

5-7 OCTOBER 2022

**CAPEWINE**  
**2022**  
sustainability **360**

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# STAND MANUAL

5 - 7 OCTOBER 2022

Cape Town International Convention Centre

[www.capewine2022.com](http://www.capewine2022.com)



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## CONTENTS

<a href="#">CAPE WINE 2022: IMPORTANT DEADLINES</a>	4
<a href="#">CAPE WINE 2022: BUILD-UP AND DISMANTLE PROGRAMME</a>	4
STAND INFORMATION	
<a href="#">STAND INFORMATION (2 M X 2 M) 4 M<sup>2</sup></a>	5
<a href="#">STAND INFORMATION (3 M X 2 M) 6 M<sup>2</sup></a>	6
<a href="#">STAND INFORMATION (6 M X 2M) 12M<sup>2</sup></a>	7
<a href="#">STAND INFORMATION (8M X 2 M) 16M<sup>2</sup></a>	8
<a href="#">STAND INFORMATION (8M X 4M) 32M<sup>2</sup></a>	9
<a href="#">FAST FACTS FOR EXHIBITORS</a>	10
<a href="#">ARTWORK INSTRUCTIONS FOR ALL PACKAGED STANDS</a>	11
<a href="#">PROCEDURE TO FOLLOW WHEN SUBMITTING ARTWORK</a>	12
<a href="#">WINE DELIVERY INSTRUCTIONS</a>	13
<a href="#">EXHIBITOR NAME BADGES</a>	13
<a href="#">SHOW CASING OUR 360+ SUSTAINABILITY APPROACH</a>	14
<a href="#">WOSA AND THE SHOW ORGANISER CONTACT DETAILS</a>	15
<a href="#">CAPEWINE 2022 SHOW INFORMATION</a>	15 - 18
<a href="#">GENERAL VENUE AND EVENT RULES</a>	19 - 23
<a href="#">FORCE MAJEURE</a>	24
<a href="#">LIABILITY INFORMATION</a>	25
<a href="#">EXHIBITION CONTRACTORS AND SUPPLIERS</a>	26





## 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](mailto:deidre@iafrica.com) or 083 261 0207.

We will load regular updates onto our CapeWine website ([www.capewine2022.com](http://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](mailto:candice@wosa.co.za)

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ACTION	DEADLINES
<ul style="list-style-type: none"> <li>Early Bird Booking payment deadline</li> </ul>	31 March 2022
<ul style="list-style-type: none"> <li>Artwork to be supplied as per the graphic pack</li> <li>Available under Exhibitor Zone on the CapeWine2022 website: <a href="https://www.capewine2022.com/Exhibitors">https://www.capewine2022.com/Exhibitors</a></li> <li>Deadline to submit artwork for all booth exhibitors</li> </ul>	7 May 2022
<ul style="list-style-type: none"> <li>Confirmation of exhibitor stand number</li> </ul>	31 May 2022
<ul style="list-style-type: none"> <li>Final bookings payment deadline</li> </ul>	1 June 2022
<ul style="list-style-type: none"> <li>Name badge order deadline</li> </ul>	22 August 2022
<ul style="list-style-type: none"> <li>Delivery of wine stock to Exhibition Freighting</li> </ul>	26 – 28 Sept 2022

## CAPEWINE 2022: BUILD-UP AND DISMANTLE PROGRAMME

ACTION	DEADLINES
<p><b>SHOW PREPARATIONS ON-SITE</b></p> <ul style="list-style-type: none"> <li>Exhibitors to stock stands and add décor where applicable</li> </ul>	4 October 2022 (14:00 to 18:00)
<p><b>SHOW TIMES</b></p> <ul style="list-style-type: none"> <li>Wednesday, 5 October 10:00 to 17:00 (Opening at 9:00)</li> <li>Thursday, 6 October 10:00 to 17:00</li> <li>Friday, 7 October 10:00 to 16:00</li> </ul>	5 – 7 October 2022
<p><b>SHOW DISMANTLING</b></p> <ul style="list-style-type: none"> <li>Exhibitors to remove own display material</li> <li>Exhibitors to collect wine from the storeroom at CTICC</li> <li>Contractors to dismantle exhibition stands and move out all items to be removed and halls handed over to CTICC</li> <li>Exhibitors to collect wine from the store-room at CTICC</li> </ul>	7 – 8 October 2022 (16:00 to 19:00)
<ul style="list-style-type: none"> <li>Deadline to collect wine from Exhibition Freighting</li> <li>Deadline to collect booths from Xanita</li> </ul>	14 October 2022 28 October 2022

