



# EXHIBITOR SERVICE FORMS

**SUBMISSION DEADLINE DATE: 19<sup>TH</sup> FEBRUARY 2025**

**ADDITIONAL ELECTRICS/FURNITURE/CARPETS/PANELS/CUSTOM FASCIAS ORDERED POST DEADLINE DATE, WILL BE PENALISED WITH A 25% SURCHARGE ON TOTAL BILL**

Form 1:	Activities on stand	<b>Return to ECPR</b>
Form 2:	Signage Hire	Return to GL events
Form 3:	Carpet Hire	Return to GL events
Form 4:	Electrical Hire	Return to GL events
Form 5:	Stand Layout Plan	Return to GL events
Form 6:	Stand/Panel Extras	Return to GL events
Form 7:	Furniture Hire	Return to GL events
Form 8:	Audio Visual Hire	Return to GL events
Form 9:	Plant Hire	Return to GL events
Form 10:	Expo Screens	<b>Return to Expo Screens</b>

## RETURN OF SERVICE FORMS

Kindly complete and return only those forms relevant to your stand requirements. It is recommended that all orders be accompanied with your [confirmation of payment in full](#). Payment for services other than those offered by GL events should be sent directly to the relevant supplier. GL events will issue system Tax Invoices post show only, providing payment was effected.

### **FORM 1 - ACTIVITIES ON YOUR STAND**

There are numerous and stringent rules, regulations and by-laws to the Health and Hygiene Department, the Fire Department as well as regulations applicable to the Venue and the Exhibition that need to be observed. The organisers cannot be held responsible should any of the above object to activities on your stand. Should there be any uncertainty to your activities being approved kindly contact the organisers so that they can obtain clarification from the relevant authorities.

#### **1. COMPANY LISTING**

For the listing of Exhibitors at the Show, please state what your company wishes to be known as/listed under. For easy reference for visitors this name should be the same as your signage, publicity material and any other listings.

On our stand, our company wishes to be known as:

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#### **2. ACTIVITIES ON STAND**

It is important that the organisers are fully aware of planned activities on your stand to ensure that a high standard be maintained. Please give a detailed description i.e. promotion of product, product sales, product launches, demonstrations, special show offers, presentations, competitions, celebrity appearances etc.

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**DEADLINE DATE: 19 February 2025**

RETURN FORM TO: SHANA-LEE FOUCHÉ - [shana@cycletour.co.za](mailto:shana@cycletour.co.za) | TEL: 087 820 4300

<b>FULL COMPANY REGISTRATION NAME</b>		<b>STAND NAME</b>	
<b>VAT NUMBER</b>		<b>STAND NO.</b>	
<b>POSTAL ADDRESS</b>		<b>EMAIL</b>	
<b>CONTACT PERSON</b>		<b>PHONE</b>	

PLEASE KEEP A COPY FOR YOUR RECORDS

## FORM 2 - SIGNAGE HIRE

Compulsory for all Shell Scheme Package stands



### 1. PACKAGE STAND FASCIA BOARD/S

- We require a fascia board and fascia name
- We require a blank fascia board
- We do not require a fascia board
- We do not require shell scheme – we are constructing a design stand

### 2. PACKAGE STAND FASCIA BOARD SIGNAGE

To simplify the ordering of signage a standard format is offered as follows:

- ❖ Vinyl capital lettering to be centred where possible
- ❖ Typestyle: Standard Arial, 100mm height

➤ **Company name to appear in CAPITAL LETTERS on the fascia board, as follows (max. 40 letters):**


### 3. CUSTOMISED/ BRANDED FASCIA BOARDS

- We require a customised fascia board with digital print board.

Quantity of custom fascia/s required	@ <b>R660.00</b> per fascia board	R _____
	25% Late Order Penalty	R _____
	15% VAT	R _____
	<b>Grand Total</b>	R _____

#### FASCIA MEASUREMENTS – 3m BOARD:

Actual board size: H 2942mm x W 312mm | Visual size (For Printing): H 2930mm x W 300mm

Artwork to be sent to GL events – Zubeida Isaacs via email on [zubeida.isaacs@gl-events.com](mailto:zubeida.isaacs@gl-events.com)

Artwork requirements: File to be sent with minimum 150DPI to size in .pdf / .jpeg / CorelDraw format.

