

The South African Spine Society Congress 2018



**24 – 26 May 2018
Elangeni Hotel, Durban
Exhibitors Manual**



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Useful Contact Details

Event Organizers:

Hendrika Van de Merwe
Spine Conference 2018

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Tel: +27 (0)21 981 3081

Email: congress@saspine.org

Exhibition Manager:

Keith Munyukwi
Keith & Co Consulting (Pty) Ltd

Tel: +27 (0)11 675 0216

Cell: +27 (0)79 643 8486

Email: keith@keithandco.co.za

Event Co-Ordinator:

Kim Maneveldt
Keith & Co Consulting (Pty) Ltd

Tel: +27 (0)74 243 9212

Email: spine@keithandco.co.za





SPINE CONGRESS 2018

24 - 26 MAY 2018

ELANGENI HOTEL, DURBAN

INFORMATION FOR EXHIBITORS

On behalf of the Congress Committee I welcome you to the Annual Spine Congress which will take place from the 24th to the 26th May 2018 at the Elangeni Hotel, Durban.

Planning is well underway.

This is an important document with all the information relating to your participation at the event. Please ensure that you read through the entire document and also that you share this with your stand builders.

SPINE WEBSITE

Please log on to www.saspine.org for all information regarding this upcoming event. The website will continuously be updated with information and you are kindly requested to check all the latest information online.

We look forward to seeing you at the 2018 Spine Congress.

Hendrika Van de Merwe

Cell: +27 (0)83 270 6344

Tel: +27 (0)21 981 3081

Email: congress@saspine.org





ONLINE EXHIBITOR REGISTRATION

As for the past years, exhibition registration will be done online. Once you have chosen and paid for your stand/s online, you will be handed over to **Keith & Co Consulting**, officially appointed Exhibition Management Company who will deal with all further trade enquiries. The company provides exhibition infrastructure and assume the role of communicating with exhibitors, the venue and the organizer in order to ensure that a full service portfolio is delivered. You will receive a complete Exhibitor Manual indicating all important information you require. Your contact will be:

Kim Maneveldt
Keith & Co Consulting (Pty) Ltd
Tel: 074 243 9212
Email: spine@keithandco.co.za

Please address all future exhibitor queries directly to her.

EXHIBITION HALL: SUITES 1 – 5

Build-up:

Exhibitor setup: Tuesday 22 – Wednesday 23, May 2018
07:00 – 18:00hrs

Event Dates: 24 – 26 May 2018

Breakdown:

Commences	Saturday 26 May 2018	13:00 – 18:00hrs
To be completed by	Saturday 26 May 2018	18:00

All display material is to be removed from the exhibition stands at the close of exhibition to enable breakdown of the stands.

Exhibition Hours:

As per conference programme

**Deadline date for submission
of orders and compulsory indemnity forms
30 April 2018**





RULES AND REGULATIONS

Please ensure that the space rental and all services are paid for in full by due dates. No exhibitor stand building company will be granted access to the trade hall until all outstanding accounts have been settled.

No trade company that is not an exhibitor at the congress or a sponsor, or not issued a valid access badge, will be allowed access to the trade hall.

No photography or video recording of the trade hall or conference sessions is allowed without the express permission of the ISAPS committee. Please note that this is a private meeting and not open to the public.

GENERAL RULES & REGULATIONS

- No electrical sawing or grinding to take place in exhibition area or foyers
- No hot works (e.g. welding, soldering, cutting and brazing) to take place in exhibition area or foyers
- No painting is allowed in the exhibition area or foyer area unless cover sheets are placed to prevent damage to the carpet
- No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building without prior knowledge or consent from the venue and the organising committee. This includes any equipment or device whatsoever which would be affixed to or suspended from any structure of the building and includes attachments that would damage any surface or structure in any part of the building
- The organisers are not agents for either exhibitors or subcontractors and can accept no liability in respect of any contract entered into between exhibitors and subcontractors for the negligence or default of any such persons, their servants or agents

BEVERAGES AND CATERING AT YOUR STAND

Please contact Cerina Haripersad, Banqueting Coordinator at the Elangeni Hotel for food or beverage items that can be ordered for your stand and will be for your own account. Please note that you may not bring in your own food and beverage and all orders should be supplied via the venue. All food and beverage orders to be paid in full before the event. Her contact details are:

Cerina Haripersad
Banqueting Coordinator
Telephone: 031 362 1300





SCIENTIFIC PROGRAMME

You will be supplied with the final scientific programme in your congress packs. Alternatively you can find the latest version on the website www.saspine.org. The programme will be continuously updated and is subject to change at any time without prior notification.

