



EXHIBITORS' MANUAL

EXHIBITION DAYS: THURSDAY, 12 – SATURDAY, 15 MAY 2024

ACADEMIC DAYS: 11 – 15 MAY 2024



Indaba Hotel & Conference Centre
Johannesburg, South Africa

2024 05 22

EXHIBITION & EXHIBITORS' MANUAL

We thank you in advance for your interest and participation in the forthcoming SAUA PAUSA Congress and we truly appreciate your contribution. We trust that your participation will be of mutual benefit to your company and the SAUA PAUSA Congress.

The Indaba Hotel & Conference Centre, Johannesburg, will be the venue for our exhibitions. It is booked for EXHIBITIONS from **07:00, Thursday, 12 September until 16:00 on Sunday, 15 September 2024.**

We hope that this information will help you to plan and execute your exhibition to derive maximum benefit from this powerful marketing tool.

Please ensure that you also comply with the guidelines stipulated in this SAUA PAUSA Congress Exhibitor's Manual AND accompanying documents.

Please read this document alongside the Indaba Hotel & Conference Centre related documents on the e-mail cover letter.

If you make use of stand builders, please do not refer them to RK Communication to get the technical information, dates, etc, **BUT** please refer them to the Conference website where they will find the **Exhibitors' Manual and all the relevant information for the stand builders.**

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1. INVOLVEMENT

Your company involvement is confirmed in the **confirmation of involvement pdf** that is mailed to every company.

If you have not received yours, please request it as soon as possible via e-mail sauacongress@rkcommunication.co.za

2. FLOOR PLAN

Stands spaces are allocated one-by-one according to the size of contribution coupled with a first come first served basis.

It is your responsibility to ensure that we have received your Exhibition choice when your turn comes around.

HEIGHT RESTRICTIONS:

The maximum height of stands in Kgotla (Indaba Hotel Exhibition area) is restricted to **4m**.

Anything above 2.4m requires a structural / engineering certificate.

Please take note that we do not provide shell schemes – Please refer to point 7 for details regarding shell schemes.

Refreshments and lunch will be served inside the exhibition hall on **Thursday, Friday, & Saturday**. No activities in the exhibition area on Sunday, 15 September 2024.

Please refer to the programme at a glance or the congress website for the programme: www.suaacongress.co.za

Your stand number might change as we combine stands, but your position will remain the same under normal circumstances. The organisers reserve the right, in case of absolute necessity, to modify the positioning of stands.

3. PAYMENT PROCEDURE

☒ Confirmation of exhibition space will be based on the receipt of payment and the sponsorship by your company – **not later than 15 July 2024.**

Bank account details:

① EFT / Bank deposit

(We do not accept cheques)

First National Bank

Branch code: 230234 (Preller Square)

Account number: **628 1334 0049**

Swift code: FIRN ZA JJ (for international transfers)

Account name: **SAUA Congress**

Reference: Your name and surname as it appear on the registration form.

Please e-mail proof of payment to sauacongress@rkcommunication.co.za

Please take note that we DO NOT accept government orders.

Stand allocation will only be confirmed on receipt of full payment. **Cancelled stands** will result in a 50% cancellation fee of the total fee.

No refunds for cancelled stands after **31 July 2024**. Cancellation will result in a 100% cancellation fee of the total fee.

4. REGISTRATION

- **ALL** exhibitors and staff are required to register, including the two free trade delegates, and will receive a name tag displaying the exhibiting company name.
- One standard exhibition stand space includes 2 free registration for 2 trade delegates.
- All free registrations will only remain valid if the delegates are registered **before the early bird registration deadline – 15 July 2024.**
- **Attempting to register your complimentary delegates after 15 July 2024 will result in paying the standard or late fee for what would have been complimentary registrations.**
- **Additional company delegates** refer to the additional trade delegates other than the two free delegates.
- The early bird registration fee for ALL additional trade delegates is **R6 800 before 15 July 2024.**
- Standard additional trade fee R8 000 from 16 July 2024
- Late additional trade fee R9 200 from August 2024
- **Please note that ONLY trade delegates / representatives in the service of companies participating in the Trade Exhibition OR involved as sponsors will be allowed to attend the Conference.**

Please take note that all representatives working on your stand must be registered. No shared registrations will be allowed.

