



The Star
HUMAN
RESOURCES
DEVELOPMENT
E X P O 2 0 0 9

SERVICES MANUAL

Service Forms

12 – 14 August 2009
Sandton Convention Centre, JHB, South Africa

Open Hours:
10h00 - 17h00 Daily

IMPORTANT !
PLEASE RETURN ALL FORMS BY THE DEADLINES
STIPULATED ON THE RELEVANT FORMS

This document forms part of your contract to exhibit. Please read carefully and complete service forms timeously

Fax to: +27 11 496 1313

SPECIALISED EXHIBITIONS (PTY) LTD
 PO Box 82196, Southdale 2135, South Africa
 E-mail: amelia@specialised.com



A TAX INVOICE WILL BE SUPPLIED AFTER THE EXHIBITION. VAT REG NO. 4530105362

• **No SERVICES WILL BE PROVIDED WITHOUT PRE-PAYMENT**
 • **CHEQUES TO BE MADE OUT TO SPECIALISED EXHIBITIONS (PTY) LTD**

Totals brought forward from the attached service forms:		R	c
Form 6	Electricity Supply and Lighting		
Form 7	Carpet Hire		
Form 8a, 8b, 8c	Furniture Hire		
Form 9	Flower and Plant Hire		
Form 10	Stand Cleaning		
Form 11a	Shell Scheme		
Form 12	Additional Stand Security		
Form 13	Expo Screens		
Form 15	Audio Visual Hire		
Total Including VAT at 14%			

Method of Payment: Cheque Credit Card Direct Deposit

BANKING DETAILS:

NEDBANK, SIEMERT ROAD, DOORNFONTEIN
ACCOUNT NUMBER: 1952 274516 **BRANCH CODE:** 195205
INTERNATIONAL PAYMENTS: SWIFT CODE: NEDS ZAJJ

CREDIT CARD PAYMENT: Amount:

Cardholders Name: _____

Credit Card No:

Expiry Date: _____ CVV Number: (Last three digits on reverse side of Credit card)

Card Type: Visa MasterCard Diners Amex

Signature: _____

DEADLINE: 21 JULY 2009

Full Name Of Exhibiting Company: _____ Contact Person: _____ (Please print name) Tel: () _____ Fax: _____ Email: _____	EXHIBITION STAND NO.
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IT IS COMPULSORY THAT THIS FORM IS COMPLETED AND RETURNED TO THE ORGANISERS BY DUE DATE

WITHOUT RECEIPT OF THIS FORM, SPECIALISED EXHIBITIONS RESERVE THE RIGHT TO WITHHOLD ACCESS TO THE STAND.

HEALTH AND SAFETY EXHIBITORS AGREEMENT

(In terms of Section 37 (2) of the Occupational Health and Safety Act 85 of 1993 as amended)

Written agreement between

**Specialised Exhibitions
(Employer)
and**

_____ Reg. No. _____
(Exhibitor or their Mandatary)

as envisaged by Section 37 (2) of the Occupational Health and Safety Act 85 of 1993 as amended (as recorded in the annexure A as printed on the reverse).

I, _____ representing _____ **(the Mandatary)** do hereby acknowledge that I/the Mandatary am/is an employer in my/its own right with duties as prescribed in the Occupational Health and Safety Act No. 85 of 1993 as amended, and agree to ensure that all work will be performed, or machinery and plant used, in accordance with the said Act. I/We furthermore agree to comply with the requirements of **Specialised Exhibitions (the Employer)** as contained in the documents attached hereto or as notified to me/us from time to time in writing by the Employer, and to liaise with the Employer (or his representative) should I/we, for whatsoever reason, be unable to perform in terms of this agreement.

I, _____ in my capacity as the owner/member/manager of _____ hereby appoint _____ as my representative and responsible person to supervise all work on the premises of **Specialised Exhibitions**.

Should there be any accidents/injury to any of my employees, our Workman's Compensation Commissioner No. is: _____ .

I/We hereby indemnify the Employer against any liability, loss or proceedings whatsoever, whether arising in common law or by statute, consequent on personal injuries of the death of any person whomsoever (including claims by my/our employees and their dependents) or consequent on loss of or damage to any movable or immovable property arising out of or caused by or in connection with the execution by me/us of all or any work as envisaged in terms hereof.

Signed this _____ day of _____ 20 ____ at (Venue) _____

Signed on behalf of **Specialised Exhibitions** _____ **(Employer)**

Signed on behalf of _____ **(Mandatary)**

SEE REVERSE SIDE FOR TERMS AND CONDITIONS

DEADLINE: 21 JULY 2009

Full Name Of Exhibiting Company: _____ Contact Person: _____ (Please print name) Tel: () _____ Fax: _____ Email: _____	EXHIBITION STAND NO.
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ANNEXURE A

TERMS AND CONDITIONS

1. All requirements of Occupational Health and Safety Act 85 of 1993 and Regulations (as amended) shall be adhered to;
 2. Any other statutory requirements pertaining to the area of exhibition shall also be adhered to.
 3. Section 37 – Acts or omissions by employees or mandataries.
Subsection (2) state that the employer shall be liable for any acts or omissions by any of his/their/its employees and/or mandataries, except if the parties have agreed in writing to the arrangements and procedures between them to ensure compliance by the mandatory with the provisions of this Act;
 4. When any activity during build-up and/or break-down periods, is of such nature that it could cause injury to anyone, or damage to the environment, all reasonable practicable preventative measures shall be implemented to ensure the health, safety and/or impact upon the environment.
 5. No dumping of any hazardous chemical substances is permitted into any drains and/or waste bins. Same shall be disposed of in terms of the Hazardous Chemical Substance Regulations of the Occupational Health and Safety Act 85 of 1993 as amended;
 6. Should any chemicals, gasses and/or substances be required to be used during build-up, break-down and/or show periods then all relevant material safety data sheets are required prior to use.
-

Contractor Details

Form 3

Fax to: +27 11 496 1313

EXHIBITIONS FOR AFRICA
PO Box 82196, Southdale 2135, South Africa
e-mail: amelia@specialised.com



Exhibitors using contractors/stand builders for building or any other type of display work must complete this form and return it to the organisers. Detailed plans of custom built stands must be sent to rian@lodgevents.co.za for approval by the local authority.

