



# EXHIBITOR SERVICES MANUAL



Including Anchor Events

**Africa  
Com**

**Africa  
Tech**

**25<sup>TH</sup> ANNIVERSARY**

**8 - 10 NOVEMBER 2022**

**CTICC – CAPE TOWN**

SERVICE FORM  
SUBMISSION  
DEADLINE:  
18 OCT 2022

**GL Events SOUTH AFRICA**

PROJECT MANAGER  
**CAREN CLOETE**  
+27 (0)21 526 3200  
[Caren.cloete@gl-events.com](mailto:Caren.cloete@gl-events.com)

**PLEASE TICK YOUR OPTION**☐ **SHELL SCHEME PACKAGE BOOTH**

STANDARD SHELL SCHEME PACKAGE BOOTHS BOOKED WITH THE ORGANISER INCLUDES THE FOLLOWING:  
3M X 3M

**BOOTH PACKAGES INCLUDES:**

- ☐ Shell Scheme Structure
- ☐ Fascia Board with Company Name
- ☐ Grey Carpeting
- ☐ 01 x 15 amp plug point
- ☐ 02 x 150 watt spot light
- ☐ 01 x ¼ amp Single Phase Distribution Board
- ☐ 01 x SR26 Café Table White Top
- ☐ 02 x SR02 White Lotus Chairs
- ☐ 01 x Waste Bin

☐ **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)

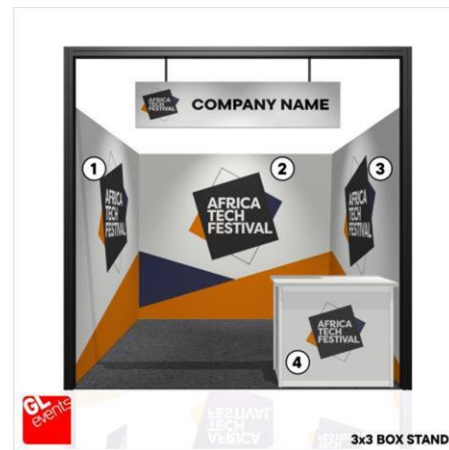
**OPTION 2 Black Maxima upgrade**

please tick your Option

Exhibitor to provide final artwork

**OPTION 1: 3X3 CORNER – R15 600.00**

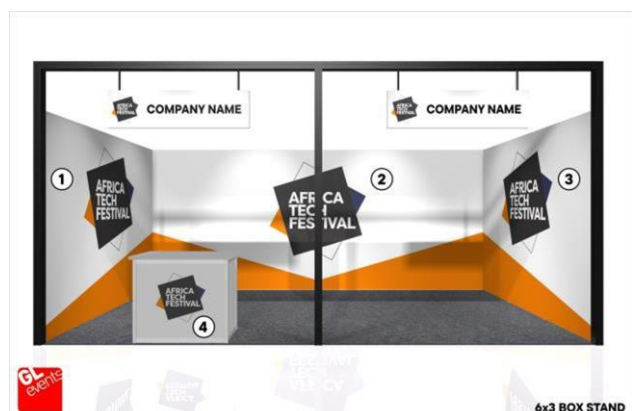
1. 2930( w) x 2460 (h)
  2. 2930 (w) x2460(h)
  3. 963mm (w) x 863mm (h)
- Fascia print size 1500(w)x300(h)

**OPTION 1: 3X3 FRONT FACING – R 19 500.00**

1. 2930( w) x 2460 (h)
  2. 2930 (w) x 2460(h)
  3. 2930 (w) x 2460 (h)
  4. 963mm (w) x 863mm (h)
- Fascia print size 1500(w)x300(h)

**OPTION 1: 6X3 CORNER – R19 600.00**

1. 2930( w) x 2460 (h)
  2. 5900 (w) x 2460(h)
  3. 963mm (w) x 863mm (h)
- Fascia print size 1500(w)x300(h)

**OPTION 1: 6X3 FRONT FACING – R23 500.00**

1. 2930( w) x 2460 (h)
  2. 5900 (w) x 2460(h)
  3. 2930 (w) x 2460 (h)
  4. 963mm (w) x 863mm (h)
- Fascia print size 1500(w)x300(h)

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COMPANY NAME : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

VAT # [SA RESIDENTS] : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

TELEPHONE NUMBER : \_\_\_\_\_

STAND NAME : \_\_\_\_\_

STAND NUMBER : \_\_\_\_\_

INVOICES ARE DONE IN SOUTH AFRICAN RAND.

