



# EXHIBITOR SERVICES MANUAL



# SASES

South African Society of Endoscopic Surgeons

## 1 – 3 SEPTEMBER 2023

## THE VINEYARD HOTEL & CONFERENCE CENTRE, CAPE TOWN

**SERVICE  
FORM  
SUBMISSION  
DEADLINE:  
15 AUGUST**

**GL Events SOUTH AFRICA**

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

Please Return forms to:

Yudeshni Mahomed

Email: yudeshni.mohamed@gl-events.com

Tel: + 27 (0) 31 579 3255

1

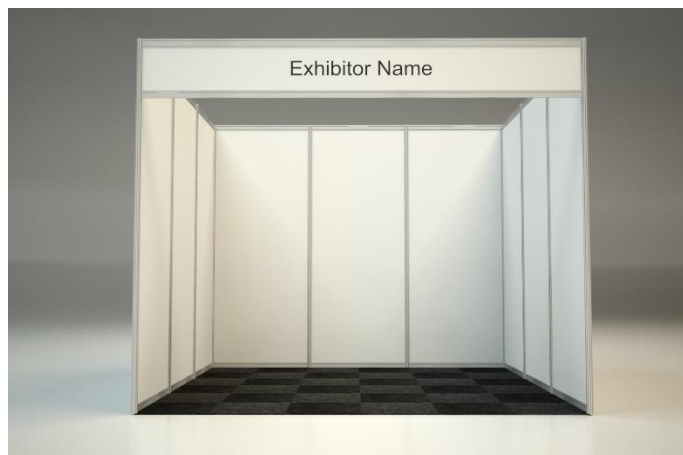
SERVICE FORM  
SUBMISSION  
DEADLINE:  
31 JULY 2023



## PLEASE TICK YOUR OPTION

### 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

**R1750 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  $\phi$  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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## 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

\_\_\_\_\_ m<sup>2</sup> @ R 29.00 per m<sup>2</sup> = R \_\_\_\_\_

BLACK

\_\_\_\_\_ m<sup>2</sup> @ R 29.00 per m<sup>2</sup> = R \_\_\_\_\_

BLUE

\_\_\_\_\_ m<sup>2</sup> @ R 29.00 per m<sup>2</sup> = R \_\_\_\_\_

CHARCOAL

\_\_\_\_\_ m<sup>2</sup> @ R 29.00 per m<sup>2</sup> = R \_\_\_\_\_

GREEN

\_\_\_\_\_ m<sup>2</sup> @ R 29.00 per m<sup>2</sup> = R \_\_\_\_\_

GREY

\_\_\_\_\_ m<sup>2</sup> @ R 29.00 per m<sup>2</sup> = R \_\_\_\_\_

RED

\_\_\_\_\_ m<sup>2</sup> @ R 29.00 per m<sup>2</sup> = R \_\_\_\_\_

15% VAT = R \_\_\_\_\_

TOTAL [INCL VAT] = R \_\_\_\_\_

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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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## 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
H18	Ring Chair - Zobrano		WOOD	R340.00
INS01	Stella Chair		VARIOUS COLOURS	R230.00
H21	Waterfall Barstool		WHITE	R480.00

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H27	Aluminium Barstool		SILVER	R450.00						
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						





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H46b	Glass Coffee Table		H450MM W700MM D500MM	R550.00
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
H84	Newline Cupboard		With a lock	H900mm W1010mm D520mm	R800.00
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
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



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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

## 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](http://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 1 350.00	
30 Amp Three Phase Distribution Board		R 2 496.00	
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	

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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 electricians; 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.

## 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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## PLANT HIRE

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

STAND NUMBER : \_\_\_\_\_

STAND NAME : \_\_\_\_\_

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

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

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

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

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

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### 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 390.00	
35cm Plastic	White Planter with Medium Plant ± 1.4m		R 410.00	
43cm Plastic	White Planter with Large Plant ± 2.0m		R 485.00	
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	
			<b>TOTAL EXCL VAT:</b>	

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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 : \_\_\_\_\_

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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	
		<b>TOTAL EXCL VAT</b>	

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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## 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:	HSBC
ACCOUNT NAME	GL EVENTS SOUTH AFRICA (PTY)
BRANCH	JOHANNESBURG
BRANCH NUMBER	587000
ACCOUNT NUMBER	121 012678 001
SWIFT CODE	HSBCZAJJ

Please note the following if you are making payment from FNB Please reduce the account number to 11 digits by dropping the first number on the left, so the account number will be captured as follows. Account Number: 21012678001

**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.

Please Return forms to:

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**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. 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.

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

**Email: [yudeshni.mohamed@gl-events.com](mailto:yudeshni.mohamed@gl-events.com)**

