



XIX FIGO World Congress of Gynecology and Obstetrics
4-9 October 2009, Cape Town, South Africa

Dear Sponsors & Exhibitors,

On behalf of the International Federation of Gynecology and Obstetrics (FIGO), we would like to welcome you to the XIX FIGO World Congress 2009 to be held in Cape Town, South Africa, on 4 – 9 October 2009 at the Cape Town International Convention Center.

We are pleased to present you with your Exhibitor Services Manual that contains all the information you will need to successfully transport, set-up/tear-down and equip your booth. This year, for safety and insurance purposes, we have carefully selected exclusive vendors to handle all of your on-site needs. All necessary forms for each "Official Show Vendor" are included. Be sure to return all order forms to the address or fax number indicated on each form. Please remember to include your full company name and booth number on each form for easy identification. By acting now, you will **save money and time**.

If you are not the person directly responsible for the set-up and dismantling of your company's exhibit stand, please forward this information to the correct person. If your company uses a non-official contractor, please forward the appropriate information to them and make sure that you submit **your "Intent to Use an Exhibitor Designated Contractor Form" to FIGO Exhibition Management by 1 August 2009**.

If you have not made your hotel arrangements, please go to FIGO's website at: <http://www.figo2009.org.za/> and click on "Accommodation."

If you have additional questions, please refer to the contact list included in the Exhibitor Service Manual or use the contact telephone numbers listed on each form. If you require additional information or assistance, please contact Francine Garner, the FIGO Exhibits Manager at figoexhibits@acog.org or by phone at +1-866-531-2590.

We look forward to seeing you in Cape Town, South Africa and thank you for your support!

Best Regards,

Francine Garner
Exhibits Manager



XIX FIGO World Congress of Gynecology and Obstetrics
4-9 October 2009, Cape Town, South Africa

Exhibitor Staff Badge Order Form

Deadline: 1 September 2009

Exhibitor Registration Information

This form is also available online at: www.figo2009.org.za

1. Please type or print legibly.
2. Include individual names and locations exactly as they should appear on the badge. Please note that state and province names will not be printed on the badge.
3. Include the names of set-up and dismantle personnel, if they will need entrance to the exhibition during Congress days.
4. Only the company name that is listed on the exhibitor application and contract can appear on any exhibitor staff badges. Non-exhibiting company names will not be printed on badges.
5. Each company will receive two (2) complimentary exhibitor staff badges for each 3m2 stand space purchased. Additional badges and replacement badges can be purchased at a fee of ZAR500.00 per badge.

COMPANY INFORMATION

Official Representative's Name:					
Company /Institution:					
Postal Address:					
City:		State:		Zip Code:	
Country:		Phone: Inc. Code		Mobile:	
E-mail Address:				Fax: Inc. Code	
Signature of Official Representative:					

BADGE INFORMATION

Exhibitor / Company Name Exactly as you wish it to appear on the badge:			
Last Name / Family Name	First Name	City	Country

Once you have completed this form or if you have questions relating to Exhibitor Registration please contact:

Catherine Taylor
Turners Conferences & Conventions (Pty) Ltd
 PO Box 1935, Durban, 4000, South Africa
 Telephone: +27 31 368 8000
 Fax: +27 31 368-6623
 Email: catherinet@turnergroup.co.za

TOTAL AMOUNT PAYABLE: (Use this section to calculate the total of your payments due)

Type of Badge			
Complimentary Badges x 2 (Included)			ZAR 0.00
Additional Badges @ ZAR500.00 per badge:	Quantity:		ZAR
TOTAL			ZAR

PAYMENT DETAILS: (Please enter X in the appropriate box)

Option One: Bank Transfer		You must specify your company name – FIGO Exhibition on your bank transfer. Please fax or email a copy of your transfer to Catherine Taylor at Turners. (Fax No. +27 31 368 6623) Account Name: Turners Conferences– Figo2009 Bank: First National Bank Account No.: 621 867 540 84 Branch: Main Branch Branch No.: 22 14 26 Swift No: FIRNZAJJ76
Option Two: Credit card		Please complete the following authorisation for Congress Organisers to debit your credit card

I, the undersigned, do hereby authorize Turners Conferences to debit my credit Card for the following amounts: (please fax a copy of the front and back of your credit card to Turners).

Additional Exhibitor Badges:	ZAR
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Credit Card Type	X	Master	Visa	Diners	American Express
Credit Card Number:				Expiry Date	
Cardholders Name On the Credit Card:				3 Digit No on Reverse side (where applicable)	
Cardholder Signature:				Date:	

Please complete this form and send it to:

Catherine Taylor
Turners Conferences & Conventions (Pty) Ltd
 PO Box 1935, Durban, 4000, South Africa
 Telephone: +27 31 368 8000
 Fax: +27 31 368-6623
 Email: catherinet@turnergroup.co.za

Rules for Using an (EDC) Exhibitor Designated Contractor

Should an exhibitor choose to use the services of an Exhibitor Designated Contractor (EDC), exhibitor must comply with the requirements listed below to be authorized by International Federation of Gynecology and Obstetrics (FIGO). Unauthorized EDC'S will not be granted access to the exhibit hall.

1. FIGO must be notified in writing by 1 August 2009 of the firm's name, address, telephone and name of on-site person who will be supervising the work of the Exhibitor Designated Contractor.
2. Exhibitor Designated Contractor must have licenses, permits or bonding required by local and South African government and the Cape Town International Convention Center (CTICC) prior to commencing work, and shall provide FIGO with evidence of compliance upon request.
3. Exhibitor Designated Contractor must furnish ACOG with a current Certificate of Insurance with limits of not less than £1,000,000 general liability insurance including property damage, and workman's compensation. **The International Federation of Gynecology & Obstetrics (FIGO) must be included as a named additional insured on the policy/certificate.** Certificate must clearly state that in the event the insured cancels or reduces coverage; Certificate Issuer **will send written notice to FIGO within 10 days.** The Certificate of Insurance must cover from 1 October 2009 through 9 October 2009. Certificates must be received no later than 1 August 2009.
4. Solicitation of business in the exhibit hall is strictly prohibited. This includes, but is not limited to, the postings of signs, distribution of literature, business cards, or other forms of advertising or marketing.
5. Exhibitor Designated Contractor must not commit any acts that lead to work stoppages, or labor problems. FIGO reserves the right to remove any exhibitor or designated contractor whose actions jeopardize the on-time opening of the exhibition or whose employees fail to observe the regulations and procedures contained in the FIGO 2009 Exhibitor Prospectus, this Exhibitor Service Manual, or any other official documentation for the 2009 FIGO exhibition. FIGO reserves the right to require that Exhibitor employ another contractor if EDC violates any of these conditions.
6. Exhibitor Designated Contractor is liable for restoring the exhibit area to its original condition (e.g., free of tape and other remnants of use).
7. The Exhibitor Designated Contractor must adhere to the move-in and move-out schedules. Exhibitors and their EDC'S will be responsible for any additional expenses incurred by FIGO or its agents, should this not occur.
8. All personnel in the employ of an Exhibitor Designated Contractor must wear a company identification badge and be issued a FIGO Daily Work Pass during show setup and tear down.. During show days, everyone will be required to present their official FIGO name badge. No one will be allowed in the exhibit hall without a proper FIGO name badge, and who is not dressed in appropriate business attire (shirt and tie or polo shirt and slacks). No promotional logos shirts, no shorts or sweat pants allowed during the times when the exhibit hall is open.
9. Exhibitor Designated Contractor agrees to reimbursement of any expenses incurred by FIGO because of the activities of the Exhibitor Designated Contractor.
10. Exhibitor Designated Contractor must work from their client's booth space. EDC'S will not be permitted to set up workstations or service desks in the aisles or "the NO FREIGHT aisles."

