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2017 Exhibitor Manual



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Dear Exhibitor

Re: Exhibitor Manual

The BHF Annual Southern Conference, which will be held at the Cape Town ICC from **16 to 19 July 2017**. In order to ensure that your organisation enjoys maximum exposure and that your brand is positively displayed, please note the following:

1. Exhibition Details

TASK	DATE	TIME
Build-up	Saturday 15 th July 2017 Sunday 16 th July 2017	10:00-till late 07:00-12h00
Exhibition venue	CTICC Hall 1	07:00 till evening
Show dates	Monday 17 th July 2017 Tuesday 18 th July 2017 Wednesday 19 th July 2017	Please note that hall 1 will be the venue for the opening cocktail on Sunday . Exhibitors will be able to interact with delegates from then.
Breakdown	Wednesday 19 th July 2017	13h00

2. Access to the CTICC

The CTICC is located in the city centre beneath Table Mountain and is only a 20-minute drive from Cape Town International Airport.

PHYSICAL ADDRESS

Convention Square, 1 Lower Long Street
Cape Town
8001
South Africa

PARKING AND DELIVERY LOADING BAY DETAILS

The CTICC offers multi access parking in P1 & P3. Upon entrance into the Marshalling Yard, exhibitors are required to take a ticket from the parking machine. The CTICC Marshalling yard is not a parking facility it is reserved for loading and unloading. Clients are only allowed a grace period of 1 hour for load in and they then have to move to P1 or P3. For more details please click on this link:

<http://www.cticc.co.za/visitors/parking-transport>

IMPORTANT CONTACTS

- Mary Manamela cell: 084 970 8296, email: marym@bhfglobal.com
- Exhibition stands contact: Bianca van Deventer, 021 526 3200 or e-mail: capetown@gl-events.co.za

IMPORTANT DATES

24 June 2017	Bag inserts due
24 June 2017	Competition and giveaways description due

3. Logos

In order to obtain maximum exposure for your organisation at this year's conference your organisation's logo will be printed on the conference programme and sponsor banners however, to attain high quality prints, please forward a logo in vector format, or 300dpi jpeg as soon as possible.

4. Table Drops

Please note your organization is **not allowed** to place any branding material on delegate tables without booking a slot with BHF. Should you wish to book a table placement please email; marym@bhfglobal.com

5. Bag Inserts

Please forward any branding material which you wish to include into the delegate bags to Zola Mtshiya at: Lower ground floor, South Tower 1sixty Jan smuts, cnr Tyrwhitt Ave Rosebank 2196 by no later than **24th June 2017**.

6. Competitions and Giveaways

Should you wish to have a draw conducted at one of the sessions and have not booked please e-mail or call Mary by end of business. **Please include description of the prize and a short brief.**



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7. Schedule of Events

Sunday 16 th July	09h00 – 17h00	BHF Golf Challenge	Pearl Valley Golf & Country Estate
Saturday 15 th July	14h00 – 18h00	Delegate Registration/Exhibitor and sponsor registration	CTICC
Sunday 16 th July	19h00 – late	BHF Golf Prize Giving	Pearl Valley Golf & Country Estate
Sunday 16 th July	14h00 - 18h00	Delegate Registration	CTICC
Sunday 16 th July	18h00 - 20h00	Opening Ceremony & Cocktail	CTICC
Monday 17 th July	08h30 - 17h00	Conference Sessions	CTICC
Monday 17 th July	19h00 for 19h30	Titanium Awards Gala Banquet	Hall 2
Tuesday 18 th July	08h00 – 15h00	Conference Sessions	CTICC
Wednesday 19 th July	08h30 - 12h00	Conference Sessions	CTICC
Wednesday 19 th July	12h00	Conference Closure	CTICC

8. Registration

All persons manning your stand have to get an access card at registration, which will be open on **Saturday, 15th July 2017 from 14h00 – 18h00.**

Please note that you are limited to:

- Two people manning – 3x3
- Three people manning – 6x3

Should you wish to have more people at your stand please note a fee of R5000 per person will be charged.