PLEASE TICK THE BOX IF YOU REQUIRE AN INVOICE IN U.S. DOLLAR OR EURO.

U.S. DOLLAR

☐

EURO

☐

PLEASE NOTE NO REFUNDS WILL BE PROCESSED FOR CANCELLATIONS RECEIVED FROM THE DATE OF SITE BUILD UP 4- 7 NOVEMBER 2022 OR DURING THE DURATION OF THE EVENT 8 - 10 NOVEMBER 2022.

REFUNDS WILL ONLY BE DONE ON CANCELLATIONS DONE PRIOR TO BUILD UP.

SIGNATURE : \_\_\_\_\_

DATE : \_\_\_\_\_

## STAND PLAN DIAGRAM

STAND NAME : \_\_\_\_\_

STAND NUMBER : \_\_\_\_\_

**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, spot lights  $\phi$  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 = \_\_\_\_\_




## CARPET HIRE

GL EVENTS SOUTH AFRICA CAPE TOWN  
VAT REGISTRATION NUMBER: 4610214399  
SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – [www.gl-events.co.za](http://www.gl-events.co.za)

**COLOURS :****QUANTITY :**

BLACK

\_\_\_\_\_ m<sup>2</sup> @ R 34.00 per m<sup>2</sup> = R \_\_\_\_\_

BLUE

\_\_\_\_\_ m<sup>2</sup> @ R 34.00 per m<sup>2</sup> = R \_\_\_\_\_

CHARCOAL

\_\_\_\_\_ m<sup>2</sup> @ R 28.50 per m<sup>2</sup> = R \_\_\_\_\_

GREEN

\_\_\_\_\_ m<sup>2</sup> @ R 34.00 per m<sup>2</sup> = R \_\_\_\_\_

GREY

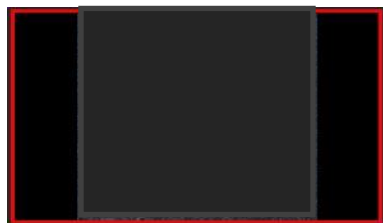
\_\_\_\_\_ m<sup>2</sup> @ R 28.50 per m<sup>2</sup> = R \_\_\_\_\_

RED

\_\_\_\_\_ m<sup>2</sup> @ R 35.00 per m<sup>2</sup> = R \_\_\_\_\_

15% VAT = R \_\_\_\_\_

TOTAL [INCL VAT) = R \_\_\_\_\_

**BLACK****BLUE****CHARCOAL****GREEN****GREY****RED**

## DIGITAL BRANDING ON PANELS / FABRIC BANNERS

GL EVENTS SOUTH AFRICA CAPE TOWN

VAT REGISTRATION NUMBER :4610214399

SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – [www.gl-events.co.za](http://www.gl-events.co.za)

PRICES ARE EXCLUDING 15% VAT

- ☐ We do require Art Work : Digital panel prints
- ☐ We do require Art Work : Fabric Banner prints

**INDIVIDUAL PANEL SIZE FOR DIGITAL PRINT:**

- ACTUAL	:	2393mm (h) x 963mm (w)
- VISUAL (for printing purposes)	:	2380mm (h) x 950mm (w)

**PRINT SIZE FOR FABRIC BANNERS:**

- 1METER BANNER	:	2460mm (h) x 950mm (w)
- 2METER BANNER	:	2460mm (h) x 1940mm (w)
- 3METER BANNER	:	2460mm (h) x 2930mm (w)
- 4METER BANNER	:	2460mm (h) x 3920mm (w)
- 5METER BANNER	:	2460mm (h) x 4910mm (w)
- 6METER BANNER	:	2460mm (h) x 5900mm (w)

DESCRIPTION	QTY PANELS	PER PANEL	AMOUNT
Digital Print per panel		R 1195.00	
Fabric Banner print per panel / meter		R 1200.00	

**ART WORK 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 all around

Artwork must be set up to size

**PICTURES**

- CMYK (Convert RGB to CMYK)
- Do not embed scans, scans to be supplied separate from the document

**FONTS**

- fonts to be supplied
- (Ideally - convert type to paths/vector/curves)

**COLOURS**

- If any special colour matching is required, supply a pantone swatch / number
- All colours to be made up in correct pantone breakdown where applicable



