



AUTOPARTS SOUTH AFRICA

International Exhibition on
Auto Spare Parts and Accessories

24 - 26 July 2008

Durban Exhibition Centre, Durban, South Africa.

Exhibitor Manual

Organiser:



AL FAJER INFORMATION & SERVICES, Dubai

For Space booking @ India Pavilion, contact



Confederation of Indian Industry

www.autopartssouthafrica.com



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Name	:	AutoParts South Africa 2008 International Auto Spare Parts, Accessories and Components Trade Fair
Display Profile	:	Automobile Components & accessories; Motor Cycles and Parts; CAD / CAM Solutions; Chassis & Body Building Equipment & services; Electrics & Electronics; Tuning Systems; Engines & Accessories; Coach Builders Design Concepts; Garage & Garage Equipments; Garage Services – Repair, Disposal and Recycling; Insurance & Financial Services; IT; Oil & Lubricants Auto Finance & leasing
Dates	:	24 - 26 July 2008
Venue	:	Durban Exhibition Centre, 45 Ordnance Road, Durban Tel: +27 31 3601000 / Fax: +27 31 3601005
Timings	:	1000 - 1800 hrs daily
Admission	:	Trade Visitors only
Exhibitors from	:	India, China, Germany, UK, Italy, UAE, South Africa, Taiwan, Thailand, UK, Pakistan, etc
Climate in July	:	Cool & Pleasant Maximum Temp: 22°C Minimum Temp: 13°C
Currency	:	South African Rand (ZAR)
Exchange Rate (Approximate)	:	USD1 = 8.12 ZAR

Organizer:

Al Fajer Information & Services

PO Box 11183, Dubai – UAE
Tel: +971 4 3406888 / Fax: +971 4 3403608
Web: www.alfajer.net

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Indian Associates

Confederation of Indian Industry

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Phone: +91-124-4014060-67, Fax: +91-124-4014080
Email: roy.jacob@ciionline.org, Web: <http://www.cii.in>

Contact:

Roy Jacob
Director
Email: roy.jacob@ciionline.org

Stand Contractor

Kagiso Exhibition & Events

11 Walnut Road, Durban 4001, PO Box 959, Hyper-by-the-sea 4053
Tel: +27(0)31 304 2309, Fax: +27(0)31 307 5446
Email: stand@kagisoexpokzn.co.za, Web: www.kagisoexpo.co.za

Contact:

Angela
Email: angela@kagisoexpokzn.co.za

Official Freight Forwarders

Bridgeway Shipping & Freight Services

PO Box 8109, Dubai, UAE
Tel: +971 4 2821421 / Fax: +971 4 2822399
Email: expo@bridgewayshipping.com

Contact:

Vinay Sharma
Manager- Exhibition Logistics
Cell: +971 50 4556549
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Official Travel Agent

XL Turners Travel/Turners Conferences
I.T.P. Partner – South Africa
PO Box 1935, Durban, South Africa
Tel: +27 31 3321451 / Fax: +27 31 3325709
Web: www.turnerstravel.co.za

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ICCD / DEC EXHIBITOR GUIDELINES

1. AISLES / CEILING HEIGHT

- 1.1 The minimum aisle space for all exhibitions is 3 metres. Should any item or structure be placed or protrude into the designated aisle space, ICCD/DEC Management reserves the right to move or to have removed, the said item without any liability for loss or damage thereto.
- 1.2 The floor to ceiling height at ICCD is:
Halls 1 to Hall 3 - 11 metres
Hall 4 AB - 10 metres
Hall 4 CD to Hall 6 - 12.5 metres
- 1.3 The floor to ceiling height at DEC – Hall 1 six (6) metres, Hall 2 is eleven (11) metres. It would be recommended that stand designers view the exact location of their stand in the venue before designing stands, especially if space is allocated in Hall 1 as there are metal struts and air-conditioning pipes to be taken into consideration.

2. ASSUMPTION OF RISK

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 their 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 ICCD/DEC, where such loss results from theft, vandalism and/or any other damage caused by any agent, employee of ICCD/DEC or any other person either authorised or not authorised to be present at the exhibition hall. Furthermore, the Exhibitor acknowledges that security personnel are provided by ICCD/DEC merely as a service and that ICCD/DEC have made no representation regarding the adequacy of such security measures. ICCD/DEC recommends that all Exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage. **(Refer Security Section 17)**

3. AUDIO VISUAL EQUIPMENT / TECHNICAL SERVICES

Order Form No. 01

- 3.1 **Demonstrations** - Any audio system or electronic device producing irritating, intermittent and/or sequential sound that distracts attention from an exhibit, is not permitted. The distribution of noisemakers such as whistles, crickets, horns, etc. is prohibited.
- 3.2 **Sound levels** - AV presentations must be muffled so that noise does not interfere with other Exhibitors. Extremely loud noises such as bells, sirens, buzzers etc. will not be permitted in order that a professional atmosphere can be maintained. The ICCD/DEC reserves the right to reduce the sound levels, restrict and/or switch off any AV displays resulting in complaints.
- 3.3 **Music & film copyrights** - Exhibitors who wish to utilise audio and/or visual aids in the exhibition in relation to the sound tracks of videos and music being played must ensure that the use thereof will not infringe on the copyrights of others. Exhibitors are advised to contact the appropriate organisation regarding the procedures for application of a "Copyright Music Licence".
- 3.4 **Projectors and/or screens** - These must not result in people causing congestion in aisles. If you have a large viewing screen make sure it can be enclosed or draped for better viewing.

4. BANNERS or RIGGING FROM CEILING

Order Form No. 02

- 4.1 Exhibitors may arrange for a banner to be hung from the ceiling above their stand in the exhibition hall, where possible – kindly refer to the relevant order form.
- 4.2 All banners must be double sided. Aluminium rods should be placed through the top and base of the banner to stabilise it and a minimum of 10 m nylon gut to be supplied for hanging purposes.
- 4.3 Banners are hung by ICCD/DEC Exhibition personnel only and are required to be delivered at least two (2) full days before the exhibition build-up. Due to the ceiling height, the ICCD Cherry Picker or Lift Platform will be required, and charged to the exhibitor at a nominal rate (this includes labour charges).
- 4.4 No hanging of banners from Operable Walls is permitted.
- 4.5 All rigging must comply with show management policies and venue constraints.
- 4.6 Exhibitors are responsible for verifying with the Exhibition management that their item/s can be rigged and final approval received – where necessary please include any blueprints, diagrams, sketches or drawings to assist.
- 4.7 Assembly of item/s is not performed by Centre personnel and must be completed before rigging commences.
- 4.8 Weight is limited to 1 ton per 1.5 linear metre per girder.
- 4.9 Dates of installation and removal may vary depending on the quantity of orders received during move in / move out periods.

5. BEHAVIOUR

The Exhibitor 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 ICCD/DEC premises. The Exhibitor also undertakes to ensure that no unacceptable behaviour, including the consumption of excessive alcohol, playing of loud music or the use of abusive language, occurs by any such person whilst on the premises of the ICCD/DEC.

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6. CARE OF THE BUILDING / DAMAGE

- 6.1 No attachment, fitting and/or detachment is to be made to the internal/external walls, floors, ceiling and/or pillars of the building, without the prior knowledge and consent of the ICCD/DEC. This includes any ladder and/or other device whatsoever which would be affixed to or suspended from any overhead structure. No nail, screw or other device is to be driven into, or holes to be made in any part of the building.
- 6.2 Exhibitors are responsible for the cost of making good or replacing any damage to the exhibition premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any Exhibitor found damaging the walls, carpets and/or any structure on the ICCD/DEC property will be charged with the replacement value of such item. **(Refer Stand Builders Section 10.9)**

7. CARPETS / FLOOR COVERINGS

- 7.1 ICCD – halls are covered throughout with 1 m² carpet in charcoal with an orange dot in the centre. Should you require to cover the ICCD carpets, it is essential to supply 16 mm plywood to protect the area onto which your carpets will be placed. Where electrical requirements are necessary, then ½ m² must be cut out to expose the pit area for access.
- 7.2 DEC halls are carpeted throughout with 1 m² carpet tiles.
- 7.3 Should there be any damage to carpets in ICCD/DEC the full replacement cost / labour will be charged.

8. CATERING – FOOD & BEVERAGES / LABOUR

Order Forms No. 03 & 05

- 8.1 All food and beverages must be ordered through the ICCD/DEC who have exclusive rights for the sale and supply thereof.
- 8.2 Exhibitors wishing to give away samples of products must forward all relevant information for approval by ICCD/DEC venue contact person. However, the food must be limited to *bite size portions* and beverages limited to 3 fluid ounces (56 ml).
- 8.3 All orders must be paid by cash and/or major credit card on confirmation of order. Any order/s received after the stipulated deadline may be subject to a 20% surcharge. *Please allow approximately 60 minutes for all replenishment requests.*
- 8.4 **Labour / Porterage** - Bar persons, waitrons, porter service or general assistants are available from the ICCD/DEC – kindly refer to the relevant order form.
 Straight time rates per man-hour : 08h00-16h30 weekdays
 Overtime rates per man-hour : Before 08h00 and after 16h30 weekdays
 All hours – Saturday, Sunday and observed Public Holidays
- N.B.** Supervision of labour is required. 30 Minute lunch break is compulsory for all 8 hour shifts. Labour must be collected from the ICCD/DEC Exhibition Services desk at the appointed time. Minimum shift is 4 hours in any category.

9. ELECTRICAL INFO / ELECTRICAL CONNECTIONS / TRANSFORMERS

Order Form No. 04

- For safety reasons and for the protection of electrical installation at the ICCD/DEC, all main power installations from source to outlet must only be carried out by an ICCD/DEC Electrician or an accredited person who can issue a Certificate of Compliance on completion of electrical installation.
- The ICCD under floor connections are situated in pits every 6 m and must remain accessible at all times to accommodate emergencies (tripping etc.) We suggest that Stand Builders placing floorboards on carpets, should cut out a trap door for accessibility to the underfloor pits.
- Due to the strict regulations governing ICCD/DEC, please take cognizance of the following:**
- 9.1 No Twinflex is permitted.
- 9.2 No 15 amp double adapters are permitted. Rather use a SABS approved multi-socket outlet.
- 9.3 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 & Safety Acts i.e. Certificate of Compliance to be furnished to the ICCD/DEC venue contact person.
- 9.4 Only SABS approved multi-socket or multi-extender plugs or cable may be utilised.
- 9.5 All wiring systems must be insulated flexible cables with copper conductors that have a minimum cross section area of 1.5 mm² e.g. (3 core cable).
- 9.6 No joints to trailing cable will be accepted.
- 9.7 Multiple wiring will not be permitted to terminate to a single plug top 15 amp (SA 3 pin round plug).
- 9.8 Lighting is to be looped from fitting to fitting with all terminations being secured and concealed.
- 9.9 Should any termination points be necessary on a wire-way, these need to be insulated and of a mechanical nature i.e. strip connector or screw-it connector (no twisting of wires).
- 9.10 Stands constructed of a conductive material will be required to be double earthed to the Centre's earthing system.
- 9.11 Electric connections are available on request at a nominal fee. Overloaded usage may cause the incoming power supply to trip excessively. Severe trips may take hours to rectify, thereby causing inconvenience to all Exhibitors.
- 9.12 Transformers are to be mounted on the structure, walls and/or systems and not placed directly onto the carpeted floor.
- 9.13 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 ICCD/DEC and if permitted, a fee will be levied.
- 9.14 30 Amp and 60 Amp, 3-phase power including earth and neutral is available on request. Any power requirements in excess of 60 amps needs to be discussed with the ICCD/DEC venue contact person
- 9.15 **Neon Lighting** – this lighting may not be installed without prior arrangements and written authorisation from the ICCD/DEC venue contact person.
- 9.16 **Fluorescent fittings** – must be earthed.
- 9.17 All electrical fittings and equipment must be SABS approved e.g. transformers, distribution boards, plugs etc.
- 9.18 Limited stocks of USA / UK to SA standard adapters are available for hire upon request at a minimal charge.

