

BUILD-UP: 8 – 10 MARCH 2027

SHOW DAYS: 11 – 13 MARCH 2027

BREAK DOWN: SAT 013 MARCH 16:00 - 20:00
MON 15 MARCH 09h00 - 16h30

DEADLINES:

Final Payment by – 12 February 2027

Service Forms by – 19 February 2027

Dear Exhibitor

We welcome you as an Exhibitor to the Cape Town Cycle Tour Expo.

This Exhibitor's Manual contains all the relevant details for the forthcoming Cape Town Cycle Tour Expo.

The manual is very comprehensive, and you should read it carefully. Please note the build-up period, exhibition times, rules and regulations, as well as security details and breakdown times. To assist you at the Expo, a number of items are also available for hire, and you should refer to the relevant section in the Service Forms for further details.

If you need any further information about the Expo please e-mail Shana-Lee on shana.fouche@golazo.com

Note that full payment of stands is due by **12 February 2027** and stands will only be built once full payment is received. Please remember to email a copy of proof of payment to shana.fouche@golazo.com Please note that only your 50% deposit, payable upon invoice, secures your stand

We look forward to a very successful Cape Town Cycle Tour Expo and assure you of our total commitment to ensuring that you make the most of your involvement.

EDDY CASSAR PUBLIC RELATIONS TEAM

This Manual is intended:

- To furnish you with information regarding the Exhibition and your participation therein and provide answers to most questions
- To provide guidelines and to act as a useful checklist
- To facilitate and simplify your arrangements in co-ordinating a successful exhibition

All exhibitors are earnestly requested, in their own interest, to read this manual and to carefully peruse all material contained herein and to respond timeously before the relevant deadlines indicated.

It is the intention of the organisers to apply the rules and regulations in a manner that will be of benefit to all exhibitors, and they look forward to having the exhibitor's co-operation in this matter.

The manual is not intended to replace our personal service. Please contact us should you have any questions or require special assistance. See details regarding the Organizing Team below.

We look forward to a successful Cycle Tour Expo and trust we will all benefit from this venture and business opportunity.

We wish you well in your planning and a very successful show.

The Organizing Team:

EDDY CASSAR PUBLIC RELATIONS

Exhibition Management, Sales & Promotion
Contact: Eddy
Mobile: 082 450 3151
Email: eddy@eddycassarpr.co.za

2nd Contact: Shana
Office: 087 820 4300
E-mail: shana@cycletour.co.za
Website: www.expo.capetowncycletour.com/

GL EVENTS

Design, Construction & Ordering of Services
Contact: Zubeida Isaacs
Tel: 021 – 526 3200
Fax: 021 – 552 1841
Email: Zubeida.Isaacs@gl-events.com
Website: www.gl-events.co.za

2027 SHOW TIMETABLE

Please note that no children will be allowed on site during build-up and breakdown for safety reasons.

BUILD-UP

Monday	08 March	08h00 – 19h00	Exhibitors Build-up
Tuesday	09 March	08h00 – 19h00	Exhibitors Build-up
Wednesday	10 March	08h00 – 21h00	Exhibitors Build-up

All stand exhibits are to be completed by **08h00 on Thursday 11 March 2027** to enable final clearing and cleaning of the hall to take place.

NB - PLEASE NOTE: Exhibitors who have heavy equipment or any other unusual exhibits or requirements that have to be moved are to liaise with the Organiser's **in advance** as their movement needs to be planned around the building of stands and the laying of carpets.

EXPO DAYS

		OPEN HOURS	EXHIBITOR ACCESS
Thursday	11 March	09h30 – 19h00	07h00 – 20h00
Friday	12 March	09h00 – 19h00	07h00 – 20h00
Saturday	13 March	09h00 – 16h00	07h00 – 20h00

Early and late Exhibitor access will allow for preparing/restocking your stand before the show opens – no deliveries to stands will be allowed once the exhibition opens each day.
Exhibitors are required to be on their stands at least 15 minutes before the Expo opens in the morning.

BREAKDOWN

Saturday	13 March	16h15 – 20h00	Exhibitors
Monday	15 March	08h00 – 16h30	Exhibitors & stand builders

No exhibits or stand fittings are to be removed or dismantled **on Sunday 14 March 2027.** Please note there will be additional construction going on around the exhibition area and Stadium for race-day, and to comply with all the City of Cape Town's Disaster Management by-laws, there will be certain road closures.

