



# WORLD ROUTES 2015

## The 21st World Route Development Forum

The global meeting place for every airline, airport and aviation stakeholder

19 – 22 September 2015

Durban ICC, Durban, KwaZulu-Natal, South Africa

## Exhibitor Manual



Zulu Kingdom. Exceptional

World Routes 2015 Host

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## EXHIBITORS CHECKLIST

We have put together this checklist to help you with your planning for World Routes 2015, to record your progress and to remind yourself what needs to be done!

| BASIC PLANNING   | SECTION | TICK                     |
|--|---------|--------------------------|
| <b>READ EXHIBITOR MANUAL</b>                           |         | <input type="checkbox"/> |
| Work Out a Timetable to Prepare for the Event          |         | <input type="checkbox"/> |
| Initial Deposit Paid                                   |         | <input type="checkbox"/> |
| Balance(s) Due   |         | <input type="checkbox"/> |
| Book Hotel Rooms                                       | 4-7     | <input type="checkbox"/> |
| Make Travel Arrangements                               |         | <input type="checkbox"/> |
| Arrange Delivery/Collection/Storage of Stand Materials | 2-4     | <input type="checkbox"/> |
| <b>THE STAND</b>                                       |         |                          |
| Brief Stand Contractor                                 |         | <input type="checkbox"/> |
| Order Communications/IT                                | 4-11    | <input type="checkbox"/> |
| Order Floor Covering                                   | 4-6     | <input type="checkbox"/> |
| Order Floral Displays                                  | 4-5     | <input type="checkbox"/> |
| Order Audio Visual                                     | 4-1     | <input type="checkbox"/> |
| Order Furniture  | 4-6     | <input type="checkbox"/> |
| Order Catering   | 4-2     | <input type="checkbox"/> |
| Order Electrics  | 4-4     | <input type="checkbox"/> |
| Arrange Stand Staffing                                 |         | <input type="checkbox"/> |
| Return Shell Scheme Nameboard Form                     | 3-6     | <input type="checkbox"/> |
| Arrange Insurance                                      | 4-8     | <input type="checkbox"/> |
| <b>PUBLICITY</b>                                       |         |                          |
| Arrange Prize Draw / Incentives                        | 6-2     | <input type="checkbox"/> |
| Organise Stand Literature                              |         | <input type="checkbox"/> |
| Organise Extra Advertising                             |         | <input type="checkbox"/> |
| Plan Post-show Activity and Follow Up                  |         | <input type="checkbox"/> |

**WORLD ROUTES 2015 EVENT SCHEDULE**

| <b>Event Build-Up Days</b>           | <b>Halls Open</b>    | <b>Details of Schedule</b>  |
|--------------------------------------|----------------------|---|
| Thursday 17 <sup>th</sup> September  | 12:00 (Noon) – 17:00 | Build up of Hosted Networking Stands & Self Build Chalets Commences                       |
| Friday 18 <sup>th</sup> September    | 08:00 – 17:00        | Build up of Hosted Networking Stand & Self Build Chalets continues                        |
| Saturday 19 <sup>th</sup> September  | 08:00 – 17:00        | Build up of Hosted Networking Stand & Self Build Chalets Continues                        |
|                                      | 14:00 – 17:00        | Shell Scheme, Premier Shell Scheme, Standard & Exclusive Meeting Chalet Exhibitors Access |
| <b>Event Open Days</b>               |                      |   |
| Sunday 20 <sup>th</sup> September    | 09:00 – 17:30        | Event Open  |
| Monday 21 <sup>st</sup> September    | 07:30 – 17:30        | Event Open  |
| Tuesday 22 <sup>nd</sup> September   | 07:30 – 20:00        | Event Open  |
| <b>Event Breakdown Days</b>          |                      |   |
| Tuesday 22 <sup>nd</sup> September   | 21:00 – 00:00        | Dismantling of Stands   |
| Wednesday 23 <sup>rd</sup> September | 06:00 – 17:00        | Dismantling of Stands   |

All stand dressing and construction MUST be removed from the venue by 17:00 on Wednesday 23<sup>rd</sup> September 2015. Any items left in the halls after this time will be deemed abandoned and disposed of as rubbish. **There will be a charge for the removal of any stand fitting or other goods which are abandoned in the halls**

## 1. GENERAL INFORMATION

This manual has been created to aid exhibitors in all aspects of their planning for World Routes 2015. It contains many details for your information as well as a number of items which will need your attention in the lead up to World Routes 2015.

Please take note of the forms and deadlines at the back of this manual in order to make the process of exhibiting at World Routes 2015 hassle free.

If you do not find the information you require in this manual please feel free to contact the Routes Operations Team directly.

In addition, this manual is available to download via our website [www.routesonline.com](http://www.routesonline.com) or if you require a hard copy to be sent to you please contact Marion Gauthier, Operations Manager at [Worldroutes.operations@ubm.com](mailto:Worldroutes.operations@ubm.com)

### 1-1 ORGANISERS OFFICE

Routes will have a dedicated Organisers Office to deal with any queries you may have on site. The Organisers Office is located within the exhibition hall and will be open at the following times:

|                                      |               |
|--------------------------------------|---------------|
| Thursday 17 <sup>th</sup> September  | 12:00 – 17:00 |
| Friday 18 <sup>th</sup> September    | 08:00 – 17:00 |
| Saturday 19 <sup>th</sup> September  | 08:00 – 17:00 |
| Sunday 20 <sup>th</sup> September    | 08:00 – 17:00 |
| Monday 21 <sup>st</sup> September    | 08:00 – 18:30 |
| Tuesday 22 <sup>nd</sup> September   | 08:00 – 20:00 |
| Wednesday 23 <sup>rd</sup> September | 08:00 – 17:00 |

If you have any queries regarding your participation at Routes prior to these dates please do not hesitate to contact any member of the Routes Operations Team. Contact details can be found on the inside back cover of this manual.

## 1-2 VENUE FACILITIES

### First Aid:

The first aid point is located outside of Hall 4 at the ICC. The Routes Operations Team and Venue Security are also able to assist in matters of First Aid and should be contacted in an emergency. On-Site contact details will be provided prior to the event.

## 1-3 LOST & FOUND

All lost and found items should be handed in or reported to the Organisers Office or a member of Venue security. All items are catalogued and stored for 90 days; after that period all items are disposed of at the sole discretion of DURBAN ICC. Any inquiries regarding lost and found items should be directed to the Organisers Office or on-site security.

## 1-4 SMOKING

The DURBAN ICC is a **Non-Smoking** venue.

## 1-5 NOISE LEVELS

If you intend to use any form of music or entertainment (dancing, singing and live performances) for your stand promotion you must notify the organisers in advance of Routes by completing and returning the form at the rear of this Manual.

There will be a prescribed maximum noise level of **50db** for all stands. Entertainment should be scheduled outside the formal face-to-face meetings sessions and only during the periods below:

|                                    |   |
|------------------------------------|---|
| Sunday 20 <sup>th</sup> September  | 13:00 – 13:50<br>15:50 – 16:05                  |
| Monday 21 <sup>st</sup> September  | 10:50 – 11:00<br>13:00 – 13:50<br>15:30 – 15:40 |
| Tuesday 22 <sup>nd</sup> September | 10:50 – 11:00<br>13:20 – 13:50<br>15:30 – 15:40 |

Routes would also ask that all exhibitors minimize noise and show appropriate respect to the formal speeches during the Welcome Reception, Lunches and Farewell Reception. If any noise levels are raised to an unacceptable level, you may be asked to suspend activities until a more appropriate time.

Those exhibitors who plan to have Audio Visual equipment on their stand should ensure that all audio speakers must be facing inwards towards the stand and **NOT** facing the gangways or any other stands. Stands with speakers/stage facing externally will not be approved.

Any exhibitors who intend to have music on their stands should ensure they have applied for the right to perform live or recorded music (radio, television, video player, record player, DVD player, etc.) to SAMRO (South African Music Rights Organization) on +27 11 712 8120 or [samro.batcentre@gmail.com](mailto:samro.batcentre@gmail.com)

## 1-6 PUBLIC ADDRESS SYSTEM

The public address system is for official announcements by the Organisers only. It is not available to exhibitors for publicity purposes or individual messages during World Routes 2015 open hours.

## 1-7 HEIGHT LIMITS FOR HOSTED NETWORKING STANDS AND SELF BUILD MEETING CHALETS

Your Hosted Networking Stand or Self Build Meeting Chalets may **not** exceed a height of 4 metres and should be single storey only. Shell Scheme decorations may **not** exceed a height of 2.5 metres.

Exceptions for double decker/multi-storey stands or chalets may be considered upon application to the Organiser but will be subject to a surcharge and additional approval from both Routes and DURBAN ICC. Structural Calculations may also be required.

Please contact Marion Gauthier, Operations Manager, [Worldroutes.operations@ubm.com](mailto:Worldroutes.operations@ubm.com) before Friday 12<sup>th</sup> June 2015 should you wish to apply for approval.

## 1-8 HANGING BANNERS

World Routes directional signage, which includes hanging banners, will be situated around the halls. Under **no** circumstances are exhibitors permitted to hang banners/signs/truss

from drop wires above their stands.

All banners/signs/truss must be attached to the top of the stand itself and must not exceed a total height of 4 metres.

## 1-9 STRATEGIC MEETINGS

### Hosted Networking Stands

As a Hosted Networking Stand holder at World Routes 2015, we are this year offering you the chance to enhance your package by holding pre-scheduled strategic meetings on your stand at no extra cost. Details are as follows:

You will be allocated up to 4 strategic meetings (double slots, 50 minute duration) at your stand. You will also be able to request up to 5 x 20 minutes meetings that will take place on your stand on the Sunday of the event.

You may request to meet with carriers who, at the time you submit your requests, are not registered to attend the event. This will enable Routes to advise the likelihood of their attending and ensure that you are well placed to achieve the meeting once the airline registers.

Meetings should be requested in priority order to Simon Baxendale, Scheduling Manager ([simon.baxendale@ubm.com](mailto:simon.baxendale@ubm.com)).

Requested airlines will then be contacted by our Scheduling Team and your designated contact will be advised directly when a meeting has been accepted or declined. The meetings will take place over Sunday 20<sup>th</sup> September to Tuesday 22<sup>nd</sup> September 2015.

The Routes Runners Team will assist in coordinating and accompanying, whenever possible, the airline delegate(s) to your stand in time for the meeting.

The meetings should be requested as soon as possible after scheduling opens on the 1<sup>st</sup> June 2015 in order to secure the best chances of diary availability. Deadline for requests: **Friday 24<sup>th</sup> July 2015**

These meetings will be scheduled independently of any one-to-one meetings diary held by any members of your company's delegation. You should therefore advise us at point of request if any specific delegate needs to attend these meetings in order that we can attempt to co-ordinate with any affected one-to-one diary. Whilst we will do our utmost to accommodate your wishes we cannot guarantee that this will always be possible and you



should therefore make provision to cover any meeting clashes.

If you intend to request meetings at your stand you may wish to design your stand with this in mind and perhaps add a private meeting room.

### **Chalets**

As part of your Chalet Package at World Routes 2015, you are entitled to hold pre-scheduled strategic meetings in your chalet. Details are as follows:

8 strategic meetings (double slots, 50 minute duration) in your chalet. You should make as many requests as possible (in priority order) to enable us to accurately schedule your chalet diary.

You are required to submit a minimum of 12 requests in order to provide us with at least 4 reserve options. You will also be able to request up to 5 x 20 minutes meetings that will take place in your chalet on the Sunday of the event.

You may request to meet with carriers who, at the time you submit your requests, are not registered to attend the event. This will enable Routes to advise the likelihood of their attending and ensure that you are well placed to achieve the meeting once the airline registers.

Meetings should be requested in priority order to Simon Baxendale, Scheduling Manager ([simon.baxendale@ubm.com](mailto:simon.baxendale@ubm.com)).

Requested airlines will then be contacted by our Scheduling Team and your designated contact will be advised directly when a meeting has been accepted or declined. The meetings will take place over Sunday 20<sup>th</sup> September to Tuesday 22<sup>nd</sup> September 2015.

The Routes Runners Team will assist in coordinating and accompanying, whenever possible, the airline delegate(s) to your chalet in time for the meeting.

The meetings should be requested as soon as possible in order to secure the best chances of diary availability. Deadline for requests: Friday 24<sup>th</sup> July 2015.

These meetings will be scheduled independently of any one-to-one meetings diary held by any members of your company's delegation. You should therefore advise us at point of request if any specific delegate needs to attend these meetings in order that we can attempt to co-ordinate with any affected one-to-one diary. Whilst we will do our utmost to accommodate your wishes we cannot guarantee that this will always be possible and you should therefore make provision to cover any meeting clashes.

## 1-10 FREQUENTLY ASKED QUESTIONS

Below we have listed some frequently asked questions, please take time to read them as it may just save you a telephone call!

**Q: Who is the Official Contractor for World Routes 2015?**

**A:** GL Events Oasys is the Main Official Contractor for World Routes 2015 and will supply the following services:

**Exclusive GL Events Oasys Services:**

- Electricals

Dominique PARMEE – Tel : +27 (0)31 579 3255 or [dominiquep@oasys.co.za](mailto:dominiquep@oasys.co.za)

Routes have also designated Expo Solutions and Scan Display as Recommended Contractors. Their contact details are as follows:

**EXPO SOLUTIONS**

Lauren Marot - Tel: +27 (0) 31 304 2309 or [lauren@exposolutions.co.za](mailto:lauren@exposolutions.co.za)

**SCAN DISPLAY**

Paul Robberts - Tel : +27 (0) 11 447 4777 or [pauljhb@scandisplay.co.za](mailto:pauljhb@scandisplay.co.za)

**Q: How high can I build my stand?**

**A:** Your Hosted Networking Stand or Self Build Meeting Chalet may **not** exceed a height of 4 metres and should be single storey only.

Shell Schemes may **not** exceed a height of 2.5 metres.

Exceptions for double decker/multi-storey stands may be considered upon application to the Organiser but will be subject to a surcharge and additional approval from both Routes and Durban ICC. Structural Calculations will also be required. Please contact Marion Gauthier, Operations Manager, [worldroutes.operations@ubm.com](mailto:worldroutes.operations@ubm.com) before **Friday 12<sup>th</sup> June 2015** should you wish to apply for approval.

**Q: Can I hang banners/truss/signage from the ceiling?**

**A:** Under **no** circumstances are exhibitors permitted to hang banners/signs/truss from drop wires above their stands. All banners/signs/truss must be attached to the structure of the stand itself and must **not** exceed a height of 4 metres.

There may be an opportunity for exhibitors to purchase a Hanging Banner site as a World Routes Sponsor. For more information please contact Jon Howell, [jon.howell@ubm.com](mailto:jon.howell@ubm.com) for further information.

**Q: Who can take delivery of my packages?**

**A:** Routes have appointed CEVA as the official freight lifting and forwarding contractor for the event. Neither the Organisers or the venue will accept delivery of any goods for your stand. It is important that you arrange for a representative from your company to be at your stand to receive them, especially during the build-up period. CEVA Showfreight can also receive goods on your behalf. Please see the form at the rear of this manual for CEVA's cost for this service and contact details.

**Q: Where can I store my boxes?**

**A:** There are no facilities within the halls for storage of literature, exhibits, packing cases or boxes. All items must be stored within the confines of your stand. Fire regulations require that any items found outside or behind a stand must be removed for safety reasons. If you require storage facilities please contact CEVA who will be able to quote you for storing packaging, and other materials on your behalf. Please see the order form at the back of this manual for CEVA's cost for this service and contact details.

**Q: When do I have access to build/dress my stand?**

**A:** Hosted Networking Stand & Self Build Meeting Chalet Exhibitor Appointed Contractors and Exhibitors can have access at the following times:

| Event Build-Up Days                 | Halls Open           | Details of Schedule   |
|-------------------------------------|----------------------|---|
| Thursday 17 <sup>th</sup> September | 12:00 (Noon) – 17:00 | Build up of Hosted Networking Stands & Self Build Chalets Commences |
| Friday 18 <sup>th</sup> September   | 08:00 – 17:00        | Build up of Hosted Networking Stand & Self Build Chalets Continues  |
| Saturday 19 <sup>th</sup> September | 08:00 – 17:00        | Build up of Hosted Networking Stand & Self Build Chalets Continues  |

Shell Scheme, Premier Shell Scheme, Standard & Exclusive Meeting Chalet Holders can have access from:

| Event Build-Up Days                 | Halls Open    | Details of Schedule   |
|-------------------------------------|---------------|---|
| Saturday 19 <sup>th</sup> September | 14:00 – 17:00 | Shell Scheme, Premier Shell Scheme, Standard & Exclusive Meeting Chalet Exhibitors Access |

**Q: What time can I break down my stand?**

**A:** Removal of exhibits and displays commences at **21:00 on Tuesday 22<sup>nd</sup> September**. Under no circumstances may any goods be removed or packed away from your stand before this time. Loading bay doors will not be open prior to this time.

**Q: What comes with my Shell Scheme?**

**A:** Fascia name board with company name, wall paneling, carpet, lighting, power point and basic pre-event cleaning. See full specification in section 3-6.

**Q: What comes with my Premier Shell Scheme?**

**A:** Fascia name board with company name, wall paneling, carpet, lighting, power point,

TV Screen, DVD Player, Counter, Stool and basic pre-event cleaning. See full specification in section 3-6.

**Q: What comes with my Meeting Chalet?**

**A:** Fascia name board with company name, wall paneling, carpet, lighting, power point and basic pre-event cleaning. See full specification in section 3-6.

**Q: What if I have a problem with my Shell Scheme stand or Meeting Chalet?**

**A:** GL Event Oasys is the Shell Scheme and Meeting Chalet stand contractor and will be on-hand at a dedicated service desk to answer any of your queries and to assist you in your build-up. If you have an issue that cannot be solved by GL Event Oasys please contact the Organisers Office on-site or a member of the Routes Operations Team prior to the event.

**Q: How do I attach posters to my Shell Scheme stand?**

**A:** Lightweight exhibits or displays can be attached to the walls by the use of double sided tape, pads or Velcro.

**Q: I would like to serve food from my stand, who do I contact?**

**A:** DURBAN ICC is the sole provider of food and beverages throughout the entire venue. If you would like to order catering for your stand please complete the form at the back of this manual.

Should you wish to bring small items of foods to represent your local culture to World Routes you will need to apply for approval to do so directly to the DURBAN ICC using the form provided in the rear of this manual.

**Q: How do I book hotel accommodation?**

**A:** All hotel details and rates are listed on:  
<http://www.routesonline.com/events/175/world-routes-2015/register/official-hotels/#mainContent>

Hotel bookings are managed by Events in Focus, the official World Routes booking agent. Book online or contact Aimee Stevens [aimee@eventsinfocus.net](mailto:aimee@eventsinfocus.net)

**Q: How do I order an Internet connection? Is Wi-Fi available?**

**A:** Internet connections can be ordered using the **form** at the back of the manual.

Wi-Fi will be available in the venue free of charge but is meant for the reading of emails or the sending of small files only. If you need to download files larger than 5 MB or display presentations, you should order a wired Internet connection directly from Durban ICC. We do not recommend the use of Wi-Fi on stands or for presentation purposes and Routes cannot be liable for the functionality of this service.

**Q: Will my stand get cleaned?**

**A:** Shell Scheme, Premier Shell Scheme and Meeting Chalets (not including Self Build) will have their stand cleaned prior to and overnight during the event. All others exhibitors should order cleaning directly from DURBAN ICC using the form in the rear of this manual.

**Q: Can I play music and/or DVD's on my stand?**

**A:** Yes music/DVD's can be played on your stand during the times of the event specified in Section 1-5. Any exhibitors who intend to have music on their stands should ensure they have applied for the right to perform live or recorded music (radio, television, video player, record player, DVD player, etc.) to SAMRO (South African Music Rights Organization) on +27 11 712 8120

**Q: What can I hand-carry into the halls/venue?**

**A:** Hand carried items are permitted to be brought into the halls via the loading dock. The loading docks are reached by following signs marked for POV (privately owned vehicles) deliveries. Items are to be brought in by one company and one employee without assistance such as skids or trolleys, however 'pop-up' stands on wheels may be wheeled in.

**Q: Where can I find the latest World Routes 2015 Floor Plan?**

**A:** Routes regularly updates the floor plan for World Routes. The latest version can be found online at:

<http://www.routesonline.com/events/170/world-routes-2015/2015-exhibitors/>

Please ensure you or your Exhibitor Appointed Contractor checks back regularly to ensure you are working to the most up-to-date plan.

## 11 SUSTAINABILITY

UBM EMEA sees it as fundamental that we are conscious of the impact that our actions have on the environment and the communities in which we operate.

At World Routes 2015 we have been concentrating on three main areas; reducing the carbon impact of the show, reducing our waste, and increasing the shows positive impact on the community. Our overarching aim is to ensure that World Routes 2015 leaves a positive legacy behind.

As an exhibitor your actions play a key part in the sustainability of the show. Below are some key things to keep in mind:

- Design your stand so it can be used again at other exhibitions. Design out waste, and try to ensure what waste you do have is recyclable.
- Promote your own corporate social responsibility initiatives and your company's sustainability credentials at the show.
- Think about the methods of transport you and your materials use to get to and from the event. Choose public transport, and logistic companies with sustainable credentials.

If you would like to work together with us towards sustainability, have any relevant projects or you simply have a question about sustainability please don't hesitate to contact us:

[ubmlivesustainability@ubm.com](mailto:ubmlivesustainability@ubm.com)

Please see our **sustainability policy** for more details:

<http://live.ubm.com/EUSustainabilityPolicy.pdf>

## 2. SECURITY, ACCESS & DELIVERY

This section covers areas such as security, access during the build-up and breakdown period of World Routes 2015, lifting, deliveries, customs and storage. Please read carefully and do all that you can to ensure the relevant forms are submitted in good time.

### 2-1 SECURITY

Security is an area we all take seriously and we ask you read the sections below carefully and ensure that all your staff fully cooperates with these systems. Please call our Routes Operations Team if you have any queries.

While Routes will make all reasonable arrangements for security coverage, they are not responsible for any loss or damage, which may occur, and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personal property. Appropriate insurance cover should be arranged. See Section 4-8 for details of a provider.

Security personnel will patrol the exhibition halls in general, but their duties will not include special attention to individual stands. Under no circumstances should a stand be unmanned during the open periods of the event and items of value should not be left on your exhibition stand overnight.

Official Routes badges are an essential part of the event security and you will only be allowed access to the halls wearing the appropriate badge. Badges and passes should be worn at all times and individual company badges will not be accepted by security.

### 2-2 EXHIBITOR APPOINTED CONTRACTORS, INDUCTION & EXHIBITOR ACCESS

All exhibitors will need to complete and return the **General Indemnity Form** located at the rear of this manual. Please return signed copies to [worldroutes.operations@ubm.com](mailto:worldroutes.operations@ubm.com) by **Monday 6<sup>th</sup> July**.

Legislation and ICC Rules & Regulations requires that all contractors, suppliers and service providers delivering a service at the Durban ICC, whether it be for the venue or any of its clients, are required to undergo a brief Health & Safety induction.



