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# EXHIBITORS' MANUAL

## **18<sup>th</sup> National Congress**

**SA Society of Clinical & Radiation Oncology (SASCRO)  
& SA Society of Medical Oncology (SASMO)**

**Sandton Convention Centre, South Africa**

**4 – 6 August 2017**

SASCRO Congress and we truly appreciate your contribution. We trust that your participation will be of mutual benefit to your company and the SASCRO SASMO Congress.

**Exhibition 2** of Sandton Convention Centre will be the venue for our exhibitions. It is booked for exhibitors from **07:00 on Wednesday, 2 August** until **Sunday, 6 August 2017 at 17:00**.

We hope that this information will help you to plan and execute your exhibition to derive maximum benefit from this powerful marketing tool.

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## 1. REGISTRATION

**ALL** exhibitors and staff are required to register and will receive a badge displaying the exhibiting company name. You will receive the Final Invitation and registration package in March 2017.

Each stand fee includes registration for TWO trade delegates.

The early bird registration fee for **ALL additional** trade delegates is R 4 300 (**BEFORE 31 May 2017**).

Please take note that **ALL** the representatives working on your stand **MUST** be registered.  
**NO** shared registrations will be allowed.

### Fee entitlements:

- Congress sessions and exhibition
- Welcoming Function
- AstraZeneca Evening Symposium
- Lunches & refreshments during breaks

## 2. ACCOMMODATION

The **First Invitation** and **accommodation information** is part of this confirmation package. We have secured group accommodation at various hotels. (This info is also on the congress website [www.sascrosasmo2017.co.za](http://www.sascrosasmo2017.co.za))

**Please reserve your rooms by 1 June 2017.**

## 3. ENQUIRIES REGARDING Sandton Convention Centre

**Contact person at the SCC:** Tracey Offerman

**Tel:** 011 779 0000    **Fax:** 011 779 0043    **E-mail:** Tracey.Offermann@tsogosun.com

## 4. EXHIBITIONS

### 4.1 Construction of stands

Exhibitors may start constructing stands on **Wednesday, 2 August from 07:00**.

We kindly request that all exhibitors inform their respective builders to close up the back and sides of their stands. Unless the exhibition stand is located next to a wall, which would deem this redundant. This is to ensure that neighbouring stands are not affected negatively and a sense of neatness is maintained.

You are reminded that only the floor space is demarcated. Shell schemes will not be provided by the organisers, however you can contact Oasys Exhibitions in this regard. (**Please refer to point 8**)

Please cover the back and sides of your stand neatly and do not assume that the stand next to or behind you will have similar sized walls. Rather be prepared to have a neat stand, regardless of the stand next to or behind you.

Stands must be completed by **17:00 on Thursday, 3 August**.

**Please note: All custom built stands / designed stands must be approved by Sandton Convention Centre. Please contact Shanon for more information.**

**E-mail:** shannon@firefox.org.za

**Tel:** 011 508 1657

**Cell:** 082 758 0349

## 4.2 Break-down of stands

Exhibitors may commence dismantling their stands after **14:00 on Sunday, 6 August**.

**Exhibitors are requested NOT to dismantle their stands before this time.**

All stands must be completely removed by **18:00 on Sunday, 6 August**.

Should any company set up their stand late or break down early, the Congress Organising Committee will have the right to impose penalties.

The organisers and / or the SCC will not take responsibility for loss or damage. Exhibitors must take responsibility for their equipment until everything is cleared from their stands.

## 4.3 Provided by organisers

- \*1 **Table** per stand with a grey linen table cloth    **Size of table:** 1.8 X 0.7 m
- \*2 Conference **chairs** per stand
- One **electrical point** (single phase 32 AMP) will be provided per stand.
- Note that **no** extension leads or adaptors will be provided by the organisers OR the SCC.

**\* To be ordered in advance from the congress organisers on notice of intention form.**

The SCC does not provide furniture for exhibitions. Exhibitors are responsible for bringing in their own furniture or you can hire it from **Oasys Exhibitions**.