**DEADLINE DATE: 19 February 2025**

RETURN FORM TO: ZUBEIDA ISAACS - [Zubeida.Isaacs@gl-events.com](mailto:Zubeida.Isaacs@gl-events.com) | TEL: 021 526 3200

REGISTERED COMPANY NAME		STAND/ TRADING NAME	
VAT NUMBER		STAND NO.	
POSTAL ADDRESS		EMAIL	
CONTACT PERSON		PHONE	

PLEASE KEEP A COPY FOR YOUR RECORDS

# FORM 3 – CARPET HIRE

Compulsory for all Shell Scheme Package stands



EXHIBITORS, WHO HAVE RESERVED A STAND AND WOULD PREFER AN ALTRERNATIVE CARPET COLOUR TO THE DEFAULT CARPET COLOUR, NEED TO COMPLETE AND RETURN THIS FORM BY THE DEADLINE DATE.

THE RELAYING OF CARPETS ON SITE WILL BE CHARGED @ R42.00 PER m<sup>2</sup>.

### FIRST CHOICE CARPET COLOUR:

RED                       BEIGE                       ROYAL BLUE

GREEN                       BLACK                       CHARCOAL

GREY


### PLEASE NOTE:

- Stocks are limited, whilst every effort is made to provide the Exhibitor with the carpet colour of their choice
- Should this form not be completed and returned, services requested will be placed at the discretion of GL events and any changes allowed on site will be subject to a relay charge or may not be affected entirely.

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FULL COMPANY REGISTRATION NAME		STAND NAME	
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**FORM 4 – ELECTRICAL HIRE**  
**Compulsory for ALL Exhibitor stands**



**1. ELECTRICAL USAGE/CONSUMPTION**

It is important that the electrical contractors appointed to the event know what appliances will be used at the event since they need to plan the electrical distribution within the constraints of the venue. Kindly list the electrical equipment you will be using on your stand, plus the power they draw. Should information given below not be correct, the organisers reserve the right to insist on extra electricity being ordered, if available or alternatively prohibit the use of the extra items.

EQUIPMENT TO BE USED ON THE STAND	KILOWATT RATING	AMPERAGE

**2. ELECTRICAL SUPPLY & LIGHTING – CONDITIONS OF HIRE & SUPPLY**

Any extra electrical requirements are to be requested on the following order form and will be charged accordingly. Your exhibition contract already includes one 220-volt electrical plug point and two spotlights. Please double check your contract before completing this form. **Please supply a sketch of your stand (Form 5), indicating the location of all electrical requirements; where critical measurements must also be included.**

- Prices include the supply, hire, installation and maintenance of circuit wiring and power consumed as well as the dismantling of equipment for the duration of the exhibition.
- All electrical equipment is only on hire, for the duration of the exhibition and must be returned to GL events at the end of the expo.
- **The use of ripcord/twin flex for the wiring of stands, including internal wiring is NOT permitted.**
- Exhibitors or contractors using their own electricians must: (a.) take the official electrical connection, and (b.) ensure all wiring conforms to the venue, municipal and safety regulations.
- **Only one double adaptor per plug is allowed and is also dependant on the equipment to be used.**
- Unless an electrical layout plan is received together with your order, placement of the electrical fitting/s ordered, will be at the discretion of the GL events electrician.
- **A 25% surcharge will be applied to orders placed after the deadline date. Alterations and additions, where possible, will be subject to the same surcharge.**
- This document constitutes a firm and binding contract and cannot be cancelled.
- All items supplied are at the risk of the exhibitor from the time of delivery to the stand, to the time of removal, which will be within 24 hours after the close of the exhibition, or the earliest time allowed by the organisers.
- **Should any item be lost or damaged the Hirer undertakes to pay the replacement cost including VAT, in addition to the hire amount, immediately upon invoice.**
- In the event of non-availability of an ordered item, the Hirer accepts the nearest alternative or refund if no alternative is available.
- The onus is on the exhibitor to advise GL events/the organisers of any discrepancies regarding the supply of electrical requirements by GL events. Failing to comply with this request within 24 hours after the official opening of the expo, GL events/the organisers will not hold themselves responsible or liable for any of the said discrepancies.
- Prices and specifications are subject to change at any time and without prior notice.
- **BANKING DETAILS: Account Name: GL events SA (Pty) Ltd. / STANDARD BANK / Branch code: 006405 Account number: 002787504. Please email payment confirmation to Zubeida Isaacs.**
- **Payment in full must be effected before any electrics will be installed.**
- A quotation for requirements other than those listed below should be discussed with GL events.

