



# EXHIBITION MANUAL




# 10 GA

**Durban, South Africa**  
**27-30 October 2016**  
**[10ga.iapb.org](http://10ga.iapb.org)**


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IAPB's Tenth General Assembly (10GA) is the premier global event discussing public health topics related to blindness and visual impairment



**Stronger Together**

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## IAPB 10<sup>th</sup> General Assembly, Durban 27-30 October 2016

At Durban International Convention Centre, Durban, South Africa

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Thank you for your active participation at the IAPB 10<sup>th</sup> General Assembly (10GA), 2016, we look forward to working with you over the coming months for a successful event.

The following guidelines will provide you with important information for your preparation for the Exhibition at the 10GA.

### General information

**10GA Scientific Programme** will celebrate the overall theme of the Assembly –‘*stronger together*’– by fostering collaboration and partnership as the true path to success.

The programme will include a mix of keynote sessions, plenaries, free paper and poster presentations and other innovative opportunities to cover a range of topics.

All sessions will be held at the **Durban International Convention Centre** (DICC), 45 Bram Fischer Road, Durban 4001, South Africa <http://icc.co.za/contact/map> on 27-30 October 2016. Keep checking the event website <http://10ga.iapb.org/blindness-prevention-programme> for official programme session times and room allocations.

For satellite meetings held pre-/post- and during the 10GA please refer to the Satellite meetings calendar: <http://10ga.iapb.org/side-meetings>.

### Registration and Name Badges

All exhibitors are required to wear badges during the entire event. Please note that these badges can be used to access the Exhibition area, Scientific Programme and Social events. Please make sure to register all of your delegates attending, via the [registration website](#) before the 30<sup>th</sup> September 2016. By now you should have received registration guidelines by email. For any query regarding registrations please email Eva Natcheva at [iapb10ga@myt.uk.com](mailto:iapb10ga@myt.uk.com).

### Travel and Accommodation

All delegates are responsible for their own travel and hotel arrangements. Information on official hotels is available now at <http://10ga.iapb.org/travel-to-durban/accommodation>. Block bookings have been made at the hotels listed on the website and special rates have been negotiated for IAPB 10GA delegates. If you would like to access the reduced Bed & Breakfast rate and would like to confirm a booking please follow the instructions provided for the specific property.

Shuttle buses will be running from official hotels to the Assembly venue daily. Information on departure times will be made available on the website in due course.

## General Guidelines for Exhibition

### Event / Exhibition Timings

Please refer to the [live link](#) for most up-to-date information, below are guidelines:

#### Build-up

Expo Solutions only:	Wednesday 26 <sup>th</sup> October	8am – 12pm
External Contractors:	Wednesday 26 <sup>th</sup> October	12pm – 10pm
Expo Solutions & External Contractors:	Thursday 27 <sup>th</sup> October	8am - 2pm
Stand Build Up complete:	Thursday 27 <sup>th</sup> October	2pm

#### Access for Sponsors in the Exhibition Hall

Badge Collection:	Thursday 27 <sup>th</sup> October	12 pm – 2pm
Exhibitor Dress Stands:	Thursday 27 <sup>th</sup> October	2pm –10pm

#### Break-Down

Stand break-down:	Sunday 30 <sup>th</sup> October (end time 12am)
Exhibitors (collateral collection):	4pm-5pm
Expo Solutions & External Contractors (full stand breakdown):	5pm-12am

**N.B:** Exhibitors are asked NOT to dismantle their stands or remove any items prior to Sunday 30<sup>th</sup> October 5pm. All stands must be completely removed by the stipulated time.

The organisers and/or the Durban ICC will not take responsibility for any loss or damage. Exhibitors must take full responsibility for all items on their stand for the duration of the event until everything is cleared from their stands.

#### Exhibition Hours:

Friday 28 <sup>th</sup> October:	09:00-18:00
Saturday 29 <sup>th</sup> October:	09:00-18:00
Sunday 30 <sup>th</sup> October:	09:00-16:00

### **Deadline date for submission of orders & compulsory indemnity forms 10th October 2016**

## Event / Exhibition Information

### Exhibitor Services and Organising Companies

There are two companies who will be working with you over the coming year to ensure that all of your needs as an Exhibitor at the 10GA are met.

