



EXHIBITOR MANUAL 2015

Convention Square, 1 Lower Long Street,
Cape Town 8001, South Africa

GPS co-ordinates: 33° 54' 56" S by 18° 25' 36" E

Tel: +27 21 410 5000 Fax: +27 21 410 5001

Email: info@cticc.co.za

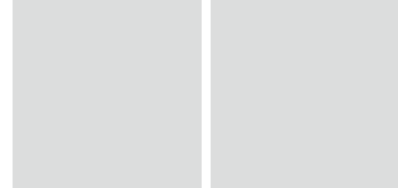
Website: www.cticc.co.za

Twitter: twitter.com/CTICC_Official

Facebook: facebook.com/CTICC

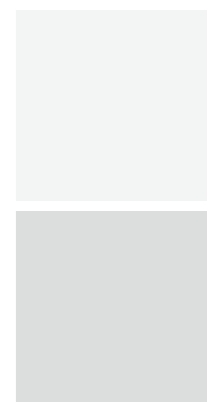


we are a green conscious convention centre



CONTENT

EVENT / EXHIBITION INFORMATION	3
1. Breakdown	3
2. Build-up	3
3. Event times	3
4. Service booking	3
EXHIBITOR SERVICES	4
5. Services provided by the CTICC	4
• Access equipment	4
• Audio visual	4
• Electrical fittings	4
• Exhibitor freight handling and storage facilities	5
• Furniture hire	5
• Information technology	5
• Parking	6
• Plumbing	6
• Rigging	7
• Satellite connections	7
• Stand catering	7
• Stand cleaning	7
• Stand security	7
• Telecoms	8
• Wireless access	8
GENERAL INFORMATION	9
6. A La Carte Restaurant / Marimba Restaurant	9
7. Access to the CTICC	9
8. Accommodation	9
9. Autobank and Forex facilities	9
10. Briefcase/handbag	9
11. Business centre	9
12. Cell phone services	9
13. Coffee shop	9
14. CTICC map	10
15. Lockers	10
GENERAL HOUSEKEEPING RULES	11
16. Access regulation documents / contractors entrance (custom stand)	11
17. Alcohol	11
18. Ballroom exhibition rules	11
19. Care of building	11
20. Damage	11
21. Exhibitor behaviour	11
22. IT infrastructure	12
23. Liabilities	12
24. Marshalling Yard	12



CONTENT (continued)

HEALTH AND SAFETY INFORMATION	13
25. Aisles	13
26. Assumption of risk for exhibitors	13
27. Banner hanging and rigging regulations	13
28. Carpeting	14
29. Covered stands	14
30. Double tier stands	14
31. Draping	14
32. Emergency services	14
33. Evacuations	14
34. Fire escapes	15
35. Flammable and hazardous material	15
36. Health and safety information	15
37. Hessian / thatch / straw draping (fire hazard)	15

EVENT / EXHIBITION INFORMATION

1. BREAKDOWN**Contractors**

Stand Building : Dates and Times (Start – End / In - Out)
 Carpeting : Dates and Times (Start – End / In - Out)

Build-up and breakdown times will be contracted during the booking stage.

Exhibitors

Breakdown for exhibitors (ALL EXHIBITORS TO BE OUT OF THE VENUE BY STIPULATED TIME).

Note:

Exhibitors are asked NOT to dismantle their stands before the stipulated time. All stands must be completely removed by the stipulated time.

The organisers and/or Cape Town International Convention Centre will not take responsibility for loss or damage. Exhibitors must take full responsibility for all of their items on their stand for the duration of the event until everything is cleared from their stands.

