

EXHIBITION MANUAL 2024



SADA

DENTAL & ORAL HEALTH CONGRESS AND EXHIBITION

30 AUG - 1 SEP 2024

**SUN ARENA,
TIME SQUARE PRETORIA**

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PROJECT TEAM – EXHIBITION

We thank you in advance for your consideration to support and partner with the country's top dental event on the dentistry industry's calendar, hosted by the South African Dental Association. Our team is here to assist.

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VENUE INFORMATION

Venue: Time Square Menlyn
Tel: +27 12 003 5852
E-mail: nicky.nel@suninternational.com
Address: 209 Aramis Avenue, Waterkloof Glen, Ext 2, 0181, Pretoria, Gauteng
Website: www.suninternational.com/time-square/

EVENT AND EXHIBITION INFORMATION AND IMPORTANT DATES

All activities for this event (Congress Scientific programme, Plenary sessions, Lecture workshops, Exhibition, Lunches, Tea and Coffee Breaks and Cocktail function) is hosted within Time Square Arena, as well as selected rooms in the Maslow Hotel on the same premises.

IMPORTANT DATES

Exhibition Build-up

Scan Build Up: 28th August 2024 from 06:00 – 10:00 (marking out stands and stand build)
Contracted Stand Builders: 28th August 2024 from 10:00 – 18:00
Exhibitor Dress Stands: 29th August 2024 from 09:00 – 17:00 (shell scheme stands and bronze stands)

Registration:

Congress Registration: 30st August 2024, Friday from 07:00 – 12:00

Exhibition Hours:

30st August 2024, Friday from 07:00 – 19:00
31st August 2024, Saturday from 07:00 – 18:00
1st September 2024, Sunday from 07:00 – 15:00

Exhibition Break-Down:

Stand Breakdown: 1st September 2024, strictly only from 15:00 – 20:00

- All display material to be removed by the completion time to allow for deconstruction of the shell scheme.
- All stand breakdown for exhibitors must be completed by the latest 20:00, 1st September 2024

Note:

- Exhibitors are asked NOT to dismantle their stands or remove any items prior to Sunday 1st September 2024.
- This is an important arrangement as the venue layout holds a health and safety risk, therefore only once the area has been evacuated by delegates, may stand strike presume.

- Exhibitors may not even start stand strike of small items. All stands must be completely removed by the stipulated time.
- The organisers and/or the Scan Display and SADA 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.
- A reminder for the Exhibitor contracted stand builders to have hard hats, safety shoes and Safety Harnesses.

EXHIBITOR SERVICES

For all exhibitor Services, you can click on the below link and Mbali will be the contact from Scan Display for any exhibition related services.

All exhibitors must complete the Services Order Forms, even if you are not ordering additional items for your stand. To get started, please select the exhibition package you have booked from the options on the link. If you are unsure of which package you have booked, please contact Mbali.

DEADLINE TO COMPLETE THE SERVICES ORDER FORM – COMPLETE BY 11 AUGUST 2024

<https://servicesorderforms.co.za/sadacongress/>

PACKAGE OPTIONS (per the above link):

Standard Fabric Booth

Includes:

- White Fabric booth
- Fascia Name
- Electricity – Shared Part DB Board
- 1 x 15 amp plug point
- 1 x light
- 2 x chairs
- 1 x trestle table (1.8m x 450cm)
- Note: No tablecloth provided.
- Please note: Fabric booths need to be booked through SADA before selecting this option.

Bronze Package

Includes:

- Power
- 2 x chairs
- 1 x trestle table (1.8m x 450cm)
- Note: No tablecloth provided.

Custom Build Exhibition Stands

Includes:

- Power
- Floor space

Scan Display Contact:

For all service-related enquiries:

Contact: Mbali Mdluli
 Email: mbali@scandisplay.co.za
 Mobile: +27 60 451 3666

For all graphics-related enquiries:

Contact: Travis de Lillie
 Email: graphics@scandisplay.co.za
 Mobile: +27 78 141 8130

For any Custom stand requests, kindly Scan Display for a quotation.

Contact: Brandon Du Preez
 Email: brandon@scandisplay.co.za
 Cell: +27 72 320 2349

Notes – Electrical:

- All shell scheme stands will receive a single 15-amp power point and a double fluorescent light. An exhibitor occupying two units will thus receive two plugs and two lights. This is shared power, and we strongly advise you to hire your own dedicated Distribution Board (DB) if you intend to use heavy electrical equipment.
- Please note that the standard SA power supply is 220/230volts AC 50 Hz. US made appliances of lesser voltage will need their own power supply units / transformers. Plug points take three- pronged round pinned plugs. 3-phase power is only available with prior arrangements, and the payment of an additional fee.
- Any exhibitor doing their own electrical installation (such as on a custom stand), must hand an Electrical Certificate of Compliance (COC) to the on-site exhibition co-ordinator at the conclusion of build-up. We can only accept this certificate if it was obtained in a valid manner, i.e. a certified electrician inspected the installation on site. Failure to provide a valid certificate will result in supply of power to the stand being terminated without further notice.

