

AOW



AFRICA OIL WEEK

a Hyve event

General Event Information

WELCOME INFORMATION

Welcome to Africa Oil Week. The event will take place between 3–7 October 2022 at the CTICC 2, Cape Town, South Africa. We're delighted that you will be exhibiting at our show.

Now that you have booked your stand, we want to make sure you are well prepared for the event. This document will provide you with general event information including:

- Event Timetable
- Service Deadline Information
- Official Contractor Information
- General Services & Venue Information
- Health & Safety

We have created two additional supporting documents depending on the type of stand you have booked. Please click on the relevant link below:



Shell Scheme
Information & Instructions



Space Only Stand
Information & Instructions

Please take time to read through all the information and instructions provided, making note of the deadlines given. We have included handy checklists and deadline dates throughout the Exhibitor Manual as reminders for ordering the services you may require at the show.

Time spent now coordinating your participation will save you last minute inconvenience and unnecessary expense.

Please feel free to contact the Africa Oil Week Customer Success Team at any time if you have any queries regarding this manual or your stand:

Africa Oil Week Customer Success Team:

E: aowsupport@hyve.group

T: +44 20 3855 9557

Please note operational hours are Monday to Friday 09.30 – 17.00 BST.

EVENT TIMETABLE

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	Exhibitor Access - exhibitors may dress their stands

*All stand construction must be finished and halls cleared of ladders at this time. The application of branding, layout of furniture and final touches can be completed after this time as long as the work is carried out from the floor.

A traffic management system is in place for vehicles unloading/loading for build-up and break down with time limits for vehicles. Further details will be sent to you closer to the event, please email [Liam Biggadike](mailto:Liam.Biggadike) for any special requests or questions.

All stand construction is required to be completed by 12:00 on Monday 3 October 2022. It is imperative that you build within these times. Failure to build your stand within the time period may result in your stand being sectioned off and not allowed to host delegates.

EVENT – OPEN PERIOD

Tuesday 4 October 2022	08:00 – 18:30	Exhibitor Access
	08:30 – 18:30	Show Open Hours
Wednesday 5 October 2022	08:00 – 18:30	Exhibitor Access
	08:30 – 18:30	Show Open Hours
Thursday 6 October 2022	08:00 – 18:30	Exhibitor Access
	08:30 – 18:30	Show Open Hours
Friday 7 October 2022	08:00 – 12:30	Exhibitor Access
	08:30 – 12:30	Show Open Hours

Between 17:30 - 18:30 each day on Tuesday, Wednesday, and Thursday there will be networking drinks served from the Business Lounge. This will mean delegates will be within the hall at this time. We would encourage you to join and there is no requirement to man your stand. If you do decide to leave your stand empty, please make sure that any valuable items are locked away.

BREAKDOWN

Friday 7 October 2022	13:00 – 14:00	Shell scheme exhibitor breakdown
	16:00 – 22:00	Contractors dismantle*

*We will allow contractors to commence breakdown as soon as the halls are cleared of all delegates, exhibitors and it is safe to do so.


Exhibits / stands 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.


OFFICIAL CONTRACTOR INFORMATION

Please see the official contractors for Africa Oil Week.

Contractor	Services	Catering (Food & Beverage), Cleaning, IT & Internet, Plumbing, Telecommunication
	Contact	T: +27 21 410 5000 E: confex@cticc.co.za

Contractor	Services	Vehicle & Contractor Access, Offloading Information
	Contact	T: +27 21 410 5000 E: Fritz@evsol.co.za / sheq@cticc.co.za


Contractor	Services	Audio Visual, Carpet, Custom Stands (Design & Build), Electrics, Floral, Furniture, Lighting <i>Shell Scheme Only: Fascia Nameboards, Graphic Upgrades</i>
	Contact	T: +27 21 012 5401 E: adele@scandisplay.co.za

Contractor	Services	Rigging
	Contact	T: +27 82 607 8012 E: gheeta.payle@inhousevtm.com E: Devin.Weir@Gearhouse.co.za

Contractor	Services	Shipments, Storage, Transportation, Unloading,
	Contact	T: +27 21 552 7248 E: ef-gsm@ef-gsm.co.za

Contractor	Services	Custom Build Stand Approvals
	Contact	T: +27 72 762 5299 E: africaoilweek@ecosafety.co.za

Contractor	Services	Temporary Staff
	Contact	T: +27 76 150 8794 E: Admin@evsol.co.za

