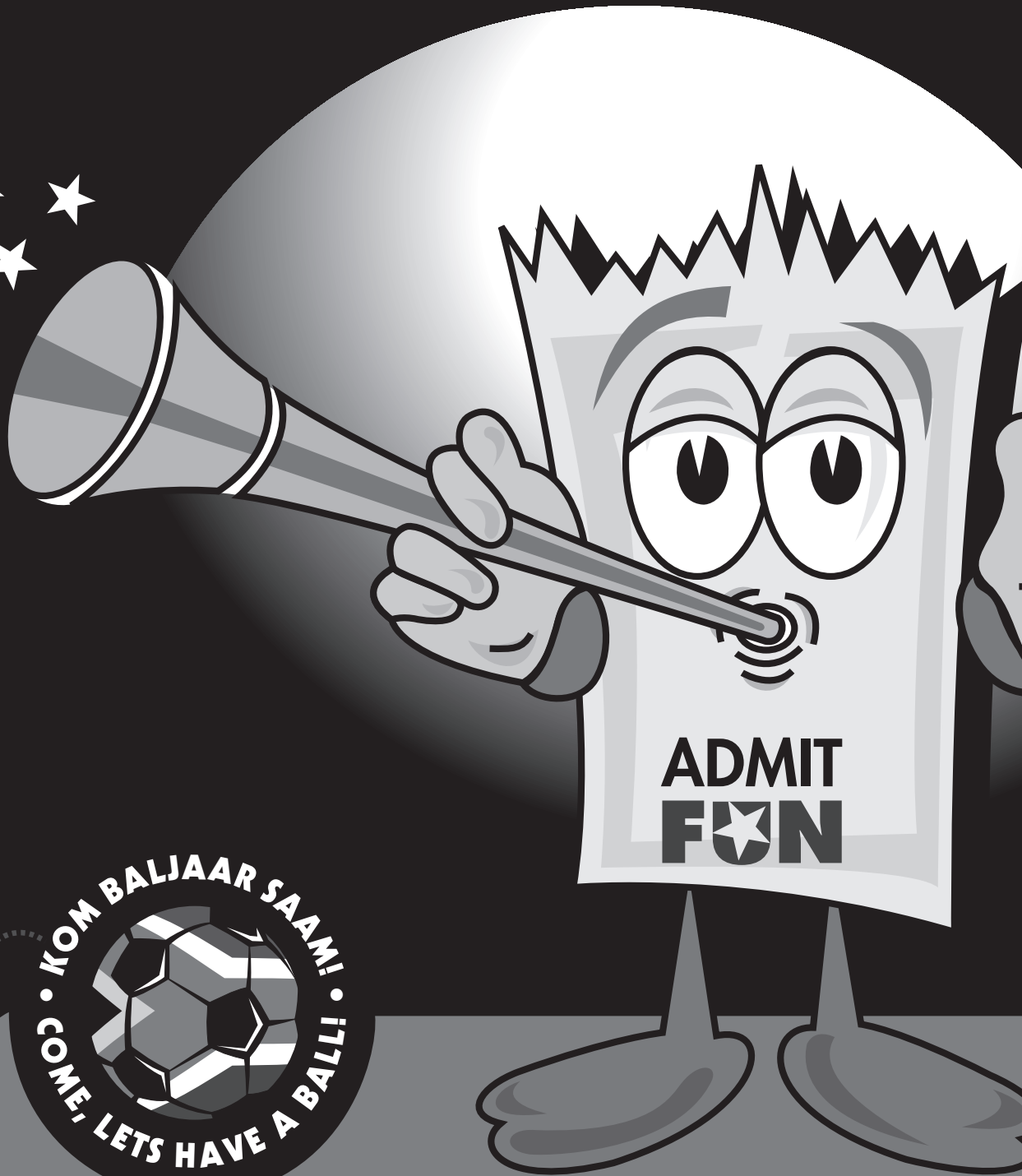


GENERAL INFORMATION



GENERAL
INFORMATION



A – Z INFO



BUILD UP

08h00: 19 - 21 April 2010

Exhibitors to commence building stands. We recommend that you only bring in valuable and portable items on 21 April 2010.

23h00: 19 – 21 April 2010

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



BREAKDOWN

07h00 – 13h00: 2 May 2010 Sunday

07h00 – 17h00: 3 & 4 May 2010 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 organizer at the exhibitor's expense.

PLEASE NOTE: Bloem Show can not be held responsible for any loss or damage to exhibitors 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:	051-448 2092
REFERENCE:	Exhibitor's Account No



BREAKFAST

- **08h00: 26 April 2010 Monday**
- Breakfast in the **Function Hall**. Trophies will be presented to the various prize winners.
- **2 Guests per stall** can attend the breakfast, **please indicate on your contract**, whether you will attend.

