manufacturing indaba

25 & 26 JUNE 2019

SANDTON CONVENTION CENTRE
JOHANNESBURG, SOUTH AFRICA

# 2019 EXHIBITORS MANUAL

## SECTION 3:
## Compulsory forms

www.manufacturingindaba.co.za

# COMPULSORY FORMS

**PLEASE USE THIS PAGE AS YOUR CHECKLIST COMPULSORY FORMS**

- These forms are provided for your completion.
- Please return them before the deadline date shown below.
- Completed forms to be sent via email to : sonja@siyenzaevents.co.za

## MANUFACTURING INDABA COMPULSORY FORMS

| FORM # | STATUS | WHAT | DEADLINE |
|---|---|---|---|
| **1** | **Compulsory** | **Exhibition Directory** | 20 May 2019 |
| **2** | **Compulsory** | **Exhibitor Badges & Parking** | 20 May 2019 |
| **3** | **Compulsory** | **Business Matchmaking** | 20 May 2019 |
| **4** | **Compulsory** | **Exhibitor Meal Tokens** | 20 May 2019 |
| **5** | **Compulsory** | **Exhibitor's Acceptance Agreement** | 20 May 2019 |
| **6** | **Compulsory** | **Exhibitor's Indeminity** | 20 May 2019 |
| **NB** | **Compulsory** | **Attach your company Logo in high resolution, jpeg or pdf format.** | 20 May 2019 |

# FORM 1 – EXHIBITOR DIRECTORY

Return completed form to sonja@siyenzaevents.co.za by 20 May 2019

Kindly provide the following information for your company's listing in the exhibitor's directory / handbook – given to all exhibitors, delegates and visitors.

**Please attach and send me your Company Logo in high resolution, in jpeg or pdf format**

| | |
|---|---|
| **Company Name (Same as fascia signage)** | |
| **Stand Number** | |
| **Company Address:** | |
| | |
| | |
| **Company Telephone:** | |
| **Company Website:** | |
| **Company Email:** | |
| **Company Website:** | |
| **Company Contact Person:** | |
| **Company Description (maximum 75 words):** | |
| | |

# FORM 2 – EXHIBITOR BADGES and PARKING

Return completed form to sonja@siyenzaevents.co.za by 20 May 2019

Please provide names of your representatives attending Manufacturing Indaba. You will require your exhibitor badge to gain access into the venue during show days.

| FIRST NAME & SURNAME | COMPANY |
|---|---|
| | |
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## PLEASE NOTE

* Number of Exhibitor badges and Parking in accordance with the size of your stand.

- 2-6 sq m stands – permitted 2 badges / parking
- 9 sq m stands – permitted 3 badges
- 12 sq m stands – permitted 4 badges
- 18 sq m stands – permitted 6 badges
- 36 sq m stands – permitted 8 badges

PARKING VOUCHERS VALID FOR SHOW DAYS ONLY
PLEASE COLLECT AT SERVICES OFFICE DAILY.

# FORM 3 – BUSINESS MATCHMAKING

Return completed form to sonja@siyenzaevents.co.za by 20 May 2019

The Manufacturing Indaba 2019 Business Matchmaking Program affords you the opportunity to meet and engage with this year's high-level speakers, exhibitors, sponsors and delegates on a one-on-one basis at the Manufacturing Indaba. For this, we have partnered with Outsmart Marketing, a dynamic company that has already worked on a number of high-profile events on the African continent.

Using the most sophisticated technology in the industry, the Manufacturing Indaba Matchmaking Program promises return on your investment. It is uniquely designed to help you to make the right contacts, fulfill your business and target market objectives, and establish long-lasting and valuable contacts in the energy sector.

**How the Manufacturing Indaba Business Matchmaking Program works:**

1. **Individual profiling**
   Using the information that you provide, as well as our added background research, we will develop your own unique profile. Our matchmaking software will then apply your purpose and goal at the Manufacturing Indaba in its database search of contacts that are most suited to your needs.

2. **Intelligent matchmaking**
   Once we have established your key contracts, you will be able to go online and select the person or company with which you would like to interact with. When you have reached a decision, you may send 'meeting requests' - and let the matchmaking begin!

3. **Pre-Scheduling meetings**
   We will ensure that meetings are duly confirmed through the online private diary for tracking a meeting's status and conferring over details such as suitable times.

