

SA CONGRESS OF --- ONCOLOGY

Cape Town 2019

**1st National Congress of the
South African Congress of Oncology (SACO)**

**Cape Town International Convention Centre, South Africa
8 - 11 August 2019**

Exhibitors' Manual

(PLEASE FORWARD THIS DOCUMENT TO YOUR RELEVANT STAND BUILDER)



CONFIRMATION, EXHIBITION & EXHIBITORS' MANUAL

We thank you in advance for your interest and participation in the forthcoming South African Congress of Oncology (SACO) and we truly appreciate your contribution. We trust that your participation will be of mutual benefit to your company and SACO.

If you make use of stand builders, please do not refer them to RK Communication to get the technical information, dates, etc, **BUT** please refer them to the congress website where they will find the **Exhibitors' Manual and all the relevant information for the stand builders.**

Hall 3 within the Cape Town International Convention Centre will be the venue for our exhibitions. It is booked for the exhibitors from **Wednesday, 7 August until 07:00, until 17:00 on Sunday, 11 August 2019.**

We hope that this information will help you to plan and execute your exhibition to derive maximum benefit from this powerful marketing tool.

Please ensure that you also comply with the guidelines stipulated in this SACO Exhibitor's Manual AND accompanying documents.

Please complete the relevant CTICC documents stipulated in this document.

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1. PAYMENT PROCEDURE

☒ Please make payment for your Exhibition Stand and / or Sponsorship **no later than 3 June 2019**

Bank account details:

Bank: ABSA Bank
Branch: Loch Logan
Branch code: 632 005
SWIFT CODE: ABSA ZA JJ (for international transfers)
ACCOUNT HOLDER: SACO
Account number: 405 540 6140

This **account number** is the same as the 2015 & 2017 SASCRO SASMO Congress account number. **Please take note of the new account name.**

☒ Kindly fax confirmation of the deposit to **086 60 60 555** or e-mail to info@rkcommunication.co.za

Stand allocation will only be confirmed on receipt of full payment.

Cancelled stands will result in a 50% cancellation fee of the total fee.

NO CANCELLATIONS WILL BE ACCEPTED 3 MONTHS PRIOR TO THE CONGRESS.

2. REGISTRATION

ALL exhibitors and staff are required to register and will receive a badge displaying the exhibiting company name. You will receive the Final Invitation and registration package in March 2019.

PLEASE TAKE NOTE:

All representatives working on your stand must be registered.
No shared registrations will be allowed.

The cost of an exhibition space includes two free registrations for trade delegates.

THE TWO FREE REGISTRATIONS WILL ONLY BE VALID TILL THE EARLY BIRD CUT OFF DATE.

The early Bird Fee cut off date is on **31 May 2019** from then the registration fee for **ALL ADDITIONAL** trade delegates is R 5 400.

Fee entitlements:

- Congress sessions and exhibition
- Meet & Greet
- Dinner
- Lunches & refreshments during breaks

3. ACCOMMODATION

The **First Invitation & Call for Abstracts** as well as the **accommodation information** is part of this confirmation package.

We have secured group accommodation at the following hotels:

The Westin Cape Town, Southern Sun The Cullinan, Southern Sun Waterfront Cape Town & Stay Easy Cape Town City Bowl.

✘ **These rooms will be reserved for congress delegates until 1 June 2019 and will be available on a first-come, first serve-basis.**

You will find comprehensive information on the website as soon as it is live

<https://www.saco2019.co.za>

4. ENQUIRIES REGARDING CTICC MATTERS & SERVICES

For all exhibitor services, kindly contact the **CTICC Operations Services Department**.

Operations services co-ordinator:

Telephone : +27 21 410 5000

Fax : +27 21 410 5191

E-mail : services@cticc.co.za OR confex@cticc.co.za

Note: All services are to be ordered and paid five working days prior to the event in order to secure services. Orders placed after the deadline date are subject to a 20% surcharge.

5. STAND BUILDERS, SHELL SCHEMES & OTHER SERVICES

GL Events is our preferred service provider for a range of services. www.oasys.co.za

You are welcome to make use of **your own** stand builders.

Please refer to the **GL Events Services Manual**.

