



8th Icon Oncology Conference

EXHIBITORS MANUAL

PLEASE FORWARD THIS DOCUMENT TO YOUR RELEVANT STAND BUILDER

**Century City Convention Centre
Cape Town, South Africa
5 – 7 June 2026**

We thank you in advance for your interest and participation in the forthcoming Icon Conference and we truly appreciate your contribution. We trust that your participation will be of mutual benefit to your company and the Icon Conference.

The **Foyer Area** and **Hall D** at Century City Conference Centre will be the venue for our exhibitions. It is booked for exhibitors from **10:00 on Thursday, 4 June 2026 until 18:00 on Sunday, 7 June 2026.**

Build-up:

Thursday, 4 June at 10:00 - 23:59. All stands must be completed at 23:59 on Thursday, 4 June 2026.

Break-down:

13:30 – 18:00 on Sunday, 7 June. All stands must be completely removed by **18:00 on Sunday, 7 June 2026.**

We hope that this information will help you to plan and execute your exhibition to derive maximum benefit from this powerful marketing tool.

Please complete the CCCC S37(2) OHSA Mandatory Agreement 16 12 15 (to be completed by any supplier coming onsite for the event) & **send** to nadia.l@ccconferencecentre.co.za and **please cc** iconconference@rkcommunication.co.za **as soon as possible** and no later than 1 month prior to the conference.) This document can be found on the [conference website](#).

Please note the following:

- ✓ You need to comply with the guidelines stipulated in the
 - Congress Exhibitor's manual;
 - the CCCC guideline for exhibitors manual;
 - accompanying documents on the congress website [conference website](#).
- ✓ Please complete the relevant documents stipulated in this document.
- ✓ If you make use of stand builders, please do not refer them to RK Communication for technical information, dates, etc, BUT please refer them to the congress website. If they have any questions not covered in this document or the congress website information, they are welcome to reach out to the organiser's office.

EXHIBITORS MANUAL

Payment	
Banking details	Bank: Nedbank Branch code: 198765 Branch name: Winelands Swift code: NEDSZAJJ (for international transfers) Account holder: Icon managed Care (Pty) Ltd Account number: 149 8127 800 This account number is the same as the 2024 conference account.
	Kindly e-mail your POP to iconconference@rkcommunication.co.za
Payment deadline	20 March 2026
Cancellation policy	Notice of cancellation must be received in writing. The congress organisers shall be entitled to levy a cancellation fee as indicated below: Less than 90 days prior to the first day of the event: 0% of the involvement fee Within 90 days of the first day of the event: 50% of the involvement fee
Registration and attendance	
Who should register	ALL exhibitors and company staff attending are required to register. This includes the two free trade delegates per stand space.
Number of name tags	Individual name tags displaying at least the exhibiting company's name, will be issued per registered delegate. The number of delegates manning the stand should not exceed the number of registered delegates (free and additional) at any given time.
Stand service tags	Baristas and other stand services need to collect stand services tags from the congress office to gain access to the exhibition area.
Free delegate cut-off	Free trade delegate registrations expire after the early bird cut-off date of. If your complimentary two delegates per stand space have not registered before the early-bird cut-off date, they will be charged the additional trade delegates fee as per the schedule of fees. Fees are indicated on the congress website https://www.iconconference.co.za/
Fee entitlements	Each registered delegate is entitled to the following: ✓ Access to the exhibition area ✓ Congress sessions ✓ The welcoming function (if registered for the full duration of the congress) ✓ Lunches & refreshments during breaks

