



15th Biennial Ground Water Division Conference

Spier Hotel and Conference Centre, Stellenbosch
14 to 18 October 2017

EXHIBITOR MANUAL



IMPORTANT DATES TO REMEMBER

Please take note of these deadlines.

3 July 2017		Deadline to submit the exhibition booking form.
20 Aug 2017		Payment deadline to confirm exhibition space.
Sat, 14 Oct 2017	10am to 2pm	Outdoor displays: Delivery of equipment.
Sun, 15 Oct 2017	12pm to 7pm	Registration open for exhibitors and delegates
	10am to 2pm	Booth and display exhibits: Delivery and set up of exhibition material.
Wed, 18 Oct 2017	5pm to 7pm	All display material must be removed from the booths and display panels. Equipment displayed outside must also be removed from the Estate.

For more information, please contact the organisers:

Deidre Cloete

Conferences et al

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www.gwd2017.co.za

Change ● Challenge ● Opportunity

EXHIBITION OPTIONS

A. Exhibitor Booth: Booth 6m²: (3m x 2m) - R 15 000.00

Each booth booked by an exhibitor will be set up and ready for the exhibitor.



The exhibitor booth (3 m x 2 m) includes the following:

- Shell scheme.
- Fascia Name – White lettering.
- 2 x Spot lights and 1 x Plug point.
- 2 chairs and 1 table
- Daily cleaning service and general venue security.
- Website: The exhibiting company's logo & brief description (50 word) will be placed on the official GWD2017 website.
- The exhibiting companies will be listed in the programme.
- Full registration of one delegate.

Please note the venue is not carpeted.

Excludes:

- Multiplugs and extension cords
- Additional electrical requirements
- Audio Visual Equipment
- Double-side-tape to attach promotional material to the display boards
- Plants and décor
- Additional exhibition staff. (please see cost of Exhibitor Pass ticket)

The Welcome Reception will take place in the exhibition venue and delegates and guests will have the opportunity to visit the exhibits

All tea and coffee sessions will take place in the exhibition venue to encourage delegates to visit the exhibition each day.

B. Display stand: (2 display panels with furniture) - R 5 000.00

Each display unit booked by an exhibitor will be set up and ready for the exhibitor.

Display stand includes the following:

- 2 Display panels (1m x 2m per panel)
- 2 bar chairs and one cocktail table
- Daily cleaning service and general venue security.
- The exhibiting company will be listed on the website.
- The exhibiting companies will be listed in the programme.

Please note the venue is not carpeted.

Excludes:

- Plug point
- Double-side-tape to attach promotional material to the display boards

The Welcome Reception will take place in the exhibition venue and delegates and guests will have the opportunity to visit the exhibits

All tea and coffee sessions will take place in the exhibition venue to encourage delegates to visit the exhibition each day and to increase the exposure.

Graphic Panel

Actual: 963 mm(w) x 2393 mm(h)

Visual: 950 mm(w) x 2380 mm(h)



C. Outdoor exhibition floor space: R10 000

Large equipment will be display on the terrace adjacent to the indoor exhibition area.

The outdoor exhibition floor space (3 m x 4 m) includes the following:

- Floor space only
- Website: The exhibiting company's logo & brief description (50 words) will be placed on the official GWD2017 website.
- The exhibiting companies will be listed in the programme.
- Full registration of one delegate.

Please note the area is not covered by a roof.

Excludes:

- Furniture
- Electrical point
- Additional exhibition staff. (please see cost of Exhibitor Pass ticket)

Exhibitor Staff Pass

Cost of an exhibitor pass for staff member to man the stand @ R3000 per person for 3 days. This includes the three functions, tea breaks and lunch. It excludes participation in the conference sessions and tour. Each exhibiting company is limited to one additional pass @ R3000

Exhibitor Pass includes:

- Meet and Greet Function on Sunday,
- Informal Dinner on Monday,
- Function on Tuesday
- Tea and Coffee sessions on Mon, Tues and Wed
- Lunch on Monday and Wednesday

Exhibition Contractor

Stuff Exhibitions has been appointed the official contractor to build all booths. Stuff's staff will also assist exhibitors with the following additional services: Furniture hire, Plant hire, Signage, Banners, Portable display systems, Spotlights, Stand installation service, Frames, Shelving, etc.