All collections and removals by Exhibitors are to be cleared by 16H30 on Monday afternoon.

REMOVAL OF GOODS

Exhibitors, their agents or contractors are responsible for the complete removal of all exhibits, goods and materials used by them, together with all refuse.

Any items not removed or accounted for by **16h30** on **Monday, 15 March** will be considered scrap and disposed of by the Venue/ Organiser's and charges levied accordingly to the Exhibitor concerned.

HIRED ITEMS

Exhibitors are reminded that all items on hire remain the exhibitors' responsibility until goods have been returned to the relevant hiring company.
The Organiser's will NOT take responsibility in accepting goods on behalf of the Exhibitors or of ensuring their safe return.

SECURITY
It is essential to remove all portable and valuable goods immediately.

Please have someone on your stand from the beginning of build-up until all your possessions have been removed on breakdown

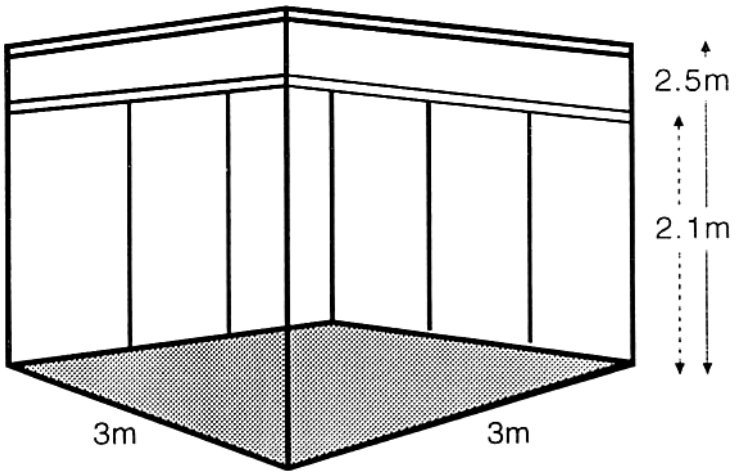
It is stressed that neither the Organisers nor the security company appointed to the exhibition can be held responsible for any loss or damage to Exhibitor's property.

SECURITY PROVIDED BY THE ORGANISERS WILL CEASE AT 16h30 ON MONDAY 15 MARCH 2027

YOUR STAND
Stand space is sold in a standard Stand Package Format:

The basic Stand Package includes:

- Shell scheme/ white walling
- Fascia/ Name board
- 2 x 150W low voltage spotlights
- 1 x 15-amp 220-volt plug point
- Charcoal carpeting



SHELL SCHEME (Stand Shell & Fascia)

STAND SHELL
The official shell scheme contractor is **GL Events** and all shell schemes supplied are on hire and remains the property of GL Events.

A shell scheme consists of the temporary walling panels and fasciae. Stands have corner and mid-support posts. Fascia posts are provided at intervals not exceeding 4m apart.
Large stands may require additional interior posts. Panels consist of white polypanel panels measuring 2.5 high and 1m wide. Panels are slotted into an aluminium framework with a 400mm white correx fascia.

Display area: approximately 100mm less than stated measurements all around. Please note that polypanels may NOT be painted.

IMPORTANT: Kindly refer to the diagram of a typical stand shell shown on previous page, and to its usage, terms & conditions of hire.

FASCIA & FASCIA LETTERING

Fascia signage is included in the stand package. Your stand number will be indicated on the fascia.

Completion of the relevant Signage Reply Form in your Service Forms is mandatory to order fascia signage.

Any changes made once fascia lettering has been applied to the fascia board will carry a cost to be borne by the Exhibitor.

CARPETS

Unless otherwise requested (additionally), carpeting on the stands will be a grey/ charcoal carpet tile.

Carpets are on hire only and must be left on stands after the Exhibition has ended. Cut, damaged or missing tiles will be charged to the Exhibitor, per carpet tile.

ELECTRICAL SUPPLY & INSTALLATIONS

GL Events have been appointed the official Electrical Contractors to the Exhibition and are the only contractors permitted to carry out electrical work and installations at the Exhibition.

