



The
**21st Annual
BHF Conference**
CAPE TOWN ICC | 18-21 May 2022

EXHIBITOR SERVICES MANUAL

DETAILS OF THE 21ST ANNUAL BHF CONFERENCE

VENUE: Cape Town International Convention Centre

SHOW DATES 18-21 MAY 2022
BUILD UP 17 MAY 2022
BREAK DOWN 21 MAY 2022



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Register online at www.bhfglobal.com 🐦 Follow us on Twitter @BHFGLOBAL

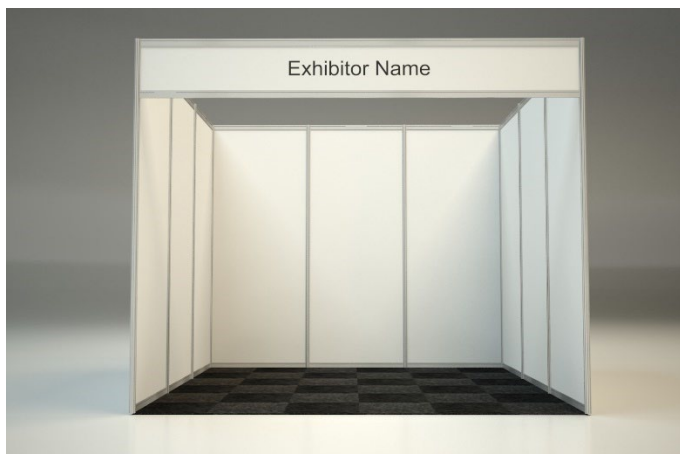


PLEASE TICK YOUR OPTION

SHELL SCHEME PACKAGE BOOTH

STANDARD SHELL SCHEME PACKAGE BOOTHS BOOKED WITH THE ORGANISER INCLUDES THE FOLLOWING:

3M X 3M



BOOTH PACKAGES INCLUDES:

- Shell Scheme Structure
- Fascia Board white with black lettering
- Venue Carpeting
- 01 x 15 amp plug point
- 02 x 150watt spotlight
- 01 x ¼ amp Single Phase Distribution Board

SPACE ONLY / CUSTOM STAND: Stand Builder Name

CUSTOM STAND REQUEST FOR QUOTE FROM GL EVENTS

NOTE: ALL CUSTOM STAND BUILDERS MUST PUT DOWN GROUND SHEET OF ONE METER AROUND THEIR STAND DURING BUILD UP!! NOT NEGOTIABLE

DO'S AND DON'T'S WHEN USING SHELL SCHEME

- No painting is allowed; no usage of nails or screws.
- Double sided tape or Prestik can be used to affix lightweight items.
- Velcro can be used as well (male & female)
- The contractors will provide special hooks to support heavy products.
- It is advisable to provide fishing line (nylon) to hang pictures etc.
- Damaged panels will be charged to the exhibitor causing such damage.

INDIVIDUAL PANEL SIZE:

- ACTUAL

:

2393mm (h) x 963mm (w)





- VISUAL (for printing purposes) : 2380mm (h) x 950mm (w)

FASCIA SIZE – 3m FASCIA BOARD:

- ACTUAL : 2942mm (h) x 312mm (w)

- VISUAL (for printing purposes) : 2930mm (h) x 300mm (w)

STAND PLAN DIAGRAM

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

PLEASE NOTE: THIS FORM IS COMPULSORY.

TO ENSURE CORRECT PLANNING FOR THE EVENT, THE INSTALLATION OF YOUR SERVICE REQUIREMENTS AND THAT STANDS ARE OF A SUITABLE STANDARD, THIS FORM MUST BE COMPLETED.

On the grid provided please indicate the position of the services ordered.