RETURN THE FOLLOWING COMPLETED FORM BY 1 AUGUST 2009

Notification of Intent to Use Exhibitor Designated Contractor

Complete this form if your company intends to use a contractor other than the Official Service Contractor appointed by FIGO. Completed form must be mailed, faxed or sent via email, as below, on or before 1 August 2009.

Exhibitor: _____ Booth: _____

Contact: _____ Phone: _____

Exhibitor Designated Contractor (EDC): _____

EDC Contact: _____

EDC Address: _____

Street

Code City State Zip

Telephone

Fax

Email

Exhibitor Designated Contractor (EDC) must abide by the Official Rules and Regulations governing the 2009 World Congress of the International Federation of Gynecology and Obstetrics.

Exhibitor Designated Contractor (EDC) must send the original copy of an Insurance Certificate meeting the FIGO insurance requirements no later than 1 August 2009 to:

Francine Garner
FIGO Exhibits
C/O AMERICAN COLLEGE OF
OBSTETRICIANS & GYNECOLOGISTS
409 12th Street SW
Washington, DC 20024
TEL: +1 866-531-2590
FAX: +1 202 484 3933
figoexhibits@acog.org

Floor Plan:

<http://fp32.a2zinc.net/clients/fpACOG/FIGO09/public/fphtml.aspx>

XIX FIGO World Congress 2009 EXHIBITOR SERVICE MANUAL

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EXHIBITOR SERVICE MANUAL

THE XIX FIGO WORLD CONGRESS 2009 MANAGEMENT TEAM

The team members of the XIX FIGO World Congress 2009 (FIGO) can be reached at all times to answer any questions you may have. Should we not be able to give you an instant answer or solution to your inquiry, we will make it our personal responsibility to ensure that you are assisted as quickly and efficiently as possible.

Francine Garner

FIGO Exhibits Manager, Branding Opportunities – U.S. Based

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FIGO Events & Meetings Manager – London, U.K Based

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FIGO Registration Manager – S.A. Based

Phone +27 31 368 8000

E-mail: dudleyr@turnergroup.co.za

Mark Bristoll

CEVA Show Freight – U.K. Based Shipping & Logistics

Phone +44 (0)121 782 8888

E-mail: mark.bristoll@cevalogistics.com

Jane Steel

Scan Display Solutions – Cape Town, S.A. Stand Contractor

Phone +27 21 409 1200

E-mail: jane@scandisplayct.co.za

Chuck Orris

Freeman – U.S. Based Official Services Contractor

Phone +1 702 263 1404

E-mail: chuck.orris@freemanco.com

1.0 DISCLAIMER

Neither the International Federation of Gynecology & Obstetrics (FIGO) nor the Cape Town International Convention Centre (CTICC), or any of its Directors, Employees or Agents will be liable to the Exhibitor for personal injury to, or the death of any person, or loss of, or damage to any property, of whatever nature, on the property or at the Venue, however arising or caused. The Exhibitor indemnifies the International Federation of Gynecology & Obstetrics (FIGO) the Cape Town International Convention Centre (CTICC) and its Directors, Employees or Agents against any claim of whatever nature, which may be against any of them arising out

of any of the afore-mentioned, except where the same was due to gross negligence by the International Federation of Gynecology & Obstetrics (FIGO) or the Cape Town International Convention Centre (CTICC).

The services specified herein are available for the use of exhibitors, but FIGO can accept no liability in respect of them. FIGO is not an agent for exhibitors or sub-contractors (whether mentioned below or not) and can accept no liability in respect of any contract entered into between exhibitors and sub-contractors for the negligence or default of any such persons, their servants, or agents. FIGO has appointed official contractors in order to control the number of people working inside the CTICC.

1.1 ACCESS TO STAND

Please ensure that the space rental and all services are paid for in full by due dates. Neither the exhibitor, nor its agents, representatives or sub-contractors will be allowed to gain access to the stand unless all outstanding accounts have been settled.

2.0 HOW TO PREPARE

There are two different types of stands - Shell Scheme Package and Raw Floor Space. By now you should have signed your contract and made a decision on the type of stand you will be taking. If you are still unsure, please note the differences as follows below.

2.1 RAW EXHIBIT SPACE STANDS @ £425 per MSQ

Raw Floor Space-Only includes the following:

- Floor area in the "footprint" of the FIGO floor plan

As a Raw Exhibit Space exhibitor you are required to provide all additional items and services. This includes, but is not limited to electrical distribution boards, plug points, lighting, etc. Please ensure that your exhibition stand contractor provides or orders these items or services from Freeman\Scan or the CTICC. See the service contact list. Raw Exhibit Space stand exhibitors must follow the exhibit guidelines for island exhibits as found on page 18 of the exhibitor prospectus and comply with [Article 5.1](#) in this Exhibitor Service Manual.

2.2 NOTIFICATION OF INTENT OT USE AN EXHIBTIOR DESIGNATED CONTRACTOR (EDC)

An Exhibitor Designated Contractor (EDC) is any contractor not listed in the Exhibitor's Service Manual as an official FIGO 2009 Congress designated contractor. Exhibitors using the services of an EDC are responsible for ensuring that the EDC conforms to the rules and regulations included in the Exhibitor Service Manual and the 2009 FIGO Exhibitor Prospectus. It is the exhibitor's responsibility to inform your EDC that FIGO Show Management **requires an original general liability insurance certificate sent to FIGO and Freeman/SCAN**, or your Exhibitor Designated Contractor will NOT be permitted to service your stand during the FIGO 2009 Congress.

And, if you intend to use a contractor other than Freeman\Scan, the Official Stand Contractor appointed by FIGO, you are required to submit the Notification of Intent to use an Exhibitor Designated Contractor (EDC) Form, included in this Exhibitor Service Manual, and provide the required Certificate of Insurance to FIGO not later than 01 August 2009. Requests to use an EDC received after 01 August 2009 will not be approved. Exhibitor Designated Contractors who are commissioned by exhibitors to custom-build stands for Raw Exhibit Space stands will be given access to the exhibition hall beginning at 08h00 on Friday 2 October 2009.

2.3 SHELL SCHEME STAND 3x3 MSQ/Stand Rental is £4,250 per

This consists of:

- Dark gray carpeting
- 1 x 3mx3m white back wall (which you may not paint or damage)
- 2 x 3mx3m white side walls (which you may not paint or damage)
- 1 x 15amp plug point
- 2 x spotlights
- 1 x fascia board carrying signage

FIGO provides only what is included in the shell scheme exhibition package. You will need to otherwise supply your own furniture, additional lighting if necessary, display cabinets and seating, or order it from Freeman\SCAN.