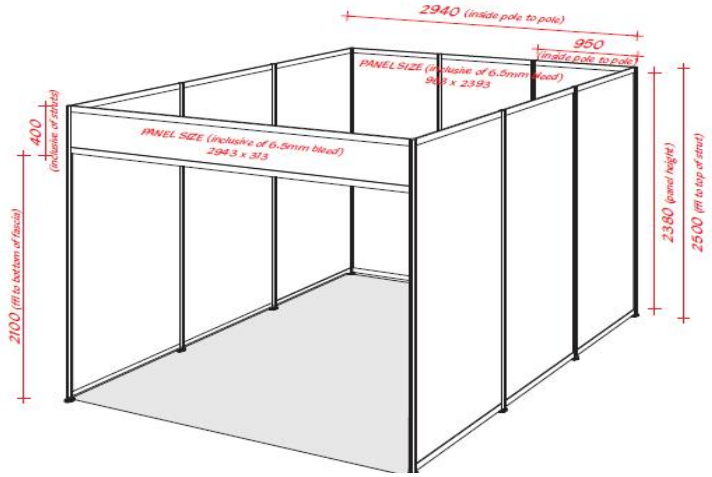
Completion of the first section of the Electrical Reply Form is mandatory.

Refer to your contract to ascertain what fittings are included on your stand. Extras will be for your own account.

Please note the following:

- You should not exceed the wattage draw-off from the power point i.e. 500w per plug
- The use of ripcord for wiring on stands is not permitted
- All appliances for heating purposes, including kettles, cookers and heaters, must be thermostatically controlled
- All appliances should be tested by a qualified and competent person before connection to the power supply
- Socket outlet multi-way adaptors are NOT permitted. Only one double adaptor per power plug point supplied is allowed and this also depends on equipment used.
- A charge will be levied for the movement of incorrectly placed electrical fittings.
- Where electrical and light fittings are pre-set-up or installed in prefabricated displays before their delivery to the Exhibition, such fittings must be installed by qualified electrical contractors. The connection of such displays to the power sources at the Exhibition must, however, be undertaken by the appointed electrical contractor, for which a connection fee will be charged. The cost of any modifications required to comply with electrical regulations will be charged to the Exhibitor by the Electrical Contractor.





Cape Town Shell Scheme Panel Sizes

Actual panel size

Length – 2393mm
Breadth – 963mm

Visual Panel Size

Length – 2380mm
Breadth – 950mm

Structure including struts and Poles

Length – 2480 mm
Breadth – 990mm

Fascias

Actual Fascia Size (3m)

Length – 2943 mm
Breadth – 313mm

Visual fascia size (3m)

Length- 2930 mm
Breadth – 300mm

Do's and Don'ts 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. The contractors will provide special hooks to support heavy products. Damaged panels will be charged to the exhibitor causing such damage.

Front View



Side View



SPACE ONLY/ DESIGN STANDS

STAND BUILDING

Please ensure the design of your stand befits not only your own company's standards, but also those of the Exhibition. All stand designs to be submitted by **11 December 2026** for sign off from City of Cape Town, the venue and the Event's Safety Officers before your building can commence.

The Organisers reserve the right to disallow *stand plans* and *designs* should they be deemed to be inappropriate. Designs must be of an acceptable standard as deemed by the City of Cape Town Health, Fire & Safety and Disaster regulations.

In the event of the Cape Town Cycle Tour Expo being moved to another venue; or another area within the current venue, for any unforeseen reason, the Organisers reserve the right of placing the booked clients at the best possible positions in the new venue.

Please note:
Since Western Province Rugby has taken over the DHL Stadium, their usage right outvies any external event. For this reason, we please request you have a secondary design, with a maximum height of 3.5m in the event of us needing to move to the lower ceiling area.

DESIGN PARAMETERS

- If there is any damage to venue property, the Exhibitors concerned will be held liable to make good or replace/repair any damage caused to the venue.
- No holes may be drilled in the hall floors
- Floors or permanent walls may not be painted or defaced
- Stand should be prefabricated and merely assembled on site at the Exhibition
- STAND CEILINGS: Where an Exhibitor is constructing a fabric ceiling, such material (and any other used in construction) must comply with Fire Regulations and be of non-flammable material.

