

the WEDDING[®] expo

the sa bride's favourite bridal event

Exhibitor Manual

The Largest And Most Spectacular Bridal Event In South Africa

10th -11th September 2011
the Coca- Cola Dome - Northgate Johannesburg

YOUR A – Z GUIDE TO A SUCCESSFUL SHOW

PLEASE READ CAREFULLY!

SHOW TIMES SEPTEMBER 2010

Saturday 10th	PUBLIC	09H00 - 17h00
Sunday 11th	PUBLIC	09H00 - 17h00



The Wedding Expo

T: 086 111 3997

C: 082 465 9978

F: 011 447 0645

E: info@wedding-expo.co.za

W: www.wedding-expo.co.za

PLEASE READ EACH PAGE OF THE EXHIBITOR'S MANUAL CAREFULLY, FILL OUT NECESSARY WEDDING EXPO FORMS & OASYS SERVICE FORMS WILL BE SENT UNDER SEPARATE E-MAIL

This manual is your guide to ensuring a successful Exhibition. Please take time to read it and complete the service forms where necessary. It is very important to note the deadlines that apply to the services. If you co-ordinate your stand requirements **NOW** it will save you last minute inconvenience and expense. This manual does not however, replace our personal service. If you require any further information, please do not hesitate to contact The Wedding Expo® office on **086 111 3997**

IMPORTANT DATES TO DIARISE

DATE	ITEM
Wednesday 27th July	EXHIBITOR BRIEFING - Hospitality Suite 4, Coca-Cola Dome Northgate: 10h00 - 12h00. Registration: 09h30 - 10h00
Wednesday 17 August	Last Day to submit Service Forms! COMPULSORY FORMS: Oasys service form: 2 - Fascia Form for Exhibition Package Oasys service form: 3 – Carpet colour options
Thursday 25th Aug	FINAL PAYMENT FOR STAND
Wednesday 7th September	Exhibition Stand build-up : 08h00 to midnight Contractors Only
Thursday 8th September	Exhibition Stand build-up : 08h00 to midnight Contractors Only & Custom Build
Friday 9th September	Exhibitor build-up: 08h00 to midnight (please note there will be no medic past 10pm - see point)
Saturday 10th September	Exhibitors doors open – 07h00 (Entrance 3) Exhibition opens - 09h00 Exhibition closes - 17h00
Sunday 11th September	Exhibitors doors open – 07h00 (Entrance 3) Exhibition Opens - 09h00 Exhibition Closes - 17h0
Sunday 11th September	Exhibition Breakdown 17h30 – Midnight PLEASE DO NOT START BREAKDOWN UNTIL ALL VISITORS HAVE LEFT THE BUILDING!
Monday 12th September	Exhibition Breakdown – and custom build stands (08h00- 14h00)



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YOUR KEY CONTACT LIST

POSITION	NAME	CONTACT DETAILS
Exhibition Director	Amanda Cunningham	<p>Tel: 0861 113 997</p> <p>Fax: 011 447 0645</p> <p>Email: amanda@wedding-expo.co.za</p>
Exhibition Manager	Jayne Muller	<p>Tel: 0861 113 997</p> <p>Fax: 011 447 0645</p> <p>Cell: 083 507 7398</p> <p>Email: jayne@wedding-expo.co.za</p>
Accounts	Kazfam Pertunia	<p>Tel: 011 485 3919</p> <p>Email: pertunia@kazfam.co.za</p>
Public Relations & Marketing Special Projects	Marina Smithers	<p>Cell: 082 556 2084</p> <p>Email: smithersinc@iafrica.com</p>
Sales Consultant	Andree Porter	<p>Tel: 012 348 3123</p> <p>Fax: 012 348 3123</p> <p>Cell: 082 613 1817</p> <p>Email: andree@wedding-expo.co.za</p>
Sales Consultant	Fransina Morake	<p>Tel: 0861 113 997</p> <p>Fax: 011 447 0645</p> <p>Cell: 073 2440 160</p> <p>Email: fran@wedding-expo.co.za</p>
Sales Consultant	Liz Will	<p>Tel: 011 788 3627</p> <p>Fax: 011 447 0645</p> <p>Cell: 082 562 7001</p> <p>Email: liz@wedding-expo.co.za</p>



