

## PERSPECTIVE VIEW

**Please note:**

- All graphics displayed are for presentation purposes only, Client to provide final artwork.
- All solid coloured panels will be vinyled

Vinyl cut name on standard fascia board

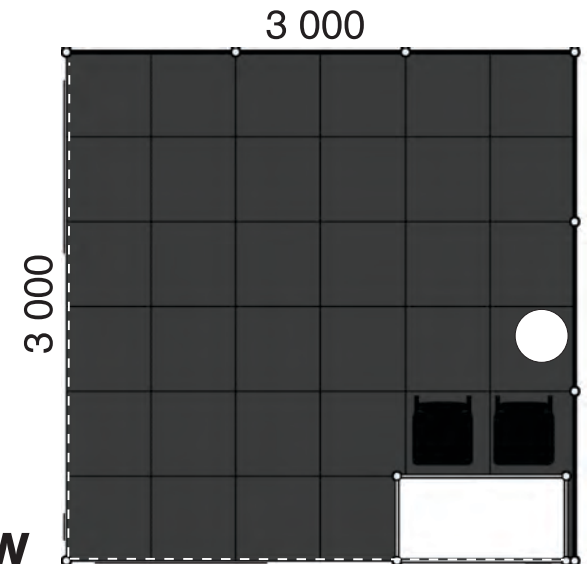
### Electrical Legend

☒ Plug point

⎓ 0.9m fluorescent

- 1 x 750h info counter
- 2 x conference chairs
- 1 x dustbin

carpet tiles



## FRONT VIEW

ISS World 2014 @ SCC, Balroom, 16 - 17 July

### BAR STOOLS



BS01



BS02



BS03



BS04



BS05



BS06



BS07



BS08



BS09



BS10



BS11



BS12



BS13



BS14



BS15

### CAFÉ CHAIRS



CH01



CH02



CH03



CH04



CH05



CH06



CH07



CH08



CH09



CH10



CH11



CH12



DISCONTINUED

CH13



CH14



CH15



CH16

### DOUBLE LOUNGERS



CE01



CE02



CE03



CE04



CE05



CE06



CE07



CE08



CE09



CE10



CE11



CE12



SINGLE LOUNGERS



CE13



CE14



CE15



CE16



CE17



CE18



CE19



CE20



CE21



CE22



CE23



CE24

### COCKTAIL TABLES



CT01



CT02



CT03



CT04



CT05



CT06

### TABLES



TA01



TA02



TA03



TA04



TA05



TA06



TA07



TA08



TA09

### COFFEE TABLES



COT01



COT02



COT03



COT04



COT05



COT06



COT07



COT08

### SIDE TABLES



ST01



ST02



ST03



ST04

### COUNTERS & STORAGE



CC01



CC02



CC03



CC04



CC05



CC06



CC07



MS13



MS14



### SHOWCASES



**DS01**  
950mm w x 470mm d x 950mm h



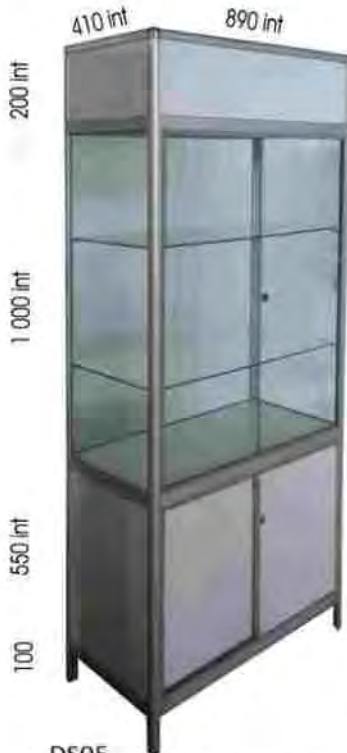
**DS02**  
950mm w x 470mm d x 950mm h



**DS03**  
470mm w x 470mm d x 2 000mm h



**DS04**  
470mm w x 470mm d x 2 000mm h



**DS05**  
950mm w x 470mm d x 2 000mm h



**DS06**  
950mm w x 470mm d x 2 000mm h

### MISCELLANEOUS



MS01



MS02



MS03



MS04



MS05



MS06



MS07



MS08



MS09



MS10



MS11



MS12



MS15



MS16



MS17 & MS18

**FORM 1**

**REMITTANCE ADVICE - COMPULSORY**

Company Name:

Stand No:

**PLEASE NOTE:** ALL ORDERS TO BE EMAILED ON OR BEFORE 01/07/2014

FOR ALL ENQUIREIS PLEASE CONTACT DEBBIE ON 011 474 9286 OR [services@shocraft.co.za](mailto:services@shocraft.co.za)

**ALL PAYMENTS FOR SERVICES ARE REQUIRED IN ADVANCE OF THE EXHIBITION**

ALL SERVICES WILL NOT BE INSTALLED UNTIL FULL PAYMENT HAS BEEN RECEIVED, ANY FORMS RECEIVED AFTER THE 25/04/2014 WILL BE SUBJECT TO A 20% SURCHARGE.

**PAYMENT DETAILS:**

STANDARD BANK (FLORIDA) ACCOUNT NUMBER: 26376660 BRANCH CODE 015641 SWIFT CODE: SB ZA ZA JJ

PLEASE FAX/EMAIL PROOF OF PAYMENT TO 011 474 9286 or [services@shocraft.co.za](mailto:services@shocraft.co.za)

Full Customer Name	
Contact Name	
Phone Number	
Email Address	
Postal Address	
Postal Code	
Finance Department - Contact Name	
Finance Department - Phone Number	
Finance Department - E-mail Address	
Vat Registration Number	

PLEASE EMAIL COMPLETED FORMS TO: [services@shocraft.co.za](mailto:services@shocraft.co.za) ON OR BEFORE THE 01/07/2014

FOR ANY ADDITIONAL QUERIES PLEASE CONTACT DEBBIE ON 011 474 9286

## FORM 2

### CARPET COLOUR DETAILS

Company Name:

Stand No:

**PLEASE NOTE:** PLEASE COMPLETE AND THIS FORM AND THIS WILL BE CHARGED FOR.

 F01 DARK BROWN	 F02 DARK BROWN	 F03 GREEN	 F04 GREY
 F05 LIGHT BLUE	 F06 LIGHT BROWN	 F07 ROYAL BLUE	 F0 RED

**Please note: If carpet is required, a charged of R35.00/m<sup>2</sup> will be levied excl VAT All tiles are on a rental basis and any loss or damage incurred will be charged to the Exhibitor @ R150.00 per tile excl VAT.**

1st COLOUR CHOICE

2nd COLOUR CHOICE

**EXHIBITORS THAT HAVE BOOKED SPACE ONLY - carpets charged @ R35.00/m<sup>2</sup> excl VAT**

Total m <sup>2</sup>	
SUB TOTAL	R
20% surcharge on late orders	R
14% VAT	R
<b>TOTAL DUE</b>	<b>R</b>

**PLEASE COMPLETE FORM 9 FOR SUMMERY OF SERVICES REQUIRED**

**PLEASE EMAIL COMPLETED FORMS TO: [services@shocraft.co.za](mailto:services@shocraft.co.za) ON OR BEFORE THE 01/07/2014**

**FOR ANY ADDITIONAL QUERIES PLEASE CONTACT DEBBIE ON 011 474 9286**



# FORM 3

## FASCIA FORM DETAILS

Company Name:

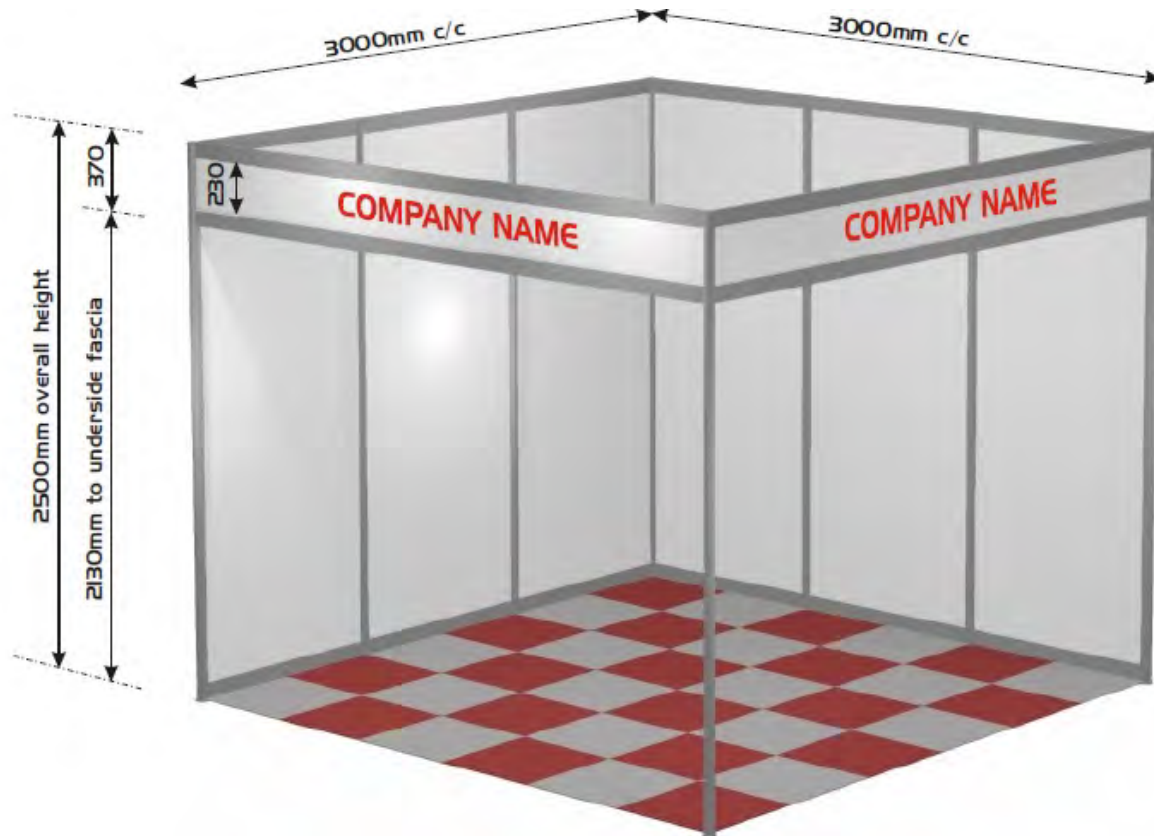
Stand No:

**PLEASE NOTE:**

THAT SHOULD YOU NOT RETURN THE FORM BY 14/07/2014 THE NAME THAT APPEARS ON YOUR CONTRACT WITH THE ORGANISERS WILL APPEAR ON YOUR STAND, ANY ON SITE CHANGES WILL BE CHARGED @ **R165.00 PER NAME EXCL VAT.**

FASCIA BOARD NAME – WHITE FASCIA WITH BLACK LETTERING – (please print clearly)


Max. 35 letters – the stand number will be included, the size will be 75mm high and all in Helvetica – UPPERCASE  
 Please ensure all names are as short as possible for easy identification by visitors.



