



EXHIBITOR SERVICES MANUAL



12-15 DECEMBER 2023

CTICC

SERVICE FORM
SUBMISSION
DEADLINE:
30 NOVEMBER 2023

GL Events SOUTH AFRICA

Yudeshni Mahomed
+27 (0)31 579 3255
yudeshni.mohamed@gl-events.com

PLEASE TICK YOUR OPTION

1

GL EVENTS SOUTH AFRICA | SERVICE FORMS

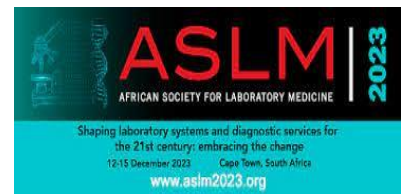
Please Return forms to:

Yudeshni Mahomed

Email: yudeshni.mohamed@gl-events.com

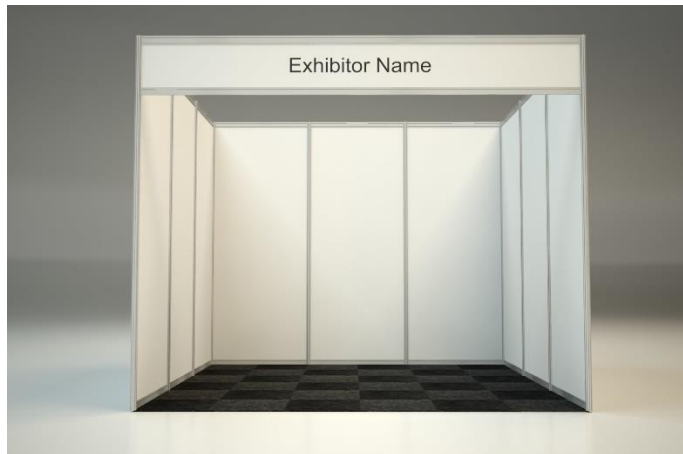
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SHELL SCHEME PACKAGE

3M X 3M



BOOTH PACKAGES INCLUDES:

- Shell Scheme Structure
- Fascia Board with Company Name
- 01 x 15 amp plug point
- 02 x 150 watt spot light

R1950 excl VAT

SPACE ONLY / CUSTOM STAND: Stand Builder Name _____

CUSTOM STAND REQUEST FOR QUOTE FROM GL EVENTS

NOTE: ALL CUSTOM STAND BUILDERS MUST PUT DOWN GROUND SHEET OF ONE METER AROUND THEIR STAND DURING BUILD UP!! NOT NEGOTIABLE

DO'S AND DON'T'S WHEN USING SHELL SCHEME

- No painting is allowed; no usage of nails or screws.
- Double sided tape or prestik can be used to affix lightweight items.
- Velcro can be used as well (male & female)
- The contractors will provide special hooks to support heavy products.
- It is advisable to provide fishing line (nylon) to hang pictures etc.
- Damaged panels will be charged to the exhibitor causing such damage.

INDIVIDUAL PANEL SIZE:

- ACTUAL : 2420mm (h) x 980mm (w)
- VISUAL (for printing purposes) : 2400mm (h) x 960mm (w)

FASCIA SIZE – 3m FASCIA BOARD:

- ACTUAL : 2980mm (h) x 320mm (w)
- VISUAL (for printing purposes) : 2960mm (h) x 300mm (w)



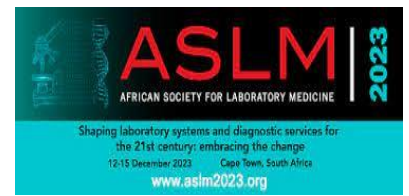
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STAND PLAN DIAGRAM

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

PLEASE NOTE : THIS FORM IS COMPULSORY.

TO ENSURE CORRECT PLANNING FOR THE EVENT, THE INSTALLATION OF YOUR SERVICE REQUIREMENTS AND THAT STANDS ARE OF A SUITABLE STANDARD, THIS FORM MUST BE COMPLETED.

On the grid provided please indicate the position of the services ordered.