## PACKAGE STAND INFORMATION

STAND: (2 M X 2 M) 4 M<sup>2</sup>

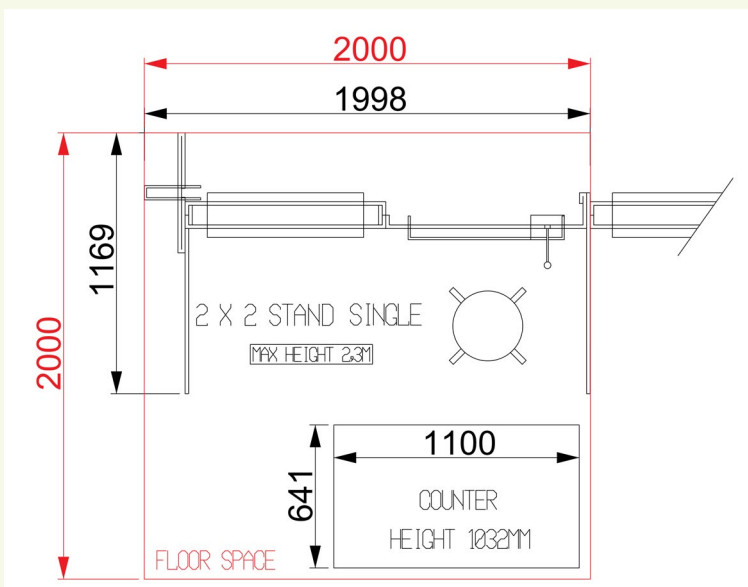


### INCLUDES:

- Floor space: 4m<sup>2</sup>
- Display unit (2): 6 bottles per shelf 355mm (H) x 645 mm (W) x 160mm (D)
- Counter: includes a shelf (not lockable)
- Counter dimensions: 641mm x 1100mm
- Fridge: included with all counters
- Electrics: LED Light and one plug point
- Furniture: One bar chair (remains property of the organisers)
- Visual material: Re-usable back panels with producer's logo and visuals
- Virtual entry of wines onto the CapeWine online directory.
- Two exhibitor badges

### EXCLUDES:

- Spittoons at the stands. (Producers to clearly mark their spittoons with stand number)



5-7 OCTOBER 2022

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## PACKAGE STAND INFORMATION

STAND: (3 M X 2 M) 6 M<sup>2</sup>

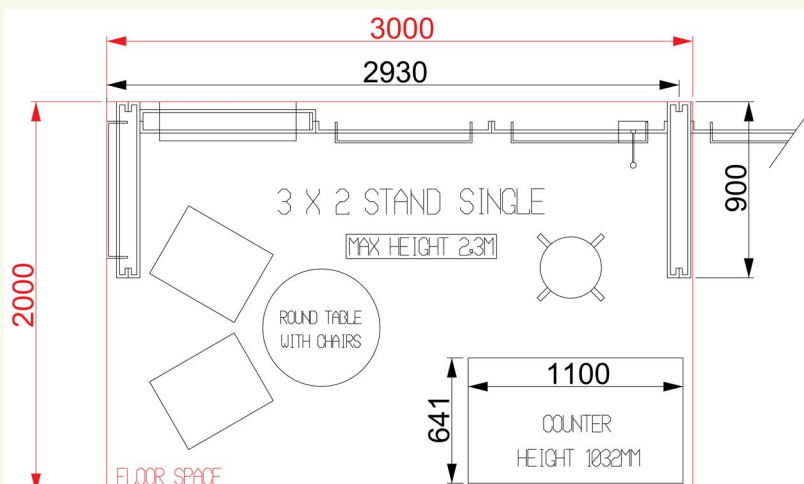


### INCLUDES:

- Floor space: 6m<sup>2</sup>
- Display unit (2): 6 bottles per shelf 355mm (H) x 645 mm (W) x 160mm (D)
- Counter: includes a shelf (not lockable)
- Counter dimensions: 641mm x 1100mm
- Fridge: included with all counters
- Electrics: LED Lights and one plug point
- Furniture: One bar chair (remains property of the organisers)  
Two chairs (remains on property of organisers)  
One meeting table (remains on property of organisers)
- Visual material: Re-usable back panels with producer's logo and visuals  
2 side panels carrying visuals(s) of producer's choice
- Virtual entry of wines onto the CapeWine online directory
- Two exhibitor badges

