



THE SAPOA ANNUAL CONVENTION  
AND PROPERTY NETWORKING  
SUN CITY RESORT, 28-30 SEPTEMBER 2022

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# SAPOA 2022

## SERVICES MANUAL

# SUN CITY, NORTH WEST

## 28 – 30 SEPTEMBER 2022

GL Events SOUTH AFRICA  
PROJECT MANAGER CAREN CLOETE ; 083 215 8700 -  
Caren.cloete@gl-events.com

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GL EVENTS SOUTH AFRICA | CAPE TOWN | SERVICE FORMS

Please Return forms to: **BIANCA VAN DEWENTER**

Email: [bianca.vandewenter@gl-events.com](mailto:bianca.vandewenter@gl-events.com)

Tel: + 27 (0) 14 526 3200

ORDER FORM  
SUBMISSION DEADLINE:

17 AUG 2022



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## COMPANY INFORMATION

COMPANY NAME : \_\_\_\_\_

SPACE NUMBER : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

TELEPHONE NUMBER : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

\_\_\_\_\_

VAT # [SA RESIDENTS] : \_\_\_\_\_

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## PLEASE TICK YOUR BOOKED OPTION

FLOOR SPACE ONLY

### Included in each 3m x 3m - floor space only

- 1 x (3m x 3m) floor space only
- 1 x plug point
- 1 x Shared Distribution Board

Furniture can be ordered by selecting options from pages 5 – 12.

All furniture and items ordered from this services manual will be for your own cost and will need to be settled with GL Events directly.

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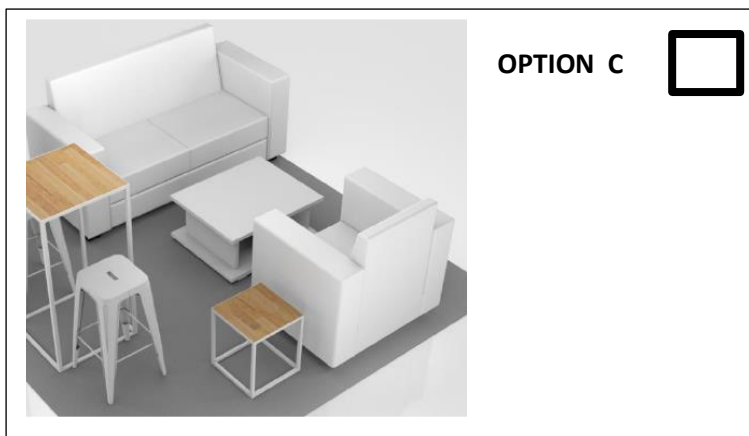
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## FULL LOUNGE PACKAGE

### Included in each 3m x 3m - full lounge package

- 1 x plug point & Shared Distribution Board
- 1 x A3 Double sided Lollipop stand with Stand number and name
- 1 x Option A , Option B or Option C



All additional furniture and items ordered from this services manual will be for your own cost and will need to be settled with GL Events directly.

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## FULL LOUNGE PACKAGE

### Included in each 6m x 3m - full lounge package

- 1 x plug point & Shared Distribution Board
- 1 x A3 Double sided Lollipop stand with Stand number and name
- 1 x Option A , Option B or Option C or Option D



All additional furniture and items ordered from this services manual will be for your own cost and will need to be settled with GL Events directly.



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## ADDITIONAL FURNITURE

**PLEASE TICK YOUR SELECTION**

### FULL LOUNGE PACKAGES / FLOOR SPACE ONLY

If you wish to order additional furniture, over and above your selected package, you can select from the below.

All additional furniture and items ordered from this services manual will be for your own cost and will need to be settled with GL Events directly.

COMPANY NAME : \_\_\_\_\_

SPACE NUMBER : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

TELEPHONE NUMBER : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

VAT # [SA RESIDENTS] : \_\_\_\_\_

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ITEM CODE	ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENTIONS	EXHIBITOR PRICE	ITEM REQUIRED & AMOUNT
	Double Fiona White		White/Black	R1500	
	Single Fiona White		White/Black	R1090	
IN37	Tub Chair		BLACK & WHITE H720 L550 D700	R955.00	
	Cube Ottoman		White/Black	R250	
IN35	Rectangular Groove Coffee Table		WHITE	R720	
	Open Coffee Table		White/Black	R660	
	Steel Square Side Table		White/Black	R440	

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	Cole Chair		Grey	R395	
	Varsity Chair		White/Black	R395	
	Scandinavian Chair		White	R395	
	Colour Buckets		Teal/Red/Black/Yellow/ Grey	R395	
	Wire Side Table		White/ Grey	R375	
IN29	Square Top café Plinth		600mm x600mm x 750H	R730	
IN34	White Groove Side table		WHITE/METAL	R550	
IN35	Rectangular Groove Coffee Table		WHITE	R720	