9. Lunch, Opening Ceremony and Gala

There will be no charge for attending the Opening Ceremony scheduled for **Sunday 16th July 2017.** Those manning stands are welcome to join the delegates for tea and lunch for the duration of the conference. Please note that included in the package is access to the Gala evening at no additional charge for persons manning your stand.



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10. Exhibition Storage Space

There will be storage as from Friday the **14th– 19th July 2017**. Should you need storage, please email: marym@bhfglobal.com to book this.

11. Aisles / Ceiling Height

The minimum aisle space for all exhibitions is 3 metres. Should any item or structure be placed or protrude into the designated aisle space, CTICC Management reserves the right to move or remove the said item without any liability for loss or damage thereof.

It is recommended that stand designers view the exact location of their stand in the venue before designing stands, to take into consideration potential obstacles / limitations e.g.: metal struts, air-conditioning pipes, columns etc.

12. Labour / Porterage

Porters or general assistants will be available throughout the conference, should you require this service please e-mail: marym@bhfglobal.com and the times you need the porter.

13. Design Stands

- Please note that all exhibitors can contract in their own preferred providers. However, should you need GL Events South Africa to assist you, please contact Bianca van Deventer, 021 526 3200 or e-mail: capetown@gl-events.co.za

Power Point / Plugs

- BHF will supply one plug point each single-phase outlet is 240volt. Should you wish to order a single-Phase Distribution board, Bianca Van Deventer, 021 526 3200 or e-mail: capetown@gl-events.co.za

14. Security

CTICC does provide perimeter as well as security in the evenings in the exhibition area. Please note for security reasons no one will be allowed into any conference facility without an access card, to be collected at registration.

15. Fire Escapes

Fire escapes are located throughout the venue and are demarcated with signage. Event organizers are to ensure that neither the signage nor the exits are obstructed in any way.

16. Travel Clinic

The Travel Clinic situated in the CTICC Basement Foyer (Level 1) has medical staff in attendance during normal working hours and a Medical Doctor on 24-hour call at all times.

17. Flammable & Hazardous Material

Prior written permission is required from the CTICC management and the Fire Department for the use of flammable and/or hazardous material including gasses and liquids. No liquid petroleum is permitted in the CTICC.

18. Furniture

- BHF will only supply 1 trestle table with 2 chairs for free. Should you wish to book additional furniture please contact your preferred supplier or Bianca van Deventer, 021 526 3200 or e-mail: capetown@gl-events.co.za.

Carpeting

- The exhibition halls are not carpeted and they have concrete flooring. Should exhibitors require carpeting, this can be hired. Please contact Bianca van Deventer, 021 526 3200 or e-mail: capetown@gl-events.co.za

Stand Cleaning

Exhibitors are responsible for maintaining their own stand in a tidy condition at all times.

Dedicated cleaning to stands will be for the exhibitors account.



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19. Food and beverages

FOOD

The CTICC offers a variety of platters / snacks to exhibitors which will be delivered to their stands on request. If exhibitors wish to hand out samples, it must be limited to a bite size portion and require approval from CTICC Management first.

Late orders are only allowed to be placed on the day of the event for the next day only until 15:00 and these will carry a 20% surcharge. Should there be any orders placed after 15:00, an additional 30% surcharge will be levied.

BEVERAGES

CTICC offers a variety of beverages to exhibitors which will be delivered to their stands on request. If exhibitors wish to hand out samples it must be limited to 85ml

FOOD AND BEVERAGES TERMS AND CONDITIONS

The CTICC is the sole provider of all food and beverages. If exhibitors wish to sell items on their premises, 30% of the sales will be due to the CTICC. Exhibitors are to advise the CTICC accordingly if they wish to practice any of the above for approval first. Any item brought onto the premises are subject to a corkage fee per item. Corkage fee will be at the main chefs/ beverage manager's discretion and must be paid prior to the start of the event.

20. IT Infrastructure

The CTICC is equipped with state-of-the-art network and IT-Infrastructure, which is geared at providing technology solutions for the conference and exhibition industry. The network consists of:

- Fiber-optic backbone running Gigabyte Ethernet, as well as strategically positioned fiber-optic floor points throughout the building;
- 2000 Data (CAT5e) outlets running at 10/100 MB/s;
- Broadband internet
- Wireless LAN (Hotspots) positioned as shown in the coverage map;
- Outgoing SMTP mail relay

This infrastructure can be configured to offer internet access, VLAN's, VPN, public- or private IP addresses as well as host of custom requirements.

