



EXHIBITOR

SERVICES MANUAL



12 - 14 NOVEMBER 2024

CTICC – CAPE TOWN

**SERVICE FORM
SUBMISSION DEADLINE:
22 OCT 2024**

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

1

Email: bianca.vandewenter@gl-events.com

Tel: + 27 (0) 21 526 3200

Cell: 076 349 9270

SERVICE FORM
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DEADLINE:
22 OCT 2024



BILLING / INVOICE INSTRUCTIONS

FOR ANY ADDITIONAL ITEMS NEEDED ON YOUR STAND, KINDLY COMPLETE THE BELOW.
TO AVOID ANY DELAY PLEASE MAKE SURE ALL DETAILS ARE COMPLETED AND CORRECT.

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 8 - 10 NOVEMBER 2024 OR DURNING THE DURATION OF THE EVENT 11 - 14 NOVEMBER 2024.

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

SIGNATURE : _____

DATE : _____





PLEASE TICK YOUR OPTION

SHELL SCHEME WITH BLACK MAXIMA FRONT PACKAGE BOOTH

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



BOOTH PACKAGES INCLUDES:

- Maxima Shell Scheme Structure
- Fascia Board with Company Name/Logo
- Grey Carpeting
- 01 x 15 amp plug point
- 02 x 150 watt spot light
- 01 x ¼ Distribution Board
- 01 x Café Table White or black Top
- 02 x White or black Lotus Chairs
- 01 x GL21 Waste Paper Bin Small

FURNITURE OPTIONS ON STANDARD PACKAGE (FURNITURE QUANTITIES DOUBLE UP FOR 6X3 BOOTHS)

PLEASE SELECT YOUR COLOUR OF FURNITURE



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)
- Damaged panels will be charged to the exhibitor causing such damage.



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3

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DEADLINE:
22 OCT 2024



BLACK MAXIMA UPGRADE



please tick your Option

Exhibitor to provide final artwork

KINDLY NOTE : SHOULD YOU WISH TO KEEP YOUR FABRIC BANNERS, PLEASE REMOVE OR ASK FOR ASSISTANCE FROM OUR GL TEAM TO HELP REMOVE THE BANNERS IN ORDER FOR YOU TO TAKE THEM WITH YOU ON BREAK DOWN, AS NO FABRIC BANNERS ARE STORED AT THE GL OFFICES POST SHOW.

OPTION 1: 3X3 CORNER – R11 580.00



1. Fabric banner print : 2930(w) x 2460 (h)
 2. Fabric banner print : 2930 (w) x2460(h)
 3. Digital counter print : 963mm (w) x 863mm (h)
 4. Digital Fascia print : 1500(w)x300(h)
- Add 50mm bleed all around.

Upgrade Package Includes :

- 2 X 3M FABRIC BANNER
- 1 X LOCKABLE CUPBOARD
- FRONT PANEL PRINT ON CUPBOARD
- 2 X LONG ARM SPOTLIGHTS
- 1 X SETUP

OPTION 1: 3X3 FRONT FACING – R 16 620.00



1. Fabric banner print : 2930(w) x 2460 (h)
 2. Fabric banner print : 2930 (w) x 2460(h)
 3. Fabric banner print : 2930 (w) x 2460 (h)
 4. Digital counter print : 963mm (w) x 863mm (h)
 5. Digital Fascia print : 1500(w)x300(h)
- Add 50mm bleed all around.

Upgrade Package Includes :

- 3 X 3M FABRIC BANNER
- 1 X LOCKABLE CUPBOARD
- FRONT PANEL PRINT ON CUPBOARD
- 3 X LONG ARM SPOTLIGHTS
- 1 X SETUP



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4

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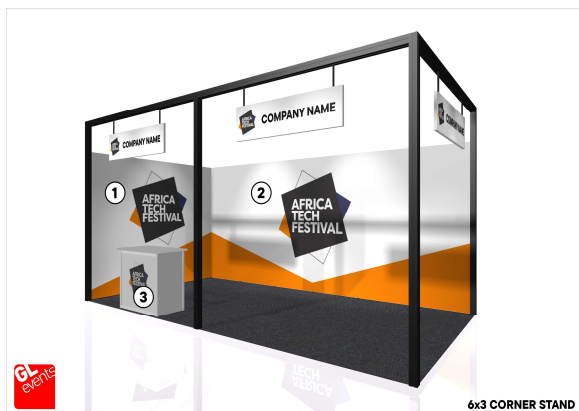
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SUBMISSION
DEADLINE:
22 OCT 2024