2. BUILD-UP**Contractors**

Stand Building : Dates and Times (Start – End / In - Out)
 Carpeting : Dates and Times (Start – End / In - Out)

Exhibitors

Build-up for exhibitors (ALL STANDS HAVE TO BE COMPLETED BY STIPULATED TIME)

3. EVENT TIMES

Trade / Show : Dates and Times (Start – End / In - Out)
 Public : Dates and Times (Start – End / In - Out)

4. SERVICE BOOKING

For all exhibitor services, kindly visit the CTICC website and complete the online services booking order form: www.cticc.co.za or use the hyperlink below:
<http://www.cticc.co.za/public/SubSites/Services/servicebooking.aspx>

Alternatively, contact the CTICC Operations Services Department:

Operations Services Co-ordinator:

Telephone : +27 21 410 5000
 Fax : +27 21 410 5191
 Email : services@cticc.co.za

Note:

All services are to be ordered and paid for upfront, 5 working days prior to the event in order to secure services. Orders placed after the deadline date is subject to a 20% surcharge.

EXHIBITOR SERVICES

5. SERVICES PROVIDED BY THE CTICC:

ACCESS EQUIPMENT / OPERATORS

EQUIPMENT

All access equipment required may be arranged via the CTICC Operations Services Department. Equipment will be sourced from our preferred supplier and booked based on confirmation and availability thereof.

The CTICC is able to assist with the following units:

- Cherry Pickers
- Scissor Lifts

Note:

Please note that equipment is hired and charged at a daily rate. The equipment should be ordered at least 24 hours before the build-up day.

Should clients wish to source their own units, they are to advise the CTICC Operations Services and Maintenance Department and complete and submit the completed relevant access documentation.

OPERATORS

Note:

Based on availability, certified machine operators are charged at an hourly rate.

Clients may source their own operators, but are to ensure that operators are certified and comply with health and safety measures. The relevant documentation will be requested on site. The CTICC reserves the right to terminate the operation if operators do not comply with all safety measures or have the relevant documentation on their person.

AUDIO VISUAL

The CTICC has a preferred Audio Visual supplier that is able to assist with AV requirements.

Note:

For wall mounted screens, the thickness of the stand walling must be at least 16mm thick. Exhibitors are to advise if they require wall mounted/ pole stand/ table stand screens.

ELECTRICAL FITTINGS

Electrical fittings have to be installed by the designated CTICC electrical contractor.

Any electrical equipment brought onto the CTICC premises must comply with the South African Electrical Regulations and the Occupational Health and Safety Act (OHS). Please also note that a Certificate of Compliance (COC) is to be produced for three-phase power connections.

Should this not be the case, equipment will be removed immediately from the premises at the exhibitor's expense and charges for any damage caused by faulty equipment will apply to the exhibitor. The event organiser must ensure that no electrical equipment damages or interferes with the CTICC's electrical installation.

EXHIBITOR SERVICES (continued)

EXHIBITOR FREIGHT HANDLING AND STORAGE FACILITY

Freight handling and customs clearance services are provided on request by the CTICC's contracted recommended supplier.

The preferred recommended supplier has off-site storage for early deliveries, late dispatches and for the holding of packaging materials. They also take responsibility for the movement of any large equipment within the CTICC that cannot be carried by an individual.

Exhibitors are advised that the cost of insurance cover is not covered by the CTICC. It is the responsibility of each exhibitor to arrange insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile.

Please note: CTICC does not provide onsite storage. The CTICC has a contracted preferred supplier drayage supplier who is able to assist with storage facilities offsite.

For contact details, kindly contact The CTICC Operations Services Department.

FURNITURE HIRE

The CTICC does not provide furniture for exhibitions. Exhibitors are responsible for bringing in their own furniture.

Exhibition furniture can be ordered from your stand builder.

INFORMATION TECHNOLOGY

The CTICC is equipped with state-of-the-art network and IT-Infrastructure, which is geared at providing technology solutions for the conference and exhibition industry. The network consists of:

- Fibre-optic backbone running 10 gigabyte Ethernet, as well as strategically positioned fibre-optic floor points throughout the building
- 2000 Data (CAT5e) outlets running at 10/100 MB/s/1000
- Broadband internet
- HD Wireless LAN (Hotspots) positioned as shown in the coverage map
- Outgoing SMTP mail relay

This infrastructure can be configured to offer internet access, VLAN's, VPN, public- or private IP addresses as well as a host of custom requirements.

