



EXHIBITOR SERVICES MANUAL



29 – 31 OCT 2025
EAST LONDON ICC

SERVICE FORM
SUBMISSION
DEADLINE:
19 SEP 2025

GL Events SOUTH AFRICA

PROJECT MANAGER
CAREN CLOETE
+27 (0)21 526 3200
Caren.cloete@gl-events.com

1

GL EVENTS SOUTH AFRICA | CAPE TOWN | SERVICE FORMS

Please Return forms to: **BIANCA VAN DEWENTER**

Email: bianca.vandewenter@gl-events.com

Tel: + 27 (0) 21 526 3200

Cell: 076 349 9270

SERVICE FORM
SUBMISSION
DEADLINE:
19 SEP 2025



BILLING / INVOICE INSTRUCTIONS

FOR ANY ADDITIONAL ITEMS NEEDED ON YOUR STAND, KINDLY COMPLETE THE BELOW.
TO AVOID ANY DELAY PLEASE MAKE SURE ALL DETAILS ARE COMPLETED AND CORRECT.

COMPANY NAME : _____

POSTAL/ INVOICE ADDRESS : _____

VAT # [SA RESIDENTS] : _____

CONTACT PERSON : _____

EMAIL ADDRESS : _____

TELEPHONE NUMBER : _____

STAND NAME : _____

STAND NUMBER : _____

INVOICES ARE DONE IN SOUTH AFRICAN RAND.

PLEASE TICK THE BOX IF YOU REQUIRE AN INVOICE IN U.S. DOLLAR OR EURO.

U.S. DOLLAR

☐

EURO

☐

SIGNATURE : _____

DATE : _____





PLEASE TICK YOUR OPTION

☐ SHELL SCHEME WITH BLACK MAXIMA FRONT PACKAGE BOOTH

STANDARD SHELL SCHEME PACKAGE BOOTHS BOOKED WITH THE ORGANISER INCLUDES THE FOLLOWING:
3M X 3M



BOOTH PACKAGES INCLUDES:

- ☐ Maxima Shell Scheme Structure
- ☐ Fascia Board with Company Name/Logo
- ☐ Grey Carpeting
- ☐ 01 x 15 amp plug point
- ☐ 02 x 150 watt spot light
- ☐ 01 x ¼ Distribution Board
- ☐ 01 x Café Table White or black Top
- ☐ 02 x White or black Lotus Chairs
- ☐ 01 x GL21 Waste Paper Bin Small

FURNITURE OPTIONS ON STANDARD PACKAGE (FURNITURE QUANTITIES DOUBLE UP FOR 6X3 BOOTHS)

PLEASE SELECT YOUR COLOUR OF FURNITURE



☐ **SPACE ONLY / CUSTOM STAND:** Stand Builder Name _____

☐ **CUSTOM STAND REQUEST FOR QUOTE FROM GL EVENTS**

NOTE: ALL CUSTOM STAND BUILDERS MUST PUT DOWN GROUND SHEET OF ONE METER AROUND THEIR STAND DURING BUILD UP!! NOT NEGOTIABLE

DO'S AND DON'T'S WHEN USING SHELL SCHEME

- No painting is allowed; no usage of nails or screws.
- Double sided tape or prestik can be used to affix lightweight items. (No mirror tape.)
- Velcro can be used as well (male & female)
- Damaged panels will be charged to the exhibitor causing such damage.





BLACK MAXIMA UPGRADE



please tick your Option

Exhibitor to provide final artwork

UPGRADE BOOKED DIRECTLY WITH GL EVENTS

KINDLY NOTE : SHOULD YOU WISH TO KEEP YOUR FABRIC BANNERS, PLEASE REMOVE OR ASK FOR ASSISTANCE FROM OUR GL TEAM TO HELP REMOVE THE BANNERS IN ORDER FOR YOU TO TAKE THEM WITH YOU ON BREAK DOWN, AS NO FABRIC BANNERS ARE STORED AT THE GL OFFICES POST SHOW.

OPTION 1: 3X3 CORNER – R12 580.00



1. Fabric banner print : 2930(w) x 2460 (h)
 2. Fabric banner print : 2930 (w) x2460(h)
 3. Digital counter print : 963mm (w) x 863mm (h)
 4. Digital Fascia print : 1500(w)x300(h)
- Add 50mm bleed all around.

