

ZULULAND EXPO 2010

“COMBINED ENTERTAINMENT & EXHIBITION SHOWCASE”

Zululand’s premier combined entertainment and exhibition showcase, **THE ZULULAND EXPO**, will take place in Richards Bay, KwaZulu Natal from **THURSDAY 30 SEPT - SATURDAY 2 OCT 2010**.

The **second largest combined entertainment and exhibition event in KZN**, the Zululand Expo provides an ideal platform for local and national trade, plus the opportunity for the public to enjoy the latest in South Africa’s, top entertainment. Entertainment includes both local and national artists and performers, making up a spectacular fusion of entertainment, that suits all age groups and cultures.

The Zululand Expo in Richards Bay once again attracted major crowds with **25 000** visitors and over **250 stands** being sold at Expo 2009. The success of Expo is evident by the R10 million turnover that emanates from our event into our community over this three-day period. Massive pre-publicity sets the pace for Zululand Expo and the quality of the entertainment programme is of high standard and calibre, with many of South Africa’s top performers joining the ranks in the entertainment programme.

Exhibitors from all over South Africa will once again display their products or services, which range from decor, sports and leisure, arts and crafts, fashion and accessories, motor industry, outdoor and garden, technology, tourism, education and industrial exhibits, as well as an array of flea market stalls, with an ambit of unusual products to choose from.

If you want to take full advantage of making new contacts and improving your sales or image, or being involved in a sponsorship exchange agreement, then Zululand Expo is the place to be - a marketing opportunity not to be missed!

Enjoy the magic of Zululand by booking your stand early to avoid disappointment. **For the last two years we have been sold out a month ahead of time, so book early. Bookings are done on a first book, first serve basis.**

Should you require any further information, please contact the office on 035 7973188 or view our website on www.expo.org.za

We hope to see you at Expo 2010 - if you are not there you are definitely missing out on Zululand,s biggest event.



APPLICATION FOR EXHIBITION SPACE 30 SEPT - 2 OCTOBER 2010

ZULULAND EXPO
www.expo.org.za
TEL: 035 7973188
EMAIL: vima@zululandchamber.co.za

P O BOX 1775
RICHARDS BAY 3900
FAX: 035 7973167
EMAIL: Cathy@zululandchamber.co.za

1. CONTACT DETAILS

COMPANY / EXHIBIT NAME
CONTACT PERSON
POSTAL ADDRESS
TELEPHONE
FAX
CELL
E-MAIL
(ALL COMMUNICATION ON THE SHOW REQUIREMENTS IS DONE VIA EMAIL – SO PLSE PROVIDE AN ADDRESS)

2. ACCOUNTING DETAILS

ORGANISATION NAME
INVOICE POSTAL ADDRESS
VAT REG. NO.
COMPANY ORDER NUMBER (If applicable)
CONTACT PERSON TELEPHONE NUMBER

3. EXHIBIT/PRODUCTS TO BE DISPLAYED

TYPE OF EXHIBIT
PRODUCT/S ON DISPLAY

Please provide a list of all products to be on your exhibit. Please enclose any applicable leaflets, photos, etc to illustrate your products/service that you will be exhibiting.

I hereby declare that I have read the rules and terms and conditions of the ZULULAND EXPO and I agree to comply by them.

Signed _____

_____ Date



STAND LAYOUT/PRICES

N.B.: FULL PAYMENT TO BOOK A STAND. NO MONIES WILL BE REFUNDED, IF STAND IS CANCELLED.

1. **INDOOR HALLS** – (Layout Pg 5)
Size: 3m X 3m (Shell scheme, 2 spotlights, one plug point, concrete flooring per stand)

KINGFISHER HALL..... (No's 1 – 44) (Layout page 5)

FLAMINGO HALL..... (No's 1 – 16) (Layout page 5)

Number of stands required.....Preferred stand number/s.....Option.....

1) Cost per stand R3450,00 (excl VAT) for shell scheme unit.

2. **INDOOR MARQUEES A&B** (Layout Pg 6) SEE BROCHURE FOR CATEGORY LAYOUT IN MARQUEES A&B
Size: 3.5m wide X 3m deep (General lighting, tarmac surface, 1 plug point on request.

MARQUEE A..... (No's 1-72)

MARQUEE B..... (No's 1-74)

Number of stands required.....Preferred stand number/s.....

Cost per stand R2000,00 (excl VAT) (No Shell - floor space only)

PLEASE NOTE: IF EXHIBITORS REQUIRE SHELL SCHEME IN MARQUEES THEN THIS NEEDS TO BE SPECIFICALLY REQUESTED AND WILL BE CHARGED AT SAME COST AS INDOOR HALLS

3. **GRASS AREA NEXT TO MAIN MARQUEES**

OUTSIDE OF MARQUEE A:

Δ 3 units - Size: 3m width x 5m length (Grassed surface, general lighting, 1 plug point on request)
(No's 43, 44, 45) Cost per stand R2000,00 (excl VAT)

Number of stands required.....Preferred stand number/s.....

OUTSIDE OF MARQUEE B:

Δ 3 units - Size: 3m width x 5m length (Grassed surface, general lighting, 1 plug point on request)
(No's 46, 47, 48) Cost per stand R2000,00 (excl VAT)

Number of stands required.....Preferred stand number/s.....

BEHIND MARQUEE B:

Δ 1 unit - Size: 5m width x 10m length
(No's 49) Cost per stand R2400,00 (excl VAT)

Number of stands required.....Preferred stand number/s.....