**PLEASE COMPLETE FORM 9 FOR SUMMARY OF SERVICES REQUIRED**

PLEASE EMAIL COMPLETED FORMS TO: [services@shocraft.co.za](mailto:services@shocraft.co.za) ON OR BEFORE THE 01/07/2014

**FOR ANY ADDITIONAL QUERIES PLEASE CONTACT DEBBIE ON 011 474 9286**

## FORM 4

### SPECIAL SHELL SCHEME REQUIREMENTS

Company Name:

Stand No:

**PLEASE NOTE:** SHOULD YOU NOT RETURN THE FORM BY **01/07/2014**, A 20% SURCHARGE WILL BE APPLICABLE

PLEASE COMPLETE FORM

	DISCRIPTION	QTY	PRICE	TOTAL
	<b>STOREROOM</b>			
1	1m <sup>2</sup> - 1 x panel & 1 x door		815.00	
2	2m <sup>2</sup> - 2 x panels & 1 x door		980.00	
3	3m <sup>2</sup> - 3 x panels & 1 x door		1145	
	<b>OTHER</b>			
4	door to fit into shell scheme		650.00	
5	1 x 2.5m h panel		165.00	
6	16mm Chipboard 1 x 2.5m h - not painted		350.00	
7	16mm melamine (for wall mounted screen) 1 x 2.5m h white		750.00	
8	Pegboard - white (incl 30 hooks) 1 x 2.5m h white		350.00	
	sub total			R
	20% surcharge			R
	14% VAT			R
	TOTAL			R

PLEASE SKETCH BELOW TO INDICATE YOUR REQUIREMENTS

PLEASE COMPLETE FORM 9 FOR SUMMERY OF SERVICES REQUIRED

PLEASE EMAIL COMPLETED FORMS TO: [services@shocraft.co.za](mailto:services@shocraft.co.za) ON OR BEFORE THE 01/07/2014

FOR ANY ADDITIONAL QUERIES PLEASE CONTACT DEBBIE ON 011 474 9286

## FORM 5

### ELECTRICAL HIRE REQUIREMENTS

Company Name:

Stand No:

**PLEASE NOTE:**

SPACE ONLY CLIENTS WILL NEED TO ORDER AN ELECTRICAL DISTRIBUTION BOARD THROUGH THE ORGANISORS. PLEASE INDICATE ON FORM 5 THE PLACEMENT OF YOUR FITTINGS SHOULD YOU HAVE SPECIAL REQUIREMENTS

ELECTRICAL	Qty	Cost Per Item	Total Cost
125 amp 3 phase Distribution Board		R 4,950.00	
63 amp 3 phase Distribution Board		R 2,640.00	
32 amp Three phase Distribution Board		R 1,815.00	
32 amp Single phase Distribution Board		R 1,402.00	
3 Phase connection		R 577.00	
15 amp plug point		R 215.00	
150 watt Spot light		R 215.00	
50 watt Downlighter		R 215.00	
50 watt Long arm spot		R 264.00	
Hanging Pendant lights		R 495.00	
2.4 Double tube fluorescent fitting		R 412.00	
1.5 Double tube fluorescent fitting		R 264.00	
1.2 Double tube fluorescent fitting		R 239.00	
1.2 single tube fluorescent fitting		R 214.00	
900 mm Double fluorescent fitting		R 198.00	
150 watt Par 16 Mini Parcans		R 297.00	
300 watt Par 56 Parcans		R 388.00	
1000 watt Par 64 Parcan		R 602.00	
500 watt Halogen Floodlight		R 264.00	
1500 watt Halogen Floodlight		R 553.00	
150 watt Metal Halide		R 825.00	
400 watt Metal Halide		R 1,089.00	
Connections		R 165.00	
		sub total	R
		20% Surcharge	R
		14% VAT	R
		<b>TOTAL</b>	<b>R</b>

**PLEASE COMPLETE FORM 9 FOR SUMMERY OF SERVICES REQUIRED**

**PLEASE EMAIL COMPLETED FORMS TO: [services@shocraft.co.za](mailto:services@shocraft.co.za) ON OR BEFORE THE 01/07/2014**

**FOR ANY ADDITIONAL QUERIES PLEASE CONTACT DEBBIE ON 011 474 9286**

## FORM 6

### ELECTRICAL HIRE REQUIREMENTS - PLACEMENT

Company Name:


Stand No:

**PLEASE NOTE:** PLEASE COMPLETE ORDER FORM 5 WITH YOUR DISTRIBUTION BOARD REQUIREMENTS (SPACE ONLY OR SPECIAL REQUESTS) PLEASE SKETCH BELOW POSITION OF YOUR REQUIREMENTS

SHOULD YOU NOT COMPLETE THIS THE CONTRACTOR WILL PLACE THE FITTINGS AT THEIR OWN DISCRETION, CHANGES ON SITE WILL BE CHARGED FOR.

SHOULD YOU HAVE A CORNER STAND PLEASE INDICATE THE ISLE BELOW

BACK OF STAND



FRONT OF STAND

PLEASE EMAIL COMPLETED FORMS TO: [services@shocraft.co.za](mailto:services@shocraft.co.za) ON OR BEFORE THE 01/07/2014

FOR ANY ADDITIONAL QUERIES PLEASE CONTACT DEBBIE ON 011 474 9286

FOR ANY ADDITIONAL QUERIES PLEASE CONTACT DEBBIE ON 011 474 9286



## FORM 7a

### FURNITURE HIRE REQUIREMENTS

Company Name:

Stand No:

**PLEASE NOTE** : PLEASE VIEW OUR FURNITURE RANGE ON OUR WEBSITE [www.shocraft.co.za](http://www.shocraft.co.za) OR REQUEST A BROCHURE TO BE MAILED TO YOU ON [services@shocraft.co.za](mailto:services@shocraft.co.za)

CODE	FURNITURE	Description	Qty	Cost Per Item	Total cost
<b>AV EQUIPMENT</b>					
AV01	Plasma Screen 42"	rental per day		850.00	
AV02	DVD Player	rental per day		250.00	
<b>BAR STOOLS</b>					
BS02	Komora Bar Stool	Chrome - Black / White / Brown / Red		650.00	
BS03	Zeta Bar Stool (Z-Line)	Chrome - Black leather seat		350.00	
BS04	Bar Stool with back	Chrome - Black plastic seat & back		530.00	
BS05	Flamingo Aluminium Bar stool	Aluminium slatted with arm rest		490.00	
BS06	Apollo Adjustable Bar Stool	Chrome-plastic seats red/blue/black/silver/white		590.00	
BS07	Moon Plastic Bar Stools	Chrome - Black/white plastic seat & back		635.00	
BS08	Asteriod Bar Stool	Chrome - Black/white plastic seat & back		560.00	
BS09	Amarula Wooden Bar Stool	Chrome - Walnut / Maple seat		550.00	
BS10	Saphire Hi-Tech Bar Stool	Chrome - various colours		650.00	
BS11	Waterfall Bar Stool	Black and White		735.00	
BS12	Stream Bar Stool	Clear		770.00	
BS13	Breeze Bar Stool	Clear		670.00	
BS14	Scoop Bar Stool	Chrome - Black / white		650.00	
BS15	Pyramid Bar Stool	Chrome - White		615.00	
<b>CHAIRS</b>					
CH01	Kona Chair	brown leatherette		610.00	
CH02	Office/Conference Metal Chair	Black metal frame - Black seats		155.00	
CH03	Sling Café Chair	Aluminium slatted with arm rest		280.00	
CH04	Snapper Café Chair - wood slat and aluminium	Chrome - natural maple weave		315.00	
CH05	Emerald Café Chair	Chrome - charcoal		520.00	
CH06	Moon Plastic Chair	Chrome - Black / white/ Red/ Lime/ Purple plastic seat		370.00	
CH07	Director's Chair	Wood - canvas seat & back		425.00	
CH08	Frangelico Café Chair	Chrome - Maple, Light and Dark Mahogany		500.00	
CH09	Zombie Chair	Chrome - Wooden Slatted		300.00	
CH10	Pin Cafe Chair	Plastic White		485.00	
CH11	Vitina Cafe Chair	Chrome - Plastic White With arm rest		315.00	
CH12	Vitina Cafe Chair	Chrome - Plastic White - armless		300.00	
CH14	Kahlua Café Chair	Black / White Leather and Maple / Mahogany wood		610.00	
CH15	Scoop Café Chair	Chrome - Black / White plastic seat		575.00	
CH16	Ghost Café Chair	Perspex Clear with arms		635.00	
<b>COUCHES &amp; EASY CHAIRS</b>					
CE01	Morgan Modular - Double Lounger	Vinyl - Black / Red / White		1,660.00	
CE02	Double Seater Couch	Black		1,660.00	
CE03	Millenium Half Back - Double Seater	Red Velvet		4,750.00	
CE04	Cuba - Double Seater	Black / Off White Leather		2,300.00	
CE05	Lunar - Double Seater	White / Black / Red Leatherette		2,470.00	
CE06	Ole - Double Seater	White / Black / Red Leatherette		2,170.00	
CE07	Komodo - Double Seater	Red & Black		2,655.00	
CE08	Diva - Double Seater	Black / Red Chenille		2,285.00	
CE09	Balloon - Double Seater	Suede - Lime Green / Yellow / Orange / Blue / Red		2,200.00	

## FORM 7b

### FURNITURE HIRE REQUIREMENTS

Company Name:

Stand No:

**PLEASE NOTE** : PLEASE VIEW OUR FURNITURE RANGE ON OUR WEBSITE [www.shocraft.co.za](http://www.shocraft.co.za) OR REQUEST A BROCHURE TO BE MAILED TO YOU ON [services@shocraft.co.za](mailto:services@shocraft.co.za)