An order placed in advance will ensure the network securely configured at your arrival. All clients are allocated their own VLAN (Virtual LAN), which is either 'blank' or pre-configured with the following services:

- DHCP
- DNS
- NAT or Static Public IP Addresses (if requested)
- Outgoing SMTP Mail relay
- Internet bandwidth with a 1:1 international contention ratio
- LAN connectivity with speeds between 100MB and 10GB

Note:

No routers, AP's or connections are permitted. Only the CTICC contracted IT supplier is allowed to do installations to the CTICC infrastructure.

EXHIBITOR SERVICES (continued)

PARKING

- The CTICC offers multi-access parking tickets to exhibitors at R40.00 per day per vehicle in P1 & P3
- Exhibitors will be able to purchase parking tickets from the CTICC Exhibition Services desk - that will be situated in the exhibition area
- Tickets will only be sold during build-up and the first day of the event ONLY until 14:00
- Exhibitors can purchase with credit card or cash at the Parking Desk
- Exhibitors / Delegates who purchase these tickets will automatically receive free build-up and breakdown tickets
- Upon entrance into the Marshalling Yard, exhibitors are required to take a ticket from the parking machine, this will be valid free for 1 hour
- The CTICC Marshalling Yard is not a parking facility. It is reserved for loading and unloading. Clients are only allowed a grace period of 1 hour for load in and they then have to move to P1 or P3. Below are the parking rates for the Marshalling Yard:

Terms & Conditions

- . PARKING AT OWN RISK.
- . NO PARKING ALLOWED OUTSIDE DEMARCATED AREA.
- . EXHIBITORS & CONTRACTORS ARE ONLY ALLOWED 1HR PARKING IN YARD DURING BUILD UP TO ANY EVENT.
- . ONCE GOODS OFF LOADED VEHICLES MUST MOVE INTO P 1 GARAGE, WHERE BUILD UP TICKETS WILL BE PROVIDED FOR P1 PARKING ONLY.

TRUCK PARKING 3HRS FREE, THEN AS PER TARIFF FEES.
VEHICLES MAY BE CLAMPED
RELEASE FEE OF R500.00

WARNING: Regret no Credit Cards, Cheques or R200.00 notes accepted
Cape Town International Convention Centre

Hours	Fee
. 0 - 3hrs	Free
. 0 - 1hr	Free
. 1hr - 1½ hrs	R 100.00
. 1½ hrs - 2hrs	R 150.00
. 2hrs - 3hrs	R 200.00
. 3hrs - 4hrs	R 250.00
. 4hrs - 5hrs	R 300.00
. 5hrs - 6hrs	R 350.00
. 6hrs - 7hrs	R 400.00
. 7hrs - 8hrs+	R 450.00
. 8hrs - 24hrs	R 500.00
Overnight parking and lost tickets =	R 500.00

Cape Town International Convention Centre

- Please make use of the pay stations in the Marshalling Yard to validate your parking ticket
- Parking tariffs have been implemented to ensure exhibitors adhere to the 1 hour loading period provided
- Breakdown tickets will only be valid and activated at the start of the breakdown times as stipulated by the event organiser
- Please note the following signage is available on entry in the Marshalling Yard

TERMS AND CONDITIONS

- The only exception applies to trucks and vehicles that cannot fit in our P1 or P3 parking garages and that are not parking overnight. These vehicles that cannot fit into P1 and P3 have a grace period of 3 hours for offloading. (signage at entry)
- Vehicles left unattended overnight in the Marshalling Yard will be held liable for a cost of R500 per parking bay
- Only pre-arranged and authorised overnight parking in the Marshalling Yard will be at a cost of R150.00

PLUMBING

CTICC has a contracted plumbing supplier. Please note that plumbing installations require drawings indicating the layout as to where plumbing points are required in the stand. All plumbing installation must be done before the carpet is laid and stands are erected due to the plumbing points being in the floor trenches.