## 4.4 Floor finish: Carpet.

## 4.5 Delivering / offloading / storage / freight handling procedures

- If you are looking for storage space or labour it can be booked through Inhouse Exhibitions & Logistics. You will be responsible for these arrangements Thiru. You can contact him at 0766102384.
- If you want to offload your goods (via a 5m x 7m door) during the construction period, you may park in the Offloading area outside Exhibition 2
- Exhibitors are advised that the cost of insurance cover is not covered by the SCC. It is the responsibility of each exhibitor to arrange insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile.
- The Congress Organisers will have **limited storage** available for small boxes, etc **from 5 – 9 August**. The Congress Organisers have the right to refuse too big boxes, etc.
- **Exhibition delivery details: (This will be at your companies own cost)**

### **Deliveries made from 28 - 31 July 2017**

Sandton Convention Centre  
C/o Inhouse Exhibitions & Logistics  
SASCRO SASMO CONGRESS 2017  
Maude Street , Exhibition 1 (Loading bay)  
Sandton,Johannesburg

### **Deliveries to be made from Tuesday, 1 August 2017**

Sandton Convention Centre  
C/o Inhouse Exhibitions & Logistics  
SASCRO SASMO CONGRESS 2017  
Alice lane , Exhibition 2 (Loading bay)  
Sandton,Johannesburg

## **Please contact Thiru for more information:**

Tel: 011508 1571

Cell: 076 610 2384

- **PLEASE ENSURE YOUR STAND NUMBER AND COMPANY NAME IS ON ALL DELIVERIES**

### **4.6 Rigging**

A well trained person, with the necessary experience, must complete all rigging in a safe and secure manner.

### **4.7 Rigging Gear**

- All rigging gear – steel, spanset, shackles, O-rings, deck chains and motor hoist – must be inspected before use.
- All rigging gear must have the necessary valid test certificate according to the Occupation Health and Safety Act.
- All rigging gear must only be used in the application for which it was designed.
- All lifting gear must clearly display its Safe Working Load. (SWL)
- All rigging must have its own unique serial or ID number.
- All rigging gear must be certified, inspected and load tested by a competent person according to the Manufactures specifications and the OHS Act.

### **4.8 Safe Working Load**

- Safe working load for all rigging gear and hoists must be 6:1.
- Safe working limit for any rigging gear used to lift persons must be 10:1.

### **4.9 Lifting of people**

- Every employer shall ensure that lifting equipment for lifting persons –
  1. Is such as to prevent a person using it being crushed / trapped, stuck or falling from the carrier.
  2. Has suitable devices to prevent the risk of the carrier falling.
  3. Is such that, a person trapped in any carrier is not thereby exposed to danger and can be freed.

Please note: Lifting of people on a motor hoist is illegal, unless the person(s) are in an approved cradle.

Load Testing Requirements for Rigging Equipment:

- All lifting machines must be tested according to manufacturers specifications every 12 (twelve) months. The load test should be done with at least 110% (one hundred and ten percent) of the SWL of lifting machines.
- Where lifting machines are used for lifting people, the lifting machine must be load tested every 6 (six) months.
- Rigging gear must be inspected every 3 (three) months according to manufacturers specifications.
- All valid certificates must be kept on-site where they can be inspected by personnel or an inspector.

### **4.10 Secondary Safeties**

- All objects (points) that are rigged from a roof must have the necessary secondary safety bonds attached.

- All secondary safeties must be fire proof. Objects that are rigged from a truss, bar etc. must have a safety bond attached to them.
- Any safety bond used must be sized according to the weight of the equipment it is used to suspend.
- All secondary safeties must be rigged in such a way that the rigged object is secure and will not fall in the event of a fire or the falling of the gear / hoists.

#### **4.11 Rigging Strength and Stability**

Every rigger or supplier shall ensure:

- Lifting equipment is of adequate strength and stability for each load, having particular regard to the stress induced at its mountings or fixing points.
- Every part of a load and anything attached to it, and used in lifting, is of adequate strength.
- If any doubt of strength or stability may occur, that the responsible person will seek the advice of the relevant structural engineer.

#### **4.12 Organising of Lofting Operations**

Every employer shall ensure that every lifting operation involving lifting equipment is:

- Properly planned by a competent person.
- Appropriately supervised.
- Carried out in a safe manner.
- All personnel that might be involved in lifting operations must have the necessary training required for the lifting operation.

#### **4.13 Working Platforms**

1. All working platforms must be operated and erected in a skilful and safe manner, according to the manufacturer's specifications and by a well trained person.
2. Any carrier must clearly display the maximum number of persons to be carried and must be clearly marked that it is designed for lifting people.
3. The SWL must be clearly indicated on the carrier.
4. The raising and lowering of people by work equipment that is not specifically designed for this purpose should only be undertaken in exceptional circumstances when it is not practicable to gain access by less hazardous means. Where it is necessary to use such equipment, then you must ensure that all necessary precautions are undertaken to ensure safety, including the appropriate supervision.

