

**CLIENT
MANUAL
2023**



EXHIBITOR STANDS

COVERED STANDS

Covered stands are not permitted in the centre unless detailed drawings are submitted at least 45 days before the event for approval by the CTICC's management. It may be necessary to apply to the City of Cape Town for a temporary building permit and a structural engineering certificate.

DOUBLE-TIER STANDS and (CUSTOM BUILD STANDS)

To comply with legal, safety, fire and building regulations, exhibitors using and/or planning to use a double-tier or any custom build stand are required to provide a structural engineer's appointment letter (BDM11 and 12) to the CTICC, for authorisation 45 days before the event.

'Space only' stand builders must submit a structural engineer's appointment letter for stands over 3 m high or any custom-built stand. Floor plans must incorporate front, side and top elevations. These should be submitted to the CTICC for approval at least 45 days before build-up day. All custom stands require a structural engineer's certificate (BMD13) on completion. Failure to comply with this requirement may result in refusal of permission to erect the stand and a temporary building permit will not be issued.

STAND EQUIPMENT

Only a limited amount of equipment/appliances is available (refrigerators, coffee machines or sushi fridges, for example). It is recommended that bookings are made well in advance (three to four weeks) of the event. Equipment is leased for the entire duration of the event.

STAND CONSTRUCTION

- All contractors are required to observe the CTICC's rules and regulations. An induction process ensures compliance with legislation and the CTICC's house rules. Your Sales or Event Executive will provide further information in this regard.
- All stand construction staff are required to wear their company's identification badges for the duration of the build-up and breakdown of an exhibition.
- Failure to advise the CTICC of contractors coming onto site may result in staff being refused entry.
- Walls of stands must be cladded on the reverse side for the sake of aesthetics.



SHELL SCHEMES

The CTICC has a contracted and preferred panel of conference and exhibition service providers. The maximum height to which a shell scheme may be built in a breakout block is approximately 2 500 mm.

The entrance doors are 1 800 mm wide and 3 090 mm high, and the ceiling height in these rooms is 3 100 mm. A space of at least 600 mm is required above the shell scheme to accommodate the fire sprinklers.

STAND CLEANING

A clean hall will be provided at handover. Event organisers are required to return the exhibition venue in the same state on the last breakdown day. Should the venue not be cleaned, additional cleaning costs and venue rental charges will be applicable. Exhibitors are responsible for maintaining their own stands at all times.

The CTICC's contracted supplier will provide cleaning during exhibition build-up, show day and breakdown for a fee. Your Sales or Event Executive will provide further details should additional stand cleaning be required.



GENERAL INFORMATION

ACCESS TO HEIGHTS

Height access equipment is available for hire from the CTICC. Only qualified and licensed Mobile Elevated Working Platform (MEWP) operators may drive and operate access equipment within the CTICC premises.

ACOUSTICS

The CTICC demonstrates international best practice acoustic standards. The centre has been designed to contain exterior noise transference. All areas have been designed to provide superior sound and to limit the leakage of sound to adjacent areas, and the floors above and below.

Meeting Rooms incorporate specialised insulation and sound cladding to provide superior speech acoustics. The partitioning walls between the Exhibition Halls, Meeting Rooms and the Ballroom provide a soundproofing rate of up to 50 dB. Acoustic draping is highly recommended in halls where acoustic clarity is vital to event success.

AISLES

The minimum aisle space applicable to all exhibitions is 3 m. Should any item or structure be placed in or intrude upon designated aisle space, the CTICC could request its removal or simply remove the item.

ALCOHOL

The CTICC is a fully licensed venue and alcohol may not be brought onto the premises without express permission. A special permit is required for promotional and sponsorship alcohol, and a corkage fee applies for all alcoholic or non-alcoholic beverages brought into the centre. The CTICC requires advance notification of such requests, and the decision to permit promotional or sponsorship beverages is at the discretion of the CTICC's management.

ANIMALS

Other than guide dogs for the visually impaired or emotional service support animals (trained and registered), animals are not permitted into the CTICC without the prior consent of management. At management's discretion, animals may be permitted access:

- For use in displays taking place at the CTICC
- Where the focus of an event is animal-related

Any events on the CTICC premises involving animals require sufficient prior notification and approval by the CTICC, as well as written approval from the Animal Welfare Society in South Africa, and/or the SPCA. The event organiser will take full responsibility for any loss, injury or damage that may occur to people, animals or the venue as a result of the decision to allow animals access to the centre.