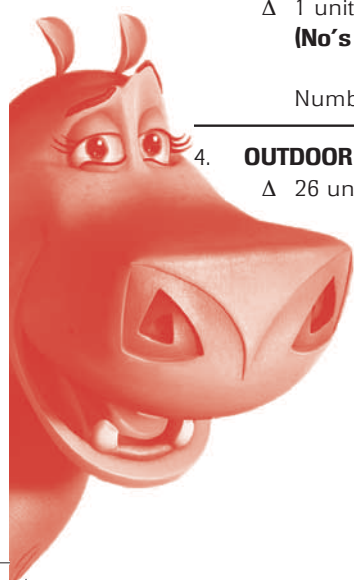
4. **OUTDOOR GARDEN STANDS** (Layout for all outdoor stands on Pg 8 & 9)

Δ 26 units Size: 5m wide x 8m deep (Grassed surface, general lighting, 1 plug point on request)
(No's 10, 12, 13, 16-26, 28-30, 32-37, 41, 42, 43, 45, 46) Cost per stand R2400,00 (excl VAT)

Number of stands required.....Preferred stand number/s.....

Δ Size: 10m x 10m (Grassed surface, general lighting, 1 plug point on request)
3 units (No's 27, 31,44) Cost per stand R2500,00 (excl VAT)

Number of stands required.....Preferred stand number/s.....



Δ 1 unit **(No 11)** (Building structure, open sides)
Cost per stand R2570,00 (excl VAT)

Number of stands required.....Preferred stand number/s.....

Δ 1 unit **(No 14)** (Pool area)
Cost per stand R2680,00 (excl VAT)

Δ **1 unit** Loerie Lapa - cement floor, enclosed area between halls
Cost per stand R3890,00 (excl VAT)

Number of stands required.....Preferred stand number/s.....

5. **MOTOR INDUSTRY STANDS**

Δ Size: 20m x 20m (General lighting, 1 plug point on request, tarmac surface)
5 units (No's 1 - 5) Cost per stand R6360,00 (excl VAT)

Number of stands required.....Preferred stand number/s.....

Δ Size: 10m x 10m (General lighting, 1 plug point on request, grass surface)
5 units (No's 6 - 10) Cost per stand R3450,00 (excl VAT)

Number of stands required.....Preferred stand number/s.....

7. **FLEA MARKET STANDS (GAZEBO STYLE ONLY-FUN FAIR AREA) -NO OVERNIGHT SLEEPING ON STANDS**

Δ Size: 3m x 3m (General lighting, 1 plug point on request, grassed surface)
20 units (No's 1 - 12) Cost per stand R800,00 (excl VAT)

Number of stands required.....Preferred stand number/s.....

8. **CARAVAN STAND (FUN FAIR AREA)**

Δ Size: 8m x 5m (General lighting, 1 plug point on request, grassed surface)
12 units (No's 1 - 21) Cost per stand R950,00 (excl VAT)

Number of stands required.....Preferred stand number/s.....

NB: NO CARS TO BE PARKED NEXT TO CARAVAN (SLEEPING ONLY ALLOWED INSIDE CARAVAN!)

NB: THE ORGANISERS RESERVE THE RIGHT TO CHANGE ANY STANDS, ENTRANCES OR POSITIONS, AS DEEMED NECESSARY FOR LOGISTICAL OR SAFETY PURPOSES.

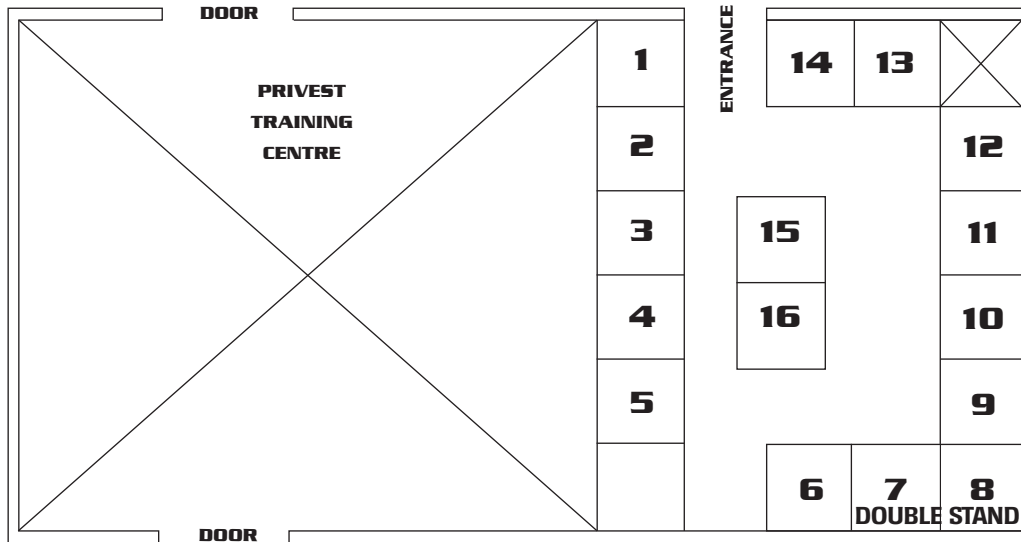
PLEASE CHECK WITH THE OFFICE FOR YOUR EXACT STAND LOCATION.

NB!! NO REFUNDS ON CANCELLED STANDS!