The overall height of stand fitting (including graphics and cladding of columns) must not exceed 4.5m in height from the floor. The design may not impede or deter from surrounding stands.

The following applies specifically to Custom/ Design stands:

- You must supply a 3D render with dimensions; from a design agency, of your proposed stand design for approval by **11 December 2026.**
- The Organisers may have to obtain approval from local authorities where necessary. Failure to do so will result either in a delay while permission to build is being given at the show or proposed plans being condemned and refused building permission.
- Custom/ design stands must provide their own backing wall. It must be understood that the shell scheme backing onto this stand does not form part of the space booked.
- An electrical plan is to be submitted, and all electrical installations must be checked by the official Electrical Contractor, and they must make the final connection to the mains.
- Your company name and stand number should be displayed.
- Existing building structural columns, where sited on stands, must be clad on all faces.

FLUES

Any exhibit or process that generates noxious or toxic fumes, exhaust or smoke, must be so positioned as to have an effective exhaust system to the outside and be situated adjacent to an external wall of the exhibition area. Any Exhibitor who intends to operate equipment, which may come within this category, is requested to communicate with The Organiser as soon as possible. Flues, ducting etc. can be arranged, if necessary, with costs being borne to the Exhibitor.

LIQUID PETROLEUM GAS

No flammable liquid or LPG shall be used within the venue. Please note that the use of LPG for the purpose of cooking food is not permissible.

DESIGN CONSIDERATIONS

- In the interests of the Exhibition, it may be necessary to remove or alter something in a stand if the Organisers feel this action must be taken in the interest of the Exhibition and this will be at the expense of the concerned offending Exhibitor.
- Any advertising material, decorations, flags etc. may be removed or altered at the sole discretion of the Organisers, if it deems same to be in any way objectionable.
- Any item of display, stand dressing, tables and chairs etc. may not project over the frontage of the stand space or be allowed to encroach into aisles/gangways.
- The Organisers reserve the right to disconnect the electrical supply to any installation or illumination that, in their opinion, is dangerous or likely to cause annoyance to visitors or other Exhibitors.
- If any presentations/demonstration cause obstruction to any aisles/gangway and/or any nuisance to any other Exhibitor or visitors, the Organisers reserve the right to terminate the presentation/demonstration or restrict the frequency.
- All lighting should be designed and installed to avoid nuisance and discomfort to neighbouring stands and to visitors.
- Flashing lights or signs are not permitted, but sequence displays may be used, subject to prior written approval by the Organisers.
- No light fittings, electrical appliances or any branding item may be suspended from the roof or ceiling pipes in the venue.
- Should you have any queries regarding stands or stand design, kindly contact the Organisers who will be happy to be of assistance.

YOUR STAND & STAND SERVICES

COMPLIANCE WITH REGULATIONS & TRADING LICENCES

In planning the design and construction of your stand as well as with regards to what you wish to exhibit, promote or sell on your stand, please ensure that you notify and comply in all respects with the terms and conditions of exhibiting as well as regulations from the following departments and others if it should deem necessary:

- Venue regulations and constraints
- Municipal regulations
- Medical Officer of Health (M.O.H)
- Fire Regulations
- Safety Regulations
- Health regulations *(applicable to partners/exhibitor preparing and serving of food)*

ACTIVATIONS ON STANDS

Exhibitors are reminded that their activities, unless otherwise agreed to by the Organisers, must remain within the confines of their stands. NO ambush or Gorilla marketing tactics will be tolerated.

DISTRIBUTION OF MATERIAL OR LITERATURE

Exhibitors are only allowed to display or hand out literature from within the boundary of their stand and no Exhibition staff are permitted to walk around the Exhibition halls or on the perimeter of the venue distributing pamphlets or literature.

BANNERS AND BRANDING

Banners may only be erected within the confines of a stand, and no additional banners may be erected in and around the venue.

Any branding on pillars within your stand space will need to be signed off by the Organiser; upon which you will be required to submit a brand plan stipulating, where you'd like the branding to be placed, type of branding, the materials it consists of and how it will be applied.

SALE OF MERCHANDISE

For security purposes Exhibitors must provide an official receipt for goods purchased at their stands.