Upgrade Package Includes :

- 2 X 3M FABRIC BANNER
- 1 X LOCKABLE CUPBOARD
- FRONT PANEL PRINT ON CUPBOARD
- 2 X LONG ARM SPOTLIGHTS
- 1 X SETUP

OPTION 1: 3X3 FRONT FACING – R 16 620.00



1. Fabric banner print : 2930(w) x 2460 (h)
 2. Fabric banner print : 2930 (w) x 2460(h)
 3. Fabric banner print : 2930 (w) x 2460 (h)
 4. Digital counter print : 963mm (w) x 863mm (h)
 5. Digital Fascia print : 1500(w)x300(h)
- Add 50mm bleed all around.

Upgrade Package Includes :

- 3 X 3M FABRIC BANNER
- 1 X LOCKABLE CUPBOARD
- FRONT PANEL PRINT ON CUPBOARD
- 3 X LONG ARM SPOTLIGHTS
- 1 X SETUP

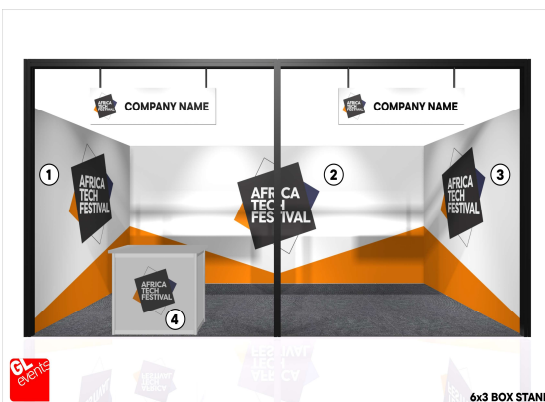


**OPTION 1: 6X3 CORNER – R16 620.00**

1. Fabric banner print : 2930(w) x 2460 (h)
 2. Fabric banner print : 5900 (w) x 2460(h)
 3. Digital counter print : 963mm (w) x 863mm (h)
 4. Digital Fascia print : 1500(w)x300(h)
- Add 50mm bleed all around.

Upgrade Package Includes :

- 1 X 3M FABRIC BANNER
- 1 X 6M FABRIC BANNER
- 1 X LOCKABLE CUPBOARD
- 1 X FRONT PANEL PRINT ON CUPBOARD
- 3 X LONG ARM SPOTLIGHTS
- 1 X SETUP

OPTION 1: 6X3 FRONT FACING – R21 660.00

1. Fabric banner print : 2930(w) x 2460 (h)
 2. Fabric banner print : 5900 (w) x 2460(h)
 3. Fabric banner print : 2930 (w) x 2460 (h)
 4. Digital counter print : 963mm (w) x 863mm (h)
 5. Digital Fascia print : 1500(w)x300(h)
- Add 50mm bleed all around.

Upgrade Package Includes :

- 2 X 3M FABRIC BANNER
- 1 X 6M FABRIC BANNER
- 1 X LOCKABLE CUPBOARD
- 1 X FRONT PANEL PRINT ON CUPBOARD
- 4 X LONG ARM SPOTLIGHTS
- 1 X SETUP

ART WORK INFO

Artwork must be provided in High resolution PDF or Jpeg.
150 dpi at full size or 300 dpi half size.
Allow for 10mm bleed all around
Artwork must be set up to size

PICTURES

- CMYK (Convert RGB to CMYK)
- Do not embed scans, scans to be supplied separate from the document

FONTS

- fonts to be supplied
- (Ideally - convert type to paths/vector/curves)

COLOURS

- If any special colour matching is required, supply a pantone swatch / number
- All colours to be made up in correct pantone breakdown where applicable





STAND FASCIA BOARDS FOR SHELL SCHEME STANDS

THIS FORM IS COMPULSARY FOR SHELL SCHEME PACKAGE STANDS BOOKED.

STAND NAME : _____

STAND NUMBER : _____

**INCLUDED IN THE SHELL SCHEME PACKAGE BOOKED, PLEASE SELECT BELOW OPTION
ANY CHANGES/REPRINTS AFTER PRINT IS R495.00 EXCL VAT PER FASCIA**



OPTION 1 : COMPANY NAME IN CAPITAL

LETTERING. BLACK WITH WHITE LETTERING Please complete below grid with company name.



OPTION 1 : Company Name/Capital Lettering to appear on the fascia board as follow:



OPTION 2 : COMPANY LOGO

Please send through High-res artwork set up to size in PDF or JPEG. W1500mm x H300mm





STAND PLAN DIAGRAM

STAND NAME : _____

STAND NUMBER : _____

On the grid provided please indicate the position of the services ordered.