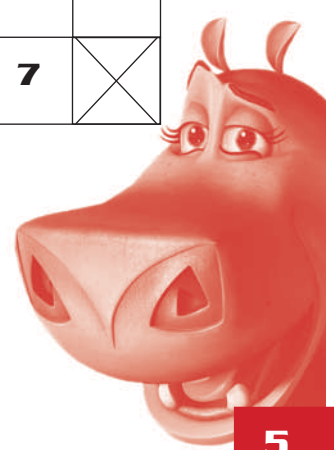
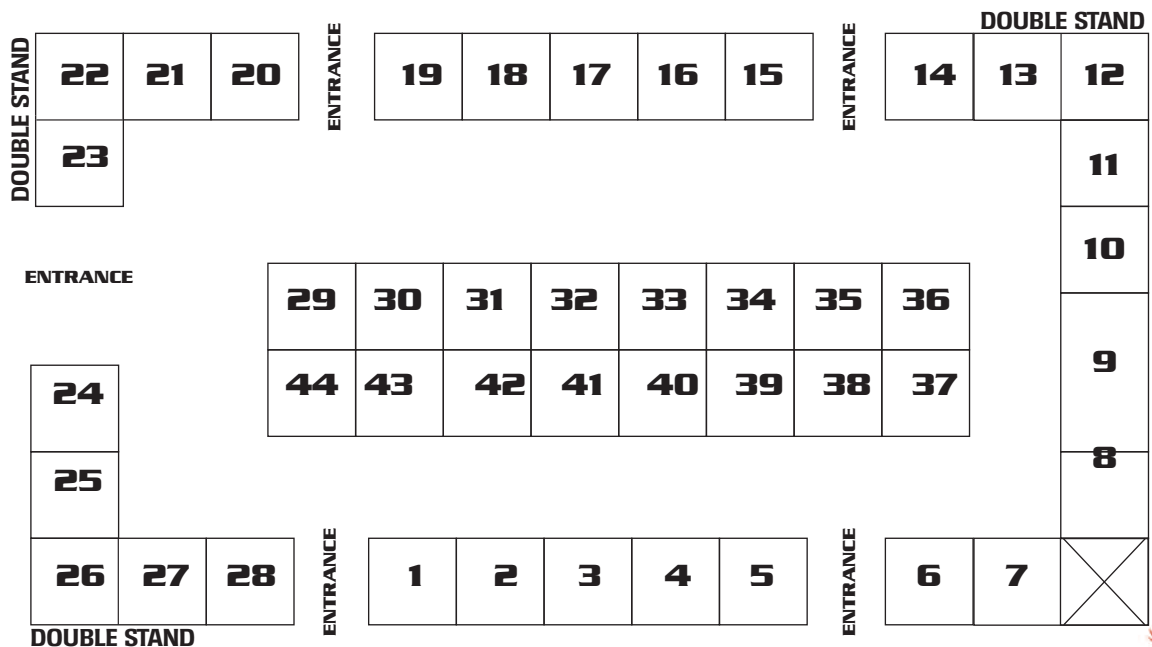


- INDOOR HALLS -

FLAMINGO HALL 3m x 3m with Shell Scheme

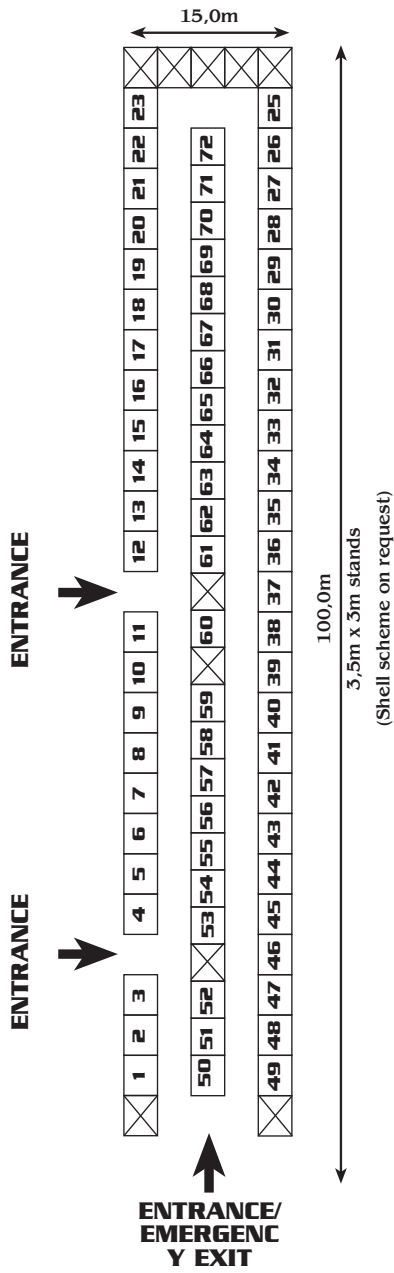


KINGFISHER HALL 3m x 3m with Shell Scheme



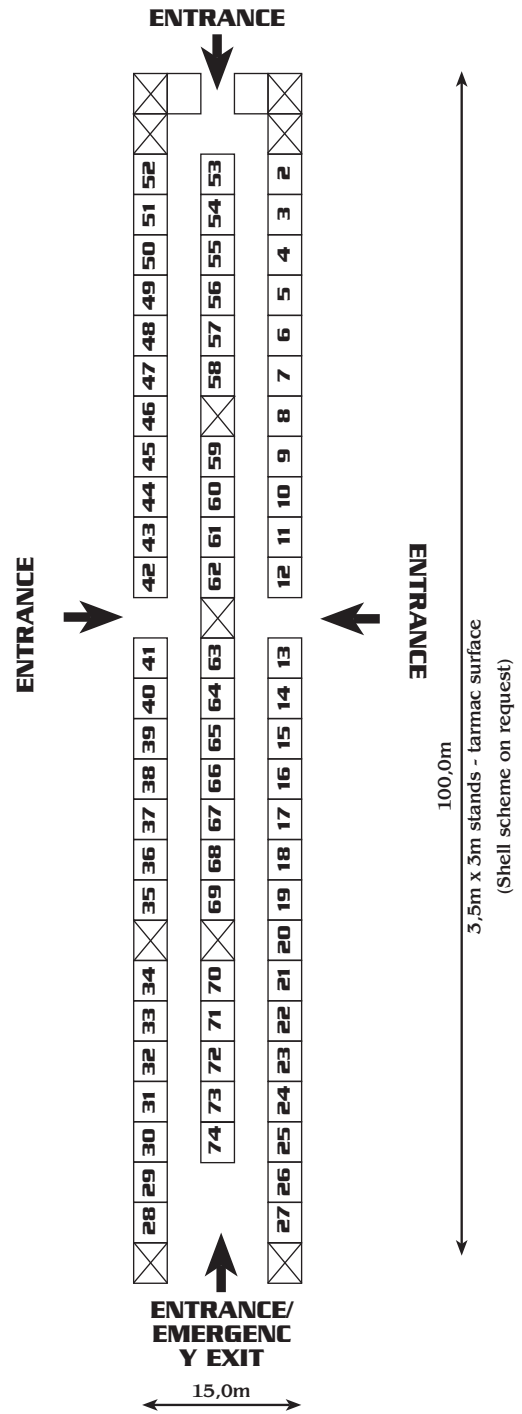


MARQUEE A



MARQUEE A:

MARQUEE B



MARQUEE B:

NOTE: THE ORGANISERS RESERVE THE RIGHT TO CHANGE THE ENTRANCES OR LOCATION OF

STANDS TO THE MARQUEES SHOULD IT BE DEEMED NECESSARY FOR LOGISTICAL PURPOSES

AND PENDING TYPE OF MARQUEE USED.

EXHIBITOR PHOTO ID ACCESS BADGE FORM

This Form is to be completed and returned by all exhibitors / manning an exhibition stand, **ONLY ONCE THEIR APPLICATION HAS BEEN ACCEPTED BY THE EXPO OFFICE.** Photo id badges **WILL BE COMPULSORY** for entry into the show grounds and is to be worn by exhibitors at all times whilst on the grounds.

(ONLY 1 PHOTO PER PERSON - TO BE MAILED)

NO PHOTOCOPIED PHOTOS / PHOTOS ON DISK OR EMAILED PHOTOS WILL BE ACCEPTED. ONLY ID SIZE PHOTOS SUPPLIED IN HARD COPY, ATTACHED TO THIS FORM WILL BE ACCEPTED. (standard id photo size!)

If you have more than 1 person working on your stand then each person is to please complete a form AND SEND A PHOTO AS PER YOUR ALLOCATED AMOUNT. (DO NOT SEND PHOTOS WITHOUT A NAME, OR STAND NAME ETC.)

NB: Each exhibitor IS ONLY ENTITLED TO THE FREE ALLOCATED AMOUNT AS PER THE SIZE OF AREA BOOKED (SEE ALLOCATION BELOW). **ANY ADDITIONAL EXHIBITOR BADGES REQUESTED, WILL BE CHARGED AT A COST OF R150 PER BADGE MADE.**

RETURN FORM TO ZULULAND EXPO, PO BOX 1775, RICHARDS BAY 3900 BEFORE 1 SEPT.

EXHIBITOR COMPANY NAME:	NAME:	SURNAME	STAND NO. / AREA	EXHIBITOR ID PHOTO
				ATTACH PHOTO HERE WITH NAME & STAND DETAILS ON THE BACK OF PHOTO

EXHIBITOR ID BADGES WILL BE ALLOCATED BY STAND SIZES & NO. OF STANDS BOOKED, AS FOLLOWS: SHOULD 1 OR 2 PERSONS WORK ON THE STAND, ONLY THOSE WILL BE ISSUED.

STAND AREAS:-

- MARQUEES A & B = MAXIMUM OF 3 FREE BADGES PER STAND BOOKED
- KINGFISHER/FLAMINGO HALLS = MAXIMUM OF 3 FREE BADGES PER STAND BOOKED
- MOTOR INDUSTRY = MAXIMUM OF 8 FREE BADGES PER STAND BOOKED (20x20)
= MAXIMUM OF 5 FREE BADGES PER STAND BOOKED (10x10)
- GARDEN/OUTDOOR STANDS = MAXIMUM OF 3 FREE BADGES PER STAND BOOKED
- FLEAMARKET STANDS = MAXIMUM OF 2 FREE BADGES PER STAND BOOKED
- CARAVAN STANDS = MAXIMUM OF 3 FREE BADGES PER STAND BOOKED
- CATERERS = EACH CATERER WILL RECEIVE SPECIFIED AMOUNT AS PER THEIR CONTRACT LETTER

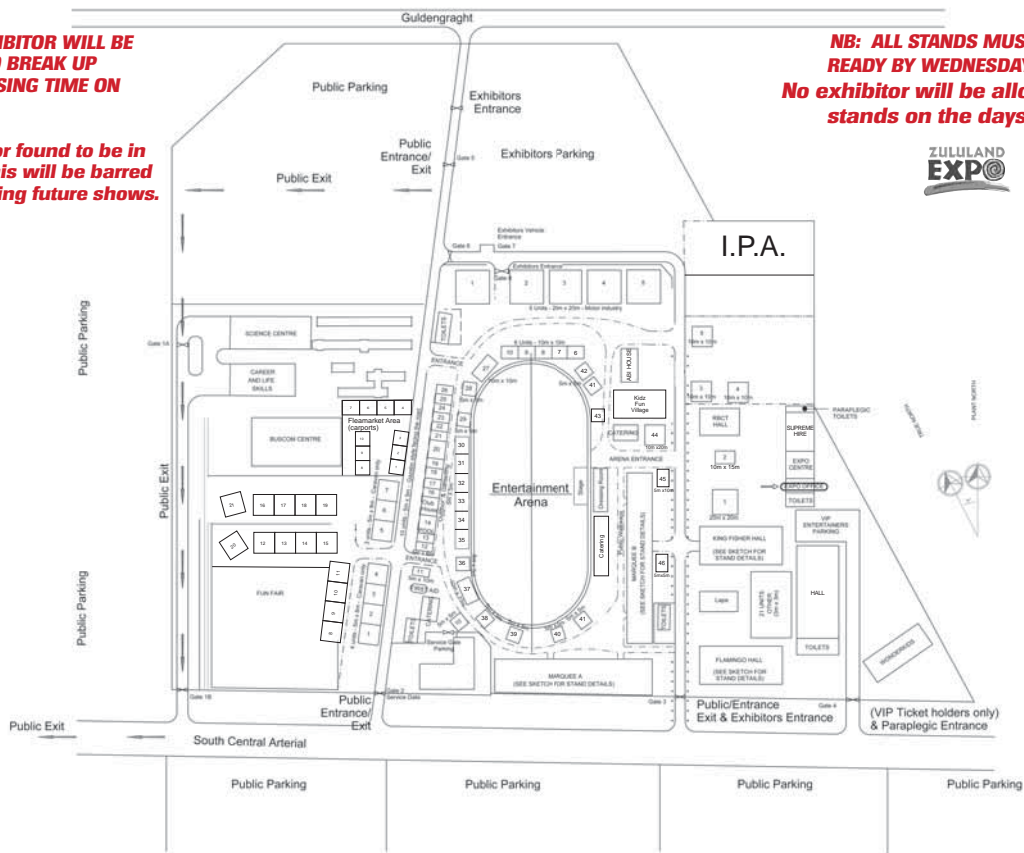
VERY IMPORTANT NOTE: FOR SECURITY REASONS AND TO PROTECT YOUR PROPERTY - ONLY THE PERSON PHYSICALLY EMPLOYED ON YOUR STAND, MAY WEAR EXHIBITORS PHOTO ID BADGES. ANYONE FOUND TO BE IN BREACH OF THIS , WILL BE DENIED ACCESS IMMEDIATELY.

