



EXHIBITOR SERVICES MANUAL



3 - 6 DECEMBER 2024
CTICC – CAPE TOWN

SERVICE FORM
SUBMISSION
DEADLINE:
18 NOVEMBER 2024

Please Return forms to: **BIANCA VAN DEWENTER**

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Email: bianca.vandewenter@gl-events.com

Tel: + 27 (0) 21 526 3200

Mobile: 076 349 9270

SERVICE FORM
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BILLING / INVOICE INSTRUCTIONS

FOR ANY ADDITIONAL ITEMS NEEDED ON YOUR STAND, KINDLY COMPLETE THE BELOW.
TO AVOID ANY DELAY PLEASE MAKE SURE ALL DETAILS ARE COMPLETED AND CORRECT.

COMPANY NAME : _____

POSTAL/ INVOICE ADDRESS : _____

VAT # [SA RESIDENTS] : _____

CONTACT PERSON : _____

EMAIL ADDRESS : _____

TELEPHONE NUMBER : _____

STAND NAME : _____

STAND NUMBER : _____

INVOICES ARE DONE IN SOUTH AFRICAN RAND.

PLEASE TICK THE BOX IF YOU REQUIRE AN INVOICE IN U.S. DOLLAR OR EURO.

U.S. DOLLAR

EURO

SIGNATURE : _____

DATE : _____



PLEASE TICK YOUR OPTION

SHELL SCHEME WITH BLACK MAXIMA FRONT PACKAGE BOOTH

STANDARD SHELL SCHEME PACKAGE BOOTHS BOOKED WITH THE ORGANISER INCLUDES THE FOLLOWING:
3M X 3M



BOOTH PACKAGES INCLUDES:

- Maxima Shell Scheme Structure
- Fascia Board with Company Name/Logo
- Grey Carpeting
- 01 x 15 amp plug point
- 02 x 150 watt spot light
- 01 x ¼ Distribution Board
- 01 x Package Table
- 02 x Package Chairs
- 01 x GL21 Waste Paper Bin Small

FURNITURE OPTIONS ON STANDARD PACKAGE (FURNITURE QUANTITIES DOUBLE UP FOR 6X3 BOOTHS)

PLEASE SELECT YOUR FURNITURE OPTION :



SPACE ONLY / CUSTOM STAND: Stand Builder Name _____

CUSTOM STAND REQUEST FOR QUOTE FROM GL EVENTS

NOTE: ALL CUSTOM STAND BUILDERS MUST PUT DOWN GROUND SHEET OF ONE METER AROUND THEIR STAND DURING BUILD UP!! NOT NEGOTIABLE

DO'S AND DON'T'S WHEN USING SHELL SCHEME

- No painting is allowed; no usage of nails or screws.
- Double sided tape or prestik can be used to affix lightweight items.
- Velcro can be used as well (male & female)
- Damaged panels will be charged to the exhibitor causing such damage.



BLACK MAXIMA UPGRADE – This option is only if the Black Maxima Shell Scheme was booked Through the Organisers

PLEASE TICK THE STAND THAT YOU BOOKED

KINDLY NOTE : SHOULD YOU WISH TO KEEP YOUR FABRIC BANNERS, PLEASE REMOVE OR ASK FOR ASSISTANCE FROM OUR GL TEAM TO HELP REMOVE THE BANNERS IN ORDER FOR YOU TO TAKE THEM WITH YOU ON BREAK DOWN, AS NO FABRIC BANNERS ARE STORED AT THE GL OFFICES POST SHOW.

OPTION 1: 3X3 CORNER – R10 300.00 excl vat



INCLUDED IN THIS PACKAGE :

- 3 X 3M FABRIC BANNER
- 1 X LOCKABLE CUPBOARD WITH DIGITAL FRONT PANEL PRINT
- 2 X LONG ARM SPOTLIGHTS
- 1 X SETUP/INSTALLATIONS



ARTWORK SIZES :

Add 50mm bleed all around.

