100%design®
south africa

EXHIBITOR MANUAL

7 - 11 AUGUST 2019

HALL 1, GALLAGHER
CONVENTION CENTRE

Organised by:

Reed Exhibitions

Show partners:

decorex sa joburg

PLAT FOR M

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ORGANISED BY
Reed Exhibitions (Pty) Ltd
Reed Place, Building 1, Culross on Main
Office Park, 34 Culross Road
Bryanston
PO Box 1597, Kelvin, 2054
VAT No 442 0178131

VENUE
Gallagher Convention Centre – Hall 1
19 Richards Drive, Halfway House
Midrand, 1685

DATES + TIMES
Wednesday 07 August | 10:00 – 18:00
Thursday 08 August | 10:00 – 18:00
Friday 09 August | 10:00 – 18:00
Saturday 10 August | 10:00 – 18:00
Sunday 11 August | 10:00 – 18:00

SHOW TEAM

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ONLINE
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Welcome

On behalf of the entire team at Reed Exhibitions, we would like to thank you for participating in the 2019 edition of **100% Design SA 2019**, taking place between 07 and 11 August 2019 Gallagher Convention Centre.

PRE-SHOW
Please review the manual in its entirety as it has been designed to support you with the ordering of services required for your participation at the show. Please share the manual and service order forms with your appointed stand builder and/or staff responsible for the set-up of your stand.

If you have any questions or require assistance with pre-show planning, please feel free to contact a member of the show team below. For information on how to enhance your exposure at the show including sponsorship opportunities, print and digital advertising or onsite promotions, contact the marketing department on +27 11 549 8300 or email Zoe van Niekerk on zoe.vanniekerk@reedexpoafrica.co.za.

On signature of your exhibitor contract, you will have received a "getting to know your exhibitor form" as a PDF document to complete. If you have not done so yet, please ensure that you have completed this information before coming onsite. If you have not completed the form, please get in touch with your sales rep.

POST SHOW
At Reed Exhibitions we pride ourselves on being innovative and responding to the needs of the markets and we develop our shows based on feedback from our valued exhibitors. Our ambition is to further our expertise and improve the show, so we will be presenting you with a survey at the end of the show, which will give us valuable insights into your business objectives and needs. The survey includes a number of questions but the most valuable to us is whether you would promote the show to a colleague or a friend. We call this the Net Promoter Score.

80% of referrals in business are from word of mouth, so the NPS is a crucial metric for us to understand if we are producing a show that our exhibitors find valuable and beneficial enough to promote to their peers. The question is posed as a rating between 0 and 10, you need to know that ratings of 9 or 10 are considered to be that you would refer the show to a friend or colleague, and ratings under 6 are considered not likely to promote it, and the final category is ratings of 7 and 8 are indecisive. We hope that you will take the time to complete the survey after the show so that we are able to improve the value it has to your business and other business for future shows.

Thank you again for your participation; we look forward to seeing you in August.

Sian Cullingworth
Portfolio Director
Sian.Cullingworth@reedexpoafrica.co.za
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PAYMENTS

All stands must be paid in full by **Friday 12 July**.
Exhibitors may not commence with build-up unless payment has been received in full, all compulsory forms have been completed and the exhibitor welcome pack has been collected from the Organisers Office.

Account Holder	Reed Exhibitions (Pty) Ltd.
Bank	First National Bank
Branch Name	Wierda Valley
Branch Code	260 950
Account Number	5448 0058 147
Swift Code	FIRNZAJJ

Note - Please use your account number/company name as reference followed by the exhibition name.

EVENT SCHEDULE

BUILD-UP
Hall 1 Only

	Saturday 3 August	Sunday 4 August	Monday 5 August	Tuesday 6 August
Floor space	**No build-up access**	Day 1 | 08:00 – 20:00	Day 2 | 08:00 – 20:00	Day 3 | 08:00 – 18:00
Shell Scheme / Custom Walling + 100% Talent	**No build-up access**	**No build-up access**	Day 1 | 08:00 – 20:00	Day 2 | 08:00 – 18:00

The services desk will be operational from 08:00 – 18:00 on Sunday 04th and Monday 05th August 2019 and from 08:00 – 20:00 on Tuesday 06th August 2019.

SHOW

- Wednesday 07 August 2019 10:00 – 18:00
- Thursday 08 August 2019 10:00 – 18:00
- Friday 09 August 2019 10:00 – 18:00
- Saturday 10 August 2019 10:00 – 18:00
- Sunday 11 August 2019 10:00 – 18:00

Please note: **Access from 08:00; re-stocking until 09:00**

BREAKDOWN

SUNDAY 11 August 2019
18:30 – 24:00

- The integrity of the show is based on stands being open during show hours; exhibitors will not be allowed to leave with their goods prior to the show closing at **18:00** on **Sunday 11 August 2019**.
- Equipment hired from external suppliers will be collected from **18:30**.
- Vehicles will only be allowed into the loading bays once the stand has been completely disassembled and goods are ready to be loaded into the vehicles.
- Breakdown is an extremely high-risk period for theft and exhibitors are advised to be on their stands until all goods have been removed.

MONDAY 12 August 2019
00:00 – 18:00

- Equipment hired from external suppliers will be collected by **12:00**.
- Vehicles will only be allowed into the loading bays once the stand has been completely disassembled and goods are ready to be loaded into the vehicles.
- Breakdown is an extremely high-risk period for theft and exhibitors are advised to be on their stands until all goods have been removed.
- All stands to have cleared the hall by **18:00 on Monday 12 August 2019.**

Whilst measures are put in place to secure the venue, neither the Organisers, appointed contractors and sub-contractors, nor the venue will be held responsible for loss or damage to exhibitor property or for any injury to exhibitors or their appointed contractors and sub-contractors during this period.

CONTRACTOR REGULATIONS

- Operating vehicles/lifting equipment without prior qualification or license or certification is prohibited.
- Improper use of vehicles/lifting equipment without proper training and authority is prohibited.
- Hooking up to utilities without permission is prohibited.
- Fighting or endangering physical welfare of personnel is strictly prohibited.
- Possession and/or use of alcoholic drinks or non-prescription drugs is prohibited.
- Bringing weapons or firearms onto facilities is prohibited.
- Smoking in non-designated smoking areas is prohibited.
- Theft and gambling behavior would obligate an immediate dismissal and is prohibited.

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SITE REGULATIONS

CERTIFICATE OF COMPETENCE
The law requires that operators of certain types of equipment must have a current certificate of competence or license (e.g. for forklift/scissor lift and cherry picker usage) and the contractor and/or sub-contractor must have the required license in their possession at all times.
No reckless driving will be tolerated.

CUTTING & GRINDING
No cutting or grinding will be permitted in the venue.

EMERGENCY EVACUATION & EXITS
The contractor must be responsible in ensuring that he/she is familiar with the venue's evacuation procedure and this has been explained to all his/her employees.
Emergency exit doors, escape routes, walkways and stairways must remain free from obstruction at all times.

ENVIRONMENTALLY CONSCIOUS
- All fluorescent tubes, waste, building rubble and glass must be taken to the waste area for disposal.
- To avoid spillages, fuel or chemicals must be stored appropriately.
- To prevent pollution all spillages/leakages must be reported immediately.
- No chemical waste is to be discarded in the storm water drains.
- Appropriately marked bins are strategically positioned to prevent littering and assist onsite separation.

FIRE FIGHTING EQUIPMENT
Fire-fighting equipment must be easily accessible at all times.

FIRE REGULATIONS
- Advance notification of the intent to use a smoke machine or hazer must be given.
- Equipment which produces heat, smoke or open flames as an integral part of the product demonstration must receive written approval from the appointed safety officer.
- No liquid petroleum is permitted inside the venue.
- Hessian/Thatch/Straw/Draping is a fire hazard and should be treated with a fire retarding compound.
- No crepe paper, corrugated paper, cardboard, PVC sheeting is permitted (except on the floor to prevent damage to carpets).
- Polystyrene products will not be permitted unless treated with a fire retarding compound. A certificate must be submitted.

GAS USAGE
No gas bottle(s) larger then 9kg is allowed on a stand. A temporary storage cage must be arranged.

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

HOUSE RULES
- 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.
- Waste material is to be disposed of in the proper manner.
- Rigging of lights and trussing needs to be accompanied by the necessary structural engineer certification.
- All equipment, fittings and materials are subject to inspection.
- The following is not permitted inside the venue:
  - Spray painting
  - Welding
  - Angle grinding
  - Cutting of timber

LOADING & OFF-LOADING OF MATERIALS
- Vehicles must be parked in a safe manner and must not create obstruction or danger to passing vehicles / pedestrians.
- Proper lifting equipment must be utilised when hoisting.
- Items are to be securely lashed to the vehicle prior to departure.
- The appropriate protective wear and equipment must be used.

OVERHEAD WORKING
The following measures must be undertaken prior to and during overhead work:
- A hazardous work permit is to be obtained before overhead work may commence.
- The area must be cordoned off and the appropriate signs are to be displayed.
- Personal protective clothing/equipment must be used.
- Tools and other materials may not be thrown to the ground.

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PERSONAL PROTECTIVE EQUIPMENT

- Appropriate personal protective equipment must be used at all times.
- Access into the venue will not be allowed if the safety equipment criteria has not been met.
- The following items may be required based on the tasks being conducted:
  - Eye protection and hard hats
  - Full body safety harness
  - Appropriate footwear
  - Dust masks

REPORTING OF UNSAFE ACTS

Unsafe acts and conditions identified on site are to be reported immediately to the appointed Safety Officer.

SITE REGULATIONS (continued)

RESPONSIBILITIES

- Provide the best practicable service and quality.
- Adopt safe work practices and wear PPE.
- Comply with venue policies, procedures and house rules.
- Report pollution, hazards and injuries immediately.

TOOLS, EQUIPMENT & VEHICLES

Under no circumstances should Contractor's employees:

- 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 and must be logged with Security on arrival.

VENUE SITE REGULATIONS

Failure to comply with any of the above will result in your accreditation being revoked and you will be asked to leave the site.

