

Formerly

African
Utility Week

POWERGEN
AFRICA

Enlit Africa

7-9

JUNE 2022

IN-PERSON AND ONLINE
Cape Town, South Africa

**Enlit is your inclusive guide to
the energy transition.**

EXHIBITOR
Manual

www.enlit-africa.com

 EnlitAfrica

 @Enlit_Africa

 Enlit-Africa

Created by

VJKA
GROUP

Welcome and contents



Dear Enlit Africa partner,

We would like to give a big warm welcome to both our new and previous partners. Your safety is our number one priority and we have ensured that we are aligned with health and safety Covid protocols defined by Government and that they are put in place. We are very excited to welcome you back as we know how much you value the in-person engagements.

Thank you for choosing our events to connect with the African Power & Energy sectors. We know you have many routes to access your market and are honoured that you have chosen to partner with us. We accept the responsibility this places on us and are committed to ensuring you the best possible experience both in the lead up to and at the event itself.

I take great pleasure in sharing this document with you, where you will find all the relevant information you will need to organise your stand and participation at the event, including crucial operational contact details, health and safety information and the Covid-19 measures that we have put in place. We have some new team members this year and you will find their contact details and job descriptions ensuring that you can contact the person most appropriate to answer your query or provide you with assistance.

The dedicated operations and marketing teams are ready to assist you in ensuring that you have a smooth and rewarding experience during your planning, travel and on site at the events. We trust you will find all you need in this document, but please also remember to regularly check your exhibitor portal for new information.

My team and I are available to answer any questions you might have with regards to your participation in Enlit Africa, and are very much looking forward to welcoming you to Cape Town.

Yours sincerely,

Chanelle Hingston
Group Director: Power & Energy, Vuka Group

WELCOME AND INTRODUCTION

Organiser details	3
Planner and checklist	4
Travel	5 – 6

EVENT TIMETABLE

Build up and breakdown	7
Load in procedures	8
Exhibitor times	9
Stand packages	10 – 11
Supplier contact details	12

GENERAL EXHIBITION RULES

Exhibition rules	13
Alcohol and beverages	13
Badges & passes	13
Branding and signage	13
Catering	13
Electricity	13
Emergency procedures	13
Exhibition tips	13
Fire, safety & health	14
Indemnity	14
Insurance	14
Marketing distribution	14
Parking	14
Security	14

ADDENDUM B

Safety Manual	15 – 21
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Meet the team



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Planner checklist



2 MONTHS PRIOR



EXHIBITION FREIGHT & FORWARDING SERVICE/DRAYAGE AND STORAGE

Exhibition Freighting, Jacqui Nel
Phone: +27 21 552 7248
Email: jacquinel@ef-gsm.co.za



HEALTH & SAFETY EXHIBITORS INDEMNITY FORM

Bradley Barnabas
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1 MONTH PRIOR



SUBMISSION OF STAND DESIGN FOR APPROVAL

Bradley Barnabas
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FASCIA NAME

GL Events, Caren Cloete
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CARPETS, FURNITURE, ELECTRICS & AV

GL Events, Caren Cloete
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SCANNERS, SAFETY SCREENS CATERING & BEVERAGES

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BANNER RIGGING

Gearhouse South Africa, LooE Swanepoel
Office: +27 21 929 7200 | Direct: +27 21 929 7244
Mobile: +27 82 607 3057
Email: LooE@gearhouse.co.za

Travel information



CITY INFORMATION



Beautiful, adventurous, outgoing and entertaining – Cape Town, the Mother City alone will make your trip to Enlit Africa well worth your time. This incredible city occupies one of the world's most stunning locations with an iconic mountain at her centre and glorious surrounding beaches and vineyards. Cape Town is an old professional at showing you a good time. There are plenty of great wildlife-spotting opportunities, from the penguins at Boulders to the antelope, buffalo and black rhino at the local game reserve, which you can explore on the weekend before and/or after Enlit Africa.

VISA INFORMATION

To gain admission into South Africa it is necessary to be in possession of a visa obtainable from South African Missions abroad, if the persons concerned are citizens of countries subject to visa control. All passports must be valid for at least 30 days beyond the intended date of departure from South Africa and should contain at least two unused pages when presenting the passport for the purpose of endorsing a visa.

Visitor visas are for international travelers who have permanent residence outside South Africa and who wish to visit the country on a temporary basis for tourism or business purposes for a period of 90 days or less. On entry to South Africa, visitor's permit is required. Ensure that you apply for the correct visa as entry into the country may be refused. Letter of invitation: In order to acquire a visa invitation letter please make sure you are registered and, if required, have paid for your registration – your Customer Service Manager will gladly assist.

For more information, contact
Bradley Barnabas, Operations Manager
Phone: +27 21 700 3500
Email: bradley.barnabas@wearevuka.com

ACCOMMODATION & SHUTTLE SERVICE

Iccommodate has officially partnered with Enlit Africa and have secured most hotels throughout the City to provide a full and efficient Accommodation and Tourism service to all exhibitors, visitors and sponsors.