1. Type of electrical connections i.e. plug point X, spot lights ϕ connection for own lights.
2. Position of equipment used.
3. Any other information not specified above

SIZE OF STAND ORDERED : _____ m X _____ m SCALE : One Block = _____





CARPET HIRE

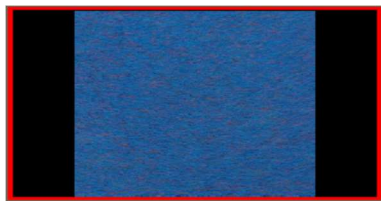
GL EVENTS SOUTH AFRICA CAPE TOWN
VAT REGISTRATION NUMBER: 4610214399
SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – www.gl-events.co.za

COLOURS :

QUANTITY :

<input type="checkbox"/>	BLUE	_____ m ² @ R 35.00 per m ²	= R _____
<input type="checkbox"/>	CHARCOAL	_____ m ² @ R 35.00 per m ²	= R _____
<input type="checkbox"/>	GREEN	_____ m ² @ R 35.00 per m ²	= R _____
<input type="checkbox"/>	GREY	_____ m ² @ R 35.00 per m ²	= R _____
<input type="checkbox"/>	RED	_____ m ² @ R 35.00 per m ²	= R _____
		15% VAT	= R _____
		TOTAL (INCL VAT)	= R _____

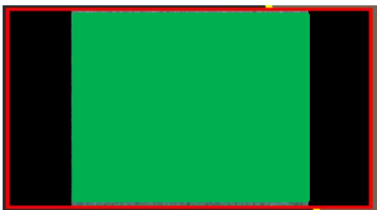
BLUE



CHARCOAL



GREEN



GREY



RED




ALL CARPET TILES ARE ON HIRE AND ANY LOSS OR DAMAGE INCURRED WILL BE CHARGED TO THE EXHIBITOR AT R550.00 PER TILE EXCLUDING VAT.





FURNITURE











ITEM CODE	ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENTIONS IN MM	EXHIBITOR PRICE	QTY REQUIRED
CAFÉ CHAIR					
GL01	Carlton Office Chair		O/S BLACK L420 X W450 X H810	R260.00	
GL02	Lotus White Chair		WHITE L450 X W390 X H990	R280.00	
GL03	Lotus Black Chair		BLACK L450 X W390 X H990	R280.00	
INS30	Eames Wooden Legs Chair		WHITE L480 X W460 X H840	R480.00	
INS37	Cruz Chair		LIGHT GREY L480 X W460 X H800	R510.00	
INS31	Star Chair		RED L460 X W550 X H800	R510.00	
INS32	Lucia Chair		MUSTARD L480 X W480 X H820	R520.00	
INS33	Lucia Chair		GREY L480 X W480 X H820	R520.00	
INS34	Lucia Chair		GREEN L480 X W480 X H820	R520.00	
INS35	Lucia Chair		BLACK L480 X W480 X H820	R520.00	



INS36	Rocco Chair		GREY L520 X W500 X H820	R650.00	
INS38	Luxury Executive Chair		WHITE	R920.00	
INS39	Chesterfield Chair		BLACK	R660.00	
INS02	Dina Café Chair		BLACK, WHITE L440 X W520 X H920	R490.00	
BARSTOOL					
INS40	Xavier Barstools		RED, GREEN, ORANGE, YELLOW, WHITE, BLACK L350 X W350 X H750	R490.00	
INS03	Asteroid Barstool		BLACK, WHITE, RED L420 X W390 X H1000	R520.00	
INS05	306 Barstool		WHITE L490 X W480 X H1030	R570.00	
URB01	Waterfall Barstool		WHITE L355 X W400 X H1030	R570.00	
URB02	Regis Barstool		BLACK, WHITE L370 X W420 X H1020	R480.00	