CONTRACTOR COMPANY NAME: _____

CONTRACTOR CONTACT NAME: _____

TEL NO: _____ CELL PHONE: _____

FAX NO: _____ E-MAIL ADDRESS: _____

POSTAL ADDRESS: _____

AUTHORISED SIGNATORY FOR CONTRACTOR: _____

NAME: _____ DATE: _____

We agree to abide by the company's standard terms and conditions of contract, with specific reference to:

1. Use of official contractors.
2. Stand construction must be completed by 17h00 on 11 August 2009.
3. The complete removal of all waste and display material upon completion of build-up.
4. The complete removal of all waste and display materials from the Sandton Convention Centre upon completion of breakdown; Halls must be cleared by 17h00 on 15 August. Any costs incurred by the organiser for the removal or storage of material will be invoiced to the exhibitor.
5. Fire prevention regulations.
6. Stand completion times.

DEADLINE: 21 JULY 2009

Full Name Of Exhibiting Company: _____ Contact Person: _____ (Please print name) Tel: () _____ Signature: _____ Email: _____	EXHIBITION STAND NO.
---	-------------------------

Fax to: +27 11 496 1313

SPECIALISED EXHIBITIONS (PTY) LTD
PO Box 82196, Southdale 2135, South Africa
E-mail: amelia@specialised.com



Please pass this form on to the person or company contracted to build your stand

Please see the Schedule of Activity below as well as some of the Rules and Regulations which form part of the contract between the Exhibitor and the Organiser.

Schedule of Activity

Build-up: 08h30 - 18h00 on 11 August 2009.

(If you need to work late please obtain an Extended Hours Request Form from the Organisers Office).

Show: 12 - 14 August 2009 (**Open hours:** 10h00-17h00 daily.)

Break-down: At 17h00 on 14 August 2009 exhibitors are permitted to breakdown till 19h00.

Full breakdown will continue on 15 August 08h00 till 17h00. All items must be removed by 13h00 on the 15 August 2009.

Please pay special attention to the following:

1. Should only one exhibitor wish to exceed 2,5m in height or to build a double-storey stand, it shall be responsible for both sides of the dividing wall above 2,5m. This must be of solid construction, suitably finished and decorated on the reverse side in a colour acceptable to the adjoining exhibitor, but carrying neither titles, devices, advertising matter nor exhibits on the elevation overlooking the single-storey stand. The dividing wall must be erected and dismantled throughout its total height by the exhibitor exceeding that height. Failure to comply with this regulation may result in the Organiser completing the work at the expense and risk of the exhibitor at fault. This will also apply to an exhibitor failing to erect partitioning between its own and the adjacent stand as well as to any exhibitor erecting a common partition of less than the height specified, except by mutual agreement.
2. No part of any stand or exhibit, including fascias, signs, corner posts or fittings, shall project into or overhang any aisle or obscure any fire or exit signs.
3. In a continuing vein, the freedom of all aisles is essential for the build-up and dismantling of the exhibition. No one may erect or place any scaffolding, trestles, cranes, hoists or other equipment or material which will impede, delay or stop work on any other site or in the aisles. It is also the responsibility of the exhibitor and its agents and employees to keep all aisles clear (so far as is reasonably possible) of materials, packing cases, rubbish and equipment.
4. Fire alarms, hydrants, extinguishers, exit signs etc., must not be masked or obstructed.
5. The floor loading for the Halls is: 1,5 tons per m²
6. To avoid a 20% surcharge, please ensure all orders plus payment reach us by no later than 21 JULY 2009.
7. The officially appointed electrical contractor shall have the right to enter any stand and examine the electric wiring, lighting, motors and accessories. All electrical contractors working on the exhibition stands shall supply the organisers upon request with a Certificate of Compliance. **RIPCORDER IS NOT ALLOWED IN ANY CIRCUMSTANCES WHATSOEVER. The Organiser reserves the right to refuse the connection of any stand not complying with applicable regulations and to limit the supply to any consumer.**
8. **No machining or cutting will be allowed in the Halls.**
9. Stands must be completed by the deadline of 18h00 on 11 August 2009, to allow for final dressing and cleaning by the Organisers.
10. **All stands must clearly display the stand number – this is compulsory and assists fire fighting and medical personnel to quickly find the exhibitor's site.**

Exhibitor Name Badges

Form 5

Fax to: +27 11 496 1313

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 PO Box 82196, Southdale 2135, South Africa
 E-mail: amelia@specialised.com



PLEASE COMPLETE THE FORM BELOW DETAILING COMPANY NAME

Exhibitors must collect their badges when they register during build-up at the organisers office.
 Exhibitor badges are for exhibitor staffing the stand and are not to be ordered for friends or visitors.
 Please make sure that this form is submitted in good time. The delivery times of badges that have to be produced on site will be as follows: Names handed in before 11am: Ready after 4pm.
 Names handed in after 11am: Ready the following morning.

Exhibitors who will be making use of their own corporate badges must still display the HRDE 2009 exhibitor badges to gain access to the hall.

PLEASE PRINT CLEARLY

Fax to: **+27 11 496 1313** or email: **amelia@specialised.com**

NAME:	COMPANY NAME:
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	
11.	
12.	
13.	
14.	
15.	

DEADLINE: 21 JULY 2009

Full Name Of Exhibiting Company: _____ Contact Person: _____ (Please print name) Tel: () _____ Fax: _____ Email: _____	EXHIBITION STAND NO.
---	-------------------------

Electricity Supply & Lighting

Form 6

Fax to: +27 11 496 1313

SPECIALISED EXHIBITIONS (PTY) LTD
 PO Box 82196, Southdale 2135, South Africa
 E-mail: amelia@specialised.com



1. Those companies who have contracted for a package deal are entitled to electrics as listed below according to the size of the stand booked.
2. Additional electrics may be ordered on the application form below.
3. Electricity will only be connected once all outstanding amounts have been settled.
4. **Companies which have not contracted for a package deal must order a single-phase distribution board.**

PACKAGE DEAL

m ²	Entitlement
6	1 x 1,5m 2 tube fluorescent fitting and 1 plug point
9	1 x 1,5m 2 tube fluorescent fitting and 1 plug point
12	1 x 1,5m 2 tube fluorescent fitting and 1 plug point
15	1 x 1,5m 2 tube fluorescent fitting and 1 plug point
18	2 x 1,5m 2 tube fluorescent fitting and 1 plug point
20	2 x 1,5m 2 tube fluorescent fitting and 1 plug point

