

AOW



AFRICA OIL WEEK

a Hyve event

Space Only Stand Information and Instructions

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 and tools at this time.

Traffic management system in place for vehicles unloading/loading for build-up and break down. 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 construction is required to be completed by 12:00 on Monday 3 October 2022. Please build within these times.

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*

*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.

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.

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

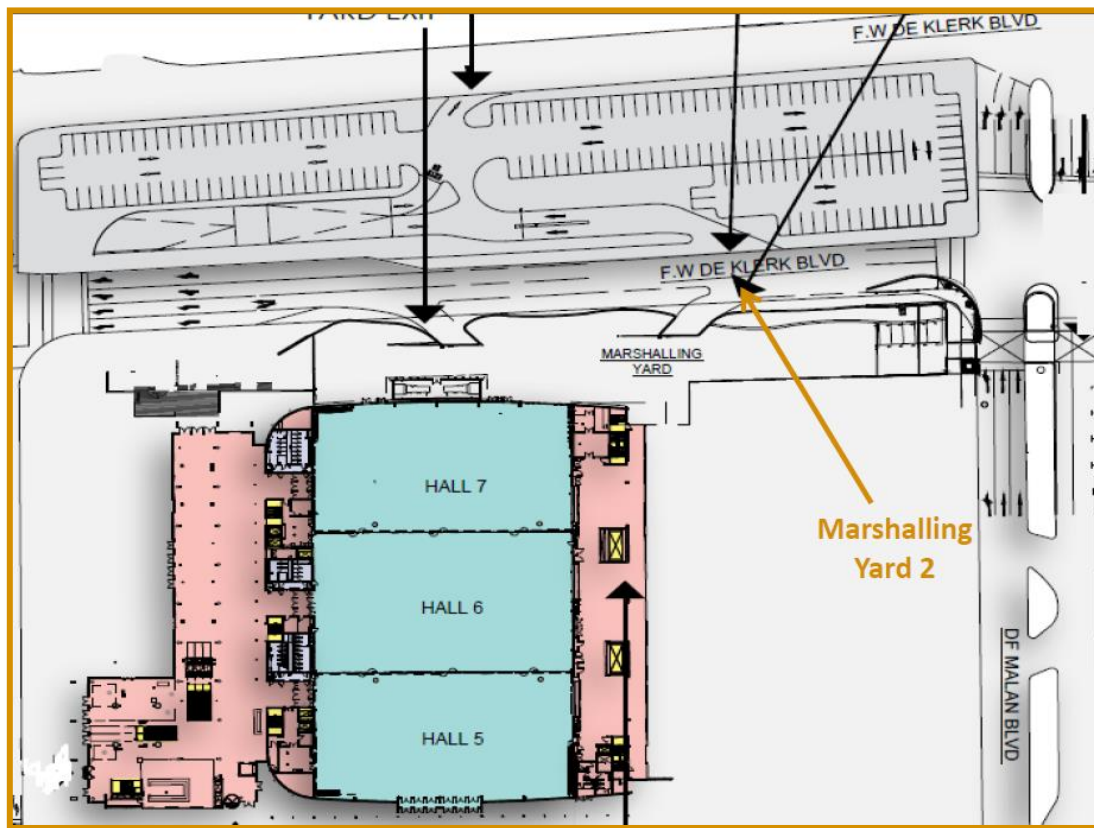
All exhibitors and contractors who wish to make use of CTICC 2 Marshalling Yard should use the entrance which is located at FW De Klerk Boulevard (see layout below).

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.

SERVICE DEADLINE INFORMATION

Company & Service	Status	Order Deadline & Forms
EcoSafety Custom Stand Approval	Compulsory *Space Only Build Stands ONLY	Deadline: Friday 2 September 2022
ScanDisplay Power (DB Board)	Compulsory *Space Only Build Stands ONLY	Deadline: Monday 12 September 2022 ScanDisplay Exhibitor 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 Travel & 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

SPACE ONLY STAND INFORMATION

The organiser only provides the floor space for **SPACE ONLY STANDS**. You will need to appoint an external contractor/design team who will build your stand.

SUBMISSION DEADLINE

In advance of the event, you will be required to submit the relevant information in regards to your space only stand build. The deadline for submission is no later **Friday 2 September 2022**.

Failure to submit your designs by the stated deadline above will result in changes to your stand design:

- No complex rigging will be allowed
- Height restrictions of 2.5m will be put in place
- No double decker / two level stands will be approved

All submissions are required to be accepted for approval by EcoSafety. All submitted paperwork or any queries should be directed via email to [EcoSafety](mailto:info@ecosafety.co.uk) or via telephone on +27 76 073 1409 or +27 72 762 5299.

All Custom-Built Stands are required to complete the following:

- Full technical drawings, showing the dimensions and positions of audio-visual equipment, walling, seating, features, major working exhibits, and demos
- Stand number is important
- Plan of each elevation showing all dimensions and overall build height with 3D renders/visuals
- [Custom Build Appointed Contractor Form](#)
- [Risk Assessment](#)
- [Method Statement](#)
- [Space Only Stand – Exhibitor & Contractor Agreement](#)
- [BDM 12 Form](#) is for stands 2.5 metres and higher, as well as for stands that has a bulkhead/roof that exceeds 1m², no matter the height
- [CR 8.7 Construction Supervisor](#)
- [Health and Safety Policy and Health and Safety Plan](#)
- "Letter of Good Standing for injuries on Duty"
- Details of build and construction materials
- Public Liability insurance certificate from the Principal Contractor
- [Occupational Health & Safety Act Policy](#)
- [Contractor Audit Sheet](#)
- Electrical/structural Engineer Certificate in regards any electrical installation and/or requirements
- [Pneumatic Equipment Checklist](#)
- [Scaffold Supervisor Appointment](#) and [Scaffold Checklist](#)
- [Ladder, Hand Tool, Safety Harness Checklists](#)

APPOINTING A STAND CONTRACTOR

If you have not yet appointed a stand contractor to build your custom stand. Please click [here](#) to find contact details for our official stand contractor, ScanDisplay, and a list of other local stand contractors who are familiar with the both the venue and Africa Oil Week. We encourage all exhibitors to obtain multiple quotes when designing your stand.