ASSUMPTION OF RISK

Each exhibitor assumes the risk of injury, loss and/or damage for their own merchandise, fixtures, displays and any other property located in the CTICC. The use of CTICC security personnel for the perimeter of the venue shall not be deemed to affect the non-liability of the CTICC and its members, officers, representatives, employees and/or the official service providers, nor to modify in any way the assumption of risk and release provided for the above. It is highly recommended that exhibitors take precautionary measures and order additional security for their specific needs through the CTICC's preferred panel of security service providers.

BEVERAGE CORKAGE & SAMPLING

All beverages are charged on consumption to either a cash or account bar. No beverages may be brought into the CTICC by any event organiser, installation company, contractor and/or sub-contractor hired by the event organiser without the express approval, in writing, from the CTICC's management. Exhibitors wishing to provide give-away samples of products are required to apply for approval by forwarding all relevant information to the CTICC's management at least seven days prior to the event. Samples must be limited to 50 ml of beverage and may only be distributed within the Exhibition Hall or Ballroom.

CARPETING

It is compulsory for the Exhibition Halls to be carpeted for events. Carpeting will be provided – standard grey / black carpeting.

CHEMICALS ON SITE

Only environmentally-friendly chemicals, accompanied by the relevant Material Safety Data Sheet (MSDS), are permitted on the premises. The CTICC must be informed of any chemicals which will be brought on site.

CHERRY PICKERS & SCISSOR LIFTS

In accordance with the Driven Machinery Regulation 2015, only trained and certified Mobile Elevating Work Platform (MEWP) operators will be allowed to operate equipment. Operators should carry their licences with them. Due care and attention must be given when operating equipment and moving among people or vehicles. No lifting equipment may be driven over carpets, and timber boards must be placed in the vehicle's path. The CTICC has procured boards for this purpose that can be signed out. The boards are available from the CTICC's Maintenance Department and will be checked after use. Any missing boards will be charged to the relevant company.

CLEANING

Generic cleaning is provided in all public areas.

COFFEE SHOPS

The CTICC coffee shops are situated on the ground floor of each building. They provide light refreshments and a deli-style menu, including cakes, coffees, beverages and light meals. The coffee shops have extended opening hours as and when required.

CONSTRUCTION

No cutting, drilling, painting, or any other kind of construction work will be allowed without proper use of drop sheets. Two workshop areas have been provided in the Marshalling Yard for this purpose. Suppliers found working without the necessary protection to cover carpets, will be removed from the venue and refused further access. The CTICC will not be liable for delays in an event's starting time as a result of suppliers being removed from the site.

COURIER SERVICES

Courier services are provided on request at the reception desk, situated on the ground floor in CTICC 1 and CTICC 2.

DAMAGE

Event organisers / 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 anyone employed or engaged on their behalf. Any client found damaging walls, carpets and/or any structure on the CTICC property will be charged with the replacement value of such items.

The CTICC appreciates that clients need to decorate their sets by means of painting, welding, angle grinding, cutting timber, 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.

Pre- and post-venue checks are conducted, and any damage will be noted and discussed with the client.

DANCE FLOOR

A standard dance floor, to a maximum of 125 m², is available for hire from the CTICC. Larger dance floors can be hired on request.

DRAPING

The CTICC does not permit ceiling draping in the venue as it creates a fire hazard when covering air-conditioners, sprinklers and smoke detectors. Only perimeter draping in the venue is permitted. All fabric used for draping must be flame-retardant and a certificate of conformity is required. The use of scaffold structures (mobile or static) is prohibited.

ELECTRICAL INFRASTRUCTURE & SERVICE

The electrical components will be supplied by Expo Solutions.