TAKE NOTE: Although the CTICC provides complimentary wireless the signal cannot be guaranteed.

21. Exhibitor Terms & Conditions

1. Exhibitor

- 1.1. To pay BHF, upon receipt of invoice, the full amount owing in terms of the invoice in respect of the exhibition space booked.
- 1.2. Acknowledges that the decision to or not to continue with the event shall be the absolute discretion of BHF.
- 1.3. In the event of cancellation of the exhibition by BHF, for whatever reason, all monies paid by the Exhibitor to BHF shall be refunded to the Exhibitor within 30 days of the date of cancellation: All cancellations subject to terms and conditions on the booking form.
- 1.4. Acknowledges that BHF shall endeavour to allocate a stand in accordance with the preferences indicated, but that BHF cannot guarantee that the stand allocated will be the same as indicated by the Exhibitor.

2. Liability to third parties

- 2.1. Parties agree to be liable, proportional to stand size, to third parties contracted to BHF to perform functions and/or services at the exhibition;
- 2.2. That in the event of any criminal, civil, statutory or regulatory disciplinary proceedings being instituted by individuals and organizations, the Exhibitor shall exclude the liability of BHF in so far as such proceedings relate to misrepresentation made by the Exhibitor.

3. Rules and Regulations

- 3.1. The Exhibitor shall adhere to the Rules and Regulations as per the Exhibitor Manual.
- 3.2. Failure to conform to the Rules and Regulations may result in the removal of the exhibition stand and the forfeiture of monies paid to BHF.
- 3.3. To take risk insurance to secure itself against any loss and damage including theft, fraud, fire and public liability.



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EXHIBITION STAND BOOKING FORM

Stands are assigned on a first come, first serve basis and we urge you to complete the following **EXHIBITION STAND BOOKING FORM** should you be interested in profiling your organisation at the 18th BHF Annual Southern African Conference 2017.

Please complete and send this booking form back to Mary Manamela at marym@bhfglobal.com or fax: **086 607 3627**

EXHIBITOR DETAILS

Company Name:

VAT number:

Postal Address:

Postal Code:

Phone Number:

Fax Number:

Email Address:

Pre-event Contact	
Name:	
Cell number:	
Designation:	
Website address:	
On-site Contact	
Name:	
Cell number:	
Designation:	



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Website address:	
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STAND RATES

Exhibition stands have been designed to allow maximum exposure ensuring that each stand has an equal chance to be viewed by participants, while allowing sufficient space to network.

PACKAGE (SPACE ONLY)	Stand size	Price	Please tick
<p>Includes:</p> <ol style="list-style-type: none">1. Plug point2. One standard table and two chairs3. A brief profile (50 words) of your organisation will be placed on the BHF conference website.4. Your logo will be printed on the conference programme.5. Your company logo, with an acknowledgement of sponsorship, will appear on screen before and after each session.6. Your company logo, with an acknowledgement of sponsorship, will appear on screen before and after each session.7. Announcements of competitions during the plenary sessions by the facilitator.8. Bag insert.9. One complimentary delegate10. Electrician on standby for the duration of the conference, for any electrical faults with the plug points.11. Security outside the venue at night, for the duration of the conference.12. Two exhibitors manning the sponsors stand.13. Two access tickets to the opening function and gala banquet.	3x3	R 36 000 (excl. VAT)	<input type="checkbox"/>



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PACKAGE (SHELL SCHEME)	Stand size	Price	Please tick
<p>Includes:</p> <ol style="list-style-type: none">1. Shell scheme (white)2. Facia board with company name or product name3. 1x Plug point4. 2x Spot lights5. A brief profile (50 words) of your organisation will be placed on the BHF conference website.6. Your logo will be printed on the conference programme.7. Your company logo, with an acknowledgement of sponsorship, will appear on screen before and after each session.8. Your company logo, with an acknowledgement of sponsorship, will appear on screen before and after each session.9. Announcements of competitions during the plenary sessions by the facilitator.10. Bag Insert.11. One complimentary delegate12. Electrician on standby for the duration of the conference, for any electrical faults with the plug points.13. Security outside the venue at night, for the duration of the conference.14. Two exhibitors manning the sponsors stand.15. Two access tickets to the opening function and gala banquet. <p>Should you need a distribution board, it should be ordered directly with GL Events South Africa at an additional cost. Please complete the attached form</p>	3x3	R 38 000 (excl. VAT)	<input type="checkbox"/>