CE10	In-Vogue - Complete Lounge Suite	Black / White Leather		10,000.00
CE11	Bishop - Double Seater	Black / White / Red/ Blue Leatherette		1,800.00
CE12	Bali - Double Seater	Wicker with White cushions		3,840.00
CE13	Tub Chair - Single Seater	Leather and Suede		1,335.00
CE14	Komodo - Single Seater	Red & Black		1,920.00
CE15	Wingback - Single Seater	Suede Crème / Leather		1,370.00
CE16	Barcelona - Single Seater & ottoman	Black leather		4,305.00
CE17	Cuba - Single Seater	Black / Off White Leather		1,655.00
CE18	Maxwell - Single Seater	White - Vinyl		1,485.00
CE19	Bali - Single Seater	Wicker with White cushions		1,485.00
CE20	Galaxy Lounger	Black / White / Red - Vinyl		2,590.00
CE21	Jigsaw - Ottoman	Black / White		765.00
CE22	Diamond - Ottoman	Square ottoman- Black / White		920.00
CE23	In Vouge - Ottoman	Round ottoman - Black / White/ Red		885.00
CE24	Ottoman, 400x400	Round ottoman - colours on request		655.00
<b>COCKTAIL TABLES</b>				
CT01	Cocktail Table - Wooden Top	600mm Diam. X 1100mm H		610.00
CT02	Cocktail Table - Silver	600mm Diam. X 1050mm H		610.00
CT03	Cocktail Table - Black	700mm Diam. x 1050mm H		610.00
CT04	Square Cocktail Table - Aluminium	600mm x 600mm x 1100mm H		610.00
CT05	Aluminium Cocktail Table	600mm Diam. X 1100mm H		575.00
CT06	Glass Cocktail Table	600mm Diam. X 1100mm H		900.00
<b>TABLES</b>				
TA01	Trestle Table (cloth pls request)	1800 L x 720 W x 720mm H		134.00
TA02	Table White Open System	890 L x 450 W x 750mm H		250.00
TA03	Jupiter - Aluminium Round Café Table	700 Diam. x 700mm H		600.00
TA04	Sangria - Aluminium Square Café Table	700 x 700 x 700mm H		620.00
TA05	Galiano - Mahogany Top Round Café Table	700 Diam. x 700mm H Chrome/natural wood top		985.00
TA06	Small meeting table			580.00
TA07	Board room table - <b>price on request</b>	<b>subject to stock availability</b>		
TA08	Round Table (White Top - Chopstix)	900 Diam.x 750mm H - (white top)		835.00
TA09	Round Table (Glass Top - Chopstix)	900 Diam.x 750mm H - (glass top)		835.00
<b>COFFEE &amp; SIDE TABLES</b>				
COT01	Coffee Table Solid Top	830 L x 830 W x 450mm H		200.00
COT02	Coffee Table Glass Top	830 L x 830 W x 450mm H		410.00
COT03	Amber - Coffee Table - Glass / Chrome	1200 L X 680 W X 500mm H		830.00
COT04	Contempo - Glass	Glass Coffee Table		1,435.00
COT05	New York - Coffee Table	Mahogany		885.00
COT06	Montana - Coffee Table	White		920.00
COT07	Wicker - Coffee Table	1150 L X 540 W X 405mm H		830.00
COT08	Groove - Coffee Table	Black / White / Mahogany		700.00
ST01	Glass Round Side Table			400.00
ST02	Amber - Glass Side Table	600mm L x 680mm W x 445mm H		620.00
ST03	Cube - Side Table			700.00

## FORM 7c

### FURNITURE HIRE REQUIREMENTS

Company Name:

Stand No:

**PLEASE NOTE** : PLEASE VIEW OUR FURNITURE RANGE ON OUR WEBSITE [www.shocraft.co.za](http://www.shocraft.co.za) OR REQUEST A BROCHURE TO BE MAILED TO YOU ON [services@shocraft.co.za](mailto:services@shocraft.co.za)

ST04	Groove - Side Table	500mm L x 500mm W x 400mm H		620.00	
<b>COUNTERS / CUPBOARDS</b>					
CC01	Demonstration Counter - System	White 1000 L x 500 W x 1000mm H		550.00	
CC02	Information Counter - System	White 900 L x 600 W x 1100mm H		630.00	
CC03	Cupboard Lockable - System	White 1000 L x 470 W x 1000mm H		580.00	
CC04	Bar Counter - Semi Circle Stainless Steel	1900 L X 1000 w x 1100mm H (Black Top /SS Front)		1,800.00	
CC05	Bar Counter - Treadplate (Vastrap)	2100 L X 600 W X 1100mm H (Aluminium)		1,335.00	
CC06	Bar Counter - The Ritz Bar	White Leather		2,420.00	
CC07	Perspex Back Display Unit with Lights	2102 L X 600 W X 1100mm H		1,590.00	
<b>SHOWCASES</b>					
DS01	Counter Showcase - lit	950 L x 470 W x 950mm H		850.00	
DS02	Counter Showcase Full Vision - lit	950 L x 470 W x 950mm H		900.00	
DS03	Upright Showcase - lit	470 L x 470 W x 2000mm H		1,100.00	
DS04	Upright Showcase Full Vision - lit	470 L x 470 W x 2000mm H		1,250.00	
DS05	Upright Showcase - lit	950 L x 470 W x 2000mm H		1,350.00	
DS06	Upright Showcase Full Vision - lit	950 L x 470 W x 2000mm H		1,500.00	
<b>MISCELLANEOUS</b>					
MS01	Water Dispenser	Includes 4 x 21L Bottles of water		2,370.00	
MS02	Coat Stand	1780mm H Chrome		485.00	
MS03	Pamphlet Stand - Chrome	4 x A4 Holders		319.00	
MS04	Pamphlet Stand - Black/white wood	6 X A4 holders		535.00	
MS05	Pamphlet Stand - Metal perforated	5 X A4 holders		585.00	
MS06	Bar Fridge	88 litre White		1,070.00	
MS07	Wastebin - plastic	Fliptop - Round - Medium		115.00	
MS08	Wastebin - plastic	Round - black		37.00	
MS09	Easle - Wood	Wood or White		450.00	
MS10	Mirror - Free standing	Wooden Frame		350.00	
MS11	Wastebin - stainless steel	small		150.00	
MS12	Filter Coffee Machines	Single Station		1,085.00	
MS13	Shelf Unit Self Standing 4 Tier	1000 L x 500 W x 2000mm H		525.00	
MS14	Shelf Unit Self Standing 5 Tier	1000 L x 500 W x 2500mm H		585.00	
MS15a	Display Plinth - Wood - White / Black	500 (L) x 500 (W) x 500mm (H)		400.00	
MS15b	Display Plinth - Wood - White / Black	500 (L) x 500 (W) x 700mm (H)		435.00	
MS15c	Display Plinth - Wood - White / Black	500 (L) x 500 (W) x 1000mm (H)		484.00	
MS15d	Display Plinth - Wood - White / Black	500 (L) x 500 (W) x 1200mm (H)		515.00	
MS16	Clothing Rail	Chrome		385.00	
MS17	Stanchion Poles	Silver		225.00	
MS18	Stanchion Ropes	Blue/black/red - price per rope		125.00	
				sub total	<b>R</b>
				20% surcharge	<b>R</b>
				14% VAT	<b>R</b>
				<b>TOTAL</b>	<b>R</b>

PLEASE EMAIL COMPLETED FORMS TO: [services@shocraft.co.za](mailto:services@shocraft.co.za) ON OR BEFORE THE 01/07/2014

FOR ANY ADDITIONAL QUERIES PLEASE CONTACT DEBBIE ON 011 474 9286

## FORM 8

### PLANT HIRE REQUIREMENTS

Company Name:

Stand No:

**PLEASE NOTE** : ALL PLANTS WILL BE DELIVERED THE DAY BEFORE THE SHOW STARTS, ANY DAMAGE TO PLANTS WILL BE AT COST OF THE EXHIBITOR

PLANTS	Qty	Cost Per Item	Total Cost
<b>CONTAINER PLANTS</b>			
Large Plant - Approx: 1.8m high - Bark Chips		<b>343.00</b>	
Large Plant - Approx: 1.8m high - Greenery		<b>385.00</b>	
Large Plant - Approx: 1.8m high - Colour		<b>385.00</b>	
Small Plant - Approx: 1m high - Bark Chips		<b>293.00</b>	
Small Plant - Approx: 1m high - Greenery		<b>332.00</b>	
Small Plant - Approx: 1m high - Colour		<b>332.00</b>	
Standard / Lollipop Tree		<b>396.00</b>	
<b>TABLE TOPS</b>			
30cm Pot - Greenery		<b>204.00</b>	
30cm Pot - Cactus Display		<b>204.00</b>	
Bonsai - Medium		<b>269.00</b>	
<b>TROUGHES - 750mm Long</b>			
Greenery		<b>256.00</b>	
Greenery & Colour		<b>279.00</b>	
Colour Only		<b>307.00</b>	
Plantscaping - per square meter		<b>698.00</b>	
		sub total	R
		20% surcharge	R
		14% VAT	R
		<b>TOTAL</b>	R

PLEASE EMAIL COMPLETED FORMS TO: [services@shocraft.co.za](mailto:services@shocraft.co.za) ON OR BEFORE THE 01/07/2014

FOR ANY ADDITIONAL QUERIES PLEASE CONTACT DEBBIE ON 011 474 9286







Conference IT Helpdesk: Tel: +27 861 422 322/ Fax: +27 866 702 344

E-mail address: Sales@conference-it.co.za

Telecommunications / Internet / Equipment  
Order Form

CIT 2014

**NAME OF EVENT**

-----

**DATES OF EVENT**

-----

**EXHIBITOR NAME**

**STAND NO**

-----

**BILLING NAME**

-----

Postal Address

-----

-----

Code

**VAT REGISTRATION NO**

-----

**Contact Person**

**E-mail**

-----

**Phone Number**

**Fax Number**

-----

CONFERENCE IT operates a helpdesk at the SCC. Should you experience problems with any of their equipment or services, Please contact 0861 422 322. Please nominate a person who will assume the responsibility for logging these calls.

**Nominated Person**

**Cell Number**

-----

**PLEASE NOTE**

- Please complete the order form in full because all this information is required in order to generate a quotation. A quotation will not be generated should this information not be complete.
- The telephone system at the SCC is digital. If you require a telephone, please order a digital line.
- If you wish to make use of a fax machine or a Speedpoint machine, please order an analogue line.
- **The number to dial for an outside line at the SCC is 7, not 0. If you are providing your own modem, fax or Speedpoint machines, please ensure that they are programmed to dial 7.**
- There is a cost associated with the setup, rework and breakdown of each service requested.
- There is a charge for after-hours callouts
- Floor plans are required with specific setup requirements
- Conference IT is the sole supplier of telecommunications requirements at the SCC
- Orders for telecommunication equipment and services must be confirmed with and paid to Conference IT.
- Conference IT will bill a standard labour rate of One Hour.
- **Conference IT will require full payment of quote before any services are provided. If further billing is required, that will be done after the event.**
- Conference I T will invoice call charges after the event.
- Call charges apply to Telephones/Fax Machine & Speedpoints.