INS41	Mia Barstool		BLACK L490 X W480 X H1030	R560.00							
INS42	Hay Replica Barstool		WHITE. BLACK, GREY L355 X W400 X H1030	R620.00							
INS43	Zeta Batrstool		WHITE, BLACK L350 X W350 X H800	R520.00							
CAFÉ TABLE											
GL11	White Top Café Table		WHITE TOP H710 X D800	R620.00							
GL12	Chrome Café Table		SILVER TOP H710 X D900	R620.00							
SR26	Chrome Cafe Table with colour Top		<table><tr><td>WHITE</td><td>RED</td></tr><tr><td>BLACK</td><td>BLUE</td></tr><tr><td>YELLOW</td><td></td></tr></table> H710 X D900	WHITE	RED	BLACK	BLUE	YELLOW		R690.00	
WHITE	RED										
BLACK	BLUE										
YELLOW											
URB03	Chopstix Chrome Café Table		GLASS TOP H720 X D900	R670.00							
INS44	Eames Café Table		WHITE TOP/ WOODEN LEGS H720 X D900	R590.00							
INS45	Tulip Café Table		WHITE H720 X D650	R560.00							
INS46	Square Café Table		WHITE / BLACK ONLY H720 X D900	R590.00							





COCKTAIL TABLE

INS47	Xavier Cocktail Table		BLACK, WHITE L700 X W700 X H1100	R650.00							
INS48	Black Frame Plinth		BLACK FRAME WITH NATURAL TOP	R640.00							
GL13	Chrome Cocktail Table		SILVER TOP D750 X H900	R690.00							
INS09	Pyramid Cocktail Table		GLASS TOP L600 X W600 X H1050	R790.00							
INS32	Tulip Cocktail Table		WHITE D650 X H1100	R690.00							
INS11	Chrome cocktail Table with colour Top		<table><tr><td>WHITE</td><td>RED</td></tr><tr><td>BLACK</td><td>BLUE</td></tr><tr><td colspan="2">BEECH WOOD</td></tr></table> L650 X W650 X H1100	WHITE	RED	BLACK	BLUE	BEECH WOOD		R790.00	
WHITE	RED										
BLACK	BLUE										
BEECH WOOD											
INS49	Wave Cocktail Table		VARIOS COLOURS	R890.00							

PLINTHS

GL19	Pedestal Display Plinth		L500 X W500 X H500	R290.00	
URB04	Café Plinth		L400 X W400 X H750	R520.00	
URB05	Cocktail Plinth		L400 X W400 X H1100	R650.00	
URB06	Café Plinth With top		L800 X W800 X H750	R730.00	
INS12	Cocktail Plinth With top		L700 X W700mm X H1100	R850.00	





SIDE TABLE

GL15	Glass Side Table		W500 X H500	R570.00	
INS50	Amara Side Table		W500 X H520	R630.00	
INS51	Prince Side Table		WHITE	R460.00	
INS13	Groove Side Table		WHITE W500 X H520	R520.00	

COFFEE TABLE

INS14	Amber Glass Coffee Table		H450MM W700MM D500MM	R790.00	
INS52	Groove Square Coffee Table		WHITE	R790.00	
INS15	Groove Rectangular Coffee Table		WHITE	R790.00	
INS53	Rectangular Steel Coffee Table		WHITE, BLACK WITH WODDEN TOP	R730.00	
INS54	Georgina Coffee Table		BLACK D720 X H425	R1090.00	
INS55	TAJ Drum Coffee Table		BLACK D1200 X H450	R2050.00	
INS16	Ruby Glass Coffee Table		BENT GLASS	R1170.00	





LOUNGES

URB07	Cube Ottoman		VARIOUS COLOURS L400 X W400 X H420	R380.00	
INS65	Round Leather Ottoman		BLACK, WHITE	R510.00	
INS66	Hot Pot Ottoman		WHITE	R620.00	
INS17	Club Chair		WHITE L550 X W700 X H720	R1150.00	
INS56	Carla Tub Chair		BLACK	R1300.00	
URB08	Euro Single Seater Couch		WHITE , BLACK L1000 X W800 X H850	R1320.00	
INS57	Dorchester Single Seater Couch		GREY	R1560.00	
INS58	Jansen Single Seater Couch		CHARCOAL GREY	R1460.00	
INS59	Sexton Single Seater Couch		RED, BLUE, BLACK	R1460.00	
INS60	Club Double Seater Couch		WHITE, BLACK	R1400.00	
INS61	Jansen Double Seater Couch		DARK GREY	R2100.00	






