



EXHIBITORS MANUAL

11th Annual Hepato-Pancreato-Biliary Association of
Southern Africa
Monte Bello Estate, Bloemfontein, South Africa
14 – 16 November

The Organising Committee truly appreciates your contribution. We trust that your participation will be of mutual benefit to your company and the HPBASA Congress 2025.

The **Vecchia Venue** at **Monte Bello Estate, Bloemfontein** will be the venue for our exhibitions. It is booked for exhibitors from **09:00 on Wednesday, 12 November until 17:00, Sunday, 16 November 2025.**

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

PLEASE FORWARD THIS DOCUMENT TO YOUR SERVICE PROVIDERS
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1. EVENT DETAILS

Date & times:

The **11th Annual HPBASA Congress** will be taking place from **14th to 16th November 2025** at **Monte Bello Estate** in Bloemfontein, South Africa

Congress Dates	Friday,	14 November 07:00 – 19:30
	Saturday,	15 November 07:00 – 17:00
	Sunday,	16 November: 07:00 – 12:15

2. INVOLVEMENT

Each company is responsible to ensure that their involvement is confirmed with the congress organisers.

3. FLOOR PLAN

Please refer to the floor plan to view the exhibition stands.

Height restriction: 3m

Kindly complete the **Exhibition stand reservation form** without delay. Stands will be allocated on a first come first served basis.

PLEASE NOTE: It is **your** responsibility to ensure that we have received your **Exhibition stand reservation form**.

Please e-mail it back to us as soon as possible in order to secure your spot.

Your stand number might change as we combine stands, but your position will remain the same under normal circumstances. The organisers reserve the right, in case of **absolute necessity**, to modify the positioning of stands.

Refreshments and **lunch** from Friday to Saturday and **refreshments** on Sunday will be served in the exhibition areas. Please refer to the **Programme at a Glance**.

4. PAYMENT PROCEDURE

☒ Confirmation of exhibition space will be based on the receipt of payment and the sponsorship by your company – **not later than 15 July 2025**.

EFT / Bank deposit

First National Bank

Account name: PLAN2JOIN (PTY)LTD
Account number: 63107498784
Branch code: 230234 (Preller Square)
Swift code: FIRN ZA JJ (for international transfers)

Reference: HPB & Company Name / invoice number

Please note that this is **not** the same account as previous events.

ONLINE PAYMENT

MOBIPAID

Secure online credit card payment via Mobipaid link

Mobipaid link: <https://mpaid.us/VScFy>

Reference: HPB & Company Name / invoice number

If you encounter difficulty or cannot make an EFT or direct bank deposit, please pay via the Mobipaid link. Diners or American Express Cards are NOT ACCEPTED

Cancellation policy

Stand allocation will only be confirmed on receipt of full payment.

Any cancellation of stands after **15 July 2025** will result in a 50% cancellation fee of the total fee.

No refunds for cancelled stands after 29 July 2025. Cancellation will result in a 100% cancellation fee of the total fee.

5. REGISTRATION

ALL exhibitors and staff are required to register including the two free trade delegates and will receive a badge displaying the exhibiting company name. Additional company delegates refers to the additional trade delegates after the two free delegates. Please note that **ONLY** trade delegates / representatives in the service of companies participating in the Trade Exhibition OR involved as sponsors will be allowed to attend the congress.

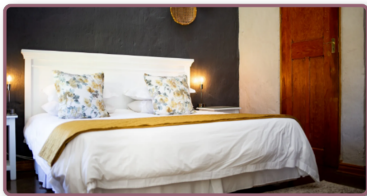
- The **Final invitation and registration** brochure is available on the congress website.
- Exhibition only option includes free registration for 2 trade delegates per booked stand.
- The early bird registration fee for **ALL additional** trade delegates is **R 4 750 (BEFORE 4 July 2025)**.
- Please take note that **ALL** the representatives working on your stand **MUST** be registered. Even if you receive free registrations, you still need to register them for the congress.
- **NO** shared registrations will be allowed.

Fee entitlements:

- Congress sessions & trade exhibition
- Lunches & refreshments during breaks
- Welcoming function, Friday evening in exhibition area (PLEASE confirm attendance when registering).
- Congress dinner function, Saturday evening in Lapa at Monte Bello (PLEASE confirm attendance when registering).
- Congress shuttle service between venue and listed accommodation below.

