



**EXHIBITOR**

**SERVICES MANUAL**



**SAOA CONFERENCE 2026**

SOUTH AFRICAN ORTHOPAEDIC ASSOCIATION

**CENTURY CITY, CAPE TOWN 31 AUG - 3 SEPT 2026**

**SERVICE FORM  
SUBMISSION  
DEADLINE:  
13 AUGUST 2026**

Please Return forms to: **AZOLA BAMBATA**

Email : **azola.bambata@gl-events.com**

Tel: + 27 (0) 21 526 3200

Mobile : 067 220 6191

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**13 AUGUST 2026**



## PLEASE TICK YOUR OPTION

### SHELL SCHEME PACKAGE BOOTH

STANDARD SHELL SCHEME PACKAGE BOOTHS BOOKED WITH GL EVENTS INCLUDES THE FOLLOWING:

3M X 3M – R2850.00

3M X 2M – R2550.00



#### BOOTH PACKAGES INCLUDES:

- Shell Scheme Structure
- Fascia Board with Company Name
- 02 x 150 watt spot light
- Setup and Break down
- Transportation

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:

- ACTUAL	:	2393mm (h) x 963mm (w)
- VISUAL (for printing purposes)	:	2380mm (h) x 950mm (w)

#### FASCIA SIZE – 3M FASCIA BOARD:

- ACTUAL	:	2942mm (h) x 312mm (w)
- VISUAL (for printing purposes)	:	2930mm (h) x 300mm (w)



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# Invoicing Details

FOR ANY ADDITIONAL ITEMS NEEDED ON YOUR STAND, KINDLY COMPLETE THE BELOW.  
TO AVOID ANY DELAY PLEASE MAKE SURE ALL DETAILS ARE COMPLETED AND CORRECT.

COMPANY NAME : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

VAT # [SA RESIDENTS] : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

TELEPHONE NUMBER : \_\_\_\_\_

STAND NAME : \_\_\_\_\_

STAND NUMBER : \_\_\_\_\_

INVOICES ARE DONE IN SOUTH AFRICAN RAND.

PLEASE TICK THE BOX IF YOU REQUIRE AN INVOICE IN U.S. DOLLAR OR EURO.

U.S. DOLLAR

EURO

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_







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# CARPET HIRE

**COLOURS :**

**QUANTITY :**

<input type="checkbox"/>	BLACK	_____ m <sup>2</sup> @ R 39.00 per m <sup>2</sup>	= R _____
<input type="checkbox"/>	BLUE	_____ m <sup>2</sup> @ R 39.00 per m <sup>2</sup>	= R _____
<input type="checkbox"/>	CHARCOAL	_____ m <sup>2</sup> @ R 39.00 per m <sup>2</sup>	= R _____
<input type="checkbox"/>	GREEN	_____ m <sup>2</sup> @ R 39.00 per m <sup>2</sup>	= R _____
<input type="checkbox"/>	GREY	_____ m <sup>2</sup> @ R 39.00 per m <sup>2</sup>	= R _____
<input type="checkbox"/>	RED	_____ m <sup>2</sup> @ R 39.00 per m <sup>2</sup>	= R _____