1. Type of electrical connections i.e. plug point X, spotlights ϕ connection for own lights.
2. Position of equipment used.
3. Any other information not specified above

SIZE OF STAND ORDERED : _____ m X _____ m SCALE : One Block = _____





STAND FASCIA BOARDS

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA

Gate 2 Nasrec | VAT REGISTRATION NUMBER: 4610214399

SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – www.gl-events.co.za

1. **FASCIAS**

- We do require a fascia board included in the package
- We do require a fascia board, but do not require a fascia name (i.e. blank fascia board)
- We do not require a fascia board

2. **STANDARD SHELL SCHEME FASCIA SIGNAGE**





To simplify the ordering of signage and standard format is offered as follow:

- Type style: Standard, 100mm height
- Colour: Black lettering on White fascia board

Company Name/Lettering (Maximum 40 letters to appear on the fascia board as follow:

3. CUSTOMISED FASCIA SIGNAGE

Other signage, custom fascia lettering, logos, digital signage for the panels etc. are subject to a quotation. Please supply details e.g. typestyle, colour, logos, dimensions and a sketch to GL events SA in order to provide a detailed quote.

<input type="checkbox"/> We require a Digital Logo on our Fascia Please email artwork, 100DPI to size in .pdf or .jpeg format to contact person mentioned at top of page.	QTY:	R 454.25 ea.	TOTAL:
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DIGITAL BRANDING ON PANELS / FABRIC BANNERS

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA CAPE TOWN
VAT REGISTRATION NUMBER :4610214399

- We do require Artwork (digital prints) to be applied to our panels
- We would like Fabric Banner panels





INDIVIDUAL PANEL SIZE FOR DIGITAL PRINT:

- ACTUAL : 2393mm (h) x 963mm (w)
- VISUAL (for printing purposes) : 2380mm (h) x 950mm (w)

INDIVIDUAL PANEL SIZE FOR FABRIC BANNERS:

- ACTUAL : 2500mm (h) x 3000mm (w)

DESCRIPTION	QTY PANELS	PER PANEL	AMOUNT
Digital Print per panel (963 w x 2393 h) per panel		R 1300.00	
Fabric Banners 3M (3000 w x 2500 h) per sides		R 4700.00	

ARTWORK INFO

Artwork must be provided in High resolution PDF or Jpeg.
150 dpi at full size or 300 dpi half size.
Allow for 10mm bleed.

PICTURES

- CMYK (Convert RGB to CMYK)
- Do not embed scans, scans to be supplied separate from the document

FONTS

- fonts to be supplied
- (Ideally - convert type to paths/vector/curves)

COLOURS

- If any special colour matching is required, supply a pantone swatch / number
- All colours to be made up in correct pantone breakdown where applicable

FURNITURE

COMPANY NAME :

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____








POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA
VAT REGISTRATION NUMBER: 4610214399





ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENTIONS	PRICE
Lotus Chair		White & Black	R 240
Big Show Stopper Chair		White	R 265
Bordeaux Café Chair		Royal Blue, Teal	R 450
Bucket Chair		Grey	R 320
Felix Barstool		Various	R 360
Bordeaux Cocktail Chair		Grey, Emerald Green	R 480
Pyramid Glass Cocktail Table		Glass and Chrome	R 678





Chrome Cocktail Table		H750mm x D900mm	R 626
Natural Top Long Cocktail Table		L1800mm x W500mm x H90mm	R 876
Natural Top Cocktail Table		Wooden	R 600
Big Show Stopper Table		White with Wooden Legs	R 650
Chrome Café Table [Round or Square]		H710mm x D900mm	R 302
Table on Milan Base [Round or Square]		H710mm x D900mm	R 570
Spider Coffee Table		L700mm x W700mm x H500mm	R 815
Tub Chair		Black & White	R 1010





Lisbon Chair		Grey, Dusty Pink	R 600
Normandy Chair		Charcoal, Light Grey	R 1050
Morgan Single Seater Couch		White & Black	R 1050
Morgan Double Seater Couch		White & Black	R 1420
Cube Ottoman		Various Colours	R 506
Zig-Zag Brochure Holder		Black OR Smart (Silver & Perspex)	R 550
Octanorm Bar Counter		H900mm x W1010mm x D500mm	R 900





