

# EXHIBITOR MANUAL



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**22 – 23 OCT 2024 | Conference & Exhibition**

Sandton Convention Centre, Johannesburg, South Africa

Thank you for reading the exhibitor manual and abiding by the health and safety regulations.

If you have any queries, please contact

Tile +27 (0)11 463 9285 [tile@manufacturingindaba.co.za](mailto:tile@manufacturingindaba.co.za)  
or Sonja on 083 601 3951 or [sonja@manufacturingindaba.co.za](mailto:sonja@manufacturingindaba.co.za)

We look forward to seeing you at the annual Manufacturing Indaba

Dear Valued Exhibitor,

Thank you for joining in the annual Manufacturing Indaba at Sandton Convention Centre, the ideal platform to foster collaboration among business owners, industry leaders, government officials, capital providers, and experts to explore growth opportunities in manufacturing.

## EXHIBITOR MANUAL

Please read carefully and share this manual, as it has been designed to guide you through all the processes and regulations including ordering additional services. The manual has been laid out in the following order:

1. Event Schedule: venue, build up, break down, contractor rules, show times
2. Stand Packages: Shell Scheme Packages, inclusions, drawings | floor space only – considerations ;
3. Badges and Passes
4. Electrics – what’s included, what’s needed, regulations
5. General Information: A-Z from aisles to waste removal
6. Safety & Emergency Procedures
7. Industry Suppliers contact details

Manufacturing Indaba have selected preferred contractors for the Shell scheme stands, electrics and carpeting and drayage. Sandton Convention Centre supplies security, safety, medics, cleaning and catering.

You are welcome to use your own suppliers to build your stand.

## SERVICE FORMS – **Deadline 12 September**



We have chosen reputable suppliers in the industry to supply AV, graphics, furniture and plants. You may order these services through the **Service Forms**. By ordering direct through us, you have peace of mind that there is a backup service on site at the show.

- All your stand requirements need to be submitted on the service forms provided.
- The Service forms also serve as your quote .
- Forms must be submitted timeously so service providers can draw stock and be prepared for the show.
- A **20% surcharge** will be applicable for all late orders after 11 October and on site.
- Stock availability is not guaranteed, especially for late orders, as orders are confirmed on a first come first serve basis. All Services must be invoiced and paid prior to going on site

## MANDATORY FORMS

- **Shell Scheme / Walk on Package Stands** – Fascia names, Carpet Colour.
- **Floor space** – Stand drawing submission, Single Phase DB Board, EMS approval.
- **ALL** – Indemnity and Exhibitor Badges

You may order additional items or use own suppliers via the service forms; electrics, furniture, plants, AV, Graphics, Meal vouchers, Parking, Scanners. .

If you have any questions or need assistance with pre-show planning, sponsorships and marketing please feel free to contact us. Thank you again for your participation and we look forward to seeing you.

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Please complete service forms and send to [sonja@manufacturingindaba.co.za](mailto:sonja@manufacturingindaba.co.za)  
Please send logos and profiles to [tile@manufacturingindaba.co.za](mailto:tile@manufacturingindaba.co.za)  
+27 11 463 9285

Take note who your Business Development Manager is from Siyenza Events who sold you your stand, what stand package you have and what it includes / excludes.

## 1a. USEFUL INFORMATION *(Print this page)*

<b>The Organisers</b>	<b>SIYENZA MANAGEMENT</b>	
	Physical Address:	268 Bryanston Drive, Bryanston, Sandton, Jhb, South Africa, 2198
	Tel:	+27 (0)11 463 9285
	Email:	info@manufacturingindaba.co.za
	Website:	<a href="http://www.manufacturingindaba.co.za">www.manufacturingindaba.co.za</a>
Managing Director:	Liz Hart	liz@manufacturingindaba.co.za
Event Director:	Margaret Agocs	margs@manufacturingindaba.co.za
Event Assistant:	Tile Ntlwane	tile@manufacturingindaba.co.za
Services Manager	Sonja Walls	sonja@manufacturingindaba.co.za
<b>THE VENUE</b>	<b>THE SANDTON CONVENTION CENTRE (SCC)</b>	
	<b>EXHIBITION HALL 1</b>	Maude Street
	Offload in	Exhibition 1 Loading Bay
	Parking	SCC, Sandton City, Mandela Square
	Tel:	+27 (0)11 779 0000
	Website:	<a href="http://www.saconvention.co.za">www.saconvention.co.za</a>
<b>BUILD UP</b>		
<b>CUSTOM STANDS</b>	Sunday 20 October	12h00 – 22h00
<b>Vehicles/ Trailers</b>	Sunday 20 October	12h00 – 17h00
	Monday 21 October	08h00 – 20h00
Touch ups	Tuesday 22 October	07h00 – 08h00
<b>PACKAGE STAND</b>	Monday 21 October	10h00 – 20h00
Touch ups	<b>All must check stand by:</b>	<b>15h00</b>
	Tuesday 22 October	07h00 – 08h00
<b>SHOW DATES</b>	<b>Tuesday 22 October</b>	09h30 - 17h00
	Cocktail Function	17h00 – 20h00
	<b>Wednesday 23 October</b>	09h30 – 16h00
	<i>Visitor Registration desks open at 09h00 and closes an hour before closing. Workshop Programs – 10h00 – 14h00 daily</i>	
<b>BREAK DOWN</b>	Wednesday 23 October	16h15 – 18h00 Exhibitors
		18h00 – 23h00 <b>Stand builders</b>

**ALL EXHIBITING COMPANIES MUST REGISTER AND COLLECT BADGES ON BUILD UP**

# 1b. DEADLINES (Print this Page)

## DEADLINES

DESCRIPTION	CONTACT EMAIL	DAY	DATE
Payment: 60% initial payment due:	<a href="mailto:accounts@manufacturingindaba.co.za">accounts@manufacturingindaba.co.za</a>		On signing
Payment: Balance 40% of payment due by:	<a href="mailto:accounts@manufacturingindaba.co.za">accounts@manufacturingindaba.co.za</a>	Mon	02 Sep 24
Payment: All contracts signed after 01/09/2024 100% settlement	<a href="mailto:accounts@manufacturingindaba.co.za">accounts@manufacturingindaba.co.za</a>		On Signing
Shell Scheme Stands : Fascia and Carpet colour	<a href="mailto:sonja@manufacturingindaba.co.za">sonja@manufacturingindaba.co.za</a>	Thurs	12 Sep 24
Furniture / AV / Graphics / Flooring Orders	<a href="mailto:sonja@manufacturingindaba.co.za">sonja@manufacturingindaba.co.za</a>	Thurs	12 Sep 24
Submit Company Logo	<a href="mailto:tile@manufacturingindaba.co.za">tile@manufacturingindaba.co.za</a>	Thurs	12 Sep 24
Submit Company Profile	<a href="mailto:tile@manufacturingindaba.co.za">tile@manufacturingindaba.co.za</a>	Thurs	12 Sep 24
Accounts payable in full	<a href="mailto:accounts@manufacturingindaba.co.za">accounts@manufacturingindaba.co.za</a>	Thurs	12 Sep 24
Submit Press Information	<a href="mailto:q@manufacturingindaba.co.za">q@manufacturingindaba.co.za</a>	Thurs	12 Sep 24
Custom Floor Space : Stand builders details	<a href="mailto:sonja@manufacturingindaba.co.za">sonja@manufacturingindaba.co.za</a>	Fri	20 Sep 24
Custom Floor Space : Stand Drawings for approval	<a href="mailto:sonja@manufacturingindaba.co.za">sonja@manufacturingindaba.co.za</a>	Fri	20 Sep 24
Shell Scheme: Submit artwork if ordered graphics.	<a href="mailto:sonja@manufacturingindaba.co.za">sonja@manufacturingindaba.co.za</a>	Tues	01 Oct 24
Plant Orders	<a href="mailto:sonja@manufacturingindaba.co.za">sonja@manufacturingindaba.co.za</a>	Fri	04 Oct 24
Expo Scanner Orders	<a href="mailto:Sonja@manufacturingindaba.co.za">Sonja@manufacturingindaba.co.za</a> <a href="mailto:anna@exposcans.co.za">anna@exposcans.co.za</a>	Fri	04 Oct 24
Submit Exhibitor Badge Names	<a href="mailto:sonja@manufacturingindaba.co.za">sonja@manufacturingindaba.co.za</a>	Fri	04 Oct 24
Order Exhibitor Meals	<a href="mailto:sonja@manufacturingindaba.co.za">sonja@manufacturingindaba.co.za</a>	Fri	04 Oct 24
Payments: All Extra order payments	<a href="mailto:accounts@manufacturingindaba.co.za">accounts@manufacturingindaba.co.za</a>	Fri	04 Oct 24
Storage / Deliveries / Fork lift assistance	<a href="mailto:tyron@tstonsite.co.za">tyron@tstonsite.co.za</a>	Thurs	10 Oct 24
Signed Indemnity Forms	<a href="mailto:sonja@manufacturingindaba.co.za">sonja@manufacturingindaba.co.za</a>	Thurs	10 Oct 24
Deliveries at SCC - Hall 1 COURIER / INTERNATIONAL / MEDIA BOXES ONLY Items clearly marked: Manufacturing Indaba Hall 1 Exhibitor Name and Contact No.	<a href="mailto:tyron@tstonsite.co.za">tyron@tstonsite.co.za</a> <a href="mailto:salma@tstonsite.co.za">salma@tstonsite.co.za</a>	Fri	18 Oct 10h00 – 15h00

