

GL EVENTS | JOHANNESBURG | SERVICE FORMS

Please Return forms to & Enquiries: **SASHA LEIGH** Email: sashah@gf-events.co.za

Tel: +27 (0) 11 210 2500 |

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



EXHIBITOR SERVICE MANUAL



4 – 6 AUGUST 2017

PLEASE NOTE THAT THE DEADLINE FOR FORM SUBMISSION IS 18 JULY 2017



REMITTANCE ADVANCE FORM		FORM : 1	
Company Name:		Stand No:	
Postal Address:		Area/Hall	
		Tel No:	
		Fax No:	
		Email:	
Co VAT Number :		Signature:	
Person Responsible		Onsite contact	

ALL PAYMENTS FOR SERVICES ARE REQUIRED IN ADVANCE OF THE EXHIBITION:

Please note that services will not be installed until payment has been received. For account name and banking details please refer below.

METHOD OF PAYMENT

EFT

CREDIT CARD

Name of Account	OASYS EXHIBITIONS	Proof of payment to be EMAILED through to sashah@gl-events.co.za AND avrilk@gl-events.co.za with your company name and stand number as reference.
Bank	STANDARD BANK	
Branch	SOUTHDALE	
Branch Code	006405	
Account No	0 0 2 7 8 7 4 5 8	
Swift Code	SBZAZAJJ	

ADDITIONAL SERVICE	FORM NO	RETURN TO	Inc. VAT
Shell scheme package	2	GL Events	R
Fascia Form for Exhibitor Package	2a	GL Events	R
Stand Plan Diagram	2b	GL Events	R
Furniture hire	3	GL Events	R
Electrical hire	4	GL Events	R
Electrical Fitting Plan	5	GL Events	R
Plants on hire	6	GL Events	R
		SUB TOTAL	R
		14% vat	R
25% SURCHARGE ON ORDERS AFTER 18 JULY 2017			R
TOTAL PAYABLE			R
Please Note: An invoice received from GL Events for the above orders will serve as confirmation of receipt of your orders.			



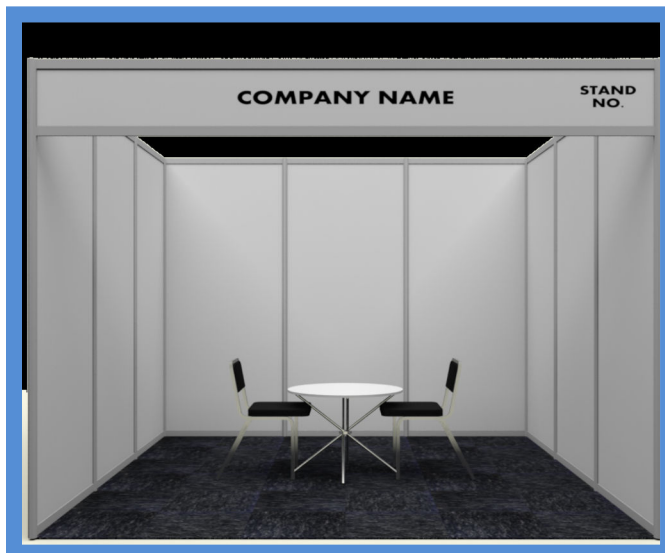
SHELL SCHEME PACKAGE BOOTH

OPTION 1 – STANDARD SHELL SCHEME STAND (NO FURNITURE INCLUDED)



- White Shell Scheme panels with aluminum poles.
- Fascia Board with Company Name & Number
- 1 x 15AMP Plug Point
- 2 x E10 Spotlights
- ¼ 30 AMP Single Phase Distribution Board
- Delivery, Collection, Set Up & Dismantling

OPTION 2 – STANDARD SHELL SCHEME STAND WITH FURNITURE INCLUDED



- White Shell Scheme panels with aluminum poles.
- Fascia Board with Company Name & Number
- 1 x 15AMP Plug Point
- 2 x E10 Spotlights
- ¼ 30 AMP Single Phase Distribution Board
- 2 x H01 Carlton Office Chairs
- 1 x H42 Round Table on Milan Base
- Delivery, Collection, Set Up & Dismantling



