



## Exhibitor Manual Cape Town Expo

**Cape Town Baba Indaba Exhibitor Briefing:**



**Cape Town International Convention Centre  
(CTICC)**

**Friday, 15 July 2011 @ 10h00 Room 1.4**

*Expo Built by*



## Baba Indaba Made Easy

Please read the Exhibitor Manual carefully!

### THE BABA INDABA TEAM

The Baba Indaba Team welcomes you as an Exhibitor to the SABC Education Baba Indaba Expo. Please call any of us with any queries you may have. We are here to assist in any way we can.

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**Shelley** Designer  
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email: [shelley@babaindaba.co.za](mailto:shelley@babaindaba.co.za)

**Maxine** Expo Solutions  
Tel: 021 510 5871  
Fax: 021 510 5928  
email: [maxine@exposolutions.co.za](mailto:maxine@exposolutions.co.za)

## Expo Schedule & Deadlines

### STAND & SERVICES PAYMENT

**Stand Payments** Please consult your Exhibitor Contract for due date for full and final stand payment.  
**Show Guide Entry Form** **MUST** be completed by no later than **Wednesday 20 July 2011**  
**Service form submission** Deadline date for the submission of all service forms is **Wednesday 20 July 2011**.  
**Services Payments** Full service payments due by no later than **Wednesday 20 July 2011**.

### BUILD-UP

<b>Wednesday 3 August 2011</b>	08h00 – 22h00 12h00 – 22h00	<b>Expo Solutions only</b> build-up commences <b>Early access available on request (floor space contractors only)</b> <b>Exhibitor</b> build-up commences Collection of Exhibitor Welcome Packs from Organiser's Office
<b>Thursday 4 August 2011</b>	08h00 – 22h00 08h00 >	

### SHOW TIMES

<b>Friday 5 August 2011</b>	<b>09h30 – 17h00</b>	1 <sup>st</sup> Show Day	Access from 08h00
<b>Saturday 6 August 2011</b>	<b>09h30 – 17h00</b>	2 <sup>nd</sup> Show Day	Access from 08h00
<b>Sunday 7 August 2011</b>	<b>09h30 – 17h00</b>	Final Show Day	Access from 08h00

## OTHER IMPORTANT DATES TO DIARISE

<b>Friday 5 August 2011</b>		<b>EXSA show judging and best stand judging</b>
<b>Saturday 6 August 2011</b>	17h30	<b>SNACKS AND CHATS - Exhibitor Get Together (Best Stand Awards)</b>

## BREAKDOWN TIMING & PROCEDURE

Stand Breakdown to commence as follows:

<b>Sunday 7 August 2011</b>	17h30	Mini-breakdown commences for two hours.
<b>Monday 8 August 2011</b>	08h00 – 12h00	Full breakdown continues. Please make sure your stand is manned from 08h00, as the organisers are not responsible for YOUR goods left on YOUR stand.

The exhibition hall will close to visitors promptly at **17h00 on Sunday 7 August 2011**. **Exhibitors may not start to break down their stand before 17h00 and may not leave the hall with display items or stock until 17:30**. This policy is designed to protect YOUR goods and will be strictly enforced. Please avoid conflict and do not attempt to bypass the security.

**The breakdown period is from 17:00 until 19:30 on Sunday and 08:00 to 11:00 on Monday. During this period only exhibitors and their contractors will be allowed into the hall. Goods may only be removed through the loading bay from 17:30 on Sunday. For security reasons no goods will be allowed through the main entrance doors.**

**While every effort will be made to secure your stand and goods, exhibitors must ensure that a staff member is present at their stand during the breakdown periods to look after their goods and display material.** Vehicles will only be allowed access into the loading bays **after 17h30**. The loading bay doors will only be opened once all visitors have left the hall. Exhibitors must please ensure that their staff and stand builders are advised that the exhibition stand(s) must be completely dismantled and removed **by 12h00 on Monday 8 August 2011**.