COST OF EXHIBITOR – LUNCHES & TEAS/WELCOME FUNCTION

For catering purposes, the Congress Organisers have limited the number of exhibitors/staff per stand as follows:

- Your paid stand rate includes lunch tickets for 2 exhibition staff members.
- There is a cost payable of R650.00 per person per day for any additional exhibitor staff/guest.
- You are reminded that there is no cost involved to attend the Welcome Cocktail Function and that all members of staff are encouraged to attend this exciting event.
- Special Dietary requirements will attract an additional surcharge if outsourced i.e. Halaal and Kosher

For any additional tickets – please click here to book:

[Congress Traders / Exhibition Additional Attendees Booking Form 2024](#)

For attendee names and events, they will attend please complete the Congress Traders / Exhibition Form 2024 – see attached to the email or click below.

[SADA Congress Traders | Exhibition Form](#)

SADA AWARDS & GALA DINNER BOOKINGS

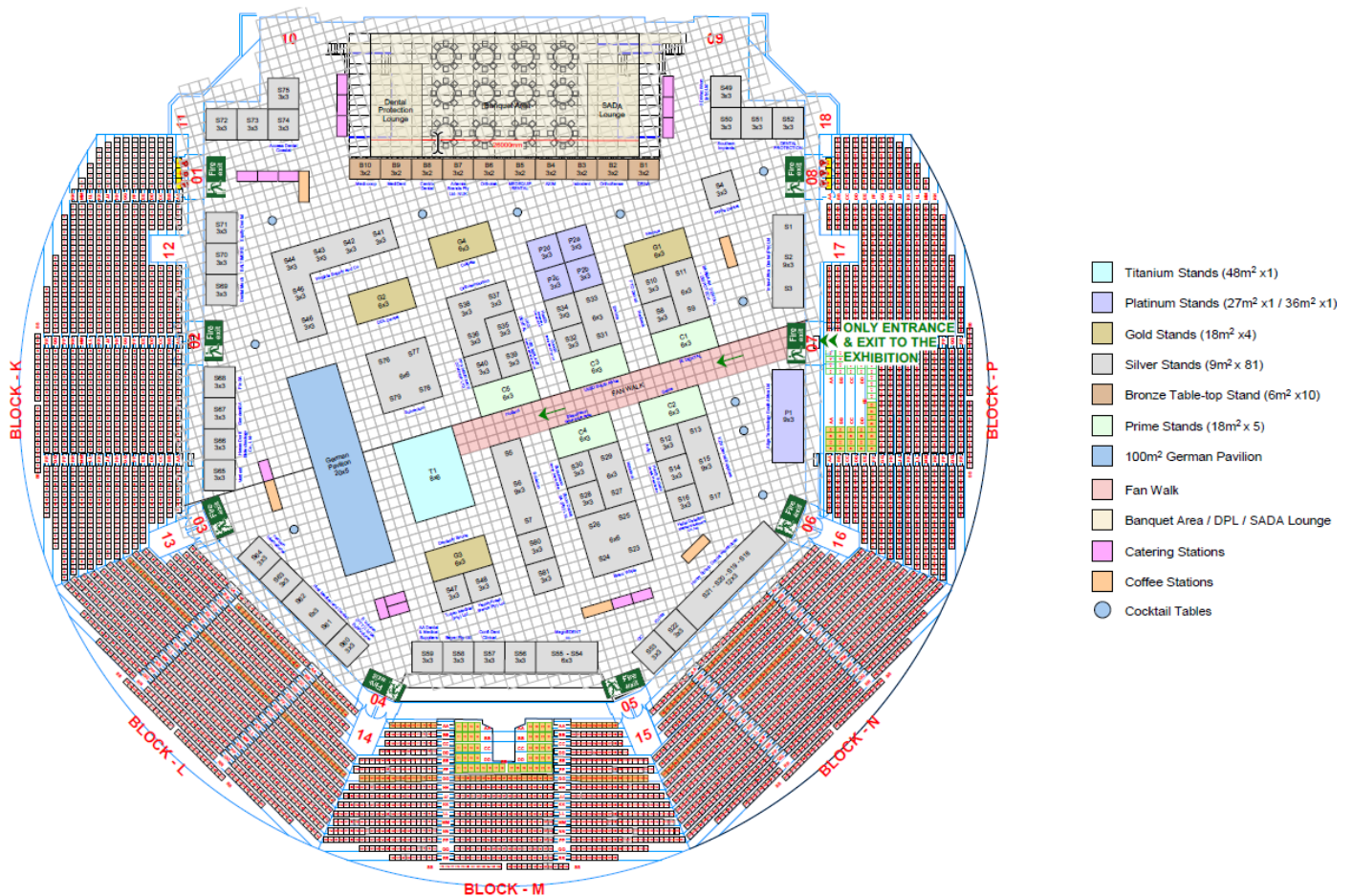


SADA AWARDS & GALA DINNER 2024

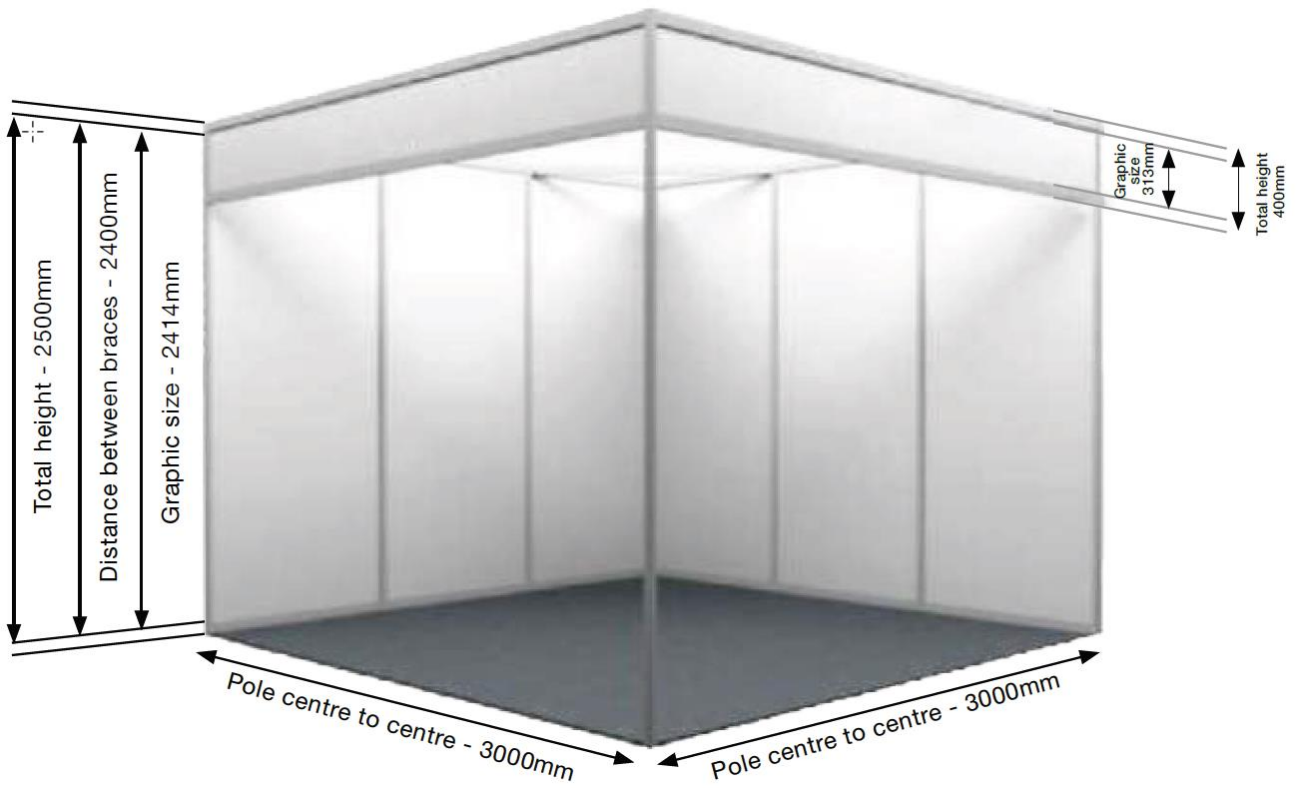
Date: 31 August 2024
Time: 19:00
Venue: The Maslow, Time Square, Pretoria (Diamond Room)
Cost: R750 per person
Register: <https://sada.glueup.com/event/112028/register/>

FLOORPLAN

[CLICK HERE FOR HIRES FLOORPLAN](#)



SHELL SCHEME MEASUREMENTS



COMPULSORY INDEMNITY FORM

Please [click here to complete the electronic indemnity form](#)

In terms of various pieces of legislation including but not limited to the Occupational Health and Safety (OHSACT), Construction Regulations, SANS 0400 National Building Regulations, Disaster Management Act, Events Bill, Regulation of Gatherings Act – No 205 of 1993, Basic Conditions of Employment Act, and EMS City Bylaws the exhibitor:

1. Hereby confirms that all of its employees, agents and/or contractors / sub-contractors acknowledge the legislation applicable within the Republic of South Africa,
2. Recognizes the inherent hazards that exist during the setup of, the exhibition itself and the breakdown of the exhibition, and enters the property entirely at his/her own risk and therefore the Exhibitor waives any claim of whatsoever nature against SADA/ Creative Space Media/ Scan Display and Time Square Arena, its employees and/or agents in respect of any loss, damage and/or injury whether same is the result of any negligent act or omission on the part of SADA/ Creative Space Media/ Scan Display and Time Square Arena, its employees, agents and/or mandatories or other independent contractors or by a third person or by way of defective equipment or materials supplied by the company, and further;
3. The Exhibitor hereby indemnifies SADA/ Creative Space Media/ Scan Display and Time Square Arena, its employees and/or agents against any claims from the Contractor's employees and/or any other person, arising and being caused in the manner set out above.