Contractor	Services	Accommodation
	Contact	T: +27 72 527 8898 E: aowbookings@iccommoDate.co.za

Contractor	Services	Concierge Services, Excursions, Transfers, Tours
	Contact	T: +27 83 977 9459 E: brigitte@wideafrica.co.za E: kevin@mice.co.za – Airport Transfers Only

Contractor	Services	Lead Retrieval (Scanners for your stand)
	Contact	JHB: +27 (11) 646 7750 CPT: +27 (21) 423 2178 E: floh@exposcans.co.za

Contractor	Services	Insurance
	Contact	T: +44 173 989 7740 E: exhibitor@inevexco.co.uk

SERVICE DEADLINE INFORMATION

Company & Service	Status	Order Deadline & Forms
EcoSafety Custom Stand Approval	Compulsory <i>*Space Only / Custom Build Stands ONLY</i>	Deadline: Friday 2 September 2022
ScanDisplay Power (DB Board)	Compulsory <i>*Space Only / Custom Build Stands ONLY</i>	Deadline: Monday 12 September 2022 Exhibitor Order Portal*
INHOUSE VTM Rigging	Optional	Deadline: Friday 9 September 2022
CTICC – Venue IT Cleaning Catering & Beverage Plumbing Telecommunication	Optional: IT	Deadline: Monday 5 September 2022 IT Order Form*
	Optional: Cleaning Catering & Beverage, Plumbing Telecommunication	Deadline: Tuesday 13 September 2022 Stand Cleaning Order Form* Catering Order Form* Beverage Order Form* Plumbing Order Form* Telecommunication Order Form*
Exhibition Freighting GSM Lifting & Freight Forwarding	Optional	Lifting & Loading Deadline: Friday 26 September 2022 Freight Deadlines Air Freight: Monday 19 September 2022 (14 Days prior to the event) Sea Freight: Sunday 28 August 2022 (36 Days prior to the event) International Shipping Instructions Exhibition Freight GSM Shipping Form
InEvexco Insurance	Compulsory	ASAP - Please upload your proof of insurance documents to the InEvexco Portal
Evsol Temporary Staff	Optional	Deadline: Monday 26 September 2022**
icommodate Accommodation	Optional	ASAP icommodate Portal
Exposcans Lead Retrieval	Optional	ASAP Lead Retrieval Form

***A surcharge of 20% will be charged on all orders made after this date**

****A surcharge of 25% will be charged on all orders made after this date**

GENERAL SERVICES & VENUE INFORMATION

ACCOMMODATION BOOKING FACILITIES

icommodate is the only official accommodation partner for Africa Oil Week 2022. icommodate will be on hand to assist for all your accommodation requirements.

Book your accommodation now via the [official travel site](#) to take advantage of discounted rates. We encourage all delegates to book accommodation as soon as possible to avoid disappointment.

If you have any queries, please do not hesitate to contact the team at:

E: aowbookings@icommodate.co.za

T: +27 72 527 8898

BADGES & REGISTRATION

Exhibitor Badges

Every exhibiting company receives an allotment of passes based on their stand/sponsorship, please check your contract for your allowance. Every member of your staff requires an exhibitor badge to gain access to the halls and must be registered pre-event. These badges are required to be worn on site at all times.

You will need your individual company code to register. [Click here](#) to register.

Please contact [AOW Support](#) if you have not received your code.

Prior to the event each registered attendee will receive a badge bar code which they will need to present at registration to collect their badge. Exhibitors will need to show this badge to gain access to the exhibition halls.

During build, open days, the breakdown of the exhibition and for security and Health and Safety reasons, it is imperative exhibitor badges are only allocated and used by the staff that are working on your stand and should not be given to anyone else.

If you have any queries regarding registration, please contact:

Africa Oil Week Customer Success & Registration Team

E: aowsupport@hyve.group

T: +44 20 3855 9557

CAR PARKING

P1 and P3 car parks are recommended for anyone driving to the event and are subject to the CTICC's normal charges. Please note that P5 parking will be closed during the event. It is advisable to bring a trolley to aid the transportation of goods from a vehicle to the goods lift. We offer free parking for exhibitors during build up only. To receive your free ticket, please go to the organiser's office or speak to one of the floor managers.

CONTRACTOR ACCESS – BUILD & BREAKDOWN

All contractors working within the exhibition halls during build and breakdown must complete the following venue requirements to gain access:

Contractor Access

- Contractor representative is required complete and sign the [Access Request document](#) and submit via email to Sheq@cticc.co.za.

