



HOME GROWN  
DESIGN FAIR

# EXHIBITOR INFORMATION MANUAL



2022  
*Celebrating*  
40 YEARS

24 JUNE - 3 JULY  
DURBAN EXHIBITION CENTRE



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## Welcome to the 2022 East Coast Radio House & Garden Show!

We are so excited to have you as part of our event! Please take the time to read through this entire manual as it has been designed to support you with the ordering of services required for your participation at the show.

Please also complete the relevant **service forms** accordingly, to ensure a smooth build-up. It is a good idea to ensure that the person responsible for co-ordinating your stand reviews the necessary items in the manual and the service order forms as well. **PLEASE NOTE: THE DEADLINE FOR SUBMISSION OF ALL FORMS AND ADDITIONAL ORDERS IS 17 May 2022**

If you have any questions or need assistance with pre-show planning, please feel free to contact a member of the organising team below. Should you have any queries about your stand, or the build-up process please contact **Yogi on 031 303 5941** or **yogi@hgexpo.co.za**.

Thank you again for your support and we look forward to seeing you in June!

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### A. GENERAL EVENT INFORMATION

#### 1. EVENT TEAM

CONTACT/ROLE	EMAIL ADDRESS	TELEPHONE NUMBER
Cairey Baxter Bruce, Show Director	<a href="mailto:cairey@hgexpo.co.za">cairey@hgexpo.co.za</a>	031 303 5941
Annie Peters – Admin Manager	<a href="mailto:annie@hgexpo.co.za">annie@hgexpo.co.za</a>	083 745 4133
Liezle Bothma – Operations Manager	<a href="mailto:liezle@hgexpo.co.za">liezle@hgexpo.co.za</a>	083 6596992
Angela Chatfield - Sales	<a href="mailto:angela@hgexpo.co.za">angela@hgexpo.co.za</a>	083 303 9699
Yogi Mohanlall - Show Services	<a href="mailto:yogi@hgexpo.co.za">yogi@hgexpo.co.za</a>	064 656 0061
Gill Straker - Sales	<a href="mailto:gill@hgexpo.co.za">gill@hgexpo.co.za</a>	083 775 8957
Christina Wiese - Foodie Fair	<a href="mailto:christina@hgexpo.co.za">christina@hgexpo.co.za</a>	083 611 3508
Priya Govender - Organisers Office	<a href="mailto:priya@hgexpo.co.za">priya@hgexpo.co.za</a>	031 303 5941

#### 2. EVENT VENUE

The event will be held at the Durban Exhibition Centre. Contact details of the venue event coordinator are listed below:

<b>Ncamisile Mlangu - Events Co-ordinator</b> Telephone number: +27 31 360 1369 Email address: Ncamisilem@icc.co.za Website: www.icc.co.za	Durban Exhibition Centre 11 Walnut Road Durban 4000
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Please contact Ncamisile directly for any venue related queries.

### 3. SHOW CONTRACTORS

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Our official show contractor is **Exhibition Stands & Events (ESE)**. Please ensure all additional services are ordered via the service order forms. Late orders will carry a 20% surcharge.

Should you wish to contact ESE directly for any custom design stands, please contact:

CONTACT PERSON	TELEPHONE	EMAIL	WEBSITE
Darren Dunbar Logistics/Admin Manager	+27 31 368 7580	darren@estands.co.za	www.estands.co.za

### 4. PAYMENT

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Please note that all stands must be paid for in full by **Friday 17 June 2022**. Exhibitors will unfortunately not be able to build up their stands or collect exhibitor packs until full payment has not been made.

Any additional stand services will only be rendered once full payment has been received. For any payment queries please contact Annie Peters, [annie@hgexpo.co.za](mailto:annie@hgexpo.co.za)

### 5. EXHIBITION DATES & SHOW TIMES

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**Friday 24 June – Sunday 3 July**                      8am – 9.30am (access to venue for re-stocking)  
Show opens at 10h00

#### **SHOW TIMES**

Monday – Saturday                                      10h00 – 21h00

Sunday    10h00 – 20h00

Note: The Hall will be open at 8am each day. Please ensure that stands are manned from this time.

### 6. EVENT PARKING

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**NO PARKING WILL BE PERMITTED ON SITE DURING THE SHOW.**

Parking options for exhibitors include:

**1. Centrum Parking**, which will be available –

- Free of charge during build-up and break-down periods.
- At R20 per car, per day during the show days.

Note: Exhibitors will be required to show their exhibitor access wristbands in order to qualify for the above exhibitor parking rates.

2. **ICC Parking**, which will be available –
- On a paid basis for build-up, show and break-down periods.