In order for Durban ICC to offer a safe and controlled working environment, all contractors, suppliers and service providers are required to be registered on the Durban ICC EBMS database and wear an accreditation badge/card (to identify those who have been inducted) **as well as a colour-coded wristband** (which allows Security Personnel to identify and control access to only those persons accredited to be in specific venues for specific events)

**The accreditation badges/cards and wristbands are to be displayed visibly at all times when on site for the duration of the event from build up to breakdown and anyone who fails to comply will be asked to leave the site immediately.**

## 1. INDUCTION - TEMPORARY CONTRACTOR BADGES AND ACCREDITATION

- 1.1. For contractors, sub-contractors, suppliers and service providers who work at the Centers infrequently (at ad hoc times i.e. Branding companies, plant/flower decorators; service providers contracted to Durban ICC etc.) temporary badges will be issued at a cost of R5 per badge, non-refundable, to cover the cost of administration and accreditation insignia. Monies will be collected on-site in cash.
- 1.2. The register at the rear of this manual should be completed and returned, listing details of staff who will work on site together with a scanned / e-mail copy of a colour, ID size photograph in order to prepare the cards for handover after the induction session.

This must be forwarded to Khuselani Security - [leigh@khuselani.co.za](mailto:leigh@khuselani.co.za) at least 1 week prior to the event set-up and no later than 14:00 on a Friday in order to prepare the badges for handover after the induction session. The register must include the following:

- 1.2.1. Company name and registration number
- 1.2.2. Company telephone / fax contact number
- 1.2.3. Employee name, surname, designation and cellular number
- 1.2.4. Identity document or valid driver's licence number
- 1.2.5. Name of event, venue and areas where the contractor/s will be working
- 1.2.6. Dates the contractors will be on site
- 1.2.7. Confirmation of being in possession of a Safety File in compliance with requirements of the OSH Act 85 of 1993 and the Events Safety Bill (SANS

10366) for inspection and sign off by the designated Event Health & Safety Officer'/s and/or the Durban ICC Health & Safety Office, Ebrahim Yusuf – [ebrahimy@icc.co.za](mailto:ebrahimy@icc.co.za) .

- 1.3. All inductions take place at the **Durban ICC Accreditation Centre** on the 2nd level of the Exhibition Centre Administration Building, entrance from Gate C, Walnut Road, Durban on specified days and times. Contractors need to contact the Durban Health & Safety Officer, Ebrahim Yusuf – [ebrahimy@icc.co.za](mailto:ebrahimy@icc.co.za) or +27 31 3601329 / +27 31 72 621 4841. Inductions will run from Tuesday 15<sup>th</sup> – Saturday 19<sup>th</sup> September at either 09:00 or 14:00.
- 1.4. Procedure:-
  - 1.4.1. On arrival each employee is to produce their ID document for verification and sign off the register on hand before attending the induction ( $\pm$  30 minutes).
  - 1.4.2. On completion of the induction, a supervisor / manager or responsible person for the company is to proceed to the Health & Safety Officer/s in the adjoining room sign off of their safety file.
  - 1.4.3. Once approved he/she is to proceed to the pre-arranged accreditation point (manned by Khuselani Security) for payment / receipt and handing over of the badges / colour coded wristbands.
- 1.5. Induction is valid for a period of 12 months and companies entering the site within that time may present their previous accreditation badges as proof or provide details of the previous event.
- 1.6. ***NOTE: Regardless of prior induction, a list of staff still needs to be provided for each and every event for verification and processing of the badges.***

## 2. **INDUCTION – LONG TERM CONTRACTOR BADGES AND ACCREDITATION**

- 2.1 Contractors, sub-contractors, suppliers and service providers who work at Durban ICC regularly throughout the year (i.e. stand builders, AV Companies, lift technicians, Telkom, Nashua etc.) receive a hard plastic card at a one off cost of R10 per card, non-refundable, to cover the cost of administration and accreditation insignia with a R50.00 replacement charge if lost or stolen. This card will be valid for a period of 12 months from the month of issue.

- 2.2 The register at the rear of this manual should be completed and returned, listing details of staff who will work on site for the next 12 months, together with a scanned / e-mail copy of a colour, ID size photograph in order to prepare the cards for handover after the induction session. This must be sent to Zodwa Nxumalo on [zodwan@icc.co.za](mailto:zodwan@icc.co.za) or +27 31 3601313.

The register must include the following information:

- 2.2.1 Company name (whether it is a cc; (Pty) Ltd or Sole Proprietor)
  - 2.2.2 Company registration and tax number
  - 2.2.3 Company telephone / fax contact number
  - 2.2.4 Employee name, surname, designation and cellular number
  - 2.2.5 Identity document, passport or valid driver's licence number
- 2.3 The register information and photographs are captured onto the EBMS database and a proforma invoice is mailed to the company for payment. This information is automatically diarized for their 12 month renewal anniversary.
- 2.4 All inductions will take place at the **Durban ICC Accreditation Centre** on the 2nd level of the Exhibition Centre Administration Building, entrance from Gate C, Walnut Road, Durban on specified days and times. Contractors should contact the Durban ICC Health & Safety Officer, Ebrahim Yusuf on [ebrahimy@icc.co.za](mailto:ebrahimy@icc.co.za) or +27 31 3601329 / +27 31 72 621 4848 for confirmation. Inductions will run from Tuesday 15<sup>th</sup> – Saturday 19<sup>th</sup> September at either 09:00 or 14:00.
- 2.5 Procedure:-
- 2.5.1 On arrival each employee is to sign off the register on hand before attending the induction ( $\pm$  30 minutes).
  - 2.5.2 On completion of the induction, a supervisor / manager or responsible person for the company is to proceed to the Health & Safety Officer/s in the adjoining room for sign off of their safety file.
  - 2.5.3 Once approved they may proceed to the pre-arranged accreditation point (manned by the Durban ICC Facilities Administrator) for payment / receipt where the cards are handed over together with a colour-coded wristband applicable to the specific event.
- 2.6 **NOTE:** *Following the initial induction a list of staff still needs to be provided for each and every event for verification and hand over of the wristbands. A*

*Manager / Supervisor or responsible person may collect the wristbands from the Accreditation Centre any time from Monday – Sunday between 08:00 and 17:00 provided the registers/lists have been returned in good time.*

**2.7 The cards must always be visibly worn when on the Durban ICC sites, together with a colour coded wristband for the specific event otherwise access **WILL NOT BE PERMITTED.****

These wristbands are not valid during the event. Should your Exhibitor Appointed Contract wish to access your stand during the event they should contact a member of on-site security who will refer them to the Routes Operations team.

**Checklist for Safety File**

Please find below a checklist of items that should be included in your safety file:

| <b>Requirements</b>   | <b>Accredited Contractor</b> | <b>Accredited Sub-Contractor</b> |
|---|------------------------------|----------------------------------|
| <b>Public liability insurance for all role players involved</b> | <input type="checkbox"/>     | <input type="checkbox"/>         |
| <b>Letter of good standing</b>                                  | <input type="checkbox"/>     | <input type="checkbox"/>         |
| <b>Fall protection plan</b>                                     | <input type="checkbox"/>     | <input type="checkbox"/>         |
| <b>Safety plan</b>  | <input type="checkbox"/>     | <input type="checkbox"/>         |
| <b>Waste management</b>   | <input type="checkbox"/>     | <input type="checkbox"/>         |
| <b>Spectator profile</b>  | <input type="checkbox"/>     | <input type="checkbox"/>         |

|   |                          |                          |
|---|--------------------------|--------------------------|
| <b>37(2)Contractor's agreement signed</b>                   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Rigging certificate</b>                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Fire retardant certificate (handed in)</b>               | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Stand builder's certificate</b>                          | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Electrical C.O.C. (issued once build up is complete)</b> | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>Training certificate</b>                                 | <input type="checkbox"/> | <input type="checkbox"/> |

### Exhibitors

Exhibitors are also required to collect a Wristband on a daily basis during build-up from the Security Desk located at the entrance to the Durban ICC. Only registered exhibitors may obtain these wristbands. Delegate badges for the event will only be valid from **Sunday 20<sup>th</sup> September** onwards.

### 2-3 FREIGHT FORWARDING & MATERIAL HANDLING

CEVA Showfreight is the official freight forwarding agent and can, through their worldwide logistics operation, arrange for your consignment to be collected from your premises and delivered to your stand at World Routes 2015.

If you contact CEVA Showfreight they will organise with their local agent to contact you and make the necessary arrangements. This way you can deal with someone in your own country and in your own language.

Contact: Martyn White  
 Tel: +44 (0)1322 31058  
 Fax: +44 (0)121 782 2875  
 Email: [martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)

If you wish to order freight forwarding with CEVA please complete the form at the rear of this manual before the 4<sup>th</sup> September 2015.

## 2-4 DELIVERY ADDRESS

Deliveries should be clearly marked identifying the sender and receiver and an accessible packing slip should be available. Deliveries should be arranged via CEVA Showfreight, as neither Routes nor DURBAN ICC will accept any deliveries.

Please contact CEVA Showfreight to arrange delivery to the venue:

Tel: +44 (0)1322 31058

Fax: +44 (0)121 782 2875

Email: [martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)

**Deliveries cannot be sent directly to the venue.**

## 2-5 CUSTOMS

Any goods being sent to World Routes 2015 will be subject to Customs Clearance.

CEVA Showfreight will assist in arranging this clearance as part of their service. Please contact them directly to discuss any questions you may have regarding customs formalities.

## 2-6 DELIVERY & COLLECTION

### **Deliveries during Build-Up**

Routes will **not** accept delivery of any goods and also cannot accept responsibility for any goods delivered to unstaffed stands. We regret we have no storage facilities available within the Organisers Office.

**We strongly advise you to check your courier's local office open days and hours if you arrange for a courier other than CEVA to deliver items. Some courier companies have restricted opening hours especially at weekends.**

### **Deliveries during Event**

Vehicles delivering stock during the open period may arrive 1 hour prior to show opening each open day. Deliveries will only be allowed up to half an hour before the

event opening time.

All goods entrances and loading areas must be clear of vehicles prior to the event opening. No goods will be allowed through the main entrances of the halls. No deliveries are permitted once the event is open.

The breakdown of stands is not permitted during any part of the open period of the event under any circumstances.

### **Collections**

If you are arranging for goods to be collected after World Routes 2015 closes, we strongly advise you do not leave goods unattended at any time before they are collected. Routes cannot accept responsibility for damage to stands or goods or the loss or theft of any property on any stand or anywhere else in the event.

Dismantling of stands and removal of all material must be completed by 17:00 on Wednesday 23<sup>rd</sup> September. Please ensure that you arrange for **ALL** of your stand materials to be removed from the halls. Any goods/stand fitting left in the halls after this time will be deemed abandoned and disposed of as rubbish.

**There will be a charge for the removal of any stand fitting or other goods that are abandoned and this will be passed on to the exhibitor.**

### **2-7 STORAGE**

There are no facilities within the halls for storage of literature, exhibits, packing cases or boxes. All items must be stored within the confines of your stand. Fire regulations require that any items found outside or behind a stand must be removed for safety reasons.

If you require storage facilities please contact CEVA Showfreight who will quote for storing, packaging, and other materials on your behalf. Empty packaging material left at the stand is classed as waste and the exhibitor will be invoiced for its disposal.

Contact: Martyn White

Tel: +44 (0)1322 31058

Fax: +44 (0)121 782 2875

Email: [martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)

### 3. STAND CONSTRUCTION & DRESSING

There are a number of regulations within this section that are essential for an orderly event. Please be aware of them and comply with them. If you have any questions or require advice please contact our Operations Team who will be ready to offer you assistance.

#### 3-1 EVENT OPEN DAYS

| Event Build-Up Days                 | Halls Open                     | Details of Schedule   |
|-------------------------------------|--------------------------------|---|
| Thursday 17 <sup>th</sup> September | 12:00 (Noon) – 17:00           | Build up of Hosted Networking Stands & Self Build Chalets Commences   |
| Friday 18 <sup>th</sup> September   | 08:00 – 17:00                  | Build up of Hosted Networking Stand & Self Build Chalets Continues  |
| Saturday 19 <sup>th</sup> September | 08:00 – 17:00<br>14:00 – 17:00 | Build up of Hosted Networking Stand & Self Build Chalets Continues<br>Shell Scheme, Premier Shell Scheme, Standard & Exclusive Meeting Chalet Exhibitors Access |

**All exhibitors must clear the floor space surrounding their stands by 17:00 on Saturday 20<sup>th</sup> September for carpet laying.**



### 3-2 EVENT OPEN DAYS

| Event Open Days                    |               |            |
|------------------------------------|---------------|------------|
| Sunday 20 <sup>th</sup> September  | 09:00 – 17:30 | Event Open |
| Monday 21 <sup>st</sup> September  | 07:30 – 17:30 | Event Open |
| Tuesday 22 <sup>nd</sup> September | 07:30 – 20:30 | Event Open |

Any maintenance work required during the open days of Routes must be pre-arranged with the organisers before 14:00 hours on the day you want to work. Maintenance can only be undertaken during the closed hours of the show.

### 3-3 BREAKDOWN SCHEDULE

The Exhibition Halls at World Routes 2015 close at 20:30 on Tuesday 22<sup>nd</sup> September 2015. Removal of exhibits and displays commences at 21:00. Under no circumstances may any goods be removed or packed away from your stand before this time.

Electrical power to stands will be switched off 30 minutes after the event closes (21:00 hrs). We strongly advise you **NOT** to leave items unattended on your stand at any time.

Dismantling of stands and removal of all material must be completed by Wednesday 23<sup>rd</sup> September 2015 by 17:00. Please ensure that you arrange for **ALL** of your stand materials to be removed from the halls.

Any goods/stand fitting left in the halls after this time will be deemed abandoned and disposed of as rubbish.

**There will be a charge for the removal of any stand fitting or other goods that are abandoned and this will be passed on to the exhibitor.**

### 3-4 CARPET/FLOOR COVERING

#### **Hosted Networking Stands**

If you are building your own stand you must supply your own floor covering. Exhibitors with adjoining blocks of stands will not be permitted to place their own carpet in the gangways.

#### **Carpet Tape**

DURBAN ICC (Hall 1 & 3) are a carpeted venue however you should make your own arrangements for carpet to be laid and removed within your stand.

DURBAN ICC (Hall2) is an uncarpeted venue and you should make your own arrangements for carpet to be laid and removed within your stand.

Please ensure that all carpet, including stand carpets and carpet tape are removed completely after the event.

Exhibitors will be charged for the non removal of carpet and tape, or if any damage is caused to the fabric of the building because of its removal.

The recommended double-sided fixing tape to be used is code B7 and comes in 50mm x 50mm reels.

The use of carpet spray adhesive or glue is not permitted.

### 3-5 DISCREPANCIES

If you experience any problems with your stand please inform the Organisers Office immediately. Discrepancies regarding your stand will only be recognised by the Organisers if notification is made to them in writing before the close of World Routes 2015 on Tuesday 22<sup>nd</sup> September 2015.

### 3-6 SHELL SCHEME STANDS

Routes have appointed GL Event Oasys for all shell scheme construction and as such they must carry out all shell scheme work in the halls.



The Shell Scheme specification is as follows:

Fascia: Red fascia with white lettering – 26 characters max including Routes logo

Walling: 3 sets of partition panels (one back wall and two side walls). The dimensions of each panel are 1m wide and 2.5m high. For specific graphic sizes please contact GL Event Oasys at [dominiquep@oasys.co.za](mailto:dominiquep@oasys.co.za)

Carpet: Grey Carpet

Power: 1 x Socket, 5 amp

Lighting: 3 x spotlights

It is important that you complete and return the Fascia Nameboard Order Form with the company name you wish to appear on your fascia nameboard by **Friday 31<sup>st</sup> July 2015**.

On-site changes will incur an extra charge.

Please note none of the items listed above are exchangeable.

#### **Additional Branding/Enhancements**

Any Shell Scheme holders wishing to brand their stand or make adjustments to the above specification should ensure that they have their designs approved by Routes

before going ahead.

Please send visuals of branding or enhancements to Marion Gauthier, Operations Manager, [worldroutes.operations@ubm.com](mailto:worldroutes.operations@ubm.com) before **Friday 31<sup>st</sup> July 2015**.

### 3-6 PREMIER SHELL SCHEME STANDS

The Premier Shell Scheme specification is as follows:



Fascia: Red fascia with white lettering – 26 characters max including Routes logo

Walling: Flush wall construction – White. 3 sets of partition panels (one back wall and two side walls). For specific graphic sizes please contact GL Event Oasys at [dominiquep@oasys.co.za](mailto:dominiquep@oasys.co.za)

Carpet: Grey Carpet

Power: 1 x Socket – 5amp

Lighting: 2 x spotlights located on the back wall

Furniture: 42" Plasma TV and DVD player

2 x high stools

1 x high table

1 x counter

It is important that you complete and return the Fascia Nameboard Order Form with the company name you wish to appear on your fascia name board by **Friday 31<sup>st</sup> July 2015**.

On-site changes will incur an extra charge.

Please note none of the items listed above are exchangeable.

**Additional Branding/Enhancements**

Any Premier Shell Scheme holders wishing to brand their stand or make adjustments to the above specification should ensure that they have their designs approved by Routes before going ahead.

Please send visuals of branding or enhancements to Marion Gauthier, Operations Manager, [worldroutes.operations@ubm.com](mailto:worldroutes.operations@ubm.com) before **Friday 31<sup>st</sup> July 2015**.

### 3-7 STANDARD MEETING CHALETS

Routes have appointed GL Event Oasys for all chalet construction and as such they must carry out all chalet work in the halls.



**5m x 7m = 35sqm**

Walling: 2.5m self-supporting hard wall panels, 1 x plexi glass panels

Doors: 1 lockable door

Height: 250cm

Carpet: Grey Carpet

Furniture: 2 x Tub chairs  
1 x Sofa  
1x Coffee Table  
1 x Socket

#### **Private Meeting Room Furniture:**

1 x Table  
6 x Executive Chairs

#### **Additional Branding/Enhancements**

Any Meeting Chalet holders wishing to brand their chalet or make adjustments to the above specification should ensure that they have their designs approved by Routes before going ahead.

Please send visuals of branding or enhancements to Marion Gauthier, Operations Manager, [worldroutes.operations@ubm.com](mailto:worldroutes.operations@ubm.com) before **Monday 6<sup>th</sup> July 2015**.

[www.routesonline.com](http://www.routesonline.com)

Adjustments/Enhancements are only permitted to be made by the official contractor, GL Event Oasys. Please contact GL Event Oasys directly at ++27 (0) 31 579 3255 to discuss further.



### 3-7 EXCLUSIVE MEETING CHALETS

Routes have appointed GL Event Oasys for all chalet construction and as such they must carry out all chalet work in the halls.



**6.5m×10m= 65 sqm**

Walling: 2.5m self-supporting wall panels, 2 × plexi glass panels

Doors: 2 lockable doors

Height: 250cm

Carpet: Grey Carpet

Furniture: 1 x coffee table  
4 x Tub chairs

Power: 1 x Socket

Reception Counter: 1 x counter  
1 x barstool

#### **Private Meeting Room:**

Doors: 1 x lockable door

Furniture: 1 x boardroom table  
6 x executive chairs

#### **Additional Branding/Enhancements**

Any Meeting Chalet holders wishing to brand their chalet or make adjustments to the

above specification should ensure that they have their designs approved by Routes before going ahead.

Please send visuals of branding or enhancements to Marion Gauthier, Operations Manager, [worldroutes.operations@ubm.com](mailto:worldroutes.operations@ubm.com) before **Monday 6<sup>th</sup> July 2015**.

Adjustments/Enhancements are only permitted to be made by the official contractor GL Event Oasys. Please contact GL Event Oasys directly at ++27 (0) 31 579 3255 to discuss further.

### 3-7 AIRLINE MEETING CHALETs

#### **5M X 7M = 35SQM**

Walling: 2.5m self-supporting hard wall panels, 1 × plexi glass panels

Doors: 2 lockable doors

Height: 250cm

Carpet: Grey Carpet

Electrics: 1 x Sockets

Lighting: 8 spotlights

#### **Private Meeting Room**

Furniture: 1 x boardroom table  
6 x executive chairs

#### **10M X 10M = 100SQM**

Walling: 2.5m self-supporting hard wall panels, 4 × plexi glass panels

Doors: 2 lockable doors Height:250cm

Carpet: Grey Carpet

Electrics: 4 x Sockets

Lighting: 8 spotlights

#### **Private Meeting Room**

Furniture: 1 x boardroom table  
6 x executive chairs

#### **Additional Branding/Enhancements**

Any Meeting Chalet holders wishing to brand their chalet or make adjustments to the above specification should ensure that they have their designs approved by Routes before going ahead.

Please send visuals of branding or enhancements to Marion Gauthier, Operations Manager, [worldroutes.operations@ubm.com](mailto:worldroutes.operations@ubm.com) before **Monday 6<sup>th</sup> July 2015**.

Adjustments/Enhancements are only permitted to be made by the official contractor GL Event Oasys. Please contact GL Event Oasys directly at ++27 (0) 31 579 3255 to discuss further.

## 3-8 SELF BUILD MEETING CHALET FITTING

### **Self Build Meeting Chalet Regulations**

Self Build Meeting Chalets should be closed on a minimum of 3 sides (side facing Networking Village can be open) however the closed sides can include a window or door.

Chalet construction should be from a solid wall system only – shell scheme will not be approved for Meeting Chalets.

Entrance into meeting hall is permissible via single door and the wall can contain a window. This side of your chalet should not be open.

No music or entertainment is permitted due to the proximity to meeting hall.

No overhead rigging is permitted.

A private meeting room must be incorporated into all chalet designs for use during strategic meetings.

Chalet owners will be subject to the same rules and regulations as any other free build stands and should refer to Section 5 of this manual for items such as flame retardant paints, ceiling coverings, fire extinguishers and/or sprinkler systems, and enclosed space restrictions. This also includes the supply and installation of their own carpet.

Chalet owners should be aware they are responsible for all utilities installations: water, electrical, waste should they require it.

### **Gangways**

Exhibitors must ensure that the gangways adjoining the stands/chalets are not blocked during build-up and breakdown which inhibits the movement of other exhibitors and freight.

### **Heights**

Meeting Chalets must not exceed a height of 4 metres.

Exceptions may be considered upon application to the organiser and will be subject to a surcharge.

## **Chalet Design**

Meeting Chalets should not be more than 1 storey high or incorporate any platforms or stage over 0.6m in height. Those exhibitors who plan to have Audio Visual equipment on their stand should ensure that all audio speakers must be facing inwards towards the stand and **NOT** facing the gangways or any other stands. Stands with speakers/stage facing externally will not be approved.

## **Incentives**

Please note exhibitors are not permitted to sell any items from their chalets at Routes 2015.

### **3-9 APPROVALS FOR HOSTED NETWORKING STANDS & SELF BUILD MEETING CHALETS**

When the exhibitor signs his/her Hosted Networking Stand/Meeting Chalet contract, he/she agrees to abide to all the clauses contained in the Exhibitor Manual and to ensure that all Exhibitor Appointed Contractors (EAC's) abide by them. In order to avoid any dispute, you must submit the layout of your stand to our technical advisor, Chris Simpson from AbraxysGlobal Limited at [routes@abraxysglobal.com](mailto:routes@abraxysglobal.com).