EXHIBITOR SERVICES (continued)

RIGGING

CTICC has a contracted preferred supplier for rigging. Please note that access equipment for rigging purposes are not included in the rigging quote from our supplier. Access equipment is to be ordered separately and is an additional cost to the client's account. This will apply to both build-up and breakdown.

SATELLITE CONNECTIONS

The CTICC has a preferred AV supplier that is able to assist with satellite connections.

Note:

Please note that clients are to provide their own Smart Card and Decoder as CTICC supplies the connection line only.

All satellite installation must be done before the carpet is laid and stands are erected due to the satellite points being in the floor trenches.

STAND CATERING AND BEVERAGE

FOOD

The CTICC offers a variety of platters/snacks to exhibitors which will be delivered to their stands on request. If exhibitors wish to hand out samples, it must be limited to a bite size portion and require approval from CTICC Management first.

Late orders are only allowed to be placed on the day of the event for the next day only until 15:00 and these will carry a 20% surcharge. Should there be any orders placed after 15:00, an additional 30% surcharge will be levied.

BEVERAGES

CTICC offers a variety of beverages to exhibitors which will be delivered to their stands on request. If exhibitors wish to hand out samples, it must be limited to 85ml.

TERMS AND CONDITIONS

The CTICC is the sole provider of all food and beverages. If exhibitors wish to sell items on our premises, 30% of the sales will be due to the CTICC. Exhibitors are to advise the CTICC accordingly if they wish to practice any of the above for approval first. Any items brought onto the premises are subject to a corkage fee per item. Corkage fee will be at the main chefs / beverage manager's discretion and must be paid prior to the start of the event.

STAND CLEANING

All exhibitors are responsible for the cleaning of their own stands.

Dedicated cleaning to stands will be for the exhibitor's account, unless arranged and paid for by the organiser.

STAND SECURITY

Please note that exhibitors are responsible for items on their stand, i.e. equipment. To ensure dedicated security to the stand, exhibitors may order stand security. The CTICC will not be held responsible for exhibitors' belongings.

EXHIBITOR SERVICES (continued)

TELECOMS

The CTICC offers analogue telephone handsets, lines, ISDN lines, fax machines/lines and speed point lines (credit card machine line).

Please note that clients are to provide their own credit card machines as CTICC supplies the connection line only.

WIRELESS ACCESS

CTICC offers High Density Wireless Base Stations. This service differs from client to client.

GENERAL INFORMATION

6. A LA CARTE RESTAURANT / MARIMBA RESTAURANT

Independently owned, Marimba Restaurant is located at Entrance 5 of the CTICC and provides an à la carte dining experience with live music and entertainment. The restaurant serves a combination of African and cosmopolitan cuisine and includes a cigar bar.

7. ACCESS TO THE CAPE TOWN INTERNATIONAL CONVENTION CENTRE

Centrally located, the CTICC is only a 20-minute drive from Cape Town International Airport. In the same time zone as Europe, and with direct non-stop flights, Cape Town is an overnight flight from both Europe and the United States. Within walking distance of the CTICC are Cape Town's leading recreational amenities, shopping centres and cultural attractions, among which is the internationally acclaimed Victoria and Alfred Waterfront.

8. ACCOMMODATION

In walking distance of the CTICC are the city's major hotels, providing over 4 500 rooms of three-star quality and above, including the 483-room five-star The Westin Cape Town which forms part of the convention centre complex. There are more than 16 000 rooms in hotels and guesthouses in a 45-minute radius of the city centre, which has an efficient road network and good local transportation.

9. AUTOBANK AND FOREX FACILITIES

An ATM is located in the foyer of the P3 parking basement as well as in the Main Gallery on the ground floor at the CTICC.

Foreign exchange services are available in the Entrance Foyer on the ground floor.

10. BRIEFCASES / HANDBAGS

Please do not leave briefcases/handbags unattended on your stand. All bags should be placed out of general view inside cupboards or office areas. Unattended briefcases and packages could be a security risk.