**RETURN FORM TO: ZUBEIDA ISAACS - [Zubeida.Isaacs@gl-events.com](mailto:Zubeida.Isaacs@gl-events.com) | TEL: 021 526 3200**

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<b>CONTACT PERSON</b>		<b>PHONE</b>	

**PLEASE KEEP A COPY FOR YOUR RECORDS**

Please return this to



## FORM 4.1 - ELECTRICAL HIRE : COST ESTIMATE

**GL EVENTS SOUTH AFRICA (PTY) LTD.**

**P O BOX 6347, ROGGEBAAI, CAPE TOWN**

**COMPANY VAT REGISTRATION NUMBER – 4610214399**

PRODUCT DESCRIPTION	QTY	UNIT PRICE	LINE TOTAL
15 Amp Plug Point		R 330	
Single Phase 30 Amp DB (Includes 1x Plug)		R 1650	
Three Phase 30 Amp DB		R 2400	
Three Phase 60 Amp DB		R 4300	
3-Phase Power Connection up to 30 Amp		R 600	
3-Phase Power Connection to 30+ Amp		R 990	
E4/E5 50 Watt Spot on arm		R 420	
E3 150 Watt Halogen Spot on arm		R 480	
E10 150 Watt Spot Light		R 310	
E14 500 Watt Halogen Flood Light		R 440	
E15 1500 Watt Halogen Flood Light		R 650	
E19/E20 150 Watt Metal Halide –Silver   Recessed		R 1200	
E16 400 Watt Metal Halide Flood Light		R 1800	
Double Tube Fluorescent Light - 0.6m / 0.9m		R 300	
Double Tube Fluorescent Light – 1.2m / 1.5m		R 370	
Double Tube Fluorescent Light - 2.4m		R 520	
E27 50 Watt Birdie Parcan		R 360	
E28/E29 300 Watt Birdie Parcan (Black or Silver)		R 820	
Exhibitor Connection (for lights, chandeliers etc.)		R 230	
Certificate of Compliance (COC)		R 1500	
25% LATE ORDER PENALTY:			
15% VAT:			
<b>GRAND TOTAL:</b>			

**DEADLINE DATE: 19 February 2025**

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Please return this to



## FORM 5 - STAND LAYOUT PLAN

### Compulsory for Standard Package Exhibitor stands

#### DIAGRAM OF YOUR STAND PLAN

**TO ENSURE CORRECT PLANNING FOR THE SHOW, CORRECT INSTALLATION OF YOUR SERVICE REQUIREMENTS AND A SUITABLE STANDARD OF STANDS, THIS FORM MUST BE COMPLETED AND RETURNED BY ALL EXHIBITORS.**

On the grid below please indicate the position of your service requirements:

1. Type of electrical connections i.e. plug points, spot lights/connections for exhibitor's own lights;
2. Position of furniture and/or other electrical equipment to be used;
3. Any other information not specified above.

The size of your stand is \_\_\_\_\_ m X \_\_\_\_\_ m


**PLEASE NOTE:** Should this form not be completed and returned, services requested will be placed at the discretion of the contractor/supplier and any changes made on-site will be subject to an extra charge and may not be able to be affected. Please check that the relevant forms have been completed.

**Failure to return this information** will result in the electrical contractors placing fittings at their own discretion. (In a Stand Package, unless otherwise requested, the power point will be placed at the middle back of the stand and lighting will be along beams across the middle of the stand or behind the fascia, depending on stand construction). Changes requested on site will be charged for and may not be able to be affected. Please read the Notes and Conditions of Hire below.

**DEADLINE DATE: 19 February 2025**

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CONTACT PERSON		PHONE	

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**FORM 6 – STAND/PANEL EXTRAS**  
**Compulsory for ALL SPACE ONLY Exhibitor stands**



This form relates to any equipment or services that will impact on stand construction i.e. shell scheme, panelling, plumbing, carpeting, cooking equipment, electrics, signage, fascias and special exhibits

**PLEASE INDICATE IF YOU REQUIRE ANY OF THE FOLLOWING:**

**STAND SIGNAGE, CARPETS , SHELL SCHEME & RELATED**

- ❖ White Forex Shell Scheme Panels i.e. for storage on your stand R 350.00 per 1m panel Qty \_\_\_\_\_
- ❖ Full Height Chipboard Panels R 560.00 per 1m panel Qty \_\_\_\_\_
- ❖ Swop Package Panels to Paintable Panels (Prior to Build-up) **No extra charge** Qty \_\_\_\_\_
- ❖ Lockable Doors R 1300.00 Qty \_\_\_\_\_
- ❖ Additional Stand Carpets (not incl. in your stand package) R 42.00 per m<sup>2</sup> Qty \_\_\_\_\_
- ❖ White Melamine Board for wall-mounting AV screens </= 42 Inch R 400.00 per board Qty \_\_\_\_\_

**BANKING DETAILS: Account Name: GL events SA (Pty) Ltd. / STANDARD BANK / Branch code: 006405**  
**Account number: 002787504. Please email payment confirmation to Zubeida Isaacs.**

