



EXHIBITOR SERVICES MANUAL

AFRICA TECH FESTIVAL



11 - 13 NOVEMBER 2025
CTICC – CAPE TOWN

**SERVICE FORM
SUBMISSION DEADLINE:
20 OCT 2025**

Caren CLOETE
Senior Project Manager
Mob: +27 (0) 83 215 8700
caren.cloete@gl-events.com

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GL EVENTS SOUTH AFRICA | CAPE TOWN | SERVICE FORMS

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

Email: bianca.vandewenter@gl-events.com

Tel: + 27 (0) 21 526 3200

Cell: 076 349 9270

SERVICE FORM
SUBMISSION
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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 CORRECTLY AND CLEARLY.

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/ZAR.

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 2025 OR DURING THE DURATION OF THE EVENT 11 - 13 NOVEMBER 2025.

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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SERVICE FORM
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DEADLINE:
20 OCT 2025



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 – R12 280.00



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 17 620.00



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



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: 6X3 CORNER – R17 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 – R22 960.00



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 1 550.00		
<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		
<u>Deluxe Pop-up Banner(Purchase. Client must take with on Break Down)</u> SIZE : W845mm X H2050mm	R 2 390.00		
<u>Per Meter Banner Installation and Extrusions Hire</u> Installation for Banner provided by Client. Confirm size This is per Meter.	R 330.00		

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



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/Logo set up to size in PDF or JPEG. W1500mm x H300mm



OPTION 3 : We do not require a fascia board



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 = _____



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 :

☐

BLUE

_____ m² @ R 39.00 per m² = R _____☐

CHARCOAL

_____ m² @ R 39.00 per m² = R _____☐

GREEN

_____ m² @ R 39.00 per m² = R _____☐

GREY

_____ m² @ R 39.00 per m² = R _____☐

RED

_____ m² @ R 39.00 per m² = R _____

15% VAT = R _____

TOTAL (INCL VAT) = R _____

CHARCOAL



BLUE



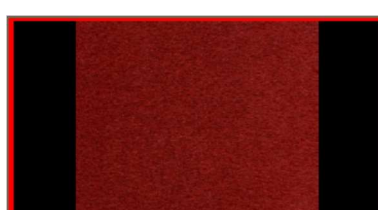
GREEN



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	R290.00	
GL03	Lotus Black Chair		BLACK L450 X W390 X H990	R290.00	
INS30	Eames Wooden Legs Chair		WHITE L480 X W460 X H840	R570.00	
INS75	Eames Steel Legs		WHITE/BLACK L480 X W460 X H840	R570.00	
INS37	Cruz Chair		LIGHT GREY L480 X W460 X H800	R590.00	
INS76	Eames Bucket chair		BLACK L460 X W550 X H800	R680.00	
INS77	Hay Café Chair		BLACK L460 X W550 X H800	R670.00	
INS80	Beam Café Chair		WHITE L460 X W550 X H800	R670.00	



INS31	Star Chair		RED L460 X W550 X H800	R590.00	
INS32	Lucia Chair		MUSTARD L480 X W480 X H820	R610.00	
INS33	Lucia Chair		GREY L480 X W480 X H820	R610.00	
INS34	Lucia Chair		GREEN L480 X W480 X H820	R610.00	
INS35	Lucia Chair		BLACK L480 X W480 X H820	R610.00	
INS78	Thea Café Chair		GREY L520 X W500 X H820	R750.00	
INS36	Rocco Chair		GREY L520 X W500 X H820	R720.00	
INS79	Miko Arm Chair		BLACK, CREAM, TURQUOISE L540 X W520 X H820	R1 180.00	
INS38	Luxury Executive Chair		WHITE	R950.00	
INS39	Chesterfield Chair		BLACK	R730.00	
INS02	Dina Café Chair		BLACK, WHITE L440 X W520 X H920	R570.00	

BARSTOOL

INS40	Felix Barstools		RED, GREEN, ORANGE, YELLOW, WHITE, BLACK L350 X W350 X H750	R550.00	
INS82	Trumpet Barstool		RED, WHITE, BLACK L350 X W350 X H750	R450.00	
INS83	Divo Barstool		CREAM L490 X W480 X H1030	R610.00	
INS81	Eames Barstool		WHITE L370 X W420 X H1020	R650.00	
INS03	Asteroid Barstool		BLACK, WHITE, RED L420 X W390 X H1000	R590.00	
INS05	306 Barstool		WHITE L490 X W480 X H1030	R650.00	
URB01	Waterfall Barstool		WHITE L355 X W400 X H1030	R640.00	
URB02	Bikini Barstool		BLACK, WHITE L370 X W420 X H1020	R620.00	