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N.B. Please place orders early to facilitate submission of electrical plans to the ICCD/DEC for approval. Late and/or wrong orders cause delays in the supply to your stand. Please note that the physical conditions of the exhibition, being different from those of the Exhibitor's premises, may affect the electrical supplies and installations and thus allowances must be factored into the orders made. ICCD/DEC reserves the right to reject any installation and/or item of equipment deemed to be unsafe and failing to comply with the statutory gazetted requirements.

10. EXHIBITION STAND BUILDERS / CONTRACTORS Order Form 02 for Furniture & Form 06 for Stand Cleaning

10.1 Covered Stands

Covered stands are not permitted unless detailed drawings are submitted and a certificate of approval is given from the Fire Department. A copy of the above is to be provided at least thirty (30) days prior to the event for approval by ICCD/DEC venue contact person.

10.2 "Space only" Stands

10.2.1 All "Space only" stand builders are required to submit a detailed plan/drawing of the proposed stand (incorporating front, side and top elevations), to the Exhibition Services Manager for approval at least thirty (30) days prior to build-up day.

10.2.2 Custom built stands over three (3) metres in height need to be certified by either a structural engineer or the stand builder, as determined by the Municipality's Chief Officer and the ICCD Safety Officer, on completion, using the relevant Structural Certification Form.

NOTE: Failure to comply with this requirement may result in refusal of permission to erect the stand.

Floorplans

A detailed floorplan of the proposed exhibition layout is to be submitted to the ICCD/DEC prior to space being sold. Once all space has been sold, final plans are to be submitted to the ICCD/DEC for final approval by the Fire Department.

Furniture/Complimentary Equipment

10.4.1 The ICCD/DEC supplies each Exhibitor in a 3 x 3 m² exhibition space, the following complimentary equipment :
1 x conference table (1,8 cm long x 45 cm wide) plus 2 x padded chairs.

10.4.2 Further equipment may be hired at a nominal fee.

10.4.3 Should you require furniture that ICCD/DEC cannot supply, we can provide you with the details of an accredited supplier with regard to hire of office furniture, lounge suites etc. Contact one of the ICCD/DEC Exhibitions personnel for further details.

10.5 High Structured Stands (Double, triple and above)

10.5.1 Stand builders of multiple tier stands are also required to submit detailed plans/drawings of the proposed stand/s (incorporating front, side and top elevations) to the Exhibition Services Manager for authorisation thirty (30) days prior to the event at:

International Convention Centre	or	International Convention Centre
P O Box 155		45 Ordnance Road
Durban. 4000		4001
Telephone : 031 – 3601000	:	Facsimile: 031 – 3601050

10.5.2 On completion of the stand/s a certified Structural Engineer is required to complete the relevant Structural Certification Form even if they wish to forward a formal certificate on their company letterhead. This form must be completed in the presence of the ICC Safety Officer.

N.B. Failure to comply may result in refusal of permission to erect the stand.

10.6 Lights

10.6.1 No spotlights, drop lights or other special lighting device may be directed toward the aisles so that they prove to be irritating or distracting to neighbouring exhibition stands or guests.

10.6.2 No strobe light effects are permitted.

10.6.3 Any additional lighting put up in stands after the official contractor has signed off the Certificate of Compliance, will be removed unless the Organiser can provide the venue with a Certificate of Compliance for all additional lighting.

10.6.4 Stand builders installing their own lighting and electrics will be required to give the venue a copy of their Certificate of Compliance once the stand has been completed.

10.7 Presentations and/or Demonstrations of Exhibits/Products

An Exhibitor intending to present and/or display equipment/exhibit product at their stand must:

10.7.1 Give proper consideration to the safety of conditions under which the exhibit will be demonstrated.

10.7.2 Securely install all working machinery to prevent base slippage and position such machinery so that the operation thereof will not cause intrusion into the aisle or otherwise prove hazardous to all persons.

10.7.3 Adequately guard all moving parts of machinery to prevent injury to any person.

10.7.4 Isolate starting devices to prevent operation by any visitor or other unauthorised person.

10.7.5 Ensure toxic fumes, exhaust and/or other irritants caused by the exhibits / products are not released into the exhibition hall. Prior approval from the relevant controlling authority, in addition to that of the ICCD/DEC, must be obtained for such purposes.

10.7.6 Ensure that adequate protection is provided to prevent damage to the hall flooring, carpets and facilities. Any damages caused will be the responsibility and for the expense of the Exhibitor concerned.

10.7.7 Ensure that any product or display such as roofing, awning, ceiling or lighting must be highlighted in the respective stand plan and submitted to the ICCD/DEC for the Durban Metro Fire Department's approval. Without this, no such product or display will be permitted in the exhibition venue.

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- 10.7.8 Ensure that all the relevant local Government authority licenses and/or permits are obtained and stipulated regulations and conditions are observed and abided by for the demonstration and/or use of electronics, radio and/or satellite receiving and/or transmitting equipment.
- 10.8 **Product Stands – Cooking & Sampling**
- 10.8.1 Any requirement for cooking at a stand must be communicated to ICCD/DEC venue contact person, giving all the relevant details.
- 10.8.2 Cooking will only be permitted where prior approval has been granted in writing by the ICCD/DEC.
- 10.8.3 Solid food portions should be no larger than “bite size” portions – 3 ounces / 85 grams of food on toothpick.
- 10.8.4 Beverage tasting must be in “tasting cups” – 3 fluid ounces / 56 ml of beverage.
- 10.8.5 Bottles will be subject to a negotiated corkage charge.
- 10.8.6 Product demonstrations and sampling must have written permission from ICCD/DEC venue contact person.
- 10.8.7 There shall be no demonstrations for sampling outside of contracted exhibition space. Should samplers interfere with the normal traffic of neighbouring exhibition stands, ICCD/DEC will have no alternative but to request that the sampling be terminated.
- 10.8.8 The exhibitor is to supply a large plastic rubbish bin and a supply of plastic bags.
- 10.9 **Stand Builders / Sub-Contractors**
- 10.9.1 All stand construction staff must wear their Company’s identification badges and T-shirts, together with the necessary safety shoes and hats for the duration of build-up and breakdown of the exhibition. Failure to advise the ICCD of contractors coming on site could result in prevention of entry.
- 10.9.2 *On arrival at ICCD, all sub-contractors (stand fitting, interior decorating etc.) other than the official exhibition contractor, are required to sign the “Contractors and Sub-Contractors Compliance Form”, guaranteeing their observance of the rules and regulations as legislated by the ICCD, before admission passes are issued.* (This is applicable to build-up and breakdown days only).
- 10.9.3 Walls of all stands must be clad on the reverse side to present an aesthetic appearance from aisles and adjoining stands.
- 10.10 **Stand Cleaning**
- 10.10.1 Exhibitors are responsible for maintaining their own stand in a tidy condition at all times. Should you require stand cleaning
- 10.10.2 The ICCD/DEC have a contracted service provider for the general cleaning of the exhibition venue/s. This only includes cleaning of carpeting, flooring and rubbish disposal before the exhibition opens in the morning and after the exhibition closes in the evening. It excludes cleaning of exhibits and displays.
- 10.10.3 Ablutions : This is compulsory for public and heavy traffic shows at DEC.
- 10.11 **Water & Drainage**
- 10.11.1 Water/Drainage is only available in specific areas within the ICCD/DEC. It is recommended that you discuss your requirements with ICCD/DEC venue contact person to establish whether your stand is located in close proximity to the water/drainage outlets.
- 10.11.2 Kindly note that the ICCD Halls 4, 5 & 6 **do not have** water/drainage facilities.
- 10.11.3 ICCD supplies 19 mm NTP female connections.
- 10.11.4 The Exhibitor is to supply (minimum specification) a 6 bar high-pressure hose and the volume is to be dumped daily.
- 10.12 **Working Area (demarcated outside)**
- 10.12.1 Whilst we understand that the Exhibitors need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering etc., this is not permitted inside the Exhibition hall or anywhere on the premises. Specific areas are demarcated for this purpose as are wash basins for cleaning of paint brushes etc.
- 10.12.2 Exhibitors are responsible for the cost of making good or replacing any damage to the exhibition premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any Exhibitor found damaging the walls, carpets and/or any structure on the ICCD/DEC property will be charged with the replacement value of such item.
- (Refer Parking Section 11.8; Payment Section 15; Waste Removal Section 16; Telecommunications/IT Section 18)**

11. FACILITIES		Order Form 06 for Parking	
11.1	Air Conditioning in halls – this is supplied on show days only.		
11.2	Animals – No animal are permitted in the exhibition halls without prior approval of the ICCD/DEC Management.		
11.3	Banking – Foreign Exchange and banking facilities are available on the lower level (Level 1) of the ICCD.		
11.4	Floor Loadage /Spreader Plates - The maximum floor loading in the ICCD/DEC Halls is 1,5 tons per m ² excepting for Hall 4 at ICC which is 500 kg.		
	11.4.1 Spreader plates are necessary if the static display exhibit exceeds the stipulated floor loading and/or for any demonstrating exhibit /product that causes severe vibrations or reverberations, in which case the floor loading is subsequently reduced by 30% or more.		
	11.4.2 The spreader plates must be arranged in advance and the ICCD/DEC venue contact person has the final decision on this matter.		
11.5	General - All efforts to advertise demonstrate and operate by the Exhibitor must be conducted in a manner complying to the rights of other Exhibitors. No exhibit will be permitted which interferes with the use of the other exhibits or impedes access to them or the free use of the aisles. ICCD/DEC reserves the right to limit and/or restrict any operation which, for any reason, might be considered objectionable, without any liability for refund and/or damage.		
11.6	Hall Lighting – ICCD/DEC hall lighting is available in the exhibition venue at a level of 250 lux. The lights may not be removed or dimmed in the exhibition area as this may cause inconvenience to other exhibitors.		
11.7	Operable Walls - No posters or signage may be attached or stuck onto the ICCD/DEC operable walls.		

