



SAGA

2019

CURRENT INFORMING THE FUTURE

SAGA 2019

16th Biennial Conference & Exhibition

6 - 9 October 2019

Southern Sun Elangeni & Maharani | Durban

Exhibition Manual

Exhibition build-up and break-down:

Exhibitors Dress Stands: 6 October 2019 2pm-5pm

All display material to be finalised by 5pm to allow for Welcome Function preparation in the exhibition hall.

Exhibition break-down: 9 October 2019 2pm-5pm

Exhibition Hours:

Monday and Tuesday 7 - 8 October 2019: 8am-5pm

Wednesday 9 October 2019: 8am-2pm



Deadline date for submission of orders and compulsory indemnity forms

Friday, 16th August 2019

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CONTACT DETAILS

EVENT ORGANISER

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EXHIBITION CONTRACTOR

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www.tangentexhibitions.co.za

GENERAL RULES AND NOTES

- Activities (unless otherwise agreed) must remain within the confines of stands.
- Exhibitors are only allowed to hand out marketing material within the confines of their stands.
- Noise volume should be kept to a level that does not cause disturbance to other exhibitors (music, audio visual material).
- Please keep your stands neat and tidy.
- The organisers will be available at the Registration Booth at the venue during the Show period - including build-up. This will serve as the central point for enquiries.
- No children will be allowed on build-up and breakdown days for their own safety.
- Access to the venue before or after hours, to be arranged with the organisers.
- Each exhibitor should ensure that there are no potential fire or safety hazards on his stand. Please be aware of the emergency exits and firefighting equipment. – refer to venue floor plan on page 19
- The venue locks and unlocks daily. There is no 24-Hour security on site after the venue is locked at day end.
- Exhibitors will be responsible for the security of their own stand during build-up, open times and breakdown.
- In their own interest, exhibitors should arrange for representatives of their companies to be on the stands during build-up, whenever the venue is open, and until move-out is completed. Insurance and public liability cover are essential!
- It must be stressed that Show Management and security contractors, whilst taking every reasonable precaution, expressly decline any responsibility or liability for any loss or damage, which may befall the property of an Exhibitor for any cause whatsoever. Please be vigilant and do not leave your stand unattended. Insurance: Exhibitors are responsible for the safety of their own staff, property, their stand and its contents and are therefore advised to take precautions where necessary and to insure their goods accordingly.
- It is a condition of exhibiting that the organisers at no stage and for whatever reason accept liability for any loss or damage or injury that may be sustained.
- Fire arms: Firearms are not permitted to be displayed on exhibitors or personnel employed by exhibitors at the venue.
- The organisers will not take responsibility in accepting goods on behalf of the exhibitors. Please refer to page 20 Section 5 for further information on this.

FASCIA FORM EXHIBITIONS STAND PACKAGE (Form 1)

Please Print Clearly

Company Name:		Stand No:	
Postal Address:		Level:	
		Tel No:	
		Fax No:	
		Email:	
		Signature:	
Co VAT Number:		Onsite Contact:	
Person Responsible for Stand on Site:		Cell No:	

The Exhibition Stand Package includes:

- Octanorm Shell Scheme with white infill panels (**NO nails or drilling of holes** will be permitted. Only prestik, Velcro or double-sided tape may be used)
- Venue Carpeted
- Fascia boards are (**white**) with (**black**) lettering
- 2 x 150w Spotlight and 1 x Plug per 9m²
- 2 x chairs and 1 x waste bin

1.1 The following **name** should appear on the Fascia board (Please Print)

PLEASE NOTE IF THIS FORM IS NOT RETURNED BY THE **16th August 2019** THE NAME THAT APPEARS ON YOUR EXHIBITION FORM WITH THE ORGANISERS WILL DEFAULT AS YOUR FASCIA NAME

EXAMPLE OF THE SHELL SCHEME STAND PACKAGE

Height: The Total Shell Scheme size is 2500mm x 1000mm

Panel sizes - Actual: 2420mm (H) x 980mm (W)

Visual: 2400mm (H) x 960mm (W)

Fascia: The fascia consists of a 4mm laminated panel which is 300 deep.
Standard Fascia boards are white with black text.