2.4 HANGING PRODUCT FROM THE SHELL SCHEME WALLS

Unless you have ordered, or supplied custom wall panels you may not drill or hammer nails into your standard wall panels. You may not damage the display boards in any way. You may use double-sided Velcro, tape, double-sided tape or pre-stick for mounting displays and pictures to the exhibition wall panels.

2.5 STAND DIMENSIONS

- Shell Scheme stands are 3M x 3M. The back and side walls are 3 panels
- Wall panels are 2.5m high x 1m wide. Visible panel area is 2300 x 900mm
- Your fascia board is hung from a horizontal steel rod that supports 30kg.
- The fascia board measures 1220 x 200mm

2.6 TECHNICAL ILLUSTRATIONS

Please download the technical drawings for the exact dimensions of the shell scheme stand. This information will assist you in the planning and design of your area. *Please note that technical drawings and floor plans are correct at time of publishing. The final exhibition hall floor plan is subject to change according to stand sales and construction needs.

2.7 FLOOR PLAN

To access the FIGO 2009 Floor plan, please use the link below:

<http://fp32.a2zinc.net/clients/fpACOG/FIGO09/public/fphtml.aspx>

If you are unable to view the floor plan online, please request one via e-mail. (FIGOexhibits@acog.org)

2.8 FIRST TIME EXHIBITORS

First-time exhibitors can receive help designing their shell scheme stand by contacting Freeman\SCAN at +27 21 409 1200.

2.9 SERVICES INCLUDED WITH STAND FEE

As part of your exhibit space contract, you will receive:

- Public area and aisle cleaning
- 24-hour roaming security during the event
- Two exhibitor badges for each 3m² space
- Welcome Reception held in the Exhibition Hall
- 75 Word exhibitor profile in the Final Programme

If other services are required, you must arrange them at your own cost.

2.10 SERVICE CONTACT LIST

To advance order the services listed below, order forms are found in this Exhibitor Services Manual. For your convenience, a fully staffed Exhibitor Services Center will be available for on-site ordering during the build-up and teardown. If you have questions about ordering services please contact as follows:

Service	Company	Contact
Freight Forwarding & Customs	CEVA Show Freight – Graham Ridge	+44 1322 312 058
Drayage & Material Handling	CEVA Show Freight - Sharon Robinson	+44 1322 312 058
Storage	CEVA Show Freight – Andy McCann	+44 1322 312 058
Pallet Truck/forklift	CEVA Show Freight – Andy McCann	+44 1322 312 058
Stand Cleaning	CTICC	+27 21 410 5072
Stand Security	CTICC	+27 21 410 5072
IT Connections	CTICC	+27 21 410 5072
Telecommunications	CTICC	+27 21 410 5072
Wasteman Skips	CTICC	+27 21 410 5072
Water Supply	CTICC	+27 21 410 5072
Distribution Boards	CTICC	+27 21 410 5072
Electrical Fittings	CTICC	+27 21 410 5072
Food & Beverage, Catering	CTICC	+27 21 410 5197
Stand Design, Fabrication	Freeman\SCAN Display	+27 21 409 1200
Stand Audio Visual	Freeman\SCAN Display	+27 21 409 1200
Stand Computers	Freeman\SCAN Display	+27 21 409 1200
Stand Furniture	Freeman\SCAN Display	+27 21 409 1200
Stand Labor	Freeman\SCAN Display	+27 21 409 1200
Stand Carpet	Freeman\SCAN Display	+27 21 409 1200
Signs & Graphics	Freeman\SCAN Display	+27 21 409 1200
Over Head Rigging	Greystone Projects	+27 21 448 3960

3.0 DELIVERY, UNLOADING & LOADING OF STAND COMPONENTS

To insure an efficient and timely build-up and teardown, access to the CTICC marshalling yard will be controlled. Exhibitor materials will be unloaded and reloaded exclusively by CEVA Show Freight. Charges for unloading, handling and storage of empty crates and containers, and the reloading at the close of the exhibition are the responsibility of the exhibitor and are based on the weight of your shipments. Please refer to the International Shipping Instructions and Tariffs section of this manual for the fee structure. Please refer to item 3.1 below to view the scheduled time for unloading raw floor space stands by stand number. All vehicles and their drivers must first check-in at the Marshalling Yard and obtain accreditation passes before access to the loading dock area of the CTICC will be granted.

3.1 SCHEDULED TIME TO UNLOAD RAW FLOOR SPACE

08h00	02 October 2009	Stands 801, 901, 1101, 1201, 1301
13h00	02 October 2009	Stands 621, 721, 821, 921, 1021, 1221, 1321, 1421

This list of raw stand space is not considered inclusive of all raw stand spaces available, if your raw space is not listed please contact Freeman/SCAN Display to confirm your appointment time.

3.2 RAW FLOOR SPACE-ONLY STANDS AND CONTRACTORS EXHIBIT HALL ACCESS

Access for Raw Floor Space-Only stands begins at 0800, Friday 2 October 2009. Security access to the halls will be granted only to registered exhibitors and/or their approved exhibitor designated stand contractors. To obtain a security work pass, you will need to present your name to the security administrative officer.

3.3 SHELL SCHEME EXHIBITOR EXHIBIT HALL ACCESS

Access for Shell Scheme stand exhibitors begins at 08h00, Saturday 3 October 2009.

3.4 EXHIBITOR PARKING

- The CTICC offers multi-access parking to exhibitors at a set rate of R40 per day
- Exhibitors will be able to purchase tickets from the CTICC Exhibition Services desk during build-up and NOT during the event days
- Exhibitors can purchase with credit card, cash, or check

Please note: that FIGO is unable to provide parking passes.

3.5. ILLEGAL PARKING

Vehicles parked in the Marshalling Yard for more than 30 minutes will have their wheels clamped by The CTICC security. Release is subject to payment of a R500 fine. Please note marshalling yard is to be used for deliveries only, once materials have been unloaded, vehicle must be moved to a designated parking area.

