

5-7 OCTOBER 2022

CAPEWINE
2022
sustainability **360**

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CUSTOM STAND MANUAL

5 - 7 OCTOBER 2022

Cape Town International Convention Centre

www.capewine2022.com



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Dear CapeWine 2022 Exhibitor,

On behalf of the Wines of South Africa team, I would like to take the opportunity to thank you for your support of CapeWine.

Having experienced a challenging time in the wine industry over the past few years, we are pleased to have your participation and the support of our sponsors toward this important showcasing of South Africa Wine.

Our 'Sustainability 360' theme ties into the focus of the wider South African wine industry and the aim is to focus on the importance of three pillars: Place, People and Prosperity. These pillars are key for a successful and sustainable industry and one of our objectives has been to tie all elements of CapeWine into this.

We have prepared an Exhibitors Manual for the show which will equip you with all the information you will need to ensure that the show is a success for your brand(s). It will allow you to clearly understand the elements involved in creating your stand space, what is allowed, what is not allowed and how you can confidently prepare to make it all run smoothly and as stress-free as possible – from start to finish.

The manual will provide you with all the tools you require for this process, and it is therefore imperative that you and any relevant colleagues familiarise yourselves with the important information contained herein.

We are pleased to inform you that Deidre Cloete from Conference Et Al will be our event organiser for CapeWine 2022. She has been part of the team working on CapeWine for several shows and we are excited to have her part of our core event team again as she has a deep understanding of our unique requirements and challenges!

Should you have any enquiries, feel free to contact her at deidre@iafrica.com or 083 261 0207.

We will load regular updates onto our CapeWine website (www.capewine2022.com) and also continually communicate with all our exhibitors via our exhibitor portal on the WoSA website – therefore please stay connected on these platforms.

As a team, we are so excited to bring you CapeWine 2022!

Warm regards

CANDICE EVERTS

INTERNATIONAL PROJECTS MANAGER

candice@wosa.co.za

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IMPORTANT DEADLINES



| ACTION | DEADLINES |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|
| <ul style="list-style-type: none"> Early Bird Booking payment deadline | 31 March 2022 |
| <ul style="list-style-type: none"> Exhibition contractor form to be submitted Supply the custom application pack (3D design) for preliminary approval by WoSA. Email all the documents to organisers at deidre@iafrica.com | 15 April 2022 |
| <ul style="list-style-type: none"> Producers will be notified if stands have been approved by WoSA | 22 April 2022 |
| <ul style="list-style-type: none"> Submission of all the documents required for approval by the City of Cape Town (refer to page 7 for the list of documents required) | 5 May 2022 |
| <ul style="list-style-type: none"> Name badge order deadline | 22 August 2022 |
| <ul style="list-style-type: none"> Final bookings payment deadline | 1 June 2022 |
| <ul style="list-style-type: none"> Delivery of wine stock to Exhibition Freightling | 26 – 28 Sept 2022 |

CAPEWINE 2022: BUILD UP AND DISMANTLE PROGRAMME

| ACTION | DEADLINES |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
| BUILD UP <ul style="list-style-type: none"> Access by contractors for Custom build exhibits (each contractor will be provided with a date and time they may access the exhibition halls) Custom stands – no further work allowed that will create dust e.g. sawing, sanding etc. Wine may be delivered directly to the custom stand as long as the producer is on-site to receive delivered directly to their stand. Custom build Contractors complete stand and move off site | 1 - 3 October 2022 (exact time schedule will be provided in September 2022) 3 October 2022 (Off site by 10:00) |
| SHOW PREPARATIONS ON-SITE <ul style="list-style-type: none"> Exhibitors to stock stands and add décor where applicable | 4 October 2022 (14:00 - 18:00) |
| SHOW TIMES <ul style="list-style-type: none"> Wednesday, 5 October 10:00 to 17:00 (Opening seminar at 9:00) Thursday, 6 October 10:00 to 17:00 Friday, 7 October 10:00 to 16:00 | 5 – 7 October 2022 |
| SHOW DISMANTLING <ul style="list-style-type: none"> Exhibitors to remove own display material Exhibitors to collect wine from the store-room at CTICC Contractors to dismantle exhibition stands and move out all items to be removed and halls handed over to CTICC | 7 – 8 October 2022 (16:00 - 19:00) |



Floor space is sold without any stand structure. All arrangements for the exhibition display must be made by the producer for their own account.