Contractor's Workforce Access

- Each worker is required to read through the [Induction Manual](#), download and sign the [CTICC Induction Confirmation](#) and submit with a copy of their Identity Documents via email to Fritz@evsol.co.za and Sheq@cticc.co.za.

CONTRACTOR LOAD IN & LOAD OUT

The Marshalling Yard is for loading and offloading purposes, **limited to one-and-a-half-hours for small vehicles and three-and-a-half hours for trucks**. Vehicles exceeding this time limit are subject to a parking fee (please refer to Marshalling Yard Tariffs). Please note the venue parking areas: P1, P3 and P5 have height restrictions of 2.1 metres.

Day-to-day Operations

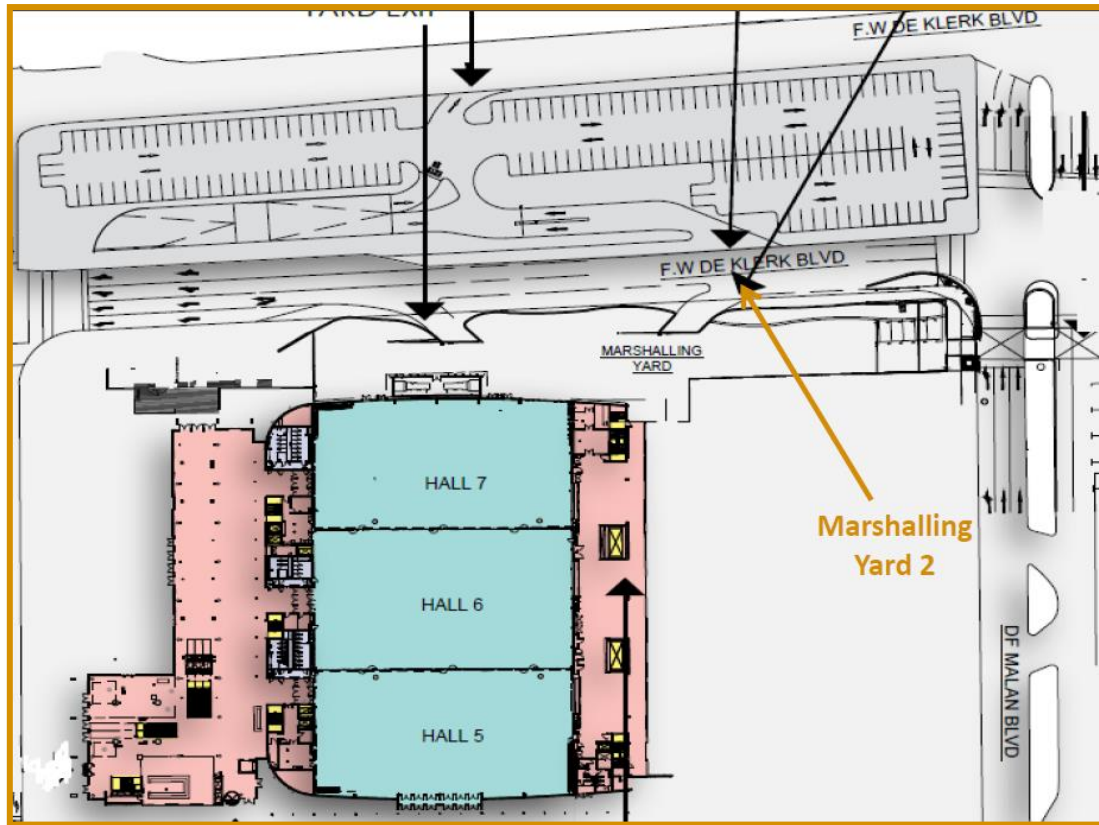
All exhibitors and contractors who wish to make use of CTICC 2 Marshalling Yard should use the entrance which is located at FW De Klerk Boulevard (see layout below).

The CTICC 2 Marshalling Yard is situated opposite the Exhibition Halls. Africa Oil Week is utilising halls 8 – 10 on level 2 so all materials will need to be delivered via the service lift. The staging area located behind Exhibition Hall 5, 6 and 7 is where all build-up and breakdown materials will be stacked before being transported via the service lifts to access the upper floors.

The service lifts are manually operated by the CTICC Parking & Logistics Department personnel only. Only one lift is provided for the event, the lift operation times are as from 06:00 – 23:59. The service lift a maximum capacity of 4,000 kg. No goods are allowed in any of the glass (observation) lifts.

