



EXHIBITION MANUAL

South African Geophysical Association's 19th Biennial Conference & Exhibition

Exhibition build-up and break-down:

Exhibitors Dress Stands: Monday
12 October from 3pm

All display material to be finalised
by 6pm to allow for Welcome
Function preparation in the
exhibition hall.

Exhibition break-down: Thursday
15 October from 2pm (after the
Closing ceremony)

Exhibition Hours:

Monday 12 October – 6pm
onwards at the Welcome
Function

Tuesday 13 October and
Wednesday 14 October – 8am
to 5pm

Thursday 15 October – 8am to
2pm

**Deadline date for Scan Display Services Link form is 30th
September**

GEOPHYSICS FOR GENERATIONS



INVESTORS



ADDITIONAL INVESTORS



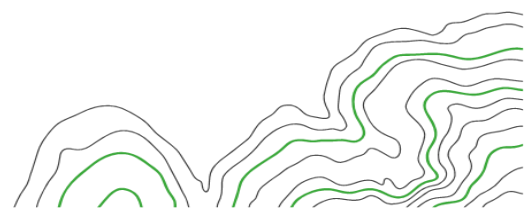
EXHIBITORS





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CONTACT DETAILS

EVENT ORGANISER

Marcia Mabuza

Via Africa

exhibitions@sagaconference.co.za

cell. +27 (0)63 150 3207

www.sagaconference.co.za

EXHIBITION CONTRACTOR

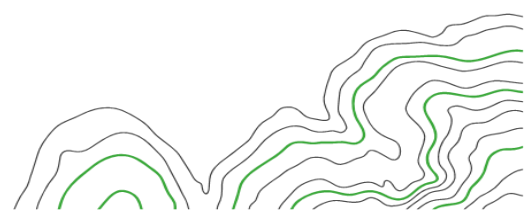
Yvonne Komane

Scan Display

yvonne@scandisplay.co.za

tel. +27 11 447 4777

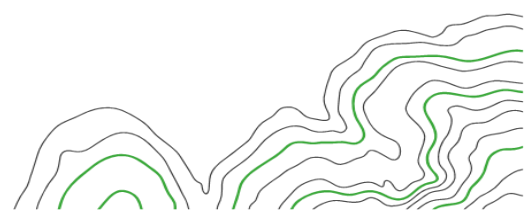
cell. +27 64 686 7034





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 their stand. Please be aware of the venue emergency exits on page 20.
- All function rooms are locked when required by the duty manager, however this does not include the foyer, Atrium, and passage areas.
- 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 is 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 19 for further information.





SECTION 1:

EXHIBITIONS STAND PACKAGES

1x3 – Cocktail Package

The Exhibition Stand Package includes:

- Fabric Scheme with white fabric panels (**NO nails or drilling of holes** will be permitted. **We recommend ordering printed fabric for your booth walls. (you can choose to have only 1 or all panels printed). A poster cannot be erected with Prestik on a fabric wall.**
- Venue Carpeted (refer to picture of Atlantic Exhibition area)
- Fascia boards are (**white**) with (**black**) lettering
- 2 x 150w LED lights and 1 x Plug per 9m²
- 2 x bar stools, 1 x round cocktail table
- Counter - **UNBRANDED**
- 1 x waste bin

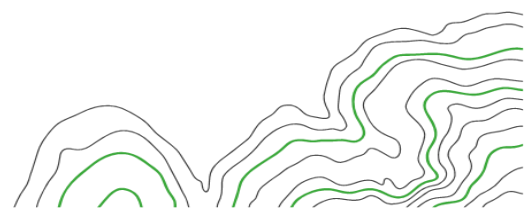
2x2 and 3x3 and Sponsor Booths - Cafe Package

The Exhibition Stand Package includes:

- Fabric Scheme with white fabric panels (**NO nails or drilling of holes** will be permitted. **We recommend ordering printed fabric for your booth walls. (you can choose to have only 1 or all panels printed). A poster cannot be erected with Prestik on a fabric wall.**
- Venue Carpeted/Floored (refer to picture on Atlantic and Atrium exhibition area)
- Fascia boards are (**white**) with (**black**) lettering
- 2 x 150w LED lights and 1 x Plug per 9m²
- 2 x café chairs, 1 x round café table
- Counter - **UNBRANDED**
- 1 x waste bin

