

**AOW**



AFRICA OIL WEEK

a Hyve event

# **Shell Scheme Package Stand Information & Instructions**

## EVENT TIMETABLE

### BUILD

Saturday 1 – Sunday 2 October 2022	09:00 – 20:00	Shell scheme and custom stand construction
Monday 3 October 2022	08:00 – 12:00	Shell scheme inspection and sign off
	13:00 – 16:00	Exhibitor Set Up – Exhibitors may dress their shell scheme stands

All shell scheme package stands will be ready for you to dress from 13:00 on Monday 3 October. No Access to exhibitors will be allowed prior to this as it will be a construction zone.

Build up parking is available in P1, P3 and P5 Parking garages, and free build up tickets will be available to collect from the organiser's office.

### OPEN

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

Exhibits are not to be dismantled prior to the show closing at 13:00. Exhibitors must clear the hall by 14:00, after this time the hall becomes a construction zone and you will not be allowed access.

## SERVICE DEADLINE INFORMATION

Company & Service	Status	Order Deadline & Forms
EcoSafety Custom Stand Approval	<b>Compulsory</b> <i>*Space Only Build Stands ONLY</i>	Deadline: Friday 2 September 2022
ScanDisplay Power (DB Board)	<b>Compulsory</b> <i>*Space Only Build Stands ONLY</i>	Deadline: Monday 12 September 2022 <a href="#">ScanDisplay Exhibitor Portal</a> *
INHOUSE VTM Rigging	Optional	Deadline: Friday 9 September 2022
CTICC – Venue IT Cleaning Catering & Beverage Plumbing Telecommunication	Optional: IT	Deadline: Monday 5 September 2022 <a href="#">IT Order Form</a> *
	Optional: Cleaning Catering & Beverage, Plumbing Telecommunication	Deadline: Tuesday 13 September 2022 <a href="#">Stand Cleaning Order Form</a> * <a href="#">Catering Order Form</a> * <a href="#">Beverage Order Form</a> * <a href="#">Plumbing Order Form</a> * <a href="#">Telecommunication Order Form</a> *
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) <a href="#">International Shipping Instructions</a> <a href="#">Exhibition Freight GSM Shipping Form</a>
InEvexco Insurance	<b>Compulsory</b>	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 <a href="#">icommodate Portal</a>
Exposcans Lead Retrieval	Optional	ASAP <a href="#">Lead Retrieval Form</a>

# Exhibitor Manual

*\*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*

## STAND INFORMATION

### WHATS INCLUDED

Included in your package is a standard white wall textile booth which will be constructed as per your contracted size.

The following items are included in a standard package:

- 2 x LED long arm spotlights
- 1 x plug point
- ¼ DB Board
- 1 x table
- 2 x chairs
- 1 x waste bin
- Carpet (Grey)

If you require charging several appliances, then you will need to organise more plug sockets and additional power

*Graphics may be included within your package, please check your contract.*

### ELECTRICS

The electrics included within your package are detailed above but should you require any additional lighting or plug sockets or wish to run heavy-use electrical appliances on your stand, such as coffee machines, you will need to order a 3-phase distribution board to avoid the power tripping. If you are unsure about your power requirements, please use the contact information below:

Adèle Venter

T: +27 21 012 5401

E: [adele@scandisplay.co.za](mailto:adele@scandisplay.co.za)

If you wish to order any additional electrical items, please do so via the following:

Ordering link: [ScanDisplay Exhibitor Portal](#)

Order deadline: Monday 12 September 2022

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

### FASCIA NAMEBOARD

Please ensure that your company name is inputted correctly on the [ScanDisplay Exhibitor Portal](#).

### FURNITURE & DECOR

Should you wish to enhance your stand, ScanDisplay offer a wide selection of furniture, lighting, AV, electricals, and plants available through the [ScanDisplay Exhibitor Portal](#).

Please submit your order before **Monday 12 September 2022**. A surcharge of 20% will be charged on all orders made after this date.

Please note that white fabric is re-used so please be careful not to mark or damage it. Nothing can be stuck to the walls; you can email our sales team regarding graphic upgrades.