(Pre-congress workshops not included.)

6. ACCOMMODATION



You are responsible for making your own accommodation arrangements & payment.

Please see the list of recommended guesthouses below.

Please book directly with the relevant guesthouse and inform the organisers that you wish to make use of the daily shuttle by completing the form below.

A daily shuttle will travel between these guesthouses and Monte Bello Estate.



If you do not book with one of the guesthouses on this list, the free congress shuttle will not be able to assist you with transport.

Monte Bello Estate

Congress Venue

There are a limited number of rooms available on site (21).

This will be booked on a first-come-first-served basis.

Phone to make booking - 076 996 5471 / 051 101 0956 and indicate that you will be staying there for the HPBASA Congress

E-mail to make booking - lodge@montebelloestate.co.za

www.montebelloestate.co.za

Dias Guesthouse

14 Dias Crescent, Dan Pienaar, Bloemfontein

Phone to make booking - 051 436 6225

E-mail to make booking - info@diasgh.co.za

Booking link - Click here to book your room - <https://book.nightsbridge.com/10644>

www.diasgh.co.za



Allegro Guest House

37 A Rhyn Avenue, Bayswater, Bloemfontein

Phone to make booking - 051 436 5325 / 082 747 1596

E-mail to make booking - info@allegroguesthouse.co.za

Booking link - Click here to book your room - <https://www.booking.com/>

www.allegroguesthouse.co.za

30 on Whites Guest House

30 Whites Road, Waverley, Bloemfontein

Phone to make booking - 081 881 1800

E-mail to make booking - bookings@30onwhites.co.za

Booking link - Click here to book your room - <https://book.nightsbridge.com/26263>

www.30onwhites.co.za

De Witt'e Guesthouse

22 Dersley St, Bayswater, Bloemfontein

Phone to make booking - 082 773 9359

Booking link - Click here to book your room -

www.agoda.com/en-za/de-witt-e-guest-house/hotel/bloemfontein

La Belle Guesthouse

62 Eddie de Beer Street, Dan Pienaar, Bloemfontein

Phone to make booking - 082 653 3666

E-mail to make booking - info@labbellebloemfontein.co.za

Booking link - Click here to book your room - <https://www.lekkeslaap.co.za/accommodation/la-belle-guest-house>

www.labbellebloemfontein.co.za

Guest Suites on Conner

2 Connor Ave, Westdene, Bloemfontein

Phone to make booking - 081 382 8877

E-mail to make booking - info@guestsuites.co.za

Booking link - Click here to book your room - <https://book.nightsbridge.com/28735>

<https://www.facebook.com/GuestSuitesonConnor/>

7. EXHIBITIONS

7.1 Construction of stands

Construction begins on **Wednesday, 09:00, 12 November 2025** until late.

All stands must be **completed at 17:00 on Thursday, 13 November 2025** in order to give the venue opportunity to clean the exhibition area. **Final non-construction touches** may be done on Friday morning in order to open the exhibition area at 07:00am for the first delegates that will register.

FLOOR FINISH:

Vecchia Venue – Neatly screeded floor*.

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YOU ARE REQUIRED TO COVER THE BACK AND SIDES OF YOUR STAND.

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.

7.2 Provided by organisers

- 1 **Table** per stand with a tablecloth **Size of table:** 1.8 X 0.9 m
- 2 Conference **chairs** per stand
- One **electrical plug point** (single phase 16 AMP) will be provided per stand.
- Note that **NO** extension leads or adaptors will be provided by the organisers or **Monte Bello Estate**.

All the above are to be ordered in advance from the conference organisers.

Monte Bello Estate does not provide furniture for exhibitions. Exhibitors are responsible for bringing in their own furniture or hire it from Bowtie Evolution 083 479 0159 ulrich@bowtieevolution.co.za

7.3 Break-down of stands

Exhibitors may commence dismantling their stands after **12:00 on Sunday, 16 November**. Exhibitors are requested **NOT** to dismantle their stands before this time. All stands must be completely removed by **18:00 on Sunday, 16 November 2025**.

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

The organisers and / or **Monte Bello Estate** will not take responsibility for loss or damage. Exhibitors must take responsibility for their equipment until everything is cleared from their stands. Should any exhibitor's material be left on the premises after the end of breakdown, it will be left at the exhibitor's own risk unless authorized in writing by the Banqueting Manager.