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11.8 **Parking (ICCD Basement Level)**

A 'pay-on-foot' system is in operation in the basement parking:

- A ticket is extracted from an electronic dispensing machine at the boom entrance
- Prior to leaving the building, payment must be made at the pay stations located at the entrance of the main basement foyers
- At the exit boom the ticket is fed into the electronic device which opens the boom

PRE-PAID PARKING/RESERVED PARKING IS NO LONGER AVAILABLE.

11.9 **Parking – DEC**

Limited parking is available at DEC South Plaza. Entrance is via Gate D, Aliwal Street.

11.10 **Restaurant/Refreshments** - The Baobab Coffee Shop situated on the ICCD first floor (Level 3 in the glass lift) provides guests with light refreshments, fresh fruit juices, coffees and confectionery.

11.11 **Smoking/Tobacco** - **NO SMOKING** is permitted within the ICCD/DEC. Designated areas have been allocated and these must be strictly adhered to as per the Tobacco Products Control Act 1999. Failure to comply with these regulations could lead to possible prosecution.

11.12 **Storage** - ICCD/DEC do not provide storage facilities. No storage facilities will be permitted within the exhibition hall or behind the individual stands.

11.13 **Travel Clinic** – The Travel Clinic situated in the ICCD Basement Foyer (Level 1) has medical staff in attendance during normal working hours and a Doctor on 24-hour call at all times.

11.14 **Underfloor Connections** – ICCD reserves the right to connect all underfloor connections in the pits, for which there may be a nominal fee.

12. **FIRE REGULATIONS**

12.1 **Hessian, thatch and straw** - are regarded as major fire hazards and exhibitors planning to use these as part of their display at ICCD/DEC, 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 but should drop no lower than 5 cm above the carpeted floor.

N.B. Please note that it is the duty of the ICCD/DEC venue contact person to ensure, by testing, that the product/s are suitably treated. Should you require a registered fire retardant contractor for this purpose please contact ICCD/DEC venue contact person.

12.2 Electric signs and equipment must be wired to meet the specifications of local fire authorities.

12.3 Fire extinguishers on walls, floor or elsewhere may not be removed or obstructed in any manner.

12.4 Any exhibitor having equipment utilising flammable liquid / industrial gas which produces heat, smoke or open flames as an integral part of product demonstration, must receive written approval of plans from the ICCD/DEC venue contact person.

12.5 All aisles and exhibits must be kept clear at all times and fire stations/fire extinguisher equipment is not to be hidden and/or obstructed.

12.6 Absolutely no storage of any kind will be permitted within the confines of the exhibition floor and/or placed behind the exhibition stand or ICCD/DEC walls/curtains.

12.7 All displays are subject to inspection by the Fire Prevention Bureau. Any construction materials not found to be fireproof may be required to be dismantled.

12.8 Polystyrene products will be prohibited unless treated by a fire retardant and proof provided by the Exhibitor by means of certification from an authorised service provider. Only on receipt of the Certificate may the stand be structured.

12.9 All materials used in the Exhibition must be of non-flammable nature and resistant in order to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Fire regulations prohibit the use of crepe paper, corrugated paper, cardboard, PVC sheeting (except on the floor to prevent damage to carpets) or any other highly combustible flammable material.

12.10 **Industrial Gas**

DEC – The use of industrial gases of the inflammable or toxic nature for demonstration purposes will not be permitted in the Exhibition Hall unless a detailed application has been made to the Fire Department. If approved, the Fire Prevention Bureau (FPB) conditions must be complied with. If application is not made, gas cylinders and naked flame demonstrations WILL NOT be allowed in the DEC. If necessary, the DEC will also consult with the Factories Inspector and Fire Chief.

13. **LIABILITIES / INSURANCE / LOSS OF PROPERTY**

13.1 All Exhibitors and persons using the ICCD/DEC **MUST** arrange at their own cost "all risks" insurance coverage from Country of Origin to the exhibition stand including duration of exhibition period and return to domicile.

13.2 Exhibitors shall ensure that they are fully covered by insurance and take out "public liability" and "comprehensive" protection.

13.3 The period of liability of the exhibitor shall be deemed to run from the time the Exhibitor or any of their agents or contractors first enter the exhibition site and to continue until all exhibits and property have been removed.

13.4 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. These items **MUST NOT** be left unattended at any time.

13.5 The ICCD/DEC will not be responsible for the safety of articles of any kind brought into the exhibition by the exhibitors, their agents, contractors, visitors and/or any other person/s whatsoever.

13.6 The Exhibitor shall insure, indemnify and hold the ICCD/DEC not liable in respect of all costs, claim demands and expenses to which the ICCD/DEC may in any way be subjected as a result of any loss or injury arising to any person howsoever caused as a result of any act or default of the exhibitor, his agents, contractors or guests.

13.7 Exhibitors shall be responsible for making good any loss or damage to any items which they have rented or hired from the official contractors. In addition, exhibitors shall take all necessary precautions to prevent any damage to their equipment, exhibits and displays before making any connection to the electrical supply of the official contractors.

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- 13.8 The ICCD/DEC requires under standard terms and conditions of contract that the exhibitor indemnifies the ICCD/DEC from all claims resulting from accident, damage and/or injury occurring in the ICCD/DEC as well as loss of property.
N.B. Exhibitors may order security personnel from the ICCD/DEC in-house security service provider at a nominal charge – kindly refer to the relevant order form.

14. LOADING DOCKS / OFF LOADING / LOADING PROCEDURES

- 14.1 Should you have any specific requirements e.g. trolleys, forklift, cherry picker, hanging of banners etc. - kindly refer Banner Order Form No. 02.
- 14.2 To facilitate smooth set up and breakdown of exhibitions held at the ICCD/DEC, a traffic management system is operated as follows:
ICCD: Goods to be exhibited must be delivered to Gate No. 1, via Stalwart Simelane Street to the nominated loading dock.
DEC: Goods to be exhibited must be delivered to either Gate A (North Plaza) opposite the Hilton Hotel in Walnut Road or Gate D (South Plaza) opposite the Workshop Shopping Centre via Aliwal Street for Hall 1.
- 14.3 **Dimensions:**
- | | | | | | | |
|----------------------------|--------|---|------------|-------|---|------------|
| ICCD Loading Dock 1 to 4 : | Height | - | 5 metres | Width | - | 7 metres |
| ICCD Loading Dock 5 : | Height | - | 3 metres | Width | - | 3,5 metres |
| ICCD Arena L/Docks A1-A3: | Height | - | 4 metres | Width | - | 5,5 metres |
| DEC Loading Dock 1 to 4 : | Height | - | 4,2 metres | Width | - | 4,5 metres |
| DEC Fire Bay Doors : | Height | - | 2,2 metres | Width | - | 2,8 metres |
- 14.4 **ICCD/DEC cannot be held responsible for goods that arrive early or which are left after the official breakdown period of the exhibition. The costs for disposal of any such items will be done at the expense of the exhibitor concerned.**
- 14.5 Kindly note that once vehicles are off loaded, these must be moved from the Loading Dock immediately.

15. PAYMENT PROCEDURE AND CREDIT CARD AUTHORISATION

- 15.1 The ICCD/DEC does not offer credit facilities. Payment for all services must be received on confirmation of order.
- 15.2 Only Company cheques are acceptable (i.e. no personal cheques unless bank guaranteed).
- 15.3 To charge to your credit card account, please complete the attached "Payment Procedure and Credit Card Authorisation" form and return it by fax to the ICCD/DEC Administrator. Please attach a photocopy of both sides of the relevant Credit Card.
- 15.4 Should you wish to pay by direct deposit – kindly refer the banking details on the "Payment Procedure and Credit Card Authorisation" form and ensure that a copy of the deposit slip is faxed to the Exhibition Services Administrator.
(KINDLY ENSURE THAT YOUR COMPANY, STAND NUMBER AND/OR REFERENCE NUMBER APPEARS ON YOUR DEPOSIT SLIP UNDER THE REFERENCE SECTION)
- 15.5 Please provide VAT registration number where applicable.

16. REMOVAL OF WASTE / SKIPS

Form 06

- 16.1 The nominated Exhibition PCO is generally responsible for extra skips required for exhibitions or events. However, should you foresee that an excess of debris will be generated in the construction of your stand, you would be required to hire a skip for removal of such.
- 16.2 ICCD/DEC reserves the right to charge the Exhibitor for the removal of excessive waste created i.e. crates, pallets, cartons, packing or literature.
- 16.3 During the build-up and breakdown days of the exhibition, the aisles of the venue/s must not be obstructed with packing, construction material or debris. Contractors building "space only" stands or interior designs are responsible for removing their own building waste and off-cuts from the site at the end of each day.

17. SECURITY

Form 06

- 17.1 The ICCD/DEC provide perimeter security only. It is recommended that additional steps be taken to limit the chances of a loss by appointing security personnel at your stand.
- 17.2 Security personnel will remain on duty until released and the exhibitor is responsible for additional charges that may occur.
- 17.3 A minimum shift is 12 hours per security officer. Billing does not allow for part or divisions of an hour.
- 17.4 Please note that there is an increase in rates applicable for Sundays & Public Holidays.
- 17.5 Payment in full must be rendered before service is provided.
- 17.6 Pertinent component parts should be removed from display and/or floor models when not being used for demonstration. **NEVER LEAVE YOUR PROTOTYPE UNPROTECTED.**
- 17.7 Inspection of goods / materials - All equipment, fittings and materials brought into the ICCD/DEC are subject to inspection by the ICCD/DEC Security Contractor.
- 17.8 Never leave valuables on your exhibition stand e.g. purses, briefcases, wallets, cameras, etc., these must be carefully safeguarded, **especially cellphones and laptop computers.**
- 17.9 In the unfortunate instance that you suffer a loss, please report it to ICCD/DEC venue contact person immediately. A report will be recorded and a copy made available to you for insurance purposes.

18. TELECOMMUNICATIONS / IT

Form 04

- 18.1 **ICCD and DEC : Telephone / fax / modem / speedpoint / ISDN lines**
 Exhibitors who wish to hire temporary services as above for their stand:
- 18.1.1 Refundable deposits and connections for services provided by ICCD/DEC must be paid in full before installation.
- 18.1.2 Billing for the above lines will be deducted from your deposit and the balance refunded to you. Tax Invoices will be issued as soon as possible from the time of disconnection/departure. Please note that all-outgoing calls / transmissions are chargeable on time-basis

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18.1.3 The above packages are inclusive of on-site support and arrangements can be made should exhibitors require call limits on the rented lines, i.e. once the stipulated limit is reach all outgoing calls will be automatically barred whilst still allowing incoming calls.

18.1.4 Local public telephones (coins and pre-paid cards) are situated throughout the Centres.

18.2 **Wireless**

18.2.1 Only wireless enabled devices will be able to communicate with the ICCD wireless internet.

18.2.3 As an added benefit there is also an IT Information / Help Desk available in the Main Foyer for your IT assistance.