PRIVATE PA & SOUND SYSTEMS

The use of private PA systems is **NOT allowed**. Radio lapel mike systems are allowed as long as they do not offend adjacent stand holders or impede traffic flow. The Organisers must be notified of your intention to use such a system and permission given in writing.

NOISE LEVELS

Exhibitors must contact the Organisers if they are planning to play music, make use of pre-recorded performances. Volume should be kept to a level that does not cause disturbance to other Exhibitors or other events scheduled at the Show. In case of dispute, the decision of the Organisers is final.

DELIVERY OF GOODS AND EXHIBITS

Exhibitors should arrange for a representative to be on their stand during the build-up period to receive goods and deliveries.

The Organiser's will not take delivery of any goods whatsoever on behalf of an Exhibitor, nor will the Organiser's accept any responsibility whatsoever, for the safety and wellbeing of any such items unloaded and/or delivered to the site in the absence of any Exhibitor, his agent or contractor for any goods lost or damaged whether such loss or damage occurs before or after receipt of these goods on the Exhibition premises.

Exhibitors will be responsible for any damage to any part of the building; vehicles, stands or exhibits caused by the transportation of their equipment outside and inside the venue and any such damage must be reported immediately to the Organiser's Office

DELIVERIES DURING BUILD-UP AND BREAKDOWN

There will be strict security control at points of entry at the venue. Kindly have your vehicle pass visible to avoid frustration. Movement of vehicles will also be controlled. Once loading/ offloading has taken place, vehicles are to move and park in the designated parking area provided, to allow other Exhibitors access.

DELIVERIES DURING THE EXPO

Deliveries should be completed an hour before the Exhibition opens each day. Access will only be allowed by way of an accreditation. Empty packing cases and boxes may **NOT** be stored on Exhibitor's stand.

CLEANING AND WASTE REMOVAL

It is the Exhibitor's responsibility to always maintain their stand in a clean condition. The Organiser's will only be responsible for general cleaning of the venue and aisles and not individual stands. Bins will be placed in the halls for paper and general waste.

Cleaning of the Exhibition halls will be done between closing time in the evening and opening time the following morning. To avoid confusion only rubbish left in the aisles will be removed. Should you have any special requirements or anticipate a consistently heavy production of rubbish please contact the Organisers.

FIRE AND SAFETY

There are strict regulations governing the materials that may be used in the construction of stands and in the demonstration of products.

It shall be the responsibility of each Exhibitor to observe all current fire regulations, which are applicable to their circumstances.

The local Authority has the right to remove any offending fittings or materials and ultimately close down a stand should you contravene any regulations, or it is deemed that your stand may become a fire hazard.

FIRE RETARDATION

Stands, floor coverings, stand security covers, banners/ stretch fabric advertising and other materials in use or exhibited need to be fabricated from fire retardant materials or treated to make same as fire retardant as possible.

NO COMBUSTIBLE MATERIAL with a high fire rating may be displayed at any event. However, if written permission is granted, it must be treated correctly, or a low level of combustibility must be attained. Hessian, thatch and straw are regarded as major fire hazards and exhibitors planning to use these as part of their display will be required to provide a Fire-Retardant Certificate indicating that the product has been treated with a fire retarding compound. When material draping is used as part of a set-up or display, please ensure that it does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5cm above the carpeted floor.

Combustible materials include items such as draping/curtaining and backdrops; hay, hessian and thatch etc. Stage, sound and lighting etc. used by the technical contractors is included in this definition.
Combustible materials are to be treated with a fire-retardant substance as approved by the Fire & Emergency Services & SABS standards.
Certificates from recognised suppliers confirming retardation must be made available and presented on each stand.

FIRE PREVENTION

All materials used in the construction and decoration of exhibits must be flame retardant.

All unwanted packing materials must be broken up and thrown into the green or black bins around the vicinity.

Exhibits using large amounts of electricity are required to always have approved CO^2 fire extinguishers displayed in accessible areas of the stand.

The fire department may, depending on the circumstances of each case, require an exhibitor to provide additional fire equipment.

Any vehicles used for display may only hold ¼ tank or less of petrol, no more.

Daily inspections will be carried out by a member of the City of Cape Town's Disaster Risk Management, Fire & Safety and our Event Safety team to ensure that the fire requirements have been met.

