EXHIBITOR SERVICES MANUAL

AFRICA TECH FESTIVAL

17 - 19 NOVEMBER 2026

CTICC – CAPE TOWN

SERVICE FORM SUBMISSION DEADLINE: 23 OCT 2026

Caren CLOETE

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GL EVENTS SOUTH AFRICA | CAPE TOWN | SERVICE FORMS

Please Return forms to: SUSAN HERHOLDT

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Tel: + 27 (0) 21 526 3200

Cell: 074 705 6827

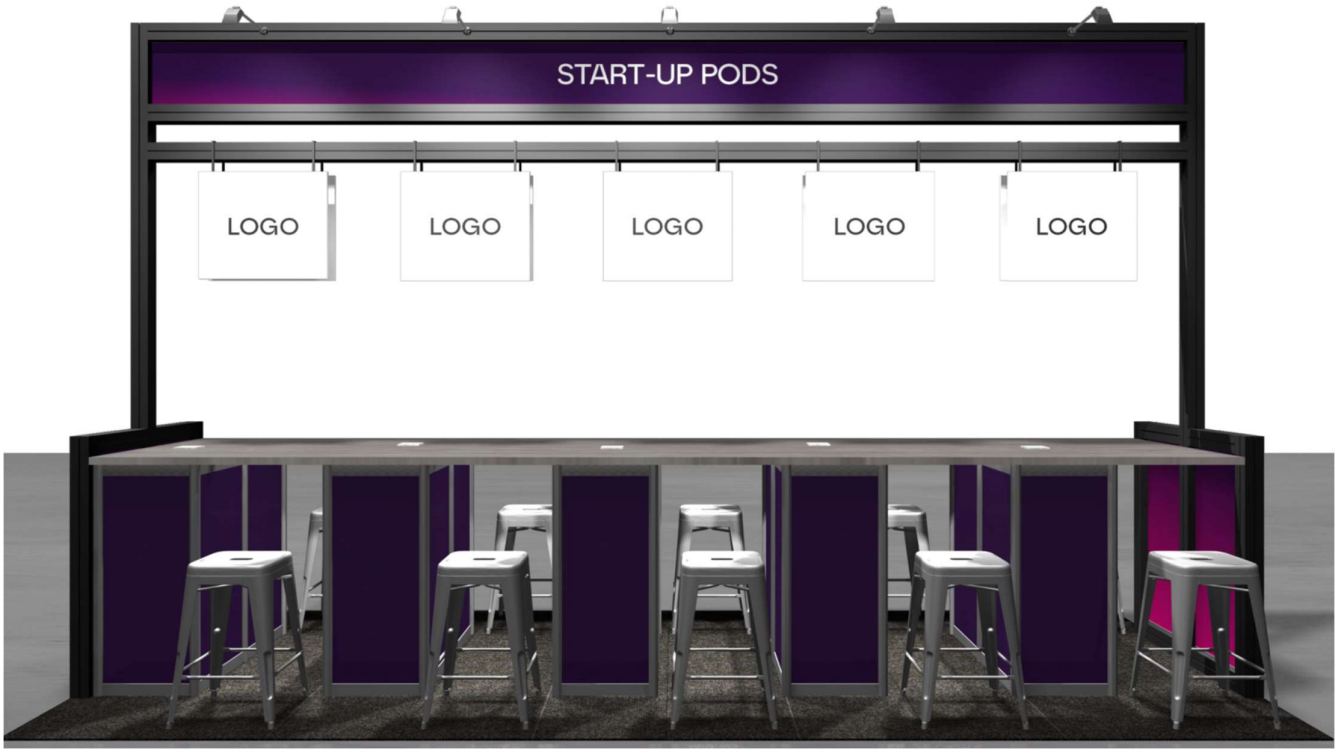
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START UP POD – NAME BOARD

NAME OF POD_____

POD NUMBER_____



Your nameboard will be 600mm wide x 500mm high.

PLEASE PROVIDE HIGH RES LOGO, SIZE: 600mm wide x 500mm high



1. **Please send through your logo in high resolution PDF or JPG.**
   - **Logo should be suitable for printing in the correct format and able to fit on the nameboard.**

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AUDIO VISUAL HIRE

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

PLEASE NOTE THAT THE HIRE OF A MONITOR IS NOT INCLUDED IN YOUR STARTUP POD PACKAGE – THIS IS OPTIONAL AND WILL BE AT YOUR OWN COST SHOULD YOU CHOOSE TO HIRE ONE.

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
24”	Desktop Screen	22cm x 30cm		R1300.00	R 3900.00	
					TOTAL : 15% VAT : TOTAL DUE :	

LCD MONITORS | HD READY
SUBJECT TO AVAILABILITY

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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 : _____

INVOICES ARE DONE IN SOUTH AFRICAN RAND/ZAR.

PLEASE APPROVE BY COMPLETION OF THE BELOW. EMAIL YOUR OFFICIAL ORDER TO SUSAN HERHOLDT

Email: susan.herholdt@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

COMMERCIAL MANAGER
Caren.cloete@gl-events.com