

**38th SICOT  
Orthopaedic World Congress**



30 November - 2 December 2017  
Cape Town  South Africa

# **Exhibition Manual**

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## **SECTION 1**

### **CONTACTS**

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#### **Congress Secretariat**

SICOT aisbl  
Rue de la Loi 26 - b.13  
1040 Brussels | Belgium  
Tel: +32 2 648 68 23  
E-mail: [congress@sicot.org](mailto:congress@sicot.org)

#### **Sponsorship & Exhibition Commercial Agent**

Lina Salvati  
Linsa Inc.  
Montreal | Canada  
Tel: +1 514 924 3476 / +1 450 458 1696  
E-mail: [isalvati@linsa.ca](mailto:isalvati@linsa.ca)  
Skype: riple9423

#### **Accommodation and Exhibition Operations**

Tracy Sharp  
Tel: +27 11 467 8867  
E-Mail: [tracy@walthers.co.za](mailto:tracy@walthers.co.za)

#### **Transport, Day Tours & Pre & Post Tours**

Nicola Kruger  
Tel: +27 21 448 9965  
Email: [nicola@terra-nova.co.za](mailto:nicola@terra-nova.co.za)

#### **Shell scheme booths (Text for Fascia, Furniture Hire, Stand Construction)**

Jane Steel  
Tel: +27 21 409 1200  
Email: [jane@scandisplayct.co.za](mailto:jane@scandisplayct.co.za)

#### **Venue Address**

##### **Cape Town International Convention Centre (CTICC)**

Convention Square, 1 Lower Long Street, Cape Town, 8001, South Africa  
Tel: +27 21 410 5000  
Web: [www.cticc.co.za](http://www.cticc.co.za)

## EXHIBITION SCHEDULE

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### **BUILD-UP STAND BUILDERS: SCAN DISPLAY**

00h01 on 28 November to 13h00 on 29 November 2017: Laying out of exhibition venue and installation of shell booths by Scan Display.

If you are not using Scan Display for building your custom booth please ensure you contact [jane@scandisplayct.co.za](mailto:jane@scandisplayct.co.za) to ensure we make arrangements to accommodate you in the load in schedule. Any custom designed stands not built by Scan Display will also need to submit drawings for approval to [jane@scandisplayct.co.za](mailto:jane@scandisplayct.co.za).

### **BUILD UP FOR EXHIBITORS:**

00h01 on 28 November to 13h00 on 29 November 2017: Scan Display

29 November: 13h00 – 18h00: Exhibitors access to dress their stands.

All exhibitions to be completed by 18h00 on the 29<sup>th</sup> of November 2017.

### **OPENING TIMES**

Exhibition:	Thursday 30 November 2017	08h00 – 17h30
Opening Reception:	Thursday 30 November 2017	18h00 – 20h00
Exhibition:	Friday 1 December 2017	08h00 – 17h30
Congress Dinner:	Friday 1 December 2017	19h00 – 22h00
Exhibition:	Saturday 2 December 2017	08h00 – 12h00
Closing Ceremony:	Saturday 2 December 2017	12h00 – 13h30

### **BREAK-DOWN**

Exhibition closes on the 2<sup>nd</sup> of December 2017 at 13h30.

Exhibitors are asked NOT to dismantle their stands before this time.

All exhibitors to have removed their carry- on exhibits by 17h00 on 2 December 2017.

All stands must be completely removed by 3 December 2017 at 12h00.

### **NOTE**

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

**Hours subject to change on confirmation of final programme**

## EXHIBITOR BADGE

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Complimentary representative badges will be allocated to each exhibit according to size and sponsorship categories.

- |                  |                     |
|------------------|---------------------|
| - 9 sqm          | 2 exhibitor badges  |
| - 18 sqm         | 3 exhibitor badges  |
| - 27 sqm         | 6 exhibitor badges  |
| - 45 sqm         | 8 exhibitor badges  |
| - 60 sqm or more | 12 exhibitor badges |

Exhibitor badge includes:

- Access to exhibition, poster area and all scientific sessions (closed sessions not included).

Exhibiting company badges are forbidden to be used by surgeons or guests at any time!

Additional badges for exhibiting company representatives may be purchased for EUR 150.00 per badge

Non exhibiting companies wishing to visit the exhibition may do so at the cost of EUR 400.00 per badge

## **SECTION 2**

### **EXHIBITION INFORMATION**

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Please see below a technical view of the standard shell booth to be provided.