## 7. EXHIBITOR ACCESS CARD ALLOCATION

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### BUILD-UP ACCESS - WRISTBANDS

- Safety Regulations require that any person entering the venue must register at an access point.
- On registration at the gate, security personnel will issue a wristband.
- All members of staff must wear these wristbands to gain access to site during build-up i.e., 20 – 23 June.
- **These wristbands are only valid for build-up & breakdown.**

### SHOW ACCESS – EXHIBITOR ACCESS CARDS

Exhibitors will receive access cards which have to be worn for the duration of the show. **Access cards must be visible at the gates to allow access.** Exhibitor representatives will not be allowed access to site without access cards. Note these cards are registered to a specific person and cannot be swapped amongst staff.

The allocation of show access cards is based on stand size, as follows:

4 - 7 sqm	8 – 10 sqm	11 – 17 sqm	18
2 cards	3 cards	4 cards	5 cards

Please note that Exhibitor access cards must always be visible and access personnel will be authorised to check and validate Exhibitor access cards at any time.

Additional access cards may be purchased via the service order forms or at the Organisers Office on site, at a rate of R130.00 (excluding VAT) per access card.

## 8. COMPLIMENTARY TICKETS

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### ALLOCATION

Home Grown Design Fair Exhibitors will be allocated complimentary tickets as follows:

- 10 – any day complimentary tickets.
- 5 – Monday to Thursday complimentary tickets.

Complimentary tickets will be emailed to you via our new ticket service provider, Howler. These can then be passed on to your clients and guests or printed out for distribution.

Should you require additional complimentary tickets, these will be available for purchase at a discounted price of R60.00 per ticket. Once we receive your request to purchase complimentary tickets a promo code will be sent to you. Tickets can then be purchased via the Howler ticketing system using the promo code which will automatically apply the discount at check out.

## 9. EVENT TICKET PRICES

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Adults:	R100
Pensioners:	R70
Students:	R70
Children:	Free (under 12)

## 10. STAND GUIDELINES

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Exhibitors are advised to ensure that their contractors / designers / stand builders are fully informed, by:

- forwarding to them the exhibitor manual, service order forms and build-up notes so that dates, times and deadlines are known and can be applied;
- making them aware of services already ordered and invoiced, and the process for ordering additional services that may be required, via service order forms.

Note that services will only be delivered once full payment is received. All orders of whatever nature submitted after the specified cut-off date and time of **15h00 on Tuesday 21 June (late orders)**, will incur a **20% surcharge**. Late orders will be processed as soon as possible - there will be a queueing system in place.

### AISLES

All Aisles must be always kept clear. No products or advertising material may be placed in aisles. Demonstrators must showcase their products from within their stand. Passing of flyers/pamphlets to visitors will not be permitted in aisles.

## 11. ATM

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ATMs will be available during the show on North Plaza.

## 12. STORAGE FACILITIES

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Regret, no storage facilities available.

## **B. EXHIBITION RULES & REGULATIONS**

## 13. BUILD-UP AND BREAKDOWN ACCESS TIMES

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### BUILD-UP TIMES

Wednesday 22 June:	08h00 to 22h00	(Organisers off duty - 20h00)
Thursday 23 June:	08h00 to 12h00	

Exhibitors who wish to build-up after 10pm will be required to obtain prior permission, as additional Safety Officer and Medic costs will be incurred. Safety Officers and a Medic are required by law to be on site whilst construction is underway.

**Please contact Yogi Mohanlall - [yogi@hgexpo.co.za](mailto:yogi@hgexpo.co.za)- for late build-up requests.**

#### **BREAKDOWN TIMES**

Sunday 3 July:	20h00 – 22h00	(Starts after show closes)
Monday 4 July:	08h00 – 17h00	(Organisers off duty – 15h00)

#### **BUILD-UP DEADLINE**

**It is important for Exhibitors to note that all stands must be completed by the LATEST 12h00 on Thursday 23 June 2022.**

#### **NON-COMPLETION PENALTY**

A non-completion penalty of R1000 per hour comes into effect for any Exhibitor whose stand build-up is not fully complete by the deadline (please refer to the **Standard Terms and Conditions**). Late build-up results in additional cleaning costs before the show opens to the public.

#### **BREAK-DOWN**

Breakdown is a security high-risk period. Exhibitors are encouraged to have all their goods insured from the time goods leave their premises to the time they are returned, including transport. For security reasons, stands should always be manned during breakdown. Goods being loaded onto an open bakkie or truck should not be left unattended.

Please note that no children under the age of 18 will be allowed on site during build-up or break-down periods.

