



# EXHIBITOR MANUAL

## TRANSCEND CONVENTION

Designed as the hub and pivotal point of the precinct, the Century City Conference Centre's bold architectural form is matched only by its even bolder unseen features - world-class connectivity, electric creativity and unparalleled choice to make any event truly unforgettable.

Centrally located in the greater Cape Town metropole, the centre can accommodate a total of 1900 guests across 20 fully customisable venues. The venues include large halls that can be combined to cater for up to 1200 delegates. Offering flexible conferencing and eventing tailored to suit your brand, theme or decor requirements.

## PROUDLY GREEN

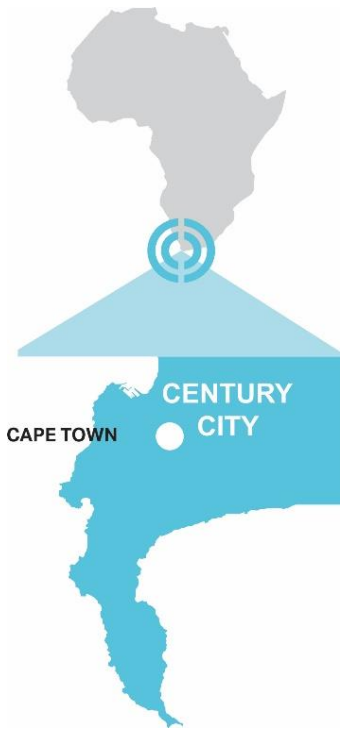
The entire precinct is pioneering a new mixed-use Green Building Council of South Africa rating to ensure that sustainable green design principles are implemented.

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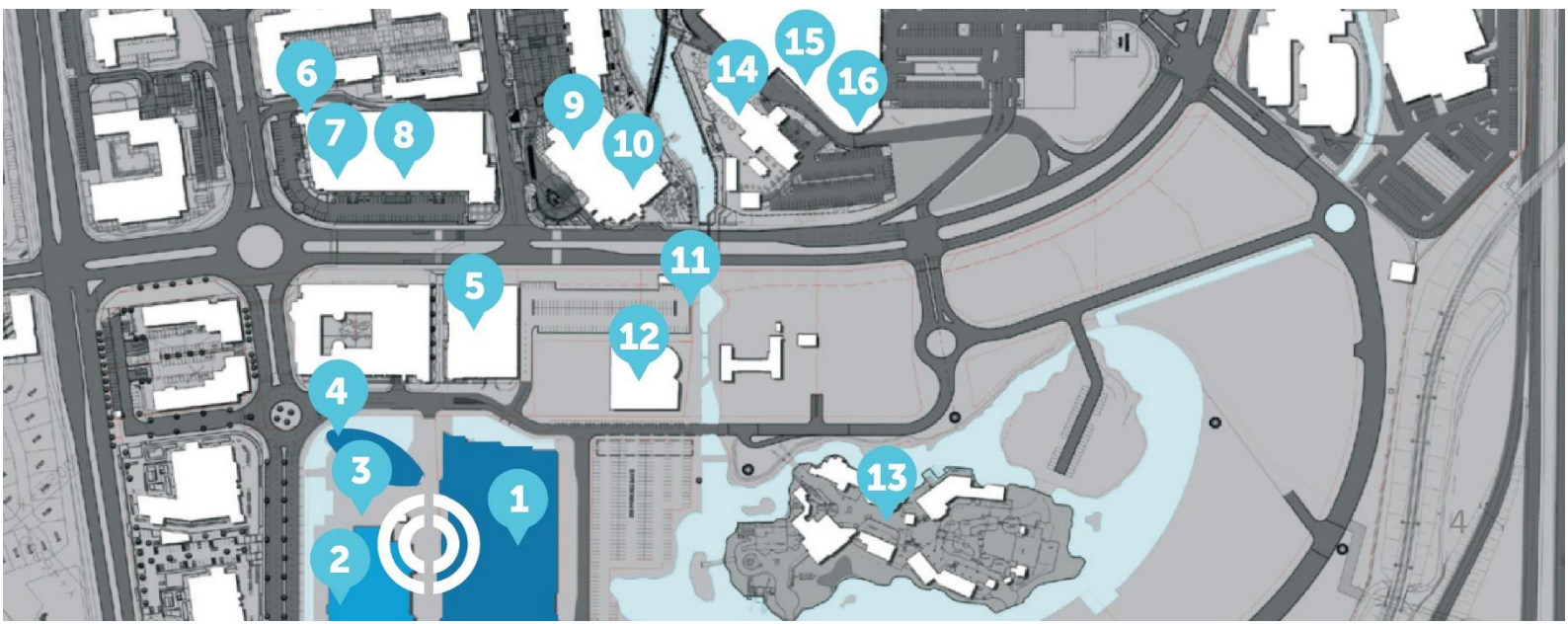
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- 1 Century City Conference Centre
- 2 Century City Hotel - 125 rooms
- 3 Century City Square & Restaurants
- 4 The Apex Building
- 5 Virgin Active Health Club: 2 min's
- 6 Woolworths Food & Vida e Caffè: 4 min's
- 7 Colosseum Hotel: 4 min's - 68 rooms
- 8 Colosseum restaurants & service: 4 min's
- 9 African Pride Crystal Towers Hotel & Spa: 4 mins - 180 rooms
- 10 Life Day Spa: 4 mins
- 11 Start of 5 km running & walking track: 4 min's
- 12 Hillsong Church: 4 mins
- 13 Ratanga Junction Theme Park: 5 min's
- 14 Stay-Easy Hotel: 10 min's - 175 rooms
- 15 Canal Walk Shopping Centre: 10 min's
- 16 Muslim Prayer Room: 10 min's