Contact person at GL Events: Caren Cloete

Tel: 021 526 3200

Fax: 083 215 8700

E-mail: Caren.Cloete@gl-events.com

6. EXHIBITIONS

6.1 CTICC EXHIBITORS MANUAL

Please follow the link below to familiarise yourselves with the contents of the CTICC Exhibitors' Manual. http://www.cticc.co.za/sites/default/files/downloadable_files_categorized/2018%20Exhibitor%20Manual.pdf

6.2 CONSTRUCTION OF STANDS

Hall 3 in the **Cape Town Convention Centre** will be the venue for our exhibitions. It is booked on **Tuesday, 6 August**, from **13:00 till 17:00** for rigging. On **Wednesday, 7 August** the **CONSTRUCTION** of stands will commence and should be completed by **12:00** on **Thursday, 8 August**. **NO** further **CONSTRUCTION ACTIVITIES (which include but are not limited to sanding, painting, spray painting, sawing, welding inside the exhibition hall)** will be allowed on Thursday, 8 August in the afternoon (12:00 – 17:00). At 12:00 the set-up of equipment will commence and the aisles will then be cleaned in preparation for hosting the event on Friday, 9 August.

By submitting an application to participate, the exhibitor makes an irrevocable commitment to occupy the space allocated and to maintain the exhibition stand until **Sunday, 11 August, 11:00**.

You are reminded that only the floor space is marked out in order to prevent exhibitors from encroaching on any neighbouring stands or aisles.

YOU ARE REQUIRED TO COVER THE BACK AND SIDES OF YOUR STAND.
(Companies who do not keep to this will not be allowed to exhibit at the congress if the exposed walls are not covered)

The company constructing the stalls need to complete the **Health and Safety documentation**.

An **electrical certificate of compliance** needs to be submitted.

Please read through the **CTICC Induction Manual**. Once you have read and understood the manual please complete and sign the attached Induction Confirmation Document. You will need to e-mail this document to security manager Jan Pienaar (jpienaar@thorburn.co.za) and copy Craig Claassen (claassenc@cticc.co.za)

BDM 12 and SANS form are only applicable to structures 3m or higher and stage 900mm or higher. The person who appoints the structural engineer is to complete section A on the BDM 12 and structural engineer to completed Section B.

Please click the below link in order to visit the congress website.

<http://saco2019.co.za/sponsorships>

(You can download the relevant documentation and gain a better understanding on which documents need to be submitted by you in order to exhibit at SACO 2019.)

All **Custom Built stand builders** are required to submit a detailed plan/drawing of the proposed stand (incorporating front, side and top elevations), to the Exhibition Department for approval at least thirty (45) days prior to build-up day.

6.3 BREAK-DOWN OF STANDS

Full scale break-down can only commence from **12:00** on **Sunday, 11 August**.

EXHIBITORS ARE REQUESTED NOT TO DISMANTLE THEIR STANDS BEFORE THIS TIME.

All exhibitors who do not have to break down stand structures will have the opportunity to clear their stands of any equipment that can be damaged between **11:00** and **12:00** in order that full scale break-down can commence from **12:00**.

After **12:00 on Sunday, 11 August** Hall 3 will be deemed a construction site and all people on the floor will need to comply with the CTICC's Health and Safety procedures as stipulated in this Exhibitors Manual. All stands must be completely removed by **17:00 on Sunday, 11 August**.

By submitting an application to participate, the exhibitor makes an irrevocable commitment to occupy the space allocated and to maintain the exhibition stand until **Sunday, 11 August, 11:00**.

The organisers and / or CTICC will not take responsibility for loss or damage. Exhibitors must take responsibility for their equipment until everything is cleared from their stands.

6.4 PROVIDED BY ORGANISERS

Shell schemes will not be provided by the organisers.

- **1 Table** with table cloth per stand (on request)
Size of table: Length: 182 cm & Width: 74 cm
- **2 Conference chairs** per stand (on request)
- One **electrical point** and **¼ DB** (single phase 32 AMP) will be provided per stand.
(Please contact Caren Cloete 021 526 3200 / caren.cloete@gl-events.com from GL Events if you need a dedicated **distribution board** for your stand)
- Note that **NO** extension leads or adaptors will be provided by the organisers OR the CTICC.