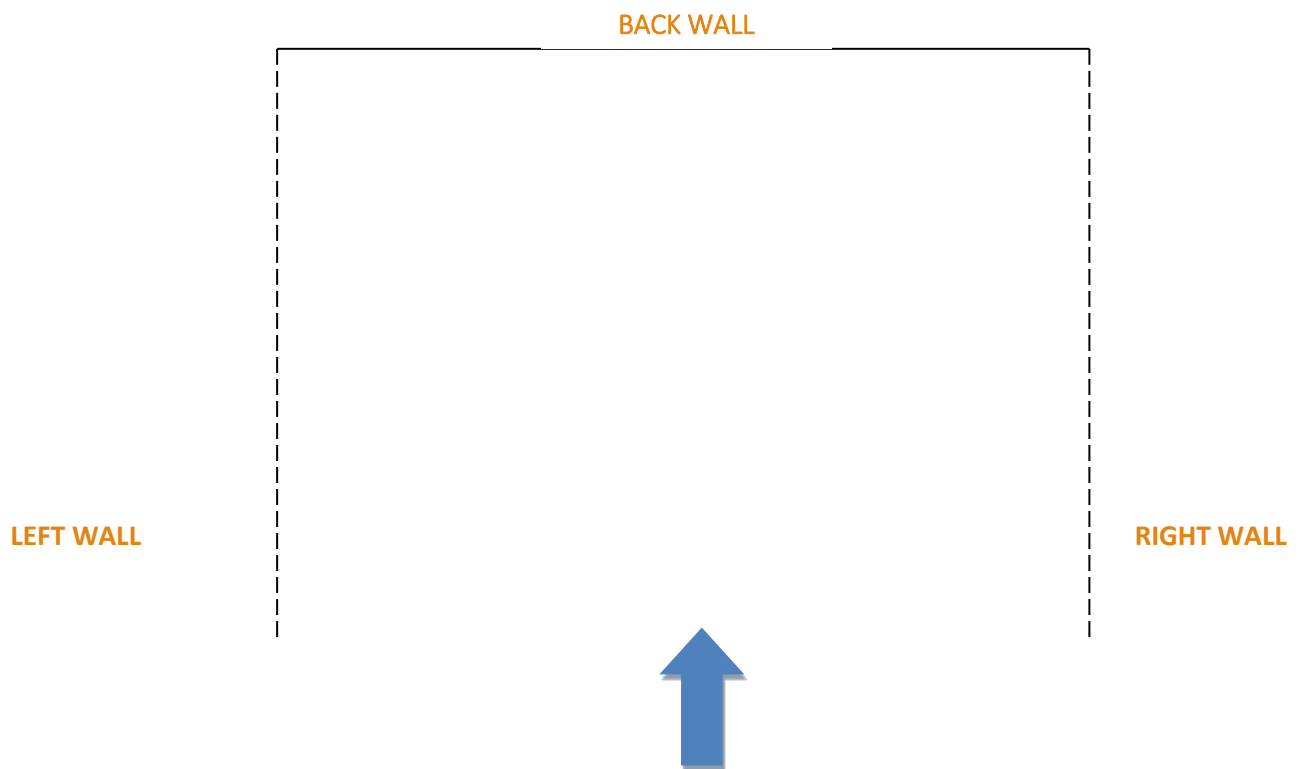


Exhibitors that have the shell scheme package will automatically receive 2 x 150-watt spotlights installed in the centre behind fascia, and 1 x plug point installed at the back centre.

If your plugs point "X" or spot lights "O" are required in a different /specific position please indicate in the block below.

IMPORTANT NOTE:

To get power to non-package and island stands it is compulsory that a single phase or 3 phase distribution board be ordered. Check your agreement and contract with the organizer. Without a distribution board your stand will have NO access to power.



4 WEEKS IN ADVANCE OF THE SHOW

- Ensure all stand payments due have been paid. Bank account details are listed on the invoice.
- Know your stand number and location on the floorplan.
- Create a timetable for your staff to co-ordinate stock, equipment delivery and removal.
- Circulate a list to all staff with dates and times, detailing who will be on site.
- Order your stand furnishings and services via Tangent Exhibitions.
- Submit your company name as it should appear on the fascia board, to the exhibition organisers as specified.
- Arrange for delivery/shipping of literature, equipment and display units.
- Make sure invitations to visit the stands have been included in all correspondence with customers.
- All designs for custom stand builds must be submitted to the organisers, who reserve the right to reject a design, which unreasonably obscures or affects nearby exhibitor stands in any way.
- Submit Form 1, 2 to sales@tangentsexhibitions.co.za.
- Submit Form 3 - compulsory indemnity form to exhibitions@sagaconference.co.za