- No twin flex is permitted.
- Wiring for all purpose-built stand shell schemes/equipment is to be done by registered wiremen only and must comply with the South African Bureau of Standards (SABS) and the Occupational Health and Safety Act. A Certificate of Compliance must be submitted to the CTICC's management before the start of the event.
- Only SABS-approved multi-socket/multi-extender plugs or cab-tyre may be used.
- Wiring systems must be insulated flexible cables with copper conductors, with a minimum cross-section area of 1.5 mm². Appropriate circuit breakers must be included to protect the cable (1.5 A to 15 A maximum).
- Open wiring is allowed.
- No joints in trailing cables are allowed.
- Multiple wiring will not be permitted to terminate to a single 15 A plug top (SA 3-pin round plug).
- Lighting is to be looped from fitting to fitting, with all terminations secured and concealed.
- Should any termination points be required to wire ways, they need to be insulated and of a mechanical nature.
- Stands constructed of conductive materials must be double earthed to the CTICC's earthing system.
- To cater for most exhibition requirements, 5 A are allocated per exhibition stand. Laser printers, heating and refrigeration equipment may require additional electrical supplies.
- Electronic transformers are to be used where possible.
- Each electrical point provided is intended for one item of equipment or machine on display. Multi-point socket outlets are not permitted.
- No electrical installation and/or fitting may be suspended from the ceiling of the Exhibition Hall or fixed to any part of the building structure without prior approval. If permitted, a fee will be levied.
- 30 A and 60 A 3-phase power, including earth and neutral, are available on request. Any power requirements of more than 60 A should be discussed with the CTICC's management.
- Neon lighting may not be installed without written authorisation from the CTICC's Management.
- If approved, a fireman's switch is to be installed.
- The CTICC reserves the right to specify higher quality installations than those prescribed in SANS 10142 or the Occupational Health and Safety Act (No 85 of 1993) and Electrical Installations Regulations 2009 and to request a Certificate of Conformity as directed by legislation.

EMERGENCY SERVICES

The CTICC's Management co-ordinates and manages any emergency. Event organisers are responsible for ensuring that all emergency and safety procedures for their own event are implemented, as stipulated by the SASRE Act. The organiser must appoint a safety and security team to manage this on their behalf. These plans must be documented in their safety file and made available to the CTICC. The event organiser is responsible for organising medical assistance for their events. Exhibitors should contact the event organiser in the case of an emergency.

ENTERTAINMENT

Quotations from our preferred suppliers will be provided. Your Event Executive will provide further information in this regard.

EVACUATION

Evacuation procedures will be announced on a dedicated fire/evacuation PA system and will be co-ordinated by the CTICC's management. It is the duty of event organisers to familiarise themselves with the evacuation routes and ensure an evacuation plan has been documented and is available in the Client Safety File.

EXHIBITOR CATERING

The CTICC is the sole provider of all food and beverages at the premises. Only in exceptional circumstances where the CTICC is unable 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

EXHIBITOR CATERING

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.

EXHIBITION STORAGE

There is no storage facility available on-site. The CTICC recommends drayage suppliers who can provide off-site storage. The CTICC will not be held liable for any items stored.

FIRST AID & EVENT MEDICS

The Safety at Sport and Recreational Events Act 2010, National Health Act 2003, Event Safety by-law, Emergency Care at Mass Gatherings Regulations 2017, and SANS 10336 stipulate the requirement of medical assistance during events. It is the event organiser's responsibility to source this service. A risk assessment must be undertaken in accordance with the tables listed in SANS 10336 (2015). To assist event organisers, the CTICC has appointed an event medical service provider to provide medical care during events.

FLAMMABLE & HAZARDOUS MATERIALS

Prior written permission is required from management and the Fire Department for the use of flammable and/or hazardous substances, including gasses and liquids. No liquid petroleum is permitted in the CTICC. Should LP gas be used, only 19 kg alongside one back-up gas cylinder is allowed. The Fire Department has a very strict 'no-fires in the CBD' policy, and naked flames, candles, barbecues and torches are prohibited. All approvals must be requested in writing.

FIRE ESCAPES

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

FIRE SYSTEM & MITIGATION

In the event of an emergency, the following services will be provided:

- Emergency lighting to required lux level
- Essential ventilation (smoke venting)
- An automatic fire detection system
- Fixed and mobile firefighting equipment
- Aspiration system
- Evacuation PA system
- Sprinkler systems
- Fully-trained emergency co-ordinator and team
- Trained fire marshals
- Pressurisation of fire escape stairwells
- Kitchen Ansul system

FLAME RETARDANCY

- Articles of a flammable nature, such as fabric, paper items, banners, items made of wood pallets, hessian, thatch and straw are regarded as major fire hazards and will require a fire-retardant certificate before the start of your event.
- Only battery-operated flameless candles are allowed as part of your décor setup, please ensure that all tablecloths and napkins are fire-retardant. A certificate will be required before the start of your event.
- Please do not allow draping to touch electrical wiring, fittings and/or globes. Draping must not reach lower than 5 cm above the carpeted floor.
- The use of halogen lights will not be approved. All light displays must be low wattage or LED.
- Please note that it is the duty of the CTICC's management to ensure that products are suitably treated. Should a registered fire contractor be required for this purpose, please contact the CTICC's management.