Step-by-step Process

1. All personnel are to register at the CTICC 2 Marshalling Yard entrance.
2. CTICC Security will register both the driver and the vehicle by means of scanning the vehicle's operating disk and the driver's license.
3. Vehicles will be allowed access into the yard, depending on the availability of space.
4. After offloading, contractors and exhibitors are required to make use of P5's B2 parking area. If P5 parking is full, clients will be required to make use of P1 and P3.



Load-in and Load-out for small vehicles:

- All small cars are required to make use of P5 Parking B2 Level and load via Goods Lift 5 and 6 to access the exhibition halls.
- Directional signage outside the Marshalling Yard and P5 Parking will be in place.
- Free build-up and breakdown tickets will be issued from the organiser's office.
- NO trailers are allowed to park in P5 Parking and Marshalling Yard without payment. Any trailers found in these parking areas will be clamped and R500 unclamping fee will be charged.
- No unauthorized overnight parking is allowed inside the Marshalling Yard. Authorization for overnight parking can be obtained from the [Parking Department](#). Any unauthorised overnight vehicles will be clamped and R500 unclamping fee will be charged. This rule applies to all vehicles and trailers.

Please see the [CTICC Parking & Logistics Manual](#) for more information. For anything more specific, please contact Zanoxolo Filifili via email at CTICCParking@cticc.co.za.

GENERAL EVENT & VENUE INFORMATION

BALLOONS/INFLATABLES

Exhibitors using helium balloons must ensure they are adequately secured to their stand. Charges will be levied for the removal of balloons from the roof and for any damages caused to the ventilation system.

BANKING/EXCHANGE BUREAU

In CTICC 2, ATMs are in the Main Foyer. In CTICC 1, ATMs are in the Foyer of the P3 Parking Basement and on the ground floor, near Entrance 1 and opposite Hall 3, as well as next to Coffee on the Square.

BUSINESS CENTRE

Unfortunately, CTICC no longer provide this service. We would recommend making use of your hotels services before coming on site.

CATERING

The CTICC is the sole provider of all food and beverages at the premises.

Only in exceptional circumstances where the CTICC is not able to provide a specific food or beverage product, will the CTICC's management consider a client's request to sell food and beverage items on its premises. In these exceptional instances, a 30%-corkage fee will be levied by the CTICC on all food and beverage sales on a per-item basis. A Certificate of Acceptability for food services issued by the Department of Health must be produced and handed to the CTICC prior to set-up. On-site cooking requires detailed discussions and approvals to be issued by both the CTICC Food & Beverage Department and the Health and Safety Officer.

As approval for the provision of food and beverages by any external third party will only be approved in exceptional circumstances, clients are reminded that a corkage fee will be at the sole discretion of the CTICC's management and must be paid for prior to the start of the event.

Orders for food and beverages will only be accepted if the following information is provided to the CTICC:

- Exhibition and stand number
- Contact person
- Contact telephone number/s
- Food and/or beverages orders
- Credit/debit card details

Food and beverage orders are to be confirmed 24 hours before the start of the event. Under no circumstances will ordered items be returned for credit. Payment may be made via credit card, debit card or cash.

COMPRESSED AIR

A permit is to be obtained from maintenance. All compressors will be checked for safety specifications compliance. Please contact [CTICC](#) if this is a requirement.

DISABLED VISITORS

The CTICC has been designed to cater for the disabled, to ensure that the building is an inclusive venue for all delegates and visitors. The building incorporates international norms as defined by the Americans with Disabilities Act (ADA) and the South African National Building Regulations (NBR) standards.

ELECTRICS

Any electrical equipment brought into the CTICC must comply with the South African Electrical Installation Regulations and SANS 10142.

Electrics are not included within Custom Build Stands; you will need to order any requirements via the [ScanDisplay Exhibitor Portal](#).

EXHIBITION LICENSE/PERMIT – ALCOHOL

The CTICC has an on-site consumption licence and alcohol may not be brought onto the premises.

Only CTICC staff or its appointed contractors may serve alcohol and may only do so to people over the age of 18. Alcohol consumption is not authorised during build up and breakdown.

FORKLIFTING & UNLOADING

Exhibition Freight G.S.M are our forklifting & unloading contractor. If you require any forklifting and unloading, please contact our [Freight contractor](#) for more information.

FLOORPLAN

If you require a technical version of the floorplan, please contact [Liam Biggadike](#).