The following will be included when renting floor space:

- Build-up and strike parking tickets
- Exhibitor name badges
- Limited storage space for wine in the larger wine store-room managed by the runners.
- Wine runners shared with other custom stand exhibitors

The following must be arranged by the exhibitor for their own account:

- Flooring – refer to instructions on page 5.
- Stand / display structure, lights, furniture etc.
- Plumbing/Water supply
- Additional services, such as carpeting, electrical points and lighting
- Producers to provide own spittoons to be used at their stand. All spittoons must be marked with the stand number and name of the producer.
- Fridge/cold storage for wine. The organisers will not provide any ice to exhibitors.
- All stands will receive four bottles of 750ml water on the morning of each day.
- To support our theme of Sustainability 360, we will supply these glass bottles which you are able to re-fill at water points throughout the hall.
- The organisers strongly recommend that the exhibitors bring along extra stock of water for their own use – kindly, no plastic.

IMPORTANT CUSTOM STAND INSTRUCTIONS

Construction/Dismantling of custom stands

- A professional flooring finish is required - this is for aesthetic reasons as well as allowing services such as electrics to be correctly integrated into the stand/design. (Flooring and installation for the producer's account).
- The contractor to install the flooring has been appointed by CapeWine2022 and will be the only contractor allowed to install flooring at the show. Please contact the organisers for their details.
- Exhibitors will be charged for the distribution boards, power points and additional power supply that they require at their stand.
- Electricity will only be connected once invoices are paid in full. No other electrician will be allowed to work on the electricity supply other than the show contractor, abContour.
- The producer can arrange for the installation of electrical cabling by a qualified electrician for lights, fridge etc.
- The distribution board (rental for exhibitor account) will be installed by the organiser once the producer has confirmed the position to install it.

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- Custom stands may not make use of the venue walls. Free standing walls must be constructed by the producer's exhibition company.
- The producer must ensure that the sides of their custom built stand, facing outwards i.e. walls facing neighbouring stands, are finished off.
- Rigging will be limited and any rigging planned will need to be approved by WoSA/ Organiser.
- Height of stands will be limited to 2.9 m.
- Covered stands are not permitted unless detailed drawings are submitted and a certificate of approval is given from the Fire Department. A copy of the above must be provided at least thirty (30) days prior to the event for approval by the organisers and the Fire Department.
- Floor loading - maximum floor loading capacity is 3 000kg/m² in hall 3. Maximum floor loading capacity is 1 500kg/m² in hall 4a.
- Adequate space should be allowed for persons engaging with visitors, wine tasting etc and visitors may not block the aisles or infringe on the social distancing requirements.
- Producers must provide the organisers with the contact details of their exhibition company/project manager.
- Instructions for the build-up and dismantle days must be managed by the project manager, who must be on-site throughout this process.
- The organisers reserve the right to stop the build-up/dismantling if there is no project manager on-site.
- All safety procedures must be followed (safety helmets, no children etc)
-

RESOURCES

Exhibition Dashboard provides information: <https://www.capewine2022.com/Exhibitors>

- Artwork instructions
- Applying for exhibitor badges
- Labeling for wine to be delivered to Exhibition Freightling

IMPORTANT - ACCESS INSTRUCTIONS

Access time for custom contractors on Saturday, 1 October 2022 will be confirmed with each contractor subject to the final floorplan and type of stands to be erected.

**Halls 3 and 4a will be closed to all contractors and producers from 10am on Monday so contractors must ensure that their stand is constructed and completed by this deadline.
No extension will be provided.**

Should the exhibition contractor(s) not comply with these times, the costs incurred by hiring of additional marshalling yard staff etc. will be for the exhibitor's own account. The stand builders will be required to co-operate with the build-up programme of the official contractors and the requirements of the organisers.