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PAYMENT FOR STAND

1. ACCOUNTS

Accounts are managed by KAZFAM. It is important to note that all stands must be paid for in full by **25th August 2011** and NO exhibitor will be allowed to build-up unless their accounts have been paid in full (no cheques accepted). **PAYMENTS NOT RECEIVED ON THIS DATE WILL BE SUBJECT TO INTEREST.**

Balances due are to be made payable to:

Weddings Expo (Pty) Ltd.
Hyde Park
ACC NO: 1469064278
Branch Code: 197205

If you have a query regarding your account please contact:

Contact: Pertunia
Company: Kazfam
Email: pertunia@kazfam.co.za
Tel: 011 485 3919

PLEASE USE YOUR COMPANY NAME FOR REFERENCE

ACTIVITY ON YOUR STAND

- Exhibitors are reminded that their activities **MUST REMAIN IN THE CONFINES OF THERE STAND** there are no exceptions. This is a requirement of all exhibitions and is monitored closely by the Fire Departement and safety services

1. DISTRIBUTION OF MATERIAL OR LITERATURE

- Exhibitors are **ONLY** allowed to display or hand out literature or material from within the **boundaries of their stand**. No roaming is allowed. **Please note that only display material belonging to service providers who have booked and paid for their exhibits is permitted. No unauthorized material may be exhibited as part of your display and will be removed by the organizers.** The organisers reserve the right to request the rearrangement of any display material which may be obstructing another exhibit. Sharing of displays is prohibited.
- Please alert the organisers or security should you see any unauthorized persons handing out marketing material.

2. BANNERS & FLAGS

- No banners and flags will be permitted on exhibitor's stands unless by prior arrangement with the show management. **Banners, in particular pull up banners, must be within the confines of the stands and not in aisles.**

3. MANNING OF STANDS

- During the Show's official open times, all stands must be completely open, exhibits uncovered, presentable for public viewing and have an adequate number of exhibitor's staff in attendance. Under no circumstances may any stand or part thereof be closed before closing time. **Stands must be fully operational until Sunday 11 September 2011 17h00**



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BUILD UP AND BREAKDOWN PROCEDURE

1. BUILD-UP

- Build-up for exhibitors is from **08h00 - Midnight on 9th September 2011**. Please note that you will not be allowed on site until you have paid in full, registered with organisers and collected the relevant data for the duration of the expo.
- **All stands must be completely dressed and ready by midnight, Friday 9th September** to enable final clearing and cleaning of the hall. All exhibitors and their contractors will be expected to leave the hall at this time. The organisers earnestly request your co-operation in this.
- Only handheld goods can be brought into the exhibition on Saturday 10th September. **There will be no porters available on Saturday 10th September.**
- There will be a medic on site from 08h00 - 22h00. Should you require a medic past this time, this can be arranged through The Wedding Expo® but this will be for the exhibitors account.
- Exhibitors should arrange for a representative to be on their stand during the build-up period to receive goods and deliveries.
- The organisers cannot and will not take delivery of any goods on behalf of an exhibitor, nor will the organisers accept any responsibility whatsoever, for the safety or well being of any items unloaded and/or delivered to the site in the absence of the exhibitor. The Organisers cannot accept any responsibility for goods lost or damaged on the exhibition premises.

2. BREAKDOWN

- **The exhibition will close on Sunday, 11th September 2011 at 17h00.** Exhibitors may commence breakdown of your stands between **17h30 and MIDNIGHT** as the loading bay doors will be opened for **FULL BREAKDOWN**.

PLEASE NOTE: PORTERS WILL ONLY BE AVAILABLE FROM 17H30 and breakdown can only commence once ALL visitors have left the venue.