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GENERAL INDEMNITY

(“the Company”), duly represented by _____

in his/her capacity as _____

Telephone: _____

Facsimile: _____

E-mail: _____

1. Indemnify, protect and defend I.C.C. Durban (Pty) Ltd trading as ICC Durban (ICCD) and Durban Exhibition Centre (DEC) from and against all actions, claims, losses and damage, including legal costs on the attorney and own client scale, which may be instituted against or incurred by ICCD/DEC arising from:
 - 1.1 any act or omission by myself or the Company or its employees, agents or independent contractors, which is wilful, negligent or unlawful as a result of the services provided and described herein; and/or
 - 1.2 the injury, illness or death of any of the Company's employees, agents or independent contractors, except if that injury, illness or death is caused by any grossly negligent act or omission of ICCD/DEC;
2. Waive the Company's rights to recover from ICCD/DEC any claims, losses and damage, including legal costs, which may be instituted against or incurred by ICCD/DEC arising from the injury, illness or death of any of the Company's employees, agents or independent contractors, except if that injury, illness or death is caused by any grossly negligent act or omission of ICCD/DEC applying to claims which may arise out of any loss, damage or injury (including injury resulting in death), however caused or inflicted;
3. Warrant/Certify that the Company and its employees, agents and independent contractors are familiar with and will at all times comply with the dictates and requirements of **all applicable legislation, regulations, by-laws and best practices** relating to the work to be carried out by the Company on the ICCD/DEC's premises or the equipment to be supplied by the Company to the ICCD/DEC or for any event or function on the ICCD/DEC's premises including but not limited to all laws dealing with the conditions of work of its employees, the safety of the work performed and the health and safety of all persons on the premises at which such work is performed;
4. Without detracting from the generality of the obligations set out above, warrant that the Company will comply with the requirements of the Occupational Health & Safety Act 85 of 1993, as amended or replaced from time to time (hereinafter referred to as the "Act") and any applicable SABS Codes (hereinafter referred to as the "Act") have been fully met and have been compiled in its entirety, including but not limited to the following specifics:
 - 4.1 The Company accepts that it is an "employer" in its own right as defined in the Act, and that it must fulfil all its obligations as an employer in terms of the Act and the regulations hereunder ("the OHS Regulations").
 - 4.2 The Company warrants that it is familiar with all the relevant sections of the Act and OHS Regulations and that it has taken and will continue to take all the steps necessary to comply with the Act and OHS Regulations.
 - 4.3 The Company must:
 - 4.3.1 appoint a safety co-ordinator to liaise with ICCD/DEC on safety matters and inform ICCD/DEC in writing of the identity of the safety co-ordinator;
 - 4.3.2 provide ICCD/DEC with copies of all appointments required by the Act and the OHS Regulations and, in particular, but without limiting this obligation, the Company must advise ICCD/DEC of the responsible person appointed by it in terms of Section 16(2) of the Act and, where applicable, in terms of General Machinery Regulation 2(1), in respect of each separate area of work;
 - 4.3.3 ensure that its employees, agents or independent contractors do not do or omit to do anything which would be an offence in terms of the Act and/or OHS Regulations and to take all reasonable steps to prevent any such act or omission;
 - 4.3.4 immediately and in writing advise ICCD/DEC of any hazardous situation that may arise from work being performed by the Company at ICCD/DEC's premises;
 - 4.3.5 where ICCD/DEC supplies or makes any article or substance available to the Company, including but not limited to tools and materials before it is used, take all reasonably practicable steps necessary to ensure that the article or substance complies with all the requirements of the Act and OHS Regulations and will be safe and without risk to health when properly used.
5. Certify that:
 - 5.1 all electrical wiring, both fixed and portable are safe and in compliance with the requirements of the Act (Electrical Installation Regulations and SABS Codes 0142; 0108) and that the work has been undertaken by a suitable, competent and qualified person in accordance with the dictates of the Act. (A Certificate of Compliance to be submitted in conjunction herewith);
 - 5.2 all scaffolding and structures have been installed and certificated structurally sound by a competent person in accordance with the requirements of the Act (General Safety Regulations);
 - 5.3 all rigging and lifting equipment complies with the Act;
 - 5.4 all fairy lights are SABS approved;
 - 5.5 all other requirements not outlined above but within the scope of the Act, have been fully complied with;
6. Confirm that the following certification from competent persons shall be submitted to the Ethekwini Fire & Disaster Management Services Department and also ICCD/DEC:
 - 6.1 structural stability certificate for all temporary structures (i.e. staging);
 - 6.2 electrical compliance certificate for all electrical work on the event;
 - 6.3 fire retardant certificate for all drapes / flammable material;

The Company also undertakes to immediately advise ICCD/DEC of any change of contact details e.g. address, contact numbers etc.

Signed by the Company at Durban this _____ day of _____ 2007.

(“The Company”)

Duly authorised for and on behalf of
I.C.C. Durban (Pty) Ltd t/as ICC Durban and
Durban Exhibition Centre

Witnesses:

1. _____

2. _____

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		Review Date:	12/02/2006	



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ICC/DEC DURBAN SAFETY POLICY NOTIFICATION

Applicable to all stand builders, electrical Contractors, décor providers, production crews and AV/ technical providers

Revised legislation has necessitated that ICC Durban/Durban Exhibition Centre (ICCD/DEC) review their safety policy and the enforcement of safety standards during conferences and events with specific emphasis on build-ups and breakdowns. The ICCD/DEC thus deems it necessary to reiterate the requirements stipulated in the indemnity document signed by yourselves, that all activities undertaken within the ICCD/DEC comply with the necessary legislation and municipal by-laws. This applies specifically to the Occupational Health and Safety Act (OSH Act 85 of 1993). Your attention is drawn to the following requirements:

1. All personnel are required to wear hard hats when working in an area where materials and equipment belonging to other personnel, are working overhead.
2. Safety shoes are to be worn by all persons working with or lifting heavy materials. No open, canvas or trainer shoes, or persons working barefoot will be permitted onto the work site.
3. Eye protection must be worn by all personnel cutting timber, grinding metals or welding.
4. All saws, grinding wheels and other portable equipment are to be guarded as required by the act and no open, unguarded inverted saw blades will be allowed.
5. A hot works permit will be required where any welding or grinding is carried out. This may be obtained from the ICC Durban Safety Officer.
6. Any person/s working in an elevated position will require a safety harness which must be secured to a safe structure.
7. A permit is required for all scaffolding utilised. The permit must be displayed on the scaffold framework.
8. No scaffold structure above 6 metres to the platform, may be erected.
9. When moving the scaffold, no persons will be permitted to be stationed on the scaffold.
10. All designer stands will require a Certificate of Compliance (COC) for temporary electrical installations.
11. The use of 2-core ripcord on any wiring on stands, is strictly forbidden.
Approved wiring includes:
 - Cabtyre: 3-core 1.5 mm and larger (live neutral earth)
 - Surfex: 3-core 5 mm and larger (live neutral earth)
 - Trailing cable 3-phase (red, white, blue, neutral and earth)
 - Twin flat and earth 1.5 mm and larger
12. All wiring to be carried out to standard good wiring practices:
 - Single core or open wiring may not be run through stand supports
 - Joints will be done with a connecting strip and will be bound with electrical insulation tape
 - All electrical equipment and appliances must be protected against earth leakage faults by ensuring that it is connected to earth leakage protection unless utilising clearly marked double insulated equipment

To prevent any misunderstanding or should you require further information, kindly contact the ICC Durban Safety Officer, Neville Russouw, on telephone 031-3601336 or e-mail neviller@icc.co.za



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CERTIFICATION OF STRUCTURE – FIRE DEPT

CERTIFICATE

by

Appointed Professional Engineer / Approved Competent Person

IN TERMS OF Section 14 (2A) of the National Building Regulations and Building Standards Act, 103 (1977), as amended.

To: Deputy Head: Fire & Disaster Management
Centenary Road
Durban 4001

Description of Project:

Area Description:

Street Address:

I, _____ (Name of professional engineer / approved competent person)

hereby certify, as required by section 14 (2A) of the National Building Regulations and Building Standards Act, 103 (1977), that the structural system for the above project has been completed in accordance with the application in respect of which approval was granted, complies with OHS Act regulations and is designed, constructed and equipped for its intended use.

Signature of Professional Engineer / Approved Competent Person

Registration Number

Date

Telephone Number

Fax Number

Address:

(See over for conditions of approval)

Initial Here



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Shipping Instructions & Tariff

Information contained in the following pages contains information facilitating shipment to move smoothly and swiftly. Failure to comply with these instructions could result in delay, damages, fines or non-delivery. It is important that these instructions are read very carefully and complied with to ensure smooth clearance and delivery of shipment.

A) GENERAL INFORMATION

Bridgeway Group was established a quarter of century ago and now have a strong base in the region with its own offices in the Middle East and corporate agents worldwide.

A team of dedicated professionals diversifying the group's activities in 1996 set up Bridgeway Exhibition division handles only exhibition freight movement worldwide and on-site handling.

SOLE APPOINTD FREIGHT FORWARDER	SERVICE SUPPORT IN RSA
Bridgeway Shipping & Clearing Services LLC Post Box 8109, Dubai United Arab Emirates Tel : 00971 4 8861170 Fax : 00971 4 8861077 Email : expo@bridgewayshipping.com	Sebenza Forwarding 140, Bauhinia Street, The Grange, Highveld Technopark, Centurion 0046, Gauteng, South Africa Tel : +27 12 6651141 Fax : +27 12 665 2638 E-mail : rharper@sebenza.co.za

All the business transactions are undertaken in accordance with the Standard Trading conditions of Bridgeway Group, copy of which will be provided on request.

B) SHIPMENT ARRIVAL DEADLINES

Sea freight

Documents : Originals 10 working days prior to the vessel arrival

Shipment: : LCL - Latest 21 working days prior to opening of show or your intended work commencement date on-site
FCL - Latest 14 working days prior to opening of show or your intended work commencement date on-site

Seaport : Port Durban

Freight **PRE PAID**

Airfreight

Documents Copies by fax and originals Attached to the AWB

Shipment Latest 12 working days prior to opening of the show or your intended work commencement date on-site

Airport Johannesburg International Airport
Freight **PRE PAID**



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C) CONSIGNEE DETAILS

AIRFREIGHT : All Airway Bills should be consigned as follows:

Consignee:

SEBENZA FORWARDING
P.O Box 25116,
Monument Park, 0105,
South Africa

For : **Autoparts South Africa 2008 Exhibition**

Notify:

SEBENZA FORWARDING
P.O Box 25116,
Monument Park, 0105,
South Africa

For : **Autoparts South Africa 2008 Exhibition**

SEA FRAIGHT : All Bills of Lading should be consigned as follows:

Consignee:

SEBENZA FORWARDING
P.O Box 149781,
East End 40018
South Africa

For : **Autoparts South Africa 2008 Exhibition**

Notify:

SEBENZA FORWARDING
P.O Box 149781,
East End 40018
South Africa

For : **Autoparts South Africa 2008 Exhibition**

Bills of lading and air waybills must show the total number of cases, total gross weight in kilos and total volume in cubic meters. Bills of lading for containerised cargo must show the relevant container and seal numbers. The description shown on the shipping document must correspond to the description shown on the commercial invoices and packing lists issued for the cargo. If your consignment arrives with documentation not issued in accordance with our instructions we may not be able to arrange the customs clearance in time for the Exhibition.