The definitive set up of your stand/chalet must be in strict conformity with the approved submission and AbraxysGlobal Limited will check all stand/chalet installations and will reject those that do not conform to the exhibition regulations.

## **IMPORTANT:**

Please make sure you receive your stand/chalet approval **before** 14<sup>th</sup> August 2015. Hosted Networking Stands/ Chalet (Self Builds) do not receive carpet and walls. Please return the Health & Safety form to AbraxysGlobal Limited.

## **Key Concepts:**

### **Stand Plan Inspections – SPI's**

#### **Why do plans and documentation need to be submitted and inspected?**

UBM EMEA has a legal and moral duty of care to ensure the health and safety of everyone in the halls. Events in general have previously had a relatively poor record of health and safety and therefore plans must be submitted so that their proposed structural integrity may be assessed and issues raised dealt with prior to arrival on site. Therefore, Stand Plan Inspections (also known as **SPIs**) are required for each

stand at the event and it is mandatory for these checks to be completed before construction starts.

Please note that there is a fee for this service – please see below for more details.

Licence to start the construction process is indicated by you receiving a '**Permission to Commence Build**' certificate or **PCB**, dedicated to the stand in question. You should be aware that the required 'Permission to Commence Build' authorisation cannot be issued until all plans have been inspected for conformity and full payment of the SPI fee has been made (see below). Please note also, that receipt of a PCB is only an authorisation to *start* building the stand/chalet – regular checks will be made on each stand to ensure the appropriate use of materials, structural integrity, etc. If our safety advisors are concerned about the above in any way, we reserve absolute right to terminate any stand construction.

### **What do we need to submit?**

You will need to submit stand/chalets plans in the required format.

**Please remember that as well as plans and details of stand/chalet construction, you will also need to submit:**

- The Health & Safety Form
- Risk Assessment
- Method Statement
- Public Liability Insurance certificates from all contractors and other individuals working on your stand(s) -
- Details of any exhibits with moving parts, together with how they are to be guarded against causing injury

### **Complex and Non-Complex stand construction**

Space only stands are categorised in 2 ways – 'Non-Complex' and 'Complex'. Most stands will fall into the non-complex category, however more substantial designs will often fall into the 'Complex' category.

### **How do I know if my stand is complex or not complex?**

When AbraxysGlobal Limited inspect your plans they will confirm whether the design is complex or non-complex.

Many different elements may make it complex, however these are the most common reasons:

| Non-Complex                                  | Complex   |
|--|---|
| Under 4000mm or less in height               | Over 4000mm (Build height must be approved by Routes prior to submission of plans)          |
| Single Storey                                | More than one Storey (Build height must be approved by Routes prior to submission of plans) |
| No platform or stage                         | Includes platform or stage  |
| Does not include 'raked' or 'tiered' seating | Includes 'raked' or 'tiered' seating  |
| Lightweight exhibits                         | Heavy exhibits (e.g. substantial or potentially hazardous working machinery)                |

**If my stand is deemed 'Complex', what does this mean?**

Due to the more substantial nature of the stand, further checks will need to be made, including a separate structural engineers' report and inspection. AbraxysGlobal Limited will inform you of the process on submission of your plans, however if your proposed stand build contains elements shown in the Complex category above, you can be certain that it will be defined as complex for the SPI process.

**What Rules and Regulations must I comply with?**

**All 'Hosted Networking Stand & Meeting Chalet (Self Build)' exhibitors must comply with the conditions set out by the:**

- **Health & Safety regulations**
- **Fire regulations**
- **Organiser regulations**
- **General information**



As part of your contract to take a '**Hosted Networking Stand & Meeting Chalet (Self Build)**' at the event, you are required to submit the following documents before you will be allowed to commence build up. Proposed stands will fall into one of two categories: 'Non-complex' and 'Complex'.

### **Deadlines**

Drawings of your stand in either .pdf or .dwg format must be submitted by:

**Non-complex/ Single storey stands: 7<sup>th</sup> August 2015**

**Complex/ Double-storey stands (Approved by Routes): 31<sup>st</sup> July 2015**

**Who do we submit them to? Digital: [routes@abraxysglobal.com](mailto:routes@abraxysglobal.com)**

*Please submit all documentation in .pdf or .dwg format. Should you have difficulty with this, please make contact as soon as is practical to discuss alternatives.*

### **By Post:**

**Please note that we strongly encourage you to submit all documentation *digitally* as above, as postal delays may mean that deadlines are missed. Plans submitted electronically will be processed more swiftly** and in addition, AbraxysGlobal Limited and UBM EMEA are committed to sustainable practices wherever practical. With this in mind, we aim to avoid and discourage printing of documents unless absolutely necessary. For postal submissions, please use:

### **AbraxysGlobal Limited**

Barley Mow Centre

Barley Mow Passage

LONDON

W4 4PH

United Kingdom

Tel.: +44 (0) 208 747 2045

Fax: +44 (0) 208 747 2046

**IMPORTANT:** Please make sure you have received your stand/chalet approval from AbraxysGlobal Limited before the **14<sup>th</sup> August 2015**

### **Fees for Stand Plan Inspections (SPI)**

Please note that there is a **mandatory** fee for submitting plans for inspection:

#### **Prior to the Approval Deadline:**

Standard rate: **250.00 GBP** (plus 20% VAT or the prevailing rate in the UK at the time).

#### **After the Approval Deadline:**

Fast Track' service: **145.00 GBP** (plus 20% VAT or the prevailing rate in the UK at the time).

#### **Making Payments:**

Please follow the link below to make payment of the SPI fee. Please note that payment will only be accepted at the rate in force at the time (see above) and must accompany submission of drawings etc.

<http://www.abraxysretail.com>

**Please then follow the links to the show you are exhibiting at.**

#### **Alterations to plans submitted.**

So long as there is not a substantial change to proposed plans (i.e. a complete re-design once it has been inspected and PCB issued), AbraxysGlobal Limited will re-assess changes at no additional charge and re-issue a PCB if appropriate.

All changes to stand designs of a material nature must be submitted to AbraxysGlobal Limited for assessment. Generally this will refer to changes to walling, supporting structures and other construction elements, but not to paint or colour finishes – if you are at all unsure, please email details across for consideration. Whether the changes are significant enough to warrant additional SPI fees shall be entirely at the discretion of AbraxysGlobal Limited.

**You should be aware that stands which have changed in the nature of their build and do not conform to the plans submitted and assessed, will be treated as if they had not submitted plans. This is likely to mean that the stand/chalet will not be allowed to be built.**

**The venue and the local safety officer reserves the right to inspect any complex stand/chalet on site during the build phase, and ask to look at designs and supporting structural paperwork.**

**Please Note:** If you have purchased a Hosted Networking Stand at World Routes 2015 that is adjoining another (back-to-back), it will be your responsibility to ensure a partition wall is built between yourself and your neighbouring stand.

In cases where partition wall heights differ it will also be your responsibility to ensure the back of your wall is painted a neutral colour and is free from any exposed wiring. For further information please contact the Routes Operations Team.

Please ensure your appointed contractor is made aware of all building regulations in Section 5 and has received an up-to-date copy of the floor plan.

### 3-9 STAND FITTING – GENERAL INFORMATION

#### **Gangways**

Exhibitors must ensure that the gangways adjoining the stands are not blocked during build-up and breakdown which inhibits the movement of other exhibitors and freight. Exhibitors not adhering to this rule may be asked to move their materials.

#### **Heights**

If you are building your own stand you must not exceed a height of 4 metres.

Exceptions for double decker stands may be considered upon application to the organiser but will be subject to a surcharge and additional approval from both Routes and DURBAN ICC.

Please contact Marion Gauthier, Operations Manager, [worldroutes.operations@ubm.com](mailto:worldroutes.operations@ubm.com) before **Friday 5<sup>th</sup> June 2015** should you wish to apply for approval.

#### **Stand Incentives**

Please note exhibitors are **not** permitted to sell any items from their stands at Routes 2015.

#### **Vehicles on Stands**

If vehicles are to be displayed on your stand please advise the Routes Operations Team at least 6 weeks prior to the start of the event. Details should be sent to Marion Gauthier, Operations Manager, [worldroutes.operations@ubm.com](mailto:worldroutes.operations@ubm.com)

### **Stand Design**

Hosted Networking Stands should not be more than 1 storey high or incorporate any platforms or stage over 0.6m in height. Those exhibitors who plan to have Audio Visual equipment on their stand should ensure that all audio speakers must be facing inwards towards the stand and **NOT** facing the gangways or any other stands. Stands with speakers/stage facing externally will not be approved

## 4.

## ADDITIONAL SERVICES

Under this section you will find information on electrics, piped services and all appointed suppliers. Where return dates are shown it is essential these particular services are ordered in advance as late orders may cause delays at Routes and can be subject to surcharge. Please contact our Operations Team or the supplier involved for any advice or assistance you may require.

### 4-1 AUDIO VISUAL EQUIPMENT

AV equipment can be ordered using the AV Order Form upon its release. Should you require any specialist AV equipment then please contact the Routes Operations Team for assistance.

### 4-2 CATERING

DURBAN ICC is the sole provider of food and beverages throughout the entire venue.

Please note **NO** outside food or alcohol may be brought into World Routes 2015 without permission from DURBAN ICC. Routes reserves the right to suspend any on-site activities of exhibitors who do not comply.

To order catering for your stand please complete and return the form at the rear of this manual to DURBAN ICC: Ncamisile Mhlangu, [ncamisilem@icc.co.za](mailto:ncamisilem@icc.co.za)

### 4-3 CLEANING

Shell Scheme, Premier Shell Scheme and Meeting Chalets (not including Self Build) will have their stand cleaned prior to the event. All others exhibitors should order cleaning directly from DURBAN ICC using the form at the rear of this manual.

### 4-4 ELECTRICITY

Electrical Services can be ordered using the Electrical Order Form contained in the rear of this manual or online <http://worldroutesdurban2015.gl-eventsservices.co.za/>

### 4-5 FLORAL

Floral arrangements can be ordered using the Floral Order Form at the rear of this manual or online <http://worldroutesdurban2015.gl-eventsservices.co.za/>

#### 4-6 FURNITURE & CARPET

GL Event Oasys are the official supplier of all furniture and carpet. Orders can be placed using the order form in the rear of this manual or online <http://worldroutesdurban2015.gl-eventsservices.co.za/>

#### 4-7 ACCOMMODATION

To book hotel accommodation please visit:

<http://www.routesonline.com/events/175/world-routes-2015/register/official-hotels/#mainContent>

Hotel bookings are managed by Events in Focus, the official World Routes booking agent. Book online or contact Aimee Stevens: [aimee@eventsinfocus.net](mailto:aimee@eventsinfocus.net)

#### 4-8 INSURANCE

Whilst we take every precaution to protect your property during the event, we are not responsible for any loss, consequential loss, or damage to your products whilst at Routes. All exhibitors must have full indemnity insurance up to £2 million GBP against public liability and all other usual risks in respect of loss, damage, injury to goods and person, and in particular against theft.

Exhibitors are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this, you will be liable to pay any expenditure incurred should the event be cancelled. Please be aware that there is insurance cover available to protect you against this risk, but it is optional.

The UK Financial Services Authority regulations do not permit us to advise you on any insurance matter. However we would like to draw your attention to the services offered by Event Assured.

Please contact Event Assured on Tel +44 (0)1376 330624, Fax +44 (0)1376 330004

You are under no obligation to purchase insurance from Event Assured and may therefore choose to seek insurance from other providers.

#### **4-9 WATER & PLUMBING**

Water and plumbing are supplied exclusively through DURBAN ICC. Please complete and return the form at the rear of this manual to place an order.

#### **4-10 STAND STAFF/HOSTESSES**

Should you wish to order any staff/hostesses for your stand please contact the Routes Operations Team for assistance.

Please note you will be required to register these staff with Routes in order for them to gain access to the event. Please send details of your stand staff to [eventregistration@routesonline.com](mailto:eventregistration@routesonline.com)

#### **4-11 COMMUNICATIONS & IT SERVICES**

Communications and IT Services are supplied through the DURBAN ICC or Telkom. Please complete and return the order form at the rear of this manual.

## 5. DURBAN ICC RULES & REGULATIONS

Please read this section carefully and pass on all information to your Exhibitor Appointed Contractor (EAC) should you have one. Routes will not do this for you.

**Routes regularly updates the floor plan for World Routes. The latest version can be found online at:**

<http://www.routesonline.com/events/170/world-routes-2015/2015-exhibitors/>

**Please ensure you or your EAC checks back regularly to ensure you are working to the most up-to-date plan.**

### 5-1 GENERAL RULES

The below rules and regulations are of Durban ICC and are not fully inclusive of all Health and Safety Guidelines. For a more comprehensive guide to the Health and Safety Standards that World Routes Exhibitors should adhere to please click on the link below and download a copy of 'The g-Guide'.

<http://www.theg-guide.org/>

Alcohol consumption is prohibited during move-in and move-out of all shows. Children under the age of 18 are not allowed into World Routes 2015 at any time.

#### **DECLARATION OF ITEMS**

All equipment and material must be declared prior to arrival and a permit would be granted when necessary. For the following equipment: cameras, flash equipment, all service equipment, other material and items, failure to declare would result in the confiscation of equipment and/or any other items not declared.

#### **DURBAN ICC CONTRACTED SERVICE PROVIDERS**

Deliveries and trucks to be directed by Security.

All contractors and sub-contractors working at both Centres have to enter the site via the main staff / security entrance.

#### **SITE REGULATIONS**

OHSA Compliance has to be obtained from the Durban ICC Health & Safety Officer in the form of a Safety File.



Contractors and sub-contractors will be allowed to work **ONLY** in their designated work areas.

No contractor or sub-contractors will be permitted to walk through the concourse areas of the building unless authorized by the Durban ICC Health & Safety Officer.

### **Speed Limits**

Vehicles must be driven with due consideration to personnel, equipment and property.

The maximum speed limit of 10 km per hour is to be maintained throughout the site.

The above also applies to the parking garage and loading dock areas.

### **Fire Precautions**

All work that could result in a fire must be discussed with the Durban ICC Health & Safety Officer prior to commencement so that the necessary precautions may be instated.

### **CONTRACTOR PROHIBITED ACTIONS**

To comply with Health & Safety standards the following will not be tolerated:

- Operating a vehicle or equipment without proper training, qualification, without license or certification.
- Improper use of vehicles or lifting equipment without proper training and authority.
- Failure to use Personal Protective Equipment.
- Running and horseplay is strictly prohibited on site.
- Hooking up to utilities without permission or payment.
- Fighting or endangering the physical welfare of other people.
- Possession or use of alcoholic drinks or non-prescription drugs.
- Bringing weapons or firearms into Durban ICC facilities.
- Theft and gambling behaviour would obligate an immediate dismissal.
- Obscene or reckless behaviour or speech.

### **Hot Work**

No welding, grinding, cutting or the use of open flame equipment is permitted on site without the authority of the Durban ICC Health & Safety Officer and the appropriate hazardous work permit must be completed.

### **Emergency Exits**

Emergency exit doors, escape routes, walkways, stairways and stair landings must be maintained and remain free from obstruction at all times.

### **Firefighting Equipment**

Firefighting equipment must be easily accessible at all times.

### **Emergency Evacuation**

The Contractor must be responsible in ensuring that he/she is familiar with the Durban ICC evacuation procedure and that this has been explained to all his/her employees.

### **Loading and Off-Loading of Materials**

Vehicles must be parked in a safe manner and not create obstructions or danger to passing vehicles/pedestrians.

Proper lifting equipment must be utilized when hoisting heavy items.

The appropriate protective wear and equipment must be used.

Items are to be securely lashed to the vehicle prior to departure.

### **Parking on Site**

The loading dock may be used to load and off load items for events and may **NOT** be used as a parking area.

There is limited space for vehicle parking on the loading dock overnight at a cost of **R150.00**. This must be booked and confirmed in writing by the relevant Event Co-Ordinator who will provide an event specific decal to be displayed in the front window.

### **Reporting of Unsafe Acts and Conditions**

Unsafe acts and conditions identified on site are to be reported immediately to the Durban ICC Health & Safety Officer.

## **Security**

Durban ICC Security reserves the right to validate accreditation and proof of ID must be available at anytime.

Contractors and their employees are required to co-operate with Security personnel at all times and recognize that “Restricted” or “Unauthorised Entry” areas are strictly out of bounds.

## **Overhead Working**

The following measures must be undertaken prior to and during all overhead works:

- A hazardous work permit is to be obtained before overhead work may commence
- The area must be cordoned off
- The appropriate signs are to be displayed
- The necessary personal protective clothing and equipment must be used
- Tools and other material may not be thrown to the ground

## **Floor Loading**

Contractors are to consult with the Durban ICC Health & Safety Officer in order to ensure that floor loading is not exceeded.

## **Tools, Equipment & Vehicles**

Under no circumstances should Contractor’s employees or sub-contractors:

- Operate tools, equipment or machinery unless they have received training and have been certified as competent.
- Utilise defective and/or damaged tools and equipment.

All tools for the job at hand must be supplied by the Contractor / sub-contractors and must be logged with Security on arrival.

## **Housekeeping**

All tools and other items are to be stowed away in their designated storage place and work areas are to be maintained in a neat and clean condition at all times. Waste material is to be disposed of in the proper manner.

### **Personal Protective Equipment**

The appropriate protective clothing and equipment must be issued to each of the Contractor's employees and worn during all operations. Failure or disregard of this requirement will result in the employees being escorted off site.

### **Draping at Durban ICC Exhibition Centre**

No draping is permitted to cover any air conditioning vents in any of the Exhibition Centre Halls, Coast of Dreams or Mystrals. This applies to all events under any circumstances.

## **5-2 FLAMMABLE & EXPLOSIVE GOODS, HOT WORK & SMOKE FORMATION**

The Routes Operations Team must be informed at least 3 months prior to the start of the event should exhibitors wish to do any form of hot working. This can include cooking demonstrations, lighting, heating systems and laser technology. This is not an exhaustive list and should be used as a guide only. Please email details of this work including a risk assessment to Marion Gauthier, Operations Manager, [worldroutes.operations@ubm.com](mailto:worldroutes.operations@ubm.com) before **Friday 22<sup>nd</sup> May 2015**.

The Routes Operations Team must be informed at least 3 months prior to the start of the event should exhibitors wish to use any special effects (lasers, smoke machines, pyrotechnics, etc) Please email details of these items including manufactures' details, operators details and risk assessment to Marion Gauthier, Operations Manager, [worldroutes.operations@ubm.com](mailto:worldroutes.operations@ubm.com) before **Friday 22<sup>nd</sup> May 2015**.

In some instances, an on-site inspection may be carried out and certification from an independent specialist may be required. Any costs associated with this will be passed on to the exhibitor.

Lit candles or other naked flames are not permitted within the Durban ICC.

## **5.3 ELECTRICAL, WATER & GAS INSTALLATIONS**

For safety reasons GL Event Oasys must carry out all "first fix" or below floor mains connections. Appropriate temporary supplies for build-up and breakdown should be ordered.

Cables may not be plugged into venue sockets and / or trailed across gangways. It is important to note that once a show has ended, stand power will be turned off half an hour after the show closes and will not be turned back on. This is to ensure

the safety of all persons working in the halls.

GL Event Oasys & Routes have a legal responsibility to ensure the integrity of electrical installations at the venue.

This includes monitoring contractors' installations and connections made by exhibitors. Any electrical installation considered unsafe will not be energized until the appropriate remedial action is completed.

#### **5-4 FIRE & ACCIDENT REGULATIONS**

##### **Fire**

In the event of an emergency please dial 1111(Internal) and advise the Control Room Operator of the details.

##### **Accident**

Durban ICC Security staffs are trained to handle emergency situations. Please contact Security or a member of the Routes Team who will be able to assist.

#### **5-5 DURBAN ICC FOOD & BEVERAGE REGULATIONS**

Durban ICC is the sole provider of food and beverages throughout the entire venue. To order catering for your stand please complete and return the form at the rear of this manual to Durban ICC: Ncamisile Mhlangu, [ncamisilem@icc.co.za](mailto:ncamisilem@icc.co.za)

Should you wish to bring small items of foods to represent your local culture to World Routes you will need to apply for approval to do so directly to the Durban ICC using the form provided at the rear of this manual. Routes reserves the right to suspend any on-site activities of exhibitors who do not comply.

## 6.

## MARKETING

### 6-1 STAND DESIGN

The design of your stand is crucial to attract delegates and increase footfall whilst at World Routes. Below are some ideas you may wish to consider as part of the effort to make your company stand out:

- Your company tagline
- Visuals of your company/location
- Information counter for your marketing literature
- Seating area
- Music, entertainment and refreshment facilities
- Give-aways
- Unique Prizes
- Plasma screens with promotional DVD's
- Colour, motion and bold graphics
- The latest technology for visual imagery
- Welcoming and smiling promotional staff
- 'At Event' offers and promotions

### 6-2 STAND PROMOTION

#### **Private Meeting Area**

With the pre-scheduled face-to-face meetings that can now take place on your Hosted Networking Stand, we advise you to enhance your package and incorporate a private meeting area in your stand design that can be used for the pre-scheduled meetings and any other face- to-face meetings you have organised by informal networking.

#### **Extra Seating**

To enable you to accommodate delegates we strongly advise you to incorporate seating areas within your stand design. Remember comfortable lounge seating can be very appealing to exhausted Routes delegates visiting your stand whether informally or formally.

#### **Coffee and Dessert**

Specialty coffee/cold drinks and desserts are especially popular with delegates at World Routes and we would encourage you to offer this sort of hospitality to entice

delegates to your stand as well as offering this service to delegates who are formally visiting you during the event. Please see Section 4-2 for details on stand catering/hospitality.

### 6-3 THE VISIT ME GUIDE

All delegates will be given a '**Visit Me**' Guide at the event. This guide will highlight all the activities and/or promotions taking place on your stand. Your activities and/or promotions may include giveaways, a unique prize, refreshments, entertainment, games, seating and any other incentives that you choose to offer. We will contact you very soon with more detailed information on how you can promote your stand pre, during and post event.

In the meantime please contact Tom Atkinson, [thomas.atkinson@ubm.com](mailto:thomas.atkinson@ubm.com) or +44 161 234 2773 for more information about how we can help you promote your stand this year.

### 6-4 PROMOTIONAL STAFF & ENTERTAINMENT

Promotional staff will often add to the welcoming and inviting experience. Smiles, eye contact and 'fluent' body language will help entice delegates onto your stand. Promotional staff can attend at no extra cost and are not included in your exhibitor places.

Also offering live entertainment on your stand attracts attention. Please ensure you contact Tom Atkinson, [thomas.atkinson@ubm.com](mailto:thomas.atkinson@ubm.com) or +44 161 234 2773 should you wish to do this, so that such activity can be promoted appropriately via the '**Visit Me**' communication channels and also to ensure that it meets the event regulations.