### EXCLUDES:

- Spittoons at the stands. (Producers to clearly mark their spittoons with stand number)



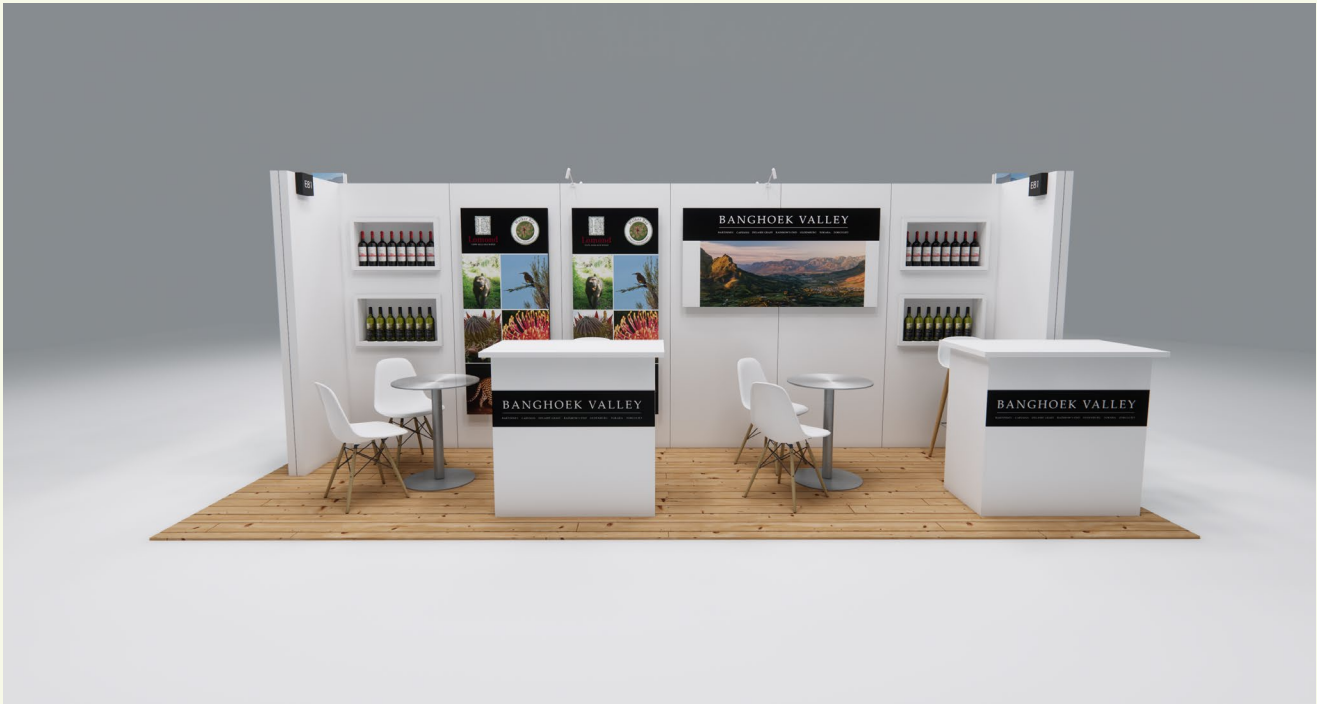
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# PACKAGE STAND INFORMATION