#### **INCLUDED IN THE SHELL SCHEME PACKAGE:**

- Shell booth walling
- 1x Fascia name for inline stands
- 2x Fascia name for corner stands
- 1 x 15amp plug
- 2 x spotlights
- Carpet
- Glass Table Top
- Two Chairs

The cost for the 3m x 3m Shell Scheme including Fascia Name, 1 x Plug Point, 2 Spot lights, Carpet, Glass Table Top and 2 Chairs = **R2, 635.00 Including vat.**

The cost for the Table Top stand include 1 trestle table and 1 chair with 1 x Plug Point = **R870.00 including vat.**

Scan Display is the official service provider to the 38<sup>th</sup> SICOT Congress offers all exhibitors our full range of services; from package stand upgrades to custom stand design, manufacture and installation.

Standard shell package exhibitors can visit our on-line services portal for all furniture, AV, plant and flower requirements.

<http://sicot2017.servicesorderforms.co.za/>

For any additional furniture requirements, please contact [jane@scandisplayct.co.za](mailto:jane@scandisplayct.co.za)

To maximise your brand presence at 38<sup>th</sup> SICOT Congress you can now upgrade to seamless textile prints which will be reusable at future events. To take advantage of this please contact [jane@scandisplayct.co.za](mailto:jane@scandisplayct.co.za) or +27 21 409 1200.

## STANDARD SHELL SCHEME

SCANDISPLAY

### // Scan 3 x 3 shell

EXHIBITION TYPES AND PACKAGING - Full Package (see the diagram below)

The render below illustrates a typical 3x3 shell booth layout



### WHAT THE FULL PACKAGE INCLUDES

ITEMS PER STAND	Per stand – 3m x 3m
<b>PANELS:</b>	980 x 2316 3mm PST white panels – No drilling, painting, nailing allowed. – No adhesives other than prestik allowed. – No self-adhesive vinyl allowed. Corner stand: 6 panels In-line stands: 9 panels
<b>FACIA:</b>	– In-line stands – 1 Facia – w2980mm x h214mm – Corner stands – 2 Facias – w2980mm x h214mm
<b>ELECTRICAL STANDARDS</b>	– All lights and plugs are installed in standard positions as indicated. – The electrical regulations stipulate one DB for every four stands. It is unlawful to tamper with, or move this DB. – A 15Amp plug point are centred to the back wall of the booth. – 2 x 11W Scan HB Tube LED lights are fitted to the top of the front fascia beam and approximately spaced with even distribution over the length of the beam. – The maximum loading per plug point is 3Amp/500Watt.
<b>CARPETING:</b>	Carpet tiles - full lay carpet colours available as optional extra.



## STANDARD SHELL SCHEME BOOKING FORM

To book the standard exhibition Shell Scheme package, kindly complete the attached form and return to [tracy@walthers.co.za](mailto:tracy@walthers.co.za)

An invoice will be sent through on receipt of this form for payment of shell scheme. Should payment be made via credit card a credit card surcharge of 4% will be added to the invoice.

Company Name: \_\_\_\_\_

Booth / Stand Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Vat Number (if applicable): \_\_\_\_\_

Telephone: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please tick which service you will be ordering:

Standard Shell Scheme R2, 635.00 including per stand

Table Top R870.00 including vat per table top

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send this completed page to Tracy Sharp at Email: [tracy@walthers.co.za](mailto:tracy@walthers.co.za)**

## SECTION 3: EXHIBITION SERVICES

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### 3.1 EXHIBITOR / STAND SERVICES – Scan Display

For all exhibition services from:

- Printing,
- Furniture,
- AV,
- Plants and flowers.

Please see link provided below for our on-line service.