## VENUE DETAILS

### Century City Conference Centre and Hotel

Switchboard: 021 204 8000

Email: [events@ccconferencecentre.co.za](mailto:events@ccconferencecentre.co.za)

### Address:

No. 4 Energy Lane  
Bridgeways Precinct  
Century City  
7441

## EVENT DETAILS

### SHOW DATES AND TIMES:

Details to be provided by event organisers prior to the event to all exhibitors.

### LOAD-IN, BREAKDOWN DATES AND TIMES:

All stands must be evacuated by the stipulated time given from the organisers. Event organiser to provide a detailed schedule stipulating load in times and breakdown times in order to create an even flow at the delivery bays.

## GUEST PARKING MAP

The drop and go loading bay is located adjacent to the arrow on the map which is the entrance to the covered parking.



## HEALTH AND SAFETY PROCEDURES AND REGULATIONS

### INTRODUCTION

Generic safety guidelines are provided to inform exhibitors on the "best practices" that should be used to safely exhibit and avoid any possible liability, injury, accident or loss of life.

Before any work begins on site, the exhibitor and their contractor must evaluate any risk that might be caused by the building of a stand, looking at probable and possible hazards and dangers and in so doing the exhibitor should be able to put in place plans and procedure to limit or nullify the risk. These steps are essentially the reasonable steps that the exhibitor will take in limiting injury, loss of life, civil liability and public liability.

### AISLE ENCROACHMENT

Disaster management rules and fire regulations at all conference and exhibition venues require that all aisles and access to fire exit doors are kept free at all times. Exhibitors are required to make adequate space to accommodate their full display and no encroachment into the aisles is permitted. Should any item or structure be placed or protrude into the designated aisle space, the organisers and/or venue management reserve the right to move, or to have removed, the said item without any liability for loss or damage thereto.

### ELECTRICAL PROCEDURES & REGULATIONS

Electrical installations must be of a nature to ensure safety in the use of electricity and must be carried out in a competent manner. Where a fault becomes apparent, the equipment must not be used until the fault has been rectified. All electrical equipment brought into the venue must comply with the South African Electrical Regulations and the Occupational Health and Safety Act (85 of 1983) as amended by the Occupational Health and Safety Act (181 of 1983) and the Labour Relations Act (66 of 1985). Should this not be the case, equipment will be removed immediately from the premises at the exhibitor's expense and charges for any damage caused by the faulty equipment will apply.

Due to the strict regulations governing the venue, please take cognisance of the following:

- No twin flex is permitted.
- No 15 amp double adapters are permitted. Rather use a SABS approved multi-socket outlet.
- All purpose built stand shell schemes/equipment are to be undertaken by a registered wireman only and must comply with South African Bureau of Standards and Occupational Health and Safety Acts i.e. Certificate of Compliance to be furnished to the Exhibition Services Manager.
- Only SABS approved multi-socket or multi-extender plugs or cabbie may be utilised.
- All wiring systems must be insulated flexible cables with copper conductors that have a minimum cross section area of 1.5 mm<sup>2</sup> e.g. 3core cabbie.
- Open Wiring – Insulated single core cables (colour coded differentiating between Live/Neutral/Earth), will only be accepted at a minimum height of 2.4 m and not be subjected to mechanical damage
- Electrical wiring across walkways/passages using insulated flexible cables e.g. 3 core cable will only be accepted at a minimum height of 2.5 m. Any metallic structure with electrics affixed thereto must be earthed to a distribution board.
- No joints to trailing cable will be accepted.
- Multiple wiring will not be permitted to terminate to a single plug top 15 amp (SA 3 pins round plug).



- Lighting is to be looped from fitting to fitting with all terminations being secured and concealed.
- Any termination points that should be necessary on a wire-way need to be insulated and of a mechanical nature i.e. strip connector or screw-it connector (no twisting of wires).
- Stands constructed of a conductive material will be required to be double earthed to the venue's earthing system.
- 15 Amps are allocated per exhibition stand to cater for most exhibition requirements. However should it be necessary to plug in laser printers, heating and refrigeration equipment, additional electrical supply will be necessary. Overloaded usage may cause the incoming power supply to trip excessively. Severe trips may take hours to rectify, thereby causing inconvenience to all exhibitors. Any costs incurred by CCCC in this regards will be passed on to client
- Transformers are to be mounted on the structure, exhibition stand walls and/or systems and not placed directly onto the floor.
- Each Hall has 1 x 32 amp power socket as well as various floor and wall power points with 15amp each
- Extension leads are not provided by the venue.
- Each electrical supply provided is intended for one item of equipment or machine on display. Multi-point socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply.
- No electrical installation and/or fitting may be suspended from the ceiling of the exhibition hall or fixed to any part of the building structure without the prior approval of the organisers and the venue, and if permitted, a fee will be levied.
- 30 Amp, 3-phase power including earth and neutral is available on request. Any power requirements in excess of 30 amps need to be discussed with the Century City Conference Operations Manager.
- Neon Lighting – This lighting may not be installed without prior arrangements and written authorisation from the Century City Conference Centre Operations Manager.
- Fluorescent fittings must be earthed.
- All electrical fittings and equipment must be SABS approved e.g. Transformers, distribution boards, plugs etc.
- Each Stand builder to supply own additional extension cords where required.

