



**EXHIBITOR
SERVICES MANUAL**

**icon
2022**

Icon's Sixth Conference

3 – 5 JUNE 2022

CENTURY CITY – CAPE TOWN

**SERVICE FORM
SUBMISSION
DEADLINE:
18 MAY 2022**

GL Events SOUTH AFRICA

PROJECT MANAGER
CAREN CLOETE
+27 (0)21 526 3200
Caren.cloete@gl-events.com

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

Email: bianca.vandewenter@gl-events.com

Fax: +27 (0) 21 552 1841

Tel: + 27 (0) 21 526 3200

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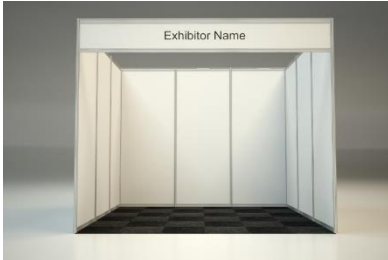
SERVICE FORM
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PLEASE TICK YOUR OPTION

SHELL SCHEME PACKAGE BOOTH

STANDARD SHELL SCHEME PACKAGE BOOTHS BOOKED DIRECTLY WITH GL EVENTS INCLUDES THE FOLLOWING:
3M X 3M @ R1980.00



BOOTH PACKAGES INCLUDES:

- Shell Scheme Structure
- Fascia Board with Company Name
- 01 x 15 amp plug point
- 02 x 150 watt spot light
- 01 x ¼ amp Single Phase Distribution Board

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)
- The contractors will provide special hooks to support heavy products.
- It is advisable to provide fishing line (nylon) to hang pictures etc.
- Damaged panels will be charged to the exhibitor causing such damage.

INDIVIDUAL PANEL SIZE:

- ACTUAL : 2393mm (h) x 963mm (w)
- VISUAL (for printing purposes) : 2380mm (h) x 950mm (w)

FASCIA SIZE – 3m FASCIA BOARD:

- ACTUAL : 2942mm (w) x 312mm (h)
- VISUAL (for printing purposes) : 2930mm (w) x 300mm (h)





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SERVICE FORM
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DEADLINE:
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STAND PLAN DIAGRAM

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

PLEASE NOTE : THIS FORM IS COMPULSORY.

TO ENSURE CORRECT PLANNING FOR THE EVENT, THE INSTALLATION OF YOUR SERVICE REQUIREMENTS AND THAT STANDS ARE OF A SUITABLE STANDARD, THIS FORM MUST BE COMPLETED.

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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SERVICE FORM
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DIGITAL BRANDING ON PANELS / FABRIC BANNERS

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

DCONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA CAPE TOWN
VAT REGISTRATION NUMBER :4610214399

- We do require Art Work (digital prints) to be applied to our panels
- We would like Fabric Banner panels

INDIVIDUAL PANEL SIZE FOR DIGITAL PRINT:

- ACTUAL : 2393mm (h) x 963mm (w)

- VISUAL (for printing purposes) : 2380mm (h) x 950mm (w)

INDIVIDUAL PANEL SIZE FOR FABRIC BANNERS:

- ACTUAL : 2500mm (h) x 1000mm (w)

DESCRIPTION	QTY PANELS	PER PANEL	AMOUNT
Digital Print per panel (963 w x 2393 h) per panel		R 1195.00	
Fabric Banners per panel (1000 w x 2500 h) per panel / meter		R 1195.00	

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.

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



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SERVICE FORM
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DEADLINE:
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FURNITURE

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

ITEM CODE	ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENTIONS	EXHIBITOR PRICE	QTY REQUIRED
SR02	Lotus White		WHITE	R320.00	
SR03	Lotus Black		BLACK	R320.00	
H12	Aluminium Chair		SILVER	R420.00	
SR05	Toilex Café Chair		WOOD SEAT	R330.00	
INS01	Stella Chair		VARIOUS COLOURS	R235.00	
SR06	Clear BSS Café Chair		CLEAR/WOODEN LEG	R395.00	









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SR07	White BSS Café Chair		WHITE	R395.00	
SR09	Grey Bucket Chair wooden leg		GREY/WOODEN LEG	R395.00	
SR10	Clear Ghost chair with arms		CLEAR	R285	
H21	Waterfall Barstool		WHITE	R475.00	
H27	Aluminium Barstool		SILVER	R480.00	
H29	Divo Barstool		WHITE	R480.00	
H33	Galati Barstool		WHITE WITH GLOSS BROWN BACK	R480.00	
SR12	Solar Barstool		VARIOUS COLOURS	R260.00	
H11	Frog Barstool		VARIOUS COLOURS	R230.00	
SR15	Leaf Barstool		WHITE	R295.00	



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SR16	Felix Barstools		VAROUS COLOURS	R295.00							
SR17	Squiggle Barstool		GREY	R295.00							
SR18	Ghost Barstool		CLEAR	R385.00							
SR19	Sapphire Barstool		VARIOUS COLOURS	R385.00							
SR21	Cocktail Plinth		600mm x 600mm x 1.1mH	R750.00							
SR22	Glass cocktail Table			R620.00							
SR23	BSS Cocktail Table		WHITE TOP WOODEN LEG	R540.00							
SR24	Chrome Cocktail Table		H750MM X D 900MM	R680.00							
SR25	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>	WHITE	RED	BLACK	BLUE	BEECH WOOD	YELLOW	R780.00	
WHITE	RED										
BLACK	BLUE										
BEECH WOOD	YELLOW										