FLORIST

Our official stand contractor ScanDisplay offers a wide selection of plants and flowers to decorate your stand and they can be ordered using the [ScanDisplay Exhibitor Portal](#).

Order Deadline: Monday 12 September 2022

*A surcharge of 20% will be charged on all orders made after this date

FREIGHT & SHIPPING

Exhibition Freight G.S.M. are able to offer a comprehensive package including customs clearance and various transportation methods as well as the onsite operation under the supervision of their experienced staff.

[International Shipping Instructions](#)
[Exhibition Freight GSM Shipping Form](#)

Air Freight: Monday 19 September 2022 (14 Days prior to the event)

Sea Freight: Sunday 28 August 2022 (36 Days prior to the event)

Please read the following information carefully, as failure to comply may lead to unnecessary delays in customs clearance and additional expenses.

If you have any questions, please contact [Exhibition Freighting G.S.M.](#) directly at: +21 552 7248 or ef-gsm@ef-gsm.co.za.

INTERNET – WIFI

There will be an open/general Wi-Fi connection in the exhibition halls for all delegates. If you require internet connection for demonstrations or presentations on your stand, you need to order a hard-wired connection. Wi-Fi bandwidth can reach capacity during key times at the event so purchasing this will ensure that there is no interruption to internet connectivity on your stand or interrupt the services for delegates.

To order, please use the [IT Order Form](#).

All exhibitors must order any internet requirements from the CTICC. Hot spotting from a wireless device or putting in your own IT infrastructure is not allowed. Any exhibitor caught doing this will be asked to turn it off and remove the equipment. Only the CTICC can provide internet services within the building.

INTERNET – WIRELESS INTERFERENCE

As per the CTICC Client Manual, private wireless routers, access points or broadcasts, i.e. any IEEE 802.11 wireless broadcasts, are not permitted within the CTICC. Private wireless networks are often unstable and do not function as intended during events. This is due to myriad competing and overlapping, non-CTICC (rogue), wireless networks operating in close proximity to each other, emanating from exhibitor stands. Wireless networks are susceptible to interference if more than one wireless system is in operation, this interference degrades all wireless services to a point where they become unstable and unusable.

The more wireless networks in operation, the more interference is generated resulting in a less stable wireless connection for all parties. In many cases, internet connectivity will not be possible at all via a wireless connection. It is for this reason that CTICC reserves the right to cease any non-CTICC wireless networks in order to mitigate wireless interference in the venue.

The CTICC's dedicated wireless services are supported on the 5GHz (802.11a & n) frequency range only. Risks of wireless services include, but are not limited to, wireless interference, service instability, service interruption, reduced throughput & connectivity loss.

In order to go some way to mitigate wireless interference risks **we strongly advise** that devices used to connect to **CTICC's wireless services be 5GHz frequency band compatible**. While 5GHz compatibility will not guarantee wireless access, it will improve the chances of connectivity.

Wireless networks (SSID's), required by the client to be delivered on 2.4GHz frequency, will be identified with a "2.4" suffix added to the SSID name. The limited 2.4GHz service is provided on a "best efforts" basis and is unsupported, this is due to the severe limitations of this legacy technology. This older 2.4GHz wireless service should not be relied upon to deliver a stable service or connectivity to multiple devices. 2.4GHz wireless does not operate with any degree of reliability.

CTICC ICT advise that event critical services, **e.g., those for demonstrations or presentations use**, are provided as a dedicated, hardwired connection. This will ensure that there is no interruption to internet connectivity, as would be the risk with a wireless internet service. If a wired connection is required, please provide the number of wired connections needed and a stand plan, clearly identifying where each cable point should be located. In addition, inform your stand builder of the requirement to ensure the cables are routed to the correct location on the stand and are not damaged during the stand build process. Replacement of damaged cables will be chargeable if reinstallation is at all possible.

If you have any questions regarding the above internet information, please contact [Duane Dudley](#).

LATE WORKING

Late working will be in operation from 20:00 – 23:59 on Saturday 1 October and Sunday 2 October ONLY. Please request at the organiser's desk by 15:00 each day.

LEAD RETRIEVAL

Lead retrieval devices for scanning badges and obtaining delegate information can be ordered by ExopScans via the [order form](#).

PRAYER ROOM

The CTICC offers dedicated prayer rooms for its patrons in both CTICC 1 and CTICC 2.

STORAGE OF EXHIBITOR CASES / TRAILERS / CONTAINERS

There is no storage facility available onsite. The CTICC will not be held liable for any items stored. If you require any storage solutions, please contact our [Freight contractor](#) for more information.