NB: There is not a porter per company. We ask exhibitors to please be patient and respectful towards other exhibitors during breakdown and to understand that there are 300 exhibitors trying to all leave at the same time.

It is essential that you do NOT try and pay porters to help you first as you will be putting their jobs at risk. Any porters found accepting money from exhibitors will be dismissed immediately.

- **Monday 12 September 2011 custom build stands and OASYS** will have from 08h00 to 14h00 to clear their stands and all goods from the exhibition hall. Wedding Expo will not be held responsible for any losses or damages between this period.

3. CHILDREN

- Please note that no children will be allowed on site during build-up and breakdown for safety reasons.

4. REMOVAL OF ITEMS FROM THE EXHIBITION

- Exhibitors who wish to remove portable items at any time during the exhibition or at the close of the exhibition daily are



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required to obtain a security pass (Permit to Remove Goods) from the organiser's office.

SERVICE FORMS/SERVICE PROVIDERS & STAND REQUIREMENTS

PLEASE ENSURE ALL YOUR SERVICE FORMS ARE COMPLETED TIMEOUSLY. DEADLINE FOR ALL SERVICE FORMS 17 AUGUST 2011

Oasys Exhibitors: (Oasys Services Manual)

1. CARPETS

- The aisles in the Hall will be carpeted in **Charcoal**. Exhibitors can choose the colour of their carpet by filling in the CARPET COLOUR FORM in the Oasys Manual – if this form is not filled in you will get the standard beige/camel colour carpet. **PLEASE SEE OASYS SERVICE FORM 3.**

NB! SHOULD YOU NOT REQUIRE CARPETS IE. USING FLOORING, STONES, SAND, WOOD ETC. PLEASE STATE CLEARLY ON SERVICE FORM. ANY CLEANING OF CARPETS AS A RESULT OF USING ANY OF THE ABOVE WILL BE FOR YOUR ACCOUNT.

- Please do not put any stones, wood or sand on the carpets.

2. ELECTRICS

- **OASYS INNOVATIONS** has been appointed the official electrical contractors to the exhibition and are the only contractors permitted to carry out electrical installations on site. Please complete the Electrical Fitting Plan **ON OASYS SERVICE FORM 6**, failure to do this may result in the spotlights and plug points being set-up in the wrong place on your stand and there will be an additional charge to move them.
- Electrical Hire & Supply is available, should you require any additional lightly please complete **OASYS SERVICE FORM 5**. If electrical equipment is pre-set up, the electrical contractor must make the final connection to the mains, for which a connection fee will be charged.

3m ² & 4m ² stands	-	1 spotlight / 1 plugpoint
6m ² , 9m ² & 12m ² stands	-	2 spotlights / 1 plugpoint

Important notes:

- Please do not exceed the wattage draw-off from the power points you have ordered i.e. 500w /plug.
- The use of ripcord for wiring on stands is not permitted.
- Socket outlet multi-way adaptors are not permitted.

3. FASCIAS – COMPLUSORY FORM 2 found in the Oasys service forms doc

- A fascia beam and name-board are included in the stand package cost. You may not replace these with another type of fascia unless prior permission has been given by the Organisers. Should your fascia name exceed 25 letters you will be charged R250.00 ex VAT.
- See **OASYS SERVICE FORM 2** from OASYS and please return by 17th August 2011.



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4. FURNITURE HIRE

- **OASYS** has various furniture units available for hire. Please see **OASYS SERVICE FORM 4 and 4A**

5. SHELL SCHEME

- **OASYS** have been appointed the official shell scheme contractors to the show. The shell scheme remains the property of **OASYS** at all times and strict usage of the panel shell scheme must be adhered to. All stands will be constructed in "16mm chipboard" panels which you are allowed to paint, wallpaper and put 16mm nails into. Please note that the flat metal panels and fascia boards may not be painted and must be covered with masking tape before painting. Any damage done to the panels will be for the exhibitors account. No nails larger than 16mm may be used.
- Should exhibitors want the shell scheme extended please contact Oasys (see Oasys Service Forms) as this is for the exhibitors account. Please also note that when the shell scheme is extended, round poles must be used and not flat poles and this is for stability.