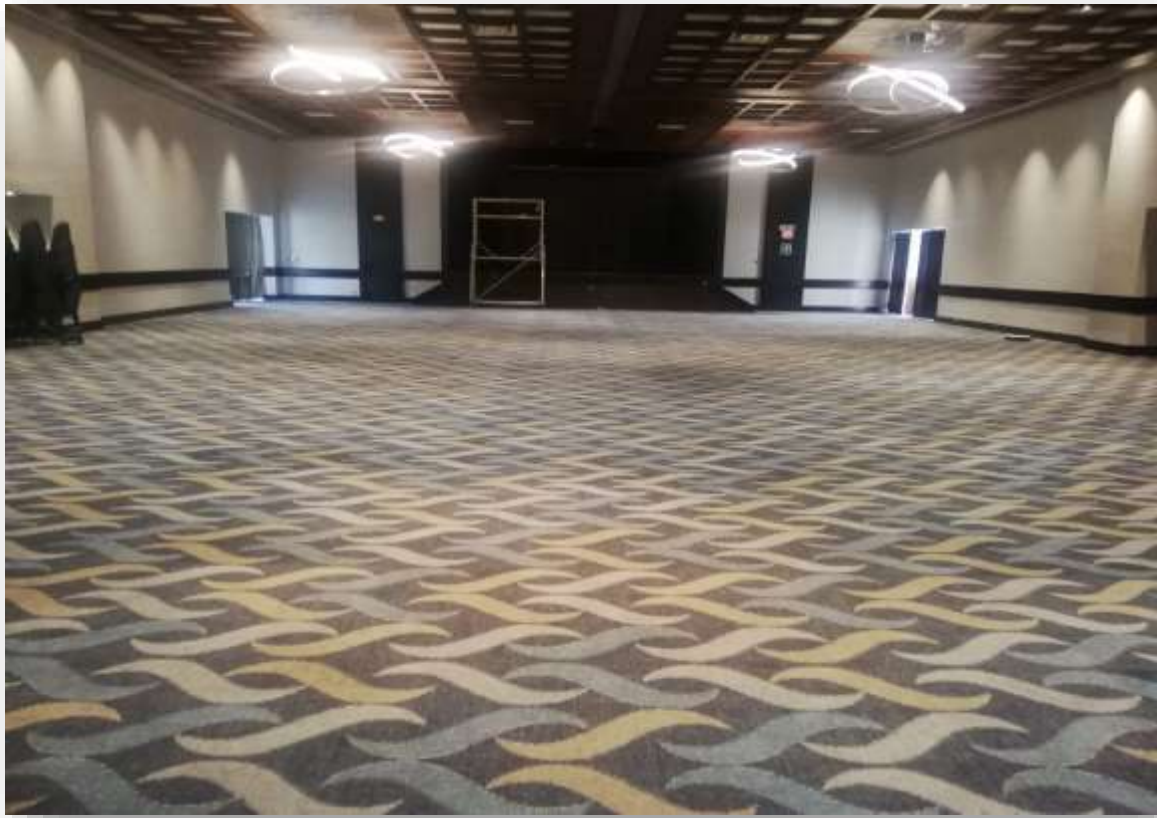
2 WEEKS IN ADVANCE OF THE SHOW

- Prepare for set-up of exhibition stand.
- Prepare tool kit for all items necessary to set up stand and perform emergency repair of display units and equipment.
- Check supply of order books, scratch pads, business cards, pencils, sales manual, tape, screws and tacks.
- Organise service payment and deposit into the relevant bank account – no payment, no services.
- Ensure that enough exhibitor badges have been ordered for all the staff required to man the stand.
- Hold a pre-show meeting with stand personnel to review objectives, responsibilities and the lead retrieval system.
- Plan post-show follow-up activities.

DURING BUILD-UP AT THE SHOW

- Review pro-forma invoice/order forms for items ordered.
- Collect exhibitor badges from the Organisers Registration Booth.