<http://sicot2017.servicesorderforms.co.za/>

**PLEASE NOTE THIS LINK NEEDS TO BE CONSULTED AND COMPETED BY ALL EXHIBITORS TO COMPLETE THE COMPULSORY FASCIA NAME FORM.**

Alternatively, contact Jane at Scan Display

Tel: +27 21 409 1200

Email: [jane@scandisplayct.co.za](mailto:jane@scandisplayct.co.za)

### 3.2 SERVICE BOOKING CTICC

For all exhibitor services, at the CTICC, such as:

- ✓ Catering
- ✓ Beverages
- ✓ Bin Rental
- ✓ Flag Pole

Kindly complete the forms on separate attachment and return to [confex@cticc.co.za](mailto:confex@cticc.co.za)

Alternatively, contact the CTICC Operations Services Department:

#### Operations Services Coordinator

Telephone : +27 21 410 5000

Fax : +27 21 410 5191

Email : [services@cticc.co.za](mailto:services@cticc.co.za) or [confex@cticc.co.za](mailto:confex@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 dates are subject to a 20% surcharge.

### 3.3 EXHIBITOR SERVICES – 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 MEWP 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 72 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. Driven Machinery Regulations 2015 will apply and only persons who have completed MEWP operators training course will be allowed to drive a MEWP.

#### 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 and sound structure. 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 service provider. Any electrical equipment brought onto the CTICC premises must comply with the Electrical Installation Regulations and the Electrical Machinery Regulations. A Certificate of Compliance (COC) is to be produced for any electrical connections made to the CTICC electrical distribution. Such a certificate can only be issued by a registered electrician.

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 FREIGHT HANDLING AND STORAGE FACILITY**

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

The preferred recommended service provider 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 recommended a 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 a 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 at 10 Gbps, as well as strategically positioned fibre-optic floor points throughout the building
- 2000 Data (CAT5e) outlets running at 100 Mbps
- Fibre internet
- High Density 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, 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 can be 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
- Wireless connectivity

### **Note:**

No routers or wireless access points or connections are permitted. Only the CTICC IT department is allowed to do installations connecting to the CTICC infrastructure.

## PARKING & LOGISTICS

### 1. BUILD-UP & BREAKDOWN

#### 1.1 MARSHALLING YARD – CTICC 1

The CTICC's Marshalling Yard comprises of approximately 5 000m<sup>2</sup> and is situated adjacent to the Exhibition Halls. Each Exhibition Hall, except Hall 1B and 4B, directly accesses the Marshalling Yard via 5m x 7m doors. The yard is easily accessible and reduces build-up and break-down times for functions in the Exhibition Halls.

Parking in the Marshalling Yard is for off-loading purposes only and is limited to one hour for small vehicles and three hours for trucks. Vehicles exceeding this time limit are subject to a parking fee (please refer to the Marshalling Yard Tariffs).

Clients are required to park in P1; P3 and P5 parking after offloading their vehicles. Free build-up parking tickets will be issued from the organiser's office.

- Day to day operation

On quiet days, access to the Marshalling Yard will be managed by the CTICC security personnel. Visitors, clients, exhibitors and contractors will be required to sign in on the security log book and take a ticket. The Marshalling Yard tariffs will apply.

- Massive build-up & breakdown

Visitors, clients, exhibitors and contractors are required to make use of FW De Klerk vehicle registration system to access the Marshalling Yard. A vehicle identification sticker will be issued at the registration area to ensure access into the Marshalling Yard. No vehicles will be allowed into the Marshalling Yard without the sticker.

CTICC is mandated by The City Traffic Department to manage the flow of traffic in and around the CTICC. The registration process will eliminate traffic jams that are a result of event build-ups and breakdowns if not managed properly.

### LAYOUT



#### 1.2 MARSHALLING YARD – CTICC 2

The CTICC 2 Marshalling Yard is situated opposite the Exhibition Halls, and only Hall 7 has directly accesses the Marshalling Yard.

The Marshalling Yard is for off-loading purposes only and all building material will be transported by CTICC contracted supplier to the exhibition halls by means of forklifts or pallet jacks. Once the vehicle is offloaded or loaded, then it will leave the yard. The driver is not permitted to leave the vehicle at any time.

Unattended vehicles will be clamped and an unclamping fee of R500.00 will be applicable.

Clients are required to park at CTICC 2 basement parking B-2, P1 and P3 parking after offloading their vehicles. Free build-up parking tickets will be issued from the organiser's office.

- Day to day operation

Visitors, clients, exhibitors and contractors are required to make use of CTICC 2 Vehicle Stacking Area located at FW De Klerk Boulevard towards CTICC 1 to access the Marshalling Yard. The loading system is on a first come, first serve basis. A vehicle identification sticker will be issued at the stacking area to ensure access into the Marshalling Yard. No vehicles will be allowed into the Marshalling Yard without the sticker.