## **ELEVATORS**

Passenger elevators are NOT to be used for transporting freight or equipment from level to level. This includes easels, chairs and tables etc.

## **EMERGENCY PROCEDURES AND FIRE REGULATIONS**

Exhibitors must ensure that their staff have been adequately briefed on the emergency procedures, as well as the location of the fire-fighting equipment and emergency exits at the exhibition and must adhere to the following steps:

- Immediately report an incident of concern to the organiser.
- Exhibitors must refrain from touching any objects of concern and from removing exhibits from the venue. Do not panic.
- Evacuation of the venue will be announced over the venue's PA system.
- Exhibitors are requested to point out the direction of emergency exits to staff members and visitors in their immediate vicinity.
- Fire escapes are situated at intervals throughout the building and are easily accessible. In the event of an emergency at the venue, the following services will be provided:-
  - Evacuation lighting
  - Essential ventilation
  - Computer systems for building control
  - Evacuation security systems fully trained evacuation team
  - Pressurisation of fire escape stairwells
  - Specialised emergency services

Please note that all the venue lifts will come to ground.

Century City Conference Centre does not provide fire extinguishes to each stand. This is the responsibility of the exhibitor.

## EXITS

No furnishings, decorations or other objects can obstruct exits, access to exits or visibility of emergency exits. The required path of travel to exits may not be blocked by furniture or any other moveable objects.

## FIRE ESCAPES

Follow all fire emergency exit signs to the designated assembly points to the Square located directly outside the Conference Centre. Should this area not be available, alternative assembly points will be indicated by the Century City Conference Centre ground team.

## FIRE RETARDATION

The local council by-laws are quite specific; **NO COMBUSTIBLE MATERIAL** with a high fire rating may be displayed at any event. However if displayed, it must be treated correctly or a low level of combustibility must be attained. Hessian, thatch and straw are regarded as major fire hazards and exhibitors planning to use these as part of their display will be required to provide a Fire Retardant Certificate indicating that the product has been treated with a fire retarding compound.

When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5cm above the carpeted floor. Combustible materials are items such as:

- Draping/curtaining; backdrops; hay, hessian, thatch, etc., including that being used by the technical (stage, sound, lighting, etc.) contractors.
- Combustible material to be treated with a fire retardant substance as approved by the Fire & Emergency Services & SABS standards.

## GAS REGULATIONS

Any use of gas is only permitted with pre approval from Venue Management. Application to use any gas or gas products must be submitted to the venue in writing at least 1 month prior to event date.



## GENERAL FIRE SAFETY ASPECTS

The following aspects regarding fire safety are required to be reported to the organiser prior to start of build-up to the exhibition, to allow for liaison and approval with the Fire and Emergency Services, Metro Police and South African Police Services where applicable. This arrangement is to ensure compliance with all Municipal by-laws and regulations regarding fire safety.

- All plans for stage sets and designs, such as height of over 500mm staging, multi-storey, wooden structures, bridges, flammable material and inserts of polyurethane must be forwarded to the organiser.
- All flammable and combustible materials and components will be declared for approval and treated with a flame-retardant. A certificate must be obtained and a copy of the certificate must be handed to the organiser.
- Any hazardous chemicals or flammable materials to be used within the confines of the venue must be declared. These materials shall be stored in purpose-made safety containers in minimum quantities.
- Any flammable construction, building and / or other materials shall be treated with a fire retardant substance and certified as such, prior to construction commencement. All emergency exits will be kept clear for the duration of the show days and this task has been designated to the Contracted Security Company. All fire exits are to be clearly indicated on the event floor plan.

**SHOULD NO CERTIFICATE OR APPROVAL BE FORTHCOMING, PLEASE NOTE THAT THE FIRE DEPARTMENT - EMERGENCY MANAGEMENT SERVICES HAS THE RIGHT TO FINE TRANSGRESSORS.**

The Fire and Emergency Services will conduct an inspection of the exhibition on the last day of build-up to ensure compliance, and should full compliance with regulations not be adhered to, they have the right to hold back on the opening of the event or fine transgressors.

## LIABILITY

The contractors are personally responsible for the control of their equipment at all times and shall be personally liable for any claims which may be made in respect of injuries which may arise or be caused by the use of this equipment. The exhibitor acknowledges that the layout of the exhibit area and the large numbers of people present in the exhibition halls make it impossible for adequate security to be provided to protect the exhibitor's merchandise and other property. Accordingly, the exhibitor assumes all risk of loss for its merchandise, fixtures, displays and any other property of the exhibitor located in the exhibition area, storage or any other area where access has been provided to exhibitors by the venue, where such loss results from theft, vandalism and/or any other damage caused by any agent, employee of the venue or any other person either authorised or not authorised to be present at the exhibition hall. It is recommended that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

