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1 | Business Information

Contact Details

Physical address

Uitvlug, 3 Howard Drive, Pinelands, Cape Town

Postal Address

PO Box 180, Howard Place, 7450

Contact Numbers

Telephone Number + 27 21 530 3100
Facsimile + 27 21 530 3222
Website www.getawayshow.co.za

Getaway Show Team

Show Director

Jacqueline Lahoud Cape Town +27 21 530 3111 jax@ramsaymedia.co.za

Show Manager

Debbie Tapson Cape Town +27 21 530 3192 debbie@ramsaymedia.co.za

Operations Manager

Leza ter Wolbeek Johannesburg +27 82 770 2799 leza@occam.co.za

Events

Zeenat Shaikjee Cape Town +27 21 530 3107 zeenats@ramsaymedia.co.za

Accounts and Competitions

Sue Walker Cape Town +27 21 530 3116 suew@ramsaymedia.co.za

Marketing

Sally Dowling Cape Town +27 21 530 3206 sally@ramsaymedia.co.za

Banking Details

Bank Standard Bank
Branch Pinelands, Cape Town
Branch code 03630982
Account no. 073014605
Account holder RamsayMedia

For all **direct bank deposits** as well as **electronic transfers**, a **copy** of the **deposit slip** or proof of payment must be faxed to Sue Walker on (021) 530-3222, clearly stating the company name.

2 | General and Technical Aspects

Aisles

- Fire regulations dictate that aisle space needs to be at least 3m wide **and kept clear at all times.**
- Please ensure your stand design or the contents of your stand stay within your allocated space and do not protrude into the aisles. This includes rugs, mats or ground floor covering of any sort, camera's, podiums, stabilizing poles (e.g. tents), tow bars, tyres, bike handles etc

- Where raised platforms are used, the corners need to be rounded off or splayed, or otherwise protected to ensure clear passage. Please ensure you measure your platform carefully as it will in no way be allowed to protrude, even by a few centimetres into the aisle space.
- Furthermore, no doors or windows or any item may open or swing into the aisles.
- A representative from the Fire and Emergency Management Services walks the entire show each day to ensure the above is adhered to. It is within their rights to make on-site adjustments, close a stand or the entire show should they feel visitors may be at risk of injuring themselves (tripping etc.) or unable to evacuate easily in an emergency.
- Due to fire regulations, no aisle or part aisle leading into an entrance, exit and/or fire exit is allowed to be blocked in any manner.

Atm

Two ATM facilities are located inside the venue (Entrance 1 and Entrance 3 respectively) and are available during the event. All major banks are situated in the Northgate Shopping Centre, adjacent to the venue.

Audio and Visual Equipment

The preferred supplier of audio and visual equipment is Expo Solutions, but you are welcome to order from alternate companies. Equipment can be ordered online.

Awards Function

The Awards Function will be held on **Saturday 3 September, 19h00 for 19:30.**

The Awards Function is an informal event and will be held after the show closes on Saturday evening

- **9m2 – 100m2** stands will receive **TWO free** tickets to the awards function
- **100m2 plus** will receive **FOUR free** tickets to the awards function
- Additional tickets can be purchased via the website for a cost of R50 per ticket

Banner Hanging

Installation and Delivery

- Due to safety regulations, banners to be hung from the catwalks above the show need to be done so by the Coca-Cola Dome rigging staff. The catwalk is out of bounds at all times to the public, exhibitors and the Getaway Show staff.
- Getaway need to advise the venue of banner hanging requirements 10 days prior to the first day of BUILD-UP. Please ensure all banner hanging is ordered with Getaway by **19 AUGUST 2011.**
- Banners to be hung by the Coca-Cola Dome staff need to be delivered by NO LATER than Wednesday, **31 AUGUST, 10am.** The Coca-Cola Dome reserves the right to charge a late delivery fee. This fee will be passed onto the exhibitor.
- Banners will be erected during build-up between 8:30 – 16:30. After hour requests will carry an additional charge. **Under no circumstances will banners be erected during show hours.**
- Neither the Coca-Cola Dome, nor Getaway will be held liable for any damage or theft of banners left unsupervised on site.
- The organizers cannot guaranteed that banners will be hung directly above your stand

Banner Specifications

- Banners of 3m x 8m or smaller must have two (2) points of suspension.
- Banners must have eyelets and a suspension bar is recommended to prevent sagging. Sewn sleeves must easily accommodate the suspension bars (only wooden allowed) and they must protrude a minimum of 50mm on both sides to accommodate rigging.
- Attachments points must be present on banners that have no top pole. Attachment points that need to be constructed on-site will incur a surcharge due to time delays.
- Only banners made of plastic, poly, or sheeting are permitted. The suspension of any other banner / equipment is subject to approval by the Coca-Cola Dome and may require the assistance of a qualified rigger which is then subject to quotation.
- Perspex banners are a hazard when suspended and therefore are not permitted.
- Catwalk Banners – a maximum weight of 22kgs per banner applies; the maximum size permitted is 3m x 8m.