FREIGHT HANDLING

Freight handling and customs clearance services are provided on request by the CTICC's recommended supplier. The supplier has off-site storage for early deliveries, late despatches and to hold packaging materials. They also take responsibility for the movement of any large equipment within the CTICC that cannot be carried by an individual.

CUSTOMS CLEARANCE

Customs clearance and freight handling services are provided on request by the CTICC's recommended supplier. Your Sales or Event Executive will provide further information in this regard.

FLOOR-LOADING LIMITS

Maximum floor-loading capacities in the CTICC are:

- 1 500 kg/m² in Exhibition Halls 1, 4A and 4B
- 3 000 kg/m² in Exhibition Halls 2 and 3
- 500 kg/m² in the restaurants and conservatories
- 2 000 kg/m² in Exhibition Halls 5, 6 and 7
- 750 kg/m² in Exhibition Halls 8, 9 and 10
- 500 kg/m² in the foyers of the Ballroom and Auditorium 1

FORKLIFTS & OPERATORS

The arrangement of forklifts is the event organiser's responsibility. All forklift drivers must conform to the Driven Machinery Regulations 2015. The event organiser and operator will be liable for any injuries or damage caused by reckless driving.

GAFFER TAPE / DUCT TAPE

- The use of gaffer tape, duct tape or any other tape on the carpets is strictly

prohibited. The only exception is the use of slipway cable cover tape, obtainable from a hardware store.

- Contractors installing cabling must run these in the ducting channels on the sides of the Ballroom.
- Where cables need to be run across the floors, these must be covered by purpose-made rubber matting supplied by the contractor.
- An event posing risk in this regard will not be allowed to open.
- Trailing cables are not allowed.

HANGING BARS & POINTS (RIGGING)

Hanging bars and points are available in the Ballroom, Auditoria and Exhibition Halls. All connections and work must be done by qualified riggers, and the necessary certificates must be issued for connections to ensure a safe load is applied.

HEALTH INSPECTIONS

The CTICC has a Certificate of Acceptability from the Department of Health and inspectors may conduct site visits at any time.

INDUCTION MANUAL

You are encouraged to please peruse our complete separate Induction Manual.

INFORMATION TECHNOLOGY (IT)

The CTICC employs the services of an industry-leading internet service provider that has enough capacity and experience to deliver world-class internet bandwidth. The centre is equipped with a 10 GB fibre-optic backbone, feeding into CAT5e and CAT6 cabling. The CTICC's internal lettable venues are covered by high-density wireless (Wi-Fi) network. This Wi-Fi network can be tailored to suit specific client and exhibitor needs. Third-party Wi-Fi access points and hotspots are strictly not permitted within the CTICC.

WIRELESS

A free public entry-level wireless service provides internet access over a 1 Gbps link and is available in all lettable venues. The maximum bandwidth available is dependent on the number of users accessing the network simultaneously. For meeting spaces and other Wi-Fi-enabled venues, you can purchase world-class, high-density Wi-Fi catering for 802.11 5 GHz frequencies with a management and monitoring platform. Wireless is not recommended for any critical services or demonstrations which are dependent on stable connectivity. Wireless is inherently susceptible to interference and has limitations. To maintain compliance and reduce the risk of interference or technical failure, all equipment and/or communication technologies must be approved by the ICASA (Independent Communications Authority of South Africa).

INFORMATION DESKS

Information desks can be set up in specified areas throughout the centre with advance notice, if available, at no cost, within the allocated complimentary space to the event organiser. The staffing and provision of information on the desk is the responsibility of the event organiser.

INSURANCE

The CTICC will not be held responsible for the loss, damage, safety or security of anything brought onto the premises. Public liability is mandatory for all events, with a minimum cover of R10 million per occurrence. The CTICC can arrange this insurance for you at reduced rates. Your event organisers can also help you to procure special eventing insurance. At their own cost, exhibitors are advised to arrange all-risk insurance coverage – spanning country of origin to the exhibition stand for the exhibition period and return home. Exhibitors need to ensure that they are fully covered by insurance and that they take out public liability and comprehensive protection.

