



EXHIBITOR SERVICES MANUAL

icon 2024 Conference

8 – 10 MAY 2024

**INDABA HOTEL & CONFERENCE CENTRE, FOURWAYS,
JHB.**

**SERVICE FORM
SUBMISSION
DEADLINE:
19 APRIL 2024**

GL Events SOUTH AFRICA

PROJECT MANAGER
ADRI PENTZ
+27 (0)11 210 2563
Adri.pentz@gl-events.com

Please Return forms to: **ADRI PENTZ**

Email: adri.pentz@gl-events.com

Tel: +27 (0) 11 210 2563

Fax: + 27 (0) 086 634 9537

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PLEASE TICK YOUR OPTION

SHELL SCHEME PACKAGE BOOTH @ R4926.00 EXCL VAT

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



BOOTH PACKAGES INCLUDES:

- Shell Scheme Structure
- Fascia Board with Company Name
- 01 x 15 Amp Plug Point
- 02 x 150Watt Spotlight
- 01 x ¼ amp Single Phase Distribution Board
- 01 x H125 Conference Table
- 01 x Black Cloth
- 01 x H01B Black Office Chair

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)
- The contractors will provide special hooks to support heavy products.
- It is advisable to provide fishing line (nylon) to hang pictures etc.
- Damaged panels will be charged to the exhibitor causing such damage.

INDIVIDUAL PANEL SIZE:

- ACTUAL : 2500mm (h) x 1000mm (w)
- VISUAL (for printing purposes) : 2400mm (h) x 960mm (w)



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STAND PLAN DIAGRAM

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

**PLEASE NOTE: THIS FORM IS COMPULSORY.
TO ENSURE CORRECT PLANNING FOR THE EVENT, THE INSTALLATION OF YOUR SERVICE REQUIREMENTS AND THAT STANDS ARE OF A
SUITABLE STANDARD, THIS FORM MUST BE COMPLETED.**

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

1. Type of electrical connections i.e. plug point X, spotlights 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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DIGITAL BRANDING ON PANELS / FABRIC BANNERS

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

DCONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA JOHANNESBURG
VAT REGISTRATION NUMBER: 4610214399

- We do require Artwork (digital prints) to be applied to our panels
- We would like Fabric Banner panels

INDIVIDUAL PANEL SIZE FOR DIGITAL PRINT:

- ACTUAL : 2500mm (h) x 1000mm (w)
 - VISUAL (for printing purposes) : 2400mm (h) x 960mm (w)

INDIVIDUAL PANEL SIZE FOR FABRIC BANNERS:

- ACTUAL : 2500mm (h) x 1000mm (w)

DESCRIPTION	QTY PANELS	PER PANEL	AMOUNT
Digital Print per panel (960 w x 2420 h) per panel		R 1 415.00	
Fabric Banners per panel (1000 w x 2500 h) per panel / meter		R 1 546.00	

ARTWORK 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.

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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FURNITURE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____







TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA JOHANNESBURG
VAT REGISTRATION NUMBER: 4610214399

ITEM CODE	ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENTIONS	EXHIBITOR PRICE	QTY REQUIRED
H01B	Carlton Office Chair		O/S BLACK	R 239.00	
H12	Aluminium Chair		SILVER	R 590.00	
H21	Waterfall Barstool		WHITE	R 678.00	
H27	Aluminium Barstool		SILVER	R 731.00	
H29	Divo Barstool		WHITE	R 698.00	
H33	Galati Barstool		WHITE WITH GLOSS BROWN BACK	R 731.00	



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H11	Frog Barstool		VARIOUS COLOURS	R 364.00	
H34	Chrome Cocktail Table		H750MM X D 900MM	R 851.00	
H41	Chrome Café Table		H710 x D900	R 790.00	
H46B	Chrome & Glass Coffee Table		H450mm x W700mm x 500MM	R 934.00	
H47	Glass Side Table		500 x 500	R 678.00	
H53	Tub Chair		BLACK H720 L550 D700	R1 501.00	
H61A/B /C	Nikky Single Seat Couch		WHITE, BLACK, BROWN	R1 606.00	
H62A/B /C	Nikky Double Seat Couch		WHITE, BLACK, BROWN	R2 174.00	
H94	Cube Ottoman		VARIOUS COLOURS	R 479.00	
H68	Zig-Zag Brochure holder			R 669.00	
H63	Maxima Curved Bar Counter		H1116mm W1595mm D610mm	R2 364.00	
H64	Octanorm Bar Counter		H900mm W1010mm D500mm	R1 162.00	