7.4 Audio visual equipment, décor & furniture

AV requirements

If you have any special AV requirements, please contact **Star Sound**.

Nealia van Heerden & Johan Weldhagen.

Tel: +27 (0) 51 406 1666 / +27 (0) 82 571 9546

E-mail: info@starsoundav.co.za

7.5 Décor & Furniture

For any décor, lounge setups, floral design, or stall assistance, please contact Ulrich at Bowtie Evolution via

1 Innes Avenue, Waverley, Bloemfontein, South Africa

083 479 0159

ulrich@bowtieevolution.co.za

7.6 Options for your stand

The HPBASA would like to encourage participating exhibitors to consider sponsoring local and international delegates to attend the conference. The Organising Committee has decided that a drive for quality rather than quantity should be evident in all aspects of the conference. This includes the trade exhibition area.

The stand sizes will remain at the standard 3 X 3 meters.

There are several alternatives to the traditional custom-built stand to consider, options provided below:

HPBASA would like to encourage creativity in the exhibition areas, with the underlying concept that “less can be more” and quality supersedes quantity. Please feel free to contact us with your ideas. Stand sizes will remain at the standard 3 X 3m. Some cost-effective ideas for stands are offered below.

There are several alternatives to the traditional custom-built stands namely (please note that these are merely suggestions and ultimately your creativity as expert marketers and sales professionals will determine what works best for your brand):

In the current budget-constrained environment the organisers would like to encourage you to carefully reconsider the use of expensive promotional displays in the exhibition area. **A trend towards simplicity and relevance is considered more appropriate at this time.** We think you would agree.

The congress committee would like to encourage creativity in the exhibition area, with the underlying concept that “less can be more” and “quality supersedes quantity”. Please feel free to contact us with your ideas.

To give you a better understanding of the types of exhibition spaces, please see the several examples below:

Pull up banners:

Marketing your company brand, services, and products through the usage of pull-up banners will help to draw attention to the best features of your products and services. You can also use the pull-up banners to notify visitors to your stand about products that are no longer part of your product stable, to display your company logo, to list the benefits of your products or simply to attract attention.

Pull-up banners have become the most popular display stands at trade shows, because there is no additional labour required to set them up. It is also more economical to use a roll-up than for instance, a wall unit. The most effective displays are those set-ups at eye level and with roll-ups you can attain just that.

Display walls:

Save money and set-up time with a variety of different display walls. They can be customised to suit various requirements.

Designed to ensure superior visibility and high visual appeal, pop-up straight walls are easy to assemble and provide you with the overall exhibition branding solution that you need to make the best possible impression. It is the preferred system for a professional image campaign where you want a stylish exhibition backdrop for your exhibition area.

Shell mounts:

With shell mounts, you can brand the existing shell scheme structure to maximise your brand exposure.

With the current shell mount systems available, it is even possible to integrate LCD screen brackets.

Lightweight in design, the system folds flat for easy storage and movement. It is perfect for travelling to international exhibitions and because no tools are needed for installation, a single person can set up the system within two hours. There many different styles on offer including: U-shape, L-shape and End-shell mount systems. Featuring modular architecture, you can add onto or only use specific sections. The systems come with interchangeable fabric print options, allowing you to use the same system with different prints and thus save money on investing in various structures.

Totems:

Totems are excellent for grabbing attention at tradeshow. Perfectly suited for highly interactive marketing, the units can be fitted with secure digital tablet enclosures to integrate technology with static displays. Fitted with the enclosures, the totems become highly visible and attractive information and marketing displays.

Towers:

Branded towers for indoor applications. Easy to erect with no tools required, lightweight and extremely portable. Units pack down into a wheelie bag. Ideal for modular exhibition stands.

7.7 Organiser on site

Any problem which may arise on-site affecting exhibitors or contractors should be referred to the conference organiser immediately, so that prompt action can be taken to resolve the issue. The conference office will be located in the Exhibition foyer.

8. ELECTRICIAN ON SITE

- One **electrical plug point** (single phase 16 AMP) will be provided by organiser per 3x3m stand.
- Note that **NO** extension leads or adaptors will be provided by the organisers or **Monte Bello Estate**.

For any additional electrical requirements, please contact Light House Electrical.

