

SPONSOR RULES AND REGULATIONS

In addition to the Terms and Conditions of your Sponsorship Agreement, the below Rules and Regulations for Sponsors and Exhibitors must also be followed by all participating companies and their representatives. Please contact your Sales Representative if you need a copy of the Sponsorship Agreement Terms and Conditions.

ADMISSION

Exhibit Hall admittance is restricted to exhibiting companies and contractors during installation/move in. Exhibitors must adhere to the official event schedule regarding installation and dismantle. Additional access may be arranged at the discretion of the Show Organiser. Temporary Badges are available from Show Security and are valid during Installation and dismantle times for Sponsor Appointed Contractors and their agents. During show hours, admittance to the Exhibit Hall is only to fully registered delegates and Stand Assistants displaying an official event badge or Vendor Hired Staff working on the stand. Persons under the age of 16 are not permitted in the venue at any time. The Show Organiser reserves the right to request proof of age from all attendees. See also, Badges.

ADVERTISING

The Show Organiser defines advertising as any advertisement, sign (print or electronic) or message that promotes a company/activity taking place in the city to event attendees. This can be in the form of signs, show bills, posters or cards of any description. Sponsors are not permitted to display or distribute, or permit to be distributed, any promotional materials other than from within their contracted exhibit space/stand. Mobile or outdoor advertisements on roadways and areas surrounding the venue are strictly prohibited, regardless of permits. Advertisements must be approved by the Show Organiser if they are to be placed in the following areas; streets, sidewalks, airports, surrounding event hotels and within the venue entryways, hallways, lobbies, stairwells, elevators, escalators, aisles and driveways – these areas are considered private property. Non-compliance of these advertising guidelines may result in fines.

AISLES

Aisles in the Exhibit Hall must not be obstructed at any time. No portion of an exhibitor's display, product or demonstration may extend into an aisle, this includes bars/counters added for receptions.

ANIMALS

Unless otherwise stated, animals are not allowed to be used as a stand attraction, performance or for demonstration purposes in the Exhibit Hall.

APPEARANCE

All open or unfinished sides of the exhibit stand which may appear unsightly must be covered or the Show Organiser will arrange this at the exhibitor's expense. Any portion of the exhibit bordering another exhibitor's stand must have the adjoining side of the exhibit finished and not incorporate any identification signs, lettering or graphics that would detract from the adjoining exhibit. Peninsula, split-island and island exhibit stands must have a finished back wall and be finished on all sides. Plain drape or unfinished hard-walls are not permitted. Floor covering is required in all stands and can either be brought in or ordered from the Official Onsite Contractor. Failure to properly cover exhibit space flooring will result in the Show Organisers arranging such labour and materials at the exhibitor's expense. Package shell scheme stands include carpet cover. Fog, smoke and steam machines are not permitted. Exhibitors are prohibited from possessing, displaying or depicting any products or components in their stand which could be interpreted as being a promotion of another company. Items located in the exhibit stand must be in good taste or will be removed at the discretion of the Show Organiser.

BADGES

Delegates must wear their official event badge at all times whilst in the venue. Temporary badges can be obtained from Show Security for move in/installation. Contractors and their agents must obtain temporary badges in order to gain access during installation and dismantle. Badges are non-transferable. Sharing and lending of badges is strictly prohibited and will result in confiscation. There is a strict badge re-print policy. Please refer to the Registration Terms and Conditions. See also Admission.

BEHAVIOUR/GOOD NEIGHBOUR

Exhibitor's personnel and their representatives may not enter the stand or loiter in the area of another exhibitor without permission from that exhibitor, and at no time may anyone enter an exhibit stand that is not staffed. Exhibitors are required to conduct themselves and operate their exhibit so as not to annoy, endanger or interfere with the rights of others at the event. The Show Organiser reserves the right to deny access to the Exhibit Hall to delegates not conducting themselves in a professional, ethical and otherwise appropriate manner. Unsportsmanlike, illegal or disruptive conduct, such as tampering with another exhibitor's property or engaging in corporate espionage is strictly prohibited.

BOOTH WORKERS SEE VENDOR HIRED STAFF

BULK BADGE PICK-UP

Bulk Badge Pick-Up is available to Sponsors with ten (10) or more pre-registered delegates. Pick up is by appointment only. Only the assigned Sponsor Contact will be permitted to collect the badges.

CARE OF PREMISES/FACILITY

No part of the display may be attached to or otherwise secured to the columns, drapery backdrop or side dividers. Decals or other adhesive materials shall not be applied or affixed to the walls, columns or floor of the exhibit space or venue. Exhibitors are not permitted to drive nails, hooks, tacks or screws into any part of the building or put up decorations or adhesives that would deface the premises. Exhibitor shall promptly pay for any and all damages to the venue, stand equipment or the property of others caused by the exhibitor or any of its employees, agents, contractors or representatives.

