



CLOUD SOLUTIONS Africa

EXHIBITION & CONFERENCE

16-17 JULY 2024

**SANDTON CONVENTION CENTRE
JOHANNESBURG**

MIGRATION • TRANSFORMATION • ADOPTION • OPTIMISATION

Exhibitor Manual

For more information visit:
www.cloudsolutions-africa.com

Introduction

Exhibitor Manual

We hope that this Exhibitor Manual will provide you with all the information you need for the successful preparation of your stand at the Cloud Solutions Africa Exhibition & Conference

Please take time to read the Exhibitor Manual carefully as in addition to assisting your preparations there are a number of requirements that must be met.

We have done our best to ensure that the contents are as accurate as possible. If you find an error, please let us know immediately so that we can correct it for other exhibitors.

The Exhibitor Manual is not designed to replace the personal service provided by Stepex Ltd, or by any of the contractors listed. We are all here to assist your preparations with as much care and attention to detail as is necessary to provide you with the best possible service for your needs.

If you have any questions or need specific assistance, please contact the Cloud Solutions Africa Team on +44 (0) 1892 779992, who will be pleased to help you.

Also, if you experience difficulty with any of the services listed in this Exhibitor Manual, please contact the organisers – we can then assist you with your arrangements.

The Organisers

The Cloud Solutions Africa Exhibition & Conference / Stepex Ltd

Step House

North Farm Road

Tunbridge Wells

TN2 3DR

UK

Telephone: +44 (0) 1892 779992

Email: cloudsolutions@stepex.com

Web: www.cloudsolutions-africa.com

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Exhibitors' Check List

	Return To/Order	Deadline
Additional Electrical Orders	Two Way	1 July
AV Order	Two Way	1 July
Badge Scanners	ExpoServices	1 July
Catalogue Advertising	Stepex Ltd	17 June
Catalogue Entry	Stepex Ltd	17 June
Exhibitor & Contractor Passes	Stepex Ltd	1 July
Food & Beverage Order	Sandton Convention Centre	1 July
Furniture Hire Packs	Two Way	1 July
Internet & Telecommunications Order Form	Sandton Convention Centre	1 July
Onsite Handling, Transport & Storage Services	In House Exhibitions & Logistics	1 July
Public and Employers Liability Insurance	Stepex Ltd	1 July
Space Only Plans	Stepex Ltd	17 June
Stand Name Board	Two Way	1 July

Please keep a copy of any forms you return for your records.

If you have any questions about any of the above forms, or your own individual requirements, please call the Cloud Solutions Africa Team in the organiser's office on +44 (0) 1892 779992 email:

cloudsolutions@stepex.com

Useful Contacts

Audio Visual
Two Way
27 Edward Avenue
Crowthorne
1682
South Africa
Contact: Cindy Neethling
Telephone: +27 (0) 11 100 0287 / 0 81 013 9969
Email: cindy@twowaysa.co.za

Electrical Services
Two Way
27 Edward Avenue
Crowthorne
1682
South Africa
Contact: Cindy Neethling
Telephone: +27 (0) 11 100 0287 / 0 81 013 9969
Email: cindy@twowaysa.co.za

Badge Scanners
ExpoServices
PO Box 84 199
Greenside 2034
Contact: Floh Thiele
Telephone: +27 (0) 84 6826253
Email: floh@exposcans.co.za

Furniture
Two Way
27 Edward Avenue
Crowthorne
1682
South Africa
Contact: Cindy Neethling
Telephone: +27 (0) 11 100 0287 / 0 81 013 9969
Email: cindy@twowaysa.co.za

Catalogue Design & Advertising
Stepex Limited
Step House
North Farm Rd
Tunbridge Wells
UK
Contact: Kirsten Hill
Telephone: +44 (0) 1892 779992
Email: kirstenhill@stepex.com