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- A professional stand design needs to be submitted to the organisers that shows the stand plan and views. Dimensions and finishes must be included. A colour render needs to form part of the design pack. (See full details of design pack and certificate to be submitted to organisers below.)
- The design pack will be vetted by WoSA /Organiser and also by the fire marshal/ CTICC/ safety officer for compliance to the Health and Safety requirements. COVID requirements may be part of this consideration.
- An electrical diagram is also prerequisite.
- Stands higher than 2.9 m will automatically require a structural engineer certification.
- No stand designs may infringe on the aisles/ walking space.

Failure to provide the necessary certificates and approvals by the required deadlines can result in the show not being granted permission by the city/CTICC to open for business.

Certificates/Documentation to be provided by the exhibition contractor

Confirmation of exhibition contractor/project manager for the stand must be provided to the organisers by 15 April 2022 – emailed to deidre@iafrica.com

Design pack for approval by WoSA and the City of Cape Town - email to the organisers deidre@iafrica.com

- a. 3D render of the stand – design include the finishings
 - b. Floorplan with dimensions
 - c. Electrical plan – indicating position of the DB board(s)
 - d. BDM 12 <https://www.wosa.co.za/wosadocs/32022/Updated> and SANS Documents <https://www.wosa.co.za/wosadocs/32022/SANS> contractors to download the form
 - e. Structural engineering certificate (if applicable)
 - f. Plans and information to be sent together to deidre@iafrica.com
 - g. Deadline to submit these files: 5 May 2022
- These certificates and plans must be signed off by WoSA and the City of Cape Town by the deadlines set out in the Exhibitor Manual.
 - Certificate of Compliance for electrical installation on the stand must be provided on completion of the stand. (Applicable if exhibitor uses own electrical contractor)
 - Engineer Certificate is required on-site if the stand is higher than 2.9 m.

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STOCK DELIVERY – change of delivery address !

Please accept our apologies. In view that the Culemborg is a building site & very messy, we have decided to move the Receiving warehouse as follows:

Exhibitors must deliver their wine stock to Exhibition Freighting GSM between **26-28 Sept 2022**.

Please label all boxes with the labels that are provide on the CapeWine2022

DELIVERY ADDRESS:

Exhibition Freighting GSM
c/o NW Logistics
7 Falcon Crescent, Airport Industria
Cape Town
**Contact: Aziza / Warehouse Receiver
Wiseman / Onsite Supervisor
Tel: 021 552 7248
Contact: Monelisi Gaji / Project Manager**

- Your stock will be sorted and stored with Exhibition Freighting and transported to the CTICC in time for the Show.
- Once at the CTICC the stock will be stored in a central storage area, and we will have porters on duty throughout the show should you require any replenishments of your stock of wines.
- To receive wine from the storage onsite exhibitors must liaise with your dedicated porter, in order for them to bring the requested wine to your stand.
- Exhibitors are to take their leftover wine with them on Friday evening, 7 Oct 2022 between 18h00 – 19h00, during breakdown. Any wine left over in the venue following breakdown will be taken back to Exhibition Freighting offices, whereby it can be collected at a cost.

EXHIBITOR NAME BADGES

Below find the breakdown of badges allocated to the custom stand exhibitors:

- 36 sqm stands - 15 badges
- 72 sqm and larger - 30 badges
- Badges will only have the name of the producer e.g. ABC Wine Estate which will allow exhibitors to swop badges with other staff members throughout the show.

Process to order badges:

- Please submit your exhibitor badge names on your Wines of South Africa online member portal.
- Deadline to order exhibitor name badges: 22 August 2022

Please contact the organisers at deidre@iafrica.com to arrange a time to collect the badges a week prior to the show.

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SHOWCASING OUR 360+ SUSTAINABILITY APPROACH

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The 'Sustainability 360' theme ties into the overarching focus of the wider South African wine industry and the aim is to roll this out by impressing the importance of three pillars: **Place, People and Prosperity**. These pillars are what makes for a successful and sustainable industry both now and well into the future for generations to come and each element of CapeWine will speak to.