**Confirm your booth printing and additional booth orders via the link below –
deadline is**

30 September 2026





HOW TO ORDER EXTRAS FOR YOUR BOOTH

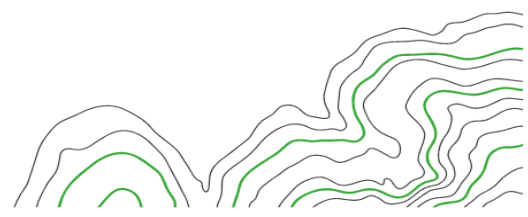
For all extras, such as:-

- Plant pots
- Magazine racks
- Branded walls
- Branded counter
- TV Screen

Should you not order printed fabric walls, you will be given white fabric walls. You will not be able to erect anything to these walls. We recommend using pull up banners should you not want to order printed fabric walls.

Please order these via the Scan Display Services Link. Scan Display with invoice you directly for all extra items. Proof of payment must be shared with Scan Display before build up to secure your order.

[SAGA Conference 2026 | Services Order Forms](#)



EXAMPLE OF THE FABRIC SCHEME STAND PACKAGE

1x3

1x3m FABRIC scheme structure – CORNER

1. FASCIA PRINT SIZE: 2950mm x 300mm
1x Fabric Print 1x White Fabric (back of Fascia)
2. BACKWALL PRINT SIZE: 2950mm x 2400mm 1x Fabric Print
3. SIDEWALL PRINT SIZE: 950mm x 2400mm 1x Fabric Print

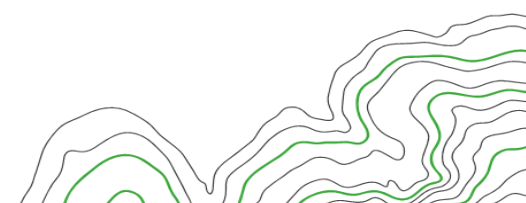
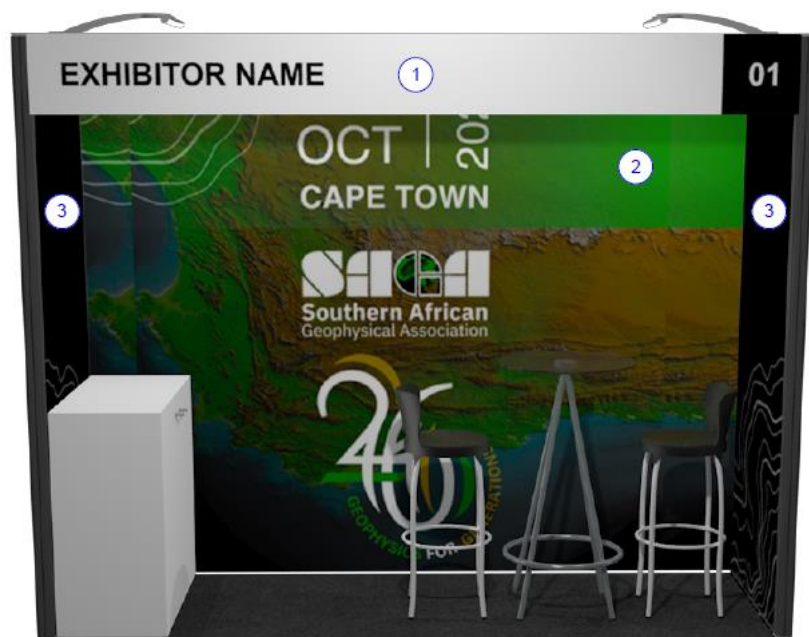
Should you require the fabric printed, please order this on the Services Link. An additional cost is applicable.