NB: ALL PHOTOS THAT ARE RECEIVED ON BUILD-UP DAY OR THEREAFTER, WILL BE CHARGED AN AUTOMATIC FEE OF R150 PER BADGE MADE. ORIGINAL PHOTOS TO BE BROUGHT WITH.

SITE LAYOUT DETAILS

NB: NO EXHIBITOR WILL BE ALLOWED TO BREAK UP BEFORE CLOSING TIME ON SATURDAY, 2 OCT 2010.
Any exhibitor found to be in breach of this will be barred from attending future shows.

NB: ALL STANDS MUST BE BUILT AND READY BY WEDNESDAY 29 SEPT 2010.
No exhibitor will be allowed to build stands on the days of the show.



- GENERAL INFORMATION -

SHOW DATES/TIMES

THURSDAY 30 SEPTEMBER 2010 (Public Holiday)
FRIDAY 1 OCT 2010
SATURDAY 2 OCT 2010

10H00 – 21 H00
10H00 – 22H00
10H00 – 22H00

PAYMENT FOR STAND

1. 50% DEPOSIT TO SECURE A STAND.
2. PAYMENT IN FULL BY NO LATER THAN 31 AUGUST 2010 NO PAYMENT – NO CONFIRMATION OF STAND.

3. NO CHEQUES WILL BE ACCEPTED

BUILDUP OF STANDS

1. ALL STANDS TO BE BUILT AND READY BY WEDNESDAY 23 SEPTEMBER 20H00.
 2. **NO EXHIBITOR WILL BE ALLOWED TO BUILD ON SHOW DAYS.**
-

ZULULAND EXPO BANKING DETAILS

FIRST NATIONAL BANK – RICHARDS BAY
NAME OF ACCOUNT: ZCBF – EXPO ACCOUNT
BRANCH CODE: 220830
ACCOUNT NO: 62020531803

PLEASE FAX YOUR SLIP AS PROOF OF PAYMENT TO 035 7973167 INDICATING YOUR STAND NAME AND TELEPHONE NUMBER

SERVICE TICKETS

1. Exhibitors requiring deliveries to their stands, may purchase a service ticket (R150) which will be valid for the driver only and have a 2 hour limit. It is the exhibitors responsibility to ensure that their suppliers have a daily pass to do deliveries.
 2. Delivery vehicles will NOT BE ALLOWED TO REMAIN ON THE GROUNDS.
-

CATERERS/ FOOD COURTS

1. Food courts will be appointed at the discretion of the expo catering committee.
2. Regulations will be provided and enforced by the Fire and Health departments.
3. Additional electrical requirements costs will be borne by the caterer and must be declared in advance.
4. Caterers to purchase service tickets for their service delivery suppliers.
5. A separate caterers meeting will be held to identify all catering aspects.



EXHIBITOR ENTRY TICKETS (SEE PAGE 7)

1. Each exhibitor will be issued with a photo id badge as per their allocated amount as per stands booked.
 2. **NO EXHIBITOR WILL BE ABLE TO ACCESS OR LEAVE THE GROUNDS WITHOUT AN OFFICIAL EXPO PHOTO ID BADGE.**
 3. Additional badges to be purchased at a cost of R150 per badge made (photo to be supplied).
-

EXHIBITOR PARKING DISK

1. Each exhibitor will receive 1 free parking disk for the exhibitor's parking area.
 2. Additional disks can be purchased at a cost of R50 per disk. - NO VEHICLE PERMIT - NO ENTRY INTO EXHIBITORS PARKING LOT.
 3. Disks **MUST BE STUCK ONTO THE FRONT OF CAR WINDSCREEN.**
 4. Exhibitors car park area off Guldergracht Road
-

SHELL SCHEME UNITS (exhibition cubicles) (SEE PAGE 14)

1. Will only be provided to exhibitors who place their orders for these exhibition cubicles with the booking of their stand. (no shell will be provided during buildup or show days).
 2. Standard shell scheme cubicle is 3x3 (halls) and 3x3.5 (marquees) -2 spotlights, access to 1 plug, per unit booked.
 3. Extra accessories for shell units to be ordered direct.
-

