

**SAFMA CONFERENCE AND EXHIBITION 2010**  
***AFRICA FM – GLOBALLY RELEVANT ?***  
**24 and 25 August 2010**  
**Airport Grand Hotel, Boksburg, Gauteng**

**EXHIBITION – GENERAL INFORMATION**

Queries: Kim Veltman

Email: [conference@safma.co.za](mailto:conference@safma.co.za) • Fax 086 689 0200 • Register online at: [www.safma.co.za](http://www.safma.co.za)

Queries: Telephone Kim Veltman +27 083 556 1719

Nicolette van den Eijkel +27 083 308 5536

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**Important Dates**

Airport Grand Service Forms due:	6 August 2010
Accreditation staff names due:	6 August 2010
Custom Stand Buildup:	Monday 23 August 07h00 - 12h00
Exhibitor Stand Dressing:	Monday 23 August 13h00 - 17h00
Exhibition complete for handover:	23 August 2010
Exhibition Opening:	Tuesday 24 August at 07h30
Show Days:	Tuesday 23 August from 07h30 to Wednesday 25 August 2010 17h00
Exhibitor Breakdown:	Wednesday 25 August 17h00 to 24h00

**Show Days**

You are requested to man your stand at all times during the show.

**Buildup and Breakdown Identification**

Contractors and exhibitors are required to wear identification to gain entry to the exhibition hall. Each exhibitor will be provided with two badges, which will be supplied by the Organisers at allocated times and distributed through the Organisers office at Airport Grand.

**Exhibitor Accreditation**

Exhibitors and their stand staff are required to wear identification in the form of Name Tags.

**Exhibition Rules and Regulations**

- Exhibitors may not distribute materials or promote their product outside their stand area.
- The Organisers reserve the right to alter a stand should this be necessary in the interest of the exhibition as a whole. This will be for the cost of the exhibitor concerned.
- Exhibitors are required to obtain approval from the Organisers to host functions at their stands
- Exhibitors will not be permitted to cause obstructions within the aisles or disturbances to neighboring stands
- Any damage caused as a result of negligence on the exhibitors stand or floor space will be invoices for the cost of the exhibitor concerned

**Exhibitor Behaviour**

All exhibitors are required to operate their exhibition without trespassing on the rights of other exhibitors. The Organisers will not permit Exhibitors to interfere with other exhibits, impede access to other exhibits or utilize the aisles within the exhibition area. The Organisers reserve the right to limit and/or restrict operations, which for any reason might be considered objectionable, without any liability for refund and/or damage.

**Exhibitor Guidelines**

- Ensure that your stand is neat and tidy at all times
- Do not leave your stand unattended
- Ensure that you have ample supply of brochures and business cards to distribute from your stand
- Please arrive 15 minutes prior to opening times to ensure that your stand is ready for business
- Please ensure that you wear your exhibitor badge at all times to allow for easy access to the venue

**Conditions of Stand Hire**

The stands are for hire for the duration of the SAFMA 2010 Conference and Exhibition only. In the event of loss and/or damage, the hirer undertakes to pay the full replacement costs, plus the hire price, on presentation of such invoice.

**Stand Security**

The Organisers will provide general round the clock security at the doors to the exhibition, as well as roaming security in the public areas, from 15h00 on Monday 23 August to 24h00 on Wednesday the 25 August 2010. This is not individual stand security, should you require this please contact the preferred supplier for security at the Airport Grand Hotel – see Services.

The Organisers are not responsible for damage or loss of merchandise, personal effects, equipment of any other articles brought to the Exhibition. The Organisers are not responsible for the safekeeping of items left at Airport Grand Hotel after the event.

**Assumption of Risk for Exhibitors**

It should be understood by the exhibitor that each exhibitor shall assume the risk of any injury, loss and/or damage. The exhibitor assumes all risk of loss for merchandise, fixtures, displays and any other property located in the exhibition area, storage or any other area where access has been provided to exhibitors at Airport Grand Hotel. Specialised security personnel will be provided at the venue. However, such personnel shall not be deemed to affect the non-liability of the Airport Grand, SAFMA, and The Exhibition Contractor.

It is recommended that exhibitors take precautions by ordering security for their specific needs. The Airport Grand Hotel recommend that the exhibitors consult their insurance companies to obtain appropriate insurance coverage for the duration of the show.

**Insurance**

All exhibitors are responsible for their own insurance for goods and displays during the event, as well as transport to and from the Airport Grand Hotel.

**Personal Belongings**

Exhibitors are requested not to leave any personal belongings unattended on their stand.

**Aisles**

The minimum aisle space is to be adhered to. The Organisers reserve the right to request the removal of such items without any liability for loss or damage.

**Full Package Stand**

Includes floor space, shell scheme, fascia name board, spotlight, plug point.

**Telephone, fax and ISDN lines**

Should you have additional requirements kindly contact Telkom direct to place your order.

**Electrical Fittings**

Full package stands will be supplied with electricity and one 15amp plug point. Please inform the Organisers if you wish to have the plug specifically positioned. Should this request not be received by the Organisers the cost of any changes on site will be for the account of the exhibitor. Should you require additional power needs please order through the Exhibition Equipment Rental order form under Services on the website.

Please note that any electrical equipment brought to the Airport Grand Hotel must comply with the South African Electrical Regulations and the Occupational Health and Safety Act. The Organisers reserve the right to remove any non-compliant equipment at the expense of the exhibitor. All electrical fittings are to be installed by the designated electrical contractor at the SAFMA Exhibition and a Certificate of Compliance must be issued on completion of installation.

