

EXHIBITOR SERVICE MANUAL



INVESTING IN AFRICAN MINING --- INDABA®

6-9 FEB 2017
CAPE TOWN, SOUTH AFRICA

PROJECT MANAGER: CAREN CLOETE

carenc@gl-events.co.za

+27 (0) 83 215 8700

+27 (0) 21 526 3200

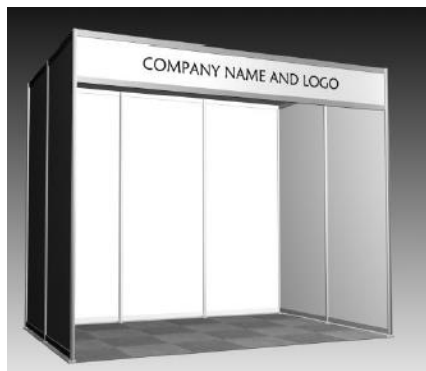
SERVICE FORM
DEADLINE:
9 January 2017

PLEASE TICK YOUR OPTION AND ITEMS

☐ SHELL SCHEME PACKAGE BOOTH

STANDARD SHELL SCHEME PACKAGE BOOTHS BOOKED WITH THE ORGANISER INCLUDES THE FOLLOWING:

3M X 2M



3M X 1.5M



BOOTH PACKAGES INCLUDES:

PLEASE TICK/SELECT ITEMS YOU WOULD LIKE TO BE INCLUDED IN YOUR PACKAGE

- ☐ Shell Scheme Structure
- ☐ Fascia Board with Company Name
- ☐ 01 x 15 amp plug point
- ☐ 01 x 150 watt spot light
- ☐ 01 x ¼ amp Single Phase Distribution Board
- ☐ 01 x 1.8m Conference Table & cloth
- ☐ 02 x Conference Chairs
- ☐ 01 x Waste Bin

FASCIA UPGRADES: PLEASE CONTACT LOIS WILKINS

Lois.wilkins@miningindaba.com / +1 212 224 3550

☐ SPACE ONLY / CUSTOM STAND: Stand Builder Company Name _____

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

CUSTOM PACKAGES INCLUDES:

PLEASE TICK/SELECT ITEMS YOU WOULD LIKE TO BE INCLUDED IN YOUR CUSTOM STAND

- ☐ 01 x 15 amp plug point
- ☐ 01 x 150 watt spot light
- ☐ 01 x ¼ amp Single Phase Distribution Board
- ☐ 01 x 1.8m Conference Table & cloth
- ☐ 02 x Conference Chairs
- ☐ 01 x Waste Bin
- ☐ CARPETS

FASCIA UPGRADES: PLEASE CONTACT LOIS WILKINS

Lois.wilkins@miningindaba.com / +1 212 224 3550



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)



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 = _____

PLEASE NOTE: Should this form not be completed and returned, services requested will be placed at the discretion of the contractors and any changes made on site will be subject to an extra charge and may not be able to be affected. Please check that the relevant forms have been completed and that payment has been made.



DIGITAL BRANDING ON PANELS / FABRIC BANNERS

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

**SERVICE FORM
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9 January 2017**

OASYS EXHIBITIONS & EVENTS 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

INDIVIDUAL PANEL SIZE FOR DIGITAL PRINT:

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

INDIVIDUAL PANEL SIZE FOR FABRIC BANNERS:

- ACTUAL : 2500mm (h) x 1000mm (w)

DESCRIPTION	QTY PANELS	UNIT PRICE	AMOUNT
Digital Print per panel		R 1150.00	
Fabric Banners per panel		R 980.00	

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

**SERVICE FORM
DEADLINE:
9 January 2017**



FURNITURE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____








EMAIL ADDRESS : _____

POSTAL ADDRESS : _____












VAT # [SA RESIDENTS] : _____

**SERVICE FORM
DEADLINE:
9 January 2017**

OASYS EXHIBITIONS & EVENTS CAPE TOWN
 VAT REGISTRATION NUMBER: 4610214399

ITEM CODE	ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENSIONS	QTY	PRICE	TOTAL
H01	Carlton Office Chair		O/S BLACK		R215.00	
H02	Komora Leather Chair		BLACK & WHITE		R365.00	
H07	Bellissima Chair - White		WHITE		R385.00	
H12	Aluminium Chair		SILVER		R415.00	
H18	Ring Chair - Zobrano		WOOD		R330.00	
INS01	Stella Chair		VARIOUS COLOURS		R220.00	
INS02	Tortoise Shell Chair		VARIOUS COLOURS		R425.00	