Please refer to the scientific programme for congress opening times and refreshment break times. Please ensure that your stand is open during all refreshment breaks.

DRESS CODE

Congress session dress code is business casual.

REGISTRATION FOR TRADE

Each booth includes a maximum of 2 x trade personnel. Should additional badges be required, these can be purchased at R3250.00 each (no VAT is charged) for the duration of the congress. A maximum of 3 x additional persons per stand (total of 5) is allowed. Badges are interchangeable as only names of exhibiting companies are indicated and not the names and surnames of attending personnel. For security reasons all trade personnel will be required to wear their name badges at all times.

ACCOMMODATION RESERVATIONS

A block reservation has been made at the Elangeni/Maharani Hotels at reduced rates. Please visit the website to make your booking directly with the hotel.

Please also organise own transport/transfer if staying off site or requiring transfers from the airport. You are responsible for the settlement of your hotel bill.

LIABILITY AND INSURANCE

Exhibitors are reminded to insure their own equipment adequately for the duration of the event. Neither the congress organisers, the SASS nor the conference venue will be responsible for any loss, theft or damage caused in any manner whatsoever. The congress organisers strongly recommend that exhibitors check that they have adequate cover for the duration of the exhibition.

At the close of the exhibition each day and before leaving the stand, exhibitors must make certain that there are no potential fire hazards on their stands and that all valuables are removed. Lights and power should all be turned off at the stand mains and equipment should be double checked for safety purposes.





CONTACT DETAILS & DELIVERY DETAILS

The exhibitor is responsible for ensuring that the expo or courier company makes the appropriate arrangements and provides adequate labour so that move-in and move-out of the trade exhibition area is as smooth as possible. The organisers do not provide staff to off load trucks or provide for set up.

CANCELLATION OF EXHIBITING SPACE

A full refund can only be extended if written advice of the cancellation of exhibiting space is received on or before 16 March 2018. Receipt of such cancellation after 16 March 2016 but before or on 31 March 2018 will incur a 35% handling fee. No refund whatsoever will be made for cancellations after 31 March 2018.

Only booth space is sold. No structure. All companies to organise their own structure.

The floor plan is drawn to scale as far as possible but neither the congress organisers, ISAPS SA nor any affiliated parties accept any responsibility for deviations that may occur on site.

All stands have to comply with the following regulations:

- The venue does not allow stands or fixtures to be attached to any wall or ceiling.
- A 3m x 3m floor space only is provided. The height of your stand may not exceed **2.4 metres**.
- An electrical certificate of compliance must be submitted to the On-Site Exhibition Coordinator as soon as your stand is complete.
- No bolts, nails, screws or adhesive may be used to attach any display material onto the venue infrastructure.
- Exhibitors or their contractors are responsible for cleaning and removing all waste material arising from the construction and breakdown of their stand. If you wish for your stand to be cleaned, you may arrange this directly with the venue.



Dear Exhibitor

Welcome to Southern Sun Elangeni

In order to prevent any misunderstanding between the hotel and yourselves, please note the following points:

LABOUR

The hotel does provide labour when requested, but need 48 hours notice. This assistance includes access, removal to or from the Convention Centre at an agreed time and a charge will be levied per staff member required.

SECURITY

The hotel can arrange security on behalf of the exhibitor providing 48 hours notice is given. A contract must be negotiated between the exhibitor and the security company and the hotel is not responsible for any loss or damage incurred to equipment whatsoever. All function rooms are locked when required by the duty manager, however this does not include the foyer, lobby and passage areas.

STORAGE

Goods for exhibitors must be delivered on the date designated as set up day and NOT the day before then, as the hotel has no storage facilities. All goods are to be delivered to the hotels receiving bay. No storage facilities will be available before build-up date (22 May 2018). Please arrange for your deliveries to be delivered to the congress venue on 22 May 2018. Please ensure that all items are clearly marked and include the below information:

Event Name	SPINE CONGRESS 2018
Your company	Insert your company's name
Your stand number	Insert your company's stand number
Venue address	The Elangeni Hotel 63 Snell Parade Durban 4001
Attention	Cerina Haripersad
Telephone	(031) 362 1300
Email	Cerina.Haripersad@tsogosun.com

There will be a facility available to store your items during the event.
It is your responsibility to remove all items at the end of the congress.