INS62	Jansen Double Seater Couch		LIGHT GREY	R2100.00	
INS63	Sexton Double Seater Couch		RED, GREY, CHAMPAGNE, BLACK, TURQUOISE	R2100.00	
INS64	Panelised Double Couch		BLACK WITH LEOPARD PRINT DETAIL	R2550.00	
URB10	Euro Double Seater Couch		WHITE, BLACK L1900 X W800 X H850	R1590.00	
OTHER ITEMS					
GL21	Waste Paper Bin Small		H290 X D290	R60.00	
GL22	Large Waste Bin - 25lt		H760 X D400	R180.00	
INS22	Small Refrigerator		150 Litres L885 X W580 X H540	R1550.00	
INS66	Beverage Cooler Fridge		BLACK	R2350.00	
GL23	Zig-Zag Brochure holder		SELECT COLOUR : BLACK OR WHITE L260 X W380 X H1460	R850.00	





GL24	Octanorm Bar Counter		H900 X W1010 X D500	R850.00	
GL25	Octanorm Counter Front panel print only	 PRINT ONLY	PRINT SIZE : Top – W963 x H230 Bottom – W963 x H1113	R730.00	
GL26	Veneer Tech fold up counter		H940 X W1580 X D600	R890.00	
GL27	Veneer Tech Front Panel Print only	 PRINT ONLY	PRINT SIZE : W1373 x H863	R700.00	
GL30	Octanorm Cupboard – Lockable		H900 X W1010 X D500	R1050.00	
GL31	Octanorm Cupboard front panel print only	 PRINT ONLY	PRINT SIZE : W963 x H863	R540.00	
GL32	Octanorm Glass Top Counter – Lockable		H900 X W1030 X D530	R1250.00	
GL33	Octanorm Glass Top counter front panel print only	 PRINT ONLY	PRINT SIZE : W963 x H662	R440.00	
GL34	Octanorm Showcase Small – Lockable		H2000 X W530 X D530	R1600.00	
GL35	Octanorm Showcase Small front panel print only	 PRINT ONLY	PRINT SIZE : Top – W468 x H213 Bottom – W468 x H583	R350.00	


















GL38	Standing Shelf		H1360 X W990 X D495	R850.00	
GL39	Trestle Table with fitted black cloth		H750 X W1800 X D700	R450.00	
GL40	Conference Table with black cloth		H750 X W1800 X D400	R450.00	
INS67	Hansen Table		WHITE	R1460.00	
INS68	Two Tone Coastal Table		TWO TONE L1800 X W700 X H1100	R1650.00	
INS69	Oprah Counter		WHITE L1800 X W700 X H1100	R1350.00	
INS70	Rectangular Cocktail Counter		BLACK WITH NATURAL TOP L1800 X W700 X H1100	R1460.00	
GL41	Flat Shelves		W1000 X D300	R350.00	
				TOTAL :	
				15% VAT	
				TOTAL DUE :	





ELECTRICAL HIRE

IMAGE EXAMPLE	DESCRIPTION	QTY	PRICE EXCL. VAT	TOTAL
	30 Amp Single Phase Distribution Board		R 2 550.00	
	30 Amp Three Phase Distribution Board		R 2 950.00	
	60 Amp Three Phase Distribution Board		R 5 900.00	
	15 Amp Plug Point		R 250.00	
	1,5m Two Lamp Fluorescent Light		R 550.00	
	1,2m Two Lamp Fluorescent Light		R 450.00	
	50 Watt Long Arm Spot Light		R 370.00	
	150 Watt Halogen Spot on Arm		R390.00	
	150 Watt Metal Halide Flood Light		R650.00	
	50 Watt Down Light		R 280.00	
	150 Watt Spot Light		R 390.00	
	Multiplug		R 390.00	
	International Adapter		R 250.00	
	Exhibitors Connection		R 380.00	
	Three Phase Power Connection Only (Please produce a C.O.C)		R 1 450.00	
			TOTAL:	
			15% VAT :	
			TOTAL DUE :	

*NB: If you have not opted for a 'package stand', and do require electricians; plug points need to be ordered along with a power source [DB – Distribution Board] for power supply. We suggest minimally a 30 Amp Single Phase DB.





AUDIO VISUAL HIRE

PLEASE NOTE THAT PRICES EXCLUDE 15% V.A.T [SA RESIDENTS ONLY]

PLASMA SCREENS RATES ARE FOR THE DURATION OF THE SHOW - TOTAL OF 3 DAYS BELOW INCLUDING INSTALLATION AND AV TECHNICIAN SUPPORT THE DAY PRIOR TO SHOW OPENING AND THE DURATION OF THE EVENT.

