



# the *Cape Town* **Getaway**

SANDRINGHAM ESTATE  
STELLENBOSCH  
6-8 MARCH 2020

show

## EXHIBITOR MANUAL



FRIDAY 12PM-6PM • SATURDAY 9AM-6PM • SUNDAY 9AM-4PM

Visit [getaway.co.za](http://getaway.co.za)



## **SANDRINGHAM ESTATE**

### **6-8 MARCH 2020**

Tickets available online or at the gate

Adults: R100, after 3pm R50

Pensioners/Students: R50

Family Pass (family of four) : R150

Kids 12 and under: free



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# 1 | BUILD-UP AND BREAK-DOWN SCHEDULE

**Build-Up:** 02 March–05 March 2020

**Show Days:** 06–08 March 2020

**Break-Down:** 09 March 2020

## BUILD – UP

**Tuesday** 03 March 2020

07:30 – 19:00

Basic Package and Outside Exhibitors ONLY

All vehicles and caravans on site

**Wednesday** 04 March 2019

07:30 – 17:00

All Exhibitors

**Thursday** 05 March 2020

07:30 – 17:00

Activations/Market/Food Trucks

## SHOW DAYS

**Friday** 06 March 2020

07:30 – 09:30

Delivery of exhibitors' stock

09:30

All delivery vehicles must be removed from the field

Prepare for opening

12:00 – 18:00

Gates open to public

**Saturday** 07 March 2020

07:30 – 08:30

Exhibitor Breakfast

Exhibitors prepare for opening

All delivery vehicles must be removed from the field - prepare for the opening

09:00 – 18:00

Gates open to public

**Sunday** 08 March 2020

07:30 – 08:30

Delivery of exhibitors' stock

Exhibitors Prepare for opening

All delivery vehicles must be removed from the field-prepare for the opening

09:00 – 16:00

Gates open to public

16:00 – 19:00

Break-down

## BREAK DOWN

**Monday** 09 March 2020

08:00 – 14:00

Venue must be cleared by 14:30



## EXHIBITOR REGISTRATION

Exhibitors are asked to report to the **ORGANISERS' OFFICE** prior to build-up.

Here you will collect your **WELCOME PACK** which will include your exhibitor badges and pre-show breakfast tickets.

## IMPORTANT

- The show organisers and venue cannot be held responsible for goods that arrive without prior arrangement or which are left after the official break-down period.
- All build-up materials must be removed entirely by the respective exhibitor by the end of break-down.
- Items that are not removed by exhibitors will be disposed of by the organisers at the exhibitors' expense.
- It is stressed that neither the organisers, 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 to their contractors.

**NB: A penalty will be granted for any exhibitors unprepared when show opens.**

**\*STANDS TO BE MANNED 15 MINUTES BEFORE DOORS OPEN TO PUBLIC**

## 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.
- Additional badges will be charged for at R80 per badge and can be ordered via the **Exhibitor Services Order Form**.
- Badges will be allocated as follows:

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

## 2 | BUSINESS INFORMATION

### Getaway Show Team

#### Commercial Director / Show information

Commercial Director : Stephan Herman  
stephan@hsm.co.za  
Tel : 021 530 33 00 | Mobile: 076 534 9110

#### Sales Enquiries

Exhibition Sales Consultant : Atikah Hendricks  
Atikah.hendricks@ramsaymedia.co.za  
Tel : 021 530 3300

#### Operations /General /Marketing Enquiries

Events Coordinator : Nasreen Abrahams:  
nasreen.abrahams@ramsaymedia.co.za  
Tel: 021 530 33 00

#### Marketing/Media Enquiries

Marketing Co Ordinator : Fezeka Galadla  
fezeka.galadla@ramsaymedia.co.za  
Tel: 021 530 3300

#### Online Marketing

Social Media Manager : Loveline Abinokhauno  
loveline.Abinokhauno@ramsaymedia.co.za  
Tel: 021 530 3300

#### Expo Solutions

Exhibitor Services Liaison  
Michelle Angelrea, +27 021-510-577153, michelle@exposolutions.co.za