No flammable/highly combustible materials constituting a fire hazard, such as hessian, straw, polystyrene, paper, polyurethane's etc. may be used in the construction of stands or in the display therein, without written permission from the Organiser's, who will submit the request to Fire & Safety for approval.

It may be necessary to 'fireproof' your stand. Where necessary a certificate of fireproofing must be presented on demand by an inspecting officer of the Fire Department.
Written permission is required for the following at least 60 days before commencement of the Exhibition:

- Permission to use flammable materials e.g. straw
- Permission for custom built stands - exhibitors must submit a 3D render with dimensions to the Organiser's by the **11 December 2026**

The following items are not allowed:

- Storage or use of hazardous substances, flammable liquids or gasses
- Open fires or demonstrations using naked flame, gas or fires welding operations

FIRE FIGHTING EQUIPMENT

Exhibitors should familiarise themselves with the location and use of all available fire equipment in the vicinity of their stands. No person shall remove, obstruct or damage any of the provided fire equipment.

The Fire Department may, depending on the circumstances of each case, require an Exhibitor to provide additional fire extinguishers if deemed necessary by the inspecting officer. It is an offence to use fire hoses to supply water to Exhibition stands etc.

EMERGENCY ESCAPE ROUTES

No emergency escape routes and exits are to be obstructed prior to and during the Exhibition. No structure or display shall be so placed or constructed as to impede the ordinary movement of people. Nor shall the existing facilities and signs be so obstructed. No surface irregularities at floor level shall be placed in any exit route.

SAFETY PRECAUTIONS & EMERGENCY PROCEDURES

Each Exhibitor should ensure that there are no potential fire or safety hazards on his stand. All appliances, water, lights and equipment should be switched off before leaving your stand at the close of exhibition each day.

Please be aware of the emergency procedures applicable to the venue - familiarise yourself with the emergency exits and firefighting equipment and where security is stationed.

Check your stand for unidentifiable packages, cases or bags that have been deposited. If suspicions arise, do not touch but notify the Organiser's or security.

In the case of an emergency, all Exhibitors must comply with procedures and instructions given by the Organiser's, the official security company or the relevant emergency personnel.

ADDITIONAL SERVICE APPLICATION FORMS

The deadline for service forms: **19 February 2027.**

The supply and installation of services and equipment needs to be carefully planned and co-ordinated. For this reason, the Organiser's need to receive completed Service Forms and payment (where necessary) timeously.

Please note that some forms have a mandatory return, and the Organisers would appreciate the co-operation of the Exhibitors in this respect. Please read carefully and be aware of the Terms and Conditions of Hire before completing the relevant service forms required. Also refer to the Service Contractors and Providers listed for your convenience.

The Organisers accept no responsibility for any failure/omission due to the late receipt of applicable documents.

Please be aware that no order will be processed without payment and the execution of late orders cannot be guaranteed. Services ordered after the deadline date & ordered during the build-up will carry a surcharge.

The onus is on the Exhibitor to advise the Organiser's/suppliers of any discrepancies regarding services ordered and not supplied. Failure to comply with this request within 24 hours after the official opening will result in the Organiser's/suppliers not holding themselves responsible or liable for any of the said discrepancies.

PAYMENT FOR STANDS

Payment for stands is required in advance of the Exhibition. Please ensure timeous payment, as Exhibitors will **NOT** be allowed onto their stand unless full payment for stand/s has been received.
Cancellation received from the Exhibitor of up to one week or less before the show - the full amount will be due. No exhibitor is entitled to sub-let any portions of the space leased or cede or assign any of its rights in terms of this agreement, without the express written consent of the Organiser's. Please refer to Terms and Conditions.

Only your 50% deposit secures your stand. The deadline for full payment is 12 February 2027.

PAYMENT FOR SERVICES

Payment for additional services is required in advance of the Exhibition. Please ensure that payment is made to the correct Service Company and that payment is made directly to the contractor concerned. Please see details on the Service Forms. Contractors are not obliged to fulfil their orders unless payment has been received

EXHIBITION OFFICE

The Organiser's will relocate to a temporary office at the venue during the show period including build-up and this will serve as the central point for enquiries.