TRANSFERS, TOURS & CONCIERGE SERVICES

Brigitte Walsh understands the modern traveller and has built her company, Wide Africa, on the foundations of exceptional service and knowledge. She is joined by a small team of experienced and specialised consultants. The company focus is to deliver quality, memorable holidays crafted from their personal experiences and insights rather than empty rating systems.

In contrast to the increasingly internet-driven industry, Brigitte takes the time to get to know and understand her clients' needs. This fact, combined with a scrupulous attention to detail and in-depth knowledge of Africa, ensures unique and tailor-made travel arrangements to Africa.

Wide Africa offers a full range of services that includes:

- Hotels, guest houses and Spa retreats
- Beach and Safaris options
- Private tours to ensure you get the best experiences
- Airport services

Wide Africa can help you plan your next African outdoor escape! Please contact [Brigitte Walsh](#) for more information.

HEALTH & SAFETY

YOUR RESPONSIBILITIES

The directors and senior management of Hyve Group consider the health and safety of all its full-time employees, part-time and casual workers, customers, and contractor to be of great importance. Through management at all levels, they have a responsibility to ensure, as far as is reasonably practicable, the health and safety of all its employees whilst at work and members of the public and contractors whilst on its premises or at a hired event, conference, or exhibition space.

Anyone infringing any relevant legislation and/or any venue regulations will be asked to desist forthwith and for serious and continuing breaches may be banned from premises.

Your responsibilities: As an exhibitor or a contractor, you hold an obligation to ensure the safety of everyone associated with your exhibition stand and those people who may be affected by your activities.

All full-time and part-time workers on an exhibitor's stand must:

- Be aware of the significant hazards they may face when carrying out tasks and of any control measures that the exhibitor implements to reduce risks to the lowest level reasonably practicable.
- Observe safety regulations and signs at all times.
- Be aware of the emergency procedures relevant to their place of work.
- Wear the appropriate safety equipment and use appropriate safety devices as and when required to do so.
- Report all accidents, near misses and dangerous occurrences to their supervisor and Organisers Office onsite at the venue.
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions.
- Co-operate with any duty or requirement imposed by the venue when acting under the requirements of Health, Safety or Environmental legislation.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety, or welfare.
- Immediately report any serious shortcomings that may affect the health, safety, and welfare of their job to their supervisor and the Organisers Office onsite at the venue
- All exhibitors (both shell scheme and custom stand) are also required to carry out their own 'Risk Assessment' and provide a copy of it to the organisers and the venue. are using a contractor to build your stand, they must complete their own Risk Assessment.

It is the responsibility of every exhibitor to undertake this exercise and Hyve Group and the venue reserves the right to exclude any exhibitor for non-compliance. Further details of the legislation and the venue regulations are available on request.

ACCIDENTS

All Accidents and Near Misses will be formally logged and recorded with witness statements and accompanying photographs taken.

ANIMALS

Other than guide dogs for the visually impaired animals (trained and registered), animals are not permitted into the CTICC.

ALCOHOL & SUBSTANCES

Drinking of alcohol on site during the build-up and breakdown phase is forbidden. Anyone under the influence of alcohol or forbidden substances will be removed from the venue.

CANDLES

Naked (open) flames, candles and barbeques are not permitted.

DILAPIDATIONS

Exhibitors are responsible for the cost of making good and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any exhibitor found damaging the walls, carpets and/or any structure on the CTICC property will be charged with the replacement value of such items.

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings, or pillars of the building.

EMERGENCY & FIRE PROCEDURES

If you need to raise the alarm in the event of an emergency call the security control office on Ext. 5252 or 9 (internal phones) or +27 21 410 5252 (from a mobile phone) or break the glass at a manual call point or call Emergency Services on 107. In the event of an emergency:

- Evacuation: Female voice followed by a siren – remain calm and evacuate to the emergency assembly area through emergency exits as directed by the Emergency Wardens. The CTICC assembly area is P4 parking at the back of the Hall or at CTICC 2 in the front of the venue on the paved area.
- In case of a fire, only use the equipment and fight a fire if you have been trained to do so.
- CTICC management has the authority to make emergency announcements over any sound system and internal video monitor system at any time.
- Staff contractors and service providers must allow free access and not hinder or obstruct any member of the medical, police, fire, ambulance, first aid or other emergency services or any authorised safety and security staff while performing their duties.