4. **Central meeting venue**
   An email or text reminder will be sent to both participants for meetings in a pre-confirmed area at the Manufacturing Indaba.

| | |
|---|---|
| **Name** | |
| **Surname** | |
| **Company** | |
| **Designation** | |
| **Mobile** | |
| **Email address** | |
| **Stand No** | |

# FORM 4 – EXHIBITOR MEAL VOUCHERS

Return completed form to sonja@siyenzaevents.co.za by 20 May 2019

There will be a dedicated Exhibitor catering area within the Exhibition Hall.
This area will be operational from **12h00 – 14h30** on show days and you will be entitled to a hot meal and beverage.

Number of Meal Tokens provided In accordance with the size of your stand.

- 2 sq m stands – permitted 1 meal voucher
- 3-6 sq m stands – permitted 2 meal vouchers
- 9 sq m stands – permitted 2 meal vouchers
- 12 sq m stands – permitted 3 meal vouchers
- 18 sq m stands – permitted 4 meal vouchers
- 36 sq m stands – permitted 6 meal vouchers

Please nominate one person to collect and sign for the tokens on a daily basis from the Organisers Office.

| | |
|---|---|
| **Name** | |
| **Surname** | |
| **Stand Number** | |

- The conference delegate catering area in the exhibition hall is not open to Exhibitors.
- There will be a dedicated Exhibitor catering area within the Exhibition Hall.
- This area will be open from 12h00 – 14h00 on show days and you will be entitled to a hot meal and beverage.
- You may purchase extra Exhibitor meal vouchers for R130 or alternatively ensure your personnel manning your stand have funds to purchase additional food and beverages from the pop up cafe situated in the Exhibtion Hall.

How many additional Meal Vouchers would you like to purchase per day @ R130 per day

| | |
|---|---|
| **Quantity of extra meal vouchers 25 June** | |
| **Quantity of extra meal vouchers 26 June** | |

# FORM 5 – EXHIBITORS ACCEPTANCE AGREEMENT

Return completed form to sonja@siyenzaevents.co.za by 20 May 2019

**INDEMNITY / DISCLAIMER OF LIABILITY**

The exhibitor and/or the sponsor agrees to indemnify and hold the organiser harmless against any loss, damage or claims suffered or incurred by the organiser as a result of or in connection with any act or omission of exhibitor or its agents or contractors except to the extent that any such liability, damage, claim or loss arises as a result of gross negligence or willful misconduct on the part of the organiser or any breach of statutory duty on the part of the organiser.

**PAYMENT AND CANCELLATION OF EXHIBITION STAND BOOKINGS, OR CHANGES TO THE TYPE OF STAND ORIGINALLY RESERVED PAYMENT:**

a) On receipt of a confirmed exhibition booking, the organiser will issue an invoice to the exhibiting organisation. The invoiced amount is payable on presentation i.e. payment is to be made in full within 30 days of the date of the invoice, failing which the exhibition space will be made available to any organisation who wishes to reserve it.
b) We have a very strict ruling that no exhibitor may start to build their stand, or to exhibit, if their stand is not paid for in full in advance.
c) For "last-minute bookings" made after 8 JUNE 2019, payment must be made to the organiser by the start of the exhibition build-up i.e. before Friday 24 JUNE 2019.

**CANCELLATION POLICY:**

We have to face a lot of un-recoverable costs if there is a cancellation.
a) Therefore, if an exhibitor cancels a booking that has been confirmed when there are still 8 calendar weeks (before or on 18 APRIL 2019) to go before the start of build-up of the exhibition, a fee of 50% of the value of the stand(s) booked will be payable by the exhibitor.
b) Any time from 8 calendar weeks until 3 calendar weeks (before/ on 18 APRIL 2019) prior to the start of build-up of the exhibition, the cancellation fee will be 75% of the value of the stand(s) booked.
c) A cancellation fee of 100% will be charged for any cancellation made any time after the 18 MAY 2019.

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**If you decide to change the TYPE of stand booked** An administration fee of R2 500.00 plus VAT will be levied for each change made to your type of stand / booth booked.

**I agree, understand and accept all the terms and conditions of the Manufacturing Indaba 2019 exhibitor manual requirements and disclosures. I am aware of and bound by the rules relating to Insurance, Liability, Security and Health & Safety.**

**Full Name of Exhibiting Company:** _____

Signed this _____ day of _____ 20 ____ at _____

**DETAILS OF THE PERSON / COMPANY WHO WILL BE BUILDING/DECORATING YOUR EXHIBITION STAND - contractor, or a member of your staff:**

| | |
|---|---|
| **Full name of person who is head of the team:** | |
| **Contact Person :** | |
| **Email Address:** | |
| **Mobile Number:** | |
| **Company Name:** | |

Please pay special attention:

1. Should an exhibitor / contractor wish to exceed 2,5m in height or to build a double-storey stand, the exhibitor / contractor shall be responsible for **both** sides of the dividing wall. This must be of a solid construction, suitably finished and decorated on the reverse side in a colour acceptable to the adjoining exhibitor, but carrying neither titles, devices, advertising matter nor exhibits on the elevation overlooking the adjoining stand/s. Failure to comply with this regulation may result in the Organiser completing the work at the expense and risk of the exhibition at fault. This will also apply to an exhibitor failing to erect partitioning between its own and the adjacent stand as well as to any exhibitor erecting a common partition of less that the height specified, except by mutual agreement.

