



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

2022 EXHIBITOR 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

For sponsorship information contact: Mary Manamela ☎ 011 537 0270 📱 065 814 7891 ✉ marym@bhfglobal.com

For conference enquiries: ✉ conference@bhfglobal.com 🗣️ Whatsapp Helpline: 065 814 7891

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Dear Exhibitor

Re: Exhibitor Manual

The 2022 Annual BHF Conference will be held in Cape Town from **18th – 21st May 2022**. 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	Tuesday 17 th May 2022	6am- 24h00
	Wednesday 18 th May 2022	7am-15h00
Exhibition venue	Hall 5 & 6	
Show dates	Thursday 19 th May 2022 Friday 20 th May 2022 Saturday 21 st May 2022	Please note that the Exhibition Hall 5 & 6 will be the venue for the opening cocktail on Wednesday .
Breakdown	Saturday 21 st May 2022	13h00

2. CTICC Location & Address

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

- CTICC 2: Corner of Heerengracht & Rua Bartholomeu Dias, Foreshore, Cape Town 8001

3. Important Contacts & Dates

CONTACT DETAILS

- **BHF-** Mary Manamela 011 537 0270/ 065 814 7891, email: marym@bhfglobal.com
- **GL Events-** Exhibition stands contact: Lizzy Phukubye, 011 210 2534/ 083 792 5502 or e-mail: lizzy.phukubye@gl-events.com

IMPORTANT DATES

16 th May 2022	Bag inserts due
3 May 2022	Competition and giveaways description due





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4. Access to CTICC

PARKING AND DELIVERY LOADING BAY DETAILS

The CTICC 2 marshalling yard is situated opposite the Exhibition Halls, and only Hall 7 directly accesses the marshalling yard. The staging area located behind exhibition halls 5, 6 and 7 is where all build-up and breakdown materials will be stacked, then transported to and from the exhibition stands. For upper floor build-up and breakdown, the same procedures will apply and once at the staging area, the service lifts will be used to access the upper floors.

LOAD-IN AND LOAD-OUT PROCEDURE

The Marshalling Yard is for off-loading purposes (i.e. deliveries load-in and load-out). Due to the space restraints in the marshalling yards, drivers will not be permitted to leave their vehicles at any time, and once the vehicle is loaded or offloaded, then it will be required to leave the yard, to accommodate other clients.

A load-in and load-out time period for vehicles is one and half hour (1½hrs) for small vehicles and three and half hours (3½hrs) for trucks. Vehicles exceeding this time limit are subject to a parking fee (please refer to the Marshalling Yard Tariffs). Unattended vehicles will be clamped and an unclamping fee of R500.00 will be applicable.

DAY TO DAY OPERATION

Exhibitors and contractors are required to make use of CTICC Site 3 Vehicle Stacking Area located at FW De Klerk Boulevard to access the marshalling yard. General CTICC deliveries will be on a first come and first serve basis.

Clients will be required to share their exhibitor list with the CTICC Logistics Department. This information will inform the logistics plan pertaining to the upcoming event. Further to this, information will be obtained from the contracted exhibition stand builder who inherently serves a project management role in terms of liaising with all customs stand builders, services providers and exhibitors.

The level information attained from both partners (clients and stand builder) will shape the rest of the logistics plan. Once finalised, the logistics plan will contain the following: -

- Arrival location
- Arrival date and time'
- Drop off are per vehicle type
- Time allocated per load-in and load-out

Clients are required to park in P1 parking after offloading their vehicles. Free build-up parking tickets will be issued from the organiser's office. P1 Parking garages have a height restriction of 2.1m





5. 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.

6. Table Drops

Please note your organisation 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

7. Bag Inserts

- Please forward any branding material which you wish to include into the delegate bags to Mary Manamela at: CTICC 2: Corner of Heerengracht & Rua Bartholomeu Dias, Foreshore, Cape Town 8001 by no later than **16 May 2022**.

8. Competitions and Giveaways

Should you wish to have a draw conducted at one of the sessions and have not booked please e-mail Mary Manamela at marym@bhfglobal.com or call 011 537 0270/ 065 814 7891 on or before **3 May 2022**.

- Please include description of the prize and a short brief.