Light House Electrical Group

Craig Armstrong

Tel: +27 (0) 83 457 0090

E-mail: info@lhev.co.za

9. VENUE DETAILS

9.1 Venue contact person & address

Monte Bello Estate

Contact Person: Jeanne-Mari van den Berg

Mobile nu: +27 (0) 72 405 2257

Email: jeannemari@montebelloestate.co.za

Delivery address: Tafelkop Farm

Vaalbank Suid Street

Monte Bello Estate

Bloemfontein 9301

9301

9.2 Directions

Venue location:

<https://www.montebelloestate.co.za/maps/location/>



10. REGULATIONS

10.1 Stand catering

Companies are welcome to have catering on their stands **without any corkage fee**.

Monte Bello Estate will however **not have any facilities available** for the preparing and / or storing of any food and drink supplies. This will be the sole responsibility of the company.

10.2 Alcohol

The venue 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 will apply. The venue requires advance notification of such requests and the decision to permit promotional or sponsorship beverages is at the discretion of venue management. Alcohol may only be served to people over the age of 18.

10.3 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 employment 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.

10.4 Brochure distribution

You are allowed to attract visitors to your stand and work with them in your exhibition space. However, you are not allowed to hand out brochures and information in areas other than your stand. Working in aisles or approaching visitors outside your stand space is not allowed. This includes the registration area, common aisles, conference rooms and every area other than your stand. Solicitation of business or distribution of promotional materials from stand space is prohibited by anyone other than exhibitors.

10.5 Care of building

Painting, nailing or drilling of floors, walls, ceilings or any other part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures. Any floor covering tape not removed by the exhibitor will be subject to a removal charge.

The exhibition hall Vecchia Venue has a neatly screeded floor. Each company has the choice to have their specific floorspace covered by the organisers with carpeting instead of the screeded floor. Please indicate it on your stand reservation form.

Adequate drop sheets are required if any paint work is done inside the venues. The Exhibitor is responsible to provide these at their own cost. Any damage to the venue as a result of paint work is to be repaired by the Exhibitor at their own cost.

10.6 Information technology

No routers or connections are permitted. Only Monte Bello Estate contracted IT suppliers are allowed to do installations to the Monte Bello Estate infrastructure.

10.7 Lost and found

The venue and / or organisers are not responsible for the safekeeping of any items left behind after the event. Should items be stored, the venue may charge the exhibitors reasonable removal and/or storage fees. Any items found will be handed to the congress office.

10.8 Furniture

Furniture for stands can be ordered by any supplier of your choice. No furniture from Monte Bello Estate will be used or moved around without approval from Venue Management. Any furniture hired in from suppliers must be approved by Venue Management, proper carpeting will be required in certain areas of the Conference Centre at the exhibitor's expense. Should an exhibitor require any trestle tables or cocktail tables additional charges may apply. Two chairs and one table per stand will be provided by the conference organisers. The tables and chairs must be pre-ordered on the notice of intention form from the congress organisers.

10.9 Insurance

It is recommended that insurance cover be taken for the duration of the exhibition includes transport to and from the exhibition venue. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of its agents or contractors first enter the exhibition hall and to continue until all exhibits and property have been removed. The organiser carries public liability for visitors but is not responsible for the insurance of exhibits or display material on the stands. Exhibitors are strongly advised to pack and remove from the exhibition hall all portable, appealing and valuable items at the end of each day when the exhibition closes, as this is the time that there is the greatest risk of loss and theft. Items such as cell phones, laptops, TV's, DVD's and video machines must not be left unattended at any time. Exhibitors shall be responsible for making good any loss or damage to any items that they have rented or hired from the exclusive outsourced contractors.

10.10 Parking details

No parking fees will be charged. The venue has ample parking available for congress delegates and exhibitors.

The loading area is a drop and go area situated at the side of the Vecchia Venue at Monte Bello. Trucks may be offloaded / loaded from this area. Vehicles need to off load goods and then move out. The loading area is not a parking facility.

10.11 Security

- After setting up your exhibit and at the end of the show each night, cover your materials with a sheet or some type of cover.
- Do not leave valuable items (such as handbags, laptops etc) unattended on your stand.
- Hire specific stand security measures (stand shield and/or security guard) to safeguard your exhibit and materials. At the close of the show, pack your valuable items first and do not leave them unattended.
- Do not indicate the contents of your boxes i.e. computer, laptop, etc.
- Make sure arrangements have been made to have your stand and equipment removed.

