



GROUNDWATER

THE SUSTAINABILITY ISSUE WATER DEMAND, AVAILABILITY & SURETY

16TH GROUND WATER CONFERENCE AND EXHIBITION, PORT ELIZABETH | 20 - 23 OCTOBER 2019

EXHIBITOR MANUAL

IMPORTANT DATES

- **Deadline for Exhibition Booking Forms: 15 July 2019**
- **Deadline for Exhibition Payments: 06 September 2019**
- **Delivery of Equipment: Sat, 20 October 2019 (10:00 – 14:00)**
- **Set-up of Exhibitions: Sun, 21 October 2019 (09:00 – 16:00)**
- **Early Registration: 21 October 2019 (13:00 – 16:00)
& Welcome Cocktail: (16:00 – 19:00)**
- **Breakdown : Wed, 23 October 2019 (15:00 – 19:00)**

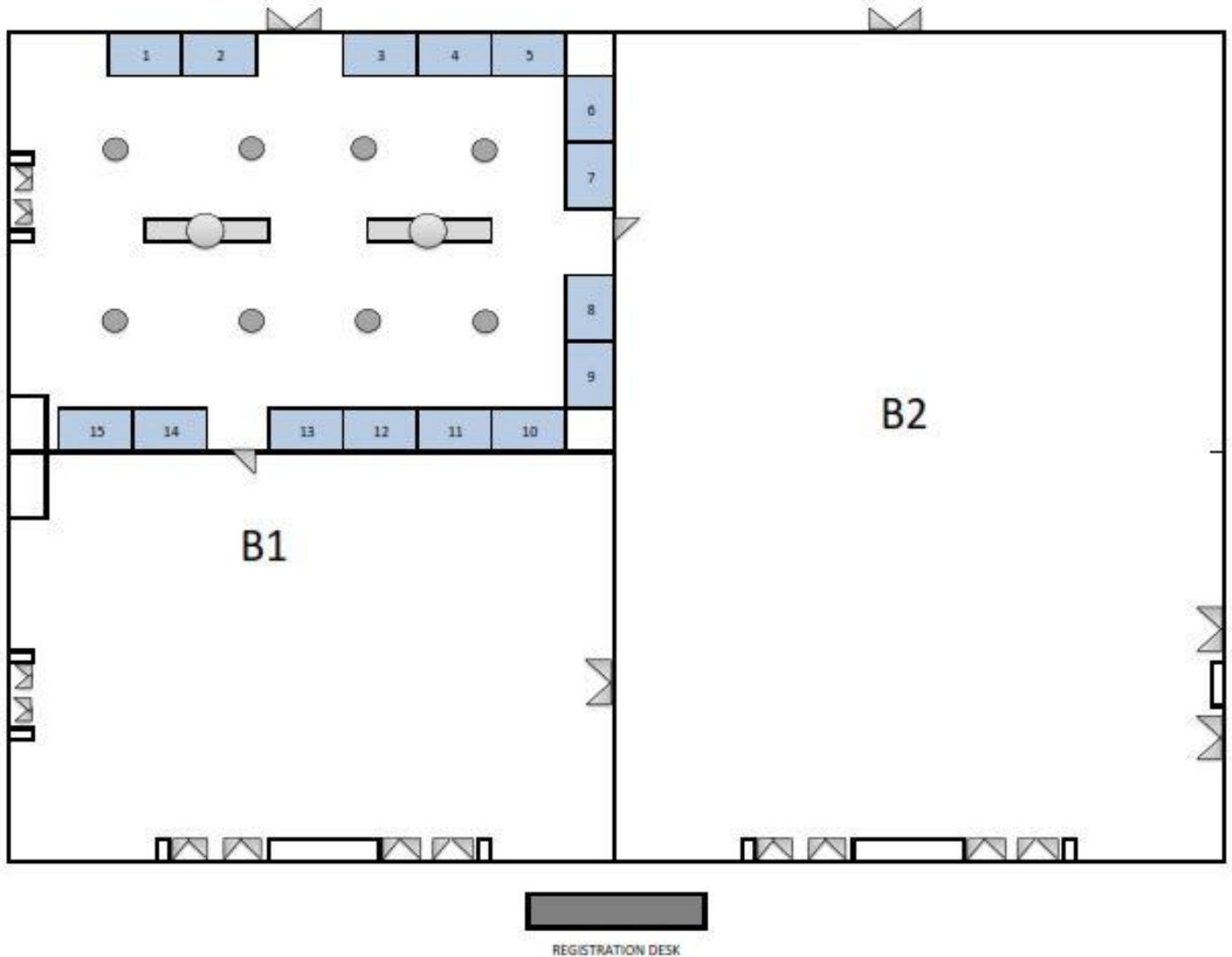
EXHIBITION LAYOUT

B2 Plenary Venue, B1 Break-Away Venue

Tea/ Coffee and Lunch Stations within the Exhibition Area

15 Full Exhibition Booths available

Networking Stations will be placed within the Registration Area and in the main Exhibition area.



Exhibition open times

Exhibitors will be able to register onsite on Sunday, 21 October 2019 from 13:00 to 16:00

Exhibits must be open for delegates to view at the following times:

Mon: 8am to 5pm Tues (Tours will take place off-site for all delegates in the afternoon): 8am to 12pm

Wed: 8am to 3pm

EXHIBITION OPTIONS

A. Exhibitor Booth: Booth 6m²: (3m x 2m) - R 15 000.00

Each booth booked by an exhibitor will be set up and ready for the exhibitor.