# Exhibitor Manual

## GRAPHICS

If your contract includes a graphic wall upgrade, please see find instructions below on how to submit your artwork for print. This will eliminate the need to produce banners and posters to dress your stand. Moreover, you will be able to keep the printed fabric for future events.

All artwork is to be submitted in high resolution PDF with the following specifications:

- 2 Metre panels: w1950mm x h2400mm [+50mm Bleed All Round], no crop marks
- 3 Metre panels: w2950mm x h2400mm [+50mm Bleed All Round], no crop marks
- 4 Metre panels: w3950mm x h2400mm [+50mm Bleed All Round], no crop marks
- 5 Metre panels: w4950mm x h2400mm [+50mm Bleed All Round], no crop marks
- 6 Metre panels: w5950mm x h2400mm [+50mm Bleed All Round], no crop marks

**Artwork submission:** via email to [ScanDisplay](#)



**Order deadline:** Monday 12 September 2022

*\*Please note that late processing fees might apply after this date*

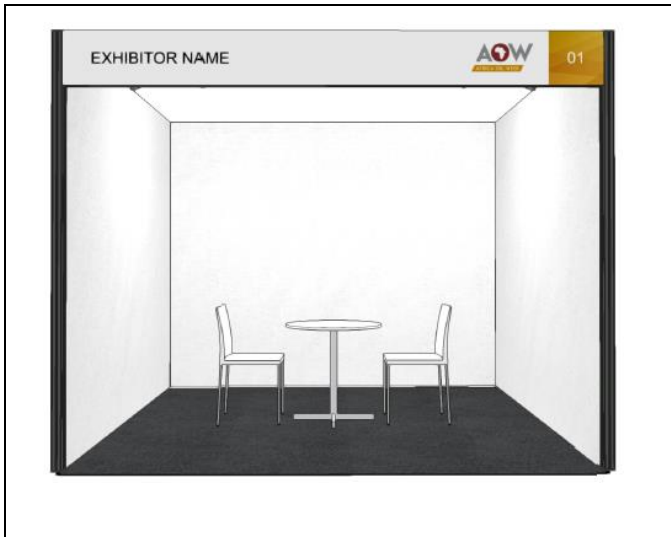
## GRAPHIC UPGRADES

If graphics are not included within your contract and you would like to upgrade, please contact your Africa Oil Week sales representative as soon as possible.

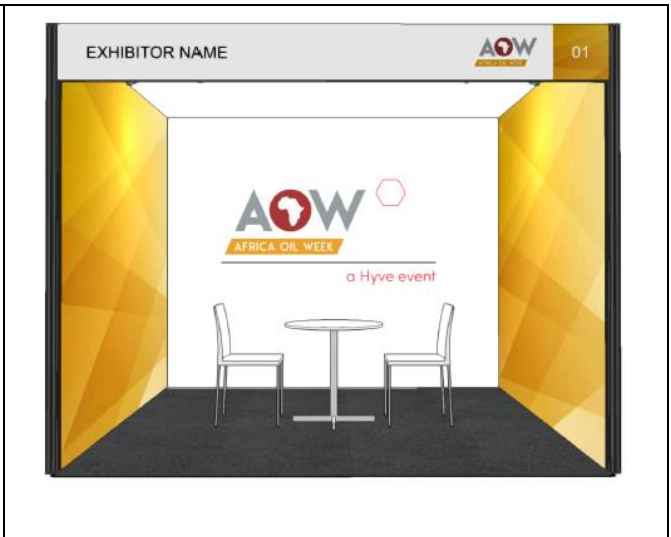
## STAND VISUALS

9 sqm - 3 x 3 m – Corner – Standard Shell	9 sqm - 3 x 3 m – Corner – Graphic Upgrade
	
9 sqm - 3 x 3 m – Inline – Standard Shell	9 sqm - 3 x 3 m – Inline – Graphic Upgrade

# Exhibitor Manual



18 sqm - 6 x 3 m – Corner – Standard Shell



18 sqm - 6 x 3 m – Corner – Graphic Upgrade



18 sqm - 6 x 3 m – Peninsular – Standard Shell



18 sqm - 6 x 3 m – Peninsular – Graphic Upgrade



## VENUE INFORMATION

### CONTRACTOR PASSES

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](mailto: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](mailto:Fritz@evsol.co.za) and [Sheq@cticc.co.za](mailto: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.