4.0 WHERE TO FROM HERE, DATES AND DETAILS

There are a number of deadlines and activities, which are **rapidly approaching and require your attention**. We have listed them below for your information, with the request that you please make every effort to meet these deadlines, as they are created to assist you as an exhibitor in streamlining your stand and production process. In summary, these are:

01 Aug.	Notification of Intent to Use EDC Stand Contractor Due
01 Aug.	Insurance Certificate Due
01 Sept.	Shell Scheme Stand Options Advance Order Date
01 Sept.	Furniture, Carpet, Labor Hire Advance Order Date
01 Sept.	CTICC Services Orders Advance Order Date
02 Oct.	Target Times for Stand Delivery & Unloading Begins
02 Oct.	Floor Space Only Stand Build Up Begins
03 Oct.	Shell Scheme Stand Build Up Begins
04 Oct.	FIGO Congress & Exhibition Opens
08 Oct.	Exhibitor Break Down Begins

4.1 CANCELLATION OR STAND REDUCTIONS

Final Cancellation Deadline: 01 July 2009

Cancellations or booth reductions received October 2, 2008 to July 1, 2009 will receive a refund of 50% of the total booth space reserved provided payment has been received. No refunds will be made for cancellations or reductions received after July 1, 2009. If an exhibitor cancels their booth space after July 1, 2009, the exhibitor will be responsible for paying any unpaid balance. FIGO reserves the right to resell any cancelled exhibit space without notification to the cancelling party, or without refunding any fee

4.2 FURNITURE HIRE

DEADLINE: 01 September 2009

If you would like to hire furniture items for your stand, you may place your order on-line. Simply click on the buttons of the Freeman\SCAN "On-Line Application of Services" page of this manual. You may also complete and send via fax the appropriate Freeman\SCAN order forms found in this manual. Freeman\SCAN will provide you with anything from lighting, to graphics, sofas and plants. Freeman\SCAN will require full payment before the start of the event. Orders placed after deadline will be assessed a 20% surcharge. Exhibitors are reminded that all items on hire remain their responsibility **until** collected by the contractor. Any losses or damages will be charged to the exhibitor.

4.3 CTICC SERVICE ORDER FORMS

DEADLINE: 01 September 2009

Should you require additional services at your stand such as credit card facilities, telephone, fax or ISDN line, stand cleaning, stand security, or electrical fittings, you may order these CTICC services by completing and returning the order forms for these services found elsewhere in this manual.

4.4 RAW FLOOR SPACE-ONLY STAND BUILD-UP

DATE: Friday 2 October 2009

TIME: 08H00 – 17H00

Should you be a raw floor space-Only exhibitor, you need to ensure that your stand components are delivered within your target time slot as listed in article 3.1. Be advised exhibitor-appointed stand builders require prior approval and proper credentialing.

4.5 STAND DRESSING

DATE: Sunday 04 October 2009

TIME: 08H00 – 15H00

This is the time allocated for you to dress your exhibition stands. Exhibitors are required to complete their stand dressing by no later than 15h00 on Sunday 04 October to allow the halls to be cleaned and prepared for the official opening of the Expo commencing at 18h00. This time will be enforced by the security team. Please respect that they have been instructed by us to do so, so that we don't find ourselves with too little time to prepare for opening of the Expo.

4.6 FIGO EXHIBITION SHOW DAYS

DATE: 04 October – 08 October 2009

You are expected to occupy your stand at all open times of the Exhibition. The Exhibition is open from 18h00 to 21h30 on 04 October 2009, following the Opening Ceremony, and from 08h00 to 17h00 on 05, 06, 07 and 08 October 2009. Members of the public will not be admitted, everyone must be either a registered delegate or an exhibit staff person. During show dates exhibitor staff will be allowed entrance into the exhibit hall one (1) hour prior to the opening of the show times and one (1) hour after then show ends. Product demonstrations after hours are not allowed.

4.7 EXHIBITOR TEAR DOWN

DATE: 08 October 2009 TIME: 17h00 – 22h00

The FIGO Exhibition doors close at 17h00. No exhibitor will be permitted to dismantle or remove any of the display until 17h00. Breakdown will take place until 22h00 and resume the next day, 09 October at 08h00. Your whole stand needs to be removed by 17h00 on 09 October 2009. It is very important that you are sure you have removed all of your belongings. If not, any items not removed by this time will be considered scrap and removed to a dumping site at the exhibitor's expense.

4.8 NO SHOWS

Exhibiting companies that reserve exhibit space and do not provide FIGO with written notice of their inability to exhibit before the first installation day will automatically be charged a lounge fee of £1,000 and will forfeit all payments for booth rental.

4.9 DELIVERIES

To Exhibition Hall:

FIGO or The CTICC will not take delivery of any goods whatsoever on behalf of an exhibitor, nor will FIGO accept responsibility for the safety or well-being of any such items unloaded and/or delivered to the exhibition hall site in the absence of any exhibitor, his agent or contractor. Goods shipped directly to the exhibition hall must be consigned to Exhibition Logistics Solutions - c/o FIGO 2009 - Exhibitor Name/Stand Number - Cape Town International Convention Centre - No 1 Lower Long Street, Marshalling Yard - Cape Town, South Africa - Attn: Richard / Brent - Tel: 082-900-1653

4.10 BANNER HANGING

The ceiling in the Exhibition Halls is concave in shape with the highest point being 18m and the lowest 10m. The maximum weight to be hung from the ceiling is 600kg per node to a maximum of 3000kg per beam.

The CTICC has a preferred supplier, **Greystone Projects**, to handle all rigging requirements including signs, banners, and lights. The CTICC accredited, preferred supplier is fully compliant with national safety standards.

Greystone Projects

Please visit their website for more details:

www.gsprojects.co.za

Follow this link to submit an online quote request:

http://www.gsprojects.co.za/index.php?option=com_akofoms&func=showform&formid=2&Itemid=29

All rigging requirements for the FIGO exhibition must be arranged through:

Greystone Projects

David Degbor

Tel: +27 83 900 4636

Fax: +27 21 447 1970

Email: david@serotonin.co.za

The CTICC requires accurate plans showing the positioning of suspended items, their weight, as well as the height of the bottom of each item from the ground. Should assistance be required, Greystone Projects can provide a design and construction service for all banners and signs.

Further requirements include:

- All banners require the approval of the CTICC management prior to hanging.
- Banner design and or production must be organized and confirmed at least two (2) weeks prior to build-up.
- All banners are to be delivered on the FIRST day of build-up. Late delivery will incur a surcharge.
- All banners have a minimum of 2 points of suspension. If more are required they will be charged for accordingly.
- Banner position and height to be agreed upon in writing before installation. The organizer is to provide an overall décor installation plan prior to build-up.

- Banners must be double sided. Single sided banners that need to be put together on site will incur a surcharge.
- Banners must have a suspension bar both top and bottom (including finials). Sewn sleeves must easily accommodate the suspension bar, which must protrude a minimum of 50mm on both sides of the banner.
- Banners can only be hung from areas accessible by the cherry picker or rope access.
- Banners can only be hung from areas where there are appropriate hanging bars and weighting.
- Banners are to be constructed from flat fabric, and have no lighting or other attachments.

5.0 TERMS AND CONDITIONS

5.1 ABOUT THE CTICC

FIGO exhibitors are governed by the CTICC regulations and requirements. For information regarding the CTICC regulations and requirements, and other restaurant venues, shops, business centre and accommodation options, see www.cticc.co.za

5.2 AISLES

The minimum aisle space applicable to all exhibitions is 3 meters. Should any item or structure be placed or protrude into the designated aisle space, FIGO and the CTICC reserves the right to request the removal thereof or remove the said item without any liability for loss or damage.

5.3 ALCOHOL

The CTICC is a fully licensed venue and alcohol may not be brought onto the premises. A special permit is required for promotional and sponsorship alcohol and a corkage fee will be applied. The CTICC requires advance notification of such requests and the decision to permit promotional or sponsorship beverages is at the discretion of FIGO and CTICC management. Only CTICC staff or its appointed contractors may serve alcohol and may only do so to people over the age of 18.