## IMAGE EXAMPLE BETWEEN DIGITAL PRINTED PANELS AND FABRIC BANNER









### DIGITAL PANEL PRINT



### FABRIC BANNER PRINT



ITEM CODE	ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENSIONS	EXHIBITOR PRICE	QTY REQUIRED
GL01	Carlton Office Chair		O/S BLACK	R230.00	
GL02	Lotus White		WHITE	R260.00	
GL03	Lotus Black		BLACK	R260.00	
INS01	Stella Chair		WHITE, CHARCOAL, BLUE, TURQUOISE, PINK, YELLOW, RED	R290.00	
GL04	Clear Ghost chair with arms		CLEAR	R290.00	
GL05	Clear BSS Café Chair		CLEAR/WOODEN LEG	R385.00	
GL06	White BSS Café Chair		WHITE	R385.00	
INS02	Dina Café Chair		BLACK, WHITE	R390.00	
GL07	Grey Bucket Chair wooden leg		GREY/WOODEN LEG	R450.00	









GL08	Felix Barstools		VAROVS COLOURS	R295.00	
GL09	Squiggle Barstool		GREY	R295.00	
GL10	Ghost Barstool		CLEAR	R375.00	
INS03	Asteroid Barstool		BLACK, WHITE	R425.00	
URB01	Waterfall Barstool		WHITE, BLACK	R455.00	
URB02	Bikini Barstool		BLACK, WHITE	R455.00	
INS04	404 Barstool		BLACK	R495.00	
INS05	306 Barstool		WHITE	R495.00	

GL11	White Top Café Table		White Top		R590.00							
GL12	Chrome Café Table		H710 x D900		R590.00							
INS06	Chrome Cafe Table with colour Top		<table><tr><td>WHITE</td><td>RED</td></tr><tr><td>BLACK</td><td>BLUE</td></tr><tr><td>YELLOW</td><td></td></tr></table>	WHITE	RED	BLACK	BLUE	YELLOW		R660.00		
WHITE	RED											
BLACK	BLUE											
YELLOW												
URB03	Glass Top Café Table		H720 X D900		R670.00							
INS07	Spartan Café Table		SQUARE BLACK, WHITE TOP		R670.00							
GL13	Chrome Cocktail Table		D750MM X H900MM		R600.00							
GL14	BSS Cocktail Table		WHITE TOP WOODEN LEG		R600.00							
INS08	Glass Cocktail Table		D650MM X H1100		R620.00							
INS09	Pyramid Cocktail Table		D650MM X H1060		R680.00							
INS10	Spartan Cocktail Table		SQUARE WHITE TOP		R680.00							
INS11	Chrome cocktail Table with colour Top		<table><tr><td>WHITE</td><td>RED</td></tr><tr><td>BLACK</td><td>BLUE</td></tr><tr><td>BEECH WOOD</td><td>YELLOW</td></tr></table>	WHITE	RED	BLACK	BLUE	BEECH WOOD	YELLOW	R780.00		
WHITE	RED											
BLACK	BLUE											
BEECH WOOD	YELLOW											

GL19	Pedestal Display Plinth		H500mm W500mm D500mm	R260.00	
URB04	Café Plinth		400mm x 400mm x 750mm	R450.00	
URB05	Cocktail Plinth		400mm x 400mm x 1.1mm	R550.00	
URB06	Café Plinth With top		800mm x 800mm x 750mm	R630.00	
INS12	Cocktail Plinth With top		600mm x 600mm x 1.1mm	R750.00	
GL15	Glass Side Table		500x500	R450.00	
INS13	Groove Side Table		White	R450.00	
GL16	Spider Coffee table		VARIOUS COLOURS	R550.00	
GL17	White Metal Coffee table		WHITE/METAL	R550.00	
INS14	Amber Glass Coffee Table		H450MM W700MM D500MM	R650.00	
INS15	Groove Coffee Table		WHITE	R720.00	
INS16	Bent Glass Coffee Table		BENT GLASS	R950.00	