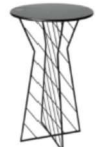
INS41	Mia Barstool		BLACK L490 X W480 X H1030	R650.00	
INS42	Hay Replica Barstool		WHITE. BLACK, GREY L355 X W400 X H1030	R680.00	
INS43	Zeta Barstool		WHITE, BLACK L350 X W350 X H800	R590.00	

CAFÉ TABLE

GL11	White Top Café Table		WHITE / BLACK TOP H710 X D800	R650.00							
GL12	Chrome Café Table		SILVER TOP H710 X D900	R650.00							
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		R750.00	
WHITE	RED										
BLACK	BLUE										
YELLOW											
URB03	Glass Top Café Table		GLASS TOP H720 X D900	R750.00							
INS44	Eames Café Table		WHITE TOP/ WOODEN LEGS H720 X D900	R660.00							
INS45	Tulip Café Table		WHITE H720 X D650	R650.00							
INS46	Square Café Table		WHITE / BLACK ONLY H720 X D900	R750.00							



COCKTAIL TABLE

INS47	Xavier Cocktail Table		BLACK, WHITE L700 X W700 X H1100	R680.00							
INS48	Black Frame Plinth		BLACK FRAME WITH NATURAL TOP	R720.00							
GL13	Chrome Cocktail Table		SILVER TOP D750 X H900	R690.00							
INS09	Pyramid Cocktail Table		GLASS TOP L600 X W600 X H1050	R850.00							
INS32	Tulip Cocktail Table		WHITE D650 X H1100	R750.00							
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 colspan="2">BEECH WOOD</td></tr></table> L650 X W650 X H1100	WHITE	RED	BLACK	BLUE	BEECH WOOD		R790.00	
WHITE	RED										
BLACK	BLUE										
BEECH WOOD											
INS88	Spartan Cocktail Table		<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		R790.00	
WHITE	RED										
BLACK	BLUE										
BEECH WOOD											
INS89	Gage 4 Seater Cocktail Table		BLACK	R890.00							
INS90	Spider 4 Seater Cocktail Table		RED	R690.00							



PLINTHS

GL19	Pedestal Display Plinth		L500 X W500 X H500	R350.00	
GL76	Vertical Display Plinth		L500 X W500 X H1000	R520.00	
URB04	Café Plinth		L400 X W400 X H750	R590.00	
URB05	Cocktail Plinth		L400 X W400 X H1100	R690.00	
URB06	Café Plinth With top		L800 X W800 X H750	R750.00	
INS12	Cocktail Plinth With top		L700 X W700mm X H1100	R850.00	

SIDE TABLE

GL15	Glass Side Table		W500 X H500	R590.00	
INS50	Amara Side Table		W500 X H520	R650.00	
INS51	Tulip Side Table		WHITE	R490.00	
INS13	Groove Side Table		WHITE W500 X H520	R540.00	

COFFEE TABLE

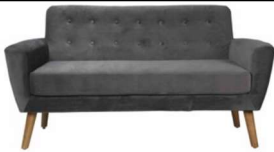
INS93	Tulip		WHITE	R690.00	
INS94	Drop in Coffee table		WHITE	R990.00	
INS14	Amber Glass Coffee Table		H450MM X W700MM X D500MM	R890.00	
INS91	Oval Coffee Table		WHITE TOP	R840.00	
INS52	Groove Square Coffee Table		WHITE	R920.00	
INS15	Groove Rectangular Coffee Table		WHITE	R920.00	
INS53	Rectangular Steel Coffee Table		WHITE, BLACK WITH WOODEN TOP	R920.00	
INS54	Georgina Coffee Table		BLACK	R1200.00	
INS92	Batonka Coffee Table		BLACK	R1250.00	
INS55	TAJ Drum Coffee Table		BLACK	R1350.00	
INS16	Bent Glass Coffee Table		BENT GLASS	R1150.00	



LOUNGES

URB07	Cube Ottoman		VARIOUS COLOURS L400 X W400 X H420	R370.00	
INS65	Round Leather Ottoman		BLACK, WHITE	R580.00	
INS66	Hot Pot Ottoman		WHITE	R690.00	
INS84	Box Chair		BLACK, WHITE	R1050.00	
INS17	Club Chair		WHITE L550 X W700 X H720	R1250.00	
INS56	Carla Tub Chair		BLACK	R1300.00	
URB08	Euro Single Seater Couch		WHITE , BLACK L1000 X W800 X H850	R1400.00	
INS57	Dorchester Single Seater Couch		GREY	R1450.00	
INS85	Poet Chair		TWO TONE GREY	R1450.00	