1. No person may enter the site without signing in at the Organisers Office;
2. Any contractor working on site is required to complete a section 37.2 contractor agreement.
3. No person may enter the site under the influence of alcohol or any drugs, which also means no person may bring any alcohol or drugs onto site or take any alcohol all drugs on site;
4. Persons who are taking prescription drugs or medicine for any illness are to report the matter to their supervisor and to the Safety Officer before commencing any work;
5. No firearms, air rifles or explosives are permitted on site;
6. No dangerous weapons (e.g. knives/guns) are permitted on site;
7. No fighting, pushing or pulling is permitted on site;
8. No horse play (rough or unruly behaviour) is permitted on site;
9. No flammable liquids or hazardous chemical substances are permitted on site;
10. Personal Protective Equipment, as per site requirements, will be correctly worn at all times which in this case means the basic minimum is required:
    - Dust free goggles/appropriate eye wear
    - Hard Hats
    - High Visibility Vests
    - Steel Capped Shoes, etc.
11. Vehicles and driven machinery will adhere to all site speed limits and traffic signs.
12. All driven machinery supervisors are required to sign the appropriate supervisory appointment prior to equipment being used;
13. Vehicles and driven machinery will only be operated by currently licensed personnel, this includes crane operators;
14. No machinery such angle grinders, steel cutters, saws, will be operated on site unless all guards are securely fitted and the machinery, including any power cable, plug and electrical fittings are in good working condition. This includes a side control arm will be fitted to any angle grinder in use;
15. Defective, damaged or improvised tools are not permitted on site;
16. All extension leads used on site are to be in good condition.
17. No "twisted wire" repairs and no damaged insulation will be accepted;
18. Ladders are to be in good, undamaged condition and fitted with anti-skid devices and all ladders are to be numbered and listed in an inspection register and held within the Contractor Safety File;
19. All lifting machines on site will comply with the test and inspection requirements of DMR18 and annual load test certificates are to be available for inspection and held within the Contractor Safety File;
20. Arc welding equipment will be in good condition with all insulation in place and no arc welding will be performed in rain or wet conditions;
21. No hot work is permitted prior to physical inspection of the worksite by the Safety Officer. All combustible materials near the hot work site will be removed and a serviceable 9kg dry chemical powder fire extinguisher will be placed on immediate standby. No work will be permitted until the property has issued a hot work permit;
22. Smoking of tobacco is only permitted in demarcated smoking zones;
23. Eating, washing and changing are only permitted in the zones authorized;

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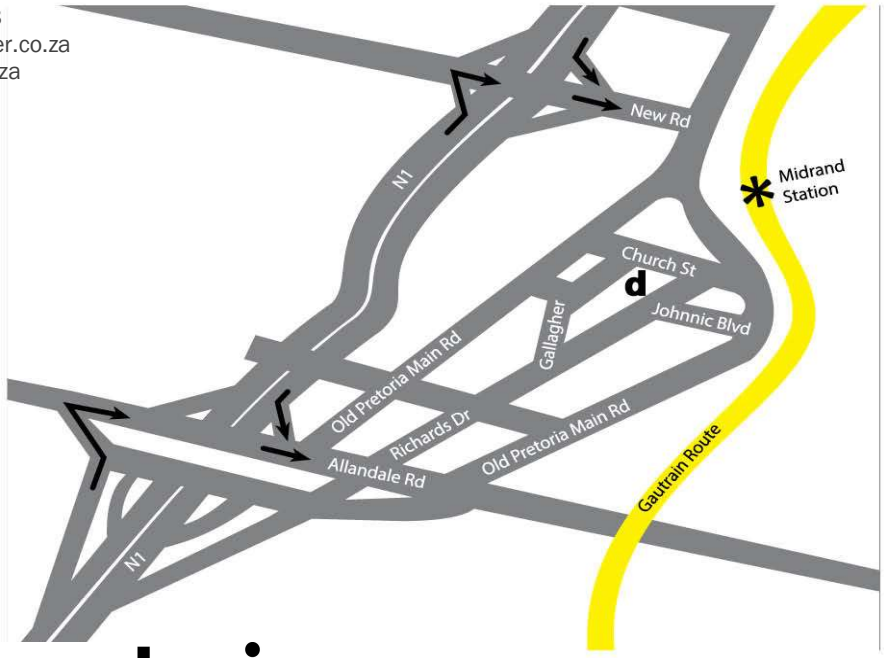
24. Any hazard observed by any person on site is to be reported to the site Safety Officer immediately;
25. Any spillage of cooking oil, motor oil, diesel or chemical substance is to be reported to the Safety Officer immediately. In the case of any hazardous spillage, the source of the leak is to be stopped as a matter of priority and the substance is not to be permitted to enter any drain or water course, the spill kit on site to be used immediately;
26. Housekeeping efforts are to be maintained on a continued basis. Walkways and exit routes are to be kept clear. Dropping of litter is prohibited. All waste items are to be disposed of in a responsible manner;

DIRECTIONAL map

GALLAGHER CONVENTION CENTRE
19 Richards Drive, Halfway House, Midrand, 1685
Contact Katelyn De Schutter
Tel No +27 11 266 3283
Email katelynd@gallagher.co.za
Website www.gallagher.co.za



GPS Coordinates: S 26° 0.022'. E 28° 07.820'
19 Richards Drive, Midrand, Johannesburg, Gauteng, South Africa

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DIRECTIONS TO GALLAGHER CONVENTION CENTRE

FROM THE AIRPORT

Take the R 24 to Johannesburg, at Gillooly's Interchange take the N3 split to Pretoria. Stay on this road for approximately 15 km, then take the N 1 split to Pretoria. Take either the Allandale or New Road turnoff (see below)

ALLANDALE TURNOFF -

From Johannesburg

Take the Allandale Road turn off to enter Midrand. Take the Kempton Park split and then the Midrand slip onto the Old Pretoria Road. At the set of robots, turn right into Le Roux Rd. At the Stop Street by the garage, turn right into Richards Drive. Proceed over two stop streets. Gallagher Convention Centre will be on your left.

From Pretoria

Take the Allandale Road turnoff to enter Midrand. Follow the signs to Old Pretoria Road / K101. Turn left onto Old Pretoria Road / K101. Travel along until you reach Johnnic Boulevard. Turn left into Johnnic Boulevard and Gallagher Convention Centre will be in front of you.

NEW ROAD TURNOFF -

From Johannesburg

Take the New Road turnoff (after Allandale). Turn right at the robots into New Road and drive over the highway passing the robots. At the second set of robots after this, turn right into K101 Old Pretoria Road. Turn right into Johnnic Boulevard and drive into Gallagher's entrance

From Pretoria

N1 towards Johannesburg. Take the New Road turnoff, turn left at the robots into New Road. At the second set of robots, turn right onto K101 Old Pretoria Road. Turn right into Johnnic Boulevard and drive into Gallagher's entrance

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FLOOR SPACE ONLY exhibitors

TEMP STRUCTURE APPROVAL

Should you have opted for a **Floor space only** stand, it means that you are providing your own exhibition stand and nothing else will be supplied by the organiser nor the venue. You will be required to build **your own dividing walls** to separate your stand from your neighbour(s). The rental space you have paid for will not have any floor covering nor furniture (additional services can be ordered through the service order forms).

SAFETY AT SPORTS AND RECREATIONAL EVENTS ACT, 2010

The act provides for measures to safeguard the physical well-being and safety of persons and property at sports, recreational, religious, cultural, exhibitions, organisational or similar events as part of its scope.

Every exhibitor who has opted for a Floor space only stand need to have their stand design vetted by the appointed safety officer prior to **Friday 05 July 2019**. Either the exhibitor or the stand builder will need to supply the following for approval:

- Front elevation
- Side elevation
- Top elevation
- List of materials and finishes used

Please ensure your design only has a straight staircase should you be building a double storey stand as spiral staircases are not allowed.

The appointed safety officer will submit the stand drawing to the Johannesburg Fire Department for approval. A stamped copy thereof will be included in the event safety file.

- Submission Deadline 21 Days prior i.e**. Friday 05 July 2019**
- Approval Fee **R600-00 excluding VAT –** Before Deadline Date
- Approval Fee **R1050-00 excluding VAT –** After Deadline Date
- Stand designs not approved by the Johannesburg Fire Department run the risk of not being allowed to build
- All stand drawings to please be sent to **sipho@lodgevents.co.za by the 05 July 2019.** Please ensure you send a copy to Tracey – tracey.williams@reedexpoafrica.co.za as these need to be saved on file.

DIVIDING WALLS

- Floor space only exhibitors are responsible for their own back and side walls and must include walling in their stand design. Floor space only exhibitors cannot rely on the fact that the adjoining exhibitor will have walls or that there will be an adjacent shell scheme stand.
- The minimum height for a dividing wall is 2500mm.
- Should an exhibitor wish to exceed 2500mm in height:
  - the exhibitor in question shall be responsible for both sides of the dividing wall above 2500mm.
  - this must be of a safe construction suitably finished and decorated on the reverse side in a neutral colour acceptable to the adjoining exhibitor.
  - it may not carry tiles, devices, advertising material or exhibits on the elevation overlooking the single-storey stand.
  - the dividing wall must be erected throughout its total height by the exhibitor exceeding that height. Failure to comply may result in the organiser completing the work at the expense and risk of the exhibitor at fault.
- Should it be necessary to erect a wall on-site, a PST laminated wall will be erected by the appointed stand builder; **the cost thereof to be for the exhibitor's account.**

DOUBLE TIER STANDS

DOUBLE TIER/COVERED/STANDS OVER 2500MM HEIGHT

- Custom built stands **2500mm** and over **must** be signed-off by a Structural Engineer.
- Failure to comply may result in closure of your stand by the relevant parties accountable for compliance.

DRAWINGS

- Exhibitors must submit their stand drawings with front, top and side elevations (including dimensions) for approval at least twenty-one (21) days prior to build-up i.e. **Friday 05 July 2019**.
- Stand drawings must be emailed to **sipho@lodgevents.co.za** and copy Tracey.
- Where no drawings have been submitted and approved, stands will be subject to on site inspection and may be liable to adjustments on site. Stands failing to comply will be closed.
- A **side elevation drawing/plan with dimensions** is required in order to check for:
  - The correct **stand size** – encroaching into the aisle space is prohibited.
  - All **wall heights** i.e. whether a structural indemnity or structural engineer certificate is required.
  - That you have **proper walls** dividing your stand from your neighbour.
  - Any form of branding is not allowed to face into your neighbour's stand.
- The Johannesburg Fire Department has the right to request additional requirements w.r.t. the dynamics of the event/structures. This is for the design of the stand and not for items displayed which may require separate application, e.g. (LPG gas, open flames, vehicles displayed, etc.)

RULE OF THUMB

If your stand is higher than 2500mm you will need a Structural Engineer Certificate.

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FLOOR COVERING

Flooring and/or carpeting is not included in the Floor space only package.
Alternative flooring and carpeting can be ordered through the service order forms.

RISK CATEGORIES

RISK	TYPE OR DESCRIPTION OF TEMPORARY STRUCTURE	RECOMMENDED COMPLIANCE
Low	Standard Shell Scheme or Octanorm below a height of 2400mm standard modular design	No Compliance documents required
Medium	Structures above 2100mm in height not bearing public access and/or below a weight of 500kg per point load	Structural Indemnity signed off on site by competent builder
Medium to High	Single level loaded structure with a weight loading above 500kg per point load or suspended load	Structural Engineers Certificate
High	Multi-level loaded structure above 2100mm with public access on second or third level	Structural Engineers Certificate

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SHELL SCHEME package exhibitors

SHELL SCHEME EXHIBITORS

- The **Shell Scheme Package** includes 16mm white paintable Chipboard panels – Painted in either **white OR black** – Exhibitor to advise which colour to be painted in the service forms, a fascia board with your company name and stand number, charcoal carpeting, and 1 x plug point per 9m ² and 3 x spotlight fitting per 9m ². Furniture is not included.
- Under no circumstances will any exhibitor be allowed to drill holes or paint any of the aluminum frame. The exhibitor will be charged for any damage. If an Exhibitor paints their own chipboard panels please ensure the aluminum beams have been tapped off and exhibitors may paint over the tape to ensure a flush wall.
- Unless we hear from you on or before **12 July 2019**, all the package elements will be in place for your arrival. Any changes made on site will result in an immediate surcharge. It is your responsibility to contact the operations team if you have any special requirements or wish to omit any elements.

All 100% Design shell scheme package stands are provided with the company name and stand number in vinyl lettering on the fascia. No signage, logos or special colours other than that supplied by the Organisers will be permitted on the fascia.