6.5 FLOOR FINISH

Charcoal carpeting.

6.6 DELIVERING / UNLOADING / STORAGE PROCEDURES

- Unfortunately there is **no facility at the venue to store goods that need to be delivered in advance**. You are requested to make alternative arrangements.
- If you want to offload your goods (via the 5m x 7m door) during the construction period, you may park in the marshalling yard in front of the back entrance of Hall 3 for no more than one hour. This is next to P3 – please refer the CTICC road map. Our signage will also be clear. – only offloading is allowed in this area and once done, the small vehicles can park in P3 and those that cannot fit in P3 have to use the Marshalling yard but please notify the organiser or CTICC.
- **Freight handling** and customs clearance services are provided on request by the CTICC's contracted preferred supplier.
- Exhibitors are advised that the cost of insurance cover is not covered by the CTICC or the congress organisers. It is the responsibility of each exhibitor to arrange insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile.
- The Congress Organisers will have limited storage available for small boxes, etc from 6 – 11 August. The Congress Organisers have the right to refuse any goods that are too large to be stored.
- The CTICC or the congress organisers do not provide staff to off-load trucks or assist with set-up.

EXHIBITION DELIVERY DETAILS

Deliveries are to be made from **TUESDAY, 6 AUGUST 2019** to the below address:

ATTENTION: Rhyno Kriek (083 265 0265) or Clayton Meise (083 500 72 87)

South African Congress of Oncology (SACO 2019)
Hall 3, Cape Town International Convention Centre
1 Lower Long Street, Convention Square
Cape Town, South Africa
8001

PLEASE ENSURE YOUR STAND NUMBER AND COMPANY NAME IS CLEARLY INDICATED ON ALL DELIVERIES




6.7 PARKING

Exhibitors will be able to purchase parking tickets from the CTICC Parking Desk which will be situated in the exhibition area;

The parking desk will be provided on event days only, for the period of 9 hours.

- 08:00 – 17:00
- 09:00 – 18:00
- 10:00 – 19:00
- Exhibitors can purchase these tickets by cash or credit card.

2018 Parking fees:

CTICC 1 & 2 Marshalling Yard Rates			
Vehicle Type	Duration	Fee	Vehicle Type
	0 – 1.5 hour	Free	
	0 – 3.5 hour	Free	
	1.5 – 2.5 hours	R100.00	
	2.5 – 3.5 hours	R150.00	
	3.5 – 4.5 hours	R250.00	
	4.5 – 5.5 hours	R300.00	
	5.5 – 6.5 hours	R350.00	
	6.5 – 7 hours	R400.00	
	7 – 8 hours	R450.00	
	8 – 24 hours	R500.00	
Overnight Parking and Lost Card		R500.00	

6.8 BANNER HANGING AND RIGGING REGULATIONS

Due to the strict safety laws that apply to rigging the, CTICC has a contracted preferred supplier for rigging. Please note that access equipment (MEWP) for rigging purposes are not included in the rigging quote from our supplier. A licenced MEWP operator is required, should you provide your own rigger, a Medical Certificate and operator's license should be provided. Access equipment is to be ordered separately and is an additional cost to the client's account. This will apply to both build-up and breakdown and a fall protection plan must be in place.

The ceiling in Exhibition Hall 3 is convex to the origin in shape with the lowest point being 10m AND the highest point being 18m. The maximum weight to be hung from the ceiling is 600kg per node to a maximum of 3 000kg per truss. In Hall 4B the ceiling is flat with the highest point being 9m. The maximum weight to be hung from the ceiling in Hall 4B is 250kg per node to a maximum of 1 500kg per truss. Displaying of banners in specified areas, where hanging bars are available is permitted provided that they do not create any obstruction to venue signage.

The CTICC also has limitations on branding in areas that are designated as public space such as foyers and galleries. Hanging of banners or flags above stands in the Exhibition Halls is based on mutual agreement between the congress organiser and CTICC. The CTICC has a preferred supplier to handle all rigging requirements, from the hanging of simple signs, banners and lights.