BREAKING DOWN OF STANDS

1. **No exhibitor will be allowed to breakdown their stand before 22h00 on the last day of the show.**
 2. Marquees will close at 22h00 and indoor halls at 21h00, pending organisers discretion.
 3. Expo will not take responsibility for any theft, damages to stand both during buildup or breakdown. exhibitors to be on their stands.
 4. **DO NOT BE A LITTER BUG - PLEASE TAKE YOUR LITTER WITH YOU WHEN BREAKING DOWN YOUR STAND.**
-

TABLE / MARQUEE HIRE

Exhibitors to supply their own exhibition furniture.
Contacts: Supreme Cater Hire (on the showgrounds) - 035 - 797 3568
MRent Nationwide - 035 - 301 1991
Zululand Hiring - 035 - 751 1400

EXHIBITOR ACCESS INTO THE GROUNDS

1. **Exhibitors will only be allowed into the grounds at 09h00 daily. DO NOT COME TO THE GROUNDS BEFORE THEN PLEASE** as security will not allow anyone in before this time.
2. Exhibitor access gates are gates 5+3.
3. **No vehicles will be allowed into the grounds during the show times for security control purposes.**
4. Exhibitors to ensure they have their own trolleys to carry stock to their stands. (no vehicles)
5. No I.D. badge - no access!
6. Anyone caught transferring I.D. badges will be removed permanently from the grounds by the S.A.P.S.
7. No illegal/counterfeit products may be displayed. SARS does regular checks during the show

PASS OUTS

THERE ARE NO PASS OUTS.

OFFLOADING OF STOCK

1. **NO VEHICLES WILL BE ALLOWED INTO THE GROUNDS TO OFFLOAD STOCK DURING SHOW DAYS.** Exhibitors to make their own arrangement with regards to having trolleys to carry their stock. **ACCESS VIA THE EXHIBITORS GATE (NO. 5 OR 3)**
-

SHOWERING FACILITIES

Exhibitors are kindly reminded that the show grounds is a business facility (not a caravan park). Shower facilities are limited.

SECURITY (SEE PAGE 15)

1. Security will be on duty from 27 September.
 2. All exhibitors accept responsibility for their own stands during buildup or breakdown. No valuables to be left on the stand.
-

JUDGING OF STANDS (SEE PAGE 13)

1. Only exhibitors who complete the judging form will be judged.
 2. Judging takes place between 13h00-15h30 first day.
-

ELECTRICITY (SEE PAGE 15)

1. Access to one 15 amp plug point will be provided.
 2. Exhibitors to bring their own extension leads (minimum 20 m to gain access to plugpoint)
 3. Exhibitors to provide their own backup generators.
 4. Expo will not take responsibility for any power failures or load shedding that may occur.
-

ACCOMMODATION

1. Only exhibitors on outdoor stands situated in the funfair area, may sleep in their caravan or tent on the show grounds if it is an integral part of their stand.
 2. **PLEASE CONTACT THE OFFICE FOR A LIST OF RECOMMENDED ESTABLISHMENTS THAT SUPPORT THE EXPO.**
-

FLEAMARKET / CARAVAN EXHIBITORS

1. Only flea market exhibitors **with caravans or proper sealed tents are allowed to sleep on the grounds in caravan area.** (ie no sleeping in tents or vehicles)
2. Additional electricity (i.e. more than one 15 amp) will be charged to the exhibitor (see page 15)
3. **Exhibitor's to provide their own 15m-extension cord, which will be connected to the electrical board closest to their stand.**
4. No double plugs will be allowed.
5. **NO PETS ALLOWED.**
6. **STANDS MAY HAVE TO BE MOVED FOR LOGISTICAL PURPOSES AT ORGANISERS DISCRETION.**
7. **NO SHARING OF STANDS.**
8. **Illegal products will be confiscated. SARS does check ups during the show.**

- JUDGING APPLICATION FORM -

**SHOULD YOU WISH TO PARTICIPATE IN THE JUDGING PROCESS,
KINDLY COMPLETE THE FORM BELOW AND RETURN BY FAX TO 035 – 7973167
NOTE: ONLY EXHIBITOR'S WHO HAVE APPLIED TO BE JUDGED, WILL BE JUDGED
CLOSING DATE FOR ENTRY FORMS: 1 SEPTEMBER 2010**

**ENTERING THE JUDGING IS FREE OF CHARGE, IN ADDITION TO ENJOYING SOME FREE
PUBLICITY. RUNNERS UP WIN A CERTIFICATE, WINNERS WIN A CERTIFICATE AND A FLOATING
TROPHY.**

THE JUDGES DECISION IS FINAL AND NO DISCUSSION OR CORRESPONDENCE WILL BE ENTERED INTO.

Please tick the category in which your organisation is best suited. Each exhibitor is only allowed to enter into one category. The organisers reserve the right to re-categorise any company if deemed necessary.

NB: ONLY EXHIBITORS WHO COMPLETE THIS FORM WILL BE JUDGED.

Name of Exhibitor:.....

Stand Number:..... Area:.....

	Tick
1. RETAIL	
2. FOOD & BEVERAGE	
3. HOUSE & GARDEN	
4. TOURISM & LEISURE	
5. AUTOMOTIVE	
6. RECREATIONAL	
7. SERVICE INDUSTRY	
8. CORPORATE / INDUSTRIAL SPECIALIST	

Tel No.:.....
Email:.....
Fax No.:.....

CRITERIA FOR JUDGING

Exhibitors who would like to participate will have the opportunity of selecting from the following categories. These 8 categories cover a diverse spectrum of the various exhibitors and products that will be on display during Expo. They are:-

1. **RETAIL** (All products and services that are re-sold)
2. **FOOD & BEVERAGE** (Includes catering companies and on-site food courts)
3. **HOUSE & GARDEN** (Includes all home improvement / décor and nurseries)
4. **TOURISM & LEISURE** (Incorporates hospitality industry, travel and accommodation)
5. **AUTOMOTIVE** (Anything with wheels)
6. **RECREATIONAL** (Outdoor, camping, sport & equipment – marine and land)
7. **SERVICE INDUSTRIES** (Banks, NGO's, Municipalities)
8. **CORPORATE SPECIALIST** (Large industry that does not fit any of above categories).

