



NETWORKING LOUNGES SERVICES MANUAL

SAPOA
SOUTH AFRICAN PROPERTY
OWNERS ASSOCIATION

RESILIENCE
Charting the Course

THE SAPOA ANNUAL
CONVENTION

3 - 5 Sept 2024 | Sun City

The banner features a central graphic of a glowing blue globe with a city skyline inside, set against a dark blue background with vertical light streaks. The SAPOA logo is on the left, and the event title and dates are on the right.

(PLEASE MAKE ALL YOUR ADDITIONAL BOOKINGS DIRECTLY WITH GL EVENTS)

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

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Email: bianca.vandewenter@gl-events.com

Tel: + 27 (0) 21 526 3200

Mobile: 076 349 9270

SERVICE FORM
SUBMISSION
DEADLINE:
16 AUG 2024



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GL Events SOUTH AFRICA

PROJECT MANAGER
CAREN CLOETE
+27 (0)21 526 3200
Caren.cloete@gl-events.com

BILLING / INVOICE INSTRUCTIONS

FOR ANY ADDITIONAL ITEMS NEEDED ON YOUR STAND, KINDLY COMPLETE THE BELOW.
TO AVOID ANY DELAY PLEASE MAKE SURE ALL DETAILS ARE COMPLETED AND CORRECT.

COMPANY NAME : _____

POSTAL/ INVOICE ADDRESS : _____

VAT # [SA RESIDENTS] : _____

CONTACT PERSON : _____

EMAIL ADDRESS : _____

TELEPHONE NUMBER : _____

STAND NAME : _____

STAND NUMBER : _____

GL Events Oasis

INVOICES ARE DONE IN SOUTH AFRICAN RAND.

Cape Town
+27 21 526 3200
carenc@gl-events.co.za

SIGNATURE : _____

DATE : _____



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NETWORKING LOUNGE POCKETS

LOUNGES ARE BOOKED DIRECTLY WITH THE ORGANISER

LOUNGE INCLUDES:

- Carpeting
- 01 x 15 amp plug point
- 01 x ¼ Distribution Board
- 01 x Package Table

OPTIONAL BRANDED BACK WALL / FABRIC BANNERS

SHOULD YOU WISH TO SELECT A BRANDED BACK WALL – THE BELOW RATE INCLUDES:

STRUCTURE

TENSION FABRIC BANNER FRONT AND SIDES

EXTRUCTIONS, INSTALLATION AND TRANSPORT

| DESCRIPTION | PER PANEL | QUANTITY | AMOUNT |
|--|-------------|----------|--------|
| 3M Fabric Banner print including installation (Purchase) SIZE : 2480mm (h) x 2960mm (w), allow 50mm bleed | R 6 950.00 | | |
| 6M Fabric Banner print including installation (Purchase) SIZE : 2480mm (h) x 5960mm (w), allow 50mm bleed | R 11 400.00 | | |

ART WORK INFO

Artwork must be provided in High resolution PDF or Jpeg.
150 dpi at full size or 300 dpi half size.
Allow for 10mm bleed all around
Artwork must be set up to size

PICTURES

- CMYK (Convert RGB to CMYK)
- Do not embed scans, scans to be supplied separate from the document

FONTS

- fonts to be supplied
- (Ideally - convert type to paths/vector/curves)

COLOURS

- If any special colour matching is required, supply a pantone swatch / number
- All colours to be made up in correct pantone breakdown where applicable



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ADDITIONAL FURNITURE HIRE

| ITEM CODE | ITEM DESCRIPTION | IMAGE | COLOUR/S & DIMENTIONS IN MM | EXHIBITOR PRICE | QTY REQUIRED |
|-----------|--|-------|---|-----------------|--------------|
| URB04 | Café Plinth | | L400 X W400 X H750 | R580.00 | |
| URB05 | Cocktail Plinth | | L400 X W400 X H1100 | R680.00 | |
| INS19 | Water cooler with 20L water | | WHITE L280 X W310 X H1380 | R1700.00 | |
| INS20 | 20L Water refill | | REFILL EACH | R290.00 | |
| INS21 | Paper Cups | | TOTAL X 50 CUPS | R185.00 | |
| GL23 | Zig-Zag Brochure holder | | SELECT COLOUR : BLACK, WHITE L260 X W380 X H1460 | R690.00 | |
| GL31 | Octanorm Cupboard with front panel print | | PRINT SIZE : W980 x H920 <i>Pls provide logo or artwork</i> | R1500.00 | |
| | | | | TOTAL : | |
| | | | | 15% VAT | |
| | | | | TOTAL DUE : | |