OPTION 1: 6X3 CORNER – R16 620.00

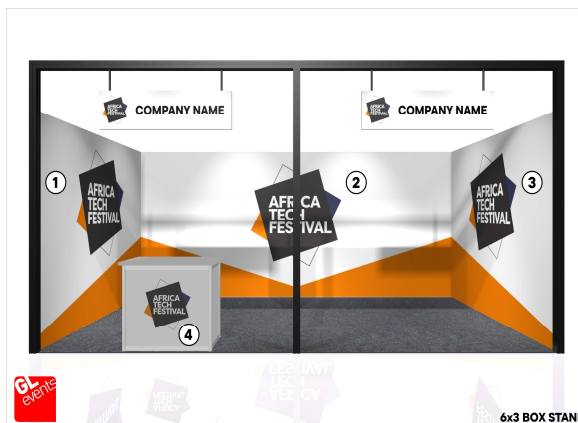


1. Fabric banner print : 2930(w) x 2460(h)
 2. Fabric banner print : 5900(w) x 2460(h)
 3. Digital counter print : 963mm(w) x 863mm(h)
 4. Digital Fascia print : 1500(w)x300(h)
- Add 50mm bleed all around.

Upgrade Package Includes :

- 1 X 3M FABRIC BANNER
- 1 X 6M FABRIC BANNER
- 1 X LOCKABLE CUPBOARD
- 1 X FRONT PANEL PRINT ON CUPBOARD
- 3 X LONG ARM SPOTLIGHTS
- 1 X SETUP

OPTION 1: 6X3 FRONT FACING – R21 660.00



1. Fabric banner print : 2930(w) x 2460(h)
 2. Fabric banner print : 5900(w) x 2460(h)
 3. Fabric banner print : 2930(w) x 2460(h)
 4. Digital counter print : 963mm(w) x 863mm(h)
 5. Digital Fascia print : 1500(w)x300(h)
- Add 50mm bleed all around.

Upgrade Package Includes :

- 2 X 3M FABRIC BANNER
- 1 X 6M FABRIC BANNER
- 1 X LOCKABLE CUPBOARD
- 1 X FRONT PANEL PRINT ON CUPBOARD
- 4 X LONG ARM SPOTLIGHTS
- 1 X SETUP





DIGITAL BRANDING ON PANELS / FABRIC BANNERS

DESCRIPTION	PER PANEL	QUANTITY	AMOUNT
<u>Digital Print Per Panel</u> ACTUAL : 2393mm (h) x 963mm (w) VISUAL (printing purposes) : 2380mm (h) x 950mm (w)	R 1 450.00		
<u>1M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 950mm (w), allow 50mm bleed	R 1 550.00		
<u>2M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 1940mm (w), allow 50mm bleed	R 3 100.00		
<u>3M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 2930mm (w), allow 50mm bleed	R 4 650.00		
<u>4M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 3920mm (w), allow 50mm bleed	R 6 200.00		
<u>5M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 4910mm (w), allow 50mm bleed	R 7 750.00		
<u>6M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 5900mm (w), allow 50mm bleed	R 9 300.00		

KINDLY NOTE : SHOULD YOU WISH TO KEEP YOUR FABRIC BANNERS, PLEASE REMOVE OR ASK FOR ASSISTANCE FROM OUR GL TEAM TO HELP REMOVE THE BANNERS IN ORDER FOR YOU TO TAKE THEM WITH YOU ON BREAK DOWN, AS NO FABRIC BANNERS ARE STORED AT THE GL OFFICES POST SHOW.

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



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6

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DEADLINE:
22 OCT 2024



STAND FASCIA BOARDS FOR SHELL SCHEME STANDS

THIS FORM IS COMPULSARY FOR SHELL SCHEME PACKAGE STANDS BOOKED.

STAND NAME : _____

STAND NUMBER : _____

**INCLUDED IN THE SHELL SCHEME PACKAGE BOOKED, PLEASE SELECT BELOW OPTION
ANY CHANGES/REPRINTS AFTER PRINT IS R495.00 EXCL VAT PER FASCIA**

OPTION 1 : COMPANY NAME IN CAPITAL

LETTERING. BLACK WITH WHITE LETTERING Please complete below grid with company name.



OPTION 1 : Company Name/Capital Lettering to appear on the fascia board as follow:

OPTION 2 : COMPANY LOGO

Please send through High-res artwork set up to size in PDF or JPEG. W1500mm x H300mm



OPTION 3 : We do not require a fascia board



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7

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SUBMISSION
DEADLINE:
22 OCT 2024



STAND PLAN DIAGRAM

STAND NAME : _____

STAND NUMBER : _____

On the grid provided please indicate the position of the services ordered.