**If you are using a Stand Designer/Contractor, please supply details below:**

Name of Contractor \_\_\_\_\_

Company \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

**Responsibilities with regard to your stand:**

\_\_\_\_\_

\_\_\_\_\_

**DEADLINE DATE: 19 February 2025**

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## FORM 7 - FURNITURE HIRE OPTIONS:






**GL EVENTS SOUTH AFRICA (PTY) LTD.**

**P O BOX 6347, ROGGEBAAI, CAPE TOWN**

**COMPANY VAT REGISTRATION NUMBER – 4610214399**

Please return this to



ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENTIONS	PRICE
Lotus Chair		White & Black	R 260
White Eames Chair		White	R 310
Bordeaux Café Chair		Royal Blue, Emerald Green	R 470
Bucket Chair		Grey	R 370
Felix Barstool		Various	R 420
Bordeaux Cocktail Chair		Royal Blue, Emerald Green, Charcoal	R 520
White Wooden Barstool		White	R 480
Solar Barstool		Various Colours	R 380

Aluminium Barstool		Silver	<b>R 395</b>
Eames Cocktail Table		White	<b>R 620</b>
Pyramid Glass Cocktail Table		Glass and Chrome	<b>R 680</b>
Chrome Cocktail Table		H750mm x D900mm	<b>R 650</b>
Natural Top Long Cocktail Table		L1800mm x W500mm x H90mm	<b>R 900</b>
Natural Top Cocktail Table		Wooden	<b>R 650</b>
White Eames Table		White with Wooden Legs	<b>R 650</b>
Chrome Café Table [Round or Square]		H710mm x D900mm	<b>R 320</b>
Table on Milan Base [Round or Square]		H710mm x D900mm	<b>R 570</b>
Round Wooden Coffee Table			<b>R 650</b>

Lisbon Chair		Grey, Dusty Pink	<b>R 580</b>
Normandy Chair		Charcoal, Light Grey	<b>R 1050</b>
Single Seater Couch		White, Black, Grey	<b>R 1100</b>
Double Seater Couch		White, Black, Grey	<b>R 1420</b>
Cube Ottoman		White, Black, Grey	<b>R 506</b>
Zig-Zag Brochure Holder		Black OR Smart (Silver & Perspex)	<b>R 550</b>
Octanorm Bar Counter		H900mm x W1010mm x D500mm	<b>R 900</b>
Coat Rack		H1700mm	<b>R 240</b>
Clothing Rail			<b>R 380</b>
Chrome ROPE Stanchions		Per 1 Metre Unit	<b>R 375</b>
Water cooler with 1 x 20L water bottle			<b>R 1600</b>

Glass Door Fridge			<b>R 1500</b>
Waste Paper Bin Small		H290mm x D290mm	<b>R 60</b>
Perforated Stainless Steel Waste Paper Bin		Stainless Steel	<b>R 101</b>
Octanorm/Newline Cupboard	Limited Stock 	H900mm x W1010mm x D520mm	<b>R 850</b>
Glass Top Counter	Limited Stock 	H900mm x W1030mm x D530mm	<b>R 925</b>
Standing Shelf		H1360mm x W990mm x D495mm	<b>R 750</b>
Trestle Table & Cloth		H750mm x W1800mm x D700mm	<b>R 280</b>
Conference Table & Cloth		H750mm x W1800mm x D400mm	<b>R 320</b>
Flat Shelf to wall panel		W1000mm x D300mm	<b>R 240</b>

**FORM 7.1 - FURNITURE HIRE: COST ESTIMATE**

**DEADLINE DATE: 19 February 2025**

RETURN FORM TO: ZUBEIDA ISAACS - [Zubeida.Isaacs@gl-events.com](mailto:Zubeida.Isaacs@gl-events.com) | TEL: 021 526 3200

FULL COMPANY REGISTRATION NAME		STAND NAME	
VAT NUMBER		STAND NO.	
POSTAL ADDRESS		EMAIL	
CONTACT PERSON		PHONE	

**PLEASE PRINT CLEARLY**

CODE	DESCRIPTION	QTY	PRICE	TOTAL
			<b>SUB TOTAL</b>	<b>R</b>
			25% LATE ORDER SURCHARGE	<b>R</b>
			15% VAT	<b>R</b>
			<b>TOTAL DUE</b>	<b>R</b>