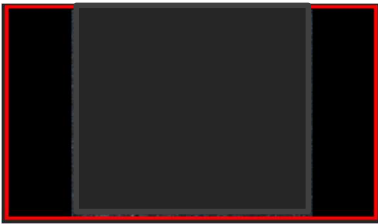
**15% VAT** = R \_\_\_\_\_

**TOTAL [INCL VAT]** = R \_\_\_\_\_

**BLACK**

**BLUE**

**CHARCOAL**



**GREEN**

**GREY**

**RED**



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## DIGITAL BRANDING ON PANELS / FABRIC BANNERS

DESCRIPTION	PER PANEL	QUANTITY	AMOUNT(EXCL VAT)
<u>Digital Print Per Panel</u> ACTUAL : 2393mm (h) x 963mm (w) VISUAL (printing purposes) : 2380mm (h) x 950mm (w)	R 1 600.00		
<u>1M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 950mm (w), allow 50mm bleed	R 1 600.00		
<u>2M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 1940mm (w), allow 50mm bleed	R 3 200.00		
<u>3M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 2930mm (w), allow 50mm bleed	R 4 800.00		
<u>4M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 3920mm (w), allow 50mm bleed	R 6 400.00		
<u>5M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 4910mm (w), allow 50mm bleed	R 8 000.00		
<u>6M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 5900mm (w), allow 50mm bleed	R 9 600.00		
<u>Per Meter Banner Installation and Extrusions Hire</u> Installation for Banner provided by Client. Confirm size This is per Meter.(Example: 1 x 3M Fabric banner will be R1 170.00excl vat)	R 390.00		

**KINDLY NOTE : SHOULD YOU WISH TO KEEP YOUR FABRIC BANNERS, PLEASE REMOVE OR ASK FOR ASSISTANCE FROM OUR**

**GL TEAM TO HELP REMOVE THE BANNERS IN ORDER FOR YOU TO TAKE THEM WITH YOU ON BREAK DOWN, AS NO FABRIC**

**BANNERS ARE STORED AT THE GL OFFICES POST SHOW.**

### 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 all around

Artwork must be set up to size

### 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





# IMAGE EXAMPLE BETWEEN DIGITAL PRINTED PANELS AND FABRIC BANNER

## DIGITAL PANEL PRINT

IS A VINYL / STICKER PRINTED ON INDIVIDUAL PANELS. THE METAL BEAM WILL BE VISIBLE IN BETWEEN PANEL PRINT



## FABRIC BANNER PRINT

IS A SEAMLESS PRINT PER WALL, HIDING THE METAL BEAMS.





## FURNITURE

ITEM CODE	ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENTIONS IN MM	EXHIBITOR PRICE	QTY REQUIRED
<b>CAFÉ CHAIR</b>					
GL01	Carlton Office Chair		O/S BLACK L420 X W450 X H810	R260.00	
GL02	Lotus White Chair		WHITE L450 X W390 X H990	R320.00	
GL03	Lotus Black Chair		BLACK L450 X W390 X H990	R320.00	
INS30	Eames Wooden Legs Chair		WHITE L480 X W460 X H840	R610.00	
INS75	Eames Steel Legs		WHITE/BLACK L480 X W460 X H840	R610.00	
INS37	Cruz Chair		LIGHT GREY L480 X W460 X H800	R610.00	
INS76	Eames Bucket chair		BLACK L460 X W550 X H800	R680.00	
INS77	Hay Café Chair		BLACK L460 X W550 X H800	R690.00	
INS80	Beam Café Chair		WHITE L460 X W550 X H800	R690.00	



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INS31	Star Chair		RED L460 X W550 X H800	R610.00	
INS32	Lucia Chair		MUSTARD L480 X W480 X H820	R610.00	
INS33	Lucia Chair		GREY L480 X W480 X H820	R610.00	
INS34	Lucia Chair		GREEN L480 X W480 X H820	R610.00	
INS35	Lucia Chair		BLACK L480 X W480 X H820	R610.00	
INS78	Thea Café Chair		GREY L520 X W500 X H820	R820.00	
INS36	Rocco Chair		GREY L520 X W500 X H820	R820.00	
INS79	Miko Arm Chair		BLACK, CREAM, TURQUOISE L540 X W520 X H820	R1 280.00	
INS38	Luxury Executive Chair		WHITE	R950.00	
INS39	Chesterfield Chair		BLACK	R790.00	
INS02	Dina Café Chair		BLACK, WHITE L440 X W520 X H920	R650.00	