1. Type of electrical connections i.e. plug point X, spot lights ϕ connection for own lights.
2. Position of equipment used.
3. Any other information not specified above

SIZE OF STAND ORDERED : _____ m X _____ m SCALE : One Block = _____



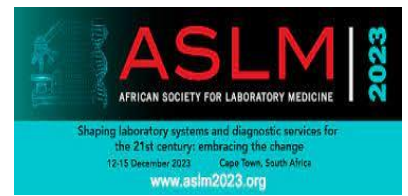
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SERVICE FORM
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STAND FASCIA BOARDS

COMPANY NAME	:	_____
STAND NUMBER	:	_____
STAND NAME	:	_____
CONTACT PERSON	:	_____
TELEPHONE NUMBER	:	_____
EMAIL ADDRESS	:	_____
POSTAL ADDRESS	:	_____
VAT # [SA RESIDENTS]	:	_____

GL EVENTS SOUTH AFRICA

UNIT 14 HERON PARK, 80 COROBRIK RD, RIVERHORSE VALLEY | VAT REGISTRATION NUMBER: 4610214399

1. **FASCIAS**

- We do require a fascia board included in the package
- We do require a fascia board, but do not require a fascia name (i.e. blank fascia board)
- We do not require a fascia board
- (Corner Stand) We require an extra fascia board (**Vinyl Lettering @ R220.00**)

2. **STANDARD SHELL SCHEME FASCIA SIGNAGE**

To simplify the ordering of signage and standard format is offered as follow:

- Typestyle : Standard, 100mm height
- Colour : Black lettering on White fascia board

Company Name/Lettering (Maximum 40 letters to appear on the fascia board as follow:

3. **CUSTOMISED FASCIA SIGNAGE**

Other signage, custom fascia lettering, logos, digital signage for the panels etc. are subject to a quotation.

Please supply details e.g. typestyle, colour, logos, dimensions and a sketch to GL events SA in order to provide a detailed quote.

<input type="checkbox"/> We require a Digital Logo on our Fascia Please email artwork, 100DPI to size in .pdf or .jpeg format to contact person mentioned at top of page.	QTY:	R 405.00 ea	TOTAL:
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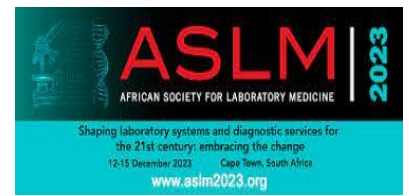
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SERVICE FORM
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CARPET HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA DURBAN
VAT REGISTRATION NUMBER: 4610214399

COLOURS :

BEIGE

_____ m² @ R 29.00 per m² = R _____

BLACK

_____ m² @ R 29.00 per m² = R _____

BLUE

_____ m² @ R 29.00 per m² = R _____

CHARCOAL

_____ m² @ R 29.00 per m² = R _____

GREEN

_____ m² @ R 29.00 per m² = R _____

GREY

_____ m² @ R 29.00 per m² = R _____

RED

_____ m² @ R 29.00 per m² = R _____

15% VAT = R _____

TOTAL (INCL VAT) = R _____



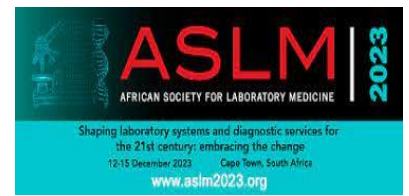
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SERVICE FORM
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DIGITAL BRANDING ON PANELS / FABRIC BANNERS

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

DCONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA DURBAN
VAT REGISTRATION NUMBER :4610214399

- We do require Art Work (digital prints) to be applied to our panels
- We would like Fabric Banner panels

INDIVIDUAL PANEL SIZE FOR DIGITAL PRINT:

- ACTUAL : 2420mm (h) x 980mm (w)
- VISUAL (for printing purposes) : 2400mm (h) x 960mm (w)

INDIVIDUAL PANEL SIZE FOR FABRIC BANNERS:

- ACTUAL : 2500mm (h) x 3000mm (w)
- ACTUAL : 2500mm (h) x 2000mm (w)

DESCRIPTION	QTY PANELS	UNIT PRICE	AMOUNT
Digital Print per panel		R 1250.00	
3M Fabric Banners per panel		R 3850.00	
2M Fabric Banners per panel		R 2550.00	

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.

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



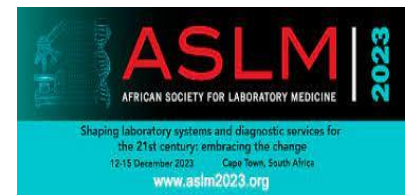
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SERVICE FORM
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FURNITURE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____








TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA DURBAN
VAT REGISTRATION NUMBER: 4610214399

ITEM CODE	ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENTIONS	EXHIBITOR PRICE
H01	Carlton Office Chair		O/S BLACK	R225.00
H02	Komora Leather Chair		BLACK & WHITE	R375.00
H07	Bellissima Chair - White		WHITE	R395.00
H12	Aluminium Chair		SILVER	R425.00
INS01	Stella Chair		VARIOUS COLOURS	R230.00
H21	Waterfall Barstool		WHITE	R480.00
H27	Aluminium Barstool		SILVER	R450.00