EXHIBITORS CHECKLIST

4 Weeks in advance of the show

- Ensure all stand payments due have been paid. Bank account details are listed on the invoice.
- Know your stand number and location on the floorplan.
- Create a timetable for your staff to co-ordinate stock, equipment delivery and removal.
- Circulate a list to all staff with dates and times, detailing who will be on site.
- Order your stand furnishings and services via the Scan Display Link.
- Submit the Compulsory Indemnity form.
- Submit your company name as it should appear on the fascia board, to the exhibition organisers.
- Arrange for delivery/shipping of literature, equipment and display units.
- Make sure invitations to visit the stands have been included in all correspondence with customers.
- All designs for custom stand builds must be submitted to the organisers, who reserve the right to reject a design, which unreasonably obscures or affects nearby exhibitor stands in any way.
- All stand designers and stand contractors must complete the Notice of Intent form.

2 Weeks in advance of the show

- Prepare for set-up of exhibition stand.
- Prepare tool kit for all items necessary to set up stand and perform emergency repair of display units and equipment.
- Check supply of order books, scratch pads, business cards, pencils, sales manual, tape, screws and tacks.
- Organise service payment and deposit into the relevant bank account – no payment, no services.
- Ensure that enough exhibitor badges have been ordered for all the staff required to man the stand.
- Hold a pre-show meeting with stand personnel to review objectives, responsibilities and the lead retrieval system.
- Plan post-show follow-up activities.
- Submit Compulsory Indemnity Form

During build-up at the show

- Review pro-forma invoice/order forms for items ordered.
- Collect exhibitor badges from the Organisers Office.

HEALTH AND SAFETY INFORMATION

INTRODUCTION

Generic safety guidelines are provided to inform exhibitors on the “best practices” that should be used to safely exhibit and avoid any possible liability, injury, accident or loss of life. Before any work begins on site, the exhibitor and their contractor must evaluate any risk that might be caused by the building of a stand, looking at probable and possible hazards and dangers and in so doing the exhibitor should be able to put in place plans and procedure to limit or nullify the risk. These steps are essentially the reasonable steps that the exhibitor will take in limiting injury, loss of life, civil liability and public liability.

AISLE ENCROACHMENT

Clear aisle space must be maintained during setup and breakdown of exhibitions as well as for the duration of the actual exhibition. The minimum aisle space applicable to all exhibitions is 3000mm (three metres). Disaster management rules and fire regulations at all conference and exhibition venues require that all aisles and access to fire exit doors are kept free at all times. Exhibitors are required to make 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 the designated aisle space, the organisers and/ or venue management reserve the right to move, or to have removed, the said item without any liability for loss or damage thereto.

ELECTRICAL PROCEDURES & REGULATIONS

Electrical installations must be of a nature to ensure safety in the use of electricity and must be carried out in a competent manner. Where a fault becomes apparent, the equipment must not be used until the fault has been rectified. 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 and 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.

All shell scheme stands will receive a single 15-amp power point and a double fluorescent light. An exhibitor occupying two units will thus receive two plugs and two lights. This is shared power, and we strongly advise you to hire your own dedicated DB board if you intend to use heavy electrical equipment.

Please note that the standard SA power supply is 220/230volts AC 50 Hz. US made appliances of lesser voltage will need their own power supply units / transformers. Plug points take three- pronged round pinned plugs. 3-phase power is only available with prior arrangements, and the payment of an additional fee.

Any exhibitor doing their own electrical installation (such as on a custom stand), must hand an Electrical Certificate of Compliance (COC) to the On-Site Exhibition Co-ordinator at the conclusion of Build Up. We can only accept this certificate if it was obtained in a valid manner, i.e. a certified electrician inspected the installation on site. Failure to provide a valid certificate will result in supply of power to the stand being terminated without further notice.

Due to the strict regulations governing the venue, please take cognisance of the following:

- No twin flex is permitted.
- No 15 amp double adapters are permitted. Rather use a SABS approved multi-socket outlet.
- All purpose built stand shell schemes/equipment are to be undertaken by a registered wire man only and must comply with South African Bureau of Standards and Occupational Health and Safety Acts i.e. Certificate of Compliance to be furnished to the Exhibition Services Manager.
- Only SABS approved multi-socket or multi-extender plugs or cable may be utilised.
- All wiring systems must be insulated flexible cables with copper conductors that have a minimum cross section area of 1.5 mm² e.g. 3 core cable.
- Open Wiring .Insulated single core cables (colour coded differentiating between Live/Neutral/Earth), will only be accepted at a minimum height of 2.4m and not be subjected to mechanical damage

Electrical wiring across walkways/passages using insulated flexible cables e.g. 3 core cable will only be accepted at a minimum height of 2.5m. Any metallic structure with electronics affixed there to must be earthed to a distribution board.

- No joints to trailing cable will be accepted.
- Multiple wiring will not be permitted to terminate to a single plug top 15 amp (SA 3 pins round plug).
- Lighting is to be looped from fitting to fitting with all terminations being secured and concealed.
- Any termination points that should be necessary on a wire-way need to be insulated and of a mechanical nature i.e. strip connector or screw-it connector (no twisting of wires).