Picture of the venue



COMPULSORY INDEMNITY FORM (Form 3)

Booth/Stand #: _____

Exhibitor: _____

INDEMNIFICATION

In terms of various pieces of legislation including but not limited to the Occupational Health and Safety (OHSACT), Construction Regulations, SANS 0400 National Building Regulations, Disaster Management Act, Events Bill, Regulation of Gatherings Act – No 205 of 1993, Basic Conditions of Employment Act, and EMS City Bylaws the exhibitor:

- hereby confirms that all of its employees, agents and/or contractors / sub-contractors acknowledge the legislation applicable within the Republic of South Africa,
- recognizes the inherent hazards that exist during the setup of, the exhibition itself and the breakdown of the exhibition, and enters the property entirely at his/her own risk and therefore the Exhibitor waives any claim of whatsoever nature against Via Africa Conferencing, its employees and/or agents in respect of any loss, damage and/or injury whether same is the result of any negligent act or omission on the part of Via Africa Conferencing, its employees, agents and/or mandatories or other independent contractors or by a third person or by way of defective equipment or materials supplied by the company, and further;
- the Exhibitor hereby indemnifies Via Africa Conferencing, its employees and/or agents against any claims from the Contractor's employees and/or any other person, arising and being caused in the manner set out above.

I, Insert name of individual, representing Insert exhibiting company name [the Exhibitor], do hereby declare that I acknowledge having read and understood the above statement and furthermore, confirm that I am duly appointed to sign on behalf of the exhibitor and agree to abide by these conditions.

Signed	Date:
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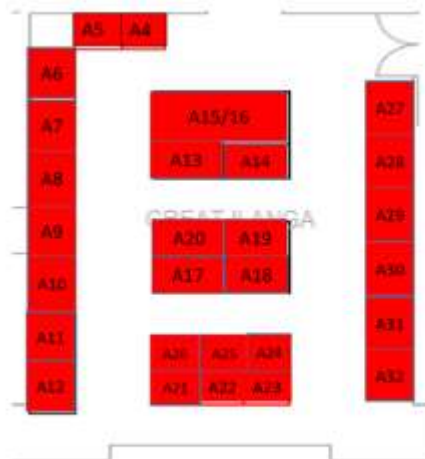
Please print Name

Email signed form back to

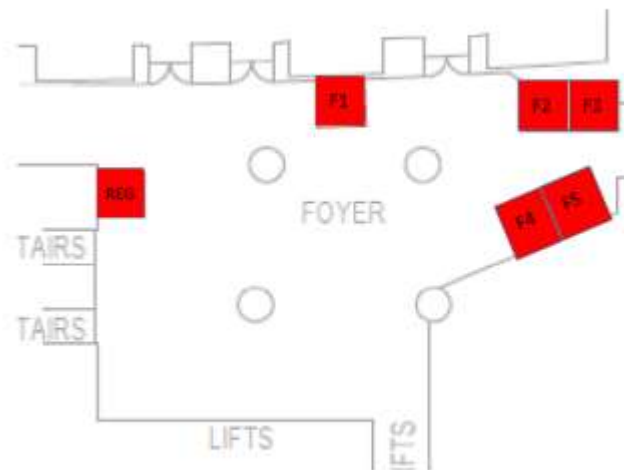
exhibitions@sagaconference.co.za before deadline date

Friday 16th August 2019

Area A – The Great Ilanga



Area B – The Foyer area



Stand #	Company	Stand #	Company
A4 (2x2)	Geoline Services	A19 (3x2)	Gap & Q_Log Geophysics - CORPORATE
A5 (2x2)	Aegis Instruments	A20 (3x2)	Digital Borehole Surveying
A6 (3x2)	NRG	A21 (2x2)	Gern Systems
A7 (3x2)	Petroleum Agency	A22 (2x2)	Terratec Geophysical Services
A8 (3x2)	Spectrem	A23 (2x2)	Geotron
A9 (3x2)	Aarhus GeoSoftware	A24 (2x2)	Lim Logging
A10 (3x2)	HiSels - CORPORATE	A25 (2x2)	ALT and Mount Sopris Instruments
A11 (3x2)	Geovista	A26 (2x2)	Wireline Alliance
A12 (3x2)	Aarhus Geophysics	A27 (3x2)	SkyTEM
A13 (3x2)	Complete MT Solutions - CORE	A28 (3x2)	Robertson Geologging
A14 (3x2)	Phoenix Geophysics	A29 (3x2)	Red Dog - CORPORATE
A15 (3x2)	CGS - DIAMOND	A30 (3x2)	Geometrics
A16 (3x2)	CGS - DIAMOND	A31 (3x2)	Geotech LTD
A17 (3x2)	Medusa-Geoduster	A32 (3x2)	SANEDI
A18 (3x2)	Geosoft		