- Mezzanine Level Banners – Banners may be suspended on the mezzanine railing. No cost is incurred if the exhibitor hangs these themselves. A suitable size is 3m x 1m. Banners can only be attached to the silver metal railing and must attach with cable ties.

Connected any other way will result in the banners being removed.

- No material may be used that will damage the railing.

Pricing

- A labour cost is involved for the suspension of banner hanging from the catwalks. The cost is R520 per banner
- Price quoted is for the catwalk only, other areas need to be quoted for.

- There is no cost for hanging banners on the mezzanine railing, provided the exhibitor hangs the banner themselves.
- Banner hanging can be ordered via the website

Basic Packages

- A basic package consists of space and carpeting only.
- All stands will be fitted with grey or charcoal carpeting (subject to availability). Alternate colours can be ordered via the website at no extra cost, but orders must be placed four weeks prior to the show. Colours ordered after that will be subject to availability.
- A distribution board is needed to run power from the main power supply to your stand. Please check your contract before ordering a distribution board as one may already have been ordered for you. Distribution boards can be ordered via the website.
- Basic stands must please be aware that neighbouring shell scheme walls belong to the shell package exhibitor, and as such, it is at their discretion as to whether the outside of the walls can be used.
- Should this be the arrangement between the two parties, please adhere to the requirements regarding attaching items to the walling and be aware of the cost of damage to panels

Carpets

- All stands will be fitted with GREY or CHARCOAL carpet tiles (subject to availability)
- Should you prefer an alternate colour on your stand, log onto the Exhibitor Lounge section of the website and make your selection. Alternate colours are free of charge, but must be ordered four weeks prior to the show. Colours ordered after that are subject to availability and cannot be guaranteed.
- Exhibitors will be invoiced R355.00 per tile for any damaged or missing carpet tiles.
- Please see a list of available carpet colours on the website.

Catering

Various food and beverage outlets will be operational for the duration of the show selling fast foods, snacks, beverages, soft drinks, etc.

THE FOLLOWING APPLIES TO CATERING ON EXHIBITION STANDS:

- It is not the policy of the venue to permit exhibitors to bring food and beverage into the venue. However, this policy has been relaxed should exhibitors want to provide their own food and beverages on a non-sale/sampling basis.
- Similarly, any client/exhibitor requesting to sell food or beverages must inform the venue, in writing, via Josie Harcombe (011) 794 5800.
- Should any client/exhibitor be found selling food or beverages without permission, Event Food Services and The Coca-Cola Dome have the right to stop the client from selling the product/s.
- The venue provides a service whereby exhibitors may order eats and drinks for their stands for their own

Food: bite size tasters (20mmx20mmx20mm)

Beverage: malt – 50ml and other beverages – 20ml. Maximum 5 cases per stand per show day.

Contractors – Compulsory and External

- Getaway has appointed compulsory contractors in the fields of electricity, cleaning and security. No other contractors will be permitted.
- Contractors working for exhibitors with custom built stands must inform the organiser's via the contractor obligation form and must be identifiable by uniform or company badge.
- The contractor obligation form can be found on the Exhibitor Lounge section of the website and must be faxed to 086 665 0445 attention Leza ter Wolbeek

Competitions

- Competitions to the value of R15 000 or more will be included on the Getaway Show website and in the visitor catalogue.
- Exhibitors wishing to run competitions from their stand must please email Sue Walker (suew@ramsaymedia.co.za) with the details and value of the competition.
- The deadline for submissions is three weeks before build-up of the show.

Damage

Venue

- Any exhibitor or 3rd party acting on behalf of the exhibitor using materials which may cause damage to the floor (i.e tiles, concrete, bricks, sand, heavy machinery etc) must provide protective covering e.g. plastic before build-up of these areas.
- The Coca-Cola Dome reserve the right to request that stands be cleared so that protective covering can be placed on the stand.
- Reasonable precautions must be taken when construction is taking place to ensure that no damage is caused to the venue and/or floor:
 - Crates, panels and pallets must be kept away from the walls 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
 - No attachments may be made to any piping, sprinkler piping or any water supply pipes underneath the Mezzanine slab or in any other location within the Coca-Cola Dome
 - Nails, screws or other devices may not be driven into any part of the building
 - Due to fire regulations, storage of items such as

paint, fuel, gas etc must be placed in writing to the organisers who will in turn liaise with the FEMS

Shell Schemes

- Exhibitors may not drill holes, paint or hammer sharp objects into shell schemes.
- Damaged panels will be changed for at a cost of R500 per panel.