## NATIONAL BUILDING REGULATIONS

This code of practice covers provisions for building site operations and building design and construction both permanent and temporary that are deemed to satisfy the provisions of the National Building Regulations. Temporary buildings are defined as any building that is so declared by the owner or structural builder and that is being used or is to be used for a specified purpose for a specified period of time. This includes staging and scaffolding as temporary structures. Before a temporary structure can be authorised by the local authorities or by the property owner, the following submissions will be sought:

- Statement of the period for which the temporary building will be operational.
- A site plan.
- Layout drawings in sufficient detail, to determine the general size, form, materials of construction and the use of the proposed building.
- Any structural detail required determining the structural safety of the temporary building.
- For the purposes of the exhibition, it has been determined in discussions with the venue, that any structure built, stage or otherwise is deemed a potential hazard and requires a layout plan with all the relevant details. The submission of this plan to the venue will be analysed and the risk determined. If a recognised stage or stand builder builds the structure, the venue, risk assessor and Emergency Management Services will inspect the structure for safety purposes and request the authorised builder to provide a Structural Certificate. If it is determined that there is possible risk to the temporary structure, and to people and items around the structure, the venue has the right as the property owner or the Emergency Management Services to not allow persons on the structure.
- The Emergency Management Services has a right to issue summons or fines if they are not satisfied with the construction of the temporary structure. The items that fall within these regulations will be monitored by the Safety Consultant and venue as the property owner, and will bring to the attention of the Managing Agent, any concerns that they may deem hazardous.

## OCCUPATIONAL HEALTH AND SAFETY ACT REGULATIONS

Exhibitors who have booked floor space only stands or have a stand builder working for them, must please take note of the above mentioned Act and ensure that all contractors and sub-contractors working on the stand comply with the Safe Working Practices as well as the guidelines and regulations as set out in the Act. All contractors are to sign the Century City Conference Centre and Hotel Section 37 (2) Agreement before commencement of any work on the premises. The document may be received from your event organiser or the Century City Conference Centre Meeting & Events Co-ordinator.

## SAFETY GUIDELINES

- The venue will give prior written approval where it is proposed that apparatus involving special risk is to be operated.
- No fixing, attachment or penetration of any fabric, structure or floors is permitted.
- The venue must give their written approval where any of the following is proposed:
  - Any material, exhibit or substances that are hazardous, noxious, explosive or of an objectionable nature;
  - Items that produce fumes, exhaust or smoke;
  - Operating machinery and apparatus;
  - Use or display of pyrotechnics and lasers;
  - Use or display of radio active materials, flammable liquids, oils and gasses as well as welding or compressed air;
  - The use of balloons and public entertainment including amusement displays, live performances and live animals on display.

## SAFE WORKING PRACTICES

Contractors need to ensure they are working according to the guidelines and regulations as prescribed by the Occupational Health & Safety Act (OCHSA). It is required that all contractors and sub-contractors adhere to the Safe Working Practices as set out in the Act. Staff and contractors shall be vigilant towards health and safety issues relating to themselves and others in the area and shall observe the following practices which will be monitored and enforced by the organisers:

- The understanding of the Fire and Emergency Services procedures.
- Ensure aisles leading to emergency exits are kept clear and unobstructed.
- The use of hard hats when working or restricting access to dangerous and hazardous areas.
- The need to wear suitable protective clothing including eye, ear, foot and hand protection, where relevant.

## DAMAGE

Event organisers are responsible for the cost of making good and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person's employed or engaged on their behalf. Any event organiser found damaging the floors & walls, carpets and/or any structure on the Century City Conference Centre & Hotel will be charged with the replacement value of such items.

- The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- That after use, chemicals and liquids are removed from the venue for safe and proper disposal by the exhibitors / Stand Builders. Such products may not be disposed of in general refuse areas.
- Ensuring portable power equipment is used for the purposes intended with safety guards correctly fitted and used. Ensuring portable electric tools are used with minimum length of trailing leads and not left unattended with a live power supply.
- No forklifts are allowed in the venues.
- That work is maintained free from general waste material that could be hazardous.
- It is the responsibility of the Exhibitor to hire in flooring if the stand or item for display is in the ground floor foyer area. This will be at the Exhibitors own cost.
- That proper scaffolding is used during construction and that safety features are provided, in acceptance with established standards, and tower scaffolding is used and properly constructed.

## STRUCTURAL STABILITY

- The structure of the set shall safely sustain the combined dead and imposed loads without any deflection or deformation which will impair stability.
- All materials used in construction shall be:
  - Non-combustible material
  - Flame resistant timber of any thickness
  - Flame resistant plastic and boarding
  - Chipboard or block board more than 18mm thick
- All materials used for decorative finishes to the set shall be:
  - Able to pass a test of flammability or for surface spread of flame
  - Be fixed taut or in tight pleats to a solid backing
  - Be secured at floor level
  - Shall not ignite when subjected to a flame for 10 seconds
- Any paint shall be water based.
- The use of paint sprayers is not permitted.
- Cavities and spaces around the venue shall not be used for storage of empty crates, cartons and boxes or packaging materials.

### **VENUE FLOORPLANS**

All venue floorplans are available on request from the Venue M&E Coordinator. Floorplans may be edited by any company, once floorplans has been finalised these drafts must be sent to the Venue M&E Coordinator at least 1 month prior to event date in order to get them pre-approved by Venue Risk and Operations Management. Any set-up done without a pre-approved floorplan from the Venue may not continue until it has been approved.