FASCIA
Black fascia board with company name and stand number in white lettering.
Exhibitors are not permitted to add any graphics or fixtures to the fascia board and beams.

CARPETING
Charcoal (raven) carpet tiles

ELECTRICAL
1x 15amp plug point and 3 x spotlights per 9m² space booked

WALLING
16mm paintable Chipboard wall panels – Painted in Either White or Black only!

- Actual Panel Size 980mm W x 2413mm H
- Graphic Artwork Size 960mm W x 2400mm H
- Panels may be painted or hammered/nailed into. Please use 16mm screws.
- Please take into account the stability of your back and side walls should you wish to remove the fascia boards and if you are planning to attach heavy items to the walling.

FIXING METHODS
- Use double sided velcro, Prestik, clear mounting tape, s-hooks -
- nails, staples, screws, pins, glue, foam mirror tape -

NB – 16mm Screws Only

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100% TALENT EXHIBITORS

- The **100% Talent Package** includes 16mm BLACK Chipboard panels, as back wall shared, Company name on back wall printed in White vinyl lettering ,raw concrete floor demarcated with neon tape, 1 x plug point and 1 x spotlight fitting attached to the back wall. Furniture is not included.
- Under no circumstances will any exhibitor be allowed to drill holes or paint any of the aluminum frame. The exhibitor will be charged for any damage. If an Exhibitor paints their own chipboard panels please ensure the aluminum beams have been tapped off and exhibitors may paint over the tape to ensure a flush wall.
- Unless we hear from you on or before **12 July 2019**, all the package elements will be in place for your arrival. Any changes made on site will result in an immediate surcharge. It is your responsibility to contact the operations team if you have any special requirements or wish to omit any elements.

All 100% Talent package stands are provided with the company name and stand number in vinyl lettering on the back wall. No signage, logos or special colours other than that supplied by the Organisers will be permitted on this.

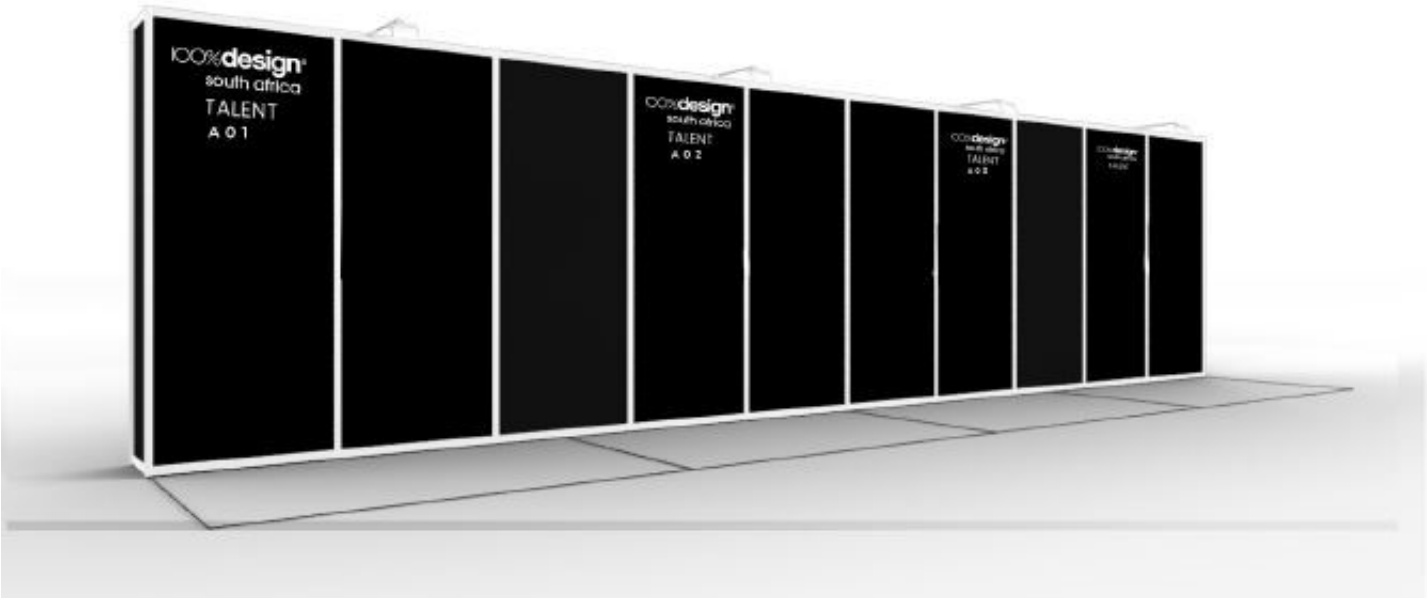
FASCIA
Company name in white lettering on back wall.

CARPETING
None – Raw concrete floor demarcated with neon tape – No alternative!

ELECTRICAL
1x 15amp Plug Point and 1 x spotlights on back wall

FIXING METHODS
- Use double sided velcro, Prestik, clear mounting tape, s-hooks -
- nails, staples, screws, pins, glue, foam mirror tape -

NB – 16mm Screws Only



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CUSTOM WALLING – OPTION 1 EXHIBITORS

- The **Custom Walling – Option 1 Package** includes freestanding custom walls with no support beams or fascia's. Charcoal carpeting, and 1 x plug point per 9m ² and 3 x spotlight fitting per 9m ². **Furniture is not included**. Paint sponsored by Olympic Paints – please note stand pre painting is at an additional cost.
- Unless we hear from you on or before **12 July 2019**, all the package elements will be in place for your arrival. Any changes made on site will result in an immediate surcharge. It is your responsibility to contact the operations team if you have any special requirements or wish to omit any elements.

FASCIA
None

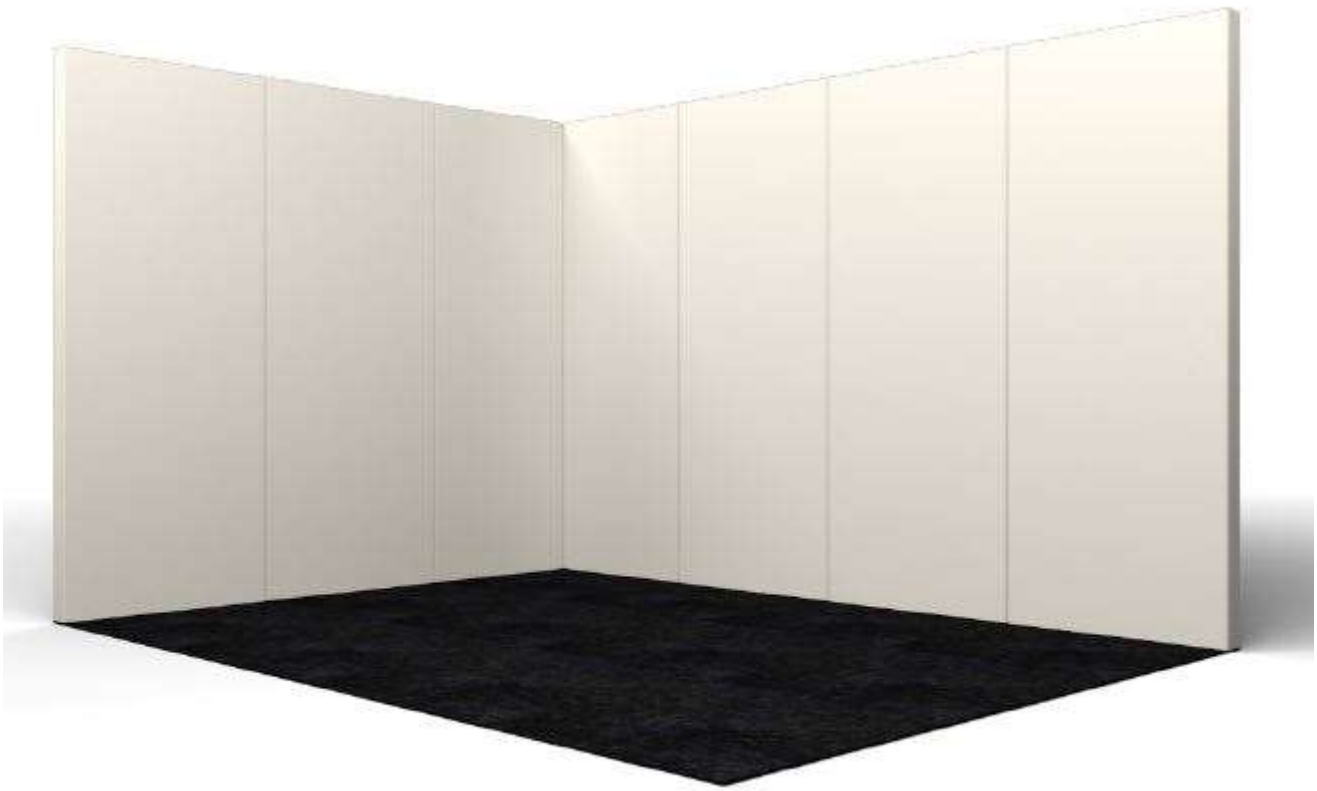
CARPETING
Charcoal Carpets

ELECTRICAL
1 x plug point per 9m ² and 3 x spotlight fitting per 9m ².

WALLING
Freestanding custom walls
Corner Stand:
- 100mm Thick x 2500 High
- 1000mm Wide is standard
- 900mm Filler (if there is a corner)

Back wall or Bracing
- 500mm Thick x 2500 High
- If it's a back wall only stand or if the stand needs bracing

- Panels may be painted or hammered/nailed into – **16mm Screws Only**



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CUSTOM WALLING – OPTION 2 EXHIBITORS

- The **Custom Walling – Option 2 Package** includes freestanding custom walls with no support beams or fascia's. Electrics, flooring and furniture is not included and will need to be ordered separately. Paint sponsored by Olympic Paints – please note stand pre painting is at an additional cost.
- Unless we hear from you on or before **12 July 2019**, all the package elements will be in place for your arrival. Any changes made on site will result in an immediate surcharge. It is your responsibility to contact the operations team if you have any special requirements or wish to omit any elements.