**\*Due to the meetings and briefings taking place at World Routes there are sound volume and timing restrictions in the venue, please refer to Section 1-5.**

### 6-5 ROUTES DIRECTORY

The World Routes Delegate Directory is **THE** official day-to-day guide for the World Route Development Forum. Not only will it provide delegates attending the event with important logistical information but it will also provide an important reference tool in sourcing delegate contacts throughout the following year.

This makes The World Routes Delegate Directory an extremely popular publication with all exhibitors, as it is an opportunity to advertise your stand location, company, and region thereby drawing key delegate traffic to your stand.

#### 6-6 EXHIBITOR PROFILE

Hosted Networking Stands are entitled to a logo and '200 word' profile in the Routes Delegate Directory. To guarantee your inclusion please send a copy of your company logo in both an **EPS and JPEG** format and your 150 word profile to Anna Cooper, [anna.cooper@ubm.com](mailto:anna.cooper@ubm.com) by 31<sup>st</sup> July 2015.

It is important that you update your Route Exchange profile and connect with all other airports and airlines who are attending World Routes. Please visit [www.routesonline.com](http://www.routesonline.com) and join the route development industry online.

#### 6-7 PROMOTIONAL & SPONSORSHIP OPPORTUNITIES

To advertise and add stories to the official publications at World Routes, please contact Victoria Jones, [Victoria.jones@ubm.com](mailto:Victoria.jones@ubm.com)

If you are interested in advertising online to enhance your marketing message at Routes you can contribute to Routesonline. Please contact Kirsty Studholme: [Kirsty.studholme@routesonline.com](mailto:Kirsty.studholme@routesonline.com)




**7.**

**ORDER FORMS**

We have compiled this checklist as a quick reference guide for returning essential forms to the relevant supplier.

| <b>FORM NO.</b> | <b>DETAILS</b>  | <b>VENDOR</b> | <b>EXHIBITOR TYPE</b>                         | <b>DEADLINE</b> | <b>SENT</b>              |
|-----------------|---|---------------|---|-----------------|--------------------------|
| <b>1</b>        | Technical Services  | Durban ICC    | All   | 14/08/15        | <input type="checkbox"/> |
| <b>2</b>        | Furniture, Linen & Hard Hats                                | Durban ICC    | ALL   | 14/08/15        | <input type="checkbox"/> |
| <b>3</b>        | Beverage Order Form   | Durban ICC    | ALL   | 14/08/15        | <input type="checkbox"/> |
| <b>4</b>        | Building Services   | Durban ICC    | ALL   | 14/08/15        | <input type="checkbox"/> |
| <b>5</b>        | Catering Order Form   | Durban ICC    | ALL   | 14/08/15        | <input type="checkbox"/> |
| <b>6</b>        | Cleaning/Parking/Security                                   | Durban ICC    | ALL   | 14/08/15        | <input type="checkbox"/> |
| <b>7</b>        | Payment Options Authorization Form                          | Durban ICC    | ALL   | 14/08/15        | <input type="checkbox"/> |
| <b>8</b>        | General Indemnity Form                                      | Durban ICC    | Hosted Networking Stands & Self Build Chalets | 01/08/15        | <input type="checkbox"/> |
| <b>9</b>        | Induction Register  | Durban ICC    | Hosted Networking Stands & Self Build Chalets | 14/08/15        | <input type="checkbox"/> |
| <b>10</b>       | External Food Approval Form                                 | Durban ICC    | ALL   | 14/08/15        | <input type="checkbox"/> |
| <b>11</b>       | GL Events Oasys Order Forms (Electrical, Floral, Furniture) | GL Events     | ALL   | 16/08/15        | <input type="checkbox"/> |

|           |  |                  |     |          |                          |
|-----------|--|------------------|-----|----------|--------------------------|
| <b>12</b> | Freight, Lifting and Storage Order Form                      | CEVA ShoWfreight | ALL | 04/09/15 | <input type="checkbox"/> |
| <b>13</b> | Audio Equipment, Entertainment and Noise Level Approval Form | Routes           | All | 07/08/15 | <input type="checkbox"/> |

|  |   |  |                   |  |                        |  |
|--|---|--|-------------------|--|------------------------|--|
|  <p><b>DURBAN ICC</b><br/>INTERNATIONAL CONVENTION CENTRE<br/>INKOSI ALBERT LUTHULI ICC COMPLEX<br/>SOUTH AFRICA</p> <p>45 Bram Fischer Rd, Dbn, 4001<br/>P O Box 155, Durban, 4000<br/>Tel: (+27) 31 360 1000<br/>Fax: (+27) 31 360 1005</p> | <b>EXHIBITION : WORLD ROUTES : 20 - 22 SEPTEMBER 2015</b> |  |                   |  | <b>Order Deadline:</b> |  |
|  |   |  |                   |  | <b>14 August 2015</b>  |  |
|  | <b>Stand Name:</b>  |  | <b>Hall No:</b>   |  | <b>Stand No:</b>       |  |
|  | <b>E-mail:</b>  |  | <b>Tel.No:</b>    |  | <b>VAT #</b>           |  |
| <b>Print Name:</b>   |   |  | <b>Signature:</b> |  |                        |  |

**KINDLY COMPLETE AND RETURN TO NCAMISILE MHLANGU  
ON FAX TO E-MAIL 087 807 4669 OR E-MAIL [ncamisilem@icc.co.za](mailto:ncamisilem@icc.co.za)**

|                           |                       |
|---------------------------|-----------------------|
| <b>TECHNICAL SERVICES</b> | <b>ORDER FORM #01</b> |
|---------------------------|-----------------------|

| Selection  | Charge  | Cost                 | Quantity Required | Dates Required |    | Sub-total |
|--|---------|----------------------|-------------------|----------------|----|-----------|
|  |         |                      |                   | From           | To |           |
| <b>AUDIO VISUAL:</b>   |         |                      |                   |                |    |           |
| 32" Plasma Screen (Free standing)  | Per day | 1109.00              |                   |                |    |           |
| 46" Plasma Screen (Free standing)  | Per day | 1400.00              |                   |                |    |           |
| <b>SOUND: (May require Technician-see note below)</b>  |         |                      |                   |                |    |           |
| Basic PA sound system inclusive of 2 x speakers, mixing desk and cable microphone (does not include dedicated Technician)  | Per day | 2120.00              |                   |                |    |           |
| CD Player  | Per day | 235.00               |                   |                |    |           |
| DVD Player   | Per day | 350.00               |                   |                |    |           |
| Lapel/Hand held microphone   | Per day | 480.00               |                   |                |    |           |
| <b>LIGHTING:</b>   |         |                      |                   |                |    |           |
| Par cans to light the stage area (light hire only, excludes lighting trussing)   | Per day | 110.00               |                   |                |    |           |
| Dimmers – 6-way  | Per day | 370.00               |                   |                |    |           |
| Intelligent wash / profile lighting (subject to availability - light hire only, excludes lighting trussing, controller and Lighting Operator)  | Per day | 900.00               |                   |                |    |           |
| <b>MISCELLANEOUS:</b>  |         |                      |                   |                |    |           |
| 4m Trussing (excludes rigging, chain blocks, Cherry Picker, Cherry Picker Driver and set up crew). Based on assumption that there are no obstructions or hold ups from the client's perspective. | Per day | 640.00               |                   |                |    |           |
| Chain blocks (manual)  | Per day | 140.00               |                   |                |    |           |
| <b>EQUIPMENT AVAILABLE ON REQUEST:</b>   |         |                      |                   |                |    |           |
| Screen 2m x 1.5m (Front Projection)  | Per day | 480.00               |                   |                |    |           |
| Cable Microphone   | Per day | 190.00               |                   |                |    |           |
| Data Projector 3000 Ansi Lumens  | Per day | 1280.00              |                   |                |    |           |
| Staging  | Per day | Subject to quotation |                   |                |    |           |

**GRAND TOTAL (all prices include 14% VAT) ZAR**

|  |
|--|
|  |
|--|

**SHOULD YOU REQUIRE EQUIPMENT NOT SPECIFIED ABOVE OR WISH TO DISCUSS YOUR REQUIREMENTS, PLEASE CONTACT MBEKWA ON +27 31 3601334**

*PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE*

|   |  |
|---|--|
| Late orders will be subject to an administration fee of 20% | <b>PLEASE KEEP A COPY FOR YOUR RECORDS</b> |
|---|--|

**DURBAN ICC**INTERNATIONAL CONVENTION CENTRE  
INKOSI ALBERT LUTHULI ICC COMPLEX  
SOUTH AFRICA45 Bram Fischer Rd, Dbn, 4001  
P O Box 155, Durban, 4000  
Tel: (+27) 31 360 1000  
Fax: (+27) 31 360 1005**EXHIBITION : WORLD ROUTES : 20 - 22 SEPTEMBER 2015****Order Deadline:****14 August 2015****Stand Name:****Hall No:****Stand No:****E-mail:****Tel.No:****VAT #****Print Name:****Signature:****KINDLY COMPLETE AND RETURN TO NCAMISILE MHLANGU  
ON FAX TO E-MAIL 087 807 4669 OR E-MAIL [ncamisilem@icc.co.za](mailto:ncamisilem@icc.co.za)****FURNITURE / LINEN &  
HARD HATS****ORDER FORM #02**

| <b>CARPET TILES:</b>  | <b>Cost ZAR</b>  | <b>Qty Reqd</b> | <b>Date From</b> | <b>Date To</b> | <b>Sub-total</b> |
|---|------------------|-----------------|------------------|----------------|------------------|
| Replacement cost - Per 1 m <sup>2</sup>   | 775.00           |                 |                  |                |                  |
| <b>ELECTRICAL ACCESSORIES:</b>  | <b>Cost Each</b> | <b>Qty Reqd</b> | <b>Date From</b> | <b>Date To</b> | <b>Sub-total</b> |
| 5 m Extension Cord  | 170.00           |                 |                  |                |                  |
| 10 m Extension Cord   | 207.00           |                 |                  |                |                  |
| 2-Pin Adaptor Plug  | 17.00            |                 |                  |                |                  |
| 4 x Socket Multi-plug   | 170.00           |                 |                  |                |                  |
| <b>FURNITURE / LINEN: (for duration)</b>  | <b>Cost Each</b> | <b>Qty Reqd</b> | <b>Date From</b> | <b>Date To</b> | <b>Sub-total</b> |
| <b>Chairs:</b> Padded banqueting  | 20.00            |                 |                  |                |                  |
| <b>Table Hire:</b>  |                  |                 |                  |                |                  |
| Conference Narrow (1.8 m x 45 cm)   | 95.00            |                 |                  |                |                  |
| Trestle (1.8 m x 90 cm)   | 95.00            |                 |                  |                |                  |
| Cocktail Round (60 cm)  | 95.00            |                 |                  |                |                  |
| <b>Table Cloth Hire:</b>  |                  |                 |                  |                |                  |
| Conference; trestle and round cocktail  | 68.00            |                 |                  |                |                  |
| <b>SAFETY HARD HATS</b>   |                  | <b>Qty Reqd</b> | <b>Date From</b> | <b>Date To</b> | <b>Sub-total</b> |
| Hard hats are available to purchase for build up and breakdown as per Safety requirements | Sale: 55.00      |                 |                  |                |                  |

**GRAND TOTAL (all prices include 14% VAT) ZAR****PLEASE NOTE THAT THE FULL REPLACEMENT COST WILL BE CHARGED FOR ANY DAMAGES TO CARPETS/FURNITURE/EQUIPMENT & LINEN****PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE**

Late orders will be subject to an administration fee of 20%

**PLEASE KEEP A COPY FOR YOUR RECORDS**



**DURBAN ICC**

INTERNATIONAL CONVENTION CENTRE  
INKOSI ALBERT LUTHULI ICC COMPLEX  
SOUTH AFRICA

45 Bram Fischer Rd, Dbn, 4001  
P O Box 155, Durban, 4000  
Tel: (+27) 31 360 1000  
Fax: (+27) 31 360 1005

**EXHIBITION : WORLD ROUTES : 20 - 22 SEPTEMBER 2015**

**Order Deadline:**

**14 August 2015**

**Stand Name:**

**Hall No:**

**Stand No:**

**E-mail:**

**Tel.No:**

**VAT #**

**Print Name:**

**Signature:**

**KINDLY COMPLETE AND RETURN TO NCAMISILE MHLANGU  
ON FAX TO E-MAIL 087 807 4669 OR E-MAIL [ncamisilem@icc.co.za](mailto:ncamisilem@icc.co.za)**

**BEVERAGE**

**ORDER FORM #03**

| TEA/COFFEE COMBO:   |      |      |      |      |                          |      |      |      |      | Day 1          | Day 2          | Day 3          | Day 4          | Sub-total |
|---|------|------|------|------|--------------------------|------|------|------|------|----------------|----------------|----------------|----------------|-----------|
|   |      |      |      |      |                          |      |      |      |      | Delivery Times | Delivery Times | Delivery Times | Delivery Times |           |
| Hot water; 45 cups/saucers/ teaspoons and condiments (tea, coffee, milk & sugar) delivered to stand in the morning & collected in afternoon (includes cleaning) |      |      |      |      |                          |      |      |      |      |                |                |                |                |           |
| ZAR   |      |      |      |      |                          |      |      |      |      |                |                |                |                |           |
| 585.00 per Serve / refresh  |      |      |      |      |                          |      |      |      |      |                |                |                |                |           |
| MINERALS – 24 x 330 ml per case   |      |      |      |      |                          |      |      |      |      | Day 1          | Day 2          | Day 3          | Day 4          | Sub-total |
| No. of cases  | Day1 | Day2 | Day3 | Day4 | No. of cases             | Day1 | Day2 | Day3 | Day4 | ZAR            | Delivery Times | Delivery Times | Delivery Times |           |
| Coke  |      |      |      |      | Coke Light               |      |      |      |      | 384.00         |                |                |                |           |
| Fanta   |      |      |      |      | Sprite                   |      |      |      |      | 384.00         |                |                |                |           |
| Appletiser  |      |      |      |      | Grapetiser               |      |      |      |      | 576.00         |                |                |                |           |
| Still Water – 500 ml  |      |      |      |      | Sparkling Water – 500 ml |      |      |      |      | 360.00         |                |                |                |           |
| BEER CANS - 24 x 330 ml per case  |      |      |      |      |                          |      |      |      |      |                |                |                |                |           |
| Castle  |      |      |      |      | Castle Lite              |      |      |      |      | 432.00         |                |                |                |           |
| Amstel  |      |      |      |      | Amstel Lite              |      |      |      |      | 480.00         |                |                |                |           |
| Hansa   |      |      |      |      |                          |      |      |      |      | 432.00         |                |                |                |           |
| Heineken  |      |      |      |      |                          |      |      |      |      | 552.00         |                |                |                |           |
| WINE – per 750 ml Bottle (See list overleaf)  |      |      |      |      |                          |      |      |      |      |                |                |                |                |           |
|   |      |      |      |      |                          |      |      |      |      |                |                |                |                |           |
| CIDERS / COOLER – per Case of 24  |      |      |      |      |                          |      |      |      |      |                |                |                |                |           |
| Hunters Dry   |      |      |      |      | Smirnoff Spin            |      |      |      |      | 552.00         |                |                |                |           |
| Smirnoff Double Black   |      |      |      |      | Savanna Dry              |      |      |      |      | 600.00         |                |                |                |           |
| GLASSWARE – 36 Glasses per Case   |      |      |      |      |                          |      |      |      |      |                |                |                |                |           |
| Soft drink  |      |      |      |      | Beer                     |      |      |      |      | 160.00         |                |                |                |           |
| Wine  |      |      |      |      | Sparkling Wine           |      |      |      |      | 200.00         |                |                |                |           |
| (this applies to a once off daily am delivery & pm collection)  |      |      |      |      |                          |      |      |      |      |                |                |                |                |           |
| <b>Ice</b> - 5 kg Pack  |      |      |      |      |                          |      |      |      |      | 40.00          |                |                |                |           |
| - 5 kg Pack with cooler container & ice scoop   |      |      |      |      |                          |      |      |      |      | 70.00          |                |                |                |           |
| <b>Wine Openers</b> - on request  |      |      |      |      |                          |      |      |      |      | 50.00          |                |                |                |           |

**Sub-Total ZAR**

**Deliveries do not include waitron service - should you require staff kindly complete the Labour section below**

| LABOUR     |          | Mon-Sat | Sunday | Publ.Holiday | No Reqd | Times | Date From | Date To | Total |
|------------|----------|---------|--------|--------------|---------|-------|-----------|---------|-------|
| Waitron    | Per hour | 88.00   | 130.00 | 174.00       |         |       |           |         |       |
| Bar Person | Per hour | 88.00   | 130.00 | 174.00       |         |       |           |         |       |
| Porter     | Per hour | 60.00   | 95.00  | 124.00       |         |       |           |         |       |

**\*\*\* Staffing - Minimum 4 hour shift \*\*\***

**Sub-Total ZAR**

**GRAND TOTAL (all prices include 14% VAT) ZAR**

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INTERNATIONAL CONVENTION CENTRE  
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SOUTH AFRICA

45 Bram Fischer Rd, Dbn, 4001  
P O Box 155, Durban, 4000  
Tel: (+27) 31 360 1000  
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**EXHIBITION : WORLD ROUTES : 20 - 22 SEPTEMBER 2015**

**Order Deadline:**

**14 August 2015**

**Stand Name:**

**Hall No:**

**Stand No:**

**E-mail:**

**Tel.No:**

**VAT #**

**Print Name:**

**Signature:**

**WHITE / ROSE WINES (per 750 ml Bottle)**

|                                   |        |
|-----------------------------------|--------|
| Nederburg Chardonnay              | 140.00 |
| Nederburg Stein                   | 105.00 |
| Robertson's Sweet Rose            | 95.00  |
| Simonsig Chenin Blanc             | 140.00 |
| Durbanville Hills Sauvignon Blanc | 150.00 |
| Glen Carlou Tortoise Hill White   | 95.00  |

**RED WINES (per 750 ml Bottle)**

|                                |        |
|--------------------------------|--------|
| Excelsior Cabernet Sauvignon   | 155.00 |
| Graham Beck Cabernet Sauvignon | 230.00 |
| Durbanville Hills Shiraz       | 155.00 |
| Beyerskloof Pinotage           | 180.00 |
| Glen Carlou Tortoise Hill Red  | 95.00  |
| Porcupine Ridge Merlot         | 155.00 |

**MISCELLANEOUS (per case)**

|                              |        |
|------------------------------|--------|
| Iced Tea – Assorted 330 ml   | 432.00 |
| Liquifruit – Assorted 330 ml | 480.00 |
| Cream Soda 330 ml            | 384.00 |
| Soda Water 200 ml            | 336.00 |
| Tonic Water 200 ml           | 336.00 |
| Red Bull 250 ml              | 960.00 |

**SPIRITS & LIQUORS (per 750 ml Bottle)**

|                       |         |
|-----------------------|---------|
| Absolut Vodka         | 660.00  |
| Amarula               | 450.00  |
| Bells                 | 540.00  |
| Captain Morgan        | 540.00  |
| Chivas Regal          | 1050.00 |
| Glenfiddich           | 1350.00 |
| Gordon's Gin          | 360.00  |
| J&B                   | 540.00  |
| Jack Daniels          | 750.00  |
| Jameson               | 750.00  |
| Johnny Walker Black   | 1050.00 |
| Johnny Walker Red     | 600.00  |
| Klipdrift             | 450.00  |
| KWV 10 Year Old       | 600.00  |
| Mainstay              | 360.00  |
| Red Heart Rum         | 540.00  |
| Southern Comfort      | 450.00  |
| Spiced Gold           | 450.00  |
| Olmecca Tequila       | 540.00  |
| Amarula Gold          | 450.00  |
| Southern Comfort Lime | 450.00  |

**CORKAGE**


|   |           |
|---|-----------|
| Non-alcoholic (per 750 ml Bottle)         | 30.00     |
| Wine / Sparkling Wine (per 750 ml Bottle) | 40.00     |
| Corporate Branded Water <b>only</b>       | No charge |
| Soft Drinks (per 24 case)                 | 210.00    |
| Beer (per 24 case)                        | 250.00    |
| Still/Sparkling Water                     | 100.00    |
| Spirits (per 750ml bottle)                | 50.00     |

**\*\*\* PLEASE NOTE THAT ALL WINES ARE SUBJECT TO AVAILABILITY - WHEN NOT AVAILABLE KINDLY CONSULT YOUR DURBAN ICC EVENT CO-ORDINATOR FOR AN ALTERNATIVE \*\*\***

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|--|---|-------------------|-----------------|--|------------------------|--|
|  <p><b>DURBAN ICC</b><br/>INTERNATIONAL CONVENTION CENTRE<br/>INKOSI ALBERT LUTHULI ICC COMPLEX<br/>SOUTH AFRICA</p> <p>45 Bram Fischer Rd, Dbn, 4001<br/>P O Box 155, Durban, 4000<br/>Tel: (+27) 31 360 1000<br/>Fax: (+27) 31 360 1005</p> | <b>EXHIBITION : WORLD ROUTES : 20 - 22 SEPTEMBER 2015</b> |                   |                 |  | <b>Order Deadline:</b> |  |
|  |   |                   |                 |  | <b>14 August 2015</b>  |  |
|  | <b>Stand Name:</b>  |                   | <b>Hall No:</b> |  | <b>Stand No:</b>       |  |
|  | <b>E-mail:</b>  |                   | <b>Tel.No:</b>  |  | <b>VAT #</b>           |  |
| <b>Print Name:</b>   |   | <b>Signature:</b> |                 |  |                        |  |

**KINDLY COMPLETE AND RETURN TO NCAMISILE MHLANGU  
ON FAX TO E-MAIL 087 807 4669 OR E-MAIL [ncamisilem@icc.co.za](mailto:ncamisilem@icc.co.za)**


| BUILDING SERVICES   |   |          | ORDER FORM # 04 |            |    |           |
|---|---|----------|-----------------|------------|----|-----------|
| Selection   | Billing   | Cost ZAR | Qty             | Dates Reqd |    | Sub-total |
|   |   |          |                 | From       | To |           |
| <b>INTERNET</b> Installation costs<br><b>(Available only at ICC and ICC Arena)</b>  | Per connection  | 310.00   |                 |            |    |           |
| Line rental (per connection)  | Per day   | 130.00   |                 |            |    |           |
| Network Infrastructure Hiring (LAN network)   | Per day   | 160.00   |                 |            |    |           |
| <b>TELECOMMUNICATIONS</b> (Calls charged as per itemized billing)   | <b>Fax, modem &amp; speed point machines must be configured for tone to dial "0" for a line</b> |          |                 |            |    |           |
| Telephone/Fax/Speed Point Installation  | Once Off  | 100.00   |                 |            |    |           |
| Telephone Handset rental  | Once Off  | 135.00   |                 |            |    |           |
| Telephone/Fax/Speed Point Analogue Line Rental  | Per day   | 100.00   |                 |            |    |           |
| <b>ISDN</b> (128K line - Calls charged as per itemized billing)<br><b>(NOT available in ICCD Halls 4, 5 &amp; 6 or at Exhibition Centre)</b>  |   |          |                 |            |    |           |
| Installation costs  | Once off  | 310.00   |                 |            |    |           |
| Line rental   | Per day   | 600.00   |                 |            |    |           |
| <b>DEPOSITS:</b><br><b>(Deposits are refundable after deduction of billing)</b>   |   |          |                 |            |    |           |
| Telephone, Fax, Modem, Speed Point  | Per connection  | 900.00   |                 |            |    |           |
| ISDN Lines  | Per connection  | 1600.00  |                 |            |    |           |
| <b>(NO FIXED LINE ISDN INTERNET CONNECTIONS AVAILABLE AT THE DURBAN EXHIBITION CENTRE, THIS MUST BE ARRANGED DIRECTLY THROUGH TELKOM – ROSLEAN VALENTINE ON TEL: +27 21 462 6249 OR <a href="mailto:valentr@telkom.co.za">valentr@telkom.co.za</a>)</b> |   |          |                 |            |    |           |