## BARSTOOL







INS40	Felix Barstools		RED, GREEN, ORANGE, YELLOW, WHITE, BLACK L350 X W350 X H750	R590.00	
INS82	Trumpet Barstool		RED, WHITE, BLACK L350 X W350 X H750	R450.00	
INS83	Divo Barstool		CREAM L490 X W480 X H1030	R610.00	
INS81	Eames Barstool		WHITE L370 X W420 X H1020	R650.00	
INS03	Asteroid Barstool		BLACK, WHITE, RED L420 X W390 X H1000	R610.00	
INS05	306 Barstool		WHITE L490 X W480 X H1030	R680.00	
URB01	Waterfall Barstool		WHITE L355 X W400 X H1030	R680.00	
URB02	Bikini Barstool		BLACK, WHITE L370 X W420 X H1020	R680.00	
INS41	Mia Barstool		BLACK L490 X W480 X H1030	R680.00	
INS42	Hay Replica Barstool		WHITE, BLACK, GREY L355 X W400 X H1030	R680.00	
INS43	Zeta Barstool		WHITE, BLACK L350 X W350 X H800	R590.00	



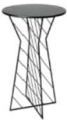

## CAFÉ TABLE

GL11	White Top Café Table		WHITE / BLACK TOP H710 X D800	R690.00					
GL12	Chrome Café Table		SILVER TOP H710 X D900	R690.00					
SR26	Chrome Cafe Table with colour Top		<table border="1"> <tr> <td>WHITE</td> <td>RED</td> </tr> <tr> <td>BLACK</td> <td>BLUE</td> </tr> </table> H710 X D900	WHITE	RED	BLACK	BLUE	R750.00	
WHITE	RED								
BLACK	BLUE								
URB03	Glass Top Café Table		GLASS TOP H720 X D900	R750.00					
INS44	Eames Café Table		WHITE TOP/ WOODEN LEGS H720 X D900	R690.00					
INS45	Tulip Café Table		WHITE H720 X D650	R690.00					
INS46	Square Café Table		WHITE / BLACK ONLY H720 X D900	R790.00					

## COCKTAIL TABLE

INS47	Xavier Cocktail Table		BLACK, WHITE L700 X W700 X H1100	R690.00							
GL13	Chrome Cocktail Table		SILVER TOP D750 X H900	R750.00							
INS09	Pyramid Cocktail Table		GLASS TOP L600 X W600 X H1050	R850.00							
INS32	Tulip Cocktail Table		WHITE D650 X H1100	R750.00							
INS11	Chrome cocktail Table with colour Top		<table border="1"> <tr> <td>WHITE</td> <td>RED</td> </tr> <tr> <td>BLACK</td> <td>BLUE</td> </tr> <tr> <td colspan="2">BEECH WOOD</td> </tr> </table> L650 X W650 X H1100	WHITE	RED	BLACK	BLUE	BEECH WOOD		R790.00	
WHITE	RED										
BLACK	BLUE										
BEECH WOOD											
INS88	Spartan Cocktail Table		<table border="1"> <tr> <td>WHITE</td> <td>RED</td> </tr> <tr> <td>BLACK</td> <td>BLUE</td> </tr> <tr> <td colspan="2">BEECH WOOD</td> </tr> </table> L650 X W650 X H1100	WHITE	RED	BLACK	BLUE	BEECH WOOD		R790.00	
WHITE	RED										
BLACK	BLUE										
BEECH WOOD											







INS89	Gage 4 Seater Cocktail Table		BLACK	R890.00	
INS90	Spider 4 Seater Cocktail Table		RED	R690.00	

**PLINTHS**

GL19	Pedestal Display Plinth		L500 X W500 X H500	R390.00	
GL76	Vertical Display Plinth		L500 X W500 X H1000	R550.00	
URB04	Café Plinth		L400 X W400 X H750	R690.00	
URB05	Cocktail Plinth		L400 X W400 X H1100	R790.00	
URB06	Café Plinth With top		L800 X W800 X H750	R950.00	
INS12	Cocktail Plinth With top		L700 X W700mm X H1100	R950.00	