APPLICATION FORM		Quantity	Rates	R	c
SUPPLY TO STAND					
A	Single phase 30 amp distribution board with 15 amp plug		R 1405.00		
B	220v - 15 amp plug point		R 275.00		
LIGHTING					
M	1.5m 2 tube fluorescent fitting		R 315.00		
P	Spotlight with 150 watt lamp		R 240.00		
Q	Three spots on a 2 metre track fixed behind shell scheme fascia		R 565.00		
T	To connect a light supplied by exhibitor or move electrical fitting per point		R 210.00		
			Sub-total		
			Less 20% discount if paid on or before the due date 21 July 2009		
			Sub-total		
			VAT		
			Total		

IMPORTANT NOTES

1. All electrical installations must comply with the Wiring Code of the SABS 0142/1, therefore any electrical installations must be tested with the Certificate of Compliance of the SABS 0142/1
2. **This order constitutes a firm and binding contract and cannot be cancelled after 21 July 2009.**
3. The use of ripcord for the wiring of stands is not permitted.
4. Requirements other than those listed above should be faxed to **TL Electrical Services, Fax: (011) 493-2451 Tel: (011) 493 2533** and copied to the Operations Manager at Specialised Exhibitions.
5. All electrical equipment is only on hire for the duration of the exhibition.

DEADLINE: 21 JULY 2009

PLEASE TURN OVER FOR ELECTRICAL FITTING PLAN

Full Name Of Exhibiting Company: _____ Contact Person: _____ (Please print name) Tel: () _____ Fax: _____ Email: _____	EXHIBITION STAND NO. _____
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Carpet Hire

Form 7

Fax to: +27 11 496 1313

SPECIALISED EXHIBITIONS (PTY) LTD
 PO Box 82196, Southdale 2135, South Africa
 E-mail: amelia@specialised.com



1. Exhibitors may only order carpets through the Organisers and not direct from the Contractors. A second choice of colour should be indicated on the chart below.
2. No carpet tiles may be cut or damaged. Any damaged or missing tiles will be charged to the Exhibitor at R110,00 per tile (VAT inclusive).
3. Colour changes of carpets already laid, require a further charge of R25.00 per square metre.
4. If an order is less than stand size, or requires a special layout, please submit a diagram on the reverse side of this form
5. Cost per square metre = R 43.00
6. Approximate carpet colours are shown at the end of the furniture brochure.

Code	Carpet Colour	1st Choice	2nd Choice	Chequered Pattern	
				1st Colour	2nd Colour
001	Brown				
002	Irish Coffee				
005	Dark Red				
006	Gold				
008	Forest Green				
009	Kingfisher Blue				
010	Charcoal				
011	Grey				
012	Royal Blue				
013	Red				
014	Black				
015	Dark Green				
016	Amber				
017	Dark Brown				
018	Beige				
024	Light Blue				
025	Violet				

_____ square metres of carpeting at R 43.00 per square metre

Less 20% discount if paid on or before the due date 21 July 2009

Sub-total	R	
	R	
Sub-total	R	
VAT	R	
TOTAL	R	

NOTE: Should you require a special pattern please fax through a detailed layout.

DEADLINE: 21JULY 2009

Full Name Of Exhibiting Company: _____ Contact Person: _____ (Please print name) Tel: () _____ Fax: _____ Email: _____	EXHIBITION STAND NO.
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Furniture Hire

Form 8a

Fax to: +27 11 496 1313

SPECIALISED EXHIBITIONS (PTY) LTD
 PO Box 82196, Southdale 2135, South Africa
 E-mail: amelia@specialised.com



1. All hired items must be treated with care.
2. All hired items are payable before delivery.
3. Damaged items will be charged for in full.
4. All items Hired are the responsibility of the exhibitor until collected by the contractor.

ITEM	DESCRIPTION	DESCRIPTION	QTY	UNIT PRICE	TOTAL
H01	Office Chair	Black, Grey and Athracite		R 190.00	
H02	Chrome & Leather Chair	Black		R 275.00	
H03	Breeze Chair			R 305.00	
H04	Black & Chrome Padded Chair			R 510.00	
H05	Cubic Beechwood Chair	Black/White		R 455.00	
H06	Cubic Pro Chair	Black/Beige		R 502.00	
H07	Bolero Chair			R 425.00	
H08	Trendy Chair (Green,Purple)	Green and Purple		R 425.00	
H09	Armet Chair	Blue,Green,Red and Yellow		R 305.00	
H10	Deli Chair			R 90.00	
H11	Blue Fizz Chair	Blue		R 295.00	
H12	Aluminium Chair	Silver		R 405.00	
H13	Kalahari Chair			R 180.00	
H14	Visitors Chair			R 440.00	
H15	Executive Chair			R 440.00	
H16	Marlin Armchair	Black,Blue and Burgundy		R 305.00	
H19	Round Chrome & Leather Barstool	Black		R 235.00	
H20	Katie Barstool			R 275.00	
H21	Black & Chrome Barstool	Black		R 365.00	
H22	Cocktail Barstool			R 305.00	
H23	Laura Barstool	Black		R 425.00	
H24	Long John Barstool	Black/Orange		R 515.00	
H25	Cubic Beechwood Barstool	Black/White		R 415.00	
H26	Cubic Silver Barstool	Black/White		R 415.00	
H27	Aluminium Barstool	Silver		R 425.00	
H28	Solar Barstool	Black, Red and Silver		R 295.00	
H29	Sellina Barstool	Blue		R 425.00	
H30	High Back Chrome Leather Barstool	Black		R 275.00	

Prices subject to change without notice

(Excl VAT)

Sub Total 1 C/F

A 20% discount may be applied if paid by the deadline date.

FOR MORE FURNITURE ITEMS PLEASE TURN OVER.

Furniture stocks are limited and subject to availability.
 Items hired remain the property of Oasys Hiring.