*All Contact details on page 30*

Service forms to [sonja@manufacturingindaba.co.za](mailto:sonja@manufacturingindaba.co.za)

Logos and profiles to [tile@manufacturingindaba.co.za](mailto:tile@manufacturingindaba.co.za) / +27 (0)11 463 9285

## 2. STAND PACKAGES



### STANDARD PACKAGE – EXCLUDES FURNITURE

**3m wide x 3m deep Standard Shell Scheme Package Includes: Walling, Fascia, Plug, Light, Carpets**

The stand is 3m deep x the width – i.e., 3m wide, 4m wide, 5m wide or 6m wide.

A [5m wide and 6m wide](#) stand has a pole down the centre of the stand in the front for stability and to hold the fascia board in position.

#### *Stand and Panel Sizes.*

**WALLING:** 2.5m high, 3mm thick white PST walling, joined together with round aluminium uprights. The front uprights are square octonorm tubing with a red inlay.  
“U” shaped / standard stand has – 2 x side walls and 1x back wall.  
“L” Shaped / corner stand has 1 x side wall and 1 x back wall with 2 open sides.

**FASCIA BOARD COMPANY NAME:** The company name and stand number is written in a standard white font on a green fascia board, for easy identification and readability. Corner stands have 2 x Fascia boards.

**CARPETING:** You may choose a colour carpet. Alternatively, carpets will be grey. .

**ELECTRICS:** There is 1 x 15-amp plug point and a florescent tube light in the centre of the stand.

3m x 3m stand package  
example drawing.  
Fascia Board will be Blue with  
company name in a white  
standard font.  
No Logos





## SHELL SCHEME PACKAGE STANDS – **EXCLUDES FURNITURE**

**IN LINE “U” SHAPE STAND – 3 WALLS    CORNER STAND “L” SHAPE 2 WALLS**



2m x 3m



3m x 3m



4m x 3m



5m x 3m



6m x 3m





## WALK-ON PACKAGE – INCLUDES FURNITURE

### 3m wide x 3m deep Walk-on Shell Scheme Package Includes:

The stand is 3m deep x the width – i.e., 3m wide, 4m wide, 5m wide or 6m wide. A 5m and 6m wide stand has a pole down the centre of the stand in the front for stability and to hold the fascia board in position.

Walling, Fascia Board, Carpeting and electrics as per above standard package.

**INCLUDES:**                                    **2 x White chairs**  
    **1 x Round White Top Cafe Table with Chopsticks Legs**

### Both the packages include the following:

- Your company name and description in the Exhibitor Directory
- General full-time but limited Exhibition Security provided by SCC.
- Cleaners will provide general cleaning services, whereby the general areas and aisles are cleaned, and dustbins emptied, this **WILL NOT** include cleaning of the stands.

*See panel sizes on the next pages.*

## WALK-ON PACKAGE INLINE “U” SHAPE 3 WALLS / 1 FASCIA – INCLUDES FURNITURE

2m x 3m



3m x 3m



4m x 3m



5m x 3m



6m x 3m





**WALK-ON PACKAGE CORNER “L” SHAPE 2 WALLS & FACIAS – INCLUDES FURNITURE**

2m x 3m



3m x 3m



4m x 3m



5m x 3m



6m x 3m



**WALK-ON PACKAGE BACK WALL / 3 FACIAS – INCLUDES FURNITURE**





## SHELL SCHEME PANEL SPECIFICATIONS

**TOTAL PANEL SIZE**  
**2500mm x 1000mm**  
including the aluminium  
beams and poles



1000 mm (W)

\*\* the flat  
aluminium upright  
between each panel  
is 40mm wide

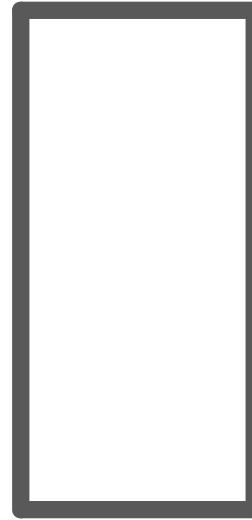
**ACTUAL PANEL SIZE**  
**2420mm x 980mm**  
excluding the  
aluminium beams and  
poles



980 mm (W)

\*\* actual  
dimensions of a  
single panel

**VISIBLE GRAPHIC SIZE**  
**2413mm x 960mm**  
print area to fit between  
the aluminium frames



960 mm (W)

\*\* actual visual  
size of the panel  
aluminium poles  
are visible



White laminated wall panel height:	2 500 mm overall dimensions with aluminium poles
White laminated wall panel width:	1 000 mm overall dimensions with aluminium poles
Exposed panel size (exposed walling area in between the aluminium frame for graphics)	2 400 mm height x 960 mm width
Green Company fascia name board:	620mm (top to bottom) including poles (613mm exposed area)
The clear height under the fascia is	2 370mm high.

**Please note** : The walling is a 3mm thick PST / “plastic” temporary walling system. You cannot attach / lean heavy weights / shelving against it. Order shelving and chip board panels via services forms.

### WALLING RULES

- **No** holes may be made in the panels or aluminium sections, any damaged panels will be invoiced at a cost of R1000.00 ex. VAT per panel, aluminium poles at R1000.00 ex VAT;
- You may **not** hammer nails or use screws in the walls.
- You may use **thick double sided/ mirror tape / carpet tape or Velcro** to attach posters/signage.
- Prestick, sticky tape / cello tape / masking tape do not work well.
- You may **not** paint/wallpaper or use glue on the panels.
- S-hooks for hanging displays on the panels are available from the services office.
- **No part of the shell scheme, internal bracing or poles or fascia supports may be removed. – You need to send a request for them to be removed prior to build up to see if it’s safe and/or viable.**
- Exhibits may **not** extend their walling, signage, display, furniture, decorations, lighting and the effects of lighting higher than 3m or into the aisles or neighbour’s stand.

## GRAPHIC SIZES & FORMAT

Complete artwork needs to be supplied 14 working days before the show starts, ( 1 OCTOBER 2024) in one of the following formats:

1. High resolution graphics, in PDF format (150dpi Full Size or 300dpi Half Size)
2. Text must be converted to curves.
3. Vector Format, all fonts converted to curves/paths.
4. CorelDRAW files x7 or lower
5. Photoshop cs6 or lower

### BLEED

Vinyl Bleed = 10mm

Fabric Bleed = 25mm

### VINYL GRAPHICS

This artwork is broken up by the Aluminium poles joining the panels together, so the artwork needs to be supplied as 1m wide panels

Artwork Size = 980mm x 2413mm

Actual Panel size = 980mm wide x 2420mm – therefore you need to include a 10mm bleed all-round the artwork.

### FULL FASCIA VINYL PRINT

Fascia artwork must include Stand Number on Right hand side. Fascia designs must be approved by organisers.

2m (w) = 1980mm (w) x 613mm (h)

3m (w) = 2980mm (w) x 613mm (h)

4m (w) = 3980mm (w) x 613mm (h)

5m (w) = 4930mm (w) x 613mm (h)

### LOGO / GRAPHIC ON FRONT OF LOCKABLE CUPBOARD

Artwork Size: 980mm (h) x 913mm (w)

### FABRIC WALL ARTWORK

2m (w) 1980mm (w) x 2480mm (h)

3m (w) 2980mm (w) x 2480mm (h)

4m (w) 3980mm (w) x 2480mm (h)

5m (w) 4980mm (w) x 2480mm (h)

6m (w) 5980mm (w) x 2480mm (h)



This is a solid graphic, hiding the aluminium poles and can be re-used on stands built by ExpoGuys.  
(Only hire poles with extrusions – don't have to reprint graphic)



## **CUSTOM BUILT STANDS - (FLOOR SPACE ONLY)**

A floor space only package means that you have an **open space on the floor**, and you will need to **construct your own stand**. **You need to put up walls / dividers / flooring / electrics**. Floor space stands will be marked out and numbered where your exhibition stand position is. Your appointed stand designers/builders will design, build and decorate your stand for you, and at the end of the exhibition, they will dismantle and remove all your stand materials.

