

GENERAL INFORMATION



A - Z INFO



BUILD UP

08h00: 23-25 April 2012

Exhibitors to commence building stands. We recommend that you only bring in valuable and portable items on 25 April 2012.

23h00: 23-25 April 2012

Halls will be locked. Exhibitors are responsible for their own security during these three days until the halls are locked at 23h00.

BREAKDOWN

07h00-13h00: 6 May 2012 - Sunday

07h00 – 17h00: 7 & 8 May 2012 - Monday, Tuesday

Own security must be supplied by exhibitors.

Exhibitors must evacuate the exhibition space and remove all stock and equipment within **3 days** after the show. Items not removed will be disposed of by the organiser at the exhibitor's expense.

PLEASE NOTE: Bloem Show cannot be held responsible for any loss or damage to exhibitor's property.

BANK DETAILS

NAME OF ACCOUNT:	CENTRAL AGRICULTURAL SOCIETY
BANK:	ABSA BANK
BRANCH NO:	33 – 41 – 34 – 00
ACCOUNT NO:	04 70 74 02 56
FAX NO:	086 558 4677
REFERENCE:	Exhibitor's Account No

BREAKFAST

- **08h00: Monday, 30 April 2012**
Breakfast in the **Banquet Hall**. Trophies will be presented to the various prize winners.
- **2 Guests per stall** may attend the breakfast.

CARPETS

- Exhibitors who have stand package will automatically receive carpets with their stand.
- Colour of the carpets (Halls - Protea, Daisy, Tulip, Lily, Violet - **CHARCOAL**, if not indicated otherwise on Form 1. (Page 20)
- To view the above mentioned, visit the Oasys Website www.oasysexhibitions.co.za or www.bloemskou.co.za.

CLEANING

- Halls (Protea, Daisy, Tulip, Lily, Violet) will be cleaned daily between 08h00 – 09h00 before exhibitors enter. Cleaning will be under supervision of security.
- Cleaners will be around to clean the aisles during the day.
- Please note that you are responsible to keep your own stand neat and clean.
- Leave rubbish next to your stall for collection by cleaners.

CONTACT DETAILS

POSTAL ADDRESS:	Bloem Show, PO Box 377, BLOEMFONTEIN, 9300
PHYSICAL ADDRESS:	Showgrounds, Curie Avenue, Hospitalpark, Bloemfontein
OFFICE NUMBERS:	(051) 448 9894/5/6
FAX:	086 692 3398
E-MAIL:	maria@bloemshow.co.za
WEBSITE:	www.bloemskou.co.za
ORGANISER EXHIBITIONS:	Maria Higgs
ACCOUNTS:	Corine Titus-Gola

CONTRACT

This document is an agreement between the CAS and the Exhibitor for the exhibition space leased. This agreement must be completed in full and returned to the CAS, together with your deposit as per the contract.

A Copy of your ID Document must accompany this agreement.

CONSTRUCTED STANDS

- NO double storey stands are allowed.
- NO construction over aisles is allowed.
- Any structure relating to the exhibitor's exhibition in any hall may in total **not exceed 2,5m in height**.
- Exhibitors or their contractors are responsible for cleaning and removing all rubbish and discarded material arising from the construction or dismantling of a stand.

EXHIBITION PACKAGE

Halls - (Protea, Daisy, Tulip, Lily, Violet) Full Package Executive

The exhibition package includes:

- Octanorm Shell Scheme (walls are 2500mm high) with white infill panels
- Fascia board with company name
- Carpets - **CHARCOAL**
- 2 x 150watt spotlights per 9m²
- 1 x 15 amp plug
- Corner Stand: 2 side walls & 2 open sides

- Ordinary Stand: 3 side walls & 1 open side
- No painting (except if special panes were ordered)
- No nails (hooks to be provided by OASYS)
- Additional electricity or lights for your own account.
- **All costs** involved in **moving** from one stall to another (after consent by the office) are the sole **responsibility** of the **exhibitor**.

EXHIBITING COMPANY NAME

- The name, as provided by the exhibitor, of the exhibiting company will be displayed on the fascia board of exhibitions in Halls (Protea, Daisy, Tulip, Lily, Violet). Please complete **Form 1**. (Page 20)
- Additional cost for **Special Logos** will be charged at **R350-00** each (VAT included).