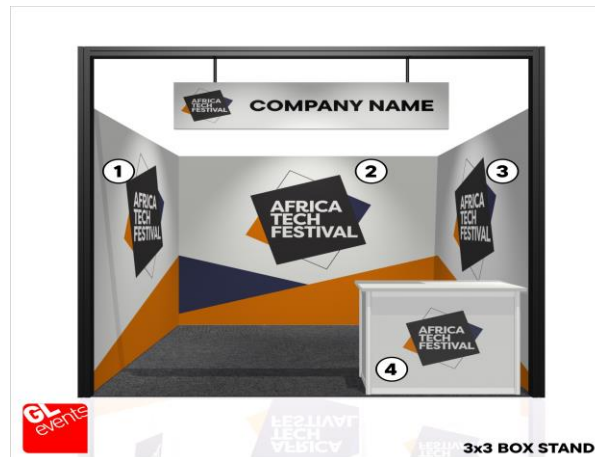
1. Fabric banner print : 2930(w) x 2460 (h)
2. Fabric banner print : 2930 (w) x2460(h)
3. Digital counter print : 963mm (w) x 863mm (h)
4. Digital Fascia print : 1500(w)x300(h)

OPTION 2: 3X3 FRONT FACING – R 14 750.00excl vat



INCLUDED IN THIS PACKAGE :

- 3 X 3M FABRIC BANNER
- 1 X LOCKABLE CUPBOARD WITH DIGITAL FRONT PANEL PRINT
- 3 X LONG ARM SPOTLIGHTS
- 1 X SETUP/INSTALLATIONS



ARTWORK SIZES :

Add 50mm bleed all around.

1. Fabric banner print : 2930(w) x 2460 (h)
2. Fabric banner print : 2930 (w) x 2460(h)
3. Fabric banner print : 2930 (w) x 2460 (h)
4. Digital counter print : 963mm (w) x 863mm (h)
5. Digital Fascia print : 1500(w)x300(h)



BLACK MAXIMA UPGRADE – This option is only if the Black Maxima Shell Scheme was booked Through the Organisers

PLEASE TICK THE CORRECT STAND SIZE THAT YOU BOOKED

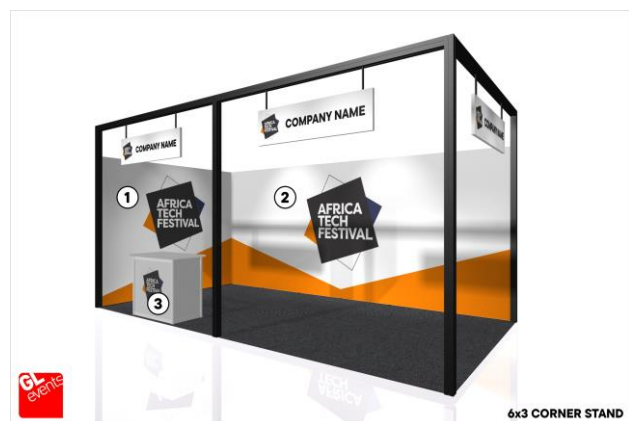
KINDLY NOTE : SHOULD YOU WISH TO KEEP YOUR FABRIC BANNERS, PLEASE REMOVE OR ASK FOR ASSISTANCE FROM OUR GL TEAM TO HELP REMOVE THE BANNERS IN ORDER FOR YOU TO TAKE THEM WITH YOU ON BREAK DOWN, AS NO FABRIC BANNERS ARE STORED AT THE GL OFFICES POST SHOW.

OPTION 3: 6X3 CORNER – R14 750.00 excl vat



INCLUDED IN THIS PACKAGE :

- 1 X 3M FABRIC BANNER
- 1 X 6M FABRIC BANNER
- 1 X LOCKABLE CUPBOARD WITH DIGITAL FRONT PANEL PRINT
- 3 X LONG ARM SPOTLIGHTS
- 1 X SETUP/INSTALLATIONS



ARTWORK SIZES :

Add 50mm bleed all around.