Clothing Rail			R 350
Chrome ROPE Stanchions		Per 1 Metre Unit	R 355
Water cooler with 1 x 20L water bottle			R 1417
Hexagonal Display Plinth		H300mm x D500mm	R 225 per plinth
Wastepaper Bin Small		H290mm x D290mm	R 50
Perforated Stainless Steel Waste Paper Bin		Stainless Steel	R 101
Newline Cupboard	Limited Stock	H900mm x W1010mm x D520mm	R 850
Glass Top Counter	Limited Stock	H900mm x W1030mm x D530mm	R 887
Octanorm Showcase Large	Limited Stock	H2000mm x W1030mm x D530mm	R 1804
Standing Shelf		H1360mm x W990mm x D495mm	R 726
Trestle Table & Cloth		H750mm x W1800mm x D700mm	R 290
Conference Table & Cloth		H750mm x W1800mm x D400mm	R 250





Flat Shelf to wall panel		W1000mm x D300mm	R 195
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ELECTRICAL HIRE

COMPANY NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA JHB
VAT REGISTRATION NUMBER: 4610214399
SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – www.gl-events.co.za

DESCRIPTION	QTY	PRICE	TOTAL
Three Phase Power Connection Only (Please produce a C.O.C)		R 1098.00	
30 Amp Single Phase Distribution Board		R 1552.00	
30 Amp Three Phase Distribution Board		R 2 640.00	
60 Amp Three Phase Distribution Board		R 4575.00	
125 Amp Three Phase Distribution Board		R 6155.00	
Electrical COC (For space only)		R1500.00	
15 Amp Plug Point - *see note NB		R 281.00	
2,4m Two Lamp Fluorescent Light		R 419.00	
1,5m Two Lamp Fluorescent Light		R 302.00	
0,9m / 1,2m Two Lamp Fluorescent Light		R 244.00	
50Watt Long Arm Spotlight		R 356.00	
150Watt Spotlight		R 260.00	
1500Watt Quartz Fitting		R 414.00	
150Watt Metal Halide		R 1062.00	
Exhibitors Connection		R 287.00	
		TOTAL	

PLEASE NOTE THAT PRICES EXCLUDE 15% V.A.T [SA RESIDENTS ONLY]





*NB: If you have not opted for a 'package stand' and do require electrics; plug points need to be ordered along with a power source [DB – Distribution Board] for power supply. We suggest minimally a 30 Amp Single Phase Distribution Board be ordered. This recommendation is based on light currency only. For heavy current usage, a larger power supply unit may be required. Please feel free to contact GL EVENTS for assistance, on +27 11 210 2534

AUDIO VISUAL HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA
VAT REGISTRATION NUMBER: 4610214399

PLASMA SCREENS

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE PER SHOW	DAYS REQUIRED	TOTAL
42"	Plasma Screen	1020mm x 605mm x 95mm		R 4500.00	04	
50"	Plasma Screen	1210mm x 724mm x 95mm		R 5692.50	04	
65"	Plasma Screen	1554mm x 925mm x 95mm		R 8337.50	04	

LCD MONITORS | HD READY

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE PER SHOW	DAYS REQUIRED	TOTAL
19"	LCD Monitor			R 2500.00	04	
20"	LCD Monitor			R 2500.00	04	
32"	LCD Monitor			R 3500.00	04	

PLEASE INDICATE IF YOU WANT FREESTANDING OR MOUNTED

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE PER SHOW	DAYS REQUIRED	TOTAL
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	Chipboard panel	TO MOUNT		R327.75	04	
	STAND	INCLUSIVE		0	04	
						TOTAL
						EXCL VAT:

PLEASE NOTE THAT PRICES EXCLUDE 15% V.A.T [SA RESIDENTS ONLY]





GENERAL TERMS

The above items are for hire, and remain the property of GL EVENTS SOUTH AFRICA PTY. This quotation is subject to the following terms & conditions:

Conditions of Hire & Supply:

Orders subject to stock availability.