URB07	Cube Ottoman		VARIOUS COLOURS	R320.00	
GL18	Tub Chair		BLACK & WHITE H720 L550 D700	R950.00	
INS17	Club Chair		WHITE	R1050.00	
URB08	Single Seater Couch		WHITE , BLACK	R1050.00	
URB09	Normandy Single Seater		CHARCOAL and GREY	R1090.00	
URB10	Double Seater Couch		WHITE, BLACK	R1495.00	
URB11	Normandy Double Seater		CHARCOAL and GREY	R1590.00	
GL20	Chrome ROPE Stanchions		Per 1 Metre Unit	R350.00	
GL21	Waste Paper Bin Small		H290mm X D290mm	R60.00	
GL22	Large Waste Bin - 25lt		H760 X D400	R160.00	

INS19	Water cooler with 20L water		WHITE	R1600.00	
INS20	20L Water refill		REFILL EACH	R350.00	
INS21	Polystyrene Cups		TOTAL X 50 CUPS	R110.00	
INS22	Small Refrigerator		150 Litres	R1600.00	
GL23	Zig-Zag Brochure holder		SELECT COLOUR : BLACK, WHITE, CLEAR PERSPEX	R595.00	
GL24	Octanorm Bar Counter		H900mm W1010mm D500mm	R780.00	
GL25	Octanorm bar Counter with front panel print		<b>Print size :</b> Top – W963 x H230 Bottom – W963 x H1113	R1480.00	
GL26	Veneer Tech fold up counter		H940mm W1580mm D600mm	R790.00	
GL27	Veneer Tech Counter with Front Panel Print		<b>Print Size :</b> W1373 x H863	R1490.00	

GL28	Curved Counter		H1016mm W1595mm D610mm	R1250.00	
GL29	Curved counter with front panel print		<b>Print size :</b> W1528 x H863	R1990.00	
GL30	Octanorm Cupboard – Lockable		H900mm W1010mm D500mm	R950.00	
GL31	Octanorm Cupboard with front panel print		<b>Print size :</b> W963 x H863	R1450.00	
GL32	Octanorm Glass Top Counter – Lockable		H900mm W1030mm D530mm	R1200.00	
GL33	Octanorm Glass Top counter with front panel print		<b>Print Size :</b> W963 x H662	R1590.00	
GL34	Octanorm Showcase Small – Lockable		H2000mm W530mm D530mm	R1590.00	
GL35	Octanorm Showcase Small with front panels print		<b>Print size :</b> Top – W468 x H213 Bottom – W468 x H583	R1890	



GL36	Octanorm Showcase Large – Lockable		H2000mm W1030mm D530mm	R1850.00	
GL37	Octanorm Showcase Large with front panels print		<b>Print size :</b> Top – W963 x H213 Bottom – W963 x H583	R2470.00	
GL38	Standing Shelf		H1360mm W990mm D495mm	R780.00	
GL39	Trestle Table with fitted black cloth		H750mm W1800mm D700mm	R450.00	
GL40	Conference Table with fitted black cloth		H750mm W1800mm D400mm	R395.00	
GL41	Flat Shelves		W1000mm x D300mm	R290.00	
				TOTAL :	
				15% VAT	
				TOTAL DUE :	

## ELECTRICAL HIRE

GL EVENTS SOUTH AFRICA CAPE TOWN

VAT REGISTRATION NUMBER: 4610214399

SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – [www.gl-events.co.za](http://www.gl-events.co.za)

DESCRIPTION	QTY	PRICE EXCL. VAT	TOTAL
Three Phase Power Connection Only (Please produce a C.O.C)		R1140.00	
30 Amp Single Phase Distribution Board		R 2 400.00	
32 Amp Three Phase Distribution Board		R 2 750.00	
63 Amp Three Phase Distribution Board		R 5 900.00	
125 Amp Three Phase Distribution Board		R 7 985.00	
160 Amp Three Phase Distribution Board		R 8 375.60	
15 Amp Plug Point -		R 245.00	
2,4m Two Lamp Fluorescent Light		R 375.00	
1,5m Two Lamp Fluorescent Light		R 273.00	
0,9m / 1,2m Two Lamp Fluorescent Light		R 250.00	
50 Watt Long Arm Spot Light		R 320.00	
50 Watt Down Light		R 280.00	
150 Watt Spot Light		R 390.00	
500 Watt Quartz Fitting		R 245.00	
1500 Watt Quartz Fitting		R 385.00	
150 Watt Metal Halide		R 995.00	
Multiplug – 3 Pins		R 320.00	
International Adapter		R220.00	
Exhibitors Connection		R 280.00	
		<b>TOTAL:</b>	
		<b>15% VAT :</b>	
		<b>TOTAL DUE :</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 21 526 3200.