#### **4.14 Cabling**

Where it is necessary to run cabling across open floor spaces, these must in no way pose a trip hazard to any personnel involved in the venue.

- All cables must be adequately covered to pose no trip hazard whatsoever.
- No cables may be run across fire escape doors; instead these must be rigged over the effected door ways.
- No cables may come in direct contact with any type of draping / decor materials.

#### **4.15 Audio visual equipment hire**

AV orders as per the above to IVTM (INHOUSE Venue Technical Management).

#### **4.16 Dates and exhibition hours:**

Friday, 4 August	08:00 – 17:00
Saturday, 5 August	08:00 – 17:00
Sunday, 6 August	08:00 – 14:00

#### **4.17 Admission**

Exhibitors have access to the exhibition area one hour before the exhibition opens and half an hour after the closure of the exhibition each day in order to service their stands. In case of emergency, application should be made to the organiser for an extension of these hours.

#### **4.18 Organiser on site**

Any problem which may arise on-site affecting exhibitors or contractors should be referred to the congress organiser immediately, so that prompt action can be taken to resolve the issue.

#### **4.19 Indemnity**

The congress chairmen and congress organiser of the SASMO SASCRO Congress 2017, as well as the staff of the SCC are indemnified against being held liable for any loss or damage at exhibition stands. Exhibitors are requested to attend to their stands throughout the official open hours and especially during assembling and dismantling hours.

#### **4.20 Customs Clearance Affairs**

International Trade Management (Pty) Ltd will be dealing with all estimates/quotes and customs clearance affairs. You can contact Laurent Naidoo for any other enquiries.

**Cell:** 084-504 5686

**Tel:** 011-845 7043

**Fax:** 011-845 7045

**Email:** ops@itmza.com

**Web:** www.itmza.com

### **5. SERVICES BY OASYS EXHIBITIONS**

Oasys Exhibitions is our preferred service provider for a range of services.

[www.oasys.co.za](http://www.oasys.co.za)

You are welcome to make use of **your own** stand builders.

Please refer to the **Oasys Exhibitor Services Manual** on the SASCRO SASMO Conference website– <http://www.sascrosasmo2017.co.za/Sponsorships.aspx>

**Contact person at Oasys Exhibitions:** Adri Pentz

**Tel:** 011 210 2500

**Fax:** 086 634 9537

**E-mail:** [adrip@oasys.co.za](mailto:adrip@oasys.co.za)

### **6. CATERING AND BEVERAGE REQUIREMENTS**

#### **6.1 Alcohol**

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

## **6.2 Stand catering**

**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. Exhibitors wishing to provide give-away samples of products are required to forward all relevant information, at least 7 (seven) days prior to the event, for approval by the venue management. However, these must be limited to 56ml of beverage and may only be distributed within the exhibition hall.

The venue provides a service whereby exhibitors may order food platters and beverages for their stands.

## **7. HEALTH AND SAFETY**

### **7.1 Health and safety information**

SAACI (via its Service Chapter) has been cooperating with EXSA over the last two years to develop industry guidelines covering certain aspects of Health and Safety to assist industry members in managing health and safety, and to look towards implementing these guidelines as industry norms into Version 2 of the SANS 10366.

This document is available on the SAACI website, [www.saaci.co.za](http://www.saaci.co.za) in electronic format at <http://www.saaci.co.za/downloads/index.html> In addition to the Health and Safety Act, the Safety at Sports and Recreational Events Act was gazetted in May and came into effect on 2nd August 2010. It is to prevent crowd violence or intentional damage to the infrastructure.

It aims to regulate and protect the physical well-being and safety of people attending sports, recreational, religious, cultural, exhibitional, organisational or similar events, including the safety of their property at venues. Please refer to the Safety at Sports and Recreational Events Regulation 25, Corporate Hospitality should you require more information.

### **7.2 Aisles encroachment**

Disaster Management rules and fire regulations at all conferences and exhibition venues require that all aisles and access to fire exit doors are kept free at all times. Exhibitors are required to take 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 the venue management reserves the right to move or to have removed, the said item without any liability for loss or damage thereto.

### **7.3 Covered stands**

Covered stands are not permitted unless detailed drawings are submitted and a certificate of approval is given from the Johannesburg Emergency Management Services (JHB EMS). A copy of the above is to be provided at least thirty (30) days prior to the event for approval by the organisers and the JHB EMS.

