



EXHIBITOR SERVICES MANUAL



SERVICE FORM
SUBMISSION
DEADLINE:
15 SEP 2025

GL Events SOUTH AFRICA

PROJECT MANAGER
CAREN CLOETE
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Caren.cloete@gl-events.com

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

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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 : _____

INVOICES ARE DONE IN SOUTH AFRICAN RAND.

PLEASE TICK THE BOX IF YOU REQUIRE AN INVOICE IN U.S. DOLLAR OR EURO.

U.S. DOLLAR

EURO

SIGNATURE : _____

DATE : _____

EXHIBITOR 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 Lounge Pocket



OPTIONAL BRANED BACK WALL / FABRIC BANNERS

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

STRUCTURE

TENSION FABRIC BANNER FRONT AND SIDES

EXTRUTIONS, INSTALLATION AND TRANSPORT

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

KINDLY NOTE : SHOULD YOU WISH TO KEEP YOUR FABRIC BANNERS, PLEASE REMOVE OR ASK FOR ASSISTANCE FROM OUR GL TEAM TO HELP REMOVE THE BANNERS IN ORDER FOR YOU TO TAKE THEM WITH YOU ON BREAK DOWN, AS NO FABRIC BANNERS ARE STORED AT THE GL OFFICES POST SHOW.

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



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	R590.00	
URB05	Cocktail Plinth		L400 X W400 X H1100	R690.00	
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 Pls provide logo or artwork	R1500.00	
INS5	LOCKABLE PLINTH		500X500 X 1100 HIGH WHITE	R750.00	
CUS	CUSTOM LOCKABLE CUPBAORD WITH LOGO ON FRONT		1000w x 1000w h x 500 d Needs to be manufactured, pls give enough notice	R4250.00	
				TOTAL :	
				15% VAT	
				TOTAL DUE :	



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PLANT HIRE

Code	Description	Unit Price	Qty	Total
DEC02W	White Cone Décor Pot with Plant – Round OR Square	R850.00		
DEC02B	Black Cone Décor Pot with Plant – Round OR Square	R850.00		
DEC06	Bonsai in Décor Cone Round (+-1,2m) White or Black	R850.00		
BAS01A	Basket Duo – Large and small plant (Two tone black)	R1050.00		
BAS01A	Basket Duo – Large and small plant (Straight)	R1050.00		
BAS01A	Basket Duo – Large and small plant (Brown Tones)	R1050.00		
BAS01	Plant in Basket Large – Please see basket colour options	R850.00		
BAS01	Plant in Basket Medium – Please see basket colour options	R750.00		
BAS01	Plant in Basket Small – Please see basket colour options	R450.00		
P10	Table Top 30cm (White)	R450.00		
P10	Table Top 30cm (Black)	R450.00		
P11	Table Top 30cm with Bonsai (Black)	R450.00		
P12	750mm Length Trough (Charcoal) – with greenery	R550.00		

TOTAL EXCL VAT: 

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DEC02W- ROUND OR SQUARE



DEC02B – ROUND OR SQUARE



DEC06 – BLACK OR WHITE



BAS01A- TWO TONE BLACK



BAS01A- STRAIGHT



BAS01A- BROWN TONES



BAS01- TWO TONE BLACK



BAS01- BROWN TONES



BAS01- WICKER



BAS01- TWO TONE WHITE



BAS01- TWO TONE NEUTRAL



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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	
	International Adapter		R 250.00	
	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]



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AUDIO VISUAL HIRE

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

PLASMA SCREENS RATES ARE FOR THE DURATION OF THE SHOW - TOTAL OF 3 DAYS BELOW INCLUDING INSTALLATION.

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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Goods damaged, will be charged to the relevant exhibitor

A refundable key deposit will be charged on locks & keys

The risk of all furniture passes to the client on delivery



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