H21	Waterfall Barstool		WHITE		R470.00							
H27	Aluminium Barstool		SILVER		R440.00							
H29	Divo Barstool		WHITE		R360.00							
H30	Komora Leather Barstool		BLACK		R450.00							
H33	Galati Barstool		WHITE WITH GLOSS BROWN BACK		R345.00							
H28	Solar Barstool		VARIOUS COLOURS		R415.00							
H11	Frog Barstool		VARIOUS COLOURS		R320.00							
INS03	Cocktail Plinth		600mm x 600mm x 1.1mH		R720.00							
INS04	Glass cocktail Table				R580.00							
H34	Chrome Cocktail Table		H750MM X D 900MM		R680.00							
NW 01	Chrome cocktail Table with colour Top		<table><tr><td>WHITE</td><td>RED</td></tr><tr><td>BLACK</td><td>BLUE</td></tr><tr><td>BEECH WOOD</td><td>YELLOW</td></tr></table>	WHITE	RED	BLACK	BLUE	BEECH WOOD	YELLOW		R750.00	
WHITE	RED											
BLACK	BLUE											
BEECH WOOD	YELLOW											
















NW 02	Chrome Cafe Table with colour Top		<table><tr><td>WHITE</td><td>RED</td></tr><tr><td>BLACK</td><td>BLUE</td></tr><tr><td>BEECH WOOD</td><td>YELLOW</td></tr></table>	WHITE	RED	BLACK	BLUE	BEECH WOOD	YELLOW		R655.00	
WHITE	RED											
BLACK	BLUE											
BEECH WOOD	YELLOW											
URB0 1	Square Top café Plinth		600mm x600mm x 750H		R620.00							
H41	Chrome Café Table [ROUND OR SQUARE]		H710 x D900		R620.00							
H42	Table on Milan Base [ROUND OR SQUARE]		H710 x D900		R310.00							
H46b	Glass Coffee Table		H450MM W700MM D500MM		R540.00							
H47a	Glass Side Table				R385.00							
URB0 2	Floating Coffee Table				R560.00							
H53	Tub Chair		BLACK & WHITE H720 L550 D700		R690.00							
H61	Single Seater Couch		WHITE , BLACK, BROWN		R780.00							
H62	DBL Seater Couch		WHITE, BLACK, BROWN		R1432.00							
H94	Cube Ottoman		VARIOUS COLOURS		R395.00							
H68	Zig-Zag Brochure holder				R590.00							



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		R295.00	
H72	Beltrac STRAP Barriers		Per 1 Metre Unit		R295.00	
H73	Water cooler with 20L water				R1350.00	
H74	Hexagonal Display Plinth		H300MM D500MM		R170.00	
H75	Pedestal Display Plinth		H500mm W500mm D500mm		R250.00	
H77	Waste Paper Bin Small		H290mm D290mm		R49.00	
H78	Large Waste Bin - 25lt		H760 D400		R150.00	
H80	Stainless Steel Ashtray & Waste Paper Bin		Stainless Steel		R230.00	
H81	Perforated Stainless Steel Waste Paper Bin		Stainless Steel		R110.00	
H83a	Large Refrigerator		220 Litres		R2100.00	
H83b	Small Refrigerator		150 Litres		R1495.00	



H84	Newline Cupboard	 With a lock	H900mm W1010mm D520mm		R790.00	
H85	Octanorm Cupboard	 With a lock	H900mm W1010mm D500mm		R750.00	
H86	Newline Glass Top Counter	 With a lock	H900mm W1010mm D500mm		R1120.00	
H87	Octanorm Glass Top Counter	 with a lock	H900mm W1030mm D530mm		R1110.00	
H88	New line Showcase Large	 With a lock	H1980mm W1030mm D500mm		R1830.00	
H89	Octanorm Showcase Large	 With a lock	H2000mm W1030mm D530mm		R1680.00	
H90	Newline Showcase Small	 With a lock	H1980mm W500mm D500mm		R1350.00	
H91	Octanorm Showcase Small	 With a lock	H2000mm W530mm D530mm		R1450.00	
H92	Standing Shelf		H1360mm W990mm D495mm		R740.00	
H103	Veneer Tech fold up counter		H940mm W1580mm D600mm		R550.00	
H115	Trestle Table		1800 X 450		R299.00	
H125	Conference Tables		1800 X 400		250.00	
H121	Locker unit		GREY		R950.00	
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			R280.00	
					TOTAL EX VAT	

ELECTRICAL HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

**SERVICE FORM
DEADLINE:
9 January 2017**

OASYS EXHIBITIONS & EVENTS CAPE TOWN
VAT REGISTRATION NUMBER: 4610214399

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

DESCRIPTION	QTY	PRICE EXCL. VAT	TOTAL
Three Phase Power Connection Only (Please produce a C.O.C)		R 880.00	
30 Amp Single Phase Distribution Board		R 1 150.00	
30 Amp Three Phase Distribution Board		R 1 296.00	
60 Amp Three Phase Distribution Board		R 3 979.00	
125 Amp Three Phase Distribution Board		R 5 353.00	
160 Amp Three Phase Distribution Board		R 6 375.60	
15 Amp Plug Point - *see note NB		R 225.00	
2,4m Two Lamp Fluorescent Light		R 365.00	
1,5m Two Lamp Fluorescent Light		R 263.00	
0,9m / 1,2m Two Lamp Fluorescent Light		R 214.00	
50 Watt Long Arm Spot Light		R 295.00	
50 Watt Down Light		R 240.00	
150 Watt Spot Light		R 320.00	
500 Watt Quartz Fitting		R 233.00	
1500 Watt Quartz Fitting		R 360.00	
150 Watt Metal Halide		R 924.00	
Exhibitors Connection		R 200.00	
		TOTAL EXCL VAT:	

PLEASE NOTE THAT PRICES EXCLUDE 14% 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 Oasys for assistance, on +27 21 526 3200.