### **Please note the following:**

- There are **No** panels or fascia board with name lettering.
- There is **No** power supply nor lighting included (**You MUST order a single-phase Db to get power to your stand.**)
- There is **No** carpeting – it is a concrete floor (You may order carpets / flooring if needed)

### **Floor space package does include:**

- Your company name and description on the online Exhibitor Directory
  - General full-time but limited Exhibition Security provided by the SCC.
  - Cleaners will provide general cleaning services, whereby the general areas and aisles are cleaned, and dustbins emptied, this **WILL NOT** include cleaning of the stands.
- Custom Design Stands must take notice and adhere to the conditions stipulated hereafter.

### **COMPULSORY FOR ALL FLOOR SPACE CUSTOM BUILT EXHIBITORS**

Compulsory for floor space exhibitors (irrelevant of size) is to **order a distribution board (Db)** to receive power to your stand.

- You must submit **stand drawings** with **dimensions** indicated – **Front View / Side view and plan.**
- Stand Drawing must have the following indicated. **Deadline 20 September**
  - Exhibitor Name
  - Stand Number Stand Size
  - Contractor / Stand builder Name / Contact
  - Where DB board must be positioned on stand
  - Material used to build stand.
- The stand builder's electricians must supply an electrical COC for additional electrics installed on your stand.
  - **EMS APPROVAL through SCC – Cost R670 ex Vat**

### 3. BUILD-UP AND BREAKDOWN



#### Procedures, vehicle access, deadlines etc.

Everyone must **check their stands on build up by 15h00 on Monday 23 October** to insure everything is ready for the show according to your requirements. I.e., correct fascia name or extra orders i.e., furniture, screens, plants. If you don't check your stand on build up, and report any missing items, then they can't be rectified by suppliers before the show opens.

#### GENERAL

- The build-up and breakdown area are a safety-hazard zone and considered a construction site.
- NO CHILDREN are permitted onsite during these times.
- General security, Health and Safety and Medics commence duty from **Sunday 20 October** and will be present during the build-up, the event and breakdown until **Wednesday 23 October**.

- **Everyone must wear CLOSED shoes during BUILD UP**

#### BUILD UP AND BREAK DOWN DATES AND TIMES

Date:	Time	Activity
Sunday 20 October	08h00 – 22h00	The halls are demarcated, stand positions marked out, carpets laid, and shell scheme stands erected by ExpoGuys.
	12h00 - 22h00	Custom stand builders commence build up (They may offload earlier, but not build up, unless authorised by the organisers) Contact <a href="mailto:sonja@manufacturingindaba.co.za">sonja@manufacturingindaba.co.za</a>
	12h00 – 17h00	All Vehicle and trailer displays must be in the halls
Monday 21 October	10h00 – 18h00	Package and Walk On stands build up (Custom stands continue) <b>All stands must be checked by exhibitor by 15h00</b>
	10h00 – 16h00	Exhibitor registration at organisers office and check stands
	18h00 – 22h00	Exhibition halls cleaned and secured.
<b>BREAK DOWN</b>		
Wednesday 22 October	<b>16h15 – 18h00</b>	Exhibitors break down - Remove handheld goods and AV equipment. Custom stand builders may assist with break down – but may NOT park in loading bay until Exhibitors are out.
	18h00 – 22h00	Contractors / Stand Builders may break down stands and move vehicles into loading bay once they are ready to be loaded.

#### BREAK-DOWN RULES

- No exhibits or stands may break down until all visitors are clear of the hall.
- Exhibitor Breakdown will commence at **16h15 on Wednesday 23 October** and **not before that!**
- Exhibition breakdown must be completed by **23h00 on Wednesday 23 October**.
- **No Vehicles may park in the loading bay. They can only move in once they are ready to be loaded.**
- The organisers will dispose of items not removed by the appointed time (at the expense of the exhibitor).

## RESPONSIBILITY FOR YOUR GOODS AND INSURANCE

- The organisers will not be held responsible for loss of goods at any time pre, during and post the exhibition.
- It is the exhibitor's responsibility to ensure that a representative is present on the stand always, including breakdown (*period of security high-risk*) to look after your stand goods (hired or owned by yourselves).
- Any rubbish or waste items must be removed entirely by the respective exhibitor by close of breakdown.
- The event organiser and Sandton Convention Centre cannot be held responsible for goods that arrive early or which are left after the official breakdown period of the exhibition.
- If an item has not been collected within 48hrs Sandton Convention Centre will discard these items
- If you require storage, contact **Tyron Naidoo +27 82 450 3480** and [tyron@tsonsite.co.za](mailto:tyron@tsonsite.co.za), to quote

## VEHICLE OFF – LOADING FOR BUILD UP HALL 1

**NB: Offloading hours are:**

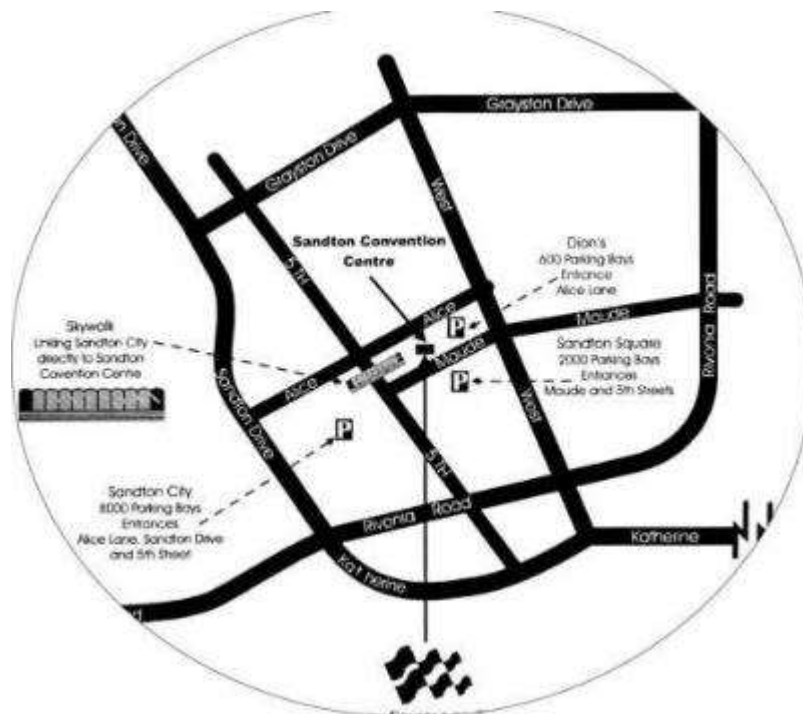
Sunday 20 October from 10h00 to 17h00

Monday 21 October from 08h00 – 17h00

Tuesday 22 October - Wednesday 23 October from 07h00 – 08h30 (Hand Held goods)

### HALL 1 – OFFLOADS IN MAUDE STREET – LOADING BAY 1

- Vehicles for offloading must arrive at the **Maude Street loading bay**
- Security will advise you where to park temporarily in the loading bay, once your vehicles have been offloaded, they must be moved.
- A complimentary porter service is offered for hand carry items, from the loading bay to the stands and subsequent return, during build up and breakdown days.
- Extraordinary items such as heavy equipment and displays that need special care would need arrangements made in advance by contacting **Tyron Naidoo on +27 82 450 3480**.
- Vehicles left unattended will be towed away at the owner's cost.
- You may find parking at the **Sandton Convention Centre parking areas and Sandton City (R15 WEEKENDS)**



**(DO NOT PARK AT THE MICHAEL ANGELO)**

## 4. LIMITATIONS AND DIMENSIONS

### Offloading, doorways, exhibition room, floor loading limits, etc

#### SIZE OF DOORWAY AND LOADING LIMIT FOR EXHIBITION HALL 1

Loading Roller Shutter Doors 6m x 6m

#### CEILING HEIGHT IN EXHIBITION HALLS

Height from floor to under ceiling beam is 6m. The standard height of exhibition stands is 2.5 m.