The CTICC's preferred supplier is fully compliant with national safety standards. Please enquire with your Sales or Event Executive for a list of pre-approved banner hanging positions. The CTICC requires accurate plans showing the positioning of suspended items, their weight as well as the height of the bottom of each item from the ground. This must be submitted to the CTICC for approval 30 days before the event. The CTICC's preferred supplier can provide a design and construction service for all banners and signs should assistance be required.

FURTHER REQUIREMENTS INCLUDE:

- All banners require the approval of the CTICC management 30 days prior to hanging.
- All banners are to be delivered on the **FIRST** day of build-up. Late delivery will incur a surcharge.
- All banners have a minimum of two points of suspension; if more are required these will need to be quoted accordingly by CTICC.
- Banner position and height to be agreed upon in writing before installation.
- Banners must be double sided. Single sided banners that need to be put together on site will incur a surcharge.
- Banners must have a suspension bar both top and bottom (including finials). Sewn sleeves must easily accommodate the suspension bar, which must protrude a minimum of 50mm on both sides of the banner.
- Banners can only be hung from areas accessible by the cherry picker or rope access.
- The cherry picker must be operated by a licenced driver.
- Banners can only be hung from areas where there are appropriate hanging bars and weighting.
- Banners are to be constructed from flat fabric, and have no lighting or other attachments.
- Banner design and or production must be organised and confirmed at least two (2) weeks prior to build-up. The Sales or Event Executive can provide further information in this regard.
- Banner must be of flame resistant material and flame retardant.

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 PEOPLE

- 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.
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6.9 ORGANISING OF LOFTING 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.
-

6.10 WORKING PLATFORMS

- 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.
- 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.
- The SWL must be clearly indicated on the carrier.
- 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.

6.11 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.

6.12 DATES AND EXHIBITION HOURS:

Friday, 9 August	08:00 – 17:00
Saturday, 10 August	08:00 – 17:00
Sunday, 11 August	08:00 – 12:30

6.13 ADMISSION

Exhibitors have access to the exhibition area one hour before the exhibition opens and half an hour after the closure of the exhibition each day in order to service their stands. In case of emergency, application should be made to the organiser for an extension of these hours.

6.14 ORGANISER ON SITE

Any problem which may arise on-site affecting exhibitors or contractors should be referred to the congress organiser immediately, so that prompt action can be taken to resolve the issue.

6.15 INDEMNITY

The congress organising committee and congress organisers of SDACO 2019, as well as the staff of the CTICC are indemnified against being held liable for any loss or damage at exhibition stands. Exhibitors are requested to attend to their stands throughout the official open hours and especially during assembling and dismantling hours.

6.16 CUSTOMS CLEARANCE AFFAIRS

International Trade Management (Pty) Ltd will be dealing with all estimats/quotes and customs clearance affairs. You can contact Laurent Naidoo for any other enquiries.

Cell: 084 504 5686 **Tel:** 011 845 7043 **Fax:** 011 845 7045 **Email:** ops@itmza.com

7. CATERING & BEVERAGE REQUIREMENTS

7.1 ALCOHOL

The CTICC has an on-site consumption licence (06h00 to 04h00) and alcohol may not be brought onto the premises. A special permit is required for promotional and sponsorship alcohol and a corkage fee applies. The CTICC requires advance notification of such requests and the decision to permit promotional or sponsorship beverages is at the discretion of the CTICC Management. Only CTICC staff or its appointed contractors may serve alcohol and may only do so to people over the age of 18.

7.2 STAND CATERING

Please note that CTICC is the exclusive supplier of **food & 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 days prior to the event, for approval by the venue management. The CTICC offers a variety of beverages to exhibitors which will be delivered to their stands on request.

The venue provides a service whereby exhibitors may order food platters and beverages for their stands. Please contact the **Operations Services Department** in this regard. Please find attached to the confirmation e-mail the **Beverage Order Form**.

8. HEALTH AND SAFETY

8.1 HEALTH AND SAFETY INFORMATION

SAACI (via its Service Chapter) has been cooperating with EXSA to develop industry guidelines covering certain aspects of Health and Safety to assist industry members in managing health and safety, and to look towards implementing these guidelines as industry norms and incorporate version 2.1 of SANS 10366:2012.