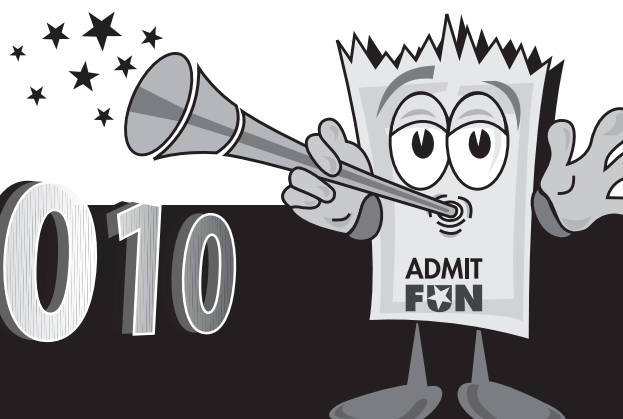


CARPETS

- Exhibitors who have stand package will automatically receive carpets on their stand.
- Colour of the carpets (Halls A, B, C & D, H - **CHARCOAL**).

22 April - 1 Mei / May

2010





CLEANING

- Halls A, B, C, D & H will be cleaned daily between 08h00 – 09h00 before exhibitors enter. Cleaning will be under supervision of security.
- Please keep stands neat and clean – cleaners will be around to clean during the day.



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:	(051) 448 2092 or 086 692 3398
E-MAIL:	maria@bloemskou.co.za
WEBSITE:	www.bloemskou.co.za
ORGANISER EXHIBITIONS:	Maria Higgs
ACCOUNTS:	Claudean Louw



CONTRACT

This document in the Exhibitors' Contract is an agreement between the CAS and the Exhibitor for the exhibition space lease. This agreement must be completed in full, returned to the CAS, together with your deposit as per contract. **A Copy of your ID Document must accompany this agreement.**



CONSTRUCTED STANDS

- No double story 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 A, B, C, D & H Full Package Executive

The exhibition package includes:

- Octanorm Shell Scheme (walls are 2500mm high) with white infill panels
- Hall A & C yellow fascia board with company name in black vinyl lettering
- Hall B & D green fascia board with company name in black vinyl lettering
- Carpets – Hall A, Hall B, Hall C, D & H - **CHARCOAL**
- 2 x 150watt spotlight 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 A, B, C, D & H Please complete **Form 1**.
- Additional cost for **Special Logo's** will be charged at **R300-00 each** (VAT included).



EXHIBITION TIMES

OPENING TIMES OF HALLS

22 April 2010, (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, 25 April 2010 (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 **21h30**

Fridays, Saturdays & Public Holidays + days before public Holidays

- Halls will be locked **21h30**

Sunday, 25 April 2010 (First Week) (Last Sunday)

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

Saturday, 1 May 2010

- Halls will be locked at **21h00**

Sunday, 02 May 2010 Second Week (Day after show)

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

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2010





ELECTRICAL HIRE & SUPPLY

Additional electricity or lights are for your **own account** – See **Form 4** to order the additional electricity or lights.

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. If any dangerous, unsafe or faulty electrical installations are spotted, the contractor will by law disconnect all faulty electrical installations.

If required the Electrical contractor will be giving a quote to do the correct installation.

Please take note of the following, when electrical work are done:

- The minimum height of any open bulbs must be 2.4m from the floor or ground
- NO open joints in any cables or wires are allowed.
- NO flex cables or open wires may be used.
- NO overloading of stop sockets with multi plugs.
- NO lights or power point may be mounted on steel structures without earthing.



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.



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 A, B, C, D & H).
- 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

Krige Lodge B & B

Contact Person: Adri van Rooyen

Email: adri.gvr@mweb.co.za

Cell No: 072 309 7634

Tel No: 051-451 1345

Fax No: 051-451 1730



**Bloem
Skou Show**

Protea Hotel Bloemfontein Central

Contact Person: Cheryl Kuscus

Email: sales.bloemf@iafrica.com

Cell No: 079 557 3224

Tel No: 051-403 8000

Fax No: 086 6039146

ELECTRICITY

M & L Electric 051-430 3014

**RENTAL OF CARPETS
OR FURNITURE**

051-448 9894/5/6

ADVERTISEMENT LOCAL NEWSPAPERSMedia 24 – Volksblad Local Newspapers 051-404 7600 (Tel)
051-447 9198**TELEPHONE APPLICATIONS**Telkom (Hennie Fyver) 053-832 0200 (Tel)
041-407 9015**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 of 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**.