11. BUSINESS CENTRE

- A Business Centre is situated in the Main Foyer
- Business services include:
 - Business and secretarial services, i.e. printing, photocopying, faxing, binding, laminating, typing, email service etc.
 - A self-service internet and email service, is available in the Main Foyer

12. CELL PHONE SERVICES

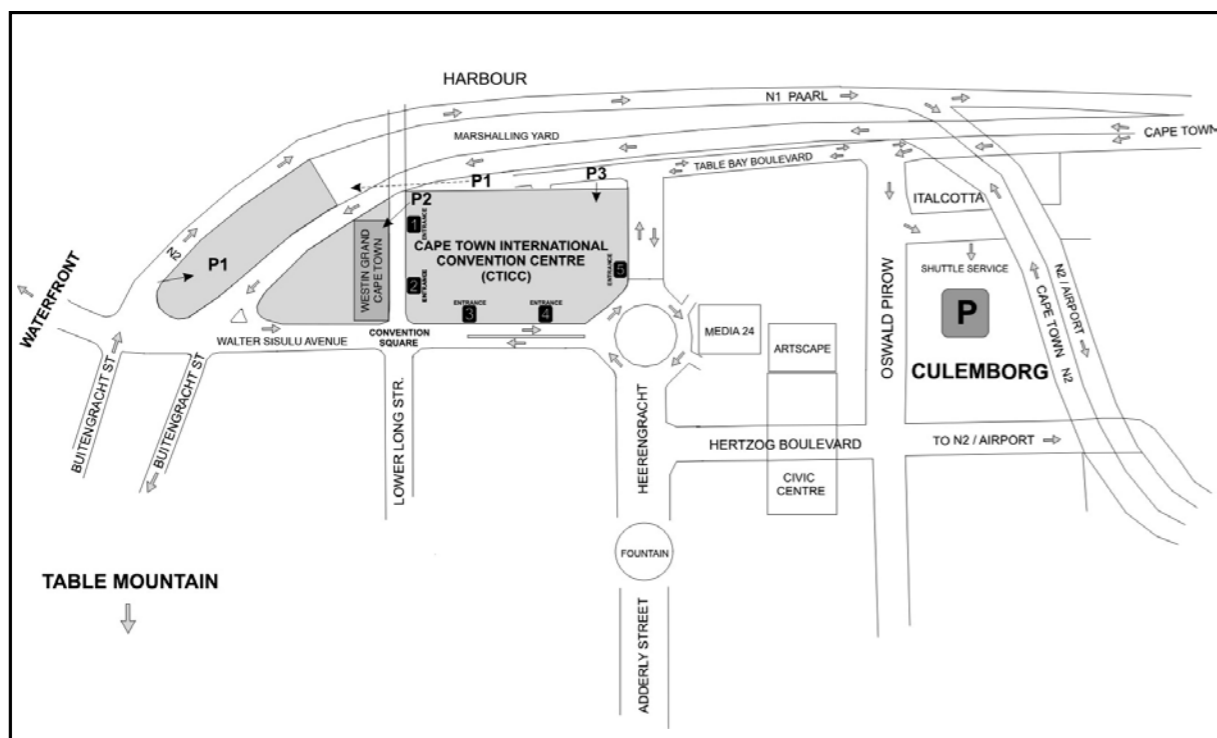
The CTICC is equipped with base stations for all South African cell phone suppliers.

13. COFFEE SHOP

CTICC Coffee on the Square is situated on the ground floor in the Main Foyer of the CTICC and provides visitors with light refreshments including cakes, coffees, beverages and light meals. The café has extended opening hours as and when required.

GENERAL INFORMATION (continued)

14. CTICC MAP



15. LOCKERS

There are lockers available to exhibitors and the public in the P3 Basement parking. This is an electronic lockers system and offers recharge facilities for mobile phones and laptops. Please confirm the cost for this service with the Event Executive. The lockers are used subject to availability by the exhibitors and public.