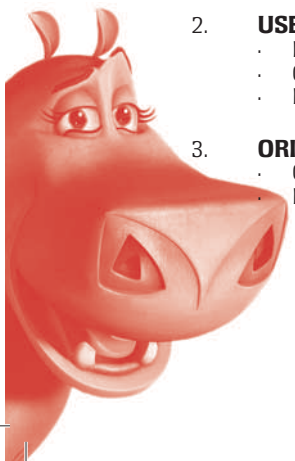
The following criteria will be used by the judges on a point system basis (0 - 5)

- | | | |
|--------------------|---------------|-----------------|
| 0 - BELOW STANDARD | 1 - FAIR | 2 - GOOD |
| 3 - VERY GOOD | 4 - EXCELLENT | 5 - OUTSTANDING |

CRITERIA FOR JUDGING

The following criteria will apply:

1. **DESIGN & CONSTRUCTION**
 - Name & nature of business easily identifiable
 - Lighting, construction, finish and tidiness
 - Ease of access and movement on the stand
 - Garden (if outdoor stand)
 - Aesthetics (first impression)
2. **USE OF MASCOT / INFORMATION / MESSAGE**
 - Does the exhibit make use of the "Huberta" mascot?
 - Quality and availability of literature available on the stand
 - Promo material / give-aways available on the stand
3. **ORIGINALITY AND PRESENTATION**
 - Original use of materials / products
 - Presentation of merchandise or story
4. **MOVEMENT AND / OR ANIMATION / DEMONSTRATION (KNOWLEDGE AND ATTITUDE OF STAFF)**
 - Are the visitors to the stand encouraged to experience the merchandise / product?
 - Staff attitude, appearance and product knowledge
5. **OVERALL IMPRESSION AS A "BALANCE" TO THE ABOVE**



- SHELL SCHEME EXHIBITORS -

FOR INDOOR HALLS OR ON REQUEST IN MARQUEES

Each shell scheme stand in the hall is provided with 1x15 AMP plug and 2x spotlights. Any additional shell scheme or electrical requirement must be listed below and paid for in advance. Please note that all other connections, such as 3 phase, must be ordered directly through Zululand Expo. **On the block below, draw a plan of how you would like your shell scheme stand (Wall - solid line and fascia dotted line) showing the position of plugs and lighting.**

Stand Area:.....
.....

Company Name:.....

Stand Number/s:..... Contact Person:.....

Tel: Fax:.....

COMPANY NAME ON SHELL SCHEME (FASCIA BOARD)

Should you require the shell scheme designers to print the name of your company on the fascia board, please fill in details below. (The lettering will be in black only). Cost R250,00 (excluding VAT). **CHARGE R250,00** (VAT exclusive) per board printed.
Return to: Zululand Expo, Fax (035) 7973167

NAME OF COMPANY	Amount of printed boards required.	
..... <i>(Company trading name, do not include Pty. Ltd etc.)</i>		

Complete the above and send back if you require your company name on the fascia board of your stand.

Signed on behalf of Exhibitor.....

- EXHIBITOR TELEPHONE APPLICATION -

ALL EXHIBITORS WHO REQUIRE THEIR OWN PRIVATE TELEPHONE LINES OR TELEPHONES TO CONTACT TELKOM DIRECT.

EXPO IS NOT RESPONSIBLE FOR ARRANGING TELEPHONE CONNECTIONS. EXHIBITORS SHOULD ARRANGE THEIR OWN PRIVATE TELEPHONES THROUGH TELKOM.



- ADDITIONAL ELECTRICAL REQUIREMENTS

All exhibitors to declare their electrical requirements to the Expo office. One 15 amp plug point is provided **on request**. **ALL EXHIBITORS TO PROVIDE THEIR OWN 30m EXTENSION CABLE WHICH WILL BE CONNECTED TO THE POWER POINT CLOSEST TO THEIR STAND. ANY ADDITIONAL ELECTRICAL REQUIREMENTS WILL BE CHARGED AS FOLLOWS:-**

ITEM	QUANTITY	FREE PLUG POINT REQUIRED YES / NO	COST
ONE FREE 15 AMP PLUG POINT	XXXXXXXXXX		FREE
ADDITIONAL POWER: 15amp plug point for single phase DB board(excludes DB board)			R300
Additional Spotlights on Schell Scheme			R150
	SUB TOTAL		
	VAT		
	GRAND TOTAL		

Please note that all other connections, such as 3 phase, must be ordered directly through Zulu Pricing available from the office.

- SECURITY -

The organisers provide 24 hour general security for the duration of the show but cannot accept liability for loss or damage. Exhibitors are strongly advised to report to the Expo's official security company if attending to their own security arrangements. Security will be present on site from 27 September 2010.

The past has taught us that exhibitor goods are most vulnerable when stands are unmanned between 09:00 opening to exhibitors and opening to the public and during the breakdown period.

**ALL EXHIBITORS WILL ONLY BE ALLOWED TO ENTER THE SHOW
GROUNDS AT 09:00.
NO EXCEPTIONS WILL BE MADE.**

THE ORGANISERS DO NOT TAKE RESPONSIBILITY FOR EXHIBITOR'S MERCHANDISE. Please complete the form below if arranging own security guards. **ALL "EXTERNAL" SECURITY GUARDS WILL ONLY BE ALLOWED ACCESS AT 09:00 DAILY AT GATE NO. 2 AND MUST REPORT TO MRS. CALITZ WHO WILL TAKE THEM TO THEIR STAND.**

Δ Do you have your own security guard/s to look after your stand? (YES / NO)

If so: which security company do they work for?

Δ What are the shift times of your security guards?

