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Useful Contact Details

Conference Organiser:

Chris Yelland

EE Publishers

Tel: (011) 543 7000

E-mail: chris.yelland@ee.co.za

Web: www.energystorage.co.za

Event Organiser:

Charmaine Manicom

EE Publishers

Tel: (011) 543 7023

Cell: 082 904 1218

E-mail: charmaine.manicom@ee.co.za

Web: www.energystorage.co.za

Exhibition Organiser:

Jose Luis

Compex (Pty) Ltd

Tel: (011) 234 0604

Cell: 076 992 1335

E-mail: jose@compex.co.za

Web: www.compex.co.za

Venue Coordinator:

Michelle Wilken

Emperors Palace Convention Centre

Tel: (011)928 1879

E-mail: mwilken@emperorspalace.com

Web: www.emperorspalace.com

Section 1

NOTICE OF INTENT – FLOOR SPACE ONLY EXHIBITORS

Important: It is strongly recommended that exhibitors who are building custom stands inspect the site/venue and familiarise themselves with their stand space. EE Publishers and Compex shall not be responsible for any stand failure in this or any other regard.

All exhibitors with FLOOR SPACE ONLY or DESIGNER stands must complete the following form and return it to Complete Exhibitions. Failure to complete the form will result in the organisers prohibiting build-up.

We advise that the following contractor has been appointed on our behalf to erect the above stand and/or install electrical equipment. We also confirm that they have read and understood and agree to abide by the relevant regulations issues.

APPOINTED CONTRACTOR:

CONTACT PERSON:

TELEPHONE:

CELL NUMBER:

E-MAIL:

Email signed form back to
jose@compex.co.za
Before the deadline date
18 October 2018

Section 2

EXHIBITOR CHECKLIST

4 WEEKS IN ADVANCE OF THE SHOW

- ✓ Ensure all stand payments due have been paid. Bank account details are listed on the invoice.
- ✓ Know your stand number and location on the floorplan.
- ✓ Create a timetable for your staff to co-ordinate stock, equipment delivery and removal.
- ✓ Circulate a list to all staff with dates and times, detailing who will be on site.
- ✓ Order your stand furnishings and services via Complete Exhibitions (Compex).
- ✓ Submit the Compulsory Indemnity form to EE Publishers
- ✓ Submit your company name as it should appear on the fascia board, to the exhibition organisers.
- ✓ Arrange for delivery/shipping of literature, equipment and display units.
- ✓ Make sure invitations to visit the stands have been included in all correspondence with customers.
- ✓ All designs for custom stand builds must be submitted to the organisers, who reserve the right to reject a design, which unreasonably obscures or affects nearby exhibitor stands in any way.
- ✓ All stand designers and stand contractors must complete the Notice of Intent form.

2 WEEKS IN ADVANCE OF THE SHOW

- ✓ Prepare for set-up of exhibition stand.
- ✓ Prepare tool kit for all items necessary to set up stand and perform emergency repair of display units and equipment.
- ✓ Check supply of order books, scratch pads, business cards, pencils, sales manual, tape, screws and tacks.
- ✓ Organise service payment and deposit into the relevant bank account – **no payment, no services.**
- ✓ Exhibitor badges will be available at pre-registration and registration at the event.
- ✓ Hold a pre-show meeting with stand personnel to review objectives, responsibilities and the lead retrieval system.
- ✓ Plan post-show follow-up activities.
- ✓ Submit Compulsory Indemnity Form

DURING BUILD-UP AT THE SHOW

- ✓ Review pro-forma invoice/order forms for items ordered.
- ✓ Collect exhibitor badges from the Registration table.

Section 3 COMPULSORY INDEMNITY FORM

Stand #: _____

Exhibitor: _____

INDEMNIFICATION

In terms of various pieces of legislation including but not limited to the Occupational Health and Safety (OHSACT), Construction Regulations, SANS 0400 National Building Regulations, Disaster Management Act, Events Bill, Regulation of Gatherings Act – No 205 of 1993, Basic Conditions of Employment Act, and EMS City Bylaws the exhibitor:

- hereby confirms that all of its employees, agents and/or contractors / sub-contractors acknowledge the legislation applicable within the Republic of South Africa,
- recognizes the inherent hazards that exist during the setup of, the exhibition itself and the breakdown of the exhibition, and enters the property entirely at his/her own risk and therefore the Exhibitor waives any claim of whatsoever nature against Emperors Palace, EE Publishers, Complete Exhibitions, their employees, agents and/or mandatories in respect of any loss, damage and/or injury, whether same is the result of any negligent act or omission on the part of Emperors Palace, EE Publishers, Complete Exhibitions, its employees, agents and/or mandatories or other independent contractors or by a third person or by way of defective equipment or materials supplied by the company, and further; the Exhibitor hereby indemnifies Emperors Palace, EE Publishers, Complete Exhibitions, their employees, agents and/or mandatories against any claims from the Contractor's employees and/or any other person, arising and being caused in the manner set out above.

I, Insert name of individual, representing Insert exhibiting company name [the Exhibitor], do hereby declare that I acknowledge having read and understood the above statement and furthermore, confirm that I am duly appointed to sign on behalf of the exhibitor and agree to abide by these conditions.

Signed	Date:
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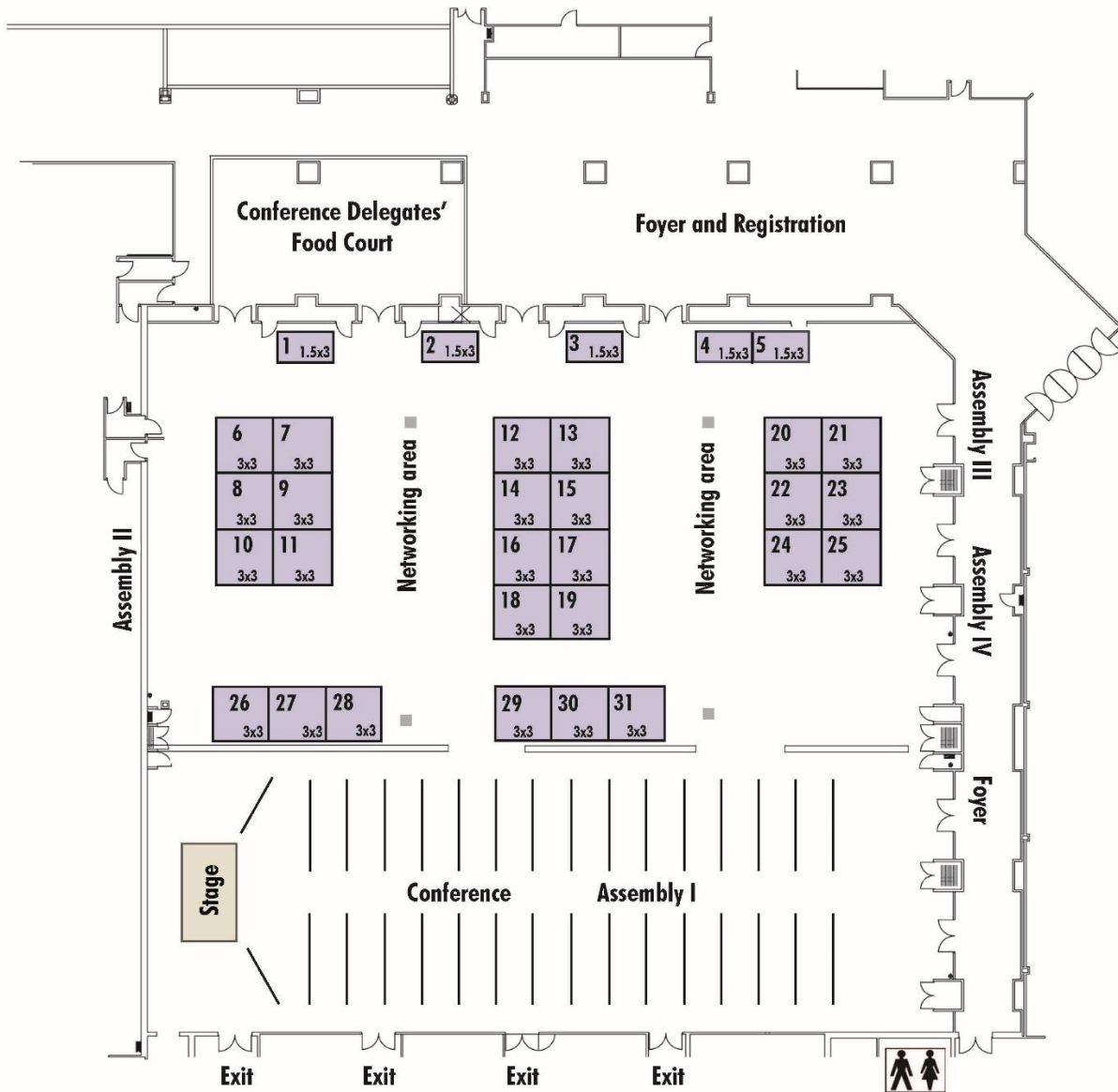
Please print Name

