



# EXHIBITOR SERVICES MANUAL



**12 – 15 SEPTEMBER 2024**

**INDABA HOTEL & CONFERENCE CENTRE, FOURWAYS,  
JHB.**

**SERVICE FORM  
SUBMISSION  
DEADLINE:  
23 AUGUST 2024**

**GL Events SOUTH AFRICA**

PROJECT MANAGER  
**ADRI PENTZ**  
+27 (0)11 210 2563  
Adri.pentz@gl-events.com

Please Return forms to: **ADRI PENTZ**

Email: [adri.pentz@gl-events.com](mailto:adri.pentz@gl-events.com)

Tel: +27 (0) 11 210 2563

Fax: + 27 (0) 086 634 9537

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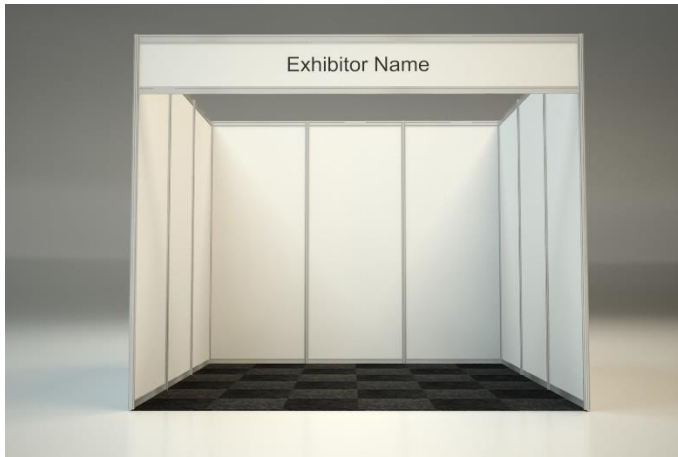
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## PLEASE TICK YOUR OPTION

### SHELL SCHEME PACKAGE BOOTH @ R4926.00 EXCL VAT

STANDARD SHELL SCHEME PACKAGE BOOTHS BOOKED WITH THE ORGANISER INCLUDES THE FOLLOWING:  
3M X 3M



#### BOOTH PACKAGES INCLUDES:

- Shell Scheme Structure
- Fascia Board with Company Name
- 01 x 15 Amp Plug Point
- 02 x 150Watt Spotlight
- 01 x ¼ amp Single Phase Distribution Board
- 01 x H125 Conference Table
- 01 x Black Cloth
- 01 x H01B Black Office Chair

SPACE ONLY / CUSTOM STAND: Stand Builder Name \_\_\_\_\_

CUSTOM STAND REQUEST FOR QUOTE FROM GL EVENTS

**NOTE: ALL CUSTOM STAND BUILDERS MUST PUT DOWN GROUND SHEET OF ONE METER AROUND THEIR STAND DURING BUILD UP!! NOT NEGOTIABLE**

#### DO'S AND DON'T'S WHEN USING SHELL SCHEME

- No painting is allowed, no usage of nails or screws.
- Double sided tape or prestik can be used to affix lightweight items.
- Velcro can be used as well (male & female)
- The contractors will provide special hooks to support heavy products.
- It is advisable to provide fishing line (nylon) to hang pictures etc.
- Damaged panels will be charged to the exhibitor causing such damage.

#### INDIVIDUAL PANEL SIZE:

- ACTUAL	:	2500mm (h) x 1000mm (w)
- VISUAL (for printing purposes)	:	2400mm (h) x 960mm (w)



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# STAND PLAN DIAGRAM

COMPANY NAME : \_\_\_\_\_

STAND NUMBER : \_\_\_\_\_

STAND NAME : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

TELEPHONE NUMBER : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

VAT # [SA RESIDENTS] : \_\_\_\_\_

**PLEASE NOTE: THIS FORM IS COMPULSORY.**  
TO ENSURE CORRECT PLANNING FOR THE EVENT, THE INSTALLATION OF YOUR SERVICE REQUIREMENTS AND THAT STANDS ARE OF A SUITABLE STANDARD, THIS FORM MUST BE COMPLETED.