1x3m FABRIC scheme structure - INLAND

1. FASCIA PRINT SIZE: 2950mm x 300mm 1x Fabric Print 1x White Fabric (back of Fascia)
2. BACKWALL PRINT SIZE: 2950mm x 2400mm 1x Fabric Print
3. SIDEWALL PRINT SIZE: 950mm x 2400mm 1x Fabric Print

Should you require the fabric printed, please order this on the Services Link. An additional cost is applicable



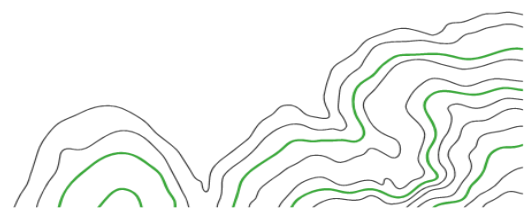
EXAMPLE OF THE SHELL SCHEME STAND PACKAGE

2x2

2x2m FABRIC scheme structure - INLAND

1. FASCIA PRINT SIZE: 1950mm x 300mm 1x Fabric Print 1x White Fabric (back of Fascia)
2. BACKWALL PRINT SIZE: 1950mm x 2400mm 1x Fabric Print
3. SIDEWALL PRINT SIZE: 1950mm x 2400mm 1x Fabric Print
4. BRANDED COUNTER SIZE: 900mm x 900mm 1x Fabric Print

Should you require the fabric printed, please order this on the Services Link. An additional cost is applicable



2x2m FABRIC scheme structure - CORNER



1. FASCIA PRINT SIZE: 1950mm x 300mm 1x Fabric Print 1x White Fabric (back of Fascia)
2. BACKWALL PRINT SIZE: 1950mm x 2400mm 1x Fabric Print
3. SIDEWALL PRINT SIZE: 1950mm x 2400mm 1x Fabric Print
4. BRANDED COUNTER SIZE: 900mm x 900mm 1x Fabric Print

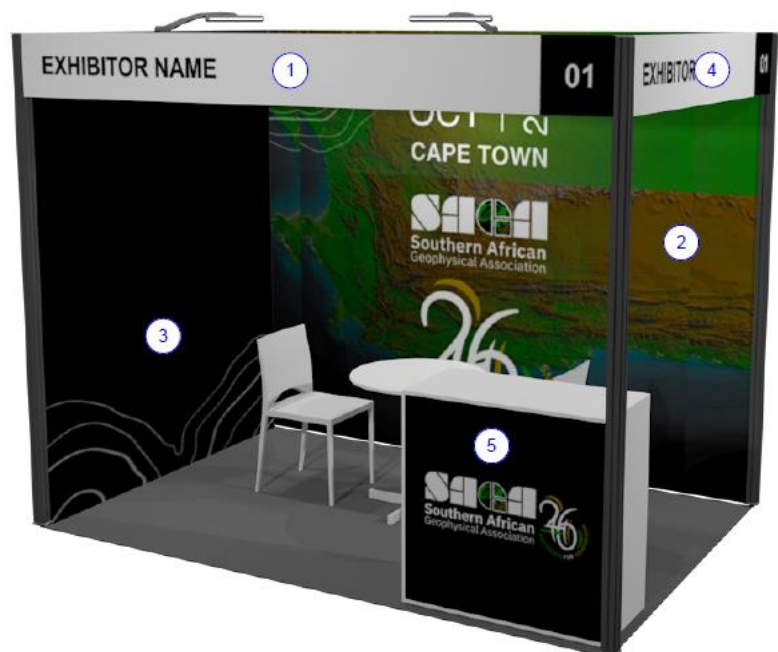
Should you require the fabric printed, please order this on the Services Link. An additional cost is applicable

EXAMPLE OF THE FABRIC SCHEME STAND PACKAGE

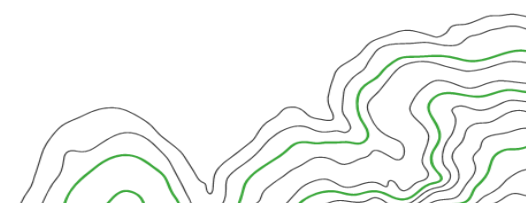
3x2

3x2m FABRIC scheme structure - CORNER

1. FASCIA PRINT SIZE: 2950mm x 300mm 1x Fabric Print 1x White Fabric (back of Fascia)
2. BACKWALL PRINT SIZE: 2950mm x 2400mm 1x Fabric Print
3. SIDEWALL PRINT SIZE: 1950mm x 2400mm 1x Fabric Print
4. BRANDED COUNTER SIZE: 900mm x 900mm 1x Fabric Print