Iccommodate have managed to secure an even better hotel rate at the The Westin and the Southern Sun Cullinan exclusive to exhibitors only. Both hotels are within walking distance from the Cape Town International Convention Centre and are listed as two of the top hotels in Cape Town.

Please click on the link below to finalise your booking:
<https://enlitafrica.iccommodate.co.za>



Travel information



About the venue



The Cape Town International Convention Centre is a multi-purpose conference and exhibition centre in the hub of Cape Town's business and entertainment centre. The Cape Town International Convention Centre (CTICC) combines the impassioned dedication of its capable personnel with an extensive range of premium venues, services and facilities.

Currency & foreign exchange

The local currency in South Africa is the Rand and it is divided in to 100 cents. Coins come in denominations of 5c, 10c, 20c, 50c, R1, R2 and R5, and notes in denominations of R10, R20, R50, R100 and R200. Due to favorable exchange rates, South Africa is a very inexpensive destination given the quality of lodging, dining and activities offered. Major currencies can be exchanged at bureau de change in and around the city centre.

ATM'S & CREDIT CARDS

Credit Cards are widely accepted and ATM machines are widely available in the main cities and towns. The Cape Town International Convention Centre has 3 ATM's allocated on the premises.

Health tips & vaccinations

Please refer to the website: www.health.gov.za for more information. The risks to health whilst travelling will vary between individuals and many issues need to be taken into account, e.g. activities abroad, length of stay and general health of the traveler. It is recommended that you consult with your General Practitioner or Practice Nurse 6-8 weeks in advance of travel. They will assess your particular health risks before recommending vaccines and /or antimalarial tablets. This is also a good opportunity to discuss important travel health issues including safe food and water, accidents, sun exposure and insect bites. Many of the problems experienced by travelers cannot be prevented by vaccinations and other preventive measures need to be taken.

Vaccination requirements: Currently, the only mandatory vaccine is Yellow Fever for those travelers arriving from a country at risk for yellow fever or in transit for more than 12 hours at an airport in a country at risk for yellow fever. The immunization needs to be done ten days prior to arriving in South Africa. Both Typhoid and Hepatitis A vaccinations are highly recommended.

Most of the main tourist destinations in South Africa are malaria free, making South Africa a particularly good destination to travel to. Rabies, typhoid and meningococcal vaccine is not generally recommended for the average tourist.

For any COVID-19 related health questions, please see addendum B on travelling to South Africa as well as how we plan to keep you safe at Enlit Africa.

Construction and breakdown



CONSTRUCTION TIMES	DAY	DATE	START	END
Raw space / Custom stands	Saturday	4 June 2022	14:00	06:00 (Sunday)
Raw space / Custom stands	Sunday	5 June 2022	06:00	00:00

STAND DRESSING TIMES: EXHIBITORS	DAY	DATE	START	END
Raw space / Custom stands	Monday	6 June 2022	15:00	20:00
Raw space / Custom stands	Monday	6 June 2022	12:00	20:00



Overnight build will be allowed on the 4 June due to COVID protocols and sanitisation of the venues

BREAKDOWN TIMES	DAY	DATE	OPENING TIME	CLOSING TIME
Phase 1 load out (handhelds, furniture, banners)	Thursday	9 June 2022	16:00	17:30
Phase 2 load out (machinery, larger items)	Thursday	9 June 2022	17:30	21:00
Hall 2 complete load out	Thursday	9 June 2022	18:00	00:00
Phase 3 load out - Halls 3 & 4 (complete load out)	Friday	10 June 2022	07:00	15:00

EXHIBITORS MAY NOT BREAK DOWN BEFORE THE ALLOCATED TIME OF 16:00 ON THURSDAY, 09 JUNE 2022 AND UNTIL THE ENTIRE HALL HAS BEEN VACATED DUE TO HEALTH & SAFETY REGULATIONS.

DELIVERIES AND DRAYAGE

Cape Town International Convention Centre and Enlit Africa staff cannot accept or sign for deliveries on behalf of clients. Your chosen courier can leave your delivery with the onsite drayage service provider who will in turn deliver your packages to your stand. For further information, please contact Exhibition Freightling. Deliveries should arrive before the open hours of the show each day. Health and Safety regulations state that the use of trolleys is not permitted during show open hours.

Load in procedures



EARLY ACCESS:

For all clients that have chosen the raw space option, please note that contractors building your stand will only be allowed in the halls from 14h00 on Saturday, 4 June 2022. Under no circumstance will contractors be allowed on the premises earlier unless special permission is granted by the organisers.

LIFTING & LOADING PROCEDURE:

Exhibitors are reminded that forklifts and any lifting equipment must be ordered through Exhibition Freighting. If you require a lifting service, a charge will apply for your special request and is based on an hourly rate.

