

# Exhibitor Custom Build Booking Form



## Company Details

Company Name\*

Address\*

VAT Number

Description of  
Company Activities\*

Website / URL\*

*Please supply logo to [deidre@iafrica.com](mailto:deidre@iafrica.com)*

## Contact person information

Name

Email

Phone

Name and Email of  
representative

(If different person than main contact)

\* Mandatory fields

# Custom build exhibition information

## Exhibition options

Please indicate the type and number of exhibits you wish to book:

**Option 1:** 12 sqm (3m x 4 m) @ R8 500 per square metre = R 102 000

**Option 2:** 18 sqm (3m x 6 m) @ R8 500 per square metre = R 153 000

*Custom booking options exclude VAT.*

*The floorplan is subject to final number of stands booked and the approval by Health and Safety.*

## Payment Terms

- Upon submission of the Exhibition Booking Form, an invoice will be issued to the exhibiting company.
- Payment Deadline: Full payment must be received within 14 days from the date of the invoice.
- Confirmation: Exhibitors are confirmed on a first-come, first-served basis.
- Activation of Benefits: Exhibitor benefits will only be activated upon receipt of full payment.
- Customization: Any change to the exhibition stand must be approved by the organizers.

## Cancellation Policy

- Non-Refundable: All payments are non-refundable.
- In the event an exhibitor must cancel, the organizers may reallocate the exhibiton stand to another party.
- The conference organizers reserve the right to modify the exhibition options if necessary, in consultation with the exhibiting company.
- Exhibitors will be notified of any significant changes to the conference programme or benefits.
- All exhibition staff must comply with all terms and conditions outlined in the agreement.
- All promotional materials must be submitted by the deadlines provided by the organizers.

## Conference Cancellation or Postponement

- Force Majeure: In the event of conference cancellation or postponement due to unforeseen circumstances (e.g., natural disasters, pandemic), exhibitors will be notified as soon as possible.
- Refunds/Rescheduling: In case of cancellation, exhibitors may be offered a full or partial refund, or the opportunity to transfer their exhibition fee to a rescheduled date.

## LIABILITY

- All exhibiting companies assumes the risk of injury, loss and/or damage for their own fixtures, displays and any other property located in the Cape Town International Convention Centre. The Sponsor/Exhibitor shall not damage any of the provided items or the venue infrastructure. Any resulting damages must be paid to the supplier or venue by the exhibiting company directly. It is recommended that exhibiting companies take out their own event insurance.

# Custom build exhibition information

## Preferred Exhibition Contractor:

- We have a preferred contractor for custom stands who is granted access to the venue for build-up and dismantling.

## Stand Render Approval:

- A render of the stand must be submitted for approval by the venue's Health and Safety team no later than June 2025.

## Compliance Certificates:

- Any required certificates, including the Certificate of Compliance for electrical installations and an Engineer's Certificate for stands exceeding 2.9 meters in height, are the exhibitor's responsibility.

## Health and Safety Compliance:

- Both the exhibitor and the contractor must strictly adhere to the CTICC Health and Safety regulations.

## Stand Adjustments:


- The organizers reserve the right to request modifications to the stand if it affects the flow or safety of the event for delegates.

## For more information and assistance please contact the organizers:

Deidre Cloete | email: [deidre@iafrica.com](mailto:deidre@iafrica.com) | Mobile: 083 261 0207

I hereby accept the terms and conditions

Conferences Et Al. 



Signature

<https://icoplast2025capetown.com/>