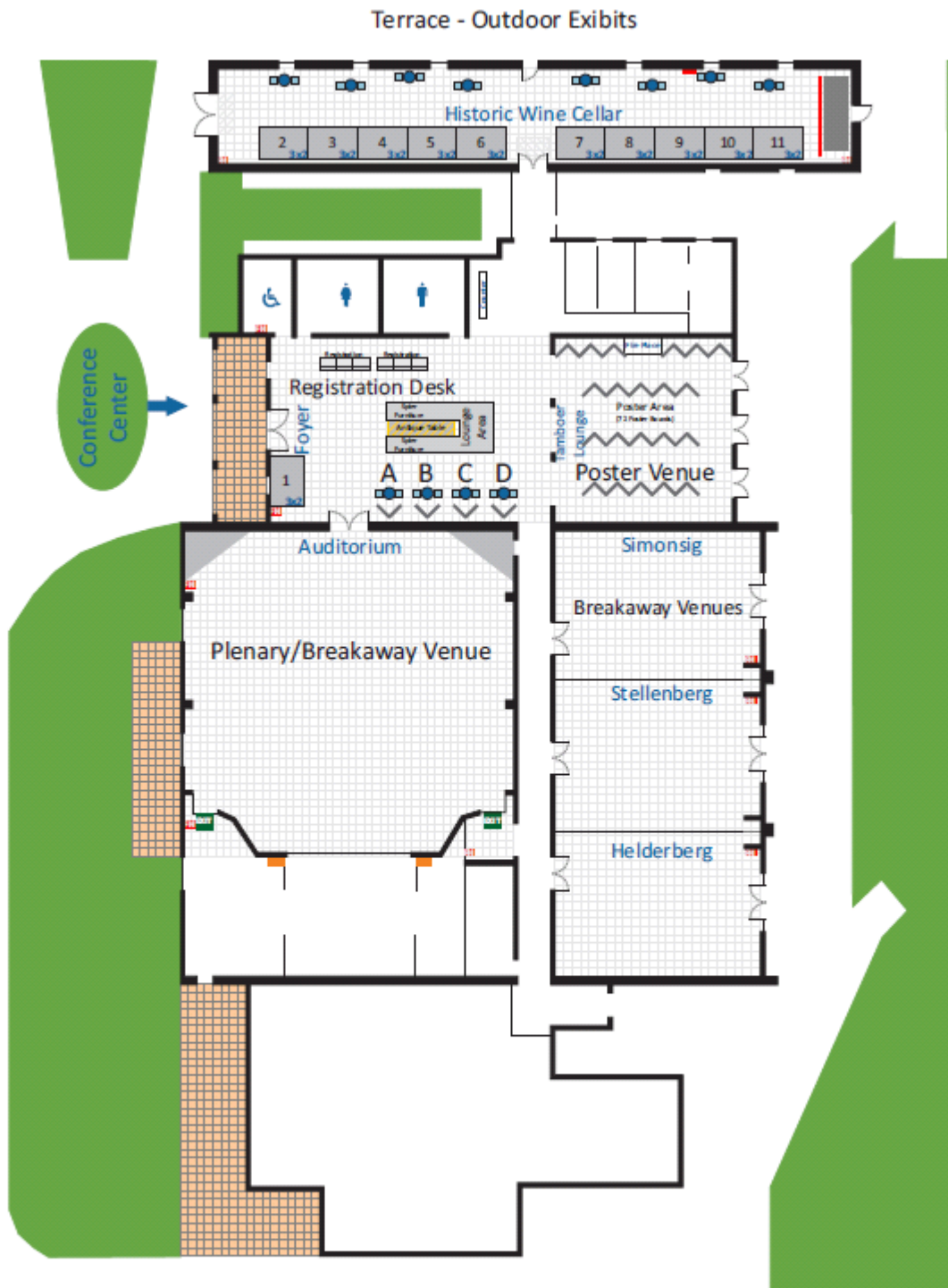
Please note that the 6 m² booth/display area and outdoor exhibition space includes only the items listed under the booth option. All additional services and items requested by the exhibitor will be extra. Stuff will invoice the exhibitor for the extras. PLEASE NOTE THAT NO CHANGE MAY BE MADE TO THE ACTUAL BOOTH WITHOUT CONSULTING THE ORGANISERS.