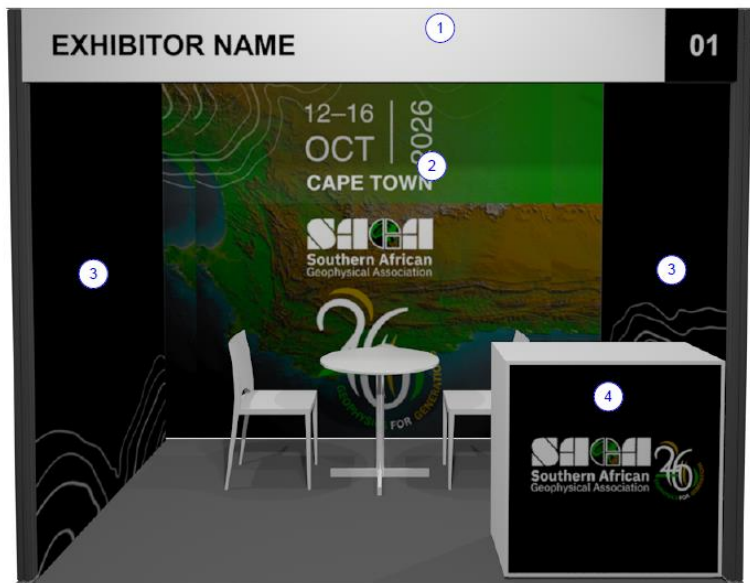
Should you require the fabric printed, please order this on the Services Link. An additional cost is applicable



3x2m FABRIC scheme structure – INLAND

1. FASCIA PRINT SIZE: 2950mm x 300mm
1x Fabric Print 1x White Fabric (back of Fascia)
2. BACKWALL PRINT SIZE: 2950mm x 2400mm
1x Fabric Print
3. SIDEWALL PRINT SIZE: 1950mm x 2400mm
1x Fabric Print
4. BRANDED COUNTER SIZE: 900mm x 900mm
1x Fabric Print

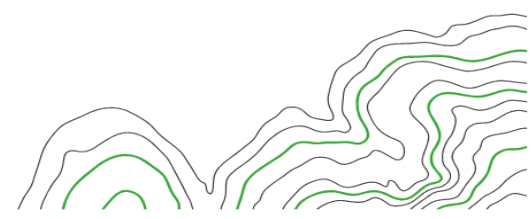
Should you require the fabric printed, please order this on the Services Link. An additional cost is applicable



CONSTRUCTED / DESIGNER STANDS

Prior approval has to be obtained from Scan Display 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.





SECTION 2:

EXHIBITOR CHECKLIST

4 WEEKS IN ADVANCE OF THE SHOW

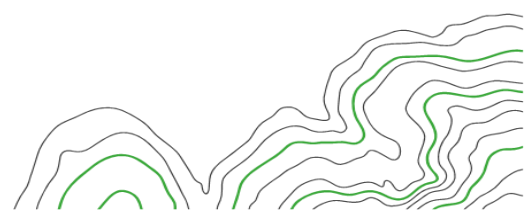
- Ensure all stand payments due have been paid. Bank account details are listed on the invoice.
- Know your stand number and location on the floor plan.
- Create a timetable for your staff to coordinate stock, equipment delivery and removal.
- Circulate a list to all staff with dates and times, detailing who will be on site.
- Order your stand furnishings and services via Scan Display Services Link
- By **30 September 2026** submit your extra orders and fascia company name to Scan Display on their link : [SAGA Conference 2026 | Services Order Forms](#)
- 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.

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.
- 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.
- Ensure your order is correct if any extras have been ordered for your booth from Scan Display.

DURING BUILD-UP AT THE SHOW

- Review pro-forma invoice/order forms for items ordered.
- Collect name badges from the Organisers Registration Booth.
- Arrive at your booth and erect any pull up banners etc.