- Stands constructed of a conductive material will be required to be double earthed to the venue's earthing system.
- 15 Amps are allocated per exhibition stand to cater for most exhibition requirements. However should it be necessary to plug in laser printers, heating and refrigeration equipment, 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. Any costs incurred by TSM in this regards will be passed on to client
- Transformers are to be mounted on the structure, exhibition stand walls and/or systems and not placed directly onto the floor.
- Each Hall has 1 x 32 amp power socket as well as various floor and wall power points with 15amp each
- Extension leads are not provided by the venue.
- Each electrical supply provided is intended for one item of equipment or machine on display. Multi-point socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply.
- No electrical installation and/or fitting may be suspended from the ceiling of the exhibition hall or fixed to any part of the building structure without the prior approval of the organisers and the venue, and if permitted, a fee will be levied.
- 30 Amp, 3-phase power including earth and neutral is available on request. Any power requirements in excess of 30 amps need to be discussed with the Time Square Menlyn Operations Manager.
- Neon Lighting. This lighting may not be installed without prior arrangements and written authorisation from the Time Square Menlyn Operations Manager.
- Fluorescent fittings must be earthed.
- All electrical fittings and equipment must be SABS approved e.g. Transformers, distribution boards, plugs etc.
- Each Stand builder to supply own additional extension cords where required.

ELEVATORS

Passenger elevators are NOT to be used for transporting freight or equipment from level to level. This includes easels, chair sand tables etc.

EMERGENCY PROCEDURES AND FIRE REGULATIONS

Exhibitors must ensure that their staff have been adequately briefed on the emergency procedures, as well as the location of the fire-fighting equipment and emergency exits at the exhibition and must adhere to the following steps: Immediately report an incident of concern to the organiser. Exhibitors must refrain from touching any objects of concern and from removing exhibits from the venue. Do not panic. Evacuation of the venue will be announced over the venue's PA system. Exhibitors are requested to point out the direction of emergency exits to staff members and visitors in their immediate vicinity. Fire escapes are situated at intervals throughout the building and are easily accessible. In the event of an emergency at the venue, the following services will be provided: Evacuation lighting, Essential ventilation, Computer systems for building control, Evacuation security systems fully trained evacuation team, Pressurisation of fire escape stairwells, Specialised emergency services.

Please note that all the venue lifts will come to ground. TSM (Time Square Menlyn) does not provide fire extinguishes to each stand. This is the responsibility of the exhibitor.

EXITS

No furnishings, decorations or other objects can obstruct exits, access to exits or visibility of emergency exits. The required path of travel to exits may not be blocked by furniture or any other moveable objects.

FIRE ESCAPES

Follow all fire emergency exit signs to the designated assembly points. Should this area not be available, alternative assembly points will be indicated by the TSM ground team.

FIRE RETARDATION

The local council by-laws are quite specific; NO COMBUSTIBLE MATERIAL with a high fire rating may be displayed at any event. However if displayed, it must be treated correctly or a low level of combustibility must be attained. Hessian, thatch and straw are regarded as major fire hazards and exhibitors planning to use these as part of their display will be required to provide a Fire-Retardant Certificate indicating that the product has been treated with a fire retarding compound.

When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5cm above the carpeted floor. Combustible materials are items such as: Draping/curtaining; backdrops; hay, hessian, thatch, etc., including that being used by the technical (stage, sound, lighting, etc.) contractors. Combustible material to be treated with a fire-retardant substance as approved by the Fire & Emergency Services & SABS standards.

GAS REGULATIONS

Any use of gas is only permitted with pre-approval from Venue Management. Application to use any gas or gas products must be submitted to the venue in writing at least 1 month prior to event date.

GENERAL FIRE SAFETY ASPECTS

The following aspects regarding fire safety are required to be reported to the organiser prior to start of build-up to the exhibition, to allow for liaison and approval with the Fire and Emergency Services, Metro Police and South African Police Services where applicable. This arrangement is to ensure compliance with all Municipal by-laws and regulations regarding fire safety.

All plans for stage sets and designs, such as height of over 500mm staging, multi-storey, wooden structures, bridges, flammable material and inserts of polyurethane must be forwarded to the organiser. All flammable and combustible materials and components will be declared for approval and treated with a flame-retardant. A certificate must be obtained and a copy of the certificate must be handed to the organiser. Any hazardous chemicals or flammable materials to be used within the confines of the venue must be declared. These materials shall be stored in purpose-made safety containers in minimum quantities. Any flammable construction, building and / or other materials shall be treated with a fire retardant substance and certified as such, prior to construction commencement. All emergency exits will be kept clear for the duration of the show days and this task has been designated to the Contracted Security Company. All fire exits are to be clearly indicated on the event floor plan.

SHOULD NO CERTIFICATE OR APPROVAL BE FORTHCOMING, PLEASE NOTE THAT THE FIRE DEPARTMENT-EMERGENCY MANAGEMENT SERVICES HAS THE RIGHT TO FINE TRANSGRESSORS. The Fire and Emergency Services will conduct an inspection of the exhibition on the last day of build-up to ensure compliance, and should full compliance with regulations not be adhered to, they have the right to hold back on the opening of the event or fine transgressors.