**KINDLY NOTE - SHOULD ANY OF THE ABOVE IT LINES NEED TO BE MOVED AFTER INITIAL INSTALLATION, A 100% SURCHARGE WILL BE APPLICABLE**

|   |          |        |  |  |  |  |
|---|----------|--------|--|--|--|--|
| <b>WATER/DRAINAGE – PRIOR ARRANGEMENT ONLY</b>  |          |        |  |  |  |  |
| <b>ONLY AVAILABLE IN CERTAIN LOCATIONS OF ICC</b>   |          |        |  |  |  |  |
| Water – 15 mm, 22mm & 28 mm Male/Female connection  | Once off | 450.00 |  |  |  |  |
| Drainage 1 x 100mm waste connection   | Once off | 145.00 |  |  |  |  |
| Single connection only 3 metres of hose on Stand, additional connection on same stand 76.00 per point ½ " Quick Release or Hose Barb. |          |        |  |  |  |  |
| Standby Plumber (Note- Sundays/Public Holidays = Double)  | Per hour | 250.00 |  |  |  |  |
| Travel costs for standby Plumber  | Per day  | 678.00 |  |  |  |  |
| <b>GRAND TOTAL (all prices include 14% VAT) ZAR</b>   |          |        |  |  |  |  |

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|  |   |  |                 |                   |                        |  |
|--|---|--|-----------------|-------------------|------------------------|--|
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|  |   |  |                 |                   | <b>14 August 2015</b>  |  |
|  | <b>Stand Name:</b>  |  | <b>Hall No:</b> |                   | <b>Stand No:</b>       |  |
|  | <b>E-mail:</b>  |  | <b>Tel.No:</b>  |                   | <b>VAT #</b>           |  |
| <b>Print Name:</b>   |   |  |                 | <b>Signature:</b> |                        |  |

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|                                  |                        |
|----------------------------------|------------------------|
| <b>DAILY STAND CATERING ONLY</b> | <b>ORDER FORM # 05</b> |
|----------------------------------|------------------------|

|      |   | ZAR    | Day 1          | Day 2          | Day 3          | Day 4          | Sub-total |
|------|---|--------|----------------|----------------|----------------|----------------|-----------|
|      |   |        | Delivery Times | Delivery Times | Delivery Times | Delivery Times |           |
| A01  | <b>FRESH FRUIT BOWL</b><br>A large bowl of seasonal whole fruit   | 155.00 |                |                |                |                |           |
| A02  | <b>DRY SNACKS (10 Pax)</b><br>A selection potato crisps, nuts, pretzels, biltong, dry wors and marinated olives   | 250.00 |                |                |                |                |           |
| A03  | <b>COOKIE JAR (10 Pax)</b><br>A selection of American style   | 175.00 |                |                |                |                |           |
| A04  | <b>SANDWICH BOX (10 Pax)</b><br>A selection of filled wraps and sandwiches  | 280.00 |                |                |                |                |           |
| A05  | <b>INDEZI CHEESE BOARD (10 Pax)</b><br>A selection of whole Indezi cheeses which compliment each other in taste, colour and texture. Served with fresh grapes, preserves and crackers.  | 275.00 |                |                |                |                |           |
| A06  | <b>AFRICAN HOT PLATTER (10 Pax)</b><br>Selection of homemade mini pies; BBQ chicken drumsticks; soy-honey glazed lamb ribs; herb crusted prawns and salt & pepper calamari nuggets served with sweet chili coriander dip.                   | 510.00 |                |                |                |                |           |
| A07  | <b>VEGETARIAN PLATTER (10 Pax)</b><br>Grilled vegetarian skewers; potato and pea samoosas; vegetable pakoras; Durban-style chili bites served with sweet chili dip  | 360.00 |                |                |                |                |           |
| A08  | <b>PASTRY PLATTER (10 Pax)</b><br>A selection of fresh baked muffins and Danish pastries  | 300.00 |                |                |                |                |           |
| A09  | <b>ANTI PASTO PLATTER (10 Pax)</b><br>A selection of grilled artichokes, stuffed pepper dews; marinated feta and olives; dolmades; marinated eggplant and crispy pita bread   | 340.00 |                |                |                |                |           |
| A010 | <b>SUSHI – 48 PIECE ASSORTED PLATTER</b><br>24 Pieces assorted nigiri (tuna, prawn, salmon)<br>8 crab rolls; 8 salmon rolls; 8 vegetarian rolls<br>(All sushi platters come standard with wasabi, soy sauce, pickled ginger and chopsticks) | 550.00 |                |                |                |                |           |


**GRAND TOTAL (all prices include 14% VAT) ZAR**

|  |   |
|--|---|
| <b>IMPORTANT NOTE -</b>  |   |
| <ul style="list-style-type: none"> <li>All stand orders will be strictly on a 'drop &amp; go' basis</li> <li>Prices do not include infrastructure; furniture; catering equipment, staffing or removal of disposable waste</li> </ul> | <ul style="list-style-type: none"> <li>All serviettes, side plates and cutlery will be bio-degradable and disposable</li> </ul> |
| THIS MENU <b>DOES NOT</b> APPLY TO STAND COCKTAIL FUNCTIONS – PLEASE LIAISE WITH YOUR DBN ICC EVENT CO-ORDINATOR   |   |

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|  |   |  |                 |                   |                        |  |
|--|---|--|-----------------|-------------------|------------------------|--|
| <br><b>DURBAN ICC</b><br><small>INTERNATIONAL CONVENTION CENTRE<br/>       INKOSI ALBERT LUTHULI ICC COMPLEX<br/>       SOUTH AFRICA</small><br><br><small>45 Bram Fischer Rd, Dbn, 4001<br/>       P O Box 155, Durban, 4000<br/>       Tel: (+27) 31 360 1000<br/>       Fax: (+27) 31 360 1005</small> | <b>EXHIBITION : WORLD ROUTES : 20 - 22 SEPTEMBER 2015</b> |  |                 |                   | <b>Order Deadline:</b> |  |
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|                                      |                 |
|--------------------------------------|-----------------|
| <b>CLEANING / PARKING / SECURITY</b> | <b>FORM #06</b> |
|--------------------------------------|-----------------|

|                        |                |   |                        |                  |                |              |              |              |              |                  |
|------------------------|----------------|---|------------------------|------------------|----------------|--------------|--------------|--------------|--------------|------------------|
| <b>STAND CLEANING:</b> |                | <b>MINIMUM SHIFT 1 HOUR;</b> Half day 08h00-12h00; Full day 08h00-17h00 |                        |                  |                |              |              |              |              |                  |
| <b>Cleaner</b>         | <b>Rate</b>    | <b>Cost per hour</b>  | <b>No. of Cleaners</b> | <b>Time From</b> | <b>Time To</b> | <b>Day 1</b> | <b>Day 2</b> | <b>Day 3</b> | <b>Day 4</b> | <b>Sub-total</b> |
|                        |                |   |                        |                  |                | <b>Date</b>  | <b>Date</b>  | <b>Date</b>  | <b>Date</b>  |                  |
|                        | Normal Time    | 24.00   |                        |                  |                |              |              |              |              |                  |
|                        | Sunday         | 36.00   |                        |                  |                |              |              |              |              |                  |
| <b>Supervisor</b>      | Public Holiday | 48.00   |                        |                  |                |              |              |              |              |                  |
|                        | Normal Time    | 33.00   |                        |                  |                |              |              |              |              |                  |
|                        | Sunday         | 49.50   |                        |                  |                |              |              |              |              |                  |
|                        | Public Holiday | 66.00   |                        |                  |                |              |              |              |              |                  |
| <b>SECURITY:</b>       |                | <b>(C-GRADE FULL 12 HOUR SHIFTS ONLY)</b>                               |                        |                  |                |              |              |              |              |                  |
| <b>Day/Night</b>       | <b>Rate</b>    | <b>Cost per 12 hr shift</b>   | <b>No. of Guards</b>   | <b>Time From</b> | <b>Time To</b> | <b>Day 1</b> | <b>Day 2</b> | <b>Day 3</b> | <b>Day 4</b> | <b>Sub-total</b> |
|                        |                |   |                        |                  |                | <b>Date</b>  | <b>Date</b>  | <b>Date</b>  | <b>Date</b>  |                  |
|                        | Normal Time    | 555.00  |                        |                  |                |              |              |              |              |                  |
|                        | Sunday         | 653.00  |                        |                  |                |              |              |              |              |                  |
|                        | Public Holiday | 870.00  |                        |                  |                |              |              |              |              |                  |

**GRAND TOTAL (all prices include 14% VAT) ZAR**

**PARKING:**

A 'pay-on-foot' system is in operation in the ICCD and ICCA basement parking, with entrance via Bram Fischer Road (formerly Ordnance Road) and Dr A B Xuma Street (formerly Commercial Road):

- A parking voucher is withdrawn from the electronic dispensing machine at the boom entrances
- Payment must be made on leaving the building at the pay stations located just outside the main basement foyer doors
- The parking voucher is inserted into the electronic exit station to raise the boom

**PLEASE NOTE: NO PRE-PAID PARKING / RESERVED PARKING AVAILABLE**

|             |       |         |  |
|-------------|-------|---------|--|
| 0 - 1       | Hour  | = Free  | <b>Cost of parking vouchers: (for information only)</b><br><br><b>South Plaza / North Plaza &amp; Centrum R20.00</b> |
| 1 - 2       | Hours | = 15.00 |  |
| 2 - 4       | Hours | = 20.00 |  |
| 4 - 6       | Hours | = 25.00 |  |
| 6 - 8       | Hours | = 30.00 |  |
| 8 - 10      | Hours | = 35.00 |  |
| 10+         | Hours | = 50.00 |  |
| Lost Ticket |       |         | = 90.00  |

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**Order Deadline:**

**14 August 2015**

**Stand Name:**

**Hall No:**

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## SECURITY CHECK

## STAND INVENTORY

### STAFF ON SITE

Please list all representatives / employees attending to your stand during build-up and breakdown.

**Name**

**Surname**

**SA ID Number / Passport Number**

### INVENTORY

Please list all electronic items to be displayed / utilized on your stand during the event.

**Product**

**Make**

**Serial Number**

### **PLEASE NOTE:**


This security measure has been implemented to assist you, as an exhibitor, in monitoring your electronic items with the purpose of keeping them secure during your time at the venue. Please note that this does not exempt you (exhibitor / stand holder) of primary responsibility – all stand holders, exhibitors and visitors remain responsible for all personal goods.

**The appointed Security company will visit each stand to verify the above. Please may we ask for your accommodation and co-operation during this time.**

**PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE**

Late orders will be subject to an administration fee of 20%

**PLEASE KEEP A COPY FOR YOUR RECORDS**

|  |   |  |                   |                        |                  |  |
|--|---|--|-------------------|------------------------|------------------|--|
| <br><b>DURBAN ICC</b><br><small>INTERNATIONAL CONVENTION CENTRE<br/>       INKOSI ALBERT LUTHULI ICC COMPLEX<br/>       SOUTH AFRICA</small><br><br><small>45 Bram Fischer Rd, Dbn, 4001<br/>       P O Box 155, Durban, 4000<br/>       Tel: (+27) 31 360 1000<br/>       Fax: (+27) 31 360 1005</small> | <b>EXHIBITION : WORLD ROUTES : 20 - 22 SEPTEMBER 2015</b> |  |                   | <b>Order Deadline:</b> |                  |  |
|  |   |  |                   | <b>14 August 2015</b>  |                  |  |
|  | <b>Stand Name:</b>  |  | <b>Hall No:</b>   |                        | <b>Stand No:</b> |  |
|  | <b>E-mail:</b>  |  | <b>Tel.No:</b>    |                        | <b>VAT #</b>     |  |
| <b>Print Name:</b>   |   |  | <b>Signature:</b> |                        |                  |  |

## PAYMENT OPTION / AUTHORISATION FORM

**KINDLY COMPLETE AND RETURN TO NCAMISILE MHLANGU  
ON FAX TO E-MAIL 087 807 4669 OR E-MAIL [ncamisilem@icc.co.za](mailto:ncamisilem@icc.co.za)**

### TELEGRAPHIC TRANSFER / DIRECT DEPOSIT (BANKING DETAILS)

Payable to : I.C.C. Durban (Pty) Limited  
 Bank : Standard Bank  
 Branch : Kingsmead  
 Account No. : 05 013 8162  
 Branch Code : 04 00 26  
 Swift Address : SBZAZAJJ

**PLEASE NOTE:**

1. Kindly ensure that the **EVENT ID & STAND NUMBER** appears in the reference section of the deposit slip.
2. Once the transfer / direct deposit has been made, please fax a copy of the proof of payment to your Co-Ordinator.
3. Any orders that are not pre-paid cannot be guaranteed.
4. Ensure that your Company representative at the show is aware of our payment policy as no orders will be delivered unless payment has been received.
5. Only Company cheques are acceptable (i.e. no personal cheques).

### CREDIT CARD ACCOUNT

**PLEASE NOTE:**

1. To charge to your credit account kindly complete the form below and return by fax as detailed above.
2. Please send a photocopy of both sides of your credit card.

**Charge to: (Tick one)**

|  |                                      |   |   |
|--|--------------------------------------|---|---|
| <b>AMERICAN EXPRESS</b> <input type="checkbox"/> | <b>VISA</b> <input type="checkbox"/> | <b>MASTER CARD</b> <input type="checkbox"/> | <b>DINERS CLUB</b> <input type="checkbox"/> |
| <b>CARD NO:</b>                                  |                                      |   | <b>EXP DATE:</b>                            |
| <b>LAST 3 DIGITS ON REVERSE SIDE OF CARD:</b>    |                                      | <b>VAT REG NO:</b>                          |   |
| <b>CARDHOLDERS NAME:</b>                         |                                      |   |   |
| <b>CARDHOLDER'S BILLING ADDRESS:</b>             |                                      |   |   |
| <b>CARDHOLDER'S SIGNATURE:</b>                   |                                      |   |   |

*PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE*

|   |  |
|---|--|
| Late orders will be subject to an administration fee of 20% | <b>PLEASE KEEP A COPY FOR YOUR RECORDS</b> |
|---|--|



# GENERAL INDEMNITY

## **AGREEMENT / INDEMNITY FORM**

By and Between

**ICC DURBAN (PTY) LIMITED /  
DURBAN EXHIBITION CENTRE**

Registration No. 1992/005887/07

(THE DURBAN)

AND

\_\_\_\_\_  
(THE CONTRACTOR)

Represented by: \_\_\_\_\_

Registration / ID Number: \_\_\_\_\_

Notices & Address of Service: \_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

### **PREAMBLE**

*From time to time Contractors (including their employees, agents and sub-Contractors) carry out work on the premises managed by Durban ICC. Contractors are therefore required to sign this Agreement /Undertaking to comply with various Acts, Regulations, Standards and the Durban ICC's safety requirements and to allow the Centre to invoke remedies and indemnification should they fail to do so.*

The Contractor must comply with all relevant legislation and local authority by-laws including but not limited to the following legislation:

- Occupational Health & Safety Act No 85 of 1993, as amended;
- Compensation for Occupational Injuries & Diseases Act, No 130 of 1993, as amended;
- Labour Relations Act & Regulations Act No 3 of 1983, as amended;
- Any legislation pertaining to the transportation, loading or unloading of, and other activities associated with hazardous chemical substances;
- Any legislation governing ISO 14001 pollution.

I, \_\_\_\_\_ (the duly authorised representative of the Contractor), do hereby acknowledge that the Contractor is an employer in its own right with duties and responsibilities as prescribed in the various Acts, as amended, and agree to ensure that all work will be performed, or plant and machinery used, are in accordance with the provisions of the said Acts and Regulations and by-laws, and accept accountability for my employees, agents and sub-Contractors should their actions contravene the said Acts, Regulations and Standards.

I agree to comply with the rules and requirements of the Durban ICC in pursuance of ensuring the safety and health of all persons on Durban ICC's premises, and will inform the Employer immediately should any hazardous situation arise while on the premises and/or my company be unable to perform in terms of this agreement.

I further agree:

- a) that I will have no claim for damages against Durban ICC arising from or regarding any personal injury or any injury to an employee, any damage caused to any person, company or employee, property, including loss of property, whilst on the premises managed by Durban ICC.
- b) to indemnify and hold the Durban ICC harmless in respect of all actions, claims, losses and damages (including but not limited to legal costs on the attorney and own client scale), claims or other liabilities arising out of or in connection with any act or admission by the contractor, its officers, employees, agents or sub-contractors which is in any way connected with the services provided.



## GENERAL INDEMNITY

- c) to waive all rights to recover from the Durban ICC any loss, damages, costs (including but not limited to legal costs on the attorney and own client scale), claims or other liabilities which I may suffer or incur because of the injury or death of any of the contractor's employees, agents or independent contractors however caused or inflicted.
- d) and will keep with me the Contractor Safety Regulations & Requirements (SOP-14) and agree to abide by them at all times whilst on site and shall ensure that all my employees and agents comply with this obligation as well.
- e) that I will always have appropriate Public Liability insurance in place which however shall not be for a sum not less than R10 million, which insurance must be valid at all times for the duration of the contract while I am on site, and I furthermore undertake on request by Durban ICC, to provide a copy of such insurance policy.
- f) to be responsible for the acts and omissions of any sub-contractors I may appoint, including compliance by the sub-contractor with this agreement, as if they were acts or omissions of the contractor.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ at \_\_\_\_\_

**Contractor:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Who hereby warrants that s(he) is duly authorised to sign the agreement on its behalf.

**Durban ICC:** \_\_\_\_\_

**Date:** \_\_\_\_\_





45 Bram Fischer Rd, Dbn, 4001  
 P O Box 155, Durban, 4000  
 Tel: (+27) 31 360 1000  
 Fax: (+27) 31 360 1005

**EXHIBITION : WORLD ROUTES : 20 - 22 SEPTEMBER 2015**

**Order Deadline:**

**14 August 2015**

|                    |  |                 |                   |                  |  |
|--------------------|--|-----------------|-------------------|------------------|--|
| <b>Stand Name:</b> |  | <b>Hall No:</b> |                   | <b>Stand No:</b> |  |
| <b>E-mail:</b>     |  | <b>Tel.No:</b>  |                   | <b>VAT #</b>     |  |
| <b>Print Name:</b> |  |                 | <b>Signature:</b> |                  |  |

**KINDLY COMPLETE AND RETURN TO NCAMISILE MHLANGU  
 ON FAX TO E-MAIL 087 807 4669  
 OR E-MAIL [ncamisilem@icc.co.za](mailto:ncamisilem@icc.co.za)**

## EXTERNAL FOOD / BEVERAGE – APPROVAL FORM

Durban ICC is a fully catered venue, offering both Food and Beverage to our Exhibitors. For more information on the Food & Beverage options available, please refer to the Exhibitor order forms.

Should you have any specific stand catering / beverage requirements, please list the requested items below and these will be submitted to the Durban ICC Food and Beverage Department for prior approval.

Surcharges are applicable as follows:

|                 |           |   |
|-----------------|-----------|---|
| <b>PLATAGE:</b> | R1 100.00 | Dependent on the quantity of the items listed below |
| <b>CORKAGE:</b> | R 30.00   | Non-Alcoholic (per 750ml bottle)                    |
|                 | R 40.00   | Wine / Sparkling Wine (per 750ml bottle)            |
|                 | No Charge | Corporate Branded Water <b>ONLY</b>                 |
|                 | R 210.00  | Soft Drinks (per 24 case)                           |
|                 | R 250.00  | Beer (per 24 case)                                  |
|                 | R 100.00  | Still / Sparkling Water                             |
|                 | R 50.00   | Spirits (per 750ml bottle)                          |

### FOOD / BEVERAGE REQUIREMENTS

Food / Beverage that you wish to serve: (Please list the various items)

Quantity of each item listed:

Serving Method of each item listed:

Storage Method of each item listed:

Remarks:

#### FOR OFFICIAL USE ONLY (DURBAN ICC)

Date Received:

Approved: Yes / No

Signature:

Date:

*In line with the Durban ICC ISO 22 000 Food Safety Management System, a separate agreement outlining the requirements for external catering will be sent through on completion / Durban ICC approval of this document.*



19-21 September 2015  
Durban ICC



FAX COMPLETED FORMS TO GL EVENTS OASYS – 031 579 1256  
ALL ENQUIRIES CONTACT VENI MOODLEY – [venim@oasys.co.za](mailto:venim@oasys.co.za)



## ACTIVITIES

- Activities (unless otherwise agreed) must remain within the confines of stands.
- NO ambush marketing will be tolerated.
- Exhibitors are only allowed to hand out marketing material within the confines of their stands.
- Noise volume should be kept to a level that does not cause disturbance to other exhibitors (music, audio visual material).
- No unruly or loud misconduct by exhibitors will be tolerated.
- Please keep your stands neat and tidy.

## GENERAL NOTES & INFO

- The organisers will have a temporary office at the venue during the Show period - including build-up. This will serve as the central point for enquiries.
- Please note: Should exhibitors wish to phone or be contacted, please arrange for your own phones.
- **Exhibitor admission: Exhibitor passes (badges) will allow exhibiting companies and their staff access to the exhibition - including build-up & breakdown. The issue thereof is therefore strictly controlled. Please let us know in advance the amount required (maximum of 4 - see reply form).**
- **No children will be allowed on build-up and breakdown days for their own safety.**
- In order to underwrite security during the period of the show - build-up and breakdown included, admittance may be refused to anyone who cannot produce an official exhibition pass. Please ensure that your badge is displayed at all times.
- Access to the venue before or after hours, to be arranged with the organisers.
- All stands must be manned except for static displays (no later than 15 minutes before opening time)
- Each exhibitor should ensure that there are no potential fire or safety hazards on his stand. Please be aware of the emergency exits and firefighting equipment.
- The official security contractors appointed to the exhibition will be the only security company allowed in the venue. 24 Hour security will be provided from build-up to breakdown.
- ***Exhibitors will be responsible for the security of their own stand during build-up, open times and breakdown.***
- In their own interest, exhibitors should arrange for representatives of their companies to be on the stands during build-up, whenever the venue is open, and until move-out is completed. **Insurance and public liability cover is essential!**
- **It must be stressed that Show Management and security contractors, whilst taking every reasonable precaution, expressly decline any responsibility or liability for any loss or damage, which may befall the property of an Exhibitor for any cause whatsoever. Please be vigilant and do not leave your stand unattended. Security provided will cease at on the last day of the show.** Insurance: Exhibitors are responsible for the safety of their own staff, property, their stand and its contents and are therefore advised to take precautions where necessary and to insure their goods accordingly.
- It is a condition of exhibiting that the organisers at no stage and for whatever reason accept liability for any loss or damage or injury that may be sustained.
- Fire arms: Firearms are not permitted to be displayed on exhibitors or personnel employed by exhibitors at the venue.
- The organisers will not take responsibility in accepting goods on behalf of the exhibitors.