CTICC is mandated by The City Traffic Department to manage the flow of traffic in and around the CTICC. The registration process will eliminate traffic jams that are a result of event build-ups and breakdowns if not managed properly.

#### LAYOUT



#### MARSHALLING YARD TARIFFS for CTICC 1 and CTICC 2

### 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

CTICC

### Loading Area Tariff

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

CTICC

## 2.1 PARKING

- Below are the parking tariffs for P1; P3 and P5 parking garages

P5 Parking		P3 Parking		P1 Parking	
Duration	Fee	Duration	Fee	Duration	Fee
0 – 0.5 hours	R0.00	0 – 0.5 hours	R0.00	0 – 1 hour	R10.00
0.5 – 1.5 hours	R20.00	0.5 – 1.5 hours	R20.00	1 – 2.5 hours	R25.00
1.5 – 2.5 hours	R30.00	1.5 – 2.5 hours	R30.00	2.5 – 3.5 hours	R30.00
2.5 – 3.5 hours	R40.00	2.5 – 3.5 hours	R40.00	3.5 – 4.5 hours	R35.00
3.5 – 4.5 hours	R45.00	3.5 – 4.5 hours	R45.00	4.5 – 5.5 hours	R40.00
4.5 – 5.5 hours	R50.00	4.5 – 5.5 hours	R50.00	5.5 – 6.5 hours	R45.00
5.5 – 8 hours	R55.00	5.5 – 8 hours	R55.00	6.5 – 7.5 hours	R50.00
8 – 12 hours	R65.00	8 – 12 hours	R65.00	7.5 – 8.5 hours	R55.00
				8.5 – 12 hours	R65.00

After 12hrs, R12 is applicable per hour for both P5 and P3 Parking areas.

After 12hrs, R10 is applicable per hour for P1.

Lost Parking tickets will cost R100.00

### PLUMBING

Plumbing services are provided by the contracted exclusive suppliers for this service. 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. Should braising take place, a hot works permit must be in place and a safe system of work must be followed.

### RIGGING

Due to the strict safety laws that apply to rigging the, CTICC has a contracted preferred supplier for rigging. Please note that access equipment (MEWP) for rigging purposes are not included in the rigging quote from our supplier. A licenced MEWP operator is required, should you provide your own rigger, a Medical Certificate and operator's license should be provided. 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 and a fall protection plan must be in place.

### 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 installations 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 levied to the CTICC. A Certificate of Acceptability for food services issued by the Department of Health must be produced and handed to the CTICC prior to set up. On-site cooking requires discussions with our Health and Safety Officer.

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 discretion of the CTICC Management and must be paid prior to the start of the event. Note: CTICC has an on-consumption licence only.

## **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.

The CTICC has a contracted preferred supplier for the provision of cleaning services and the sole use of this service provider is mandatory for all events. Generic cleaning is provided in all public areas. When the client's event commences, then CTICC is not responsible for the cleaning of the venue. Any dedicated additional cleaning services, including the cleaning of the ballroom, auditoria and exhibition halls, are for the event organisers' account.

Exhibition stand cleaning is also the responsibility of the event organiser or the exhibitor.

Our auditoriums do not allow food items and cleaning staff will be required for clearing of other items like water bottles or paper cups etc.

The structures within the CTICC require special (neutral and non-abrasive) chemicals. Event organisers are encouraged to use the preferred supplier. However, if alternative cleaning contractors are appointed, event organisers must ensure that they comply with the CTICC's standards and criteria.

The Sales or Event Executive can provide further information in this regard.



### **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 and event organiser will not be held responsible for exhibitors' belongings.

### **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 both high and standard density wireless base stations. This service requirement will differ from client to client.

## SECTION 4: GENERAL INFORMATION

### 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.

### 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 are the internationally acclaimed Victoria and Alfred Waterfront.

### AUTOMATED TELLER MACHINE (ATM)

An ATM facility is available in the premises.

### 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, backpacks and packages will pose and be treated as a security risk. Exhibitors should not leave their stands unattended.

### BUSINESS CENTRE

A Business Centre is situated in the Main Foyer

Business services include printing, photocopying, faxing, binding, laminating, etc.