**SIDE TABLE**

GL15	Glass Side Table		W500 X H500	R590.00	
INS50	Amara Side Table		W500 X H520	R650.00	
INS51	Tulip Side Table		WHITE	R490.00	
INS13	Groove Side Table		WHITE W500 X H520	R540.00	



**13****COFFEE TABLE**

INS93	Tulip		WHITE	R690.00	
INS94	Drop in Coffee table		WHITE	R990.00	
INS14	Amber Glass Coffee Table		H450MM X W700MM X D500MM	R890.00	
INS91	Oval Coffee Table		WHITE TOP	R840.00	
INS52	Groove Square Coffee Table		WHITE	R920.00	
INS15	Groove Rectangular Coffee Table		WHITE	R920.00	
INS53	Rectangular Steel Coffee Table		WHITE, BLACK WITH WODDEN TOP	R920.00	
INS54	Georgina Coffee Table		BLACK	R1200.00	
INS92	Batonka Coffee Table		BLACK	R1250.00	
INS55	TAJ Drum Coffee Table		BLACK	R1350.00	
INS16	Bent Glass Coffee Table		BENT GLASS	R1150.00	





## LOUNGES

URB07	Cube Ottoman		VARIOUS COLOURS L400 X W400 X H420	R370.00	
INS65	Round Leather Ottoman		BLACK, WHITE	R580.00	
INS66	Hot Pot Ottoman		WHITE	R690.00	
INS84	Box Chair		BLACK, WHITE	R1050.00	
INS17	Club Chair		WHITE L550 X W700 X H720	R1250.00	
INS56	Carla Tub Chair		BLACK	R1300.00	
URB08	Euro Single Seater Couch		WHITE , BLACK L1000 X W800 X H850	R1400.00	
INS57	Dorchester Single Seater Couch		GREY	R1450.00	
INS85	Poet Chair		TWO TONE GREY	R1450.00	



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INS58	Jansen Single Seater Couch		CHARCOAL GREY	R1490.00	
INS59	Sexton Single Seater Couch		RED, BLUE, BLACK	R1490.00	
INS60	Club Double Seater Couch		WHITE, BLACK	R1550.00	
INS61	Jansen Double Seater Couch		DARK GREY	R2050.00	
INS62	Jansen Double Seater Couch		LIGHT GREY	R2050.00	
INS63	Sexton Double Seater Couch		RED, GREY, CHAMPAGNE, BLACK, TURQUOISE	R2050.00	
INS86	Mississippi Double Seater Couch		BLACK / GREY	R2050.00	
INS87	Poet Double Seater Couch		TWO TONE GREY	R2050.00	
INS88	Panelised Double Shwe Shwe Couch		SHWE SHWE DETAIL	R2550.00	
INS64	Panelised Double Couch		BLACK WITH LEOPARD PRINT DETAIL	R2550.00	
URB10	Euro Double Seater Couch		WHITE, BLACK L1900 X W800 X H850	R1750.00	



## OTHER ITEMS

GL21	Waste Paper Bin Small		H290 X D290	R80.00	
GL22	Large Waste Bin - 25lt		H760 X D400	R160.00	
INS19	Water cooler with 20L water		WHITE L280 X W310 X H1380	R1950.00	
INS20	20L Water refill		REFILL EACH	R350.00	
INS21	Paper Cups		TOTAL X 50 CUPS	R195.00	
INS22	Small Refrigerator		150 Litres L885 X W580 X H540	R1550.00	
INS66	Beverage Cooler Fridge		BLACK	R2450.00	
GL23A	Zig-Zag Brochure holder		CLEAR PERSPEX L260 X W380 X H1460	R750.00	
GL23	Zig-Zag Brochure holder		SELECT COLOUR : BLACK OR WHITE L260 X W380 X H1460	R850.00	