Graphic Panel
Actual: 963 mm(w) x 2393 mm(h)
Visual: 950 mm(w) x 2380 mm(h)

The exhibitor booth (3 m x 2 m) includes the following:

- Shell scheme.
- Fascia Name – Black lettering.
- 1 x Spot light and 1 x Plug point.
- 2 chairs and 1 table / **TRESLE TABLE**
- Daily cleaning service and general venue security.

Website: The exhibiting company's logo & brief description (50 word) will be placed on the official GWD website.

The exhibiting companies will be listed in the programme.

Full registration of one delegate.

For Additional exhibition staff (please see cost of Exhibitor Pass ticket)



B. Display stand: (2 display panels with furniture) - R 5 000.00

Each display unit booked by an exhibitor will be set up and ready for the exhibitor.

Display stand includes the following:

- 2 Display panels (1m x 2m per panel)
- 2 bar chairs and one cocktail table
- Daily cleaning service and general venue security.
- The exhibiting company will be listed on the website.
- The exhibiting companies will be listed in the programme.

Please note all stands exclude:

- Multiplugs and extension cords
- Additional electrical requirements
- Audio Visual Equipment
- Double-side-tape to attach promotional material to the display boards
- Plants and décor



Any additional requirements can be ordered from the Exhibition Contractor:

Penni Butler

Contact her on **041-379 5331**

from 8:30 – 4:30 or

send an email to

sales1@aweventsza.com

regarding your requirements.

USE REF. Water Conference 2019



ADDITIONAL EXHIBITOR STAFF?

Cost of an exhibitor pass for an additional staff member (one exhibitor included in core package) to man the stand @ R3000 per person for 3 days. This includes the three functions, tea breaks and lunch. It excludes participation in the conference sessions and tour. Each exhibiting company is limited to one additional pass @ R3000

Exhibitor Pass includes:

- Welcome Function on Sunday, Informal
- Semi-formal Dinner on Monday
- Networking Function on Tuesday
- Tea and Coffee sessions on Monday, Tuesday and Wednesday
- Lunch on Monday, Tuesday and Wednesday

EXHIBITION REGULATIONS

1. Maximum height of stand: three meter
2. No hot works to take place in venue
3. No electrical sawing grinding to take place in venue

Display material

1. No display material may be attached to or placed up against the venue walls. All exhibition items must be free standing and may not be supported by the booth or venue walls.
2. Exhibitors may use freestanding banners as well as posters that can be attached directly to the booth walls on their stands.
3. The posters that are to be attached to the panels must be made of a lightweight material/paper and can be attached to the panels by using double sided tape. The exhibitor must supply their own tape. These posters must be portrait layout (max length 2.5 m x max width 90 cm).
4. All empty containers must be removed from the booth. Please note, there is no storage available for empty boxes. Arrangements must be made beforehand with the freight agent to store large containers.
5. The organiser reserves the right to request the exhibitor to remove their display if they do not comply with the regulations and terms and conditions of the conference and venue.

Activities at the exhibits

Exhibitors are requested to confine their activities and keep their display material within the confines of their booth. The Organising Committee and the organiser can be held responsible for loss or damage to exhibitor property. Exhibitors may only distribute promotional material/literature at their booth.

1. Exhibitors will be responsible for the security of their own booth during the Conference.
2. In their own interest, exhibitors should arrange for representatives of their companies to be present at the exhibition during the entire Conference.
3. It is essential that your exhibition be manned during the lunch and refreshment breaks.

Electricity Supply and installation

AW Events Exhibition Company is the official exhibition contractor and electrician for the Conference. They will be the only contractor permitted to carry out electrical work and installations at the exhibition. If you require any assistance with electrical problems/supply during set up and the event, please contact the organisers to arrange for the electrician to assist you.

Exhibitor Booths: If you have additional electrical requirements over and above what is included in your booth rental, please contact the Secretariat in order to make arrangements prior to the conference.

Please do not tamper with the wiring/electrical equipment.

Cleaning

Cleaning staff will ensure that the exhibition is cleaned each day.

Liability

The exhibitors at GW ConfEx2019 shall indemnify all Sponsors, the Organisers and Conference Centre shall under no circumstances be responsible for any loss or damage which may at any time be suffered by the exhibitor, his employees, servants, customers, clients or visitors or to any of his property by reason of any act, neglect, default or otherwise howsoever caused by any servant or agent of the organiser or any other person whomsoever. Without in any way detracting from the generality of the foregoing, the organiser shall not be held responsible for any loss which the exhibitor and/or any other person(s) may suffer through theft, burglary or damage from any cause whatsoever.

EXHIBITION / NETWORKING STAND - BOOKING FORM

Please complete and email to ECape2019@gwd.org.za

COMPANY OR ORGANISATION DETAILS			
Company's Name			
Name of Stand Representative			
Stand Representative Email			
Stand Representative Tel			
Stand Representative Mobile			
Name of Stand Representative 2* - <i>Additional cost will apply</i>			
Stand Representative 2 Email			
Stand Representative 2 Tel			
Stand Representative 2 Mobile			
Postal Address			
Company VAT number (if required)			
Purchase order number (if applicable)			
Financial Contact Person		Tel	
Financial Contact Person Email			
STAND DETAILS: A			
<i>Please indicate stand number. Kindly provide two options. Please refer to the floor plan.</i>			
Name on Facia:		Stand Number Option 1:	Stand Number Option 2:
I plan to arrange for additional furniture/ equipment at my stand		YES	NO
STAND DETAILS: B			
<i>I would like to book a Networking Stand only</i>			
I plan to arrange for additional furniture/ equipment at my stand	YES / NO		
Signed		Date	

Thank you for the booking. Please contact us should you have any queries!

ECape2019@gwd.org.za / info@gwd.org.za