9. Schedule of Events

DAY	EVENT
Wednesday 18th May 07h00 – 15h00 13h00 – 16h00 18h00 – 21h00	<ul style="list-style-type: none">• Delegate registration• Branding of the venue• Build-up of the exhibition• Golf Day• BHF Governance Workshop• Opening ceremony
Thursday 19th May	<ul style="list-style-type: none">• Plenary session• Gala event
Friday 20th May	<ul style="list-style-type: none">• Plenary session
Saturday 21st May 12h00	<ul style="list-style-type: none">• Plenary session• Conference closure

10. Registration

All persons manning your stand have to get an access card at registration, which will be open on **Wednesday, 18th May 2022 at 15h00 – 18h00.**

Please note that you strictly are limited to:

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

Due to Covid Protocols, there will be no additional passes.





11. Lunch, Opening Ceremony and Gala

There will be no charge for attending the Opening Ceremony scheduled for **Wednesday 18 May 2022**. 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.

12. Exhibition Storage Space

There will be storage as from **Tuesday 17th May 2022** until **Saturday, 21 May 2022**. Should you need storage, please email: marym@bhfglobal.com to book this.

13. Aisles / Ceiling Height

The minimum aisle space applicable to all exhibitions is three (3) metres. Should any item or structure be placed or protrude into the designated aisle space, the CTICC reserves the right to request the removal thereof or remove the said item without any liability for loss or damage. Aisles should be planned and laid out to ease the flow of traffic and in line with the fire exists. Stand construction to take place within the booked exhibition stand floor space (i.e. NO construction work will be allowed within the aisles).

14. 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.

15. 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 Lizzy Phukubye, 011 210 2534/ 083 792 5502 or e-mail: lizzy.phukubye@gl-events.com





16. 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, please contact Lizzy Phukubye, 011 210 2534/ 083 792 5502 or e-mail:

lizzy.phukubye@gl-events.com

17. 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.

18. 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.

19. 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.

20. Flammable & Hazardous Material

The venue does not allow any fire or flammable material on any of the venues.

21. 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 please contact Lizzy Phukubye, 011 210 2534/ 083 792 5502 or e-mail: lizzy.phukubye@gl-events.com





22. Carpeting

The venue is carpeted with grey carpeting.

23. 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.

24. Food & 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

The CTICC offers a variety of beverages to exhibitors which will be delivered to their stands on request. From custom craft gin bars to bespoke artisan barista espresso bars, we have all your beverage requirements covered. If exhibitors wish to hand out samples, it must be limited to 85ml of liquid and require prior approval from CTICC Management.

TERMS AND CONDITIONS

The CTICC is the sole provider of all food and beverages. If exhibitors wish to sell food and beverage items on our premises, 30% of the sales will be levied to the CTICC. A Certificate of Acceptability for food services issued by the Department of Health must be produced and handed to the CTICC prior to setup. On-site cooking requires discussions with our Health and Safety Officer. Exhibitors are to advise the CTICC accordingly if they wish to practice any of the above for approval first. Any items brought onto the premises are subject to a corkage fee per item. Corkage fee will be at the discretion of the CTICC Management and must be paid prior to the start of the event.

Note: CTICC has an on-consumption license only.





25. IT Infrastructure

The CTICC is equipped with a 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:

- Fibre-optic backbone running at 10 Gbps, as well as strategically positioned fibre-optic floor points throughout the buildings
- 3 600 Data (CAT5e and CAT6) outlets running at speeds up to 1 000 Mbps
- Fibre internet
- High Density Wireless LAN (Hotspots)

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

An order placed in advance will ensure the network is securely configured at your arrival. All clients can be allocated their own VLAN (Virtual LAN), which is either 'blank' or pre-configured with the following services:

- DHCP
- DNS
- NAT or Static Public IP Addresses (if requested)
- Outgoing SMTP Mail relay
- Internet bandwidth with a 1:1 international contention ratio
- LAN connectivity
- Wireless connectivity

Note: No routers, wireless access points or connections are permitted. Only the CTICC IT Department is allowed to do installations connecting to the CTICC infrastructure.





26. 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.





EXHIBITION STAND BOOKING FORM | 2022 CONFERENCE

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 21st Annual BHF Conference 2022.

Please complete and send this booking form back to Mary Manamela at marym@bhfglobal.com

EXHIBITOR DETAILS

Company Name: _____

VAT Number: _____

Postal Address: _____

Postal Code: _____

Tel #: _____ Fax #: _____

Email: _____

PRE-EVENT CONTACT

Name:	
Cell number:	
Designation:	
Website address:	

ON-SITE CONTACT

Name:	
Cell number:	
Designation:	
Website address:	





PAYMENT DETAILS:

Payments should be made to:

The Board of Healthcare Funders

- Bank: Nedbank
- Branch: The Mall Rosebank
- Branch Code: 197705
- Account Number: 1958449059

BHF CONTACT DETAILS:

Mary Manamela

Key Accounts Manager

011 537 0270 / 065 814 7891

marym@bhfglobal.com

PAYMENT TERMS:

Full payment will be liable 30 days after receiving the invoice

CANCELLATION POLICY:

- Notification of cancellation of a sponsorship package must be made in writing and received on or before **3 April 2022**, please note that an administration fee of R10 000 will be payable.
- 70% of the sponsorship fee will be payable, if cancellation is received after **30 April 2022**.
- There will be no refund for all cancellations received after **18 May 2022**.