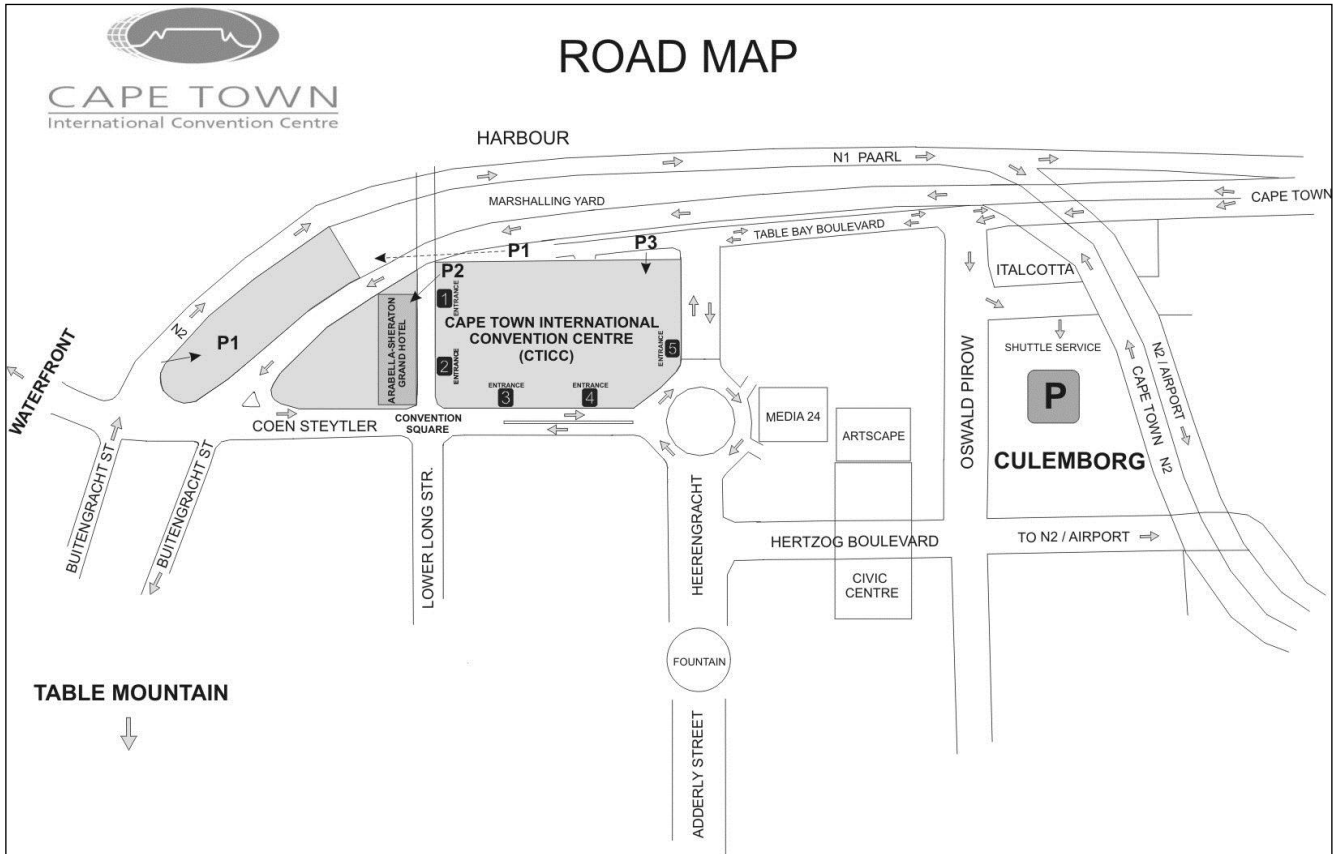
Please advise your courier company of the details of the goods to be collected, delivery address, and your company details. The organisers must also be informed of the details of any courier collections expected to occur in your absence.

## ACCESS DURING BUILD-UP & BREAKDOWN

The loading bay at the CTICC may be accessed at the rear of the building. Exhibitors will be directed by Security. There will be a porter service with trolleys available at the loading bay doors for Exhibitors to unload their goods and take them to their stands as quickly as possible.

- Vehicles used for the delivery of goods **may not be parked in the loading bay**. Please remove your vehicle immediately after the delivery/collection of goods.
- The loading area is marshalled by traffic marshals. No holding area is available and cars and trucks left unattended **will be towed away at the owners cost**.

All Exhibitors, contractors and delivery staff/couriers will require accreditation for access to the hall. These will be available from the security.