MARSHALLING YARD:

The marshalling yard is NOT a parking facility and is for offloading purposes only and limited to 2 hours unless otherwise arranged. Vehicles exceeding this time limit are subject to a parking fee determined by the venue. Please take note of the following arrangements with regards to the marshalling yard: All trucks and delivery vehicles must queue on the west side of the marshalling yard. You will then be issued with a number based on your placement in the queue from the parking supervisor. The parking supervisor will then indicate to you when you are allowed to load off. Please ensure that you have an early placement in the queue to avoid delays.

PARKING:

The Cape Town International Convention Centre provides free parking to exhibitors in P1 & P3 during build-up and break-down days at Halls 2 - 4a. An overflow parking area will be available just before P5. This area will be monitored by security. Parking on event days is charged at CTICC rates. No free parking on these days.

Parking tickets are available to pre purchase via the additional services manual.

PORTER SERVICES:

Porter services will be available on site, supplied by the Exhibition Freighting Company. Please note that these porter services work on a first come, first serve basis. If you require dedicated porter service, you will need to order this through the additional services manual which will be sent to you. Cost will be based on an hourly rate.

SECURITY & SAFETY:

Children under 16 are strictly forbidden to be in the halls during buildup and breakdown. There are no exceptions to this rule. It must be stressed that neither the Organisers nor the security operators at the venue can be held responsible for any loss or damage to exhibitor's property during the build up and breakdown period. The following points should be carefully noted: During build-up and breakdown; the organisers will provide overall security, but not individual stand security. With the large number of contractors during the build-up and breakdown periods it is difficult to recognise trespassers and, therefore, valuable items should be protected at all times. Insurance cover is essential. Please have someone on your stand at all times!

BEFORE THE EXHIBITION OPENS

Clear away all material from your exhibition area such as packaging, containers, etc. and any other goods not essential to the display. Place all unwanted items/materials in the aisle next to your stand to be removed. Any items left on the stand like empty boxes etc. the night before the official opening will be removed by the cleaners. Please ensure that anything that needs to be kept and stored is not left on the stand.

Schedule



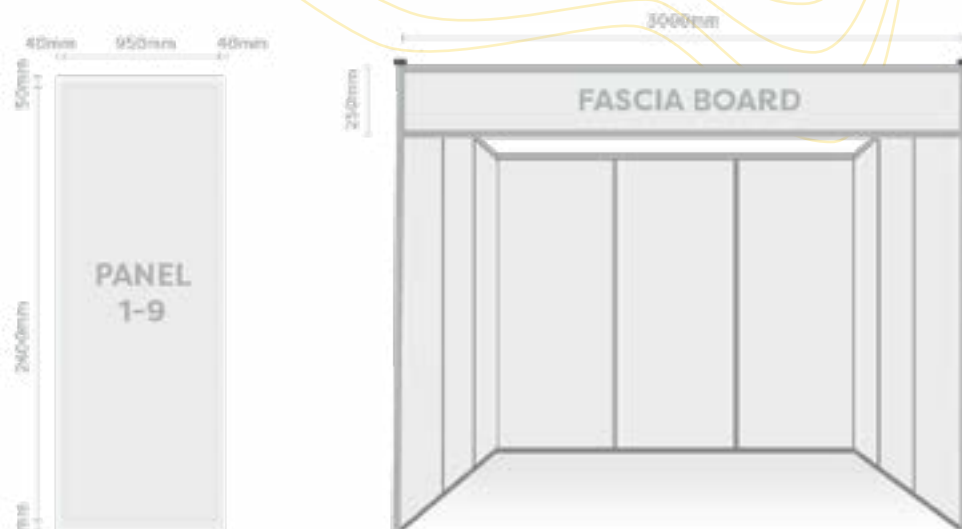
Exhibition times

DAY	DATE	START	END
Tuesday	7 June 2022	09:00	17:30
Wednesday	8 June 2022	09:00	17:30
Thursday	9 June 2022	09:00	16:00

DESCRIPTION	DAY & DATE	START	END
Networking function (By invite only)	7 June 2022	17:30	20:30
Site visit (Booked seats only)	10 June 2022	08:30	16:30



Stand packages



EXHIBITION PACKAGES: SHELL SCHEME

Your Exhibition Package Includes:

- Shell Scheme/Walling: White shell scheme walling, 2.5m in height x 1m in width (The internal dimensions of the panels for printing purposes: 963mm wide x 2393mm high).
- Charcoal carpet is included as part of your stand package. You may change your carpet colours at no additional cost via the additional services manual
- Furniture: 1 table & 2 chairs per 9m2 stand.
- Electricity: 1 x 32 amp plug point.
- Fascia Name/Name Board: Please note that all fascia names will be printed in capital letters. Stands that are corner booths will have 2 fascia/name boards. If you require a customised fascia, this will be an additional cost and can be ordered via the additional services manual.
- Exhibitor Passes: Each exhibitor receives 1 complimentary delegate pass per 9sqm. Additional passes can be purchased directly with our delegate sales team, details found on page 3.