## SANDTON CONVENTION CENTRE

Description	Period	Price Bef Tax	Order
<b>Cables</b>			
Cat3 – RJ11	Per Day	R47.25	
Cat5e – RJ45	Per Day	R94.50	
Patch Point for Vlan	Per Day	R127.05	
<b>Combo</b>			
Laptop/Desktop + internet	Per Day	R682.50	
<b>Consumables</b>			
Inkjet – Black	Per Cart	R199.50	
Inkjet - Colour	Per Cart	R262.50	
Paper per Ream	Per ream	R60.00	
Laser Jet Black Toner	Per Cart	R900.00	
Laser Jet Colour Toner – Full Set	Per Set	R4410.00	
<b>Internet</b>			
4MB ADSL + Router + 5GB Cap	Per Day	R1470.00	
ADSL Internet – 4 Meg Line Only	Per Day	R525.00	
4MB Internet Line Unlimited Data	Per Day	R1575.00	
6MB Internet Line Unlimited Data	Per Day	R2362.50	
8MB Internet Line	Per Day	R3150.00	
<b>Monitors</b>			
42" LCD /Plasma TV	Per Day	R420.00	
Wall Mounted Brackets or Free Standing Stand	Per Day	R157.50	
<b>Networking</b>			
10/100/1000mb Port Rental	Per Day	R120.75	
ADSL Router	Per Day	R682.50	
8 Port Hub/Switch 100MB/1GB	Per Day	R78.50	
Creation of Secure Vlan	Once Off	R315.00	
<b>Personal Computer/Desktops</b>			
Core 2 Duo + LCD Monitor + MS Office – Desktop	Per Day	R472.50	
Core 2 Duo + MS Office – Laptop	Per Day	R472.50	
<b>Phone Lines</b>			
Analogue Line – Fax/Speed Point	Per Day	R178.50	
Digital Handset + Line ( Telephone Call onlys)	Per Day	R191.10	
128k ISDN Lines	Per Day	R525.00	
<b>PS - Call charges apply to Phone Lines</b>			
<b>Print/Fax</b>			
High Volume – Copier/Sorter/Stapler	Per Day	R1837.50	
Medium Volume - Copier/Sorter/Stapler	Per Day	R1365.00	
Copies – Black & White	Per Page	R0.50	
Copies - Colour	Per Page	R1.50	
Copies – B&W on Colour Machine	Per Page	R1.50	
B& W Laserjet 18Pppm ( No Cartridge)	Per Day	R367.50	
Colour Laserjet 30ppm ( No Cartridge)	Per Day	R367.50	
Multi Function Inkjet – Print/Copy/Scan/Fax	Per Day	R367.50	
<b>Support/Labour</b>			
After Hours – Sundays/Public Holidays	Per Hour	R1000.00	
After Hours – Weekdays/Saturday	Per Hour	R750.00	
Setup/Support/Breakdown – Office Hours	Per Hour	R500.00	
Standby Support	Per Day	R1250.00	
Photocopier Technician	Per Day	R1575.00	
<b>Video Conference – VC Package</b>	Per Day	R4725.00	

**COMMERCIAL INVOICE/PACKING LIST**

Sender:		EXHIBITORS NAME			Consignee:		ISS AFRICA 2014			License:		NLR		REMARKS ( " X " each item) A: TEMPORARY IMPORT B. PERMANENT IMPORT C: GIVEN AWAY/SOLD	
EXHIBITORS ADDRESS DETAILS		c/o RICHARD HARPER LOGISTICS (PTY) LTD			88 GRIFFITHS ROAD		JET PARK, BOKSBURG		Carnet:		N/A				
		SOUTH AFRICA							IRS No.:						
									Pieces:		1				
									Weight:		9.5KG				
Total Pieces	Item No.	QTY	Description of Contents	Origin	Kilo	Dims (CMS) L x W x H		CBM	HTS	A	B	C	Item Value (\$)	Total Value (\$)	
1															

CIF Total Value: \_\_\_\_\_  
 Authorized Signature: \_\_\_\_\_  
 Date: \_\_\_\_\_



## **International Shipping Instructions**

### **CONTENTS**

1. Introduction
2. General Information
  - 2.1 Consignment Arrival Dates
  - 2.2 Destination
  - 2.3 Consigning Instructions (Bill of Lading and Airwaybill)
  - 2.4 Case Marking
  - 2.5 Packing List
  - 2.6 Commercial Shipping Invoices
3. Freight Handling Tariffs





## **International Shipping Instructions**

### **1. INTRODUCTION**

Richard Harper Logistics are pleased to have this opportunity to be of service to you and will endeavor to provide a flexible and quality range of services to all participants, we are able to offer a comprehensive package including Customs clearance and transportation as well as onsite operations under the supervision of our experienced staff.

Please read our instructions carefully as failure to comply may lead to unnecessary delays in clearance and additional expenses. Please also refer to the exhibitor's kit issued by the organiser which contains other important information relating to forwarding regulations and installation schedules, etc.

For any enquiry please contact Richard Harper Logistics at:

Telephone: + 27(0) 82 900 1653 or Landline +27 11 976-6600

Email: richard@harperlogistics.co.za

Contact: Richard Harper

### **2. GENERAL INFORMATION**

#### **2.1 Consignment Arrival Dates**

To ensure the timely delivery of your exhibits to the exhibition site to coincide with the organiser's move in schedule, your shipment must arrive in South Africa by the following dates:

Seafreight: FCL/Breakbulk (Johannesburg): 14 days prior

LCL (Johannesburg): 14 days prior

Airfreight: (Johannesburg): 7 days prior

If you are unable to meet the above deadlines, please advise full shipping details immediately they become available to enable us to make the necessary arrangements for urgent Customs



clearance. Whilst every effort will be made to clear cargo through to site prior to opening we are not able to guarantee timings therefore please do your utmost to adhere to our quoted deadlines.

**2.2 Destination**

All shipments should be consigned to the following destination port as applicable:

**i) Seafreight:**

<u>FCL</u>	<u>LCL/Groupage</u>
From Americas/Europe Johannesburg via Cape Town From Asia/The East Johannesburg via Durban	From Americas/Europe Johannesburg via Cape Town From Asia/The East Johannesburg via Durban

**ii) Airfreight:**

Johannesburg International Airport (JNB)  
 Please note: Freight should be paid up to arrival Johannesburg port.

**2.3 Consigning Instructions (Bill of Lading and Airwaybill)**

All consolidations should be consigned on Marine/Master Bill "Freight Prepaid" as follows:

EXHIBITION NAME c/o RICHARD HARPER LOGISTICS (PTY) LTD 88 GRIFFITHS ROAD JET PARK 1459 JOHANNESBURG SOUTH AFRICA	NOTIFY PARTY: RICHARD HARPER LOGISTICS TEL: + 27(0) 82 900 1653
--	---

House documents should be issued per exhibitor consigned as follows:



EXHIBITOR NAME	88 GRIFFITHS ROAD
EXHIBITION NAME	JET PARK
STAND NO .....	1459
c/o RICHARD HARPER LOGISTICS (PTY) LTD	JOHANNESBURG
	SOUTH AFRICA

**PLEASE NOTE:** It is imperative that House documents are issued per exhibitor consignment. Failure to do so for consolidated shipments will result in detention of all cargo until all clearances have been finalised. **NO PARTIAL RELEASE IS PERMITTED.**

**2.4. Case Marking**

All *cases* should be clearly marked as follows:

- EXHIBITOR NAME
- STAND NO. ....
- EXHIBITION NAME AND VENUE
- CASE NO. (TALLIED WITH YOUR PACKING LIST).
- GROSS WEIGHT AND NETT WEIGHT IN KILOGRAMS.
- DIMENSIONS IN CENTIMETRES.

Please ensure that your equipment is packed in strong, waterproof packing cases which lend themselves to being repacked after the exhibition. Please bear in mind that your exhibits will be in transit for long periods, both to and from the exhibition and that cartons are not suitable to withstand the constant handling which takes place during transshipment. We recommend the use of bolted reusable cases.

**2.5 Packing List**

*Packing lists* should be raised in accordance to method of importation either temporary or permanent importation. Serial numbers for temporary importations should be listed per item.

**2.6 Commercial Shipping Invoices**

A *commercial invoice* must be raised per method of entry and include the following:

**i) Consigned**

EXHIBITOR NAME	88 GRIFFITHS ROAD
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STAND NO.	JET PARK
EXHIBITION NAME AND VENUE	1459
c/o RICHARD HARPER LOGISTICS (PTY) LTD	JOHANNESBURG
	SOUTH AFRICA

**ii) Import Status**

Permanent: "Goods are for permanent entry into the Republic of South Africa."

Temporary: "Goods are for display purposes only at the ..... exhibition and will be returned after the close.

Consumables: "Goods are for free distribution purposes at the ..... exhibition."

**iii) Country of origin.**

**iv) Confirmation that the packing conforms to South African Regulations.**

**v) Tariff heading.**

**vi) Serial numbers.**

**vii) Commodities itemised and valued individually.**

**PLEASE NOTE:** Nothing is without value. Consumables should show a true value "For Customs purposes only".

For your convenience we have included a copy of a *commercial invoice* which may be transposed as necessary, but please ensure that every copy bears an original signature. The invoice must be in English made out to yourself care of your stand and must include the inclusions as set out above.

***In House Exhibitions and Logistics cc***  
**ISS WORLD 2014**

Please return this form to [thiru@inhouselogistics.co.za](mailto:thiru@inhouselogistics.co.za)  
Contact Cell 076 610 2384 or 011 508 1571

Dear Exhibitor,

**Please be advised that In House Exhibitions & Logistics cc have been appointed as THE ON-SITE HANDLING AGENT & FREIGHT FORWARDER FOR SANDTON CONVENTION CENTRE**

**Services that will be provided on-site:**

- Porters with trollies to assist exhibitors.
- Controlling the Loading Bay's to ensure that each and every exhibitor gets the same opportunity to enter the loading bay to offload and reload his or her exhibits.
- Traffic control

**Other responsibilities at this venue:**

- A forklift up to a max of 2000 kgs will be available on-site. Cost 435.00 per cbm. Min charge 2 cbm anything exceeding 2000kg kindly inform us as this would require special machinery to be hired in.

**INTERNATIONAL FREIGHT - CONSIGNEE INSTRUCTIONS:**

Anyone seeking this service kindly contact our freight handling division Richard Harper on email [richard@harperlogistics.co.za](mailto:richard@harperlogistics.co.za) & copy [thiru@inhouselogistics.co.za](mailto:thiru@inhouselogistics.co.za) on all correspondence & need to make contact 1 month prior to avoid any delays at SA customs.

Should you be using your own freight forwarder and customs clearing agent INHOUSE EXHIBITIONS & LOGISTICS as well as SANDTON CONVENTION CENTRE WILL NOT BE LIABLE FOR ANYTHING HELD BACK BY SA CUSTOMS

**LOCAL DELIVERIES:**

It is therefore very important, that this form is filled out correctly and emailed to us 1 week prior by no later, 8<sup>th</sup> July 2014, so that we can plan and have all the necessary manpower and equipment on-site.

**IMPORTANT INFORMATION TO REMEMBER: Once your vehicle has been offloaded, it MUST be removed to the Parking area allocated by the show organisers. Under no circumstance, would you be allowed to park in the loading bay**

PAGE 1 OF 2



**In House Exhibitions and Logistics cc**  
**ISS WORLD 2014**

Please return this form to [thiru@inhouselogistics.co.za](mailto:thiru@inhouselogistics.co.za)  
Contact Cell 076 610 2384 or 011 508 1571

DESCRIPTION OF FREIGHT / EXHIBITS (FORKLIFT)		
NO OF PIECES	DESCRIPTION OF GOODS FOR FORKLIFT OFFLOADING	WEIGHT
DELIVERY DATE:		DELIVERY TIME

**ADDITIONAL ON-SITE REQUIREMENTS - Please tick appropriate box**  
*Please note that all charges will be quoted on an adhoc basis and charged directly to each exhibitor*

LOCAL TRANSPORT

Forklift

SCISSOR JACK

International freight forwarding INWARD / OUTWARD

Storage

LABOR STAND DRESSING

**Standard Trading Conditions**

All work is undertaken in accordance with our Standard Trading Conditions and endorsed by Sandton Convention Centre.

**IMPORTANT:** If this form is not filled out correctly, signed, and returned a day before the delivery date, will results in delays in completing the work description.