FASCIA
None

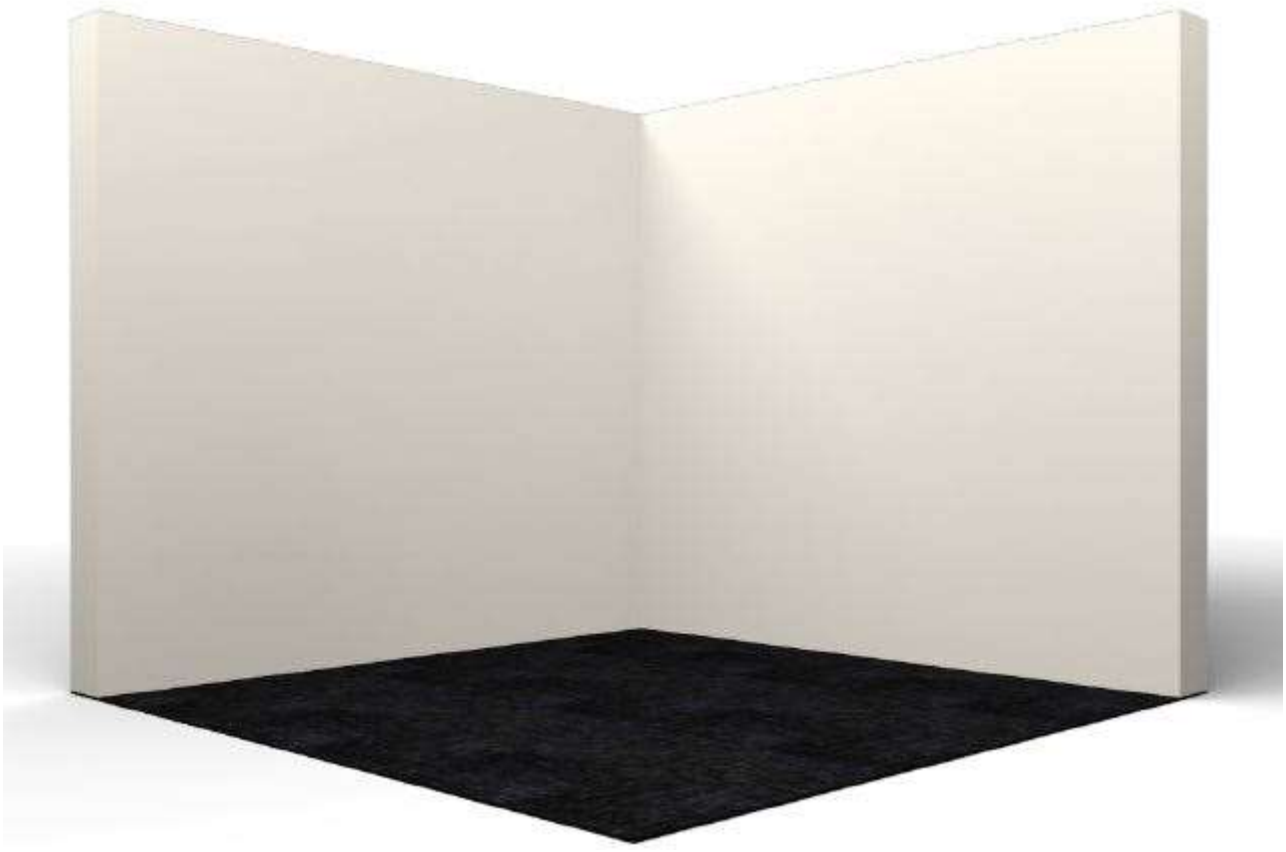
CARPETING
None – If required this will need to be ordered separately – Image is as an example

ELECTRICAL
1x 30 amp Single Phase DB Board is compulsory for all stands. Lighting, plugs etc. will need to be ordered separately.

WALLING
Freestanding custom walls

- 200mm Thick x2500mm High
- The Panels are filled so unlike the shell scheme there is no defined partition, however composition of panel width is:
- X 1800mm wide is the standard
- X 1200 wide filler
- X 1000 wide filler (if there is a corner)

- Panels may be painted or hammered/nailed into – 16mm Screws Only!



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APPOINTED STAND BUILDER

Expo Guys
011 433 3260
info@expoguys.co.za
http://www.expoguys.co.za/

GENERAL information

ACCESS

Please ensure that the space rental, shell scheme and all services are paid for in full by the due dates. Neither the exhibitor nor his/her agents, representatives or sub-contractors will be allowed to gain access to the stand unless all outstanding accounts have been settled.

ENTRY INTO THE SHOW

Management reserves the right to refuse admission to any visitor and/or exhibitor who in the opinion of management is unfit, intoxicated or in any way disruptive to the show.

Admission fees

- Adults **R120** per person
- Pensioners and Students **R100** per person
- Children u/12 **R20** per person
- Exhibitor Entrance Tickets **R90** per person
- Onsite Trade **R90** per person

EXHIBITOR BADGES

- Exhibitor badges are allocated according to the stand size:
  < 9m² 4 Badges
  10 - 17m² 6 Badges
  18 - 35m² 8 Badges
  36m² > 12 Badges
- No badges will be issued unless the signed **Exhibitor Indemnity** and **full payment** has been received.
- Exhibitors must display their exhibitor badge to gain access into the venue and must be clipped by security on entry.
- Additional exhibitor badges can be purchased via the service order forms at R450-00 including VAT each.

Complimentary entrance tickets

Exhibitors will receive complimentary tickets, valid for 1 person on any day, for family, guests and VIP's. Should you wish, these tickets will be left at the VIP desk at the main entrance for collection.
Quantities:

- Stand size smaller than 18m² 20 tickets
- Stand size 19m² and bigger 30 tickets

CONTRACTOR BADGES

Contractor badges are required by any personnel that will be entering the exhibition during show open days. Contractors will receive stickers during build-up and breakdown; any contractor requiring access during the show (re-stocking or maintenance) will need to apply for an official pass from the Organisers Office on site.

ACTIVITY ON THE STAND

DISTRIBUTION OF MATERIAL & LITERATURE

- Exhibitors are reminded that their activities must remain within the confines of their stand.
- Roaming is not allowed.
- Only display material belonging to exhibitors who have booked and paid for their exhibits, is permitted.
- No unauthorised material may be exhibited as part of the display and will be removed by the organisers.
- The organisers reserve the right to request the rearrangement of any display material which may be obstructing another exhibit.
- Sharing of stand(s) is prohibited unless pre-arranged with show management.

BANNERS & FLAGS

- For more information, email Services.100Design@reedexpoafrica.co.za.
- Pull-up banners are only permitted within the confines of your stand:
  - the banners may not exceed a height of 2400mm;
  - the banners may not protrude into the aisle and may not block visibility of your neighbour's stand.
  - limited to two (2) per stand.
  - No Aerial banners allowed on stands / show floor.

MANNING OF YOUR STAND

During the show's official open times, all stands must be completely open, exhibits uncovered, presentable for public viewing and have adequate staff in attendance. Under no circumstances may any stand or part thereof be closed before closing time. Stands must be fully operational until **18:00** on **Sunday, 11 August 2019.**

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AISLES

- The minimum aisle space for all exhibitions is **3 meters**.
- No part of any stand or exhibit, including fascias, signs, corner posts, lighting or any other fitting shall project onto or overhang any aisle or public area or obscure any fire or exit sign.
- Should any item or structure be placed or protrude into the designated aisle space, management reserves the right to move or remove the said items without any liability or loss or damage thereof.

ALCOHOL & DRUGS

- Drinking of alcohol onsite during the build-up and breakdown phase is strictly forbidden.
- A special permit is required for promotional and sponsorship alcohol and corkage fees apply.
- Alcohol may only be served to people over the age of 18 years.
- The taking of drugs is strictly prohibited.

ANIMALS

No dogs (except guide and hearing dogs) or any other animals are allowed into the hall without approval of the organisers and venue.

ATMs

An ATM facility is positioned outside the entrance to Hall 5 as well as at the main entrance in Richards Drive.

AV EQUIPMENT

SOUND LEVELS

Presentations must be lowered so that noise does not interfere with other exhibitors. Extremely loud noises such as bells, sirens and buzzers will not be permitted. The Organisers reserve the right to reduce the sound levels, restrict and/or switch off any AV displays deemed disruptive.

MUSIC AND FILM COPYRIGHTS

Exhibitors who wish to utilise audio and/or visual aids in the exhibition in relation to the sound tracks of videos and music must ensure that the use thereof will not infringe on the copyright of others. Exhibitors are advised to contact SAMRO regarding the procedure for application of a "Copyright Music Licence".

AAXO

The **Association of African Exhibition Organisers** (AAXO) was formed to provide a collective platform of address and representation for professional exhibition organisers throughout Africa. AAXO aims to promote the industry, encourage people to invest and participate in exhibitions, and give members the tools and resources to run successful exhibitions.

BALLOONS

Helium filled balloons will not be permitted under any circumstances. An exhibitor found with helium filled balloons will be asked to remove them immediately.

BEHAVIOUR

- The exhibitor undertakes personal responsibility for the behaviour of any person(s) presented as staff, suppliers, sub-contractors and/or service providers in their employ whilst on the venue premises.
- The exhibitor also undertakes to ensure that no unacceptable behaviour by any such person, including excessive consumption of alcohol, playing of loud music, use of abusive language or lack of respect for the building, its infrastructure and personnel, occurs whilst on the venue premises.
- The organisers reserve the right to limit and/or restrict any operation which, for any reason might be considered objectionable, without any liability for refund and/or damage.

BUILD-UP & BREAKDOWN

BUILD-UP

- During build-up there are specific allocated loading gates that every exhibitor needs to use for the exhibition hall they are located in.
- Once your vehicle has been off-loaded, it must be removed to one of the parking areas. Under no circumstances will you be allowed to park in the loading bay. All stands must be dressed and completed by **18:00** on **Tuesday 06 August 2019** to ensure that we have limited need for Friday drop off.

BREAKDOWN

- Full breakdown is permitted during the hours of 18:30 – 24:00 on **Sunday 11 August 2019** and **00:00 - 18:00 on Monday 12 August 2019.**
- Exhibitors may remove hand-held exhibits, LCD and Plasma Screens, other electronic goods, portable stock and literature.
- No exhibits or stands are to be dismantled until visitors are clear of the halls on Sunday 11 August 2019.
- All equipment (excluding shell scheme) hired from official contractors will be collected from 18:30 on Sunday. Exhibitors must remove all display materials, stand fittings, exhibits, literature and waste within the times stated. After these times, the Organisers will dispose of anything left on stands and will charge removal costs to the exhibiting company.

Exhibitors are reminded that breakdown is a high-risk security period. Neither the organisers, the security company nor the venue owners may be held liable for any loss due to theft or damage. Exhibitors are required to have all their goods insured and have at lease two members of staff onsite to ensure that the stand is manned at all times. If you are loading goods onto an open-backed bakkie or truck, you should have a member of staff stay with those goods until the vehicle is ready to leave the premises.

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LOADING BAY ACCESS

Hall 1

- All vehicles must enter through **Gate 2** via Gallagher Avenue.
- **Trucks** will enter through **Gate 2** and head straight up to the holding area behind Hall 1 and wait until clearance has been given by the Loading Bay Marshall.
- Vehicles will exit Gate 1 and either depart or if park back to gate 2 and park in the dust bowl
- Once the truck/vehicle has off-loaded it must exit via gate 1 and depart or go to gate 2 for parking at the dust bowl
- **All cars, bakkies, bakkies with trailers and smaller vehicles** will enter through **Gate 2** and head straight up to the holding area behind Hall 1 and wait until clearance has been given by the Loading Bay Marshall.
- All cars or bakkies with or without trailers will exit through hall 2 & 3 loading bay, Exit via gate 1 only and then depart or park at dust bowl entering via gate 2
- **STRICTLY NO PARKING IN THE LOADING BAYS, PLEASE PARK IN DESIGNATED AREA'S ONLY**

CAMERA & VIDEO EQUIPMENT

Exhibitors can take pictures of their own stands.
Exhibitor wishing to use their own photographer must obtain prior permission from the organisers in order to arrange access.