LIABILITY

The contractors are personally responsible for the control of their equipment at all times and shall be personally liable for any claims which maybe made in respect of injuries which may arise or be caused by the use of 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 its 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 authorised or not authorised to be present at the exhibition hall. It is recommended that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

OCCUPATIONAL HEALTH AND 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 above mentioned Act and ensure that all contractors and sub-contractors working on the stand comply with the Safe Working Practices as well as the guidelines and regulations as set-out in the Act.

Please note that you have to arrange for sign-off (approval of all stands) with Scan Display who will in turn, provide the venue Health & Safety with a certificate of the risk assessment.

SAFETY GUIDELINES

The venue will 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 venue must give their written approval where any of the following is proposed: Any material, exhibitor substances that are hazardous, noxious, explosive or of an objection able nature; Items that produce fumes, exhaust or smoke; Operating machinery and apparatus; Use or display of pyro technics and lasers; 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.

SAFE WORKING PRACTICES

Contractors need to ensure they are working according to the guidelines and regulations as prescribed by the Occupational Health & Safety Act (OCHSA). It is required that all contractors and sub-contractors adhere to the Safe Working Practices asset out in the Act. Staff and contractors shall be vigilant towards health and safety issues relating to themselves and others in the area and shall observe the following practices which will be monitored and enforced by the organisers:

The understanding of the Fire and Emergency Services procedures.
Ensure aisles leading to emergency exits are kept clear and unobstructed.
The use of hard hats when working or restricting access to dangerous and hazardous areas.
The need to wear suitable protective clothing including eye, ear, foot and hand protection, where relevant.

DAMAGE

Event organisers are responsible for the cost of making good 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 floors & walls, carpets and/or any structure on the TSM will be charged with the replacement value of such items.

The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas. That after use, chemicals and liquids are removed from the venue for safe and proper disposal by the exhibitors / Stand Builders. Such products may not be disposed of in general refuse areas. Ensuring portable power equipment is used for the purposes intended with safety guards correctly fitted and used.

Ensuring portable electric tools are used with minimum length of trailing leads and not left unattended with a live power supply.

- No forklifts are allowed in the venues.
- That work is maintained free from general waste material that could be hazardous.
- That proper scaffolding is used during construction and that safety features are provided, in acceptance with established standards, and tower scaffolding is used and properly constructed.

STRUCTURAL STABILITY

The structure of the set shall safely sustain the combined dead and imposed loads without any deflection or deformation which will impair stability. All materials used in construction shall be: Non-combustible material. Flame resistant timber of any thickness. Flame resistant plastic and boarding. Chipboard or block board more than 18mm thick

All materials used for decorative finishes to the set shall be: Able to pass a test of flammability or for surface spread of flame. Be fixed taut or in tight pleats to a solid backing. Be secured at floor level. Shall not ignite when subjected to a flame for 10 seconds.

Any paint shall be water based. The use of paint sprayers is not permitted. Cavities and spaces around the venue shall not be used for storage of empty crates, cartons and boxes or packaging materials.

LOADING WEIGHT RESTRICTIONS

All venues have loading weight restrictions due to building levels. Please enquire with the Venue M&E coordinator about the specific weight restrictions per venue. All heavy objects must be pre-approved for display in the venues or areas.

CHERRY PICKERS

A cherry Picker is allowed in the TSM-Arena on pre-approval of Venue Management with certain restrictions. This picker may be rented in by outsourced suppliers at the cost of the exhibitor. Health and Safety procedures apply for machinery, no operator will be allowed onto premises without required certificates. No forklifts are allowed.

NOTE: You need to inform the conference organisers prior to 1st August 2024 should you require this service.

PORTERAGE

No portorage is provided.

MEDIC SERVICES

Two ER24 Medic crews (includes 2 x ER24 Ambulances) onsite at any given time.

EVENT REGULATIONS

ALCOHOL

The venue is a fully licensed venue and alcohol may not be brought on to the premises. A special permit is required for promotional and sponsorship alcohol and a corkage fee will apply. The venue requires advance notification of such requests and the decision to permit promotional or sponsorship beverages is at the discretion of venue management. Alcohol may only be served to people over the age of 18.

BEHAVIOUR

The exhibiting company undertakes personal responsibility for the behaviour of any person(s) deemed to be staff, suppliers, sub-contractors and/or service providers in their employ whilst on the premises. The exhibiting company also undertakes to ensure that no unacceptable behaviour by any such person, including excessive consumption of alcohol, playing of loud music, use of abusive language or lack of respect for the building, its infrastructure and personnel, occurs whilst on the venue premises.

BROCHURE DISTRIBUTION

You are allowed to attract visitors to your stand and work with them in your exhibition space. However you are not allowed to hand out brochures and information in areas other than your stand. Working in the aisles or approaching visitors outside your stand space is not allowed. This includes the registration area, common aisles, conference rooms and every area other than your stand. Solicitation of business or distribution of promotional materials from stand space is prohibited by anyone other than exhibitors.