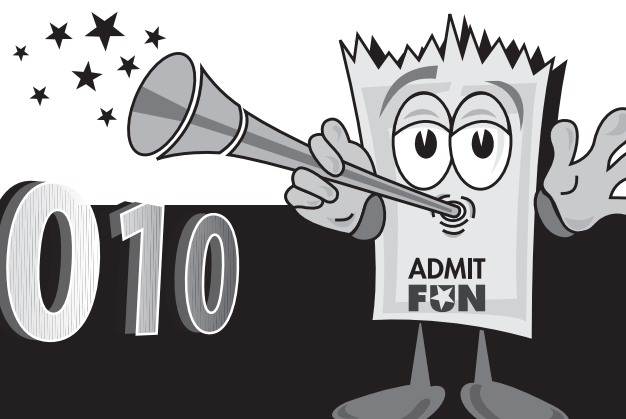
**JUDGING****22 & 23 April 2010, Thursday & Friday, First Week**

- Judging of Exhibitions will take place

Criteria for judging:

- ✓ Roof & Ceiling
- ✓ Impression & Appearance
- ✓ Quality & Construction
- ✓ Originality
- ✓ Color & Graphic representation
- ✓ Information & Theme
- ✓ Finishing touches of floors & walls
- ✓ Circulation and flow of people
- ✓ Marketing

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

22 April - 1 Mei / May**2010**



PARKING

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.
- These 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 **R110-00** 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**.
- Parking after deliveries are done outside show grounds.



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 organizers 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.
- 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.
- 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.



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 02 May 2010** and no exception will be made in this regard. Exhibitors disregarding this and is not open to the public on the last **Saturday Evening** 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 02 May 2010 and exhibitors are responsible for 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.



REFUND OF REGULATION DEPOSIT

Exhibitors adhering to the rules & regulations will be entitled to a **refund** of the **Regulation Deposit** on presentation of **Form 12** to the office within **two weeks** after the final day of the show.



SECURITY

- There is 24-hour security from the beginning of the show to the end of the show. (22 April – 1 May 2010)
- 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 6** and fax to **086 627 4874**.
- Under no circumstances will exhibitors be allowed to use their own security guards.
- Please note that Halls A – D will be equipped with **security cameras**.



SERVICE FORMS

DEADLINE DATE: 23 March 2010

Please read through all the service forms contained in this manual. Kindly complete and return them by 23 March 2010. Return these forms on or before this date to ensure that the organizers and their suppliers can provide the best possible service. If you do not return your orders by 23 March 2010, a 20% subcharge will be levied. Services ordered on site will attract a 20% subcharge.

SAVE MONEY AND ORDER NOW.



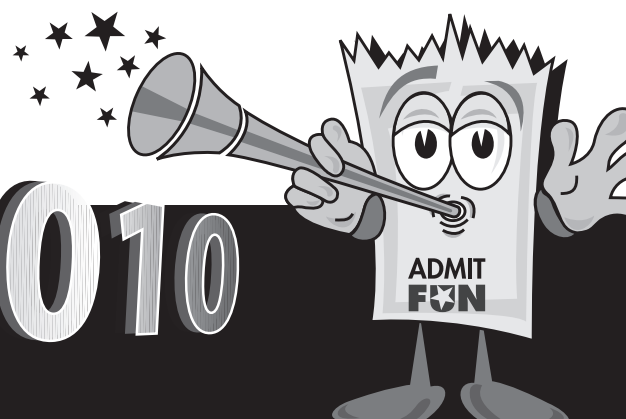
SHELL SCHEME SPECIFICATIONS

SPECIFICATIONS OF TYPICAL SHELL SCHEME STAND – Important Info
Halls A, B, C, D & H

- **Height:** The Shell scheme panel is 2500 mm in overall height. Visible individual panel size is 950mm.
- **Width:** Each Individual panel is 990mm centre to centre.
- **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 organizers who can organize this for you.

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The exhibitor will be **compelled** to man the exhibition area and to keep 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 2010 will be by fingerprint recognition.** Fingerprints will be taken on arrival, please ensure that you provide us with a detailed list as per form 5 hereof, of the 3 names and ID numbers of the staff, working per stand. Please ensure that the capturing of the above data is fitted into your time schedule during build-up. This process must be completed before 22h00 on 21 April 2010.
- Please complete **Form 5** before or on **23 March 2010** and fax to **086 692 3398**.
- No free entrance for children above the age of 6, additional tickets can be bought at our office.

COST OF ADDITIONAL TICKETS:

FINGER PRINT PASSES

- The cost of additional fingerprint passes will be **R200-00** per fingerprint.

BOOKLET TICKETS

- **R250-00** 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.



TELEPHONE

Application forms (**Form 7**) must be completed and returned to fax: 041-407 9015 for attention Hennie Fyver.



TOILETS / ABLUTION FACILITIES

- There will be two paid ablution facilities (next to Hall D and in the main walkway);
 - o Tariff R2.00 per visit
 - o 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
- Wheelchair friendly facilities.