1. Type of electrical connections i.e. plug point X, spot lights ϕ 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 = _____



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DEADLINE:
22 OCT 2024



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

COLOURS :

QUANTITY :

<input type="checkbox"/>	BLUE	_____ m ² @ R 37.00 per m ²	= R _____
<input type="checkbox"/>	CHARCOAL	_____ m ² @ R 37.00 per m ²	= R _____
<input type="checkbox"/>	GREEN	_____ m ² @ R 37.00 per m ²	= R _____
<input type="checkbox"/>	GREY	_____ m ² @ R 37.00 per m ²	= R _____
<input type="checkbox"/>	RED	_____ m ² @ R 37.00 per m ²	= R _____
		15% VAT	= R _____
		TOTAL (INCL VAT)	= R _____

CHARCOAL

BLUE

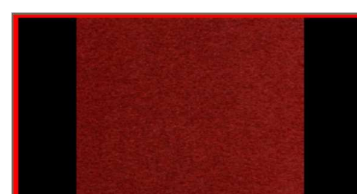
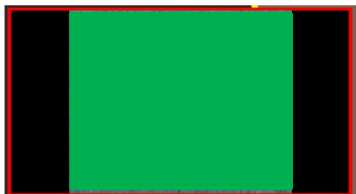
CHARCOAL



GREEN

GREY

RED



ALL CARPET TILES ARE ON HIRE AND ANY LOSS OR DAMAGE INCURRED WILL BE CHARGED TO THE EXHIBITOR AT R550.00 PER TILE EXCLUDING VAT.





FURNITURE

ITEM CODE	ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENTIONS IN MM	EXHIBITOR PRICE	QTY REQUIRED
CAFÉ CHAIR					
GL01	Carlton Office Chair		O/S BLACK L420 X W450 X H810	R260.00	
GL02	Lotus White Chair		WHITE L450 X W390 X H990	R260.00	
GL03	Lotus Black Chair		BLACK L450 X W390 X H990	R260.00	
INS30	Eames Wooden Legs Chair		WHITE L480 X W460 X H840	R450.00	
INS37	Cruz Chair		LIGHT GREY L480 X W460 X H800	R480.00	
INS31	Star Chair		RED L460 X W550 X H800	R470.00	
INS32	Lucia Chair		MUSTARD L480 X W480 X H820	R480.00	
INS33	Lucia Chair		GREY L480 X W480 X H820	R480.00	
INS34	Lucia Chair		GREEN L480 X W480 X H820	R480.00	
INS35	Lucia Chair		BLACK L480 X W480 X H820	R480.00	



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DEADLINE:
22 OCT 2024













INS36	Rocco Chair		GREY L520 X W500 X H820	R610.00	
INS38	Luxury Executive Chair		WHITE	R890.00	
INS39	Chesterfield Chair		BLACK	R610.00	
INS02	Dina Café Chair		BLACK, WHITE L440 X W520 X H920	R490.00	
BARSTOOL					
INS40	Felix Barstools		RED, GREEN, ORANGE, YELLOW, WHITE, BLACK L350 X W350 X H750	R380.00	
INS03	Asteroid Barstool		BLACK, WHITE, RED L420 X W390 X H1000	R490.00	
INS05	306 Barstool		WHITE L490 X W480 X H1030	R540.00	
URB01	Waterfall Barstool		WHITE L355 X W400 X H1030	R530.00	
URB02	Bikini Barstool		BLACK, WHITE L370 X W420 X H1020	R460.00	



SERVICE FORM
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DEADLINE:
22 OCT 2024










INS41	Mia Barstool		BLACK L490 X W480 X H1030	R490.00							
INS42	Hay Replica Barstool		WHITE. BLACK, GREY L355 X W400 X H1030	R580.00							
INS43	Zeta Barstool		WHITE, BLACK L350 X W350 X H800	R490.00							
CAFÉ TABLE											
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 border="1"> <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							
INS44	Eames Café Table		WHITE TOP/ WOODEN LEGS H720 X D900	R590.00							
INS45	Tulip Café Table		WHITE H720 X D650	R520.00							
INS46	Square Café Table		WHITE / BLACK ONLY H720 X D900	R530.00							



