



EXHIBITOR SERVICES MANUAL

AFRICA TECH FESTIVAL



17 - 19 NOVEMBER 2026

CTICC – CAPE TOWN

SERVICE FORM
SUBMISSION DEADLINE:
23 OCT 2026

STAND FASCIA BOARDS FOR SHELL SCHEME STANDS

THIS FORM IS COMPULSARY FOR SHELL SCHEME PACKAGE STANDS BOOKED. IF TWO OPTIONS ARE TICKED, OPTION 1 WILL BE PRINTED. PLEASE SELECT ONLY ONE OPTION.

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.

COMPANY NAME

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

☐
OPTION 2 : COMPANY LOGO OR ARTWORK

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

BILLING / INVOICE INSTRUCTIONS

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

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

☐

SIGNATURE : _____

DATE : _____

IMPORTANT DATES TO NOTE :

- **Payment Deadline Date : 30 OCTOBER 2026**, please use payment reference when receiving the Invoice. Proof of payment send to bianca.vandewenter@gl-events.com
- **Artwork Deadline Date : 30 OCTOBER 2026**, kindly note print sizes and details are in the manual. Please send artwork to bianca.vandewenter@gl-events.com Artwork must be supplied in High Res and Print Ready. If files are too big can be shared via We-transfer.



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.



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