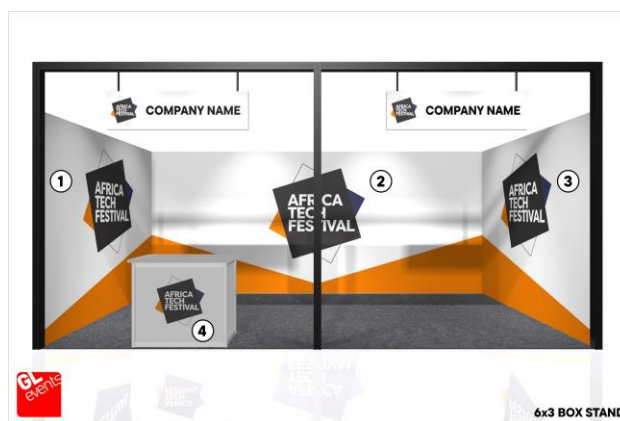
1. Fabric banner print : 2930(w) x 2460 (h)
2. Fabric banner print : 5900 (w) x 2460(h)
3. Digital counter print : 963mm (w) x 863mm (h)
4. Digital Fascia print : 1500(w)x300(h)

OPTION 4: 6X3 FRONT FACING – R 18 850.00excl vat



INCLUDED IN THIS PACKAGE :

- 2 X 3M FABRIC BANNER
- 1 X 6M FABRIC BANNER
- 1 X LOCKABLE CUPBOARD WITH DIGITAL FRONT PANEL PRINT
- 4 X LONG ARM SPOTLIGHTS
- 1 X SETUP/INSTALLATIONS



ARTWORK SIZES :

Add 50mm bleed all around.

1. Fabric banner print : 2930(w) x 2460 (h)
2. Fabric banner print : 5900 (w) x 2460(h)
3. Fabric banner print : 2930 (w) x 2460 (h)
4. Digital counter print : 963mm (w) x 863mm (h)
5. Digital Fascia print : 1500(w)x300(h)



DIGITAL BRANDING ON PANELS / FABRIC BANNERS

KINDLY NOTE : SHOULD YOU WISH TO KEEP YOUR FABRIC BANNERS, PLEASE REMOVE OR ASK FOR ASSISTANCE FROM OUR GL TEAM TO HELP REMOVE THE BANNERS IN ORDER FOR YOU TO TAKE THEM WITH YOU ON BREAK DOWN, AS NO FABRIC BANNERS ARE STORED AT THE GL OFFICES POST SHOW.

DESCRIPTION	PER PANEL	QUANTITY	AMOUNT
<u>Digital Print Per Panel</u> ACTUAL : 2393mm (h) x 963mm (w) VISUAL (printing purposes) : 2380mm (h) x 950mm (w)	R 1 350.00		
<u>1M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 950mm (w), allow 50mm bleed	R 1 350.00		
<u>2M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 1940mm (w), allow 50mm bleed	R 2 700.00		
<u>3M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 2930mm (w), allow 50mm bleed	R 4 050.00		
<u>4M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 3920mm (w), allow 50mm bleed	R 5 400.00		
<u>5M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 4910mm (w), allow 50mm bleed	R 6 750.00		
<u>6M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 5900mm (w), allow 50mm bleed	R 8 100.00		

ART WORK INFO

Artwork must be provided in High resolution PDF or Jpeg.

150 dpi at full size or 300 dpi half size.

Allow for 10mm bleed all around

Artwork must be set up to size

PICTURES

- CMYK (Convert RGB to CMYK)
- Do not embed scans, scans to be supplied separate from the document

FONTS

- fonts to be supplied
- (Ideally - convert type to paths/vector/curves)

COLOURS

- If any special colour matching is required, supply a pantone swatch / number
- All colours to be made up in correct pantone breakdown where applicable





STAND FASCIA BOARDS FOR SHELL SCHEME STANDS

THIS FORM IS COMPULSARY FOR SHELL SCHEME PACKAGE STANDS BOOKED.

STAND NAME : _____

STAND NUMBER : _____

**INCLUDED IN THE SHELL SCHEME PACKAGE BOOKED, PLEASE SELECT BELOW OPTION
ANY CHANGES/REPRINTS AFTER PRINT IS R495.00 EXCL VAT PER FASCIA**

OPTION 1 : COMPANY NAME IN CAPITAL

LETTERING. BLACK WITH WHITE LETTERING Please complete below grid with company name.