The Greenpop Foundation is an award-winning registered non-profit organization headquartered in Cape Town, South Africa. We work to restore ecosystems and empower environmental stewards through forest restoration, urban greening, food gardening, and environmental awareness projects across Sub-Saharan Africa.

Our team will be at the Cape Wine to help exhibitors and attendees compensate for their carbon footprint by planting trees! For each R120/\$8 donation, you will receive a digital tree certificate with the forest coordinates of where your tree has been planted.

Learn more about our work at www.greenpop.org

Contact: Carla Wessels
Phone: +27 83 412 8006
Email: info@greenpop.org
Website: <https://greenpop.org/>



WoSA AND THE SHOW ORGANISER CONTACT DETAILS

WINES OF SOUTH AFRICA

International Projects Manager
Contact: Candice Everts
Email: candice@wosa.co.za

Manager: IT & Marketing Collateral
Contact: Hanlie Eagleton
Email: hanlie@wosa.co.za



CAPEWINE 2022 EVENT Organiser

Conf et al
Contact: Deidre Cloete
Email: deidre@iafrica.com



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WATER AND ICE

All stands will receive one bottle of 750ml water on the morning of each day. To support our theme of Sustainability 360, we will supply this glass bottle which you are able to re-fill at water points throughout the hall.

Furthermore, to support this and be water conscious, no ice or basins will be supplied. Producers are required to make use of their own fridge on their stand.

You are welcome to bring along extra stock of glass water bottles as back-up stock – kindly, no plastic.

WINE RUNNERS

Custom stand runners will be serviced by runners (runners will be working with more than one custom stand), identified by their t-shirt and peak cap that will service their stands in their area for the three days. Please note the runners are only available to assist you with the following:

- Collect the wine you require from the wine store-room
- Assist you with refilling your water bottle at refill points

CTICC WAITRONS

The CTICC will also provide us with waitrons to assist with the following:

- Clear away dirty wine glasses
- Replenish you with clean wine glasses
- Remove empty bottles of wine (please place bottles of wine you wish to have thrown away on the floor next to your counter).

SPITTOONS

Generically branded free-standing spittoons will be placed in the aisles for the visitors. Exhibitors are to provide their own spittoons for their stands.

WINE GLASSES

We are following strict Covid protocols that includes how we manage the cleaning and distribution of wine glasses. We therefore ask that you please do not store large number of glasses at your stand and only keep enough for your use per day, as this will negatively impact a smooth flow of glassware in the hall.

EXHIBITOR REGISTRATION AND COLLECTING BADGES

Registration for exhibitors will open on Tuesday, 4 October 2022 from 14:00 until 17:00 for exhibitors to collect their name badges and exhibitor pack.

Registration/help desk will be open during CapeWine2022 at the following times:

| | |
|----------------------------|---------------|
| Wednesday, 5 October 2022: | 8:00 to 17:00 |
| Thursday, 6 October 2022: | 8:00 to 17:00 |
| Friday, 7 October 2022: | 8:00 to 16:00 |

Please contact our help desk if you require any assistance during build-up and throughout the show days.

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The organisers appreciate that custom exhibitors need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering etc. exhibitors should note however that this is not permitted inside the exhibition hall and a specific area will be demarcated in the marshalling yard for this purpose.

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 any person(s) employed or engaged on their behalf. any exhibitor found damaging the walls, carpets and/or any structure on the venue property will be charged with the replacement value of such items.

- Reasonable precautions must be taken when constructing or working on a stand to ensure that no damage is caused to the floor.
- Crates, exhibit panels and pallets must at all times be kept away from walls or pillars.
- No attachment, fitting or detachment is to be made to the internal / external walls, floors, ceiling or pillars of the venue, nor may any items be suspended from the overhead structure without the prior knowledge and written consent from the organisers and the venue.
- Nails, screws or other devices may not be driven into any part of the building.
- No painting (by brush, roller or spray) is permitted anywhere within the hall and exhibits.

INTERNET

The CTICC provides free Wifi access in the centre. WoSA will also set up dedicated Wi-Fi for exhibitors and guests that will only be available in the Exhibition Halls.