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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>BEECH WOOD</td> <td>YELLOW</td> </tr> </table>	WHITE	RED	BLACK	BLUE	BEECH WOOD	YELLOW	R665.00	
WHITE	RED										
BLACK	BLUE										
BEECH WOOD	YELLOW										
SR27	Square Top café Plinth		600mm x600mm x 750H	R630.00							
SR28	Chrome Café Table		H710 x D900	R630.00							
SR32	Amber Glass Coffee Table		H450MM W700MM D500MM	R650.00							
H47a	Glass Side Table		500x500	R450.00							
SR33	Bent Glass Coffee Table		BENT GLASS	R950.00							
DC01	Floating Coffee Table			R570.00							
SR34	Spider Coffee table		VARIOUS COLOURS	R550.00							
SR37	White Metal Coffee table		WHITE/METAL	R550.00							
SR39	Groove Coffee Table		WHITE	R720.00							
SR40	Tub Chair		BLACK & WHITE H720 L550 D700	R950.00							



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SR42	DBL Seater Couch		WHITE, BLACK, BROWN	R1495.00	
SR43	Cube Ottoman		VARIOUS COLOURS	R320.00	
SR44	Normandy Single Seater		CHARCOAL and GREY	R950.00	
SR45	Normandy Double Seater		CHARCOAL and GREY	R1536.00	
SR46	Lisbon Single Chair		DARK GREY / LIGHT GREY / PINK	R950.00	
SR47	Navy Blue Double Seater		NAVY	R1200.00	
H68	Zig-Zag Brochure holder			R595.00	
H63	Maxima Curved Bar Counter		H1116mm W1595mm D610mm	R1540.00	
H72	Chrome ROPE Stanchions		Per 1 Metre Unit	R350.00	
SR50	Water cooler with 20L water			R1550.00	
H75	Pedestal Display Plinth		H500mm W500mm D500mm	R260.00	



SR51	Waste Paper Bin Small			H290mm D290mm	R60.00	
H83a	Large Refrigerator			220 Litres	R2250.00	
H83b	Small Refrigerator			150 Litres	R1695.00	
H85	Octanorm Cupboard		With a lock	H900mm W1010mm D500mm	R950.00	
H87	Octanorm Glass Top Counter		with a lock	H900mm W1030mm D530mm	R1220.00	
H89	Octanorm Showcase Large		With a lock	H2000mm W1030mm D530mm	R1690.00	
H91	Octanorm Showcase Small		With a lock	H2000mm W530mm D530mm	R1590.00	
H92	Standing Shelf			H1360mm W990mm D495mm	R780.00	
H103	Veneer Tech fold up counter			H940mm W1580mm D600mm	R680.00	
SR54	Trestle Table with fitted black cloth			1800 X 450	R395.00	
H125	Conference Table with fitted black cloth			1800 X 400	R395.00	
H107a	Flat Shelves	NO PICTURE AVAILABLE			R255.00	
H123	Shelf Brackets	NO PICTURE AVAILABLE			R100.00	
	Plasma Bracket	MELAMINE BOARD TO MOUNT 42" PLASMA			R280.00	



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2022

ELECTRICAL 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

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

DESCRIPTION	QTY	PRICE EXCL. VAT	TOTAL
Three Phase Power Connection Only (Please produce a C.O.C)		R1140.00	
30 Amp Single Phase Distribution Board		R 1 850.00	
32 Amp Three Phase Distribution Board		R 2 296.00	
63 Amp Three Phase Distribution Board		R 5980.00	
125 Amp Three Phase Distribution Board		R 7985.00	
160 Amp Three Phase Distribution Board		R 6 375.60	
15 Amp Plug Point -		R 245.00	
2,4m Two Lamp Fluorescent Light		R 375.00	
1,5m Two Lamp Fluorescent Light		R 273.00	
0,9m / 1,2m Two Lamp Fluorescent Light		R 250.00	
50 Watt Long Arm Spot Light		R 320.00	
50 Watt Down Light		R 280.00	
150 Watt Spot Light		R 390.00	
500 Watt Quartz Fitting		R 245.00	
1500 Watt Quartz Fitting		R 385.00	
150 Watt Metal Halide		R 995.00	
Exhibitors Connection		R 280.00	
		TOTAL	
		EXCL VAT:	

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 electricians; 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



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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

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

PLASMA SCREENS

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE PER SHOW	DAYS REQUIRED	TOTAL
42"	Plasma Screen	1020mm x 605mm x 95mm		R 3380.00	03	
50"	Plasma Screen	1210mm x 724mm x 95mm		R 4950.00	03	
65"	Plasma Screen	1554mm x 925mm x 95mm		R 7250.00	03	

LCD MONITORS | HD READY

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE PER SHOW	DAYS REQUIRED	TOTAL
23"	LCD Monitor			R 1420.00	03	
32"	LCD Monitor			R 2145.00	03	
21"	Apple IPAD			R2640.00	03	

PLEASE INDICATE IF YOU WANT FREESTANDING OR MOUNTED

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE PER SHOW	DAYS REQUIRED	TOTAL
	BRACKET	TO MOUNT		R285	03	
	STAND	INCLUSIVE		0	03	
TOTAL EXCL VAT:						

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



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PLANT HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

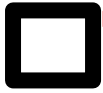
POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

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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 @ R1395.00



DESK PLANT @ R850.00



QUANTITY REQUIRED

TALL POTS



SHORT POTS



PLANT SELECTION



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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 50%.

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.

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 50%.

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:

Should this quotation be cancelled after acceptance hereof, more than 5 (five) days before the event, (50%) fifty percent of the quoted price shall constitute an agreed liquidated damage amount, which will be liable by the customer to GL EVENTS SOUTH AFRICA. Should the customer cancel this quotation within 5 (five) days of the event, the full amount herein will remain owing and payable by the customer to GL EVENTS SOUTH AFRICA.

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

PROJECT MANAGER

Caren.cloete@gl-events.com