**MYT**, the appointed conference organiser, will liaise with you and keeping you up-dated on deadlines and administrative points:-

#### Maximize Your Time

Official PCO IAPB 10GA

20 The Slipway, Port Solent, Portsmouth, Hampshire, PO6 4TR, United Kingdom

Tel: +44(0) 2392 322122

Email: [iapb10ga@myt.uk.com](mailto:iapb10ga@myt.uk.com) / Website: [www.myt.uk.com](http://www.myt.uk.com)

**Expo Solutions** is the appointed Exhibition Company for the IAPB10GA and they are responsible for the building of your stand and will be the on-site contacts:-

Lauren Marot

T: +27 (0)31 304 2309

lauren@exposolutions.co.za

Stand Services – Expo Solutions (Electrical Supply, Furniture, Graphics, AV, Plants, Stand Accessories)

For all exhibitor services, kindly refer to this manual and to the Service manual, which will be provided by Expo Solutions shortly.

### Payment Terms

The Exhibitor shall pay the full amount indicated in the Total line item on the Order form. IAPB reserves the right to release an Exhibit or assigned space that has an outstanding amount for any reason. Under no circumstances will an Exhibitor be permitted to occupy its Exhibit space if full payment has not been received.

### Cancellation Policy

All cancellations must be received in writing to: Maximize Your Time, official PCO for the IAPB10GA, [iapb10ga@myt.uk.com](mailto:iapb10ga@myt.uk.com). Please refer to the terms and conditions signed along with your Order Confirmation regarding the cancellation terms.

### Exhibition floorplan & Conference Programme

Please note this will be available on the [10GA website](#) shortly.

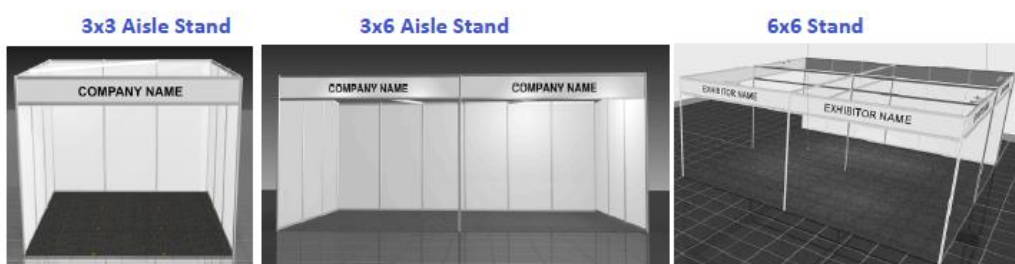
You will receive a separate email with guidelines and deadlines on the information / visuals you will be required to provide for the conference programme.

### Exhibitor Package

For those exhibitors who have contracted for the Shell Scheme, the structure of the stand will include:

- White walling supported within an aluminium framework;
- Fascia board with company name in English (no logo) incl 28 characters per board;
- Power supplied, with shared power (number depending on size of stand)

*Sample look below*



### **Shell Scheme Walls**

Each wall is made up of 1m panels, supported within an aluminium frame. Panels are made out of compressed styrene. It must be noted that the internal dimensions of the stand are slightly less than the external dimensions, thus the distance between the walls of a three meter stand is 2,930mm, and each panel has an internal/visible width of 950mm and a height of 2,380mm. The aluminium frame protrudes by 15mm from the walling, thus the walling and the frame are not flush. The fascia boards have a visible area of width: 2,943mm x height: 300mm (for a 3m x 3m stand).

### **Fascia Board and Name**

The name of the exhibiting company, as provided by the exhibitor, will be displayed on the fascia board on all open sides of a shell scheme stand. Names will be produced in standard letters. Fascia board logo may be ordered at an additional charge. Failure to submit your fascia name by the stipulated submission date may result in the exhibition organisers using their own discretion in producing your company name.

### **Fixing Display Material**

Display material may be fixed to the exhibition stand walls by means of double sided tape or sticky-backed Velcro. You must provide this for your own stand. Nails, screws or permanent adhesives may not be used, nor any other mechanism that will cause damage to the exhibition boards. Hooks will be provided to suspend heavier objects. Under no circumstances can anything be attached to any surface or wall within the convention centre.