OPTION 1 : Company Name/Capital Lettering to appear on the fascia board as follow:

OPTION 2 : COMPANY LOGO

Please send through High-res artwork set up to size in PDF or JPEG. W1500 x H300 (example)



OPTION 3 : We do not require a fascia board



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STAND PLAN DIAGRAM

STAND NAME : _____

STAND NUMBER : _____

On the grid provided please indicate the position of the services ordered.

1. Type of electrical connections i.e. plug point X, spot lights ϕ connection for own lights.
2. Position of equipment used.
3. Any other information not specified above

SIZE OF STAND ORDERED : _____ m X _____ m SCALE : One Block = _____



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CARPET HIRE

GL EVENTS SOUTH AFRICA CAPE TOWN
VAT REGISTRATION NUMBER: 4610214399
SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – www.gl-events.co.za

COLOURS :

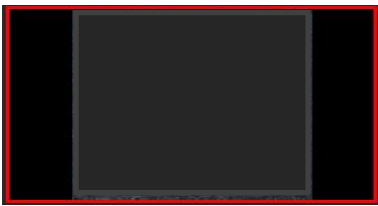
QUANTITY :

<input type="checkbox"/>	BLACK	_____ m ² @ R 35.00 per m ²	= R _____
<input type="checkbox"/>	BLUE	_____ m ² @ R 35.00 per m ²	= R _____
<input type="checkbox"/>	CHARCOAL	_____ m ² @ R 35.00 per m ²	= R _____
<input type="checkbox"/>	GREEN	_____ m ² @ R 35.00 per m ²	= R _____
<input type="checkbox"/>	GREY	_____ m ² @ R 35.00 per m ²	= R _____
<input type="checkbox"/>	RED	_____ m ² @ R 35.00 per m ²	= R _____
		15% VAT	= R _____
		TOTAL [INCL VAT)	= R _____

BLACK

BLUE

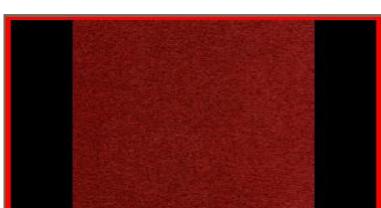
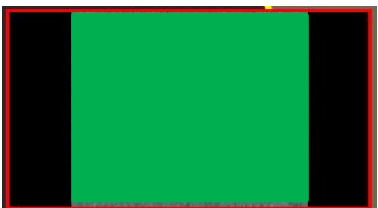
CHARCOAL



GREEN

GREY

RED



N.B : ALL CARPET TILES ARE ON HIRE AND ANY LOSS OR DAMAGE INCURRED WILL BE CHARGED TO THE EXHIBITOR /STAND BUILDER AT R550.00 PER TILE EXCLUDING VAT.

GL EVENTS SOUTH AFRICA | ICID 2024
3 - 6 December 2024 | CTICC | Cape
Town | **Please keep a copy for your
records**



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FURNITURE

ITEM CODE	ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENTIONS IN MM	EXHIBITOR PRICE	QTY REQUIRED
GL01	Carlton Office Chair		O/S BLACK L420 X W450 X H810	R250.00	
GL02	Lotus White		WHITE L450 X W390 X H990	R280.00	
GL03	Lotus Black		BLACK L450 X W390 X H990	R280.00	
INS50	Coco Chair		WHITE L420 X W520 X H920	R290.00	
INS01	Stella Chair		WHITE, CHARCOAL, BLUE, TURQUOISE, PINK, YELLOW, RED L450 X W450 X H950	R320.00	
GL04	Clear Ghost chair with arms		CLEAR L420 X W520 X H920	R320.00	
GL50	Bordeaux Chair		BLUE L495 X W520 X H830	R350.00	
GL51	Bordeaux Chair		GREEN L495 X W520 X H830	R350.00	
INS52	Star Chair		RED L420 X W520 X H920	R410.00	
GL05	Eames Chair		CLEAR/WOODEN LEG L450 X W470 X H820	R420.00	