On the grid provided please indicate the position of the services ordered.

1. Type of electrical connections i.e. plug point X, spotlights  $\phi$  connection for own lights.
2. Position of equipment used.
3. Any other information not specified above

SIZE OF STAND ORDERED : \_\_\_\_\_ m X \_\_\_\_\_ m SCALE : One Block = \_\_\_\_\_




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# STAND FASCIA BOARDS

COMPANY NAME	:	
STAND NUMBER	:	
STAND NAME	:	
CONTACT PERSON	:	
TELEPHONE NUMBER	:	
EMAIL ADDRESS	:	
POSTAL ADDRESS	:	
VAT # [SA RESIDENTS]	:	

**GL EVENTS SOUTH AFRICA**  
 VAT REGISTRATION NUMBER: 4610214399

SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – [www.gl-events.co.za](http://www.gl-events.co.za)

## 1. FASCIAS

- We do require a fascia board included in the package
- We do require a fascia board, but do not require a fascia name (i.e. blank fascia board)
- We do not require a fascia board
- (Corner Stand) We require an extra fascia board **(Vinyl Lettering @ R240.00)**

## 2. STANDARD SHELL SCHEME FASCIA SIGNAGE

To simplify the ordering of signage and standard format is offered as follow:

- Typestyle: Standard, 100mm height
- Color: Black lettering on White fascia board

**Company Name/Lettering (Maximum 40 letters to appear on the fascia board as follow:**

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

## 3. CUSTOMISED FASCIA SIGNAGE

Other signage, custom fascia lettering, logos, digital signage for the panels etc. are subject to a quotation. Please supply details e.g. typestyle, color, logos, dimensions and a sketch to GL events SA in order to provide a detailed quote.

<input type="checkbox"/> <b>We require a Digital Logo on our Fascia</b> Please email artwork, 100DPI to size in .pdf or .jpg format to contact person mentioned at top of page.	QTY:	R466.00/Ea.	TOTAL:
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## DIGITAL BRANDING ON PANELS / FABRIC BANNERS

COMPANY NAME : \_\_\_\_\_

STAND NUMBER : \_\_\_\_\_

STAND NAME : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

TELEPHONE NUMBER : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

VAT # [SA RESIDENTS] : \_\_\_\_\_

GL EVENTS SOUTH AFRICA JOHANNESBURG  
VAT REGISTRATION NUMBER: 4610214399

- We do require Artwork (digital prints) to be applied to our panels
- We would like Fabric Banner panels

### INDIVIDUAL PANEL SIZE FOR DIGITAL PRINT:

- ACTUAL : 2500mm (h) x 1000mm (w)
- VISUAL (for printing purposes) : 2400mm (h) x 960mm (w)

### INDIVIDUAL PANEL SIZE FOR FABRIC BANNERS:

- ACTUAL : 2500mm (h) x 1000mm (w)

DESCRIPTION	QTY PANELS	PER PANEL	AMOUNT
Digital Print per panel (960 w x 2420 h) per panel		R 1 415.00	
Fabric Banners per panel (1000 w x 2500 h) per panel / meter		R 1 546.00	

### ARTWORK INFO

Artwork must be provided in High resolution PDF or Jpeg.  
150 dpi at full size or 300 dpi half size.  
Allow for 10mm bleed.