The organising staff will be happy to assist you with any queries or problems you may have.

EXHIBITION TIMES

Please refer to the below Show Timetable.

EXHIBITOR ACCREDITATION

Exhibitor passes will allow exhibiting companies and their staff access to the exhibition during the official Expo times. Exhibitor badges should also be worn during build-up and breakdown of the Exhibition

Each Exhibitor will be issued with 4 accreditations per stand. Additional accreditation can be purchased at R20 incl. VAT each.

CASUAL STAFF

Please arrange your staff requirements timeously and do not use people off the street. All casual staff must be pre-appointed and in possession of an Exhibitor accreditation in order to gain access to the venue. Casual staff should be briefed prior to the Expo as to the location of the entrance/exit for Exhibitors.

CYCLIST ADMISSION

Cyclist
Cyclists will be required to present their proof of race entry at the entry control booths to gain Participant's Entry to the Cape Town Cycle Tour Expo. If the proof is forgotten, the cyclist will be required to pay. No Proof, No Entry, No Race Pack.

Non-cyclists
Visitors R50
Children under 12 free

SECURITY
The official security contractors appointed to the exhibition will be the only security company allowed in the exhibition area. The Organiser's and Venue will provide general overall 24-hour security from the beginning of build-up until the end of breakdown.

Exhibitors will be responsible for the security of their own stand during build-up, the exhibition open times and the breakdown periods.

In their own interest, Exhibitors should arrange for representatives of their companies to be on the stands during build-up/breakdown or whenever the Exhibition is open (see Exhibitor Access) and until move-out is completed.

During build-up and breakdown
With the large numbers of people involved during these periods your stands should be attended to at all times to protect your possessions.

Overnight Security
The exhibition area will be kept locked and entrance prohibited to all, including Exhibitors, each day from close of exhibition until Exhibitor Access the following day.

It must be stressed that Show Management and security contractors, whilst taking every reasonable precaution, expressly decline any responsibility or liability for any loss or damage that may befall the property of an Exhibitor for any cause whatsoever. Please be vigilant and do not leave your stand unattended.

INSURANCE

Property damage/loss and personal injury
Exhibitors are responsible for the safety of their own staff, property, their stand and its contents and are therefore advised to take precautions where necessary and to insure their goods accordingly and to negotiate the necessary extensions to their existing policies.

It is strongly recommended that each Exhibitor insures himself against the kind of risks which he may incur in connection with the exhibition for the full period of the exhibition, including the build-up and breakdown periods, against all or any loss and/or damage which he may suffer or liability which he may incur with regard to exhibit and display materials, furniture and equipment, and personal effects of the staff. Remember also goods in transit.

While every effort will be made by the Organiser's to ensure the safety of Exhibitors' property, they will not be held responsible for any damage to or theft of Exhibitors' property.

Public liability

The Organiser's require each Exhibitor to hold insurance cover for Public Liability Indemnity and may ask for evidence that this is in place.

Exhibitors with custom/ design stands will need to ensure their stand building contractor (if not GL Events) supplies them with copies; or have their H&S files on-site with the following documentation: -

- Health & Safety Policy
- Health & Safety Plan
- Letter of Good Standing with Compensation Fund or FEM
- Section 37.2 Mandatory Agreement with Event Organiser
- Section 37.2 Mandatory Agreement with Sub-contractors
- Appointment of Key Personnel (as per 16.1 & 16.2 of OHS Act) - list
- Risk Assessment & safe work procedures
- Checklist & register of tools, equipment & vehicles
- Safety briefing/Induction (this should be done onsite with Safety Officer present), written instructions and signed
- Emergency procedures & contact numbers
- First aid box & trained first aider onsite prior to build
- Structural certificates
- Electrical certificates
- Flame retardant certificates

Please note, The OHS Act stipulates the above is required from suppliers prior to undertaking any works.

The structural and electrical certificates are received onsite by the Safety Officer once the work is completed.

Indemnity

It is a condition of exhibiting that the Organisers at no stage, and for whatever reason, accept liability for any loss or damage or injury that may be sustained.

PARKING AREAS / TRAFFIC CONTROL

Limited exhibitor parking is available – this will be communicated via mailers closer to the time.