EXHIBITION TIMES

OPENING TIMES OF HALLS

26 April 2012, (First day of the Show)

- On the **first day** of the show the **halls** will be **opened at 09h00** for **exhibitors** and **10h00** for the **public**.

Weekdays

- **09h30** for exhibitors • **10h00** for public

Fridays, Saturdays & Public Holidays

- **09h30** for exhibitors • **10h00** for public

Sunday, 29 April 2012 (First Week)

- **09h30** for exhibitors • **10h00** for public

Sunday, Second Week (Day after show)

- Halls will be **opened** at **07h00**

CLOSING TIMES OF HALLS

Weekdays

- Halls will be locked at **20h30**

Fridays, Saturdays & Public Holidays + days before public Holidays

- Halls will be locked **20h30**

Sunday, 29 April 2012 (First Week) (Last Sunday)

- Halls will be locked at **17h00**

Saturday, 5 May 2012

- Halls will be locked at **20h00**

Sunday, 6 May 2012 Second Week (Day after show)

- Halls will be locked at **13h00**

ELECTRICAL HIRE & SUPPLY

Additional electricity or lighting are for your **own account** – See **Form 5** (page 25) to order the additional electricity or lighting.

In this regard our official electrical contractors, **M & L Electric & OASYS** with offices on the grounds, (contact show office) will be inspecting all electrical installation done in and around exhibition areas.

FIRE REGULATIONS

No highly combustible material such as hessian, straw, paper, polyurethane, etc. may be used in the construction of a stand or within the exhibit display. The use of any kind of heater is prohibited.

FIXING DISPLAY MATERIAL

- Display material may be fixed to the exhibition stand walls by means of double sided tape, Prestik or sticky backed Velcro.
- No nails, screws or permanent adhesives may be used, nor any other mechanisms that will cause damage to the exhibition boards. (Halls - Protea, Daisy, Tulip, Lily, Violet)
- Hooks will be provided by Oasys to suspend heavier objects. It is the responsibility of exhibitors to provide their own materials (Velcro, double-sided tape etc).

IMPORTANT NUMBERS

ACCOMMODATION

Heidi's Place Gastehuis

Contact Person: Carla / Tienie
Email: info@heidisplace.co.za
Cell No: 082 644 9191 Fax No: 086 527 3674
www.heidisplace.co.za

Protea Hotel Bloemfontein Central

Contact Person: Judy Moorcroft
Email: bloemf@iafrica.com
Tel No. 051-403 8000 Fax No: 051-4477102
www.proteahotels.com/bloemfonteincentral

Henmar Gastehuis

Contact Person: Magna Houben
Email: magna@webmail.co.za
Cell No: 084 606 0644 Fax No: 051-444 0219
www.henmarguesthouse.co.za

Olive Hill Country Lodge

Contact Person: Linda du Toit
Email: bookings@olivehillcountrylodge.co.za
Cell No: 084 506 0414 Fax No: 086 500 6063
www.olivehillcountrylodge.co.za

Reyneke Park

Contact Person: Les Reyneke
Email: info@reynekepark.co.za
Tel No: 051-523 3888/9 Fax No: 051-523 3887
www.reynekepark.co.za

ELECTRICITY

M & L Electric

051-430 3014/5

RENTAL OF CARPETS AND FURNITURE

Maria Higgs

051-448 9894/5/6

• To view the above mentioned, visit the Oasys Website www.oasysexhibitions.co.za or www.bloemskou.co.za.

ADVERTISEMENT LOCAL NEWSPAPER

Media 24 – Volksblad Local Newspaper

051-404 7806

051-404 7834

TELEPHONE APPLICATIONS

Telkom

10210

INSURANCE

The exhibitor shall display his exhibition solely at his own risk and shall have no claim, of any nature, against the Bloem Show for any loss or damage to his exhibition as a whole, the goods exhibited, his equipment or any other goods, being as a result of theft, fire or any other reason at all. Although the Bloem Show will arrange for general security measures, the exhibitor will have no claim for whatever reason, against the Bloem Show in the event of these measures not being taken or if such measures are insufficient. The exhibitor shall at his own expense obtain the necessary insurance.