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H73	Water cooler with 20L water				R2 051.00	
H75	Pedestal Display Plinth			H500mm W500mm D500mm	R 335.00	
H77	Wastepaper Bin Small			H290mm D290mm	R 71.00	
H78	Large Waste Bin - 25lt			H760 D400	R 243.00	
H83a	Large Refrigerator			220 Litres	R 3 035.00	
H83b	Small Refrigerator			150 Litres	R2 112.00	
H84	Newline Cupboard		With a lock	H900mm W1010mm D520mm	R 214.00	
H85	Octanorm Cupboard		With a lock	H900mm W1010mm D500mm	R 1 034.00	
H87	Octanorm Glass Top Counter		with a lock	H900mm W1030mm D530mm	R 1 489 00	
H88	New line Showcase Large		With a lock	H1980mm W1030mm D500mm	R2 528.00	
H89	Octanorm Showcase Large		With a lock	H2000mm W1030mm D530mm	R2 303.00	
H90	Newline Showcase Small		With a lock	H1980mm W500mm D500mm	R2 000.00	
H91	Octanorm Showcase Small		With a lock	H2000mm W530mm D530mm	R2 000.00	



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H92	Standing Shelf		H1360mm W990mm D495mm	R1 173.00	
H103	Veneer Tech fold up counter		H940mm W1580mm D600mm	R 885.00	
H115	Trestle Table with fitted black cloth		1800 X 450	R 533.00	
H125	Conference Table with fitted black cloth		1800 X 400	R 533.00	



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ELECTRICAL HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA JOHANNESBURG
VAT REGISTRATION NUMBER: 4610214399
SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – www.gl-events.co.za

DESCRIPTION	QTY	PRICE EXCL. VAT	TOTAL
Three Phase Power Connection Only (Please produce a C.O.C)		R 1 573.00	
30 Amp Single Phase Distribution Board		R 2 584.00	
32 Amp Three Phase Distribution Board		R 3 225.00	
63 Amp Three Phase Distribution Board		R8 394.00	
125 Amp Three Phase Distribution Board		R 11 208.00	
160 Amp Three Phase Distribution Board		R 11 595.00	
15 Amp Plug Point		R 342.00	
1,5m Two Lamp Fluorescent Light		R 385.00	
0,9m / 1,2m Two Lamp Fluorescent Light		R 354.00	
50Watt Long Arm Spotlight		R 449.00	
50Watt Down Light		R 393.00	
150Watt Spotlight		R 548.00	
500Watt Halogen Floodlight		R 342.00	
1500Watt Floodlight		R 539.00	
150Watt Metal Halide		R 1 392.00	
Exhibitors Connection		R 393.00	
		TOTAL EXCL VAT:	

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

*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 11 210 2563



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AUDIO VISUAL HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA JOHANNESBURG
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PLASMA SCREENS

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE PER SHOW	DAYS REQUIRED	TOTAL
42"	Plasma Screen	1020mm x 605mm x 95mm		R 3 989.00	04	
50"	Plasma Screen	1210mm x 724mm x 95mm		R 6 674.00	04	
65"	Plasma Screen	1554mm x 925mm x 95mm		R 12 194.00	04	

PLEASE INDICATE IF YOU WANT FREESTANDING OR MOUNTED

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE PER SHOW	DAYS REQUIRED	TOTAL
	BRACKET	TO MOUNT		R 618.00	04	
	STAND	INCLUSIVE			04	
TOTAL EXCL VAT:						

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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 50%.

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.

Name of Account:	GL EVENTS SOUTH AFRICA
Bank:	STANDARD BANK
Branch:	SOUTHDALE
Branch Code:	006 405
Account No:	002787458
Swift Code:	SBZAZAJJ

Ownership:

The equipment provided in terms of this quotation, is for hire, and will always remain the property of GL EVENTS SOUTH AFRICA.

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