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GL06	White Eames Chair		WHITE/WOODEN LEGS L480 X W460 X H840	R420.00	
INS02	Dina Meeting Chair		BLACK, WHITE L440 X W520 X H920	R470.00	
GL07	Grey Bucket Chair wooden leg		GREY/WOODEN LEG L480 X W550 X H800	R490.00	
INS51	Eames Bucket Chair		BLACK WOODEN LEGS L480 X W550 X H800	R490.00	
GL08	Felix Barstools		VAROUS COLOURS L350 X W350 X H750	R380.00	
GL51	Bordeaux Barstool		TEAL L490 X W480 X H1030	R480.00	
GL52	Bordeaux Barstool		CHARCOAL L490 X W480 X H1030	R480.00	
GL53	White Wooden Barstool		WHITE, WOODEN LEGS L490 X W480 X H1030	R480.00	
INS03	Asteroid Barstool		BLACK, WHITE, RED L420 X W390 X H1000	R480.00	



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URB01	Waterfall Barstool		WHITE, BLACK L355 X W400 X H1030	R490.00							
URB02	Bikini Barstool		BLACK, WHITE L370 X W420 X H1020	R490.00							
INS04	404 Barstool		BLACK L390 X W390 X H1030	R490.00							
INS05	306 Barstool		WHITE L490 X W480 X H1030	R510.00							
INS53	Hay Barstool		WHITE/ BLACK/ GREY L420 X W390 X H970	R530.00							
GL11	White Top Café Table		WHITE TOP H710 X D800	R650.00							
GL12	Chrome Café Table		SILVER TOP H710 X D900	R650.00							
INS54	Eames Café Table		WHITE TOP, WOODEN LEGS	R650.00							
SR26	Chrome Cafe Table with colour Top		<table border="1"> <tr> <td>WHITE</td> <td>RED</td> </tr> <tr> <td>BLACK</td> <td>BLUE</td> </tr> <tr> <td>YELLOW</td> <td></td> </tr> </table> H710 X D900	WHITE	RED	BLACK	BLUE	YELLOW		R690.00	
WHITE	RED										
BLACK	BLUE										
YELLOW											
URB03	Glass Top Café Table		GLASS TOP H720 X D900	R690.00							



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INS07	Spartan Café Table		SQUARE BLACK, WHITE TOP H720 X D800	R690.00							
INS31	Xavier Cocktail Table		BLACK, WHITE L700 X W700 X H1100	R590.00							
INS57	Black Frame Cocktail Table		NATURAL TOP, BLACK BASE	R620.00							
GL13	Chrome Cocktail Table		SILVER TOP D750 X H900	R720.00							
INS32	Tulip Cocktail Table		WHITE D650 X H1100	R720.00							
INS10	Spartan Cocktail Table		SQUARE WHITE TOP L700 X W700 X H1070	R720.00							
INS11	Chrome cocktail Table with colour Top		<table border="1"> <tr> <td>WHITE</td> <td>RED</td> </tr> <tr> <td>BLACK</td> <td>BLUE</td> </tr> <tr> <td>BEECH WOOD</td> <td>YELLOW</td> </tr> </table> L650 X W650 X H1100	WHITE	RED	BLACK	BLUE	BEECH WOOD	YELLOW	R780.00	
WHITE	RED										
BLACK	BLUE										
BEECH WOOD	YELLOW										
INS09	Pyramid Cocktail Table		GLASS TOP L600 X W600 X H1050	R780.00							
GL59	Conversation Cocktail Table		WHITE L1800 X W600 X H1100	R1150.00							
GL19	Pedestal Display Plinth		L500 X W500 X H500	R280.00							
GL76	Vertical Display Plinth		L500 X W500 X H1000	R450.00							



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URB04	Café Plinth		L400 X W400 X H750	R550.00	
URB05	Cocktail Plinth		L400 X W400 X H1100	R650.00	
URB06	Café Plinth With top		L800 X W800 X H750	R720.00	
INS12	Cocktail Plinth With top		L700 X W700mm X H1100	R850.00	
GL15	Glass Side Table		W500 X H500	R490.00	
INS13	Groove Side Table		WHITE W500 X H520	R490.00	
INS57	Marble Nested Side Table		MARBLE TOP	R490.00	
GL17	White Metal Coffee table		WHITE/METAL L1200 X W600 X H470	R590.00	
GL54	Oak Coffee Table		NATURAL TOP	R740.00	
INS14	Amber Glass Coffee Table		H450MM W700MM D500MM	R740.00	
INS15	Groove Coffee Table		WHITE	R790.00	