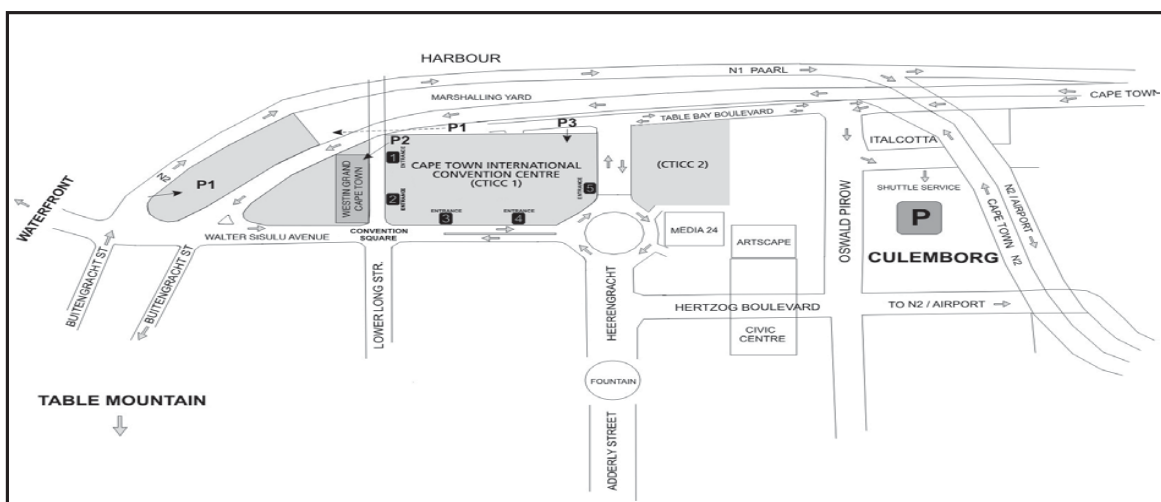
### COFFEE SHOP

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. A trolley service is available for build-up and breakdown days and can be booked through your event co-ordinator.

### 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.

### CTICC MAP



## SECTION 5: HOUSEKEEPING RULES

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### REGISTRATION FOR ALL SERVICE PROVIDERS (CONTRACTORS)

All non-approved service providers to complete on-site registration to gain access into the building. This is in accordance with the CTICC Rules and Regulations and the induction process provided by the CTICC.

Information is available via the CTICC website. All service providers must wear a company name badge and or clothing with the company logo at all times.

On entry, security will verify registration and identity and place of work.

### ALCOHOL

The CTICC has an on-site consumption licence (06h00 to 04h00) 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.

### BALLROOM EXHIBITION HOUSE RULES

- Exhibitions are not normally accommodated in the Ballroom
- Maximum height of stand: three metres. Custom stands higher than three metres and up to and not in excess of five meters must be approved by the CTICC and a plan must be submitted for approval
- No hot works to take place in the Ballroom
- No electrical sawing, cutting 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 and Security must be booked on load in/out
- 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
- Should rigging take place, ensure the correct points are used, require load certificates from your Event Executive

### 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.

### 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.

### **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. Work can be stopped or person put offsite for failing to comply with Health and Safety legislation.

### **IT INFRASTRUCTURE**

- Only member of the CTICC ICT Department personnel are allowed in the patch rooms
- Network and VLAN Configuration can only be done by the CTICC IT Department
- No standalone Wireless Access Points are allowed due to interference with other exhibitors and In house systems

### **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.

### **LOST AND FOUND ITEMS**

Lost and found items must be reported and handed to the Reception Desk. They will keep a log of any missing items and anticipate returning these items to the rightful owner. Unclaimed items will be passed and stored in Security for up to three months, depending on the value of the item. Unless arrangement have been made, useful unclaimed items will be donated to person's in need under CSR.

### **MARSHALLING YARD**

The CTICC's Marshalling Yard comprises 5 000m<sup>2</sup> and is situated adjacent to the Exhibition Halls. Each Exhibition Hall, except Hall 1B and 4B, 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.

Hall 4B has direct access from the public road. Arrangements must be made to load in / out of the venue.

A surcharge of R76.00 per m<sup>2</sup> is applicable to any exhibits in any area that is non-dedicated exhibition space. This includes Galleries, North Terrace and Marshalling Yard.