	Note: The Friday evening banquet is excluded from the fee (trade delegates may, however, also pay and attend. Limited seating available.)
Early bird cut-off	31 March 2026
How to register	Please register via this online link: https://www.iconconference.co.za/
No involvement, no registration	If a company is not exhibiting or sponsoring the congress, they may not register or attend. Only trade delegates / representatives in the service of companies participating in the trade exhibition OR involved as sponsors will be allowed to attend the congress.
Accommodation	
See website or invitation	The organisers have secured group accommodation for the congress. These rooms will be reserved for congress delegates for a limited time. You will find comprehensive information on the website: https://www.iconconference.co.za/
Group rate hotels	Urban Square Hotel (20m from Century City Conference Centre) Bridgewater Hotel (280m from Century City Conference Centre)
Event and exhibition dates	
Build-up	
Carpeting, demarcation & electrics	Thursday, 4 June 2026 Demarcation will be done by RK Communication on Thursday 06:00am Electrics by GL Events Thursday 06:00am onwards No carpeting required in venue. Hall D – Carpet Foyer area – Tiles
Construction starts	08:00, Thursday, 4 June 2026
Construction finish	23:59, Thursday, 4 June 2026
Fines	If a company is still busy with stand construction after 23:59 will be fined for every hour that the construction continues after 23:59 on Thursday, 4 June 2026.
Exhibition & Registration opens	07:00, Friday, 5 June 2025 (Registration and arrival tea & coffee) Pre-congress workshops from 11:00 for some delegates
Congress exhibition hours	07:00 – 20:00, Friday, 5 June 2026 (incl. welcoming function) 07:00 – 17:00, Saturday, 6 June 2026 07:00 – 11:30, Sunday, 7 June 2026

Commitment to stay present	By submitting an application to participate, the exhibitor makes an irrevocable commitment to occupy the space allocated and to maintain the exhibition stand until Sunday, 7 June 2026 @ 11:30
Break-down	
Clear small items	11:30 – 12:30, Sunday, 7 June 2026 Exhibitors may clear light equipment & products that can be carried by hand from their stands.
Break-down hours	12:30 – 18:00, Sunday, 7 June 2026 Full scale break-down The exhibition area will be deemed a construction site and all people on the floor will need to comply with the venue's health and safety procedures. Exhibitors must take responsibility for their equipment until everything is cleared from their stands. The organisers and / or the CCCC will not take responsibility for loss or damage.
Exhibition hall	
CCCC	CCCC Foyer & Hall D
Height & weight restrictions	CCCC Foyer: 5m Ceiling Height Hall D: 4m Ceiling Height The weight restriction for ground floor is 500 kg per square metre. All heavy objects must be pre-approved for display in the venues or areas.
Floor finish / carpeting	Hall D – Carpet Foyer area – Tiles
Provided by organisers	
Table and tablecloth	Tables with tablecloths (pre-booked with congress organisers – as submitted with notice of intention form) Size of table: Length: 1800 mm & Width: 450 mm & Height: 720 mm
Chairs	Conference chairs (pre-booked with congress organisers – as submitted with notice of intention form)
One plug point	One electrical point (single phase 15Amp/30Amp plug point) will be provided per stand. (Please contact Caren Cloete from GL Events if you need a distribution board - caren.cloete@gl-events.com)
NOT provided by venue or organisers	✓ Shell schemes not provided by organisers ✓ Extension leads or electrical adaptors not provided by organisers

	✓ Covers for the back of your stand not provided by organisers. Please cover the whole back of your stand neatly. If required, all these items can separately be booked with GL Events.
Stand suppliers	
GL Events	Is our preferred service provider for a range of services.
GL Events service manual	Please visit the congress website for the GL Events service manual https://www.iconconference.co.za/
GL Events contact	caren.cloete@gl-events.com Caren Cloete: 021 526 3200 www.gl-events.co.za/en
Other suppliers	You are welcome to make use of your own stand builders or consult this stand builder's listing for a variety of options: www.digiluntu.africa/builders
Delivery, parking and storage	
Congress bag inserts	Congress bag inserts such as flyers need to be couriered to RK Communication offices well in advance of the congress. Flyers to be delivered to our offices in Bloemfontein by 8 May 2026. Attention: Heyns du Preez / Rhyno Kriek (082 611 7635 / 083 265 0265) 14 Dias Crescent Dan Pienaar BFN 9301
Deliveries during build-up and congress	Additional deliveries for exhibition stands (except the above inserts) to be delivered to the following address (from 3 June 2026): DELIVERY address CENTURY CITY CONFERENCE CENTRE Contact Person: Nadia Lombard Switchboard: 021 204 8000 Email: nadia.l@ccconferencecentre.co.za Address: ICON Conference 2022 • Century City Conference Centre • Conference Lane • Century City • 7441
Storage before event	Unfortunately, there is no facility at the venue to store goods that are delivered in advance. You are requested to make alternative arrangements.