Handling & Lifting of Exhibits
In House Exhibitions & Logistics
Sandton Convention Centre
Maude Street
Sandton
2196
South Africa
Contact: Thiru Govender
Tel: +27 (0) 11 508 1571
Email: thiru@inhouselogistics.co.za

Delivery of Exhibits
In House Exhibitions & Logistics
Sandton Convention Centre
Maude Street
Sandton
2196
South Africa
Contact: Thiru Govender
Tel: +27 (0) 11 508 1571
Email: thiru@inhouselogistics.co.za

Useful Contacts

Shell Scheme Stands/Stand Extras

Two Way
27 Edward Avenue
Crowthorne
1682
South Africa
Contact: Cindy Neethling
Telephone: +27 (0) 11 100 0287 / 0 81 013 9969
Email: cindy@twowaysa.co.za

Storage

In House Exhibitions & Logistics
Sandton Convention Centre
Maude Street
Sandton
2196
South Africa
Contact: Thiru Govender
Tel: +27 (0) 11 508 1571
Email: thiru@inhouselogistics.co.za

Stand Catering

Sandton Convention Centre
Maude Street
Sandton
2196
South Africa
Contact: Caroline Heyes
Telephone: +27 (0) 11 779 0000
Email: caroline.heyes@southernsun.com

Telephone & Internet Connection

Sandton Convention Centre
Maude Street
Sandton
2196
South Africa
Contact: Mandla Ncube
Email: mandla.ncube@southernsun.com

Stand Name Board

Two Way
27 Edward Avenue
Crowthorne
1682
South Africa
Contact: Cindy Neethling
Telephone: +27 (0) 11 100 0287 / 0 81 013 9969
Email: cindy@twowaysa.co.za

Venue

Pavilion – Level 5
Sandton Convention Centre
161 Maude Street
Sandown
Sandton
2196
South Africa
Contact: Caroline Heyes
Telephone: +27 (0) 11 779 0000
Email: caroline.heyes@southernsun.com

Access to the Sandton Convention Centre

The exhibition is located in the Pavilion – Level 5 at the Sandton Convention Centre in Johannesburg.

Build Up

Space Only site exhibitors and contractors can have access from: Monday 15 July - 10.00 - 22.00

Shell Scheme exhibitors can have access from:
Monday 15 July – 15:30 - 20.00

Please note that access for Shell Scheme exhibitors is restricted on Monday 15 July until after 15:30 because it is necessary to complete the basic stand construction before exhibitors arrive.

Opening Hours

Registration Opens: 08.00

Tuesday 16 July: 8:00 – 17.00

Wednesday 17 July: 8:00 – 16.00

Breakdown

Space Only exhibitors will be permitted access: Wednesday 17 July –
17:00 - 21.00

Shell Scheme exhibitors will be permitted access: Wednesday 17 July -
16.15 - 21.00

Audio Visual

Exhibitors requiring Audio Visual equipment should contact Two Way to order.

Two Way

27 Edward Avenue

Crowthorne

1682

South Africa

Contact: Cindy Neethling

Telephone: +27 (0) 11 100 2761

Email: cindy@twowaysa.co.za

AV Order

1 July

Badge Scanners

There will be computerised registration at the Cloud Solutions Africa Exhibition & Conference. All visitors will receive a printed badge that will contain a bar coded registration number unique to each person. The barcode can be recorded using a badge scanner. Please note, designer stand packages and above automatically include a badge scanner(s).

To order a badge scanner for the Cloud Solutions Africa Exhibition & Conference please contact Floh.

Badge Scanner

ExpoServices

PO Box 84 199

Greenside 2034

Contact: Floh Thiele

Telephone: +27 (0) 84 6826253

Email: floh@exposcans.co.za

Badge Scanner - Deadline

1 July

Catalogue Entry

Your company name, address, telephone number, email address, website address and stand number will be entered free of charge in the Exhibition Catalogue together with up to 100 words describing the products or services displayed on your stand.

