



EXHIBITION INFORMATION DOCUMENT

15 - 20 August 2010

Cape Town, South Africa

EXHIBITION BOOTH INFORMATION

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Exhibition Booth 3 m x 2 m (6 m²) - Booth Rental Fee: R 15, 000



The organisers reserve the right to alter the configuration of the actual exhibition booth should it be necessary to fit into the floor plan and comply with the CTICC regulations.

Each booth will be erected and ready for exhibitors to set up equipment and displays.

Booth Includes:

3 m x 2 m (6m²) Package stands consisting of:

Shell System 2.5 m high x 1 m wide panels

Fascia

Spot lights (2 per stand)

Plug points

¼ Distribution Board

1 x Table with table cloth

2 x H01 Black Office Chairs

1 x Brochure Stand

Carpets

1 x Registration to attend the conference

Booth Excludes:

Extension cords, Multi plugs

Prestik/Velcro to attach posters to panels

Audio visual equipment

Plants and décor

A. DISPLAY MATERIAL

1. No display material may be attached to or placed up against the venue walls. All exhibition items must be free standing and may not be supported by the booth or venue walls.
2. Exhibitors may use freestanding banners as well as posters that can be attached directly to the booth walls on their stands.
3. The posters that are to be attached to the panels must be made of a lightweight material/paper and can be attached to the panels by using double sided velcro or mirror tape. The exhibitor must supply the tape and Velcro. These posters must be portrait layout
(max length 2.5 m x max width 90 cm).
4. All empty containers must be removed from the booth. Please note, there is no storage available for empty boxes. Arrangements must be made beforehand with the freight agent to store large containers.
5. The organiser reserves the right to request the exhibitor to remove their display if they do not comply with the regulations and terms and conditions of the Conference and venue.
6. The exhibitor must agree to abide by the rules of the Conference and the Cape Town International Convention Centre.

B. ELECTRICITY SUPPLY AND INSTALLATIONS

1. Market Demand Trading 90 Pty Ltd is the official exhibition contractor and electrician for the Conference and will be the only contractor permitted to carry out electrical work and installations at the exhibition. If you require any assistance with electrical problems/supply during set up and the event, please contact the organisers to arrange for the electrician to assist you.
2. Exhibitor Booths: If you have additional electrical requirements over and above what is included in your booth rental, please contact the Secretariat in order to make arrangements prior to the Conference. No new requests/changes will be accepted on site. **Please note that you will be billed for all additional electrical requirements.**
3. Please do not tamper with the wiring/electrical equipment.

C. EXHIBITORS REGISTRATION TIMES

1. Exhibitors will be notified by e-mail when they are able to register on site.

D. BUILD UP AND BREAKDOWN TIMES

1. The booth will be built and ready for exhibitors to dress on Sunday, 15 August between 11:00 and 13:30.
2. All exhibition material must be removed by the exhibitor on Friday, 20 August 2010 between 15:00 and 16:00. The organisers, CTICC and SIL 2010 take no responsibility for items left behind.

E. ACTIVITIES AT THE EXHIBITS

Exhibitors are requested to confine their activities and keep their display material within the confines of their booth. The organisers will provide security but neither the Organising Committee nor the organiser can be held responsible for loss or damage to exhibitor property. Exhibitors may only distribute promotional material/literature at their booth.

F. CATERING

The CTICC will not allow any catering to be done by anyone else other than the in-house Catering department. Should you require catering on your stand, please contact Zubeida Isaacs at the CTICC - zubeida@ctconvention.co.za to make the necessary arrangements. Please note that the catering will be for the exhibitor's own account and must be settled directly with the CTICC.

G. CLEANING AND WASTE REMOVAL

1. Cleaning staff will ensure that the exhibition is cleaned each day.

H. NAME BADGES

1. Name badges will be provided for registered delegates and for security reasons must be worn at all times.

I. SAFETY PRECAUTIONS

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1. No welding, soldering, drilling and grinding will be allowed inside the exhibition venue.
2. No flammable substances will be allowed in the Exhibition venue.
3. The organisers will provide security but neither the Organising Committee nor the organiser can be held responsible for loss or damage to exhibitor property.

J. SECURITY

1. Exhibitors will be responsible for the security of their own booth during the Conference.
2. In their own interest, exhibitors should arrange for representatives of their companies to be present at the exhibition during the entire Conference.
3. It is essential that your exhibition be manned during the lunch and refreshment breaks.