FAX COMPLETED FORMS TO GL EVENTS OASYS – 031 579 1256  
ALL ENQUIRIES CONTACT VENI MOODLEY – venim@oasys.co.za

## Services Guide

### **Introduction**

GL Events Oasys provides a turnkey service for exhibition organisers through innovative products, systems, services and solutions. It offers state-of-the-art products and is constantly seeking new ways to innovate in the exhibitions and events industries. The inventory of stock, worth R125-million, is continually updated to reflect new design trends and client demands.

G L Events Oasys is an international supplier of infrastructure for exhibitions and events, sourcing stock and know-how from its own independent companies, including electrical supplies, audiovisual and sound equipment, and hiring of furniture.

Please direct any queries regarding services to [venim@oasys.co.za](mailto:venim@oasys.co.za)

### **Electrics**

Exhibitors who require more than one 15 amp plug need to order a DB Board 5B and send them to [venim@oasys.co.za](mailto:venim@oasys.co.za)

Exhibitors who have purchased space only stands need to note that should they require a plug point or spotlights, they will have to purchase a distribution board with those electrical items.

### **Additional services**

Exhibitors who would like to order **additional services** listed in the services guide need to fill in the **appropriate order forms for those items and send them together with the Cover sheet (Form 1)** to [venim@oasys.co.za](mailto:venim@oasys.co.za) or fax to 0315791256

### **Order Confirmation & delivery**

Once your order has been processed you will be issued an invoice which is your order confirmation and must be brought to the exhibition along with proof of payment.

Your order will be delivered to your stand by the GL Event Oasys services team, during build up for the Exhibition.

### **Deadline for services orders**

All orders for services must be received on or before the 15<sup>th</sup> August received after 15<sup>th</sup> August 2015 will be subject to a 20% surcharge.

PLEASE PRINT

|   |  |                       |  |
|---|--|-----------------------|--|
| <b>Company Name:</b>                            |  | <b>Stand No:</b>      |  |
| <b>Postal Address:</b>                          |  | <b>Level:</b>         |  |
|   |  | <b>Tel No:</b>        |  |
|   |  | <b>Fax No:</b>        |  |
|   |  | <b>Email:</b>         |  |
| <b>Co VAT Number :</b>                          |  | <b>Signature:</b>     |  |
| <b>Person Responsible<br/>For stand on site</b> |  | <b>Onsite contact</b> |  |
|   |  | <b>Cell No:</b>       |  |

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

Please note that services will not be installed until payment has been received. All forms & Payment to reach **GL Events Oasys by the 15<sup>th</sup> August 2015 or a 20% Surcharge will be charged.** For account name and banking details please refer below.

RETURN EMAIL ADDRESS FOR ORDER FORMS: [venim@oasys.co.za](mailto:venim@oasys.co.za)

In order to avoid disappointment please ensure that your orders reach us on or before this cut of date.

| Method of payment |                              | EFT | Credit Card   |
|-------------------|------------------------------|-----|---|
| Name of Account   | Oasys Innovations (Pty) Ltd. |     | Proof of payment to be faxed through to GL Events Oasys, for the attention of Veni Moodley clearly indicating your company name, stand number and amount paid |
| Bank              | Standard Bank                |     |   |
| Branch            | Southdale                    |     |   |
| Branch Code       | 006405                       |     |   |
| Account No        | 000617687                    |     |   |

| COMPULSORY  | FORM # | RETURN TO | INCLUDING VAT |
|---|--------|-----------|---------------|
| Summary Furniture Hire  | 3B     |           | R             |
| Electrical Hire and Supply  | 5B     |           | R             |
| Electrical Fitting Plan   | 5C     |           |               |
| Plant Hire  | 6B     |           | R             |
| Audio Visual Hire   | 7      |           | R             |
| SUB TOTAL   |        |           | R             |
| <b>+20% Surcharge on late orders</b>  |        |           | <b>R</b>      |
| <b>TOTAL AMOUNT PAYABLE</b>   |        |           | <b>R</b>      |
| <b>Please Note: Your invoice received from GL Events Oasys will serve as confirmation of your order</b> |        |           |               |



⦿ H01 a

Office Chair



⦿ H01 b

Carlton Office Chair



⦿ H02

Komora Chair



⦿ H03

Breeze Chair



⦿ H05

Cubic Beechwood Chair



⦿ H06

Cubic Pro Chair



⦿ H07

Bellissima Chair



⦿ H08

Eddy Office Chair



⦿ H09

Armet Chair - Various Colours



⊙ H10

Deli Chair



⊙ H11 a

Green Frog Barstool



⊙ H11 b

Red Frog Barstool



⊙ H11 c

Yellow Frog Barstool



⊙ H11 d

Ivory Frog Barstool



⊙ H12

Aluminium Chair



⊙ H13

Kalahari Chair



⊙ H14

Visitors Chair



⊙ H16

Marlin Arm Chair

FAX COMPLETED FORMS TO GL EVENTS OASYS – 031 579 1256  
ALL ENQUIRIES CONTACT VENI MOODLEY – [venim@oasys.co.za](mailto:venim@oasys.co.za)



⊙ H18

Zobrano Ring Chair



⊙ H19

Round C&L Barstool



⊙ H21

Waterfall Barstool



⊙ H24

Long John Barstool



⊙ H25

Cubic Beechwood Barstool



⊙ H27

Aluminium Barstool



⊙ H28

Solar Barstool  
(Black, Red, Silver)



⊙ H29

Divo Barstool



⊙ H30

Komora Barstool

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⦿ H31

Shantung Barstool



⦿ H33

Gelati Barstool



⦿ H34

Chrome Bistro Table



⦿ H35

Beechwood Bistro Table



⦿ H39

Beechwood Table on Chrome Legs



⦿ H40

Beechwood Cafe Table



⦿ H41

Chrome Cafe Table



⦿ H42 a

Round Table on Milan



⦿ H42 b

Square Table on Milan

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ALL ENQUIRIES CONTACT VENI MOODLEY – venim@oasys.co.za



○ H43 a

Square Table



○ H43 b

Rectangular Table 6 Seat



○ H43 c

Rectangular Table 10 Seat



○ H44

Round Wooden Folding Table



○ H46 a

Chrome & Glass Coffee Table



○ H46 b

Chrome & Glass Coffee Table



○ H46 c

Darkwood Coffee Table



○ H47

Chrome & Glass Side Table



○ H53

Leather Tub Chair

FAX COMPLETED FORMS TO GL EVENTS OASYS – 031 579 1256  
ALL ENQUIRIES CONTACT VENI MOODLEY – venim@oasys.co.za





⦿ **H54**

Layla Chair a-Red, b-Green, c - Blue, d - White



⦿ **H55**

Lenny Single Seater



⦿ **H56**

Lenny Double Seater



⦿ **H57**

Komodo Single Seater



⦿ **H58**

Komodo Double Seater



⦿ **H59**

Lounge Suite a - Single, b - Double , c - 3 Seater



⦿ **H61 a**

Nikki Single Seat White



⦿ **H61 b**

Nikki Single Seat Black



⦿ **H62 a**

Nikki Double Seat White

FAX COMPLETED FORMS TO GL EVENTS OASYS – 031 579 1256  
ALL ENQUIRIES CONTACT VENI MOODLEY – venim@oasys.co.za



⦿ H62 b

Nikki Double Seat Black



⦿ H63

Maxima Bar Counter



⦿ H64

Octanorm Bar Counter



⦿ H65

Executive Couch



⦿ H66

Floral Couch



⦿ H68

Zig Zag Brochure Holder



⦿ H68 b

Smart Brochure Holder



⦿ H69

Coat Rack



⦿ H72 a

Rope Barriers

FAX COMPLETED FORMS TO GL EVENTS OASYS – 031 579 1256  
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○ H72 b

Beltrack Barriers



○ H73

Watercooler with 20L water



○ H74

Hexagonal Display Plinth



○ H77

Waste Paper Bin



○ H78

Large Waste Bin



○ H80

Perforated Stainless Steel  
Ashtray & Waste Paper Bin



○ H81

Perforated Stainless Steel  
Waste Paper Bin



○ H83a

Large Refrigerator



○ H83b

Small Refrigerator

FAX COMPLETED FORMS TO GL EVENTS OASYS – 031 579 1256  
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⊙ H84

Newline Cupboard



⊙ H85

Octanorm Cupboard



⊙ H86

Octanorm Glass Top Counter



⊙ H87

Newline Glass T Top Counter



⊙ H88

Newline Showcase Large



⊙ H89

Octanorm Showcase Large



⊙ H90

Octanorm Showcase Small



⊙ H91

Newline Showcase Small



⊙ H92

Standing Shelf

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⦿ H97

Quiet moments



⦿ H98

Zobrano Barstool -  
Woodgrain



⦿ H101

Beer Bench & Table



⦿ H103

Folding Table



⦿ H106

Plastic Chair



⦿ H121

Locker Unit



⦿ H125

Conference Table



⦿ H127

Umbrella

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ALL ENQUIRIES CONTACT VENI MOODLEY – [venim@oasys.co.za](mailto:venim@oasys.co.za)

**FURNITURE ON HIRE**

**FORM 3**

|      |                                |                              |            |
|------|--------------------------------|------------------------------|------------|
| 1a   | Office Chair                   | Black                        | R 179.40   |
| H01b | Carlton Office Chair           | Black                        | R 179.40   |
| H02  | Komora Chair                   | Black Leather & Chrome       | R 392.60   |
| H03  | Breeze Chair                   |                              | R 435.50   |
| H05  | Cubic Beachwood Chair          | Black/White                  | R 613.60   |
| H06  | Cubic Pro Chair                | Black/Beige                  | R 716.30   |
| H07  | Bellissima Chair               | White                        | R 343.20   |
| H08  | Eddy Office Chair              | Black upholstered            | R 392.60   |
| H09  | Armet Chair                    | Red, Green, Blue, Yellow     | R 435.50   |
| H10  | Deli Chair                     | White                        | R 140.40   |
| H11  | Frog Barstool                  | Red/Beige/Green/Yellow       | R 392.60   |
| H12  | Aluminum Chair                 | Silver                       | R 577.20   |
| H13  | Kalahari Chair                 | Green                        | R 252.20   |
| H14  | Visitors Chair                 | Black Leather & Chrome       | R 622.70   |
| H16  | Marlin Arm Chair               | Black, Blue, Burgundy, White | R 434.20   |
| H18  | Zobrano Ring Chair             | Wood grain                   | R 392.60   |
| H19  | Round Chrome & Leather Chair   | Black and Chrome             | R 331.50   |
| H21  | Waterfall Barstool             | White Leather & Chrome       | R 592.80   |
| H24  | Long John Barstool             | Black/Orange                 | R 733.20   |
| H25  | Cubic Beachwood Barstool       |                              | R 592.80   |
| H27  | Aluminium Barstool             | Silver                       | R 508.30   |
| H28  | Solar Barstool                 | Various                      | R 557.70   |
| H29  | Divo Barstool                  | White                        | R 448.50   |
| H30  | Komora Barstool                | Black Leather & Chrome       | R 392.60   |
| H31  | Shantung Barstool              | Wood grain                   | R 392.60   |
| H33  | Gelati Barstool                | White & Brown                | R 435.50   |
| H34  | Chrome Bistro Table            | Silver                       | R 847.60   |
| H35  | Beachwood Bistro Table         | Beachwood                    | R 929.50   |
| H39  | Beachwood Table on Chrome Legs | H 750mm D900mm               | R 483.60   |
| H40  | Beachwood Café Table           |                              | R 807.30   |
| H41  | Chrome Café Table              |                              | R 786.50   |
| H42a | Round Table on Milan Base      | H750mm D900mm                | R 408.20   |
| H42b | Square Table on Milan Base     |                              | R 408.20   |
| H43a | Square Table 4 seat            | H750mm W800mm D900           | R 408.20   |
| H43b | Rectangular Table 6 Seat       |                              | R 683.80   |
| H43c | Rectangular Table 10 Seat      |                              | R 858.00   |
| H44  | Round wooden folding Table     |                              | R 435.50   |
| H45  | Square Coffee Table            | H400mm W610mm D610mm         | R 267.80   |
| H46a | Chrome & Glass Coffee Table    | H450mm W700mm D500mm         | R 692.90   |
| H46b | Chrome & Glass Coffee Table    | Executive                    | R 692.90   |
| H46c | Darkwood Coffee Table          | Darkwood                     | R 858.00   |
| H47  | Chrome & Glass side Table      | Executive                    | R 621.40   |
| H51  | C' est La Vie Chair            |                              | R 798.20   |
| H52  | Tristan Tub Chair              | Black                        | R 1,041.30 |
| H53  | Tub Chair                      | H720 L550 D700 - Black       | R 682.50   |
| H54  | Layla Chair                    | Red                          | R 1,774.50 |
| H55  | Lenny Single Seat Couch        | Black                        | R 1,959.10 |
| H56  | Lenny Double Seat Couch        | Black                        | R 2,538.90 |

FAX COMPLETED FORMS TO GL EVENTS OASYS – 031 579 1256  
 ALL ENQUIRIES CONTACT VENI MOODLEY – venim@oasys.co.za

|       |  |                        |            |
|-------|--|------------------------|------------|
| H57   | Komodo Single Seat Couch                   | Black & Red            | R 1,964.30 |
| H58   | Komodo Double Seat Couch                   | Black & Red            | R 2,905.50 |
| H59a  | Lounge Suite 1 Seater                      | Black – Suede          | R 964.60   |
| H59b  | Lounge Suite 2 Seater                      | Black – Suede          | R 1,934.40 |
| H59c  | Lounge Suite 3 SEATER                      | Black – Suede          | R 2,255.50 |
| H61b  | Nikky Single Seat Couch                    | Black – Suede          | R 964.60   |
| H61a  | Nikky Single Seat Couch                    | White Leather          | R 964.60   |
| H62b  | Nikky Double Seat Couch                    | Black – Suede          | R 1,934.40 |
| H62a  | Nikky Double Seat Couch                    | White Leather          | R 1,934.40 |
| H63   | Maxima Curved Bar Counter                  | H1116mm W1595mm D610mm | R 2,091.70 |
| H64   | Octanorm Bar Counter                       | H900mm W1010mm D500mm  | R 936.00   |
| H65   | Executive Couch                            | Brown – Suede          | R 2,905.50 |
| H66   | Floral Couch                               | Brown & Black          | R 2,905.50 |
| H68   | Zig Zag Brochure Holder                    | Black                  | R 772.20   |
| H68B  | Smart brochure Holder                      | Silver and Perspex     | R 965.90   |
| H69   | Coat Rack                                  | Silver                 | R 291.20   |
| H72a  | Rope Stanchions                            | Per 1.2 Metre Unit     | R 373.10   |
| H72b  | Beltrack Stanchions                        | Red & Black            | R 373.10   |
| H73   | Water cooler with 20L water                |                        | R 1,725.10 |
| H74   | Hexagonal Display Plint                    | White                  | R 237.90   |
| H77   | Waste Paper Bin small                      | Black                  | R 49.40    |
| H78   | Waste Paper Bin large                      | Grey                   | R 206.70   |
| H80   | Standing Ashtray & Waste Paper Bin         | White/Black            | R 301.60   |
| H81   | Perforated Stainless Steel Waste Paper Bin | Stainless Steel        | R 136.50   |
| H83a  | Large Refrigerator 220lt                   |                        | R 2,891.20 |
| H83b  | Small Refrigerator 150lt                   | H840 W520 D480         | R 1,753.70 |
| H84   | Newline Cupboard                           |                        | R 981.50   |
| H85   | Octanorm Cupboard                          | H900mm W1010mm D500mm  | R 882.70   |
| H86   | Octanorm Glass Top Counter                 | H900mm W1010mm D500mm  | R 1,092.00 |
| H87   | Newline Glass Top Counter                  | H900mm W1030mm D530mm  | R 1,361.10 |
| H88   | Newline Showcase Large                     |                        | R 2,449.20 |
| H89   | Octanorm Showcase Large                    | H2000mm W1030mm D530mm | R 2,437.50 |
| H90   | Newline Showcase small                     |                        | R 1,834.30 |
| H91   | Octanorm Showcase Small                    | H2000mm W530mm D530mm  | R 1,834.30 |
| H92   | Standing Shelf                             |                        | R 981.50   |
| H93   | Desk 2 Drawer                              |                        | R 1,166.10 |
| H94   | Ottoman                                    | Various Colours        | R 683.80   |
| H97   | Quiet Moment Chair                         | Brown Leather          | R 682.50   |
| H98   | Zebrano Barstool                           | Wood grain             | R 392.60   |
| H101  | Beer Bench & Table                         | Wood grain             | R 336.70   |
| H102  | Glass table on Milan base                  |                        | R 622.70   |
| H103  | Folding Table                              | White                  | R 711.10   |
| H106  | Plastic Chair                              | White                  | R 57.20    |
| H107a | Flat Shelves                               |                        | R 240.50   |
| H107b | Sloping shelves                            |                        | R 240.50   |
| H112  | Silver Cocktail Table                      |                        | R 711.10   |
| H115  | Trestle tables                             |                        | R 169.00   |
| H117  | Purified Water (20Lt)                      |                        | R 178.10   |
| H121  | Locker Unit                                |                        | R 1,404.00 |
| H123  | Shelving brackets                          |                        | R 105.30   |
| H125  | Conference Table                           |                        | R 390.00   |

FAX COMPLETED FORMS TO GL EVENTS OASYS – 031 579 1256  
ALL ENQUIRIES CONTACT VENI MOODLEY – venim@oasys.co.za

|      |          |       |          |
|------|----------|-------|----------|
| H127 | Umbrella | Green | R 683.80 |
|------|----------|-------|----------|

|                               |           |
|-------------------------------|-----------|
| <b>FURNITURE SUMMARY FORM</b> | <b>3B</b> |
|-------------------------------|-----------|

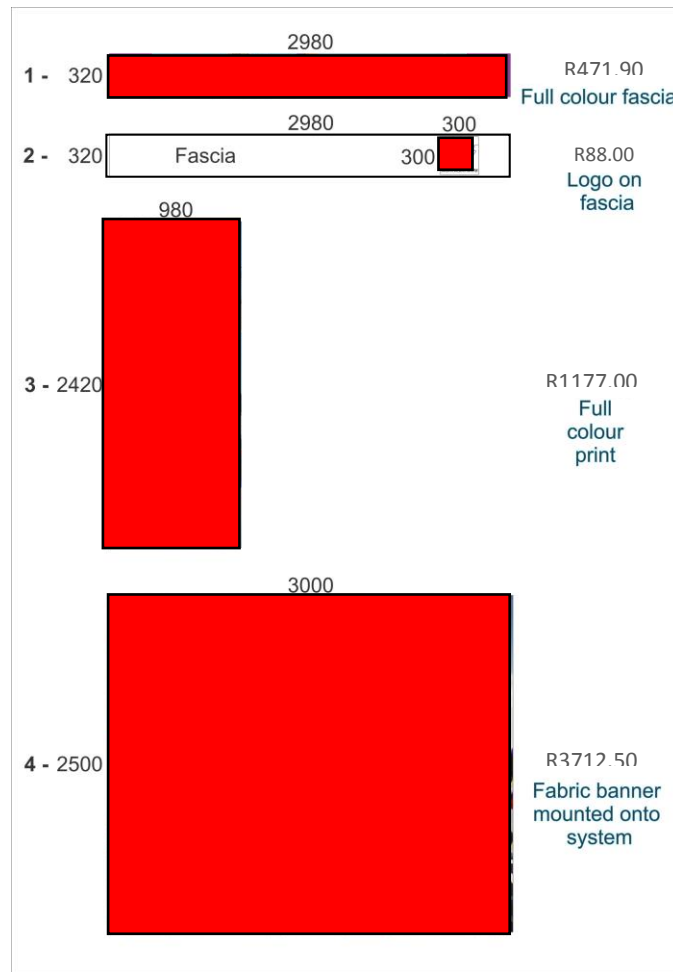
|   |                       |
|---|-----------------------|
| <b>Company Name:</b>                            | <b>Stand No:</b>      |
| <b>Postal Address:</b>                          | <b>Area/Hall</b>      |
|   | <b>Tel No:</b>        |
|   | <b>Fax No:</b>        |
|   | <b>Email:</b>         |
| <b>Co VAT Number :</b>                          | <b>Signature:</b>     |
| <b>Person Responsible<br/>For stand on site</b> | <b>Onsite contact</b> |
|   | <b>Cell No:</b>       |

**PLEASE PRINT CLEARLY**

| CODE             | DESCRIPTION | QTY | PRICE | TOTAL |
|------------------|-------------|-----|-------|-------|
|                  |             |     |       |       |
|                  |             |     |       |       |
|                  |             |     |       |       |
|                  |             |     |       |       |
|                  |             |     |       |       |
|                  |             |     |       |       |
|                  |             |     |       |       |
|                  |             |     |       |       |
|                  |             |     |       |       |
| <b>SUB TOTAL</b> |             |     |       |       |

FAX COMPLETED FORMS TO GL EVENTS OASYS – 031 579 1256  
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**GRAPHICS**

| CODE             | DESCRIPTION                                     | QTY | PRICE      | TOTAL |
|------------------|---|-----|------------|-------|
| P1               | Full Colour Fascia (320 x 2980)                 |     | R 613.47   | R     |
| P2               | Logo on Fascia (300 X 300)                      |     | R 114.40   | R     |
| P3               | Full Colour Print (2420 x 980)                  |     | R 1,530.10 | R     |
| FB1              | Fabric Banner Mounted onto System (3000 X 2500) |     | R 4,826.25 | R     |
| <b>SUB TOTAL</b> |   |     |            | R     |

|  |  |
|--|--|
| <p><b>50 Watt Spot on Arm</b></p> <p><b>E4</b></p>                | <p><b>Octonorm Light</b></p> <p><b>E5</b></p>            |
| <p><b>100 Watt Track Spotlight - Turbo</b></p> <p><b>E9</b></p>   | <p><b>150 Watt Spot</b></p> <p><b>E10</b></p>            |
| <p><b>500 Watt Flood Light</b></p> <p><b>E14</b></p>            | <p><b>1500 Watt Flood Light</b></p> <p><b>E15</b></p>  |
| <p><b>150 Watt Metal Halide Recessed</b></p> <p><b>E19</b></p>  | <p><b>150 Watt Metal Halide</b></p> <p><b>E20</b></p>  |