Storage during event	The organisers will have a small store room for small boxes and small consumables for exhibitors during the event. There is no space booked for large boxes, containers, equipment boxes and great quantities of items. Please make your own arrangements in this regard.
Storage after event	There is no space to keep any stock or equipment after the event.
Off-loading for build-up	Parking is operated by a third party. Pre-Validated tickets are available at the congress office during build up and break down. Should you require bulk tickets your trade representatives attending the congress, please inform the congress organiser in order to arrange the tickets in advance with the third party. Pre-validated tickets are available alternatively hourly rates will apply for vehicle. The loading bay area is a drop and go area situated at the back of the Century City Conference Centre. Trucks may be offloaded / loaded from this area. Vehicles need to off load goods and then move to available parking under the covered parking in the Century City Parking. The loading bays are not parking facilities. The drop and go loading bay is located adjacent to the arrow on the map which is the entrance to the covered parking. 
Loading during break-down	Same as above.
Parking during build-up and break-down	Vehicles need to off load goods and then move to available parking under the covered parking in the Century City Parking. The loading bays are not parking facilities.
Parking during event	Stand builders will be able to collect and pay for parking tickets from the CCCC parking desk. Exhibitors will be able to collect parking tickets from the congress parking desk & congress office during the congress. The congress parking desk will be provided on event days only during the following hours:

	▪ Friday: 08:00 – 17:00 ▪ Saturday: 08:00 – 17:00 ▪ Sunday: 08:00 – 11:00 Parking fees: Please contact the CCCC for their latest parking fees for stand builders and exhibitors.
Freight handling and customs	Customs clearance and freight handling services can be contacted as a third party supplier.
Venue services and stand catering	
Stand catering policy	Exhibitors wishing to serve any refreshments, snacks, etc. are required to get permission from the CCCC, at least 1 month prior to the event. Please mail this request to Nadia Lombard. Century City Conference Centre is the exclusive supplier of food and beverage to all exhibitors. Any unpackaged food or food that needs to be prepared onsite must be order through the Century City Conference Centre. To order beverages and food platters please contact Nadia Lombard for more information at nadia.l@cccconferencecentre.co.za Packaged or individually sealed food such as muffins, biscuits and peanuts, etc. may be brought into the Exhibition Hall. Coffee bars and juice stations are also allowed, please contact Nadia Lombard to book any coffee bars or juice stations nadia.l@cccconferencecentre.co.za. For speciality coffee and juice stations, we'll refer exhibitors to our preferred supplier Barmotion.
Venues services contact	Contact Person: Nadia Lombard Switchboard: 021 204 8000 Email: nadia.l@cccconferencecentre.co.za
WiFi and connectivity	
WiFi for delegates	Delegates can access complimentary Wi-Fi throughout the building.
Dedicated WiFi	All the CCCC internal lettable venues are covered by high-density wireless (WiFi) network. This Wi-Fi network can be tailored to suit specific client and exhibitor needs. Third-party Wi-Fi access points and hotspots are strictly not permitted.
Organiser on site	
Problems	Any problem which may arise on-site affecting exhibitors or contractors should be referred to the congress organiser immediately, so that prompt action can be taken to resolve the issue.
Contact details	Rhyno Kriek 083 256 0265 / Heyns du Preez 082 611 7635
Construction notes	