[HTTPS://SAUACONGRESS.CO.ZA/](https://sauacongress.co.za/)

FEE ENTITLEMENTS:

Conference sessions

One social function (Welcoming function)

Lunches & refreshments during breaks

The Welcoming function is **included** in this amount and the Social function and Gala dinner are **excluded** from this amount. (Limited seating available for Social function and Gala dinner.)

5. ACCOMMODATION

We have secured group accommodation at The Indaba Hotel & Conference Centre

These rooms will be reserved for Congress delegates until 12 July 2024.

You will find comprehensive information on the website:

sauacongress.co.za/attendance

6. ENQUIRIES REGARDING THE INDABA HOTEL AND CONFERENCE CENTRE MATTERS, STAND CATERING & SERVICES

For all exhibitor services, kindly contact the Indaba Hotel & Conference Centre events department.

Operations services co-ordinator:

Name & surname : Angelique Bras

E-mail : coord2@indabahotel.co.za

Telephone : 011 840 6653

The Indaba Hotel and Conference Centre is the exclusive supplier of food and beverage to all exhibitors. Outside food may not be brought into the Exhibition Hall either by exhibitors or third parties without the express written permission of The Indaba Hotel and Conference Centre.

Orders will only be accepted if the following information is provided to The Indaba Hotel and Conference Centre:

Exhibition and stand number, Contact person, Contact telephone number/s,
For food and/or beverage orders you can contact **Angelique Bras** in this regard:

E-mail: coord2@indabahotel.co.za Tel: 011 840 6653

7. STAND BUILDERS, SHELL SCHEMES & OTHER SERVICES

GL Events is our preferred service provider for a range of services. www.gl-events.co.za

You are welcome to make use of **your own** stand builders.

Please refer to the **GL Events Services Manual** on the SAUA web site sauacongress.co.za/trade



Contact person at GL Events: Adri Pentz

Tel: 011 210 2500

E-mail: adri.pentz@gl-events.com

You are welcome to make use of **your own** stand builders or consult this stand builder's listing for a variety of options: www.digiluntu.africa/builders

8. EXHIBITIONS

8.1 PROVIDED BY ORGANISERS

- 1 Table with black tablecloth per stand (on request) Size: Length: 182 cm & Width: 46 cm
- 2 Conference chairs per stand (on request)
- One electrical point (single phase 15Amp plug point) will be provided per stand. (Please contact Adri from GL Events if you need a distribution board)

Note that no extension leads or adaptors will be provided by the organisers OR the venue.

You are reminded that only the floor space is marked out. SHELL SCHEMES WILL NOT BE PROVIDED BY THE ORGANISERS, however you can contact GL Events in this regard. (Please refer to point 7)

8.2 CONSTRUCTION OF STANDS AND FINES

Exhibitors will be expected to build all custom-built stands on **Tuesday, 10 September (from 09:00 till Wednesday, 17:00)**. Any stand construction activity that may damage any equipment will be prohibited **from 12:00, Wednesday, 11 September**. The build-up and set-up of stands and equipment should be finished by **17:00 on Wednesday** in order that the hallways can be cleaned, and the venue prepared for hosting the event the following day. Any stand construction activity that may damage any equipment will be prohibited.

If a company is busy with custom stand construction after 17:00 on Wednesday afternoon, the company will be **fined for every hour** that the construction continues after the **Wednesday, 17:00 deadline**.

By submitting an application to participate, the exhibitor makes an irrevocable commitment to occupy the space allocated and to maintain the exhibition stand until **Saturday 14 September, 16:00**.

You are reminded that only the floor space is marked out.

Please cover the back and sides of your stand neatly and do not assume that the stand next to or behind you will have similar sized walls or any walls at all.
Rather be prepared to have a neat stand,
regardless of the stand next to or behind you.
(Some companies only use pull-up banners
and don't build stands of their own.)

The company constructing the stalls need to complete the relevant **Health and Safety documentation**.

An **electrical certificate of compliance** needs to be submitted per stand.

All exhibition stands must be completed by 17:00 Wednesday, 11 September 2024.

FINES ARE APPLICABLE PER HOUR AFTER THIS TIME.

8.3 BREAK-DOWN OF STANDS

Saturday, 14 September	07:00 Exhibition open
	15:30 Final tea break
	16:00 Break-down
	23:59 All stands completely removed

The organisers and / or Indaba hotel will not take responsibility for loss or damage. Exhibitors must take responsibility for their equipment until everything is cleared from their stands.

8.4 FLOOR FINISH

The whole exhibition floor is covered with carpet tiles. Charcoal / grey carpet.