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GL26	Veneer Tech fold up counter		H940 X W1580 X D600	R990.00	
GL27	Veneer Tech Counter with Front Panel Print		<b>PRINT SIZE :</b> W1373 x H863	R1690.00	
GL28	Curved Counter		H1016 X W1595 X D610	R1550.00	
GL29	Curved counter with front panel print		<b>PRINT SIZE :</b> W1528 x H863	R2390.00	
INS97	Straight Bar Small	 	OPEN BACK W900MM X D500MM X H1100MM	R1950.00	
INS98	Straight Bar Small, with front panel print only		<b>PRINT SIZE :</b> W900MM X H1000MM	R2640.00	
INS99	Straight Bar Large	 	OPEN BACK W1840MM X D500MM X H1100MM	R2150.00	
INS100	Straight Bar Large, with front panel print only		<b>PRINT SIZE :</b> W1840MM X H1000MM	R3350.00	
GL30	Octanorm Cupboard – Lockable		H900 X W1010 X D500	R1150.00	
GL31	Octanorm Cupboard with front panel print		<b>PRINT SIZE :</b> W963 x H863	R1690.00	



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GL32	Octanorm Glass Top Counter – Lockable		H900 X W1030 X D530	R1350.00	
GL33	Octanorm Glass Top counter with front panel print		<b>PRINT SIZE :</b> W963 x H662	R1790.00	
GL34	Octanorm Showcase Small – Lockable		H2000 X W530 X D530	R1800.00	
GL35	Octanorm Showcase Small with front panels print		<b>PRINT SIZE :</b> Top – W468 x H213 Bottom – W468 x H583	R2250.00	
GL36	Octanorm Showcase Large – Lockable		H2000 X W1030 X D530	R2250.00	
GL37	Octanorm Showcase Large with front panels print		<b>PRINT SIZE :</b> Top – W963 x H213 Bottom – W963 x H583	R2850.00	
GL38	Standing Shelf		H1360 X W990 X D495	R890.00	



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GL39	Trestle Table with fitted black cloth		H750 X W1800 X D700	R490.00	
GL40	Conference Table with fitted black cloth		H750 X W1800 X D400	R490.00	
INS67	Hansen Table		WHITE	R1550.00	
INS68	Two Tone Coastal Table		TWO TONE	R1650.00	
INS69	Oprah Counter		WHITE / BLACK	R1650.00	
INS95	Betty Dining Table		WHITE L1400MM X D800MM X H750MM	R1550.00	
INS70	Rectangular Steel Cocktail Counter		BLACK WITH NATURAL TOP	R1550.00	
INS96	U Shape Counter		WHITE L1200MM X D600MM X H900MM	R2350.00	
GL41	Flat Shelves		W1000 X D300	R410.00	
				TOTAL :	
				15% VAT	
				TOTAL DUE :	





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## ELECTRICAL HIRE

GL EVENTS SOUTH AFRICA CAPE TOWN

VAT REGISTRATION NUMBER: 4610214399

SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – [www.gl-events.co.za](http://www.gl-events.co.za)

DESCRIPTION	QTY	PRICE EXCL. VAT	TOTAL
Three Phase Power Connection Only (Please produce a C.O.C)		R 1140.00	
30 Amp Single Phase Distribution Board		R 2 450.00	
32 Amp Three Phase Distribution Board		R 2 950.00	
63 Amp Three Phase Distribution Board		R 5 900.00	
125 Amp Three Phase Distribution Board		R 7 980.00	
160 Amp Three Phase Distribution Board		R 9 400.00	
15 Amp Plug Point		R 250.00	
2,4m Two Lamp Fluorescent Light		R 390.00	
1,5m Two Lamp Fluorescent Light		R 390.00	
0,9m / 1,2m Two Lamp Fluorescent Light		R 350.00	
50 Watt Long Arm Spot Light		R 390.00	
50 Watt Down Light		R 280.00	
150 Watt Spot Light		R 390.00	
500 Watt Quartz Fitting		R 390.00	
1500 Watt Quartz Fitting		R 390.00	
150 Watt Metal Halide		R 990.00	
Multiplug – 3 Pins		R 390.00	
International Adapter		R290.00	
Exhibitors Connection		R 280.00	
		<b>TOTAL:</b>	
		<b>15% VAT :</b>	
		<b>TOTAL DUE :</b>	

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

\*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 21 526 3200.