#### FLOOR LOADING LIMIT - Is a maximum of loading limit 1.5 tons per sqm

#### EXHIBITION STANDS EXCEEDING 2.5 METERS IN HEIGHT – (Deadline 20 September 2024)

- The standard height of exhibition stands is 2.5m
- Stands may not exceed 5.5 m in height.
- That height restriction includes any signage, extensions, lighting, etc.
- Stands may not be double-story or double-tiered.
- Stand builders MUST submit floor plans incorporating front, side and top elevation, to the organisers [sonja@manufacturingindaba.co.za](mailto:sonja@manufacturingindaba.co.za)
- Sonja will submit to Venue Management for approval – An EMS fee is charged. (R670)
- Failure to comply with this requirement may result in the refusal of permission to erect the stand.
- A structural Engineers Certificate for stands over 2.5m in height must be submitted on build up.
- If there is a section higher than 2.5m on the perimeter/edge of your stand, you must paint the protruding section plain white, and it must look neat and tidy, and it may not be branded.
- If the high section is within your stand (not on the perimeter) then you may carry branding on all sides. You are required to ensure all sides of the area higher than 2.5 m look neat & tidy.
- The high section(s) must be secure and safe.
- No elements of the stand may protrude into the aisles in any way whatsoever (including in mid-air).

#### STANDS WITH LOAD BEARING REQUIREMENTS (Deadline 20 September)

If there is any section of the stand which exceeds 2.5m in height, and has a load-bearing requirement, the exhibitor is required to submit a Structural Engineer's Certificate together with detailed proposed floor plans incorporating front, side and top elevation, to [sonja@manufacturingindaba.co.za](mailto:sonja@manufacturingindaba.co.za) who will submit to the SCC Exhibition Services Manager for approval and authorization, at least thirty (30) days prior to build-up day. Failure to comply may result in refusal of permission to erect the stand.

#### COVERED STANDS / Enclosed Trailers (Deadline 20 September)

Covered stands (totally covered or partially – covered) are not permitted unless detailed drawings are submitted for approval by the organisers and then subsequently by the Fire Department.

**NB. COVERED STANDS MUST HAVE A SMOKE ALARM AND A FIRE EXTINGUISHER ON THE STAND**

**The organisers and SCC safety officer reserve the right to reject the design of a custom design stand that unreasonably obscures or affects nearby exhibitors, or which is deemed to be unsafe in any way.**

## 5. CATERING – MEAL VOUCHERS

During Show days, please note that catering is not included in your stand package. Please make provision for meals for your staff on your stand.

**There will be an exhibitor catering area, whereby exhibitors may purchase Meal Vouchers at R280 per person per day ex Vat. Includes:**

- **Hot Meal of the day with soft drink**
- **Morning / afternoon soft drink or tea/coffee**

During build up, please bring your own food, or you may purchase from of the catering areas / supermarkets at Sandton City across the road.

**Meals may be ordered via separate service forms. Deadline 4 October 2024**

**Please note, SCC is not Kosher or Halal.**

The venue is the exclusive supplier of food and beverages. During show time, no beverages may be brought into the venue without the express approval from the venue in writing. Exhibitors wishing to provide give-away samples of products are required to forward all relevant information, at least 7 (seven) days prior to the event, for approval by the venue management. However, these must be limited to 56ml of beverage and may only be distributed within the exhibition hall.

The SCC has a service whereby exhibitors may order food platters and beverages for their stands.

## 6. EXHIBITOR ACCESS BADGES – Deadline 04 OCTOBER

Exhibitor name badges are valid for show days only and each person working on the stand must display their badge to gain access to / exit from the hall via visitor registration area.

**Exhibitor badges are collected at the Organisers Office on build up.**

Exhibitor Badges will not be issued if we have not received:

- Full payment for stand rental and services,
- The Occupational Health and Safety Act Compulsory Indemnity Form duly signed.

**PLEASE NOTE badge quantities are in accordance with the size of your stand.**

- 6 sqm stand – 2 badges.
- 9 sqm stand – 3 badges.
- 12 sqm stand – 4 badges.
- 15sqm stand - 5 badges
- 18 sqm stand – 6 badges.
- 36 sqm stand – 10 badges.

**EXHIBITOR NAMES MUST BE SUBMITTED BY 04 OCTOBER 2024**

**Any changes and or any additions to the above allocated number of badges per stand number will cost R30 ex Vat per Badge**



## 7. EXPOSCANS – BAR CODE SCANNER

ExpoScans is an optional service, so you can efficiently and securely collect sales-leads at the expo. No hand-scribbled notes or lost business cards, but a structured electronic report for swift replies and easy import into your CRM.

### THE FOLLOWING BADGES ARE BAR CODED

- Visitors
- Conference Delegates

Contact Anna at 082 5566772 [anna@exposcans.co.za](mailto:anna@exposcans.co.za) – Order Direct / or through Service forms

## 8. A – Z - GENERAL INFORMATION, RULES AND REGULATIONS

### General, Health, Fire, Safety, constructions rules and regulations

**PLEASE ENSURE YOUR STAND DESIGN & BUILDING TEAM GET A COPY OF THESE REGULATIONS**

#### PLEASE NOTE

- Manufacturing Indaba and SCC have both supplied the following exhibition information, rules and regulations. They also include advice and help for first-time exhibitors.
- We have arranged the information in alphabetical order for ease of reference.
- For purposes of easy reference, the information has been combined into one document. Because we are bound by these rules in terms of our CONTRACT, it is important for you and your contractors to be aware of and abide by these rules.
- No exhibitor may take possession of the stand until full payments have been received, including space rental and service requirements.
- To protect your rights and the rights of other Exhibitors, you may ONLY do marketing from within your exhibition stand area. Exhibitors may NOT make use of any other area (floor or above floor) for marketing activities.
- The organiser reserves the right to restrict the number of, or cancel, presentations or demonstrations causing obstruction in aisles, and / or disturbances to neighbouring stands, or anywhere at the venue.
- Any alterations made on site to order / service forms submitted prior to build-up will be charged for accordingly.
- The exhibitor may not sublet any portion of stand space without notifying the organisers in writing and gaining permission from the organisers via Margaret Agocs: [margs@manufacturingindaba.co.za](mailto:margs@manufacturingindaba.co.za)
- Exhibitors are to be present at their stands when exhibits, goods and wares are received or dispatched.

## **ACCESS AND EXIT POINTS**

- Clear access in aisles, to escape routes and emergency vehicle access to be always maintained.

## **ACCOMMODATION & TRAVEL**

- You are responsible for your own travel and accommodation reservations if required.
- Contact Tile, [tile@manufacturingindaba.co.za](mailto:tile@manufacturingindaba.co.za) for accommodation suggestions in the area.

## **AISLES**

- Disaster Management rules and fire regulations at all conferences and exhibition venues require that all aisles are 3m wide and access to fire exit doors are always kept free.
- Exhibitors are required to book adequate space to accommodate their full display and no encroachment into the aisles is permitted. Should any item or structure be placed or protrude into aisles, the organisers and/or the venue management reserves the right to move or to have removed, the said item, without any liability for loss or damage thereto.

## **ANIMALS – OF ANY DESCRIPTION**

- No dogs (except for guide and service dogs) or any other animals are allowed into the hall.

## **AUDIO VISUAL EQUIPMENT**

- Any audio system or electronic device producing irritating, intermittent and/or sequential sound that distracts attention from an exhibit, is not permitted.
- The use of noisemakers such as whistles, crickets, bells, sirens, buzzers, horns, etc. is prohibited. Audio presentations must be muffled so that noise does not interfere with other Exhibitors.

## **BANNERS**

- Exhibitors may not hang or suspend any signage or banners from the ceiling above their stands (or anywhere else). All requests must be sent to Organisers for permission. If granted – all rigging is for exhibitor's account.

## **BANKING AND ATM**

- ATMs are situated on Level Zero "O" near the North Side escalator below SCC Management Office. Alternatively, there are full bank facilities at Sandton Square and Sandton City across the road or via Sky Walk level 3.

## **BEHAVIOUR**

- The Exhibitor undertakes responsibility for the behaviour of any person/s deemed to be staff, suppliers, subcontractors and/or service providers in their employ whilst on the premises. No unacceptable behaviour, including the consumption of excessive alcohol, loud music or abusive language is prohibited.

## CARE OF THE BUILDING

- Exhibitors laying any floor covering must use a false floor / protective layer, that will not damage the venue floor and is easily removed. No attachment, fitting and/or detachment are to be made to the internal/external walls, floors, ceiling and/or pillars of the building without prior knowledge or consent from SCC. This includes any ladder and/or other device whatsoever which would be affixed to or suspended from any overhead structure, or that would damage any surface or structure.

## CARPETING

- Exhibitors with a Shell Scheme Package have carpets included; great care and caution should be taken to avoid damage or marks. Where flooring or carpeting is cut, damaged or soiled all costs regarding repair or maintenance will be charged to the exhibitor.