EVENT RULES

- The exhibitor's period of liability is deemed to run from the time they or any of their agents or contractors first enter the exhibition site and continue until all exhibitors and property have been removed.
- The exhibitor shall insure, indemnify and hold the CTICC harmless in respect of all costs, claims and expenses to which the CTICC may in any way be subjected as a result of any loss or injury arising to any person howsoever caused, because of any act or default of the exhibitor, his/her agents, contractors or guests, to the fullest extent permitted by law.
- Exhibitors shall be responsible for making good any loss or damage to any items that they have rented or hired from exclusive outsourced contractors.
- Exhibitors should take all necessary precautions to prevent any damage to their equipment, exhibits and displays before connecting to the electrical supply of the CTICC's exclusive outsourced contractors.

LIGHTING

All meeting and exhibition areas are designed for 200 lux levels (minimum) at floor level. The source of the lighting is a mix of fluorescent and metal halide for colour purposes. Event organisers are advised that no spotlights, drop lights or other special lighting devices may be directed towards the aisles in a way that is distracting to neighbouring exhibition stands or guests. Furthermore, no strobe light effects are permitted. It is to be noted that the venue lighting is to be set prior to the event, after which only limited changes can be made. Event lighting is to be ordered from the preferred AV service providers and used to achieve different lighting effects. The venue lighting is not designed as 'dynamic event lighting' and should not be expected to achieve the same result.

LOGISTICS: BANNER HANGING

CTICC 1

The ceilings in Exhibition Halls 1 to 4A are convex, with the lowest point being 10 m and the highest point being 18 m. The maximum weight to be hung from the ceiling is 600 kg per node, to a maximum of 3 000 kg per truss.

In Hall 4B, the ceiling is flat, with the highest point being 9 m. The maximum weight to be hung from the ceiling in Hall 4B is 250 kg per node, to a maximum of 1 500 kg per truss. Banner display in specified areas where hanging bars are available is permitted, provided they do not create any obstruction to venue signage.

The CTICC has limitations on branding in areas designated as public space, such as foyers and galleries. Banner hanging or flags above stands in the Exhibition Halls are subject to a mutual agreement between the event organiser and the CTICC.

CTICC 2

The ground and upper Exhibition Halls have rigging points 4 m apart from front to back. The maximum weight to be hung from the ceiling is 500 kg per node.

The CTICC has a preferred supplier to handle all rigging. The CTICC's preferred supplier is fully compliant with national safety standards. Please ask your Sales or Event Executive for a list of the pre-approved banner hanging positions.

The CTICC requires accurate plans showing the positioning of suspended items, their weight, as well as the height from the ground to the bottom of each item. The CTICC's preferred supplier provides a design and construction service for all banners and signs, should assistance be required.

- All banners must be approved by the CTICC's management 30 days prior to hanging.
- All banners are to be delivered on the first day of build-up. Late delivery will incur a surcharge.
- All banners have a minimum of two points of suspension. If more are required, these will need to be quoted accordingly.
- Banner position and height must be agreed upon in writing before installation. The organiser is to provide an overall décor installation plan before build-up.
- Banners must be double-sided. Single-sided banners which need to be assembled on-site will incur a surcharge.
- Banners must have a suspension bar at both the top and bottom (including finials). Sewn sleeves must easily accommodate the suspension bar, which must protrude a minimum of 50 mm on both sides of the banner.
- The event organiser must ensure that banners are cleaned and prepared.
- Banners can only be hung from areas accessible by the cherry picker or by rope access..

LOGISTICS: BANNER HANGING

- Banners can only be hung from areas accessible by the cherry picker or by rope access.
- The cherry picker must be operated by a licensed driver.
- Banners can only be hung from areas where there are appropriate hanging bars and weighting.
- Banners are to be constructed from flat fabric and should have no lighting or other attachments.
- Banner design and/or production must be organised and confirmed at least two weeks prior to build-up. Your Sales or Event Executive will provide further information in this regard.
- Banners must be made of flame-retardant materials.

MEDICS

Medics are available. Please go to the registration desk

OPERATORS

Certified machine operators are available at an hourly rate. This service is based on availability. Clients are welcome to source their own operators, but they must be certified and comply with health and safety requirements. The relevant documentation will be requested on site. Only personnel who have completed a Mobile Elevating Work Platform (MEWP) operators' training course and have been issued with a valid and appropriate operator's licence will be allowed to drive a MEWP.

PARKING

Parking is available at the CTICC.

PLANTS & FOLIAGE

Plants and foliage are available on the website.

