



EXHIBITOR

SERVICES MANUAL











14 - 16 NOVEMBER 2023
CTICC – CAPE TOWN

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













FURNITURE

ITEM CODE	ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENTIONS IN MM	EXHIBITOR PRICE	QTY REQUIRED
GL01	Carlton Office Chair		O/S BLACK L420 X W450 X H810	R230.00	
GL02	Lotus White		WHITE L450 X W390 X H990	R260.00	
GL03	Lotus Black		BLACK L450 X W390 X H990	R260.00	
INS01	Stella Chair		WHITE, CHARCOAL, BLUE, TURQUOISE, PINK, YELLOW, RED L450 X W450 X H950	R290.00	
GL04	Clear Ghost chair with arms		CLEAR L420 X W520 X H920	R310.00	
GL05	Clear BSS Café Chair		CLEAR/WOODEN LEG L450 X W470 X H820	R390.00	
GL06	White BSS Café Chair		WHITE L480 X W460 X H840	R390.00	
INS02	Dina Café Chair		BLACK, WHITE L440 X W520 X H920	R450.00	
GL07	Grey Bucket Chair wooden leg		GREY/WOODEN LEG L480 X W550 X H800	R460.00	



GL08	Felix Barstools		VAROVS COLOURS L350 X W350 X H750	R310.00	
GL09	Squiggle Barstool		GREY L540 X W480 X H1170	R320.00	
GL10	Ghost Barstool		CLEAR L480 X W370 X H1000	R390.00	
INS03	Asteroid Barstool		BLACK, WHITE L420 X W390 X H1000	R460.00	
URB01	Waterfall Barstool		WHITE, BLACK L355 X W400 X H1030	R460.00	
URB02	Bikini Barstool		BLACK, WHITE L370 X W420 X H1020	R460.00	
INS04	404 Barstool		BLACK L390 X W390 X H1030	R490.00	
INS05	306 Barstool		WHITE L490 X W480 X H1030	R490.00	



GL11	White Top Café Table		WHITE TOP H710 X D800		R620.00							
GL12	Chrome Café Table		SILVER TOP H710 X D900		R620.00							
SR26	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> H710 X D900	WHITE	RED	BLACK	BLUE	YELLOW		R670.00		
WHITE	RED											
BLACK	BLUE											
YELLOW												
URB03	Glass Top Café Table		GLASS TOP H720 X D900		R670.00							
INS07	Spartan Café Table		SQUARE BLACK, WHITE TOP H720 X D800		R670.00							
INS31	Xavier Cocktail Table		BLACK, WHITE L700 X W700 X H1100		R650.00							
GL13	Chrome Cocktail Table		SILVER TOP D750 X H900		R690.00							
INS08	Glass Cocktail Table		GLASS TOP D650 X H1100		R690.00							
INS09	Pyramid Cocktail Table		GLASS TOP L600 X W600 X H1050		R690.00							
INS32	Tulip Cocktail Table		WHITE D650 X H1100		R690.00							
INS10	Spartan Cocktail Table		SQUARE WHITE TOP L700 X W700 X H1070		R690.00							
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> L650 X W650 X H1100	WHITE	RED	BLACK	BLUE	BEECH WOOD	YELLOW	R780.00		
WHITE	RED											
BLACK	BLUE											
BEECH WOOD	YELLOW											





GL19	Pedestal Display Plinth		L500 X W500 X H500	R260.00	
URB04	Café Plinth		L400 X W400 X H750	R480.00	
URB05	Cocktail Plinth		L400 X W400 X H1100	R590.00	
URB06	Café Plinth With top		L800 X W800 X H750	R630.00	
INS12	Cocktail Plinth With top		L700 X W700mm X H1100	R850.00	
GL15	Glass Side Table		W500 X H500	R460.00	
INS13	Groove Side Table		WHITE W500 X H520	R460.00	
GL16	Spider Coffee table		VARIOUS COLOURS L700 X W700 X H500	R550.00	
GL17	White Metal Coffee table		WHITE/METAL L1200 X W600 X H470	R590.00	
INS14	Amber Glass Coffee Table		H450MM W700MM D500MM	R670.00	
INS15	Groove Coffee Table		WHITE	R720.00	
INS16	Bent Glass Coffee Table		BENT GLASS	R950.00	



URB07	Cube Ottoman		VARIOUS COLOURS L400 X W400 X H420	R320.00	
GL18	Tub Chair		BLACK & WHITE L550 X W700 X H720	R1050.00	
INS17	Club Chair		WHITE L550 X W700 X H720	R1050.00	
URB08	Single Seater Couch		WHITE , BLACK L1000 X W800 X H850	R1090.00	
URB09	Normandy Single Seater		CHARCOAL and GREY L600 X W870 X H800	R1250.00	
URB10	Double Seater Couch		WHITE, BLACK L1900 X W800 X H850	R1550.00	
URB11	Normandy Double Seater		CHARCOAL and GREY L1370 X W870 X H800	R1650.00	
GL20	Chrome ROPE Stanchions		PER 1 METER UNIT H1000	R390.00	
GL21	Waste Paper Bin Small		H290 X D290	R60.00	
GL22	Large Waste Bin - 25lt		H760 X D400	R160.00	

INS19	Water cooler with 20L water		WHITE L280 X W310 X H1380	R1700.00	
INS20	20L Water refill		REFILL EACH	R290.00	
INS21	Paper Cups		TOTAL X 50 CUPS	R185.00	
INS22	Small Refrigerator		150 Litres L885 X W580 X H540	R1650.00	
GL23	Zig-Zag Brochure holder		SELECT COLOUR : BLACK, WHITE, CLEAR PERSPEX L260 X W380 X H1460	R595.00	
GL24	Octanorm Bar Counter		H900 X W1010 X D500	R780.00	
GL25	Octanorm bar Counter with front panel print		PRINT SIZE : Top – W963 x H230 Bottom – W963 x H1113	R1480.00	
GL26	Veneer Tech fold up counter		H940 X W1580 X D600	R790.00	
GL27	Veneer Tech Counter with Front Panel Print		PRINT SIZE : W1373 x H863	R1490.00	



GL28	Curved Counter		H1016 X W1595 X D610	R1250.00	
GL29	Curved counter with front panel print		PRINT SIZE : W1528 x H863	R1990.00	
GL30	Octanorm Cupboard – Lockable		H900 X W1010 X D500	R950.00	
GL31	Octanorm Cupboard with front panel print		PRINT SIZE : W963 x H863	R1450.00	
GL32	Octanorm Glass Top Counter – Lockable		H900 X W1030 X D530	R1200.00	
GL33	Octanorm Glass Top counter with front panel print		PRINT SIZE : W963 x H662	R1590.00	
GL34	Octanorm Showcase Small – Lockable		H2000 X W530 X D530	R1590.00	
GL35	Octanorm Showcase Small with front panels print		PRINT SIZE : Top – W468 x H213 Bottom – W468 x H583	R1890	



GL36	Octanorm Showcase Large – Lockable		H2000 X W1030 X D530	R1850.00	
GL37	Octanorm Showcase Large with front panels print		PRINT SIZE : Top – W963 x H213 Bottom – W963 x H583	R2470.00	
GL38	Standing Shelf		H1360 X W990 X D495	R780.00	
GL39	Trestle Table with fitted black cloth		H750 X W1800 X D700	R450.00	
GL40	Conference Table with fitted black cloth		H750 X W1800 X D400	R450.00	
GL41	Flat Shelves		W1000 X D300	R300.00	
				TOTAL :	
				15% VAT	
				TOTAL DUE :	





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 : _____





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.

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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.



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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

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