**ELECTRICAL INNOVATION**

|   |   |  |
|---|---|--|
| <p><b>Double Tube Fluorescents</b></p> <p><b>E21-<br/>E25</b></p>  <p>E21 - 0.6m / E22 - 0.9m / E23 - 1.2m<br/>E24 - 1.5m / E25 - 2.4m</p> | <p><b>1000 Watt (Black/Silver) Parcan</b></p> <p><b>E26</b></p>  | <p><b>50 Watt Birdie Parcan</b></p> <p><b>E27</b></p>     |
| <p><b>Pendant Light</b></p> <p><b>E31</b></p>    | <p><b>Pendant Light</b></p> <p><b>E32</b></p>                    | <p><b>Wrought Iron Chandelier</b></p> <p><b>E33</b></p>   |
| <p><b>PVC Standing Fan</b></p> <p><b>E36</b></p>    | <p><b>Industrial Fan</b></p> <p><b>E37</b></p>                  | <p><b>Recessed Extract Fan</b></p> <p><b>E38</b></p>     |
| <p><b>30 Amp DB Three Phase</b></p> <p><b>E42</b></p>    | <p><b>60 Amp DB Three Phase</b></p> <p><b>E43</b></p>          | <p><b>125 Amp DB Three Phase</b></p> <p><b>E44</b></p>  |

FAX COMPLETED FORMS TO GL EVENTS OASYS – 031 579 1256  
ALL ENQUIRIES CONTACT VENI MOODLEY – venim@oasys.co.za

|  |   |
|--|---|
| <p><b>300 Watt Short Parcan</b></p>  | <p><b>300 Watt (Black/Silver) Parcan</b></p>  |
| <p><b>E28</b></p>   | <p><b>E29</b></p>   |
| <p><b>Glass Chandelier</b></p>   | <p><b>Emergency Exit Light</b></p>  |
| <p><b>E34</b></p>   | <p><b>E35</b></p>   |
| <p><b>300 Watt Up Lighter</b></p>  | <p><b>30 Amp DB Single Phase</b></p>  |
| <p><b>E39</b></p>  | <p><b>E41</b></p>  |
| <p><i>Awaiting Innovation</i></p>  | <p><i>Awaiting Innovation</i></p>   |

# ELECTRICAL INNOVATION

| ELECTRICS |                                       | FORM 5     |
|-----------|---------------------------------------|------------|
| CODE      | ITEM                                  | PRICE      |
| E1        | 50 Watt Spot on Arm                   | R 503.10   |
| E2        | 50 Watt Spot on Arm – Maxima          | R 503.10   |
| E3        | 150 Watt Halogen Spot on Arm          | R 535.60   |
| E4        | 50 Watt Spot on Arm                   | R 457.60   |
| E5        | 50 Watt Spot on Arm                   | R 457.60   |
| E6        | 100 Watt Spot on Arm                  | R 374.40   |
| E7        | 50 Watt Track Spot                    | R 409.50   |
| E8        | 100 Watt Track Spotlight              | R 335.40   |
| E9        | 100 Watt Track Spotlight              | R 335.40   |
| E10       | 150 Watt Spot                         | R 335.40   |
| E11       | 50 Watt Down Lighter                  | R 409.50   |
| E12       | 50 Watt Tilt Down Lighter             | R 409.50   |
| E13       | Plug Point                            | R 335.40   |
| E14       | 500 Watt Flood Light                  | R 490.10   |
| E15       | 1500 Watt Flood Light                 | R 750.10   |
| E16       | 400 Watt Metal Halide Flood Light     | R 2,265.90 |
| E17       | 2000 Watt Metal Halide Flood Light    | R 3,559.40 |
| E18       | 2 x 36 Watt Energy Saver Floodlight   | R 882.70   |
| E19       | 150 Watt Metal Halide Recessed        | R 1,318.20 |
| E20       | 150 Watt Metal Halide                 | R 1,318.20 |
| E21       | Double Tube Fluorescent Lighting 0,6  | R 322.40   |
| E22       | Double Tube Fluorescent Lighting 0.9  | R 322.40   |
| E23       | Double Tube Fluorescent Lighting 1.2m | R 362.70   |
| E24       | Double Tube Fluorescent Lighting 1,5m | R 405.60   |
| E25       | Double Tube Fluorescent Lighting 2,4m | R 614.90   |
| E26       | 1000 Watt (Black/Silver) Parcan       | R 1,270.10 |
| E27       | 50 Watt Birdie Parcan                 | R 401.70   |

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|     |                                      |             |
|-----|--------------------------------------|-------------|
| E28 | 300 Watt Short Parcan                | R 990.60    |
| E29 | 300 Watt (Black/Silver) Parcan       | R 990.60    |
| E31 | Pendant Light—Small High Bay         | R 423.80    |
| E32 | Pendant Light                        | R 487.50    |
| E33 | Wrought Iron Chandelier              | R 487.50    |
| E34 | Glass Chandelier                     | R 1,523.60  |
| E35 | Emergency Exit Light                 | R 864.50    |
| E36 | PVC Standing Fan                     | R 578.50    |
| E37 | Industrial Fan                       | R 1,463.80  |
| 8   | Recessed Extract Fan                 | R 568.10    |
| E39 | 300 Watt Up Lighter                  | R 650.00    |
| E41 | 30 Amp DB Single Phase with 1 Plug   | R 1,852.50  |
| E42 | 30 Amp DB Three Phase                | R 2,736.50  |
| E43 | 60 Amp DB Three Phase                | R 5,469.10  |
| E44 | 125 Amp D.B.                         | R 11,125.40 |
|     | Exhibitor Connection                 | R 273.00    |
|     | Three Phase Connection (Up to 30amp) | R 651.30    |

FAX COMPLETED FORMS TO GL EVENTS OASYS – 031 579 1256  
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PLEASE PRINT

COMPANY NAME:

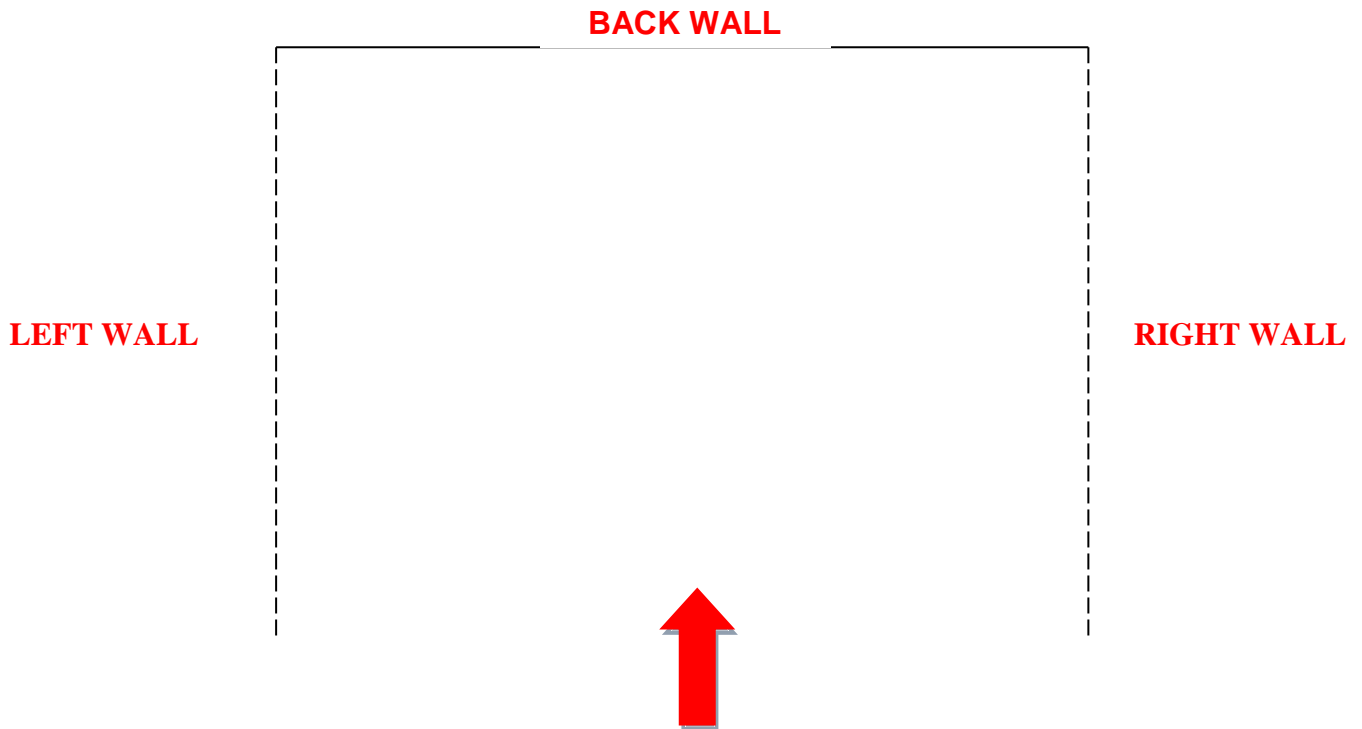
STAND NO:

Exhibitors that have the shell scheme package will automatically receive 2 x 150 watt spotlights installed in the centre behind fascia, and 1 x plug point installed at the back centre.

If your plugs point "X" or spot lights "O" are required in a different /specific position please indicate in the block below.

**IMPORTANT NOTE:**

To get power to non package and island stands it is compulsory that a single phase or 3phase distribution board be ordered. Check your agreement and contract with the organizer. Without a distribution board your stand will have NO access to power.







|                        |  |
|------------------------|--|
| <b>Company Name:</b>   |  |
| <b>Postal Address:</b> |  |
|                        |  |
|                        |  |
| <b>Co VAT Number :</b> |  |

|                   |  |
|-------------------|--|
| <b>Stand No:</b>  |  |
| <b>Area/Hall</b>  |  |
| <b>Tel No:</b>    |  |
| <b>Fax No:</b>    |  |
| <b>Email:</b>     |  |
| <b>Signature:</b> |  |

**PLEASE PRINT CLEARLY**

| CODE             | ITEM  | QUANTITY | PRICE      | TOTAL |
|------------------|---|----------|------------|-------|
| 1.               | Bamboo palm in white plastic pot 0.80 – 1.2m          |          | R 414.70   |       |
| 2.               | Bamboo palm in white plastic pot 1.2m – 1.8m          |          | R 514.80   |       |
| 3.               | Bamboo palm in white plastic pot 2 m – 3m             |          | R 621.40   |       |
| 4.               | Ficus Benjamina bush in white plastic pot 0.8m – 1.2m |          | R 414.70   |       |
| 5.               | Dracaena Massengeana in plastic holder                |          | R 514.80   |       |
| 6.               | Dracaena Warnecki in Ulundi                           |          | R 514.80   |       |
| 7.               | Lollypop Ficus in Classic pottery                     |          | R 729.30   |       |
| 8.               | Lirope in cyclone                                     |          | R 729.30   |       |
| 9.               | Mixed table bowl                                      |          | R 829.40   |       |
| 10.              | Brown Animal painted pot with Lirope                  |          | R 729.30   |       |
| 11.              | Black and white stripe with Pahira                    |          | R 729.30   |       |
| 12.              | Leopard print pot with Ficus Lollypop                 |          | R 729.30   |       |
| 13.              | Orchid in tall basket or ceramic pot                  |          | R 621.40   |       |
| 14.              | Sansaveria in pottery pot                             |          | R 514.80   |       |
| 15.              | Protea Arrangement                                    |          | R 829.40   |       |
| 16.              | Large Protea Arrangement                              |          | R 1,014.00 |       |
| 17.              | Water Feature with Landscaping Around                 |          | R 3,317.60 |       |
| 18.              | Tropical Landscaping for indoor 1m                    |          | R 1,430.00 |       |
| <b>SUB TOTAL</b> |   |          |            |       |

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|  |
|--|
|  |
|--|

**AUDIO VISUAL HIRE FORM**

|   |  |
|---|--|
| <b>Company Name:</b>                            |  |
| <b>Postal Address:</b>                          |  |
|   |  |
|   |  |
| <b>Co VAT Number :</b>                          |  |
| <b>Person Responsible<br/>For stand on site</b> |  |

|                       |  |
|-----------------------|--|
| <b>Stand No:</b>      |  |
| <b>Area/Hall</b>      |  |
| <b>Tel No:</b>        |  |
| <b>Fax No:</b>        |  |
| <b>Email:</b>         |  |
| <b>Signature:</b>     |  |
| <b>Onsite contact</b> |  |
| <b>Cell No:</b>       |  |

**SCREENS**

| SIZE | DESCRIPTION   | ACTUAL SIZE           | QTY | PRICE EXCL.<br>VAT per day | TOTAL |
|------|---------------|-----------------------|-----|----------------------------|-------|
| 42"  | PLASMA SCREEN | 1020mm x 605mm x 95mm |     | R 1,105.00                 |       |
| 50"  | PLASMA SCREEN | 1210mm x 724mm x 95mm |     | R 1,560.00                 |       |
| 60"  | PLASMA SCREEN | 1320mm x 750mm x 95mm |     | R 2,340.00                 |       |

**ACCESSORIES**

| SIZE | DESCRIPTION | ACTUAL SIZE | QTY | PRICE EXCL.<br>VAT <b>per day</b> | TOTAL |
|------|-------------|-------------|-----|-----------------------------------|-------|
| N/A  | LAPTOP      | N/A         |     | R325.00                           |       |



# CEVA Showfreight

Official Shipping Instructions and Tariff



## Routes World Forum

19-22 September 2015

Durban

### Showfreight Contacts:

Martyn White

[martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)

+44 (0) 1322 312 058



Making business flow

[www.cevalogistics.com](http://www.cevalogistics.com)



# Introduction



CEVA Showfreight are bringing their exhibition site logistics and forwarding skills to Routes World Forum as the Sole Officially Appointed freight contractor for the 2015 Durban event .

CEVA have been chosen to ensure the efficient movement of exhibits and stand fitting material whilst onsite at Routes World Forum 2015 along with the arrangement of any international or domestic freighting requirements you may have.

The following instructions are intended to assist all parties involved with keeping the operation as simple as possible and will ensure the smooth flow of freight to and from the event with the minimum of fuss.

## International Shipping Enquiries:

**Martyn White**  
+44 (0) 1322 312 058  
[martyn.white@cevalogistics.com](mailto:martyn.white@cevalogistics.com)



# Shipping Instructions



## Pre Alerts

All pre alerts should be sent to:

|                  |   |
|------------------|---|
| <b>Telephone</b> | +44 (0) 1322 312 058                          |
| <b>Fax</b>       | +44(0) 1322 312 057                           |
| <b>Contact</b>   | Martyn White (martyn.white@cevalogistics.com) |

## Shipping Deadlines:

|   |                   |
|---|-------------------|
| <b>Airfreight at Johannesburg (JNB) International Airport</b> | 08 September 2015 |
| <b>Sea Freight LCL at Durban Port</b>                         | 04 September 2015 |
| <b>Sea Freight FCL at Durban Port</b>                         | 31 August 2015    |

## Airfreight

All consignments should be sent freight prepaid to arrival Johannesburg (JNB) International Airport

## Seafreight

All consignments should be sent freight prepaid to arrival Durban Port



# Shipping Instructions



## Consigning Instructions

All consolidations should be consigned on Marine/Master Bill 'freight Prepaid' as follows:

### MAWB / MBL:

**Routes World Forum 2015**  
Richard Harper Logistics (PTY) Ltd  
88 Griffiths Road  
Jet Park, Boksburg  
1459 Johannesburg  
South Africa  
Notify: Richard Harper Logistics  
Tel: +27 (0) 82 900 1653

### HAWB / HBL:

[Exhibitor Name]  
**Routes World Forum 2015**  
[Stand Number]  
c/o Richard Harper Logistics (PTY) Ltd  
88 Griffiths Road  
Jet Park, Boksburg  
1459 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 or all cargo until all clearances are finalised. **PARTIAL RELEASE IS NOT PERMITTED.**

All Air Waybills and/or Bills of Lading should be e-mailed as soon as they are available, together with a copy of the commercial invoice, onsite contact name / telephone number and the required delivery date to the stand. If you know that the goods will be returning after the show, please indicate this on the commercial invoice.

**Shipments MUST NOT be sent DDU or DDP, but sent pre-paid up to arrival at Johannesburg International Airport or Durban port only.**

All documents **MUST** be attached to the MAWB or MBL and pre-alerts **MUST** be received 3 days prior to shipment arrival.

# Shipping Instructions



## Documentation

**Copies of all documents are required by CEVA Showfreight at least 3 working days prior to the arrival of your shipment.**

A commercial invoice is required, in English, for Customs clearance per method of entry and must be addressed as follows:

[Exhibitor Name]  
**Routes World Forum 2015**  
[Stand Number]  
c/o Richard Harper Logistics (PTY) Ltd  
88 Griffiths Road  
Jet Park, Boksburg  
1459 Johannesburg  
South Africa

**On your commercial invoice, please specify the appropriate import status:**

**PERMANENT:**

`Goods are for permanent entry to the Republic of South Africa`

**TEMPORARY:**

`Goods are for display purposes at Routes World Forum exhibition and will be returned after the close`

**CONSUMABLE:**

`Goods are for free distribution purposes at the Routes World Forum exhibition`

**Please ensure that your commercial invoice clearly states the following:**

- Country of origin
- Confirmation that the packing conforms to South African Regulations
- Tariff heading(s)/ H.S. Codes
- Serial numbers
- Commodities are itemised and valued individually

**Please note:**

Everything has a value. Consumables should show a true value `For Customs purposes only`



# Shipping Instructions



## Case Marking

All cases should be clearly marked as follows:

[Exhibitor Name]  
[Stand Number]  
Routes World Forum 2015  
ICC, Durban, South Africa  
Case No: (Tallied with your packing list)  
Gross Wt:..... Nett Wt:.....  
Dimensions:.....x.....x.....cms

Please ensure that suitable packaging is used for your shipment. Exhibits will be in transit for long periods, both to and from the exhibition and cartons will not withstand the constant handling which takes place during transshipment.

## Courier Shipments

We discourage the use of Courier Services for the despatch of your material to the exhibition. Should you decide to use a courier service for your shipment, please ensure that the shipment is sent 'DDP' ensuring that all South African customs formalities are dealt with by your chosen courier and the charges are billed back through your courier account. Shipments should be consigned directly to your stand at the venue address. Charges will apply to your courier shipment as per our tariff.

CEVA Showfreight accept no responsibility for courier shipments which are delayed or do not arrive at the venue.

## Road Freight Deliveries

Deliveries direct to the Exhibition Venue for unloading should be addressed as follows:

[Exhibitor Name]  
[Stand Number]  
c/o CEVA Showfreight  
Routes World Forum 2015  
45 Bram Fischer Road  
4001 Durban  
South Africa

Deliveries should arrive at the venue on the day that they are required on the stand. Deliveries will be unloaded direct to the stand unless specifically instructed otherwise. Deliveries arriving prior to tenancy for Routes World Form will be turned away.



# Shipping Instructions



## Payment of charges

Unless freight is routed via one of our appointed agents we require full payment of our charges, as advised by us, prior to the last day of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance via bank transfer or alternatively on-site with cash or a credit card for the full amount.

|                                  |                 |                        |
|----------------------------------|-----------------|------------------------|
| <b>National Westminster Bank</b> | Account Name:   | CEVA Showfreight       |
| <b>Birmingham City Branch</b>    | Account Number: | 71793674               |
| <b>1st Philips Place</b>         | Sort Code:      | 60-02-35               |
| <b>Birmingham</b>                | IBAN: GB57      | NWBK 6002 3571 7936 74 |
| <b>B3 2PP</b>                    | BIC (Swift):    | NWBK GB 2L             |

**Bank payments will incur a £15.00 fee**  
**Credit card payments will incur a 3% fee**

## Insurance

Unless specifically insured CEVA Showfreight is not responsible for any loss, pilferage or damage whilst goods are left unattended on your stand. We will endeavour to deliver / collect your goods to/from your stand when requested, however this cannot be guaranteed. We therefore strongly recommend that your shipment is fully insured for all risks to include transit to and from the exhibition and also during build-up, open period and break-down.

**Transit Insurance can be provided upon request. Please contact the CEVA Showfreight for a quotation.**

All work is carried out under our standard terms and conditions a copy of which is on the last page of this document. .