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	Xavier Barstool		White/Black/Red/Yellow/Green/Grey/Orange	R350	
IN16	Cocktail Plinth		600mm x 600mm x 1.1mH	R950	
	Steel Square Cocktail Table		White / Black	R480	
	Steel Conversation Table		White / Black	R950	
	The Fossil Bar Stool		White/Black	R385	
	Geometric Cocktail Table		White/Black	R520	
	Wire Barstool		White/Black	R385	



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IN41	Zigzag Brochure holder		BLACK / WHITE / PERSPEX	R595.00	
	Wastepaper Bin Small		H290mm D290mm	R60.00	



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## ELECTRICAL HIRE

COMPANY NAME : \_\_\_\_\_

SPACE NUMBER : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

TELEPHONE NUMBER : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

VAT # [SA RESIDENTS] : \_\_\_\_\_

DESCRIPTION	QTY	PRICE	TOTAL
		EXCL. VAT	
Three Phase Power Connection Only (Please produce a C.O.C)		R1240.00	
30 Amp Single Phase Distribution Board		R 1 850.00	
32 Amp Three Phase Distribution Board		R 2 396.00	
63 Amp Three Phase Distribution Board		R 5980.00	
15 Amp Plug Point -		R 245.00	
0,9m / 1,2m Two Lamp Fluorescent Light		R 260.00	
50 Watt Long Arm Spot Light		R 340.00	
50 Watt Down Light		R 295.00	
150 Watt Spot Light		R 395.00	
Exhibitors Connection		R 290.00	
		<b>TOTAL EXCL VAT:</b>	

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## AUDIO VISUAL HIRE

COMPANY NAME : \_\_\_\_\_

SPACE NUMBER : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

TELEPHONE NUMBER : \_\_\_\_\_

EMAIL ADDRESS : \_\_\_\_\_

POSTAL ADDRESS : \_\_\_\_\_

VAT # [SA RESIDENTS] : \_\_\_\_\_

### PLASMA SCREENS ON STANDS

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE   PER SHOW	DAYS REQUIRED	TOTAL
42 / 43"	Plasma Screen	1020mm x 605mm x 95mm		R 3650.00	03	
50/55"	Plasma Screen	1210mm x 724mm x 95mm		R 4990.00	03	
60/65"	Plasma Screen	1554mm x 925mm x 95mm		R 7450.00	03	

LCD MONITORS | HD READY

**PLEASE NOTE THAT PRICES EXCLUDE 15% VAT [SA RESIDENTS ONLY]**

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## PLANTS FOR HIRE

No Units	Product Name	Stand No/Hall	Size W	Plant Height	Colour	Unit Cost
0	EF3 A CONE		30cm	MED	B/W	R950,00
0	EF4 RECYCLED		30cm	S/M/L	NATURAL	R950,00
0	EF6 15cm TABE TOP		15cm	Standard	B/W/Grey	R420,00
0	EF7 29m TABE TOP		29cm	Standard	W	R480,00



**EF3 With Medium Plant / Cone Tall Pot .**  
Select colour Pot and quantity



**EF With S/M/L Plant / Natural Tall Pot .**  
Select colour Pot and quantity



**EF7 29m Large TABE TOP**  
Polypropelene – White Only / plants as available in stock



**EF6 15cm TABE TOP Polypropelene**  
Black / White / Grey



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## GENERAL TERMS

The above items are for hire, and remain the property of GL EVENTS SOUTH AFRICA PTY. This quotation is subject to the following terms & conditions:

### Conditions of Hire & Supply:

Orders subject to stock availability.

Items hired, remain the property of GL EVENTS SOUTH AFRICA PTY

NO GOODS WILL BE DELIVERED, UNLESS PAID FOR IN FULL OF ORDER.

**Late orders received after the cut off time will be subject to a surcharge of 30%.**

Goods damaged, will be charged to the relevant exhibitor.

A refundable key deposit will be charged on locks & keys.

Items supplied with plug leads & lighting – prices do not include connection fees. The risk of all furniture passes to the client on delivery.

### Payment terms:

Should this quotation be acceptable to you, **we require a (100%) one hundred percent payment on acceptance**, with payment also being made by either bank guaranteed cheque, cash or direct deposit.

### Bank details: STANDARD BANK

ACCOUNT NAME: GL EVENTS SOUTH AFRICA (PTY)

BRANCH: SOUTHDALE

BRANCH NUMBER: 006 405

ACCOUNT NUMBER: 002 787 504

**Please state the quote reference number when making payment.**

Interest on all overdue accounts will be levied at a rate of 2% (two percent) above the Prime Overdraft Lending Rate of Standard Bank.

**PLEASE APPROVE BY COMPLETION OF THE BELOW, EMAIL YOUR OFFICIAL ORDER TO BIANCA VAN DEWENTER**

**Email: [bianca.vandewenter@gl-events.com](mailto:bianca.vandewenter@gl-events.com)**

I/WE ACCEPT YOUR QUOTATION \_\_\_\_\_ DATE: \_\_\_\_\_

We trust the aforementioned meets with your approval and look forward to hearing from you in due course.

Kind Regards,

Caren Cloete

Project Manager

[caren.cloete@gl-events.com](mailto:caren.cloete@gl-events.com)

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