Shell scheme stand contractor: GL EVENTS

Caren Cloete

Phone: +27 21 526 3200 / +27 83 215 8700

Email: Caren.Cloete@gl-events.com

SHELL SCHEME STANDS

The deadline for any aesthetic changes to your package is to be confirmed by contractor. All the package elements detailed above will be in place for your arrival. Any changes made on site will result in an immediate surcharge and a waiting period. It is your responsibility to contact the Operations Team if you have any special requirements or wish to omit any elements from your package stand. Contact details listed on page 3.

FASCIA NAME

All Package Stands are provided with the company name and stand number in vinyl lettering on the fascia. All customised fascias must be orderd via the additional services and forms manual that will be sent to you. If we do not receive your fascia name by 19 May 2022, the company name which appears on your contract will be used.

Stand packages



PREFERRED RAW SPACE SUPPLIERS

AB CONTOUR

Ashleigh Masfen

Phone: +27 84 519 9495

Email: ashleigh@abcontour.co.za

GL EVENTS

Caren Cloete

Phone: +27 21 526 3200

Email: Caren.Cloete@gl-events.com

SYNERGY DESIGN

Greg Turner

Phone: +27 21 555 3504

Email: greg@synergydesign.co.za

Jane&paul (Pty) Ltd

Jane Steele

Phone: +27 83 70 22 500

Email: jane.steel@me.com

HOTT 3D:

Steven Phillips

Phone: 083 449 1904

Email: steven@hott.co.za

Scan Display:

Brandon du Preez

Phone: +27 72 320 2349

Email: brandon@scandisplay.co.za

Where no drawings have been submitted and approved, stands will be subject to an onsite engineering inspection and may be liable to adjustments on site. Please ensure that your contracted stand builder is aware of this and that the engineering cost is included in your quotation.

EXHIBITION PACKAGES: RAW SPACE/CUSTOM STAND

Your Exhibition Package Includes:

- Raw Space / custom stand packages only include the space you have contracted. All services are excluded.
- We have included a list of preferred contractors who have an excellent track record and comply with Clarion's Health & Safety policies. Please contact the relevant stand builder list for quotations on your stand.
- Shell scheme stands cannot be built as raw space.

Not included:

- Electrical points: All electrical requirements must be ordered via the services manual with our preferred supplier.
- Furniture
- Lighting

Exhibitor Passes:

- Each exhibitor receives 1 complimentary delegate pass per 9sqm. Additional passes can be purchased directly with our delegate sales team, details found on page 3.

CONTRACTORS

Space/Raw only exhibitors may employ the stand contractor of their choice. If you are employing a contractor to build your stand, you MUST inform the organisers of the contact details of the project manager. By completing the Stand Design Inspection form and the contractor appointment form, please ensure you send all contractor information to our operations department. When choosing your contractor/supplier for this event, please consider using one of our preferred contractors listed in the contacts section of this manual.

FLOOR LOADING CAPACITY/MAXIMUM WEIGHT IN EXPO HALLS:

- 1 500kg/m² in Exhibition Hall 4A
- 3 000kg/m² in Exhibition Hall 2 and 3

Other suppliers



BREAKDOWN TIMES	DAY
Freight and Forwarding / Drayage and Storage / Porter Service For safe delivery of your stand and stand materials.	Exhibition Freighting Jacqui Nel jacquinel@ef-gsm.co.za Phone: +27 21 5527248
Accommodation and Transfers Official partner for all travel bookings including accommodation and transfers. We have negotiated 2 hotels at exclusive rates for exhibitors and sponsors only: <ul style="list-style-type: none"> • Westin @ R2 200 per night • Southern Sun Cullinan @ R1 800 per night 	icommodate Marisa Salvarto https://enlitafrica.icommodate.co.za
Banner Rigging (exclusive supplier) For all your banner rigging and safety point requirements.	Gearhouse South Africa Gerry Coughlan Gerry.Coughlan@gearhouse.co.za Phone: +27 21 9297257 mobile: +27 83 6073861
Safety Screens Supplier for all safety screen requirements. You will be sent an additional services manual which will contain all the relevant information with regards to all additional service you may require on site.	Expo Screens Floh Thiele Phone: +27 84 6826253 floh@exposcreens.co.za
Stand artwork design For design of panels or collateral at Enlit Africa.	Blue Wall Creative Lab Stacey Cardinelli Phone: +27 82 940 9207 stacey.cardinelli@clarionevents.com