AUDIO VISUAL HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

**SERVICE FORM
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OASYS EXHIBITIONS & EVENTS CAPE TOWN
 VAT REGISTRATION NUMBER: 4610214399

PLASMA SCREENS

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE PER SHOW	DAYS REQUIRED	TOTAL
42"	Plasma Screen	1020mm x 605mm x 95mm		R 2900.00	04	
50"	Plasma Screen	1210mm x 724mm x 95mm		R 4950.00	04	
65"	Plasma Screen	1554mm x 925mm x 95mm		R 7250.00	04	

LCD MONITORS | HD READY

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE PER SHOW	DAYS REQUIRED	TOTAL
19"	LCD Monitor			R 850.00	04	
20"	LCD Monitor			R 850.00	04	
32"	LCD Monitor			R 1750.00	04	

LCD MONITORS | FULL HD

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE PER SHOW	DAYS REQUIRED	TOTAL
40"	LCD Monitor			R 2900.00	04	
46"	LCD Monitor			R 4750.00	04	
52"	LCD Monitor			R 4950.00	04	
65"	LCD Monitor			R 7250.00	04	

ADDITIONAL

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE PER SHOW	DAYS REQUIRED	TOTAL
n/a	DVD Player	n/a		R 360.00	04	
n/a	Blue Ray Player	n/a		R 755.00	04	
TOTAL EXCL VAT:						

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PLANT HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

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INDOOR PLANTS

- Standard Availability – Bushy Bamboo Palms, Kentia Palms, Ficus Benjamins (Green / White)

SIZE	DESCRIPTION	QTY	PRICE EXCL. VAT	TOTAL
30cm Plastic	White Planter with Small Plant ± 0.8m		R 360.00	
35cm Plastic	White Planter with Medium Plant ± 1.4m		R 385.00	
43cm Plastic	White Planter with Large Plant ± 2.0m		R 465.00	
49cm	Genuine Terracotta Planters with Large Plant		R 840.00	
32cm	Mixed Desk Bowl		R 360.00	
90cm x 20cm	Through with Greenery or Colour		R 630.00	
40cm	Stainless Steel Planters with Med/Large Plant		R 910.00	
49cm	Genuine Ceramic Planter with Large Plant		R 860.00	

OUTDOOR PLANTS

- Standard Availability – Bushy Bamboo Palms, Kentia Palms, Ficus Benjamins (Green / White)

SIZE	DESCRIPTION	QTY	PRICE EXCL. VAT	TOTAL
35cm	Standard Eugenias – Topiary/Lollipop		R 430.00	
35cm	Eugenias – Bushy ± 1.6m		R 430.00	
35cm	Roebelenii Palms ± 0.8m		R 430.00	
43cm	Cordylines ± 1.8m		R 440.00	
49cm	Genuine Terracotta or Ceramic Planter		R 730.00	
40cm	Stainless Steel Planter		R 730.00	
70cm	Terracotta Conifer		R 1 160.00	
70cm	Terracotta Cordyline		R 1 160.00	
70cm	Terracotta Cycas		R 1 160.00	
70cm	Terracotta Lollipop		R 1 160.00	
70cm	Terracotta Roebelenii		R 1 160.00	
70cm	Terracotta Strelitzia		R 1 160.00	
43cm	Strilitzia ± 1.8m		R 450.00	
			TOTAL EXCL VAT:	

PLEASE NOTE THAT PRICES EXCLUDE 14% V.A.T [SA RESIDENTS ONLY]





EXPO SCREEN HIRE: Lockable canvas to secure stand after hours

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

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OASYS EXHIBITIONS & EVENTS CAPE TOWN
 VAT REGISTRATION NUMBER: 4610214399

We Hire the following Expo Screens Services

QTY	OPENINGS OF STANDS	PRICE EXCL. VAT	TOTAL
	3 METRES WIDTH	R 1 600.00	
	4 METERS WIDTH	N/A	
	5 METERS WIDTH	N/A	
		TOTAL EXCL VAT	

Prices are listed for the duration of the Expo. To confirm your order, please fax the completed form together with a payment confirmation. A tax invoice will be supplied after the exhibition, VAT REG. 4610214399

PLEASE NOTE THAT PRICES EXCLUDE 14% V.A.T [SA RESIDENTS ONLY]



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

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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 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 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.

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 TO TALISSA OR FAX BACK, TOGETHER WITH
 YOUR OFFICIAL ORDER TO NATASHA GOOSEN - Fax: +27 (0) 21 552 1841,
 Email: natashag@gl-events.co.za**

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

CAREN CLOETE
 PROJECT MANAGER
carenc@gl-events.co.za

Peter Mathews

PETER MATHEWS
 CAPE TOWN BRANCH MANAGER
peterms@gl-events.co.za