## CLEANING

- During the build-up and breakdown, the aisles must not be obstructed with packaging, construction material debris. Contractors building custom stands are responsible for removing their own building waste and off-cuts from the site at the end of each day.
- The organisers will provide for standard / general cleaning of the exhibition areas. This only includes cleaning of aisle carpeting, flooring and rubbish disposal before the exhibition opens in the morning and after the exhibition closes in the evening. **It excludes cleaning of exhibits and displays.** Exhibitors are responsible for always maintaining their own stand in a tidy condition.
- If special / dedicated services are required, please email your requirements to: [sonja@manufacturingindaba.co.za](mailto:sonja@manufacturingindaba.co.za)

## COMPRESSED AIR

- Requires pre-notification and permission from the venue.

## COMPETITIONS

- You are welcome to run competitions directly from your stand but **not** in the main Exhibition Hall or Conference venue. Please contact [Tile](mailto:tile@manufacturingindaba.co.za) [tile@manufacturingindaba.co.za](mailto:tile@manufacturingindaba.co.za) to discuss your competition details and maximise exposure.

## CONDITIONS OF HIRE

- The items are for hire for the duration of the show only. Any items hired are the responsibility of the exhibitor until collected. In the event of loss or damage, the hirer undertakes to pay the full replacement cost, in addition to the hire price.

## CONSTRUCTION WORK ON SITE:

- **This must be kept to the minimum.** Pre-fabricate where possible. Cutting of timber, painting, and other messy procedures are NOT permitted within the venue. Exhibitors are to pre-arrange a working area outside at the premises.
- Where not possible, MAKE SURE carpeting / flooring on stands and aisles is protected, and neighbouring stands may not be damaged in any way.

## DELIVERIES : Sunday 20 – Monday 21 OCTOBER

Courier companies / international companies and media only must make prior arrangements to deliver boxes prior to build up **On Friday 18 October between 10h00 – 15h00**



DELIVERY VENUE: SANDTON CONVENTION CENTRE, MAUDE STREET (*Loading Bay*)  
EXHIBITION HALL 1

### ALL DELIVERIES MUST BE CLEARLY MARKED

ATTENTION: MANUFACTURING INDABA HALL 1

c/o Sonja Walls – Siyenza Events Organisers Office

Contact at SCC : Salma Naidoo (082 519 4094) / Tyron Naidoo (082 450 3480)

**EXHIBITOR NAME, STAND NUMBER, CONTACT PERSON AND CONTACT NUMBER**

**The loading bay is only for offloading / deliveries – no one may park in the loading bay.**

### ELECTRICAL HIRE AND SUPPLY

**Electrical installations must be of a nature to ensure safety in the use of electricity and must be carried out in a competent manner.**

**Floor Space only Exhibitors must order a single-phase dB board if you need power on your stand.**

Where a fault becomes apparent, the equipment must not be used until the fault has been rectified.

- The stand package you've booked determines what electrics are included.
- You may order extra electrics via the service forms.
- Electrical fittings, where ordered, will be placed at the discretion of the electrical contractor unless a sketch plan is provided. A charge will be levied for the moving of installed electrical fittings on site.
- Electrics are on hire and may not be removed. Electrical power is provided during build-up and event hours and consumption is included in hire cost.
- 24-hour power needs to be confirmed and arranged as the power is switched off at night.
- Please note that power is shared, and power loading restrictions must be adhered to.
- 15 Amps are allocated per stand to cater for most exhibition requirements. Each power point is intended for ONE item of equipment. **Should laser printers, heating and refrigeration equipment be used, additional electrical supply will be necessary.**
- Overloaded usage may cause the incoming power supply to trip excessively. Severe trips may take hours to rectify, thereby causing inconvenience to all Exhibitors.
- **Extension leads, adaptor connections or international conversion kits are not supplied by electrical contractor.** Please supply your own. They can be bought at any electrical, hardware or general supermarket and some pharmacies. Use of a two-pin plug in a three-pin socket, without proper double adaptor, is prohibited.
- Temporary clips or other 'jimmied' connections prohibited.
- **One only double adaptor or multi-way adaptor per plug point.**
- 30 Amp and 60 Amp, 3-phase power including earth and neutral is available on request. Any power requirements more than 60 amps need to be discussed with the Services Manager.

For safety reasons and protection of electrical installation at SCC, all main power installations from source to outlet must only be carried out by the approved official Electrical Contractor. We suggest that stand builders placing floorboards on the carpets should liaise with the electrical contractor to check on power access.

**Floor space Custom design stands electricians must hand in a COC on completion of any electrical installations.** The venue reserves the right to reject any installation and/or item of equipment deemed to be unsafe and failing to comply with the statutory requirements.

Exhibitors are to ensure that electrical loads are not exceeded with respect to power supply requested and equipment supplied / installed.

All-purpose built stand shell schemes/equipment are to be undertaken by a registered Wireman only and must comply with South African Bureau of Standards and Occupational Health & Safety Acts. All electrical equipment brought into the venue must comply with the South African Electrical Regulations and the Occupational Health and Safety Act (85 of 1983) as amended by the Occupational Health & Safety Act (181 of 1983) and the Labour Relations Act (66 of 1985).

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 the faulty equipment will apply. Due to the strict regulations governing the venue, please take 13rganized13 of the following:

- Electrical fittings and equipment must be SABS approved e.g., transformers, distribution boards, plugs and cable tie etc.
- Ripcord/ twinflex for wiring on stands, including internal wiring is not permitted.
- Wiring systems to be insulated flexible cables with copper conductors with a min. cross section area of 1.5mm<sup>2</sup> e.g., 3 core cable tie.
- Open wiring – Insulated single core cables (colour coded differentiating between Live/Neutral/Earth), will only be accepted at a minimum height of 2.4 m and not be subjected to mechanical damage. Electrical wiring across walkways using insulated flexible cables e.g., 3 core cable will only be accepted at a minimum height of 2.5m.
- No joints to trailing cable will be accepted.
- Termination points on a wire-way need to be insulated and of a mechanical nature i.e., screw or strip connector (no twisting of wires).
- Multiple wiring is not permitted to terminate to a single plug top 15A. Lighting is to be looped from fitting to fitting with all terminations secured and concealed.
- Metallic structures with affixed electrics to be earthed to a DB.
- Transformers to be mounted on a structure and not placed directly on the carpeted floor.
- Stands constructed of a conductive material will be required to be double earthed to the venue's earthing system.
- Fluorescent fittings must be earthed.
- Neon Lighting – may not be installed without prior approval.
- No electrical installation/ fitting may be suspended from ceiling or fixed from any part of the building structure without prior approval.
- Heating Appliances must be thermostatically controlled.
- Heavy electrical usage may require suitable fire extinguishers to be placed at stand.

## EMERGENCY PROCEDURES

- Exhibitors should orientate themselves with the location and use of emergency equipment, evacuation routes and assembly points. Follow Organiser and Security instructions.

## EXHIBITION STAND SHARING REGULATIONS

- Under NO circumstances will the sharing of exhibition stands be allowed unless prior notification to the organisers and written approval has been obtained. The stand holder is the company responsible for signature of the “Exhibitor Acceptance Agreement”.

## FLAMMABLE AND HAZARDOUS MATERIAL/LIQUIDS/ GASSES

- The use / storage and/or display of flammable liquids/gasses, including liquid petroleum gas (L.P.G.), is prohibited.

## FIRE AND SAFETY EQUIPMENT

- This may not be removed, tampered with or obstructed in any way. Clear access of 1m<sup>2</sup> around Fire Fighting Points must be maintained with no frontal obstructions to hamper their full use. Sprinkler systems may not be obstructed in any way.

## FIRE MATERIAL REGULATIONS

**Materials used in construction, exhibits, and displays must be non- combustible, inherently non-flammable or durably flame- proofed. (Of a non-flammable and fire-resistant nature) in accordance with regulatory authorities.**

- Materials with a fire rating must be treated correctly to obtain a low level of combustibility. Such materials to be declared and certificates from recognized suppliers confirming that they have been treated with a fire retarding compound must be available on site for inspection.
- Fabrics, drapes, hangings, upholstery, decorative materials must be rendered non-flammable.
- Timber: Chipboard or block board should be more than 18mm thick or treated.
- Plastics: to be treated.
- Paints & Surface treatments: Only water-based paints may be used on-site.
- Hessian, straw, crepe paper, corrugated paper, cardboard, plastics, thatch and polystyrene products are major fire hazards and should be treated accordingly.
- Polystyrene products prohibited unless treated by a fire retardant and certified by an authorized service provider.
- Untreated wallpaper and similar surface finishes, not exceeding 1mm in thickness, may be accepted, provided they are fixed firmly with an approved adhesive.
- Materials should be able to pass the following tests: Test of flammability, the surface spread of flame and not ignite when subjected to a flame for 10 seconds.