SHELL SCHEME HIRE AND SUPPLY OPTIONS		FORM : 2	
Company Name:		Stand No:	
Postal Address:		Level:	
		Tel No:	
		Fax No:	
		Email:	
Co VAT Number :		Signature:	
Person Responsible		Onsite contact	
For stand on site		Cell No:	

EXHIBITION STAND PACKAGE OPTIONS:

OPTION 1 : Shell Scheme Stand with no Furniture	9sqm	Cost Excl. Vat	R 2 400,00
OPTION 2 : Shell Scheme Stand with Furniture	9sqm	Cost Excl. Vat	R 2 600,00

SPECIFICATION OF TYPICAL SHELL SCHEME BOOTH:

- Shell Scheme Panels are 2420mm in height and 980mm wide and white in colour.
- The visual individual panel size is 2400mm in height and 960mm in width.
- The fascia panel board is 3mm thick.
- 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)
- Damaged panels will be charged to the exhibitor causing such damage.

TICK	Stand Option:	Size:		Total
	OPTION 1 : Standard Shell Scheme Booth with no Furniture			
	OPTION 2 : Standard Shell Scheme Booth with Furniture			
			SUB TOTAL	
			14% VAT	
			TOTAL	



FASCIA FORM (Compulsory form to be returned to Oasys)	FORM 2a
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Company Name:	
Postal Address:	
Co VAT Number :	
For stand on site	

Stand No:	
Level:	
Tel No:	
Fax No:	
Email:	
Signature:	
Cell No:	

FASCIA NAME: The name to appear on the fascia board (name board above stand) is as follows: (Please Print). **UPPERCASE ONLY**

NB CORNER STANDS HAVE ONE FASCIA NAME, HOWEVER ARE OPEN ON BOTH SIDES. ADDITIONAL FASCIA NAMES MUST BE ORDERED.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Names should be as short as possible for easy identification by visitors
(25 characters) -(Pty) Ltd, CC, should not be included

COMPLETE THIS SECTION ONLY IF ADDITIONAL FASCIA LETTERING IS REQUIRED

PLEASE NOTE THAT THIS IS THE COST FOR THE WHOLE ADDITIONAL NAME

QTY	COST PER NAME	TOTAL COST
	R 290.00	
SUB TOTAL		R
14% VAT		R
TOTAL DUE		R



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FURNITURE HIRE AND SUPPLY OPTIONS			FORM 3
CODE	ITEM	DESCRIPTION	UNIT PRICE FOR DURATION OF SHOW
H01b	Carlton Office Chair	BLACK	R 170.00
H02	Komora Chair	Black Leather & Chrome	R 369.00
H02a	Komora Chair	White Leather & Chrome	R 407.00
H03	Milano Chair	White	R 407.00
H07	Ballissima Chair	White	R 321.00
H10	Deli Chair	White	R 193.00
H11	Frog Barstool	Red/Beige/Green/Yellow	R 369.00
H12	Aluminium Chair	SILVER	R 920.00
H13	Kalahari Chair	Green & Beige	R 540.00
H20	White Square & Chrome Bar	BLACK	R 686.00
H27	Aluminium Barstool Stool	SILVER	R 475.00
H29	Divo Barstool	WHITE	R 419.00
H30	Komora Barstool	Black & Leather & Chrome	R 369.00
H32	Gelati Barstool	Red & White	R 407.00
H33	Gelati Barstool	Brown & White	R 407.00
H34	Chrome Cocktail Table	Silver	R 792.00
H34a	Round Bistro Table	White	R 792.00
H34b	White Square Bistro Table	White	R 792.00
H35	Beech Wood Bistro Table	Beechwood	R 867.00
H40	Beechwood Café Table	H: 710mm x D: 900mm	R 754.00
H41	Chrome Café Table	H: 750mm x D: 560mm	R 736.00
H42a	Round Bistro Table	White	R 383.00
H42b	Square Table on Milan Base		R 388.00
H43a	Square Table 4 Seat	H: 750mm x D: 900mm	R 388.00
H43b	Rectangular Table - 6 Seat		R 616.00