Sleeping on the grounds (Caravan Stands Only)

Δ Will anybody sleep at your stand during the Expo? (YES / NO)

How many in total?.....

Name of exhibitor:..... Stand Number:.....

**NB: NO OTHER SECURITY VEHICLES OR SUPERVISORS / STAFF
MAY ENTER THE GROUNDS. (ONLY THE GUARD ON DUTY.)**



TERMS AND CONDITIONS OF AGREEMENT

1. In these conditions the term "Exhibitor" means the signatory of this application and includes all employees and agents of such. The "Organiser" means the Zululand Expo committee.
2. Upon acceptance of the Exhibitor's Application Form, a contract shall arise between the Organiser and the Exhibitor in terms of these conditions.
3. Stands will be considered booked on receiving full payment for a stand.
NB: NO PAYMENTS WILL BE REFUNDED. FULL PAYMENT MUST BE RECEIVED to secure the stand allocated to the exhibitor. If an exhibitor fails to pay the contract price at the prescribed time the organisers reserve the right to cancel the booking. In this event, or if the Exhibitor cancels the booking after payment of stand, the payment will be forfeited. **THERE WILL BE NO EXCEPTIONS TO THIS RULE.**
4. The Organiser shall have full power to determine in every respect the allocation of area and position of space and shall be entitled to vary the general layout, or the situation, or area of any particular stand even if already allotted. The Exhibitor shall accept a new allotment of space in substitution of that originally allotted.
5. The official shell scheme stand contractors appointed by the Organiser, unless written authority is obtained, will construct all shell scheme stands. On no account should nails, screws, etc., be used on the shell scheme. Any damage will be the responsibility of the Exhibitor and will be charged accordingly. Should the Exhibitor cause any damage, the damage deposit cheque will be retained.
6. If any damage or injury is incurred by the Exhibitor, sponsor or their representative, or any person, or to the venue, or its contents, the Organisers and their contractors hold themselves harmless against any action, expense or claim on account of such damage or injury. Furthermore, all exhibits must be made safe so as to avoid any danger to any person, visiting or taking part in the Expo. The Organiser or sponsors shall be indemnified by the Exhibitor against any claim or action on account of any injury or damage by an exhibit to any persons whatsoever.
7. All stands and their exhibits must be completed in time as prescribed by the Organisers and must be in good order and well displayed during the hours the Expo is open to the public. No removal or dismantling may commence before the closing time on the last day.
8. The Organisers reserve the right to disbar an exhibitor from attending future shows should they not conform to the terms of these conditions.
9. Where space is booked, but not occupied by the Exhibitor at the time of opening, for any reason whatsoever, there will be no refund of payment made and moreover the Organiser may re-allocate the space immediately.
10. The Exhibitor will be responsible for the cost of restoring to its original condition any part of the land or structure occupied by the exhibitor which has been altered or damaged in any way.
11. Neither the Organisers, ZCBF or any sponsor or associated company to Expo will be responsible for the safety of any exhibit or property of any Exhibitor or any person, for the loss or damage of or destruction to the same by theft or fire, power failure or whatsoever, or for any loss or damage sustained by the Exhibitor by reason of any effect in the buildings or marquees caused by fire, storm, tempest, lightning, national emergency, war, labour unrest strikes, explosions, Act of God etc., or any cause not within the control of the Organiser.
12. In no event shall the Exhibitor have any claim of any kind against the Expo, ZCBF, sponsors or associated companies, in respect of any loss or damage consequential upon the prevention, postponement or abandonment of the Expo, by reason of the happenings of any event referred to in Condition 11, or of the showgrounds becoming wholly or partially unavailable for the holding of the Expo for reasons beyond the Organiser's control. The Organisers shall be entitled to retain such parts of all the sum paid by the Exhibitor as the Organiser considers necessary. If, in the opinion of the Organiser, by re-arrangement of the date of the Expo or by substitution of another building or marquee, the Expo can be carried out, the contract for the space shall be binding upon the parties, except as to size and positions of stands, as to which any modification, substitution or re-arrangement it considers necessary shall be determined by the Organiser.
13. In the event of a breach of any of the conditions herein the Organiser may in all cases retain all monies paid by the Exhibitor and recover further monies from the Exhibitor as provided herein.
14. The Organisers reserve the right to remove any vehicles illegally parked on the ground. The exhibitors will have an allocated parking area in which all vehicles can be parked unless otherwise arranged with the Organisers. Furthermore, neither the towing company or the organisers will be held responsible for any damage caused to towed vehicles.
15. All electrical appliances in use during the duration of the show will at all times be in good working order. Should any appliances be faulty and cause interferences or interruptions in the power supply or inconvenience other exhibitors in any way, the faulty equipment will be removed by the organizers.
16. **Electricity will only be provided for exhibitors who have requested power** (booked before the show and not during the show).
17. Exhibitors are to remove their goods before the dismantling dates of the shell scheme and marquees.
18. Expo organisers reserve the right to move any stands or entrances for logistical purposes or at organisers discretion for safety and security reasons.
19. Exhibitors who have their own security guards must inform them or the appointed security company for who they work, that their guard must only report to gate no. 2. The Security manager will then escort them to their allocated stand for their guard duty (no other staff or vehicles will be permitted - only the guard on duty).
20. Right of admission reserved by the expo officials at any time.
21. No sleeping in vehicles on the grounds.
22. Participation entirely at own risk.
23. Management reserves the right to limit the number of exhibitors.
24. Exhibitors who setup on show days will be charged a R300 penalty fee per stand booked.
25. The organisers will not take responsibility for any power cuts or load shedding that occurs during build - up or show days. Exhibitors to provide their own back up generators.
26. No exhibitor may disassemble their stand before the close of gates on the last day of show.
27. Only items listed on the application form may be sold, if goods not listed are sold, it will be confiscated.

Signed and accepted by: Signature