#### Contact Details

Physical Address  
36 Old Mill Road, Ndabeni, 7405

#### Postal Address

PO Box 180, Howard Place, 7450

#### Contact Numbers

Telephone Number +27 021-530-3100  
Facsimile +27 021-530-3222  
Website [www.getaway.co.za](http://www.getaway.co.za)

#### Banking Details

##### Standard Bank

**Branch** Pinelands, Cape Town

**Branch code** 036309

**Account no** 073014605

**Account holder** Ramsay Media (Pty) Ltd

For all direct bank deposits and electronic transfers, a copy of the deposit slip or proof of payment must be emailed to Andrea Weyer on [andreaw@hsm.co.za](mailto:andreaw@hsm.co.za) and Stephan Herman on [Stephan@hsm.co.za](mailto:Stephan@hsm.co.za) clearly stating the company name or invoice number



## 3 | GENERAL AND TECHNICAL ASPECTS

### AISLES

- Fire regulations dictate that aisle space inside the venue needs to be at least 3m wide and kept clear at all times. The aisles Outside need to be at least 4m wide and kept clear at all times. No stand shall be allowed to impede on the emergency exit aisles.
- 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, floor or ground covering of any sort, cameras, podiums, stabilizing poles (e.g. tents), tow bars, tyres, bike handles etc.
- No doors or windows or any item may open or swing into the aisles.
- 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.
- 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 into the aisle space, even by a few centimetres.
- 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 into the aisle space, even by a few centimetres.
- **NB:** 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 if they feel visitors may be at risk of injuring themselves (tripping etc.) or unable to evacuate easily in an emergency.

### AUDIO AND VISUAL EQUIPMENT

- Audio and visual equipment is available through the Exhibitor Services Order Form.
- You are welcome to order from alternate companies.

### BANNER HANGING

- No hanging banner will be permitted inside the marquee

### 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 Expo Solutions at no extra cost, however orders must be placed by **17 February 2020**. Colours ordered after this date 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. Distribution boards can be ordered via Exhibitor Services Order Form.**
- Basic standholders should please be aware that neighbouring shell scheme walls belong to the shell package exhibitors 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 a default colour carpet tile.
- Should you prefer a specific colour on your stand, please order this via the Exhibitor Services Order Form. Alternate colours are free of charge, but must be ordered by **17 February 2020**. Colours ordered after that date are subject to availability and cannot be guaranteed.
- Exhibitors will be invoiced R300 per tile for any damaged or missing carpet tiles.
- **All rates are inclusive of VAT**

## CONTRACTORS – COMPULSORY AND EXTERNAL

- Getaway has appointed compulsory contractors in the fields of electricity, cleaning and security. No other contractors in these fields will be permitted.
- Contractors working for exhibitors with custom-built stands must inform the organisers via the **Contractor's Obligation Form** at the back of this manual and must be identifiable by uniform or company badge.
- **The Contractor's Obligation Form must be emailed to [stephan@hsm.co.za](mailto:stephan@hsm.co.za) for the attention of Stephan Herman by 17 February 2020.**

## COMPETITIONS

- Competitions to the value of less than R5 000 – given away at Spin and Win.
- Competitions to the value of more than R5 000 – announced live at the show.
- Exhibitors wishing to run competitions from their stand must please email Nasreen Abrahams on [nasreen.abrahams@ramsaymedia.co.za](mailto:nasreen.abrahams@ramsaymedia.co.za) / Fezeka Galadla on [Fezeka.Galadla@ramsaymedia.co.za](mailto:Fezeka.Galadla@ramsaymedia.co.za) with the details and value of the competition.
- The deadline for submissions is **17 February 2020**.

## DAMAGES (VENUE)

- Any exhibitor or third 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.
- Reasonable precautions must be taken when construction is taking place to ensure that no damage is caused to the marquee structure and/or flooring where provided.
- Crates, panels and pallets must be kept away from the walls or pillars.
- No items may be suspended from the overhead structure.
- No attachments may be made to any part of the marquee structure.
- Nails, screws or other devices may not be driven into any part of the marquee.
- Due to fire regulations, storage of items such as paint, fuel, gas etc. must be submitted in writing by 17 February 2020 to the organisers, who will liaise with the fire department.
- Due to condensation inside the marquee tents, please ensure all valuable items and papers are covered or packed away overnight to avoid water damage.