JUDGING

26 & 27 April 2012, Thursday & Friday, First Week

- Judging of Exhibitions will take place (3 groups of judges will be judging)

CRITERIA FOR JUDGING:

- | | |
|--|---------------------------------------|
| ✓ Be ready on time, 10h00, Thursday, 26 April 2012 | ✓ Finishing touches of floors & walls |
| ✓ Make sure your stall number is clearly displayed | ✓ Impression & Appearance |
| ✓ Theme (CARNIVAL) is vital | ✓ Colour & Graphic representation |
| ✓ Originality, initiative and colour | ✓ Information |
| ✓ Efficient Marketing | ✓ Circulation and flow of people |
| ✓ Roof & Ceiling | |

Exhibitors who have not completed their exhibitions by 10h00, Thursday, 26 April 2012, will be penalised during the judging.

DISCOUNT:

- **2012 Trophy Winners** will receive 10% Discount in 2013, based on their 2012 rental fee.
- **2012 Gold Medal Winners** will receive 2,5% Discount in 2013, based on their 2012 rental fee.

PARKING

- Bloem Show reserves the right to apply a **virtually irremovable sticker** to **any vehicle parked illegally** or **without a valid Bloem Show parking disk**.

SPECIAL EXHIBITOR'S PARKING

- **Secured parking** for 10 days **inside** the **showgrounds (main gate)** is available at **R250-00 per vehicle** for the duration of the show.
- **Limited** parking spaces available.
- Parking will be booked on a **"first come, first serve"** basis.

ADDITIONAL MOTOR CAR TICKETS

- **C-Parking** tickets which allow exhibitors to enter the grounds until **10h00** every day to do deliveries. Tickets can be purchased at **R120-00** per car.
- No entrance into the grounds without a C- Parking ticket.
- **R10-00 per half hour** will be charged if you leave the grounds **after 10h00**.
- Once deliveries are completed, vehicles must be parked outside the perimeter fencing of the Showgrounds.

RULES OF THE EXHIBITION

Detailed rules at the back of contract. Some of the important factors:

- The exhibitor shall **not** be entitled to sublet the exhibition area to any person.
- Bloem Show reserves the right to **restrict** any **loud music or noise** causing a disturbance to neighboring stands.
- No exhibitor may take possession of the stand space until **full payments and contract** have been received, including space rental and service requirements.
- Exhibitors **may not hand out** any posters, leaflets, printed material, circulars or any other promotional items or advertising material from any other area other than their stand.
- The organisers reserve the right to restrict the number of presentations or demonstrations causing obstructions in aisles, and/or disturbances to neighboring stands.
- The exhibitor shall use the exhibition area solely for the purpose to display and sell his products and services and to negotiate with (potential) buyers and customers as determined in the agreement sent to you.
- The exhibitor shall, for the entire duration of the Show, and at his own expense, keep the exhibition area neat, clean and hygienic.
- Exhibitors must ensure that their stands are adequately **manned** during show hours.
- Exhibitors using stand contractors must apply in writing for earlier access for build-up.
- The exhibitor will not be entitled to use any (potentially) dangerous, explosive, offensive, noxious or excessively noisy material, substance or object as part of his exhibition without the prior written consent of the Bloem Show.

REGULATION DEPOSIT

A Regulation Deposit of **R650-00 per exhibition space** is payable **as per contract** – additional to rental fees of exhibition spaces.

Forfeiting of Regulation Deposit in the following instances:

- Exhibitors who have not arrived on time and completed their exhibitions before the first day of the show, will forfeit their regulation deposit.

- **No Exhibitor may remove his display before Sunday 06 May 2012** and no exception will be made in this regard. Exhibitors disregarding this and not open to the public on the last **Saturday Evening till 20h00** will forfeit their **Regulation Deposit of R650-00** as well as their exhibition space for the following year. Halls will be opened from 07h00 – 13h00 on Sunday 06 May 2012 and exhibitors are responsible for their own security from this day forward.
- Any contravention of the General Rules & Regulations as set out in the contract.
- Contravention of rules for the building of stalls.

MANAGEMENT'S DECISION REGARDING FORFEITING OF REGULATION DEPOSIT IS FINAL – OF WHICH DECISION YOU WILL BE NOTIFIED BY IN WRITING. NO FURTHER CORRESPONDENCE WILL TAKE PLACE THEREAFTER.