### **LOADING WEIGHT RESTRICTIONS**

All venues have loading weight restrictions due to building levels. The weight restriction is 500kg per square meter. All heavy objects must be pre-approved for display in the venues or areas.

### **CHERRY PICKERS**

Cherry Pickers are allowed in Century City Conference Centre on pre-approval of Venue Management with restrictions to certain venues. These may be rented in by outsourced suppliers at the cost to the function organisers. Health and Safety procedures apply for machinery, no operator will be allowed onto premises without required certificates. No forklifts are allowed.



## SHOW REGULATIONS

### ALCOHOL

The venue is a fully licensed venue and alcohol may not be brought onto the premises. A special permit is required for promotional and sponsorship alcohol and a corkage fee will apply. The venue requires advance notification of such requests and the decision to permit promotional or sponsorship beverages is at the discretion of venue management. Alcohol may only be served to people over the age of 18.

### BEHAVIOUR

The exhibiting company undertakes personal responsibility for the behaviour of any person(s) deemed to be staff, suppliers, sub-contractors and/or service providers in their employ whilst on the premises. The exhibiting company also undertakes to ensure that no unacceptable behaviour by any such person, including excessive consumption of alcohol, playing of loud music, use of abusive language or lack of respect for the building, its infrastructure and personnel, occurs whilst on the venue premises.

### BROCHURE DISTRIBUTION

You are allowed to attract visitors to your stand and work with them in your exhibition space. However you are not allowed to hand out brochures and information in areas other than your stand. Working in the aisles or approaching visitors outside your stand space is not allowed. This includes the registration area, common aisles, conference rooms and every area other than your stand. Solicitation of business or distribution of promotional materials from stand space is prohibited by anyone other than exhibitors.

### CARE OF BUILDINGS

Painting, nailing or drilling of floors, walls, ceilings or any other part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures. Any floor covering tape not removed by the exhibitor will be subject to a removal charge. It is the responsibility of the Exhibitor to hire in flooring if the stand or item for display is in the ground floor foyer area. This will be at the Exhibitors own cost.

The Halls have carpeted flooring and the foyer has tiled flooring.

Adequate drop sheets are required if any paint work is done inside the venues. The Exhibitor is responsible to provide these at their own cost. Any damage to the venue as a result of paint work is to be repaired by the Exhibitor at their own cost.

### COOKING AND SAMPLING

Any requirement for cooking at a stand must be communicated at least 30 days in advance to the organisers, giving all the relevant details. The following should be noted:

- Cooking, product demonstrations and sampling will only be permitted where prior approval has been granted in writing by the organisers and venue management.
- Solid food portions should be no larger than 'bite size' portions – 85g of food on toothpick.
- Beverage tasting must be in 'tasting cups' – 20ml of beverage.
- Bottles will be subject to a negotiated corkage fee.
- Should samplers interfere with the normal traffic of neighbouring exhibition stands, the organisers will have no alternative but to request that the sampling be stopped. The exhibitor must supply large plastic rubbish bins with a supply of plastic bags. Samples of food: Food handling certification to be supplied, and no food will be allowed to be stored by Century City Conference Centre and Hotel.

### COFFEE SHOPS AND RESTAURANTS AT CENTURY CITY CONFERENCE CENTRE

We have 3 outsourced Restaurants and 1 Coffee Shop in the Century City Conference Centre & Square, these establishments operate on a direct basis, all items ordered from these premises should be settled directly with them.



## **INFORMATION TECHNOLOGY**

No routers, AP's or Connections are permitted. Only Century City Conference Centre contracted IT suppliers are allowed to do installations to the Century City Conference Centre infrastructure. Satellite (DSTV) connections are available, please inform the Century City Conference Centre M&E Coordinator at least 30 days prior to arrange.

## **CATERING**

Century City Conference Centre is the exclusive supplier of food and beverages to all exhibitors. No beverages may be brought into the venue without the express approval from the venue in writing. Exhibitors wishing to provide give-away samples of products are required to forward all relevant information, at least 1 month prior to the event, for approval by the venue. However, these must be limited to 3 fluid ounces (20ml) of beverage and may only be distributed within the exhibition hall. Century City Conference Centre provides a service whereby exhibitors may order food platters and beverages for their stands. To order beverages and food platters please contact the M&E Coordinator of the venue for more information. Food items must be ordered at least seven (7) working days before the commencement of the exhibition. During the exhibition, additional food orders for the following day must be telephonically ordered before 10h00. Under no circumstances will ordered items be returned for credit.

## **CREW CATERING**

Crew Meals/Menu's are available for crew members during set-ups and event days, please inform the Venue M&E Coordinator in advance to enquire about prices and menu options.

## **LOST AND FOUND**

The venue is not responsible for the safekeeping of any items left behind after the event. Should items be stored, the venue may charge the exhibitor reasonable removal and/or storage fees. Any items found will be handed to our appointed security company / Guest Services Agent.

## **FURNITURE**

Furniture for stands can be ordered by any supplier of your choice. No furniture from Century City Conference Centre will be used or moved around without approval from Venue Management. Any furniture hired in from suppliers must be approved by Venue Management, proper carpeting will be required in certain areas of the Conference Centre at the exhibitor's expense. Should an exhibitor require any trestle tables or cocktail tables additional charges may apply. 2 chairs per stand will be provided by the venue.