PLEASE BE AWARE THAT WE MAY PASS ON YOUR NOMINATED CONTACT'S DETAILS TO OUR OFFICIAL SUPPLIERS AND PARTNERS TO ENHANCE YOUR EXPERIENCE AT OUR EVENTS. THIS COULD BE (FOR EXAMPLE) STAND CONSTRUCTION PARTNERS, ELECTRICITY AND INTERNET PROVIDERS, FOR FURNITURE, CARPETING ETC. WE HAVE A LEGITIMATE INTEREST TO PROVIDE YOU AND YOUR COMPANY'S DETAILS TO OUR SUPPLIERS AND PARTNERS BECAUSE THESE SERVICES ARE REQUIRED FOR A SEAMLESS EXHIBITION EXPERIENCE, AND IT IS IN YOUR INTEREST TO BE PROVIDED WITH THIS INFORMATION. IF YOU PREFER US NOT TO SHARE THESE DETAILS WITH OUR SUPPLIERS AND PARTNERS PLEASE UNSUBSCRIBE BY CONTACTING BRADLEY.BARNABAS@WEAREVUKA.COM

General Exhibition Rules



Exhibits shall be so arranged as not to obstruct or interfere with the exhibits of others or any of the walkways.

All measurements and exhibit space layouts on the floor plan are as accurate as possible, but the organiser reserves the right to make such modification and change exhibit space assignments as may be necessary to adjust the floor plan at any time to meet the needs of the organiser, exhibitor and the exhibits.

All aisles must be clear of exhibits. Interviews, demonstrations and distribution of literature must be made inside the exhibition spaces. All exhibitor displays must be completely installed within the time designated for this purpose by the show organiser.

Heavy equipment should only be brought in after consultation with the operations manager. Please email Channele George: chanelle.george@wearevuka.com should you have any queries regarding weight.

Gearhouse South Africa is the preferred supplier for all rigging requirements for Enlit Africa. No other riggers are permitted onsite. Please submit your requirements directly to Gearhouse South Africa, contact details found on page 12.

Exhibitors are requested to be present on their stand an hour prior to the opening of the exhibition floor. The exhibition will open at 09:00 daily.

The organisers have strict policies which limit unofficial activities at the Enlit Africa conference and exhibition. These unofficial activities include social events, classes, seminars, hospitality suites, investigator meetings, focus groups and industry-supported symposia that are not planned or authorised by the Organisers.

Exhibitors and co-exhibitors shall therefore not, during the 3-day period of the exhibition or for the days immediately before and after, conduct or sponsor any unofficial activities other than those provided by the organisers within thirty (30) kilometres from the Cape Town International Convention Centre, failure to comply with these regulations may result in expulsion from the exhibition hall in current or future years. Consult the organisers should you wish to host a function of this type. After the completion of the event, please ensure that your exhibit is completely removed from the hall by the allocated time to avoid being fined at an hourly rate. Please refer to the removal times on page 7.

ALCOHOL AND BEVERAGE ORDERS

In order for the venue to comply with the South African Licensing Regulations and their own Premises License conditions, all

alcohol served from stands must be obtained from Cape Town International Convention Centre banqueting division. Please request the beverage menus from bradley.barnabas@wearevuka.com. Organisers reserve the right to eject anyone from the hall that they deem to be too intoxicated during open period. Furthermore, CTICC and VUKA Group have a zero tolerance policy against drugs, and drug use which is strictly prohibited from the entire tenancy during build-up, breakdown and open. Please note that alcohol must not be consumed at any point of the build-up or breakdown period. Any person who does not adhere to these rules will be removed from the venue.

BADGES AND PASSES

For security reasons all contractors and exhibitors must wear identity badges / wristbands provided by the Organiser at all times during build-up, breakdown and the show open period.

BRANDING AND SIGNAGE

Contact our operations team should you require any additional signage or require advice for any branding needs. Our team will gladly assist with connecting you to our preferred suppliers.

CATERING

Outside vendors/exhibitors are not permitted to provide catering for your stand. All catering and beverages must be ordered via the additional services manual.

ELECTRICITY

It is mutually understood and agreed that the organiser shall use proper and reasonable care to have all power services installed in time for the opening of the show. Proper and reasonable care shall be taken to have all power services operating during the exhibition. However, the organiser shall not be held responsible for late installation or interruption that may occur. Please ensure all orders are placed in a timely manner. Please see page 6 for service form deadlines.

EMERGENCY PROCEDURES

You will receive emergency evacuation procedures on arrival in your welcome pack. Please familiarise yourself with your surroundings and pay attention to the site induction information form which will be in your pack.

EXHIBITION TIPS

Our recommendation is that technical specialists should man booths. They must be qualified to discuss engineering details of their products. The organisers reserve the right to prohibit an exhibit, or part of an exhibit, which in their judgment may detract from the character of the exhibition. All booths must remain intact until the close of the exhibition. Please refer to the breakdown times on page 7.

General Exhibition Rules



FIRE, SAFETY & HEALTH

The exhibitor assumes all responsibility for compliance with local and national ordinances and regulations covering fire, safety and health. All exhibition equipment and materials will be reasonably located within the display and protected by safety guards and devices where necessary. Only fireproof materials should be used in displays and the exhibitor will take the necessary fire precautions.

INDEMNITY

The Organisers, whilst taking every reasonable precaution, expressly decline any responsibility for any loss or damage, which may befall the property of an Exhibitor through any cause whatsoever.