REFUND OF REGULATION DEPOSIT

Exhibitors adhering to the rules & regulations will be entitled to a **refund** of the **Regulation Deposit** on presentation of **Form 7** to the office within **two weeks** after the final day of the show.

SAFETY

- Electrical, fire and general safety are very important to the Bloem Show. The safety form must be signed and returned before 19 March 2012. No exhibitor will be allowed to exhibit without signing the safety form. **(Form 2)**
- NO trading with **BB-guns** as well as **swords** will be allowed.
- All **knives** that form part of an exhibition, must be displayed in a lockable counter. Only to be taken out under supervision of an exhibitor. Counters must be locked at all times.
- See also Fire Regulations (page 14)
- Police Station on grounds.
- Medical emergency - Call NETCARE 911 on grounds (082 567 1676)

SECURITY

- There is 24-hour security from the beginning of the show to the end of the show. (26 April – 5 May 2012)
- It should be noted that exhibitors are responsible for their own security of their stand and its contents.
- Companies wishing to arrange additional stand security can use **Expo Screens**, please complete **Form 9** and fax to **086 627 4874**.
- Under no circumstances will exhibitors be allowed to use their own security guards.
- Please note that , the Protea, Daisy, Tulip, and Lily Halls will be equipped with **security cameras**.
- No person will be allowed to stay in exhibitions overnight. (after closing of halls and the show)

SERVICE FORMS

DEADLINE DATE: 19 March 2012

Please read through all the service forms contained in this manual. Kindly complete and return them by 19 March 2012. Return these forms on or before this date to ensure that the organisers and their suppliers can provide the best possible service. If you do not return your orders by 19 March 2012, a 20% surcharge will be levied. Services ordered on site will attract a 20% surcharge.

SAVE MONEY AND ORDER NOW.

SHELL SCHEME SPECIFICATIONS

SPECIFICATIONS OF TYPICAL SHELL SCHEME STAND – Important Info

Halls (Protea, Daisy, Tulip, Lily and Violet)

- **Actual panel size:** (this is only the panel) 2420mm x 980mm x 3mm thick
- **Total shell scheme size:** (this is the panel with alluminium strips included) 2500mm x 1000mm
- **Visible panel size:** (when built, the size of the panel you can see) 2400mm x 960mm
- **Fascia:** The fascia panel is 400 mm deep. The visible fascia depth is 300mm. The clear height under the fascia is 2100 mm. Fascias will be provided for all open sides of shell scheme stands. **Please note: panels may not be painted. NO nails or drilling of holes in shell scheme is permitted. Only prestik, velcro or double-sided tape may be used.**
- Should you wish to paint the panels, contact the organisers who can organise this for you.

The exhibitor will be **compelled** to man the exhibition area and to keep the stand open for the **public** to visit the exhibition for the **full duration** of the Show during the **visitation hours** determined.

TICKETS

- **Access for exhibitors in 2012 will be by photo ID tickets.** Please see to it that the taking of photos is included as part of your time schedule during build-up. This process must be completed before **22h00 on 25 April 2012.**
- 3 Free photo ID tickets per stand will be issued for the staff working at your stand. The free tickets must be collected at the show office, after which you will be directed to the area where the photos will be taken.
- No free entrance for children above the age of 6, additional tickets can be bought at our office.
- No entrance from 26 April 2012 without your photo ID ticket.

COST OF ADDITIONAL TICKETS:

PHOTO ID TICKET

- The cost of additional photo ID tickets will be **R220-00** per ticket.

BOOKLET TICKETS

- **R165-00** per booklet (5 tickets to be used for **anyday of the show**)
- Abovementioned tickets are only for the use of exhibitors and their staff.
- There will be a limit on the amount of booklets purchased by exhibitors.

TOILETS / ABLUTION FACILITIES

- There will be two paid ablution facilities (next to the Lily Hall and in the main walkway);
 - Tariff R2.00 per visit
 - Exhibitors can buy a booklet of 10 tickets at the office (R20,00)
- All other facilities are free of charge.
- Baby rooms in each of the paid facilities, - main walkway, Pleasureland, Block A & B.