Please Return forms to:

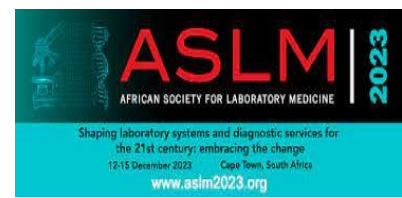
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H29	Divo Barstool		WHITE	R370.00						
H30	Komora Leather Barstool		BLACK	R460.00						
H28	Solar Barstool		VARIOUS COLOURS	R425.00						
INS03	Cocktail Plinth		600mm x 600mm x 1.1mH	R730.00						
INS04	Glass cocktail Table			R590.00						
H34	Chrome Cocktail Table		H750MM X D 900MM	R690.00						
NW 01	Chrome cocktail Table with colour Top		<table border="1"> <tr> <td>WHITE</td> <td>RED</td> </tr> <tr> <td>BLACK</td> <td>BLUE</td> </tr> <tr> <td>BEECH WOOD</td> <td>YELLOW</td> </tr> </table>	WHITE	RED	BLACK	BLUE	BEECH WOOD	YELLOW	R760.00
WHITE	RED									
BLACK	BLUE									
BEECH WOOD	YELLOW									
NW 02	Chrome Cafe Table with colour Top		<table border="1"> <tr> <td>WHITE</td> <td>RED</td> </tr> <tr> <td>BLACK</td> <td>BLUE</td> </tr> <tr> <td>BEECH WOOD</td> <td>YELLOW</td> </tr> </table>	WHITE	RED	BLACK	BLUE	BEECH WOOD	YELLOW	R665.00
WHITE	RED									
BLACK	BLUE									
BEECH WOOD	YELLOW									
URB0 1	Square Top café Plinth		600mm x600mm x 750H	R630.00						
H41	Chrome Café Table [ROUND OR SQUARE]		H710 x D900	R630.00						
H46b	Glass Coffee Table		H450MM W700MM D500MM	R550.00						



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H47a	Glass Side Table			R395.00
H53	Tub Chair		BLACK & WHITE H720 L550 D700	R775.00
H61	Single Seater Couch		WHITE , BLACK, BROWN	R790.00
H62	DBL Seater Couch		WHITE, BLACK, BROWN	R1532.00
H94	Cube Ottoman		VARIOUS COLOURS	R405.00
H68	Zig-Zag Brochure holder			R600.00
H64	Octanorm Bar Counter		H900mm W1010mm D500mm	R760.00
H72	Chrome ROPE Stanchions		Per 1 Metre Unit	R305.00
H73	Water cooler with 20L water			R1380.00
H75	Pedestal Display Plinth		H500mm W500mm D500mm	R260.00
H77	Waste Paper Bin Small		H290mm D290mm	R55.00
H78	Large Waste Bin - 25lt		H760 D400	R160.00



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H80	Stainless Steel Ashtray & Waste Paper Bin			Stainless Steel	R240.00
H83a	Large Refrigerator			220 Litres	R2200.00
H83b	Small Refrigerator			150 Litres	R1505.00
W100	White wooden barstool				R315.00
W103	Wooden Bucket Chair				R285.00
W104	White wooded chair				R365.00
W105	White wooden Café table				R345.00
H85	Octanorm Cupboard		With a lock	H900mm W1010mm D500mm	R760.00
H86	Newline Glass Top Counter		With a lock	H900mm W1010mm D500mm	R1220.00
H87	Octanorm Glass Top Counter		with a lock	H900mm W1030mm D530mm	R1210.00
H88	New line Showcase Large		With a lock	H1980mm W1030mm D500mm	R1930.00
H89	Octanorm Showcase Large		With a lock	H2000mm W1030mm D530mm	R1690.00



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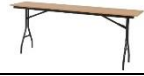
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H90	Newline Showcase Small	 With a lock	H1980mm W500mm D500mm	R1390.00
H91	Octanorm Showcase Small	 With a lock	H2000mm W530mm D530mm	R1490.00
H92	Standing Shelf		H1360mm W990mm D495mm	R770.00
H115	Trestle Table		1800 X 450	R310.00
H125	Conference Tables		1800 X 400	260.00
H107 a	Flat Shelves	NO PICTURE AVAILABLE		R255.00
H123	Shelf Brackets	NO PICTURE AVAILABLE		R110.00
	Trestle Cloth	NO PICTURE AVAILABLE	BLACK	R230.00
	Plasma Bracket	MELAMINE BOARD TO MOUNT 42" PLASMA		R290.00



