



## **RULES & REGULATIONS FOR CAPE FLORAL KINGDOM EXPO 2017**

### **1. Booking of stands**

- a) A **non-refundable deposit** of 20% of the total value of your invoice is required within 5 working days of the date of your application to secure your stand and will be specified on the invoice. The balance is payable not later than 4 August 2017. **Failure to comply with above, will automatically result in your stand being cancelled**
- b) By signing the Exhibition Booking Form the prospective exhibitor declares that he/she has read and understand the rules and regulations regarding the Cape Floral Kingdom 2017 and that he/she commits their company/business and themselves to the said rules and in addition declares that he/she has been properly mandated in his/her personal capacity to make the booking and decision on behalf of the company/business.
- c) The whole of the applicable stand(s) must be occupied by the exhibitor and in the event that a stand, or part thereof is left open, the organisers will have the right to arrange for the said space to be filled by whatever means the organisers see fit. The exhibitor will be liable for any cost incurred in the action of filling the said space. If a stand is left open, in whole, the organisers will have the right to reallocate the stand to another exhibitor – no refund in this regard will be made to original exhibitor.
- d) Subletting of exhibition stands or part thereof will not be permitted. Only goods directly related to the business listed on the booking form may be displayed on the applicable exhibition stand. In the event of subletting or of displaying of goods from another business or goods not directly related to the listed business, the organisers would have the right to request the exhibitor to vacate the applicable stand or to make an immediate payment of additional charges/penalties. In the event that an exhibitor is requested to vacate the applicable stand, no refund of any payments made to the organisers will be applicable.

### **2. Cancellation Policy**

- a) A refund of 50% will be applicable on cancellations prior to the Expo, provided that: (1) The cancellation is made no later than 4 August 2017 and (2) The applicable stand(s) was rented out successfully to another exhibitor.
- b) Applicable refunds will be done by means of electronic transfer and will only be done by Friday 19 November 2017.
- c) No refunds will be applicable to cancellations that are made after 4 August 2017.

### **3. Access & Parking**

- a) The Cape Floral Kingdom Expo 2017 will be open to the general public from 09:00 to 17:00 from Friday 01 September – Wednesday 6 September. Exhibitors will have access daily from 07:30 to 18:00.
- b) No exhibitor may enter the exhibition site, unless they have paid all outstanding fees to the organisers and have acceptable proof of payment.

- c) All indoor exhibitors, receive three (3) exhibitor tickets (valid for the duration of the expo). All additional tickets needed, can be purchased from organizers via **prior** arrangements/ or purchased at gates via computicket.
- d) All outdoor exhibitors receive three (3) exhibitor tickets (valid for the duration of the expo). All additional tickets needed, can be purchased from organizers via **prior** arrangements/ or purchased at gates via computicket.
- e) With the exception as stated (in paragraph e below), due to legislation, no vehicles will be permitted on the expo grounds during expo hours. Vehicles will only be allowed on the terrain after 17:30 (Friday to Tuesday) and Wednesday after 16:30.
- f) Vehicles that form an integral part of an exhibition will be allowed in the exhibition area with the understanding that the said vehicles will be (and stay) parked on the applicable exhibition stand(s) for the duration of the Expo.
- g) The organizers have the right to have any unauthorized vehicles or trailers removed from the grounds at the cost of the exhibitor and the organisers will not be responsible for any consequential damages or losses, direct or indirect.
- h) No exhibitor or other persons involved may sleep or stay over at the exhibition site. Thus, the exhibition site may not be used for accommodation purposes.
- i) No personnel of any exhibitor/company will be allowed on the grounds after 18:00.

#### **4. Setup & removal of Exhibitions**

- a) Exhibitors will have access to the said structures from Thursday 29 August 10:00 2017 and must be finished with the setup of their exhibitions by 17:00 on the same day.
- b) Exhibitors on outdoor stands will have access from 10:00 on Tuesday 29 August 2017 – tents and other additional infrastructure applicable to outdoor stands will only be available from 10:00 on Tuesday 29 August 2017.
- c) Exhibitors are obliged to keep their exhibitions and demonstrations within the boundaries of the stand(s) allocated to them. An exhibitor overstepping the boundaries of his stand(s) will be charged an additional fee for the extra space used.
- d) A certificate of approval/compliance from an engineer will be required for any structure erected (whether in a building, in a tent or outside) with a height equal to or exceeding 3 meters.
- e) Exhibitors are not allowed to drill any holes/knock in nails or pegs etc. in walls, floors etc. of buildings or cut the sides or roofs of tents, drill holes in the frames of tents or amend the way in which a tent is set-up in any way.
- f) For the duration of the expo and during the official exhibition time, according to the program, exhibitors must keep their displays active and may not independently close or vacate their exhibitions.
- g) All equipment and exhibition material on Outdoor Exhibition Area must be removed within 7days following the end of the expo and all equipment/ exhibition material on Indoor Exhibition Area must be removed within 24 hours following the end of the expo. Please take note that the organizers will not take any responsibility for any equipment and exhibition material and reserves the right to move the said articles at a cost to the exhibitor. The organisers will take no responsibility for any damaged or losses caused by moving the said equipment/material.
- h) After the applicable periods (as mentioned in paragraph 4.g above) has elapsed, an exhibitor who's equipment/material has not yet been removed will be informed in writing, either via email or fax, of the situation and the said equipment/materials will, after a period of another 20 days has lapsed, become the property of the organisers.

