



EXHIBITOR SERVICES MANUAL



Unity in Diversity

Combined 65th SOUTH AFRICAN
ORTHOPAEDIC CONGRESS 2019

ICC DURBAN 2-6 SEPT

2 – 6 SEPTEMBER 2019

ICC – DURBAN

**SERVICE FORM
SUBMISSION
DEADLINE:
19 AUG 2019**

GL Events SOUTH AFRICA

PROJECT MANAGER
CAREN CLOETE

+27 (0)21 526 3200

Caren.cloete@gl-events.com

Please Return forms to: **VENI MOODLEY**

Email: Veni.Moodley@GL-events.com

Tel: +27 (0) 31 579 3255 – Veni Moodley

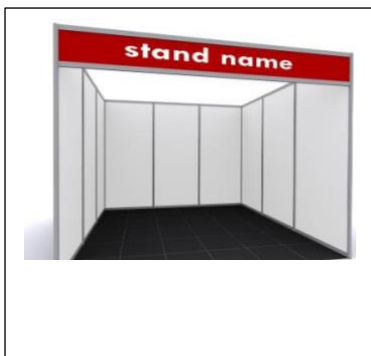
Tel: + 27 (0) 21 526 3200 - Caren Cloete

SERVICE FORM
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DEADLINE:
19 AUG 2019

PLEASE TICK YOUR OPTION

SHELL SCHEME PACKAGE BOOTH @ R1980.00

STANDARD SHELL SCHEME PACKAGE BOOTHS BOOKED DIRECTLY WITH GL EVENTS INCLUDES THE FOLLOWING:
3M X 3M



BOOTH PACKAGES INCLUDES:

- Shell Scheme Structure
- Fascia Board with Company Name
- Grey Carpeting
- 01 x 15 amp plug point
- 02 x 150 watt spot light
- 01 x ¼ amp Single Phase Distribution Board

SPACE ONLY / CUSTOM STAND: Stand Builder Name _____

CUSTOM STAND REQUEST FOR QUOTE FROM GL EVENTS

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

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

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

INDIVIDUAL PANEL SIZE: : 2420mm (h) x 980mm (w)

FASCIA SIZE – 3m FASCIA BOARD: : 2980mm (h) x 320mm (w)



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SERVICE FORM
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STAND PLAN DIAGRAM

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

PLEASE NOTE : THIS FORM IS COMPULSORY.

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

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

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

SIZE OF STAND ORDERED : _____ m X _____ m SCALE : One Block = _____



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SERVICE FORM
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19 AUG 2019

CARPET HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA CAPE TOWN
 VAT REGISTRATION NUMBER: 4610214399

COLOURS :

QUANTITY :



<input type="checkbox"/>	BLUE	_____ m ² @ R 27.50 per m ²	= R _____
<input type="checkbox"/>	CHARCOAL	_____ m ² @ R 27.50 per m ²	= R _____
<input type="checkbox"/>	GREY	_____ m ² @ R 27.50 per m ²	= R _____
<input type="checkbox"/>	RED	_____ m ² @ R 27.50 per m ²	= R _____
15% VAT			= R _____
TOTAL (INCL VAT)			= R _____



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SERVICE FORM
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DIGITAL BRANDING ON PANELS / FABRIC BANNERS

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

DCONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA CAPE TOWN
VAT REGISTRATION NUMBER :4610214399

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

Description	QTY	RATES	TOTAL
Individual Full Graphic <u>Panel</u> Print (Actual panel size 2420mm x 980mm)		R 1 235.00	
Individual Full Graphic <u>Fascia Board</u> Print (2980mm x 320)		R 495.00	
300mm x 300mm Company Logo		R 92.00	
3m Fabric Banner (3000 X 2500)		R 3 900.00	

ART WORK INFO

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

PICTURES

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

FONTS

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

COLOURS

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



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SERVICE FORM
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FURNITURE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____







TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA CAPE TOWN
VAT REGISTRATION NUMBER: 4610214399

	ITEM	PICTURE	DISCRIPTION	AMOUNT	QUANTITY
H02	Komora Leather Chair		BLACK & WHITE	R360.00	
H07	Bellissima Chair - White		WHITE	R285.00	
H11	Frog Barstool		VARIOUS COLOURS	R330.00	
H12	Aluminium Chair		SILVER	R485.00	
H18	Ring Chair - Zobrano		WOOD	R330.00	
H21	Waterfall Barstool		WHITE	R495.00	














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H27	Aluminium Barstool		SILVER	R430.00	
H29	Divo Barstool		WHITE	R385.00	
H30	Komora Leather Barstool		BLACK	R340.00	
H33	Galati Barstool		WHITE WITH GLOSS BROWN BACK	R375.00	
H34	Chrome Cocktail Table		H750MM X D 900MM	R730.00	
W106	Pyramid Glass Cocktail Table			R485.00	
H39	Chrome Cafe Table with Beachwood Top			R426.00	
H40	Beechwood Café Table			R678.00	
H41	Chrome Café Table		H710 x D900	R660.00	
H42	Table on Milan Base [ROUND OR SQUARE]		H710 x D900	R345.00	
H46b	Glass Coffee Table		H450MM W700MM D500MM	R585.00	