CATERING

BUILD-UP & BREAKDOWN SHOW TIME

Risk catering will be available from **04 – 06 August 2019**

- Wine + Bubbly Bar
- Dine & Design Restaurant + Bar
- The Harvest Table
- Rummery + Gin Bar
- The Illy Cafe
- The Exhibition Restaurant (Lobby)
- 100% Café by Tracy Lynch (Hall 1)
- Estate Restaurant

SAMPLING

The sampling of beverages is limited 20ml per serving

STAND CATERING

- Gallagher Convention Centre is the sole provider of all food and beverage.
- Any items brought onto the premises are subject to a corkage fee per item and the corkage fee will be at the main chef's discretion and must be paid prior to the start of the event.
- Gallagher Convention Centre offers a variety of platters/snacks to exhibitors which can be delivered to their stand(s) on request.
- Late orders are only allowed to be placed on the day of the event for the next day only until 15:00 and these will carry a 20% surcharge.
- Should there be any orders placed after 15:00 then a 30% surcharge will be levied.
- If exhibitors wish to hand out samples, it must be limited to a bite size portion.

Please contact Katelyn de Schutter from **Gallagher Convention Centre** on (011) 266 3000 or katelynd@gallagher.co.za for stand catering menu options.

CHILDREN

For the duration of the build-up and breakdown period, children under the age of 18 are restricted from being on site. Security will enforce this regulation and you are requested to make alternative arrangements. Children may not wear any exhibitor badges.

CLEANING

- Stands will only be cleaned each evening if you book stand cleaning through the service order forms.
- Rubbish should be placed in the aisles so it can be cleared away each evening.
- Anything left in the aisles overnight will be construed as rubbish and will be cleared way.
- All stands must be completed by **18:00** on **Tuesday 06 August 2019** to allow for effective pre-show cleaning of all aisles and stands and the laying of aisle carpeting.
- Exhibitors will be charged a penalty fee of R500-00 excluding VAT should their build-up extend after 18:00; the fee will be offset against additional cleaning staff.
- Should you be making use of the services of a freight company, please ensure that your boxes are stored on your stand or within the containers and that they are not obstructing traffic flow.

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COPYRIGHTS

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain any and all necessary licenses and approvals from copyright owners and pay all required fees.

COMPULORY CONTRACTORS

- **100% DESIGN SA has** appointed contractors in the fields of electricity, cleaning, medics and security. No other contractors are permitted.
- All stand construction staff are required to wear their company's identification badges and/or company branded clothing, together with the necessary safety shoes and hard hats for the duration of build-up and breakdown of the exhibition.
- Failure of contractors adhering to the dress code above will result in prevention of entry or removal of staff until such time that the staff member is equipped with the correct safety gear and branded clothing.
- All sub-contractors other than the official contractor are required to provide the organiser with an indemnity guaranteeing their observance of the rules and regulations as legislated by the venue; the Occupational Health and Safety Act and other relevant Governmental agencies.

CONSUMER PROTECTION ACT

- The Consumer Protection Act strives to protect consumers against unfair business practices, giving them greater recourse against companies that supply them with products or services. It sets out the minimum requirements to ensure adequate consumer Protection and provides an overarching framework for all other laws that provide for consumer protection. The Act was signed into law in April 2009 and came into effect on 1 April 2011.
- The focus of the CPA is to protect consumers. It also has an impact on the way manufacturers, suppliers and retailers do business. These organisations will need to review the provisions of the CPA applicable to them to ensure they are compliant with the Consumer Protection Act.

For more information, click on: www.info.gov.za/view/DownloadFileAction?id=99961.

CREDIT CARDS

Wappoint can supply mobile credit card terminals that allow you to process transactions without the need to install a telephone line. Contact Wappoint on **086 121 0121.**

DAMAGES

- No part of the facility may be damaged or left in an unacceptable state post event.
- Contractors and exhibitors are to ensure their stand(s) and surrounding areas are kept in a reasonable state where equipment and debris from building or dismantling is removed. Any contractor or exhibitor seen to be disregarding this rule will be fined accordingly (amount will be based on cost of services rendered on behalf of the exhibitor to clear the areas).
- Exhibitors are responsible for the cost of making good or replacing any damage to the exhibition premises, whether caused by themselves, their contractors, sub-contractors, agents or by any person(s) employed or engaged on their behalf.
- No attachment, fitting and/or detachment is to be made to the internal/external walls, floors, ceiling and/or pillars of the building, without the prior knowledge and consent of the venue. This includes any ladder and/or other device whatsoever which would be affixed or suspended from any overhead structure.
- **Angle-grinding is not permitted anywhere within the venue**; a specific area will be demarcated.
- All major construction and painting work must be completed off-site.
- Plastic / card board / wood panels (in case of necessary angle grinding, cutting, sanding and drilling) must be used to cover the surface of the work area.
- Last minute touch ups can be done within demarcated areas in the loading bay areas.
- Washing of paint brushes within the venue toilet facilities is strictly prohibited. Basins specific to this purpose are available in the Loading Bay.
- Any exhibitor or 3rd party using materials which may cause damage to the floor (i.e. tiles, concrete, bricks, sand, heavy machinery) must provide protective covering e.g. plastic before build-up of these areas.
- Crates, panels and pallets must be kept away from the walls or pillars.
- No items may be suspended from the overhead structure without written consent from the Organisers.

CARPETING

- Damaged carpet tiles will be charged out at **R500-00** excluding VAT per tile.
- Exhibitors agree to pay costs of repair and/or replacement for all damages to any of the above regardless of whether the damage was caused directly by the exhibitor or whether the damage was caused by a third party acting on behalf of the exhibitor. A damage form will be presented onsite and the costs invoiced to the exhibitor.

SHELL SCHEME

Exhibitors will be charged the full replacement value for aluminium beams and uprights that have been damaged (broken), painted or drilled into.

DEMO STAND REGULATIONS

AISLES

The aisles are the property of the entire show and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather for a demonstration or sampling and interfere with the flow of traffic down the aisle or crowd in neighbouring stands, it is an infringement on the rights of other exhibitors. Aisles may not be obstructed at any given time.

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REGULATIONS

- Demonstrations must take place within the assigned exhibit space.
- Sampling or demonstration tables must be placed a minimum of 60cm from the aisle line.
- Demonstrations must have the proper protection to prevent injuries to spectators.
- Demonstrations must not directly or indirectly prevent the normal flow of foot traffic through the aisles or common space, nor inhibit the ability of neighboring exhibitors to conduct business,
- Exhibitors must regulate their own stand to ensure the noise levels from their demonstrations or sound systems are kept to a minimum and do not interfere with other exhibits. The organisers reserve the right to determine at what point sound constitutes interference with others and must be discontinued.
- Should visitors or samplers interfere with the normal traffic flow in the aisle or overflow into neighbouring exhibits, the organisers will require that the presentation or sampling be moved.
- The organisers and EMS must give written approval twenty-one (21) days prior to the event for:
  - Demonstrations involving hazardous products e.g. dust, fumes, sparks or flames;
  - Demonstrations with LPG and Propane gas;
- Demonstrations with open flames (fires and candles)

DILAPIDATION

The use of nails, screws, glue or bolts as fittings to any part of the building is strictly forbidden. Exhibitors will be charged for the repair/replacement/restoration or renewing of any dilapidation to the hall, stand or site.

DISABLED FACILITIES

The venue offers wheel-chair access, designated drop-off points and parking bays for people with disabilities and toilets for the physically challenged.

DISCLAIMER CLAUSE

All who enter **100% DESIGN SA** agree to the following:

EXCLUSION OF LIABILITY

Reed Exhibitions (Pty) Ltd, the organisers of **100% DESIGN SA**, the venue, all contractors and any of its directors, officials, agents and employees shall not be liable to any visitor at any exhibition for any personal injury or death, or for the loss or damage to any property of whatsoever nature belonging to the visitor, howsoever arising or brought to the exhibition venue by the visitor, and whether caused by reason of default or negligence of any of the said persons.

Reed Exhibitions (Pty) Ltd. tries to ensure the utmost quality in exhibitors however, Reed Exhibitions cannot be held liable for any goods purchased from any exhibitor that may be damaged. Any contracts entered into by the visitor and exhibitor at the exhibition is strictly between the two parties and Reed Exhibitions cannot be held responsible for any altercations.

The company will not be held responsible for any damages, fire or theft to vehicles or injury to persons howsoever caused. Vehicles parked on or surrounding the premises is done so at the owner's risk.
The following items are prohibited and may not be brought into the venue: firearms, knives, glass bottles or any items deemed not suitable for admission by security.

Bags and Visitor Guides are an added value and are given out on a first come first served basis while stocks last.

RIGHT OF ADMISSION RESERVED

Should events such as force majeure render the Organisers unable to deliver such service, the Organisers shall not be held responsible. The Organisers cannot be held responsible for any damages and/or costs whatsoever arising from any such alteration or cancellation. The General Manager reserves the right to alter the floor plan at any time without prior notice.

LEGAL OBLIGATIONS

It shall be the responsibility of each exhibitor to observe all current fire regulations which are applicable to his circumstances. Any violation of the by-laws could result in the closing of the venue and the issue of a compounding fine as prescribed in the relevant by-laws.

EXCLUSIVE RIGHTS

Participating exhibitors have the exclusive rights to promote or sell goods or services in the show. All other parties who attempt to make any sales solicitations without the expressed written consent of the organisers will be permanently removed from the show. Exhibitors are asked to report any infractions to the Organisers Office so immediate action can be taken.

ELECTRICAL REGULATIONS

ELECTRICAL CONTRACTOR

Expo Guys is the official contractor appointed by Reed Exhibitions and will be the only event electrician on site. They provide a full stand-by service to all stands where they have completed the electrical installation. Where electrical and light fittings are installed in pre-fabricated displays before their delivery to the exhibition, such fittings must be installed by a qualified electrician.

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The connections of such displays to the power sources at the exhibition must be done by Expo Guys. A regulation of Gallagher Convention Centre is that only their appointed electrical supplier may install power sources (distribution boards).

CERTIFICATE OF COMPLIANCE (COC)

- In the interest of safety, all electrical installations at **100% DESIGN SA** must comply with the wiring code of the SABS 0142/2 of 2002.
- A **Certificate of Compliance** is a document to verify that the electrical work and installations on your stand have been completed by a qualified electrician (registered with the Electrical Contractors Board according to the South African National Standards) and are safe.
- Exhibits that have electrical equipment and light fittings either pre-wired or wired on site must make sure their qualified electrician submits the COC on completion of your electrics before the show opens. If the COC is not received before show opening, power will be disconnected until it is received. If the appointed electrical supplier is doing all the electrical work on your stand then a COC is not your responsibility.

REGULATIONS

Electrical installations must be safe and carried out in a competent manner. If there is a fault, the equipment must not be used until the fault has been rectified. All electrical equipment brought into the venue must comply with the SA Electrical Regulations and the OHS Act (85 of 1983) as amended by the Occupational Health & Safety Act (181 of 1983) and the Labour Relations Act (66 of 1985). Should this not be the case, equipment will be removed immediately from the premises at the exhibitor's expense and charges for any damages caused by the faulty equipment will apply.

APPROVED WIRING INCLUDES:

- Cabtyre: 3-core 1.5mm and larger (live neutral earth)
- Surflex: 3 core 5mm and larger (live neutral earth)
- Trailing cable 3-phase (red, white, blue, neutral and earth)
- Any metallic structure with electrics affixed thereto must be earthed to a distribution board.

ALL WIRING TO BE CARRIED OUT TO STANDARD GOOD WIRING PRACTICES.