# International Freight Tariff



## Customs

|  |                                   |
|--|-----------------------------------|
| Temporary/Permanent Import customs clearance   | £150.00 per entry / consignment   |
| Permanent/Consumable Customs Clearance         | £150.00 per entry / consignment   |
| Additional Tariff Heading Line Items per Entry | £3.50 per heading                 |
| ATA Carnet Entry                               | £150.00 per consignment           |
| Customs Examination                            | £125.00 per consignment           |
| Temporary import bond fee                      | 4% of CIF value (minimum £150.00) |
| Customs Intervention Fee – per Entry           | £85.00 per Exhibitor/Shipment     |
| Duty / VAT                                     | At cost plus 10% disbursement fee |
| Brokerage Fee, based on amounts disbursed      | 6% (Minimum £85.00)               |

## Airfreight

- From arrival Johannesburg Airport (JNB) to delivered advanced warehouse.
- Excludes Airline handling and Airport storage.

|                            |                              |
|----------------------------|------------------------------|
| Price per kg               | £1.70 per kg (minimum 150kg) |
| Airline Handling           | £0.30 per kg (minimum 300kg) |
| Airport Warehouse Handling | £0.30 per kg (minimum 300kg) |

## Ocean Freight

- From arrival Durban Port to delivered advanced warehouse.
- Excludes port handling and consolidator charges.

|                                  |            |  |
|----------------------------------|------------|--|
| LCL Freight                      |            | £175.00 per Cubic Metre (Minimum 3 cbm)  |
| FCL 20ft                         |            | £150.00 per Cubic Metre (Minimum 20 cbm) |
| FCL 40ft                         |            | £150.00 per Cubic Metre (Minimum 40 cbm) |
| Terminal Handling                | LCL        | £20.00 per W/M                           |
|                                  | FCL – 20ft | £290.00 per container (each way)         |
|                                  | FCL – 40ft | £466 per container (each way)            |
| Container Restitution/Collection | 20ft       | £200.00 per container                    |
|                                  | 40ft       | £466.00 per container                    |

# International Freight Tariff



## Ocean Freight - continued

| Craneage for grounding / reloading of containers: |         |
|---|---------|
| 20' Loaded  | £300.00 |
| 40' Loaded  | £400.00 |
| 20' Empty   | £200.00 |
| 40' Empty   | £280.00 |

## Onsite

|  |  |
|--|--|
| Advanced Warehouse Handling                            | £0.25 per kg (Minimum 300 kgs)         |
| Unloading / Reloading / delivery to / from stand       | £0.20 per kg (Minimum 300 kgs)         |
| Labour to assist (unskilled)                           | £60.00 per man hour (minimum 2 hours)  |
| Collection / storage / redelivery of empty cases       | £35.00 per cubic metre (minimum 3 cbm) |
| Courier Shipments – Receive/ Register/Deliver to stand | £50.00 per shipment (upto 50 kgs)      |

## Export Customs

|                                       |                         |
|---------------------------------------|-------------------------|
| Cancellation of Temporary Import Bond | £125.00 per consignment |
| ATA Carnet Sign Out                   | £150.00 per consignment |
| Re-export customs clearance           | £150.00 per consignment |
| Export Customs Examination            | £125.00 per consignment |
| Ocean Bill of Lading Fee              | £125.00 per consignment |
| Airway Bill Fee                       | £75.00 per consignment  |



# International Freight Tariff



## Additional Information

**Agency & Intervention fee / Communication costs £130.00 per consignment (All orders)**

*Items in **Bold** carry a 50% surcharge if carried out before 0800 or after 1800 on weekdays, or on weekends.*

*All bookings received after 04th September 2015 will incur a 25% surcharge*

*For Airfreight purposes 1 cubic metre is equal to 167 kgs.*

*For onsite services 1 cubic metre is equal to 300 kgs*

Tariff is based on a currency conversion as of 1/1/15 of £1 = \$1.60

## Booking Deadline Date: 04<sup>th</sup> September 2015





- 1. DEFINITIONS:**  
In these Terms and Conditions:  
"Company" means CEVA Logistics Limited trading as CEVA Showfreight.  
"Consignment" means the goods, whether in one or more packages accepted by the Company for transportation from one address to another address.  
"Customer" means the party requesting the Company to provide the Services.  
"Conditions" means these standard terms and conditions.  
"Contract" means this contract for the provision of the Services.  
"Exhibition" means an exhibition or other event in respect of which Services are to be provided.  
"Price" means the price to be paid by the Customer stated on the face of this Contract and payable in accordance with the payment schedule for the Services set out.  
"Services" means the services to be provided to the Customer by the Company.  
"Specification" means the written specification for services, if any, agreed between the parties and attached to these Conditions in relation to an Exhibition and which shall form part of the Contract.
- 2. BASIS OF THE CONTRACT**  
2.1 The parties contract for the provision of the Services only under these Conditions  
2.2 No variations to these Conditions or the Specification shall be binding unless agreed in writing between duly authorised representatives of the Company and Customer  
2.3 No agent or employee other than a director or secretary of the Company has authority to make any representation or give any warranty about the Company's business or services  
2.4 Any representation made or warranty given by the Company's directors or secretary shall not be binding unless and until confirmed in writing. In entering into this Contract the Customer acknowledges that it does not rely on, and waives any rights in respect of, any representation or warranty not properly confirmed in writing  
2.5 The Customer acknowledges that in entering into this Contract, the Company relies on the accuracy of the information supplied by the Customer including the Specification if any
- 3. PROVISION OF THE SERVICES**  
3.1 The Company may operate at its absolute discretion as freight forwarder or agent of the Customer in respect of the Services. The Company shall only be obliged to provide as principal contractor or agent the Services set out in this Contract  
3.2 The Company shall only be deemed to operate as the principal contractor in respect of those Services which it undertakes directly. In all other circumstances, the Company is the agent of the Customer and all contracts relating to the Services shall be entered into directly between the Customer and the other party
- 4. THE COMPANY ACTING AS AGENT FOR THE CUSTOMER**  
Where the Company acts as agent for the Customer in accordance with Condition 3.2, the following provisions shall apply:-  
4.1 The Company shall have the right to do all things necessary or incidental to procure the provision of the Services to the Customer including entering into contracts on behalf of the Customer, so as to bind the Customer by such acts and contracts in all aspects  
4.2 The Company shall be entitled to retain all commission paid to it as a result of acting as agent for the Company
- 5. CUSTOMER'S WARRANTIES**  
The Customer warrants and represents that:  
5.1 it is either the owner or the authorised agent of the Owner of the goods or organiser of an Exhibition in each case with the authority of the owner to accept these Conditions on the owner's behalf  
5.2 If it is provided in the Specification that the Company is to be responsible for loading, unloading, assembly and/or disassembly of any exhibit, stand or other item at or for an Exhibition, the Customer warrants that:-  
5.2.1 it shall give to the Company all necessary instructions in writing regarding the procedures to be followed in respect of the assembly or disassembly  
5.2.2 the facilities at the Exhibition will be of a sufficient standard to allow the Company to complete the loading/unloading/assembly and/or disassembly within the time limits set out in the Specification  
5.3 If the packaging of the consignment has been undertaken by a party other than the Company the customer warrants that:-  
5.3.1 the Consignment will be safely secured and properly packed and labelled and will be fit and safe to be carried or stored and comply with all statutory or other regulations for carriage by road, air or sea and for mechanical handling and sorting as maybe in force from time to time  
5.3.2 it shall make a complete written declaration of the nature and contents of the Consignment and in particular (but without limitation) will declare whether the Consignment contains any noxious, dangerous, hazardous, infested, contaminated or fragile goods  
5.4 If the Consignment is to be imported or exported, the Customer shall verify that all necessary import/export regulations have been complied with and shall provide to the Company all necessary documentation relating to the Consignment including without limitation all documentation and information (including the VAT identity numbers of the Customer and Consignee) necessary to satisfy customs and excise authorities in the United Kingdom and the Country of origin or destination  
5.5 The Company is not responsible for any fulfilment of customs formalities and/or payment of costs in respect thereof. Nevertheless, to the extent that the Company may voluntarily assist in the fulfilment of customs formalities, such assistance will be rendered the sole risk and responsibility of the Customer, who shall reimburse any costs incurred by the Company and indemnify the Company against, and hold it harmless from any claims in respect thereof, if not paid by the consignee or other person  
5.6 The Company is not responsible for the packaging of any consignment but if in any individual case the company agrees to provide suitable packaging this will be provided at the cost of the Customer  
5.7 The Customer warrants that all information and documentation supplied by it to the Company including VAT identity numbers of the Customer and the Consignee (E.C. only) will be accurate and complete in all respects and will not omit any material facts  
5.8 The Customer indemnifies the Company at all times against all penalties, claims, costs, damages, expenses and losses howsoever arising in respect of the carriage or storage of any noxious, dangerous, hazardous, infested, contaminated or fragile goods whether or not the Consignment is declared as such  
5.9 The Customer indemnifies the Company against all penalties, claims, costs, damages, expenses and loss howsoever arising from the breach by the Customer of any warranty or representation herein contained  
5.10 It is the Customer's responsibility to provide or arrange for the provision of all plant power or labour required in addition to the Company's employees to load or unload the Consignment. The Company shall have no liability for any act or omission of the Customer's employees or Agents. Notwithstanding the foregoing, the Company may at the Customers' request provide plant power or labour at an additional cost.  
5.11 The customer shall ensure that each Consignment will be properly and securely packaged, fit for transportation and in accordance with all relevant rules and regulations of the origin and destination countries and in accordance with carrier requirements  
5.12 It is the responsibility of the Customer to ensure the company are given full details of any items that may be subject to export licence at the time of booking. The Customer must supply supporting documents and/or licences prior to movement of the freight.
- 6. INSPECTION OF CONSIGNMENT BY THE COMPANY**  
6.1 The Company shall have the right to undertake all reasonable inspections of the Consignment prior to or during loading unloading or during transit. Such inspections may include without limitation physical inspection of the goods and inspection by electronic methods including x-ray  
6.2 The Customer shall give prior written notice to the Company if it has reason to believe that any reasonable inspection that may be carried out, by the Company or otherwise, will harm any part of the Consignment in any way. The Company shall have no liability for any loss or damage arising from the failure of the Customer to comply with this requirement
- 7. PRICE AND PAYMENT**  
7.1 The Customer shall pay the Price plus applicable Value Added Tax in accordance with the payment schedule set out in the Contract, otherwise on immediate receipt of invoice. Payment shall be made without deduction and shall not be withheld or deferred on account of any claim, counterclaim or set-off. Import duties (if any), VAT and other related charges are payable by the Customer in advance of the Company having to make payment of the same.  
7.2 If the Customer fails to make any payment on its due date then without prejudice to any other right or remedy available to the Company, the Company shall be entitled to:  
7.2.1 suspend the provision of the Services to the Customer  
7.2.2 charge the Customer interest (both before and after any judgement) on the amount unpaid, at the rate of 4% per annum above Barclays Bank base rate until payment is made in full  
7.3 In the event that the Company is delayed at any premises at which it is to provide any of the Services in excess of 3 hours through no fault of the Company, it may charge the Customer its reasonable additional charges in respect of such delay  
7.4 The Company's charges are calculated in pounds sterling. Accordingly, services invoiced in a foreign currency at the client's request are based on exchange rates in force at the time of invoice and are liable to surcharge in the event of fluctuation  
7.5 The Customer is responsible for the payment of all duties and taxes payable in respect of the Consignment or any part thereof and accordingly shall indemnify and keep indemnified the Company from and against any claims in respect of the same, including in respect of any fines or interest payable
- 8. LIMITATION OF LIABILITY**  
8.1 The Company's liability under these Conditions shall be in lieu of any warranty or conditions implied by law as to the quality or fitness for any purpose of the Services and save as specifically provided for in these Conditions it shall not be liable by reason of any breach of contract or statutory duty or by reason of tort (including but not limited to negligence) for any loss of profit, loss of use, loss of production, loss of contracts or for any financial and economic loss for any direct or indirect or consequential loss or damage whatsoever  
8.2 The Company is not a common Carrier and the Company reserves the right to refuse the carriage of any goods at its discretion  
8.3 The Company shall not be liable to the Customer or be deemed to be in breach of these Conditions by reason of any delay in performing, or failure to perform, any of the Services or any part thereof if the delay or failure was due to any cause beyond the Company's reasonable control. Without prejudice to the generality of the foregoing, the following shall be regarded beyond the Company's reasonable control.  
8.3.1 any act of God including adverse weather conditions  
8.3.2 any consequence of war, invasion, act of foreign enemy, hostilities (whether war be declared or not), civil war  
8.3.3 any act of terrorism  
8.3.4 rebellion, insurrection, military or usurped power or confiscation, requisition, destruction of or damage to property or under the order of any governmental or public or local authority  
8.3.5 any seizure under legal process  
8.3.6 any act or omission of the Customer or those for whom he contracts or of the servants or agents of either  
8.3.7 any inherent liability to wastage in bulk or weight, latent defect or inherent defect vice or natural deterioration of the goods  
8.3.8 the inadequate or improper packing of the whole or part of the Consignment  
8.3.9 the insufficient or incorrect labelling or addressing of the Consignment by the Customer  
8.3.10 any riots, civil commotion, lockouts, general or partial stoppage or restraint of labour for whatever causes  
8.4 Any claim brought by the Customer must be received in writing within 7 days of delivery of the Consignment  
8.5 The Customer shall indemnify the Company against all duties, taxes, payments, fines, expenses, losses, damages (including physical damage) and liabilities in excess of the liability of the Company in accordance with these Conditions, suffered or incurred by the Company in the performance of its obligations under any contract to which these Conditions apply, including any liability to indemnify any other person against claims made against such other person by the Customer or by the Owner  
8.6 No insurance will be effected except upon express instructions given in writing by the Customer and all insurances effected by the Company are subject to the usual exceptions and conditions of the policies of the insurance company or underwriters taking the risk. The Company shall not be under any obligation to effect a separate insurance on each consignment but may declare it on an open or general policy. Notwithstanding that the premium on the policy may not be the same as that charged by the Company to the Customer, the Company shall in no circumstances incur liability as insurer, and if for any reason the insurers dispute liability the Customer shall have recourse against the insurers only, however, this provision shall not detract from the rights of the Customer against the Company in respect of any negligence on the part of the Company in effecting insurance  
8.7 The Customer shall be responsible at all times for the security of the Consignment including at an Exhibition. Accordingly, the Company shall have no responsibility or liability for any Consignments left unattended at an Exhibition.
- 9. MONETARY LIMIT OF LIABILITY OF THE COMPANY AS THE CARRIER**  
9.1 Carriage hereunder is governed by the Uniform Rules for a Combined Transport Document (Publication 298 of the International Chamber of Commerce, Paris, November 1975) and is subject to the following Convention(s) compulsorily applicable at the date of acceptance of the Goods by the Customer:  
(i) Carriage by air is governed by the Warsaw Convention 1929, as amended if applicable  
(ii) Carriage by road is governed by the Convention of the Contract for the International Carriage of goods by Road (CMR) as amended 1956  
(iii) Carriage by sea is governed by the International Convention for the Unification of Certain Rules of Law relating to Bills of Lading 1924 as amended by the Hague-Visby Rules and SDR Protocols of 1968 and 1979 respectively  
(iv) Carriage by rail is governed by the Convention concerning International Carriage by Rail (COTIF) and Appendix B to this Convention, the Uniform Rules concerning the contract for International Carriage of Goods by Rail (CIM), Berne, 9th May 1980  
Where none of the above Conventions apply compulsorily to the services by the company such services shall be performed subject to British International Freight Association (BIFA) Standard Trading Conditions 2004
- 10. COMPANY ACTING AS A BOOKING AGENT OF THE CUSTOMER**  
10.1 If the Company as agent of the Customer makes any bookings for courier services, the Company shall have no liability in respect of the same and the Customer acknowledges that its sole recourse is to the courier company concerned
- 11. UNDELIVERED OR UNCLAIMED GOODS**  
11.1 If the Company is unable to deliver the goods (or any part thereof) the Company shall be entitled to store the goods or any part thereof at the sole risk and expense of the Customer. The Company shall give written notice ("the Notice") to the Customer advising the Customer that it has the goods and, in the event of the Customer being unable to facilitate delivery thereof, advising the Customer from where the goods may be collected  
11.2 If the Customer fails to take delivery of the goods or provide alternative delivery or disposal instructions within 28 days of service of the Notice, the Company shall have the right to sell the undelivered goods as if it were the absolute owner and to pass unencumbered title to the purchaser  
11.3 The Company shall be entitled to deduct from the proceeds of sale:  
11.3.1 any outstanding costs incurred by the Company in providing the Services  
11.3.2 any interest accrued on the outstanding costs of Services  
11.3.3 any other costs associated with the failure to deliver the goods (for example, storage charges)  
11.3.4 all reasonable costs and expenses incurred in relation to the sale of the goods  
11.3.5 VAT, where applicable  
11.4 After the deduction of all sums under Clause 11.3, the Company shall account to the Customer for the net proceeds of sale
- 12. GENERAL**  
12.1 The Company shall be entitled to carry out its obligations under the Contract through any agents or sub-contractors appointed by it in its absolute discretion  
12.2 This Contract contains the entire agreement between the parties regarding the subject matter hereof  
12.3 Any notice to be given under this Contract shall be given in writing and sent by first class prepaid mail to the address of the other party set out on the face of the Contract and shall be deemed served on the 2nd working day after posting  
12.4 Failure by the Company to exercise or enforce any rights conferred upon it under these Conditions shall not be deemed to be a waiver of any such rights or operate so as to prevent the exercise thereof at any time  
12.5 This Agreement shall be governed by and construed in all respects with the laws of England and the parties submit to the exclusive Jurisdiction of the English Courts

**AUDIO EQUIPMENT, ENTERTAINMENT AND NOISE LEVEL APPROVAL**

This section of the Exhibitor Manual acts as formal notification that by contracting to a stand at Routes, you, the Exhibitor, are obliged to comply with the following Audio Equipment and Noise Level Regulations.

It is imperative that all of the following regulations are understood and complied with. If these are not followed then the Organiser, have the right to prohibit you, the exhibitor, from exhibiting. This may include, but not be limited to, cutting power to the stand for a period of time; the confiscation of product or equipment; or prohibition from exhibiting in the future.

**Audio Equipment and Noise Level Regulations:**

1. Exhibitors wishing to undertake activities of any kind on their stand need to notify the Organiser in writing by completing the form below.
2. Exhibitors need to ensure they provide detailed plans showing the location of their AV equipment on their stand plans.
3. Exhibitors need to ensure all speakers are placed no higher than 2m from the ground.
4. Exhibitors need to ensure all speakers are inward-facing into their stand.
5. All music and noise needs to be no louder than 50 decibels. If the noise level goes above 50 decibels the Organiser reserves the right to cut the power to your stand for 30 minutes.
6. Entertainment on stands will only be permitted at the following times:

Sunday 20<sup>th</sup> September 13:00 – 13:50  
 15:50 – 16:10

Monday 21<sup>st</sup> September 13:00 – 13:50  
 15:50 – 16:10

Tuesday 22<sup>nd</sup> September 13:00 – 13:50  
 15:50 – 16:10

7. Routes would also ask that all exhibitors minimise noise and show appropriate respect to the formal speeches during the Monday and Tuesday Lunches.

In order for us to be satisfied that you have read and understood the above we kindly ask you to acknowledge as such by signing and returning this notification to [worldroutes.operations@ubm.com](mailto:worldroutes.operations@ubm.com) by **7<sup>th</sup> August 2015**

**Declaration**

Contact Name.....

Exhibitor Name.....

I duly acknowledge and understand the above Audio Equipment and Noise Level Regulations in relation to my participation at World Routes 2015.

**SIGNATURE:**.....

**PRINT NAME:** .....

**COMPANY:**.....



## STAND ACTIVITIES AND DEMONSTRATIONS

You are required to notify the Organisers of any activities or demonstrations taking place on your stand at the exhibition. Please list all activities and demonstrations below, if you require any further information please contact the Operations Team on [worldroutes.operations@ubm.com](mailto:worldroutes.operations@ubm.com)

|  |  |
|--|--|
| Will you have entertainment on your stand?                                       | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, please give <b>full details</b> of what entertainment you will have and who will be involved:<br><br>What times will the entertainment be scheduled for:   |
| Will you have live music and musical instruments played on your stand?           | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, please give <b>full details</b> of what live music and musical instruments will be played and who will be involved:<br><br>What times will the live music be scheduled for:  |
| Will you have performances on your stand?  | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, please give <b>full details</b> of the performances and who will be involved:<br><br>What times will the performances be scheduled for:  |
| Will you have any live animals on your stand?                                    | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, please give <b>full details</b> of the animals on your stand and who will be involved in their handling:<br><br>CONTACT NAME OF HANDLER:<br>CONTACT PHONE NUMBER OF HANDLER:<br><b>Please attach handlers certificate of insurance when submitting this declaration.</b> |
| Will you be providing free of charge beauty treatments or massage on your stand? | <input type="checkbox"/> Yes <input type="checkbox"/> No<br>If yes, please give full details of what treatments are being offered and who will be providing them:<br><br><b>Please attach therapists certificate of insurance when submitting this declaration, if required.</b>   |
| At any point will audiences be invited   | <input type="checkbox"/> Yes <input type="checkbox"/> No   |

|   |  |
|---|--|
| <p>to participate?</p>  | <p>If yes, please give full details of the activities the delegate will be required to perform below:</p>  |
| <p>Will you have any celebrity guests?<br/>e.g. celebrity chef, TV personality, sports personality, etc</p> | <p><input type="checkbox"/> Yes <input type="checkbox"/> No<br/>If yes, please complete the information below:<br/>Celebrity name:<br/><br/>Dates and times on your stand:<br/><br/>Celebrity activity (i.e. hosting a prize raffle, book signing, etc):<br/><br/>What security protocol must be followed:</p>   |
| <p>Will you have a water feature on your stand?</p>   | <p><input type="checkbox"/> Yes <input type="checkbox"/> No<br/>If yes, please give <b>full details</b> below:</p>   |
| <p>Have you ensured that all water features are treated for Legionella?</p>                                 | <p><input type="checkbox"/> Yes <input type="checkbox"/> No<br/>If yes, please explain what measures you have taken:</p>   |
| <p>Will you be using any cooking facilities on your stand?</p>  | <p><input type="checkbox"/> Yes <input type="checkbox"/> No<br/><br/>If yes, is please tick which type of oven/hob is being used:<br/><input type="checkbox"/> Gas <input type="checkbox"/> Electric</p>   |
| <p>Have you ordered water &amp; waste for your stand?</p>   | <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>  |
| <p>Other activities taking place on your stand:<br/><br/>Please tick as many applicable</p>                 | <p><input type="checkbox"/> Alcohol sampling<br/><input type="checkbox"/> Animals<br/><input type="checkbox"/> AV<br/><input type="checkbox"/> Award Ceremonies<br/><input type="checkbox"/> Balloons<br/><input type="checkbox"/> Children<br/><input type="checkbox"/> Dangerous exhibits i.e. knives, weapons and tools<br/><input type="checkbox"/> Food and drink sampling<br/><input type="checkbox"/> Inflatable Structures<br/><input type="checkbox"/> Laser products<br/><input type="checkbox"/> Music<br/><input type="checkbox"/> Naked flames and pyrotechnics<br/><input type="checkbox"/> Objects of high value i.e. FA Cup<br/><input type="checkbox"/> Performers<br/><input type="checkbox"/> Prize Draw<br/><input type="checkbox"/> Product Presentations<br/><input type="checkbox"/> Vehicles</p> |

|  |   |
|--|---|
|  | <input type="checkbox"/> Other, please give full details below: |
|--|---|

Please note:

- Demonstration areas must be indicated on your stand plans and, where necessary must include soundproofing within the construction of your stand.
- All exhibitors undertaking demonstrations on-stand must complete a Risk Assessment (RA) for the exhibition. This must cover all activities taking place on the stand during the open period of the exhibition. You must be able to produce your Risk Assessment on site if called upon to do so, this will also need to be submitted to the Organiser prior to the exhibition for approval.
- Failure to produce a Risk Assessment on request will result in all affected activity ceasing until a Risk Assessment has been completed to the satisfaction of the Organiser. Please be aware that spot checks will take place throughout the show open period.
- A step-by-step guide to Risk Assessments is available within the Exhibitor Manual, and for further assistance contact your own company Health & Safety Officer or the HSE Website [www.hse.gov.uk/contact](http://www.hse.gov.uk/contact)
- This information may also be used to gain extra pre show publicity via your company. Please tick here if you do not wish for this information to be passed to the Visit Me Team

THIS FORM SHOULD BE RETURNED BY 7<sup>TH</sup> AUGUST 2015 TO MARION GAUTHIER [WORLDROUTES.OPERATIONS@UBM.COM](mailto:WORLDROUTES.OPERATIONS@UBM.COM)

# CONTACT US

## Routes Contacts

### Operations Manager

Marion Gauthier

worldroutes.operations@ubm.com

### Operations Executive

Ruth Hurley

worldroutes.operations@ubm.com

### Registration

eventregistration@routesonline.com

Visit [routesonline.com](http://routesonline.com) for further event information

## Official Contractor

### Oasys / GL Events

Dominique Parmee

dominiquep@oasys.co.za

+27 (0)83 779 7758

## Recommended Contractors

### Expo Solutions

Lauren Marot

lauren@exposolutions.co.za

+27 31 304 2309

### Scan Display

Paul Robberts

pauljhb@scandisplay.co.za

+27 72 444 1949

## Other Contacts

### Durban ICC

Catering / IT / Parking

Ncamisile Mhlangu

ncamisilem@icc.co.za

### CEVA Showfreight

Freight Forwarding & Material Handling

Martyn White

martyn.white@cevalogistics.com

+44 (0)121 782 8888

### Events in Focus

Hotel Accommodation

Randy Wright

rwright@eventsinfocus.net

+44 (0)207 902 7760

### Event Assured

Insurance

mail@event-assured.com

+44 (0)1376 330 624



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