## SHELL SCHEME

- Exhibitors may not drill holes, paint or hammer sharp objects into shell schemes.
- Damaged panels will be charged at a cost of R600\* per panel.



## CARPETING

- Exhibitors will be invoiced R300\* per tile for any damaged or missing carpet tiles.
- Exhibitors agree to pay costs of repair or replacement for all damages to 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 on the nature of the damage and current costs for repair/replacement.
- **All rates are inclusive of VAT**

## DISCLAIMER

- Neither Ramsay Media, nor any of their directors, employees, servants, sponsors or 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 Ramsay Media, their directors, employees, servants, sponsors or agents against any claim of whatever nature, which may be made against any of them arising out of any of the foregoing, except where the same was due to gross negligence by Ramsay Media.

## DISABLED FACILITIES

- The entrances to the venue, parking as well as the ablution facilities on the premises are equipped for the physically disabled.

## ELECTRICITY

- All stands will have 24-hour electricity supply **(if ordered)**.

## EXPO SCREENS

- For shell package exhibitors, Expo Screens protect merchandise and items on display and prevent people from entering the stand area out of show hours.
- An Expo Screen simply clips into the opening of the stand and is secured with a unique easy-locking mechanism.
- The Expo Screen comes in various sizes that will fit most stand areas and can be ordered via the **Exhibitor Services Order Form**.



## FASCIA BOARD AND LETTERING

- 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.
- The maximum amount of letters that can be accommodated is 22.
- **Fascia name must be confirmed by 17 February 2020.**



## FIREARMS/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.
- **Contact Stephan Herman on 021-530-3205 or email on [stephan@hsm.co.za](mailto:stephan@hsm.co.za) for permit requirements.**

## FURNITURE HIRE

- A full list of furniture available for hire can be found in the Exhibitor Services Order Form.
- Exhibitors are not obliged to use our preferred supplier, Expo Solutions – you are welcome to source alternate solutions.
- **Orders must be sent by 17 February 2020 (Contact expo solutions).**

## INSURANCE

- Exhibitors should 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 venue.
- The organisers 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

- Exhibitors should be aware that the event takes place outside on a field. Exhibitors are advised to use 3G to connect to the internet.
- Wireless internet connections can be ordered via the Exhibitor Services Order Form.

## MEDICAL EMERGENCY/FIRST AID

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

## MOBILE CREDIT CARD FACILITIES

- If you have an existing credit card machine via your bank, please contact them for details on how to set up a temporary station at the show. **\*PLEASE NOTE:** these systems must be **WIRELESS** as no telephone connections will be available.

**\*ALL RATES INCLUSIVE OF VAT**

## PLANT HIRE

- Our supplier of plants and flowers can offer pre-potted plants or landscaping per metre squared. Place your order via the Exhibitor Services Order Form.

## 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.

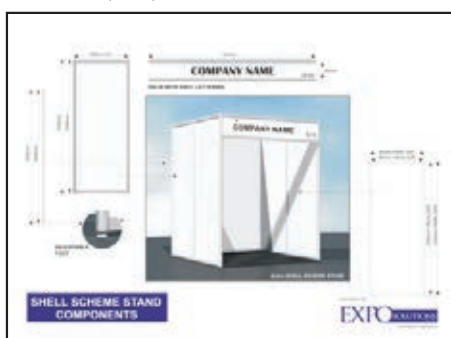
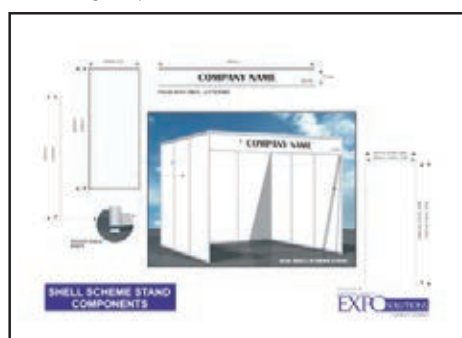


## SECURITY

- There will be 24-hour security from the beginning of build-up to the 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 Exhibitor Services Order Form.
- An official security contractor has been appointed by the organisers and is the only security allowed in the venue.