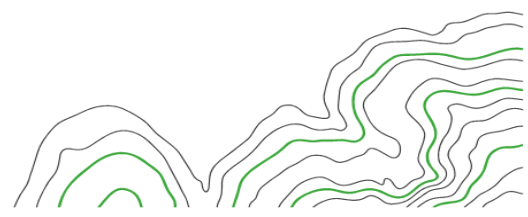
Picture of the venue



Figure 1 - Atrium exhibition area



Figure 2 - Atlantic Exhibition Area



SECTION 3:

COMPULSORY INDEMNITY FORM

Please read the Indemnification below and accept it on the SAGA 2026 Exhibitor Google Form

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:

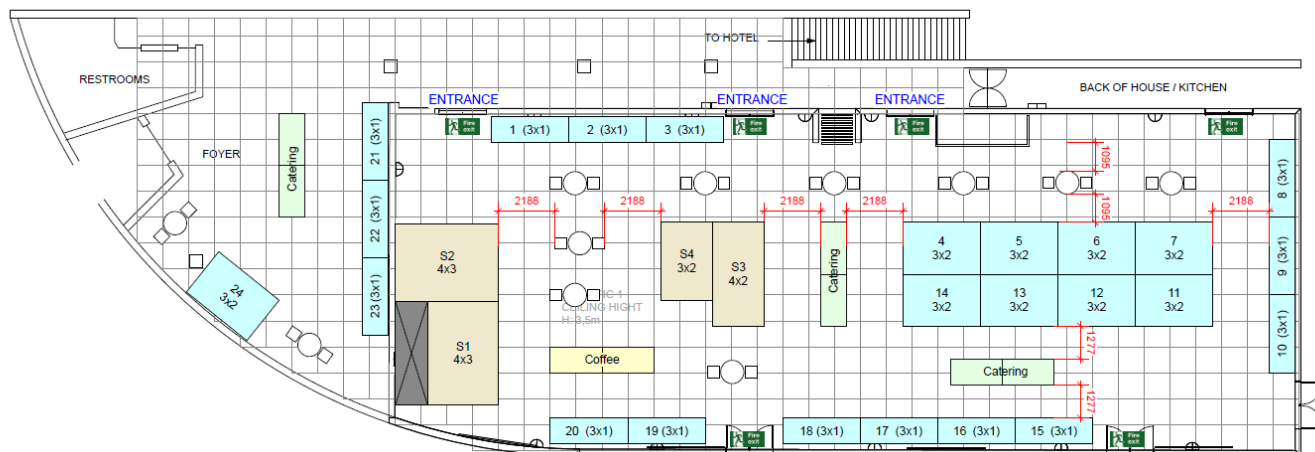
- hereby confirms that all of its employees, agents and/or contractors / sub-contractors acknowledge the legislation applicable,
- recognizes the inherent hazards that exist during the setup of, the exhibition itself and the breakdown of the exhibition, and enters the property entirely at his/her own 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.

[SAGA Exhibitors Google Form](#)

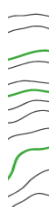
SECTION 4:

SAGA 2026 Main Atlantic Suite Floor Plan (subject to change at any time)