Your catalogue entry will be compiled from the information supplied by you from your exhibitor online profile page on the Cloud Solutions Africa website. You should have been sent an email with a form to complete and send back. If you have not received this, please contact Kirsten Hill in the Exhibition Office.

Catalogue Entry

The Cloud Solutions Africa Exhibition & Conference Office

Contact: Kirsten Hill, Event Manager

Telephone: +44 (0) 1892 779992

Email: kirstenhill@stepex.com

For further details of the promotional opportunities in the Exhibition Catalogue please contact Kirsten Hill

Catalogue Advertising

The Cloud Solutions Africa Exhibition & Conference Office

Contact: Kirsten Hill, Event Manager

Telephone: +44 (0) 1892 779992

Email: kirstenhill@stepex.com



Advertising and Editorial – Deadline

17 June

Contractors' Desk

From the morning of Monday 15 July, Two Way – the Shell Scheme, electrical service and furniture contractor will have a service desk in the exhibition hall. Two Way is there to assist you and to help ensure that your exhibition build-up is as smooth and trouble free as possible.

To ensure that you receive the precise equipment you need for the exhibition you should consider your requirements before arrival at the Sandton Convention Centre and place your order in advance. Two Way cannot always guarantee that they can meet every order if placed during build-up at the exhibition and any items ordered after the deadlines may be subject to a surcharge. In any case, it may not be possible to provide services or equipment ordered after 16:00 on Monday 15 July.

Deadlines

Please note that there is a deadline for each service provided by contractors working at the Cloud Solutions Africa Exhibition & Conference. The deadlines are essential for contractors, detailing exhibitor requirements in advance so that arrangements can be made to ensure supply of the assistance, equipment or services required. Some contractors impose a surcharge for any orders received after the deadline date.

In certain instances (such as the Cloud Solutions Africa Exhibition & Conference Catalogue), it is not possible to provide a catalogue entry if the publication deadline is missed. Catalogue entries will be compiled from the information supplied by exhibitors. If it is not supplied, there can be no entry.

In other instances, it may not be possible to provide services or equipment ordered after the deadline date. All exhibitors are requested therefore to meet the specified deadlines and no liability can be accepted in the instance that deadlines are missed.

Delivery of Exhibits

Exhibitors wishing to send exhibits in advance to the exhibition may consign them to the official contractor In House Exhibition & Logistics who are experienced in exhibition work and can provide a full handling and case storage service.

A full door-to door service is available for exhibitors who wish to use this service. For more information and a quotation please contact the official contractor.

In House Exhibitions & Logistics

Sandton Convention Centre
Maude Street
Sandton
2196
South Africa
Contact: Thiru Govender
Tel: +27 (0) 11 508 1571
Email: thiru@inhouselogistics.co.za

However, if you decide to use an alternative courier, a member of staff from the exhibiting company will need to be present to receive the delivery.

The venue is willing to accept small deliveries 1 week prior to the event, should you wish to send small deliveries in advance to the Sandton Convention Centre, please send these addressed to:

C/O Inhouse Exhibitions and Logistics cc
161 Maude Street
Sandton Convention Centre
Exhibition 1 Loading Bay
Sandown , Sandton
2196
Attention : Litesh Govender
Cell : 078 029 4051

Electrical Services

All Shell Scheme stands are provided with an electrical package comprising:

1 x single phase D/B board will be located within each stand block, 2 x 15 amp plug points and long arm spotlights (the total number of these will depend on the stand design). Space Only stands will not come with electric.

Two Way has been appointed as the electrical contractor and coordinator for the Cloud Solutions Africa Exhibition & Conference. All work on stands must be ordered through the official electrical contractor. Details of your requirements must be forwarded to Two Way as early as possible.

Space only contractors will need to supply a electrical COC to the Two Way onsite office by Monday the 15th July COB, for any electrical connections (plugs, lights) made by their own electricians to the provided power source (Two Way distribution boards).