6. PAINTING OF STANDS

- The 16mm chipboard has one coat of white paint and it is advised that the walls are painted/wallpapered/draped.
- Please note that only PVA paint can be used. The metal strips **MUST** be covered with masking tape before painting. Failure to do so will result in exhibitors being charged by **OASYS** for damages.

DR CLEAN

7. CLEANING

- Dr Clean are the appointed official cleaning agents for the show. It is the exhibitor's responsibility to maintain their stand cleanliness at all times. The organisers will only be responsible for general cleaning of the venue and aisles. Please refer to **SERVICE FORM 9 (page 13)** if you wish to have your stand cleaned by the official contractors during the Show.
- Bins will be placed in the halls for paper and general waste. Refuse bags are available on request.
- Cleaning will be done between closing time in the evening and opening time the following morning. Exhibitors must ensure that the cleaners have access to all areas where cleaning is required and, to avoid confusion, only rubbish left in the aisle after closing times will be removed.

EXPO SCREENS

8. NIGHT SECURITY SCREENS – EXPO SCREENS

- The Wedding Expo® uses EXPO SCREENS as the official stands safety screen supplied. The Wedding Expo® does have security during the night but if you would like additional security please refer Expo Screens form.

If you order and pay before the Expo you will get a 20% discount, contact Expo Screens directly.

- If you would like a security guard at your stand during the exhibition, this can be arranged through Lodge Simbumbene - the official security company of The Wedding Expo®. This is for the exhibitors account. Please contact The Wedding Expo® offices for further details



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WAP POINT

9. CREDIT CARD FACILITIES & TELEPHONES

- No credit card machines will be supplied by the organisers. Exhibitors are requested to contact their own financial institutions to arrange credit card facilities. Please see the **Wap Point mobile credit card facility information on page 15.**

THE WEDDING EXPO®

10. SHOW GUIDE LISTING – COMPULSORY FORM TO BE SENT BY EMAIL

- Each exhibitor will receive a **FREE** listing with a 50 word company description in The Wedding Expo® Visitor Guide which will be given out **FREE** to all visitors to the show. This listing is subject to the contract terms and conditions and print deadlines. Please check your contract for the terms and conditions.

EXHIBITORS WILL BE SENT AN EMAIL TO PLEASE COMPLETE AND EMAIL BACK TO JAYNE@WEDDING-EXPO.CO.ZA BY 25 August 2011.

- If exhibitors are happy with previous listings, the same wording can be used and this must be stated in an email.

11. EXHIBITOR BADGES AND ADMISSION

- Exhibitors and their staff will be required to wear an Exhibitor Badge for access to the venue during the show. On entrance to the show, the exhibitor will also receive a **wrist band and their badge will be clipped** for that day as further identification.

Exhibitors receive a certain number of badges according to the size of their stand.

- 3 / 4m² 3 badges
 - 6m² 4 badges
 - 9m² 5 badges
 - 12m² 6 badges
 - 18m² 8 badges
 - 24m² 10 badges
- Badges cost R100 ex VAT and can be purchased from the organisers office at build up or during the show.
 - Exhibitor's entrance on show days is ENTRANCE 3. Exhibitor parking will be in BLOCK B - and exhibitors badge gives you access to parking.
 - Each staff member **MUST** have their own badge. There may be **NO** sharing of badges. **SHOULD YOU LEAVE YOUR BADGE AT HOME OR LOSE YOUR BADGE YOU WILL BE CHARGED R100.00 ex Vat FOR A NEW BADGE.**
 - Exhibitors may have access to the hall from 07h00 every day before the show opens to enable them to ready their stands by the time the doors open to the public daily at 09h00.
 - The hall must be cleared within half an hour of the show being closed in the evening. Special access to the Hall before/ after hours must be arranged with the organisers.
 - **In order to underwrite security during build-up and the open period of the exhibition, admittance may be refused to anyone who cannot produce an official exhibitor badge. Please ensure that you and your staff display your exhibitor badge at all times.**



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GENERAL SHOW INFORMATION

1. BANKING FACILITIES

- There are banking facilities available at the Northgate Shopping Centre and there are two ATM machines within the Coca-Cola Dome. There is one ATM (ABSA) at Entrance 1 and one ATM (STANDARD BANK) at entrance 3.