This document is available at <https://archive.org/details/za.sans.10366.2012/page/n1>

In addition to the Health and Safety Act, the Safety at Sports and Recreational Events Act No2 2010 was promulgated in May and came into effect on 2nd August 2010. It is to prevent crowd violence or intentional damage to the infrastructure. As laid out in this act you might need to appoint an Event Safety Officer for your event. Such an appointment must be in writing. This letter together with the officer's qualifications (equal to NQF5) must be sent to the CTICC for approval.

It aims to regulate and protect the physical well-being and safety of people attending sports, recreational, religious, cultural, exhibitions, organisational or similar events, including the safety of their property at venues. We are legally bounded to enforce and uphold the contents of this Act and request cooperation from our exhibitors with this regards.

8.2 AISLES ENCROACHMENT

The minimum aisle space applicable to all exhibitions is three metres. Should any item or structure be placed or protrude into the designated aisle space, the CTICC reserves the right to request the removal thereof or remove the said item without any liability for loss or damage. Aisles should be planned and laid out to ease the flow of traffic and in line with the fire exists.

8.3 COVERED STANDS

Exhibitors are advised that covered stands are not permitted in the Exhibition Hall unless detailed drawings are submitted at least 30 days before the event for approval by the CTICC Management.

8.4 DOUBLE TIER STANDS

Exhibitors utilising and/or planning a double tier stand are required to provide a structural engineer's appointment letter to the CTICC for authorisation 45 days prior to the event, to comply with legal / safety / fire regulations.

"Space only" stand builders are to submit a structural engineer's appointment letter for stands over three metres in height with their floor plans incorporating front, side and top elevation to the CTICC for approval at least forty five days prior to build-up day. All custom stands require a Structural Engineer Certificate on completion.

Please note that failure to comply with this requirement may result in refusal of permission to erect the stand.

Exhibitors planning a custom stand or temporary structure are required to provide a Structural Engineer's appointment (**BDM11 and BDM12**) and a Structural Certificate (**BDM13**) on completion. Floor plans incorporating the location and stand schematics to include front, side and top elevation must be send to the CTICC for approval at least 45 days prior to build-up day. Please note that failure to comply with this requirement may result in refusal of permission to erect the stand. Building regulations apply and a BDM submission must be made to the City of Cape Town.

Temporary structures must be in accordance to the building regulations and must be approved by the CTICC. Temporary structure with a roof, would need special provision for fire safety. All temporary structures must be approved by the City of Cape Town Building Control.

8.5 GENERAL FIRE SAFETY ASPECTS

FIRE ESCAPES

Fire escapes are located throughout the venue with signage. Event organisers are to ensure that neither the signage nor the exits are obstructed in any way. Additional signage must be added to stands should fixed signs be blocked, this is at a cost to the organiser.

FLAMMABLE AND HAZARDOUS MATERIAL

Prior written permission is required from the CTICC Management and the Fire Department for the use of flammable and/ or hazardous material including gasses and liquids. No liquid petroleum is permitted in the CTICC.

Should LP gas be used, only 19kg +1 backup cylinder is allowed.

FLAME RETARDANCY: WOOD PALLETS / HESSIAN / THATCH / DRAPING / HALOGEN LIGHTS

Articles of a combustible nature such as fabric, paper items, banners, items made of wood pallets; hessian, thatch and straw are regarded as major fire hazards and will be required to provide a Fire Retardant Certificate, before the start of the event.

When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5cm above the carpeted floor;

The use of halogen lights will not be approved as they pose a fire hazard. Ensure that all light displays low wattage or LED.

9. GENERAL

9.1 UNOFFICIAL COMPETING MEETINGS OR SOCIAL FUNCTIONS

During the Congress no unofficial competing meetings or social functions may be held without the approval of the organising committee.

9.2 BRIEFCASES / HANDBAGS

Please do not leave briefcases/handbags unattended on your stand. All cases etc should be placed out of the public's eye inside cupboards or office areas. Unattended briefcases and packages could be a security risk.

9.3 EMERGENCY SERVICES

The CTICC management will coordinate and manage any emergency that might occur. Event organisers are responsible for ensuring that all emergency and safety procedures for their own event as stipulated by the Safety at Sports and Recreational Events Act No. 2 2010 (SASRE). The organiser must appoint and safety and security team to manage this on their part and plans must be documented in your safety file and available to the CTICC. The event organisers are responsible for organising medical assistance for their events. Exhibitors will contact the event organiser in a case of emergency.

