



31 May - 4 June 2020 | JHB | South Africa

Brief for the appointment of an exhibition supplier

The Water Institute of Southern Africa hosts a Biennial conference and exhibition and the next one will be held in Sandton at the Sandton Convention Centre from 31 May to 4 June 2020.

Below are the specifications of the requirements for the exhibition supply company.

1. SHOW DETAILS

- **Build-up:** Friday, 29 May, Saturday, 30 May and Sunday 31 May 2020 – to be ready at 10:00 on Sunday 31 May 2020.
- **Show days:**
 - Sunday, 31 May 14:00 – 21:00
 - Monday, 1 June 07:30 – 17:00
 - Tuesday, 2 June 07:30 – 17:00
 - Wednesday, 3 June 07:30 – 14:00
- **Breakdown:** from 14:30 on Wednesday, 3 June. Need to clear the hall before 23:00 on Wednesday, 3 June.
- **Venue:** Exhibition 1, Level 0 at the CTICC
- **Number of Stands:** 200 3m x 3m

2. REQUIREMENTS:

- 189 3m x 3m shell scheme stands
- 8 3m x 2m shell scheme stands
- 10 2m x 2m shell scheme stands

Shell scheme stands to include:

- Shell scheme walling
- Fascia board with company name written in Arial font
- Carpeting
- 1 x Power plug point
- 2 x Spotlights
- 1 x Trestle table
- 2 x Chairs



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- A few lounge areas to be included (to be scattered around the venue)
- Areas for tea / coffee breaks and lunch time catering to be included (approx 580 m²)
- Carpeting throughout the entire hall
- Exhibition manager to remain on site for the duration of the show
- Electrician to remain on site for the duration of the show
- All COCs and inspections to be included as required by the City of Johannesburg
- Assistance with custom design stands for exhibitors (costs to be carried by the individual exhibitors)
- Furniture and stand extras to be an additional cost (charged directly to each exhibitor)
- Monthly status reports to be provided to the LOC

Poster Boards

- 40 poster boards to be costed, placement TBC

3. DEADLINES

Deadline for submission of quotation: 31 July 2019

Proposal to include:

Quote

Company profile document

Proposed floorplan layout

3 x Contactable references

BEE Certificate

Tax Clearance Certificate

Exhibition stands render (showing how the stands will look if the company selects a standard shell scheme package)