Exhibitors will receive a parking disc which will need to be visible to security to ensure access into the designated parking areas and to avoid frustration.

All Exhibitors are to adhere to the control of the parking by the Official Security Contractor and consideration should be given to other Exhibitors by ensuring that off-loading is done speedily and that vehicles are not left unattended while off-loading.

The Organisers reserve the right to control the traffic and to remove illegally parked vehicles, or vehicles obstructing access areas, causing congestion or are intrusive, or parked in such a way that they impede activities relating to the show, or services provided, or deemed to be dangerous to the general public. Accessibility, traffic flow and the aesthetic appeal of areas will be maintained at all times.

PUBLIC ADDRESS SYSTEM

The official Public Address System may be used to pass messages to Exhibitors and Contractors during build-up and breakdown or in the case of an emergency. During the exhibition open period, the use for private messages will not be allowed.

Should you wish the announcer to advertise your product, please write details on the relevant form available at the Organiser's Office. Announcements will be made throughout the day.

BANKING FACILITIES

Exhibitors are reminded to make timeous arrangements regarding sufficient change and floats and transit of cash if necessary. Auto-banks will be available outside the Exhibition area for withdrawals only.

LIQUOR LICENCE

Sale of alcohol needs to be specially requested by the provider. An event liquor licence will then be applied for and obtained by the Organisers for the duration of the exhibition and may only take place by in the designated restaurant and refreshment areas.
Therefore, it is not necessary for individual licenses to be purchased by exhibitors.

It is illegal to serve samples or sell liquor to persons under the age of 18 years. Any violations of the above will result in the immediate termination of license facilities for the whole event. Therefore, exhibitors need signage, stating no sales to persons under 18. Exhibitors **may not** distribute liquor samples in the official event or charity goody bags. Note that the Organisers have the right to remove any alcohol from Expo.

FIREARMS

Firearms are not permitted to be displayed on Exhibitors or personnel employed by Exhibitors at the exhibition venue.

FIRST AID

A small first aid kit will be held at the Organiser's Office, and a First Aid Post will be situated within the Exhibition area. The Organisers will arrange with on-site medics for serious emergencies to be taken to hospital. They will **NOT**, however, be liable for any costs incurred.

OTHER SERVICES

There are various services offered to Exhibitors. Kindly refer to the Service Forms. Most forms are self-explanatory and require no further mention.

PLUMBING (WATER & WASTE)

A limited number of water and drainage points are available. The venue has constraints for this service. For any plumbing requirements the service provider will need a written request by no later than January 2027. Final costs will be subject to the number of users and will be finalised for payment before or during build-up and payment will be on presentation of invoice.

GENERAL NOTES & INFORMATION

VENUE ADDRESS

DHL Stadium, Fritz Sonnenberg Road, Greenpoint, Cape Town

DIRECTIONS:

From N1: (to Cape Town Stadium)

- Get onto the N1 and head Southwest
- Carry on along Table Bay Boulevard onto Nelson Mandela Boulevard and into Buitengracht Street
- Turn right onto Helen Suzman Boulevard until you reach the circle
- Go around the circle and take the 3rd exit into Granger Bay Boulevard

From N2: (to Cape Town Stadium)

- Get onto the N2 and head Northwest
- Merge onto Hospital bend merging onto Philip Kgosana Drive
- Continue onto Nelson Mandela Boulevard and into Buitengracht Street
- Turn right onto Helen Suzman Boulevard until you reach the circle
- Go around the circle and take the 3rd exit into Granger Bay Boulevard

TIMETABLE – 2027

Build-Up			
Monday	08 March	08h00 – 19h00	Exhibitors
Tuesday	09 March	08h00 – 19h00	Exhibitors
Wednesday	10 March	08h00 – 21h00	Exhibitors

Expo Hours		**Visitors**	**Exhibitors**
Thursday	11 March	09h30 - 19h00	07h00 – 20h00
Friday	12 March	09h00 - 19h00	07h00 – 20h00
Saturday	13 March	09h00 - 16h00	07h00 – 20h00

Breakdown			
Saturday	13 March	16h15 – 20h00	Exhibitors
Monday	15 March	08h00 – 16h30	Exhibitors

Entrance fee

Cyclists –entry confirmation message
Visitors – R50
Children under 12 - free