Two Way

27 Edward Avenue
Crowthorne
1682

South Africa

Contact: Cindy Neethling

Telephone: +27 (0) 11 100 0287 / 0 81 013 9969

Email: cindy@twowaysa.co.za

Additional Electrical [Order Online](#) – Deadline

1 July

Bespoke Ticket

As part of your marketing campaign for the event we would like to offer you the chance to create your own electronic bespoke tickets.

As a valued client, we will design a personalised ticket using your images, text and logo within a template. This is included as part of the marketing package.

If you want to take advantage of this opportunity, please email kirstenhill@stepex.com.

Stepex Ltd

Step House
North Farm Road
Tunbridge Wells
TN2 3DR
UK

Telephone: +44 (0) 1892 779992

Email: cloudsolutions@stepex.com

Exhibition Aisles

The aisles in the exhibition are the minimum permissible in law. It is not possible therefore to place exhibits, stand dressing, tables, chairs or any other item relating to exhibits in the exhibition aisles. Please keep all your exhibits inside your stand area, as it will be necessary to remove any item placed in the aisles.

The Ballroom is carpeted throughout the hall. To ensure the carpet remains in good condition please ensure contractors and staff take care, as this may affect the presentation of your stand area.

Exhibition Organisers' Office

The Exhibition Organisers' Office will be located in the main Exhibition Hall.

Exhibitor & Contractor Passes

Every member of your staff who will be working at the Sandton Convention Centre during the Cloud Solutions Africa Exhibition & Conference must wear an Exhibitor Badge to gain access. This includes contractors working on your stand. All badges will be pre-printed and available for collection from the Organisers Office from Monday 26 June after 16:00.

You will receive an email request to submit your names electronically before the event.

Stepex Ltd

Step House
North Farm Road
Tunbridge Wells
TN2 3DR
UK

Telephone: +44 (0) 1892 779992

Email: cloudsolutions@stepex.com

Exhibitor & Contractor Passes – Deadline

1 July

Furniture

A selection of stand furniture is available from the appointed contractors Two Way. To order, please contact Cindy directly. Two Way cannot always guarantee that they can meet every order if placed after the deadline or during build-up at the exhibition. Any items ordered after the deadline may be subject to a surcharge. Their contact details are as follows:

Two Way
27 Edward Avenue
Crowthorne
1682
South Africa
Contact: Cindy Neethling
Telephone: +27 (0) 11 100 0287 / 0 81 013 9969
Email: cindy@twowaysa.co.za

Furniture Hire – Deadline

1 July

Handling & Lifting of Exhibits

We have an open policy on freight handling which means exhibitors can use a supplier of their choice but we have a preferred freight forwarder who will also be onsite should you need anything. Please contact In House Exhibitions & Logistics for more information.

In House Exhibitions & Logistics

Sandton Convention Centre
Maude Street
Sandton
2196
South Africa
Contact: Thiru Govender
Tel: +27 (0) 11 508 1571
Email: thiru@inhouselogistics.co.za

Onsite Handling, Transport & Storage Services – Deadline 1 July

Height Restriction

Any stand above 2.5 m will need to be signed off by a structural engineer.

All interior fittings for Shell Scheme stand must be contained within the Shell stand structure and must not exceed 2.43 metres in height.

Stand designs must be submitted to the appointed health and safety officers, 2 weeks prior to the build, which incurs a cost of R 718.00 per design. Please submit this to cloudsolutions@stepex.com.

Insurance

Whilst every precaution is taken to protect your property during the Cloud Solutions Africa Exhibition & Conference, responsibility cannot be accepted for any loss or damage that befalls the personnel or property of any exhibitor howsoever caused. Exhibitors are reminded of their responsibility to carry adequate insurance both before and during the event.

You are responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this you should protect your outlay against Abandonment and Cancellation or Curtailment of the Cloud Solutions Africa Exhibition & Conference due to reasons beyond the control of Stepex Ltd.

For advice on insurance please talk to an Insurance Broker.