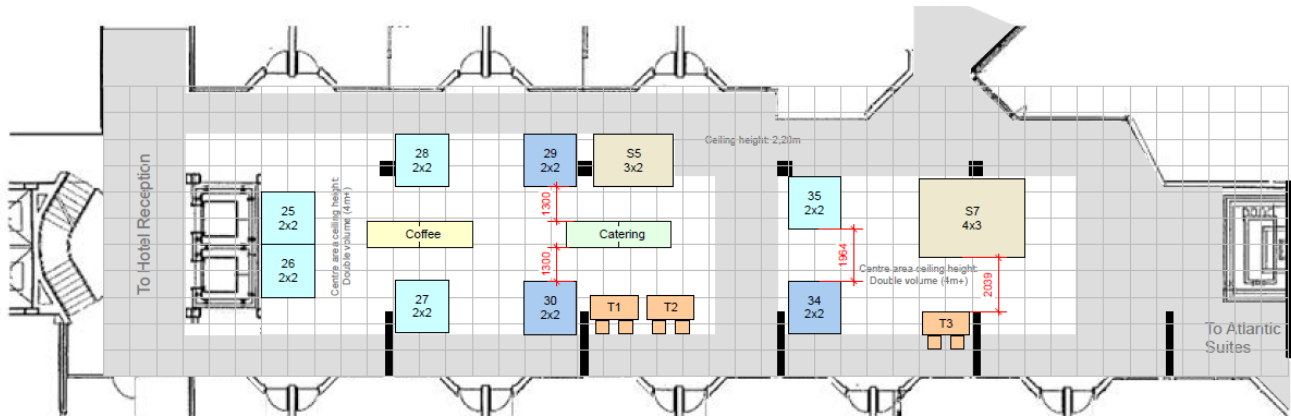


Booth #	Company
S1	Platinum – Council for Geoscience
S2	Platinum – Wireline Africa
S3	Gold – Medusa Radiometrics
S4	Copper - Iris Instruments
1	Stryde
2	Red Dog
3	AGP Consulting
4	Geofocus – Corporate Member
5	Expert Geophysics - Corporate Member
6	SkyTEM - Corporate Member
7	Digital Surveying – Corporate Member
8	Integrated Geoscience Solutions
9	Phoenix Geophysics
10	Radiation Solutions

Booth #	Company
11	NRG
12	Mount Sopris Instruments
13	Gem Systems
14	Xcalibur – Corporate Member
15	Advanced Geosciences
16	TEM Company
17	Geodevice
18	Exige
19	Bell Geo
20	Spectrem Air
21	Sander Geophysics Limited
22	Geotech
23	Robertson Geologging
24	Mira Geoscience



SAGA 2026 The Atrium Floor Plan (subject to change at any time)



Booth #	Atrium - Company
25	Lim Logging
26	STC Nord-West
27	Giant Sequoia AI Technology
28	Geoline Services
29	Loupe Geophysics
30	Smart Seismic Solutions
S5	Seequent
Table 1	Partner - Mandela Mining Precinct
Table 2	Partner – European Association of Geoscientists & Engineers
Table 3	Partner – Australian Society of Exploration Geophysicists
S7	Petroleum Agency SA
34	AVAILABLE
35	Geovista



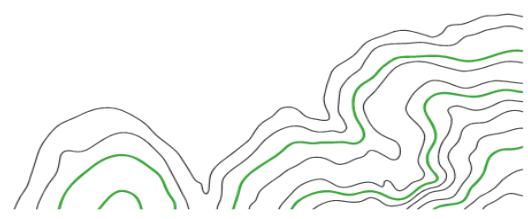
OVERVIEW OF VENUES



LAGOON BEACH
hotel | conference | spa



Venue	Items
Atlantic	Main exhibition venue
Atrium	Second exhibition venue
Pacific	Innovation Alley –Sponsored by EXIGE
Mini Atrium	Poster Showcase – Sponsored by Integrated Geoscience Solutions
Adriatic	Breakaway 1 & 2
Pacific	Breakaway 3
Hotel foyer	Registration Desk





SECTION 5

5.1 VENUE INFORMATION

5.1.1 Access Parking

We recommend that you park in the hotels parking on the Ground floor. This is called the Basement Parking. There will be access to the Atlantic and Atrium exhibition space from this parking lot.

5.1.2 Deliveries

Prior arrangement must be made directly with Marcia on exhibitions@sagaconference.co.za for any boxes that need to be sent to the venue in advance. Boxes must be clearly labelled as SAGA Conference, in order to be stored in the correct area. All items to be delivered between **Wednesday 7th October and Friday 9th October 2026**.

Box labelling

- The name of the company:
- Contact person and contact number:
- How many boxes, i.e. 1 of 1
- Name of event: **SAGA 2026**

All items must be sealed in boxes.

Addressed to

Tendy Siwela,

Lagoon Beach Hotel

1 Lagoon Gate Drive

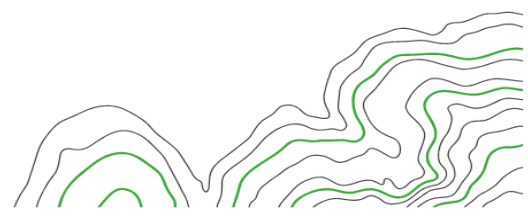
Milnerton

7435

Tel: 021 528 2004

5.1.3 Access to the loading bay

Should you have heavy boxes or equipment, we are able to open the emergency exit doors in Atlantic. Exhibitors would need to park in the parking lot alongside the Atlantic venue and arrange with the organiser for the doors to be opened on the afternoon of the 12th October 2026 only.