## A-Z Guide to Show Information

### ACCOMMODATION & TRAVEL

Hotels within the area and closest to the CTICC are: The Urban Hip Hotels - Icon and Circa, The Holiday Inn Express Cape Town City Centre, the Westin Grand, the Southern Sun Waterfront, The City Lodge etc.

There are many wonderful Guest Houses/B & B options close to the CBD – check out the following sites:

- [www.safari-now.com](http://www.safari-now.com)
- [www.wheretostay.co.za](http://www.wheretostay.co.za)
- [www.accommodation.co.za](http://www.accommodation.co.za)

### ACCOUNT QUERIES

It is important to note that all stands must be **paid in FULL by the due date as stipulated on your Exhibitor Contract**. Exhibitor Welcome Packs will be handed out only if your account is up to date and stands will be constructed when accounts have been paid in full. If you have a query regarding your account, please contact LOLITA BENNET at 021 689 3262 or email [accounts@babaindaba.co.za](mailto:accounts@babaindaba.co.za)

### AV REQUIREMENTS

If you would like to order a plasma screen or any other AV equipment for your stand, please contact Maxine at Expo Solutions at Tel: 021 510 5871.

### AWARDS: THE MOST GREEN PRODUCT & THE MOST INNOVATIVE PRODUCT



The **Most Green Product Award** honours designers and suppliers whose products have an eco, green or organic element to the production, manufacturing and design which excel in minimum damage to Planet Earth. Products are welcome from South Africa, as well as imported from anywhere around the globe. Entries for this award will be judged on creativity, design and originality, as well as ease of use in the baby and toddler market.



The **Most Innovative Product Award** honours designers and suppliers whose products excel in style, aesthetics, colour and usage in the marketplace. Entries for this award will be judged on creativity, design and originality, as well as the ease of use in the baby and toddler market. The regional awards ceremony will be held during Baba Indaba Cape Town (July 23-25), and visitors to the Baba Indaba Cape Town show will have a chance to vote for a People's Choice award among the winning styles. Products are welcome from South Africa and around the globe. The Most Innovative Product Award is an excellent opportunity to recognize outstanding styling from designers. We are excited to bring this award to Baba Indaba this year so that we can showcase the winning styles to South Africa's Mamas and Papas who are the Baba Indaba visitors.

Submissions must be made before Friday 18<sup>th</sup> July. For more info, call our PR Office, The Lime Envelope, on 011-704 7770 or submit your entry to [sarah@thelime.co.za](mailto:sarah@thelime.co.za). Winners will be announced in Cape Town on **6 August** and will have the official Award Seal to display on all winning products and websites.

## BANKING DETAILS FOR BABA INDABA

Bank	Nedbank
Branch	Northern Gauteng
Branch Code	187-505
Account No	1469 1949 45
Account Holder	Three City Events (Pty) Ltd

## BANNERS & RIGGING

Banners up to 3m x 1m are permitted inside the venue. Larger banners will incur additional cost at R250.00 per square metre. All banner hanging must have prior approval from the organisers, and may be suspended either in close proximity to, or above an Exhibitor's stand.

The exact location can only be ascertained on site. The banner(s) will be suspended by the appointed contractor and must be delivered to CTICC on **Wednesday 3 August by 09h00**. Banners not present at CTICC on Wed 3 August will not be placed. **The organisers take no responsibility for any banners that are left behind at the venue after the official breakdown period.** A diagram of the dimensions of your banner must accompany your order form. All banners should preferably have pockets top and bottom to take the aluminium poles. Alternatively they must have eyelets and must be supplied with cable ties and rope, as well as aluminium rods placed at the top and base of the banner to make it hang well. Exhibitors wishing to suspend heavy or unusual objects from the hanging points must contact Chris Naude at 021 689 3262. **No banners may be hung without prior approval from the organisers.**

**Banner hanging cost R600-00 excl VAT per banner.** <http://www.babaindaba.co.za/admin/>

## BEST STAND AWARDS

We will be awarding Best Stand prizes at the Expo. Stand judging will take place on **Fri 5 and Sat 6 August** by a panel of specially selected media experts. During this presentation our Most Green Product and Most Innovative Product Award winners will also be announced.