5.4 ASSUMPTION OF RISK FOR EXHIBITORS

It should be understood by the exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many exhibition stands and various other factors make it reasonable that each exhibitor shall assume the risk of any injury, loss and/or damage.

Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property located in the exhibition area, storage or any other area where access has been provided to the exhibitor. CTICC security personnel will be furnished for the perimeter of the venue, but such personnel shall not be deemed to affect the non-liability of CTICC, FIGO and its members, officers, representatives, employees and/or the official service providers to modify in any way the assumption of risk and release provided for above.

It is highly recommended that exhibitors take precautionary measures by ordering security for their specific needs, through the preferred CTICC security service provider. The CTICC recommends that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

5.5 ATM AND FOREX FACILITIES

An ABSA ATM is located in the CTICC lobby. Foreign exchange services are available at CTICC Coffee on the Square, which is situated in the Entrance Foyer on the ground floor (see Business Centre).

5.6 BRIEFCASES / HANDBAGS

Please do not leave briefcases/handbags unattended in your stand. All cases etc. should be placed out of the public's eye, inside cupboards or office areas. Unattended briefcases and packages could be a security risk.

5.7 BUSINESS CENTRE at CTICC Coffee on the Square

The Business Centre is situated on the ground floor in the main reception area of the CTICC at "CTICC Coffee on the Square". Services include business and secretarial services, i.e. printing, photocopying, faxing, binding, laminating, typing, email service etc; self-service internet and email service; a laptop zone for those who require a connection; international telephone service, as well as, web conferencing; international courier service; short-term cell phone rental service and the sale of leading business accessories.

5.8 CARE OF BUILDING

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior knowledge or consent from FIGO and the CTICC Management. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.

5.9 CLEANING YOUR STAND

The exhibitors are responsible for the maintaining and cleaning of their own stands. Stand cleaning can be arranged with the CTICC. An order form for stand cleaning is found in this manual. FIGO will ensure that the exhibition area and aisles are kept clean during the open hours of the exhibition. The exhibition hall aisles will be vacuumed nightly in preparation for re-opening.

5.10 CONDITIONS OF STAND HIRE

The stands are for hire for the duration of the Exhibition only. Any items hired are the responsibility of the exhibitor until collected. In the event of loss and/or damage, the hirer undertakes to pay the full replacement cost, in addition to the hire price, immediately on receipt of the invoice.

5.11 COVERED STANDS

Exhibitors are advised that covered stands are not permitted in the Exhibition Hall unless approved by FIGO and the CTICC at least 30 days before the event. Please submit detailed stand drawings to the FIGO Exhibition Management Team. We will seek the necessary approvals from the CTICC, or notify you of required corrections.

5.12 BOOTH PHOTOGRAPH/VIDEOTAPING

Exhibitors or their designees may not take photographs of or videotape their own or any other display. If a picture or video of your booth is desired, please contact the official FIGO photographer. FIGO Management or security will confiscate the file or tape from any person who violates this rule. FIGO reserves the right to photograph or videotape all exhibits/displays for use in the promotion of future meetings, exhibition prospectus, or any other FIGO publications.

5.13 DAMAGE

Exhibitors will be responsible for the cost of repair from any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any exhibitor, or exhibitor-hired contractor found damaging the walls, carpets and/or any structure on the CTICC property will be charged with the replacement value of such items. The CTICC appreciates that exhibitors need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering, etc. Exhibitors should note, however, that this is not permitted inside the Exhibition Hall. A specific area will be designated in the marshalling yard for this purpose.

5.14 ELECTRICAL FITTINGS

A shell scheme stand includes the provision of a 15amp plug point. If you wish to have your 15-amp plug specifically positioned, please mark the location on the Freeman\Scan Order Form B and return the form to Freeman\Scan. If the position of the provided 15amp plug is not indicated, the contractor will position at their discretion. On site changes to the position of a plug point not specified in advance will be at the expense of the Exhibitor. Should your electrical needs exceed the 15 amp plug point provided, you will need to order additional plug points. A CTICC Electrical form to order plug points may be found in this manual. All electrical equipment brought into the CTICC must comply with the South African Electrical Regulations and the Occupational Health and Safety Act (OHS). Any equipment not in compliance will immediately be removed from the premises at the exhibitor's expense. The Exhibitor is responsible for the repair cost of any damage caused by faulty or non-compliant equipment. Electrical fittings must be installed by the

designated CTICC electrical contractor. For safety reasons and for the protection of the electrical grid at the CTICC all power installations from source to outlet must be made by a CTICC electrician, or an accredited person who issues a Certificate of Compliance on completion.

5.15 EMERGENCY SERVICES

The CTICC has an evacuation procedure available on request. Exhibitors are responsible for ensuring that all emergency and safety procedures are adhered to. The CTICC reserves the right to adjust emergency services according to the event.

Please note: that all elevators will descend to ground/lower levels and escalators will stop operating. In an emergency, contact the duty manager or call 021 410-5006 from an outside line, or ext 5006 from an internal line.

5.16 EVACUATION

Evacuation procedures will be announced on a dedicated fire / evacuation PA system and will be co-coordinated by the CTICC management.

5.17 EXHIBITOR BEHAVIOUR

All efforts to advertise, demonstrate and operate an exhibit stand must be conducted so as not to trespass on the rights of other exhibitors. No exhibit will be permitted to interfere with the use of other exhibits or impede access to them or the free use of the aisles. FIGO and the CTICC reserve the right to limit and/or restrict stand operations which, for any reason, may be considered objectionable, without any liability for refund and/or damage.

Subletting or sharing of exhibit space is not allowed at any time. A participating exhibitor may not assist a non-participating representative in gaining access to the exhibit hall. This includes public relations firms and other third party vendors. All signs, advertisements, publications, materials, products, and representatives' badges must reflect the name of the contracted exhibiting company.

5.18 EXHIBITION GUIDELINES

- Please, make sure that your stand is neat and tidy at all times.
- Please try to schedule regular breaks and lunch hours, as eating at your booth is not appealing to visitors.
- Please do not leave your stand unattended. If you must leave, ask your neighbor to watch your stand and to inform visitors you will be right back.
- Please have an ample supply of business cards and brochures on hand.
- Please arrive 15 minutes prior to the opening time each day to ensure that your stand is ready for the day's business. Exhibitors will be allowed access one (1) hour before the designated show time.

- Please wear your exhibitor badge at all times. Exhibitors who make use of their own corporate badges must still display the Official Exhibitor Badge provided by FIGO to gain access to the exhibit hall.
- Please be courteous to your fellow exhibitors in the Exhibition at all times.
- We recommend that valuables, particularly of a portable nature, are not left unattended.

5.19 EXHIBITION STORAGE

There is no exhibitor storage available on site in the CTICC. Freeman\CEVA can provide off-site storage and arrange for the accessible storage of give-away items.

5.20 FIREARMS

No personal firearms may be carried in the venue during the show period.