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INS16	Bent Glass Coffee Table		BENT GLASS	R950.00	
URB07	Cube Ottoman		VARIOUS COLOURS L400 X W400 X H420	R350.00	
GL18	Tub Chair		BLACK & WHITE L550 X W700 X H720	R1090.00	
INS17	Club Chair		WHITE L550 X W700 X H720	R1090.00	
URB08	Single Seater Couch		WHITE , BLACK L1000 X W800 X H850	R1200.00	
URB09	Normandy Single Seater		CHARCOAL and GREY L600 X W870 X H800	R1250.00	
URB10	Double Seater Couch		WHITE, BLACK L1900 X W800 X H850	R1550.00	
URB11	Normandy Double Seater		CHARCOAL and GREY L1370 X W870 X H800	R1650.00	
GL20	Chrome ROPE Stanchions		PER 1 METER UNIT H1000	R390.00	
GL21	Waste Paper Bin Small		H290 X D290	R70.00	
GL22	Large Waste Bin - 25lt		H760 X D400	R160.00	



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INS19	Water cooler with 20L water		WHITE L280 X W310 X H1380	R1700.00	
INS20	20L Water refill		REFILL EACH	R290.00	
INS21	Paper Cups		TOTAL X 50 CUPS	R185.00	
INS22	Small Refrigerator		150 Litres L885 X W580 X H540	R1750.00	
GL58	Zig-Zag Brochure Holder		CLEAR PERSPEX L260 X W380 X H1460	R650.00	
GL23	Zig-Zag Brochure holder		SELECT COLOUR : BLACK, WHITE L260 X W380 X H1460	R690.00	
GL24	Octanorm Bar Counter		H900 X W1010 X D500	R800.00	
GL25	Octanorm bar Counter with front panel print		PRINT SIZE : Top – W963 x H230 Bottom – W963 x H1113	R1500.00	
GL26	Veneer Tech fold up counter		H940 X W1580 X D600	R750.00	
GL27	Veneer Tech Counter with Front Panel Print		PRINT SIZE : W1373 x H863	R1450.00	



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GL28	Curved Counter		H1016 X W1595 X D610	R1250.00	
GL29	Curved counter with front panel print		PRINT SIZE : W1528 x H863	R1990.00	
GL30	Octanorm Cupboard – Lockable		H900 X W1010 X D500	R1040.00	
GL31	Octanorm Cupboard with front panel print		PRINT SIZE : W963 x H863	R1500.00	
GL32	Octanorm Glass Top Counter – Lockable		H900 X W1030 X D530	R1300.00	
GL33	Octanorm Glass Top counter with front panel print		PRINT SIZE : W963 x H662	R1650.00	
GL34	Octanorm Showcase Small – Lockable		H2000 X W530 X D530	R1650.00	
GL35	Octanorm Showcase Small with front panels print		PRINT SIZE : Top – W468 x H213 Bottom – W468 x H583	R1950.00	



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GL36	Octanorm Showcase Large – Lockable		H2000 X W1030 X D530	R1950.00	
GL37	Octanorm Showcase Large with front panels print		PRINT SIZE : Top – W963 x H213 Bottom – W963 x H583	R2550.00	
GL38	Standing Shelf		H1360 X W990 X D495	R850.00	
GL39	Trestle Table with fitted black cloth		H750 X W1800 X D700	R450.00	
GL40	Conference Table with fitted black cloth		H750 X W1800 X D400	R450.00	
GL41	Flat Shelves		W1000 X D300	R350.00	
				TOTAL :	
				15% VAT	
				TOTAL DUE :	







ELECTRICAL HIRE

GL EVENTS SOUTH AFRICA CAPE TOWN

VAT REGISTRATION NUMBER: 4610214399

SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – www.gl-events.co.za

IMAGE EXAMPLE	DESCRIPTION	QTY	PRICE EXCL. VAT	TOTAL
	30 Amp Single Phase Distribution Board With 1 Plug		R 2 250.00	
	30 Amp Three Phase Distribution Board		R 2 950.00	
	60 Amp Three Phase Distribution Board		R 5 900.00	
	125 Amp Three Phase Distribution Board		R 7 700.00	