## FIREARMS

- Weapons (traditional or otherwise) are not allowed. The venue is strictly weapon-free and the use and carrying of any weapon is not permitted, the only exception being the official contracted security and police.

## FURNITURE HIRE

- You may bring in furniture from any source, however we have appointed an official contractor. Prices quoted include delivery to your stand during build-up, the hire cost and collection thereof. Any items hired are the responsibility of the exhibitor until collected.
- Inspire Rentals offers a wide range of furniture and décor for rental. You can order via their website <https://rentals.inspirefurniture.co.za/> or email [enquiries@inspirerentals.co.za](mailto:enquiries@inspirerentals.co.za).

## INSURANCE

- It is recommended that insurance cover be taken for the duration of the exhibition to include transport to and from the exhibition venue. The period of liability of the exhibitor shall be deemed to run from time to time the exhibitor or any of their agents or contractors leave their premises and first enter the exhibition hall and to continue until all exhibits and property have been removed. The venue carries public liability for visitors but is not responsible for the insurance of exhibits or display materials on stands. Exhibitors are strongly advised to pack and remove from the exhibition hall all portable, appealing and valuable items at the end of each day when the exhibition closes, as this is the time that there is the greatest risk of loss and theft.
- Items such as cell phones, laptops, TV's, DVD's, Ipads must not be left unattended at any time. Exhibitors shall be responsible for making good any loss or damage to any items that they have rented or hired from exclusive outsourced contractors. The Exhibition Association of South Africa suggests that exhibitors should carry public liability cover more than a minimum of R 3 million (three million rand) for the purposes of exhibiting at an exhibition. Any contractors appointed should carry same values of R 3 million (three million rand) liability cover.

## LIABILITY

- The Contractors are always personally responsible for the control of their equipment and shall be personally liable for any claims which may be made in respect of injuries which may arise or be caused using this equipment. The exhibitor acknowledges that the layout of the exhibit area and the large numbers of people present in the exhibition halls make it impossible for adequate security to be provided to protect the exhibitor's merchandise and other property. Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property of the exhibitor located in the exhibition area, storage or any other area where access has been provided to exhibitors by the venue, where such loss results from theft, vandalism and/or any other damage caused by any agent, employee of the venue or any other person either organized or not organized to be present at the exhibition hall. It is recommended that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

## LIFTING, FREIGHT FORWARDING/ ON SITE

- **TST Onsite Logistics** is the official transportation and exhibit handling contractor for this event. They will co- ordinate the movement of international exhibits from their various points of origin through South African ports to the exhibition stands.
- They will also be assisting with all the exhibits on-site at the venue. A complimentary porter service is offered for hand carry items, from the loading bay to the stands and subsequent return, during build-up and break-down days.
- **Where a forklift or other mechanical lifting equipment is required, this must be arranged well in advance, and a lifting fee will be charged. Please liaise directly with**
- **Contact Tyron Naidoo +27 82 450 3480 / [tyron@tstonsite.co.za](mailto:tyron@tstonsite.co.za).**

## LIGHTS

- No spotlights, drop lights or other special lighting device may be directed toward the aisles or do that they prove to be irritating or distracting to neighbouring exhibition stands or guests. No strobe light effects are permitted.

## LOAD SHEDDING AND POWER OUTAGES

- The organizers are not liable for loss or damage due to power outages. The venue has a back-up generator for emergency use only. Should a power outage occur, the event will carry on as normally as possible or close for the period with no recourse or liability to the organisers. Standby generators have not been ordered due to exorbitant costs that would be incurred for a possibility rather than a probability.
- SCC have 2 Eskom feeds and they only shed one at a time.

## MARKETING RIGHTS and OPPORTUNITIES

- When a Sponsor, exhibitor and advertiser makes a booking for one (or more) of those items, they are in effect purchasing a clearly defined Marketing Package. Those details are provided in the Sponsorship / Advertising / Exhibition contract. Please refer to that contract if you have forgotten the details. To protect your rights and the rights of other Exhibitors, you may **ONLY** do marketing from within your exhibition stand area. Exhibitors may **NOT** make use of any other area for marketing activities. Marketing, advertising, and promotions of any nature, anywhere at or near the venue of the conference are reserved and allocated for use by **ONLY** the organisers and the bona fide, approved and confirmed Event sponsors, advertisers and exhibitors as detailed in their agreements.
- Other than EXHIBITORS who may distribute marketing materials, gifts etc. from their exhibition stands, no pamphlets, gifts, goods, etc. will be permitted to be given, sold, distributed, etc. at or during the conference! Any exhibitor not abiding by the agreement or violates marketing rights will be billed an appropriate amount for marketing rights. The event is organised to ensure many generous networking times will take place in the exhibition room when delegates and exhibitors have excellent opportunities to mingle and do serious business. Networking times include the opening cocktail function and lunches. Our experience is that during those times the exhibitors can deliver their message to those important people.



## MEDICAL EMERGENCY SERVICE / FIRST AID

- There are medics on site, positioned near the entrance to the show.
- Please make sure if you have any pre-existing conditions that you carry your own medication.
- Emergencies will be taken to the nearest hospital, or an ambulance called.
- All medical costs will be for your own account.

## PAINTING

- Water-based paint only is allowed – no toxic smelling paint is permitted on site.
- No storage of paint on-site
- Shell scheme may not be painted.

## PARKING *(Correct as of day of print – prices may change)*

- Sandton Convention Centre (SCC) does not manage the parking.
- There is no free parking at the SCC, Sandton City or Sandton Square.

## PARKING TARIFFS ARE AS FOLLOWS

0-2 hours	R10
2-3 hours	R15
3-4 hours	R20
4-5 hours	R40
5-6 hours	R50
6-7 hours	R70
7-8 hours	R80
8-12 hours	R90
12-24 hours	R150

- Weekends and public holidays R15 flat rate (During build up)
- LOST TICKET: R100 (Not refundable)
  
- R62 Ex Vat Parking Vouchers for full day parking may be purchased via service forms.
  
- Please note that there is a 15-minute drop-off/drive-through grace period.
- **SCC undercover** parking will be on a first come-first serve basis. Once the parking is full, exhibitors need to park in either **Sandton City or Nelson Mandela Square**.
  
- **DO NOT PARK AT THE MICHAEL ANGELO !**

## PLANTS

- You may bring your own flower and plant arrangements or hire through the service forms. They will be delivered and collected from your stand and are on hire.

## PLUMBING

- No plumbing is permitted .

## PRESS AND PUBLICITY

- There will be a select group of media who will be invited by the organisers to the Event, to cover media aspects of the event. No delegates, exhibitors, etc. are entitled to invite media to the Convention without notifying the organisers. Please contact [Qondakuhle q@manufacturingindaba.co.za](mailto:Qondakuhle_q@manufacturingindaba.co.za) 064 118 1232 should you want to invite media and photographers and he will assist you.

## RAISED PLATFORMS AND RAMPS

- These should have a ramped and a clearly demarcated edge to avoid the tripping hazard. Platforms on stands must be a minimum height of 100mm. Edges of steps to be clearly marked.
- Staging over 400mm in height requires approval.
- A ramp must be readily apparent, sufficient landing areas at top and bottom, clear of obstructions, surface to be slip resistant, acceptable gradient, handrails, and kerbs to be provided and construction elements clearly demarcated.
- No storage under stages and structures allowed.

## RIGGING

- Rigging must be re-authorized; however, you need to arrange your own riggers, who need to submit a safety file and abide by all safety rules and regulations. You need to pay the riggers direct.
- Anthony – Higher and Hire [higher@mweb.co.za](mailto:higher@mweb.co.za) / 082 460 5250 (Best to email him)
- Lee Reynolds – IVTM [Lee.Reynolds@inhousevtm.com](mailto:Lee.Reynolds@inhousevtm.com) / 083 607 4000
- Nicolas Garrett – IVTM [Nicolas.Garrett@inhousevtm.com](mailto:Nicolas.Garrett@inhousevtm.com) / 082 669 5896
- Molefe Rakgoale – IVTM [Rakgoale@inhousevtm.com](mailto:Rakgoale@inhousevtm.com) / 083 607 3858

## SECURITY – EXHIBITION

- Whilst every reasonable precaution is taken throughout the build-up, show days and break-down periods to ensure the premises are adequately patrolled, the Organisers explicitly disclaim responsibility for any loss, damage or accident that may occur to any of the exhibitors and or contractor's property including personnel.
- Exhibitors are solely responsible for the security of their stand and its contents, inclusive of items on hire. General 24-hour security is provided.
- In addition, standard venue security personnel will be provided for the perimeter of the venue. To prevent a clash of security interest, no other security service may be used on the premises.
- If you want your own special/dedicated guard to ensure that your individual stand is secure in your absence, please email [sonja@manufacturingindaba.co.za](mailto:sonja@manufacturingindaba.co.za) who will arrange for it at your expense with the SCC.