### **7.4 Double tier stands**

1. All plans that need to be approved need to be accompanied by the full layout depicting where the stand is on the overall floor plan. The floor plan should preferably be on an A3 size page.
2. An Engineering Certificate of Safety must be obtained once a double storey stand, or other than a standard shell scheme, has been erected / completed. (Displayed at the stand)
3. There must be at least one 9kg (nine kilogram) Dry Chemical Powder fire extinguisher in each level of the said stand. (Arranged by the exhibitor / organiser)
4. A security officer is to pass and check the stands at regular intervals after hours. (At least every half an hour)
5. Operational smoke detectors need to be provided under all ceilings.



## **7.5 General Fire Safety Aspects**

The following aspects regarding fire safety are required to be reported to the Organiser prior to the start of a build-up of an event / exhibition. This must be done in order to allow for liaison with and approval by the Fire & 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 heights of over 500mm staging, multi-storey, wooden structures, bridges, flammable material and inserts of Polly urethane, must be forwarded to the Organiser and venue.
- 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 and venue.
- Any hazardous chemicals of 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 i.e. no more than 1ℓ (one litre).
- Any flammable construction, building and/or other materials shall be treated with a fire retardant substance and certified as such prior to commencement of construction.
- All emergency exits will be kept clear and unblocked for the duration of show-days. This task must be designated to the Contracted Security Company. All fire exits are to be clearly indicated on the event floor plan.

**(SHOULD NO CERTIFICATE OF APPROVAL BE FORTHCOMING, PLEASE NOTE THAT THE JNB EMERGENCY MANAGEMENT SERVICES HAVE THE RIGHT TO FINE TRANSGRESSORS AND HAVE THE MATERIAL REMOVED.)**

The SCC Safety Management and the Fire & Emergency Services will conduct an inspection of the exhibition during and 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 doors opening for the event or fine transgressors. A certificate of fitness needs to be issued by the JHB EMS before commencement of an event.

- A. The SCC's Safety Management will give prior written approval where it is proposed that apparatus involving special risk is to be operated.
- B. No fixing, attachment or penetration of any fabric, structure or floors is permitted.
- C. The SCC Safety Management and the JHB EMS must give their written approval where any of the following is proposed:
  1. Any material, exhibit or substance that is hazardous, noxious, explosive or of an objectionable nature
  2. Items that produce fumes, exhaust or smoke
  3. Operating machinery and apparatus
  4. Use or display of pyrotechnics and lasers
  5. Use or display of radioactive materials, flammable liquids, oils and gasses as well as welding or compressed air
  6. The use of balloons and public entertainment including amusement displays, live performances and live animals on display

## **8. GENERAL**

### **8.1 Unofficial competing meetings or social functions**

During the Congress no unofficial competing meetings or social functions may be held without the approval of the organising committee.

## **8.2 Briefcases / handbags**

Please do not leave briefcases/handbags unattended on your stand. All cases etc should be placed out of the public's eye inside cupboards or office areas. Unattended briefcases and packages could be a security risk.

## **8.3 Emergency services**

In the event of an emergency at the venue, the following services will be provided:

1. Evacuation Lighting
2. Essential Ventilation
3. Computer Systems for building control
4. Evacuation Security Systems
5. Fully trained evacuation team
6. Pressurisation of fire escape stairwells
7. Specialised Emergency Services

## **8.4 Emergency Procedures / Fire Regulations**

Event Organisers / Exhibitors must ensure that their staff and contractors have been adequately briefed on the SCC emergency procedures, as well as on the location of the fire-fighting equipment and emergency exits at the occupied venue. The following steps must be adhered to:

1. Immediately report an incident of concern to the organiser.
2. Exhibitors or contractors must refrain from touching any objects of concern and from removing exhibits from the venue.
3. Do not panic.
4. Evacuation of the venue will be announced over the venue's PA system.
5. Organisers, Contractors, Event Staff and Exhibitors are requested to point out the direction of emergency exits to other staff members and visitors in your immediate vicinity.
6. Fire escapes are situated in intervals throughout the building and are easily accessible.

## **8.5 Exhibitor 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.

## **8.6 Assumption of risk for exhibitors**

It should be understood by the exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many exhibition stands and various other factors make it reasonable that each exhibitor shall assume the risk of any injury, loss and/or damage.

Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property located in the exhibition area, storage or any other area where access has been provided to exhibitors by the SCC

SCC security personnel will be furnished for the perimeter of the venue but such personnel shall not be deemed to affect the non-liability of SCC and its members, officers, representatives, employees and/or the official service providers to modify in any way the assumption of risk and release provided for above.