2. CAMERAS

- Our policy is that **NO** cameras or video equipment will be allowed into Wedding Expo unless prior approval is obtained from the Organisers. Any Exhibitor wishing to use their own photographer should obtain prior permission from the Organisers for his/her access to your stand.
- Exhibitors can take pictures of their own stands.
- There is an official photographer at The Wedding Expo®

3. ENTRY TICKETS

- Entry tickets to The Wedding Expo® is R80.00 per person.
- Tickets can be purchased online via The Wedding Expo® website www.wedding-expo.co.za from July 2011 or tickets can be bought at the door.
- Each exhibitor is entitled to two complimentary tickets which can be collected from the organizers office during build up or on show days.

4. EMERGENCY PROCEDURES

- Please be aware of the emergency procedures applicable to the venue: familiarise yourself with the emergency exits and fire fighting equipment, and be aware of where security is stationed.

5. FIRE REGULATIONS

- There are strict regulations governing certain materials which may be used in the construction of stands. Regular inspections are carried out by a member of the Fire Prevention Branch to ensure that all fire requirements have been met. We would like to remind exhibitors that the Local Authority has the right to remove any offending fittings or materials and ultimately to close down a stand.
- Hanging material on stands eg: draping must be treated by a fire retardant. The exhibitor will be sent the forms and information regarding fire retardation and the Coca-Cola dome will carry out this procedure during build up.
- No Flammable or highly combustible materials constituting a fire hazard may be used in the exhibitor stand or display e.g. Hessian, straw, polystyrene, helium and no open flames should be used in construction or display.

The Fire Department may, depending on the circumstances of each case, require an exhibitor to provide additional fire equipment if deemed necessary.

In respect of the show exit, please note that:

- No emergency escape routes and exits to be obstructed prior to and during the exhibition.
- No structure or display may be placed or constructed that impedes the ordinary movement of people.
- No existing facilities or signs may be obstructed.
- No surface irregularities at floor level shall be placed in any exit route.



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FIRE RETARDATION FORM & PROCEDURES & ALL QUERIES TO GO TO THE COCA-COLA DOME Tel: 011 794 5800 Fax: 011 794 5808

6. FIRST AID & MEDICAL PRESENTATION

- A First Aid Facility is available in the building and includes a bed and hot & cold water. See the Organizer's office for more details.
- A paramedic is on site from 07h00 – 19h00 daily, except during build up where the medic will be onsite from 08h00 until 22h00.

7. FIRE ARMS

- The display of firearms is NOT permitted at the exhibition venue.

8. INDEMNITY

- The organisers, whilst taking every reasonable precaution, expressly decline any responsibility for any loss or damage which may befall the property of an exhibitor for any cause whatsoever.

Please complete compulsory form 11 – Indemnity Form (Page 15)

9. INSURANCE

- Exhibitors are advised to contact their insurance companies to negotiate the necessary extensions to their existing policies. The organisers are **not** responsible for the insurance of exhibitor's goods.

10. NOISE

- Exhibitors must contact the organisers if they are planning to play music/TV on their stands. Volumes should be kept to a level that does not cause disturbance to other Exhibitors. In case of dispute, the decision of the organisers is final.

11. OFFICIAL PHOTOGRAPHY

- The Wedding Expo® official photographer is John Snodgrass. He and any of his staff have authorization to photograph all stands at the exhibition and their contents, as well as the fashion shows and any other official The Wedding Expo® events. He and his staff will be identified by his official The Wedding Expo® badge with Official Photographer stated on the badge. If you have any queries, please contact Jayne Muller via email: jayne@wedding-expo.co.za.
- The only other parties who may photograph exhibits and the fashion shows are the press and media. They will also have official The Wedding Expo® media/press badges.
- No other photography of stands is permitted unless authorized by the exhibitor or organiser. If you the exhibitor see's any unauthorized photography, please alert one of the organisers who will contact security.