Stuff Exhibitions

Contact: Talissa Barata
(Please quote Ref: GWD 2017 when contacting Stuff.)



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Historic Wine Cellar is the main exhibition area with informal seating.
 Tea/Coffee and lunch will be served amongst the exhibits in the foyer and the wine cellar.
 Exhibit 1 Main sponsor stand
 Exhibits 2 – 11 3 x 2m stands
 Display stands A to D
 Venue Foyer Poster Venue

GENERAL EXHIBITION INFORMATION

Build up and strike of exhibits

- | | | |
|--------------|------------------|--|
| 1. Build up: | Booth Exhibitor: | Sunday, 15 October 2017
9am to 2pm |
| 2. Strike | Booth Exhibitor: | Wednesday, 18 October 2017
5pm to 7pm |

Exhibition open times

Exhibitors will be able to register onsite on Sunday, 15 October 2017 from 9am to 2pm

Exhibits must be open for delegates to view at the following times:

- | | |
|--------------|---------------|
| Sun: | 4:30pm to 7pm |
| Mon and Wed: | 8am to 5pm |
| Tues | 8am to 12pm |

Spier exhibition regulations

1. Maximum height of stand: three meter
2. No hot works to take place in ballroom
3. No electrical sawing grinding to take place in ballroom

Display material

1. No display material may be attached to or placed up against the venue walls. All exhibition items must be free standing and may not be supported by the booth or venue walls.
2. Exhibitors may use freestanding banners as well as posters that can be attached directly to the booth walls on their stands.
3. The posters that are to be attached to the panels must be made of a lightweight material/paper and can be attached to the panels by using double sided tape. The exhibitor must supply their own tape. These posters must be portrait layout (max length 2.5 m x max width 90 cm).
4. All empty containers must be removed from the booth. Please note, there is no storage available for empty boxes. Arrangements must be made beforehand with the freight agent to store large containers.
5. The organiser reserves the right to request the exhibitor to remove their display if they do not comply with the regulations and terms and conditions of the conference and venue.

Activities at the exhibits

Exhibitors are requested to confine their activities and keep their display material within the confines of their booth. The Organising Committee and the organiser can be held responsible for loss or damage to exhibitor property. Exhibitors may only distribute promotional material/literature at their booth.

1. Exhibitors will be responsible for the security of their own booth during the Conference.
2. In their own interest, exhibitors should arrange for representatives of their companies to be present at the exhibition during the entire Conference.
3. It is essential that your exhibition be manned during the lunch and refreshment breaks.

Electricity Supply and installation

Stuff Exhibition Company is the official exhibition contractor and electrician for the Conference. They will be the only contractor permitted to carry out electrical work and installations at the exhibition. If you require any assistance with electrical problems/supply during set up and the event, please contact the organisers to arrange for the electrician to assist you.

Exhibitor Booths: If you have additional electrical requirements over and above what is included in your booth rental, please contact the Secretariat in order to make arrangements prior to the conference.

Please do not tamper with the wiring/electrical equipment.

Cleaning

Cleaning staff will ensure that the exhibition is cleaned each day.

Liability

The exhibitors at GWD 2017 shall indemnify all Sponsors, the Organisers and Spier Conference Centre shall under no circumstances be responsible for any loss or damage which may at any time be suffered by the exhibitor, his employees, servants, customers, clients or visitors or to any of his property by reason of any act, neglect, default or otherwise howsoever caused by any servant or agent of the organiser or any other person whomsoever.

Without in any way detracting from the generality of the foregoing, the organiser shall not be held responsible for any loss which the exhibitor and/or any other person(s) may suffer through theft, burglary or damage from any cause whatsoever.