AUTHORISATION

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: _____

INVOICING ADDRESS: _____

SIGNATURE: _____





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	SELECT
<p>Includes:</p> <ol style="list-style-type: none"> 1. Plug point 2. One standard table and two chairs 3. 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. BHF Magazine blurb listing 6. Your company logo, with an acknowledgement of sponsorship, will appear on screen before and after each session. 7. Your company logo, with an acknowledgement of sponsorship, will appear on screen before and after each session. 8. Announcements of competitions during the plenary sessions by the facilitator. 9. Bag insert. 10. One complimentary delegate 11. Electrician on standby for the duration of the conference, for any electrical faults with the plug points. 12. Security outside the venue at night, for the duration of the conference. 13. Two exhibitors manning the sponsors stand. 14. Two access tickets to the opening function and gala banquet. 	3x3	R 41 400 (incl. vat)	<input type="checkbox"/>





PACKAGE (SHELL SCHEME)	STAND SIZE	PRICE	SELECT
<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. BHF Magazine Blurb Listing8. Your company logo, with an acknowledgement of sponsorship, will appear on screen before and after each session.9. Your company logo, with an acknowledgement of sponsorship, will appear on screen before and after each session.10. Announcements of competitions during the plenary sessions by the facilitator.11. Bag Insert.12. One complimentary delegate13. Electrician on standby for the duration of the conference, for any electrical faults with the plug points.14. Security outside the venue at night, for the duration of the conference.15. Two exhibitors manning the sponsors stand.16. 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	R43 700 (Incl. vat)	<input type="checkbox"/>
STAND NUMBER REQUEST AS PER FLOOR PLAN: _____ (PLEASE COMPLETE)			





ITEM	EXHIBITION STANDS 6x3 m	
	R 87 400 incl. vat (SHELL SCHEME)	R82 800 incl. vat (SPACE ONLY)
RANK	GOLD	
PACKAGE INCLUDES	Shell scheme	Space only
Complimentary conference ticket(s)	2	2
BHF Magazine blurb listing	✓	✓
Company profile on the BHF conference website	100 words	100 words
Your company logo on the BHF conference website	✓	✓
Your company logo on the conference programme	✓	✓
Announcements of competitions during plenary sessions by Facilitator	✓	✓
Your company logo and acknowledgement on screen before and after each session	✓	✓
Bag insert	✓	✓
SMS		
Email blasts		
2 standard tables and four chairs	✓	✓
2 x Plug point	✓	✓
Electrician on standby for duration of conference for any electrical faults with the plugs points	✓	✓
Security outside the venue at night for the duration of conference	✓	✓
2 x Fluorescent Light	✓	
White shell scheme walling, 2.5m in height - side & rear (depending on positioning & requirements)	✓	
Fascia - displays exhibitors name OR product name	✓	
Number of exhibitors manning sponsor's stands	strictly four only	strictly four only
Access to gala banquet and opening function for persons manning stand	strictly four only	strictly four only
Please tick box to select your package	<input type="checkbox"/>	<input type="checkbox"/>
STAND NUMBER REQUEST AS PER FLOOR PLAN: _____ (PLEASE COMPLETE)		





CTICC 2 SHELL SCHEME CHECK LIST

Please complete the attached form and send it to marym@bhfglobal.com

COMPANY NAME: _____ STAND #: _____

CONTACT PERSON: _____ TEL #: _____

FORM CHECK LIST

DEADLINE FOR SUBMISSION: 4 May 2022

FACIA NAME FORM	COMPULSORY	
ELECTRICAL ORDER FORM	OPTIONAL	
ELECTRICAL FITTING PLAN	COMPULSORY WITH ORDER FORM	

If shell scheme has been ordered, the name of the company will be displayed on the fascia.

Please indicate below the name that you wish to appear on your fascia(s) omitting LTD, PTY or CC.
Corner stands will have this information displayed on both fascias.

NAME TO APPEAR ON THE FASCIA BOARD – Please print legibly

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