### PICTURES

- CMYK (Convert RGB to CMYK)
- Do not embed scans, scans to be supplied separate from the document

### FONTS

- fonts to be supplied
- (Ideally - convert type to paths/vector/curves)

### COLOURS

- If any special colour matching is required, supply a pantone swatch / number
- All colours to be made up in correct pantone breakdown where applicable



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# FURNITURE

COMPANY NAME : \_\_\_\_\_

STAND NUMBER : \_\_\_\_\_

STAND NAME : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_







TELEPHONE NUMBER : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

VAT # [SA RESIDENTS] : \_\_\_\_\_

GL EVENTS SOUTH AFRICA JOHANNESBURG  
VAT REGISTRATION NUMBER: 4610214399

ITEM CODE	ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENSIONS	EXHIBITOR PRICE	QTY REQUIRED
H01B	Carlton Office Chair		O/S BLACK	R 239.00	
H12	Aluminium Chair		SILVER	R 590.00	
H21	Waterfall Barstool		WHITE	R 678.00	
H27	Aluminium Barstool		SILVER	R 731.00	
H29	Divo Barstool		WHITE	R 698.00	
H33	Galati Barstool		WHITE WITH GLOSS BROWN BACK	R 731.00	



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H11	Frog Barstool		VARIOUS COLOURS	R 364.00	
H34	Chrome Cocktail Table		H750MM X D 900MM	R 851.00	
H41	Chrome Café Table		H710 x D900	R 790.00	
H46B	Chrome & Glass Coffee Table		H450mm x W700mm x 500MM	R 934.00	
H47	Glass Side Table		500 x 500	R 678.00	
H53	Tub Chair		BLACK H720 L550 D700	R1 501.00	
H61A/B /C	Nikky Single Seat Couch		WHITE, BLACK, BROWN	R1 606.00	
H62A/B /C	Nikky Double Seat Couch		WHITE, BLACK, BROWN	R2 174.00	
H94	Cube Ottoman		VARIOUS COLOURS	R 479.00	
H68	Zig-Zag Brochure holder			R 669.00	
H63	Maxima Curved Bar Counter		H1116mm W1595mm D610mm	R2 364.00	
H64	Octanorm Bar Counter		H900mm W1010mm D500mm	R1 162.00	



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H73	Water cooler with 20L water				R2 051.00	
H75	Pedestal Display Plinth			H500mm W500mm D500mm	R 335.00	
H77	Wastepaper Bin Small			H290mm D290mm	R 71.00	
H78	Large Waste Bin - 25lt			H760 D400	R 243.00	
H83a	Large Refrigerator			220 Litres	R 3 035.00	
H83b	Small Refrigerator			150 Litres	R2 112.00	
H84	Newline Cupboard		With a lock	H900mm W1010mm D520mm	R 214.00	
H85	Octanorm Cupboard		With a lock	H900mm W1010mm D500mm	R 1 034.00	
H87	Octanorm Glass Top Counter		with a lock	H900mm W1030mm D530mm	R 1 489 00	
H88	New line Showcase Large		With a lock	H1980mm W1030mm D500mm	R2 528.00	
H89	Octanorm Showcase Large		With a lock	H2000mm W1030mm D530mm	R2 303.00	
H90	Newline Showcase Small		With a lock	H1980mm W500mm D500mm	R2 000.00	
H91	Octanorm Showcase Small		With a lock	H2000mm W530mm D530mm	R2 000.00	





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H92	Standing Shelf		H1360mm W990mm D495mm	R1 173.00	
H103	Veneer Tech fold up counter		H940mm W1580mm D600mm	R 885.00	
H115	Trestle Table with fitted black cloth		1800 X 450	R 533.00	
H125	Conference Table with fitted black cloth		1800 X 400	R 533.00	