\_\_\_\_\_  
Signature (Please print name)

\_\_\_\_\_  
company stamp

\_\_\_\_\_  
Date

CONTACT NUMBER: \_\_\_\_\_

STAND NUMBER: \_\_\_\_\_

# **Sandton Convention Centre Interim Exhibitor Handbook**

## **RULES, SAFETY & SECURITY REQUIREMENTS**

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### **RULES OF THE EXHIBITION**

#### **Aisle Encroachment**

Disaster Management rules and fire regulations at all conferences and exhibition venues require that all aisles and access to fire exit doors are kept free at all times. Exhibitors are required to take adequate space to accommodate their full display and no encroachment into the aisles is permitted. Should any item or structure be placed or protrude into the designated aisle space, the organisers and/or the venue management reserves the right to move or to have removed, the said item without any liability for loss or damage thereto.

#### **Alcohol**

The venue is a fully licensed venue and alcohol may not be brought onto the premises. A special permit is required for promotional and sponsorship alcohol and a corkage fee apply. The venue requires advance notification of such requests and the decision to permit promotional alcohol or sponsorship beverages is at the discretion of venue management. Alcohol may only be served to people over the age of 18 (eighteen).

#### **Behaviour**

The exhibiting company undertakes personal responsibility for the behaviour of any person(s) deemed to be staff, suppliers, sub-contractors and/or service providers in their employ whilst on the premises. The exhibiting company also undertakes to ensure that no unacceptable behaviour by any such person, including excessive consumption of alcohol, playing of loud music, use of abusive language or lack of respect for the building, its infrastructure and personnel, occurs whilst on the venue premises.

#### **Brochure Distribution**

No brochures will be allowed to be distributed from any area within the exhibition other than your exhibition stand.

#### **Catering**

The venue is the exclusive supplier of food and beverage to all exhibitors. No beverages may be brought into the venue without the express approval from the venue in writing. Exhibitors wishing to provide give-away samples of products are required to forward all relevant information, at least 7 (seven) days prior to the event, for approval by the venue management. However, these must be limited to 56ml of beverage and may only be distributed within the exhibition hall.

The venue provides a service whereby exhibitors may order food platters and beverages for their stands.

## **Certificates Required**

The following certificates are required:

- An Electrical Certificate of Compliance (C.O.C), for all temporary electrical installations, issued by a suitable qualified electrician registered and a member of the Electrical Control Board (ECB), with said valid certificate issued by the ECB. Individual stand C.O.C.'s are required where reticulation has been added in addition to the original installation.
- A Structural Certificate and a Rigging Certificate issued by a suitably qualified and competent person, after inspection of same confirming the structure / rigging is safe for the intended use.
- A Certificate issued by a recognised service provider, confirming the flammable material is of a fire retardant material or has been treated with a recognised fire retardant substance and indicates the heat specification.
- A Certificate of fitness issued by the Johannesburg Emergency Management Services (JHB EMS) before the commencement of any event.
- A permit for all pyrotechnics issued by the SAPS Explosive Unit which must be supported by the JHB EMS approval.

## **Cooking and Sampling**

Any requirement for cooking at a stand must be communicated in advance to the organisers, giving all the relevant details. Sampling outside of the exhibition space will not be allowed. Should any of these activities interfere with the normal traffic of neighbouring exhibition stands, the organisers will have no alternative but to request that sampling is stopped with immediate effect.

The following should be noted:

- Cooking, product demonstrations and sampling will only be permitted where prior approval has been granted in writing by the organisers and venue management.
- Solid food portions should be no larger than "bite-size" portions – 85g of food on a toothpick
- Beverage tasting must be in "tasting cups" – 20ml of beverage
- Bottles will be subject to a negotiated corkage fee
- Should samplers interfere with the normal traffic of neighbouring exhibition stands, the organisers will have no alternative but to request that the sampling be terminated
- The exhibitor is to supply large plastic rubbish bins including a supply of plastic bags

## **Covered Stands**

Covered stands are not permitted unless detailed drawings are submitted and a certificate of approval is given from the Johannesburg Emergency Management Services (JHB EMS). A copy of the above is to be provided at least thirty (30) days prior to the event for approval by the organisers and the JHB EMS.

## **Damage**

The organisers appreciate that exhibitors need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering etc. Exhibitors should note however that this is not permitted inside the exhibition hall and a specific area will be demarcated in the marshalling yard for this purpose.

A Hot Work Permit is required for all hot work, issued by the event safety manager.

Exhibitors are responsible for the cost of making good and/or replacing damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person(s) employed or engaged on their behalf. Any exhibitor found damaging walls, carpets and/or any structure on the venue property will be charged with the replacement value of such items.

- Reasonable precautions must be taken when constructing or working on a stand to ensure that no damage is caused to the floor.
- Crates, exhibit panels and pallets must at all times be kept away from walls and/or pillars.
- No attachment, fitting or detachment is to be made to the internal/external walls, floors, ceiling or pillars of the venue, nor may any items be suspended from the overhead structure without the prior knowledge and written consent from the organisers and the venue.
- Nails, screws or other devices may not be driven into any part of the building.
- No painting (by brush, roller or spray) is permitted anywhere within the hall and exhibitions.
- Due to fire regulations, the storage of paint on-site is prohibited.

### **Firearms**

The venue is a strictly weapon-free venue and the use of any weapon is not permitted. Exhibitors intending on displaying firearms or weapons, must apply to the Firearm Licensing Department to obtain a licence. No personal firearms may be carried in the venue during the show period.

### **Neon**

All neon signage on exhibition stands needs to be approved with the organiser and a fire extinguisher and visible Fireman's switch is required that is within easy reach.

### **Signage**

No emergency signage is to be hidden by any means.

### **Smoking**

Smoking is not permitted within the Sandton Convention Centre. Smokers may make use of the following designated smoking areas:

- Outside the Main Entrance, Maude Street
- Off-loading Areas, Maude Street and Alice Lane (staff only)
- Boardroom Terrace, Convention Level and Terrace Room Terrace, Convention Level
- Committee Room Terrace, Committee Room Level as well as the Balcony, Convention Level

### **Walls in Exhibition Halls**

Under no circumstances will any exhibitors be allowed to lean items against the walls. Any damage or dirt on the walls will result in the Sandton Convention Centre (SCC) repainting the wall for the offending party's account.

### **Vehicle Display**

Arrangements for the display of motor vehicles should be made with the organisers prior to the event. There is a specific procedure to follow, **no deviation from the below will be permitted:**

1. Lifts numbers 7 & 8 may be used to access cars into the building provided the weight of the vehicle does not exceed 3,500 kg.

2. Any vehicle to be left in the building must have minimum fuel in the tank (less than a quarter tank).
3. Vehicles must be driven slowly within the building.
4. Drip trays to be supplied by the vehicle exhibitor. Drip trays must be placed underneath the engine/gearbox and the differential (i.e. at least TWO (2) adequately sized drip trays).
5. At least one nine kilogram (9kg) dry chemical powder (DCP) fire extinguisher, supplied by the vehicle exhibitor, must be visibly located at the vehicle at all times.
6. Any damage as result of the above id for the account of the vehicle exhibitor / client.
7. Any vehicle left in the building should be left unlocked, with the keys in the ignition, for the removal in the event of an emergency.

## **SAFETY AND SECURITY REQUIREMENTS**

### INTRODUCTION

The following *safety requirements and guidelines have been developed by EXSA and adapted by the SCC in order to inform and regulate the exhibition and event industry on what “best practices” should be used to ensure event / exhibition safety. They have been developed to minimise possible liability, injury, accident or loss of life. The following requirements and guidelines, which take into account items of general health and safety, must be followed when involved in an event or exhibition at the Sandton Convention Centre.*

This Policy states legal requirements as well as advice on good safe practice. This is based on the principals of Safety and Fire Safety requirements as contained in:

- SABS Codes
- NFPA Codes
- Fire Services Act, “Act 99 of 1987”
- Johannesburg City By-Laws, Fire Safety Regulations
- Disaster Management Act 57
- Occupational Health and Safety
- National Building Regulations
- Electrical Wiring Cods SANS 10142

Before any work is begun on site, the organiser / exhibitor and their contractor must evaluate any risk that might be caused by the building of a stand or stage works. This will involve looking at probable and possible hazards and dangers and in so doing, the organiser / exhibitor should be able to put in place plans and procedures to limit or nullify the risk. These steps are essentially the reasonable steps that the organiser / exhibitor will take in limiting injury, loss of life, civil liability and public liability.

### **The Safety and Security Plan**

Conduct a risk assessment of the event, since this is a specialised function it is highly recommended a contractor be appointed, with involved persons and services that are competent, experienced and have a good working understanding and working experience of the venue, its emergency safety features and their location within the building. Usually convened at the request of the organiser and may be chaired by the contracted security company.



This is best achieved by means of a well thought out team list of possible and potential threats, risks and situations which may occur and the plans to eliminate or reduce their potential. This is the single most important step to ensure a safe, secure and incident free event.

Involved services include: Johannesburg Emergency Management Services (JHB EMS), SAPS, (possibly V.I.P. Protection Unit, Explosives Unit, Dog Unit, Public Protection Unit) Metro Police, Joburg Health Department, contracted Security and Medical Emergency Response Companies and other relevant contractors.

Considering the layout drawing has been submitted and approved by Disaster Management  
(Needs to be approved by SCC safety before submission)

A drawing must provide for emergency evacuation of all in the venue within five (5) minutes based on the rate of sixty (60) pax / 1, 800 wide door / minute. ( $60 \times 5 = 300/\text{exit}$ . E.g. 1, 000 pax / 300 = 3, 33 doors) In this case a minimum of four emergency exits would be adequate, but bear in mind the possibility of exits becoming redundant as a result of the emergency, E.g. fire at an exit/s. We always need a redundancy factor. (We prefer basing the calculation on a three (3) minute evacuation cycle e.g.  $60 \times 3 = 180$  pax / door, i.e. six (6) exits are required with a redundancy of two (2) doors or thirty three percent (33%))

- Emergency Exit aisles (3, 000 wide) need to line u with emergency exits, in both directions where emergency exits are located on all four boundary walls, to facilitate the quick movement of people from the venue. These aisles also need to facilitate access to fire equipment.
- Typical essential considerations include:
  - All aisles must be kept clear with unrestricted access at all times, including during build-ups and breakdowns.
  - All emergency exits must have clear and unrestricted access at all times, including during build-ups and breakdowns.
  - Access to all fire equipment must be clear and unrestricted at all times, including during build-ups and breakdowns.
  - Emergency signage must be completely visible at all times.
  - Special care must be taken when draping to ensure neither emergency signage nor the emergency exits are either hidden / partially hidden or that the drapes impede access to these exits whatsoever.
  - Adequate and appropriate emergency signage (must be photo-luminous, painted signage is not acceptable) securely fitted (by the organisers contractor) to support existing permanent emergency signage when any structure or any other object is erected which hides or partially hides permanently emergency signage.
  - Temporary shell scheme fire exits require to be identified by appropriate photo-luminous signage.

Stands, floor coverings, stand security covers, banners / stretch fabric advertising and other materials in use or exhibited need to be fabricated from fire retardant materials or treated to make same fire retardant as possible. Obviously this is not always possible, within reason.

The electrical reticulation must be installed by a qualified and competent electrician certified to provide an Electrical Certificate of Compliance (C.O.C.'s) (or at least under his supervision), which is required for every temporary electrical installation, in this case for the entire exhibition / event. The electrician also needs to

inspect and test installations of stands carried out by electricians employed by specialised stand builders / exhibitors, have any non-compliance corrected and issue electrical certificates of compliance (C.O.C.'s) for those specific stands. I.e. He is responsible for the entire electrical installation of the exhibition to the organiser. In order to maintain an acceptable electrical installation standard Mark Palmer of the Gauteng Electrical Inspection Authority is invited on an ad hoc basis to audit various installations on behalf of the Department of Labour.

