



EMPERORS PALACE

The following Agreement must be signed by each individual exhibitor or alternatively by the exhibition organiser who will then be liable for the exhibition.

EXHIBITOR GUIDELINES AND AGREEMENT FORM

The following are basic guidelines set in line with the Statutory Obligations under the Occupational Health and Safety Act, Act 85 of 1993, and form part of the Agreement between Emperors Palace and the Exhibitor's or Contractor's Company. This document must be signed and returned, in the current format and without alterations, to Emperors Palace, at least 2 weeks prior to the initial set-up date of the Exhibition. This agreement is binding on all Exhibitors, Contractor and Sub - contractors engaged by the undersigned parties, and will be submitted Emperors Palace's Management and Health and Safety Department for final approval.

Contractors and Sub-Contractors shall ensure that work is executed in all respects in accordance with the requirements of the Occupational Health and Safety Act and its regulations, as amended and all statutory regulations applicable, including the keeping of proper records, production of test certificates and appointment of Competent Persons. It is therefore mandatory – prior to all scheduled exhibitions, that exhibition Organisers, Contractors, Sub-Contractors and Exhibitors take note of the following regulations.

1. Exhibitor Floor plans

Prior to all exhibitions – a floor plan must be submitted to the relevant G&C Coordinator, who will in turn submit this to Management and Health and Safety officer for approval. This floor plan must indicate (according to scale) the position of all exhibitor demarcated areas, shell scheming and equipment. Subsequent to approval, this floor plan will be binding upon all parties, and no changes will be accepted without written consent from Management. Changes without such consent might result in the exhibition stand not being allowed to be erected.

2. Unloading and Loading regulations

No Unloading or Loading of any equipment/materials is allowed via the Front Entrance of the Convention Centre. Please note that the no vehicles will be allowed to park for unloading or loading purposes at this entrance. All deliveries/collections are strictly to take place via the designated Loading Bay/Entrance. All deliveries and collection must be done according to a Schedule supplied to the G&C Coordinator by the Organiser, and should deliveries be late according to the schedule, Security will reserve the right to refuse the vehicle access until such a time when an open time 'slot' is available. Breakdown will be required on the said date & time of the contract. After such time should any exhibitors material be left on the premises, will be left at the exhibitors own risk unless authorized in writing by the Banqueting Manager. In the event of any items not being collected within a period 48hrs prior to the function Emperors Palace will discard these items. Emperors Palace will not be held liable for the replacement of any such items. For all deliveries organizer or exhibition stand holder to be present to accept delivery as no Emperors Palace staff member or representative will sign or accept delivery. Emperors Palace will not be held liable for any loss as a result of short delivery from a transport company or as a result of any part of the content going missing.

Please note that neither Emperors Palace, nor its staff, will be responsible for the receiving or setup of exhibitor goods/equipment, and the G&C Coordinator in charge of the event will not be allowed to sign for any deliveries.

3. Power/Electrical Supply

All electrical services, supplied by outside/third parties, must be in accordance with regulations as stipulated within the Health and Safety Act. All electrical contractors are bound by prior approval from Emperors Palace's Maintenance Manager or Complex Engineer.

4. Exhibition Site Inspections

During and after exhibit setups, each exhibition space will be inspected to ensure compliance with:

- The basic Health and Safety Act
- The floor plan (as mentioned in point 1) and
- Further stipulated regulations in this document as follows.

All hazardous items reported by the Health and Safety officer or his/her designate are to be addressed immediately. Failure to comply will result in the rectification by Emperors Palace – at the expense of the exhibition organiser or relevant party involved.

Non compliance with the approved Floor Plan may result in the breakdown of the Exhibition Stand.