5.21 FIRE ESCAPES

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

5.22 FIRE REGULATIONS

All displays are subject to inspection by the Fire Prevention Bureau. The Fire Department has laid down the following regulations concerning exhibition stands:

- No stand shall be constructed either inside or outside a building, unless or until FIGO Management has approved a plan of the proposed construction and general layout.
- No highly combustible material such as hessian, straw paper, polystyrene etc, shall be used in/on the stand without prior approval of FIGO and the CTICC and you are required to provide a Fire Retardant Certificate indicating that the product has been treated with a fire retarding compound.
- When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5cm above the carpeted floor.
- No solid ceiling may be erected without the written prior approval of FIGO Exhibition Management.
- No exhibitor shall exceed, in any way, the boundary of his stand, unless arrangements have been made in writing and approved by FIGO Exhibition Management.
- Written permission will be required for the storage of or use of hazardous substances, flammable liquids, gas cylinders, open fires and demonstrations with naked flames.
- No structure or display shall be placed or constructed so as to impede the ordinary movement of people, nor shall the existing facilities or signs be obstructed by any structure or display.
- Fire extinguishers on walls, floors or elsewhere may not be removed or obstructed.
- All aisles and exhibits must be kept clear at all times.

- Absolutely no storage of any kind will be permitted within the confines of the exhibition floor or placed behind the stand or against the walls or curtains.
- It's compulsory to have a fire extinguisher on each level of a double story display. Should you require a registered fire contractor for this purpose, please contact the CTICC Management.

5.23 FIRST AID

Medical assistance is available from the foyer of the P3 parking basement. CTICC will provide a nurse on duty from 08:00 – 17:00 from Monday to Friday. Additional hours will be arranged by FIGO. Basic first aid requirements (plasters, headache tablets etc) are provided. In an emergency, please contact the duty manager or dial internal number, extension 5006 or external number +021 410-5006.

5.24 FLAMMABLE & HAZARDOUS MATERIAL

The use of flammable and/or hazardous materials including gasses and liquids requires prior written permission from FIGO, the CTICC management and the Fire Department. No liquid petroleum is permitted in the CTICC.

5.25 FLOOR DAMAGE

Exhibitors and their structural team must take every reasonable precaution when constructing or working on a stand to ensure that no damage is caused to the floor. Exhibitors will be held responsible for any damage caused to the floor and will be subjected to a charge of R470/m² excluding VAT. Exhibitors will be invoiced R150 excluding vat, per tile, for any damaged or missing carpet tiles.

5.26 INSURANCE

It is the responsibility of each exhibitor to maintain insurance against injury, property damage, theft, fire, and any other forms of property loss or injury. FIGO requires that all exhibitors maintain insurance in the amount of £1,000,000 or what ever amount is specified by local and South African governments, for general liability insurance and workers compensation.

It is recommended that insurance coverage be taken for the duration of the exhibition to include transport to and from the exhibition venue. FIGO carries public liability for visitors, but is not responsible for the insurance of exhibits or display material on stands. Exhibitors and stand contractors are responsible for insuring their own goods and displays during this event.

5.27 LIABILITIES

The CTICC shall not be liable or responsible to any party for any claim, damage or loss caused to any person as a result of the failure of the CTICC or any of its employees, representatives or assigns to comply, or be in timely compliance with any provisions of the contract of hire. The CTICC shall not be responsible for the safekeeping, storage, use or otherwise of any property brought into the convention

centre. Property belonging to the hirer or third parties shall be brought into the convention centre at their own risk and the hirer indemnifies the CTICC and holds it harmless against any and all claims, losses or damages that may be suffered by any person in relation hereto.

The CTICC shall not be liable for any loss, injury or damage, howsoever caused, to goods and/or persons in the convention centre and/or on adjacent sites. The hirer shall always remain liable to the CTICC for the payment of any and all outstanding costs and charges incurred in respect of or attributable to any sub-hirer or participant, notwithstanding the manner in which payment is effected. In addition to the foregoing, the hirer shall be liable for all penalties, losses or damages charged or levied by any authority, service provider or third party in respect of or attributable to any or all of the sub-hirers or participants, which amounts shall be paid by the hirer to the CTICC on demand.

5.28 EXHIBITOR DISPUTES AND FIGO

Exhibitors agree that any legal disputes, suits, or actions between FIGO and an exhibitor resulting from the participation in the Exhibition or related activities of the FIGO Congress will be governed by the laws of the United Kingdom.

5.29 MUSIC ON STANDS

The exhibitor shall not use any form of visual or vocal apparatus on the stand, which may cause an annoyance or nuisance to other exhibitors, FIGO Management, or the landlord (CTICC), or demonstrate any product, which produces excessive noise. Music videos, or posters/pictures containing explicit or vulgar language or acts are strictly prohibited. FIGO reserves the right to determine what is appropriate regarding music, videos, and posters/pictures.

5.30 OCCUPATIONAL HEALTH & SAFETY ACT & REGULATIONS

All exhibitors who have booked floor space only or have a stand builder working for them, please note that, in terms of the above act, you must ensure that all contractors working on your stand acknowledge they have read and understand the Safe Working Practices and are familiar with this information.

5.31 DRAYAGE

FIGO has appointed CEVA Show Freight as the exclusive provider of drayage service, which includes unloading of the delivery vehicle, the positioning of the goods on your stand, the storage of your packaging material, and the reverse at the close of the exhibition. Fees for drayage are the responsibility of the exhibitor. The fees to be levied for drayage are listed in the International Shipping Instructions and Tariffs section of this manual.

5.32 RULES OF THE EXHIBITION

- Exhibitors may not hand out pamphlets, leaflets or any other articles from any area other than from their stand - this includes freestanding signage.
- In the interest of the exhibition as a whole, it may be necessary to remove or alter something on a stand. If FIGO feels this action should be taken, this would be at the expense of the exhibitor concerned.
- Exhibitors must obtain written approval from FIGO to host cocktail parties, or functions in their stands.
- FIGO reserves the right to restrict or cancel presentations or demonstrations causing obstructions within aisles, or those considered a nuisance to neighboring stands.
- Any damage caused as a result of negligence on the exhibitor's stand or floor space area will be invoiced to the exhibitor concerned.

5.33 SAFETY GUIDELINES

Where it is proposed that an apparatus involving a special risk is to be operated, approval must be obtained from FIGO. No fixing, attachment or penetration of any part of the fabric, structure or floors of the venue is permitted. Suspension of stand fittings is not allowed. FIGO must be informed before the exhibition, to provide written approval, where any of the following is proposed:

- Any material, exhibit or substances that are of hazardous, noxious, explosive or objectionable nature
- Exhibits that produce fumes, exhausts or smoke.
- Operating machinery and apparatus.
- Use of display of pyrotechnics and lasers.
- Use of display of radioactive materials.
- Use or display of flammable liquids, oils and gases.
- Welding or compressed air.
- Distribution of food, drink or tobacco.
- Any recording, broadcasting or use of radios (two-way/microphones), film, sound, music, video or any other presentations likely to generate excessive noise.
- The use of balloons.
- Public entertainment, including amusement displays and live performances.
- Live animals as part of public display.