Email signed form back to
charmaine.manicom@ee.co.za
07 October 2018

Section 4 FLOORPLAN

SA Energy Storage, SSEG & Smart Grid 2018

**Provisional Conference and Exhibition Floorplan
Assembly Rooms, Emperors Palace
Setup: 21 October 2018
Exhibition: 22 and 23 October 2018
Please note: Floorplan subject to change.**



Please complete and return to Jose Luis at jose@compex.co.za

Shell Scheme Facia Name		COMPEX	
NB: Any changes on-site/ reprints will incur a cost of R350.00 per facia name			
For shell scheme packages only, please print your required facia name clearly, taking note of spelling, capitals and lowercase letters. What appears below is what will be printed.			
Company Name to appear on facia board:			
Name & Surname		Date	
Signature			

1.

EXHIBITOR PACKAGE

For those exhibitors who have contracted for a Shell Scheme, the structure of the stand will include:

- White walling supported within an aluminium framework;
- 1 x fascia board and company name in English (no logo) an average of 20 letters;
- 1 x 15 amp power point, shared power;
- A double fluorescent light fitting;
- A standard conference table and two standard chairs. **NB: Please indicate if you will be needing this, as not all exhibitors do.**

Where the exhibitor does not require a shell scheme, a single phase (30 amp) electrical distribution board will be supplied to space-only exhibitors.

Shell Scheme Walls

Each wall is made up of 1 m panels, supported within an aluminium frame. Panels are made out of compressed styrene.

It must be noted that the internal dimensions of the stand are slightly less than the external dimensions, thus the distance between the walls of a three meter stand is 2 970 mm, and each panel has an internal /visible width of 980 mm and a height of 2 414 mm.



The aluminium frame protrudes by 30 mm from the walling, thus the walling and the frame are not flush. The fascia boards are 400 mm deep with an inner 'usable' area of 300 mm. The internal width of the fascia board, from side to side in the case of a 3m x 3m stand, is 2960mm.

Fascia Board and Name

The name of the exhibiting company, as provided by the exhibitor, will be displayed on the fascia board on all open sides of a shell scheme stand. Names will be produced in standard letters. Fascia board logo may be ordered at an additional charge. Failure to submit your fascia name by the stipulated submission date may result in the exhibition organisers using their own discretion in producing your company name.

Fixing Display Material

Display material may be fixed to the exhibition stand walls by means of double sided tape or sticky-backed Velcro. You must provide this for your own stand. Nails, screws or permanent adhesives may not be used, nor any other mechanism that will cause damage to the exhibition boards. Hooks will be provided to suspend heavier objects. Under no circumstances can anything be attached to any surface or wall within the convention centre.

Carpeting

Exhibition hall is carpeted. To increase the visual impact of your stand, you may order specific coloured carpeting or alternative wood flooring to co-ordinate with your corporate colours or stand theme.

2. Constructed / Designer Stands

Prior approval has to be obtained from Complete Exhibitions one month before the event if you wish to have a 'designer' or custom built stand constructed.

- All 'designer' or custom built stands have to comply with the following parameters:
- No construction over aisles is allowed.
- No construction may be attached to any wall or ceiling in the venue.
- No bolt, nail, screw, glue, adhesive or other fixing may be used to fix any structure or display into or on the venue infrastructure, in any manner.
- An electrical certificate of compliance must be submitted to the On-Site Exhibition Co-ordinator before the completion of build-up.
- No structure above 2.5 m high is allowed under any circumstances whatsoever due to the height restrictions of the venue.
- Exhibitors or their contractors are responsible for cleaning and removing all rubbish and discarded material arising from the construction or dismantling of a stand.
- Please note: EE Publishers generally provides 3 x 3 m shell scheme stands of standard height (dimensions on page 14) for exhibitors. Exhibitors may also design their own customised stands. In these cases, customers and their stand builders should visit the site and establish any height restrictions that may exist due to such factors as light fittings, changes in ceiling height, ventilation systems, and other fixtures and fittings on the ceiling. EE Publishers shall not be responsible for any unusual height restrictions that may exist beyond the shell scheme. It is the responsibility of the specialised stand-builders to ensure that the stands they design can be accommodated in the specific locations of their stands within the exhibition hall.