DEADLINE: 21 JULY 2009

See Form 8b overleaf

Full Name Of Exhibiting Company: _____ Contact Person: _____ (Please print name) Tel: () _____ Fax: _____ Email: _____	EXHIBITION STAND NO.
---	-------------------------

Furniture Hire

Form 8b

Fax to: +27 11 496 1313

SPECIALISED EXHIBITIONS (PTY) LTD
 PO Box 82196, Southdale 2135, South Africa
 E-mail: amelia@specialised.com



ITEM	DESCRIPTION	DESCRIPTION	QTY	UNIT PRICE	TOTAL
H34	Chrome Bistro Table	Silver		R 927.00	
H35	Rondo Cocktail Table			R 652.00	
H36	Beechwood Bistro Table Tubular	H1070 D680		R 785.00	
H37	Beechwood Cafe Table	H710 D900		R 540.00	
H38	Beechwood Cafe Table Tubular	H710 D900		R 540.00	
H39	Beechwood Table on Chrome Legs	H 750mm D900mm		R 500.00	
H40	Rondo Café Table			R 645.00	
H41	Chrome Café Table	H715 D600		R 628.00	
H42	Round Table on Milan Base	H750mm D900mm		R 285.00	
H43	Square Table on Milan Base	H750mm W800mm D900		R 285.00	
H44	Round Wooden Folding Table	H720mm D1045		R 305.00	
H45	Square Coffee Table	H400mm W610mm D610mm		R 190.00	
H46	Chrome & Glass Coffee Table	H450mm W700mm D500mm		R 485.00	
H51	C' est La Vie Chair			R 560.00	
H52	Tristan Tub Chair			R 730.00	
H53	Tub Chair	H720 L550 D700		R 480.00	
H54	Layla Chair	Blue and Red		R 1 245.00	
H55	Lenny Single Seater			R 1 372.00	
H56	Lenny DupleSeater			R 1 780.00	
H57	Komodo Single Seater			R 1 886.00	
H58	Komodo Double Seater			R 2 035.00	
H59 A	Lounge Suite 1 Seater	Black		R 670.00	
H59B	Lounge Suite 2 Seater	Black		R 1 335.00	
H59C	Lounge Suite 3 seater	Black		R 1 560.00	
H63	Maxima Curved Bar Counter	H1116mm W1595mm D610mm		R 1 465.00	
H64	Octanorm Bar Counter	H900mm W1010mm D500mm		R 655.00	
H65	Enara Brochure Holder			R 632.00	
H66	Bele Brochure Holder			R 632.00	
H67	Brochure Holder	H1200 W465 D260		R 375.00	
H68	Zig Zag Brochure Holder	Black		R 540.00	

Prices subject to change without notice
 (Excl VAT)

Sub Total 2 C/F

A 20% discount may be applied if paid by the deadline date.

FOR MORE FURNITURE ITEMS PLEASE TURN OVER.

Furniture stocks are limited and subject to availability.
 Items hired remain the property of Oasys Hiring.

DEADLINE: 21 JULY 2009

See Form 8c overleaf

Full Name Of Exhibiting Company: _____ Contact Person: _____ (Please print name) Tel: () _____ Fax: _____ Email: _____	EXHIBITION STAND NO.
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Furniture Hire

Form 8c

Fax to: +27 11 496 1313

SPECIALISED EXHIBITIONS (PTY) LTD
 PO Box 82196, Southdale 2135, South Africa
 E-mail: amelia@specialised.com



ITEM	DESCRIPTION	DESCRIPTION	QTY	UNIT PRICE	TOTAL
H69	Coat Rack	H1700mm		R 205.00	
H70	Upright Display Panel	H2000mm W1000mm		R 380.00	
H71	Clothes Rail	H1500mm		R 225.00	
H72	Rope Barriers	Per 1 Metre Unit		R 261.00	
H73	Watercooler with 20L water			R 1 210.00	
H74	Hexagonal Display Plinth			R 170.00	
H75	Pedestal Display Plinth	H500mm W500mm D500mm		R 371.00	
H76	Vertical Plinth	H1000mm 500mm D500mm		R 405.00	
H77	Waste Paper Bin	H290mm D290mm		R 36.00	
H78	Large Waste Bin	H760 D400		R 145.00	
H79	Standing Ashtray & Waste Paper Bin	White/Black		R 125.00	
H80	Perforated Stainless Steel Ashtray	& Waste Paper Bin		R 210.00	
H81	Perforated Stainless Steel Waste Paper Bin			R 97.00	
H82	Large Refrigerator	H1450 W585 D595		R 1 865.00	
H83	Small Refrigerator	H840 W520 D480		R 1 330.00	
H84	Newline Cupboard	H900mm W1010mm D520mm		R 688.00	
H85	Octanorm Cupboard	H900mm W1010mm D500mm		R 620.00	
H86	Newline Glass Top Counter	H900mm W1010mm D500mm		R 955.00	
H87	Octanorm Glass Top Counter	H900mm W1030mm D530mm		R 765.00	
H88	Newline Showcase Large	H1980mm W1030mm D500mm		R 1 715.00	
H89	Octanorm Showcase Large	H2000mm W1030mm D530mm		R 1 708.00	
H90	Newline Showcase Small	H1980mm W500mm D500mm		R 1 285.00	
H91	Octanorm Showcase Small	H2000mm W530mm D530mm		R 1 330.00	
H92	Standing Shelf	H1360mm W990mm D495mm		R 688.00	
H93	Oak Desk			R 680.00	
No pictures of the following items available:					
H107A	Flat Shelf	White - H16mm W1000mm D300mm		R 170.00	
H107B	Sloping Shelf	White - H16mm W1000mm D300mm		R 170.00	
H115	Trestle Table	H755mm W760mm L1835mm		R 140.00	
H101	Conference Table	H750mm W700mm L1400mm		R 330.00	

Prices subject to change without notice
 (Excl VAT)

Sub Total 3 C/F
Sub Total 1 (form 8a)
Sub Total 2 (form 8b)
Sub Total R
 Less 20% discount if paid on or before 21 July 2009 R
Sub total R
VAT R
Total due with order R

DEADLINE: 21 JULY 2009

Full Name Of Exhibiting Company: _____ Contact Person: _____ (Please print name) Tel: () _____ Fax: _____ Email: _____	EXHIBITION STAND NO.
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Flower & Plant Hire

Form 9

Fax to: +27 11 496 1313

SPECIALISED EXHIBITIONS (PTY) LTD
 PO Box 82196, Southdale 2135, South Africa
 E-mail: amelia@specialised.com



1. All items are hired – not sold.
2. Charges include delivery, maintenance and collection.
3. Missing or damaged items will be charged for in full.
4. All items hired are the responsibility of the client until collected.