Stand #	Company
F1(2x2)	ASEG
F2(2x2)	EAGE
F3(2x2)	Wits - trestle
REG	Registration Booth
F4(2x2)	GSSA
F5(2x2)	MMP

COLOUR KEY >



4.1 EXHIBITOR PACKAGE

For those exhibitors who have contracted for the standard Shell Scheme, the structure of the stand will include:

- 1 x exhibitor registration (please note that the individual manning the booth must still register online using a complementary code)
- Hard walls on 2 or 3 sides of the booth
- Fascia board with company name
- 1 x table, and 1x table cover, and 2 x chairs
- Electricity point (15-amp power point with a shared DB board)
- 2 x 150-watt spotlights
- 1 x waste bin
- Exhibitor listing on the Saga 2019 website

4.1.1 Shell Scheme Walls

Height: The Total Shell Scheme size is 2500mm x 1000mm

Panel sizes - Actual: 2420mm (H) x 980mm (W)

Visual: 2400mm (H) x 960mm (W)

Fascia: The fascia consists of a 4mm laminated panel which is 300 deep.

Standard Fascia boards are white with black text.

4.1.2 Fascia Board and Name

The name of the exhibiting company, as provided by the exhibitor, will be displayed on the fascia board on the open sides of a shell scheme stand. Names will be produced in standard letters. Fascia board logo may be ordered at an additional charge. Failure to submit your fascia name by the stipulated submission date may result in the exhibition organisers using their own discretion in producing your company name.

4.1.3 Fixing Display Material

Display material may be fixed to the exhibition stand walls by means of double-sided tape or sticky-backed Velcro. You must provide this for your own stand. Nails, screws or permanent adhesives may not be used, nor any other mechanism that will cause damage to the exhibition boards. Hooks will be provided to suspend heavier objects. Under no circumstances can anything be attached to any surface or wall within the convention centre.

4.1.4 Carpeting

The exhibition hall is carpeted. To increase the visual impact of your stand, you may want to order specific coloured carpeting or alternative wood flooring to co-ordinate with your corporate colours or stand theme.

4.1.5 Constructed / Designer Stands

Prior approval has to be obtained from Tangent Exhibitions 6 weeks before the event if you wish to have a 'designer' or custom-built stand constructed. All designer' or custom built stands have to comply with the following parameters:

- ❑ No construction over aisles is allowed.
- ❑ No construction may be attached to any wall or ceiling in the venue.
- ❑ No bolt, nail, screw, glue, adhesive or other fixing may be used to fix any structure or display into or on the venue infrastructure, in any manner.
- ❑ An electrical certificate of compliance must be submitted to the On-Site Exhibition Co-ordinator before the completion of build-up.
- ❑ No structure above 2.5m high is allowed under any circumstances whatsoever unless accompanied by a valid Structural Engineer's certificate.
- ❑ Exhibitors or their contractors are responsible for cleaning and removing all rubbish and discarded material arising from the construction or dismantling of a stand.