INSURANCE

Exhibitors are advised to contact their insurance companies to negotiate the necessary extensions to their existing policies to ensure that high value goods are covered for the duration of the Show. The Organisers are not responsible for the insurance of exhibitors' goods.

Exhibitors that are travelling outside of and within South Africa are highly encouraged to take out travel insurance to ensure that they are covered for any eventuality.

MARKETING DISTRIBUTION

Canvassing in exhibit halls or distribution of advertising matter or souvenirs by representatives of non-exhibiting firms is strictly forbidden. Exhibiting companies may only distribute samples and giveaways within the confines of their booth unless prior authorisation is obtained from the organisers.

PARKING

A pre-validated ticket needs to be purchased for show days by exhibitors. Parking tickets can be purchased on the exhibition floor from the Cape Town International Convention Centre during show days or via the additional services manual. Please note that if pre-validated parking tickets are not purchased, the normal Cape Town International Convention Centre hourly rate will be charged.

SECURITY

The official security contractors appointed for the exhibition are the only security company permitted within the Exhibition Venue. The Organisers will provide 24-hour exhibition hall/venue security from the beginning of build-up, during expo days and until the

end of breakdown. Exhibitors are responsible for the security of their own stands during build-up, the exhibition opening hours and during the breakdown period. In their own interest, exhibitors should arrange for representatives of their companies to man their stands during build-up, Show opening hours and until the exhibition breakdown is completed.

It must be stressed that neither the Organisers nor the security operators at the venue can be held responsible for any loss or damage to exhibitor's property. Please be vigilant. The organisers will provide accreditation in the form of a wrist band to all contractors and exhibitors entering the exhibition halls during the build-up and breakdown of the event. This will also alleviate security issues. Halls will be kept locked overnight and entrance prohibited to all, including exhibitors, from the close of the exhibition each day until Exhibitor Access the following morning. Whilst every precaution will be taken to ensure tight security measures, the Organisers will at no stage accept liability or responsibility for any loss or damage incurred to exhibitors' stands or stock. All visitors on site are to report to the organisers office for accreditation and health & safety inspection upon arrival during the build-up and breakdown of the event.

ADDITIONAL SECURITY PRECAUTIONS & GUIDELINES

For additional security – especially on stands with small items of value on display – consider ordering a safety screen from Expo Screens. This will allow you to close up your stand after hours when it is not being manned. You will receive the Enlit Africa additional services manual which will contain all the relevant additional services you may require at the exhibition. Please fill out the forms and return to the relevant contact person whom you will find on each order form.

Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property located in the exhibition and or display areas, storage or any other area where access has been provided to exhibitors by the Venue.

It is highly recommended that exhibitors take precautionary measures by ordering security for their specific needs, through Enlit Africa's preferred security service provider. Enlit Africa recommends that all exhibitors and sponsors consult their individual insurance representatives to obtain appropriate insurance coverage.

ADDENDUM B

SAFETY MANUAL

Organiser and Venue Responsibility Control Measures

Your safety is our priority and therefore all, COVID-19 safe procedures will be communicated by the organisers to all attendees before the start of the event

Before you arrive

Complete the pre-screening form 24 hours before arriving at the event

On arrival

Arrive 15 minutes earlier to allow time for the screening process

- There will be a clearly marked main entrance and exit to assist in supporting social distancing guidelines as determined by government and venue capacity.
- Have your temperature taken with an infrared non-contact thermometer.
 - A body temperature of 38°C and over is considered to be a fever. Any attendee with this result will not be able to enter the main entrance of the event
- Complete the screening form
- Clear social distancing markers will be visible in the queues as for screening process

Entering the Venue

- Safety officers on site will be allocated in public spaces and high traffic areas to ensure that COVID-19 protocols is adhered to at all times. They will monitor and support the safe flow of people through the venue; in the queues and leading up to the entrance
- Masks covering the nose and mouth will be a mandatory for all attendees entering the venue
- Attendees are requested to sanitise their hands at the entrance to the event and regularly throughout the event

Registration

- There will be dedicated and clearly marked registration areas separated by registration types eg. Delegate registration, visitors etc. Pre registration will be a separate area
- Pre screening forms to be sent out 24 hours before
- Hostesses will assist with pre-registration in the queues to alleviate long lines

Medical and Safety Services

- A COVID-19 isolation room will be available before entering the main exhibition area to any person showing any symptoms or feeling unwell
- There will be safety officers on site in allocated areas to ensure that COVID-19 protocols are always adhered. They will monitor and support the safe flow of people through the venue
- Internal signage indicating COVID-19 safe measures will assist in maintaining a safe venue/event
- Together with the venue, we have a well-resourced and qualified on-site incident response team that is provided with real-time information and updates
- We have developed a client focused COVID-19 Health Response plan which includes rapid isolation, emergency response and escalation procedure