## BREAKDOWN DAY

Stand Breakdown to commence as follows:

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**17h30**

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**08h00 – 12h00**

Full breakdown continues. Please make sure your stand is manned from 08h00, as the organisers are not responsible for YOUR goods left on YOUR stand.

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**While every effort will be made to secure your stand and goods, exhibitors must ensure that a staff member is present at their stand during the breakdown periods to look after their goods and display material.** Vehicles will only be allowed access into the loading bays **after 17h30**. The loading bay doors will only be opened once all visitors have left the hall. Exhibitors must please ensure that their staff and stand builders are advised that the exhibition stand(s) must be completely dismantled and removed by 12h00 on Monday 8 August 2011.

Please advise your courier company of the details of the goods to be collected, delivery address, and your company details. The organisers must also be informed of the details of any courier collections expected to occur in your absence.

## EXHIBITOR BRIEFING PRIOR TO THE EXPO

**Cape Town: Friday, 15 July 2011 10h00 CTICC @ Room 1.4**

All queries relating to stands, electrical installations, lighting, signage etc. will be answered during the Briefing. If you cannot attend the Briefing, please try to send a representative from your company. Please RSVP that you will be attending to [admin@babaindaba.co.za](mailto:admin@babaindaba.co.za) or telephone the Baba Indaba office on 021 689 3262.

## CARPETING

- All shell scheme package stands will be fitted with grey carpet tiles.
- Should you prefer an alternative colour view here <http://www.babaindaba.co.za/images/carpets.jpg> Please indicate your preference on the **CARPET HIRE FORM** <http://www.babaindaba.co.za/admin/>
- Should you wish to bring in your own floor covering, you are welcome to do so. Please complete the relevant service form.
- Floor space only Exhibitors must order carpeting by completing the relevant section.
- Exhibitors will be held responsible for any damage to the carpeting within his/her rented space as well as the adjacent aisles and stands, and will be charged the full replacement value of R150-00 per tile excluding VAT for damaged, cut or painted tiles.
- Tiles are on hire only and must be left on the stand(s) after the exhibition has ended.

## 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 aisle bins are for visitor convenience and must not be removed from the aisles for individual use by the Exhibitors. Please note that Exhibitors who require their stand(s) to be cleaned on a daily basis must please complete the Stand Cleaning form.

## COMPLIMENTARY ENTRANCE TICKETS

Each Exhibitor will be given complimentary entrance tickets according to the size of their stand. You may purchase further entrance tickets at a special discounted price of **R30.00** each.

## CREDIT CARD FACILITIES

No credit card machines will be supplied by the organisers. Exhibitors are requested to contact their own financial institutions to arrange credit card facilities. Alternatively, please contact Cornel at **Wappoint** on 011 805 2224.

## DISTRIBUTION OF MATERIAL OR LITERATURE

Exhibitors are only allowed to display or hand out literature or material from **within the boundaries of their stand.**

## ELECTRICAL HIRE & SUPPLY

- Plug points and additional lighting may be ordered from the organisers - please complete the **ELECTRICAL HIRE & SUPPLY** online as required. Floor space only Exhibitors (12m<sup>2</sup> and larger) must please order a 30-amp single-phase distribution board to get a source of electricity to your stand.
- Should you require your plug point(s) in a certain position, please send a drawing to the organisers indicating your preferred location. Should we not be in receipt of any drawings, the plug points will be fitted at the discretion of the contractor. Electricity will only be connected once invoices are paid in full. Exhibitors must provide their own extension cords and double adaptors.
- All electrical equipment is only on hire for the duration of the exhibition.
- Only the official electrical contractor is permitted to do electrical work. Where electrical and light fittings are installed in pre-fabricated displays, a qualified electrician must install these. The connections on such displays to the power sources of the exhibition, must however be undertaken by the organiser's electrical contractor for which a connection fee will be charged. The Exhibitor's wiring is subject to approval by the organiser's appointed contractor.
- Please do not exceed the wattage draw-off from the power points you have ordered (e.g. 5x 100W per 15 amp plug point). Should you be unsure, the electrical contractor will be happy to assist. **Please note**

that if electricians are installed by an Exhibitor's stand builder, they will be required to produce an electrical compliance certificate. If this has not been received by Thursday 22<sup>nd</sup> July 18h00, the organisers will contract the electricians. The cost of which will be for your own account.