### **Electrical Fittings**

The electrical infrastructure for the exhibition will be provided by Expo Solutions. Any electrical equipment brought onto the ICC premises must comply with the South African Electrical Regulations and the Occupational Health and Safest Act (OHS). Please also note that a Certificate of Compliance (COC) is to be produced for all electrical fittings installed on any custom stands. Should this not be the case, equipment will be removed immediately from the premises at the exhibitor's expense and charges for any damage caused by faulty equipment will apply to the exhibitor. Please confirm your stand arrangements with Expo Solutions and if you require additional plug points/DB board please order through the Expo Solutions services manual.

### **Furniture Hire & Carpeting**

Furniture for the stands can be ordered through the Expo Solutions Services Manual. Contact Lauren, E-mail: [lauren@exposolutions.co.za](mailto:lauren@exposolutions.co.za). Exhibition hall is carpeted. To increase the visual impact of your stand, you may order a specific coloured carpeting or alternative wood flooring to co-ordinate with your corporate colours or stand theme. You may request a quote from Expo Solutions for this.

### **Stand Cleaning**

Stands are vacuumed and waste baskets emptied each evening. This service will be covered by the organiser. Should exhibitors require dedicated cleaning, please order over and above the general aisle cleaning booked by the organiser.

### **Stand Security**

Please note that exhibitors are responsible for items on their stand, i.e. equipment, personal belongings. Neither the organisers nor the ICC will be held responsible for exhibitor's belongings. Peripheral security will be organised and paid for by the organisers, but to ensure dedicated security to the stand, exhibitors may order their own stand security.

For security requests kindly send them through to Connie Sikhisi ([connies@icc.co.za](mailto:connies@icc.co.za))

### **Constructed / Designer Stands**

Exhibitors are advised that custom stands are not permitted in the Exhibition Hall unless detailed design drawings are submitted at least 30 days before the event for approval by the ICC management. Approval will be given with a set of mandatory safety requirements attached. For designer stands order deadline is 30<sup>th</sup> September.

### **Stand Builders (External Contractors only)**

- Contractors must have their safety files submitted to the event appointed safety officer for approval.
- Once their files are approved the entire staff compliment of that stand building company will be required to attend an ICC induction.

Please note that if you are using outside contractors and not using Expo Solutions services, you will be required to provide the following:

- OHS Safety File (produced on day of build-up)
- General Public liability
- Letter of good standing
- All appointments and checklist must be up to date by build-up date
- Drawing of intended structures before build up date.
- Engineers certification for any structure deemed requiring one (will be determined if required off of sent in Drawing)
- Letter of competency (will be determined if required off of sent in Drawing)
- Electrical compliance certificate for any structure which will have a temporary circuit or deemed necessary.
- Flame retardant certificate, for any banner or material which has a synthetic fabric texture (I.e. Nylon, cotton, etc.)
- Rigging certification for any object which will be flown from a height.
- Mind your step signs need to be utilised for any raised level floor, unless otherwise stipulated.
- All corner edgings must be either capped or rounded off. (Open floor space stands)
- Personal protection equipment is to be worn at all times throughout build-up and striking period. (I.e. Hard hat, safety shoes etc.)

If you have any questions on the above please contact Bryan van Schaik, the appointed Occupational Health and Safety Officer at [bryan@raywoodohs.co.za](mailto:bryan@raywoodohs.co.za)

## Venue Information

### IT & Wireless Access

The Durban ICC is equipped with state-of-the-art network and IT-infrastructure, which is geared at providing technology solutions for the conference and exhibition industry.

The Durban ICC offers complimentary WIFI throughout the centre and WIFI password is: durban1cc. Kindly note that this is a best effort service, but also that it is a public Wi-Fi service, so could be with reduced speed depending on the number of users.

### Telecoms

The Durban ICC offers analogue telephone handsets, lines, ISDN lines, fax machines/lines and speed point lines (credit card machine lines) at a charge.

### Selling onsite

Product selling at Durban ICC is not normal practice however should you wish to sell your products kindly send your request through to Connie Sikhisi ([connies@icc.co.za](mailto:connies@icc.co.za)) and your request will then be approved by Durban ICC Health and Safety Officer.