Rigging must be undertaken by a suitably experienced person who is required to provide a certificate confirming the installation is safe to use (excludes banners, flags and similar). A valid certificate may be requested confirming the inspection and testing of any hoisting / lifting equipment.

Structures or special stands to be constructed need to have been designed by a structural engineer who will issue a certificate confirming the design and erection thereof in the venue is safe for intended use. Where a roof is fitted special precautions need to be considered as this negates the effectiveness of the installed sprinkler system. E.g. A readily available fire extinguisher (9Kkg Dry Chemical Powder) needs to be provided by the exhibitor at the entrance of the stand and when the show is closed needs to be inspected at regular intervals by security who must be trained and competent in extinguishing fires, alternatively operational smoke detectors need to be installed.

The above structural requirement is also applicable to stages five hundred millimetres (500mm) and higher. N.B. stages and other structures are to be used for their designed and intended use only. Failure to comply with this condition may result in a disaster. E.g. A 1, 500 wide x 1, 000 high model ramp used as a general audience dance area after a fashion show.

- Hand rails are necessary where required.
- Always consider floor loadings.
- Always consider allowable loads from hanging points and hanging rails. These are load certified.
- Absolute control must be maintained on the volume of combustible / flammable / non-explosive (material permitted) material allowed in the venue for obvious reasons. Including but not limited to: oil based paint and aerosol cans of paint; solvents such as thinners, turpentine, paraffin, fuel; polystyrene; P.V.C.; bales of hay; gum poles; dried grass decoration; newspapers (used as table cloths); backdrops; hessian; plastic; packing materials and so on.

#### **A Disaster Management Permit is required for all Naked Flames in a Venue**

Absolute control needs to be maintained on naked flames and the method / means of supporting same. (Often placed on top-heavy arrangements, which are precariously balanced at the best of times and susceptible to being knocked or bumped over.) E.g. Candles, candles on flower arrangements or stands, candles fitted inside paraffin lamps and paraffin lamps. Flame throwing and fire acts are not permitted.

A SAPS issued permit is required for all pyrotechnic events. The application for same submitted by a suitably qualified and experienced business / operator needs to include a letter from the venue allowing same to take place at the venue. A suitable venue procedure controlling same needs to be strictly applied.

Confirmation of public liability insurance is essential from all the outsourced services / contracted services etc. Ensure all required indemnity forms are signed, sealed and delivered. (All contractors, exhibitors and other service providers.)

A certificate is required for all draping confirming it has been manufactured from flame retardant material or has been treated to ensure the same flame retardant characteristics as if it had been manufactured from flame retardant material. Considering draping may be washed from time to time and as the sprayed on flame retardant material is washed out, it is prudent to check that draping is actually flame retardant by cutting a sample and trying to light same under controlled conditions. (We are currently in the process of arranging a service, through one of our outsourced partners, to have a fire retardant spray service available on site should the draping not be certified or fail the fire test. The cost of which is for the organisers account. Cleaning of overspray is for the account of the exhibitor / event organiser.)

Pre-empting the Safety at Sports and Recreational Events Sports Bill, and from the experience of need, it is essential to have a fully equipped paramedic on site during large events.

### **Standards for Double Storey and Flammable Material Exhibits / Stands**

1. All plans that need to be approved need to be accompanied by the full layout depicting where the stand is on the overall floor plan. The floor plan should preferably be on an A3 size page.
2. An Engineering Certificate of Safety must be obtained once a double storey stand, or other than a standard shell scheme, has been erected / completed. (Displayed at the stand)
3. There must be at least one 9kg (nine kilogram) Dry Chemical Powder fire extinguisher in each level of the said stand. (Arranged by the exhibitor / organiser)
4. A security officer is to pass and check the stands at regular intervals after hours. (At least every half an hour)
5. Operational smoke detectors need to be provided under all ceilings.

### **Fire Safety Requirements for All Events – Emergency Management Services**

These include the local Emergency Management Services but also include requirements such as environmental health impact and local Disaster Management planning and requirements. Your local representatives will expect you to have implemented effective planning with concern to preventing through identifying, eliminating and controlling hazards and risks.

The items of major concern are:

1. Adequate entrances and exits for emergency vehicles.
2. Parking areas for private and exhibitor / contractor vehicles. This must be addressed to minimise the risk of fire spread.
3. Adequate means and numbers of escape routes to evacuate premises to a safe area for people present.
4. Escape doors and all exits must be clearly indicated with photo-luminescent signage, and doors to have approved locking devices. (As approved by the Local Authority) Escape routes to be unobstructed at all times. People should be able to walk safely along clearly recognisable routes, by own unaided effort. Doors to open in direction of travel and maintained in satisfactory condition.
5. Fire equipment to be clearly indicated, mounted and serviced annually. A 2m (two metre) clearance to be kept around fire equipment and to be accessible at all times. All fire equipment to conform to SABS standards.
6. Emergency Lighting: In addition to the normal lighting arrangements, emergency lighting must be provided as determined by the fire safety representative. The emergency lighting supply should come from a source of electricity independent of normal lighting to provide lighting to Exit signs

located around the venue for directional purposes and located above the final exit doors. Emergency lighting to give sufficient light for at least sixty (60) minutes. All parts of the venue to which people have access should be provided with normal and emergency lighting capable of giving sufficient light for people to leave safely as determined by the risk assessment.

7. Manually activated audible alarm systems to be in accordance with S.A.B.S. 0139.
8. Electrical certificate of all electrical work completed, to be handed to the SCC Event Coordinator for the event, including temporary and permanent installations.
9. Electrical cabling to be covered with an approved ducting method or below ground level. Overhead cabling to be at least 2, 4m (two point four metres) high.
10. Structural engineering to certify all structures including marquees, stages, stands, grandstands, screens and suspended lights or sound equipment.
11. All combustible wood and additional material to be used for decor such as draping, curtains, partitions and floor, wall or roof coverings where required to be treated with a flame retardant. A certificate of proof to be presented to the SCC Events Coordinator.
12. Curtains across exit doors must be arranged so as not to trail on the floor, they should be open from the centre and not obstruct either the doorway or signage.
13. The Local Authority "Fire Safety" regulations may limit the amount of coverings used for decor and prohibit their use in certain locations or insist on additional fire protection measures.
14. Sprinkler Systems: The performance of sprinkler systems may not be impeded in any way. At any event where a temporary roof structure is erected inside the existing building, the roof area may not exceed 2m<sup>2</sup> (two metres squared). Where the roof exceeds this amount, under-roof protection to be supplied to the structure.
15. Open Flames: Written permission must be obtained from the Fire Safety Department of the Local Authority through the SCC.
16. Vehicles: A maximum of 10ℓ (ten litres) of fuel (¼ tank) is allowed in the fuel tank of a vehicle in a display area. The battery of such vehicle must be disconnected.
17. Shows and Exhibitions: Aisle width to be at least 3m (three metres) and no trading to take place in this aisle space.
18. Braai Areas: These are not permitted.
19. Liquid Petroleum Gas: Indoors a maximum of 1x 19kg (nineteen kilogram) cylinder may be used in the building at any given time.

If barriers or collapsible fencing are used the Fire Safety Official should be consulted as to the requirements.

### **Additional Information Pertaining to Inspection and Notifications**

JHB EMS is to be notified prior to build-up of an event in case of additional requirements who may conduct inspections prior to and during the event.

Services available:

- Fire Safety Official
- Paramedics
- Medics
- Fire Engine and Crew

JNB EMS must be notified of all J.O.C. meetings. Please contact the Event Coordinator.

Some events are larger and more complex than others. All are covered by legal requirements, but JHB EMS may have additional requirements.

### **Emergency Procedures / Fire Regulations**

Event Organisers / Exhibitors must ensure that their staff and contractors have been adequately briefed on the SCC emergency procedures, as well as on the location of the fire-fighting equipment and emergency exits at the occupied venue. The following steps must be adhered to:

1. Immediately report an incident of concern to the organiser.
2. Exhibitors or contractors must refrain from touching any objects of concern and from removing exhibits from the venue.
3. Do not panic.
4. Evacuation of the venue will be announced over the venue's PA system.
5. Organisers, Contractors, Event Staff and Exhibitors are requested to point out the direction of emergency exits to other staff members and visitors in your immediate vicinity.
6. Fire escapes are situated in intervals throughout the building and are easily accessible.
7. In the event of an emergency at the venue, the following services will be provided:
  - Evacuation Lighting
  - Essential Ventilation
  - Computer Systems for building control
  - Evacuation Security Systems
  - Fully trained evacuation team
  - Pressurisation of fire escape stairwells
  - Specialised Emergency Services

Please note that all the venue lifts will stop on ground floor and escalators will stop operating.

### **General Fire Safety Aspects**

The following aspects regarding fire safety are required to be reported to the Organiser prior to the start of a build-up of an event / exhibition. This must be done in order to allow for liaison with and approval by the Fire & Emergency Services, Metro Police and South African Police Services where applicable. This arrangement is to ensure compliance with all Municipal By-Laws and Regulations regarding fire safety.

- All plans for stage sets and designs, such as heights of over 500 mm staging, multi-storey, wooden structures, bridges, flammable material and inserts of Polly urethane, must be forwarded to the Organiser and venue.
- All flammable and combustible materials and components will be declared for approval and treated with a flame retardant. A certificate must be obtained and a copy of the certificate must be handed to the Organiser and venue.
- Any hazardous chemicals or flammable materials to be used within the confines of the venue must be declared. These materials shall be stored in purpose-made safety containers in minimum quantities i.e. no more than 1ℓ (one litre).
- Any flammable construction, building and/or other materials shall be treated with a fire retardant substance and certified as such prior to commencement of construction.
- All emergency exits will be kept clear and unblocked for the duration of show-days. This task must be designated to the Contracted Security Company. All fire exits are to be clearly indicated on the event floor plan.



(SHOULD NO CERTIFICATE OF APPROVAL BE FORTHCOMING, PLEASE NOTE THAT THE JNB EMERGENCY MANAGEMENT SERVICES HAVE THE RIGHT TO FINE TRANSGRESSORS AND HAVE THE MATERIAL REMOVED.)

The SCC Safety Management and the Fire & Emergency Services will conduct an inspection of the exhibition during and on the last day of build-up to ensure compliance and should full compliance with regulations not be adhered to they have the right to hold back on the doors opening for the event or fine transgressors. A certificate of fitness needs to be issued by the JHB EMS before commencement of an event.