- To facilitate the COVID-19 Health Response Plan, there are four dedicated first aid rooms, as well as dedicated isolation rooms throughout the venue
- Offsite medical support is provided by emergency response and ambulance services supported by the Cape Town International Convention Centre

Cleaning and Hygiene

- Hand sanitiser stations with supporting hygiene signage to be placed in all main walkways, aisles and public spaces
- Enhanced cleaning regime: The venue will be fully cleaned regularly during the day with an overnight cleaning regime for all venues and public spaces.
- Extra attention will be given to high frequency touch points such as toilets, door handles and hand rails.
- Exhibitors will be required to disinfect their respective stands and exhibits regularly throughout the event
- All equipment in the conference rooms, including AV will be disinfected between each use

Catering

Together with the venue, we have stringent measures in place to minimise food safety risks and ensure that the food service is COVID-19 safe.

Catering services will be in the form of a service and individual pre-packed meals.

Additional safety protocols include:

- Designated areas for coffee breaks
- All staff will wear masks and gloves in kitchens and serving areas, incl. waiters and barmen
- Sanitation points available in public restaurant and eating areas
- Lunches will be staggered, ensuring the programme sessions are not affected.
- Consideration will be taken of the need for cleaning and sanitisation of the lunch venues after each session
- All restaurants and bars and seating in public areas will comply with government specified distancing measures.
- In addition, further hygiene will be ensured with the use of contactless payment solutions and desk-free check in wherever possible.

Meetings and conferences

- Current social distancing regulations specify that a 1 metre distance between persons is required. Set up of all conferences and event room spaces to meet the standard requirements of social distancing.
- We will not offer any standing areas in and around the conference rooms and will mark separate entrance and exit routes, if necessary.
- We are aware that at the hubs on the exhibition floor queues can form and an increased number of visitors can gather. We have increased the square meterage of these areas significantly and these be constantly monitored by our safety team on site to ensure we are adhering to regulations.
- Hand sanitisers will be available at the entrance to all meeting or conference rooms
- Regular visible COVID-19 safe cleaning and disinfecting measures will be put in place for the rooms and rooms will be sanitised in between sessions
- All equipment in the conference rooms, including AV will be disinfected between each use

Exhibition

BUILD UP AND BREAKDOWN

- Anyone working on the build-up or breakdown of the event will be asked to **pre-register** before arriving onsite to declare they are fit and healthy to work.
- All contractors will be required to **wear full PPE gear**.
- As a condition of entry, all contractors will be asked to undergo a temperature check.
- **Signage** to communicate instructions on COVID-19 safe behaviour will be visible through the venue.
- **Ventilation will be increased**, improving fresh air circulation in line with government guidelines and directives during the build up and breakdown of the event.
- Qualified **medical services will be available on site** throughout the build up and breakdown period.
- **Exhibitors scheduling** - there will be strict exhibitor and contractor scheduling to minimise the number of people in the halls at any one time to create a safe working environment.
- **Exhibitor registration will be open during build up to minimize queuing and contact.**

EVENT DAYS

- **There are dedicated exhibition entrance and exit points** allowing ease of flow in and out of the exhibition space.
- **Signage displaying key messages** in line with the latest government guidelines and directives will be in place throughout the venue.
- **Queue management system** to be implemented at each entrance and exit point.
- **People-counting devices** will be available at each point of entrance and exit to support social distancing guidelines.
- Exhibitors who are planning on offering refreshments or hosting a function on their stand must ensure that they adhere to government guidelines and directives with regard to the implementation of **physical distancing and food protocols**.
- **Sanitiser** must be made available at each exhibition stand; surfaces must be cleaned at regular intervals and after each appointment.
- It is mandatory to **wear a face mask** for the full duration of the event, except when seated in one of the catering outlets while eating and drinking refreshments.
- Please make sure that only **staff without COVID-19 or cold/fly symptoms** are manning your stand.

Designing your stand



Consider & Plan

- Plan your stand with sufficient space to ensure that distances are kept during activities at the stand. Avoid bottlenecks
- Calculate how many people can be on your stand at any one time. Do this by dividing your open stand space by 2m² per person for a rough number
- Try and allocate 2 staff members maximum per 3 x 3 stand and schedule shifts daily
- Do not crowd your space with unnecessary furniture. Adding additional items that are not needed reduces the space for attendees on your stand
- We recommend avoiding closed meeting rooms and smaller enclosed areas on the stand as these will not be as well ventilated
- Limit meeting times on your stand to 15 – 20 minutes
- Allocate one team member to facilitate meetings and the second one to assist with general questions
- By simplifying the construction, you will require fewer contracting staff to build your stand as well as allowing more distance between them as they build/dismantle
- Consider a technological solution such as **projecting content from your stand to a wider virtual community or enabling individuals to join you on the stand from a remote location**. If you need **internet services** to support a new technology solution on your stand remember that hard wired connections will always be more reliable than wifi
- **Consider the space you have and what would create the best and most comfortable customer experience**

Implement

- Simplify your stand design to keep spaces as open as possible, giving everyone flexibility to move around and keep apart freely.
- Ensure you have a clear path for people to follow
- Appoint your contractor as soon as you can and share your plans with the operations team before signing off with the standbuilder
- Ensure that you order cleaning services daily or that your team disinfects your stand

Communicate

- Mark the floor to guide everyone on recommended spacing
- Where possible provide the following COVID-19 signage on your booths:
 - Physical Distancing** - Use clear signage on the floor and around your stand to show your customers how to use your stand space at a safe distance.
 - Clear Signage:** Explain how you are managing the space using icons that are not language dependent.
 - Visible Sanitisation:** This can be through self- service sanitisers and/or stand cleaner.