**Cleaning of Stands**

Exhibitors are responsible for maintaining their stands in a neat and tidy condition at all times. The Organisers will ensure that the exhibition area and aisles are vacuumed daily and all waste bins will be emptied daily. Should exhibitors require additional cleaning services please complete the relevant form – see Services

**Stand Catering**

Should Exhibitors require stand catering kindly contact the Airport Grand to confirm your arrangements. These arrangements will be invoiced directly by the Airport Grand Hotel

**Alcohol**

The Airport Grand Hotel is a fully licensed venue and alcohol may not be brought onto the premises. A special permit is required for promotional and sponsorship alcohol and a corkage fee applies. The Airport Grand Hotel requires advance notification of such requests and the permission to permit promotional beverages is at the discretion of management.

### **Deliveries and Offloading**

All equipment loading must be done via the marshalling yard. Vehicles may be parked in the loading bay area only while loading/offloading is taking place. Any vehicle in the loading bay for an extended period of time will be towed away. Build up passes will be required to access the loading bay area. Please note that once you have offloaded your vehicle it must be moved out of the area to be the pre-appointed parking area, to allow other exhibitors to offload. Exhibitors will be allocated a loading bay time, should the exhibitor not adhere to the time allocated the exhibitor concerned will be placed at the end of the day's loading schedule. Your co-operation in this matter will be appreciated.

### **Fire Regulations**

All displays are subject to inspection by the Fire Services Department. The following regulations apply to exhibition stands:

- No stand shall be constructed unless the Organisers have approved the plan of the proposed construction and layout.
- No combustible material such as Hessian, polystyrene etc shall be used on the stand without prior approval of the Organisers. All such materials require a Fire Retardant Certificate of proof that the product has been treated with a fire retarding agent.
- Exhibitors should kindly take care that material draping does not come into contact with electrical wiring, fittings and / or globes and drops no lower than 5cm above the floor
- Solid ceilings are not permitted on stands without the approval of the Organisers
- No exhibitor may exceed the boundary of his stand as demarcated on the floor plan
- Exhibitors are required to obtain permission from the Organisers for the storage of or use of hazardous substances, gas cylinders and naked flames
- Exhibitors may not obstruct any movement of people, or obstruct any existing fire hazard facilities or signs
- Fire extinguishers in any form may not be moved, removed or obstructed
- No storage will be permitted within the exhibition floor area

### **Fire Escapes**

Fire escapes are clearly demarcated with signage. The signage and access to fire escapes may not be obstructed in any way.

### **Firearms**

Firearms are not permitted in the venue.

### **Care of Building**

No fitting or attachment is to be made to the walls, floors, ceilings or pillars of the building. This includes any equipment which would be affixed to or suspended from any structure of the building. Exhibitors will be held liable for damage. Should the exhibitor require further information kindly contact the Organisers.

### **Damage**

The Organisers will be liable for damage to the premises however caused. Exhibitors found damaging walls, carpets or any structure in the Exhibition area will be charged with the cost of repair or replacement of such damaged items. Exhibitors may not paint, weld, wallpaper etc within the Exhibition hall, a specific area will be made available in the yard for this purpose.

### **Floor Damage**

Exhibitors will be held responsible for any damage caused to the carpeting and will be charged accordingly for replacement.

### **Noise**

Exhibitors are required to refrain from use of any apparatus on the stand which may cause a disturbance to other exhibitors or the Organisers.

### **Smoking**

Smoking is prohibited in the Airport Grand Hotel except in demarcated areas.

### **Emergency Procedure**

In the event of an emergency, evacuation procedures will be announced on a PA system and managed by management.

### **Liabilities**

The Airport Grand Hotel and the Organisers shall not be liable or responsible to any party for any claim, damage or loss caused to any person as a result of the failure of the Hotel or any of its employees or representatives to comply with any provision of the contract of hire. The Airport Grand Hotel shall not be responsible for the safekeeping, storage or usage of any property brought into the complex. All property belonging to the exhibitor shall be brought in at their own risk and the exhibitor indemnifies The Airport Grand Hotel and the Organisers and hold them harmless against any and all claims or damages that may be suffered by any person in relation hereto. The Airport Grand Hotel and the Organisers shall not be liable for any loss, injury or damage howsoever caused to goods and / or persons on premises. The Exhibitor shall be liable for all penalties, losses or damages charged or levied by any authority, service provider or third party in respect of attributable to any or all of the sub-hirers, which amounts shall be paid by the Exhibitor to the supplier on demand.

### **Safety**

Exhibitors are requested in the interest of safety, to request permission from the Organisers where any of the following is required:

- Use of any material or substance that may be of hazardous, poisonous or explosive nature
- Use of radioactive materials
- Distribution of food and drink
- Any excessive noise requirement
- Live animals as part of any display

### **Safe Work Practice**

Licensees, 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 as necessary by the Organisers:

- The understanding of the procedures regarding fire evacuation, emergency procedures and accidents
- The maintenance of clear gangways for emergency evacuation through the venue in build-up and breakdown situations
- Compliance of workmen to wear suitable clothing relevant to their jobs
- Safe use and storage of flammable substances
- Safe usage of portable power equipment
- Safe usage of portable electric tools
- Safe disposal of chemicals in the proper manner and not disposed of in general bins or skips
- Use of proper scaffolding with the safety features provided in acceptance with the established standards.
- Use of three pin adaptors with earth clips to connect sockets. Use of a two-pin plug in a three pin socket is prohibited.

### **Occupational Health and Safety Act and Regulations**

All exhibitors are to please note that in terms of the above act, all contractors working on the stand are to read and be familiar with the Safe Working Practice information.