## EMERGENCY PROCEDURES

Please be aware of the emergency procedures applicable to the venue and familiarise yourself with the emergency exits and fire fighting equipment.

## ENTRANCE FEES

The entrance fee is **R50.00 per person at the door**. Tickets may also be **purchased online at R45.00**, by clicking on the link on our website [www.babaindaba.co.za](http://www.babaindaba.co.za). Children under 5 years are free. Additional Complimentary entrance tickets can be purchased by Exhibitors at a special reduced price of R30.00.

## EXHIBITOR BADGES

All persons working on your stand will require an Exhibitor Accreditation Badge to gain access into the hall during show days. Your badges may be collected during Build-up on **Thursday 4 August**. In order to maximise security at our shows, we have now introduced a system whereby all Exhibitors are required to sign for their badges upon collection of their welcome packs on Build-up. Badges will now be individually numbered and **MUST** be returned to the Organiser's Office at the close of show **on Sunday evening**. All unreturned badges will result in a fine of **R150.00 per badge** and Exhibitors will be invoiced accordingly.

Badges have been allocated as follows:

3 – 6m <sup>2</sup> stands	3 badges
7-10m <sup>2</sup> Stands	5 badges
11 – 18m <sup>2</sup> stands	7 badges
Over 18m <sup>2</sup> stands	8 badges

Please note that should you have different promotional staff working on your stand each day it will be your responsibility to ensure that the badges are returned daily and handed over the next day. **None of your staff will be allowed into the hall without an exhibitor badge.**

Extra badges can be purchased for **R75.00 each**. <http://www.babaindaba.co.za/admin/>

## EXHIBITORS GET-TOGETHER

There will be an informal Exhibitor drinks get-together at the close of the show on Saturday evening, **24 July at 17h30**. We do hope that you will join the Baba Indaba team and your fellow Exhibitors at this function. The winners of the Best Stand Awards will be announced at the get-together, as well as the winners of the Most Green Product and Most Innovative Product Awards.

## FASCIA NAME FLAGS

- A fascia name flag with white lettering will be included in the shell scheme package.
- If you have reserved the shell scheme package, you receive one (1) fascia name as part of the package. With a corner stand, a 2<sup>nd</sup> and/or 3<sup>rd</sup> fascia name may be required on the 2<sup>nd</sup> and/or 3<sup>rd</sup> fascia board. There is no additional charge for this service. Please note that fascia flags cannot be ordered without ordering the shell scheme package.
- Should you wish to have an additional Fascia Name (i.e. two names) for your stand, a fee of R200.00 ex VAT will apply.
- Please note that should you wish to change your Fascia Name on site, a fee of R300.00 ex VAT will apply.
- You **may not** replace the fascia with another type of fascia. Company logos may only be presented within the stand parameters in a tasteful manner.
- Please complete the **Fascia flag Form** online to confirm your name board requirements.
- The fascia flag takes a maximum of 28 letters (including spaces).  
<http://www.babaindaba.co.za/admin/>

## FIRE REGULATIONS

There are strict regulations governing certain materials that may be used in the construction of stands. Regular inspections are carried out by a member of the Fire Prevention Branch and the Expo has to maintain strict adherence to the Disaster Management rules within the CTICC. We would like to remind Exhibitors that the Local Authority has the right to remove any offending fittings or materials and ultimately can close down a stand. Flammable/highly combustible materials (e.g. hessian, straw, polystyrene) should not be used in construction or display.

## FURNITURE & PLANT HIRE

If you would like to order tables, chairs, display cabinets, plants, etc. you may do so directly from Expo Solutions. To view their order forms and what is on offer, click on the link below. Please fax the completed forms directly to Expo Solutions on 021-510 5928. (See also "Shelving" below)

[http://www.babaindaba.co.za/manual/furniture\\_orders\\_ct11.pdf](http://www.babaindaba.co.za/manual/furniture_orders_ct11.pdf) for furniture hire or plant hire

## HIRED ITEMS

Exhibitors are reminded that all items such as shell scheme and furniture are on hire only and remain their responsibility until collected or returned by the relevant companies. The organisers will neither take responsibility for accepting goods on behalf of Exhibitors, nor for ensuring their safe return. Any loss or damages will be charged directly to the Exhibitor.