## SECURITY ADVICE FOR EXHIBITORS

- Always wear your exhibitor badge so security is aware that you are meant to be on a stand.
- Any small or attractive items should be positioned at the rear of your stand and kept

under constant supervision and removed / locked up each evening.

- Arrive prior to the event opening and do not leave your stand before all the visitors have left.
- Do not leave wallets, cash, valuables in unattended clothing or handbags.
- Check all lockable units are locked however be aware that it's not 100% fool proof.
- Report any losses or persons behaving suspiciously to the Organisers / security immediately.

### SMOKING

- Smoking is not permitted within SCC other than in the demarcated areas outside. Please adhere to all smoking rules within the premises of the venue.

### SIGNAGE

- Due to the nature of this Convention and Exhibition, and in the interests of our Sponsors, Exhibitors and Advertisers, the organisers reserve the SOLE right to erect and display banners and signage (of any nature), in, near, or at the VENUE during the Convention.
- Visibility of fire equipment, emergency signage to be always maintained.

### SPECIAL EFFECTS

- Fireworks (Pyrotechnics), lasers, strobe lights, ultraviolet lights, smoke machines or similar are prohibited.

### STAND BUILDERS

- We can suggest the following stand builders for custom design stands:
- ExpoGuys: Cayleigh Scott | [Cayleigh@expoguys.co.za](mailto:Cayleigh@expoguys.co.za) 011 433 1717 / 081 757 0970
- GL Events : Ruth Carlse | [Ruth.Carlse@gl-events.com](mailto:Ruth.Carlse@gl-events.com) 021 526 3200 / 083 603 3602
- New World Exhibitions - Mike Morris - [mike@newworldexhibitions.co.za](mailto:mike@newworldexhibitions.co.za) 083 395 0494
- New World Exhibitions – Alistair Mahon – [alistair@newworldexhibitions.co.za](mailto:alistair@newworldexhibitions.co.za) 078 057 0019
- Scan Display - Yolanda du Preez - [yolanda@scandisplay.co.za](mailto:yolanda@scandisplay.co.za) - 011 447 4777 / 083 643 3040
- [www.exsa.co.za](http://www.exsa.co.za) or [www.aaxo.co.za](http://www.aaxo.co.za) for more stand builders and exhibition services

### VEHICLE / TRAILER – DISPLAY

Pre-authorisation from Organisers is compulsory for vehicle displays. Due to the nature of the venue, there is a limited window time and access on when vehicles can get into the venue and be removed. Any display vehicles parked in the venue must comply with the below:

1. Any vehicle to be left in the building must have minimum fuel in the tank (less than a quarter tank).
2. Vehicles must be driven slowly within the building.
3. Drip trays (supplied by exhibitor) must be placed underneath the engine/gearbox and the differential (i.e., at least TWO (2) adequately sized drip trays).
4. **Nine-kilogram (9kg) dry chemical powder (APPLICABLE FOR ELECTRIC CARS TOO) (DCP) fire extinguisher, supplied by the vehicle exhibitor, must be visibly located at the vehicle at all times.**
5. Any damage as result of the above is for the account of the vehicle exhibitor / client.
6. No additional petrol / diesel will be allowed to be stored in the venue,
7. The keys or the spare keys are to be left with the Security Company
8. Trailers must have wedges / blocks under tyres to prevent from rolling.

### WI – FI INTERNET ACCESS

The SCC has free WIFI in the building (2Mbs upload and download)

## 9. HEALTH AND SAFETY RULES AND REGULATIONS

**Health, Safety, Electrical, Construction, Fire rules & regulations are included throughout the manual. The organisers and SCC take their responsibilities regarding safety, fire, health, welfare and disaster control very seriously and it is vital that Exhibitors and Contractors do the same.**

- It is the policy of the organisers to manage the event according to the following parameters:
- To encourage safe working practices, monitor activities and provide a safe working environment for everyone.
- To marshal an orderly move-in and move-out process.
- To co-operate with authorities to assess fire, health and safety risks and ensure that rules are adhered to.
- To identify and evaluate health and safety hazards and to take reasonable steps to prevent these risks materialising into harmful situations.
- To implement a suitable and sufficient emergency management programme
- The organisers / authorities reserve the right to impose changes necessary to ensure safety of the show.

### **APPLICABLE TO ALL STAND BUILDERS, ELECTRICAL CONTRACTORS, DÉCOR PROVIDERS, PRODUCTION CREWS AND AV / TECHNICAL PROVIDERS.**

All activities undertaken within SCC comply with the necessary legislation and municipal by-laws. This applies specifically to the OSH Act 85 of 1993. Please take note:

- **All personnel must wear hard hats when working in an area where materials and equipment belonging to other personnel, are working overhead.**
- **Safety shoes are to be worn by all persons working with or lifting heavy materials. No barefoot, open shoes, high heels, sandals, canvas or trainer shoes will be permitted onto the work site.**
- Eye protection must be worn by all personnel cutting timber, grinding metals or welding.
- All saws, grinding wheels and other portable equipment are to be guarded as required by the act and no open, unguarded inverted saw blades will be allowed.
- A hot works permit will be required where any welding or grinding is carried out.
- Any person/s working in an elevated position will require a safety harness that is which must be secured to a safe structure.
- A permit is required for all scaffolding utilised. The permit must be displayed on the scaffold framework.
- No scaffold structure above 6 meters to the platform, may be erected.
- When moving the scaffold, no persons will be permitted to be stationed on the scaffold.
- All designer stands will require a Certificate of Compliance (COC) for temporary electrical installations.
- The use of 2-core ripcord on any wiring on stands, is strictly forbidden. Approved wiring includes: Cabtyre: 3-core 1.5 mm and larger (live neutral earth) Surfex: 3-core 5 mm and larger (live neutral earth) Trailing cable 3-phase (red, white, blue, neutral and earth) Twin flat and earth 1.5 mm and larger.
- All wiring to be carried out to standard good wiring practices: Single core or open wiring may not be run through stand supports Joints will be done with a connecting strip and will be bound with electrical insulation tape All electrical equipment and appliances must be protected against earth leakage faults by ensuring that it is

connected to earth leakage protection unless utilising clearly marked double insulated equipment.

### **SAFETY / DISCLAIMER CLAUSE**

Neither the organiser nor the venue or any of its directors, employees or agents, will be liable to the client for personal injury to, or the death of any person, or loss, or damage to any property, of whatever nature, on the property or at the venue, however arising or caused. The exhibitor indemnifies Sandton Convention Centre and the organizer, the venue and its directors, employees and agents against any claim of whatever nature, which may be against any of them arising out of any of the aforementioned, except where the same was due to gross negligence by the organiser or the venue. Contractors need to ensure they are working according to the guidelines and regulations as prescribed by the Occupational Health & Safety Act. It's required that all contractors & sub-contractors adhere to the Safe Working Practices as set out in the act.

### **SAFE WORKING PRACTICES**

**Exhibitors should develop a pro-active approach towards safety issues, be vigilant and aware, work neatly and carefully to avoid accidents.**

**Some practical reminders that assist in governing a safe environment:**

- Plan and organise what you want to do before you move onto site.
- Employ competent tradesmen including electricians.
- Keep work areas clean and tidy – trips and slips are the most common cause of injuries.
- Put down temporary floor covering when doing messy work and put refuse in bags for removal.
- Lighting – ensure you have adequate light.
- Personal Protective Equipment (PPE): Wear protective clothing where necessary.
- Welfare of staff: Implement suitable rest periods and provide a meal and beverages if necessary. Ensure staff have access to drinking water and toilets as well as washing facilities where possible.
- Power Tools: Use correctly and maintain properly. Trailing leads may not cross traffic routes and aisles.
- Equipment: ensure suitable for safe use, safely set-up, properly maintained, properly guarded and with safety controls,
- Working at height: Falls from height account for significant fatal and serious injuries in construction: - Ensure ladders are properly maintained - Use scaffolds that are competently erected - Work from a safe and secure place or platform with proper edge protection, toe boards and guardrails. Never over-reach.
- Never throw down materials or equipment
- Manual handling: Use mechanical means of lifting if possible. Reduce carrying loads and awkward shapes.
- Avoid repetitive handling.
- Motorised units: Use trained personnel to operate. Use barriers and warning signs to clear people. Avoid reversing where possible. Make sure loads are secure.
- Handle dangerous substances with care and ensure safe storage and disposal. Erect warning signage for hazardous areas. Handle flammable gasses in a safe manner. Use safe storage practices.