D) DOCUMENTATION

Bill of Lading, Airway Bill, Commercial invoice, Packing List, and other documents must be made as follows. All House Way Bills will be treated as separate shipment.

Documents

Sea freight

Bill of Lading - 3 Originals
Commercial Invoice - 3 Originals
Packing List - 3 Originals
ATA Carnet (instead of Invoice)- 1 Original

Air freight

Airway Bill - Copy
Commercial Invoice 3 Originals
Packing List - 3 Originals
ATA Carnet (if no Invoice) - 1 Original

ATA Carnets may be used in place of Invoice. ATA Carnet should only be used if the items mentioned on the Canet are 100% returned and nothing stays in South Africa .

Original documents as stated above are a must. There is a penalty of USD 50 per document if the originals are not produced. Original Documents implies documents signed in blue ink with company seal / stamp in Original. **No Photocopy please !!**. Also, the shipment would undergo more procedures that would take longer for custom clearance.

Also, it is essential that Bridgeway is pre-advised prior to dispatch along with the carrier and waybill details



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Invoice

Invoice and all other documents should be made out in English language and as per the regulations laid down by South African Customs Authorities. The invoices should be consigned as :

Consignee	Notify
Exhibiting Company Name For: Autoparts South Africa 2008 24 th to 26 th July 2008, Durban International Exhibition Centre Durban, South Africa Hall Number : Stand Number	Sebenza Forwarding Republic of South Africa

The following should be included on all invoices:

- All entries must be in the English language and typed on your own letter head or invoice
- Detailed description of the goods must be given including serial number & model number. If a serial or model number is not available the model name may be indicated but only when a serial number is strictly not available.
- Each item on the invoice must be given a FOB basis value in US\$ including "give-away" items and brochures; declaration of "no commercial value" is not acceptable.
- Declaration "the invoiced goods are of(country) origin and are intended for display purposes / consumption at exhibition and will / will not be returned to the country of Origin"
- For display stands please indicate if floor standing or wall mounted and type of materials
- Show each item together with quantity, individual values together with total value for each item
- Please show net and gross weight and Total number of packages.

Both temporary and permanent entry can be made on the same invoice

Packing List

The packing list on your company letter headed paper and typed in English are required for all consignments. The packing list should be addressed in exactly the same manner as the invoice. The contents of each case must be shown in the same manner as on the invoice. The type of packing, gross weight, dimensions and volume in metric terms, identification numbers / marks of each product must be shown. Case numbers listed on the packing list must correspond to those shown on the actual cases. Separate packing lists are required for each category of goods. It is suggested that a copy of the packing list be kept in each box.

E) DISTRIBUTION OF DOCUMENTS

All documents as listed above in Documentation (D), should be sent by courier service and details of dispatch with Tracking/ Docket Number should be sent to our Qatar and Dubai office.

SEA FREIGHT –

Send to Sebenza Forwarding South Africa	Send to Bridgeway Shipping DUBAI
1x Original Bill of lading + 1 x Copy 3 x Original Invoice, Packing List + 3 x Copy 1 x Original ATA Carnet in place of Invoice 1 x Brochure / Catalogue of your product	1 x Copy Bill of lading 1 x Copy of Invoice and packing List 1 x Copy ATA Carnet in place of Invoice



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AIR FREIGHT

Send to Sebenza Forwarding South Africa	Send to Bridgeway Shipping DUBAI
1x Original Bill of lading + 1 x Copy 3 x Original Invoice, Packing List + 3 x Copy 1 x Original ATA Carnet in place of Invoice 1 x Brochure / Catalogue of your product	1 x Copy Bill of lading 1 x Copy of Invoice and packing List 1 x Copy ATA Carnet in place of Invoice

F) PRE ADVISE OF SHIPMENTS / PRE ALERTS

It is absolutely **MUST** to pre- alert Bridgeway Shipping Dubai & Sebenza Forwarding South Africa atleast 7 days before the shipment is due to leave the port of Origin. The information to be provide should include

- Estimated date and time of Departure
- Estimated date and Time of Arrival in Durban Port / Johannesburg Airport
- Bill of Lading Number / Airway Bill Number
- Vessel Name & Voyage / Airlines and Flight Number
- No. of Pcs , Gross weight, Chargeable Weight and Cubic Meters

G) PACKING & CASE MARKING

Packing of the highest standard should be used. Please note that the same packing materials will be used for the re-export after the Exhibition and we therefore recommend the use of bolted returnable cases to offer the best protection for your exhibits. Cardboard cartons are not recommended due to the amount of handling involved.

Please pack items of which you know that will be re-exported in separate cases/crates, brochures and give away items (consumables) that will not be re-exported after the exhibition must be packed separately into case(s) by itself.

All packages must be marked clearly and markings, except for food products, must be in English and should be displayed at least 2 sides of each package.

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Name of the exhibitor

Hall number / Stand Number

Gross Weight in Kgs

Dimensions Lx W x H in cms

Case Number (*This should tally with the packing list and invoice*)

H) SPECIAL INFORMATION

Restricted Goods

There are many commodities restricted to import into Republic of South Africa. Exhibitors who are in doubt as to whether the import of certain goods into RSA is restricted should contact the relevant government trade offices in their country of origin. **Alcohol is strictly prohibited.**



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Dangerous Goods

Any goods of hazardous nature and/or containing radioactive materials should be listed on the invoice and full particulars should be supplied to us to arrange suitable storage/transportation. MSDS (material safety data sheet) must be provided and dangerous goods are subject to approval from the concerned authorities.

Food Products

If your shipments contain food products, please let us know. . We would send you the food instructions separately

Customs Examination

Customs are thorough in their examination. They undergo 100% examination. On previous experiences, customs did open all the cases and the contents carefully checked and examined against the documents and information provided in the invoice and packing list.

Incase of machines or other hardware, please attach a copy of the drawing inside the box stating where the serial nos and model numbers are shown on the products.

J) ON-SITE INFORMATION

Our on-site manager will be supervising the inward/outward movement of your exhibits and visiting your stand during the exhibition to discuss about the return movement. If any goods are sold, it is necessary to indicate the same on the original incoming invoice.

Please ensure you receive a copy of Disposal Instructions signed by our representative prior to leaving the stand on the last day of the exhibition. We will not be responsible for any lose of goods, if an exhibitor leaves the stand without informing our representative.

K) STORAGE OF EMPTY CASES

Empty cases will be removed and stored during the exhibition and the same cases will be repositioned at the stand area at the close of exhibition, if those are required for re-export. All storage facilities are provided strictly at owner's risk. Exhibitors should therefore ensure that they have adequate insurance cover to include the removal, storage and return of empty packing cases/material.

L) ADDITIONAL REQUIREMENT

Prior request should be made incase of an exhibitor requires any equipment like forklift/crane for assembling/dismantling, additional labour for assistance at the stand or any other services.

M) COURIER SHIPMENTS

Please do not send any courier shipments. It has been observed in the past that courier shipments have resulted in delays and high destination charges were incurred by the exhibitors. Bridgeway Shipping and its agents or subcontractors accepts no liability or responsibility for shipments sent by courier service and have no involvement in or influence with custom clearance.

N) RE-EXPORT

Re-export after the show may take about 2 weeks whilst the export documentation iss being completed. Should there be any urgent shipments for redisplay in another show/ event, please do let Bridgeway know as soon as possible before the show to enable making necessary arrangements.



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O) SALE OF EXHIBITS

Any goods remaining in RSA after the close of the exhibition will be subject to normal duties and tax. All duties and tax will be payable to RSA Customs before removal from the exhibition stand. Arrangements will need to be made to provide us with the necessary funds to meet such payments.

Please note that the goods left in RSA pending sale are removed to a warehouse / open Yard until the necessary documentation is done and duty, tax, our charges are paid to us.

P) INSURANCE

We do not insure the goods unless specifically advised to do so. It is the exhibitor's responsibility to ensure that all goods are covered by a fully comprehensive marine insurance for round the trip journey, i.e from their premises to stand, during the exhibition until return to the exhibitor's premises including on-site handling.

As our tariff is computed on the basis of volume or weight and have no correlation with the value of exhibits, it follows that the cost of Insurance cover is not included in our charges, and exhibitors shall ensure that there is adequate insurance coverage for their goods, and such insurance shall include a waiver of subrogation against Bridgeway Shipping & Clearing Services – Dubai and its agent/ subcontractors.

Q) TERMS OF PAYMENT

If the service of our recommended agent in your country is used, all charges should be paid to them. Otherwise, all our charges will have to be paid in advance by bank transfer.

Our Bank Details

A/C Name : BRIDGEWAY SHIPPING & CLEARING SERVICES LLC
A/C No. : 02-4173783-01(USD)
Bank : STANDARD CHARTERED BANK
Bank address : PO BOX 999, DUBAI, U.A.E
SWIFT CODE : SCBLAEADXXX

(Fax a copy of bank transfer details to 00971 4 347 6115).

R) IMPORTANT POINTS TO BE NOTED

- All bottles/cans/pkggs containing foodstuffs must show both production and expiry dates. Health certificate and Halal certificate is required.
- Import of alcohol, obscene pictures and photography, firearm, ammunition an animal skins are strictly prohibited.
- Prior permission from the Ministry of Agriculture is required to import flowers, seedling and other agricultural products. Certificate from Ministry of Agriculture for agricultural products and flowers confirming quarantine test & phyto sanitary regulations is required.
- Health Ministry's permission is required to import drugs and food products.



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- Print materials such as books, magazines, periodicals, video and audio cassettes and discs will be released only after customs inspection and censoring which involves additional expense as per tariff.
- Separate application and prior intimation is necessary for any additional/extraordinary requirements of labour, forklifts cranes and other equipment required at the exhibition site.
- Bridgeway Shipping & Clearing Services will not be responsible for clearance of exhibits wherein freight is not pre-paid.

Heavy Exhibits

The floor to ceiling height in Hall 1 is six (6) metres and Hall 2 is eleven (11) metres. It would be recommended that exhibitors keep this in consideration while deciding the heavy exhibits for display at view the exact location of their stand in the venue and the feasibility before deciding heavy exhibits, especially if space is allocated in Hall 1 as there are metal struts and air-conditioning pipes to be taken into consideration.



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General Details

Shell-Scheme Package(min.12 sqm)

Standard Octanorm shell scheme is supplied with anodised aluminium uprights and beams and white-foiled panels.