Construction Work

If construction work, i.e. carpentry, painting, sign writing etc. is to take place within the venue, all necessary precautions must be taken to avoid any damage to the physical structure of the venue, or its fixtures, fittings and carpets. Any damage caused by, or on the behalf of, an exhibitor, will be for the account of the exhibitor.

3. VENUE INFORMATION

Deliveries

Neither the organisers nor the venue will accept deliveries on behalf of exhibitors. The venue, nor organisers cannot be held responsible for goods that arrive early or which are left after the official breakdown period of the exhibition. The costs of disposing of any such items will be done at the expense of the exhibitor concerned.

Access to the loading bay:

All delivery and collection personnel must be directed to the loading and drop off site in Emperors Palace The unloading area is via the loading bay to the centre court. As soon as unloading has been completed, all vehicles must be removed to the designated parking area.

No unloading or loading of any equipment/materials is allowed via the Front Entrance of the Venue.

Wireless Internet Connectivity

The venue has WiFi internet coverage in all major public areas, such as the conference centre. Your laptop or handheld device requires either built in support for WiFi, or to be equipped with a Wi-Fi network card.

Vouchers may be purchased at Emperors Palace.

Cleaning

The exhibition area will be cleaned after all displays have been erected. The exhibition venue will be cleaned nightly. The organisers will not clean the stands (dusting of shelves etc.) because of the increased risk of damaging products or demonstration models or material.

Plumbing

No plumbing is available in the exhibition area. In addition the venue does not allow large quantities of water to be used in exhibit displays, such as in fountains and fish tanks etc.

4. HEALTH AND SAFETY

Aisles

Clear aisle space must be maintained during setup and breakdown of exhibitions as well as for the duration of the actual exhibition.

The minimum aisle space applicable to all exhibitions is 3 (three) meters.

Insurance

Exhibitors are strongly urged to ensure that they have adequate insurance cover for all exhibits, equipment and display material. Neither Emperors Palace, EE Publishers nor Complete Exhibitions may be held liable for any damage caused by an exhibitor or their sub-contractors, or any losses suffered due to any cause whatsoever.

Vehicle Display

No vehicle display is available for this event.

Electrical Hire and Supply

All shell scheme stands will receive a single 15 amp power point and a double fluorescent light. An exhibitor occupying two units will thus receive two plugs and two lights. This is shared power, and we strongly advise you to hire your own dedicated **DB** board if you intend to use heavy electrical equipment.

Please note that the standard SA power supply is 220/230 volts AC 50 Hz. US made appliances of lesser voltage will need their own power supply units / transformers. Plug points take two- or three- pronged round pinned plugs. Three-phase power is only available with prior arrangements, and the payment of an additional fee.

Any exhibitor doing their own electrical installation (such as on a custom stand), must hand an Electrical Certificate of Compliance (COC) to the On-Site Exhibition Co-ordinator at the conclusion of Build Up. We can only accept this certificate if it was obtained in a valid manner, i.e. a certified electrician inspected the installation on site. Failure to provide a valid certificate will result in supply of power to the stand being terminated without further notice.

**Due to the strict safety regulations, please take note of the following:

- No twin flex is allowed under any circumstances whatsoever.
- All plugs, cable ties, transformers, distribution boards and other fittings must be SABS approved.
- No joints or trailing cable is acceptable.
- All wiring systems must be insulated flexible cables with copper conductors that have a minimum cross section area of 1.5 mm² (3 core cab tie).
- All fluorescent lights must be earthed. Transformers must be mounted on the exhibition structure and may not be placed on the floor.
- Lighting must be looped from fitting to fitting with all terminals being secured and sealed.

Fire Regulations

- No highly combustible material such as hessian, straw, paper, polyurethane, etc. may be used in the construction of a stand or within the exhibition display.