Carpeting

- Exhibitors will be invoiced R355.00 per tile for any damaged or missing carpet tiles.

Exhibitors agree to pay costs of repair or replacement for all damages to the any of the above regardless of whether the damage was caused directly by the exhibitor or whether the damage was caused by a third party acting on behalf of the exhibitor.

A damage form will be presented to the client and the costs invoiced to the exhibitor.

All damage to the venue is quoted dependent of the nature of the damage and current costs for repair / replacement.

Disclaimer

Neither RamsayMedia, nor any of their directors, employees, servants, agents for the venues, shall be liable to the exhibitor, its staff or its contractors, for personal injury to, or the death of any person or the loss of or damage to any property of whatsoever nature, on the property howsoever arising or caused.

The exhibitor, its staff and its contractors indemnify RamsayMedia, their directors, employees, servants or agents against any claim of whatever nature, which may be made against any of them arising out of any of the a foregoing, except where the same was due to gross negligence by RamsayMedia.

Disabled Facilities

The entrances to the venue as well as the ablution facilities on the premises are equipped for the physically disabled. Disabled facilities include the following:

- Designated disabled parking bays located in block E
- Disabled toilets on all levels of the venue
- Exterior entrances to the venue with ramp access

Exhibitor Lounge

A dedicated private area is available to the exhibitors during show days. The lounge provides comprehensive food and beverage, including Meal of the Day at 20% discount for exhibitors. Event Food Services (the Coca-Cola Dome's official caterers) will provide menus at the show

Expo Screens

- For shell package exhibitors, Expo Screens protects merchandise and items on display and prevents people from entering the stand area out of show hours.
- Expo Screen simply clips into the opening of the stand and is secured with a unique easy- locking mechanism.
- The Expo Screen comes in a variety of sizes that will fit most stand areas.
- Expo Screen can be ordered via the website.



Fascia Board and Lettering (Shell & Accommodation packages only)

- 1 x Correx board with a fascia name (exhibiting name) is supplied as part of the shell package regardless of stand size.
- Exhibitors with corner stands will receive a second fascia as part of their package



Fascia Board and Name

Fire Arms / Weapons

- NO FIREARMS ARE PERMITTED ON THE PREMISES.
- Where firearms form the basis of an exhibition, a special permit is required. Firearms and ammunition must be displayed in suitable lockable cupboards.

Furniture Hire

- A full list of furniture available for hire can be found on the website.
- Exhibitors are not obligated to use our preferred supplier - you are welcome to source alternate solutions.

Insurance

- Exhibitors must ensure that they have adequate cover for all exhibits and display material. It is recommended that insurance cover be taken for the duration of the show to include transport to and from the centre.
- The organiser's carry public liability insurance for visitors but are not responsible for insurance of exhibitors or their property.
- It is further recommended that exhibitors carry their own public liability insurance.

Internet Access

Internet Access

Wi-Fi

- The Coca-Cola Dome is a Wi-Fi Hotspot. To get online at a Wi-Fi Hotspot, your laptop or handheld device must either have a built-in support for Wi-Fi, or be equipped with a WI-FI network card.
- All users (including credit card users) require a username and password to make use of the Wi-Fi hotspot internet services. A username and password can be acquired by making an online purchase with your credit card when you connect to the wireless network or by subscribing to the service via one of the listed service providers. Purchased time can be used to access the Internet at any of the participating locations (the Coca-Cola dome.) Provided you have not exceeded the on-line time purchased, you can use the remaining time by entering the username/password that is issued by this facility.
- In order to connect, make sure your device is set to connect to the Wi-Fi network with the SSID called "Internet".
- If you experience any problems with the service or with credit card username and passwords, you can contact the Wi-Fi- Helpdesk on 0861 HOTSPOT (0861 468 7768)

3G

- 3g signal can be obtained within the venue, however some dead spots do occur. As these dead spots are dependent on the design of stands, materials used etc, it is impossible to predict where they will be each year.

Medical Emergency / First Aid

Paramedics will be on duty during build-up, the show and break-down.

Mobile Credit Card Facilities

If you have an existing credit card machine with your bank, please contact them for details on how to set up a temporary station at the show.