**FURNITURE SUPPLY – CONDITIONS OF HIRE & SUPPLY**

- **Orders are subject to stock availability!** In the event of non-availability of an ordered item, the Hirer accepts the nearest alternative or refund if no alternative is available.
- Items hired remain the property of GL events.
- This document constitutes a firm and binding contract and cannot be cancelled.
- **Goods can only be supplied upon receipt of full payment.**  
**BANKING DETAILS: Account Name: GL events SA (Pty) Ltd. / STANDARD BANK / Branch code: 006405 Account number: 002787504. Please email payment confirmation to Zubeida Isaacs.**  
**Orders received after the deadline date, will be levied with 25% surcharge on the balance.**
- The risk of all furniture hired passes to the Hirer upon delivery thereof. Goods damaged will be charged to the relevant Hirer.
- Items supplied with plug leads & lighting – prices do not include connection fees.

**FORM 8 – AUDIO VISUAL HIRE: COST ESTIMATE**

**DEADLINE DATE: 19 February 2025**

RETURN FORM TO: ZUBEIDA ISAACS - [Zubeida.Isaacs@gl-events.com](mailto:Zubeida.Isaacs@gl-events.com) | TEL: 021 526 3200

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<b>POSTAL ADDRESS</b>		<b>EMAIL</b>	
<b>CONTACT PERSON</b>		<b>PHONE</b>	

**PLEASE PRINT CLEARLY**

<b>SCREENS - INCLUDING SPEAKERS &amp; STAND</b>		<b>QTY</b>	<b>RATES FOR SHOW DURATION</b>	<b>TOTAL</b>
<b>A</b>	32" LCD Screen (Includes Floor Stand)		<b>R 3000.00</b>	
<b>B</b>	40" LCD Screen (Includes Floor Stand)		<b>R 3800.00</b>	
<b>C</b>	50" LCD Screen (Includes Floor Stand)		<b>R 5200.00</b>	
<b>E</b>	16mm Chipboard Panel For wall-mounting Audio Visual screen </= 42 Inch		<b>R 400.00</b>	

**Please advise which medium you are going to be using in conjunction with the screen i.e. DVD, Laptop etc.**

<b>SUB TOTAL</b>	<b>R</b>
25% LATE ORDER SURCHARGE	<b>R</b>
15% VAT	<b>R</b>
<b>TOTAL DUE</b>	<b>R</b>



**FORM 9 – PLANT HIRE: COST ESTIMATE**

**DEADLINE DATE: 19 February 2025**

RETURN FORM TO: ZUBEIDA ISAACS - [Zubeida.Isaacs@gl-events.com](mailto:Zubeida.Isaacs@gl-events.com) | TEL: 021 526 3200

FULL COMPANY REGISTRATION NAME		STAND NAME	
VAT NUMBER		STAND NO.	
POSTAL ADDRESS		EMAIL	
CONTACT PERSON		PHONE	

**PLEASE PRINT CLEARLY**

**PLANTS**

PLEASE TICK YOUR SELECTED POT SIZE AND COLOUR AS WELL AS YOUR SELECTION OF PLANT. ALL PLANTS CAN FIT INTO YOUR SELECTED POT SIZE – TALL OR SHORT - DESK PLANT IS A SEPARATE PRICE

**POTTED PLANT @ R1720**

**DESK PLANT @ R840**

**QUANTITY REQUIRED**

**TALL POTS**



**SHORT POTS**



**PLANT SELECTION**





## ORDER FORM

email to [petra@exposcreens.co.za](mailto:petra@exposcreens.co.za) or online [www.exposcreens.co.za](http://www.exposcreens.co.za)

Exhibition:			
Company:			
VAT Number:			
Product Name on Stand & Stand No:			
Postal Address:			
<b>Contact Person Accounts</b>			
Cell:		Tel:	email:
<b>Contact Person on Site</b>			
Cell:		Tel:	email:

### We hire the following ExpoScreens services

QTY	OPENING(S) OF STAND	COST (EXCL VAT)	TOTAL
	2 □ or 3 □ metres width	@ R 1,361.25	
	4 metres width	@ R 1,815.00	
	5 metres width	@ R 2,268.75	
Less 20% discount <small>(only for orders &amp; full payment received before start of build-up)</small>			
Sub Total (excl VAT)			
VAT @ 15 %			
TOTAL			

**Prices listed are for the duration of the Expo,  
ExpoScreens, FNB, Westgate, Branch 250841, Account 624220 65236**

By typing your name here, you are signing this Order Form.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**For more information:**

[petra@exposcreens.co.za](mailto:petra@exposcreens.co.za) or 082 414 8451 [floh@exposcreens.co.za](mailto:floh@exposcreens.co.za) or 084 682 6253  
Only during build-up or show times please call on mobile: 082 5566 772