



VASSA CONGRESS 2024

18-20 October 2024 Lagoon Beach Hotel, Cape Town, South Africa



Lagoon Beach Exhibitor Guidelines and Information *(As received 07 November 2023)*

Contact: Maryke Botha | Confer5@lagoonbeachhotel.co.za

Storage:

- Storage is available during the conference; however, this must be prearranged with Lagoon Beach Hotel. Empty packing cases may not be stored on exhibitor's stand, must be removed from the exhibition venue, and returned, if required, after the close of the exhibition.

Collections During Break-Down:

- The return and/or collection of hired items are the responsibility of the exhibitor concerned. Please make timeous arrangements.
- Exhibitors, their agents or contractors are responsible for the complete removal of all exhibits, goods and materials used by them, together with all refuse and the cleaning of any sticky residue from tape or carpet. After the arranged time, should any exhibitors' material be left on the premises, these will be left at the exhibitors' own risk unless authorised in writing by Lagoon Beach Hotel. In the event of any items not being collected within a period 24 hours prior to the function, Lagoon Beach Hotel will discard these items. Lagoon Beach Hotel will not be held liable for the replacement of any such items.

Branding & Exhibitions:

- Company branding to be restricted to the conference centres interior only.
- All banners, exhibition and branding material etc. to be removed on the last day of the conference.
- Please note that all branding should be free standing and no tape, prestik, double sided tape, glue, nails, drawing pins, etc. is permitted on the walls or floors.

Power and Electrical Supply:

- All electrical services, supplied by outside/third parties, must be in accordance with regulations as stipulated within the Health and Safety Act. All electrical contractors are bound by prior approval from Lagoon Beach Hotel Maintenance Manager. All electrical cords to be taped down as per section 37.2 of the Contractors

Basic Guidelines for Setups and Structures:

- FIRE EXITS & FIRE FIGHTING EQUIPMENT: At no time may any exhibition stand/equipment or person obstruct access to firefighting equipment or exits and they may not be moved
- EXHIBITION WEIGHT LOAD: All structures (e.g. shell scheme/s) erected, must be of adequate strength and stability to maintain the applicable load bearing / mountings, thereby avoiding the collapsing of structures.
- DANGEROUS STRUCTURAL PARTS: No structure may have sharp edges, protruding beams or low frames (min 2m height).
- ISLES: No equipment/materials/banners may be displayed/stored in the isles at any given time.
- PETRO CHEMICALS: Any petro chemicals must be declared and authorisation given for use.
- SCAFFOLDING: In the event of scaffolding being erected – a clearance certificate needs to be issued by the applicable contractor (scaffolding engineer), for approval by management and given to the safety officer.
- DRAPING: All draping must be free standing and supported with draping poles. No draping will be allowed to be suspended from the roof or ceiling and draping material to be made of a fire retardant material.
- FOOD & BEVERAGE: No food or beverage is permitted to be brought into Lagoon Beach Hotel to be served from any exhibitor stand/s, without prior written arrangement with Management. Contact Maryke per email above.