## 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 by contacting **Atika Hendricks** on [Atikah.hendricks@ramsaymedia.co.za](mailto:Atikah.hendricks@ramsaymedia.co.za) or 021 530 3300.
- **The following is included in a 3x3 Shell Package:**
  - white shell scheme walling, carpets, 1 x fascia and lettering of company's exhibiting name, 2 x spotlights per 9m<sup>2</sup>, 1 x plug point per 9m<sup>2</sup>.
- **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 4m<sup>2</sup>, 1 x plug point per 4m<sup>2</sup>, carpets.
- Walling per running metre can be ordered via the **Exhibitor Services Order Form**.
- Please note that the walling cannot stand up on its own and will need a 1m panel on either side to hold it up. The additional 2m 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 **R600\*** per panel.



## SMOKING

- No smoking will be permitted inside any buildings, inside the marquee or near the food areas.
- Designated smoke areas will be demarcated.

## TELEPHONE/ADSL LINES

- As the event takes place on a field there are no telephones/ADSL lines.
- Wireless credit card machines should be arranged via your bank and access to the internet should be via 3G.



## 4 | LOGISTICS

### BUILD-UP AND BREAK-DOWN

#### Build-up

- Please refer to the Build-up and Break-down schedule at the beginning of this manual for times which you will be able to access the venue.
- Limited parking will be made available behind the main marquee. Parking is on a first-come, first-served basis and you will need your exhibitor badge for access. Once the exhibitor parking is full, exhibitors will have to park in the visitor parking.
- The show organisers and the venue cannot be held responsible for goods that arrive without prior arrangement or for items that are left unattended.
- **All stands must be fully set up by 10:00 on Friday 06 March 2020**

\* **Please ensure that all stands are manned at least 15 minutes before gates open to the public.**

#### Break-down

- There will be a one-and-a-half hour break-down 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 ordered via the Exhibitor Services Order Form.**

- 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 of feet through the door.
- Full break-down will continue the following Monday morning from 08:00. 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 09 March 2020 at 14:30.**
- If you have hired furniture from our suppliers or from an external source, it is advisable to clear cupboards and drawers of goods, brochures etc. as these suppliers are usually on site very early to collect.
- While measures are put in place to secure the venue, neither the organisers, the organiser's contractors, nor the venue, will be held responsible for items left behind during break-down.
- The organisers, at the exhibitors' expense, will dispose of items that are not removed by exhibitors.
- It is stressed that neither the organisers, 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, on the evening prior to the show commencing. General cleaning of aisles and public areas will be provided on a daily basis. Please contact the organisers should you require stand-specific cleaning.

### EXHIBITOR REGISTRATION

- Exhibitors are asked to report to the **ORGANISERS' OFFICE** prior to build-up. Here you will collect your Welcome Pack which will include your exhibitor badges.



### VENUE ACCESS TIMES

- The venue can be accessed from 07:30 in the morning. Please be aware that the security guards change shift at 07:00 and, as they all need to be uniformed and signed in, we request that exhibitors please do not try to access the venue before this time.
- All vehicles need to be removed from the event site 30 minutes prior to the show opening.

## 5 | RULES & REGULATIONS

### BEHAVIOUR

- The exhibitor undertakes personal responsibility for the behaviour of any persons deemed to be staff, suppliers, subcontractors 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 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 fire department.
- Double-tier stands are required to provide a structural engineer's 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 3m) need to be stabilised. A detailed plan/drawing must be submitted **14 days prior to the event**. A detailed plan/drawing must be submitted Stephan Herman (Stephan@hsm.co.za) 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.