DANGEROUS MATERIALS

No exposed electrical fittings, fixtures and cables are to be used in the Exhibit Hall at any time. No temporary gas (LPG), explosives, petrol, dangerous gases or highly flammable substances are permitted in the venue. No radioactive substances are allowed unless prior approval in writing is obtained from the Show Organiser. **Any radioactive substances being used must strictly comply with the rules and regulations stipulated by the relevant regulatory body.**

DEMONSTRATIONS

Exhibitors must keep demonstrations and presentations within their exhibit stand. Activities of this type should be planned so that participants are not encroaching on aisle space or neighbouring exhibits. The Show Organisers reserve the right to determine if activities of this type are not in compliance. Caution should be taken when demonstrating machinery and equipment that has moving parts. Exhibitors should establish a minimum setback of 1m (3.2ft) and/or install barriers for the safety of spectators. Demonstrations should be conducted by qualified personnel. Exhibitors are encouraged to inform the Show Organisers of any activities, demonstrations and presentations planned for their exhibit stand.

EXHIBIT DESIGN AND CUSTOM STANDS

Exhibit design and build should be in line with local authority building regulations for temporary structures. Displays should be able to withstand moderate wind effects from open freight doors, normal contact, vibration and other factors caused from general use, neighbouring construction, labour and installation/dismantling equipment such as fork lifts. Designers should ensure that shelving, racks and casing is able to support display products and marketing materials. Helium balloons are not permitted in the venue. All textile materials must be flame retardant. Custom Stand designs, including elevations, must be submitted to the Show Organisers for approval by the stated deadline. Custom stands must adhere to the Sponsors contracted space allowance and height restrictions. Custom stand builds must adhere to applicable health and safety requirements. See also Health and Safety and Vertical Visibility.

FIRE SAFETY

All materials used in the construction and presentation of exhibits must be made from flame retardant materials. Exhibitors must possess Flame Retardant Certificates for inspection and have material samples available for testing on-site.

FLOOR LOADING CAPACITY

Specific floor loadings of the venue can be obtained from the Show Organisers. These restrictions must be adhered to. Steel plates are available to accommodate larger loads, on a case by case basis, upon request to the Show Organisers.

FOOD AND BEVERAGE

Exhibitors are prohibited from using external food and beverage suppliers. All catering must be provided by the venue and exhibitors are responsible for all costs incurred. All food must be prepared and served according to local authority regulations. Distribution of food and beverages by exhibitors must be within their exhibit stand. Pre-packaged single unit samples are permitted to be distributed from an exhibitors stand. **Alcohol cannot be brought into the venue.** A permit is required for promotional and sponsorship alcohol and a corkage fee applies. The venue requires advance notification of such requests and the decision to permit promotional or sponsored beverages is at the discretion of venue management. Only venue staff or its appointed contractors may serve alcohol, and may do so only to those people over the age of 18.

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HEALTH AND SAFETY

Stand builders and designers must adhere to Occupational Health and Safety legislation relevant to work activities and ensure a safe and healthy work environment for all employees, clients, contractors and the general public. Contractors must complete the appropriate forms provided, including but not limited to the OHS Act Mandatory Agreement and Policy, Risk Assessment, Contractor Audit, Health & Safety Plan and Construction Supervisor. Fall Protection forms should be completed for employees working at heights of 1.5m and above. Fire Safety guidelines must also be adhered to, see also Fire Safety.

INSTALLATION AND DISMANTLE

Exhibitors must adhere to freight arrival dates and restrictions. Early/late delivery of exhibits and accompanying materials is prohibited without the permission of the Show Organiser. Contractors and exhibitors building a custom stand must arrange move in with the Official Onsite Contractor. Failure to abide by such schedules may result in additional labour costs. Exhibitors and contractors must adhere to the official event schedule regarding move out times. Failure to adhere to these stipulations may result in a fine. All materials should be removed from the venue by the end of the move out/dismantle period.

MEETING ROOM RENTAL

Mining Indaba is a closed event and anyone wishing to access the venue must be in possession of an official event badge. Sponsor contacts are solely responsible for arranging services/food and beverage direct with the venue and any subsequent costs incurred. Meeting Rooms are not to be used for hosting or conducting publicly promoted sessions, classes or workshops that are not part of the Official Event Schedule. See also Admission and Badges.

MULTI-LEVEL EXHIBITS

All multi-level exhibit stands must be approved by the Show Organiser and must adhere to local authority building, health and safety regulations, refer to Exhibit Design and Custom Stands.

POWER SUPPLY AND LIGHTING

All on-site electrical installations should be carried out by the Official Onsite Contractor. Exhibits requiring different voltages, stabilisers, frequency or social connections to equipment should arrange for their own transformers, converters, boosters and the contractor must liaise with the Official Onsite Contractor.