THINK SUSTAINABLE

When choosing your contractor, we highly encourage that you discuss with them having a reusable/recyclable stand. Stands which are only used once create considerable environmental issues. Ask your contractor to make sure when designing your stand that it can be reused, recycled, upcycled, or donated.

CUSTOM BUILD GUIDELINES & REGULATIONS

ARTIFICIAL FLOWERS & SIMILAR DECORATIONS

If fabric based, it would need to be treated with flame retardant. CTICC will be required to provide a Fire-Retardant Certificate indicating the product has been treated with a fire retarding compound

BACK WALLS TO STANDS / NEIGHBOURING STANDS

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.

IMPORTANT: If you are planning to wall in a side of your space then is required to be see-through or set back into the stand by 1 metre.

IMPORTANT: If your stand is adjacent to the catering areas or coffee stations, no walling is allowed on the side facing these catering areas.

IMPORTANT: 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 and to stay within parameters.

CONTRACTOR ACCESS

Contractors should only be in the halls during an exhibition where they have been asked to attend a stand that requires attention due to an urgent or dangerous safety situation. Otherwise, all works are required to be carried out after visitor hours. The moving of vehicles, including contractor vehicles such as forklifts and general plant, other than those given special approval or operated by health and safety staff will not be allowed into any hall while that hall is open to the public. There is also no access to the halls outside of the published hours.

CONSTRUCTION MATERIALS

Materials used for the construction of exhibition stands, staging and events infrastructure should meet with international standards of material fire acceptability. Materials are required to be non-combustible and inherently non-flammable.

DRAPES, CURTAINS & HANGINGS

The CTICC does not permit ceiling draping due to the fire hazard created when draping covers the air conditioning, sprinklers, and smoke detectors. Only perimeter draping in the venue is permitted.

Exhibitor Manual

ELECTRICS

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

FABRICATION

No fabrication on site – all custom-built stands need to be prefabricated.

GANGWAYS

The minimum aisle space applicable to all exhibitors is 3 metres.

Should any item / structure be placed or protrude into the designated aisles from your stand, the organisers reserve the right to remove the said item without any liability for loss or damage.

HEIGHT RESTRICTIONS

Maximum height of stand: 4.0 metres (If your stand exceeds 4m please contact [Liam Biggadike](#)).

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 are encouraged to order a hard-wired connection. Wi-Fi bandwidth can reach capacity during key times at the event so purchasing this will ensure that is no interruption to internet connectivity on your stand.

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

We highly recommend that all exhibition stands order their own internet from CTICC. Hot spotting from a wireless device is not allowed and you will risk your stand having no internet connectivity. Only the CTICC can provide internet services within the building.

FLOOR LOADING AREAS

The maximum floor-loading capacity is 750kg/m² within the exhibition halls.

PAINT SPRAYING REGULATIONS

Persons at work on the decoration of stand and exhibits are required to do so in a safe manner. This includes the materials being used, the equipment used to apply materials and the means of access to the area of decoration. Paints are required to be based on a non-harmful substance where practical such as a water-based material.

PLATFORMS / RAMPS

All platforms and ramps need to ensure that they are **within your footprint of the stand**.

The general height of platforms should be 100mm. We advise that any platform should not exceed 170mm in height (one step) and consideration is required to be given to accessibility for people with disabilities. Platforms higher than 600mm are regarded as a complex structure and need to be submitted with proof of structural integrity

Traps are required to be cut into platforms to provide access to the electricity and other service boxes in the building floor. Open corners of stand floors and platforms should be splayed, rounded, or angled, if not protected by heavy exhibits, to avoid sharp corners and tripping hazards.

Exhibitor Manual

Any raised platform on your stand should have a clearly outlined edge. The edge needs to be a contrast from the main floor covering in order to be clearly seen.

Ramps are required to have a gradient that is not too steep for use by pedestrians and wheelchairs.

Please consider the design and layout of your stand in the planning stages to consider access onto your stand i.e., by providing a ramp for wheelchair users if you build a platform. If you build a ramp the minimum width for the access ramp is 1500mm. The gradient should be no greater than 1:12.

RIGGING

The CTICC has contracted a preferred supplier for rigging, IVTM, who is fully compliant with national safety standards. Please note that access equipment for rigging purposes are not included in the exhibition services and is to be ordered and paid for by the exhibitor with the supplier directly. This will apply to both build-up and breakdown.

Rigging plan is available [on request](#) and each node is weight load tested up to 500kg per node. When making orders to IVTM, please send stand name, number, and location if possible. There is rigging restrictions in the venue, and this helps with supplying the correct kit in the various areas.

STAND DEMOLITION / BREAKDOWN

No display material, fixtures or fittings may be removed from the exhibition before the official closing time. The organisers request that the integrity of your stand is maintained until all visitors have left the building and the organisers have given permission for breakdown to begin.

Please do not put visitors in danger by moving items out into the gangway at any time. Security guards have been notified to stop any exhibitors leaving the building with stock before the official start of derig period.

Custom stand contractors are required to remove all stand material, display items, construction materials and all rubbish. Should the exhibitor fail to finalise the dismantling process within this deadline Hyve will take necessary actions to dismantle the stand and proceed with the removal of stand material and display items without further notice.