



**EXHIBITOR  
SERVICES MANUAL**



**14 - 16 NOVEMBER 2023  
CTICC – CAPE TOWN**

**SERVICE FORM  
SUBMISSION  
DEADLINE:  
24 OCT 2023**

**GL Events SOUTH AFRICA**

PROJECT MANAGER  
**CAREN CLOETE**  
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Caren.cloete@gl-events.com

## AUDIO VISUAL HIRE

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

PLASMA SCREENS RATES ARE FOR THE DURATION OF THE SHOW - TOTAL OF 3 DAYS BELOW INCLUDING INSTALLATION AND AV TECHNICIAN SUPPORT THE DAY PRIOR TO SHOW OPENING AND THE DURATION OF THE EVENT. PLEASE SELECT/TICK BOX SHOULD YOU REQUIRE A DEDICATED REMOTE.



SIZE	DESCRIPTION	ACTUAL SIZE	QTY	RATE PER DAY	PRICE   PER SHOW 3 DAYS	TOTAL
40"	Plasma Screen	905mm x 520mm x 95mm		R990.00	R 2970.00	
50"	Plasma Screen	1210mm x 724mm x 95mm		R1390.00	R 4170.00	
65"	Plasma Screen	1554mm x 925mm x 95mm		R2100.00	R 6300.00	
					TOTAL :	
					15% VAT :	
					TOTAL DUE :	

LCD MONITORS | HD READY

**PLEASE INDICATE IF YOU WANT FREESTANDING OR MOUNTED**

DESCRIPTION	PRICE PER SHOW	QUANTITY	TOTAL
DEDICATED REMOTE CONTROL	R200.00		
HDMI CABLE – INCLUSIVE	R0.00		
VGA CABLE – INCLUSIVE	R0.00		
16MM(T) X 2500MM (H) X 1000MM (W) MELAMINE BOARD	R450.00		
BRACKET – TO MOUNT	R300.00		
STAND – INCLUSIVE	R0.00		
		TOTAL :	
		15% VAT :	
		TOTAL DUE :	

**PLEASE SEE BELOW IMAGE EXAMPLES**

MELAMINE BOARD : TO FLUSH MOUNT PLASMA	BRACKET : DEPTH OF BRACKET IS 250MM X 1000MM WIDE	FREESTANDING STAND
		



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## BILLING / INVOICE INSTRUCTIONS

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

POSTAL/ INVOICE 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 11 - 13 NOVEMBER 2023 OR DURING THE DURATION OF THE EVENT 14 - 16 NOVEMBER 2023.

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

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

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



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## 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.

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

### Please state the quote reference number when making payment.

Interest on all overdue accounts will be levied at a rate of 2% (two percent) above the Prime Overdraft Lending Rate of Standard Bank.

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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.



Please Return forms to: **BIANCA VAN DEWENTER**

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

Tel: + 27 (0) 21 526 3200

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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.



**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)