GENERAL HOUSEKEEPING RULES

16. ACCESS REGULATION DOCUMENTS / CONTRACTORS ENTRANCE (CUSTOM STAND)

All stand builders to complete and submit the access regulation document to gain access into the building. This is in accordance with the CTICC Rules and Regulations and the Induction Process provided by CTICC.

17. ALCOHOL

The CTICC is a fully licensed venue and alcohol may not be brought onto the premises. A special permit is required for promotional and sponsorship alcohol and a corkage fee applies. The CTICC requires advance notification of such requests and the decision to permit promotional or sponsorship beverages is at the discretion of the CTICC Management. Only CTICC staff or its appointed contractors may serve alcohol and may only do so to people over the age of 18.

18. BALLROOM EXHIBITION HOUSE RULES

- Maximum height of stand: 3 metres
- No hot works to take place in the Ballroom
- No electrical sawing or grinding to take place in the Ballroom
- Loading into the Ballroom can only take place from Walter Sisulu Avenue and not via the main reception
- No driving on the Ballroom carpet is permissible unless the floor boards are placed to prevent any damages to the carpet
- No painting is allowed on the Ballroom carpet unless the cover sheet is placed to prevent damages to the carpet

19. 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 CTICC 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.

20. DAMAGE

Event organisers are responsible for the cost of repairing and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any event organiser found damaging the walls, carpets and/or any structure on the CTICC property will be charged with the replacement value of such items.

The CTICC appreciates that exhibitors need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering etc. Exhibitors should note however that this is not permitted inside the Exhibition Hall and a specific area will be demarcated in the Marshalling Yard for this purpose.

21. 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 CTICC 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.

GENERAL HOUSEKEEPING RULES (continued)

22. IT INFRASTRUCTURE

- Only authorised personnel are allowed in the patch rooms
- Network and VLAN Configuration can only be done by the CTICC IT-Support, after approval from the Operations Department
- No standalone Wireless Access Points are allowed due to interference with the house systems

23. LIABILITIES

The CTICC 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 CTICC or any of its employees, representatives or assigns to comply, or to comply timeously, with any provision/s of the contract of hire. The CTICC 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 CTICC and holds it harmless against any and all claims, losses or damages that may be suffered by any person in relation hereto.

The CTICC 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 CTICC 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 effected. 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 CTICC on demand.

24. MARSHALLING YARD

The CTICC's Marshalling Yard comprises 5 000m² and is situated adjacent to the Exhibition Halls. Each Exhibition Hall, except Hall 1B, directly accesses the Marshalling Yard via 5m x 7m doors. The yard is easily accessible and reduces build-up and breakdown times for functions in the Exhibition Halls. The CTICC can provide traffic marshalling for large events at a cost to the event organiser.

HEALTH AND SAFETY INFORMATION

25. AISLES

The minimum aisle space applicable to all exhibitions is 3 metres. Should any item or structure be placed or protrude into the designated aisle space, the CTICC reserves the right to request the removal thereof or remove the said item without any liability for loss or damage.

26. 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 CTICC
- CTICC security personnel will be furnished for the perimeter of the venue but such personnel shall not be deemed to affect the non-liability of CTICC 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 CTICC security service provider. The CTICC recommends that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage

27. BANNER HANGING AND RIGGING REGULATIONS

The ceiling in the Exhibition Halls is concave in shape with the highest point being 18m and the lowest 10m. The maximum weight to be hung from the ceiling is 600kg per node to a maximum of 3 000kg per beam. Displaying of banners in specified areas, where hanging bars are available is permitted provided that they do not create any obstruction to venue signage.

Hanging of banners or flags above stands in the Exhibition Halls is based on mutual agreement between the event organiser and CTICC. The CTICC has a preferred supplier to handle all rigging requirements.