CARE OF BUILDINGS

Painting, nailing or drilling of floors, walls, ceilings or any other part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures.

Any floor covering tape not removed by the exhibitor will be subject to a removal charge. It is the responsibility of the Exhibitor to hire in flooring if the stand or item for display is in the ground floor foyer area. This will be at the Exhibitors own cost. Adequate drop-sheets are required if any paintwork is done inside the venues. The Exhibitor is responsible to provide these at their own cost. Any damage to the venue as a result of paintwork is to be repaired by the Exhibitor at their own cost.

COFFEE SHOPS AND RESTAURANTS AT TIME SQUARE MENLYN (TSM)

There are various outsourced Restaurants and Coffee Shops at TSM, these establishments operate on a direct basis, all items ordered from these premises should be settled directly with them.

INFORMATION TECHNOLOGY

No routers, AP's or Connections are permitted. Only TSM contracted IT suppliers are allowed to do installations to the TSM infrastructure.

CATERING AND REFRESHMENTS

The Venue is the exclusive supplier of food and beverage to all exhibitors. No beverages may be brought into the venue without the express approval from the venue in writing. However, bite-sized promotional items such as chocolates, sweets, biltong, etc. may be brought into the venue, as well as sample sized beverages. Please confirm with the exhibition manager if you are unsure.

LOST AND FOUND

The venue is not responsible for the safe keeping of any items left behind after the event. Should items be stored, the venue may charge the exhibitor reasonable removal and/or storage fees. Any items found will be handed to our appointed security company/ Guest Services Agent.

FURNITURE

Furniture for stands can be ordered by any supplier of your choice. No furniture from TSM will be used or moved around without approval from Venue Management.

Any furniture hired in from suppliers must be approved by Venue Management, proper carpeting will be required in certain areas of the Conference Centre at the exhibitor's expense. Should an exhibitor require any trestle tables or cocktail tables additional charges may apply. Two chairs per stand will be provided by the venue for shell scheme stands only.

GOODS REMOVAL AND SELLING FROM STANDS

Exhibitors are responsible for ensuring that any goods leaving their stands during the exhibition are accompanied by an appropriate receipt. Persons leaving the exhibition area are subject to random security checks and parcels will be inspected. By supplying a receipt you save your customers any inconvenience as they leave the exhibition.

INSURANCE

It is recommended that insurance cover taken for the duration of the exhibition includes transport to and from the exhibition venue. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of its agents or contractors first enter the exhibition hall and to continue until all exhibits and property have been removed. The organiser carries public liability for visitors, but is not responsible for the insurance of exhibits or display material 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 cellphones, laptops, TV's, DVD's and video machines must not be left unattended at anytime. Exhibitors shall be responsible for making good any loss or damage to any items that they have rented or hired from the exclusive outsourced contractor.

SECURITY

Although the exhibition hall will be locked each night and there will be security guards on duty, exhibitors remain responsible for any material on their stands. The organisers, venue or any sub-contractor will not accept any liability for any loss or damage. It is therefore of vital importance that exhibitors take all the necessary precautions to avoid any losses from occurring. Particular attention must be paid to items such as cellular telephones and laptops. Exhibitors are advised to ensure that their products and equipment are covered by their own insurance. Additional Security Guards dedicated to specific stands may be arranged. All costs incurred are for the specific exhibitor's account.

After setting up your exhibit and at the end of the show each night, cover your materials with a sheet or some type of cover. Do not leave valuable items (such as handbags, laptops etc) unattended on your stand. Hire specific stand security measures (stand shield and/or security guard) to safeguard your exhibit and materials. At the close of the show, pack your valuable items first and do not leave them unattended. Do not indicate the contents of your boxes i.e. computer, laptop, etc. Make sure arrangements have been made to have your stand and equipment removed.

Whilst every reasonable precaution is taken to ensure the safety and security of personnel and equipment and the premises are patrolled day and night, we cannot accept any responsibility whatsoever for any injury, loss or damage or any consequential losses which may befall your personnel and their property. Please ensure that any incident involving the loss of property is reported to the security office. Failure to do so could result in insurance companies refusing to meet claims.

We commend that all valuables, particularly of a portable nature, are not left unattended on your stand. This is particularly relevant on the closing evening and through out the break-down period. Removal of stock and goods during show hours will require a Goods Removal Form, which is obtain able from the Organisers. The form must be completed by the organisers and a copy must be given to the security representative when leaving the premises. Exhibitors are reminded to issue receipts to visitors for all goods purchased from their stand. Exhibitors wishing to arrange additional stand security for their stand during the exhibition must complete the Stand Security form.

Please note that exhibitors are responsible for each item on their stand. TSM will not be held responsible for exhibitors belongings.