- No solid ceilings may be used without prior permission. All draping must be treated with fire retardant spray, and a valid certificate attesting to this must be handed to the On-Site Exhibition Co-ordinator during build-up.
- No dangerous chemicals or gas cylinders are permitted. In addition, no pyrotechnics in any form, and no open flames are permitted.

5. SPECIAL TERMS AND CONDITIONS

Compulsory Indemnity form

It is every exhibitor's responsibility to ensure that they read, sign and return the Compulsory Indemnity form. This is a compulsory requirement. No exhibitor will be permitted to exhibit unless the form is signed.

6. ACCOMMODATION

Accommodation for the duration of the Conference is for your own account and you may contact Emperors Palace for hotel accommodation.

7. SECURITY

Although the exhibition hall will be locked each night and there will be security guards on duty, exhibitors remain responsible for any material on their stands. The organisers, venue or any sub-contractor will not accept any liability for any loss or damage. It is therefore of vital importance that exhibitors take all the necessary precautions to avoid any losses from occurring. Particular attention must be paid to items such as cellular telephones and laptops. Exhibitors are advised to ensure that their products and equipment are covered by their own insurance. Additional Security Guards dedicated to specific stands may be arranged. All costs incurred are for the specific exhibitor's account.

8. PRE-PACKAGED 'DESIGN STANDS'

If you want your stand to stand out, consider the optional extra of having a packaged designer stand built by Complete Exhibitions. These stands represent real value for money as they have the look and feel of a designer stand at a fraction of the cost. Production of the graphic panels is included. Please visit Complete Exhibitions website: www.complex.co.za to design your own package stand online and get an instant estimate or you may contact **Nicole East** on **+27(0)11 234 0604 / +27(0)82 857 3762** or e-mail: nicole@complex.co.za for pricing.

9. Sponsorship and branding opportunities

There are a wide range of sponsorship and branding opportunities available to exhibitors at the conference, exhibition and associated hospitality events (tea, coffee, lunches, networking cocktail party, lounge bar, entertainment, lucky draws, speaker gifts, brochures and other inserts in the delegate bags, etc.).

For full details, prices and availability, and to make the necessary arrangements for sponsorship and branding opportunities, please contact:

Charmaine Manicom, EE Publishers, Tel: **+27(0)11 543-7000**, Cell: **+27(0)82 904 1218** , Email: charmaine.manicom@ee.co.za

10. Stand equipment and mounting of equipment on shell scheme

Please note that the weight of equipment used on the stand may not exceed 400 kg/m². Posters etc can be hung on the shell scheme panels using Prestik, double sided tape, carpet tape, picture brackets or the panel retainers. Any damage to the shell scheme panels e.g. by drilling, etc. will be charged to the exhibitor. To erect an object of more than 20 kg on the shell scheme walls, please contact the shell scheme provider well in advance to make the necessary arrangements (at extra cost).

11. Registration, lanyards and nametags for exhibitors staff manning the exhibition stands

Exhibitors staff manning exhibitors stands are required to register as paying (full conference and hospitality package) or non-paying exhibitor staff and can collect their passes along with the standard delegates during the conference, or at early registration on 21 October from 14h00 – 15h00. The lanyards and name tags are required to be worn at all times.

12. Tea, coffee, lunches and cocktail party

Please note that the tea, coffee, lunches, cocktail party and other hospitality and refreshments served during the entirety of the conference are for paying registered delegates, which includes paying exhibition staff.

For non-paying exhibitor staff (excludes conference and hospitality package), a dry snack and cool drink stand is available on a cash basis in the exhibition hall. There are also many fast-food outlets and restaurants at Emperors Palace in the casino area.