ELECTRICAL WIRING & INSTALLATION

Electrical fittings have to be installed by the designated CTICC electrical service provider. Any electrical equipment brought onto the CTICC premises must comply with the Electrical Installation Regulations and the Electrical Machinery Regulations. A Certificate of Compliance (COC) is to be produced for any electrical connections made CTICC electrical distribution. Such a certificate can only be issued by a registered electrician.

EVACUATIONS PLANS & PROCEDURES

Evacuation procedures will be announced on a dedicated fire/evacuation PA system and will be co-ordinated by the CTICC's management.

FIRE PREVENTION SERVICES EQUIPMENT & ALARMS

Event organisers are advised that the following fire regulations apply at the CTICC:

- All materials used in an exhibition must be a non-flammable and fire-resistant in accordance with local fire ordinances and regulations established by the City of Cape Town Fire Safety by-law and Fire Protection Association of South Africa. Fire regulations prohibit the use of crêpe paper, corrugated paper, cardboard, PVC sheeting (except on the floor to prevent damage to carpets), or any other highly combustible or flammable materials.
- Electrical signs and equipment must be wired to meet the specifications of local fire authorities.
- Fire extinguishers on walls, floors or elsewhere may not be removed or obstructed in any manner.
- Any exhibitor with equipment that produces heat, smoke or open flames must receive written approval of plans from CTICC. Should this equipment be approved for use, a qualified fire marshal must be appointed to the specific venue at the organiser's cost.
- All aisles and exhibits must always be kept clear.
- Fire extinguisher equipment, emergency exits, and signage (including those inside exhibits) must always remain visible and accessible.
- No storage of any kind will be permitted within the confines of the exhibition floor and/or placed behind the exhibition stand or CTICC walls or curtains.
- All displays are subject to inspection by the fire safety officer. If any construction materials are found to be flammable, they may have to be dismantled.
- Polystyrene products are prohibited unless treated with a fire-retardant, and certified proof from an authorised service provider is provided by the exhibitor. Only on receipt of the certificate may the stand be constructed.

FIRST AID CENTRE

First aid cover is provided by the organisers and the medical team are based in the First Aid Room. In an emergency, please contact nearest floor manager, safety officer or organiser.

HARD HAT AREAS & PERSONAL PROTECTIVE EQUIPMENT (PPE)

High visibility vests are a mandatory requirement in all work areas at the venues. All employers are required to provide each member of their team with a personal hard hat when overhead work is being carried out.

Persons working on the build-up and tear-down within the halls will be required to wear footwear that protects the toes from injury. Persons with open-toe sandals will not be permitted to enter work areas.

Subject to the mandatory PPE requirements above, the use of personal protective equipment will be mandatory where there is a foreseeable risk of a requirement to prevent injury.

Such PPE will need to include but not limited to the following:

- A hard hat for protecting the head from injury
- Steel toe-cap boots to protect the feet
- Gloves to protect hands and forearms
- High visibility vests
- Dust masks to protect from breathing hazardous or irritable particles
- Eye protection

- Hearing protection
- Harnesses and safety belts
- Wear appropriate clothing

Eco-safety will have items of PPE available for purchase from the organisers desk should you require anything.

INSURANCE – CANCELLATION & ABANDONMENT

If due to unforeseen circumstances beyond our control Hyve is forced to cancel or abandon the event, you will receive a full refund of fees paid to Hyve. If you wish to insure against any additional costs you incur in such circumstances additional insurance can be purchased independently.

INSURANCE – EMPLOYERS LIABILITY INSURANCE

The organisers (Hyve Group) / venue (CTICC) shall not be liable or responsible to any party for any claim, damage or loss caused to any person as a result of the failure of the organisers / venue or any of its employees, representatives or assigns to comply, or to comply timeously, with any provision/s of the contract of hire. The organisers / venue shall not be responsible for the safekeeping, storage, use or otherwise of any property brought into the conference centre. Property belonging to the hirer, or third parties shall be brought into the conference centre at their own risk and the hirer indemnifies the organisers / venue and holds it harmless against any and all claims, losses or damages that may be suffered by any person in relation hereto.

The organisers / venue shall not be liable for any loss, injury, or damage, howsoever caused, to goods and/or persons in the conference centre and/or on adjacent sites. The hirer shall always remain liable to the organiser and/or venue for the payment of any and all outstanding costs and charges incurred in respect of or attributable to any sub-hirer or participant, notwithstanding the manner in which payment is affected. In addition to the foregoing, the hirer shall be liable for all penalties, losses or damages charged or levied by any authority, service provider or third party in respect of or attributable to any or all of the sub-hirers or participants, which amounts shall be paid by the hirer to the organiser and/or venue on demand.