## INDEMNITY

Whilst taking every reasonable precaution, the organisers expressly decline any responsibility for any loss or damage which may befall the property of an Exhibitor due to any cause whatsoever. Whilst the organisers have taken out Public Liability for the duration of the expo, it is strongly recommended that each Exhibitor insures himself against the kinds of risks which he may incur in connection with the expo, for the full period of the expo, including the build-up and breakdown periods, against all or any loss and/or damage which he may suffer, or liability which he may incur with regards to exhibit and display materials, furniture and equipment, personal effects of the staff, etc. Remember to also cover goods in transit.

## INSURANCE

Exhibitors are advised to insure their goods and display items. We have arranged special insurance at very reasonable rates to meet exhibition requirements with ExpoScreens. Contact them on 021 423 2178/011 646 7750 or alternatively exhibitors should contact their insurance companies to negotiate the necessary extensions to their existing policies. The organisers are NOT responsible for the insurance of Exhibitor's goods.

## IT SERVICES

Should you wish to hire a PC, network connection etc., this may be arranged directly with the CTICC.

For more info please contact Megan Petersen on 021 410 5000

[http://www.babaindaba.co.za/manual/IT\\_orders\\_ct11.pdf](http://www.babaindaba.co.za/manual/IT_orders_ct11.pdf)

## MEDICAL ASSISTANCE

A paramedic will be on duty from Build-up 22 July through to Breakdown 26 July. Should any medical emergencies arise, please report to the Organisers Office and the paramedic will be contacted immediately.

## ORGANISERS OFFICE

The Organiser's office will be situated close to the entrance of the exhibition and will be open throughout the Build-up period from 08h00 to 22h00. During show days, the office will stay operational ½ hour after the official closing time. Prior to this time, if you have any queries regarding your participation, please do not hesitate to contact any one of the exhibition team for assistance.

## PARKING

Parking at the CTICC is controlled by the venue owners. Parking will be free for Exhibitors on build-up. A kiosk will be set up at the Organiser's office during build-up and multiple access daily parking tickets for the show days may be purchased at R40.00 each during this time only. Exhibitors who would like to come and go during the course of

the day are advised to obtain one of these tickets from the CTICC. Alternatively, it is possible to simply pay the normal daily rate.

## PANELS – PAINTABLE / CHIPBOARD

Please note that any additional panels required, such as paintable/old panels and chipboard panels MUST be ordered from Expo Solutions BEFORE Build-up due to limited quantities available.

## PUBLICITY/MARKETING/PUBLIC RELATIONS CAMPAIGN

A full PR, marketing and advertising campaign is well underway for the Expo. In order for the organisers to brief selected media who will visit the show, we need as much information as possible about your business as well as details about new ranges that you may be launching, etc. Please contact our PR Agent, Sarah at The Lime Envelope on 011 704 7770.

Are you running any "Show Specials"? Please send these to [admin@babaindaba.co.za](mailto:admin@babaindaba.co.za) fax to 021 689 3269 before **Friday 15 July 2011**.

## SECURITY

Baba Indaba has 24-hour security in place and the hall will be locked and secured each evening. However, Exhibitors may protect their stand contents as they leave each evening by the use of a night security screen which closes your stand area out of show hours. The screen clips onto the opening of the stand and takes minutes to set up and take down. Click on the link to view the Exposcreens website for more details <http://www.exposcreens.co.za/>

In an effort to prevent unauthorised access to the hall, especially during the breakdown period, all exhibitors are now required to sign for each individually numbered exhibitor badge upon collection on build-up. These badges **MUST** be returned to the Organiser's office at the close of show **on Sunday, 25 July**. Failure to do so will result in a fine of **R150.00 per badge** and Exhibitors will be invoiced accordingly. Please do NOT leave these badges lying around or pass them on to anyone else as this is a serious breach of security.

All Exhibitors, contractors and delivery staff/couriers will also require accreditation to access the hall. These will be available from the security officer on duty during build up and breakdown.

To further ensure the security of the large plasma screens you will be required to register these items on arrival. Each screen will receive a numbered sticker with a corresponding card. No screens will be allowed to leave the hall without the corresponding numbered card. Please ensure that the person responsible for the removal of these devices has this card in their possession.

