

Please complete and return by Friday 2 September to

ECOSAFETY:

T: +(27) 72 762 5299

E: [africaoilweek@ecosafety.co.za](mailto:africaoilweek@ecosafety.co.za)

## Space Only Stand – Exhibitor & Contractor Agreement

This form should be read and signed by the exhibitor, appointed contractor responsible for onsite construction, and the designer (if applicable).

Please tick this box to confirm the exhibitor, stand contractor(s), and designer (if applicable) have fully read and understood to follow the regulations that are put in place. You have read and agree to adhere to the above terms and conditions taking full responsibility for all actions and consequences.

I/We agree to adhere to following regulations:

- To read and comply with all the rules and regulations relating to the exhibition, the construction times and all regulations applying to the exhibition premises as outlined in the online manual.
- To construct, dismantle and remove the stand within the allotted time frame as indicated in the timetable below.

### BUILD

Saturday 1 October 2022	09:00 - 20:00	Space Only Stand Construction
Sunday 2 October 2022	08:00 - 20:00	Space Only Stand Construction
Monday 3 October 2022	08:00 - 12:00	Space Only Stand Construction*
	13:00 - 16:00	Exhibitors may dress their stands but must bring a helmet, hi vis and safety shoes

\*All Stand construction must be finished and halls cleared of ladders and tools at this time.

### BREAKDOWN

Friday 7 October 2022	13:30 - 16:00	Exhibitors ONLY
	16:00 - 22:00	Contractors dismantle*

\*We will allow contractor to commence breakdown as soon as the halls are cleared of all delegates.

Exhibits are not to be dismantled prior to the show closing at 13:00. Contractors will not be permitted into the exhibition hall until all delegates and exhibitors have left the hall.

- To provide our own walling and not use the back of neighbouring stands.
- If I/we are walling in a side of the stand. The wall is required to be see-through or set back into the stand by 1m. Unless otherwise agreed with Hyve Group
- That all flooring for the stand will be supplied by the stand contractor and removed by the stand contractor at the end of the show.
- To re-submit stand plans for approval if changes are made to the plans after approval has been received.

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- To ensure that I/we have read and understand each of Hyve Group's Health & Safety document.
- Stairs/steps are not allowed to exceed 20cm/200mm
- No fabrication onsite – Space only stands need to pre-fabricated
- No sharp edges are allowed on any raised flooring. Edges must be ramped down and the ramps must be within the allocated space.
- All custom designs that are bordered by a shell scheme need to shave off 50mm of their build on each side adjacent to allow for the safety distances of the walkways to stay within parameters.
- In the event of the exhibitor's stand being higher than 2.4m in height, the exhibitor is required to cover the exceeding portion of its stand walls/panels that are visible, ensuring that it looks neat and painted in white/neutral colour. Exhibitors are not allowed to apply any type of visual elements such as logos, writings, or flags on the exceeding area.
- PPE is required to be worn during build and breakdown by contractors and the exhibitor. This includes safety shoes, hi-vis, and hard hat.

**Exhibitor Contact:**

**Signature of authorised person:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Stand Contractor Contact:**

**Stand Contractor Signature of authorised person:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Designer Contact (if applicable):**

**Stand Designer of authorised person:** \_\_\_\_\_

**Date:** \_\_\_\_\_