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H47a	Glass Side Table			R522.00	
W100	White wooden barstool			R315.00	
W101	White wooded padded chair			R350.00	
W102	White Chair wooden legs			R350.00	
W103	Wooden Bucket Chair			R285.00	
W104	White wooded chair			R365.00	
W105	White wooden Café table			R345.00	
H53	Tub Chair		BLACK H720 L550 D700	R600.00	
H61a	Single Seater Couch		WHITE	R895.00	
H61b	Single Seater Couch		BLACK	R895.00	



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H62a	DBL Seater Couch		WHITE	R1625.00	
H62b	BDL Seater Couch		BLACK	R1625.00	
H68	Zig-Zag Brochure holder		Black	R620.00	
H68b	Smart Brochure Holder		Silver & Perspex	R775.00	
H63	Maxima Curved Bar Counter		H1116mm W1595mm D610mm	R1540.00	
H64	Octanorm Bar Counter		H900mm W1010mm D500mm	R750.00	
H72	Chrome ROPE Stanchions		Per 1 Metre Unit	R312.00	
H73	Water cooler with 20L water			R1451.00	
H77	Waste Paper Bin Small		H290mm D290mm	R45.00	
H78	Large Waste Bin - 25lt		H760 D400	R175.00	
H80	Stainless Steel Ashtray & Waste Paper Bin		Stainless Steel	R255.00	
H83a	Large Refrigerator		220 Litres	R2 430.00	















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H83b	Small Refrigerator			150 Litres		R1 495.00	
H84	Newline Cupboard		With a lock	H900mm W1010mm D520mm		R825.00	
H85	Octanorm Cupboard		With a lock	H900mm W1010mm D500mm		R745.00	
H86	Newline Glass Top Counter		With a lock	H900mm W1010mm D500mm		R920.00	
H87	Octanorm Glass Top Counter		with a lock	H900mm W1030mm D530mm		R1 145.00	
H88	New line Showcase Large		With a lock	H1980mm W1030mm D500mm		R2 055.00	
H89	Octanorm Showcase Large		With a lock	H2000mm W1030mm D530mm		R2 050.00	
H90	Newline Showcase Small		With a lock	H1980mm W500mm D500mm		R1540.00	
H91	Octanorm Showcase Small		With a lock	H2000mm W530mm D530mm		R1540.00	
H92	Standing Shelf			H1360mm W990mm D495mm		R825.00	
H103	Veneer Tech fold up counter			H940mm W1580mm D600mm		R600.00	
H115	Trestle Table			1800 X 450		R150.00	



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H125	Conference Tables		1800 X 400	R330.00	
H107 a	Flat Shelves	NO PICTURE AVAILABLE		R245.00	
H123	Shelf Brackets	NO PICTURE AVAILABLE		R95.00	
	Trestle Cloth	NO PICTURE AVAILABLE	BLACK	R220.00	
	Plasma Bracket	MELAMINE BOARD TO MOUNT 42" PLASMA		R680.00	

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



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ICC DURBAN 2-6 SEPT

ELECTRICAL HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA CAPE TOWN

VAT REGISTRATION NUMBER: 4610214399

SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – www.gl-events.co.za

CODE	DESCRIPTION	UNIT PRICE	QUANTITY
E4	50 Watt Spot on Arm	R 384.00	
E5	50 Watt Spot on Arm--Maxima	R 384.00	
E9	100 Watt Spot on Arm	R 380.00	
E10	150 Watt Spot Light	R 342.00	
E13	15 Amp Plug Point	R 342.00	
E21	Double Tube Fluorescent Lighting 0,6	R 328.00	
E41	30 Amp DB Single Phase with 1 Plug	R 1 886.00	
E42	30 Amp DB Three Phase with 3 Plug	R 2 807.00	
E43	60 Amp DB Three Phase	R 4 596.00	
E44	125 Amp DB Three Phase	R 6 182.00	

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*NB: If you have not opted for a 'package stand', and do require electrics; plug points need to be ordered along with a power source [DB – Distribution Board] for power supply. We suggest minimally a 30 Amp Single Phase Distribution Board be ordered. This recommendation is based on light currency only. For heavy current usage, a larger power supply unit may be required. Please feel free to contact GL EVENTS for assistance, on +27 31 579 3255.