5. Basic Guidelines for Exhibit Setups and Structures

- FIRE EXITS & FIRE FIGHTING EQUIPMENT:** At no time may any exhibition stand/equipment or person obstruct access to fire fighting equipment or exits.
- EXHIBITION WEIGHT LOAD:** All structures (e.g. shell scheme/s) erected, must be of adequate strength and stability to maintain the applicable load bearing mounting/s, thereby avoiding the collapsing of structures.
- DANGEROUS STRUCTURAL PARTS:** No structure may have sharp edges, protruding beams or low frames (min 2.1m height).
- ISLES:** A minimum 3m wide isle between rows of stands must at all times be adhered to. No equipment/materials may be displayed/stored in these isles at any given time.
- PETRO CHEMICALS:** Any petro chemicals must be declared and authorization given for use.
- SCAFFOLDING:** In the event of scaffolding being erected – a clearance certificate needs to be issued by the applicable contractor (scaffolding engineer), for approval by Management.
- DRAPING:** All draping must be free standing and supported with draping poles. No draping will be allowed to be suspended from the roof or ceiling. Draping material to be made of a fire retardant material.
- HANGING POINTS:** No banners will be allowed to be suspended from the roof or ceiling in the Centre Court.
- FOOD & BEVERAGE:** No food or beverage is permitted to be brought into Emperors Palace to be served from any exhibitor stand/s, without prior written arrangement with Management.
- SECURITY:** Security must be provided by Emperors Palace for the exhibition at an additional cost. Details and requirements must be discussed and confirmed in writing with the G&C Coordinator in charge of the Event. Alternatively specialised exhibition security companies may be accepted upon agreement with Emperors Palace's Security Management. All delegates, exhibitors and contractors must display the necessary accreditation of the event at all times. Security must be booked for all exhibitions to safeguard valuables & eliminate loss or theft. In the event that no security is booked, Emperors Palace will not be held liable for loss or theft of any item.
- PUBLIC AREAS:** Exhibits in public areas (e.g. foyers) is strictly subject to the written approval by Emperors Palace's Management, and any exhibit placed in one of these areas will be subject to removal.
- Emperors Palace Convention Center, is deemed as a non-smoking environment due to current legislation, with exception of certain rooms which may be utilized depending of availability and prior written arrangement.
- STORAGE OF PACKING/OTHER MATERIALS:** All packaging/other materials (e.g. storage containers) not utilized by exhibitors, are to be removed from the venue or stored away from walkways, emergency escape areas and areas where electrical supply lines/cables are housed (e.g. back of exhibition stands). Emperors Palace does not supply storage areas or cages, unless prior arrangement has been made and confirmed in writing.
- GENARAL:** Nothing may be attached to the venue walls. Displays, poster & signage must be free standing. No prestic, drawing pins, glue, tape or nails may be use on the venues walls.

Disclaimer:

Neither Emperors Palace nor its staff will be held responsible for any loss or damage to equipment, property or life.

Exhibitor/Contractor/Sub-Contractor Entry Agreement:

I,the undersigned, acknowledge the basic exhibitor rules and regulations, as stated above, and will ensure that all my workmen will conform to these or any other legislation governing the work to be performed whilst on the property of the company.

I also empower the management of the company to stop any infringement of these rules by my employees or myself.

Signed:

Date:

Designation:

Company:

Short description of task to be performed:

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Exhibition Organiser (External)

Company Name: _____ **Tel.N°** _____

Responsible Person: _____ **Tel.N°** _____

Emperors Palace Groups & Conventions Coordinator:

NAME: Judy Camara **CONTACT N°:** 011 928 1974

Signed: _____ **Date:** _____

Emperors Palace Health & Safety Manager:

NAME: Smiley Opperman **CONTACT N°** 011 928 1925

Signed: _____ **Date:** _____

Complex Maintenance Manager:

NAME: Jannie Roos **CONTACT N°** 011 928 1306

Signed: _____ **Date:** _____

Complex Security Manager:

NAME: Greg Harker **CONTACT N°** 011 928 1710

Signed: _____ **Date:** _____