REF. NO	DESCRIPTION	QTY	PRICE (EXCL. VAT)	TOTAL
TP 1	50cm Container (terracotta) with colour and large tree approx. 2m high		R 330.00	
TP 1.1	50cm Container (graphite) with colour and large tree approx. 2m high		R 330.00	
TP 2	40cm Container (terracotta) with colour and tree approx. 1.6m high		R 295.00	
TP 2.1	40cm Container (white) with greenery only and tree approx. 1.6m high		R 270.00	
TP 2.2	40cm Container (white) with colour only and tree approx. 1.6m high		R 270.00	
TP 3	35cm Container (white) with greenery only and tree approx. 1.3m high		R 205.00	
TP 4	35cm Container (terracotta) with colour and tree approx. 1.3m high		R 245.00	
TP 5	40cm Container (terracotta) with colour		R 325.00	
TP 5.1	40cm Container (graphite square) with colour		R 325.00	
TP 6 & 7	25cm Small Desktop (greenery and colour)		R 130.00	
TP 8	35cm Large Desktop (greenery and colour)		R 180.00	
TP 9	60cm Trough greenery only		R 195.00	
TP 10	85cm Trough - large graphite colour:- greenery only also available		R 245.00	
TP 12	Medium Imbuia Colour Container and tree approx. 1.6m high		R 435.00	
TP 12.1	Imbuia Colour Container and tree approx. 2m		R 365.00	
TP 12.2	Medium Square Black Container and tree approx. 1.6m high		R 435.00	
TP 12.3	Square Black Container and tree approx. 2m high		R 365.00	
TP 13	* Show Special: Grouping of container plants. All supplied in matching Terracotta colour containers / flowers / greenery at base. (1 x large tree ± 2m; 1 x medium tree ± 1.5m; 1 x small tree ± 1.2m)		R 595.00	
TP 14	Silver Container with Yucca		R 330.00	
TP 14.1	35cm Stainless Steel Container with plant approx. 1.5m high		R 330.00	
TP 15	Range of Décor Pots with Bamboo Dressing		R 455.00	
TP 15.1	Range of Décor Pots with Reed Dressing		R 455.00	
			Sub Total	
			Less 20% discount if paid on or before 21 July 2009 R	
			Sub total R	
			VAT R	
			Total due with order R	

DEADLINE: 21 JULY 2009

Full Name Of Exhibiting Company: _____ Contact Person: _____ (Please print name) Tel: () _____ Fax: _____ Email: _____	EXHIBITION STAND NO.
---	-------------------------

Fax to: +27 11 496 1313

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 E-mail: amelia@specialised.com



1. **FOR THOSE EXHIBITORS WHO HAVE CONTRACTED FOR A PACKAGE DEAL, CLEANING IS INCLUDED IN THE PACKAGE.**

2. **A stand cleaning service (Vacuuming of carpeted floor areas, emptying of dustbins) is available from the organisers. Cleaning will be done between closing time in the evening and opening time the following morning. CLEANERS WILL NOT CLEAN OR DUST EXHIBITS.**

Exhibitors must ensure that the cleaners have access to all areas where cleaning is required.

3. **All stands and aisles will receive a pre-clean on the evening of 11 August there after only those stands which have booked cleaning will continue to receive the service.**

Price for stand cleaning is R 30.00 per square metre. Square metres required	R	c
Sub-total	R	c
20% discount if paid on or before the due date 21 July 2009	R	c
Sub-total	R	c
VAT	R	c
TOTAL	R	c

DEADLINE: 21 JULY 2009

Full Name Of Exhibiting Company: _____ Contact Person: _____ (Please print name) Tel: () _____ Fax: _____ Email: _____	EXHIBITION STAND NO.
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Fax to: +27 11 496 1313

SPECIALISED EXHIBITIONS (PTY) LTD
 PO Box 82196, Southdale 2135, South Africa
 E-mail: amelia@specialised.com



SHELL SCHEME STRUCTURES MUST NOT BE PAINTED.

SECTION 1

If you have not ordered the stand package and require shell scheme, or additional walling and lock-up door, please complete the form. **Stand structure may not be painted.**

Price for Shell Scheme is R260.00 per square metre. Size of stand	R	c
Price of Walling R260.00 per linear metre Number of metres	R	c
Price for lockable door R880.00 for storeroom / office	R	c
Sub-total	R	c
20% discount if paid on or before the due date 21 July 2009	R	c
Sub-total	R	c
VAT	R	c
TOTAL	R	c

- Should you choose the walling only option - especially for a run exceeding 3x linear metres, you will require additional support walling. Please phone Amelia van As @ Tel: 011 835 1565 for advice on how best to support the walling
- Please provide a sketch of the walling/ or store room required.
- Additional walling per linear metre does not include a fascia.

SECTION 2

We would like the following name to appear on the fascia board of our stand (PLEASE PRINT):

Name: _____

Fascias are red with company name in white letters.