8.5 DELIVERING / UNLOADING / STORAGE PROCEDURES

Unfortunately, there is **no facility at the venue to store goods to be delivered in advance**. You are requested to make alternative arrangements.

To facilitate a smooth construction and dismantling of exhibitions, the traffic management system will be operated as follows:

Goods for stands to be delivered from Monday, 9 September (no deliveries in advance will be accepted):

“SAUA PAUSA Congress” for the attention of the appropriate company and person responsible for collection at the venue.

Deliveries for exhibition area

Physical address:

Attention: **Angelique Brass** (011 840 6653) / **Heyns du Preez** (082 611 7635)

Kgotla

The Indaba Hotel and Conference Centre

William Nicol Drive, Pieter Wenning Road, Fourways, Sandton,

Johannesburg 2191

South Africa

PLEASE ENSURE YOUR STAND NUMBER AND COMPANY NAME IS ON ALL DELIVERIES

NO deliveries will be accepted before Friday, 6 September 2024.

The organisers and staff of The Indaba Hotel cannot be held responsible for goods sent by courier that arrive early, late or are left behind after the official dismantling period. The costs of disposing of any such items will be the liability of the exhibitor concerned.

If you wish to include **anything in the delegate bags**, please arrange delivery with Heyns du Preez in advance as the bags are being packed from Friday, 6 September 2024.

In this regard you can contact **Heyns du Preez / Rhyno Kriek**

E-mail: info@rkcommunication.co.za

Tel: +27 51 436 7733

Deliveries of congress bag inserts

Physical address:

Attention: **Angelique Brass** (011 840 6653) / **Heyns du Preez** (082 611 7635)

Kgotla

The Indaba Hotel and Conference Centre

William Nicol Drive, Pieter Wenning Road, Fourways, Sandton,

Johannesburg 2191

South Africa

Off-loading procedure

If you want to unload goods, you may park in the designated loading dock area outside the exhibition hall. From here you will have to off-load your goods and to take it into the exhibition area.

The Indaba Hotel does not provide staff to off-load trucks or assist with set-up's. Please advise should you require this service and casual staff will be ordered.

Please provide your own storage space for your company's purposes. The Indaba Hotel encourages exhibitors to incorporate storage facilities onto their stand designs as there are no storage available on site.

Please take note of door sizes as indicated on the floor plan.

The venue will not take accountability or responsibility for goods that arrive early or which are left after the official breakdown period of the exhibition. Should the venue need to dispose of any items, the costs thereof will be charged to the Exhibitor concerned.

Freight handling and customs clearance services should be arranged by the exhibiting company.

8.6 PARKING

Parking is free but vehicles must not obstruct the flow of traffic. Drop offs and pick-ups only. No vehicles to be parked directly in front of the exhibition areas during build-up and break-downs.

8.7 NO BANNERS / RIGGING FROM CEILING

No rigging would be possible in Kgotla.

8.8 CABLING

Where it is necessary to run cabling across open floor spaces, these must in no way pose a trip hazard to any personnel involved in the venue.

All cables must be adequately covered to pose no trip hazard whatsoever.

No cables may be run across fire escape doors instead, these must be rigged over the affected doorways.

No cables may come in direct contact with any type of draping / decor materials.

8.9 ELECTRICAL INFO & ELECTRICAL CONNECTIONS

All main power installations from source to outlet must only be carried out by an accredited Electrician who has the authority to issue a Certificate of Compliance on completion of electrical installation. Proof of Electricians qualifications and registration must be supplied.

Only SABS approved multi-socket outlet/s will be permitted.

GL Events will have a dedicated electrician on site during build-up and the event itself.

8.10 DATES AND EXHIBITION HOURS:

Thursday, 12 September	07:00 – 20:30 (Welcoming function from 19:00 onwards)
Friday, 13 September	07:00 – 17:00
Saturday, 14 September	07:00 – 15:30 (Breakdown from 16:00)
Sunday, 15 September	Nothing in exhibition area. (Only final academic sessions and ethics at lecture venue)

8.11 ADMISSION

Exhibitors have access to the exhibition area one hour before the exhibition opens and half an hour after the closure of the exhibition each day in order to service their stands. In case of emergency, application should be made to the organiser for an extension of these hours.

8.12 ORGANISER ON SITE

Any problem which may arise on-site affecting exhibitors or contractors should be referred to the Conference organiser immediately, so that prompt action can be taken to resolve the issue.