SUNDRY EQUIPMENT

The hotel provides standard 15 amp power points as reflected on the plan of the convention centre, however should an exhibition require a large amount of power overall, the hotel must be given 2 weeks notice and a charge may be levied. Exhibitors are requested to provide their own extra lighting (if required), double adaptors, extension cords etc. Should the hotel be requested to provide any specific item of this nature, it will be purchased and charged to the exhibitor. Assistance with the hire of audio visual aids may be done through the hotel.

CREDIT FACILITIES

Use of facilities such as telephones, food and beverage and other services will be done on a cash basis except where an exhibitor chooses to sign items to his hotel room. All other credit facilities will be accepted if provision for this is made prior to the exhibition with the management.

DAMAGE TO THE HOTEL PROPERTY

The exhibitor will be held responsible for any damage whatsoever to hotel property. It must be noted that no nailing, pinning, sticking to any surface will be permitted and should this occur, the damage will be charged to the organiser.

Thank you for your co-operation.



EXHIBITOR INDEMNITY FORM

Stand #: _____

Exhibitor: _____

INDEMNIFICATION

In terms of various pieces of legislation including but not limited to the Occupational Health and Safety (OHSACT), Construction Regulations, SANS 0400 National Building Regulations, Disaster Management Act, Events Bill, Regulation of Gatherings Act – No 205 of 1993, Basic Conditions of Employment Act, and EMS City Bylaws the exhibitor:

- Hereby confirms that all of its employees, agents and/or contractors / sub-contractors acknowledge the legislation applicable within the Republic of South Africa,
- Recognizes the inherent hazards that exist during the setup of, the exhibition itself and the breakdown of the exhibition, and enters the property entirely at his/her own risk and therefore the Exhibitor waives any claim of whatsoever nature against _____ (name of contractor), its employees and/or agents in respect of any loss, damage and/or injury whether same is the result of any negligent act or omission on the part of _____ (name of contractor), its employees, agents and/or mandatories or other independent contractors or by a third person or by way of defective equipment or materials supplied by the company, and further;
- The Exhibitor hereby indemnifies _____ (name of contractor), its employees and/or agents against any claims from the Contractor's employees and/or any other person, arising and being caused in the manner set out above.

I, Insert name of individual, representing Insert exhibiting company name [the Exhibitor], do hereby declare that I acknowledge having read and understood the above statement and furthermore, confirm that I am duly appointed to sign on behalf of the exhibitor and agree to abide by these conditions.

Signed:

Date:

Please print Name

EMAIL SIGNED FORM BACK TO spine@keithandco.co.za
BEFORE THE DEADLINE DATE: 30 April 2018



FLOORPLAN – SUITES 1 – 5 ELANGENI HOTEL





CONTRACTOR APPOINTED FORM – FLOOR SPACE ONLY EXHIBITORS

All exhibitors with FLOOR SPACE ONLY or DESIGN stands must complete the following form and return it to spine@keithandco.co.za

We advise that the below contractor has been appointed on our behalf to erect our stand or install electrical equipment. The contractor is insured, licensed and authorized to work in South Africa and will adhere to all rules and regulations applied by the organizer and venue.

APPOINTED CONTRACTING COMPANY:

CONTACT PERSON: _____

TEL.: _____

FAX: _____

CELL: _____

E-MAIL: _____

BRIEF DESCRIPTION OF WORK TO BE CARRIED OUT:

PLEASE FORWARD A COPY OF ALL DRAWINGS AND DETAILS OF ANY ELECTRICAL WORK.

Signed for Exhibitor _____ Date _____

Signed for Contractor _____ Date _____

EMAIL SIGNED FORM TO: spine@keithandco.co.za

BEFORE THE DEADLINE: 30 April 2018



STAND CONSTRUCTION

CUSTOM STANDS

You will need to supply your own custom stand. No stands will be supplied by the Spine Organizers.

If you do not have a stand builder, please contact Keith Munyukwi – Cell: 079 643 8486, Email: keith@keithandco.co.za to discuss concepts.