All Exhibitors are required to have public liability insurance and provide a copy of the current Insurance Policy to the Event Manager prior to the event.

Public and Employers Liability Insurance – Deadline 1 July

Internet/Wi-Fi

The exhibition hall is Wi-Fi enabled and is a free service that is totally unsupported and without guarantees. For a guaranteed faster internet connection, you can order a wired connection to your stand. This service will have to be ordered directly with the Sandton Convention Centre.

Sandton Convention Centre

Maude Street
Sandton
2196
South Africa
Contact: Mandla Ncube
Email: mandla.ncube@southern.sun.com

Internet Order – Deadline 1 July

Parking & Vehicle Access

There is ample parking at the Sandton Convention Centre.

Parking at the venue is located on Alice Lane and it will cost R62.00 per day.

Additional parking is available at the Sandton City and Nelson Mandela Square .

Security

Whilst every reasonable precaution is taken to ensure the safety and security of personnel and equipment with the premises being patrolled day and night, please be aware that the Sandton Convention Centre is a public venue and is open to the public until 22:30 every evening. Responsibility cannot be accepted for any injury, loss or damage or any consequential loss whatsoever, which may befall your person or your property.

We recommend that valuables, particularly of a portable nature, are not left unattended on your stand. This is especially relevant during build-up and breakdown. Please refer to comments about security in the Breakdown section of the manual.

Please ensure that any incident involving the loss of property is reported to the Organisers' Office on site. Failure to do so could result in insurance companies refusing to meet claims.

If you require any advice on the subject of security, please contact the Exhibition Office. It is acceptable for exhibitors to employ security personnel if required. A contact can be provided for the provision of security services.

To assist with security, all personnel in the exhibition halls must always wear identification badges. Exhibitor and contractor passes will be available for collection onsite from the Organiser's Office during build-up. For security and safety reasons, exhibit movement in or out of the exhibition halls is not permitted during exhibition opening hours.

Shell Scheme Stands/ Stand Extras

The official Shell Scheme contractor for the exhibition is Two Way.

Shell Scheme stands will be provided in accordance with the following specification. No alterations may be made to the Shell Scheme without prior discussion and approval of the Exhibition Office.

Floor Covering: The Main Hall will be carpeted throughout, hence all Shell Scheme stands and Space Only stands will make use of this. Should you wish to change the colour of the carpet, please contact Two Way.

Additional Fittings: A comprehensive range of standard items, including wall panels to form office enclosures, shelving, display and ceiling panels, etc., may be hired from Two Way. To make an order, please contact Cindy directly.

Two Way

27 Edward Avenue

Crowthorne

1682

South Africa

Contact: Cindy Neethling

Telephone: +27 (0) 11 100 0287 / 0 81 013 9969

Email: cindy@twowaysa.co.za

Exhibition Stand Fitting – Deadline

1 July

Solvents and Gases

Solvents and other substances are not permitted in the exhibition hall without prior written permission and approval from the Fire Health & Safety Officer at the Sandton Convention Centre. Hazard data sheets should be sent in advance to the Fire Health & Safety Officer at the Sandton Convention Centre

Fire Health & Safety Officer

Space Only Electrics

Electrics for Space Only sites must be completed as soon as possible on

Please ensure that your Space Only contractor is aware of this requirement so that the appointed electrical contractor can complete the electrics for Shell Scheme exhibitors. Please note that if you are unable to meet this deadline you may cause delay and difficulty to other exhibitors.

Two Way

27 Edward Avenue

Crowthorne

1682

South Africa

Contact: Cindy Neethling

Telephone: +27 (0) 11 100 0287 / 0 81 013 9969

Email: cindy@twowaysa.co.za

Space Only Electrics

1 July

Space Only Sites

A Space Only site is an area marked out to the correct dimensions. These dimensions must not be exceeded. **No stand fitting, lights or electrics are provided for Space Only sites.**

Exhibitors are responsible for their own stand design and construction. It is possible to offer advice and guidance on the preparation of your display at the exhibition. The exhibition contractors Two Way are able to provide a fully comprehensive stand design and construction service if required.