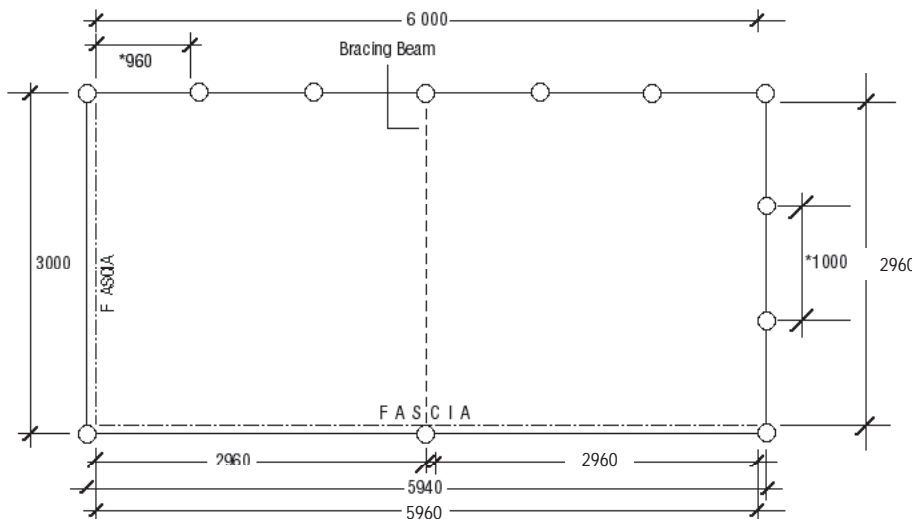
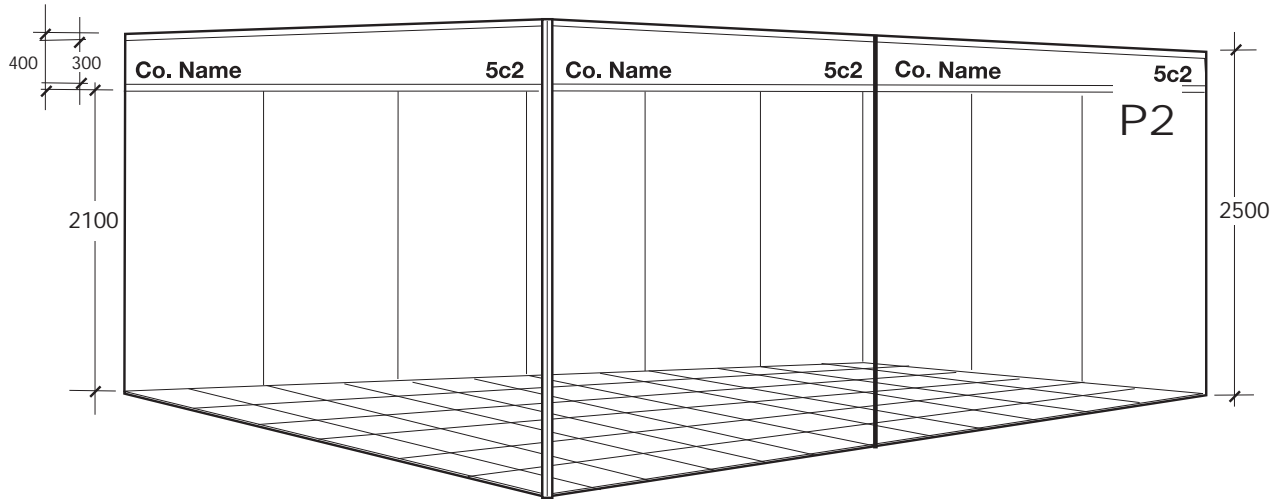
DEADLINE: 21 JULY 2009

See diagram overleaf

Full Name Of Exhibiting Company: _____ Contact Person: _____ (Please print name) Tel: () _____ Fax: _____ Email: _____	EXHIBITION STAND NO.
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Graphic Panel Size

P2 - Actual - 2420 x 980mm

P2 - Visual - 2400 x 960mm

***Note:** Uprights are at 1000mm centres
 Panel width between uprights is 960mm

A Typical 3m x 6m Shell Scheme Module

(Please check your contract for precise stand size and configuration)

HEIGHT

This shell scheme will be 2500mm in overall height.

WALLS

The walls of the shell scheme consist of 4mm thick polypropylene panels in white, and may not be painted.

FASCIA

Fascia is red with company name and stand no. in white lettering
 400mm high (300mm correx panel between 50mm frames).
 Fascias will be supplied for all open sides of shell scheme stands.

COMPANY NAME AND STAND NUMBER

The company name style for all shell scheme exhibitors is uniform and may not be altered. Names will be printed in upper and lower case 100mm high PVC vinyl lettering. Words such as Incorporated, Brothers etc. will be abbreviated. Neither (Pty) Ltd, c.c., nor any punctuation will be allowed.

Additional Stand Security

Form 12

Fax to: +27 11 496 1313

SPECIALISED EXHIBITIONS (PTY) LTD
 PO Box 82196, Southdale 2135, South Africa
 E-mail: amelia@specialised.com



Additional Stand Security

- ❖ Additional stand security can be provided by Lodge Sibumbene, the officially appointed security contractors for the exhibition. Please note that the use of any other security company at the exhibition is prohibited.
- ❖ There are two shifts per 24 (twenty four) hours and one may order for either or both shifts. The night shift will run until half an hour before the show opens in the morning.

PLEASE THE RELEVANT BOX

DAY SHIFT = D/S NIGHT SHIFT = N/S			
<input type="checkbox"/>	D/S - 11 TH AUGUST @R390.00 PER SHIFT	NUMBER OF GUARDS:	R
<input type="checkbox"/>	N/S - 11 TH AUGUST @R475.00 PER SHIFT	NUMBER OF GUARDS:	R
<input type="checkbox"/>	D/S - 12 TH AUGUST @R390.00 PER SHIFT	NUMBER OF GUARDS:	R
<input type="checkbox"/>	N/S - 12 TH AUGUST @R475.00 PER SHIFT	NUMBER OF GUARDS:	R
<input type="checkbox"/>	D/S - 13 TH AUGUST @R390.00 PER SHIFT	NUMBER OF GUARDS:	R
<input type="checkbox"/>	N/S - 13 TH AUGUST @R475.00 PER SHIFT	NUMBER OF GUARDS:	R
<input type="checkbox"/>	D/S - 14 TH AUGUST @R390.00 PER SHIFT	NUMBER OF GUARDS:	R
<input type="checkbox"/>	N/S - 14 TH AUGUST @R475.00 PER SHIFT	NUMBER OF GUARDS:	R
<input type="checkbox"/>	D/S - 15 TH AUGUST @R390.00 PER SHIFT	NUMBER OF GUARDS:	R
SUB TOTAL			R
LESS 20% DISCOUNT IF PAID ON OR BEFORE 21 JULY 2009			R
SUB TOTAL			R
VAT			R
TOTAL			R

DEADLINE: 21 JULY 2009

Full Name Of Exhibiting Company: _____ Contact Person: _____ (Please print name) Tel: () _____ Fax: _____ Email: _____	EXHIBITION STAND NO.
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Fax to: +27 11 496 1313

SPECIALISED EXHIBITIONS (PTY) LTD
 PO Box 82196, Southdale 2135, South Africa
 E-mail: amelia@specialised.com



PLEASE NOTE:

PAYMENT TO BE MADE TO SPECIALISED EXHIBITIONS (PTY) LTD

Whilst the Organisers provide general security on site and in the exhibition hall, it should be noted that Exhibitors are responsible for the security of their stand and its contents, including any items on hire.

No security personnel, organisation or service, other than the company appointed by the Organisers, may provide service on the premises. The organisers and their contractors do not accept any responsibility for the security, loss or theft of or damage to goods or property.

❖ **This service is only available for those exhibitors with shell scheme.**

System delivered and assembled to exhibition stand and collection at end of rental period.