POOLS & JACUZZIS

All pools and Jacuzzis are subject to the floor load capacity and a containment area must be set up to ensure no leaks occur. The water is subject to availability, as per City by-laws.

PORTER & FREIGHT HANDLING SERVICES

A porter service is available on request and is provided by the recommended supplier at a fee. This service supplier can also make trolleys available for loading and off-loading conference material.

PRAYER ROOMS

The CTICC offers dedicated prayer rooms for its patrons in both CTICC 1 on the Ground Floor, and CTICC 2 on the roof level.

PRODUCT STANDS (COOKING/SAMPLING)

Any cooking requirements at a stand must be communicated to the CTICC's management in advance and must include all the relevant details.

The following should be noted:

- Cooking is only permitted where prior approval has been granted, in writing, by the CTICC.
- Solid food portions should be no larger than 85 g portions of the whole food.
- Beverage tasting must be in tasting cups to a maximum of 50 ml of beverage.
- Bottles and cans are subject to a negotiated corkage fee.
- Product demonstrations and sampling require written permission from the CTICC's management.
- There shall be no demonstrations for sampling outside of the contracted exhibition space. Should samplers interfere with the traffic of neighbouring exhibition stands, the CTICC's management will have no alternative but to request that the sampling is terminated.
- The exhibitor is to supply large plastic rubbish bins and a supply of plastic bags.

SCAFFOLDING

The use of scaffolding for draping purposes is not allowed. Should you erect scaffolding to aid build-up or strike, this must conform to Section 16 of the Construction Regulations. A copy of the inspector's appointment letter must be provided to the Safety Officer, and fall protection and a rescue plan must be provided for working at heights. A structural engineering certificate may be required for complex scaffolding. Your Event Executive can provide further information in this regard.

SECURITY

The CTICC's security services are provided by the contracted preferred supplier which operates closely with the Cape Town Central City Improvement District and the South African Police Service (SAPS). Surveillance cameras are installed throughout the venue complex and are monitored on a 24-hour basis.

SMOKING POLICY

As defined by the Tobacco Products Control Act 83 of 1993, the CTICC is a public place and consequently, smoking is not allowed on the premises. Anyone requesting that a part of the CTICC be made non-compliant with the regulations will bear any and all related costs and expenses. Any person who fails to comply with the provisions of this policy will be prosecuted and may be liable to a fine.

In line with legislation, no smoking is allowed within 10 m of a public building entrance and the sale or advertisement of any tobacco products are prohibited.

SPRAY PAINTING

Spray painting is not permitted within the CTICC. A designated area will be provided for this purpose in the Marshalling Yard. This arrangement must be made with the Event Executive.

TEMPORARY STRUCTURES & TENTS

All temporary structures, such as a stage higher than 900 mm, custom stands (higher than 3 m) and tents (bigger than 100 m²), must be approved by the CTICC Management. A structural engineering certificate may be needed in certain cases. If so, BDM 11 and BDM 12 appointment letters and a floor plan must be submitted to the City of Cape Town for a Temporary Building Permit.

TOILETS

Facilities include male and female toilet facilities for the disabled, and baby-changing facilities. All toilet facilities include a dual-flush system to promote water conservation. For special events, clients are responsible for sourcing and installing additional toilet facilities. The allocation of these facilities should be discussed with your Sales or Event Executive, as well as the CTICC's Operations Department.

VEHICLE DISPLAY

Arrangements for the display of motor vehicles can be made with a Sales or Event Executive ahead of the event.

However, the following points are necessary:

the weight and a schematic of the vehicle.

- Weight limits must be advised and confirmed.
- The vehicle should contain only enough fuel or be fully charged to drive in/out of the centre.
- A drip tray must be placed under the vehicle's oil sump.
- Battery terminals are to be disconnected should the vehicle be left in the venue overnight.

VEHICLE DISPLAY

- Firefighting equipment must be displayed at every corner of the display.
- Vehicles must be locked, and the keys handed to the appointed Safety or Security Officer.
- if the vehicle is on display and open, the exhibitor must always be present.
- All details must be indicated on the load-in plan.

WASTE REMOVAL

The CTICC follows an international, environmentally-friendly and strict recycling policy. This exceeds local standards and applies specifically to events taking place in the Exhibition Halls. The event organiser is responsible for ordering skips for exhibitions or events. Should additional skips be required during any stage of the event, this will be communicated to the event organiser. An event waste plan is available on request.