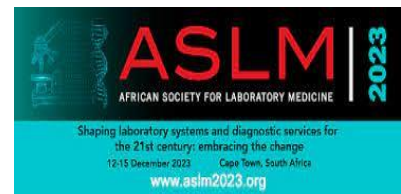
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ELECTRICAL HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA DURBAN
VAT REGISTRATION NUMBER: 4610214399
SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – www.gl-events.co.za

DESCRIPTION	QTY	PRICE EXCL. VAT	TOTAL
Three Phase Power Connection Only (Please produce a C.O.C)		R 1000.00	
30 Amp Single Phase Distribution Board		R 1 950.00	
30 Amp Three Phase Distribution Board		R 2 896.00	
60 Amp Three Phase Distribution Board		R 3 979.00	
125 Amp Three Phase Distribution Board		R 5 353.00	
160 Amp Three Phase Distribution Board		R 6 375.60	
15 Amp Plug Point - *see note NB		R 235.00	
2,4m Two Lamp Fluorescent Light		R 375.00	
1,5m Two Lamp Fluorescent Light		R 273.00	
0,9m / 1,2m Two Lamp Fluorescent Light		R 224.00	
50 Watt Long Arm Spot Light		R 305.00	
50 Watt Down Light		R 250.00	
150 Watt Spot Light		R 330.00	
500 Watt Quartz Fitting		R 243.00	
1500 Watt Quartz Fitting		R 370.00	
150 Watt Metal Halide		R 944.00	
Exhibitors Connection		R 250.00	
		TOTAL EXCL VAT:	

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

*NB: If you have not opted for a 'package stand', and do require electrics; plug points need to be ordered along with a power source [DB – Distribution Board] for power supply. We suggest minimally a 30 Amp Single Phase Distribution Board be ordered. This recommendation is based on light currency only. For heavy current usage, a larger power supply unit may be required. Please feel free to contact GL EVENTS for assistance, on +27 21 526 3200.



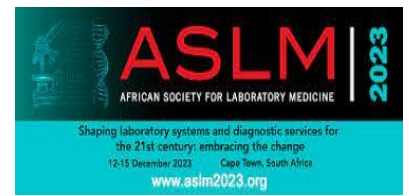
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AUDIO VISUAL HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA DURBAN
VAT REGISTRATION NUMBER: 4610214399

PLASMA SCREENS

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE PER SHOW	DAYS REQUIRED	TOTAL
42"	Plasma Screen	1020mm x 605mm x 95mm		R 3300.00	04	
50"	Plasma Screen	1210mm x 724mm x 95mm		R 5540.00	04	
65"	Plasma Screen	1554mm x 925mm x 95mm		R 8005.00	04	

LCD MONITORS | HD READY

PLEASE INDICATE IF YOU WANT FREESTANDING OR MOUNTED

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	PRICE PER SHOW	DAYS REQUIRED	TOTAL
	BRACKET	TO MOUNT		R350	05	
	STAND	INCLUSIVE		0	05	
TOTAL EXCL VAT:						

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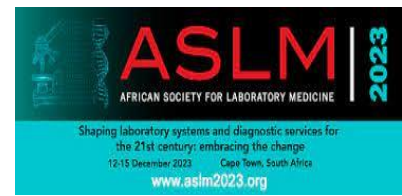
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PLANT HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA DURBAN
VAT REGISTRATION NUMBER: 4610214399

INDOOR PLANTS

- Standard Availability – Bushy Bamboo Palms, Kentia Palms, Ficus Benjamins (Green / White)

SIZE	DESCRIPTION	QTY	PRICE EXCL. VAT	TOTAL
30cm Plastic	White Planter with Small Plant ± 0.8m		R 400.00	
35cm Plastic	White Planter with Medium Plant ± 1.4m		R 450.00	
43cm Plastic	White Planter with Large Plant ± 2.0m		R 500.00	
49cm	Genuine Terracotta Planters with Large Plant		R 940.00	
32cm	Mixed Desk Bowl		R 460.00	
90cm x 20cm	Through with Greenery or Colour		R 690.00	
40cm	Stainless Steel Planters with Med/Large Plant		R 910.00	
49cm	Genuine Ceramic Planter with Large Plant		R 960.00	

OUTDOOR PLANTS

- Standard Availability – Bushy Bamboo Palms, Kentia Palms, Ficus Benjamins (Green / White)