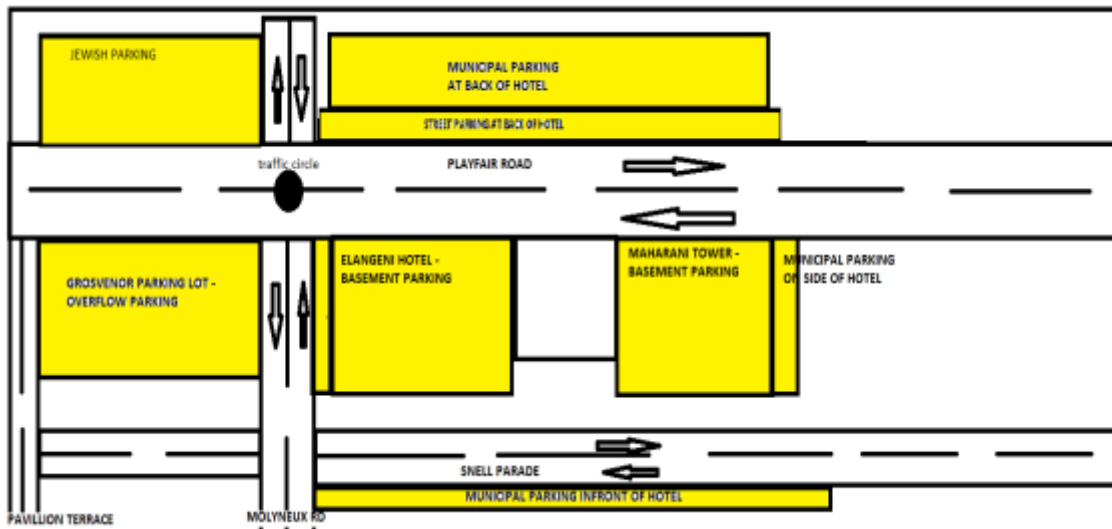
4.1.6 Construction Work

If construction works, i.e. carpentry, painting, sign writing etc. is to take place within the venue; all necessary precautions must be taken to avoid any damage to the physical structure of the venue, or its fixtures, fittings and carpets. Any damage caused by, or on the behalf of, an exhibitor, will be for the account of the exhibitor.

4.2. VENUE INFORMATION

4.2.1 Access Parking

Parking is available on a first come first serve basis, at an additional R55 per day for overnight parking. There is free municipal parking bays on either side of the hotel and overflow parking bays at Grosvenor Court. Day delegate parking is R30 per vehicle per day.



4.2.2 Deliveries

Neither the Organisers nor the Venue will accept deliveries on behalf of exhibitors. The venue, nor organisers cannot be held responsible for goods that arrive early or which are left after the official breakdown period of the exhibition. The costs of disposing of any such items will be done at the expense of the exhibitor concerned. All items to be delivered on Friday the 4th of October 2019. See exhibitors letter from venue regarding more information on this.

4.2.3 Access to the loading bay

All delivery and collection personnel must be directed to the loading bay area. As soon as unloading has been completed, all vehicles must be removed to the designated parking area.

No Unloading or Loading of any equipment/materials is allowed via the Front Entrance of the Venue.

4.2.4 Wireless Internet Connectivity

WIFI connectivity is dependent on the amount of people using it. The venue wife can handle email downloads only for groups. Therefore it is advisable that the exhibitors bring their 3G dongles.

4.2.5 Cleaning

The exhibition area will be cleaned after all displays have been erected. The exhibition venue will be cleaned nightly. The organisers will not clean the stands (dusting of shelves etc.) because of the increased risk of damaging products or demonstration models or material.

4.2.6 Plumbing

No plumbing is available in the exhibition area. In addition the venue does not allow large quantities of water to be used in exhibit displays, such as in fountains and fish tanks etc.

4.2.7 Catering and Refreshments

The Venue is the exclusive supplier of food and beverage to all exhibitors. No beverages may be brought into the venue without the express approval from the venue in writing. However, bite-sized promotional items such as chocolates, sweets, biltong, etc. may be brought into the venue, as well as sample sized beverages.

4.3 HEALTH AND SAFETY

4.3.1 Aisles

Clear aisle space must be maintained during setup and breakdown of exhibitions as well as for the duration of the actual exhibition. The minimum aisle space applicable to all exhibitions is 2.5 (two point 5 meters.)

4.3.2 Insurance

Exhibitors are strongly urged to ensure that they have adequate insurance cover for all exhibits, equipment and display material. Neither TANGENT EXHIBITIONS nor the Event Organisers may be held liable for any damage caused by an exhibitor or their sub-contractors, or any losses suffered due to any cause whatsoever.

4.3.3 Vehicle Display

No Vehicles can be brought into the venue for exhibition purposes.

4.3.4 Electrical Hire and Supply

All shell scheme stands will receive a single 15-amp power point and a 2 x 150watt spotlights An exhibitor occupying two units will thus receive two plugs and four lights. This is shared power, and we strongly advise you to hire your own dedicated DB board if you intend to use heavy electrical equipment.

Please note that the standard SA power supply is 220/230volts AC 50 Hz. US made appliances of lesser voltage will need their own power supply units / transformers. Plug points take three- pronged round pinned plugs. 3-phase power is only available with prior arrangements, and the payment of an additional fee.

Any exhibitor doing their own electrical installation (such as on a custom stand), must hand an Electrical Certificate of Compliance (COC) to the On-Site Exhibition Co-ordinator at the conclusion of Build Up. We can only accept this certificate if it was obtained in a valid manner, i.e. a certified electrician inspected the installation on site. Failure to provide a valid certificate will result in supply of power to the stand being terminated without further notice.