- A. The SCC's Safety Management will give prior written approval where it is proposed that apparatus involving special risk is to be operated.
- B. No fixing, attachment or penetration of any fabric, structure or floors is permitted.
- C. The SCC Safety Management and the JHB EMS must give their written approval where any of the following is proposed:
  - 1. Any material, exhibit or substance that is hazardous, noxious, explosive or of an objectionable nature
  - 2. Items that produce fumes, exhaust or smoke
  - 3. Operating machinery and apparatus
  - 4. Use or display of pyrotechnics and lasers
  - 5. Use or display of radioactive materials, flammable liquids, oils and gasses as well as welding or compressed air
  - 6. The use of balloons and public entertainment including amusement displays, live performances and live animals on display

### **Fire Retardation**

- A. The Local Council By-Laws are quite specific on fire retardation: NO COMBUSTIBLE MATERIAL with a high fire rating is displayed at any event. However, if written permission is granted, it must be treated correctly or a low level of combustibility must be attained.
- B. Hessian, thatch and straw are regarded as major fire hazards and exhibitors planning to use these as part of their display will be required to provide a Fire Retardant Certificate indicating that the product has been treated with a fire retarding compound.
- C. When material draping is used as part of a set-up or display, please ensure the draping does not come into contact with electrical wiring, fitting and/or globes and drops no lower than 5cm (five centimetres) above the carpeted floor.
- D. Combustible materials include items such as: draping / curtaining and backdrops, hay, hessian and thatch etc. Stage, sound and lighting etc, used by the technical contractors is included in this definition.
  - 1. Combustible materials are to be treated with a fire retardant substance as approved by the Fire & Emergency Services and SABS Standards.
  - 2. Certificates from recognised suppliers confirming retardation must be made available and presented on each stand. Mycon, Pyrothec etc.
  - 3. Carpet fire rating as per SANS 10400.

## **Gas Regulations**

1. Only one 19kg gas cylinder is permitted with written approval of the SCC.
2. Any spare cylinders are restricted to a 19kg cylinder and must be stored outside of the building in a lockable facility which is available.
3. A qualified installer (relevant qualification) with the relevant license must install the gas connection and sign off the installation on a Certificate of Compliance.
4. A copy of the relevant contractor's license and Certificate of Compliance must be made available to the Fire and Emergency representative and a copy must be supplied to the SCC's Contracts Services Manager.
5. A 9kg dry powder fire extinguisher must be installed in close proximity to the gas cylinder.
6. Clear signage must be displayed indicating where the gas cylinder has been installed.
7. Clear signage must be displayed indicating where the fire extinguisher has been installed.
8. The gas cylinder must be easily accessible and not locked or blocked. This is in the event of a leak or emergency.
9. All piping must be in good order and have permanent connections with no leaks.
10. The gas cylinder must be disconnected and removed to storage at night or when the stand is not manned.

Final permission can only be granted on site once the above conditions have been inspected. Should the Fire and Emergency Representative or the SCC's Safety Management find any unsafe conditions, this will need to be rectified before final permission is granted.

## **Safe Working Practices**

- A. Organisers and contractors need to ensure they are working according to the guidelines and regulations as prescribed by the Occupational Health & Safety Act (OSH).
- B. It is required that all contractors and sub-contractors adhere to the Safe Working Practices as set out in the act. Staff and contractors shall be vigilant towards the health and safety issues regarding themselves and others in the area and shall observe the following practices which will be monitored and enforced by the organisers:
  1. The understanding of the SCC Fire and Evacuation plan and procedures.
  2. The understanding to ensure that aisles leading to emergency exits are kept clear and unobstructed at all times.
  3. The use of hard hats when working in hazardous areas or restricting access to dangerous and hazardous areas.
  4. The need to wear suitable protective clothing including eye, ear, foot and hand protection, where relevant.
  5. The safe use and storage of flammable liquids and substances and to segregate them from waste and other risk areas.
  6. Those after use, chemicals and liquids are removed from the venue for safe and proper disposal.
  7. Chemicals and liquids may not be disposed of in general refuse areas.
  8. Ensuring portable power equipment is used for the purposes intended, with safety guards correctly fitted and used.

9. Ensuring portable electric tools are used with minimum length of trailing leads and not left unattended with a live power supply.
10. That forklifts, cherry pickers and scissor jacks are not used by anyone other than licensed operators.
11. That work areas are maintained free from general waste material that could be hazardous.
12. That proper scaffolding is used during construction where safety features are provided, in acceptance with SA Building Regulation standards, and that tower scaffolding is properly constructed and secured to venue hanging points.

## **Personal Safety**

### Harness:

- All personnel that climb above 2m (two metres) from ground level must wear appropriate harnesses and the necessary Fall Protection accessories, Life Lines, Fall Arresters etc.
- All personnel must be trained in the use of personal safety equipment.
- All personnel carrying out work on catwalks and working platforms must wear harnesses.
- The type of harness used must be designed for the type of work being performed.
- Since 1998 the OHSWA rules that Body Belts (not full body harnesses) are no longer part of a fall protection system. The only exception to this matter is where the employer can demonstrate that in a specific situation, a Fully Body Harness would interfere with other ascending or descending rigging equipment i.e. climbing up a rope.

### Safety Strops:

- The necessary Energy Absorber should be used for all Fall Arrests.
- Lanyards should only be used with pulleys or when personnel use them for hanging beneath a structure, and should have a load bearing of not less than 22kN.

### Carabineers:

- All carabineers must comply with International Standards, either European (CE) or American (ANSI), and should have a load bearing of not less than 22kN vertical and 7kN horizontal.
- All carabineers must be either Screw or Twist Lock.
- It is recommended that all carabineers should be steel due to the high levels of attrition (high wear arte) on Aluminium Alloy carabineers.

### Fall Arrest:

- A Fall Arrester must be installed whenever personnel climb up vertical objects.
- Fall Arresters must always be rigged in a safe and secure manner, and must be serviced once a year.
- Horizontal life lines must be rigged in a safe and secure manner, and should be made of a flexible or dynamic material.

### Hard Hats:

- Hard hats must be worn by everyone at all times where there is any risk of objects falling from the roof or grid, while any activities are taking place more than 2m (two metres) above ground or stage level.

## **Structural Stability**

- A. The structure of the set or stage shall safely sustain the combined dead and imposed loads without any deflection or deformation, which will impair stability.
- B. All materials used in construction shall be:

- Non-combustible material
  - Flame resistant timber of any thickness
  - Flame resistant plastic and boarding
  - Chipboard or block board more than 18mm (eighteen millimetres) thick.
- C. All materials used for decorative finishes to the set or stage shall be:
- Able to pass a test of flammability or for surface spread of flame
  - Be fixed taut or in tight pleats to a solid backing
  - Be secured at floor level
  - Shall not ignite when subjected to a flame for 10 (ten) seconds.
- D. Stages / sets intended for disabled persons use or with a height equal or greater than 500mm (five hundred millimetres) shall be fitted with hand railings in the entirety.
- E. Any paint used shall be water based.
- F. Spray-painting at the SCC is not permitted.
- G. Cavities and spaces around the venue shall not be used for storage of empty crates, cartons and boxes or packing materials.

### **Electrical Procedures**

Electrical installations must be of a nature that will ensure the safety in the use of electricity and must be carried out in a competent manner. Where a fault becomes apparent, the equipment must not be used until the fault has been rectified. All electrical equipment brought into the SCC must comply with the South African Electrical Regulations and the Occupational Health and Safety Act (85 of 1983) as amended by the Occupational Health and Safety Act (181 of 1983) and the Labour Relations Act (66 of 1985). Should this not be the case, equipment will be immediately removed from the premises at the organisers, contractors or exhibitors expense and charges for any damage caused by the faulty equipment will apply.

Due to the strict regulations governing Electrical Standards, the following regulations have been introduced:

1. No Twinflex is permitted.
2. No 15 amp double adapters are permitted. Rather use a SABS approved multi-socket outlet.
3. All purpose built stand shell scheme / equipment are to be undertaken by registered Wiremen only and must comply with South African Bureau Standards and Occupational Health and Safety Acts i.e. Certificate of Compliance to be furnished to the Exhibition Services Manager.
4. Only SABS approved multi-socket or multi-extender plugs or cable may be utilised.
5. All wiring systems must be insulated flexible cables with copper conductors that have a minimum cross section area of 2,5mm (two point five millimetres) e.g. 3 core cable.
6. Open Wiring – Insulated single core cables (colour coded differentiating between Live/Neutral/Earth), will only be accepted at a minimum height of 2,4m (two point four metres) and not be subjected to mechanical damage. Electrical wiring across walkways / passages using insulated flexible cables e.g. 3 core cable will only be accepted at a minimum height of 2,5m (two point five metres). Any metallic structure with electronics affixed thereto must be earthed to a distribution board.
7. No joints to trailing cable will be accepted.
8. Multiple wiring will not be permitted to terminate to a single plug top 15 amp (SA 3 pin round plug).
9. Lighting is to be looped from fitting to fitting with all terminations being secured and concealed.

10. Should any termination points be necessary on a wire-way, they need to be insulated and of a mechanical nature i.e. strip connector (no twisting of wires).
11. Stands constructed of a conductive material will be required to be double earthed to the venue's earthing system.
12. 15 Amps should be allocated per exhibition stand to cater for most exhibition requirements. However, should it be necessary to in laser printers, heating and refrigeration equipment, additional electricity supply will be necessary. Overload usage may cause the incoming power supply to trip excessively. Severe trips may take hours to rectify, thereby causing inconvenience to all exhibitors.
13. Transformers are to be mounted on the structure, walls and/or systems not placed directly onto the carpeted floor.
14. Each electrical supply provided is intended for one item of equipment or machine on display. Multi-point socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply.
15. No electrical installation and/or fitting may be suspended from the ceiling of any venue, exhibition hall or fixed to any part of the building structure without the prior approval of the organisers and the SCC.
16. 16 Amp, 32 Am, 62 Amp and 125 Amp 3-phase power including earth and neutral is available on request. Any power requirements in excess of 63 Amps need to be discussed with the Contract Services Manager.
17. Neon Lighting – This lighting may not be installed without prior arrangements and written authorisation from the Contract Services Manager.
18. Fluorescent Fittings – must be earthed.
19. All electrical fittings and equipment must be SABS approved e.g. Transformers, distribution boards, plugs etc.
20. All cables of any nature that run across doorways, fire exits, floors etc. must be suitably covered or fitted into cable tracks so as not to pose any trip hazard. Should such situations exist then the SCC will not permit the opening of doors until the situation is remedied.

## **Rigging**

A well trained person, with the necessary experience, must complete all rigging in a safe and secure manner.

### Rigging Gear:

- All rigging gear – steel, spanset, shackles, O-rings, deck chains and motor hoist – must be inspected before use.
- All rigging gear must have the necessary valid test certificate according to the Occupation Health and Safety Act.
- All rigging gear must only be used in the application for which it was designed.
- All lifting gear must clearly display its Safe Working Load. (SWL)
- All rigging must have its own unique serial or ID number.
- All rigging gear must be certified, inspected and load tested by a competent person according to the Manufactures specifications and the OHS Act.

### Safe Working Load:

- Safe working load for all rigging gear and hoists must be 6:1.
- Safe working limit for any rigging gear used to lift persons must be 10:1.

### Lifting of Persons:

- Every employer shall ensure that lifting equipment for lifting persons –
  1. Is such as to prevent a person using it being crushed / trapped, stuck or falling from the carrier.
  2. Has suitable devices to prevent the risk of the carrier falling.
  3. Is such that, a person trapped in any carrier is not thereby exposed to danger and can be freed.