### **14. GENERAL REQUIREMENTS**

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#### **SUBLETTING**

Exhibitors may not sub-let all or part of their stands to any other person or organisation. Furthermore, it is imperative that Exhibitors abide by their product/services description clause in the **Exhibitor Agreement**. The organisers reserve the right to remove products which have not been approved. In the event of sourcing other products for display purposes only, Exhibitors should contact the organisers for names of relevant other Exhibitors on the show. Such product may be acknowledged by **one A4 size sign only**. Business cards or pamphlets may not be available, nor may the company sponsoring the product man the stand nor demonstrate any product.

## SOUND VOLUMES

Exhibitors who make use of demonstrations are requested to respect other Exhibitors, and keep sound volumes to a reasonable level, so as not to interfere with or disrupt the business of other Exhibitors.

## PROMOTIONAL MATERIAL AND DISPLAY

No product or display stands may extend beyond a stand to obstruct the passageway. Staff members should not be permitted to roam the show aisles unless pre-approved by the organisers.

## DURBAN EXHIBITION CENTRE

Please note the following conditions regarding the premises:

- No action may be taken that could result in damage to walls, steelwork, columns, planted areas and plazas.
- No adhesives, nails, fasteners, gouging, or tapes are permitted to floors, walls, pillars and panels.

## 15. ELECTRICAL FITTINGS

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A standard plug point is supplied. Should you have equipment or a set up that requires a Single Phase or Three phase distribution board, please note that this will be at an additional cost. It is advisable to order before build-up as it will be cheaper than ordering on site.

Additional electrical and lighting requirements can be ordered via the Exhibitor Services Manual.

Please note the following important **electrical safety conditions and requirements**:

- Only the official electrical contractor may perform electrical work on shell scheme stands, ordered through the organiser.
- Use of ripcord (twin flex or open wiring) for wiring of appliances is **illegal** and will be **removed**.
- SABS approved multiplugs must be used – no adaptors will be allowed.
- Electrical equipment supplied by the organiser is strictly for hire.
- No work will commence unless full payment has been received.
- Contractors building custom designer stands are to supply the organisers with an **Electrical Certificate of Compliance** on completion of build-up. These are to be handed in to the Organisers Office by not later than **15:00 on Wednesday 22<sup>nd</sup> June**.
- The organisers reserve the right to terminate the supply of power to stands where electrical certificates of compliance have not been submitted. The onus is on the exhibitor to ensure these certificates are submitted and valid.
- Unless indicated on the stand layout or the order form, fittings will be placed at the electrical contractor's discretion. There will be a charge for any subsequent change requests, for the account of the Exhibitor.
- A 20% surcharge will be levied on quoted prices for late orders received after the deadline date.
- No cutting or grinding will be permitted in the Hall. There is a designated area (outside at the Fire Doors) allocated for this work. The deadline to complete all cutting or grinding work is **Tuesday, 21 June**.
- Exhibitors are reminded to forward all documentation to contractors, stand builders and designers, so that they can take note of deadlines and order additional services if required.



For reference:

<b>Darren Dunbar, Exhibition Stands and Events</b>	Telephone: 031 368 7580	<a href="mailto:darren@estands.co.za">darren@estands.co.za</a>
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## 16. ADDITIONAL SERVICES

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Exhibitors can contact the following service providers for additional services as indicated:

SERVICE PROVIDER	CONTACT	EMAIL	TELEPHONE	LINK
The Plant Inn	Margaret Olejmiczak	<a href="mailto:plantinn@telkomsa.net">plantinn@telkomsa.net</a>	082 442 9775	<a href="#">Click Here</a>
Wap Point	---	<a href="mailto:accounts@wappoint.co.za">accounts@wappoint.co.za</a>	021 300 0121	<a href="#">Click Here</a>
Telkom – ADSL Temporary Application	Yvette Joshua	<a href="mailto:joshuae@telkom.co.za">joshuae@telkom.co.za</a>	021 414 0211	<a href="#">Click here</a>

## 17. SECURITY

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**Organisers will provide general overall 24-hour security from Monday 20 June to Monday 4 July. However please note that:**

- Exhibitors are totally responsible for the security of their stand/product.
- Special attention should be paid to the placement of cell phones, handbags and laptops as these are high theft items and the habits of stand participants with respect to usage/protection of these items may be observed.
- For further security, it is important that an Exhibitor's staff member is present to man the stand when the hall is opened at 08h00 daily. The time between 08h00 and show opening time to the public is peak risk time for theft.
- A security guard can be placed at an Exhibitor's stand. Please contact the Security Manager as guards need to be booked 48 hours in advance. Guards can only be hired from the official show security company so as not to compromise security accountability.