## **GOODS REMOVAL AND SELLING FROM STANDS**

Exhibitors are responsible for ensuring that any goods leaving their stands during the exhibition are accompanied by an appropriate receipt. Persons leaving the exhibition area are subject to random security checks and parcels will be inspected. By supplying a receipt you save your customers any inconvenience as they leave the exhibition.

## **INSURANCE**

It is recommended that insurance cover taken for the duration of the exhibition includes transport to and from the exhibition venue. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of its agents or contractors first enter the exhibition hall and to continue until all exhibits and property have been removed. The organiser carries public liability for visitors, but is not responsible for the insurance of exhibits or display material on stands. Exhibitors are strongly advised to pack and remove from the exhibition hall all portable, appealing and valuable items at the end of each day when the exhibition closes, as this is the time that there is the greatest risk of loss and theft. Items such as cell phones, laptops, TV's, DVD's and video machines must not be left unattended at any time. Exhibitors shall be responsible for making good any loss or damage to any items that they have rented or hired from the exclusive out sourced contractors.

**PARKING DETAILS** – see parking map (on page 5)

Parking is operated by a third party. Delegates will receive a parking ticket on entry of the Parking area. Pre-Validated tickets are available on Conference Packages only. Should you require bulk tickets for delegates attending any functions please inform the M&E Coordinator of the Venue in order to arrange the tickets in advance with the third party. Pre Validated tickets are available, alternatively hourly rates will apply for vehicles.

The loading bay is area drop and go area.

Trucks may be offloaded / Loaded from this area, schedules will be made available.

Parking for trucks can be arranged at the parking area behind the loading bays – charges will apply and to be pre-arranged with coordinator at least 30 days prior to the required date. Vehicles need to off load goods and then move to available parking. The loading bays are not a parking facility.

**SECURITY**

- After setting up your exhibit and at the end of the show each night, cover your materials with a sheet or some type of cover.
- Do not leave valuable items (such as handbags, laptops etc) unattended on your stand.
- Hire specific stand security measures (stand shield and/or security guard) to safeguard your exhibit and materials. At the close of the show, pack your valuable items first and do not leave them unattended.
- Do not indicate the contents of your boxes i.e. computer, laptop, etc.
- Make sure arrangements have been made to have your stand and equipment removed.

Whilst every reasonable precaution is taken to ensure the safety and security of personnel and equipment and the premises are patrolled day and night, we cannot accept any responsibility whatsoever for any injury, loss or damage or any consequential losses which may befall your personnel and their property. Please ensure that any incident involving the loss of property is reported to the security office. Failure to do so could result in insurance companies refusing to meet claims.

We recommend that all valuables, particularly of a portable nature, are not left unattended on your stand. This is particularly relevant on the closing evening and throughout the break-down period. Removal of stock and goods during show hours will require a Goods Removal Form, which is obtainable from the Organisers. The form must be completed by the organisers and a copy must be given to the security representative when leaving the premises. Exhibitors are reminded to issue receipts to visitors for all goods purchased from their stand. Exhibitors wishing to arrange additional stand security for their stand during the exhibition must complete the Stand Security form.

Please note that exhibitors are responsible for each item on their stand. Century City Conference Centre will not be held responsible for exhibitors belongings.

**STAND CLEANING**

The exhibition hall will be cleaned in the evenings once the show has closed for the day. This will include general cleaning such as vacuuming of aisle carpets and the removal of rubbish. Exhibitors must ensure that the cleaners have access to all areas where cleaning is required. The aisles are kept clear of rubbish and are cleaned on a regular basis. The aisle bins are for visitors' convenience and must not be removed from the aisles for individual use by the exhibitors. Please note that exhibitors that require that their stand(s) are cleaned on a daily basis, must please inform the Co-ordinator at least 1 month prior to the event. This dedicated cleaning of stands will be for the exhibitors account and must be prepaid.

## **ENTRY TO THE SHOW**

Show management reserves the right to refuse admission to any visitor, exhibitor, or exhibitor's employee who, in the opinion of show management is unfit, intoxicated or in any way creating a disruption to the show.

## **EXCLUSIVE RIGHTS**

Participating exhibitors have the exclusive right to promote or sell goods or services in the show. All other parties who attempt to make any sales solicitations without the expressed written consent of the organisers will be permanently removed from the show area. Exhibitors are asked to report any infractions to the Organiser's Office so immediate action can be taken.

## **FIREARMS**

The venue is a strictly weapon-free venue and the use of any weapon is not permitted.

## **MAINTENANCE**

If you need to carry out maintenance work on your stand after the exhibition closes, please advise the organisers by 17h00 on the same afternoon in order that arrangements may be made with security for the provision of lighting etc.

## **MUSIC ON STANDS**

Please note that amplifiers or live music may not be used without the written approval of the venue management. Audio-visual presentations/demonstrations must not exceed the 'reasonable volume' or cause aisles to be obstructed. The organisers reserve the right to restrict the number of, or cancel presentations or demonstrations causing obstructions within aisles and/or are a nuisance to neighbouring stands. The venue must give their written approval where any of the following is proposed i.e. any recording, broadcasting or use of radios (two way), film, sound, music, video or any other presentation likely to generate excessive noise.

## **PHOTOGRAPHY AND VIDEO RECORDINGS**

Unauthorised photography or video taping of exhibits is prohibited. Exhibitors may photograph their own exhibits only, unless authorised by Venue Management.