CLEANING

The exhibition hall will be cleaned in the evenings once the show has closed for the day. This will include general cleaning such as vacuuming of aisle carpets and the removal of rubbish. Exhibitors are responsible for maintaining their own stand in a tidy condition at all times. The aisle/spittoon bins and spittoons are for visitor convenience and must not be removed from the aisles for individual use by the exhibitors.

Display stock on the display stand will not be touched and should be safe to leave overnight. Please place bottles you want removed just outside your exhibition on the floor.

SAFETY AND SECURITY

The official security contractor appointed to the exhibition will be the only security company allowed in the exhibition hall. The organisers will have security at the main access and exit points to the exhibition halls.

Exhibitors will be responsible for the security of their own stand during build-up, the daily activities and break-down periods. WoSA, the organiser and CTICC is not responsible for the safekeeping of items left behind after the event. It is essential that your exhibition space is manned from Wednesday - Friday 10:00 - 17:00 (16:00 on Friday).

The Exhibitor Hall will be kept locked and entrance prohibited to all, including exhibitors, each day from close of exhibition until exhibitor access the following day.

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Please ensure that valuable items such as mobile phones, handbags and wallets are stored securely away and out of sight.

At the close of the show, pack your valuable items first and do not leave them unattended

GOODS REMOVAL

Exhibitors are responsible for ensuring that any goods / bottles of wine leaving their stands during the exhibition days are accompanied by an appropriate sticker.

Security will not allow goods/bottles of wine to leave the venue without the appropriate sticker. These stickers are available at the wine store-room. (Each day will have a different colour sticker)

CTICC REFRESHMENT AND LUNCH VENUES

The Jasminum Restaurant/Conservatory will be the main catering area for both visitors and exhibitors offering a wide range of options for all to enjoy.

No food will be on sale from within the exhibition halls.

CTICC Coffee on the square is situated on the ground floor in the main foyer of the centre and provides visitors with light refreshments including cakes, coffee, beverages and light meals.

NO ACCESS TO MARSHALL YARD

Producers will not be allowed to access the Marshall Yard during build up or strike days. Producers may bring in a case or two of wine on build up day and access the CTICC via the parking area.

Please ensure that you can carry these cases or have your own trolley available.

PARKING

BUILD-UP

All exhibitors arriving on build up day – Tues, 4 October 2022 from 14:00 can access the parking area at P1 or P3. The P1 and P3 tickets can be exchanged at the exhibitor parking desk in the exhibition hall, for free parking during build up day.

Exhibitors will also be given the opportunity on Wednesday, 5 October 2022 to buy discounted day tickets for Wednesday and Thursday, 6 October 2022, and 7 October 2022 @ R60 each from the desk at registration.

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DISMANTLE DAY

On Friday, 7 October 2022 the parking ticket will be swapped (after 12:00) with a free strike day ticket that will be included in your exhibitor pack.

MEDICAL ASSISTANCE

Medical assistance is available throughout the event for basic first aid requirements (plasters, headache tablets, etc.) In addition, there will be a medic on duty in the exhibition hall.

Please contact the Organisers in case of any emergencies.

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AISLE ENCROACHMENT

Disaster management rules and fire regulations at all conference and exhibition venues require that all aisles and access to fire exit doors are kept open at all times.

Exhibitors are required to take adequate space to accommodate their full display and no encroachment into the aisles is permitted. Should any item or structure be placed or protrude into the designated aisle space, the organisers and/or venue management reserves the right to move or to have removed, the said item without any liability for loss or damage thereto.

CARE OF BUILDINGS

Painting, nailing or drilling of floors, walls, ceilings or any other part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed. No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures. The floor is polished concrete. Any floor covering tape not removed by the exhibitor will be subject to a removal charge.

ALCOHOL

The venue is a fully licensed venue. Only alcohol for sampling purposes may be brought onto the premises. Tasting samples may not exceed 3 fluid ounces / 56ml of beverages. Alcohol may only be served to people over the age of 18.