SERVICE FORM
SUBMISSION
DEADLINE:
22 OCT 2024



COCKTAIL TABLE





INS47	Xavier Cocktail Table		BLACK, WHITE L700 X W700 X H1100	R650.00							
INS48	Black Frame Plinth		BLACK FRAME WITH NATURAL TOP	R610.00							
GL13	Chrome Cocktail Table		SILVER TOP D750 X H900	R690.00							
INS09	Pyramid Cocktail Table		GLASS TOP L600 X W600 X H1050	R750.00							
INS32	Tulip Cocktail Table		WHITE D650 X H1100	R690.00							
INS11	Chrome cocktail Table with colour Top		<table border="1" style="display: inline-table;"> <tr> <td>WHITE</td> <td>RED</td> </tr> <tr> <td>BLACK</td> <td>BLUE</td> </tr> <tr> <td colspan="2">BEECH WOOD</td> </tr> </table> L650 X W650 X H1100	WHITE	RED	BLACK	BLUE	BEECH WOOD		R780.00	
WHITE	RED										
BLACK	BLUE										
BEECH WOOD											
INS49	Wave Cocktail Table		VARIOS COLOURS	R740.00							

PLINTHS








GL19	Pedestal Display Plinth		L500 X W500 X H500	R290.00	
URB04	Café Plinth		L400 X W400 X H750	R520.00	
URB05	Cocktail Plinth		L400 X W400 X H1100	R650.00	
URB06	Café Plinth With top		L800 X W800 X H750	R680.00	
INS12	Cocktail Plinth With top		L700 X W700mm X H1100	R850.00	



SIDE TABLE

GL15	Glass Side Table		W500 X H500	R530.00	
INS50	Amara Side Table		W500 X H520	R460.00	
INS51	Tulip Side Table		WHITE	R410.00	
INS13	Groove Side Table		WHITE W500 X H520	R480.00	

COFFEE TABLE

INS14	Amber Glass Coffee Table		H450MM W700MM D500MM	R740.00	
INS52	Groove Square Coffee Table		WHITE	R740.00	
INS15	Groove Rectangular Coffee Table		WHITE	R740.00	
INS53	Rectangular Steel Coffee Table		WHITE, BLACK WITH WODDEN TOP	R640.00	
INS54	Georgina Coffee Table		BLACK	R1010.00	
INS55	TAJ Drum Coffee Table		BLACK	R1010.00	
INS16	Bent Glass Coffee Table		BENT GLASS	R950.00	



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SUBMISSION
DEADLINE:
22 OCT 2024



LOUNGES

URB07	Cube Ottoman		VARIOUS COLOURS L400 X W400 X H420	R370.00	
INS65	Round Leather Ottoman		BLACK, WHITE	R490.00	
INS66	Hot Pot Ottoman		WHITE	R610.00	
INS17	Club Chair		WHITE L550 X W700 X H720	R1070.00	
INS56	Carla Tub Chair		BLACK	R1210.00	
URB08	Euro Single Seater Couch		WHITE , BLACK L1000 X W800 X H850	R1210.00	
INS57	Dorchester Single Seater Couch		GREY	R1350.00	
INS58	Jansen Single Seater Couch		CHARCOAL GREY	R1350.00	
INS59	Sexton Single Seater Couch		RED, BLUE, BLACK	R1350.00	



SERVICE FORM
SUBMISSION
DEADLINE:
22 OCT 2024



INS60	Club Double Seater Couch		WHITE, BLACK	R1300.00	
INS61	Jansen Double Seater Couch		DARK GREY	R1950.00	
INS62	Jansen Double Seater Couch		LIGHT GREY	R1950.00	
INS63	Sexton Double Seater Couch		RED, GREY, CHAMPAGNE, BLACK, TURQUOISE	R1950.00	
INS64	Panelised Double Couch		BLACK WITH LEOPARD PRINT DETAIL	R2250.00	
URB10	Euro Double Seater Couch		WHITE, BLACK L1900 X W800 X H850	R1550.00	
OTHER ITEMS					
GL21	Waste Paper Bin Small		H290 X D290	R60.00	
GL22	Large Waste Bin - 25lt		H760 X D400	R160.00	



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DEADLINE:
22 OCT 2024



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	R180.00	
INS22	Small Refrigerator		150 Litres L885 X W580 X H540	R1550.00	
INS66	Beverage Cooler Fridge		BLACK	R2200.00	
GL23A	Zig-Zag Brochure holder		CLEAR PERSPEX L260 X W380 X H1460	R650.00	
GL23	Zig-Zag Brochure holder		SELECT COLOUR : BLACK OR WHITE L260 X W380 X H1460	R750.00	
GL24	Octanorm Bar Counter		H900 X W1010 X D500	R850.00	
GL25	Octanorm bar Counter with front panel print		PRINT SIZE : Top – W963 x H230 Bottom – W963 x H1113	R1580.00	