## AUDIO VISUAL HIRE

GL EVENTS SOUTH AFRICA CAPE TOWN  
VAT REGISTRATION NUMBER: 4610214399PLASMA SCREENS RATES ARE FOR THE DURATION OF THE SHOW - TOTAL OF 3 DAYS ARE BELOW INCLUDING INSTALLATION  
AND AV TECHNICIAN SUPPORT THE DAY PRIOR TO SHOW OPENING

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	RATE PER DAY	PRICE   PER SHOW 3 DAYS	TOTAL
32"	Plasma Screen				R 4250.00	
43"	Plasma Screen	1020mm x 605mm x 95mm			R 2850.00	
50"	Plasma Screen	1210mm x 724mm x 95mm			R 4800.00	
65"	Plasma Screen	1554mm x 925mm x 95mm			R 6600.00	
					TOTAL : 15% VAT : TOTAL DUE :	

LCD MONITORS | HD READY

PLEASE INDICATE IF YOU WANT FREESTANDING OR MOUNTED

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE   PER SHOW	DAYS REQUIRED	TOTAL
	BRACKET	TO MOUNT		R285		
	STAND	INCLUSIVE		0		
						TOTAL : 15% VAT : TOTAL DUE :

PLEASE NOTE THAT PRICES EXCLUDE 15% V.A.T [SA RESIDENTS ONLY]

## PLANT HIRE

COMPANY NAME : \_\_\_\_\_

STAND NUMBER : \_\_\_\_\_

STAND NAME : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

TELEPHONE NUMBER : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

VAT # [SA RESIDENTS] : \_\_\_\_\_

GL EVENTS SOUTH AFRICA CAPE TOWN  
VAT REGISTRATION NUMBER: 4610214399

### PLANTS

PLEASE TICK YOUR SELECTED POT SIZE AND COLOUR AS WELL AS YOUR SELECTION OF PLANT. ALL PLANTS CAN FIT INTO YOUR SELECTED POT SIZE – TALL OR SHORT - DESK PLANT IS A SEPARATE PRICE



**POTTED PLANT @ R1295.00**



**DESK PLANT @ R750.00**



**QUANTITY REQUIRED**

### TALL POTS



### SHORT POTS



### PLANT SELECTION



## 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:

Orders subject to stock availability.

Items hired, remain the property of GL EVENTS SOUTH AFRICA PTY

NO GOODS WILL BE DELIVERED, UNLESS PAID FOR IN FULL WITH ORDER.

**Late orders received after the cut off time will be subject to a surcharge of 20%.**

Goods damaged, will be charged to the relevant exhibitor.

A refundable key deposit will be charged on locks & keys.

Items supplied with plug leads & lighting – prices do not include connection fees.

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.

Bank details:	STANDARD BANK
ACCOUNT NAME	GL EVENTS SOUTH AFRICA (PTY)
BRANCH	SOUTHDALE
BRANCH NUMBER	006 405
ACCOUNT NUMBER	002 787 504

### **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:

Orders subject to stock availability

Items hired, remain the property of GL EVENTS SOUTH AFRICA PTY

No goods will be delivered, unless paid for in full with order.

Late orders received after the cut off time will subject to surcharge of 20%.

Goods damaged, will be charged to the relevant exhibitor

A refundable key deposit will be charged on locks & keys

Items supplied with plug leads and lighting – prices do not include connection fees

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.

SERVICE FORM  
SUBMISSION  
DEADLINE:  
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Africa  
Com

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**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:****Ownership:**

The equipment provided in terms of this quotation, is for hire, and will always remain the property of GL EVENTS SOUTH AFRICA.

SERVICE FORM  
DEADLINE:  
18 OCT 2022

**PLEASE APPROVE BY COMPLETION OF THE BELOW, EMAIL YOUR OFFICIAL ORDER TO BIANCA VAN DEWENTER**

Email: [bianca.vandewenter@gl-events.com](mailto:bianca.vandewenter@gl-events.com)

I/WE ACCEPT YOUR QUOTATION \_\_\_\_\_ DATE: \_\_\_\_\_

We trust the aforementioned meets with your approval and look forward to hearing from you in due course.

Kind Regards,

**Caren Cloete**

PROJECT MANAGER

[Caren.cloete@gl-events.com](mailto:Caren.cloete@gl-events.com)