8.13 INDEMNITY

The Conference chairmen and Conference organiser of SAUA PAUSA 2024, as well as the staff of the Indaba Hotel & Conference Centre are indemnified against being held liable for any loss or damage at exhibition stands. Exhibitors are requested to attend to their stands throughout the official open hours and especially during assembling and dismantling hours.

8.14 CUSTOMS CLEARANCE AFFAIRS

For each company's own arrangements.

9. CATERING & BEVERAGE REQUIREMENTS

Please see point 6

10. HEALTH AND SAFETY

10.1 HEALTH AND SAFETY INFORMATION

All exhibitors should please complete and return the **+Third Party Indemnity** form attached to the confirmation e-mail – or on the [congress website sauacongress.co.za/trade](http://sauacongress.co.za/trade)

Please return the completed form to Angelique Bras: coord2@indabahotel.co.za

All **Custom Built stand builders** are required to submit a detailed plan/drawing of the proposed stand (incorporating front, side and top elevations), to the Exhibition Department for approval at least thirty (30) days prior to build-up day.

Operations services co-ordinator:

Name & surname : Angelique Bras

E-mail : coord2@indabahotel.co.za

Telephone : 011 840 6653

10.2 AISLES ENCROACHMENT

The minimum aisle space applicable to all exhibitions is three meters. Should any item or structure be placed or protrude into the designated aisle space, the Indaba Hotel & Conference Centre reserves the right to request the removal thereof or remove the said item without any liability for loss or damage. Aisles should be planned and laid out to ease the flow of traffic and in line with the fire exists.

10.3 COVERED STANDS

Exhibitors are advised that covered stands are not permitted in the Exhibition Hall unless detailed drawings are submitted at least 30 days before the event for approval by the Indaba Hotel & Conference Centre.

10.4 DOUBLE TIER STANDS

The construction of double tier stands is not possible in Kgotla due to the height restrictions.

10.5 GENERAL FIRE SAFETY ASPECTS

Fire regulations

Fire escapes are located throughout the venue with signage. Event organisers are to ensure that neither the signage nor the exits are obstructed in any way. Additional signage must be added to stands should fixed signs be blocked, this is at a cost to the organiser.

Electric signs and equipment must be wired to meet the specifications of local fire authorities.

Fire extinguishers on walls, floor or elsewhere may not be removed or obstructed in any manner.

Any exhibitor having equipment utilising flammable liquid / industrial gas which produces heat, smoke or open flames as an integral part of product demonstration, must receive written approval of plans from the Indaba Hotel and the local Fire Chief, in writing.

Aisles must be kept clear at all times and fire stations/fire extinguisher equipment are not to be hidden and/or obstructed in any way.

No storage of any kind will be permitted within the confines of the exhibition floor and/or placed behind the exhibition stand or venue walls/curtains.

All displays are subject to inspection by the Fire Prevention Bureau. Any construction materials not found to be fireproof may be required to be dismantled.

Polystyrene products will be prohibited unless treated by a fire retardant and certificated proof provided by the Exhibitor.

All materials used in the exhibition must be of non-flammable nature and resistant in order to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Fire regulations prohibit the use of crepe paper, corrugated paper, cardboard, PVC sheeting (except on the floor to prevent damage to carpets) or any other highly combustible flammable material.

The use of industrial gases of inflammable or toxic nature for demonstration purposes will not be permitted in the exhibition venue unless a detailed application has been made to the Fire Department or the Factories Inspector. If approved, the Fire Prevention Bureau (FPB) conditions must be complied with. If this application is not made, gas cylinders and naked flame demonstrations will not be permitted.

LPG gas application must be made to the fire department for the use of LPG Gas in the venue and comply with their requirements once application is approved.

Flame retardancy: wood pallets / draping / halogen lights

Wood pallets / draping / fabric are regarded as major fire hazards and exhibitors planning to use these as part of their display will be required to provide a current "Fire Retardant Certificate" indicating that the product has been treated with a fire retarding compound. When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and should hang no lower than 5 cm above the carpeted floor.

N.B. Please note that it is the duty of the venue contact person to ensure that the draping/materials are suitably treated and if not, to provide the exhibitor with details of an accredited fire retardant contractor. Articles of a combustible nature such as fabric, paper items, banners, items made of wood pallets; hessian, thatch and straw are regarded as major fire hazards and will be required to provide a Fire Retardant Certificate, before the start of the event.

