



EXHIBITOR SERVICE FORMS

SUBMISSION DEADLINE DATE: 18TH FEBRUARY 2026

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

Form 1: Signage Hire

Form 2: Carpet Hire

Form 3: Electrical Hire

Form 4: Stand Layout Plan

Form 5: Stand/Panel Extras

Form 6: Furniture Hire

Form 7: Audio Visual Hire

Form 8: Plant Hire

FORM 1 - 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 @ R690.00 per fascia board R _____

25% Late Order Penalty **R** _____

15% VAT **R** _____

Grand Total R

Actual board size: H 394.2mm x W 312mm

Actual board size: 1125 millim x 495 millim

Visual size (for printing): 11250mm x 4450mm

Artwork to be sent to GL events – Zubedua Isaacs via email on zubedua.isaacs@gl-events.com

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

FORM 2 – 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 @ R45.00 PER m².

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.

FORM 3 – 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.

FORM 3.1 - 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 350	
Single Phase 30 Amp DB (Includes 1x Plug)		R 1690	
Three Phase 30 Amp DB		R 2440	
Three Phase 60 Amp DB		R 4350	
3-Phase Power Connection up to 30 Amp		R 640	
3-Phase Power Connection to 30+ Amp		R 1020	
E4/E5 50 Watt Spot on arm		R 450	
E3 150 Watt Halogen Spot on arm		R 520	
E10 150 Watt Spot Light		R 330	
E14 500 Watt Halogen Flood Light		R 460	
E15 1500 Watt Halogen Flood Light		R 680	
E19/E20 150 Watt Metal Halide –Silver Recessed		R 1250	
E16 400 Watt Metal Halide Flood Light		R 1850	
Double Tube Fluorescent Light - 0.6m / 0.9m		R 320	
Double Tube Fluorescent Light – 1.2m / 1.5m		R 390	
Double Tube Fluorescent Light - 2.4m		R 540	
E27 50 Watt Birdie Parcan		R 390	
E28/E29 300 Watt Birdie Parcan (Black or Silver)		R 840	
Exhibitor Connection (for lights, chandeliers etc.)		R 250	
Certificate of Compliance (COC)		R 1580	
25% LATE ORDER PENALTY:			
15% VAT:			
GRAND TOTAL:			

FORM 4 - 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.

FORM 5 – 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 360.00 per 1m panel	Qty _____
❖ Full Height Chipboard Panels	R 580.00 per 1m panel	Qty _____
❖ Swap Package Panels to Paintable Panels (<u>Prior to Build-up</u>)	No extra charge	Qty _____
❖ Lockable Doors	R 1350.00	Qty _____
❖ Additional Stand Carpets (not incl. in your stand package)	R 44.00 per m ²	Qty _____
❖ White Melamine Board for wall-mounting AV screens </= 42 Inch	R 450.00 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:

FORM 6 - FURNITURE HIRE OPTIONS:

GL EVENTS SOUTH AFRICA (PTY) LTD.

P O BOX 6347, ROGGEBAAI, CAPE TOWN

COMPANY VAT REGISTRATION NUMBER – 4610214399

ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENTIONS	PRICE
Lotus Chair		White & Black	R 280
White Eames Chair		White	R 340
Bordeaux Café Chair		Royal Blue, Emerald Green	R 490
Bucket Chair		Grey	R 390
Felix Barstool		Various	R 440
Bordeaux Cocktail Chair		Royal Blue, Emerald Green, Charcoal	R 550
White Wooden Barstool		White	R 520
Solar Barstool		Various Colours	R 420

Aluminium Barstool		Silver	R 420
Eames Cocktail Table		White	R 640
Pyramid Glass Cocktail Table		Glass and Chrome	R 720
Chrome Cocktail Table		H750mm x D900mm	R 680
Natural Top Long Cocktail Table		L1800mm x W500mm x H90mm	R 950
Natural Top Cocktail Table		Wooden	R 680
White Eames Table		White with Wooden Legs	R 680
Chrome Café Table [Round or Square]		H710mm x D900mm	R 350
Table on Milan Base [Round or Square]		H710mm x D900mm	R 590
Round Wooden Coffee Table			R 710
Lisbon Chair		Grey, Dusty Pink	R 620

Normandy Chair		Charcoal, Light Grey	R 1150
Single Seater Couch		White, Black, Grey	R 1200
Double Seater Couch		White, Black, Grey	R 1490
Cube Ottoman		White, Black, Grey	R 520
Zig-Zag Brochure Holder		Black OR Smart (Silver & Perspex)	R 610
Octanorm Bar Counter		H900mm x W1010mm x D500mm	R 940
Coat Rack		H1700mm	R 260
Clothing Rail			R 410
Chrome ROPE Stanchions		Per 1 Metre Unit	R 395
Water cooler with 1 x 20L water bottle			R 1660
Glass Door Fridge			R 1550
Waste Paper Bin Small		H290mm x D290mm	R 65

Perforated Stainless Steel Waste Paper Bin		Stainless Steel	R 110
Octanorm/Newline Cupboard	Limited Stock 	H900mm x W1010mm x D520mm	R 890
Glass Top Counter	Limited Stock 	H900mm x W1030mm x D530mm	R 950
Standing Shelf		H1360mm x W990mm x D495mm	R 780
Trestle Table & Cloth		H750mm x W1800mm x D700mm	R 300
Conference Table & Cloth		H750mm x W1800mm x D400mm	R 350
Flat Shelf to wall panel		W1000mm x D300mm	R 260

FORM 6.1 - FURNITURE HIRE: COST ESTIMATE

CODE	DESCRIPTION	QTY	PRICE	TOTAL
SUB TOTAL				R
25% LATE ORDER SURCHARGE				R
15% VAT				R
TOTAL DUE				R

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 7 – AUDIO VISUAL HIRE: COST ESTIMATE

SCREENS - INCLUDING SPEAKERS & STAND		QTY	RATES FOR SHOW DURATION	TOTAL
A	32" LCD Screen (Includes Floor Stand)		R 3400.00	
B	40" LCD Screen (Includes Floor Stand)		R 4200.00	
C	50" LCD Screen (Includes Floor Stand)		R 5500.00	
E	16mm Chipboard Panel For wall-mounting Audio Visual screen <= 42 Inch		R 450.00	

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

SUB TOTAL	R
25% LATE ORDER SURCHARGE	R
15% VAT	R
TOTAL DUE	R

FORM 8 – PLANT HIRE: COST ESTIMATE



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

emailtopetra@exposcreens.co.za or online www.exposcreens.co.za

Exhibition:
Company:
VAT Number:
Product Name on Stand & Stand No:
Postal Address:

Contact Person Accounts		
Cell:	Tel:	email:
Contact Person on Site		
Cell:	Tel:	email:

We hire the following ExpoScreens services

QTY	OPENING(S) OF STAND	COST (EXCL VAT)	TOTAL
	2 <input type="checkbox"/> or 3 <input type="checkbox"/> metres width	@ R 1,361.25	
	4 metres width	@ R 1,815.00	
	5 metres width	@ R 2,268.75	
Less 20% discount (only for orders & full payment received before start of build-up)			
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 or 082 414 8451 floh@exposcreens.co.za or 084 682 6253 Only
during build-up or show times please call on mobile: 082 5566 772**