If you are considering erecting a modular stand on your Space Only site, please note that you are responsible for constructing and decorating the side and back walls facing onto your site to a height of 2.5 metres.

The minimum height for dividing walls is 2.5 metres. Walls above 2.5 metres must be signed off by a structural engineer. Such walls overlooking adjoining stands must also be finished to a high standard in plain colours only.

Full dimensional, technical drawings showing the proposed construction details, positions and dimensions of exhibits and a risk assessment must be submitted and approved by the Exhibition Office before any work is started on site.

Please note, all space only plans will need to be sent off for approval, the cost of this is R718.

Please submit your plans either electronically or on paper with an artist's impression to the Exhibition Office no later than 17 June 2024.

Email: cloudsolutions@stepex.com

Space Only Plans – Deadline

17 June

Stand Catering

Exhibitors who require catering on their stand should complete and return the form contained with this manual at least 1 week prior to the event.

There is a replacement charge on loss or damage to equipment.

Sandton Convention Centre

Maude Street

Sandton

2196

South Africa

Contact: Caroline Heyes

Telephone: +27 (0) 11 779 0000

Email: caroline.heyesh@southernsun.com

Order Form Food & Beverage – Deadline

1 July

Stand Name Board

Name boards displaying your company name and stand number are provided on all Shell Scheme stands. These are standard black lettering on a white background. An additional graphic charge will incur should you require logos or decals.

Unless Two Way receives your details for the Stand Name board via the link below, the name board will have your details that appear on the contract.

Please note that these details may not correspond to those submitted for your catalogue entry. A charge will be made for any name boards changed after the deadline date.

No name boards will be supplied to space only sites therefore exhibitors should make sure that their name and stand number are prominently displayed.

Two Way

27 Edward Avenue

Crowthorne

1682

South Africa

Contact: Cindy Neethling

Telephone: +27 (0) 11 100 0287 / 0 81 013 9969

Email: cindy@twowaysa.co.za

Stand Name board email – Deadline

1 July

Stand Fitting Regulations

Two Way has been appointed as the official contractor for Shell Scheme stands. However, exhibitors may employ a contractor of their choice to construct stand interiors and any free-standing displays that may be required.

1. The contractor must be approved by the Sandton Convention Centre and conform to the following regulations that must be observed when preparing a stand.
2. Contractors appointed must be registered with/approved by the Organisers and the Sandton Convention Centre.
3. Full dimensional, technical drawings showing the proposed construction methods, materials, positions and dimensions of exhibits and a risk assessment must be submitted with an artist's impression, to the Exhibition Office by 17 June 2024.
4. Contractors must ensure that they can provide on-site, the appropriate certificates confirming that all the materials used in the construction of their stand have been adequately treated for fire retardancy.
5. No part of any structure or exhibit may extend beyond the boundaries of the site allocated. This includes the exhibitor's name, logo, or light fittings.
6. No fitting, display or self-adhesive stickers/signs may be attached to or suspended from the ceiling or any part of the exhibition hall, nor may holes be nailed, screwed, drilled or punched into the walls or floor, without written agreement from both the organisers and the Sandton Convention Centre. If this is ignored, the exhibitor/contractor concerned will be charged for the damage caused.
7. Displays must be self-supporting.
8. Exhibitors wishing to construct a false ceiling on their stand must submit drawings to the Organisers for approval by the Fire & Safety Authority. Ceilings can only be constructed of a large mesh or egg box material that will permit the passage of water in the event of a fire.
9. In the case of an island site, a long stretch of full height wall of 2.5m height will not be allowed on the perimeter of the stand.
10. No flashing/winking lights or neon signs will be permitted unless it forms an integral part of an exhibitor's product. Sequence-lit displays may be used subject to the Organisers' approval and the rate of light change.
11. For safety and insurance reasons, only the official electrical contractor can carry out electrical wiring and connections.
12. No services such as electricity cables, water/compressed air pipes, telephone lines inside or near to the stand may be removed, cut or diverted without the permission of the Organisers/Hall Manager of the event.
13. All contractors are expected to clean the stands and remove all construction debris before the official cleaning contractor takes responsibility of the hall.
14. Storage of stand materials and/or exhibits is not permitted behind the perimeter of the stands. This is a Fire & Safety Regulation and will be strictly enforced.
15. Welding and heavy sawing is not permitted inside the halls.
16. Exhibitors constructing/decorating their stands are required to sign an undertaking, guaranteeing responsibility for any damage which may be caused by any of their employees, including