SIZE	DESCRIPTION	ACTUAL SIZE	QTY	RATE PER DAY	PRICE PER SHOW 3 DAYS	TOTAL
40"	Plasma Screen	905mm x 520mm x 95mm		R1050.00	R 3150.00	
50"	Plasma Screen	1210mm x 724mm x 95mm		R1450.00	R 4350.00	
65"	Plasma Screen	1554mm x 925mm x 95mm		R2050.00	R 6150.00	
					TOTAL : 15% VAT : TOTAL DUE :	

LCD MONITORS | HD READY

PLEASE INDICATE IF YOU WANT FREESTANDING OR MOUNTED

	DESCRIPTION	PRICE PER SHOW	QUANTITY	TOTAL
	HDMI CABLE – INCLUSIVE	R0.00		
	VGA CABLE – INCLUSIVE	R0.00		
	16MM(T) X 2500MM (H) X 1000MM (W) MELAMINE BOARD BEHIND FABRIC	R650.00		
	BRACKET – TO MOUNT IF NO GRAPHICS	R300.00		
	STAND – INCLUSIVE	R0.00		
			TOTAL : 15% VAT : TOTAL DUE :	





GENERAL TERMS

The above items are for hire, and remain the property of GL EVENTS SOUTH AFRICA PTY. This quotation is subject to the following terms & conditions:.

Payment terms:

Should this quotation be acceptable to you, **we require a (100%) one hundred percent payment on acceptance**, with payment also being made by either bank guaranteed cheque, cash or direct deposit.

Bank details:	STANDARD BANK
ACCOUNT NAME	GL EVENTS SOUTH AFRICA (PTY)
BRANCH	SOUTHDALE
BRANCH NUMBER	006 405
ACCOUNT NUMBER	002 787 504

Please state the quote reference number when making payment.

Interest on all overdue accounts will be levied at a rate of 2% (two percent) above the Prime Overdraft Lending Rate of Standard Bank.

Conditions of Hire & Supply:

Orders subject to stock availability

Items hired, remain the property of GL EVENTS SOUTH AFRICA PTY

No goods will be delivered, unless paid for in full with order.

Late orders received after the cut off time will subject to surcharge of 20%.

Goods damaged, will be charged to the relevant exhibitor

A refundable key deposit will be charged on locks & keys

Items supplied with plug leads and lighting – prices do not include connection fees

The risk of all furniture passes to the client on delivery

Period of validity:

This quotation is valid for 7 (seven) days from date of quotation.

Should any additions and/or changes to this quotation be required once approved, GL EVENTS SOUTH AFRICA reserves the right to revise the quotation. Furthermore, GL EVENTS SOUTH AFRICA PTY may refuse to enter into a revised quotation at its sole and absolute discretion, notwithstanding the fact that the initial quotation has been paid in full.

Risk:

The risk of all equipment shall pass to the customer on delivery thereof by GL EVENTS SOUTH AFRICA and the customer shall ensure that adequate insurance cover has been secured against all kinds of risk that may occur, including Public Liability Insurance. GL EVENTS SOUTH AFRICA will not be held responsible in any way whatsoever for the loss of any equipment of whatsoever nature. The customer shall ensure that all posters, signage and the like, affixed to the equipment, and shall be removed by the customer, prior to GL EVENTS SOUTH AFRICA breaking down the stand/exhibition.

Availability:

The availability of equipment provided in terms of this quotation can only be confirmed upon acceptance of this quotation and the deposit having been paid accordingly.

Confirmation:

This quotation is not binding until GL EVENTS SOUTH AFRICA has received a signed acceptance, and an official order, together with the required (50%) fifty percent deposit.

Storage Facility:

This service is not provided, unless specifically agreed and accepted under contract, by GL EVENTS SOUTH AFRICA



**Stand Dressing:**

This service is not provided, unless specifically agreed and accepted under contract, by GL EVENTS SOUTH AFRICA

Cancellation:**Ownership:**

The equipment provided in terms of this quotation, is for hire, and will always remain the property of GL EVENTS SOUTH AFRICA.



**PLEASE APPROVE BY COMPLETION OF THE BELOW, EMAIL YOUR OFFICIAL ORDER TO
BIANCA VAN DEWENTER**

Email: bianca.vandewenter@gl-events.com

I/WE ACCEPT YOUR QUOTATION _____ DATE: _____

We trust the aforementioned meets with your approval and look forward to hearing from you in due course.

Kind Regards,

Caren Cloete

PROJECT MANAGER

Caren.cloete@gl-events.com