INS58	Jansen Single Seater Couch		CHARCOAL GREY	R1490.00	
INS59	Sexton Single Seater Couch		RED, BLUE, BLACK	R1490.00	
INS60	Club Double Seater Couch		WHITE, BLACK	R1550.00	
INS61	Jansen Double Seater Couch		DARK GREY	R2050.00	
INS62	Jansen Double Seater Couch		LIGHT GREY	R2050.00	
INS63	Sexton Double Seater Couch		RED, GREY, CHAMPAGNE, BLACK, TURQUOISE	R2050.00	
INS86	Mississippi Double Seater Couch		BLACK / GREY	R2050.00	
INS87	Poet Double Seater Couch		TWO TONE GREY	R2050.00	
INS88	Panelised Double Shwe Shwe Couch		SHWE SHWE DETAIL	R2550.00	
INS64	Panelised Double Couch		BLACK WITH LEOPARD PRINT DETAIL	R2550.00	
URB10	Euro Double Seater Couch		WHITE, BLACK L1900 X W800 X H850	R1750.00	

OTHER ITEMS

GL21	Waste Paper Bin Small		H290 X D290	R80.00	
GL22	Large Waste Bin - 25lt		H760 X D400	R160.00	
INS19	Water cooler with 20L water		WHITE L280 X W310 X H1380	R1950.00	
INS20	20L Water refill		REFILL EACH	R350.00	
INS21	Paper Cups		TOTAL X 50 CUPS	R195.00	
INS22	Small Refrigerator		150 Litres L885 X W580 X H540	R1550.00	
INS66	Beverage Cooler Fridge		BLACK	R2450.00	
GL23A	Zig-Zag Brochure holder		CLEAR PERSPEX L260 X W380 X H1460	R750.00	
GL23	Zig-Zag Brochure holder		SELECT COLOUR : BLACK OR WHITE L260 X W380 X H1460	R850.00	

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	R1550.00	
GL29	Curved counter with front panel print		PRINT SIZE : W1528 x H863	R2290.00	
INS97	Straight Bar Small	 	OPEN BACK W900MM X D500MM X H1100MM	R1750.00	
INS98	Straight Bar Small, front panel print only		PRINT SIZE : W900MM X H1000MM MUST ORDER INS97 WITH INS98	R590.00	
INS99	Straight Bar Large	 	OPEN BACK W1840MM X D500MM X H1100MM	R1950.00	
INS100	Straight Bar Large, front panel print only		PRINT SIZE : W1840MM X H1000MM MUST ORDER INS99 WITH INS100	R1100.00	
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	R1700.00	
GL35	Octanorm Showcase Small with front panels print		PRINT SIZE : Top – W468 x H213 Bottom – W468 x H583	R2150.00	
GL36	Octanorm Showcase Large – Lockable		H2000 X W1030 X D530	R2150.00	
GL37	Octanorm Showcase Large with front panels print		PRINT SIZE : Top – W963 x H213 Bottom – W963 x H583	R2750.00	
GL38	Standing Shelf		H1360 X W990 X D495	R890.00	

GL39	Trestle Table with fitted black cloth		H750 X W1800 X D700	R490.00	
GL40	Conference Table with fitted black cloth		H750 X W1800 X D400	R490.00	
INS67	Hansen Table		WHITE	R1550.00	
INS68	Two Tone Coastal Table		TWO TONE	R1650.00	
INS69	Oprah Counter		WHITE / BLACK	R1650.00	
INS95	Betty Dining Table		WHITE L1400MM X D800MM X H750MM	R1550.00	
INS70	Rectangular Steel Cocktail Counter		BLACK WITH NATURAL TOP	R1550.00	
INS96	U Shape Counter		WHITE L1200MM X D600MM X H900MM	R2350.00	
GL41	Flat Shelves		W1000 X D300	R410.00	
				TOTAL :	
				15% VAT	
				TOTAL DUE :	



ELECTRICAL HIRE

IMAGE EXAMPLE	DESCRIPTION	QTY	PRICE EXCL. VAT	TOTAL
	30 Amp Single Phase Distribution Board		R 2 580.00	
	30 Amp Three Phase Distribution Board		R 2 980.00	
	60 Amp Three Phase Distribution Board		R 5 950.00	
	15 Amp Plug Point		R 260.00	
	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 380.00	
	150 Watt Halogen Spot on Arm		R390.00	
	150 Watt Metal Halide Flood Light		R650.00	
	50 Watt Down Light		R 290.00	
	150 Watt Spot Light		R 390.00	
	Multiplug		R 390.00	
	International Adapter		R 290.00	
	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 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

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		R1250.00	R 3750.00	
50"	Plasma Screen	1210mm x 724mm x 95mm		R1650.00	R 4950.00	
65"	Plasma Screen	1554mm x 925mm x 95mm		R2250.00	R 6750.00	
					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		
FREESTANDING STAND – INCLUSIVE	R0.00		
16MM(T) X 2500MM (H) X 1000MM (W) MELAMINE BOARD	R750.00		
BRACKET – TO MOUNT	R300.00		
		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
		



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 @ R1300.00



DESK PLANT @ R800.00



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.



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