2. No part of any stand or exhibit, including fascia's, signs, corner posts or fittings, shall project into or overhang any aisle or obscure any fire or exit signs.

3. In a continuing vein, the freedom of all aisles is essential for the build-up and dismantling of the exhibition. No one may erect or place any scaffolding, trestles, cranes, hoists or other equipment or material which will impede, delay or stop work on any other site or in the aisles. It is also the responsibility of the exhibitor and its agents and employees to keep aisles clear (so far as is reasonably possible) of materials, packing cases, rubbish and equipment.

4. Fire alarms, hydrants, extinguishers, exit signs etc., must not be masked or obstructed.

5. Please ensure all orders and payments reach us by no later than **20 May 2019.**

6. The officially appointed electrical contractor shall have the right to enter any stand and examine the electric wiring, lighting, motors and accessories. All electrical contractors working on the exhibition stands shall supply the organisers upon request with a Certificate of Compliance. RIPCORD IS NOT ALLOWED IN ANY CIRCUMSTANCES WHATSOEVER. The Organiser reserves the right to refuse the connection of any stand not complying with application regulations and to limit the supply to any consumer.

7. No machining or cutting will be allowed in the Hall.

8. Stands must be completed by the **deadline of 20h00 on 24 June 2019**, to allow for final dressing and cleaning by the Organisers.

9. Should the stand or structure exceed 2,5m in height, or be a 2-storey structure, or have a raised floor or staircase, a drawing must be submitted to Sonja Walls on sonja@siyenzaevents.co.za by 20 May 2019.

# FORM 6 - EXHIBITORS INDEMNITY

Return completed form to sonja@siyenzaevents.co.za by 20 May 2019

**Without receipt of this form, Siyenza Management 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 **Siyenza Management** (Employer) and _____

_____ Reg No _____

(Exhibitor or their Mandatory) As envisaged by Section 37(2) of the Occupational Health & Safety Act 85 of 1993 as amended (as recorded in the Terms and Conditions )

I, _____ 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 **Siyenza Management (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 liaise with the Employer (or their 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

_____ appoint _____

as my representative and responsible person to supervise all work on the premises of the venue.

I / We hereby indemnify Siyenza Management against liability, loss or proceedings whatsoever, whether arising in common law or by statute, consequent on personal injuries or the death of any person whomever (including claims by my/our employees and their dependants) 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 work as envisaged in terms hereof.

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

_____ (Commissioner for Occupational Injuries and Diseases)

**TERMS AND CONDITIONS**

All requirements of Occupational Health and Safety Act 85 of 1993 and Regulations (as amended) shall be adhered to.

Any other statutory requirements pertaining to the area of the exhibition shall also be adhered to.

Section 37 – Acts or omissions by employees or mandatories

Subsection B (2) states that the employer shall be liable for any acts or omissions by any of his/their/its employees and/or mandatories, except if the parties have agreed in writing to the arrangements and procedures between them to ensure compliance by the mandatory with the provisions of this Act.

Where any activity during build-up and/or breakdown periods, is of such nature that it could cause injury to anyone, or damage to the environment, all reasonable practicable preventative measures shall be implemented to ensure health and safety and/or impact upon the environment.

No dumping of any hazardous chemical substances is permitted into any drains and/or waste bins. Same shall be disposed of in terms of the Hazardous Chemical Substances Regulations of the Occupational Health and Safety Act 85 of 1993 as amended.

Should any chemicals, gasses and/or substances be required to be used duting build-up or break-down and/or show periods then all relevant material safety data sheets are required prior to use.

**Full Name of Exhibiting Company:** _____

Signed this _____ day of _____ 20 ____ at _____

Signed on behalf of
**Siyenza Management**
(Employer) _____

Signed on behalf of (Mandatory) _____

| | |
|---|---|
| **Full Name of Exhibiting Company:** | |
| **Contact Person :** | |
| **Tel :** | |
| **Fax :** | |
| **Exhibition Stand Number :** | |