## Stand Catering & Beverage

### Additional Food Requests:

- The ICC offers a variety of platters / snacks to exhibitors which will be delivered to their stands on request at a cost.
- The ICC is the sole provider of all food and beverage.
- If exhibitors wish to hand out samples, it must be limited to a bite size portion.
- Exhibitors are to advise the ICC accordingly if they wish to practice any of the above for approval first, platage fee will apply.

### Additional Beverage Requests:

- ICC offers a variety of beverages to exhibitors which will be delivered to their stands on request at a cost.
- ICC is the sole provider of all food and beverage.
- Any beverage items brought onto the premises are subject to a corkage fee per item.
- If exhibitors wish to hand out samples, it must be limited to 85ml.
- Exhibitors are to advise the ICC accordingly if they wish to practice any of the above for approval first, corkage fee will apply.

## Storage & Deliveries

### Exhibitor Freight Handling & Storage Facility

Exhibitors are advised that the cost of insurance cover is not covered by the Durban ICC. It is the responsibility of each exhibitor to arrange insurance covering transport to the exhibition, during the exhibition, and the return of the exhibits to domicile.



### Import and Deliveries to ICC

ICC & Expo Solution have recommended the below import company which works closely with both ICC & Expo Solutions on other events at the ICC:

Company name: DB Schenker  
Contact: Manuela Natzke / General Manager Fair & Exhibitions  
Email address: Manuela.Natzke@dbschenker.com  
Phone: +27 11 971 8620 (direct)  
Switchboard: +27 11 971 8400

If you are interested in using DB Schenker's service please request Order Form from Manuela Natzke.

**All couriered goods may be delivered to the Durban ICC but not before Thursday 27 October at 14:00. Please make sure to advise the import company of this requirement.**

Please remember that a representative from your company will need to be present at your stand on Thursday 27th to sign for your arranged delivery. IAPB and Expo Solutions will not unfortunately accept deliveries on your behalf.

Please note: The Durban ICC does not provide onsite storage; we encourage exhibitors to incorporate storage facilities onto their stand designs.

**Please note that IAPB are not liable for any goods shipped to Durban or ICC. Each exhibitor is solely responsible for the import and insurance of their own shipments.**

#### Address :

Durban ICC  
IAPB10GA / Exhibitor  
Cornelia Sikhisi [Connies@icc.co.za](mailto:Connies@icc.co.za)  
45 Bram Fischer Road, Durban  
Tel: 031 360 1000

#### Parking

The Durban ICC offers 980 parking bays in the underground parking lot accessed from Bram Fischer Road. The parking areas are managed by specialist car park operators, Katanga Parking. Services Coach and Shuttle access is provided via the ramp at the main entrance to the Centre in Bram Fischer Road. Congress delegates can be transferred directly from their hotels to the Durban ICC. Parking is at a charge – please send your request through to Connie Sikhisi ([connies@icc.co.za](mailto:connies@icc.co.za)) if you require parking.

#### Access to the Durban ICC

Please note that all stand builders should access the ICC via Gate 1, Stalwart Simelane Road. Once the equipment has been offloaded, please ensure that you move your vehicles to allow other stand builders access to offload their equipment.

### **Business Centre at ICC**

The Business Centre is situated directly beneath the main foyer, which includes an ATM and Foreign Exchange facilities, medical services, stationery and postal services.

### **Printing**

Onsite printing facilities are available at charge – for more information please contact:

I-Cube Advertising

Denver Manickum

[www.icube.co.za](http://www.icube.co.za)

(t)+27 31 701 0474

(s) Denver.icube

(e) [denver@icube.co.za](mailto:denver@icube.co.za)

### **Briefcases/Handbags/Cellphones and Valuables**

Please do not leave briefcases/handbags unattended on your stand. All items should be placed out of the public's eye inside cupboards or office areas. Unattended briefcases and packages could be a security risk.

## **Special Terms and Conditions**

### **Compulsory Indemnity form**

It is every exhibitor's responsibility to ensure that they read, sign and return the [Compulsory Indemnity form](#). This is a compulsory requirement. No exhibitor will be permitted to exhibit unless the form is signed.

