



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

2023 EXHIBITOR MANUAL

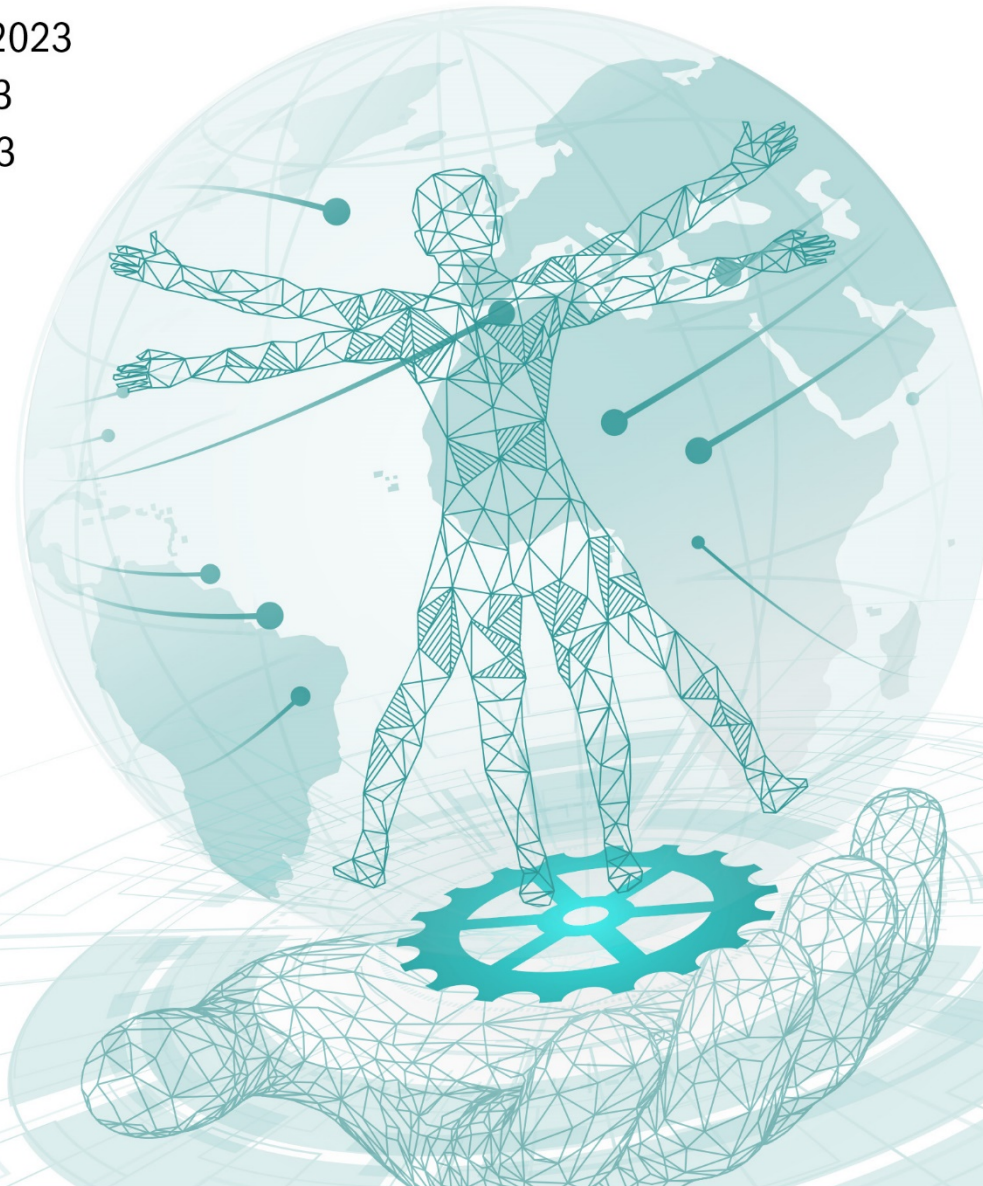
DETAILS OF THE 22ND ANNUAL BHF CONFERENCE

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

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Dear Exhibitor

Re: Exhibitor Manual

The 2023 Annual BHF Conference will be held in Cape Town from **14-17 May 2023**. 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 13 th May 2023	6h00- 24h00
	Sunday 14 th May 2023	7h00-12h00
Exhibition venue	Hall 9 & 10	
Show dates	Monday 15 th May 2023 Tuesday 16 th May 2023 Wednesday 17 th May 2023	Please note that the Exhibition Hall 9 & 10 will be the venue for the opening cocktail on Sunday .
Breakdown	Wednesday 17 th May 2023	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-** Nokuthula Mathunda 011 537 0225/ 065 814 7891, email: nokuthulam@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

2 May 2023	Bag inserts due
2 May 2023	Competition and giveaways description due





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 company 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 email; nokuthulam@bhfglobal.com

7. Bag Inserts

Please forward any branding material which you wish to include into the delegate bags to Nokuthula Mathunda at: BHF Offices, Lower Ground, 160 Jan Smuts Avenue, Rosebank, 2196, by no later **than 2 May COB**.

8. Competitions and Giveaways

Should you wish to have a draw conducted at one of the sessions and have not booked please e-mail Nokuthula Mathunda at nokuthulam@bhfglobal.com or call 011 537 0270/ 065 814 7891 on or before **2 May 2023**.

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





9. Schedule of Events

DAY	EVENT
Sunday 14th May	<ul style="list-style-type: none">• Delegate registration• Branding of the venue• Build-up of the exhibition
07h00 – 15h00	<ul style="list-style-type: none">• Golf Day
13h00 – 16h00	<ul style="list-style-type: none">• BHF Governance Workshop
18h00 – 21h00	<ul style="list-style-type: none">• Opening ceremony
Monday 15th May	<ul style="list-style-type: none">• Plenary session• Parallel Workshops
Wednesday 17 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 **Sunday, 14 May 2023 at 15h00 – 18h00.**

Please note that you strictly are limited to:

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

11. Lunch, Opening Ceremony and Gala

There will be no charge for attending the Opening Ceremony scheduled for **Sunday, 14 May 2023.** 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. Best stand Awards

As part of our efforts to recognise the enormous amount of effort, creativity and innovation that goes into the exhibition process, BHF has added the BEST stand awards.

Every exhibitor will automatically be placed into the competition, which is divided into three categories

1. Best Large Stand (9 x 3 and above);
2. Best mid-sized Stand (6 X 3);
3. Best Small Stand (3 X 3 and smaller) - to reflect the many sorts of organisations that exhibit at the BHF Conference.

A team of judges will visit all stands on **Monday, 15 May 2023** and WINNERS will be announced at the Titanium Awards Ceremony. Please ensure that a representative is available to accept the award should your stand be announced as the winner in your respective category.

13. Exhibition Storage Space

There will be storage as from Saturday **13 May 2023** until **Wednesday, 17 May 2023**. Should you need storage, please email: nokuthulam@bhfglobal.com to book this.

14. 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).

15. Labour / Porterage

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

16. 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





17. 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

18. 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.

19. 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.

20. 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.

21. Flammable & Hazardous Material

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

22. 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

23. Carpeting

The venue is carpeted with grey carpeting.





24. 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.

25. 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.





26. 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.





27. 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.





28. Shell Scheme Checklist

Please complete this form and send it to nokuthulam@bhfglobal.com

COMPANY NAME: _____ STAND #: _____

CONTACT PERSON: _____ TEL #: _____

FORM CHECK LIST

DEADLINE FOR SUBMISSION: 1 May 2023

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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