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## ELECTRICAL HIRE

COMPANY NAME : \_\_\_\_\_

STAND NUMBER : \_\_\_\_\_

STAND NAME : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

TELEPHONE NUMBER : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

VAT # [SA RESIDENTS] : \_\_\_\_\_

GL EVENTS SOUTH AFRICA JOHANNESBURG

VAT REGISTRATION NUMBER: 4610214399

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DESCRIPTION	QTY	PRICE EXCL. VAT	TOTAL
Three Phase Power Connection Only (Please produce a C.O.C)		R 1 573.00	
30 Amp Single Phase Distribution Board		R 2 584.00	
32 Amp Three Phase Distribution Board		R 3 225.00	
63 Amp Three Phase Distribution Board		R8 394.00	
125 Amp Three Phase Distribution Board		R 11 208.00	
160 Amp Three Phase Distribution Board		R 11 595.00	
15 Amp Plug Point		R 342.00	
1,5m Two Lamp Fluorescent Light		R 385.00	
0,9m / 1,2m Two Lamp Fluorescent Light		R 354.00	
50Watt Long Arm Spotlight		R 449.00	
50Watt Down Light		R 393.00	
150Watt Spotlight		R 548.00	
500Watt Halogen Floodlight		R 342.00	
1500Watt Floodlight		R 539.00	
150Watt Metal Halide		R 1 392.00	
Exhibitors Connection		R 393.00	
		<b>TOTAL</b>	
		<b>EXCL VAT:</b>	

**PLEASE NOTE THAT PRICES EXCLUDE 15% V.A.T [SA RESIDENTS ONLY]**

\*NB: If you have not opted for a 'package stand' and do require electrics; plug points need to be ordered along with a power source [DB – Distribution Board] for power supply. We suggest minimally a 30 Amp Single Phase Distribution Board be ordered. This recommendation is based on light currency only. For heavy current usage, a larger power supply unit may be required. Please feel free to contact GL EVENTS for assistance, on +27 11 210 2563



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# AUDIO VISUAL HIRE

COMPANY NAME : \_\_\_\_\_

STAND NUMBER : \_\_\_\_\_

STAND NAME : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

TELEPHONE NUMBER : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

VAT # [SA RESIDENTS] : \_\_\_\_\_

GL EVENTS SOUTH AFRICA JOHANNESBURG  
VAT REGISTRATION NUMBER: 4610214399

## PLASMA SCREENS

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE   PER SHOW	DAYS REQUIRED	TOTAL
42"	Plasma Screen	1020mm x 605mm x 95mm		R 3 989.00	04	
50"	Plasma Screen	1210mm x 724mm x 95mm		R 6 674.00	04	
65"	Plasma Screen	1554mm x 925mm x 95mm		R 12 194.00	04	

## PLEASE INDICATE IF YOU WANT FREESTANDING OR MOUNTED

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE   PER SHOW	DAYS REQUIRED	TOTAL
	BRACKET	TO MOUNT		R 618.00	04	
	STAND	INCLUSIVE			04	
<b>TOTAL EXCL VAT:</b>						

**PLEASE NOTE THAT PRICES EXCLUDE 15% V.A.T [SA RESIDENTS ONLY]**



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## GENERAL TERMS

The above items are for hire, and remain the property of GL EVENTS SOUTH AFRICA PTY. This quotation is subject to the following terms & conditions:

### Conditions of Hire & Supply:

Orders subject to stock availability.

Items hired, remain the property of GL EVENTS SOUTH AFRICA PTY

NO GOODS WILL BE DELIVERED, UNLESS PAID FOR IN FULL WITH ORDER.

**Late orders received after the cut off time will be subject to a surcharge of 50%.**

Goods damaged, will be charged to the relevant exhibitor.

A refundable key deposit will be charged on locks & keys.

Items supplied with plug leads & lighting – prices do not include connection fees.

The risk of all furniture passes to the client on delivery.

### Payment terms:

Should this quotation be acceptable to you, **we require a (100%) one hundred percent payment on acceptance**, with payment also being made by either bank guaranteed cheque, cash or direct deposit.

<b>Name of Account:</b>	GL EVENTS SOUTH AFRICA
<b>Bank:</b>	STANDARD BANK
<b>Branch:</b>	SOUTHDALE
<b>Branch Code:</b>	006 405
<b>Account No:</b>	002787458
<b>Swift Code:</b>	SBZAZAJJ

### Ownership:

The equipment provided in terms of this quotation, is for hire, and will always remain the property of GL EVENTS SOUTH AFRICA.

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