# AUDIO VISUAL HIRE

GL EVENTS SOUTH AFRICA CAPE TOWN  
VAT REGISTRATION NUMBER: 4610214399

PLASMA SCREENS ARE CHARGED PER DAY- TOTAL OF 4 DAYS ARE BELOW INCLUDING INSTALLATION

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	RATE PER DAY	PRICE   PER SHOW 4 DAYS	TOTAL
42"	Plasma Screen	1020mm x 605mm x 95mm		950.00	R 3800.00	
50"	Plasma Screen	1210mm x 724mm x 95mm		R1350.00	R 5400.00	
65"	Plasma Screen	1554mm x 925mm x 95mm		R2100.00	R 8400.00	
					TOTAL :	
					15% VAT :	
					TOTAL DUE :	

LCD MONITORS | HD READY

**PLEASE INDICATE IF YOU WANT FREESTANDING OR MOUNTED**

DESCRIPTION	PRICE PER SHOW	QUANTITY	TOTAL
HDMI CABLE – INCLUSIVE	R0.00		
VGA CABLE – INCLUSIVE	R0.00		
FREESTANDING STAND – INCLUSIVE	R0.00		
16MM(T) X 2500MM (H) X 1000MM (W) MELAMINE BOARD	R850.00		
			TOTAL :
			15% VAT :
			TOTAL DUE :

**PLEASE SEE BELOW IMAGE EXAMPLES OF THE OPTIONS : MOUNTED FLUSHED AGAINST THE WALL OR FREESTANDING.**

MELAMINE BOARD : TO FLUSH MOUNT PLASMA	FREESTANDING STAND
	



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# PLANT HIRE

STAND NUMBER : \_\_\_\_\_  
STAND NAME : \_\_\_\_\_

GL EVENTS SOUTH AFRICA CAPE TOWN  
VAT REGISTRATION NUMBER: 4610214399

## PLANTS

PLEASE TICK YOUR SELECTED POT SIZE AND COLOUR AS WELL AS YOUR SELECTION OF PLANT. ALL PLANTS CAN FIT INTO YOUR SELECTED POT SIZE – TALL OR SHORT - DESK PLANT IS A SEPARATE PRICE

**POTTED PLANT @ R1495.00**
                         
  **DESK PLANT @ R850.00**
                         
  **QUANTITY REQUIRED**

### TALL POTS



### SHORT POTS



### PLANT SELECTION



## 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 20%.**

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:	<b>STANDARD BANK</b>
ACCOUNT NAME	<b>GL EVENTS SOUTH AFRICA (PTY)</b>
BRANCH	<b>SOUTHDALE</b>
BRANCH NUMBER	<b>006 405</b>
ACCOUNT NUMBER	<b>002 787 504</b>

### 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.

Late orders received after the cut off time will subject to surcharge of 20%.

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.



**Please Return forms to: AZOLA BAMBATA****Email : [azola.bambata@gl-events.com](mailto:azola.bambata@gl-events.com)****Tel: + 27 (0) 21 526 3200****Mobile : 067 220 6191****SERVICE FORM  
SUBMISSION  
DEADLINE:  
13 AUGUST 2026****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:****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 AZOLA BAMBATA**

**Email: [azola.bambata@gl-events.com](mailto:azola.bambata@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](mailto:Caren.cloete@gl-events.com)