CODE	ITEM	DESCRIPTION	UNIT PRICE FOR DURATION OF SHOW
H46b	Chrome & Glass Coffee Table	Executive	R 649.00
H46c	Darkwood Coffee Table	Darkwood	R 771.00
H46d	Dark Cubed Coffee Table		R 771.00
H47	Chrome & Glass Side Table		R 560 .00
H53	Leather Tub Chair	Black	R 638. 00
H54	Layla Chairs	Red, Blue, White	R 1 656.00
H61a	Nikky Single Seat Couch	White	R 1 953.00
H61b	Nikky Single Seat Couch	Black - Suede	R 876.00
H62c	Nikky Double Seat Couch	Brown Leather	R 2 711.00
H63	Maxima Curved Bar Counter	H116mm W1010mm D500mm	R 720.00
H64	Octonorm Bar Counter	H900mm W1010mm D500mm	R 903.00
H68	Zig Zag Brochure Holder	Black	R 720.00
H68b	Smart Brochure Holder	Silver & Perspex	R 903.00
H68c	Smart Brochure Holder	Metal	R 903.00
H69	Coat Rack	SILVER	R 272.00
H72b	Beltrack Stanchions	Red & Black	R 541.00
H73	Water Cooler	With 20 Litre Water	R 1 612.00
H74	Hexagonal L Display Plinth	White	R 339.00
H77	Small Waste Paper Bin	Black	R 51.00
H78	Large Waste Paper Bin	GREY	R 197.00
H80	Standing Ashtray / Waste Bin	WHITE	R 293.00
H81	Perforated Stainless Steel Waste Bin	Stainless Steel	R 130.00



CODE	ITEM	DESCRIPTION	UNIT PRICE FOR DURATION OF SHOW
H83a	Large Refrigerator 220 lt	H: 1145mm x W: 585mm	R 2 699.00
H83b	Small Refrigerator	H: 840mm x W: 520mm	R 1 638.00
H84	Newline Cupboard	H: 900mm x W 1010mm D500mm	R 825.00
H85	Octanorm Cupboard	H: 900mm x W 1010mmD500mm	R 1271.00
H86	Newline Glass Top Counter		R 982.00
H87	Octonorm Glass Top Counter	H900mm W1010mm D500mm	R1 271.00
H88	Newline Showcase Large		R2 204.00
H89	Octonorm Showcase Large	H: 2000mm x W: 1030mmD530mm	R2 276.00
H90	Newline Showcase Small	H: 2000mm W530mm D530mm	R1 649.00
H91	Octonorm Showcase Small	H: 2000mm x 530mm D530mm	R1 712.00
H92	Standing Shelf	H: 1500mm x W: 1040mm D540mm	R 918.00
H102	Glass Table on Milan Base	Executive	R 561.00
H106	Plastic Chair	White	R 51.00
H107a	Flat Shelves		R 216.00
H107b	Sloping Shelves		R 216.00
H117	Purified Water	20 Litre	R 161.00
H123	Shelving Bracket		R 95.00
H130	Wooden Barstool	Wood grain	R 520.00
H133	Stella Café Chair	White	R 261.00



FURNITURE ON HIRE – SUMMARY FORM		FORM 3	
Company Name:		Stand No:	
Postal Address:		Level:	
		Tel No:	
		Fax No:	
		Email:	
Co VAT Number :		Signature:	
Contact on site		Cell No:	

PLEASE PRINT CLEARLY

CODE	DESCRIPTION	QTY	PRICE	TOTAL
SUB TOTAL			R	
25% SURCHARGE ON ORDERS AFTER 18 JULY 2017			R	
14% VAT			R	
TOTAL DUE TO GL EVENTS OASYS			R	



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ELECTRICAL HIRE AND SUPPLY OPTIONS		
CODE	ITEM	UNIT PRICE FOR DURATION OF SHOW
	30 Amp Three Phase Power Connection Only (Please produce a C.O.C)	R 584.00
E41	32 Amp Single Phase Distribution Board	R 1631.00
E42	32 Amp Three Phase Distribution Board	R 2 409.00
E13	15 Amp Plug Point*	R 297.00
E25	2,4m Two Lamp Fluorescent	R 542.00
E24	1,5 m Two Lamp Fluorescent	R 358.00
E23	0,9m / 1,2m Two lamp Fluorescent	R 320.00
E33	Iron wrought chandelier	R 429.00
E1	50 Watt Long arm Spotlight	R 444.00
E10	150 Watt Spotlight	R 297.00
E14	500 Watt Flood light	R 432.00
E15	1500 Watt Flood light	R 660.00
E20	150 Watt Metal Halide	R 1 161.00
	Exhibitor's Connection – light supplied & installed by client	R 242.00

PLEASE NOTE THAT PRICES EXCLUDE 14% V.A.T

*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 E41 30 Amp Single Phase Distribution Board be ordered. This recommendation is based on light currency only. For heavy current usage, a larger power supply unit may be required. Please feel free to contact GL Events for assistance, on 011 210 -2500.