Whilst every reasonable precaution is taken to ensure the safety and security of personnel and equipment and the premises are patrolled day and night, we cannot accept any responsibility whatsoever for any injury, loss or damage or any consequential losses which may befall you. Please report any incident or accident to the congress office. Failure to do so could result in insurance companies refusing to meet claims.

We recommend that all valuables, particularly of a portable nature, are not left unattended on your stand. This is particularly relevant on the closing day and throughout the break-down period.

Please note that exhibitors are responsible for each item on their stand. Monte Bello Estate and the organisers will not be held responsible for exhibitors' belongings.

10.12 Stand cleaning

The exhibition hall will be cleaned in the evenings, once the show has closed for the day. This will include general cleaning such as sweeping of aisles and the removal of rubbish. Exhibitors must ensure that the cleaners have access to all areas where cleaning is required. The aisles are kept clear of rubbish and are cleaned on a regular basis. The aisle bins are for visitors' convenience and must not be removed from the aisles for individual use by the exhibitors. Please note that exhibitors that require that their stand(s) are cleaned on a daily basis, must please inform the organisers at least 1 month prior to the event. This dedicated cleaning of stands will be for the exhibitors account and must be prepaid.

10.13 Exclusive rights

Participating exhibitors have the exclusive right to promote or sell goods or services during the congress. All other parties who attempt to make any sales solicitations without the expressed written consent of the organisers will be permanently removed from the exhibition area. Exhibitors are asked to report any infractions to the Organiser's Office so immediate action can be taken.

10.14 Firearms

The venue is a strictly weapon-free venue and the use of any weapon is not permitted.

10.15 Maintenance

If you need to carry out maintenance work on your stand after the exhibition closes, please advise the organisers by **15:00** on the same afternoon in order that arrangements may be made with security for the provision of lighting etc.

10.16 Smoking

Smoking is prohibited at all times in all areas within the Monte Bello Estate including the exhibition hall, food services areas, public and service corridors and restrooms. Smokers may make use of the following designated smoking areas: Outside the main exhibition hall and other designated smoking areas indicated by the relevant venue signage.

10.17 Branding

No branding is allowed unless otherwise arranged with the Conference Organisers. Any unapproved branding will be removed.

10.18 Wi-Fi

Free Wi-Fi is available.

10.19 Storage facilities

Please note that Monte Bello Estate has limited storage available. The organisers have secured a 3 x 3m space at Monte Bello Estate, near to the congress office. The storage space will be managed by congress organisers. To access the space exhibitors will need to contact them at the congress office.

11. HEALTH & SAFETY PROCEDURES AND REGULATIONS

11.1 Introduction

Generic safety guidelines are provided to inform exhibitors on the "best practices" that should be used to safely exhibit and avoid any possible liability, injury, accident or loss of life.

Before any work begins on site, the exhibitor and their contractor must evaluate any risk that might be caused by the building of a stand, looking at probable and possible hazards and dangers and in so doing the exhibitor should be able to put in place plans and procedures to limit or nullify the risk. These steps are essentially the reasonable steps that the exhibitor will take in limiting injury, loss of life, civil liability and public liability.