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	15 Amp Plug Point		R 290.00	
	2,4m Two Lamp Fluorescent Light		R 550.00	
	1,5m Two Lamp Fluorescent Light		R 450.00	
	1,2m Two Lamp Fluorescent Light		R 350.00	
	50 Watt Long Arm Spot Light		R 390.00	
	150 Watt Halogen Spot on Arm		R390.00	
	150 Watt Metal Halide Flood Light		R550.00	



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	50 Watt Down Light		R 280.00	
	150 Watt Spot Light		R 390.00	
	Multiplug		R 350.00	
	International Adapter		R 250.00	
	Exhibitors Connection		R 350.00	
	Three Phase Power Connection Only (Please produce a C.O.C)		R 1 450.00	
			TOTAL:	
			15% VAT :	
			TOTAL DUE :	

PLEASE NOTE THAT PRICES EXCLUDE 15% V.A.T [SA RESIDENTS ONLY]

*NB: If you have not opted for a ‘package stand’, and do require electrics; plug points need to be ordered along with a power source [DB – Distribution Board] for power supply. We suggest minimally a 30 Amp Single Phase Distribution Board be ordered. This recommendation is based on light currency only. For heavy current usage, a larger power supply unit may be required. Please feel free to contact GL EVENTS for assistance, on +27 21 526 3200.



AUDIO VISUAL HIRE

PLEASE NOTE THAT PRICES EXCLUDE 15% V.A.T [SA RESIDENTS ONLY]

PLASMA SCREENS RATES ARE FOR THE DURATION OF THE SHOW - TOTAL OF 4 DAYS BELOW INCLUDING INSTALLATION AND AV TECHNICIAN SUPPORT THE DAY PRIOR TO SHOW OPENING AND THE DURATION OF THE EVENT. PLEASE SELECT/TICK BOX SHOULD YOU REQUIRE A DEDICATED REMOTE.

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	RATE PER DAY	PRICE PER SHOW 4 DAYS	TOTAL
40"	Plasma Screen	905mm x 520mm x 95mm		R1020.00	R 5 100.00	
50"	Plasma Screen	1210mm x 724mm x 95mm		R1390.00	R 6 950.00	
65"	Plasma Screen	1554mm x 925mm x 95mm		R2100.00	R 10 500.00	
					TOTAL :	
					15% VAT :	
					TOTAL DUE :	

LCD MONITORS | HD READY

PLEASE INDICATE IF YOU WANT FREESTANDING OR MOUNTED AND IF CABLE IS NEEDED

DESCRIPTION	PRICE PER SHOW	QUANTITY	TOTAL
HDMI CABLE – INCLUSIVE	R0.00		
VGA CABLE – INCLUSIVE	R0.00		
16MM(T) X 2500MM (H) X 1000MM (W) MELAMINE BOARD	R650.00		
BRACKET – TO MOUNT	R300.00		
STAND – INCLUSIVE	R0.00		
		TOTAL :	
		15% VAT :	
		TOTAL DUE :	

PLEASE SEE BELOW IMAGE EXAMPLES OF PLASMA OPTIONS

(KINDLY NOTE YOU CAN EITHER MOUNT ON THE BOARD OPTION OR CHOOSE THE BRACKET OPTION)

MELAMINE BOARD : TO FLUSH MOUNT PLASMA	BRACKET : DEPTH OF BRACKET IS 250MM X 1000MM WIDE	FREESTANDING STAND



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SERVICE FORM
SUBMISSION
DEADLINE:
18 NOV. 2024



PLANT HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA CAPE TOWN
VAT REGISTRATION NUMBER: 4610214399

PLANTS

PLEASE TICK YOUR SELECTED POT SIZE AND COLOUR AS WELL AS YOUR SELECTION OF PLANT. ALL PLANTS CAN FIT INTO YOUR SELECTED POT SIZE – TALL OR SHORT - DESK PLANT IS A SEPARATE PRICE



POTTED PLANT @ R1290.00



DESK PLANT @ R750.00



QUANTITY REQUIRED

TALL POTS



SHORT POTS



PLANT SELECTION



Please Return forms to: **BIANCA VAN DEWENTER**

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Email: bianca.vandewenter@gl-events.com

Tel: + 27 (0) 21 526 3200

Mobile: 076 349 9270



GENERAL TERMS

The above items are for hire, and remain the property of GL EVENTS SOUTH AFRICA PTY. This quotation is subject to the following terms & conditions:

Conditions of Hire & Supply:

Orders subject to stock availability.