Alternate Solutions:

| | | |
|-----------------------|--|--------------|
| Mobile Cash | www.way2pay.co.za | 011 521 8000 |
| vWire | www.vwire.co.za | 086 111 4127 |
| Virtual Card Services | www.vcs.co.za | 087 940 1971 |

Plant Hire

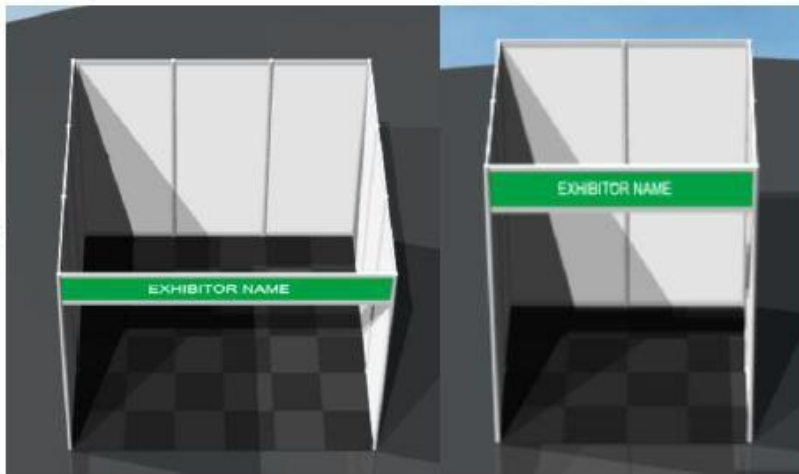
Tree Mendous is the preferred supplier of plants and flowers and can offer pre-potted plants or landscaping per meter squared. Please order your requirements on the website.

Public Address System

Throughout the show we will have a roving announcer who will talk about various stands on display, create awareness of competitions and make general announcements.

Shell Scheme Packages

- Shell Scheme is *not* included in the *basic* package.
- Exhibitors with basic packages wanting to upgrade to the shell package can do so via the website or by contacting your sales representative.
- The following is included in a **3x3 Shell Package**: White shell scheme walling, 1 x fascia and lettering of company's exhibiting name, 2 x spotlights per 9m², 1 x plug point per 9m².
- The following is included in a **2x2 Shell Package**: White shell scheme walling, 1 x fascia and lettering of company's exhibiting name, 1 x spotlight per 4m², 1 x plug point per 4m².
- Walling per running metre can be ordered via the website. Please note that the walling cannot stand up on its own and will need a 1m panel on either side to hold it up. These 2 additional meters must be included in your order.
- Coloured panels and chipboard can be ordered at an additional charge and is subject to quotation.
- Exhibitors may not paint or hammer sharp objects into the shell panels.
- Damaged panels will be invoiced at a cost of R500.00 per panel.



Standard 3x3 Stand

Standard 2x2



2x2 Corner Stand

Smoking

The Coca-Cola Dome is a NON-SMOKING venue.

Stand Security

- There will be 24-hour security from beginning of build-up to end of the show, however, it is the exhibitor's responsibility for the security of their stand and its contents.
- Exhibitors wishing to arrange for additional stand security during the show can do so via the website.
- An official security contractor has been appointed by the organisers and is the **only** security allowed in the venue.

Storage Facilities

- The Coca-Cola Dome have 6 storerooms available for the duration of the show at a nominal fee.
- Each storeroom will be given out on a "first come, first serve" basis.
- Additional storerooms can be built. Cost is dependent on size. Cost is dependent on size. Please contact **Leza ter Wolbeek** for assistance.

Telephone / ADSL Lines

- Telephones, ISDN and data lines must be ordered by completing the Telkom form which can be obtained from the website.
- All calls are monitored and Telkom, at the end of the show, will present a detailed bill to exhibitors for immediate settlement.

- **PLEASE NOTE:** A letter of approval/authority must be signed by the owner/director of the company before Telkom will install the line. This letter must be on a Company Letterhead stating the owner/director's name and signature giving permission for installation of the temporary Telkom line.
- The respective company applying for the temp line must be up-to-date with all Telkom billing.
- **The latest possible date that lines may be ordered is 4 WEEKS before the show. Late and incomplete forms will not be processed by Telkom.**
- Please be aware you are dealing directly with Telkom, Getaway has no control over service received, delays in applications or faults, but endeavours to assist where possible.

3 | Logistics

Accreditation

- Exhibitors will be issued with badges which they will be required to wear for the duration of the show.
- Exhibitors without badges during show times will be denied access to the venue.
- Badges will be allocated as follows:

| | |
|----------------------------------|-----------------------------------|
| 4m ² = 2 badges | 36 – 44m ² = 7 badges |
| 8m ² = 4 badges | 45 – 53m ² = 8 badges |
| 9 – 17m ² = 4 badges | 54 – 62m ² = 9 badges |
| 18 – 26m ² = 5 badges | 63m ² plus = 10 badges |
| 27 – 35m ² = 6 badges | |

Additional badges will be charged for at R40 per badge and can be ordered via the website

Build-Up and Break-Down

Build-Up

Please refer to the Build-Up and Break-Down Schedule attached for times which you will be able to access the venue. There are two loading bay areas within the venue – Tower C and Tower A. Please refer to the floor plan on page 15 to see which loading bay your stand is closest to.