11.2 Aisle encroachment

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

11.3 Electrical procedures and regulations

Electrical installations must be of a nature to ensure safety in the use of electricity and must be carried out in a competent manner. All electrical equipment brought into the venue must comply with the South African Electrical Regulations and the Occupational Health and **Safety Act (85 of 1983)** as amended by the Occupational Health and **Safety Act (81 of 1983)** and the **Labour Relations Act (66 of 1985)**. 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 twin flex is permitted.
- No 15-amp double adapters are permitted. Rather use a SABS approved multi socket outlet.
- Only SABS approved multi-socket or multi-extender plugs or cable ties may be utilised.
- All wiring systems must be insulated flexible cables with copper conductors that have a minimum cross section area of 1.5mm² e.g. 3 core cable tie.
- Open Wiring – Insulated single core cables (colour coded differentiating between Live/Neutral/Earth), will only be accepted at a minimum height of 2.4m and not be subjected to 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 2.5m. Any metallic structure with electrics affixed thereto 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 plug top 15 amp (SA 3 pins round plug).
- Lighting is to be looped from fitting to fitting with all terminations being secured and concealed.
- Any termination points that should be necessary on a wire-way need to be insulated and of a mechanical nature i.e. strip connector or screw-it connector (no twisting of wires)
- Stands constructed of a conductive material will be required to be double earthed to the venue's earthing system.
- 15 Amps are allocated per exhibition stand to cater for the most exhibition requirements. However, should it be necessary to plug in laser printers, heating and refrigeration equipment, additional electrical supply will be necessary. Overloaded usage may cause the incoming power supply to trip excessively. Severe trips may take hours to rectify, thereby causing inconvenience to all exhibitors.
- Transformers are to be mounted on the structure, exhibition stand walls and/or systems and not placed directly on the floor.
- The exhibition hall has 1 x 32-amp power socket as well as various floor and wall power points with 15 amp each.
- Extension leads will not be provided by the venue or the congress organisers.
- Each electrical supply provided is intended for one item of equipment or machine on display. Multi-point socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply.
- 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 organisers and the venue and if permitted, a fee will be levied.
- 30 Amp, 3-phase power including earth and neutral is available on request. Any power requirements in excess of 30 amps need to be discussed with the Century City Conference Operations Manager.

- **Neon Lighting** – This lighting may not be installed without prior arrangements and written authorisation from the Monte Bello Estate Operations Manager.
- Fluorescent fittings must be earthed.
- All electrical fittings and equipment must be SABS approved e.g. Transformers, distribution boards, plugs etc.
- Each stand builder to supply own additional extension where required.

11.4 Emergency procedures and fire regulations

Exhibitors must ensure that their staff have been adequately briefed on the emergency procedures, as well as the location of the fire-fighting equipment and emergency exits at the exhibition and must adhere to the following steps:

- Immediately report an incident of concern to the organiser.
- Exhibitors must 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.
- Exhibitors are requested to point out the direction of emergency exits to staff members and visitors in their immediate vicinity.
- 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:

Monte Bello Estate does not provide fire extinguishers to each stand. This is the responsibility of the exhibitor.

11.5 Exits

No furnishings, decorations or other objects can obstruct exits, access to exits or visibility of emergency exits. The required path of travel to exits may not be blocked by furniture or any other moveable objects.

11.6 Fire escapes

Follow all fire emergency exit signs to the designated assembly points to the emergency assembly point located outside the conference venues. Should this area not be available, alternative assembly points will be indicated by the Monte Bello Estate ground team.

11.7 Fire retardation

The local council by-laws are quite specific; **no flammable material** with a high fire rating may be displayed at any event. However, if displayed, it must be treated correctly, or a low level of combustibility must be attained. Hessian, thatch and straw are regarded as major fire hazards and exhibitors planning to use these as part of their display will be required to provide a Fire-Retardant Certificate indicating that the product has been treated with a fire retarding compound.

When material draping is used as part of a display, please ensure that the draping does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5cm above the floor.

Combustible materials are items such as:

- Draping / curtaining; backdrops; hay, hessian, thatch, etc., including that being used by the technical (stage, sound, lighting, etc.) contractors.
- Combustible material to be treated with a fire-retardant substance as approved by the Fire & Emergency Services & SABS standards.

11.8 Gas regulations

Any use of gas is only permitted with pre-approval from Venue Management. Application to use any gas or gas products must be submitted to the venue in writing at least 1 month prior to the event date.

11.9 General fire safety aspects

The following aspects regarding fire safety are required to be reported to the organiser prior to start of build-up to the exhibition, to allow for liaison and approval with 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 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.
- 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 minimum quantities.

- Any flammable construction, building and/or other materials shall be treated with a fire-retardant substance and certified as such, prior to construction commencement. All emergency exits will be kept clear for the duration of the show days and this task has been designated to the Contracted Security Company. All fire exits are to be clearly indicated on the event floor plan.

Should no certificate or approval be forthcoming, please note that the fire department – emergency management services has the right to fine transgressors.

The Fire and Emergency Services could conduct an inspection of the exhibition 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 opening of the event or fine transgressors.