## SECTION 6: HEALTH AND SAFETY INFORMATION

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### AISLES

The minimum aisle space applicable to all exhibitions is three 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. Aisles should be planned and laid out to ease the flow of traffic and in line with the fire exists.

### 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

### BANNER HANGING, RIGGING and LADDERS

The ceiling in Exhibition Halls 1 - 4A is convex to the origin in shape with the lowest point being 10m and the highest point being 18m. The maximum weight to be hung from the ceiling is 600kg per node to a maximum of 3 000kg per truss. In Hall 4B the ceiling is flat with the highest point being 9m. The maximum weight to be hung from the ceiling in Hall 4B is 250kg per node to a maximum of 1 500kg per truss. Displaying of banners in specified areas, where hanging bars are available is permitted provided that they do not create any obstruction to venue signage. The CTICC also has limitations on branding in areas that are designated as public space such as foyers and galleries. 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, from the hanging of simple signs, banners and lights. The CTICC's preferred supplier is fully compliant with national safety standards. Please enquire with your Sales or Event Executive for a list of pre-approved banner hanging positions.

The CTICC requires accurate plans showing the positioning of suspended items, their weight as well as the height of the bottom of each item from the ground. This must be submitted to the CTICC for approval 30 days before the event. The CTICC's preferred supplier can provide a design and construction service for all banners and signs should assistance be required.

### 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.

## **DOUBLE TIER STANDS / MARQUEE / TENTS / TEMPORARY STRUCTURES**

Exhibitors utilising and/or planning a double tier stand are required to provide a structural engineer's appointment letter to the CTICC for authorisation 30 (thirty) days prior to the event, to comply with legal / safety / fire regulations.

"Space only" stand builders are to submit a structural engineer's appointment letter for stands over three metres in height with their floor plans incorporating front, side and top elevation to the CTICC for approval at least forty five days prior to build-up day. All custom stands require a Structural Engineer Certificate on completion.

Please note that failure to comply with this requirement may result in refusal of permission to erect the stand.

Exhibitors planning a custom stand or temporary structure are required to provide a Structural Engineer's appointment (BDM11 and BDM12) and a Structural Certificate (BDM13) on completion. Floor plans incorporating the location and stand schematics to include front, side and top elevation must be send to the CTICC for approval at least 45 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. Building regulations apply and a BDM submission must be made to the City of Cape Town.

Isolation of the fire detection system are not allowed. Should you used hazers, dry ice, foggers or smoke machines, this must be declared and approved prior to use. Should we need to isolate the fire detection system in a certain area, a trained Fire Marshall must be appointed. Our conference services department can assist with booking a trained Fire Marshall.

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

The CTICC reserves the right to adjust emergency services according to the event. Plans are available on request.

## **EVACUATION**

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

It is the duty of the event organiser to familiarise themselves with the evacuation routes and ensure an evacuation plan have been documented and is available in the client safety file.

## **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. Additional signage must be added to stands should fixed signs be blocked, this is at a cost to the organiser.

## **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.

Should LP gas be used, only 19kg +1 backup cylinder is allowed.

**FLAME RETARDANCY: WOOD PALLETS / HESSIAN / THATCH / STRAW / DRAPING / HALOGEN LIGHTS**

Articles of a combustible nature such as fabric, paper items, banners, items made of wood pallets; hessian, thatch and straw are regarded as major fire hazards and will be required to provide a Fire Retardant Certificate, before the start of the event.



## SECTION 7: SHIPPING INFORMATION

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### SHIPPING GUIDELINES

DHL Trade Fairs & Events (UK) Limited has been appointed as the official freight forwarder for the 38th SICOT Orthopaedic World Congress and as such is the only company providing handling, storage and customs clearance for the event at the venue.

Below you will find information on the services we offer and guidance as to how you should dispatch your shipment to the event. As the official onsite service provider we also provide your company with first class transport services by air, express and ocean freight to and from the venue.

You will have the knowledge that all your requirements will be carried out by one competent partner, who is aware of all requirements. We would be pleased to make a detailed offer for your comparison.