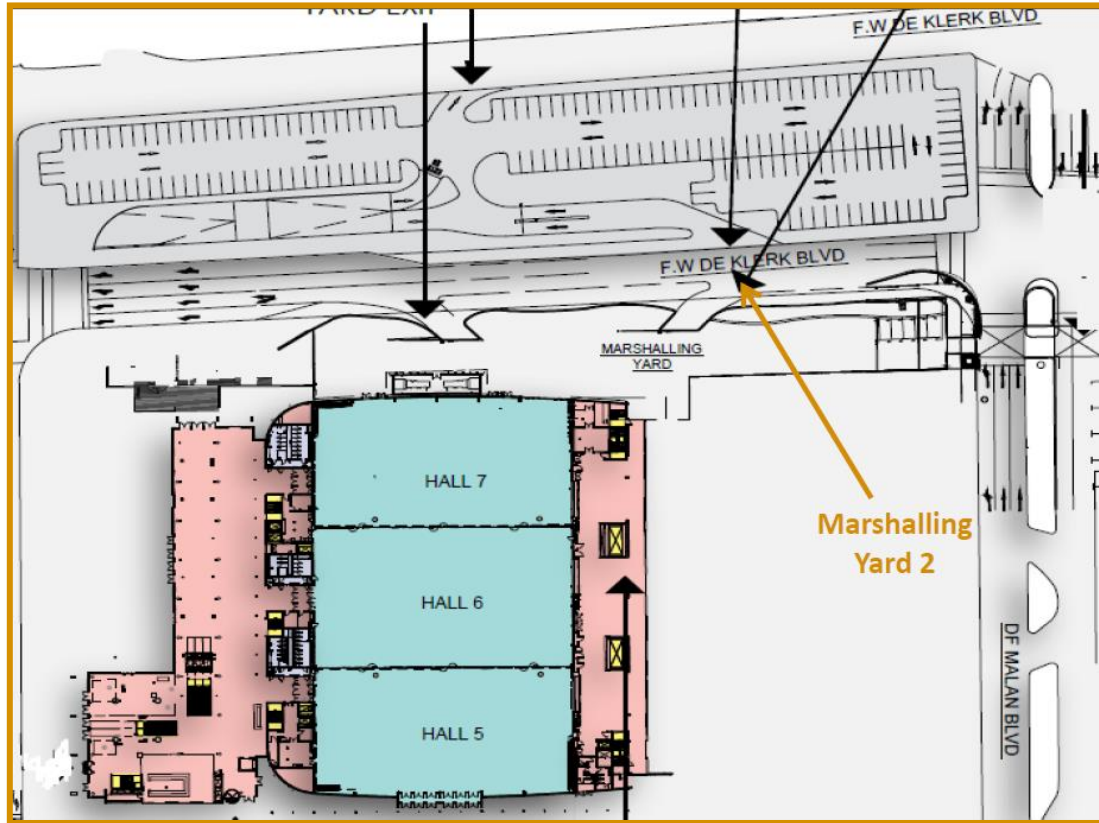
The service lifts are manually operated by the CTICC Parking & Logistics Department personnel only. Only one lift is provided for the event, the lift operation times are as from 06:00 – 23:59. The service lift a maximum capacity of 4,000 kg. No goods are allowed in any of the glass (observation) lifts.

#### Step-by-step Process

1. All personnel are to register at the CTICC 2 Marshalling Yard entrance.

# Exhibitor Manual

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](mailto:CTICCParking@cticc.co.za).



## **VENUE SERVICES**

All order forms and information is available via our [Exhibitor Manual Page](#) under the dropdown Venue Information & Ordering Forms. This information will include details on car parking, catering, Wi-Fi, cleaning, etc.