- 3 x spotlights placed behind the fascia
- 1 x plug point placed at middle back wall.
- 1 x fascia name is supplied in the standard Helvetica font (100mm), approx. 17 letters.
- 1 x Trestle table
- 2 x stackable chairs with Charcoal carpet in the stand. (This is not for the aisles)

Additional Electric's:

- 100-watt spotlight R110.00 excluding VAT
- 15amp plug point R120.00 excluding VAT

Floor Space Only Stands

DB'S

- Single phase 32 amp DB with 3 socket outlets = R750.00 excluding VAT
- Three phase 32 amp DB = R1150.00 excluding VAT
- Three phase 63 amp DB = R1350.00 excluding VAT



AUTOPARTS SOUTH AFRICA

24 - 26 July 2008, Durban Exhibition Centre, Durban, South Africa.

Order Form - Fascia Name (Only for Shell Scheme Exhibitors)

FORM NO. 1

Deadline 5th June 2008

Please Print

Company Name Stand No.

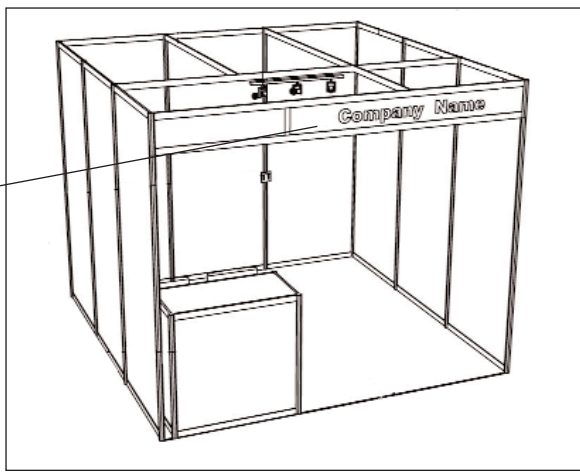
Telephone # Fax #

Email Contact Person

Position Date Signature

Return the form to: **AL FAJER INFORMATION & SERVICES**
 P.O. Box: 11183, Dubai, United Arab Emirates
 Tel: +971 4 3406888 Fax: +971 4 3403608
 Email: alfajer@emirates.net.ae Website: <http://www.alfajer.net>

Company Name in English



NAME ON FASCIA

- ☛ The following is the correct name to appear on the fascia board of our stand.
- ☛ Please TYPE OR WRITE in CAPITAL LETTERS

ENGLISH

Note:

Only company names with a maximum of 17 letters are included in the shell scheme price and no logos are included. Reproduction of logo is at the Exhibitor's expense. If you wish to have your logo on the fascia, **use form 1A**

*** Please keep a copy for your records on site.**



AUTOPARTS SOUTH AFRICA

24 - 26 July 2008, Durban Exhibition Centre, Durban, South Africa.

Order Form - Logo on the Fascia (Only for Shell Scheme Exhibitors)

FORM NO. 1 A

Deadline 5th June 2008

Please Print

Company Name Stand No.

Telephone # Fax #

Email Contact Person

Position Date Signature

Return the form to:

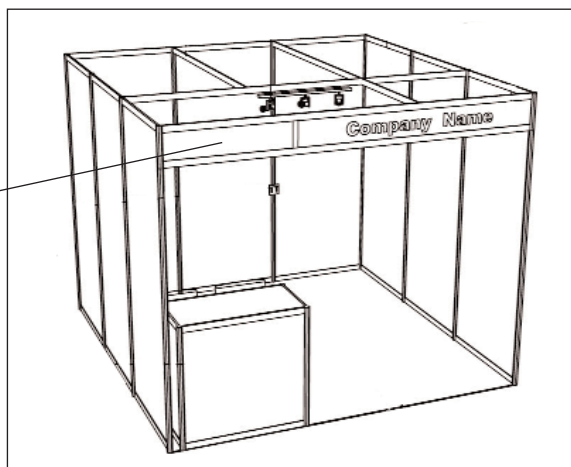
AL FAJER INFORMATION & SERVICES

P.O. Box: 11183, Dubai, United Arab Emirates

Tel: +971 4 3406888 Fax: +971 4 3403608

Email: alfajer@emirates.net.ae Website: <http://www.alfajer.net>

Space for logo



LOGO ON FASCIA

*** This form is not compulsory**

☛ If you wish to have your logo on the FASCIA, please provide file in Adobe Illustrator / EPS format. At least two weeks prior to the event.

☛ Each logo cost **US\$ 75**

☛ Maximum space available For logo 95cm (Width) X 20cm (Height).

☛ Total number of logo required X **US\$ 75** =

* Please order your logo as per your stand have been allocated with 3, 2, or 1 open side.

Note:

☛ Orders are valid only when accompanied by full remittance. Payment should be made in favor of AL FAJER INFORMATION & SERVICES in US Dollars Bank Draft, net of bank charges or by telex transfer to our account.

HSBC BANK MIDDLE EAST

P.O. Box: 66, Dubai, Main Branch, Dubai, U.A.E.

Account No. 020-581880-001

Swift Code: BBMEAEAD



AUTOPARTS SOUTH AFRICA

24 - 26 July 2008, Durban Exhibition Centre, Durban, South Africa.

Order Form - Exhibitor Admission Passes

FORM NO. 2

Deadline 30th May 2008

Please Print

Company Name Stand No.

Telephone # Fax #

Email Contact Person

Position Date Signature

Return the form to:

AL FAJER INFORMATION & SERVICES

P.O. Box: 11183, Dubai, United Arab Emirates

Tel: +971 4 3406888 Fax: +971 4 3403608

Email: alfajer@emirates.net.ae Website: <http://www.alfajer.net>

☛ Please use this form to order Passes for the personnel at your stand. Each Exhibitor is entitled to **3 FREE EXHIBITOR PASSES** for a stand of up to 12sq.m. Additional Passes would be issued at one for each additional 12sq.m. of Exhibition space.

☛ Passes can be collected from the Organizer's Office on site upon arrival and must be collected **BEFORE THE EXHIBITION OPENS.**

TOTAL NUMBER OF PASSES REQUIRED

STAND AREA

NAME OF STAND REPRESENTATIVE

- | | |
|----------|-----------|
| 1. _____ | 9. _____ |
| 2. _____ | 10. _____ |
| 3. _____ | 11. _____ |
| 4. _____ | 12. _____ |
| 5. _____ | 13. _____ |
| 6. _____ | 14. _____ |
| 7. _____ | 15. _____ |
| 8. _____ | 16. _____ |



AUTOPARTS SOUTH AFRICA

24 - 26 July 2008, Durban Exhibition Centre, Durban, South Africa.

Order Form - Catalogue Entry

FORM NO. 3

Deadline 30th May 2008

Please Print

Return the form to:

AL FAJER INFORMATION & SERVICES

P.O. Box: 11183, Dubai, United Arab Emirates

Tel: +971 4 3406888 Fax: +971 4 3403608

Email: alfajer@emirates.net.ae Website: <http://www.alfajer.net>

Company Name: StandNo.

Address:

E-mail: Website:

Telephone: Fax:

Contact Person: Position:

Products:

☛ Please use separate sheet for products, if required



AUTOPARTS SOUTH AFRICA

24 - 26 July 2008, Durban Exhibition Centre, Durban, South Africa.

Order Form - Catalogue Advertising

FORM NO. 4

Deadline 30th May 2008

Please Print

Company Name	<input type="text"/>	Stand No.	<input type="text"/>
Telephone #	<input type="text"/>	Fax #	<input type="text"/>
Email	<input type="text"/>	Contact Person	<input type="text"/>
Position	<input type="text"/>	Date	<input type="text"/>
		Signature	<input type="text"/>

Return the form to: AL FAJER INFORMATION & SERVICES
P.O. Box: 11183, Dubai, United Arab Emirates
Tel: +971-4-3406888 Fax: +971-4-3403608
e-mail: alfajer@emirates.net.ae website: <http://www.alfajer.net>

(Please tick wherever applicable)

YES, We wish to reserve the following advertising space to be published in the Official Catalogue.

- | | | |
|--------------------------|-----------------------------------|---------------------|
| <input type="checkbox"/> | BACK OUTSIDE COVER (COLOR) | - US\$ 1,000 |
| <input type="checkbox"/> | FRONT INSIDE COVER (COLOR) | - US\$ 750 |
| <input type="checkbox"/> | BACK INSIDE COVER (COLOR) | - US\$ 750 |
| <input type="checkbox"/> | INSIDE PAGES (COLOR) | - US\$ 500 |

Technical Details.....

MATERIALS REQUIRED

Four colour Positives film with printed colour proof (Screen 175 right reading, emulsion down) OR
Black and White positives with printed proof (Screen 150 right reading) emulsion down.

The printing types are identical for all Exhibitors

The Organizers accept no responsibility for the statements made in the catalogue nor for any errors or omissions which may occur.

Note:

- Orders are valid only when accompanied by full remittance. Payment should be made in favor of AL FAJER INFORMATION & SERVICES in US Dollars Bank Draft, net of bank charges or by telex transfer to our account.

HSBC BANK MIDDLE EAST

P.O. Box: 66, Dubai, Main Branch, Dubai, U.A.E.
Account No. 020-581880-001
Swift Code: BBMEAEAD



AUTOPARTS SOUTH AFRICA

24 - 26 July 2008, Durban Exhibition Centre, Durban, South Africa.

FORM NO. 5

DURBAN
 11 Walnut Road, Durban 4001
 PO Box 959, Hyper-by-the-sea 4053
 T: +27 (0)31 304 2309 | F: +27 (0)31 307 5446



Deadline 30th May 2008

FURNITURE PRICES 2008

Company Name Stand No.

Telephone # Fax #

Email Contact Person

Position Date Signature

All Stock Subject to Availability

CODE	DESCRIPTION	DESCRIPTION	UNIT PRICE (Excl. VAT)	QUANTITY	TOTAL EXCL. VAT
ACG007	Bar 2.1m Vastrap	H 1100mm x W 2.1 m x D600m	R 1,633.50		R
ACG002	Bar Counter - Semi Circle with SS Front	H 1100mm x W 1900mm x D 1000	R 1,897.50		R
ACG008A	Stanchion Rope		R 49.50		R
ACG008	Stanchion_ Standard		R 148.50		R
ACG004	Stanchions (Beltrack)	H 1010mm W 1M -2m	R 321.75		R
AOF004b	Brochure Stand - Smart	5 x A4 PAMPHLET HOLDERS	R 561.00		R
AOF005	Brochure Stand - Standard	5 x A4 PAMPHLET HOLDERS	R 321.75		R
AOF009	Brochure Stand Wooden - Black		R 363.00		R
AOF003b	Credenza Black (lockable)	H690 x W1200 x D470	R 907.50		R
AOF007	Credenza Oak Light (lockable) Large	H740 x W904 x D460	R 907.50		R
AOF002B	Waste Bins (Chrome perforated) - Standing		R 148.50		R
AOF001	Waste Bins (Square)	20Litre	R 24.75		R
BSP001	Amarula Bar Stool	H1080 x SH740 x W500 x D510	R 493.35		R
BSP002	Amarula Bar Stool	H1080 x SH740 x W500 x D510	R 493.35		R
BSP003-07	Apollo Adjustable Bar Stool		R 420.75		R
BSP008	Cosmopolitan Bar Stool	" 76mm High"	R 387.75		R
BSP009	Flamingo Bar Stool	" 76mm High"	R 387.75		R
BSP010	Manhattan Bar Stool	" 76mm High"	R 387.75		R
BSP011	Margarita Bar Stool	" 76mm High"	R 387.75		R





AUTOPARTS SOUTH AFRICA

24 - 26 July 2008, Durban Exhibition Centre, Durban, South Africa.