12. PARKING

- Exhibitor parking is **FREE** at the Coca-Cola Dome and is located in Block B. The exhibitors badge is also your parking voucher and no persons will be allowed to park in the exhibitor parking unless they have an official exhibitor badge. Badges will be in the exhibitor pack which must be collected at build-up.



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13. PUBLIC ADDRESS SYSTEMS

- The official Public Address system will be used to pass messages to Exhibitors and Contractors only during build-up and breakdown. During the exhibition open period it will be used only at the discretion of the organisers.

14. SALE OF MERCHANDISE

- For security measures and to prevent embarrassment to visitors on leaving the exhibition, exhibitors selling goods on their stand are required to issue an **official receipt/invoice** to the purchaser.

15. SECURITY

- The official security contractors, **Lodge Sibumbene Security**, have been appointed to the exhibition and are the only security company allowed in the exhibition hall / area.
- The organisers will provide general overall 24-hour security from the beginning of build-up until the end of breakdown.
- Exhibitors will be responsible for the security of their own stand during build-up, the exhibition open times and breakdown periods.

It must be stressed that neither the organisers nor the security operators at the venue can be held responsible for any loss or damage to exhibitor's property. Please be vigilant.

The following points should be carefully noted:

• **During Build-Up:**

- Build-up stickers will be supplied by the organisers. The organisers will provide overall hall security but not individual stand security. With the large numbers of people involved during the build-up and breakdown periods it will be difficult to recognise trespassers and, therefore, it is essential that the build-up sticker is visible. Small valuable items should be protected at all times. Insurance cover is essential.

• **During the Exhibition Period:**

- Halls will be kept locked overnight and entrance prohibited to all, including exhibitors, each day from close until exhibitor access at 07h00 before the exhibition opens daily.

• **During Breakdown:**

- With the unlocking of the halls for dismantling purposes on breakdown day, security will be the same as during the build-up period and it is essential that you remove all portable and valuable goods immediately. Breakdown stickers will be supplied by the Organisers. Please make sure your staff wear their badges. Please have someone on your stand until all your possessions have been removed.

Whilst every care will be taken to ensure tight security, the Organisers will at no stage accept liability or responsibility for any loss or damage.

16. SHOW ORGANISER'S OFFICE

- The organiser's office is located on the mezzanine level in Hospitality Suite 4 and will be open daily during exhibition hours and their staff will be happy to assist you with any queries or problems you may have.



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17. SHOW TIMES

Saturday 4th September	PUBLIC	09h00 – 17h00
Sunday 5th September	PUBLIC	09h00 – 17h00

The show times are strictly as shown above; this is done for security reasons for both the exhibitor and visitor.

18. SMOKING

- Exhibitors are reminded that **the Coca-Cola Dome is a non-smoking venue.**

19. STAND EXCELLENCE AWARD

To create incentive for participants, and to help maintain the high standard of the exhibition, there will be “Best Stand Awards”. An accredited panel of independent judges will view stands on Saturday 10th April 2010 09h00 and 12h00

The criteria on which stands will be judged are derived from the following guidelines as set out by EXSA (Exhibition Association of South Africa):

Design:	Impact/Originality/Idea
Construction:	Quality / Finish
Special effects:	Lighting/Animation/Movement/Other
Traffic flow:	Accessibility / Circulation
Presentation:	Presentation of Story/ Merchandise/ Product information/Literature
Message:	Product/Service identification/Exhibitor identification
House keeping:	Stand neatness / Staff appearance / Attitude

There will be awards for “Best Small Stand” and “Best Large Stand” for both Shell Scheme and Custom Build stands. These will be awarded to the relevant categories.

- Best Small Stand 3, 4 and 6sm
- Best Large Stand 8 sqm upwards.