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ELECTRICAL HIRE

GL EVENTS SOUTH AFRICA CAPE TOWN

VAT REGISTRATION NUMBER: 4610214399

SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – www.gl-events.co.za

| IMAGE EXAMPLE | DESCRIPTION | QTY | PRICE EXCL. VAT | TOTAL |
|---|--|-----|--------------------|-------|
|  | 15 Amp Plug Point | | R 290.00 | |
|  | 150 Watt Halogen Spot on Arm | | R390.00 | |
|  | Multiplug | | R 350.00 | |
| | Exhibitors Connection | | R 350.00 | |
| | Three Phase Power Connection Only (Please produce a C.O.C) | | R 1 450.00 | |
| | | | TOTAL: | |
| | | | 15% VAT : | |
| | | | TOTAL DUE : | |

PLEASE NOTE THAT PRICES EXCLUDE 15% V.A.T [SA RESIDENTS ONLY]

AUDIO VISUAL HIRE



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PLEASE NOTE THAT PRICES EXCLUDE 15% V.A.T [SA RESIDENTS ONLY]

PLASMA SCREENS RATES ARE FOR THE DURATION OF THE SHOW - TOTAL OF 5 DAYS BELOW INCLUDING INSTALLATION AND AV TECHNICIAN SUPPORT THE DAY PRIOR TO SHOW OPENING AND THE DURATION OF THE EVENT. PLEASE SELECT/TICK BOX SHOULD YOU REQUIRE A DEDICATED REMOTE.

| SIZE | DESCRIPTION | ACTUAL SIZE | QTY | RATE PER DAY | PRICE SHOW 3 DAYS | TOTAL |
|------|---------------|-----------------------|-----|--------------|-------------------------------------|-------|
| 40" | Plasma Screen | 905mm x 520mm x 95mm | | R1020.00 | R 3060.00 | |
| 50" | Plasma Screen | 1210mm x 724mm x 95mm | | R1390.00 | R 4 1700.00 | |
| 65" | Plasma Screen | 1554mm x 925mm x 95mm | | R2200.00 | R 6 600.00 | |
| | | | | | TOTAL : 15% VAT : TOTAL DUE : | |

LCD MONITORS | HD READY

PLEASE INDICATE IF YOU WANT FREESTANDING OR MOUNTED AND IF CABLE IS NEEDED
Mounted can apply if you have a back wall

| DESCRIPTION | PRICE PER SHOW | QUANTITY | TOTAL |
|--|----------------|----------|-------------------------------------|
| HDMI CABLE – INCLUSIVE | R0.00 | | |
| VGA CABLE – INCLUSIVE | R0.00 | | |
| 16MM(T) X 2500MM (H) X 1000MM (W) MELAMINE BOARD | R650.00 | | |
| BRACKET – TO MOUNT | R300.00 | | |
| STAND – INCLUSIVE | R0.00 | | |
| | | | TOTAL : 15% VAT : TOTAL DUE : |



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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 WITH ORDER.

Late orders received after the cut off time will be subject to a surcharge of 20%.

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.

Some furniture might be all booked out, will then advise on alternative options. If not happy with alternative prior to Build up starting a full refund will be provided.

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.

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A refundable key deposit will be charged on locks & keys

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

Email: bianca.vandewenter@gl-events.com

I/WE ACCEPT YOUR QUOTATION _____ DATE: _____

Kind Regards,

Caren Cloete

PROJECT MANAGER
Caren.cloete@gl-events.com