FORM NO. 5

Deadline 30th May 2008

FURNITURE – PG 2

Company Name:

Contact Number:

CODE	DESCRIPTION	DESCRIPTION	UNIT PRICE (Excl VAT)	QUANTITY	TOTAL EXCL. VAT
BSP015	Zeta Bar Stools	" 79mm High"	R 239.25		R
BSP018a/b	Asteroid Bar Stool		R 412.50		R
BSS001	Black Padded Bar Stool		R 156.75		R
BSS003/4	York Slatted Bar Stools	" 76mm High"	R 140.25		R
CAT001	Fridge - Bar	88x52x58	R 907.50		R
CAT005	Water Dispenser	21 Litres	R 1,485.00		R
CHP005	Ottoman - Square 600mm		R 396.00		R
CCP005	Designer Chair		R 297.00		R
CCP009b-e	Kahlua Café Chairs		R 462.00		R
CCP011	Sling Café Chair		R 239.25		R
CHS001	Ancona Chairs		R 39.60		R
CHS002	Conference Chairs		R 123.75		R
CHS003/4	Deli Chairs		R 107.25		R
CHS010-16	Bean Bags		R 148.50		R
LIN008/9	Chair Covers		R 41.25		R
LIN010/11	Lycra Stretch Covers for Cocktail Tables	Lycra Stretch Table Cloth	R 198.00		R
LIN201	Rectangular /Round Tbl Cloths (3.3m) Full Length	3.3m Diameter (Square)	R 132.00		R
LOP001c	Alberon Tub (SGL)	Single	R 990.00		R
LOP020a	Bermuda DBL Seater	Double	R 1,485.00		R
LOP019a	Bermuda SGL Seater	Single	R 1,072.50		R
LOP003	Cuba Lounger (DBL)	Double	R 1,633.50		R
LOP002	Cuba Lounger (SGL)	Single	R 1,237.50		R
LOP008	Komodos Couch (DBL)	Double	R 1,567.50		R
LOP007	Komodos Couch (SGL)	Single	R 1,188.00		R



BSP015



BSP018



BSS001



BSS003/4



CAT001



CAT005



CHP005



CCP005



CCP009



CCP011



CHS001



CHS002



CHS003/4



CHS010



LOP001



LOP020A



LOP019A



LOP003



LOP002



LOP008



LOP007



AUTOPARTS SOUTH AFRICA

24 - 26 July 2008, Durban Exhibition Centre, Durban, South Africa.

FORM NO. 5

Deadline 30th May 2008

FURNITURE – PG 3

Company Name:

Contact Number:

CODE	DESCRIPTION	DESCRIPTION	UNIT PRICE (Excl. VAT)	QUANTITY	TOTAL EXCL. VAT
LOP009	Marula Lounger (2.5)	Double	R 1 980.00		R
LOP011	Nevis DBL	Double	R 1 485.00		R
LOP010	Nevis SGL	Single	R 1 072.50		R
LOP051	Wicker DBL	H 880mm x W 1820mm x D 840mm	R 1 633.50		R
LOP050	Wicker SGL	H 735mm x W 865mm x D 840mm	R 1 237.50		R
TAG012b	Amber Glass Coffee table (rectangular)	H 445mm x W680mm x L680mm	R 693.00		R
TAG012	Amber Glass Side table (square)	H 500mm x W688mm x L1200mm	R 594.00		R
TAG001	Opal Table	H 740mm x W 850mm x D 850mm	R 792.00		R
TAG002	Pimms Café Table	H 700mm x D 700mm	R 635.25		R
TAP008	Coffee Table - Wicker	H 405mm W 540mm L1150mm	R 618.75		R
TAP004	Coffee Tables Standard Black	H 450mm W 450mm L1200mm	R 486.75		R
TAP003	Grog Table	H 700mm W 1200mm D 700mm	R 577.50		R
TAP001	Side Table Standard - Black	H 450mm D 800mm	R 396.00		R
TAS001	Trestle Table	H 720mm W 1800mm D 720mm	R 123.75		R
TCP001	Diablo Cocktail Tables (round)	H 1100mm x D 600mm	R 453.75		R
TCP016	Pyramid Cocktail Tables - Glass		R 1 072.50		R
TCP005	Wooden Top All Cocktail Tables - Beech	H 1100mm x D 600mm	R 470.25		R
TKP005	Galiana Café Table - Natural		R 693.00		R
TKP001	Jupiter Café Table (700)	H 700mm D 700mm	R 462.00		R
TKP003	Sangria Café Table (700) - Square	H 700mm D 700mm	R 478.50		R
A14	White Showcase	750x500x200H	R 1512.50		R
A15	White Glass Top Display	1000x500x900H	R 1168.75		R
O11	Oak Display Showcase	750x500x2000H	R 1650.00		R
O13	Oak Glass Top Display	1000x500x900H	R 1306.25		
A2	White Display Plinth	455x455x950H	R481.25		
A4	White Display Plinth	950x455x950H	R584.38		
A11	Flat Shelf	1100x300	R 137.50		
A12	Sloping Shelf	1100x300	R165.00		
		Sub Total			R
		14% VAT			R
		Remittance			R



AUTOPARTS SOUTH AFRICA

24 - 26 July 2008, Durban Exhibition Centre, Durban, South Africa.

Proof of payment must be faxed through to 031 – 307 5446 (for all font - Bank Draft or Telegraphic Transfer or Direct

Deposit)Bank	:	First National Bank Limited
Branch	:	267 Florida Road, DURBAN
Account	:	6 2 0 1 4 1 8 2 2 8 2
Branch Code	:	2 2 0 5 2 6
Swift address	:	F I R N Z A J J 0 7 4



LOP009



LOP011



LOP010



LOP051



LOP050



TAG012B



TAG012



TAG001



TAG002



TAP008



TAP004



TAP001



TAP003



TCP001



TCP016



TKP005



TKP005



TKP001



TKP003



A14

White display showcase
750x500x2000h



O11

Oak display showcase
750x500x2000h



A15

White glass top display
1000x500x900h



O13

Glass top display, oak
1000x500x900h



A2

White display plinth
450x450x950h



A4

White display plinth
950x450x950h



A11

Flat shelf 1100x300
Sloping shelf 1100x300

A12

Return the form to:

Nom Gcumisa
 Kagiso Exhibition & Events
 Fax: +27 (0)31 - 307 5446
 E-mail: stands@kagisoexpokzn.co.za
nom@kagisoexpokzn.co.za
nom@kagisosolutions.co.za



AUTOPARTS SOUTH AFRICA

24 - 26 July 2008, Durban Exhibition Centre, Durban, South Africa.

Order Form - Stand Building Contractor (Space Only Exhibitors)

FORM NO. 6

This form must be submitted only if you are using a Non-Official Stand Building Contractor

Deadline 30th May 2008

Please Print

Company Name	<input type="text"/>	Stand No.	<input type="text"/>
Telephone #	<input type="text"/>	Fax #	<input type="text"/>
Email	<input type="text"/>	Contact Person	<input type="text"/>
Position	<input type="text"/>	Date	<input type="text"/>
		Signature	<input type="text"/>

Return the form to:

AL FAJER INFORMATION & SERVICES

P.O. Box: 11183, Dubai, United Arab Emirates

Tel: +971-4-3406888 Fax: +971-4-3403608

e-mail: alfajer@emirates.net.ae website: <http://www.alfajer.net>

Please submit fully dimensioned technical drawings in triplicate for approval by the Operation Department DEC.

THIS SERVES TO CONFIRM THAT OUR STAND BUILDING CONTRACTOR IS:

Name of the Contractor: _____

Address: _____

Telephone: _____ Fax: _____

Contact Person: _____ Date: _____



AUTOPARTS SOUTH AFRICA

24 - 26 July 2008, Durban Exhibition Centre, Durban, South Africa.

Order Form - Temporary Booth Attendant

FORM NO. 7

Deadline 30th May 2008

Please Print

Company Name Stand No.

Telephone # Fax #

Email Contact Person

Position Date Signature

Return the form to:

AL FAJER INFORMATION & SERVICES

P.O. Box: 11183, Dubai, United Arab Emirates
Tel: +971-4-3406888 Fax: +971-4-3403608
e-mail: alfajer@emirates.net.ae website: <http://www.alfajer.net>

Note:

Orders are valid only when accompanied by full remittance. Payment should be made in favor of AL FAJER INFORMATION & SERVICES in US Dollars Bank Draft, net of bank charges or by telex transfer to our account.

HSBC BANK MIDDLE EAST

P.O. Box: 66, Dubai, Main Branch, Dubai, U.A.E.
Account No. 020-581880-001
Swift Code: BBMEAEAD

We require Exhibition Personnel as follows:

PERSONNEL	NUMBER REQUIRED	COST US\$
Booth Attendant		

* Costing will be sent you separately.

Note: For Interpreters, please state languages required. More than two languages will be quoted separately.

LANGUAGES: (1) _____ (2) _____ (3) _____



AUTOPARTS SOUTH AFRICA

24 - 26 July 2008, Durban Exhibition Centre, Durban, South Africa.

Order Form - Hotel Reservation Request

FORM NO. 8

Deadline 30th May 2008

Please Print

Company Name Stand No.

Telephone # Fax #

Email Contact Person

Position Date Signature

HOTEL	Category	Location	Single Rate per room	Double/Twin Rate per room
Durban Hilton Hotel Standard Room	A (5 star)	Convention Centre	R1300.00	R1600.00
Royal Hotel	A (5 star)	City	R1200.00	R1580.00
Southern Sun Elangeni	B (4 star)	Beach Front	R1189.00	R1309.00
Southern Sun North Beach	B (4 star)	Beach Front	R1186.00	R1286.00
Garden Court Marine Parade	C (3 star)	Beach Front	R1104.00	R1199.00
City Lodge Durban	C (3 star)	Near Convention Centre	R733.00	R967.00

All rates quoted include: Accommodation, breakfast, tourism levy and VAT and are subject to change.

CHOICE OF HOTEL (1) (2) (3)

TYPE OF ROOM/S REQUIRED SINGLE DOUBLE SUITE

NUMBER OF ROOM/S REQUIRED ONE TWO OTHERS

CHECK-IN DATE: CHECK-OUT DATE:

FLIGHT NO. DATE OF ARRIVAL: TIME OF ARRIVAL:

CREDIT CARD NO. EXPIRY DATE:

VISA MASTER AMEX DINERS EURO



Return the form to:
Dudley Randall
 37 Jonsson Lane
 Durban, 4000/ 4001 South Africa
 P.O.Box 1935
 Tel: +27 31 3321451 Fax: +27 31 3379993
 Email: DudleyR@turnergroup.co.za
 Viroshab@turnergroup.co.za



AUTOPARTS SOUTH AFRICA

24 - 26 July 2008, Durban Exhibition Centre, Durban, South Africa.