Keep to demarcated area	Please ensure that your stand construction and area of use during the event does not surpass the demarcated area on the floor. If you transgress in this area, you will be asked to keep to your allocated area. If not compliant, fines may be imposed.
Cover back of your own stand	Stand walls must be clad on the reverse side to maintain aesthetic appeal. Please cover the back and sides of your stand neatly and do not assume that the stand next to or behind you will have similar sized walls. Rather be prepared to have a neat stand, regardless of the stand next to or behind you. Some companies only use pull-up banners and don't construct stands. If you wish to know the details of neighbouring stands, please reach out to the organisers that will put you in contact with the relevant neighbouring stand(s).
Custom-built stands	To comply with legal, safety, fire and building regulations, exhibitors using and/or planning to use a double-tier or any custom-built stand are required to provide a structural engineer's appointment letter (BDM11 and 12) to the CCCC, for authorisation 45 days before the event. 'Space only' stand builders must submit a structural engineer's appointment letter for stands over 3 m high or any custom-built stand. Floor plans must incorporate front, side and top elevations. These should be submitted to the CCCC for approval at least 45 days before build-up day. All custom stands require a structural engineer's certificate (BMD13) on completion. Non-compliance with this requirement may result in refusal of permission and a temporary building permit will not be issued. Please advise on this Nadia
Shell schemes	The maximum height to which a shell scheme may be built is approximately 2 500 mm.
Emergency medical services	Emergency medical personnel will be contracted to be present for build-up, the event and break-down times.
Health and safety main notes	It is the responsibility of the exhibiting company and their contracted stand builders to ensure they are aware of and abide by the health and safety requirements imposed by the venue, local municipality laws, and South African law.
Relevant documents on congress website	Please refer to the congress website to download and familiarize yourself with documents relevant to exhibiting at the event. https://www.iconconference.co.za/
List of relevant documents & documents to be supplied by exhibitors	• OSSA 2026 exhibitor's manual • GL Events service manual • CCCC team specify all docs that companies need to submit to you • CCCC client manual • An Electrical Certificate of Compliance (C.O.C), for all temporary electrical installations, issued by a suitable qualified electrician registered and a member of the Electrical Control Board (ECB), with said valid certificate issued by the ECB. Individual stand C.O.C.'s are required where reticulation has been added in addition to the original installation.

	• A Structural Certificate and a Rigging Certificate issued by a suitably qualified and competent person, after inspection of same confirming the structure / rigging is safe for the intended use. • A Certificate issued by a recognised service provider, confirming the flammable material is of a fire retardant material or has been treated with a recognised fire retardant substance and indicates the heat specification. • A permit for all pyrotechnics issued by the SAPS Explosive Unit • The above applies to CCCC and the sign-offs will form part of the event's safety file. The Safety Officer on duty during build up will collect all certificates.
Electricity and COC	Any electrical equipment brought into the CCCC must comply with South African Electrical Installation Regulations and SANS 10142. Non-complying equipment will immediately be removed from the premises at the expense of the exhibitor. Costs for damage caused by faulty equipment will be charged to the exhibitor. Electrical services are only provided during the event and official build-up and breakdown hours. Exhibition power available provides approximately 2 KVA per 3x3m stand (diversified). GL Events will supply a standard plug point per 3x3m exhibition space and will issue electrical COC's for these installations. For any requirements above the single plug-point on your stand, your company should ensure that an electrical COC is issued for the electrical set-up on your stand.
Cut-off date for exhibitor documents	01 May 2026 This includes the S37(2) OHSA Mandatory Agreement downloadable from: https://iconconference.co.za/trade/
General	
Please consult the CCCC client manual for details on each of the topics listed below https://www.iconconference.co.za/	
Cleaning	The exhibitor is responsible for maintaining their own stand in a tidy condition at all times. The CCCC is responsible for the general cleaning of the exhibition area. This only includes cleaning of corridors between stands and rubbish disposal before the exhibition opens in the morning and after the exhibition has closed in the afternoon. It excludes cleaning of exhibits and displays. The organisers will ensure that aisles and the rest of the hall are clean at all times from the start of the exhibition. Exhibitors are responsible for individual stand cleaning. Stand cleaning services may be hired through the venue.