- Be aware that the weight limit of the floor differs: SIDE A = 2.5 tons/sqm with a 10 ton (UDL). SIDE B = 0.5 tons/sqm with a 3 ton (UDL). Please refer to the floor plan indicating which side is which.
- Exhibitors will be required to off load their vehicles and then remove them from the loading area immediately.
- Parking will be made available in parking **Block C** during build-up (refer to floor plan)
- The show organiser's and the venue cannot be held responsible for goods that arrive without prior arrangement or items that are left unattended.

Break-Down

- There will be a one and half hour breakdown from 17:30 – 19:00 on the last day of the show. Please note this is an extremely high-risk period for theft and exhibitors are advised to stay on their stands for this period or hire an additional security guard should you not be making use of the break-down

period. Security guards can be booked through the website.

- Please bear in mind that the venue cannot be opened for break down until the show visitors have left the building. The roller doors allowing access to the loading bay areas will not be opened before this time. This is for your security and the security of your goods.
- The integrity of the show is based on exhibits being open during show hours. Therefore exhibitors will not be allowed to leave with their goods prior to the show closing. Show hours are based on visitor research and numbers through the door.
- If you have hired furniture from our suppliers or an external source, it is advisable to clear out cupboards and drawers of goods, brochures etc as the suppliers are usually on site very early to collect.
- Full break down will continue the following Monday morning from 7:30. Should you need to access the venue earlier, please make special arrangements with the organisers well in advance.
- All materials must be removed entirely by the respective exhibitor by no later than Monday 03 September at 14h00.
- Whilst measures are put in place to make the venue as secure as possible, neither the organiser's, the organiser's contractors, nor the venue will be held responsible for items that are left behind during break-down.

- The organiser's, at the exhibitors' expense, will dispose of items that are not removed by exhibitors.
- It is stressed that neither the organiser's, contractors, the security operators or the

venue can be held responsible for any loss or damage to exhibitor property or for any injury to exhibitors or their contractors during this period.

Cleaning

There will be a major pre-show clean once all the stands have been completed, the evening prior to the show commencing. General cleaning of the aisles and public areas will be provided on a daily basis. Please contact the organiser's should you need stand specific cleaning.

Exhibitor Registration

Exhibitors are asked to please report to the ORGANISORS OFFICE during build-up. Here you may collect your Welcome Pack which will include your name badges, parking vouchers and award function tickets.

Loading Areas

There are two areas available to off load goods. Tower C loading bay and Tower A. Please check floor the plan on page 15 to see which loading bay is closest to your stand.

In order to offer all exhibitors the opportunity to off load goods, the following conditions apply:

- Exhibitors / Contractors must off-load and immediately remove their vehicles to an allocated parking bay;
- No vehicles may park in the loading area;
- Any vehicle which is not promptly removed, may have their wheel clamped and will be fined by the Johannesburg Fire & Emergency Services;
- No vehicles may park or drive on the tiled areas;
- Height restrictions apply

Please remember that once the carpeting and shell schemes have been erected (usually by Wednesday), vehicles will not be allowed to drive into the venue

Parking

- During the show exhibitors parking will be provided in Parking Block A & B, on a "first come, first served" basis, however, a limitation of **2 bays** per exhibiting company applies.
- Exhibitors can use Entrance 3 to gain access to the venue.
- Disabled parking will be available close to the venue and will be demarcated for easy recognition
- Visitors' parking is available in and around the venue. Parking Block C, E & G (over the road).
- A nominal fee will be charged per vehicle, per event day/night for visitors parking.
- A parking map is attached at the end of this document or can be downloaded from the website.

Venue Access Times

The venue can be accessed from 7:30 in the morning. Please be aware that the security guards change shift at 7am and, as they all need to be uniformed and signed in, we request that exhibitors please do not try access the venue before this time.

Removal of Goods from the Venue

If you need to remove stock from the venue during the show, please report the organisers office and obtain the appropriate documentation. Although we understand this is an inconvenience, it is in an effort to protect your goods from being stolen.

4 | Rules and Regulations

Behaviour

The exhibitor undertakes personal responsibility for the behaviour of any persons deemed to be staff, suppliers, sub-contractors or service providers to that exhibitor whilst on the venue premises. The exhibitor also undertakes to ensure that no unacceptable behaviour, including excessive consumption of alcohol, playing of loud music or the use of abusive language, occurs by any such person whilst on the venue premises.

Covered stands

No covered stands are permitted unless detailed drawings are submitted at least 14 days prior to the event, for approval by the venue manager.

Double-tier stands are required to provide a structural engineers certificate (14 days prior to the event) to the show manager for authorisation, to comply with legal requirements. NOTE: failure to comply may result in refusal of permission to erect the stand.