Isolation of the fire detection system are not allowed. Should you used hazers, dry ice, foggers or smoke machines, this must be declared and approved prior to use. Should we need to isolate the fire detection system in a certain area, a trained Fire Marshall must be appointed. Our conference services department can assist with booking a trained Fire Marshall.

Please note that all lifts will home to ground and escalators will stop operating. In an emergency, contact the event services or call 021 410 5252 from an outside line, or ext 5252 from an internal line.

The CTICC reserves the right to adjust emergency services according to the event. Plans are available on request.

9.4 EXHIBITOR BEHAVIOUR

All efforts to advertise, demonstrate and operate an exhibition must be conducted so as not to trespass on the rights of other exhibitors. No exhibit will be permitted to interfere with the use of other exhibits or impede access to them or the free use of the aisles. The CTICC reserves the right to limit and/or restrict operations which, for any reason, might be considered objectionable, without any liability for refund and/or damage. Work can be stopped or person put offsite for failing to comply with Health and Safety legislation.

9.5 ASSUMPTION OF RISK FOR EXHIBITORS

- It should be understood by the exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many exhibition stands and various other factors make it reasonable that each exhibitor shall assume the risk of any injury, loss and/or damage.
- Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property located in the exhibition area, storage or any other area where access has been provided to exhibitors by the CTICC.
- CTICC security personnel will be furnished for the perimeter of the venue but such personnel shall not be deemed to affect the non-liability of CTICC and its members, officers, representatives, employees and/or the official service providers to modify in any way the assumption of risk and release provided for above.
- It is highly recommended that exhibitors take precautionary measures by ordering security for their specific needs, through the preferred CTICC security service provider. The CTICC recommends that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

9.6 CARE OF BUILDING

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior knowledge or consent from the CTICC Management. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.

9.7 NON-SMOKING AREAS

Smoking is not permitted within CTICC. Smokers may make use of the designated smoking area.

9.8 STRUCTURAL CERTIFICATES

All external suppliers need to supply the following certificates relevant to the services they will be providing. These certificates need to be present no less than 3 hours prior to the doors opening for an event. Doors will not be opened until the relevant certificates have been received.

Electrical Compliance Certificate for all equipment being supplied whether you require in house or phase power.

- **Structural Certificate for all stages, rigging etc**
- **Flame Retardency Certificate for all décor / draping brought into the venue**

10. LIABILITIES

The CTICC shall not be liable or responsible to any party for any claim, damage or loss caused to any person as a result of the failure of the CTICC or any of its employees, representatives or assigns to comply, or to comply timeously, with any provision/s of the contract of hire. The CTICC shall not be responsible for the safekeeping, storage, use or otherwise of any property brought into the convention centre. Property belonging to the hirer or third parties shall be brought into the convention centre at their own risk and the hirer indemnifies the CTICC and holds it harmless against any and all claims, losses or damages that may be suffered by any person in relation hereto.

The CTICC shall not be liable for any loss, injury or damage, howsoever caused, to goods and/or persons in the convention centre and/or on adjacent sites. The hirer shall always remain liable to the CTICC for the payment of any and all outstanding costs and charges incurred in respect of or attributable to any sub-hirer or participant, notwithstanding the manner in which payment is effected. In addition to the foregoing, the hirer shall be liable for all penalties, losses or damages charged or levied by any authority, service provider or third party in respect of or attributable to any or all of the sub-hirers or participants, which amounts shall be paid by the hirer to the CTICC on demand.

11. IMPORTANT DATES / DEADLINES

Date	Action
1 May 2019	Payment for exhibition space and sponsorships
Tuesday, 6 August	Construction of stands. (07:00 – till late)
Thursday, 8 August	All stands need to be completed by 17:00
Sunday, 11 August	All stands completely removed by 17:00

Should you have any queries, special requests or if you need further assistance, please contact me.

It is our wish that this congress will be a great success for you and your company, but it must also be an enjoyable congress – a congress to remember.

Kind regards

Rhyno Kriek & Clayton Meise

CONGRESS ORGANISERS



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