Attendee/Exhibitor Responsibilities

Always comply with the following basic preventive measures:

- Sharing of attendee badges is not permitted at any time.
- Sharing or exchanging of business cards is discouraged
- Avoid handshakes and hugs
- Maintain at least 1 meter distance from others
- Wear a mask at all times, covering the nose and mouth
- Cover a sneeze or cough with a tissue or bent elbow, and immediately dispose of tissue in a closed-lid bin placed in and around the venue
- Avoid touching your eyes, nose and mouth
- Wash your hands frequently with soap and water, or with a hand sanitiser

Travelling to South Africa



Travellers intending to visit the country will be expected to produce a PCR (polymerase chain reaction) test that is not older than 72 hours from the time of departure from the country of origin to South Africa. This test must be conducted by a certified medical practitioner and should include the name and signature of the practitioner who conducted such test.

Arriving in South Africa

Upon arrival in the port of entry, the traveller will be screened for any COVID-19 symptoms or for contact with people who have been infected with the COVID-19 virus. Travellers will also need to provide proof of accommodation address should they need to self-quarantine at the time of arrival in the country.

Should the traveller display any COVID-19-related symptoms or been in contact with an infected person(s), they will be expected to take a mandatory COVID-19 test. This test will be at the traveller's cost. If the COVID-19 test comes back positive, the traveller will be subjected to a 10-day quarantine at a designated site. Accommodation at a quarantine site will be at the traveller's cost.

All travellers is required to wear a face mask at all times, may only remove a face mask during an emergency and must observe social distancing, hand washing and sanitise regularly;

A traveller who is unable to wear a face mask due to an underlying medical condition, must submit a medical certificate from a registered medical practitioner to the airline prior to departure;

What should I do once I experience COVID-19 symptoms?

Anyone experiencing symptoms (fever, cough, trouble breathing, fatigue, loss of smell, loss of taste) or having had close contact with a confirmed case or contact with someone currently being evaluated for COVID-19, should call the COVID-19 Public Hotline on 0800 029 999 or send HI as a WhatsApp message to 0600 123 456 for further guidance.

If you test positive, do not panic and isolate yourself; do not receive visitors during the self-isolation period and postpone all your appointments/engagements until you are completely recovered.

If you must leave one place to the other (ex from health facility/testing site to your hotel), wear a mask, stay 1m away from others, wash your hands frequently, and clean all touched surfaces.

Reducing the risk of COVID-19

Restaurants and Hotels

- Wear a mask when not eating or drinking.
- Always observe physical distancing of more than 1 metre
- Wash hands after touching items such as menus and condiments before eating or drinking.
- Choose outdoor seating or seating with good ventilation (restaurants with open windows and doors) where possible
- Do not share food or utensils with others.
- Request that waiters/barman sanitise tables before you are seated

Public Transportation:

- Always carry a hand sanitizer with at least 70% alcohol on you
- Always wear facemasks and comply with the social distancing of at least one meter at taxi ranks, stops and while getting on or off public transportation.
- Electronic/contactless payment methods should be the primary mode of payment to avoid spread of virus through cash
- Good ventilation and airflow on public transportation vehicles is encouraged to limit possible spread of virus such as open windows
- .Avoid touching eyes, nose, and mouth with unwashed hands.
- Once at destination, occupants are encouraged to wash their hands with soap and water for at least 20 seconds or use hand sanitizer with at least 70% alcohol as soon as possible upon arrival.
- Passengers are advised to avoid travelling during rush hour where possible.
- Passengers with COVID-19 symptoms are discouraged from using public transportation to avoid possible spread to members of the public. When unavoidable, wearing face masks is mandatory and passengers should maintain physical distance of at least 1,5 metres from other passengers.

Must I have medical insurance cover?

You are responsible for your own travel insurance and medical insurance - the event Organisers do not cover this. We recommend that your medical insurance take effect as soon as you leave your home country or place of residence. Please ensure that you always have your medical details with you as well as an emergency contact.

CONTACT US

We as a business are mindful that COVID-19 has caused many uncertainties and therefore have compiled the above information to assure you that your safety is our first priority.

If you require any further information with regards to any travel regulations or safety measures/protocols, please do not hesitate to contact our team members listed below:



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