High Structured Stands

All high structured stands (above 3 meters) need to be stabilised. A detailed plan/drawing must be submitted 14 days prior to the event, for authorisation by the Venue Facilitators. NOTE: failure to comply may result in refusal of permission to erect the stand.

Inspection of Goods / Materials

All equipment, fittings and materials brought into the venue are subject to inspection at the organiser's discretion and by the appropriate, qualified people.

5 | Safety, Emergency Management Services & Disaster Management

Introduction

Generic safety guidelines have been developed by various industry associations such as EXSA and TPSA in order to inform and educate the industry as to what "best practices" should be used in order to avoid any possible liability, injury, accident or loss of life.

The following guidelines should be followed at all times:

- All flammable and combustible materials and components must 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 Operations Manager or Safety Consultant.
- Any hazardous chemicals or flammable materials to be used within the confines of the Coca-Cola dome must be declared. These materials shall be stored in purpose made safety containers in minimal quantities. A copy of the clearance certificate must be presented to the Operations Manager prior to the construction commencement date.
- Any flammable construction, building and / or other materials shall be treated with a fire retardant substance and certified as such, prior to construction commencement. When flammable substances are brought into the Coca-Cola dome without prior arrangements, the exhibitor must supply additional suitable type fire extinguishers for the specific class of

fire. Should no certificate or approval be forthcoming, please note no build-up or construction will be permitted. The venue has the right to request a copy of the certificate.

The following aspects regarding fire safety are required to be reported to the Operations Manager prior to the start of the first event build-up day in order to allow for liaison with and approval from the Fire & Emergency Management Services, Metro Police and the South African Police Services:

- All staging and set designs including but not limited to structures over 500mm in height, staging, multi-storey structures, wooden structures, bridges, flammable material and inserts of polyurethane must be forwarded to the Operations Manager.
- All flammable and combustible materials and components will be declared for approval and/or treated with a flame-retardant. A certificate must be obtained and a copy of the certificate must be handed to the Operations Manager.
- 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 small quantities.

- Should no certificate or approval be forthcoming, please note that the Fire Department (Emergency Management Services) have the right to fine transgressions.¹⁰

The Fire & Emergency Services will conduct an inspection of the event/exhibition on the last day of build-up to ensure compliancy. Should they feel that

full compliance with regulations has not been achieved they have the right to hold back the opening of the event and/or to fine the transgressors.

Electrical Procedures & Regulations

Electrical installations must be of such a nature as to ensure that all electrical equipment may be used safely. All installations must be carried out by a competent individual.

When an electrical fault becomes apparent the equipment on the circuit in question must be switched off and not used until the fault has been rectified.

All electrical equipment brought into the venue must comply with the South African Electrical Regulations, the Occupational Health and Safety Act and the Labour Relations Act. 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.

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

- No Twinflex is permitted.
- No 15A double adapters are permitted. SABS approved multi-socket outlets should be used instead.
- Only SABS approved multi-socket or multi-extender plugs or cable-tie maybe 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 to differentiate between Live/Neutral/Earth), will only be accepted at a minimum height of 2.4 m and not be subjected to any form of 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 2.5 m. Any metallic structure with electrical equipment affixed to it 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 15A plug top (SA 3 pin round plug).
- Lighting is to be looped from fitting to fitting with all terminations being secured and concealed.
- Stands constructed of a conductive material will be required to be double earthed to the venue's earth system.
- Transformers are to be mounted on the structure, walls and/or systems and not placed directly onto the carpeted floor.
- 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 event organisers and the venue, and if permitted, a fee will be levied.
- Neon Lighting – this lighting may not be installed without prior arrangements and written authorisation from the event organiser.
- Fluorescent fittings must be earthed.
- All electrical fittings and equipment must be SABS approved.
- An electrical Certificate of Compliance is required for each installation.

Elevators

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

Emergency Procedures & Fire Regulations

Exhibitors must ensure that their personnel have been adequately briefed on the venue's emergency procedures, as well as the location of the emergency exits at the exhibition. In the event of an emergency the following must be adhered to:

- Immediately report an incident of concern to the Organisor;
- 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;
- 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 and 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 and escalators will stop operating.

Exits / Fire Escapes

- No furnishings, decorations, flight cases, stage pieces or any other objects whatsoever may obstruct exits, access to exits or the visibility of emergency exits.
- The required path of travel to exits may not be blocked by furniture or any other moveable objects.
- Fire escapes are located at intervals in the building and are accessible from each floor.

Fire Equipment

-
- The Fire & Emergency Services may, depending on the circumstances of each case, require an exhibitor or exhibitor's contractor to provide additional fire equipment.

