



# SANDTON CONVENTION CENTRE

Johannesburg | South Africa

## **BASIC GUIDELINES FOR VENUE: SANDTON CONVENTION CENTRE**

### **LOADING & PARKING:**

- No parking in loading bays. All vehicles must be removed from the loading bays once offloaded. Please adhere to the instructions given by security or logistics company on duty.
- No vehicles may be left unattended, in loading bays or street. All vehicles parked in the street, is the clients own responsibility. Venue will not be held liable for any theft, damage or loss of any kind.
- Only dedicated loading zones to be used during build up / break down. If this area has existing venue carpets or temporary carpets (such as carpet tiles laid in Exhibition Halls level 0 & -2) contractors / suppliers must take all necessary precautions as to not damage the carpets – rubber mats are allowed.
- Do not overload trolleys / jacks – rather ask for assistance via logistical supplier.
- No cutting and grinding in the halls and loading bays. This will only be permitted in Exhibition Two loading bay, Alice lane, near the skip waste bins. (Outside)

### **ELECTRICS:**

- Absolutely no contractor/supplier/organiser is allowed to connect any electrics directly into venue points. All access doors to the venue's electrical connections (floor boxes, pillars, walls etc.) will be locked.
- Area boards and DB boards needs to be ordered through our designated electrical supplier Two Way Exhibitions & Events, and from these points provided by Two Way, will suppliers/contractors/organisers be allowed to connect their own electrics.
- Electrical Certificate of Compliance (COC) must be supplied for any electrical installation done in the venue.
- Absolutely no connector blocks are allowed to be used. Only insulated ferrels may be used for connections (up to 2.5mm thick cables)
- Absolutely no norse cable will be allowed for any electrical installation.
- Please contact [Two Way Exhibitions & Events on 011 100 0287](tel:0111000287)

### **ACCESS EQUIPMENT:**

- Where hydraulic boom lifts, scissor lifts, or cherry pickers are brought in to the venue, the keys must be handed in at security (at Alice Lane Loading Bay) and left on site, until the machine is removed from site after event.
- Security and/or Duty Manager will inspect machine for any leaks when keys are handed in, as to prevent any damage to venue floors/carpets.
- No Fork lifts may be brought into the venue. If fork lift services are required, please contact the preferred logistical suppliers:
- Inhouse Logistics (Pty) Ltd 076 610 2384 – Thiru Govender
- TST On-Site Management & Logistics cc 082 450 3480 – Tyron Naidoo
- *Two Way forklift on site, is for the sole & dedicated purpose of loading & moving of carpeting only. Not for Rental.*

### **PLUMBING:**

- Limited plumbing is available on request only – please contact our preferred plumbing supplier Two Way Exhibitions & Events on 011 100 0287, for available options.

### **CARE OF BUILDING, DAMAGES & LIABILITIES:**

- Absolutely no materials to be attached, stacked, leaned, suspended or affixed to/against any venue walls, ceilings or pillars.
- No full construction work is allowed inside the venue, in specific regard to cutting & grinding & sanding. All major cutting, grinding & sanding may only be done outside loading bay 2 in Alice Lane. Exceptions will be allowed with the use of jigsaws, drills, 'cup hole cutting' attachments to drills and 'touch-ups only' needed for custom stands / elements.



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- All excess / left over materials including any liquids must be removed off site and discarded by contractor/supplier - before, during & after event.
- No building materials or liquids (paint, thinners, any powder material etc.) may be discarded on site down the drains.
- The use of venue skips or dustbins are not allowed. Skips or removal services can be arranged at the contractor / supplier / client / organisers cost.

### **ACCESS REGULATIONS FOR CONTRACTORS / SUPPLIERS / BUILDERS ETC:**

- All contractors and suppliers are to report to security (at Alice lane loading bay staff entrance) for sign in and control stickers, before any delivery, set up or construction may commence. This same procedure is to be followed before any break down or strike.
- Confirm exact load in (build up) & load out (break down) access times with venue or logistics company, for both contractors/suppliers as well as exhibitors.

### **AISLES:**

- Limited blocking of aisles during build up will be allowed
- Minimum aisle width is 3m (3000mm)
- No blocking of main DB's, generator doors will be allowed in any venue, loading bays, pillars or along any walls.

### **FIRE ESCAPES:**

- All emergency routes & accesses must be kept open and clear at all times. Even during build/break.

### **RIGGING & WORKING AT HEIGHTS:**

- Any structure above 3m high will need a structural engineers sign off & certification.
- All rigging to be cleared and approved by venue before installation.
- Existing draping lines (in Pavilion Level 5) may not be removed / loosened / taken down, unless prior written approval has been issued from the venue. Upon completion of the event/function, the client/supplier/contractor will ensure that these cables/draping lines are reinstated. The Duty Managers on site will do an inspection after the venue has been cleared, and if the above has not been adhered to, the costs will be charged to the master account/client.
- Any construction / rigging above 3m high must be declared, cordoned off, signage displayed and applicable PPE to be worn.
- Information on rigging points & weight capacity of such points is available on request.
- Please contact our preferred supplier Inhouse Venue Technical Management (IVTM) on 011 508 0472

### **FLAMMABLE / HAZARDOUS MATERIALS & DRAPING:**

- When draping needs to be done, the excess draping material along the floor must be rolled up, in order to reduce any tripping hazards & possible fire risks.
- All emergency routes & doors must be kept open and clear at all times.
- Additional fire signs will be required as per health & safety regulations.
- Fire retardant certificates needs to be submitted before event will be allowed to open.
- Please contact our preferred supplier Two Way Exhibitions & Events on 011 100 0287 for draping requirements.

### **CARPETING:**

- Only dedicated loading zones to be used during build up / break down. If this area has existing venue carpets or temporary carpets (such as carpet tiles laid in Exhibition Halls level 0 & -2) contractors / suppliers must take all necessary precautions as to not damage the carpets – rubber mats are allowed to be placed over carpets.
- Do not overload trolleys / jacks – rather ask for assistance via logistical supplier.
- No vehicles allowed to drive on any venue or temporary carpets, unless written permission has been granted.
- Please contact our preferred supplier Two Way Exhibitions & Events on 011 100 0287 for carpeting assistance.



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## **OSH ACT & LAW: SAFETY FILES ETC**

- Confirm exact load in (build up) & load out (break down) access times with venue or logistics company, for both contractors/suppliers as well as exhibitors.
- Applicable PPE must be worn and safety signage displayed at all times during construction & break down.
- All suppliers/contractors/organisers to submit an electronic copy of their Safety File to the venue before any construction may take place.
- Please note, any & all set ups that takes place in any foyers, must be indicated on a specific foyer floor plan – this includes catering/buffet/refreshment areas, registration areas, any structures and furniture.
- ALL events, conferences, shows, stands etc. is required, as per law, to have JOC (EMS) approval.

## **GENERAL**

- A list of preferred and dedicated service providers is available from the venue.
- The venue will not take responsibility for any items missing or left behind after the event. These need to be collected within 48 hours or items will be disposed of.
- The venue provides perimeter security only. Should any additional security be needed for an event or specific area, please advise the venue.