ELECTRICAL SUMMARY ORDER FORM

FORM 4

Company Name:		Stand No:	
Postal Address:		Level:	
		Tel No:	
		Fax No:	
		Email:	
Co VAT Number :		Signature:	
Contact on site		Cell No:	

PLEASE PRINT CLEARLY

CODE	DESCRIPTION	QTY	PRICE	TOTAL
SUB TOTAL				R
25% SURCHARGE ON ORDERS AFTER 18 JULY 2017				R
14% VAT				R
TOTAL DUE TO GL EVENTS OASYS				R



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ELECTRICAL FITTING PLAN

FORM 5

Company Name:		Stand No:	
Postal Address:		Level:	
		Tel No:	
		Fax No:	
		Email:	
Co VAT Number :		Signature:	
Contact on site		Cell No:	

PLEASE SKETCH A PLAN OF YOUR STAND INDICATING THE POSITION OF THE PLUG POINT

WHERE POSITION IS CRITICAL, MEASUREMENTS MUST BE INCLUDED. PLEASE INDICATE RAISED FLOORS OR FLOORBOARDS WHERE APPLICABLE.

FAILURE TO RETURN THIS POSITIONING DIAGRAM FORM WILL RESULT IN THE ELECTRICAL CONTRACTORS PLACING THE FITTINGS YOU HAVE ORDERED AT THEIR OWN DISCRETION

EXHIBITION PACKAGE STANDS:

PLEASE INDICATE WITH A CROSS(X) YOUR PLUG POINT POSITION

IF YOU HAVE A CORNER STAND PLEASE INDICATE WHICH SIDE THE AISLE IS.



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PLANT HIRE & SUPPLY OPTIONS			
CODE	ITEM	DESCRIPTION	UNIT PRICE FOR DURATION OF SHOW
P1	Large Plant (approx. 1.8m high) - with Bark Chips	Charcoal / terracotta / stone	R 524.00
P2	Large Plant (approx. 1.8m high) - with extra Greenery	Charcoal / terracotta / stone	R 593.00
P1	Large Plant Approx. 1.8m High – with Bark Chips	Charcoal / Terracotta / Stone	R 524.00
P2	Large Plant (Approx. 1.8m High – With Greenery)	Charcoal / Terracotta / Stone	R 593.00
P3	Large Plant (approx. 1.8m high) - with Colour	Charcoal / terracotta / stone	R 593.00
P4	Small Plant (approx. 1m high) - with Bark Chips	Charcoal / terracotta / stone	R 529.00
P5	Small Plant (approx. 1m high) - with Greenery	Charcoal / terracotta / stone	R 506.00
P6	Small Plant (approx. 1m high) - with Colour	Charcoal / terracotta / stone	R 506.00
P11	Table Top 30cm pot with Bonsai – Medium	Stainless steel / terracotta	R 411.00
P11L	Bonsai - Large (Approx. 1m) High		R 605.00
P16	Table Top Arrangement - 30cm Pot with Colour	Stainless steel / terracotta	R 333.00
P12	750mm Trough with Greenery Only	Charcoal / terracotta	R 393.00
P13	750mm Trough with Greenery and Colour	Charcoal / terracotta	R 429.00
P14	750mm Trough with Colour Only	Charcoal / terracotta	R 472.00
P17	White Pebbles - per Square meter - or part thereof		R 330.00
P18	Bark Chips - per Square meter - or part thereof		R 200.00



PLANT SUMMARY ORDER FORM

FORM 6

Company Name:		Stand No:	
Postal Address:		Level:	
		Tel No:	
		Fax No:	
		Email:	
Co VAT Number :		Signature:	
Contact on site		Cell No:	

PLEASE PRINT CLEARLY

CODE	DESCRIPTION	QTY	PRICE	TOTAL
SUB TOTAL				R
25% SURCHARGE ON ORDERS AFTER 18 JULY 2017				R
14% VAT				R
TOTAL DUE TO GL EVENTS OASYS				R



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