INSURANCE – PUBLIC LIABILITY

Public Liability Insurance (PLI) is compulsory for all exhibitors and should be added when placing a stand order. You would have been sent your unique link to upload the certificate to your portal. If you are able to provide your own PLI, then you will have to upload a copy of the certificate to InEvexco's portal. Please contact [Africa Oil Week Customer Success Team](#) if you require further assistance.

To comply with legal obligations an adequate insurance policy has been arranged on your behalf by Hyve Group plc.

LADDERS

Ladders can be used when it is not practicable to use a working platform, or the activity is low risk. Ladders will need to be used in accordance with manufacturer's instructions at all times. Additionally, the following guidelines should be followed:

- Ladders will need to have a 'industrial' rating
- Ladder register and inspector must be on site.
- Only use industrial ladders – domestic ladders should not be used.
- Metal ladders must not be used when an electrical hazard exists.

- Ladders must be used in line with manufacturers' instruction.
- Ladders should be firmly secured, tied off or held firmly by another person.
- A ladder should not be 'walked' by the person standing on the ladder.
- Only one (1) person on a ladder at a time.
- Do not climb higher than the third rung from the top of the ladder.
- Only work on a job within easy arm's reach from the ladder.
- Climb and descend facing the ladder maintaining three (3) points of contact.
- Do not carry anything when climbing or descending.
- Do not place ladders in vehicle or pedestrian traffic areas.
- Stepladders should only be used in the fully open position.
- Slip-resistant footwear should be worn when using ladders.
- An inability to comply with any of the above requirements indicates that a ladder is inappropriate for the work required and should be replaced with a more suitable temporary work platform (e.g., scissor lift). CTICC will not loan or hire out ladders for use.

METHOD STATEMENTS

The method statement is generally used as part of a safety induction and then referred to as required throughout a workplace, you should outline all the hazards that are likely to be encountered when undertaking a task or process and provide detailed guidance on how to carry out the task safely.

It's vital all exhibitors ensure that they, or their [Stand Building Contractor](#), submit a [Risk Assessment](#), a [Method Statement](#), and along with their stand plans.

NOISE LEVELS

Maintain safe noise levels at or below 60 dB where possible.

PROPERTY DAMAGE

Exhibitors are responsible for the cost of making good and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any exhibitor found damaging the walls, carpets and/or any structure on the CTICC property will be charged with the replacement value of such items.

RISK ASSESSMENTS

Hyve Group has carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the Information Point. General risks associated with any exhibition are as follows:

- Excessive working hours.
- Fall from working at heights and working on a live edge
- Fire
- Food poisoning incident from temporary catering outlet
- Impact injury from moving vehicles
- Major incident and civil emergency
- Multiple contractors working in a single workplace
- Objects falling from height or loads falling from vehicles
- Outbreak of legionnaires disease from a water feature
- Security
- Structural collapse of seating or an exhibition stand
- Trip hazards

SMOKE MACHINES

Should you use hazers, dry ice, or smoke machines, this must be declared and approved prior to use from the event organisers.

STROBE LIGHTING

Strobe light effects are not permitted.

WELDING & OTHER SIMILAR HOT WORKING PERMITS

The CTICC appreciates that contractors need to decorate their sets by means of painting, welding, angle grinding, cutting, wallpapering and other processes, but clients should note that this is not permitted inside the venue. A specific area is demarcated in the Marshalling Yard for this purpose.

WORKING AT HEIGHTS

The following points are required to be adhered to when working at height:

- All working at heights are subject to a risk assessment.
- All rigging from the roof is carried out by the official rigging contractor, no other external rigging companies will be permitted.
- All working platforms are to have a guard rail, mid rail, and toe board. Tools are to be kept on lanyards so far as is reasonably practicable
- Static and mobile working platforms are required to be fitted for purpose (See Platforms / Ramps within the custom build stand information and instructions document).
- A separate risk assessment is required for working on a live edge (before rails are in place). In such cases, fall arrest equipment should be used.
- Operatives working at height other than on a static working platform designed for that purpose (e.g., scaffold) are required be clipped on.
- Operatives working at height will need suitable head protection. Ground access to areas in the vicinity is required to be controlled to prevent persons accidentally walking directly under high works.
- Ground workers in the vicinity are required to not work directly under high works and wear suitable head protection e.g., hard hats.