Items hired, remain the property of GL EVENTS SOUTH AFRICA PTY

NO GOODS WILL BE DELIVERED, UNLESS PAID FOR IN FULL OF ORDER.

Late orders received after the cut off time will be subject to a surcharge of 25%.

Goods damaged, will be charged to the relevant exhibitor.

A refundable key deposit will be charged on locks & keys.

Items supplied with plug leads & lighting – prices do not include connection fees.

The risk of all furniture passes to the client on delivery.

Payment terms:

Should this quotation be acceptable to you, **we require a (100%) one hundred percent payment on acceptance**, with payment also being made by either bank guaranteed cheque, cash or direct deposit.

Bank details:	HSBC – BANK PLC
ACCOUNT NAME	GL EVENTS SOUTH AFRICA (PTY)
BRANCH	JOHANNESBURG
BRANCH NUMBER	587 000
ACCOUNT NUMBER	121 012 678 001
SWIFT CODE:	HSBCZAJJ

Please state the quote reference number when making payment.

Interest on all overdue accounts will be levied at a rate of 2% (two percent) above the Prime Overdraft Lending Rate of Standard Bank.

Conditions of Hire & Supply:

Orders subject to stock availability

Items hired, remain the property of GL EVENTS SOUTH AFRICA PTY

No goods will be delivered, unless paid for in full of order.

Late orders received after the cut off time will subject to surcharge of 50%.

Goods damaged, will be charged to the relevant exhibitor

A refundable key deposit will be charged on locks & keys

Items supplied with plug leads and lighting – prices do not include connection fees

The risk of all furniture passes to the client on delivery

Period of validity:

This quotation is valid for 7 (seven) days from date of quotation.

Should any additions and/or changes to this quotation be required once approved, GL EVENTS SOUTH AFRICA reserves the right to revise the quotation. Furthermore, GL EVENTS SOUTH AFRICA PTY may refuse to enter into a revised quotation at its sole and absolute discretion, notwithstanding the fact that the initial quotation has been paid in full.

Risk:

The risk of all equipment shall pass to the customer on delivery thereof by GL EVENTS SOUTH AFRICA and the customer shall ensure that adequate insurance cover has been secured against all kinds of risk that may occur, including Public Liability Insurance. GL EVENTS SOUTH AFRICA will not be held responsible in any way whatsoever for





the loss of any equipment of whatsoever nature. The customer shall ensure that all posters, signage and the like, affixed to the equipment, and shall be removed by the customer, prior to GL EVENTS SOUTH AFRICA breaking down the stand/exhibition.

Availability:

The availability of equipment provided in terms of this quotation can only be confirmed upon acceptance of this quotation and the deposit having been paid accordingly.

Confirmation:

This quotation is not binding until GL EVENTS SOUTH AFRICA has received a signed acceptance, and an official order, together with the required (50%) fifty percent deposit.

Storage Facility:

This service is not provided, unless specifically agreed and accepted under contract, by GL EVENTS SOUTH AFRICA

Stand Dressing:

This service is not provided, unless specifically agreed and accepted under contract, by GL EVENTS SOUTH AFRICA

Cancellation:

Should this quotation be cancelled after acceptance hereof, more than 5 (five) days before the event, (50%) fifty percent of the quoted price shall constitute an agreed liquidated damage amount, which will be liable by the customer to GL EVENTS SOUTH AFRICA. Should the customer cancel this quotation within 5 (five) days of the event, the full amount herein will remain owing and payable by the customer to GL EVENTS SOUTH AFRICA.

Ownership:

The equipment provided in terms of this quotation, is for hire, and will always remain the property of GL EVENTS SOUTH AFRICA.

PLEASE APPROVE BY COMPLETION OF THE BELOW, EMAIL YOUR OFFICIAL ORDER TO LIZZY PHUKUBYE

Email: lizzy.phukubye@gl-events.com

I/WE ACCEPT YOUR ORDER _____ DATE: _____

Kind Regards,

Lizzy Phukubye

PROJECT MANAGER