SERVICE FORM
SUBMISSION
DEADLINE:
22 OCT 2024



GL26	Veneer Tech fold up counter		H940 X W1580 X D600	R890.00	
GL27	Veneer Tech Counter with Front Panel Print		PRINT SIZE : W1373 x H863	R1590.00	
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	R1050.00	
GL31	Octanorm Cupboard with front panel print		PRINT SIZE : W963 x H863	R1590.00	
GL32	Octanorm Glass Top Counter – Lockable		H900 X W1030 X D530	R1250.00	
GL33	Octanorm Glass Top counter with front panel print		PRINT SIZE : W963 x H662	R1690.00	
GL34	Octanorm Showcase Small – Lockable		H2000 X W530 X D530	R1600.00	
GL35	Octanorm Showcase Small with front panels print		PRINT SIZE : Top – W468 x H213 Bottom – W468 x H583	R1950.00	



SERVICE FORM
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DEADLINE:
22 OCT 2024



GL36	Octanorm Showcase Large – Lockable		H2000 X W1030 X D530	R1950.00	
GL37	Octanorm Showcase Large with front panels print		PRINT SIZE : Top – W963 x H213 Bottom – W963 x H583	R2550.00	
GL38	Standing Shelf		H1360 X W990 X D495	R850.00	
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	
INS67	Hansen Table		WHITE	R1300.00	
INS68	Two Tone Coastal Table		TWO TONE	R1650.00	
INS69	Oprah Counter		WHITE	R1350.00	
INS70	Rectangular Steel Cocktail Counter		BLACK WITH NATURAL TOP	R1350.00	
GL41	Flat Shelves		W1000 X D300	R350.00	
				TOTAL :	
				15% VAT	
				TOTAL DUE :	



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22 OCT 2024



ELECTRICAL HIRE

IMAGE EXAMPLE	DESCRIPTION	QTY	PRICE EXCL. VAT	TOTAL
	30 Amp Single Phase Distribution Board		R 2 550.00	
	30 Amp Three Phase Distribution Board		R 2 950.00	
	60 Amp Three Phase Distribution Board		R 5 900.00	
	15 Amp Plug Point		R 250.00	
	1,5m Two Lamp Fluorescent Light		R 550.00	
	1,2m Two Lamp Fluorescent Light		R 450.00	
	50 Watt Long Arm Spot Light		R 370.00	
	150 Watt Halogen Spot on Arm		R390.00	
	150 Watt Metal Halide Flood Light		R650.00	
	50 Watt Down Light		R 280.00	
	150 Watt Spot Light		R 390.00	
	Multiplug		R 390.00	
	International Adapter		R 250.00	
	Exhibitors Connection		R 380.00	
	Three Phase Power Connection Only (Please produce a C.O.C)		R 1 450.00	
			TOTAL:	
			15% VAT :	
			TOTAL DUE :	

*NB: If you have not opted for a 'package stand', and do require electricians; 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

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.




SIZE	DESCRIPTION	ACTUAL SIZE	QTY	RATE PER DAY	PRICE PER SHOW 3 DAYS	TOTAL
40"	Plasma Screen	905mm x 520mm x 95mm		R1050.00	R 3150.00	
50"	Plasma Screen	1210mm x 724mm x 95mm		R1450.00	R 4350.00	
65"	Plasma Screen	1554mm x 925mm x 95mm		R2050.00	R 6150.00	
					TOTAL :	
					15% VAT :	
					TOTAL DUE :	

LCD MONITORS | HD READY

PLEASE INDICATE IF YOU WANT FREESTANDING OR MOUNTED

DESCRIPTION	PRICE PER SHOW	QUANTITY	TOTAL
HDMI CABLE – INCLUSIVE	R0.00		
VGA CABLE – INCLUSIVE	R0.00		
16MM(T) X 2500MM (H) X 1000MM (W) MELAMINE BOARD	R650.00		
BRACKET – TO MOUNT	R300.00		
STAND – INCLUSIVE	R0.00		
			TOTAL :
			15% VAT :
			TOTAL DUE :

PLEASE SEE BELOW IMAGE EXAMPLES OF THE THREE OPTIONS : MOUNTED FLUSHED AGAINST THE WALL OR MOUNTED ON A BRACKET THAT WILL NOT BE FLUSHED OR FREESTANDING.

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



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21

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22 OCT 2024



PLANT HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

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 @ R1290.00



DESK PLANT @ R750.00



QUANTITY REQUIRED

TALL POTS



SHORT POTS



PLANT SELECTION



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

22

Email: bianca.vandewenter@gl-events.com

Tel: + 27 (0) 21 526 3200

Cell: 076 349 9270



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.



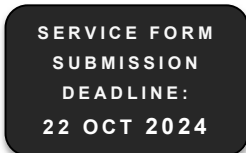
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23

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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