## SHELL SCHEME

Expo Solutions have been appointed as the official shell scheme contractors to the expo. The shell scheme remains the property of Expo Solutions at all times and strict usage of the panels must be adhered to.

- Rear and dividing walls are 6mm laminated walling (2500mm H x 1000mm W) and are supported at 990mm centres by aluminium poles.
- Additional fitments such as aluminium crossbeams, additional walling and lockable doors can be ordered separately. Exhibitors may not hammer sharp objects into the shells scheme panels and any damaged panels will be invoiced at a cost of R300.00 excluding VAT per panel.
- Hooks and brackets for mounting displays/pictures on the shell panels will be provided free of charge and are available from the organiser's office. **Under no circumstances are Exhibitors allowed to paint the white panels supplied.** If you want to paint your walls you can order pre-painted panels and paint over these with your own paint colour. Please contact the organisers to arrange this.

## SHELVING

Shelving can be constructed on your stand. Please contact Maxine at Expo Solutions for further information on this. Please note that you should either submit detailed drawings for positioning or simply let the Expo Solutions On-site supervisor know and it can be placed according to your wishes at the time.

## SHOW GUIDE INFORMATION

The printed show guide distributed at the expo is finalised three weeks prior to the expo to allow for printing and delivery. The forms for your information in the guide are to be completed online and **MUST** be done so by **Wed 20 July 2011**. Should we not receive your details by this date, information will be retrieved from information available to the organisers such as previously published listings, information on the contract and that on our database. In this instance, the organisers take no responsibility for any errors in the published information.  
<http://www.babaindaba.co.za/admin/>

## STAND HEIGHT

Please note that stands exceeding a height of 3m will have to pay an additional R1150 for a structural certificate from our accredited contracted structural engineer who will be on site during build-up. This payment is due on or before the 1 August 2011.

## STAND PACKAGES

### SHELL SCHEME PACKAGE

Includes Shell scheme walling, carpeting, fascia name, 1 x 15amp plug point, 2 x spotlights, stand cleaning, security and an entry in the exhibition magazine.

### FLOOR SPACE ONLY

Includes Entry in the exhibition magazine.

Excludes Shell scheme walling, carpet tiles, electricity, stand cleaning & security.

All additional services to be ordered via the Exhibitor manual.

## STORAGE

Storage space at the exhibition is limited and the organisers will provide floor space on a first-come first-served basis. Applications must be made for storage area online. <http://www.babaindaba.co.za/admin/>

## TELEPHONE LINES

- The telephone system at the CTICC has to be booked directly through the convention centre. If you require a telephone, please complete the appropriate form [http://www.babaindaba.co.za/manual\\_ct10/telecoms\\_orders\\_ct10.pdf](http://www.babaindaba.co.za/manual_ct10/telecoms_orders_ct10.pdf) and fax it directly to Shanaaz Rhoda on 021 410 5191.
- A telephone line will **only** enable you to make telephone calls, if you wish to make use of a fax machine or a speed point machine, please order and specify which service you require.

## WEB SITE LISTINGS

Baba Indaba provides Exhibitors a free listing on our website. Please provide us with a logo in **.jpg format**, contact details, a short description and keywords that you would like to be searchable on (Brands that you supply, common misspellings, etc. are good keywords to add). You are also given a free press office on our website to place your press releases on our Media page. This is ideal for product launches, new information about services that you offer, etc.

### STAND SERVICE FORMS

We are encouraging our Exhibitors to **THINK GREEN**, by using their log-in details to complete their forms online [www.babaindaba.co.za/admin](http://www.babaindaba.co.za/admin) . Should you not receive your log-in details, please contact Chris on [chris@babaindaba.co.za](mailto:chris@babaindaba.co.za) 021 689 3262 to re-send your info.

Please note that some Service Order forms are compulsory and some only required if you need extra services at the show.

**PLEASE SUBMIT SHOW GUIDE ENTRY INFORMATION AS WELL AS SHOW SPECIALS BY FRIDAY 15 JULY 2011. ALL SERVICE ORDERS ARE DUE BY WEDNESDAY 20 JULY 2011.**

**If you have any queries, please call Chris or Glynis at 021 689 3262.**