*Please do not dispatch any shipments without our approval on documentation.*

### 1. ESSENTIAL DATES

<b>BUILD-UP</b>	<b>29 November 2017</b>
<b>OPENING HOURS</b>	<b>30 November - 02 December 2017</b>
<b>DISMANTLING</b>	<b>02 December 13:30 – 17:00 hours 03 December 08:00 – 12:00 hours</b>

### 2. PRE-ADVISE / ORDER FORM

<b>DEADLINE ORDER FORM</b>	<b>10 October 2017</b>
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**ALL PRE-ADVISES INCL. A FULL SET OF DOCUMENTS MUST BE SENT TO:**

**DHL Trade Fairs & Events (UK) Limited**

**Contact: Horst Froehling**

**E-Mail: [horst@dhl-exh.com](mailto:horst@dhl-exh.com)**

### 3. TRANSPORT-INSTRUCTIONS

#### 3.1 AIRFREIGHT / EXPRESS

#### CONSIGNEE AIRWAYBILL (AWB)

**Consignee:** LA Rouxelle Logistics and Consulting  
Plot 293  
6th Avenue  
Bredel A.H., 1623

**For:** 38th SICOT Orthopaedic World Congress Cape Town

**NOTIFY:** LA Rouxelle Logistics and Consulting  
Tel + 27 ( 0 ) 11 397 8866  
Fax + 27 ( 0 ) 86 613 6016    Attention: Leon Roux

**AIRPORT OF DESTINATION  
DEADLINE**

**Cape Town  
20 November 2017**

**ALL SHIPMENTS MUST BE SENT "FREIGHT PREPAID"**

Do not dispatch any courier shipments direct to venue but address them same way as air freight and use our commercial invoice format for customs clearance purposes.

We need full pre-advice with copy waybill and invoice per email to: [horst@dhl-exh.com](mailto:horst@dhl-exh.com)

**3.2 OCEAN FREIGHT**

**CONSIGNEE OCEAN BILL OF LADING**

**Consignee:** LA Rouxelle Logistics and Consulting  
Plot 293  
6th Avenue  
Bredel A.H., 1623  
**For:** 38th SICOT Orthopaedic World Congress Cape Town  
**NOTIFY:** LA Rouxelle Logistics and Consulting  
Tel + 27 ( 0 ) 11 397 8866  
Fax + 27 ( 0 ) 86 613 6016 Attention: Leon Roux

**SEAPORT OF DESTINATION  
DEADLINE**

**Cape Town  
08 November 2017**

All shipments must be sent "Freight Prepaid".

We need full pre-advice 14 days prior to arrival vessel with copy waybill and invoice per email to: [horst@dhl-exh.com](mailto:horst@dhl-exh.com).

**4. CUSTOMS DOCUMENTATION AND PROCEDURES**

We strongly recommend using our combined invoice and packing-list as pro forma invoice. We need one for all temporary imported items and another one for permanent import.

We strongly recommend the use of Carnet ATA for any temporary import into South Africa.

There are commodity restrictions and many guidelines to follow so it is important for you to tell us what you intend to ship both for permanent and temporary import well in advance so that we can check and approve all in good time with our customs broker in Cape Town

Please complete the invoices and send to us by email to [horst@dhl-exh.com](mailto:horst@dhl-exh.com) so that we can check and approve prior to departure of goods.

A Customs Importer's code is required for every importation into South Africa and for all shipments (even low value courier brochure shipments). If you do not have this number we can provide this service by using our customs broker's code. A fumigation certificate is required for any cargo packed in wooden cases/crates etc.

## 5. ON-SITE HANDLING TARIFF (see attachment)

Unless freight is routed via one of our appointed agents, we will require payment of all charges, as advised by us, prior to the start of the exhibition.

Settlement can be made by either bank-transfer or VISA/MasterCard.

## 6. INSURANCE & LIABILITY

We operate exclusively in accordance with the latest version of the British International Freight Association General Terms and Conditions of Trading.

These limit the legal liability for damage to goods in certain circumstances whilst in the care of a forwarder.

The forwarders custody liability ends with the delivery of the consignment to the exhibitor's stand even if the exhibitor or his representative is not present.