**Due to the strict safety regulations, please take note of the following:

- No twin flex is allowed under any circumstances whatsoever.
- All plugs, cable ties, transformers, distribution boards and other fittings must be SABS approved.
- No joints or trailing cable is acceptable.
- All wiring systems must be insulated flexible cables with copper conductors that have a minimum cross section area of 1.5mm² (3 core cab tie).
- All fluorescent lights must be earthed. Transformers must be mounted on the exhibition structure and may not be placed on the floor.
- Lighting must be looped from fitting to fitting with all terminals being secured and sealed.

Fire Regulations

- No highly combustible material such as hessian, straw, paper, polyurethane, etc. may be used in the construction of a stand or within the exhibition display.
- No solid ceilings may be used without prior permission. All draping must be treated with fire retardant spray, and a valid certificate attesting to this must be handed to the On-Site Exhibition Co-ordinator during build-up.
- No dangerous chemicals or gas cylinders are permitted. In addition, no pyrotechnics in any form, and no open flames are permitted.

SOUTHERN SUN ELANGENI EVACUATION PLAN FOR CONFERENCE VENUES

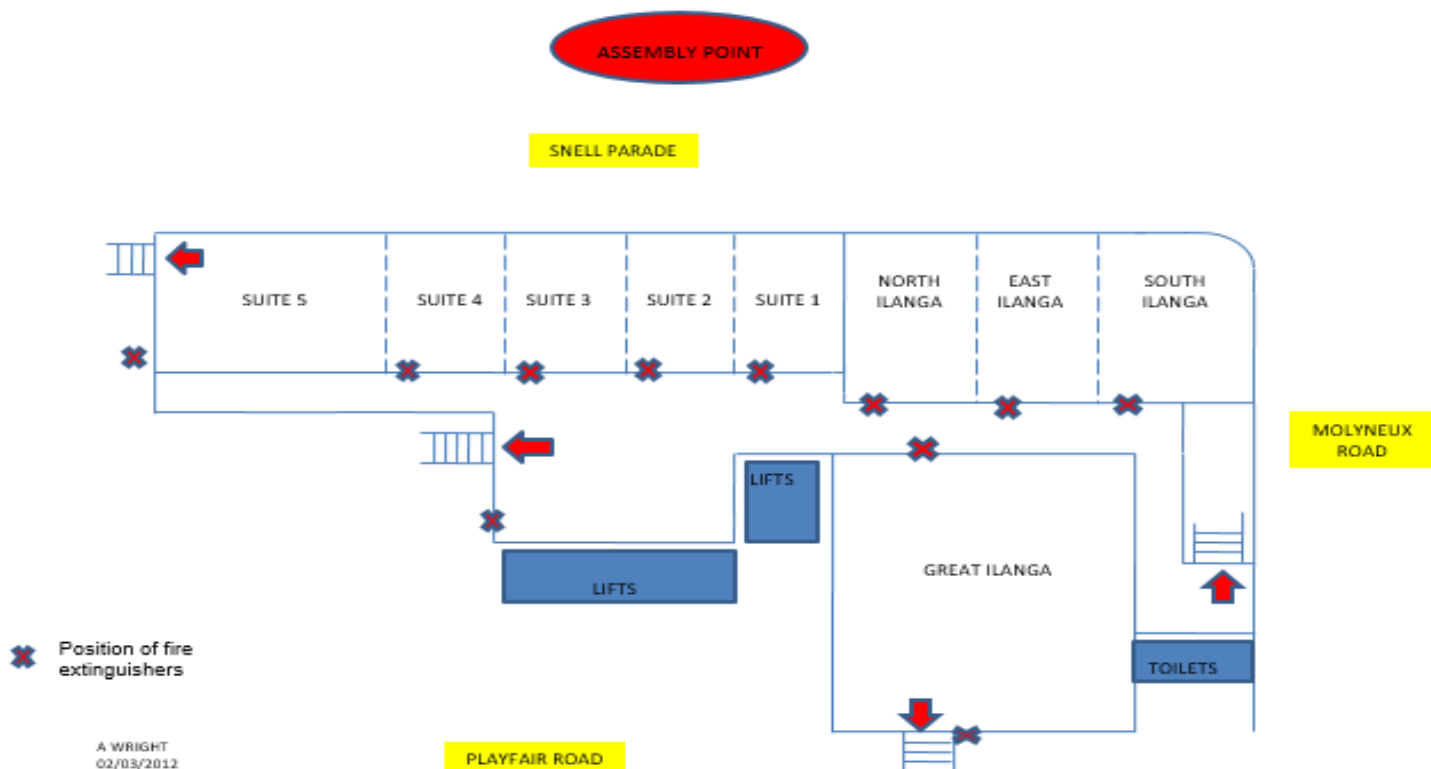


Figure 1 – Fire evacuation plan in case of emergency. X marks the placement of the fire extinguishers within the venue

4.4 SPECIAL TERMS AND CONDITIONS

4.4.1 Compulsory Indemnity form

It is every exhibitor’s responsibility to ensure that they read, sign and return the Compulsory Indemnity form. This is a compulsory requirement. No exhibitor will be permitted to exhibit unless the form is signed.