5.1.4 Flooring

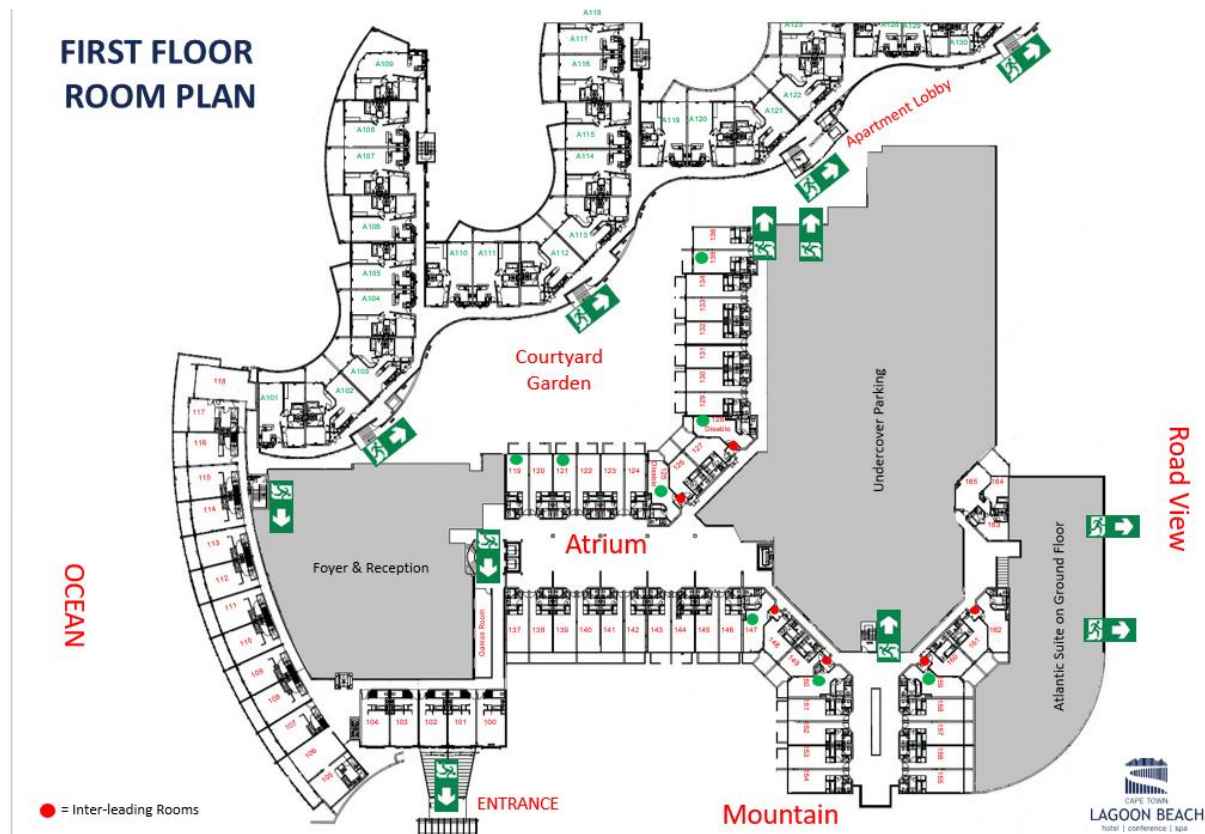
The Atlantic exhibition hall is carpeted, the Foyer is tiled and the Atrium is tiled.

5.1.5 Height Restrictions

Please note that the Atrium has a height restriction of 2.2m Please keep this in mind for any signage or banners.

5.2 HEALTH AND SAFETY

Please take note of the fire exits (displayed in green and white) in the Atlantic and Atrium areas.





Southern African
Geophysical Association