## **5. Exhibitions – General**

- a) At the time of the Expo, exhibitors' displays should be ready for exhibition daily at the time that the expo is open to the general public as indicated according to the program for the applicable day. The construction of displays will not be permitted during the period as described above.
- b) For the duration of the period that Cape Floral Kingdom is open to the public, at least one representative per exhibitor should be present at the exhibition.
- c) The organizers expect exhibitors to present exhibitions of outstanding quality and should the exhibition not meet the standards of the organizers, the organizers will have the right to have the exhibitor either amend the exhibition or to remove the exhibition as a whole. In this regard, no refund of any money paid to organizers will be applicable.
- d) Branding material and Advertisement Boards may only be erected and displayed on the exhibition site booked and paid for by the exhibitor. Pamphlets, brochures, promotional items and –material may also only be distributed from the said exhibition site. In the event of an exhibitor displaying or distributing outside the borders of the applicable exhibition site(s), the organisers will have the right to stop and prohibit the distributing or displaying and/or an additional fee for the occupied space may be charged by the organisers.
- e) All food vendors must have a valid certificate of acceptability for food premises, as well as comply with rules and regulations as stipulated by Cape Winelands District Municipality (please document attached).

## **6. Health & Safety**

- a) When on Kleinpalsie Mega Park, Worcester, all exhibitors, their associates and contractors must at all times adhere to all South African Occupational Health and Safety and related regulations.
- b) The organisers will not be liable for the results of negligence in this regard.

## **7. Fire Rescue & First Aid Services**

- a) First Aid services are available at the premises of the Expo. Management is not liable for any injuries or incidents involving exhibitors or their employees and visitors.
- b) Exhibitors making use of any approved structures on outdoor exhibition sites must have a fire extinguisher (in working condition and not due for a service) and must provide for it themselves. Fire extinguishers will be provided for exhibitors that make use of tents provided by the organisers. The authorities in this regard can do inspection during the course of the expo and management takes no responsibility for the results of these inspections or for the results of negligence in this regard.
- c) All food vendors must be equipped with a fire extinguisher (in working condition and not due for a service) and provide it for themselves.
- d) Exhibitors and food vendors must have a valid certificate of conformity for all liquid gas equipment used or demonstrated at the expo.
- e) As per government regulation, no smoking will be permitted in buildings or tents.

## **8. Security, Insurance & Public Liability**

- a) Organized security will be deployed 2 days prior to the start of the Expo, during the Expo and 2 days after the end of the Expo. The organisers of Cape Floral Kingdom Expo 2017, however, are not liable for any damage to or loss of any material or property. Exhibitors are responsible for insurance for goods and equipment that form part of their exhibition.
- b) The Cape Floral Kingdom Expo 2017, insurance policy does not provide public liability cover to exhibitors and exhibitions; exhibitors are urged to organize their own Public Liability cover for the duration of the Cape Floral Kingdom Expo 2017.

- c) In the event that an exhibitor need to make use of additional security to the security deployed by the organizers, the exhibitor must inform the organizers and provide the applicable contacts numbers for the firm that provides the said security so that the Cape Floral Kingdom Expo, Chief of security can be briefed accordingly.

## **9. Catering & Beverages**

- a) No alcoholic beverages and processed food are allowed through the gates of the exhibition site. Food and beverages will be on sale at the exhibition site.
- b) If exhibitors entertain guests at their displays, all food and beverages must be bought on the exhibition site. No food or beverages for entertaining purposes will be allowed from outside the boundaries of exhibition site. The organisers deliver a catering service for entertaining of guests. No outside catering company may be used for catering purposes.
- c) No exhibitors, except for official contractors as appointed by management and exhibitors specified as food vendors and farm stall exhibitors may sell processed food or drinks on the site without special consent from management.
- d) No preparations of food or open fires are permitted on exhibition stands as prohibited under relevant legislations.

## **10. Electricity**

- a) Electricity use must be limited and used sparingly without compromising the efficiency of an exhibition.
- b) Power Points: Single-phase electricity with higher than 15amp supply and three-phase electricity will have to be booked additionally (please refer to Cape Floral Kingdom Expo 2017 booking form).
- c) Not all the power points are directly within the boundaries of each individual stand. It is advisable that exhibitors bring an electrical extension cord of at least 10m long (indoor stands) and 30m (outdoor stands) in order to be sure that they can reach their applicable electrical power point.
- d) Exhibitors are under no circumstances allowed to do direct couplings to the electrical supply network of Kleinplasia Mega Park, Worcester. Where direct couplings are necessary, the electrician appointed by the organisers will do it at extra cost for the exhibitor. Please inform the organisers in writing ([inge@megagr.co.za](mailto:inge@megagr.co.za) ) by 21 August 2017.
- e) The organisers have no control over electrical load-shedding by Eskom and exhibitors will have to plan their activities with the applicable load-shedding schedule in mind.

## **11. Water**

- a) Please take note that not all exhibition sites have direct access to water taps. Exhibitors who need to be in close proximity of a water tap must notify the organisers in writing so that they can be allocated as close as possible to a water tap.
- b) Exhibitors that need dams and/or water tanks filled with water need to make the necessary arrangements in writing with the organisers. Please email needs to [inge@megagr.co.za](mailto:inge@megagr.co.za).
- c) Please use water sparingly as Kleinplasia Mega Park, Worcester have limited water supplies. Kindly report any leaks and wastage to the organisers.

## **12. AMENDMENTS TO RULES AND REGULATIONS**

All rules and regulations as stated above are at all times at the sole discretion of the organisers subject to change and supplementation.