- Maintain clear emergency access through the venue.

## **NATIONAL BUILDING REGULATIONS**

Temporary buildings are defined as any building that is so declared by the owner or structural builder and that is being used or is to be used for a specified purpose for a specified period. This includes staging and scaffolding as temporary structures. Before temporary structure can be authorised by the local authorities or by the property owner, the following submissions will be sought:

- Statement of the period of which the temporary building will be operational.
- A site plan.
- Layout Drawings in sufficient detail, to determine the general size, form, materials of construction and the use of the proposed building.
- Any structural detail required determining the structural safety of the temporary building.
- For the purposes of the exhibition, it has been determined in discussions with the venue that any structure built, stage or otherwise, is deemed a potential hazard and requires a layout plan with all the relevant details.

The submission of this plan to the venue will be analysed and the risk determined. If a recognised stage or stand builder builds the structure, the venue, risk assessor and Emergency Management Services will inspect the structure for safety purposes and request the authorised builder provide a Structural Certificate. If it is determined that there is possible risk to the temporary structure, and to people and items around the structure, the venue has the right as the property owner or Emergency Management Services to not allow persons on the structure. The

Emergency Management Services have a right to issue summons or fines if they are not satisfied with the construction of the temporary structure. The items that fall within these regulations will be monitored by the Safety Consultant and the venue as the property owner and will bring to the attention of the Managing Agent, any concerns that they may deem hazardous.

## **OCCUPATIONAL HEALTH & SAFETY ACT REGULATIONS**

Exhibitors who have booked floor space only stands or have a stand builder working for them, must please take note of the abovementioned act and ensure that all contractors and sub- contractors working on the stand, comply with the Safe Working Practices as well as the guidelines & regulations as set out in the Act.

## **SAFETY GUIDELINES**

Must give prior written approval where it is proposed that apparatus involving special risk is to be operated.

- No fixing, attachment or penetration of any fabric, structure or floors is permitted.
- The organiser and the venue must give their written approval where any of the following is proposed:
  - Any material or substances that are hazardous, noxious, explosive or of an objectionable nature.
  - Items that produce fumes, exhaust or smoke;
  - Operating machinery and apparatus;
  - Use or display of radioactive materials, flammable liquids, oils and gasses as well as welding or compressed air;
  - The use of balloons and public entertainment including amusement displays, live performances and live animals on display.

## **LAWS AND REGULATIONS - COMPLIANCE WITH AUTHORITIES**

In planning the design of your exhibit, and the activities on your stand, please ensure compliance with regulations imposed by authorities, including but not limited to:

Event policies, terms & conditions and exhibiting regulations; Venue regulations, trading policies and constraints; Government and municipal Laws & local regulations; Fire, Safety, Health & Hygiene Regulations;

South African Electrical regulations and building codes; Disaster management parameters; Occupational Health & Safety (OHS) Acts; Labour Relations Acts; Intellectual property rights; Trademarks, copyrights, patents; Broadcasting licenses.

All exhibits and activities are subject to inspection and monitoring by the relevant authorities. Should regulations be contravened, or the stand is a risk, the authorities, venue or organisers have the right to remove offending items and/or demand immediate compliance and/or curtail or prohibit activities and/or ultimately to close down the stand.

Applicable compliance costs / license applications fall on the exhibitor. Officials and organizers shall have free and unfettered access to stands.

**Thank you for reading the exhibitor manual and abiding by the health and safety regulations. If you have any queries, please contact Tile +27 (0)11 463 9285 [tile@manufacturingindaba.co.za](mailto:tile@manufacturingindaba.co.za)**

**or Sonja on 083 601 3951 or [sonja@manufacturingindaba.co.za](mailto:sonja@manufacturingindaba.co.za)**

**We look forward to seeing you at the annual Manufacturing Indaba**



ORGANISERS	Company	Contact	Email	Telephone
Accounts	Siyenza Events	Candice Scannell	<a href="mailto:accounts@manufacturingindaba.co.za">accounts@manufacturingindaba.co.za</a>	011 463 9285
Marketing   Logos   Profiles   General Exhibition Queries	Siyenza Events	Remotile Ntlwane (Tile)	<a href="mailto:tile@manufacturingindaba.co.za">tile@manufacturingindaba.co.za</a>	011 463 9285 061 455 5920
Exhibition Services	Siyenza Events	Sonja Walls	<a href="mailto:sonja@siyenza.co.za">sonja@siyenza.co.za</a>	083 601 3951
Business Development Manager / Stand Sales / Investment & Trade Hub Speaker Opportunities	Siyenza Events	Sphiwe Ndaba	<a href="mailto:sphiwe@manufacturingindaba.co.za">sphiwe@manufacturingindaba.co.za</a>	079 426 1841
Business Development Manager / Stand Sales / Investment & Trade Hub Speaker Opportunities	Siyenza Events	Vuyo Maseko	<a href="mailto:vuyo@manufacturingindaba.co.za">vuyo@manufacturingindaba.co.za</a>	062 371 7314
PR I Communications, Social Media, Email Signatures, Publicity, Promotions, Competitions	Siyenza Events	Qondakuhle Dwangu (Q)	<a href="mailto:q@manufacturingindaba.co.za">q@manufacturingindaba.co.za</a>	064 118 1232
Exhibition and Conference Director / Conference Bookings	Siyenza Events	Margaret Agocs (Margs)	<a href="mailto:margs@manufacturingindaba.co.za">margs@manufacturingindaba.co.za</a>	083 407 8351

SERVICE PROVIDERS (Pay direct)	Company	Contact	Email	Telephone
Artwork - Branding / Graphic designer	Barris Buckley Advertising	Barris Buckley	<a href="mailto:barris@mweb.co.za">barris@mweb.co.za</a>	082 903 3199
Custom Stand Builders	ExpoGuys	Cayleigh Scott	<a href="mailto:Cayleigh@expoguys.co.za">Cayleigh@expoguys.co.za</a>	011 433 1717 081 757 0970
Custom Stand Builders	GL Events	Ruth Carlse	<a href="mailto:Ruth.Carlse@gl-events.com">Ruth.Carlse@gl-events.com</a>	021 526 3200 083 603 3602
Custom Stand Builders	New World Exhibitions	Mike Morris	<a href="mailto:mike@newworldexhibitions.co.za">mike@newworldexhibitions.co.za</a>	083 395 0494
Custom Stand Builders	New World Exhibitions	Alistair Mahon	<a href="mailto:alistair@newworldexhibitions.co.za">alistair@newworldexhibitions.co.za</a>	078 057 0019
Custom Stand Builders	Scan Display	Tendai Murahwa	<a href="mailto:tendai@scandisplay.co.za">tendai@scandisplay.co.za</a>	011 447 4777 076 382 9801
Custom Stand Builders	Hott 3D	Liam Beattie	<a href="mailto:liam@hott.co.za">liam@hott.co.za</a>	076 577 0989
Freight / Logistics / Forklifts / Storage / Deliveries	TST On-Site Management & Logistics	Tyron Naidoo	<a href="mailto:tyron@tstonsite.co.za">tyron@tstonsite.co.za</a>	082 450 3480 011 779 0000
Freight / Logistics / Forklifts / Storage / Deliveries	TST On-Site Management & Logistics	Salma Naidoo	<a href="mailto:salma@tstonsite.co.za">salma@tstonsite.co.za</a>	082 519 4094
<i>Furniture (alternative supplier to show brochure)</i>	Inspire Furniture	Colleen	<a href="mailto:enquiries@inspirerentals.co.za">enquiries@inspirerentals.co.za</a>	084 333 1459 / 082 416 1444
Rigging overhead banners	Higher and Hire	Anthony	<a href="mailto:higher@mweb.co.za">higher@mweb.co.za</a>	082 460 5250
Rigging overhead banners	IVTM	Lee Reynolds	<a href="mailto:Lee.Reynolds@inhousevtm.com">Lee.Reynolds@inhousevtm.com</a>	083 607 4000
Rigging overhead banners	IVTM	Molefe Rakgoale	<a href="mailto:Rakgoale@inhousevtm.com">Rakgoale@inhousevtm.com</a>	083 607 3858
Rigging overhead banners / bulkheads	IVTM	Nicolas Garrett	<a href="mailto:Nicolas.Garrett@inhousevtm.com">Nicolas.Garrett@inhousevtm.com</a>	082 669 5896
Scanners	Expo Scans	Anna	<a href="mailto:anna@exposcans.co.za">anna@exposcans.co.za</a>	082 5566772

The above Service Providers are if you want to go direct or want something different to the official order forms. Please note that if you go direct, then you need to do all the correspondence and payments direct to the supplier.