Winners will receive online advertising for 6 months in the resource guide under their category. Valued at R3000. Runners-up will receive online advertising for 3 months in the resource guide under their category, valued at R1500.

20. VISITOR ADMISSION

Visitor entrance is entrance 1.

Admission Fees are as follows:

Entrance – Adults	R80-00
Children under 10	Free



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THE WEDDING EXPO - SEPTEMBER 2011

STAND CLEANING

SERVICE FORM 9

Service Form deadline 17th August 2011
 Fax this form to Dr. Clean - ATT: Jan (011) 795 1007

The common areas of the Exhibition will be cleaned on a daily basis. Cleaning staff will not be permitted on to individual stands unless prior arrangement. This service includes vacuuming and a basic clean of the stand. Exhibitors must ensure that the cleaners have access to all areas where cleaning is required.

At a nominal charge of R21.00 per m² (excluding VAT), your stand will be cleaned each day of the Exhibition. This is a one off payment, not a daily charge.

DESCRIPTION	UNIT COST X STAND COST	TOTAL
Stand Cleaning Required	R21.00 / m ² @ m ²	

Sub Total	R
Plus VAT @ 14%	R
TOTAL	R

Exhibitor:			
Email:			
Telephone No:		Fax No:	
Stand Number:		Website:	

Please Note:

- Orders are only valid when accompanied by full remittance. Cheques payable to **DR CLEAN**
- Orders received after 26th March 2010 may not be provided and, if available, will be subject to a 30% surcharge. On-site orders will be subject to a 30% surcharge.

 Signed

 Date



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THE WEDDING EXPO - SEPTEMBER 2011

Compulsory Indemnity Form

SERVICE FORM 11

Service Form deadline 17th August 2011

Fax to 086 531 2111 or Email to jayne@wedding-expo.co.za

It is compulsory that this form is completed and returned to the Organisers by due date. Without receipt of this form The Wedding Expo® reserve the right to withhold access to the stand.

HEALTH AND SAFETY EXHIBITORS AGREEMENT

(In terms of Section 37 (2) of the Occupational Health and Safety Act 85 of 1993 as amended) Written agreement between The Wedding Expo® (Employer) and _____ Reg. No. _____ (Exhibitor or their Mandatory) as envisaged by Section 37 (2) of the Occupational Health and Safety Act 85 of 1993 as amended (as recorded in the annexure A as printed on the reverse), _____ representing _____ (the Mandatory) do hereby acknowledge that I/the Mandatory am/is an employer in my/its own right with duties as prescribed in the Occupational Health and Safety Act No. 85 of 1993 as amended, and agree to ensure that all work will be performed, or machinery and plant used, in accordance with the said Act. I/We furthermore agree to comply with the requirements of The Wedding Expo® (the Employer) as contained in the documents attached hereto or as notified to me/us from time to time in writing by the Employer, and to liaise with the Employer (or his representative) should I/we, for whatsoever reason, be unable to perform in terms of this agreement.

I, _____ in my capacity as the owner/member/manager of _____ hereby appoint _____ as my representative and responsible person to supervise all work on the premises of The Wedding Expo®.

Should there be any accidents/injury to any of my employees, our Workman's Compensation Commissioner No. is: _____

I/We hereby indemnify the Employer against any liability, loss or proceedings whatsoever, whether arising in common law or by statute, consequent on personal injuries of the death of any person whomsoever (including claims by my/our employees and their dependents) or consequent on loss of or damage to any movable or immovable property arising out of or caused by or in connection with the execution by me/us of all or any work as envisaged in terms hereof.

Signed this _____ day of _____ 20 ____ at (Venue) _____

Signed on behalf of The Wedding Expo _____ (Employer)

Signed on behalf of _____ (Mandatory)

PLEASE RETURN THIS FORM BY 18 August 2010

Full Company Name: _____ Signature: _____
 Contact Person: _____ Tel: _____ Cell: _____
 Email: _____ Stand no: _____ Date: _____