5.34 SAFE WORKING PRACTICES

Licensees, staff and contractors shall be vigilant towards health and safety issues to themselves and others in the area, and shall observe the following practices, which will be monitored and enforced as necessary by FIGO:

- The understanding of the procedures regarding fire emergency and accidents.
- The need to maintain emergency gangways through the venue in build-up and breakdown situations.
- The use of hard hats when working beneath or near overhead workings or, if this is impractical, restricting access to such areas.
- The need for operatives to wear suitable clothing relevant to their jobs, which includes eye, ear, foot and hand protection.
- The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.

- Ensuring that portable power equipment is used for the purpose for which it was designed and that safety guards are correctly fitted and used.
- Ensuring that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply.
- That stacker trucks are not used by anyone other than fully trained personnel.
- That chemicals and flammable liquids are, after use, removed from the venue by the user for safe and proper disposal. Such products must not be placed in general rubbish bins or skips.
- That any work is maintained free from general waste material, which could hazard operatives.
- That proper scaffolding is used during the construction of any building within the venue, that safety features of the scaffolding are provided in acceptance with the established standards, and towers scaffolding is used and is properly established and propped.
- Use 3-pin adaptors with earth clips to connect sockets and never use a two-pin plug in a three pin socket and vice versa.

5.35 SMOKING

FIGO has implemented a no smoking policy for the World Congress. Smoking will not be permitted in any meeting, or exhibition area, common space in the convention center, or exhibit hall.

Due to government legislation, no smoking will be permitted at Cape Town International Convention Centre, except in areas designated for smoking by posted signage.

5.36 STAND CATERING

The CTICC is the exclusive supplier of food and beverage to all exhibitors. Outside food may not be brought into the Exhibition Halls, either by FIGO, the exhibitor, or third parties, without the express written permission from FIGO and the CTICC Catering Department. Stand Catering Orders will only be accepted if the following information is provided to FIGO and the CTICC at least 30 days prior to show date:

- Exhibition and stand number
- Contact person
- Contact telephone number/s
- Food and/or beverage orders
- Credit/debit card details

The non-food and non-perishable food items in your first order will be delivered to your stand on the final day of stand building. Food items must be ordered at least seven working days before the first day of the exhibition. During the exhibition, additional food orders for the following day must be telephonically ordered before 12h00. Lunch items will be delivered between 11h00 and 13h00, beverage items will be delivered between 07h00 and 09h00. Under no circumstances will ordered items be returned for credit. Payment must be made via credit card or debit card. No cash will be accepted. The cost of the products and services provided will automatically be deducted from the payment card.

5.37 CONVENTION CENTER MEETING ROOMS

No exhibitor will be assigned meeting space in the convention center, unless written permission has been provided by FIGO. All exhibitor activities must be confined to the exhibitor's stand/display area or FIGO-approved symposium/event space.

5.38 STAND SECURITY

The CTICC provides security along the perimeter of the Convention Centre as well as roaming security within the public areas. FIGO will provide additional security 24 hours a day, commencing from 08h00 on Friday 02 October 2009 until 17h00 on Friday 9 October 2009. This is general hall security and not individual stand security. Should you wish or need to arrange security at your stand, you will need to do so through the CTICC preferred security supplier. The official security contractor is the only security company allowed in the exhibition halls/area. Under no circumstances will exhibitors be allowed to use their own security guards. Should you wish to remove goods during show time, you will need an Equipment/Goods Removal Form, which is obtainable from the FIGO Exhibition Management Office. Please complete and return the order form for Stand Security found in this manual. If applicable, and in all cases, you need to provide a receipt to a visitor who purchases merchandise from you. The CTICC, as exhibition venue reserves the right to:

- Request proof of identity and search anyone entering or leaving the premises
- Search any item or vehicle brought onto, or removed from, its premises
- Request that all exhibitors wear accreditation tags
- Remove any article left unattended

FIGO and the CTICC are not responsible for damage, loss theft, or disappearance of any merchandise, personal effects, equipment or articles brought onto its premises. These parties are also not responsible for the safekeeping of any items left behind after the event. Any items found may be handed to the reception in the main foyer. Items will be kept for one month before being sold to defray expenses.

5.39 TELEPHONES & ISDN LINES HIRE & IT

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.

An order placed in advance will ensure the network securely configured at your arrival. All clients are 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 with speeds between 100MB and 1GB.

5.40 WIRELESS ACCESS

Internet access via the CTICC wireless infrastructure is obtained by buying a voucher at reception. Vouchers are issued based on amount of bandwidth and duration. Access time can be procured in denominations of 30 minutes, while bandwidth can be procured in denominations of 64Kb, depending on the speed that is required.

5.41 TELEPHONES

Public telephones are located at strategic points within the centre and take telephone cards and coins. Exhibitors who wish to hire temporary analogue telephones/ISDN lines and/or fax machines for their stands are advised that a full range of telephones and telephone connections are available. Please complete and return the CTICC Telephone Order form. FIGO, as the organizer, is entirely dependent on the Cape Town International Centre for telephone service delivery. You will be invoiced for this service directly by the Cape Town International Convention Centre. Any invoices or queries should be taken up directly with the Cape Town International Convention Centre.

5.42 WATER & DRAIN

All water supplied will be in 15mm tubing, by the CTICC. A note must be made of what water pressure is required and what equipment will be used. If you require water and drain, please complete and return the CTICC Plumbing Order form.

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FIGO 2009 (International Federation of Gynecology and Obstetrics)
04 to 09 October 2009
Cape Town International Convention Centre

International Shipping Instructions and Tariff

MAKING BUSINESS FLOW





Shipping Instructions

Consignment Instructions (Air & Sea)

All consignments dispatched by sea or airfreight must be consigned, "Pre Paid" as follows:

Exhibition Logistics Solutions
c/o FIGO 2009
6 Aero Park, Aviation Street
Airport City, 7525
Cape Town
South Africa

For: Exhibitor Name
Notify: Exhibition Logistics Solutions
Attn: Richard Harper / Brent Olwage
Tel: +27 11 284 1000

Arrival Ports:

Sea FCL & LCL	Cape Town Port
Air	Cape Town International Airport

Arrival Dates:

FCL & LCL Containers	14 working days prior to required delivery
Airfreight	10 working days prior to required delivery

Documentation Required – Sea & Air Shipments:

1 x original & 1 x copy Bill of Lading or Master Air Waybill
1 x original combined Invoice & Packing List + 3 copies
1 x ATA Carnet (in place of invoice)

Shipping Pre-Advise:

Copies of all shipping documentation must be emailed to CEVA Showfreight as soon as possible to:

Contact : Graham Ridge
Email : graham.ridge@cevalogistics.com
Tel: +44 1322 312 058
Fax: +44 1322 312 057

General Information on Documents:

- ATA Carnets - MAY BE USED IN PLACE OF INVOICE
- Invoices - Both temporary & permanent entries may be declared on same invoice
- Invoices – Each individual item, including giveaways must be given on FOB value shown in US\$
- Invoices – The following declaration must be indicated "the declared goods are of.....origin and are intended for display purpose/consumption at exhibition and will/will not be returned to country of origin. (*delete as appropriate*)
- CEVA must receive faxed copies of invoices/carnets/shipping documents 7 days prior to vessel/aircraft arrival

Giveaway/Consumable Items:

Do not mix or ship alcoholic drinks, fresh or canned foodstuff with your exhibits as these items require additional import permits and health certificates. Should your client consider, please contact Graham Ridge beforehand so we can advise accordingly



Shipping Instructions

Packaging:

- ideally crated and able to withstand both outward & return journeys
- Should cases have locks/ combinations details must be forwarded with shipping documentation

Case Markings:

Name of Exhibitor: _____ Exhibition Name: _____
Hall & Stand Number: _____ Case Number: _____ of _____
Gross Weight: _____ Net Weight: _____
Dimensions: _____

Courier Shipments:

CEVA can offer a local delivery service rather than exhibitors having to locate courier shipments arriving unexpected onsite (see tariff for charges). All courier shipments should be consigned to:

Exhibition Logistics Solutions
c/o FIGO 2009
Exhibitor Name/Stand Number
Cape Town International Convention Centre
No 1 Lower Long Street, Marshalling Yard
Cape Town, South Africa
Attn: Richard / Brent
Tel: 082 900 1653

Insurance:

It is the responsibility of the exhibitor to ensure that they have adequate insurance for their goods whilst in transit to and from the exhibition, during storage and also transit to other destinations.

Payment of Charges

Unless freight is routed via one of our appointed agents we will require payment of all charges, as advised by us, prior to the last day of the show. Personal or foreign cheques are not acceptable. Settlement can be made in advance by bank transfer or alternatively on site by cash or credit card.

Our account details are as follows:

CEVA Showfreight
National Westminster Bank PLC
1 St Philips Place, Birmingham
B3 2PP
Account Number: 71793674
Sort Code: 60 – 02 – 35
IBAN: GB57NWBK60023571793674
Swift: NWBKGB2L





International Freight Tariff

Customs Clearance

Temporary Import Customs Clearance	£58.00 per entry / consignment
Permanent Import Customs Clearance	£58.00 per entry / consignment
Additional Customs Headings	£3.00 per line
Customs Examination	£53.00 per consignment
	£232.00 per FCL 20ft
	£400.00 per FCL 40ft
Temporary Import Bond Fee	2% of CIF value (£60.00 minimum)
Advancement Fee for Duty and VAT	At Cost

Airfreight Imports

From Arrival Cape Town Airport to delivery to stand at venue, includes airline handling excludes customs clearance

Price per kg	£1.05 per kg (min £173.00)
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Ocean Freight Imports

From Arrival Cape Town Port to delivery to stand at venue, includes terminal handling excludes customs clearance

Price per w/m (1000kg or 1cbm)	£177.00 per w/m (min £354.00)
Full load containers	price on application

Site Handling Services

See Warehouse Bundled Package Rate overleaf	£0.90 per kg (minimum £265.00)
See Exhibition Dock Bundled Package Rate overleaf	£0.75 per kg (minimum £182.00)
	The above rates are based on actual weight

On-Site Services

Hire of forklift (3T) for erection / dismantling	£75.00 per hour (minimum 2 hours)
Accessible Storage	£45.00 per cbm (minimum 3cbm)
Stock deliveries from storage area to stand	£45.00 per cbm
Labour to assist with unpacking / repacking	£20.00 per hour (minimum 4 hours)

Export Customs Clearance

Re-Export Customs Clearance	£58.00 per entry / consignment
Additional Customs Headings	£3.00 per line
Customs Examination	£53.00 per consignment

Airfreight / Ocean Freight Exports

Import Prices apply for outward moving freight also

Additional Charges

Communications Fee	£26.50 per shipment
Agency Fee	£40.00 per shipment
Courier Shipment Handling (up to max of 50kg excluding import taxes)	£23.50 per shipment

The above prices exclude additional Port Surcharges, Insurance, Late Arrival Surcharges and Permanent Import Taxes. Items in BOLD carry a 50% surcharge if carried out before 0800 or after 1700 on weekdays or any time at weekends. For Airfreight purposes 1 cbm = 167kg. A 25% surcharge will apply to all orders booked after Friday 18th September 2009. The tariff is based on current economical conditions (rates of exchange, fuel prices etc) and maybe subject to alteration.





Freight Tariff (Bundle Prices)

Warehouse Bundled Package Rate

Exhibition Logistics Solutions
c/o FIGO 2009
6 Aero Park, Aviation Street
Airport City, 7525
Cape Town
South Africa
For: Exhibitor Name

Our Warehouse Bundled Package rate will include:

Reception at our advance warehouse in Cape Town
Transfer to Cape Town International Convention Centre
Unloading and Delivery to Stand
Collection, Storage and Re-delivery of Empty Cases
Collection / Reloading from Stand
Transfer to our advance warehouse in Cape Town
Reloading from advance warehouse to collecting vehicle

For the sum of £0.90 per kg (minimum £265.00)

The above prices exclude additional Port Surcharges, Insurance, Late Arrival Surcharges and Permanent Import Taxes.
Items in BOLD carry a 50% surcharge if carried out before 0800 or after 1700 on weekdays or any time at weekends.
For Airfreight purposes 1 cbm = 167kg. A 25% surcharge will apply to all orders booked after Friday 18th September 2009.
The tariff is based on current economic conditions (rates of exchange, fuel prices etc) and maybe subject to alteration.

FIGO 2009
04 to 09 October 2009
CTICC Cape Town International Convention Centre

MAKING BUSINESS FLOW





Freight Tariff (Bundle Prices)

Show Site Bundled Package Rate

Exhibition Logistics Solutions

c/o FIGO 2009

Exhibitor Name/Stand Number

Cape Town International Convention Centre

No 1 Lower Long Street, Marshalling Yard

Cape Town, South Africa

Attn: Richard / Brent

Our Exhibition Dock Bundled Package rate will include:

Reception at Showsite Loading Dock

Unloading and Delivery to Stand (Directly)

Collection, Storage and Re-delivery of Empty Cases

Collection / Reloading from Stand

Reloading from Showsite Loading Dock to collecting vehicle (Directly)

For the sum of £0.75 per kg (minimum £182.00)

Prices Exclude :

Customs Clearance

Insurance

Overtime Surcharges

Late Arrival Surcharges

Customs and Surcharges can be found on the previous page (International Freight Tariff)

The above prices exclude additional Port Surcharges, Insurance, Late Arrival Surcharges and Permanent Import Taxes.
Items in BOLD carry a 50% surcharge if carried out before 0800 or after 1700 on weekdays or any time at weekends.
For Airfreight purposes 1 cbm = 167kg. A 25% surcharge will apply to all orders booked after Friday 18th September 2009.
The tariff is based on current economic conditions (rates of exchange, fuel prices etc) and maybe subject to alteration.

FIGO 2009

04 to 09 October 2009

CTICC Cape Town International Convention Centre

MAKING BUSINESS FLOW