11.10 Liability

The contractors are personally responsible for the control of their equipment at all times and shall be personally liable for any claims which may be made in respect of injuries which may arise or be caused by the use of this equipment. The exhibitor acknowledges that the layout of the exhibit area and the large numbers of people present in the exhibition halls make it possible for adequate security to be provided to protect the exhibitor's merchandise and other property of the exhibitors by the venue, where such loss results from theft, vandalism and/or any other damage caused by any agent, employee of the venue or any other person either authorised or not authorised to be present at the exhibition hall. It is recommended that all exhibitors consult their individual insurance to obtain appropriate insurance coverage.

11.11 Occupational health and safety act regulations

Exhibitors who have booked floor space or have a stand builder working on them, must please take note of the above-mentioned Act and ensure that all contractors and sub-contractors working on the stand comply with the Safe Working Practices as well as the guidelines and regulations as set out in the Act.

11.12 Safety guidelines

- The venue will give prior written approval where it is proposed that apparatus involving special risk is to be used.
- No fixing, attachment or penetration of any fabric, structure or floors is permitted
- The venue must give their written approval where any of the following is proposed:
- Any material, exhibit or substances that are hazardous, noxious, explosive or of an objectionable nature;
- Items that produce fumes, exhaust or smoke
- Operating machinery and apparatus
- Use or display of radioactive materials, flammable liquids, oils and gasses as well as welding or compressed air
- The use of balloons and public entertainment including amusement displays live performances and live animals on display.

11.13 Safe working practices

Contractors need to ensure they are working according to the guidelines and regulations as prescribed by the **Occupational Health & Safety Act (OCHSA)**. It is required that all contractors and sub-contractors adhere to the Safe Working Practices as set out in the Act. Staff and contractors shall be vigilant towards health and safety issues relating to themselves and others in the area and shall observe the following practices which will be monitored and enforced by the organisers:

- The understanding of the Fire and Emergency Services procedures.
- Ensure aisles leading to emergency exits are kept clear and unobstructed.
- The use of hard hats when working or restricting access to dangerous and hazardous areas.
- The need to wear suitable protective clothing including eye, ear, foot and hand protection, where relevant.

11.14 Damage

Exhibitors are responsible for the cost of making good and/or replacing any 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 exhibiting company representative found damaging the floors & walls, carpets and/or any structure on the Monte Bello Estate & venue will be charged with the replacement value of such items.

- The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- That after use, chemicals and liquids are removed from the venue for safe and proper disposal by the exhibitors/stand builders. Such products may not be disposed of in general refuse areas.
- Ensuring portable power equipment is used for the purposes intended with safety guards correctly fitted and used. Ensuring portable electric tools are used with minimum length of trailing leads and not left unattended with a live power supply.
- **NO FORKLIFTS** are allowed in the venue.
- That work is maintained free from general waste material that could be hazardous.
- That proper scaffolding is used during construction and that safety features are provided, in acceptance with established standards, and tower scaffolding is used and properly constructed.

11.15 Structural stability

- The structure of the set shall sustain the combined dead and imposed loads without any deflection or deformation which will impair stability.
- All materials used for decorative finishes to the set shall be:
 - Able to pass a test of flammability or for surface spread of flame
 - Be fixed taut or in tight pleats to a solid backing
 - Be secured at floor level
 - Shall not ignite when subjected to a flame for 10 seconds
- Any paint shall be water based.
- The use of paint sprayers is not permitted.
- Cavities and spaces around the venue shall not be used for storage of empty crates, cartons and boxes or packaging materials.

12. IMPORTANT DATES & TIMES

DATE	ACTION
4 July 2025	Early bird cut off for registration of additional company delegates.
15 July 2025	50 % Cancellation fee for stands before this date.
15 July 2025	Payment deadline for exhibition space(s) and sponsorship(s).
29 July 2025	No stand cancellations allowed. (100% cancelation fee applicable.)
Wednesday, 12 November	Construction of stands (09:00 till late) Exhibitors will be allowed to work through the night. All stands must be completed at 17:00 on Thursday, 13 November. Final non-construction touches may be done on Thursday morning in order to open the exhibition area at 07:00 for delegates that will register.
Friday, 14 November	Exhibitions open at 07:00.
Sunday, 16 November	Dismantling of exhibition stands from 12:00. All stands must be completely removed by 18:00.

If you need further assistance, please contact us.

Kind regards

Heyns du Preez

CONGRESS ORGANISER



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