Any on site/additional services rendered by Keith & CO Consulting (Pty) Ltd, for any reason, will strictly be between the exhibitor and Keith & Co Consulting (Pty) Ltd



BUILD-UP OF STANDS

Stand builders are responsible for cleanliness and will be liable for damages caused whilst building, constructing and/or offloading. Please take other stand builders and exhibitors' equipment into consideration. Should the trade set up their stands late or breakdown/strike early, the congress organising committee will have the right to impose penalties.

BREAK-DOWN OF STANDS

Saturday 26 May 2018 after morning tea. However, you are welcome to stay on until close of congress at ± 13h00. Breakdown to be finished by 18h00hrs.



DIMENSIONS & HEIGHT RESTRICTIONS OF STANDS

There are different stand sizes as per floor plan. All stands are limited to the height specifications stated in each suite below. Please note that all stands located in the centre of the exhibition suites need to maintain a maximum height of 2.4m due to low hanging chandeliers.

Please find below the ceiling height restrictions:

Suites

Suit 1 – 2.71m

Suit 2 – 2.69m

Suit 3 - 2.36m

Suit 4 – 2.54m

Suit 5 - 2.70

Small Hlangas:

Entrance Ceiling Height – 2.75m

Ceiling height with chandelier 3.8

Ceiling height around the room 3.3

RATE PER STAND

Please see the floor plan; there are different size stands each priced individually. No VAT is charged.

LOADING ZONE

The Loading bay has a garage door, however, there are height concerns. Therefore, certain items can be brought through the side entrance of the hotel where you will need to walk up the stairs. If there is something out of the norm, the venue will need to be informed accordingly so that they can assist as best as possible.

ELECTRICITY REQUIREMENTS

Depending on the voltage requirement of your equipment on the stand, you will require either a 15Amp plug point or DB. For all your electrical orders, please contact Kim Maneveldt (details above). You will not be allowed to overload your plug point. Please bring your own extensions and adaptors as these are not available to borrow or buy on site.





CARPETING

The exhibition hall is carpeted. Exhibitors are allowed to lay their own flooring/carpeting, or you may order specific carpet or alternative wood flooring through Kim: spine@keithandco.co.za

ATTACHING DISPLAY MATERIALS

Display items may be fixed to the exhibition stand walls by means of double sided tape, Velcro or s-hooks. Nails, screws or permanent adhesives may not be used as they are likely to damage the exhibition boards/panels. Please be advised that you are not permitted to attach any structure/material to the venue surface or wall within the exhibition hall.

STAND CLEANING

A pre-clean of the area prior to the opening of the exhibition will be provided. Thereafter the general area will be cleaned but not the stands themselves. All exhibitors are responsible for the cleaning of their own stands at your own cost.



ELECTRICS ORDER FORM

Please note the below is for hire purposes only

Code	Item	Qty	Unit Cost	Total
F1	15Amp plug point		R 295.00	
F2	150W Black Spot lights - single (LED)		R 250.00	
F3	150W Double Black Spot lights (LED)		R 270.00	
F4	900MM Double Fluorescent light		R 250.00	
F5	1.2M Double Fluorescent light		R 280.00	
F6	1.5M Double Fluorescent light		R 300.00	
F7	LED Strip Light p/m		R 180.00	
F8	Pendent Light Med size (White Energy Saver Globe)		R 360.00	
F9	1 X 100W Double Track Spotlight		R 360.00	
F10	1 X 30W LED Square Floodlight		R 600.00	
F11	150W Metal Helide Flood Light White/Grey		R 1 200.00	
F12	1 X 400W Flood Light Black		R 980.00	
F13	LED 21W Long Arm Spotlight		R 600.00	
F14	50W Downlight		R 250.00	
F15	1 X200X200mm Downlight (LED)		R 300.00	
F16	1 X 30A Single Phase DB		R 1 450.00	
F17	1 X 30A 3Phase DB		R 2 000.00	
F18	1 X 60A 3Phase DB		R 3 500.00	

ELECTRICAL CERTIFICATE OF COMPLIANCE (COC) CHARGED AT R1250.00 EACH

STRUCTURAL CERTIFICATE OF COMPLIANCE CHARGED AT R1500.00 EACH

Invoicing Details

Company Name:
Company Address:
VAT No:
Contact Person:
Email add to send invoice:
Contact #

Please return order form to spine@keithandco.co.za