- No Twinflex is permitted
- All custom built stand electrics must be undertaken by a registered Wireman and must comply with SABS regulations and the Occupational Health & Safety Act.
- The use of 2-core ripcord on any wiring on stands is strictly prohibited.
- All wiring systems must be insulated flexible cables with copper conductors that have a minimum cross section area of 1.5mm^2 e.g. (3 core cabtie).
- Open Wiring – Insulated single core cables (colour coded differentiating between Live/Neutral/Earth), will only be accepted at a minimum height of 2.4m and not be subjected to mechanical damage. No joints to trailing cable will be accepted.
- Multiple wiring will not be permitted to terminate to a single plug top 15Amp (SA 3 pin round plug).
- Lighting is to be looped from fitting to fitting with all terminations being secured and concealed.
- Any termination points should be necessary on a wire-way need to be insulated and of a mechanical nature i.e. strip connector or screw-it connector (no twisting of wires).
- Stands constructed of a conductive material will be required to be double earthed to the venue's earthing system.
- Transformers must be mounted on the structure, walls and/or systems and not placed directly onto the floor.
- Each electrical supply provided is intended for one item of equipment or machine, on display.
- No electrical installation/fitting may be fixed to any part of the building structure.
- All neon lights MUST have a "Fireman's Switch".
- Fluorescent fittings must be earthed.

FIRST AID

Paramedics will be on duty from **08:00** to **20:00** during build-up and breakdown and from **08:00** to **20:00** during show time.

FLOORING REGULATIONS

- Raised floors made of natural timber must be of a minimum thickness of 25mm and chipboard or melamine not less than 18mm.
- **Corners to be rounded off or covered with plastic guards** or preferably have bevelled edges to ensure safety risks related to sharp edges and corners are minimised while maintaining professional standards.
- Flooring with a step up (greater than 40mm) will require a beveled edge.
- Druggist (protective covering type of material), linoleum or other approved floor coverings shall be properly secured or weighted at the edge to eliminate rucking.

FLOOR PLAN

The floor plan is subject to change in order to enhance the aesthetics of the show, general traffic flow and to ensure fire and safety regulations are adhered to. As your stand position may change; please regularly liaise with your Sales Executive to check on your position.

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FLOOR SIZES

- Inside floor dimension of 4m² (2m x 2m) stand 1980mm x 1980mm
- Inside floor dimension of 6m² (3m x 2m) stand 2980mm x 1980mm
- Inside floor dimension of 9m² (3m x 3m) stand 2980mm x 2980mm
- Inside floor dimension of 12m² (4m x 3m) stand 3980mm x 2980mm
- Inside floor dimension of 15m² (5m x 3m) stand 4980mm x 2980mm
- Inside floor dimension of 18m² (6m x 3m) stand 5980mm x 2980mm

FOOD SAFETY

- Every Exhibitor selling food on their stands to have a copy of their COA on their stand at all times.
- Hand and surface hygiene is critical.
- You must wash your hands in clean water or alternatives i.e. sanitizing wipes, gels, liquid soaps.
- You must use clean dishes, cutlery, utensils, crockery and wash them regularly.
- You must have a closed dustbin for refuse (to be emptied on a regular basis).
- Refrigeration for perishable foodstuffs; to be less than 7° C.
- Heating facilities to keep perishable foodstuffs above 65° C.
- Preparation tables must have a smooth, impervious and washable surface.
- Dispose of dirty water in proper drains.
- Protective clothing and headgear to be worn by all people handling food.
- Food handlers' nails must be short and clean.
- The legal regulations concerning food are strict. Your staff must follow standard restaurant procedures such as using separate chopping boards for meat, fish and vegetables.
- All of the above will be strictly enforced by the health department by means of periodic inspections.

GAS USAGE

- No gas cylinders are permitted within the halls unless a written request has been received and permission has been obtained from the City of Johannesburg Fire Department.
- An exhibitor utilising equipment using flammable liquid and/or industrial gas which produces heat, smoke or open flames as an integral part of the product demonstration, must receive written approval from the organisers and venue. If application is not made, gas cylinders and open flame demonstrations will not be allowed in the venue.

GREENING AT REED EXHIBITIONS

At Reed Exhibitions, we are committed to creating successful events in South Africa and we are constantly exploring ways to reduce the environmental impact of our events. This includes the choice of venue and location, managing various aspects such as communication, suppliers, caterers, waste management and transportation, and more. It's for this reason that we encourage our exhibitors to walk the talk and take the below greening principles into account when planning for 100% Design 2019.

You may be asking "Why would I want to green my exhibition stand?"
Here are just a few reasons:

1. **Reduce any negative impact on the environment**
   Greener events highlight our commitment to the environment, strengthening relationships with staff, suppliers, customers and other stakeholders. It builds helps your brand and promotes credibility. By consciously reducing the use of natural resources such as water and energy, thereby reducing greenhouse gas emission and waste, green events conserve the environment and lift local economies.
2. **Cost savings**
   Green initiatives can significantly reduce the costs and save money. For example, it can minimize waste disposal, energy and water expenses, all of which go into better ROI.
3. **Positive reputation for your brand**
   As an influencer in green practices, event greening helps you raise participant awareness and inspire a positive change in behaviour, while encouraging suppliers to consider greener initiatives.

Here are our Top Ten Green Tips for Exhibitors:

1. Offset your carbon footprint, consider purchasing a tree for only R130 excluding VAT. After the event, the trees will be planted in a local community in partnership with Food & Trees for Africa (FTFA) as part of the event CSI initiative.
2. Reduce your use of energy by choosing energy-efficient technology for your stand, such as LED lighting or energy-efficient plasma screens. Also consider switching off your power to the stand at night.
3. Encourage your staff to car pool to reduce their carbon footprint. It will also alleviate the parking congestion at the venue and will save you money!
4. For shows based in Johannesburg, why not make use of the Gautrain and shuttle services when getting around. This will also go a long way to reducing your carbon footprint.
   a. **Click here (LINK: https://www.gautrain.co.za/commuter/timetables)** for more information and to view the Gautrain schedule.
5. Make the most of your time at the show by planning meetings around the show. With so many key players in one location at the same time, the show provides the perfect opportunity to meet, and thereby decrease your need for future travel and your carbon footprint.

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6. Encourage your staff to use the recycling bins at the show. They will be clearly labelled but sometimes people throw the wrong waste in the wrong bin – this can contaminate recyclables and render them non-recyclable e.g. if food waste contaminates paper waste.
7. Avoid having printed hand-outs on the stand. Rather share information electronically with visitors to your stand.
8. If you want to give gifts to people visiting your stand, try to procure locally-produced items, and in the process support our local economy.
9. Green your stand by choosing an eco-friendly design. If you are using a shell scheme stand, then opt for eco-friendly accessories or the executive package with fabric graphics that be re-used at future events.
10. Select indigenous and locally-grown plants for your stand. A range of indigenous plants is available including: Yellowwood, Natal Mahogany, Mother-in-law's Tongue and Chlorophytum.

More information on event greening can also be found on www.eventgreening.co.za

IMPORTANT INFORMATION

EVENTS LISTS

Please beware of companies who contact exhibitors offering to sell an event attendee list as they are unlikely to have the rights or accurate information to make these lists available. Our database of visitors is confidential information and is not sold or made available to third parties (other than small extracts made available to exhibitors in connection with matchmaking/lead generation services) and our visitor and exhibitor lists are protected by copyright which prevents unauthorised copying. Please check the company website for the latest confirmed schedule of events.

INTERNATIONAL FAIRGUIDE SCAM

Fairguide publishers, such as **"Expo-Guide"**, **"Inter-Fairs"** and **"International Fairs Directory"**, are using Reed Exhibitions' event names and trademarks to solicit show exhibitors to get a listing in their online directory. This is almost identical to the misleading scheme previously operated by Construct Data Publishers Verlag AG.
Again, like Construct Data, these companies use a form, which resembles an organiser's catalogue listing service, inviting exhibitors to sign and return the form. On signing the form, the exhibitor is bound into a three-year, non-retractable agreement and is required to pay the stipulated fee each year. Any failure to pay results in the fairguide publishers chasing for payment.

Reed Exhibitions is in no way connected to these companies or their products.

For further updated information and guidance on industry related scams, please check the website of the Association of Event Organisers (a trade association of which we are a member) at www.aeo.org.uk.

BEWARE- UNSOLICITED MARKETING (EMAILS/CALLS)

Should you receive an unsolicited marketing [email/telephone call] from a company called Expodatallc offering to sell data bases, please be assured that Reed Exhibitions Limited has no association with this company and that we do not sell or pass your data on to any third party without your permission.

INDEMNITY

100% DESIGN SA requires your signed Indemnity and Risk Assessment forms by no later than **Friday 12 July 2019**.

INSURANCE

- The organisers do not accept responsibility for damages or loss to any stand or goods in transit to or from the show nor for the full show duration (build-up and breakdown included).
- Exhibitors must contact their insurance companies to negotiate the necessary extensions to their existing policies and must ensure that they have full insurance cover and take out public liability / comprehensive protection. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of their agents or contractors first enter the exhibition venue and continue until all exhibits and property have been removed on **Sunday 11 August 2019.**
- The organisers carry public liability insurance for visitors but are not responsible for insurance of exhibitors or their property.
- Exhibitors shall be responsible for loss or damage to any items which they have rented or hired from the official contractors. In addition, exhibitors shall take all necessary precautions to prevent any damage to their equipment and displays before making any connection to the electrical supply of the official contractors.
- For your own insurance purposes, please report any incident of theft/loss to the Organisers Office and ensure that a case of theft is opened at the local SAPS station.
- Exhibitors are encouraged to have all their goods insured from when goods leave their premises to when they are returned (including transport). Have at least two members of staff to ensure that your stand is manned at all times. If you are loading goods onto an open bakkie or truck, you must have a member of staff stay with those goods.

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INTERNET ACCESS & WIFI

Gallagher Convention Centre is equipped with Wi-Fi Hotspots; exhibitors can purchase internet vouchers from the on-site Business Centre at a cost of R120.00 per day. The voucher value covers 1gig of data or 24 hours whichever comes first.
Please contact Gallagher directly:
Katelyn de Schutter - katelynd@gallagher.co.za or Sannikie Makgakga - sannikiem@gallagher.co.za

LATE SET UP

Companies located in front of loading bay doors will have late set-up. For more information on the specific build-up and breakdown schedule, please contact Tracey on Tracey.Williams@reedexpoafrica.co.za for access details.

LIGHT PROJECTION & STROBE LIGHTS

- No spotlights, drop lights or other special lighting device may be directed toward the aisles as to not be irritating or distracting to neighboring exhibition stands or visitors.
- No strobe light effects are permitted.
- Any additional lighting put up in stands after the official contractor has signed off the certificate of Compliance will be removed unless the exhibitor can provide the organiser with a Certificate of Compliance for all additional lighting.
- Light projections must be contained within the stand area; they may not be directed onto gangways, walls or the roof of the venue.

LOST PROPERTY

Please bring any lost property, or report any losses to the Organisers Office, who will liaise with the appointed security contractor as well as with the venue. Lost property will be held for two weeks after the event and then will be dispersed of.

MAINTENANCE

If you need to carry out maintenance work after the show closes (18:00 daily), please advise the Organisers Office by **15:00** in order for arrangements to be made with security and lighting etc.

NOISE

Exhibitors must contact the organisers if they are planning to play music on their stands. Volumes should be kept to a level that does not cause disturbance to other exhibitors. In case of dispute, the decision of the organisers is final.