BEHAVIOUR

The exhibiting company undertakes personal responsibility for the behaviour of any person(s) deemed to be staff, suppliers, sub-contractors and/or service providers in their employment whilst on the premises. The exhibiting company also undertakes to ensure that no unacceptable behaviour by any such person, including excessive consumption of alcohol, playing of loud music, use of abusive language or lack of respect for the building, its infrastructure and personnel, occurs whilst on the venue premises. Should anyone be viewed as acting in an irresponsible manner in the exhibition hall they will be removed from the venue.

CATERING

No catering is allowed at the exhibition stands. Exhibitors wishing to provide give-away samples of products are required to forward all relevant information, at least seven (7) days prior to the event, for approval by the venue management. However, these must be limited to 3 fluid ounces (56ml) of beverage and may only be distributed within the exhibition hall.

ENTRY TO THE SHOW

Show management reserves the right to refuse admission to any visitor, exhibitor, or exhibitor's employee who, in the opinion of show management is unfit, intoxicated or in any way creating a disruption of the show.

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FIREARMS/TRADITIONAL WEAPONS

The venue is a strictly weapon-free venue and the use of any weapon is not permitted. Exhibitors intending on displaying firearms or weapons, must apply to the firearm licensing department to obtain a license. No personal firearms may be carried in the venue during the show period.

MAINTENANCE

If you need to carry out maintenance work on your stand after the exhibition closes, please advise the organisers by 16:00 on the same afternoon in order that arrangements may be made with security for the provision of lighting etc.

FIRE ESCAPES

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.

EVACUATION

Evacuation procedures will be announced on a dedicated fire / evacuation PA system and will be co-ordinated by the CTICC 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.

EMERGENCY SERVICES

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

In the event of an emergency all lifts will come to ground and escalators will stop operating. In an emergency, contact the duty manager or call 021-410-5006 from an outside line, or ext. 5006 from an internal line.

For more detailed list of CTICC general and health and safety regulations please visit the website: <https://www.cticc.co.za/organiser/c19-care-event-safety/>

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FLAMMABLE & HAZARDOUS MATERIAL

Prior written permission is required from the CTICC 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 CTICC. Should LP gas be used, only 19kg 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.

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.

Should you use candles 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 5cm 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.

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 R10million 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.

PUBLIC ADDRESS SYSTEM

Public address announcements in the exhibition hall will only be made for emergencies and show management information.

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DISABILITY FACILITIES

The venue has been designed to cater for the disabled to ensure that the venue is an inclusive venue for able-bodied as well as disabled delegates and visitors. Facilities for the disabled include the following:

- Designated disabled parking bays with direct access to escalators, which are designed to accommodate wheelchair access.
- Disabled toilets are available on all levels of the venue.
- Exterior entrances to the venue have ramp access.
- The width of all doors has been designed to accommodate wheelchair access.
- Designated drop-off points at the main entrance of the venue have been allocated for the disabled

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.

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 CTICC.

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CTICC security personnel will be furnished for the perimeter of the venue, but such personnel shall not be deemed to affect the non-liability of CTICC 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 CTICC security service provider. The CTICC recommends that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

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 services providers.

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As a CapeWine 2022 exhibitor, please make sure that you are familiar with the below factors of *Force Majeure*. These points were included into the contract which has been entered into by yourselves to participate in the CapeWine 2022 show:

Force Majeure Event means any act, event or circumstance or any combination of acts, events or circumstances which:

- is beyond the reasonable control of a Party affected by it ('Affected Party'); and
- is without fault or negligence on the part of the Affected Party and is not the direct or indirect result of a breach or failure by the Affected Party to perform any of its obligations under this Agreement; and
- was not foreseeable or, if foreseeable, could not have been avoided or overcome by the Affected Party (including by reasonable anticipation) taking reasonable action; and
- prevents, hinders or delays the Affected Party in its performance of all (or part) of its obligations under this Agreement; but
- does not include shortage of cash, any inability or failure to pay money, any inability to raise finance or any changes in price and market conditions or strikes, lockouts and other industrial disturbances of the Affected Party's employees which are not part of a wider industrial dispute materially affecting other employees within South Africa.
- and without limiting the generality of the foregoing, a Force Majeure Event may include any of the following acts, events or circumstances, but only to the extent that it satisfies the requirements set out in sub-clauses 2.1.12.1 to 2.1.12.4 above:
 - war, hostilities, belligerence, blockade, acts of terrorism, sabotage, civil commotion, riot, revolution or insurrection occurring in South Africa;
 - any Laws that does have the effect that performance in terms of the Agreement is, objectively considered, impossible;
 - strikes that are widespread, nationwide or political in nature (but excluding strikes, lockouts and other industrial disturbances of the Affected Party's employees which are not part of a wider industrial dispute materially affecting other employees within South Africa);
 - drought, fire, earthquake, volcanic eruption, landslide, flood, storm, cyclone, tornado, typhoon or other natural disasters or explosion or radioactive or chemical contamination;
 - epidemic, pandemic or plague, including Covid-19 and in relation thereto – (i) restrictions imposed by the Government in the Republic that result in the restriction of non-essential travel that would include travelling to the Event or vice versa; (ii) the issuance of a travel advisory by a Governmental Authorities for the destination that Stand Exhibitors and/or guests to the Event would have been traveling from or to that prohibit or unduly restrict traveling to and from the Event and/or entry restrictions such as border closures or extended quarantine requirements; (iii) international flights are cancelled without alternative routing available for the guests to use to reach the Event; (iv) closure of the Venue due to COVID 19 restrictions; and
 - air crash, shipwreck or train crash; and
 - any act, event or circumstance of a nature analogous to any of the foregoing.

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CAPEWINE 2022 LIABILITY

- The CapeWine 2022 exhibitors shall indemnify all sponsors, organisers (WoSA & Conferences Et al), the Cape town International Convention Centre, the Exhibition or other agents or employees from any and all such losses, damages and claims.
- The organisers shall under no circumstances be responsible for any loss or damage which may at any time be suffered by the exhibitor, their employees, servants, customers, clients or visitors or to any of their property by reason of any act, neglect, default or otherwise howsoever caused by any servant or agent of the organiser or any other person whomsoever.
- Without in any way detracting from the generality of the foregoing, the organiser shall not be held responsible for any loss which the exhibitor and/or any other person(s) may suffer through theft, burglary or damage from any cause whatsoever.

CTICC LIABILITY

- The CTICC, its officers, employees, agents and/or contractors, will not be responsible for any injury, loss, damage or costs of any nature whatsoever (including, but not limited to, the costs of legal action) suffered by the hirer arising out of any cause whatsoever, save where such injury, loss, damage or costs arises out of the gross negligence or wilful default of the CTICC.
- The CTICC shall not be liable for the acts or omissions of any third-party contractor contracted for the hirer at the hirer's request and on behalf of the hirer, including, but not limited to, entertainers.
- The CTICC 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 and removed from the convention centre at own risk and the hirer indemnifies the CTICC and holds it harmless against any and all claims, losses or damages that may be suffered by any person in relation hereto. Such property will not be insured by the CTICC.

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Xanita

Design and supply of: sustainable, hybrid and custom stands

Contact: Gary van der Watt

Tel: 021 510 7776

Email: garyv@xanita.com

abContour

For build-up, electrics and Flooring

Contact: Beulah Henning

Tel: 083 444 7973

Email: beulah@abcontour.co.za or info@abcontour.co.za

Wines of South Africa

Contact: Hanlie Eagleton

Manager: IT & marketing Collateral

Tel: 021 883 3860

Email: hanlie@wosa.co.za

Exhibition Freighting GSM

Transporting wine to the event and managing the wine storage at CTICC

Contact: Jacqui Nel

Tel: 021 552 7248

Email: jacquinel@ef-gsm.co.za

Wines of South Africa

Candice Everts

International Projects Manager

Tel: 021 883 3860

Email: candice@wosa.co.za

Conf et al

Show organiser

Contact: Deidre Cloete

Mobile: 083 261 0207

Email: deidre@iafrica.com

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