SIZE REQUIRED	QUANTITY REQUIRED	DELIVERY DATE	COLLECTION DATE	TOTAL RENTAL DAYS	
2 metre Expo Screen		11 August 2009 from 09h00	15 August 2009 08h00 - 10h00	5	Show Special @ R 621.00 each for 5 days
3 metre Expo Screen		11 August 2009 from 09h00	15 August 2009 08h00 - 10h00	5	Show Special @ R 675.00 each for 5 days
4 metre Expo Screen		11 August 2009 from 09h00	15 August 2009 08h00 - 10h00	5	Show Special @ R 810.00 each for 5 days
5 metre Expo Screen		11 August 2009 from 09h00	15 August 2009 08h00 - 10h00	5	Show Special @ R 891.00 each for 5 days
					SUB TOTAL RENTAL
					20% DISCOUNT IF PAID ON OR BEFORE 21 JULY 2009
					SUB TOTAL
					VAT
					TOTAL

❖ **Service will not be provided until full payment has been received.**

Exhibitors will be charged at the ruling daily rates should their hired expo screen not be available for collection by 10h00 on **15 Aug 2009**.

DEADLINE: 21 JULY 2009

Full Name Of Exhibiting Company: _____ Contact Person: _____ (Please print name) Tel: () _____ Fax: _____ Email: _____	EXHIBITION STAND NO.
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Fax to: +27 11 508 0505

Krishna Reddy
 SIEMENS IT SOLUTIONS & SERVICES (PTY) LTD
 E-mail: KrishnaR@sandtoncc.co.za Tel: 011 508 1615



SIEMENS Telecommunications Order Form

SCC 01-05

Name of Event	
Dates of Event	
Exhibitor Name	Stand No.
Billing Name	
Postal Address	
Code	
Contact Person	E-mail
Phone Number	Fax Number

SIEMENS operates a helpdesk at the SCC. Should you experience problems with any of their equipment or services, please contact 508 0768. Please nominate a person who will assume the responsibility for logging these calls.

Nominated Person	Cell Number
VAT Registration Number:	

PLEASE NOTE

- Please complete the order form in full because all this information is required in order to generate a quotation. A quotation will not be generated should this information not be complete.
- The telephone system at the SCC is digital. If you require a telephone, please order a digital line. A telephone line will only enable you to make telephone calls.
- If you wish to make use of a fax machine, a modem or a speedpoint machine, please order an analogue line, not a telephone line.
- When placing an order for a telephone, fax or modem service, both the line and equipment (if required in the case of fax and modem) must be ordered.
- **The number to dial for an outside line at the SCC is 7, not 0.**
If you are providing your own modem, fax or speedpoint machines, please ensure that they are programmed to dial 7.
- If you are providing your own PC and wish to make use of a dial-up function, please ensure that you have a modem card for analogue dialup or an ISDN card for ISDN dialup. If you wish to make use of a LAN connection, please ensure that you have a network card.
- There are three options available at the SCC for internet access:
 - Dialup via analogue or ISDN
 - LAN connection to the existing network
 - ADSL connection to Adsl router
- There is a cost associated with the setup, rework and breakdown of each service requested.
- There is a charge for after-hours call outs
- Floor plans are required with specific setup requirements
- Siemens IT Solutions & Services is the sole supplier of telecommunications requirements at the SCC
- Orders for telecommunication equipment and services must be confirmed with and paid to Siemens IT Solutions & Services.
- Siemens will add call charges and invoice after the event.
- A 20% surcharge will be levied for late orders.
- Siemens will bill a standard labour rate of one hour.

Telephone Application

Form 14b

Fax to: +27 11 508 0505

Krishna Reddy
SIEMENS IT SOLUTIONS & SERVICES (PTY) LTD
E-mail: KrishnaR@sandtoncc.co.za Tel: 011 508 1615



Name of Event _____
Exhibitor Name _____ Contact No. _____

Telephone	Period/Unit	Rental/Unit cost	No of units required
Digital line plus a phone	per day	R 155.25	
Digital line plus a Speaker Advanced Plus digital phone	per day	R 172.50	
plus call charges	as per usage		
Fax/Speedpoint/Euroset Analogue Telephone			
analogue line	per day	R 132.25	
plus call charges	as per usage		
Rental fax machine (excluding analogue line)			
Plainpaper laser fax machine	per day	R 345.00	
paper per ream – 500 pages	per ream	R 57.50	
plus call charges	as per usage		
Shared Internet via Network Connection over the LAN (PC must have network card) no call charges			
Internet band width 1 meg Diginet Line (one IP address)	Per day	R 695.75	
Internet networking per additional IP address (2 machines or more on stands)	Per day	R 149.50	
Creating of own VLAN	Once off	R 322.00	
Patched point in VLAN	Per Point Per Day	R 115.00	
Internet via ADSL 4 Meg Line - Dedicated			
Netgear Router for Wireless Network	Per day	R 1150.00	
Cap usage per 1 gig	as per usage	R 218.50	
Prepaid Cap Bundle	Per Bundle	R 925.00	
Internet via Dial-up (user must have own service provider)			
analogue connection (PC must have analogue modem)	Per day	R 132.25	
ISDN connection 128K (PC must have ISDN modem)	per day	R 322.00	
plus call charges	as per usage		
Webcasting Equipment			
Siemens PNT Connection Boxes	Per unit per day	R 200.00	
ISDN connection 128K	per day	R 322.00	
Video Conference (Single Host)			
4X128K lines plus equipment	per hour	R 2024.00	
plus technician fee (if required)	per hour	R 540.50	
plus call charges	as per usage		
pricing for multiple host on request			
PC Hire			
Various models including notebooks (please state capacity requirements)	Per day	R 450.00+	
Temporary Software installation	Once-off	R 207.00	
Printer Hire			
Various models (please state capacity requirements)	Per day	R 450.00+	
paper per ream – 500 pages (if required)	per ream	R 57.50	
Call Charges			
Cellular calls	per minute	R 3.42	
0 - 50km	per minute	R 1.07	
> 50km (excluding international)	per minute	R 1.61	
Minimum call charge	per minute	R 1.07	
Labour costs			
Setup, Breakdown and Support during office hours	per hour	R 490.00	
Setup, Breakdown and Support outside office hours	per hour	R 605.00	
Setup, Breakdown and Support late requirements	per hour	R 605.00	
Setup, Breakdown and Support Saturdays	per hour	R 680.00	
Setup, Breakdown and Support Sundays	per hour	R 811.00	
Telkom Direct Line patching (for Telkom only)	Per point	R 180.00	

Fax to: +27 11 496 1313

SPECIALISED EXHIBITIONS (PTY) LTD
 PO Box 82196, Southdale 2135, South Africa
 E-mail: amelia@specialised.com



- For any queries, please phone Leoni De Vrye at (011) 608 3410
- All prices include delivery, set up, collection and insurance (**excluding excess**) within a 60km radius of Johannesburg.
- Rate quoted is for a 3 day hire period
- All items hired are the responsibility of the exhibitor until collected.

