



The  
**22<sup>nd</sup> Annual  
BHF Conference**  
CAPE TOWN ICC | 14-17 May 2023

## 2023 EXHIBITOR SERVICES MANUAL

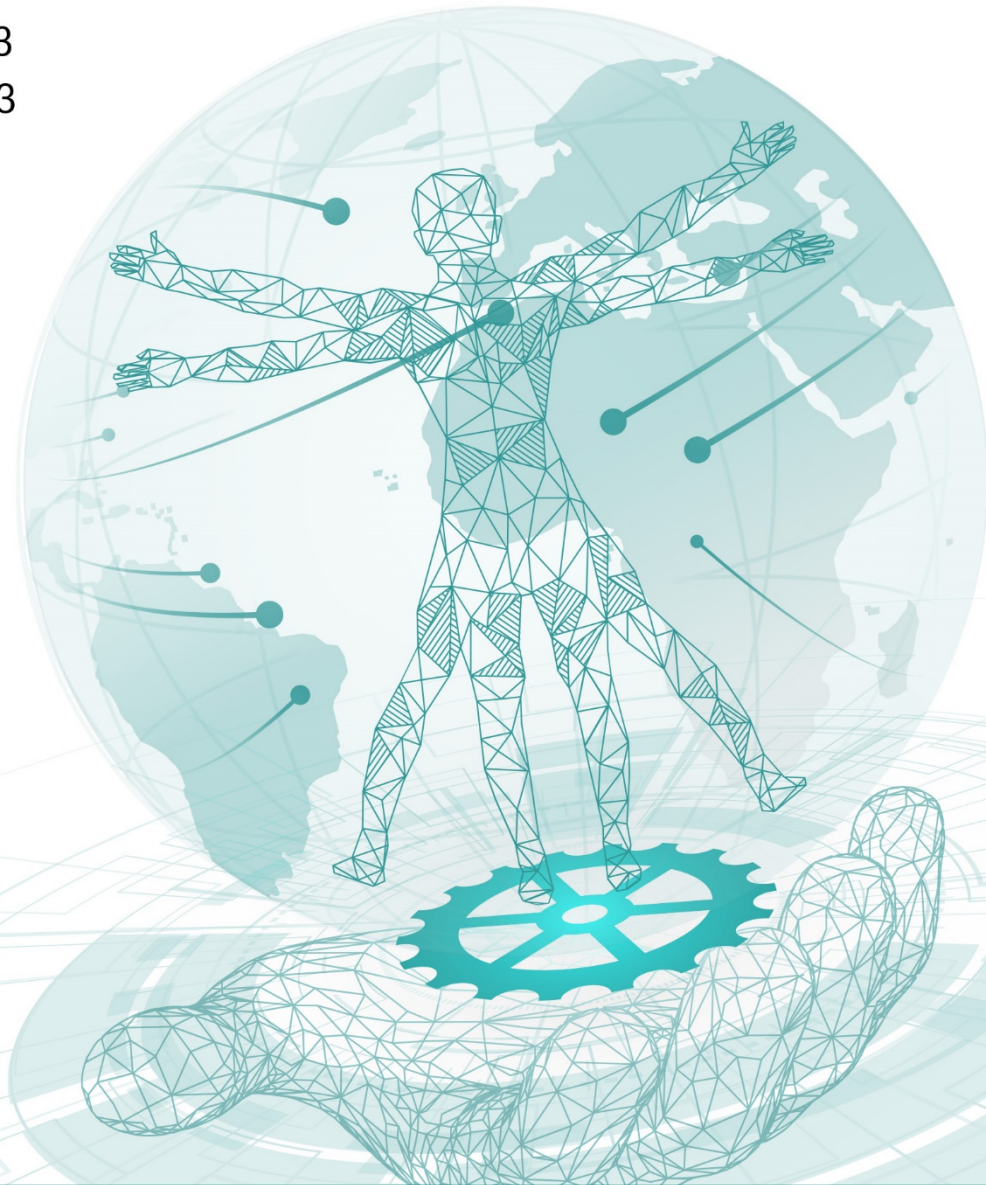
### DETAILS OF THE 22<sup>ND</sup> ANNUAL BHF CONFERENCE

VENUE: Cape Town International Convention Centre

**SHOW DATES** 14-17 MAY 2023

**BUILD UP** 13 MAY 2023

**BREAK DOWN** 17 MAY 2023



For sponsorship information contact: Nokuthula Mathunda 📞 +27 65 814 7891 ✉️ [NokuthulaM@bhfglobal.com](mailto:NokuthulaM@bhfglobal.com)

For conference enquiries: ✉️ [conference@bhfglobal.com](mailto:conference@bhfglobal.com) 🗨️ Whatsapp Helpline: 065 814 7891

Register online at [www.bhfglobal.com](http://www.bhfglobal.com) 🐦 Follow us on Twitter @BHFGLOBAL



## GL EVENTS SOUTH AFRICA | Johannesburg | SERVICE FORMS

**Please Return Forms to Lizzy Phukubye**

Email: [lizzy.phukubye@gl-events.com](mailto:lizzy.phukubye@gl-events.com)

Fax: +27 (0) 86 634 9528

Tel: + 27 (0) 11 210 2534 (083 792 5502)

**DEADLINE: 1 MAY 2023**

### PLEASE TICK YOUR OPTION

SHELL SCHEME PACKAGE BOOTH

STANDARD SHELL SCHEME PACKAGE BOOTHS BOOKED WITH 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  $\phi$  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 = \_\_\_\_\_








## 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**  
**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 1 300.00	
Fabric Banners 3M (3000 w x 2500 h) per sides		R 4 982.00	