It is highly recommended that exhibitors take precautionary measures by ordering security for their specific needs, through the preferred SCC security service provider. The SCC recommends that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

## 8.7 Care of building

The organisers appreciate that exhibitors need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering etc. Exhibitors should note however that this is not permitted inside the exhibition hall and a specific area will be demarcated in the marshalling yard for this purpose.

A Hot Work Permit is required for all hot work, issued by the event safety manager.

Exhibitors are responsible for the cost of making good and/or replacing 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 exhibitor found damaging walls, carpets and/or any structure on the venue property will be charged with the replacement value of such items.

- Reasonable precautions must be taken when constructing or working on a stand to ensure that no damage is caused to the floor.
- Crates, exhibit panels and pallets must at all times be kept away from walls and/or pillars.
- No attachment, fitting or detachment is to be made to the internal/external walls, floors, ceiling or pillars of the venue, nor may any items be suspended from the overhead structure without the prior knowledge and written consent from the organisers and the venue.
- Nails, screws or other devices may not be driven into any part of the building.
- No painting (by brush, roller or spray) is permitted anywhere within the hall and exhibitions.
- Due to fire regulations, the storage of paint on-site is prohibited.

## 8.8 Non-smoking areas

Smoking is not permitted within the Sandton Convention Centre. Smokers may make use of the following designated smoking areas:

1. Outside the Main Entrance, Maude Street
2. Off-loading Areas, Maude Street and Alice Lane (staff only)
3. Boardroom Terrace, Convention Level and Terrace Room Terrace, Convention Level
4. Committee Room Terrace, Committee Room Level as well as the Balcony, Convention Level

## 8.9 Structural certificates

All external suppliers need to supply the following certificates relevant to the services they will be providing. These certificates need to be present no less than 3 hours prior to the doors opening for an event. Doors will not be opened until the relevant certificates have been received.

Electrical Compliance Certificate for all equipment being supplied whether you require in house or phase power.

- **Structural Certificate for all stages, rigging etc**
- **Flame Retardency Certificate for all décor / draping brought into the venue**

## 9. LIABILITIES

The Sandton Convention Centre shall not be liable or responsible to any party for any claim, damage or loss caused to any person as a result of the failure of the SCC or any of its employees, representatives or assigns to comply, or to comply timeously, with any provision/s of the contract of hire. The SCC shall not be responsible for the safekeeping, storage, use or otherwise of any property brought into the convention centre. Property belonging to the hirer or third parties shall be brought into the convention centre at their own risk and the hirer indemnifies the SCC and holds it harmless against any and all claims, losses or damages that may be suffered by any person in relation hereto.

The Sandton Convention Centre shall not be liable for any loss, injury or damage, howsoever caused, to goods and/ or persons in the convention centre and/or on adjacent sites. The hirer shall always remain liable to the SCC for the payment of any and all outstanding costs and charges incurred in **respect of or attributable to any sub-hirer or participant, notwithstanding the manner in**

**which payment is** effected. In addition to the foregoing, the hirer shall be liable for all penalties, losses or damages charged or levied by any authority, service provider or third party in respect of or attributable to any or all of the sub-hirers or participants, which amounts shall be paid by the hirer to the SCC on demand.

## **10. SHELL SCHEMES & STAND BUILDERS**

Please refer to the three files of Oasys Innovations (Point 8)

You are welcome to make use of **your own** stand builders.

**Contact person:** Adri Pentz

**Tel:** 011 210 2500

**Fax:** 086 634 9537

**E-mail:** [adrip@oasys.co.za](mailto:adrip@oasys.co.za)

**Website:** [www.oasys.co.za](http://www.oasys.co.za)

## **11. IMPORTANT DATES**

<b>Date</b>	<b>Action</b>
31 March 2017	Payment for exhibition space and sponsorships
Wednesday, 2 August	Construction of stands. (07:00 – late!)
Thursday, 3 August	Construction of stands. <b>Stands must be completed by 17:00.</b>
Sunday, 6 August	Dismantle exhibitions from 14:00. All stands completely removed by 18:00 on Sunday, 6 August

Should you have any queries, special requests or if you need further assistance, please contact me.

Kind regards

**RHYNO KRIEK**  
**CONGRESS ORGANISER**

## **CONGRESS ORGANISERS**

Rhyno Kriek, Clayton Meise & Amelia Koch

**Tel** 051 436 7733 / 083 265 0 265

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