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ICC DURBAN 2-6 SEPT

AUDIO VISUAL HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA CAPE TOWN
VAT REGISTRATION NUMBER: 4610214399

SCREENS		QTY	PRICE FOR DURATION OF SHOW 5 DAYS EXCL VAT	
A	42" LCD Screen - (1020mm X 605mm X95mm)		R 4750.00	
B	50" LCD Screen (1210mm X 724mm X 95mm)		R 6 500.00	
C	60" LCD Screen (1320mm X 750mm X 95mm)		R 9580.00	
D	16mm chipboard – plasma board (2400 X 960)		R 1950.00	
E	Laptop		R 1475.00	
F	Stand for Plasma – free standing		R 160.00	

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PLANT HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA CAPE TOWN
VAT REGISTRATION NUMBER: 4610214399

CODE	DESCRIPTION	SIZE	PRICE	QUANTITY
1	Bamboo palm in white plastic pot	0.80 - 1.2m	R 350.00	
2	Bamboo palm in white plastic pot	1.2m - 1.8m	R 435.00	
3	Bamboo palm in white plastic pot	2m - 3m	R 530.00	
4.	Ficus Benjamina bush in white plastic pot	0.8m – 1.2m	R 350.00	
5.	Dracaena Massengeana in plastic holder		R 435.00	
6.	Dracaena Warnecki in Ulundi		R 435.00	
7.	Lollypop Ficus in Classic pottery		R 620.00	
8.	Lirope in cyclone		R 620.00	
9.	Mixed table bowl		R 705.00	
10.	Brown Animal painted pot with Lirope		R 620.00	
11.	Black and white stripe with Pahira		R 620.00	
12.	Leopard print pot with Ficus Lollypop		R 620.00	
13.	Orchid in tall basket or ceramic pot		R 530.00	
14.	Sansaveria in pottery pot		R 435.00	
15.	Protea Arrangement		R 705.00	
16.	Water Feature with Landscaping Around		R2 815.00	

PLEASE SEE PICTURES ON NEXT PAGE**PLEASE NOTE THAT PRICES EXCLUDE 15% V.A.T [SA RESIDENTS ONLY]**

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6



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8



9



10/ 11 / 12



13



14



15



16

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DEADLINE:
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GENERAL TERMS

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

Conditions of Hire & Supply:

Orders subject to stock availability.

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

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

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

Goods damaged, will be charged to the relevant exhibitor.

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

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

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

Payment terms:

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

Bank details:	STANDARD BANK
ACCOUNT NAME	GL EVENTS SOUTH AFRICA (PTY)
BRANCH	SOUTHDALE
BRANCH NUMBER	006 405
ACCOUNT NUMBER	002 787 504

Please state the quote reference number when making payment.

Interest on all overdue accounts will be levied at a rate of 2% (two percent) above the Prime Overdraft Lending Rate of Standard Bank.

Conditions of Hire & Supply:

Orders subject to stock availability

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

No goods will be delivered, unless paid for in full with order.

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Goods damaged, will be charged to the relevant exhibitor

A refundable key deposit will be charged on locks & keys

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

The risk of all furniture passes to the client on delivery

Period of validity:

This quotation is valid for 7 (seven) days from date of quotation.

Should any additions and/or changes to this quotation be required once approved, GL EVENTS SOUTH AFRICA reserves the right to revise the quotation. Furthermore, GL EVENTS SOUTH AFRICA PTY may refuse to enter into a revised quotation at its sole and absolute discretion, notwithstanding the fact that the initial quotation has been paid in full.

Risk:

The risk of all equipment shall pass to the customer on delivery thereof by GL EVENTS SOUTH AFRICA and the customer shall ensure that adequate insurance cover has been secured against all kinds of risk that may occur, including Public Liability Insurance. GL EVENTS SOUTH AFRICA will not be held responsible in any way whatsoever for the loss of any equipment of whatsoever nature. The customer shall ensure that all posters, signage and the like, affixed to the equipment, and shall be removed by the customer, prior to GL EVENTS SOUTH AFRICA breaking down the stand/exhibition.



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Availability:

The availability of equipment provided in terms of this quotation can only be confirmed upon acceptance of this quotation and the deposit having been paid accordingly.

Confirmation:

This quotation is not binding until GL EVENTS SOUTH AFRICA has received a signed acceptance, and an official order, together with the required (50%) fifty percent deposit.

Storage Facility:

This service is not provided, unless specifically agreed and accepted under contract, by GL EVENTS SOUTH AFRICA

Stand Dressing:

This service is not provided, unless specifically agreed and accepted under contract, by GL EVENTS SOUTH AFRICA

Cancellation:

Should this quotation be cancelled after acceptance hereof, more than 5 (five) days before the event, (50%) fifty percent of the quoted price shall constitute an agreed liquidated damage amount, which will be liable by the customer to GL EVENTS SOUTH AFRICA. Should the customer cancel this quotation within 5 (five) days of the event, the full amount herein will remain owing and payable by the customer to GL EVENTS SOUTH AFRICA.

Ownership:

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



PLEASE APPROVE BY COMPLETION OF THE BELOW, EMAIL YOUR OFFICIAL ORDER TO VENI MOODLEY

Email: Veni.Moodley@Gl-events.com

I/WE ACCEPT YOUR QUOTATION _____ DATE: _____

We trust the aforementioned meets with your approval and look forward to hearing from you in due course.

Kind Regards,

Caren Cloete

PROJECT MANAGER
Caren.cloete@gl-events.com
083 215 8700