4.5 ACCOMMODATION

Accommodation for the duration of the exhibition is for your own account. Accommodation can be booked when registering online for the event.

4.6 SECURITY

Although the exhibition hall will be locked each night and there will not be any security guards on duty. Exhibitors remain responsible for any material on their stands. The organisers, venue or any sub-contractor will

not accept any liability for any loss or damage. It is therefore of vital importance that exhibitors take all the necessary precautions to avoid any losses from occurring. Particular attention must be paid to items such as cellular telephones and laptops. Exhibitors are advised to ensure that their products and equipment are covered by their own insurance. Additional Security Guards dedicated to specific stands may be arranged. All costs incurred are for the specific exhibitor's account.

Dear Exhibitor

Welcome to Southern Sun Elangeni

In order to prevent any misunderstanding between the hotel and yourselves, please note the following points:

Labour

The hotel does provide labour when requested, but need 48 hours' notice. This assistance includes access, removal to or from the Convention Centre at an agreed time and a charge will be levied per staff member required.

Security

The hotel can arrange security on behalf of the exhibitor providing 48 hours' notice is given. A contract must be negotiated between the exhibitor and the security company and the hotel is not responsible for any loss or damage incurred to equipment whatsoever. All function rooms are locked when required by the duty manager, however this does not include the foyer, lobby and passage areas.

Food and Beverage

Southern Sun Elangeni Hotel has the exclusive rights for the sale and supply of Food and alcoholic and non-alcoholic beverages. All food and beverage must be ordered through Southern Sun Elangeni Hotel. The hotel does not permit any outside food or beverages to be brought onto the premises.

Please place your orders directly with your co-ordinator at the hotel

Contact details are below:

E-mail: cerina.haripersad@tsogosun.com

Contact Number: 031 362 1300

Storage

Goods for exhibitors must be delivered by Friday 4th October. All goods are to be delivered to the hotels receiving bay.

Please note that the hotel does not accept any liability for items delivered before the date of the event and if the hotel has to sign for this on behalf of the client.

Should any items be left behind after the event, these boxes need to be sealed and labelled accordingly and confirmation of collection date required.

Any items not collected within 7 days will be discarded.

Deliveries:

Should any client send deliveries prior or during the event,

The client needs to specify on the boxes:

- The name of the company :
- Contact person and contact number:
- How many boxes , i.e. 1 of 1
- Name of event:
- Stand Name and Number:

All items must be sealed in boxes

Sundry equipment

The hotel provides standard 15-amp power points as reflected on the plan of the convention centre, however should an exhibition require a large amount of power overall, the hotel must be given 2 weeks' notice and a charge may be levied. Exhibitors are requested to provide their own extra lighting (if required), double adaptors, extension cords etc. Should the hotel be requested to provide any specific item of this nature, it will be purchased and charged to the exhibitor. Assistance with the hire of audio visual aids may be done through the hotel.

Credit facilities

Use of facilities such as telephones, food and beverage and other services will be done on a cash basis except where an exhibitor chooses to sign items to his hotel room. All other credit facilities will be accepted if provision for this is made prior to the exhibition with the management.

Damage to the Hotel Property

The exhibitor will be held responsible for any damage whatsoever to hotel property. It must be noted that no nailing, pinning, sticking to any surface will be permitted and should this occur, the damage will be charged to the organizer.

Thank you for your co-operation.

SECTION 6:
PRE-PACKAGED 'DESIGN STANDS'

If you want your stand to stand out, consider the optional extra of having a packaged designer stand built by Tangent Exhibitions. These stands represent real value for money as they have the look and feel of a designer stand at a fraction of the cost. Please visit Tangent Exhibitions website: www.tangentexhibitions.co.za to design your own package stand online and get an instant estimate or you may contact Cimilla Ferrira on 031 266 0350.