Order Form - Telecommunication(TV - Internet)

FORM NO. 9

DURBAN
11 Walnut Road, Durban 4001
PO Box 959, Hyper-by-the-sea 4053
T: +27 (0)31 304 2309 | F: +27 (0)31 307 5446



Deadline 30th May 2008

System	Description	Daily retail price	Select No Of Units	No of days	Price
Desktop P4	P4 desktop pc with keyboard ,15" LCD Monitor, mouse, DVD ROM, XP PRO	R 495.00			
Laptop P4	P4, 40 GB HDD, 256MB RAM, DVD ROM, LAN, modem, XP PRO	R577.50			
15" LCD	15" LCD monitor	R 200.00			
40" LCD SCREEN	40" LCD high resolution screen	R 962.50			
40" LCD VIDEO WALL	40" LCD high resolution screen capable of spanning image across multiple screens 2 x 3 max	R 1443.75			
Internet package	Computer with internet 10 megs data usage pre installed , XP pro operating system	R797.50			
Internet non Telkom	Internet not dependant on Telkom cable Includes 10 meg pre loaded	R385.00			
Extra megs	To purchase extra data for card	R6.19 per meg			
DVD player	DVD player	R 192.50			
ADSL MODEM AND ACCOUNT	ADSL MODEM AND ACCOUNT(client to organise line from Telkom	R 373.75			
				Total	

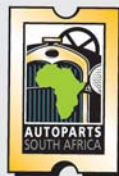
1. Please send completed form back to View IT together with list of equipment required.
2. All Orders will be confirmed on receipt of full payment.
3. No refunds will be issued for Cancellations within 48 hours of delivery.
4. Insurance of equipment is client's responsibility unless otherwise agreed to by both parties in writing.
5. All equipment is client's responsibility from time of delivery to time of collection by Kagiso Exhibitions & Events Solutions .
6. Cheques should be made payable to Kagiso Exhibitions & Events Solutions
7. Direct transfers can be made to First National Bank
Branch code : 220526
Acc No : 62014182282
Acc Name : Kagiso Exhibitions & Events Solutions

Name in Block Letters of authorised person from company ordering

Signature

Return the form to:

Nom Gcumisa
Kagiso Exhibition & Events
Fax: +27 (0)31 - 307 5446
E-mail: stands@kagisoexpokzn.co.za
nom@kagisoexpokzn.co.za
nom@kagisosolutions.co.za



AUTOPARTS SOUTH AFRICA

24 - 26 July 2008, Durban Exhibition Centre, Durban, South Africa.

Order Form - Telecommunication(TV - Internet)

FORM NO. 9

DURBAN
11 Walnut Road, Durban 4001
PO Box 959, Hyper-by-the-sea 4053
T: +27 (0)31 304 2309 | F: +27 (0)31 307 5446



Deadline 30th May 2008

Order form

Company Name: _____

Trading Name: _____

CK No: _____ VAT No: _____

Contact Person: _____ Cell No: _____

Address: _____

Post Code: _____ Email Address: _____

Tel No: _____ Fax No: _____

Cell No: _____

EVENT NAME: _____

Stand Builder/Designer: _____

Contact Name _____

Venue Name: _____ Hall Name/Number: _____

Stand Name: _____ Stand Number: _____

Delivery Date: _____ Breakdown Date: _____

Return the form to:

Nom Gcumisa
Kagiso Exhibition & Events
Fax: +27 (0)31 - 307 5446
E-mail: stands@kagisoexpokzn.co.za
nom@kagisoexpokzn.co.za
nom@kagisosolutions.co.za



AUTOPARTS SOUTH AFRICA

24 - 26 July 2008, Durban Exhibition Centre, Durban, South Africa.

ELECTRICITY AND LIGHTING FOR SPACE ONLY EXHIBITORS

(Please make a copy of this form for your own reference)

FORM NO. 10

Deadline 30th May 2008

ELECTRICAL SUPPLIES		Symbol	Quantity	Cost	Total
POWER					
1	Single Phase 32 Amp Distribution Board with 3 socket outlets	SP		R750.00	
2	Three Phase 32 Amp Distribution Board	TP3		R1291.00	
3	Three Phase 63 Amp Distribution Board	TP6		R1510.00	
OTHER					
				SUB TOTAL	
				Add VAT @ 14%	
(Transfer TOTAL DUE to "SUMMARY of SERVICES" Form)					
				TOTAL DUE	
*	Electrical appliances not mentioned above (i.e. Additional plugs, fluorescents, Low voltage lights, distribution boards, 3 phase connections, etc) will be quoted on request received prior to 2008			ON REQUEST	

Please Note that Floor Space only stands, of 18m² or less (i.e. 2 (3x3m) units) will be supplied may order a 15 amp plug point. All other Floor Space only stands must order one or more of the following items.

- This order form applies to **AREA ONLY** exhibitors who are building their own stands.
- Exhibitors are **STRICTLY FORBIDDEN** to connect directly into the ICC/DEC Power Boxes.
- Officials, who are fully empowered to authorise or prohibit the installations or to require alterations to be made to meet technical and legal regulations, will inspect all on-stand installations.
- Exhibitors will bear the cost of modifying equipment that does not comply with regulations.
- The exhibitor must supply a detailed drawing showing the **EXACT POSITION** of the power supply on their stand.

Company : _____	Stand No : _____
Address : _____	

Vat No: _____	Code: _____
Telephone: _____	Fax: _____
	Email: _____
Name : _____	Signature : _____

Return the form to:

Nom Gcumisa
Kagiso Exhibition & Events
Fax: +27 (0)31 - 307 5446
E-mail: stands@kagisoexpokzn.co.za
nom@kagisoexpokzn.co.za
nom@kagisosolutions.co.za



AUTOPARTS SOUTH AFRICA

24 - 26 July 2008, Durban Exhibition Centre, Durban, South Africa.

ELECTRICITY AND LIGHTING FOR STANDARD SHELL SCHEME PACKAGE ONLY

(Please make a copy of this form for your own reference)

FORM NO. 10B

Deadline 30th May 2008

ELECTRICAL SUPPLIES		Symbol	Quantity	Cost	Total
POWER (additional)					
ES1	15 Amp plug point	P		R120.00	
LIGHTING (additional)					
ES2	4ft Fluorescent light (attached to walling or fascia panel)	F		R155.00	
ES3	100 Watt multi directional spotlight	S		R120.00	
ES4	100 Watt long-arm spotlight	LA		R154.00	
OTHER				ON REQUEST	
Electrical appliances not mentioned above (i.e. low voltage lights, distribution boards, 3 phase connections, etc.) will be quoted on request received prior to 2008				TOTAL	

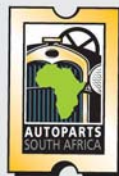
- The spotlights are multi directional and are placed behind the fascia.
- The plug point is situated in the centre of the rear wall.
- Any additional requirements must be ordered on the form below.
- The exhibitor must supply a detailed drawing showing the EXACT POSITION of the additional fittings on their stand.

Company:	Stand No:
Address: _____	

Vat No: _____	Code: _____
Telephone: _____	Fax: _____
	Email: _____
Name: _____	Signature: _____

Return the form to:

Nom Gcumisa
Kagiso Exhibition & Events
Fax: +27 (0)31 - 307 5446
E-mail: stands@kagisoexpokzn.co.za
nom@kagisoexpokzn.co.za
nom@kagisosolutions.co.za



AUTOPARTS SOUTH AFRICA

24 - 26 July 2008, Durban Exhibition Centre, Durban, South Africa.

XPANDA

(Please make a copy of this form for your own reference)

FORM NO. 11

Deadline 30th May 2008



Xpanda

Your stand closed up each night during after hours with an Xpanda metal gate is a definite deterrent to prevent an unauthorized person entering your stand
LIMITED STOCKS PLACE YOUR ORDER URGENTLY

BENEFITS

- Attractive white folding metal gate that fold to the sides out of sight during exhibition hours.
- Easy to close.
- Your insurance company will be delighted with the use of a genuine security product by Xpanda
- We install it before the show and take it down afterwards. All you do is bring in your own lock.

TO:

ORDER

Stand Frontage	No. Required	Rental Charged per Stand Frontage	Sub Total
3 Metres		R 500-00	
4 Metres		R 550-00	
5 Metres		R 600-00	

Total excl VAT

* Please note a normal stand has one frontage and a corner stand has two frontages.
Whilst Secure-A-Stand is an excellent deterrent to unauthorized persons entering your stand, we are not responsible for loss or damage to goods or property on your stand.

Company: _____	Stand No: _____
Address: _____	

Vat No: _____	Code: _____
Telephone: _____	Fax: _____
Email: _____	
Name: _____	Signature: _____

Return the form to:

Nom Gcumisa
Kagiso Exhibition & Events
Fax: +27 (0)31 - 307 5446
E-mail: stands@kagisoexpokzn.co.za
nom@kagisoexpokzn.co.za
nom@kagisosolutions.co.za



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COST SUMMARY

(Please make a copy of this form for your own reference)

FORM NO. 12

Deadline 30th May 2008

Form No.	Form Description	Forms Included	Total Due
10	Electrical Fittings – Floor Space Only		
10b	Electrical Fittings – Standard Package Only		
11	Expanda Metal Gate		
	Furniture Items		
		14% VAT	
		TOTAL AMOUNT DUE	

PLEASE NOTE:

- This form should be completed and returned with all the relevant service order/invoice forms by no later 2007
- To calculate the total amount due by the exhibitor, the amount reflected in the "TOTAL DUE" block on each of the attached order/invoice forms must be transferred into the relevant form number on the schedule below
- A bank guaranteed cheque or confirmation of payment (direct bank transfer) for the full amount reflected in the "TOTAL COST" block on this form must accompany this form
- No work will be carried out by any of the suppliers unless the Service Provider has been paid in full
- Please note that all amounts reflected are exclusive of VAT
- A proper VAT invoice will be sent to the Exhibitor on receipt of the relevant forms and payment
- All prices are subject to Statutory Increases

Payment must be faxed through to 031 – 307 5446 (for all forms of payment - Bank Draft or Telegraphic Transfer or Direct Deposit)

Bank Details

Made out to : Kagiso Exhibitions & Events
Bank : First National Bank Limited
Branch : 267 Florida Road, DURBAN
Account : 6 2 0 1 4 1 8 2 2 8 2
Branch Code : 2 2 0 5 2 6
Swift address : F I R N Z A J J 0 7 4

Any orders that are not pre-paid cannot be guaranteed. Only Company cheques are acceptable, (i.e. No Personal Cheques). Payment must be received prior to delivery. Please ensure that your Company Representative is aware of your payment policy Payment by bank guaranteed cheque is also acceptable. Cheques must accompany your form returns.