13. Brochures, hand-outs and sponsorship opportunities

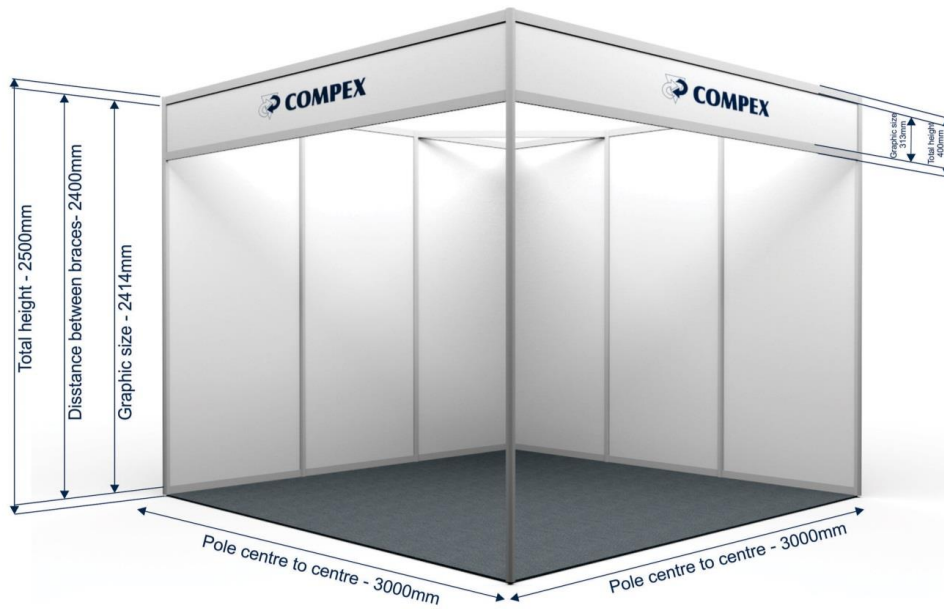
Please note that brochures and hand-outs by exhibitors may NOT be placed on the food and tea/coffee tables, or in the networking area, or in the bar lounge, or on the seats or delegate tables in the conference area.

The only exceptions to this are the various sponsors of the teas, coffee, lunches, cocktail party, networking area and bar lounge area, who may put out leaflets at their sponsored event only.

Brochures may however be inserted in the conference delegate bags for a fee. To make the necessary arrangements for this please contact:

Charmaine Manicom , EE Publishers, Tel: **+27(0)11 543 7000** Cell: **+27(0)82 904 1218**, Email: charmaine.manicom@ee.co.za

Section 6 Shell Scheme Measurements



Contractors

TERMS AND CONDITIONS

Contractors shall ensure that work is executed in all respects in accordance with the requirements of the Occupational Health and Safety Act and its regulations, as amended and all statutory regulations applicable, including the keeping of proper records, production of test certificates and appointment of Competent Persons. It is therefore mandatory – prior to all scheduled exhibitions, that exhibition organisers, contractors and exhibitors take note of the following regulations. This agreement is binding on all sub-contractors engaged by the undersigned parties.

- All requirements of the Occupational Health and Safety Act 85 of 1993 and Regulations (as amended) shall be adhered to.
- Any other statutory requirements pertaining to the area of exhibition shall also be adhered to.
- Section 37 – Acts or omissions by employees or mandatories. Subsection 2 states that the employer shall be liable for any acts or omissions by any of his/their/its employees and/or mandatories, except if the parties have agreed in writing to the arrangements and procedures between them to ensure compliance by the mandatory with the provisions of this Act;
- When any activity during build-up and/or breakdown periods, is of such nature that it could cause injury to anyone, or damage to the environment, all reasonable practicable preventative measures shall be implemented to ensure the health, safety and/or impact upon the environment.
- No dumping of any hazardous chemical substances is permitted into any drains and/or waste bins. Same shall be disposed of in terms of the Hazardous Chemical Substance Regulations of the Occupational Health and Safety Act 85 of 1993;
- Should any chemicals, gases and/or substances be required to be used during build-up, breakdown and/or show periods then all relevant material safety sheets are required on site (where required in terms of the Act);
- Be advised that this agreement places the onus on the mandatory to contact Complete Exhibitions in the event of inability to perform as per this agreement. However Complete Exhibitions reserves the right to unilaterally take any steps as may be necessary to enforce this agreement.
- All mandatories are to provide and ensure the correct use of personal protective equipment by their employees at their cost at all times.
- All mandatories are to maintain and ensure that all electrical apparatus and safety equipment is kept in a safe working condition at all times.
- In terms of Section 16 (3) of the Occupational Health and Safety Act no. 85 of 1993, no appointment(s) will relieve an Exhibitor (employer) to (the contractor or sub-contractor) of any responsibility or liability under this Act.

Power/Electrical Supply

All electrical services, supplied by outside/third parties, must be in accordance with regulations as stipulated within the Health and Safety Act and must be accompanied by an original Electrical Certificate of Compliance, which must be handed to Complete Exhibitions on site, prior to the opening of the event.