ORDERING EXTRA SERVICES

As your show partner, our goal is to provide you with hassle-free services so you can get on with your show. Even if you use an external contractor/sub-contractor, you should have a basic working knowledge of the Exhibitor Manual content, information and service order forms. By following the information below, you will enjoy a smooth show experience.

- Please include your complete customer information on each order form including address, phone number, email address, company and contact name and most importantly, stand number. If you have multiple stand locations, please complete separate order forms for each location.
- Keep the total square meterage of your stand space in mind when you order your decorating items. Do not order more than what will comfortably fit in your stand and still allow you to do business.

No credit will be given after close of the exhibition on items or services ordered but not received.

ORGANISERS OFFICE

A services office will be operational **daily** from **08:00 until 30 minutes after show closure** and will attend to the problems relating to the supply of orders and stand construction. Should you experience any problems on site please report the problem to the Services Office for immediate fixing.

PA SYSTEM

The public address system is for use by the organiser and authorities only. During **100% DESIGN SA** only official and emergency messages will be broadcast, any requests for information to be announced will be refused.

PARKING

Exhibitor Parking :

1-Parking Block A: Open

Access via Richards Drive

Free entry on presentation of exhibitor badge.

2-Exhibitor Parking: Closed

Undercover {first come first served} – Under Hall 1

Access via Gallagher Avenue, Main Security Gate

R35 per bay per day (excluding VAT)

Visitor Parking – Open:

Block A and B

Access via Richards Drive

R20 per entry per day

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Neither Decorex Joburg, nor Gallagher Convention Centre, nor Lodge Event Security will be held responsible for any damages, fire or theft to vehicles or injury to persons howsoever caused. Vehicles parked on or surrounding the premises is done so at the owner's risk.

PHOTOGRAPHER

Only the Organiser has the exclusive right to take photographs or film the exhibition and/or individual stands. The exhibitor may only take photographs of their own stand visitors to their stand.

PORTERS

- Porters with trolleys will be on duty to assist exhibitors.
- **The use of trolleys during show open hours is not permitted.**
- During breakdown, exhibitors must first pack their goods on the stand before bringing their vehicle around to the loading bay.

PRAYER ROOM

A closed prayer room facility will be available at the show; please enquire from the Services Desk for the location thereof.

PROTECTIVE WEAR

- All stand construction staff must wear company ID badges and t-shirts together with the necessary safety shoes and hard hats for the duration of build-up and breakdown.
- Eye protection must be worn when cutting timber, grinding metals or welding.
- All contractors must ensure that they have a first aid kit on hand and that they have company arrangements in place for the treatment of staff injured on site.

SAFETY FILE

All stand designers/builders must have their company safety file on-site from build-up to breakdown.

SAFETY GUIDELINES

By following the safety guidelines below you will be doing your part in creating a safe work environment.

- Only authorised personnel and employees allowed.
- This is an active work zone; all exhibitors, contractors and sub-contractors enter and work at their own risk.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Clean up or report spills.
- Keep aisles free and clear of any and all debris.
- Practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.
- If you notice anything unsafe, please contact a member of the show team immediately.

During build-up and breakdown individuals under 18 are prohibited from being on or around the show floor. Show sites during these times are similar to a construction zone and considered to be hazardous. OHSA regulations prohibit minors from being present in a hazardous work environment.

SECURITY

- The organisers of **100% DESIGN SA** make every effort to provide protection for exhibitor's merchandise and displays. The organisers will provide perimeter guard service on a 24-hour basis to include build-up, show days and breakdown.
- Whilst the organisers will implement security measures neither the organisers, venue, security contractor, drayage contractor nor any of their officers, agents or employees assumes any responsibility for such property, loss or theft.
- To order additional stand security, please refer to the Service Order Form.
- Monitor your stand when your product is being delivered.
- Perform an inventory after your product has been delivered and check for any damages or missing items.
- Do not list the contents on the outside of your shipping crates/cartons. Use a code to indicate contents.
- After show hours cover your display with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary documents under tables or behind display when the show is closed or your stand is unattended.
- Always staff your stand during show hours.
- Staff your stand until your product and/or the floor is cleared during breakdown.
- Once the show has closed, pack as quickly and safely as possible and do not leave your display unattended.

SELLING OF MERCHANDISE

The exhibitor agrees that in the event of any merchandise being sold by the exhibitor, such merchandise shall be of original content. No counterfeit or unlicensed merchandise shall be sold. The organiser may, should it at its sole discretion determine that the merchandise is not original, counterfeit or unlicensed, close down the stand with immediate effect and deny the exhibitor entry to the exhibition. Any costs incurred by the exhibitor shall be forfeited and the exhibitor shall have no recourse to claim any amounts paid to the organiser or SmartBuild™. The exhibitor specifically acknowledges and agrees to these terms.

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SHARING OF EXHIBIT SPACE

Under no circumstances will the sharing of exhibition stands be allowed unless prior written approval has been obtained. The stand holder is the company responsible for signature of the "Exhibitor and Terms & Conditions Agreement" with Reed Exhibitions (Pty) Ltd. The Organisers reserve the right to ensure that all products not belonging to the contracted company are removed and any contracted company found subletting may not be offered a stand in future years.

SIGNAGE

- Signage and graphics are not permitted to overlook other stands where there is a dividing wall or to overhang aisles.
- The organiser reserves the right to remove any sign that is deemed inappropriate.
- Use professionally made signs as hand-made signs lessen the effect of your display:
  - Signs such as **NO TAX, CLEARANCE SALE, SELLING OUT or 50% OFF** are prohibited.
  - No photocopied signs stuck with prestik will be allowed.
  - Signage may not protrude into the aisles and aerial banners are not allowed.
- Pull-up or Tear drop signage is only permitted within the confines of your stand and may not exceed a height of 2400mm; these signs may not protrude over your stand walls and may not block visibility of your neighbour's stand.

SMARTBUILD™

SMARTBUILD is a new division within Reed Exhibitions which offers an in-house design and stand build service, available to exhibitors who have booked 12sqm and above space only exhibition stands.

As a division within Reed Exhibitions South Africa, exhibitors are assured that you are working with a secure and trusted partner for a no-obligation design service unique to your specific requirements. **SMARTBUILD™** provides exhibitors with a highly experienced project management team; on-site support from build-up through to break-down of the event and assistance of the submission of health and safety documents. All plans are submitted on behalf of the exhibitor.

Ross Cullingworth
+27 11 549 8300 / +27 82 550 0453
Ross.Cullingworth@reedexpoafrica.co.za

SMOKING

Further to Government legislation, the entire venue is a **NO SMOKING** area during build-up, the show and breakdown phases. You may only smoke in designated areas outside the building.

STORAGE

- Storing of any crates, boxes or other show materials behind your stand is strictly prohibited. Violators of fire codes are subject to fines and confiscation of materials. Empty crates and boxes must be removed from the exhibitor's stand.
- Neither Reed Exhibitions nor the venue can be held responsible for goods that either arrive early or are left after the official breakdown period of the exhibition; the cost of disposing of any such item will be for the exhibitor's account.
- Small storerooms (built from PST shell scheme panels) can be ordered through the service order forms.

SUB-LETTING

Exhibitors are reminded that they may not transfer, sub-let or sub-divide their stand, whether for financial consideration or otherwise, or enter into any agreement to do so. The Organisers reserve the right to ensure that all products not belonging to the contracted company are removed and any contracted company found sub-letting may not be offered a stand in future years.

STRUCTURAL STABILITY

- The structure of the stand shall safely sustain the combined dead and imposed loads without any deflection or deformation which will impair stability
- All materials used in the construction shall be:
  - Non-combustible material
  - Flame resistant timber of any thickness
  - Flame resistant plastic and boarding
  - Chipboard or block board at least 16mm thick
- All materials used for decorative finishes to the stand shall be:
  - Secured at floor level
  - Shall not ignite when subjected to a flame for 10 seconds
- Any paint shall be water based.
- The use of paint sprayers is no permitted.
- Cavities and spaces around the venue shall not be used for storage of empty crates, cartons and boxes or packaging materials.

TELEPHONE & INTERNET LINES

Gallagher Convention Centre's business centre is situated within the Main Reception area. Services include printing, faxing, photocopying, binding, laminating, typing, email and internet access. Temporary Line Rental - All telecommunication can be dealt with directly through the venue. Please contact Gallagher Convention Centre directly on 011 266 3000

VEHICLE DISPLAY

Pre-authorisation from the Organisers is essential should you wish to display a vehicle for the duration of the exhibition. Any vehicles parked in/at the venue as a display must comply with the following rules:

- Maximum of a ¼ tank of petrol or diesel will be allowed.

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- Extra petrol/diesel may not be stored in the venue.
- If possible, the battery must be disconnected when unmanned
- A fire extinguisher must be positioned on the stand and must be easily accessible, sealed and serviced.
- Drip tray to be provided.
- Vehicles may not be started, run or moved during event hours.
- In the event of non-compliance, EMS will have the vehicle removed.

VENUE CARE

- Painting, nailing or drilling of floors, walls, ceilings or any other part of the building is not permitted.
- Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed.
- Any floor covering tape not removed by the exhibitor will be subject to a removal charge.
- No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures.

WASTE MANAGEMENT

- Large items of waste materials must be disposed of prior to show opening and must be placed in the waste skips located in the loading bays. The cleaning contractor only cleans recyclable rubbish e.g. cardboard from the aisles. Everything else needs to be removed from site by the exhibitor / contractor.
- You need to ensure the aisles, public circulation areas are kept clean of all rubbish and removed from site if it is non-recyclable.
- No chipboard, wood, stones, bricks, tiles, sand or steel may be dumped in the skips.
- Exhibitors will be charged for the dumping of building material in the skips allocated for general waste (paper/plastic). Please contact Tracey on Tracey.Williams@reedexpoafrica.co.za should you want to order your own skip for breakdown.

SAFETY rules & regulations

INTRODUCTION

Before any work should begin on site, the exhibitor and their contractor must evaluate any risk that might be caused by the building of a stand, which looks at probable and possible hazards and dangers and in so doing the exhibitor should be able to put in place plans and procedure to limit or nullify the risk. These steps are essentially the reasonable steps that the exhibitor will take in limiting injury, loss of life, civil & public liability.

BUILD-UP

To ensure a risk-free environment for both yourself and these contractors you are required to comply with:

- All personnel are required to wear hard hats when working in areas deemed to be a construction site.
- All saws, grinding wheels and other portable equipment are to be guarded as required by the OHS Act and no open unguarded inverted saw blades will be allowed.
- A “Hot Works” permit will be required where any welding or grinding is carried out.
- Any person(s) working in an elevated position will require a safety harness which must be secured to a safe structure.
- A permit is required for all scaffolding utilised on site. This permit must be displayed during use. No scaffold structure above 6 meters from the platform may be erected.
- Do not enter any area where a barrier is being erected.
- Erect appropriate warning signs when undertaking a high risk activity in your own area.
- Do not bring any unauthorised or unnecessary persons onto the site.
- Note the emergency evacuation procedures for fire and other potential dangers.
- Lighting must be compliant – securely affixed, heat resistant cover.
- No twinflex cables are allowed.
- Be aware of tripping hazards i.e. tape down all electrical cables.
- Be aware of forklifts and overhead works.
- Keep exits and aisles clear of stock and packaging.
- No children u/16 permitted onsite during build-up or breakdown.