When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5cm above the carpeted floor;

The use of halogen lights will not be approved as they pose a fire hazard. Ensure that all light displays low wattage or LED.

No hessian / straw / thatch may be used in the venue as these materials are extremely flammable and are not approved by the local Fire department. Fire retardants are also not effective on these materials.

11. GENERAL

11.1 UNOFFICIAL COMPETING MEETINGS OR SOCIAL FUNCTIONS

During the Conference no unofficial competing meetings or social functions may be held.

11.2 BRIEFCASES / HANDBAGS

Please do not leave briefcases/handbags unattended on your stand. All cases etc should be placed out of the public's eye inside cupboards or office areas. Unattended briefcases and packages could be a security risk.

11.3 EMERGENCY SERVICES

The Indaba Hotel will co-ordinate and manage any emergency that might occur. Event organisers are responsible for ensuring that all emergency and safety procedures for their own event as stipulated by the Safety at Sports and Recreational Events Act No. 2 2010 (SASRE).

11.4 EXHIBITOR BEHAVIOUR

All efforts to advertise, demonstrate and operate an exhibition must be conducted so as not to trespass on the rights of other exhibitors. No exhibit will be permitted to interfere with the use of other exhibits or impede access to them or the free use of the aisles. The Indaba Hotel & Conference Centre reserves the right to limit and/or restrict operations which, for any reason, might be considered objectionable, without any liability for refund and/or damage. Work can be stopped or person put offsite for failing to comply with Health and Safety legislation.

The Organiser and Exhibitor undertakes personal responsibility for the behaviour of any person/s presented as staff, suppliers, sub-contractors and/or service providers in their employ whilst on The Indaba Hotel & Conference Centre premises.

The Organisers and Exhibitor also undertake to ensure that no unacceptable behaviour, including the consumption of excessive alcohol, playing of loud music or the use of abusive language occurs by any such person whilst on the premises of The Indaba Hotel & Conference Centre.

With regards to build-up and breakdown, all areas within the venue are to be treated with respect where no part of the facility will be abused, damaged or left in an unacceptable state post event. Contractors and Exhibitors are to ensure their stand/s and surrounding areas are kept in a reasonable state where equipment and debris from building or dismantling is removed.

Any Contractor or Exhibitor seen to be disregarding this rule will be fined accordingly (amount will be based on cost of services rendered on behalf of the exhibitor to clear areas).

Exhibitors are responsible for the cost of making good or replacing any damage to the exhibition premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any Organiser or Exhibitor found damaging the walls, carpets and/or any structure on the venue property will be charged with the replacement value of such item.

No attachment, fitting and/or detachment is to be made to the internal/external walls, floors, ceiling and/or pillars of the building, without the prior knowledge and consent of the venue. This includes any ladder and/or other device whatsoever which would be affixed to or suspended from any overhead structure. No nails, hooks or other devices are to be driven into any part of the building.

Stand cleaning

The exhibitor is responsible for maintaining their own stand in a tidy condition at all times. The Indaba Hotel & Conference Centre is responsible for the general cleaning of the exhibition area. This only includes cleaning of corridors between stands and rubbish disposal before the exhibition opens in the morning and after the exhibition has closed in the afternoon. It excludes cleaning of exhibits and displays.

The organisers will ensure that aisles and the rest of the hall are clean at all times from the start of the exhibition.

Exhibitors are responsible for individual stand cleaning.

Stand cleaning services may be hired through the venue. Individual stand cleaning includes - sweeping, mopping, vacuuming, dusting and waste removal.

11.5 ASSUMPTION OF RISK FOR EXHIBITORS

It should be understood by the exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many exhibition stands and various other factors make it reasonable that each exhibitor shall assume the risk of any injury, loss and/or damage.

Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property located in the exhibition area, storage or any other area where access has been provided to exhibitors by The Indaba Hotel & Conference Centre.

The Indaba Hotel & Convention Centre security personnel will be furnished for the perimeter of the venue but such personnel shall not be deemed to affect the non-liability of The Indaba Hotel & Convention Centre and its members, officers, representatives, employees and/or the official service providers to modify in any way the assumption of risk and release provided for above.

It is highly recommended that exhibitors take precautionary measures by ordering security for their specific needs, through the preferred The Indaba Hotel & Conference Centre security service provider. The Indaba Hotel & Conference Centre recommends that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

11.6 CARE OF BUILDING

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior knowledge or consent from The Indaba Hotel & Conference Centre Management. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.