## YOUR LOGISTICS PARTNERS FOR SICOT 2017 CAPE TOWN

DHL Trade Fairs & Events (UK) Limited  
Unit 17 & 212nd Exhibition Avenue  
NEC Birmingham  
B40 1 PJ  
United Kingdom

Phone: 0044 121 782 4626 E-Mail: [horst@dhl-exh.com](mailto:horst@dhl-exh.com)

Contact: Horst Froehling



### OFFICIAL FORWARDING TARIFF

Pos.	Customs Clearance Formalities	US \$
1	Basic Customs clearance formality Permanent or temporary Import	245.00
	Basic Customs clearance Carnet ATA	195.00
2	Each additional tariff headings (first 2 headings included in pos 1.)	10.00
3	Use of Customs Broker's Importer's Code Number ( if required)	375.00
4	Customs Bond Fee (Temporary Importation) 3 % on CIF Value Minimum	185.00
5	Customs Examination Fee	95.00
Pos.	AIR FREIGHT ( charges per kg with weight to volume ratio 1 cbm = 167 kg)	US \$
6	Arrival Cape Town Airport to delivered your stand at venue. Per kg	1.85
	Airline storage / handover fees from third party forwarders as per outlay. Minimum per shipment	250 kg
Pos.	COURIER (DDP arrivals in Cape Town by Express Courier Services )	US \$
7	Receiving at local warehouse providing Customs Importer's Code and delivery to booth Valid for shipments up to 50 kg + 50 kilos additional US \$ 7.50 per kg	450.00
Pos.	SEA FREIGHT (charges per cbm with weight to volume ratio 1 cbm=1000 kg)	US \$
8	LCL Cargo Arrival port transfer to venue and handling to stand	245.00
		Minimum 2 cbm
9	FCL Cargo 20 FT Container US \$ 135.00	Minimum 25 cbm
	40 FT Container US \$ 135.00	Minimum 45 cbm
Any port charges for demurrage, hand over fees or storage will be charged as per outlay.		
Pos.	STORAGE at venue	US \$
10	Storage of empty cases ex stand, storage during event and return	Per cbm 65.00 Minimum 2 cbm
11	Storage of FULL goods with access during show	Per cbm 95.00 Minimum 3 cbm
Pos.	Other Costs	US \$
12	Order Processing Service Charge	125.00
Pos.	Surcharges - Add to Items:	
	Normal working hours week days 08:00 – 18:00 hrs	1-5      6      7      8 - 9
13	Week days (after hours) / Week ends	-      50 %      -      -      50 %      50 %
14	Shipments arriving after deadline	50 %      50 %      -      -      50 %      50 %
Pos.	Important Notes	
<p>Charges are in US Dollars</p> <p>Arrival Deadlines at Cape Town: <b>AIR: 20 November 2017 SEA: 08 November 2017</b></p> <p>All charges for return shipments are according to above Inbound Tariff excluding handling of empties.</p> <p>Any other services not covered by this tariff will be charged according to our expenses or by agreement.</p> <p>All services must be either prepaid or paid at venue. There are no credit facilities. Payments can be made by VISA/MasterCard for or bank transfer payment.</p> <p>All Business is transacted on BIFA Trading Conditions that exclude or limit the liability in certain circumstances. A copy is available on request or can be downloaded via our web site.</p>		



[www.dhl-exh.com](http://www.dhl-exh.com)

**ORDER FORM**

Please indicate the services below which you require from DHL TFE (UK) Ltd

	Service	Details
<input type="checkbox"/>	Customs Clearance formalities	
<input type="checkbox"/>	Sea Freight to / from the venue	
<input type="checkbox"/>	Air Freight to / from the venue	
<input type="checkbox"/>	Express Courier to /from the venue	
<input type="checkbox"/>	Handling via local warehouse to or from stand	
<input type="checkbox"/>	Storage of empty packaging during show	

Please supply us with size and weight of your shipment:

	Measurements in cm	Weight in KG
1		
2		
3		
4		
5		

Contact details:

<b>Name Exhibitor:</b>			
<b>Hall and Stand:</b>		<b>Contact on site:</b>	
<b>Address:</b>			
<b>Postcode and City:</b>		<b>Vat. No.:</b>	
<b>E-mail:</b>		<b>Telephone:</b>	

Please return this form latest by **ORDER DEADLINE: 10 October 2017** to:

Contact: Horst Froehling E-Mail: [horst@dhl-exh.com](mailto:horst@dhl-exh.com)

You will receive a detailed charges specification for all our services for you to make your final decision on routing of your shipment.



[www.dhl-exh.com](http://www.dhl-exh.com)