appointed sub-contractors, to exhibits and/or property of other exhibitors, Organisers, Hall Manager, Landlord and Contractors of any other person(s).

Specific to Shell Scheme Stands

1. No additional stand fittings may be attached to the Shell Scheme structure. No nails, screws, staples or drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the official stand-fitting contractor.
2. No painting or wallpapering on the Shell Scheme panels is allowed. Exhibitors who wish to have the panels painted must inform the official stand fitting contractor who will provide a quotation on request.
3. An exhibitor occupying a corner stand may not completely fully close the standby building a complete side wall.
4. Any change in colour or type of fascia and floor covering must be carried out by the official stand-fitting contractor, after approval from the Organiser. The cost involved must be borne by the exhibitor.
5. No financial credit will be given for any Shell Scheme package item not utilised.

Specific to Space Only Sites

1. Stand construction height without written permission is limited to 2.5 metres. It is possible to exceed this height but only with written permission from the Exhibition Office. Full dimensional, technical drawings showing the proposed construction methods, materials, positions and dimensions of exhibits and a risk assessment must be submitted, and with an artist's impression, to the organisers by 17 June 2024. Technical drawings together with risk assessment forms are required. No stand may be constructed until these plans/drawings have been approved, by the Organisers in writing.
2. The Organiser reserves the right to request that an exhibitor should change, modify, lower or shorten any back or side wall proposed in the Space Only design if, in the opinion of the Organiser, such back or side wall will obstruct the reasonable exposure of any adjacent exhibition stand.
3. All stands must be constructed with back and side-walls other than island sites, which do not require any wall.
4. Exhibitors are responsible for providing their own walls. Where stands are adjacent, an exhibitor may not use the reverse of the neighbouring wall.
5. Where a structure such as a wall or sign, exceeds the height of the neighbouring stand, the exhibitor with the higher wall must decorate the visible portion to a standard acceptable to the Organiser. In addition, the external side of any wall that faces another exhibitor or public area must also be finished to a quality acceptable to the Organiser/Hall Manager.
6. Stand signs and towers must not exceed 2.5 metres in height without written permission. It is possible to exceed this height but only with written permission from the Organisers. Full dimensional plans must be submitted for approval no later than 17 June 2024.
7. The name and stand number of each exhibitor must be prominently displayed. If this requirement is not observed, the Organiser reserves the right to affix stand numbers as considered fit and to charge the cost incurred to the exhibitor.
8. A Space Only stand cannot display fascia or company name/logo boards over an adjacent exhibitor's back and/or side-wall, but may display it on any aisle facing their location.
9. All space only stand plans will need to be sent off for approval, the cost of this is R718.

Storage

Exhibitors must arrange storage of boxes, goods, display materials etc. as this is not guaranteed at the venue. Those wishing to store goods for the duration of the event should contact In House Exhibition & Logistics.

In House Exhibitions & Logistics

Sandton Convention Centre

Maude Street

Sandton

2196

South Africa

Contact: Thiru Govender

Tel: +27 (0) 11 508 1571

Email: thiru@inhouselogistics.co.za

Onsite Handling, Transport & Storage Services Form

1 July

Water and Waste Services

If you require water or waste services at your stand, please contact the organiser on cloudsolutions@stepex.com.