STAND NUMBER REQUEST AS PER FLOOR PLAN: _____ (PLEASE COMPLETE)



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BANKING DETAILS

Payments should be made to: the Board of Healthcare Funders

Bank: Nedbank
Branch: The Mall Rosebank
Branch Code: 197705
Account No.: 1958449059

PAYMENT TERMS:

Full payment will be payable by the **6 July 2017**.

TERMS & CONDITIONS

1. Notification of cancellation of a sponsorship package must be made in writing and received on or before the **3rd June 2017**, please note that an administration fee of R10 000 will be payable.
2. 70% of the sponsorship fee will be payable, if cancellation is received after the **1 July 2017**.
3. There will be no refund for all cancellations received after the **10 July 2017**.

By signing below, I acknowledge that I am duly authorised to sign and thereby to commit the company shown above to the cost of exhibition opportunity outlined above and accept all printed terms and conditions.

Name & Surname:

Designation:

Signature:



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Floorplan



/id:ent:BOHF

/show:BOHF 2017

/venue:CTEC

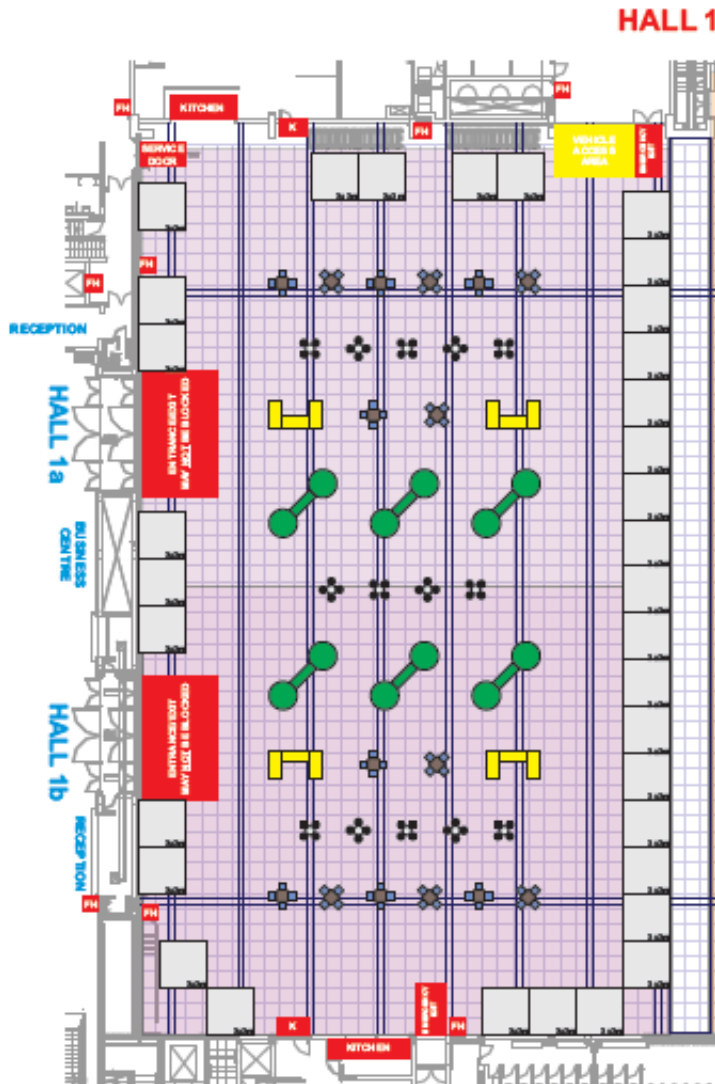
/diag no: 001

/date: 2017-03-03

/loc: Caren CLOETE

/hall name: Hall 1a & b

/desig: Jonathan HILLS



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