## **AUDIO VISUAL**

The Century City Conference Centre has a preferred Audio Visual Supplier that is able to assist with all AV requirements including hiring extension cords. Please inform the venue Meeting & Events coordinator should you require any further details on their services.

## **PRODUCT DISPLAY AND SAMPLING**

Demonstrations must be located so that crowds will comfortably be contained within the confines of an exhibitor's space and not block the aisles. Sound levels, glaring or flashing lights or other distracting demonstrations are subject to adjacent exhibitor and organiser approval. We will ask you to turn down or turn off any sound system that is hindering your neighbour's ability to conduct business. Sampling outside of the contracted exhibition space will not be allowed.

The sale of any items are not permitted without written approval from venue management.

## **SIGNAGE**

Signage must be professionally produced. No hand-written, sale or show-special signs are permitted. Exhibitors who take shell scheme package stands may not display any signs or logos on the fascias. No photocopied signs stuck with prestik will be allowed.



## **SMOKING**

Smoking is prohibited at all times in all areas within the Century City Conference Centre including exhibition halls, lobbies, food services areas, public and service corridors and restrooms. Smokers may make use of the following designated smoking areas:

- Outside the main entrance, Energy Lane
- Off-loading area, Conference Lane

## **VEHICLE DISPLAY**

Arrangements for the display of motor vehicles should be made with the organisers and the M&E Coordinator prior to the event. Special conditions apply:

- The vehicle may not be filled with more than a ¼ tank of fuel.
- If possible, the battery must be disconnected for the duration of the exhibition.
- A drip tray and adequate flooring must be provided and placed underneath the motor vehicle for any oil leaks.
- A fire extinguisher must also be positioned on the stand.
- Vehicles may not be started, run or moved during event hours.
- Keys to be readily available or key holder should be on site.

## **VETTING**

In the interest of superior quality at the exhibition, the Venue Management will vet all stands at 15h00 on the last day of build-up. Should the above rules and regulations not be adhered to, the exhibitor will be given notice to rectify the problem within two hours or the stand will be closed.

## **BRANDING**

Certain branding options are available in the Conference Centre. Please arrange this directly with the Venue M&E Coordinator for specifications and Regulations of branding in areas. Any unapproved branding will be removed by Venue without notice.

## **HOTWORKS**

No hotworks can be done in the venues ie: Grinding, Welding or Soldering. This may be done outside at the loading bay.

## **WIFI**

FREE WIFI is available in the Conference and Venue Hire Packages. 500mb per delegate per device per day. Additional WIFI available on request – charges may apply. Specific WIFI passwords will be allocated per venue

## **STORAGE FACILITIES**

Please note that Century City Conference Centre has limited storage venues available. Should it be required, please enquire with the Venue M&E Coordinator to check availability. Any items not collected within 48hours of the breakdown day will become the property of the venue and be disposed of as the venue sees fit.

## EXHIBITION SERVICES

The below services can be arranged through the Century City Conference Centre Meeting & Events Co-Ordinators at least 30 days prior to the event date.

The below prices are estimates for 2017

### **Waste Management**

Century City Conference Centre outsourced waste management company  
R45 per wheelie bin - R800 per ton

### **Exhibition Cleaning**

Century City Conference Centre outsourced cleaning company  
R7 per square meter

### **Security**

Century City Conference Centre outsourced security company  
R800 per day per person (12 hour shift)

### **Medical Assistance / Health and Safety Officer**

Event Solutions  
Pending requirements  
Approximately R3000 for 10 hours

### **Exhibition Freighting**

Exhibition freighting GSM 021 552 7248

### **Audio Visual**

IVTM Inhouse Venue Technical Management who are based onsite at the Century City Conference Centre

### **Porters**

R40 per porter per hour. A minimum of 4 hours need to be booked per porter.  
Century City Conference Centre do not have staff on hand to assist with loading and unloading from vehicles as well as general portorage. Portes need to be pre arranged with the Century City Conference Centre Meeting & Events Co-ordinator.
















### **CHOOSE YOUR VENUE**

- Four large halls, three of which may be combined
- A spacious, open-plan foyer suitable for exhibitions, launches and cocktail parties
- Eleven meeting rooms, ranging in size from 30 to 110 sqm
- An 80-seater business lounge with boutique buffet refreshments
- Century City Square, an event venue of 1 200 sqm



## MEETING ROOMS & HALLS SEATING CAPACITY

Floor	Room	Usable Area	 Classroom	 U-shape	 Cinema	 Banquet	 Exhib 3x3	 Exhib 6x3	 Cocktail
Ground Floor	Hall A	342m <sup>2</sup>	252	135	360	200	15	6	350
	Hall B	345m <sup>2</sup>	252	135	360	200	15	6	350
	Hall C	342m <sup>2</sup>	252	135	360	200	15	6	350
	Hall AB Combined	686m <sup>2</sup>	441	210	720	450	34	14	700
	Hall BC Combined	685m <sup>2</sup>	441	210	720	450	34	14	700
	Hall ABC Combined Landscape	1029m <sup>2</sup>	700	390	1160	700	50	23	1050
	Hall ABC Combined Portrait	1029m <sup>2</sup>	696	N/A	1104	N/A	N/A	N/A	N/A
	Hall D Orientation Portrait	394m <sup>2</sup>	315	159	446	270	19	10	500
	Hall D Orientation Landscape	394m <sup>2</sup>	252	120	420	270	19	10	N/A
	Foyer	327m <sup>2</sup>	N/A	N/A	N/A	300	18	8	400
	The Square with Tent	510m <sup>2</sup>	N/A	N/A	N/A	300	N/A	N/A	450
	The Square without Tent	1200m <sup>2</sup>	N/A	N/A	N/A	400	N/A	N/A	650