For reference:

<b>Deon Schambriel, Security Manager</b>	Telephone: 082 421 4607	Email: <a href="mailto:dsevents18@gmail.com">dsevents18@gmail.com</a>
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## 18. FIRE SAFETY PRECAUTIONS & PROCEDURES

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Exhibitors should kindly note and comply with the following:

- All fire exits, extinguishers and hoses are always to be left unobstructed. Exhibitors and staff should familiarise themselves with the emergency exits, fire-fighting equipment and security stations.
- Smoking is not permitted anywhere within the venue; this includes the bathrooms.
- It is recommended that all appliances, lights and equipment are switched off at the close of the event each day.
- No flammable liquid or LP gas is permitted in the venue.
- Exhibitors are not allowed to have any **lit** candles.
- Draping, hessian, thatch, polystyrene and straw are regarded as major fire hazards and Exhibitors planning to use these as part of their displays will be required to provide a **Fire-Retardant Certificate** indicating that the product has been treated with a fire retarding compound. Exhibitors are requested to provide a copy of such certificates to organisers and keep a copy on their stands.
- All banners need to be made from a fire-retardant material – copies of this certification will be collected from Exhibitors, by the Safety Officer, during build-up.
- Use of polystyrene, thatch, combustible material and ceilings in stand construction must have Fire Chief approval.
- Exhibitors intending to use or display flammable gases must obtain written approval from the Fire Department.
- Exhibitors and/or build-up contractors must ensure that all fire exits are unobstructed and unimpeded.
- All stands using gas must have available a **9kg BCF or ABC dry powder fire extinguisher**.

For reference:

<b>Himanth M Seeparsad</b>	<b>Telephone: 031 322 2881 or 083 959 8861</b>	<b>Email: himanth.seeparsad@durban.gov.za</b>
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## 19. CLEANING

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The organisers are responsible only for the general cleaning of the venue and aisles. It is the responsibility of Exhibitors to ensure that their stand is always in a neat and clean condition.

The Exhibition Hall will be cleaned before opening each morning.

Should any Exhibitor require individual stand cleaning, please contact the organisers in advance for a quotation from the official cleaners.

## 20. MEDICAL ASSISTANCE

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Medics will be on duty throughout the event as required by law.

Show attendance for both visitors and exhibitors are governed by the current Covid-19 regulations. The entry requirement will be a hardcopy / digital vaccination certificate or a negative Covid test not older than 72 hours. There will be a rapid testing station situated at the venue for your convenience.

To view our official Covid Policy [click here](#)

## 21. FIREARMS

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Firearms are not permitted within the exhibition area under any circumstances.

## 22. INSURANCE

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The organisers shall not be liable for any loss or damage sustained by any Exhibitor, and/or employees, agents, servants, customers, clients or invitees from any cause whatsoever and indemnifies the organiser accordingly.

Exhibitors are responsible for the safety of their own staff, property, stand and contents and are advised to insure their goods accordingly.

Please note that:

- The organisers do not accept responsibility for damages or loss to any stand or goods in transit to or from the show.
- Exhibitors arranging for goods to be collected after the show closes are advised not to leave the items unattended on the stand at any time before they are collected.
- Exhibitors must contact their insurance companies to negotiate the necessary extensions to their policies and must ensure that they have full insurance cover and take out public liability/comprehensive protection.
- The period of liability of the Exhibitor shall be deemed to run from the time the Exhibitor or any of their agents or contractors first enters the exhibition venue, until all Exhibitor property has been removed on **Monday, 4 July** by no later than **15h00**.
- Exhibitors shall be responsible for loss or damage to any items which they have rented or hired from the official contractors. In addition, Exhibitors shall take all necessary precautions to prevent any damage to their equipment and displays before making any connection to the electrical supply of the official contractors.
- The organisers carry public liability insurance for visitors but are not responsible for insurance of Exhibitors or their property.

**Please observe Clause 9.3 in Exhibitor Contract: Standard Terms & Conditions.**

## 23. EXHIBITOR OBLIGATIONS

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As per **Event Terms & Conditions**, upon signing the Exhibitor's Contract, the Exhibitor is obligated to ensure that his/her stand will be open and functional during the show times. Please note that a penalty of R1000.00 per hour or part thereof will be charged for opening late or early closure.

Please show consideration to visitors and other Exhibitors by not abandoning your stand before the official closing time each day.

## 24. CONTACT PERSON

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For further information on your stand services or any queries on the above please contact:  
**East Coast Radio House & Garden Show Services.**

For reference:

<b>Angela Chatfield</b>	Telephone: 083 303 9699	Email: <a href="mailto:angela@hgexpo.co.za">angela@hgexpo.co.za</a>
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