11.8 NON-SMOKING AREAS

Please note that The Indaba Hotel & Conference Centre is a smoke-free venue. As per Government legislation no smoking is permitted within the venues. Designated areas have been allocated and these must be strictly adhered to as per the Tobacco Products Control Act 1999. Failure to comply with these regulations could lead to possible prosecution.

12. LIABILITIES

All Organisers, Exhibitors and persons using the venue are strongly advised to arrange, at their own cost, "all risks" insurance coverage from Country of Origin to the exhibition stand including duration of exhibition period and return to domicile.

The Indaba Hotel & Conference Centre Management or 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 Indaba Hotel & Conference Centre or any of its employees, representatives or assigns to comply, or to comply timeously, with any provision/s of the contract of hire. The Indaba Hotel & Conference Centre or organisers shall not be responsible for the safekeeping, storage, use or otherwise of any property brought into the convention centre. Property belonging to the hirer or third parties shall be brought into the convention centre at their own risk and the hirer indemnifies The Indaba Hotel & Conference Centre and holds it harmless against any and all claims, losses or damages that may be suffered by any person in relation hereto.

The Indaba Hotel & Conference Centre or the organisers shall not be liable for any loss, injury or damage, howsoever caused, to goods and/or persons in the convention centre and/or on adjacent

sites. The hirer shall always remain liable to The Indaba Hotel & Conference Centre for the payment of any and all outstanding costs and charges incurred in respect of or attributable to any sub-hirer or participant, notwithstanding the manner in which payment is affected. In addition to the foregoing, the hirer shall be liable for all penalties, losses or damages charged or levied by any authority, service provider or third party in respect of or attributable to any or all of the sub-hirers or participants, which amounts shall be paid by the hirer to The Indaba Hotel & Conference Centre on demand.

Exhibitors shall ensure that they are fully covered by insurance and take out “public liability” and “comprehensive” protection.

The period of liability of the exhibitor shall be deemed to run from the time the Exhibitor or any of their agents or contractors first enter the exhibition site and to continue until all exhibits and property have been removed.

Exhibitors are strongly advised to either lock away or remove all valuable items from their stand when unattended. The Indaba Hotel & Conference Centre does not take responsibility for any goods left unattended on stands or within the centre.

The venue will not be responsible for the safety of articles of any kind brought into the hired venue by the exhibitors, their agents, contractors, visitors and/or any other person/s whatsoever.

The Exhibitor shall insure, indemnify and not hold the venue liable in respect of all costs, claim demands and expenses to which The Indaba Hotel & Conference Centre may in any way be subjected as a result of any loss or injury arising to any person howsoever caused as a result of any act or default of the exhibitor, his agents, contractors or guests.

Exhibitors shall be responsible for making good any loss or damage to any items which they have rented or hired from the official contractors. In addition, exhibitors shall take all necessary precautions to prevent any damage to their equipment, exhibits and displays before making any connection to the electrical supply of the official contractors.

The Indaba Hotel & Conference Centre requires, under standard terms and conditions of contract, that the exhibitor indemnifies The Indaba Hotel & Conference Centre from all claims resulting from accident, damage and/or injury occurring in the venue, as well as loss of property.

N.B. Exhibitors may order security personnel from the venue in-house security service provider at a fee – kindly refer to the relevant order form.

14. IMPORTANT DATES

Date	Action
15 July 2024	Payment for exhibition space and sponsorships
31 July 2024	No cancellations beyond this date.
Tuesday, 10 September	09:00 Construction of stands until late.
Wednesday, 11 September	06:00 Construction continues 17:00 Construction stops. Fines applicable per hour after 17:00
Thursday, 12 September	07:00 Registration, arrival coffee & exhibition open 19:00 Welcoming function in exhibition area
Friday, 13 September	07:00 Exhibition open
Saturday, 14 September	07:00 Exhibition open 15:30 Final tea break 16:00 Break-down 23:59 All stands completely removed
Sunday, 15 September	Nothing in exhibition area. (Only final academic sessions and ethics)

Should you have any queries, special requests or if you need further assistance, please contact me. It is my wish that this Conference will be a great success for you, your company and the delegates.

Kind regards

HEYNS DU PREEZ & RHYNO KRIEK

Conference Organiser

T 051 436 7733

E sauacongress@rkcommunication.co.za

W www.sauacongress.co.za



12 – 15 September 2024

Indaba Hotel & Conference Centre