Waste removal	Each exhibitor needs to take responsibility for their own stand's management of waste.
Décor & flowers	For exhibitor's own arrangements
Machine operators	Must comply with all relevant regulations and by-laws.
Security	Access control to the exhibition hall will be provided during the event by a local security company. Exhibitors may order additional security personnel from the venue in-house security service provider at a fee.
Exhibition products	No illegal products or methods of display are allowed.
Aisles	The minimum aisle space applicable to all exhibitions is two point five meters (2.5m) . Should any item or structure be placed or protrude into the designated aisle space, the venue and organisers reserve the right to request the removal thereof or remove the said item without any liability for loss or damage.
Draping	When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes. Ensure that it is treated with fire retardant and certified. Please see more details in the CCCC manual on draping.
Fire and fire hazards	Articles of a combustible nature such as fabric, paper items, banners, items made of wood pallets; hessian, thatch and straw are regarded as major fire hazards and will be required to provide a Fire Retardant Certificate, before the start of the event. The use of halogen lights will not be approved as they pose a fire hazard. Ensure that all light displays are low wattage or LED. Please consult venue fire safety guidelines. Fire extinguishers on walls, floor or elsewhere may not be removed or obstructed in any manner. Aisles must be kept clear at all times and fire stations/fire extinguisher equipment are not to be hidden and/or obstructed in any way. Any exhibitor having equipment utilising flammable liquid / industrial gas which produces heat, smoke or open flames as an integral part of product demonstration, must obtain special permission from the venue and local fire chief. All displays are subject to inspection by the Fire Prevention Bureau. Any construction materials not found to be fireproof may be required to be dismantled. All materials used in the exhibition must be of non-flammable nature and fire-resistant in order to conform to local fire ordinances. No hessian / straw / thatch may be used in the venue as these materials are extremely flammable and are not approved by the local Fire department. Fire retardants are also not effective on these materials.

Insurance	The congress organisers recommend that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.
Signage	No emergency signage is to be hidden by any means.
Vacating venue	The handbook is uploaded here: https://iconconference.co.za/trade/
Covered stands	Exhibitors are advised that covered stands are not permitted in the Exhibition Hall unless prior approval is granted by the venue via detailed stand drawings and engineering certificates.
Double-tier stands	Exhibitors are advised that double-tier stands are not permitted in the Exhibition Hall unless prior approval is granted by the venue via detailed stand drawings and engineering certificates.
Access to heights	To be arranged with venue contact, if required.
Hanging and rigging	To be arranged with venue contact, if required.
Care of building	No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior written consent from the CCCC Management. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.
Smoking areas	Please note that the CCCC is a smoke-free venue. As per Government legislation no smoking is permitted within the venues. Designated areas have been allocated and these must be strictly adhered to as per the Tobacco Products Control Act 1999. Failure to comply with these regulations could lead to possible prosecution.

Assumption of risk

It should be understood by the exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many exhibition stands and various other factors make it reasonable that each exhibitor shall assume the risk of any injury, loss and/or damage.

Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property located in the exhibition area, storage or any other area where access has been provided to exhibitors by the CCCC.

The CCCC security personnel will be furnished for the perimeter of the venue but such personnel shall not be deemed to affect the non-liability of the CCCC and its members, officers, representatives, employees and/or the official service providers to modify in any way the assumption of risk and release provided for above.

It is highly recommended that exhibitors take precautionary measures by ordering security for their specific needs, through the venue's preferred service provider. The venue recommends that all

exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage for the event.

Indemnity & liabilities

All organisers, exhibitors and persons using the venue are strongly advised to arrange, at their own cost, "all risks" insurance coverage from Country of Origin to the exhibition stand including duration of exhibition period and return to domicile.

The CCCC Management or organisers shall not be liable or responsible to any party for any claim, damage or loss caused to any person as a result of the failure of the CCCC or any of its employees, representatives or assigns to comply, or to comply timeously, with any provision/s of the contract of hire. The CCCC or organisers shall not be responsible for the safekeeping, storage, use or otherwise of any property brought into the convention centre. Property belonging to the hirer or third parties shall be brought into the convention centre at their own risk and the hirer indemnifies the CCCC and holds it harmless against any and all claims, losses or damages that may be suffered by any person in relation hereto.