SIZE	DESCRIPTION	QTY	PRICE EXCL. VAT	TOTAL
35cm	Standard Eugenias – Topiary/Lollipop		R 460.00	
35cm	Eugenias – Bushy ± 1.6m		R 460.00	
35cm	Roebelenii Palms ± 0.8m		R 460.00	
43cm	Cordylines ± 1.8m		R 480.00	
49cm	Genuine Terracotta or Ceramic Planter		R 760.00	
40cm	Stainless Steel Planter		R 760.00	
70cm	Terracotta Conifer		R 1 190.00	
70cm	Terracotta Cordyline		R 1 190.00	
70cm	Terracotta Cycas		R 1 190.00	
70cm	Terracotta Lollipop		R 1 190.00	
70cm	Terracotta Roebelenii		R 1 190.00	
70cm	Terracotta Strelitzia		R 1 190.00	
43cm	Strilitzia ± 1.8m		R 480.00	
			TOTAL EXCL VAT:	

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



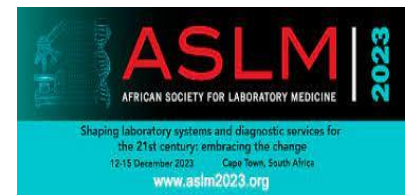
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EXPO SCREEN HIRE: Lockable canvas to secure stand after hours

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

GL EVENTS SOUTH AFRICA DURBAN
VAT REGISTRATION NUMBER: 4610214399

We Hire the following Expo Screens Services

QTY	OPENINGS OF STANDS	PRICE EXCL. VAT	TOTAL
	3 METRES WIDTH	R 3550.00	
	4 METERS WIDTH	N/A	
	5 METERS WIDTH	N/A	
		TOTAL EXCL VAT	

Prices are listed for the duration of the Expo. To confirm your order, please fax the completed form together with a payment confirmation. A tax invoice will be supplied after the exhibition, VAT REG. 4610214399

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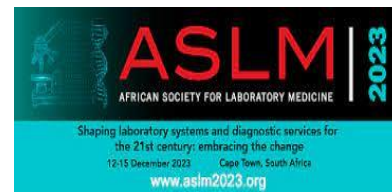
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GENERAL TERMS

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 50%.

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	JOHANNESBURG
BRANCH NUMBER	006405
ACCOUNT NUMBER	002787458
SWIFT CODE	SBZAJJ

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.

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 subject to surcharge of 50%.

Goods damaged, will be charged to the relevant exhibitor

A refundable key deposit will be charged on locks & keys

Items supplied with plug leads and lighting – prices do not include connection fees

The risk of all furniture passes to the client on delivery

Period of validity:

This quotation is valid for 7 (seven) days from date of quotation.

Should any additions and/or changes to this quotation be required once approved, GL EVENTS SOUTH AFRICA reserves the right to revise the quotation. Furthermore, GL EVENTS SOUTH AFRICA PTY may refuse to enter into a revised quotation at its sole and absolute discretion, notwithstanding the fact that the initial quotation has been paid in full.

Risk:

The risk of all equipment shall pass to the customer on delivery thereof by GL EVENTS SOUTH AFRICA and the customer shall ensure that adequate insurance cover has been secured against all kinds of risk that may occur, including Public Liability Insurance. GL EVENTS SOUTH AFRICA will not be held responsible in any way whatsoever for the loss of any equipment of whatsoever nature.



Please Return forms to:

Yudeshni Mahomed

Email: yudeshni.mohamed@gl-events.com

Tel: + 27 (0) 31 579 3255

SERVICE FORM
SUBMISSION
DEADLINE:
30 NOVEMBER 2023



The customer shall ensure that all posters, signage and the like, affixed to the equipment, and shall be removed by the customer, prior to GL EVENTS SOUTH AFRICA breaking down the stand/exhibition.

Availability:

The availability of equipment provided in terms of this quotation can only be confirmed upon acceptance of this quotation and the deposit having been paid accordingly.

Confirmation:

This quotation is not binding until GL EVENTS SOUTH AFRICA has received a signed acceptance, and an official order, together with the required (50%) fifty percent deposit.

Storage Facility:

This service is not provided, unless specifically agreed and accepted under contract, by GL EVENTS SOUTH AFRICA

Stand Dressing:

This service is not provided, unless specifically agreed and accepted under contract, by GL EVENTS SOUTH AFRICA

Cancellation:

Should this quotation be cancelled after acceptance hereof, more than 5 (five) days before the event, (50%) fifty percent of the quoted price shall constitute an agreed liquidated damage amount, which will be liable by the customer to GL EVENTS SOUTH AFRICA. Should the customer cancel this quotation within 5 (five) days of the event, the full amount herein will remain owing and payable by the customer to GL EVENTS SOUTH AFRICA.

Ownership:

The equipment provided in terms of this quotation, is for hire, and will always remain the property of GL EVENTS SOUTH AFRICA.



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

Email: yudeshni.mohamed@gl-events.com