SPONSOR APPOINTED CONTRACTOR

If a Sponsor wishes to use a third party contractor for design and/or installation they must complete a Sponsor Appointed Contractor (SAC) form and return it to the Show Organiser by the appropriate deadline. Specific regulations for SAC; The SAC will not solicit business at the event. The SAC and their agents must obtain temporary badges from Show Security for access to the event venue and wear them at all times. The SAC must adhere to the official event schedule and arrange move in/installation with the Official Onsite Contractor. The SAC must adhere to all health and safety regulations as set by the local authorities, venue and Show Organisers. The SAC will not impede, burden or otherwise disrupt the Official Onsite Contractor's work, which includes confining their work to the exhibit area of its clients. No service desks, storage areas or other work facilities will be located anywhere in the venue. If requested, the SAC must supply evidence that they possess applicable labour contracts and must comply with labour agreements and practices. Failure to comply with these regulations will result in a loss of authorisation to perform services and possible removal from the venue at the sole discretion of the Show Organisers.

STRUCTURAL HEIGHT RESTRICTION, REFER TO VERTICAL VISIBILITY

SOUND, MUSIC AND NOISE

Exhibitors are permitted to use sound equipment within their exhibit however this must not disturb or disrupt neighbouring stands. Sound and noise should not exceed 85 decibels when measured from the aisle in front of a stand. Music played within an exhibit space, whether live or recorded, may be subject to copyright laws. The Show Organiser does not hold a music playing license. SAMRO and SAMPRA are two licensing bodies that govern the public playing of music within South Africa.

STAFF

Exhibits must be staffed during the Exhibit Hall opening hours and organisations should make travel and staffing arrangements accordingly. Sponsors who fail to occupy their exhibit space by the end of the published set up times, leaves its exhibit space unattended during exhibit hours or begins dismantling prior to the exhibition closing may forfeit their right to exhibit and their eligibility to exhibit at future events. Delegates must wear professional attire consistent with the event, and conduct themselves in a professional manner at all times. The Show Organiser reserves the right to determine appropriate attire and behaviour. Stand staff must be fully registered delegates of the event and in possession of an Official event badge, see Badges. Violators may be removed from the event and may forfeit their eligibility to participate in future events.

STAND ASSISTANTS

Stand Assistants must be from the sponsoring organisation and are to be of an administrative level position. Stand Assistant registrations are only available to Sponsors who have ten (10) or more delegate registrations and are subject to approval by the Show Organisers. Stand Assistants are subject to a fee and will be provided with an official event badge that will grant them access to limited parts of the venue. Models are not considered as Stand Assistants and must be fully registered delegates.

SUITCASING

Defined as soliciting or selling products or services to event attendees without prior authorisation from the Show Organiser. Suitcasing may take the form of commercial activities conducted from a hotel room or hospitality suite, restaurant, club, exhibit hall or public place of assembly. The selling and/or solicitation of products and services may only be conducted by authorised companies within their contracted exhibit stand, meeting room or conference space. Anyone in violation of these regulations may be removed from the event and may forfeit their eligibility to participate in future events.

VEHICLES ON DISPLAY

Tractor/Trailer/Rigs/RVs and oversize vehicles are permitted as exhibits but must be approved by the Show Organiser in advance. Stand vehicles must be set back 0.26 meters (10inches) from the aisle. Installation of vehicles must be scheduled through the Official Onsite Contractor and once placed, cannot be moved without the prior approval of the Show Organiser. Display vehicles must have battery cables disconnected and taped, alarm systems deactivated, fuel tanks no more than 1/4-tank full or eighteen (18) litres, whichever is less, and fuel tank filler caps locked and/or sealed. Fuelling or de-fuelling of vehicles on the venue is prohibited. Display vehicles are permitted to occupy no more than 80% of the contracted exhibit space. External chargers or batteries are permitted for demonstration purposes only. Charging of batteries inside the venue is prohibited.

VENDOR HIRED STAFF

Uniformed staff hired to solely operate and/or serve beverages and food items at an exhibit stand. Vendor Hired Staff must not be from the sponsoring organisation and do not require official show badges for admission, however must obtain a temporary badge from Show Security to gain access. Sponsors are responsible for all costs associated.

VERTICAL VISIBILITY

Unless otherwise stated within the Sponsor Agreement, the permitted stand height is 2.5m (8.2ft). Any design for a structure that exceeds 2.5m must be submitted to the Show Organisers for approval as per the Custom Stand regulations and may be subject to Vertical Visibility upgrade fees. Stand designs over 2.5m (8.2ft) will not be approved until the appropriate Vertical Visibility forms have been submitted. Height restrictions also apply to banners and bulkheads rigged above the stand. Rigging of stand structures from the ceiling is prohibited. Rigging from the Exhibit Hall ceiling is reserved for banners, curtain drapes, lighting trusses and decorative items endorsed by a structural engineer. All rigging must be approved and conducted by the Official Onsite Contractor and sponsors are responsible for all costs related to such labour.

WORKING EXHIBITS

Machinery/moving equipment must be placed at a safe distance from delegates, safety guards and barriers are recommended. Motors, engines, contrivances or power-driven machinery cannot be used without adequate fire protection. All pressure vessels and equipment must conform to safety standards and regulations. Prior approval must be obtained from the Show Organiser before operating display machinery or equipment.