Further requirements include:

- All banners require the approval of the CTICC Management prior to hanging
- All banners are to be delivered on the FIRST day of build-up. Late delivery will incur a surcharge
- All banners have a minimum of 2 points of suspension; if more are required these will need to be cost accordingly
- Banner position and height to be agreed upon in writing before installation. The organiser is to provide an overall décor installation plan prior to build-up
- Banners must be double sided. Single sided banners that need to be put together on site will incur a surcharge
- Banners must have a suspension bar both top and bottom (including finials). Sewn sleeves must easily accommodate the suspension bar, which must protrude a minimum of 50mm on both sides of the banner
- The event organiser must ensure that banners are cleaned and prepared
- Banners can only be hung from areas accessible by the cherry picker or rope access
- Banners can only be hung from areas where there are appropriate hanging bars and weighting
- Banners are to be constructed from flat fabric, and have no lighting or other attachments
- Banner design and or production must be organised and confirmed at least two (2) weeks prior to build-up

HEALTH AND SAFETY INFORMATION (continued)

28. CARPETING

The exhibition halls are not carpeted and they have concrete flooring. Should you require carpeting, this can be hired. Please contact the Event Executive or the Operations Services Department.

29. 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 CTICC Management.

30. DOUBLE TIER STANDS

Exhibitors utilising and/or planning a double tier stand are required to provide a Structural Engineer's Certificate to the CTICC for authorisation 30 (thirty) days prior to the event, to comply with legal / safety regulations. "Space only" stand builders are to submit a Structural Engineer's Certificate for stands over 3 metres in height with their floor plans incorporating front, side and top elevation to the CTICC for approval at least 30 (thirty) days prior to build-up day. Please note that failure to comply with this requirement may result in refusal of permission to erect the stand.

31. DRAPING

The CTICC does not permit ceiling draping in the Ballroom due to the fire hazard created when draping covers the air conditioning, sprinklers and smoke detectors. Only perimeter draping in the venue is permitted.

32. EMERGENCY SERVICES

The CTICC has an evacuation procedure available on request. Event organisers are responsible for ensuring that all emergency and safety procedures are adhered to. The CTICC reserves the right to adjust emergency services according to the event.

The event organisers are responsible for organising medical assistance for their events. Exhibitors will contact the event organiser in a case of emergency.

In an event of an emergency, the following services will be provided:

- Evacuation lighting
- Essential ventilation
- Computer systems for building control
- Evacuation security systems
- Fully trained evacuation team
- Pressurisation of fire escape stairwells
- Specialised emergency services

Please note that all lifts will home to ground and escalators will stop operating. In an emergency, contact the duty manager or call +27 21 410 5252 from an outside line, or ext 5252 from an internal line.

HEALTH AND SAFETY INFORMATION (continued)

33. EVACUATION

Evacuation procedures will be announced on a dedicated fire / evacuation PA system and will be co-ordinated by the CTICC Management.

34. FIRE ESCAPES

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.

35. FLAMMABLE AND HAZARDOUS MATERIAL

Prior written permission is required from the CTICC Management and the Fire Department for the use of flammable and/or hazardous material including gasses and liquids. No liquid petroleum is permitted in the CTICC.

36. HEALTH AND SAFETY INFORMATION

SAACI (via its Service Chapter) has been cooperating with EXSA to develop industry guidelines covering certain aspects of Health and Safety to assist industry members in managing health and safety, and to look towards implementing these guidelines as industry norms into Version 2 of the SANS 10366.

This document is available on the SAACI website
<http://www.saaci.co.za/downloads/index.html>

In addition to the Health and Safety Act, the Safety at Sports and Recreational Events Act was gazetted in May and came into effect on 2nd August 2010. It is to prevent crowd violence or intentional damage to the infrastructure.

It aims to regulate and protect the physical well-being and safety of people attending sports, recreational, religious, cultural, exhibitional, organisational or similar events, including the safety of their property at venues. Please refer to the Safety at Sports and Recreational Events Regulation 25, Corporate Hospitality should you require more information.

37. HESSIAN / THATCH / STRAW / DRAPING (FIRE HAZARD)

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;