Floor	Room	Usable Area	 Classroom	 U-shape	 Boardroom	 Cinema	 Banquet	 Cocktail
First Floor	Meeting Room 1	27m <sup>2</sup>	N/A	N/A	10	N/A	N/A	N/A
	Meeting Room 2	38m <sup>2</sup>	21	15	18	30	N/A	30
	Meeting Room 3	29m <sup>2</sup>	N/A	N/A	12	N/A	N/A	N/A
	Meeting Room 4	36m <sup>2</sup>	15	12	18	28	N/A	28
	Meeting Room 5	34m <sup>2</sup>	N/A	N/A	12	N/A	N/A	N/A
	Meeting Room 6	33m <sup>2</sup>	N/A	N/A	12	N/A	N/A	N/A
	Meeting Room 7	63m <sup>2</sup>	33	24	30	56	40	56
	Meeting Room 8	59m <sup>2</sup>	36	24	30	56	40	56
	Meeting Room 9	59m <sup>2</sup>	36	24	30	56	40	56
	Meeting Room 8+9	118m <sup>2</sup>	72	48	54	107	80	107
	Meeting Room 10	63m <sup>2</sup>	33	24	30	58	40	58
	Meeting Room 11	112m <sup>2</sup>	81	42	48	120	80	120
	Business Lounge	553m <sup>2</sup>	N/A	N/A	N/A	N/A	N/A	100



## INSPIRED SPACE

Welcome to the beautifully proportioned Century City Hotel, offering guests the opportunity to seamlessly connect or seriously disengage.

An eclectic mix of industrial and chic, leather and linen, open spaces and intimate areas – juxtaposed to create a place that truly inspires.

### ACCOMMODATION OPTION

125 bedrooms consisting of:

- 114 Superior bedrooms
- 5 Executive bedrooms
- 5 Suites
- 1 Universally Accessible bedroom

## AMENITIES



SQUARE CAFE  
& WINE BAR



AIRPORT  
TRANSFERS



BAR



DELICATESSEN



HIGH-SPEED  
INTERNET  
CONNECTIVITY



INTERNET SERVICES  
BUSINESS LOUNGE



24 HOUR  
RECEPTION



TRAVEL DESK

**BOOK YOUR STAY TODAY:** [www.cchotel.co.za](http://www.cchotel.co.za) [reservations@cchotel.co.za](mailto:reservations@cchotel.co.za) Tel: +27 21 204 8000



Some of the steps we have taken to ensure our operations are kind to our planet:



## WATER

### SMART CLEANING

Guest towels are only washed on the request of the guest, to save water, energy and chemicals.

### OUR STAFF ARE WATER WISE

Posters are visible throughout the establishment to remind staff to save water.

### FLUSH AWAY

Dual flush toilets are available in all rooms and public areas.



## CARBON FOOTPRINT

### LOCAL AND LEKKER

We only purchase local products where possible.

### H<sub>2</sub>O ON TAP

Our on-site water bottling plant means all our still and sparkling water is filtered, bottled and carbonated on site to minimize packaging and wastage.

### MINIMAL MILEAGE

Consumables are procured within 160km of the Hotel and Conference Centre to decrease food miles.



## ENERGY

### COOL AIR, COOL PLANET

All our air conditioners are equipped with sensors, so they are never left running when rooms are empty.



## SUSTAINABILITY

### FISHING FOR THE FUTURE

Green status fish are utilized wherever possible. The fish come from healthy and well managed fish populations.

### WE ARE WELL INFORMED

Induction for all new staff members as well as regular training for existing staff on the Hotel's sustainability policies.



## WASTE MANAGEMENT & RECYCLING

### EFFICIENT HANDLING

A waste policy is in place to streamline the handling of the waste on property.

### PAPER WITH PURPOSE

We re-use paper for office use and wherever possible, paper with a recycled content is used.

### POLICIES ON PLASTIC

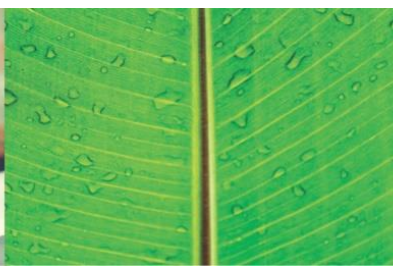
Plastic containers used by chemical suppliers are returned for refilling.

### OLD TECH, NEW HOMES

Obsolete and broken computer components are sent for recycling as E-waste.

### CLEAR INSTRUCTIONS

We have a split bin system in place as well as on-site waste separation and composting.





Century City Conference Centre and Hotel (Pty) Ltd  
021 204 8000 • 4 Energy Lane, Bridgeways Precinct, Century City, Cape Town, 7441  
PO Box 527, Century City, 7446 • [www.ccconferencecentre.co.za](http://www.ccconferencecentre.co.za)