K. INSURANCE

1. Exhibitors are advised to take out the necessary insurance for their particular requirements for the duration as well as the set up and dismantling time of the Conference.
2. It must be stressed that Organisers and security contractors, whilst taking every reasonable precaution, expressly decline any responsibility of liability for any loss or damage which may befall the property of and Exhibitor or any cause whatsoever. Please be vigilant and do not leave your stand unattended.

L. LIABILITY

The exhibitors at SIL2010 shall indemnify all Sponsors, the Organisers, the Cape Town International Convention Centre and other agents or employees from any and all such losses, damages and claims.

The organisers shall under no circumstances be responsible for any loss or damage which may at any time be suffered by the exhibitor, his employees, servants, customers, clients or visitors or to any of his property by reason of any act, neglect, default or otherwise howsoever caused by any servant or agent of the organiser or any other person whomsoever. Without in any way detracting from the generality of the foregoing, the organiser shall not be held responsible for any loss which the exhibitor and/or any other person(s) may suffer through theft, burglary or damage from any cause whatsoever.

M. VENUE

Cape Town International Convention Centre

The Cape Town International Convention Centre opened its doors for business in July 2003. It offers world-class facilities and has already received bookings for international events as far as 2016.

The Cape Town International Convention Centre is situated in Cape Town at the entrance to the very popular Victoria and Alfred Waterfront. There are several hotels situated within walking distance of the Centre and several more hotels are situated in the Waterfront (3 minutes drive from the Convention Centre)

Convention Centre Address: Convention Square, 1 Lower Long Street, Cape Town, SOUTH AFRICA

www.capetownconvention.com

N. FREIGHT HANDLING / SHIPPING INSTRUCTIONS

EXHIBITION FREIGHTING G.S.M. has been appointed the official customs broker and freight forwarder for the exhibition. Exhibition Freighting specialise in the transportation and freight handling of exhibits. They offer a complete turnkey operation and single source responsibility throughout, including Customs clearance, delivery to exhibition venue, on-site handling, installation and supervision.

EXHIBITION FREIGHTING G.S.M.

Physical address

Exhibition Freighting G.S.M

Unit 11A

Platinum Junction

School Street

Milnerton 7441, South Africa

Tel: +27 21 552 7248

Fax: +27 21 552 2349

E-mail: ef-gsm@iafrica.com

Please ensure that you have someone on site to receive and sign for the deliveries. The CTICC and the Conference Organisers will not accept any consignment on the exhibitor's behalf. Exhibition Freighting will be able to assist with the delivery of exhibition material on site.

FURTHER FREIGHTING INFORMATION AVAILABLE ON REQUEST.

O. ADDITIONAL EXHIBITOR SERVICES

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Oasys Exhibition and Events has been appointed the official contractor to build all SIL2010 booths. Oasys can also assist exhibitors with the following additional services:

Furniture hire, Plant hire, Signage, Banners, Portable display systems, Spotlights, Stand installation service, Frames, Shelving.

Please note that the booth include only the items listed under the booth option. All additional services and items requested by the exhibitor will be extra and must be settled directly with Oasys.

PLEASE NOTE THAT NO CHANGES MAY BE MADE TO THE ACTUAL BOOTH WITHOUT CONSULTING THE ORGANISERS.

Oasys Exhibition and Events:

Address: 9 & 11 Sixth street **Tel:** +27 21 526 3200
Montague Gardens **Fax:** +27 21 552 1841

Attention: Beulah Henning **e-mail:** beulah@oasysexpo.com

(Please quote Ref: SIL2010 when contacting Oasys.)