**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.

<u>PICTURES</u>	<u>FONTS</u>	<u>COLOURS</u>
<ul style="list-style-type: none"> <li>• CMYK (Convert RGB to CMYK)</li> <li>• Do not embed scans, scans to be supplied separate from the document</li> </ul>	<ul style="list-style-type: none"> <li>• fonts to be supplied</li> <li>• (Ideally - convert type to paths/vector/curves)</li> </ul>	<ul style="list-style-type: none"> <li>• If any special colour matching is required, supply a pantone swatch / number</li> <li>• All colours to be made up in correct pantone breakdown where applicable</li> </ul>





## 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 & DIMENSIONS	PRICE
Lotus Chair		White & Black	<b>R 240</b>
Big Show Stopper Chair		White	<b>R 265</b>
Bordeaux Café Chair		Royal Blue, Teal	<b>R 450</b>
Bucket Chair		Grey	<b>R 320</b>





ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENSIONS	PRICE
Felix Barstool		Various	<b>R 360</b>
Bordeaux Cocktail Chair		Grey, Emerald Green	<b>R 480</b>
Pyramid Glass Cocktail Table		Glass and Chrome	<b>R 678</b>
Chrome Cocktail Table		H750mm x D900mm	<b>R 626</b>
Natural Top Long Cocktail Table		L1800mm x W500mm x H90mm	<b>R 876</b>
Natural Top Cocktail Table		Wooden	<b>R 600</b>
Big Show Stopper Table		White with Wooden Legs	<b>R 650</b>
Chrome Café Table [Round or Square]		H710mm x D900mm	<b>R 302</b>















ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENSIONS	PRICE
Table on Milan Base [Round or Square]		H710mm x D900mm	<b>R 570</b>
Spider Coffee Table		L700mm x W700mm x H500mm	<b>R 815</b>
Tub Chair		Black & White	<b>R 1010</b>
Lisbon Chair		Grey, Dusty Pink	<b>R 600</b>
Normandy Chair		Charcoal, Light Grey	<b>R 1050</b>
Morgan Single Seater Couch		White & Black	<b>R 1050</b>
Morgan Double Seater Couch		White & Black	<b>R 1420</b>
Cube Ottoman		Various Colours	<b>R 506</b>










ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENSIONS	PRICE
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>
Clothing Rail			<b>R 350</b>
Chrome ROPE Stanchions		Per 1 Metre Unit	<b>R 355</b>
Water cooler with 1 x 20L water bottle			<b>R 1417</b>
Hexagonal Display Plinth		H300mm x D500mm	<b>R 225 per plinth</b>
Wastepaper Bin Small		H290mm x D290mm	<b>R 50</b>
Perforated Stainless Steel Waste Paper Bin		Stainless Steel	<b>R 101</b>
Newline Cupboard	<b>Limited Stock</b> 	H900mm x W1010mm x D520mm	<b>R 850</b>
Glass Top Counter	<b>Limited Stock</b> 	H900mm x W1030mm x D530mm	<b>R 887</b>





ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENSIONS	PRICE
Octanorm Showcase Large	<b>Limited Stock</b> 	H2000mm x W1030mm x D530mm	<b>R 1804</b>
Standing Shelf		H1360mm x W990mm x D495mm	<b>R 726</b>
Trestle Table & Cloth		H750mm x W1800mm x D700mm	<b>R 290</b>
Conference Table & Cloth		H750mm x W1800mm x D400mm	<b>R 250</b>
Flat Shelf to wall panel		W1000mm x D300mm	<b>R 195</b>





## ELECTRICAL 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**

DESCRIPTION	QTY	PRICE EXCL. VAT	TOTAL
Three Phase Power Connection Only (Please produce a C.O.C)		R 1098.00	
30 Amp Single Phase Distribution Board		R 1652.00	
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	
		<b>TOTAL EXCL VAT:</b>	

***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

### PLEASE INDICATE IF YOU WANT FREESTANDING OR MOUNTED

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE   PER SHOW	DAYS REQUIRED	TOTAL
	BRACKET	TO MOUNT		R327.75	04	
	STAND	INCLUSIVE		0	04	
					<b>TOTAL EXCL VAT:</b>	

**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:**

1. Orders subject to stock availability.
2. Items hired, remain the property of GL EVENTS SOUTH AFRICA PTY
3. NO GOODS WILL BE DELIVERED, UNLESS PAID FOR IN FULL OF ORDER.
4. **Late orders received after the cut off time will be subject to a surcharge of 25%.**
5. Goods damaged, will be charged to the relevant exhibitor.
6. A refundable key deposit will be charged on locks & keys.
7. Items supplied with plug leads & lighting – prices do not include connection fees.
8. 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.

<b>BANK DETAILS:</b>	<b>STANDARD BANK SOUTH DALE</b>
<b>ACCOUNT NAME</b>	<b>GL EVENTS SOUTH AFRICA (PTY)</b>
<b>BRANCH</b>	<b>JOHANNESBURG</b>
<b>BRANCH NUMBER</b>	<b>006405</b>
<b>ACCOUNT NUMBER</b>	<b>002787458</b>
<b>SWIFT CODE:</b>	<b>ZBZAZAJJ</b>

***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:**

1. Orders subject to stock availability
2. Items hired, remain the property of GL EVENTS SOUTH AFRICA PTY
3. No goods will be delivered, unless paid for in full of order.
4. Late orders received after the cut off time will subject to surcharge of 50%.
5. Goods damaged, will be charged to the relevant exhibitor
6. A refundable key deposit will be charged on locks & keys
7. Items supplied with plug leads and lighting – prices do not include connection fees
8. 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.

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

**Email:** [lizzy.phukubye@gl-events.com](mailto:lizzy.phukubye@gl-events.com)

**I/WE ACCEPT YOUR ORDER** \_\_\_\_\_ **DATE:** \_\_\_\_\_