Fire Retardation

The local council by-laws are quite clearly state that no combustible material with a high fire rating may be displayed at any event. Thatch is regarded as a major fire hazard and exhibitors planning to use thatch as part of their display will be required to provide a Fire Retardation Certificate indicating that the product has been treated with a fire retarding compound.

When 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.

Items considered to be "combustible materials" includes amongst others:

- Draping/curtaining, backdrops, hay, hessian, thatch, etc
- As per the Fire and Emergency Services, hay and Hessian are banned from the exhibition.
- Combustible materials are to be treated with a fire retardant substance as approved by the Fire & Emergency Services & SABS standards.
- Certificates from recognised suppliers confirming retardation must be made available and presented on each stand.

Floor Plan Requirements

- Plans for custom designed stands such as multi-storey, wooden structures, bridges, flammable material stands and inserts of poly- urethane must be forwarded to the organiser's 4 weeks prior to the first day of build-up to obtain Disaster & Safety Consultant for approval.
- Sufficient exits are to be provided in shell scheme walls with a minimum exit width of 3m. All fire exits are to be clearly indicated

Gas Regulations

This policy has been formulated to provide guidelines to all exhibitors who bring their own equipment, goods for sale, caterers, and kitchen utensils etc. for use within the venue. All exhibitors are to abide by the following regulations drafted in accordance with the Health & Safety Committee as well as the Fire Department.

- The use of gas must be applied for via the organiser's who will submit applications to the Johannesburg Fire & Emergency Services. The JHB Fire & Emergency Services restrict the amount of gas permitted within buildings and prescribe fire precautions which must be taken.
- Gas bottles must be fitted with a pressure regulator.
- No connections will be allowed during show times. All connections must be completed before the show commences each day.
Should the gas run out during the day, no further installations will be allowed until the next morning;
- The exhibitor takes full responsibility for all aspects of the Health and Safety Act that is applicable to the installation;
- Upon delivery, the gas the bottles will need to be checked-in by the Exhibitor and a certified installer must connect the gas. The Exhibitor must advise the Operations Manager when gas arrives at the venue.
- The exhibitor remains solely responsible for the safety and security of gas cylinders.
- The exhibitor must ensure that the correct type and quantity of fire-fighting equipment is on hand. All fire fighting equipment must have service labels from a SABS approved service company with a service date no older than 9 months;
- There are no extraction systems in the main arena and as such cooking must be kept to a minimum. No deep fat fryers will be allowed;
- The venue reserves the right to remove all gas from site should any of the above conditions not be adhered to regardless of concluded arrangements
- An application must be submitted in writing to the Emergency Management Services fourteen (14) days prior to the event and must be forwarded to the Operations Manager (this application should be on a company letterhead and must indicate the intended use of the gas). Open flames are not permitted unless written approval has been granted by the venue and the Emergency Management Services

5 | Getaway Build-Up and Breakdown

Build-up **30 Aug – 01 Sept**
Show Days **02 - 04 Sept**
Breakdown **05 Sept**

BUILD UP

| | | |
|------------------|---------------|---|
| Tuesday 30 Aug | 10h00 – 17h00 | Getaway Contractors only |
| Wednesday 31 Aug | 10h00 – 17h00 | Basic Package & Outside Exhibitors ONLY |
| Thursday 01 Sept | 07h30 – 18h00 | All Exhibitors (Shell, Accommodation, Basic and outside) |

SHOW DAYS

| | | |
|------------------|---------------|---|
| Friday 02 Sept | 08h00 – 10h30 | Delivery of exhibitors' stock Exhibitors prepare for opening |
| | 11h00 – 19h00 | Gates open to public |
| Saturday 03 Sept | 08h00 – 08h30 | Delivery of exhibitors' stock Exhibitors prepare for opening |
| | 09h00 – 19h00 | Gates open to public |
| Sunday 04 Sept | 08h00 – 08h30 | Delivery of exhibitors' stock Exhibitors prepare for opening |
| | 09h00 – 17h00 | Gates open to public |
| | 17h30 – 19h00 | Breakdown |