## 6 | 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.

### FIRE REGULATIONS

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 Show & Operations Manager or Safety Consultant.
- 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 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 Sandringham Wine Estate 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 Show & 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 and 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) has the right to fine transgressions. The Fire and 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 AND REGULATIONS

Electrical installations must be of such a nature as to ensure that all electrical equipment may be used safely. A competent individual should carry out installations. 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 adaptors 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 1.5mm<sup>2</sup> (e.g. three-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 2.4m and not be subjected to any form of mechanical damage. Electrical wiring across walkways/ passages using insulated flexible cables e.g. three-core cable will only be accepted at a minimum height of 2.5m. 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 three-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 marquee or fixed to any part of the structure without the prior approval of the event organisers and the venue, and if permitted, a fee will be levied.
- Neon Lighting: This 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.

## EMERGENCY PROCEDURES

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 Organiser.
- 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 marquee 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





## 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 marquee.

## FIRE EQUIPMENT

The Fire and 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 clearly state that no combustible material with a high fire rating may be displayed at any event. Please see the list below of combustible materials. 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 5 cm above the carpeted floor.

### Items considered to be combustible materials include, amongst others:

- Draping/curtaining, backdrops, hay, hessian and thatch
- 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 and Emergency Services and SABS standards
- Certificates from recognised suppliers confirming retardation must be made available and presented on each stand.

## FLOOR PLAN REQUIREMENTS

- As per the law introduced in 2012, plans for all custom-designed stands and non-shell scheme stands such must be forwarded to the organisers **SEVEN WORKING DAYS PRIOR TO THE FIRST DAY OF BUILD-UP** to obtain Disaster and Safety 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 organisers who will submit applications to the Fire and Emergency Services. The Fire and Emergency Services restricts the amount of gas permitted within buildings and prescribes fire precautions to take.
- 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 should 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 nine 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 applications 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 should indicate the intended use of the gas). Open flames are not permitted unless written approval has been granted by the venue and by the Emergency Management Services.
- 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 should 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 nine months.
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# 7 | FLOOR PLAN

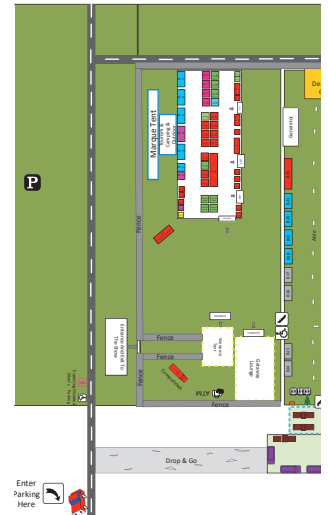


# 7 | FLOOR PLAN: GETAWAY LOUNGE



Getaway Lounge Floor Plan Area

**the Cape Town**  
**Getaway** SHOW  
SANDRINGHAM ESTATE  
STELLENBOSCH  
6-8 MARCH 2020



# 8 | CONTRACTOR'S OBLIGATION FORM

## CONTRACTOR DETAILS

COMPANY / STAND BUILDER NAME .....

CONTACT PERSON .....

CELL NO .....

EMAIL .....

POSTAL ADDRESS .....

CODE .....

TELEPHONE NO .....

APPROXIMATELY HOW MANY PEOPLE WILL BE ON SITE DURING BUILD UP AND BREAK DOWN? .....

## EXHIBITOR DETAILS

EXHIBITOR NAME .....

EXHIBITORS STAND NO .....

EXHIBITOR CONTACT .....

EXHIBITOR TEL/CELL NO .....

We agree to abide by the Company's standard terms and conditions of contract with specific reference, but not limited to:

- Use of official contractors
- Stand completion times
- The complete removal of all display material within the specified time limit.
- The worksite's on-site safety policies and procedures, which are based on the internal policies and current Occupational Health and Safety (OHSACT) codes and practices. These policies are for your own protection, and to alert you to unnecessary risks. It is your own responsibility to ensure that you seek clarification about, understand and follow these safety procedures, specific company safety regulations, signs and legal requirements that may apply to your job.

Authorised signatory of contractor .....

Name .....

Date.....

**PLEASE NOTE:** Double tier/high structured stands (above 3m) need to be stabilised. A detailed plan/drawing must be submitted 15 days prior to the event for authorisation by the venue/services manager. Failure to comply may result in refusal of permission to erect the stand.

**Please complete and email back to Stephan Herman on [stephan@hsm.co.za](mailto:stephan@hsm.co.za)**