Please note: Lifting of people on a motor hoist is illegal, unless the person(s) are in an approved cradle.

### Load Testing Requirements for Rigging Equipment:

- All lifting machines must be tested according to manufacturers specifications every 12 (twelve) months. The load test should be done with at least 110% (one hundred and ten percent) of the SWL of lifting machines.
- Where lifting machines are used for lifting people, the lifting machine must be load tested every 6 (six) months.
- Rigging gear must be inspected every 3 (three) months according to manufacturers specifications.
- All valid certificates must be kept on-site where they can be inspected by personnel or an inspector.

### Secondary Safeties:

- All objects (points) that are rigged from a roof must have the necessary secondary safety bonds attached.
- All secondary safeties must be fire proof. Objects that are rigged from a truss, bar etc. must have a safety bond attached to them.
- Any safety bond used must be sized according to the weight of the equipment it is used to suspend.
- All secondary safeties must be rigged in such a way that the rigged object is secure and will not fall in the event of a fire or the falling of the gear / hoists.

### **Rigging Strength and Stability**

Every rigger or supplier shall ensure:

- Lifting equipment is of adequate strength and stability for each load, having particular regard to the stress induced at its mountings or fixing points.
- Every part of a load and anything attached to it, and used in lifting, is of adequate strength.
- If any doubt of strength or stability may occur, that the responsible person will seek the advice of the relevant structural engineer.

### **Organising of Lifting Operations**

Every employer shall ensure that every lifting operation involving lifting equipment is:

- Properly planned by a competent person.
- Appropriately supervised.
- Carried out in a safe manner.

- All personnel that might be involved in lifting operations must have the necessary training required for the lifting operation.

PLEASE NOTE – in this case “Lifting Operations” means, an operation concerned with the lifting or lowering of a load.

### **Working Platforms**

1. All working platforms must be operated and erected in a skilful and safe manner, according to the manufacturer’s specifications and by a well trained person.
2. Any carrier must clearly display the maximum number of persons to be carried and must be clearly marked that it is designed for lifting people.
3. The SWL must be clearly indicated on the carrier.
4. The raising and lowering of people by work equipment that is not specifically designed for this purpose should only be undertaken in exceptional circumstances when it is not practicable to gain access by less hazardous means. Where it is necessary to use such equipment, then you must ensure that all necessary precautions are undertaken to ensure safety, including the appropriate supervision.

### **Cabling**

Where it is necessary to run cabling across open floor spaces, these must in no way pose a trip hazard to any personnel involved in the venue.

- All cables must be adequately covered to pose no trip hazard whatsoever.
- No cables may be run across fire escape doors; instead these must be rigged over the effected door ways.
- No cables may come in direct contact with any type of draping / decor materials.

### **Liability**

Contractors are personally responsible for the control of their equipment at all times and shall be personally liable for any claims which may be made in respect of injuries which may arise or be caused by the use of this equipment.

The organiser / exhibitor acknowledges that the layout of the exhibit area and the large numbers of people present in the exhibition halls make it impossible for adequate security to be provided to protect the exhibitor’s merchandise and other property. Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property of the exhibitor located in the exhibition area, storage or any other area where access has been provided to the exhibitors by the venue, where such loss results from theft, vandalism and/or any other damage caused by any agent, employee of the venue or any other person either authorised or not authorised to be present at the exhibition hall. It is recommended that all exhibitors consult their individual insurance representatives to obtain appropriate insurance cover.

### **Insurance**

It is recommended that insurance cover be taken for the duration of the exhibition to include transport to and from the exhibition venue. The period of liability of the exhibitor shall be deemed to run from time to time the exhibitor or any of their agents or contractors first enter the exhibition hall and to continue until all exhibits and property have been removed. The Organiser carries public liability for visitors, but is not responsible for the insurance of exhibits or display materials on stands. Exhibitors are strongly advised to



pack and remove from the exhibition hall all portable, appealing and valuable items at the end of each day when the exhibition closes, as this is the time that there is the greatest risk of loss and theft. Items such as cell phones, laptops, TV's, DVD's and video machines, must not be left unattended at any time. Exhibitors shall be responsible for making good any loss or damage to any items that they have rented or hired from exclusive outsourced contractors. EXSA suggests that exhibitors should carry public liability cover in excess of a minimum of R2 million (Two million rand) for the purposes of exhibiting at an exhibition. Any contractors appointed should carry same values of R2 million (Two million rand) liability cover.

### **Disclaimer Clause**

Neither Sandton Convention Centre nor any of its directors, employees or agents, will be liable to the client for personal injury to, or the death of any person, or loss, or damage to any property, of whatever nature, on the property or at the venue, however arising or caused. The organiser / exhibitor indemnifies the organiser, the Sandton Convention Centre and its directors, employees or agents against any claim of whatever nature, which may be against any of them arising out of any of the aforementioned, except where the same was due to gross negligence by the organiser or the Sandton Convention Centre.

### **Disaster Management Act No. 57 of 2002**

Every event and event / exhibition organiser is advised to take note of and implement the actions prescribed in the following national and regional statutory laws and regulations that govern safety, risk and disaster management of public events.

While this legislation is primarily aimed at the authorities to develop disaster management risk assessments, plans and structures, it is imperative that event organisers carry out risk assessments for each event in order to minimise possible risks. Disaster Management experts, particularly in the Johannesburg Metropolitan Council, advise on the 12 point disaster plan as below:

1. Undertake hazard and risk analysis, to identify possible types of potential disasters (a) at the event and (b) within the proximity of the venue that could impact on the event.
2. Identify all potential role players that may / would have to be called upon should any of the potential disasters occur.
3. Within those identified in (2) above, determine: (a) what each role player's primary role should be, and (b) what each role player's secondary role(s) could be.
4. Determine what each role player would require in order to be able fulfil his or her primary role, if called upon.
5. If the support / input from external role players is required (e.g. traffic officials to ensure that access roads are open for emergency vehicles), the event organiser should arrange session(s) either through the venue or directly to finalise such requirements, as part of the planning process.
6. Ensure that all role players take (written) ownership of their agreed upon primary roles and that other role players understand and accept this.
7. Draw up joint plans for those identified scenarios in (1) above.
8. Identify realistic and possible mitigation / prevention projects / strategies that could minimise or prevent adverse consequences from occurring.
9. Identify the various role players for those projects / strategies that are to be implemented in terms of (8) above.
10. Implement and monitor (7) and (8) above.

11. Identify possible command post / coordination facility and the role player(s) to take charge / coordinate the implementation of (7) and (8) above.

12. Revise (at predetermined intervals) all plans and projects / strategies.

As organiser of the event it is imperative that all aspects regarding safety, risk and disaster management are evaluated and that the roles and responsibilities be detailed and a document be developed in managing the safety at an event.

### **Occupational Health and Safety Act 1993 (OHSACT)**

This act has been promulgated to ensure working environments, premises and venues to which the public has access are kept safe and healthy. The OHSACT has several focuses and can be summarised as:

1. To enforce the implementation of the Act and its regulations so as to safeguard workers, contractors, employees and public who may be adversely affected by working activities. This is done through prosecuting transgressors and imposing personal and financial penalties.
2. To put in place legislative structures that will prevent injuries and illness, including reducing incidents of machinery breakdown, fire, etc.
3. To prevent a working environment that could damage or harm surrounding properties and people.

Section 8 of the Act provides that the business owner (in this case the organiser of the event) shall identify and evaluate the hazards to health and safety in the place of work (in this case the SCC) that you hire and take “ownership” of, during your contractual period.

What is important to understand and bear in mind is that Section 37 of the Act does not provide that all steps must be taken but rather the business owner or organiser is expected to take reasonable steps to prevent those risks materialising into harm. Furthermore, in this section the Company Owner or Chief Executive Officer will be liable for all the transgressions of employees and contractors unless all reasonable steps have been taken to try to prevent the foreseeable risks becoming a reality.

Included in Section 37 (1) the OHSACT provides that the Business or Organiser may be vicariously (indirectly) liable for the transgressions of their employees and contractors. In order to limit the Organiser’s liability all contractors employed by the company should sign a Section 37 (2) agreement, and as such in terms of the agreement, Contractor’s will then have the status of employers, which means that they have the responsibility for ensuring that they and their employees comply with the OHSACT and its regulations.

### **SABS 0400 – National Building Regulations**

This code of practice cover provisions for building site operations and building design and construction, both permanent and temporary that is deemed to satisfy the provisions of the National Building Regulations.

Temporary buildings are defined as any building that is so declared by the owner or structural builder and that is being used or is to be used for a specified purpose for a specified period of time. This includes staging, set building, set designers and scaffolding structures. Before a temporary structure can be authorised by the Local Authorities or by the property owner, the following submissions may be sought:

1. Statement of the period of which the temporary building will be operational;
2. A site plan;

3. Layout drawings in sufficient detail, to determine the general size, form, materials of construction and the use of the proposed building;
4. Any structural detail required determining the structural safety of the temporary building.

By virtue of the temporary nature of events, it is important to be aware that when temporary structures are being built – stage, special designer stands, double storey or otherwise – they are deemed a potential hazard and organisers must request a detailed layout plan with all the relevant details. Furthermore, the submission of this plan should be made to the SCC, which will assist in analysing and determining the risk. If a recognised stage builder builds the structure, the venue, risk assessor and local Emergency Management Services will inspect the structure for safety purposes and request the authorised builder to provide a Structural Certificate.

Note that if it is determined that there is possible risk attached to the temporary structure, and to people and items around the structure, the SCC or the local Emergency Management Services may order you to take steps to negate the risk which may have a detrimental effect on the opening of your event. Be aware that the local Emergency Management Services have a right to issue summons or fines if they are not satisfied with the construction of the temporary structure.

This Code of Practice covers provisions for building site operations and building design and construction both permanently and temporarily that are deemed to satisfy the provisions of the National Building Regulations. Temporary buildings are defined as any building that is so declared by the owner or structural builder and that is being used or is to be used for a specified purpose for a specified period of time. This includes staging and scaffolding as temporary structures. Before a temporary structure can be authorised by the local authorities or by the SCC, the following submissions will be sought:

1. Statement of the period of which the temporary building will be operational;
2. A site plan;
3. Layout drawings in sufficient detail, to determine the general size, form, materials of construction and the use of the proposed building;
4. Any structural detail required determining the structural safety of the temporary building.

For the purposes of the event / exhibition, it has been determined that any built structure, stage or otherwise is deemed a potential hazard, and, as such, a layout plan with the relevant details is required.

The plan submitted to the SCC will be analysed and the risk determined. If a recognised stage or stand builder builds the structure, the SCC, risk assessor and Emergency Management Services will inspect the structure for safety purposes and request the authorised builder provide a Structural Certificate.

If it is determined that there is a possible risk to the temporary structure and to the people and items around the structure, the SCC and Emergency Management Services then have the right not to allow person(s) on the structure.

The Emergency Management Services have a right to issue summons or fines if they are not satisfied with the construction of the temporary structure. The items that fall within these regulations will be monitored by the Safety Consultant and the SCC, and these parties will, in turn, bring concerns to the attention of the organiser or managing agent.

- Sandton City Management District (SCMD)
- Wierda Valley Management District (WVMD)
- Sandton Business Improvement District (SBID)