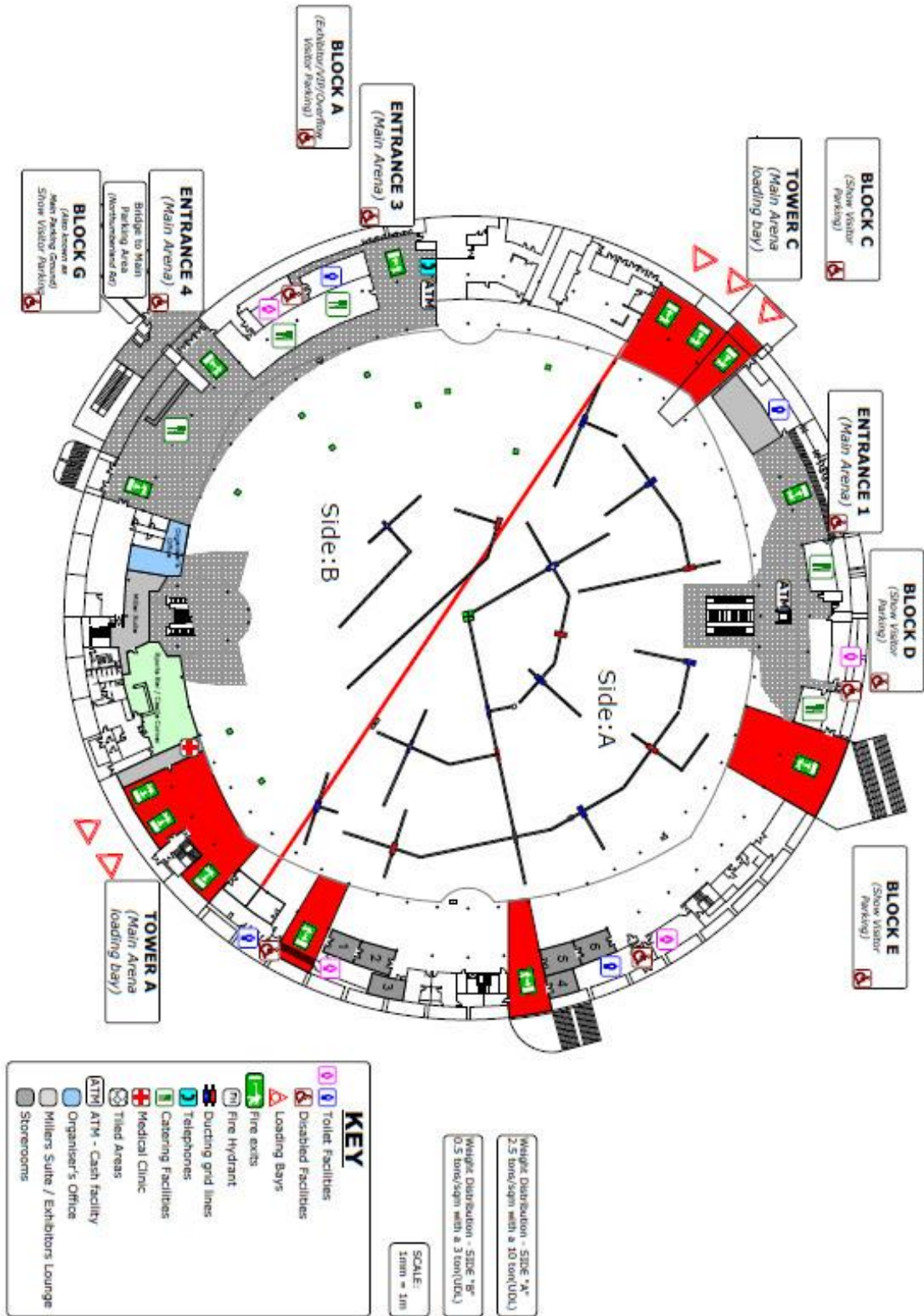
BREAKDOWN

| | | |
|---------------|---------------|------------------------------|
| Monday 05 Spt | 08h00 – 13h00 | Venue must be clear by 14h00 |
|---------------|---------------|------------------------------|

IMPORTANT

- The show organiser's and the venue cannot be held responsible for goods that arrive without prior arrangement or which are left after the official breakdown period.
- All build-up materials must be removed entirely by the respective exhibitor by end of breakdown.
- Items that are not removed by exhibitors will be disposed of by the organiser's at the exhibitors' expense.
- It is stressed that neither the organiser's, contractors, the security operators or the venue can be held responsible for any loss or damage to exhibitor property or for any injury to exhibitors or their contractors.

6 | Maps and Floor Plans



KEY

ENTRANCES

- 1 3 4 6 Main Arena Entrances
- 2 7 Mezzanine Level Entrances
- 5 the Coca-Cola dome Management Entrance - Mezzanine
- 4 Main Arena entrance to Dome Banqueting

PARKING

- B Dome Banqueting Parking
- B JET Parking
- E the Coca-Cola dome PAID Parking Areas
- C "Overflow" parking from C (permission required from Northgate Mall)
- F the Coca-Cola dome Management / Tenant Parking
- H Dome Banqueting vehicle & pedestrian access
- J JET vehicle & pedestrian access
- K Access control gates (which can be opened & closed)
- L Disabled bays at point D & E
- Boom gates

No. of bays per area

- A = 294 bays
- B = 187 bays
- B = 239 bays
- C = 103 bays
- C = 293 bays
- D = 184 bays
- E = 500 bays

(permission required for overflow from other areas)