STAND CLEANING

The exhibition hall will be cleaned in the evenings once the show has closed for the day. This will include general cleaning such as vacuuming of aisle carpets and the removal of rubbish. Exhibitors must ensure that the cleaners have access to all areas where cleaning is required. The aisles are kept clear of rubbish and are cleaned on a regular basis. The aisle bins are for visitors' convenience and must not be removed from the aisles for individual use by the exhibitors. Please note that exhibitors that require that their stand(s) are cleaned on a daily basis, must please inform the Co-ordinator at least 1 month prior to the event. This dedicated cleaning of stands will be for the exhibitors account and must be prepaid.

We request that in line with the TSM (Time Square Menlyn) Waste Management and Recycling operations, to ensure operations are kind to our planet, we request Exhibitors and their stand build crews to remove their waste during stand build up and strike. We therefore kindly request that exhibitors and stand builders do not dump their off cuts of stands, their packaging materials, paint etc. in the venue's waste stream.

ENTRY TO THE EXHIBITION

Show management reserves the right to refuse admission to any visitor, exhibitor, or exhibitor's employee who, in the opinion of show management is unfit, intoxicated or in anyway creating a disruption to the exhibition.

EXCLUSIVE RIGHTS

Participating exhibitors have the exclusive right to promote or sell goods or services in the show. All other parties who attempt to make any sales solicitations without the expressed written consent of the organisers will be permanently removed from the exhibition area. Exhibitors are asked to report any infractions to the Organiser's Office so immediate action can be taken.

FIREARMS

The venue is a strictly weapon-free venue and the use of any weapon is not permitted.

MAINTENANCE

If you need to carry out maintenance work on your stand after the exhibition closes, please advise the organisers by 15:00 on the same afternoon in order that arrangements may be made with security for the provision of lighting etc.

MUSIC ON STANDS

Please note that amplifiers or live music may not be used without the written approval of the venue management. Audio-visual presentations / demonstrations must not exceed the reasonable volume or cause aisles to be obstructed. The organisers reserve the right to restrict the number of, or cancel presentations or demonstrations causing obstructions within aisles and/or area nuisance to neighbouring stands. The venue must give their written approval where any of the following is proposed i.e. any recording, broadcasting or use of radios (two way), film, sound, music, video or any other presentation likely to generate excessive noise.

PHOTOGRAPHY AND VIDEO RECORDINGS

Unauthorised photography or video taping of exhibits is prohibited. Exhibitors may photograph their own exhibits only, unless authorised by Venue Management.

AUDIO VISUAL

For the SADA 2024 Congress, Scan Display is the assigned service provider exhibitor related extras.

PRODUCT DISPLAY AND SAMPLING

Demonstrations must be located so that crowds will comfortably be contained within the confines of an exhibitor's space and not block the aisles. Sound levels, glaring or flashing lights or other distracting demonstrations are subject to adjacent exhibitor and organiser approval. We will ask you to turn down or turn off any sound system that is hindering your neighbour's ability to conduct business. Sampling outside of the contracted exhibition space will not be allowed.

SIGNAGE

Signage must be professionally produced. No hand-written, sale or show-special signs are permitted. Exhibitors who take shell scheme package stands may not display any signs or logos on the fascia's. No photocopied signs stuck with prestik will be allowed.

SMOKING

Smoking is prohibited at all times in all areas within the TSM including exhibition halls, lobbies, food services areas, public and service corridors and restrooms. Smokers may make use of designated smoking areas.

VETTING

In the interest of superior quality at the exhibition, the Venue Management will vet all stands at 15:00 on the last day of build-up. Should the above rules and regulations not be adhered to, the exhibitor will be given notice to rectify the problem within two hours or the stand will be closed.

BRANDING

Certain branding options are available at TSM. Please arrange this directly with the conference organiser for specifications and Regulations of branding in areas. Any unapproved branding will be removed.

HOTWORKS

No hotworks can be done in the venues ie: Grinding, Welding or Soldering. This may be done outside at the loading bay.

WI-FI

Free WI FI is available at TSM. Specific WI-FI passwords will be provided.

STORAGE FACILITIES

Please note that TSM has limited storage venues available. Should it be required, please enquire with the organiser.

For safe keeping, please ensure that the boxes or items are clearly marked as follows:

Attention:

- Nicky Nel
- Time Square Menlyn Arena Exhibition Centre
- Exhibitors Name & Stand Number; SADA 2024
- 209 Aramist Avenue, Waterkloof Glen Ext 02, Menlyn, 0181, Pretoria, South Africa

PARKING / LOADING BAY

PARKING/ LOADING BAY DETAILS

The parking and loading bay for contractors/exhibitors and suppliers/service providers is located on January Masilela drive - east parking - please see map.

The loading bay area is a drop and go area. Trucks maybe off-loaded/ Loaded from this area. Vehicles need to off load goods and then move to the exhibitors/staff parking. Note: There is only 130 x parking bays.

PARKING DURING CONGRESS TIME

During congress all exhibitors and delegates to use assigned TSM parking areas (entrance on Corobay Avenue) at a daily parking tariff of R20.00 per vehicle per day for non-MVG members. If you are a MVG card holder, parking is complimentary. You are welcome to apply for your MVG Card whilst you are onsite.