DURING SHOW

- Ensure all power cabling is secured and out of the way of visitors and others.
- Don’t encroach into the aisles.

BREAKDOWN

- Follow the same principals as for build-up phase.
- Watch for sharp objects – nails, staples.
- Do not lift heavy items on your own.

AISLE ENCROACHMENT

- Fire regulations dictate that aisles need to be a minimum of 3m wide and **kept clear at all times.**
- Please ensure your stand design or the contents of your stand stay within your allocated space and do not protrude into the aisles. This includes rugs, mats or ground floor covering of any sort; camera’s, podiums, stabilising poles (e.g. tents) etc.
- Where raised platforms are used the corners need to be rounded off or splayed, or otherwise protected to ensure clear passage.

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- Please ensure you measure your platform carefully as it will in no way be allowed to protrude, even by a few centimetres into the aisle space.
- No doors or windows or any item may open or swing into the aisles.
- It is within EMS rights to make on-site adjustments, close a stand or the entire show should they feel visitors may be at risk of injuring themselves (tripping etc.) or unable to evacuate easily in an emergency.

CEILINGS

You must provide a valid fire extinguisher and smoke detector on your stand.
The ceiling and/or canopy material used must be flame proof (certificate/written confirmation to be provided).

COMPLIANCE

All contractors and exhibitors will be required to comply with all relevant Disaster Management legislation, OHS legislation and Public Health Department regulations and legislation. All exhibitors and contractors will be required to complete the **Exhibitor Indemnity** prior to being issued with their access badges.

EMERGENCY PROCEDURES

BEFORE THE EXHIBITION OPENS

- Clear away all extraneous material from the exhibition area such as packaging, containers and any other goods not essential tot he display.
- Please be aware of the emergency procedures applicable to the venue: familiarise yourself with the emergency exits and firefighting equipment and be aware of where security is stationed.
- It is a requirement of the Health and Safety that all practical steps be taken to ensure the safety of your staff and public.

WHEN THE EXHIBITION OPENS

- The PA system will only be used by the Organisers for pre-approved announcements as well as emergency announcements during the show hours and for clearing the exhibition in the evening. Should there be a request to clear the halls, the following procedure should be carried out:
  - Ensure that visitors are directed quickly and calmly to a safe exit. If possible and if you have enough staff, escort visitors to the exits.
  - Arrange for one person on your stand to search the stand and look for any suspicious or foreign articles, packages or strange objects.
  - If anything suspicious is found, report it immediately to the Organisers and/or Security.
- If the police advise clearing of the hall, a senior member of the Organisers will broadcast the following message on the PA ststem:

ATTENTION PLEASE. ATTENTION PLEASE.
Here is an important announcement. Circumstances make it necessary for everyone to leave the building.
Please make your way quickly to the nearest exit.

- After this message is broadcast everyone must make their way to the nearest exit. Both exhibitors and visirors should assemble outside the hall and await further instruction from security personnel and SAPS.
- Should the threat turn out to be a false alarm, security personnel will advise you.. in this case, exhibitors wil return to the hall first and visitors will follow five minutes later.
- In the event of a bomb threat, the recipient **must immediately** contact emergency services on **10111**, then security, then the organisers office.

EXHIBITION SAFETY POLICIES

Applicable to all stand builders, electrical contractors, décor providers, production crews and AV/technical providers.

All Floor Space Only/Custom Stand Exhibitors must include the following documentation in the required Safety File which must be presented to the Safety Officer prior to build-up:

- All technical drawings and floor plans (top view and side view showing all dimensions, construction material to be indicated as well)
- Occupational Health & Safety Policy and Plan
- A written policy concerning the protection of the health and safety of his/her employees at work. It includes a brief description of the organisation and the arrangement for carrying out and reviewing that policy.
- **Supervisor Appointment** (Section 8.2 OHS Act)
  - A written appointment of a supervisor to oversee all work done on site.
- **General Safety Regulation 3.4**
  - Written appointment for providing medical assistance on site, build-up, breakdown & show days.
- **General Safety Regulation 13A**
  - A written appointment for a ladder inspector, inclusive of a register listing all ladders in use on site.
- **Construction Regulation 7**
  - Proof that on-site Risk Assessment was conducted by a competent person for the specific task performed.
- **COID Registration No (letter of good standing)**
- **General Machinery Regulation 2.1**
  - A written appointment of a competent person to supervise and inspect the machinery being used (full time employee).

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- **Acts or Omissions by Employee (Section 37.2)**
  - Mandatory agreement between (in this case) the organiser and contractor to ensure compliance of the Occupational Health & Safety Act in terms of section 37.2.
- **Driven Machinery Regulations**
  - A written appointment of a competent and suitable person(s) operating high powered machinery (sanding machines, grinders, circular saws etc.)
- **Safety Representative Appointment (Section 17 OHS Act)**
- **Fall Protection Plan**
  - Required when contractors working on heights or using scaffolding measuring 1.5m or more (i.e. Risk assessment for working within high rise areas)
- **Electrical Installation Plan / COC**
  - Submission of such plans must take place after the job is complete.
- **All Structural Engineer's Certificate**
  - (Only required for stands over 3 meters); submission of such plans must take place after the stand building has been completed.
- **Rigging Certificate**
  - Submission of such plans must take place after the rigging is complete.
- Proof of **Public Liability.**

EXITS & FIRE ESCAPES

- No furnishings, decorations or other objects can obstruct exits, access to exits or visibility of emergency exits. The required path of travel to exits may not be blocked by furniture or any other moveable objects.
- Fire escapes are located at intervals throughout the halls.
- Fire extinguishers and hose cabinets are to remain visible and accessible at all times.

FIRE & EVACUATION PROCESS

- If you discover a fire or someone reports a fire to you, immediately raise alarm.
- Operate the nearest fire alarm call point by breaking the glass. If you do this (and it is safe to do so) please stand near the fire point to direct the attending security officer to the fire.
- At the sound of the fire alarm, evacuate the venue via the nearest exit and proceed to an area well clear of buildings. Remain outside the buildings until the all clear sign is given. Follow the instructions of staff and security.
- Do not do anything to endanger your life. Restrict your actions to try and prevent the fire from spreading by closing doors/windows and raising the alarm. Try to prevent people from going near the fire until help arrives.
- **Please try to stay calm and encourage others to do the same and please help those that appear to be experiencing difficulties.**

FIRE REGULATIONS

- All materials used in the construction and decoration of an exhibit must be flame retardant.
- All vehicles not on display must be removed from the facility before visitors are allowed onto the floor.
- Hessian, thatch and straw are regarded as major fire hazards and exhibitors planning to use these as part of their display will be required to provide a current Fire Retardant Certificate indicating that the product has been treated with a fire retarding compound. When material draping is used as part of a display, please ensure the draping does not come into contact with electric wiring, fittings and/or globes and should hang no lower than 5cm above the carpeted floor.
- Polystyrene products will be prohibited unless treated by a fire retardant and certificated proof provided by the exhibitor. Only on receipt of the Certificate may the stand be constructed.
- All materials used in the show must be of a non-flammable nature and resistant in order to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Fire regulations prohibit the use of crepe paper, corrugated paper, cardboard, PVC sheeting (except on the floor to prevent damage to carpets) or any other highly combustible flammable material.
- The use of industrial gases of inflammable or toxic nature for demonstration purposes will not be permitted in the exhibition venue unless a detailed application has been made to the Fire Department or the Factories Inspector. If approved, the Fire Prevention Bureau (FPB) conditions must be complied with. If this application is not made, gas cylinders and naked flame demonstrations will not be permitted.

NATIONAL BUILDING REGULATIONS

This Code of practice covers provisions for building site operations and building design and construction both permanent and temporary that are deemed to satisfy the provisions of the National Building Regulations. Temporary buildings is defined as any building that is so declared by the owner or structural builder and that is being used or is to be used for a specified purpose for a specified period of time.

This includes staging and scaffolding as temporary structures. Before temporary structure can be authorised by the local authorities or by the property owner, the following submissions will be sought:

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

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For the purposes of the exhibition, it has been determined in discussions with the venue that any structure built, stage or otherwise is deemed a potential hazard which requires a layout plan with all the relevant details. The submission of this plan to the venue will be analysed and the risk determined. If a recognised stage or stand builder builds the structure, the venue, risk assessor and Emergency Management Services will inspect the structure for safety purposes and if it is determined that there is possible risk to the temporary structure, and to people and items around the structure, the venue has the right as the property owner or Emergency Management Services to not allow persons on the structure.

The Emergency Management Services have a right to issue summons or fines if they are not satisfied with the construction of the temporary structure. The items that fall within these regulations will be monitored by the Safety Consultant and venue as the property owner, and will bring to attention of the Managing Agent, any concerns that may deem hazardous.

OHS ACT

Contractors need to ensure they are working according to the guidelines and regulations as prescribed by the Occupational Health & Safety Act (OHSACT). It is required that all contractors and sub-contractors adhere to the Safe Working Practices as set out in the act.

- Staff and contractors shall be vigilant towards health and safety issues to themselves and others in the area and shall observe the following practices which will be monitored and enforced by the organisers:
- Understand the Fire and Emergency Services procedures.
- Ensure that aisles leading to emergency exits are kept clear and unobstructed.
- The use of hard hats when working or restricting access to hazardous areas.
- The need to wear suitable protective clothing (eye, ear, foot and hand) where relevant.
- Ensure portable power equipment is used for the purpose intended, with safety guards correctly fitted and used.
- The safe use and storage of flammable liquids/substances and segregation from waste and other risk areas.
- When the use of chemicals and liquids are no longer required; the items are to be removed from the venue for safe and proper disposal. Such products may not be disposed of in general refuse.
- Ensuring that portable electric tools are used with minimum length of trailing leads and not left unattended when connected to a live power supply.
- That proper scaffolding is used during construction and that safety features are provided in accordance with established standards and tower scaffolding is used and properly constructed..

OPEN FLAMES

Any exhibitor who requires the use of gas or open flames (inclusive of candles) must **apply in writing** by **Friday 05 July 2019** to Tracey on **Tracey.Williams@reedexpoafrica.co.za**.

RISK ASSESSMENT

- Risk can occur at any time during the event and it is your responsibility to be vigilant at all times.
- Take the following precautions to avoid accidents:
- Don't leave boxes lying in walkways.
    - Ensure the stand looks safe and secure and report any problems to the Services Office.
    - Take care when using and setting up electrical equipment; person setting up the equipment must be qualified.
    - Tape down all cables securely.
    - Do not leave your stand unmanned.
    - Watch your surroundings—risks can develop any time.

SUSPICIOUS PACKAGES

In the event that you notice a suspicious package or item, or someone reports it to you, **do not attempt to open it, move it or touch it.** Inform security and the Organisers of the location of the item or package.

- **Do not handle the object under any circumstances.**
- Do not panic.
- Report an incident of concern to the Organisers.
- Exhibitors must refrain from touching any objects of concern and from removing exhibits from the venue.
- Evacuation of the venue will be announced over the PA system.
- Exhibitors are requested to point out the direction of emergency exits to staff and visitors in your immediate vicinity.
- Do not stay in the building once you have been instructed to leave. Do not stay to collect handbags, valuables etc. Leave immediately.
- Ensure that visitors are directed quickly and calmly to a safe exit. If possible and you have enough staff, escort them to it.

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