### **General Housekeeping Rules**

#### **Alcohol**

The ICC is a fully licensed venue and alcohol may not be brought onto the premises. A special permit is required for promotional and sponsorship alcohol and a corkage fee applies. The ICC requires advance notification of such requests and the decision to permit promotional or sponsorship beverages is at the discretion of the ICC management. Only ICC staff or its appointed contractors may serve alcohol and may only do so to people over the age of 18.

#### **Care of Building**

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building what-so-ever. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.

#### **Damage**

Exhibitors are responsible for the cost of making 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 ICC property will be charged with the replacement value of such items.

## **Liabilities**

The ICC 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 ICC or any of its employees, representatives or assigns to comply, or to comply timeously, with any provision/s of the contract of hire.

The ICC shall not be responsible for the safekeeping, storage, use or otherwise of any property brought into the convention centre. Property belonging to the hirer or third parties shall be brought into the convention centre at their own risk and the hirer indemnifies the ICC and holds it harmless against any and all claims, losses or damages that may be suffered by any person in relation hereto.

The ICC shall not be liable for any loss, injury or damage, whatsoever caused, to goods and/or persons in the Convention Centre and/or on adjacent sites. The hirer shall always remain liable to the ICC 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 ICC on demand.

## **Exhibitor Behaviour**

All efforts to advertise, demonstrate and operate an exhibition must be conducted so as not to trespass on the rights of other exhibitors. No exhibit will be permitted to interfere with the use of other exhibits or impede access to them or the free use of the aisles. The ICC reserves the right to limit and/or restrict operations which, for any reason, might be considered objectionable, without any liability for refund and/or damage.

## **Access Regulation Documents/Contractors Entrance (Custom Stand)**

All stand builders to complete and submit the access regulation document to gain access into the building. This is in accordance with the ICC Rules and Regulations and the Induction Process provided by ICC.

## **Health and Safety Information**

### **Aisles**

The minimum aisle space applicable to all exhibitions is 3 metres. Should any item or structure be placed or protrude into the designated aisle space, the ICC reserves the right to request the removal thereof or remove the said item without any liability for loss or damage.

### **Evacuation & Fire Escapes**

Evacuation procedures will be announced on a dedicated fire / evacuation PA system and will be co-ordinated by the ICC management. The escape routes and assembly point information are displayed on all electronic signage at the venue and on our obelisks.

Fire escapes are located throughout the venue and are demarcated with signage. Event organisers are to ensure that neither the signage nor the exits are obstructed in any way.

### **Emergency Information**

The ICC has an evacuation procedure available on request. Exhibitors are responsible for ensuring that all emergency and safety procedures are adhered to. The ICC reserves the right to adjust emergency services according to the event.

The event organisers are responsible for organising medical assistance for their events.

**Raywood Occupational Health and Safety Cc.** is the appointed Health and Safety Company for the IAPB10GA:-

Bryan van Schaik  
bryan@raywoodohs.co.za  
+27 (0)78 519 4451

Exhibitors should contact the event organiser or the appointed Health and Safety officer in a case of emergency. In an event of an emergency specialised emergency services and systems will be available in place.

Please note that all lifts will return to ground level and escalators will stop operating. In an emergency call The Durban ICC Control Room on 031 360 1007.

### **Flammable & Hazardous Material**

Prior written permission is required from the ICC management and the Fire Department for the use of flammable and/or hazardous material including gasses and liquids. No liquid petroleum is permitted in the ICC.

### **Assumption of Risk for Exhibitors**

It should be understood by the exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many exhibition stands and various other factors make it reasonable that each exhibitor shall assume the risk of any injury, loss and/or damage.

Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property located in the exhibition area, storage or any other area where access has been provided to exhibitors by the ICC.

ICC security personnel will be furnished for the perimeter of the venue but such personnel shall not be deemed to affect the non-liability of ICC and its members, officers, representatives, employees and/or the official service providers to modify in any way the assumption of risk and release provided for above.

It is highly recommended that exhibitors take precautionary measures by ordering security for their specific needs, through the preferred ICC security service provider. The ICC recommends that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.