P. SIL 2010 BANKING DETAILS

BANK: ABSA BANK

BRANCH: PUBLIC SECTOR

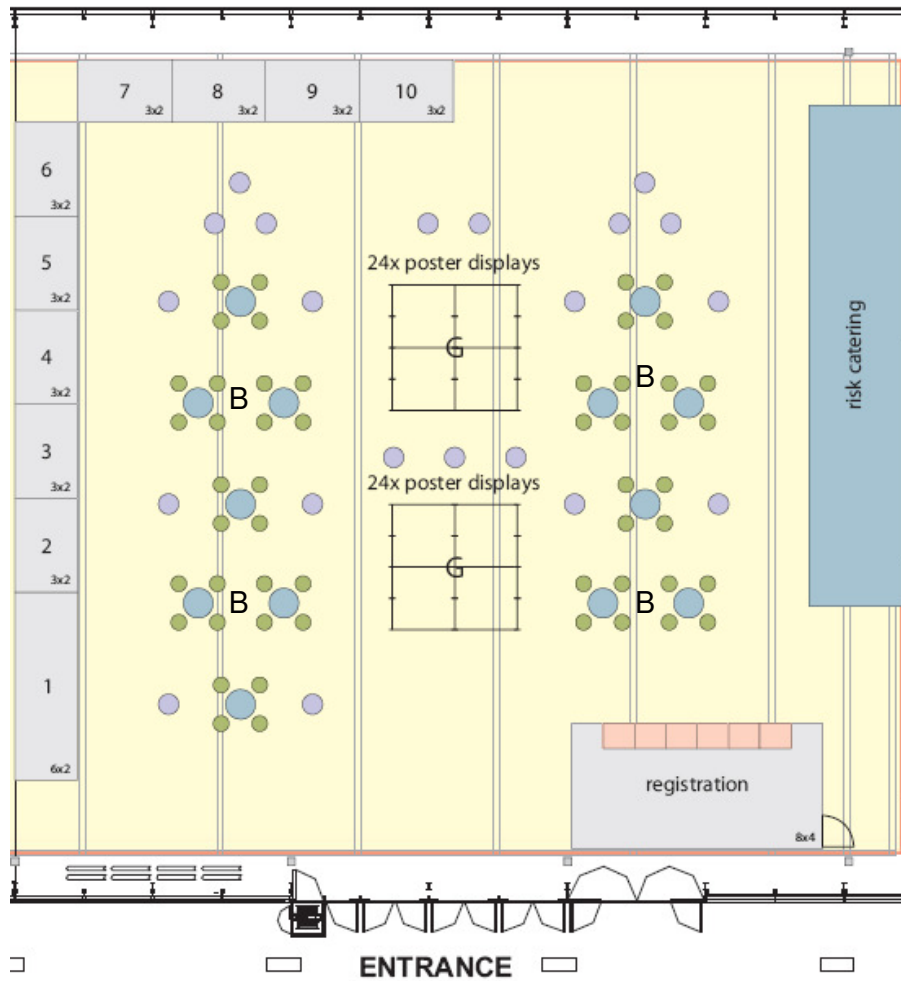
ACCOUNT NO: 1570 850 071

BRANCH CODE: 632005

SWIFT CODE: ABSAZAJJ

Payment confirmation: Please email payment confirmation for attention Prof Johan Grobbelaar to grobbeju@ufs.ac.za .

BALLROOM WEST



Ballroom East will be the venue for the following activities: Exhibition
 Poster Sessions
 Tea & Lunch Sessions
 Welcoming Cocktail on Sunday, 15 August

- 1 - 10:** Exhibits: 2x3m (6m²) booths
- G:** Poster sessions: Poster panels for poster sessions*
- B:** Informal seating: Networking area

* Additional Poster Session venue opposite breakaway rooms

The Organisers reserves the right to change the floor plan should circumstances require this without prior notice.

EXHIBITION BOOKING FORM

**CONTRACT
SIL 2010**
EXHIBITION CONTRACT

INSTRUCTIONS: This contract must be completed and returned to the organizers of the event.
Please email to: grobbeju@ufs.ac.za

IMPORTANT NOTES

- Please take special note when entering your e-mail address to ensure that it is legible.

1. CONTACT DETAILS

Company:	
Address:	
City:	Country:
Zip / Postal Code:	
Tel:	Fax:
E-mail:	
Website:	
Contact Person:	

2. EXHIBITION RESERVATION

I wish to confirm my exhibition reservation for the following:			
Exhibition booths	Number of booth(s)		R
TOTAL FOR EXHIBITION BOOTH(S)			R

3. EXHIBITION REQUIREMENTS

QUESTIONNAIRE (please indicate your choice)		
1. I require only the standard features supplied by the organisers: <i>Important: Any additional power points, lights etc. must be pre-ordered from the relevant service providers. (Refer to Exhibition manual for details.)</i>	Yes	No

2. Name Board: Please provide the exact name that must be printed on the display. No more than 20 letters.

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GENERAL INFORMATION

Please provide a short description of the company/organisation, which is to exhibit at the Conference.

I accept the terms and conditions of the SIL 2010, Conference organisers, and the Cape Town Convention Centre to exhibit at the Conference.

Signature:	Date:
Please print name:	

Only applicable if signing on behalf of the authorised person

I have been duly authorised by to sign on behalf ofthe exhibiting company.	
Signature:	Date:

4. PAYMENT DETAILS

SIL 2010 will invoice exhibitors for the booth(s) fee and payment may be made directly to the following bank account:

BANK DETAILS

BANK: ABSA BANK

BRANCH: PUBLIC SECTOR

ACCOUNT NO: 1570 850 071

BRANCH CODE: 632005

SWIFT CODE: ABSAZAJJ