HD ready LCD Monitors (with build in speakers)							TOTAL
CODE	TYPE	RESOLUTION	SIZE (L x H x D)	QTY	SHOW PRICE		
SC01	19"	UXGA PC	463 x 410 x 45mm		R 615.00		
SC02	21"	UXGA PC & VIDEO	487 x 405 x 74mm		R 865.00		
SC03	32"	1366 x 768 HD ready	905 x 500 x 90mm		R 2 375.00		
SC04	42"	1366 x 768 HD ready	1017 x 680 x 85mm		R 3 115.00		
FULL HD LCD Monitors (with detachable in speakers)							
SC05	46"	1920 x 1080 FULL HD	1113 X 657 X 136mm		R 3 690.00		
SC06	52"	1920 x 1080 FULL HD	1254 x 742 x146mm		R 4 500.00		
SC07	65"	1920 x 1080 FULL HD	1572 x 923 x 126mm		R 6 875.00		
SC08	84"	1920 x 1080 FULL HD	2100 x 1190 x 190mm		R 12 375.00		
SC09	SLIM PC	Rear screen mountable	Slim line PC core 2 duo with DVD Drive		R 1 875.00		
SC10	LAPTOP		2100 x 1190 x 190mm		R 2000.00		
SC11	TOWER PC		Pentium 4 with DVD Drive		R 1 750.00		
SC12	DVD PLAYER		Auto Repeat		R 490.00		
SEAMLESS PLASMA VIDEO WALLS 3mm gap between panels							
SC13	2 x 2	XGA	1852 x 1046mm		R 10 625.00		
SC14	3 x 3	XGA	2778 x 1569mm		R 22 375.00		
SC15	4 x 4	XGA	3704 x 2092mm		R 36 125.00		
DATA VIDEO PROJECTORS & SCREENS							
	BRIGHTNESS	MAX RES	TYPE	QTY			
SC16	3000 ANSI	XGA	Sharp DLP		R 3 125.00		
SC17	5000 ANSI	XGA	Sharp DLP		R 7 500.00		
SC18	6000 ANSI	XGA	Sharp 3 chip DLP		R 11 875.00		
SC19	Fast fold 8 x 6	2400 x 1800mm	Front or rear projection screen		R 3 500.00		
SC20	Fast fold 9 x 12	3600 x 2700mm	Front or rear projection screen		R 4 875.00		
SC21	Tripod 2m	2000 x 1500mm	Front projection		R 1 000.00		
SOUND EQUIPMENT							
	TYPE	PAX		QTY			
SC22	PA	up to 20 people	Technician Required		R 2 875.00		
SC23	PA	up to 100 people	Technician Required		R 3 625.00		
SC24	PA	up to 200 people	Technician Required		R 4 875.00		
SC25	MIC 1	Wireless mic	Handheld Mic		R 1 190.00		
SC26	MIC 2	Wireless mic	Lapel Mic		R 1 190.00		
SC27	MIC 3	Wireless mic	Headset Mic		R 1 190.00		
ACCESSORIES							
SC28	Printer	Colour	Includes one cartridge excl. paper		R 1 750.00		
SC29	PC Network	Wireless	Includes wireless router, server etc.		on request		
SC30	Internet	Wireless	Internet connection with cap		on request		
SC31	Technician	On site	Per day		R 1 500.00		
SC32	Technician	Standby	Per day		R 1 000.00		
SUB TOTAL							
LESS 20% DISCOUNT IF PAID ON OR BEFORE 21 JULY 2009							
SUB TOTAL							
VAT							
TOTAL							

DEADLINE: 21 JULY 2009

Full Name Of Exhibiting Company: _____ Contact Person: _____ (Please print name) Tel: () _____ Fax: _____ Email: _____	EXHIBITION STAND NO.
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Fax to: +27 11 508 0757

OPTICAL EXHIBITIONS & LOGISTICS

Contacts: Tyron 082 450 3480

Thiru 082 801 4028

E-mail: tyron@opticalexhibitions.co.za

Tel: +27 11 508 1571

Fax: +27 11 508 0757



OPTICAL EXHIBITIONS & LOGISTICS – FREIGHT FORWARDING
Official on-site handling agents for Sandton Convention Centre

Dear Exhibitor,

Please be advised that Optical Exhibitions and Logistics cc have been appointed as the official on-site handling agent and freight forwarder for the Sandton Convention Centre.

- Free porters with trollies to assist exhibitors to unload and reload their vehicles
- A forklift up to a max of 2000kgs will be available on site. Please request a quotation.

Our other responsibilities at this venue are:

- Controlling the loading bays to ensure that each exhibitor gets the same opportunity to enter the loading bay to off-load/re-load exhibits
- Traffic control

It is therefore very important that this form is filled out correctly and faxed to us in good time so that we can plan and have all the necessary manpower and equipment on site.

IMPORTANT INFORMATION TO REMEMBER:

Once your vehicle has been off-loaded, it **MUST** be removed to the parking area allocated by the show organisers. Under no circumstance would you be allowed to park in the loading bay.

PLEASE NOTE: SHOULD WE NOT PHONE YOU, PLEASE TAKE YOUR DELIVERY DATE AND TIME AS CONFIRMED.

DESCRIPTION OF FREIGHT/EXHIBITS	
No of Pieces	Description of goods
Delivery date:	Delivery time:

Site handling requirements:

(Please tick appropriate box)

- Labour Local transport
 Forklift Cranage

Standard Trading conditions:

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

Important:

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

DEADLINE: 21 JULY 2009

Full Name Of Exhibiting Company: _____ Contact Person: _____ (Please print name) Tel: () _____ Fax: _____ Email: _____	EXHIBITION STAND NO.
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