The CCCC or the organisers shall not be liable for any loss, injury or damage, howsoever caused, to goods and/or persons in the convention centre and/or on adjacent sites. The hirer shall always remain liable to the CCCC for the payment of any and all outstanding costs and charges incurred in respect of or attributable to any sub-hirer or participant, notwithstanding the manner in which payment is affected. In addition to the foregoing, the hirer shall be liable for all penalties, losses or damages charged or levied by any authority, service provider or third party in respect of or attributable to any or all of the sub-hirers or participants, which amounts shall be paid by the hirer to the CCCC on demand.

Exhibitors shall ensure that they are fully covered by insurance and take out "public liability" and "comprehensive" protection.

The period of liability of the exhibitor shall be deemed to run from the time the Exhibitor or any of their agents or contractors first enter the exhibition site and to continue until all exhibits and property have been removed.

Exhibitors are strongly advised to either lock away or remove all valuable items from their stand when unattended. The CCCC does not take responsibility for any goods left unattended on stands or within the centre.

The venue will not be responsible for the safety of articles of any kind brought into the hired venue by the exhibitors, their agents, contractors, visitors and/or any other person/s whosoever.

The Exhibitor shall insure, indemnify and not hold the venue liable in respect of all costs, claim demands and expenses to which the CCCC may in any way be subjected as a result of any loss or injury arising to any person howsoever caused as a result of any act or default of the exhibitor, his agents, contractors or guests.

Exhibitors shall be responsible for making good any loss or damage to any items which they have rented or hired from the official contractors. In addition, exhibitors shall take all necessary precautions to prevent any damage to their equipment, exhibits and displays before making any connection to the electrical supply of the official contractors.

The CCCC requires, under standard terms and conditions of contract, that the exhibitor indemnifies the CCCC from all claims resulting from accident, damage and/or injury occurring in the venue, as well as loss of property.

Competing meetings & social events

During the congress no unofficial competing meetings or social functions may be held.

Alcohol

The venue is a fully licensed venue and alcohol may not be brought onto the premises. A special permit is required for promotional and sponsorship alcohol and a corkage fee apply. The venue requires advance notification of such requests and the decision to permit promotional alcohol or sponsorship beverages is at the discretion of venue management. Alcohol may only be served to people over the age of 18 (eighteen).

Exhibitor behaviour

The exhibiting company undertakes personal responsibility for the behaviour of any person(s) deemed to be staff, suppliers, sub-contractors and/or service providers in their employ whilst on the premises. The exhibiting company also undertakes to ensure that no unacceptable behaviour by any such person, including excessive consumption of alcohol, playing of loud music, use of abusive language or lack of respect for the building, its infrastructure and personnel, occurs whilst on the venue premises.

Personal belongings and valuables

Please do not leave briefcases/handbags unattended on your stand. All cases etc should be placed out of the public's eye inside cupboards or office areas. Unattended briefcases and packages could be a security risk

Important dates

Please see the most important dates highlighted in this document in blue.

List of contact details

Organisers	info@rkcommunication.co.za Rhyno Kriek 083 256 0265 / Heyns du Preez 082 611 7635
GL Events	caren.cloete@gl-events.com Caren Cloete: 021 526 3200 www.gl-events.co.za/en
Venue events contact	Contact Person: Nadia Lombard Switchboard: 021 204 8000 Email: nadia.l@ccconferencecentre.co.za
Venue health and safety contact	Trevor McDonald trevor.m@ccconferencecentre.co.za +27 21 204 8000

Venue Security contact	Trevor McDonald trevor.m@ccconferencecentre.co.za +27 21 204 8000
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Should you have any queries, special requests or if you need further assistance, please contact me. It is our wish that this congress will be a great success for you and your company and is must also be an enjoyable congress – a congress to remember.

Kind regards

Heyns du Preez & Rhyno Kriek

CONGRESS ORGANISERS



5 – 7 June 2026

Century City Convention Centre

T 051 436 7733

E iconconference@rkcommunication.co.za

W www.iconconference.co.za