Items hired, remain the property of GL EVENTS SOUTH AFRICA PTY

NO GOODS WILL BE DELIVERED, UNLESS PAID FOR IN FULL WITH ORDER.

Late orders received after the cut off time will be subject to a surcharge of 20%.

Goods damaged, will be charged to the relevant exhibitor.

A refundable key deposit will be charged on locks & keys.

Items supplied with plug leads & lighting – prices do not include connection fees.

The risk of all furniture passes to the client on delivery.

Some furniture might be all booked out, will then advise on alternative options. If not happy with alternative prior to Build up starting a full refund will be provided.

Payment terms:

Should this quotation be acceptable to you, **we require a (100%) one hundred percent payment on acceptance**, with payment also being made by either bank guaranteed cheque, cash or direct deposit.

Bank details:	STANDARD BANK
ACCOUNT NAME	GL EVENTS SOUTH AFRICA (PTY)
BRANCH	SOUTHDALE
BRANCH NUMBER	006 405
ACCOUNT NUMBER	002 787 504

Please state the quote reference number when making payment.

Interest on all overdue accounts will be levied at a rate of 2% (two percent) above the Prime Overdraft Lending Rate of Standard Bank.

Conditions of Hire & Supply:

Orders subject to stock availability

Items hired, remain the property of GL EVENTS SOUTH AFRICA PTY

No goods will be delivered, unless paid for in full with order.

Late orders received after the cut off time will subject to surcharge of 20%.

Goods damaged, will be charged to the relevant exhibitor

A refundable key deposit will be charged on locks & keys

Items supplied with plug leads and lighting – prices do not include connection fees

The risk of all furniture passes to the client on delivery

Period of validity:

This quotation is valid for 7 (seven) days from date of quotation.

Should any additions and/or changes to this quotation be required once approved, GL EVENTS SOUTH AFRICA reserves the right to revise the quotation. Furthermore, GL EVENTS SOUTH AFRICA PTY may refuse to enter into a revised quotation at its sole and absolute discretion, notwithstanding the fact that the initial quotation has been paid in full.

Risk:

The risk of all equipment shall pass to the customer on delivery thereof by GL EVENTS SOUTH AFRICA and the customer shall ensure that adequate insurance cover has been secured against all kinds of risk that may occur, including Public Liability Insurance. GL EVENTS SOUTH AFRICA will not be held responsible in any way whatsoever for the loss of any equipment of whatsoever nature. The customer shall ensure that all posters, signage and the like, affixed to the equipment, and shall be removed by the customer, prior to GL EVENTS SOUTH AFRICA breaking down the stand/exhibition.



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Availability:

The availability of equipment provided in terms of this quotation can only be confirmed upon acceptance of this quotation and the deposit having been paid accordingly.

Confirmation:

This quotation is not binding until GL EVENTS SOUTH AFRICA has received a signed acceptance, and an official order, together with the required (50%) fifty percent deposit.

Storage Facility:

This service is not provided, unless specifically agreed and accepted under contract, by GL EVENTS SOUTH AFRICA

Stand Dressing:

This service is not provided, unless specifically agreed and accepted under contract, by GL EVENTS SOUTH AFRICA

Cancellation:

Ownership:

The equipment provided in terms of this quotation, is for hire, and will always remain the property of GL EVENTS SOUTH AFRICA.

PLEASE APPROVE BY COMPLETION OF THE BELOW, EMAIL YOUR OFFICIAL ORDER TO BIANCA VAN DEWENTER

Email: bianca.vandewenter@gl-events.com

I/WE ACCEPT YOUR QUOTATION _____ DATE: _____

We trust the aforementioned meets with your approval and look forward to hearing from you in due course.

Kind Regards,

Caren Cloete

GL Events

PROJECT MANAGER

Caren.cloete@gl-events.com