STAND: (6 M X 2M) 12M<sup>2</sup>

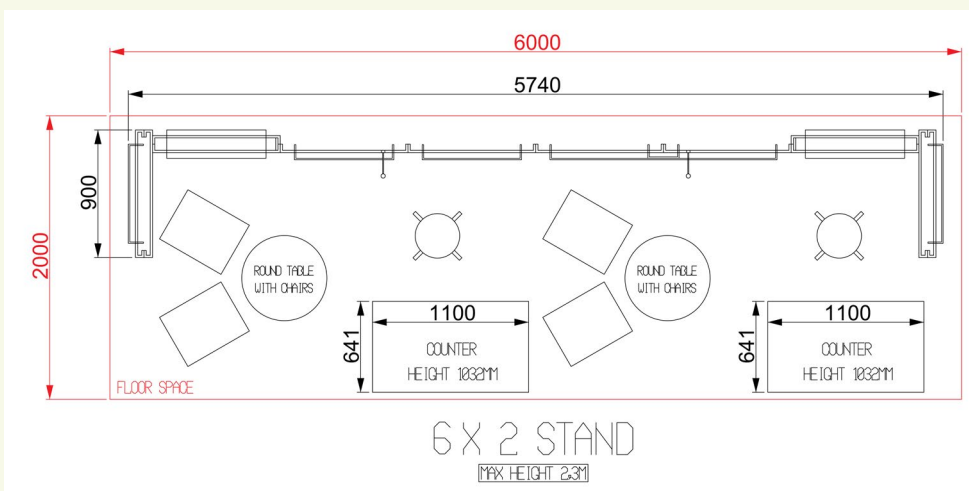


## INCLUDES:

- Floor space: 12m<sup>2</sup>
- Display unit (4): 6 bottles per shelf 355mm (H) x 645 mm (W) x 160mm (D)
- Counter: includes two counter units with shelves (not lockable)
- Counter dimensions: 641mm x 1100mm
- Fridge: included with all counters
- Electrics: LED lights and one plug point
- Furniture: Two bar chairs (remains on property of the organisers)  
Two meeting tables (these remain on the property of the organisers)  
Four chairs (these remain on the property of the organisers)
- Visual material: Re-usable back panels with producer's logo and visuals
- Virtual entry of wines onto the CapeWine online directory
- Three exhibitor badges

## EXCLUDES:

- Spittoons at the stands. (Producers to clearly mark their spittoons with stand number)



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## PACKAGE STAND INFORMATION

STAND: (8M X 2 M) 16M<sup>2</sup>

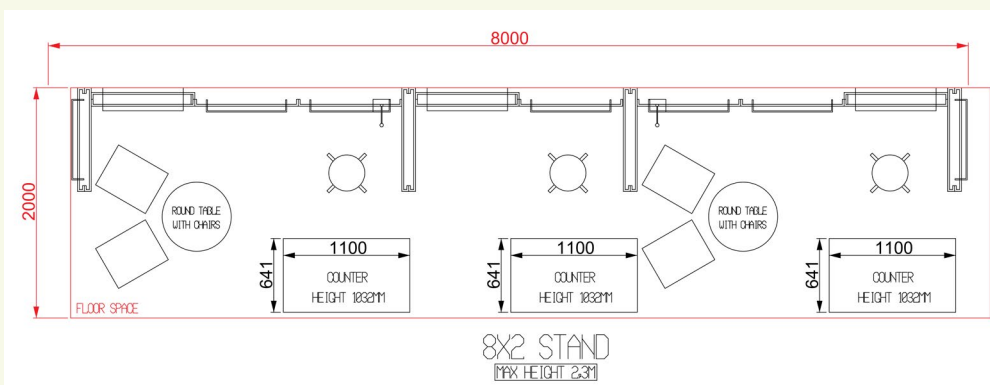


### INCLUDES:

- Floor space: 16 m<sup>2</sup>
- Display unit (6): 6 bottles per shelf 355mm (H) x 645 mm (W) x 160mm (D)
- Counter: included three counter units with shelves (not lockable)
- Counter dimensions: 641mm x 1100mm
- Fridge: included with all counters
- Electrics: LED lights and one plug points
- Furniture: Two meeting tables (these remain on the property of the organisers)  
Four chairs (these remain on the property of the organisers)  
Three bar stools (these remain on the property of the organisers)
- Visual material: Re-usable back panels with producer's logo and visuals
- Virtual entry of wines onto the CapeWine online directory
- Four exhibitor badges

### EXCLUDES:

- Spittoons at the stands. (Producers to clearly mark their spittoons with stand number)



5-7 OCTOBER 2022

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## PACKAGE STAND INFORMATION

STAND: (8M X 4M) 32M<sup>2</sup>

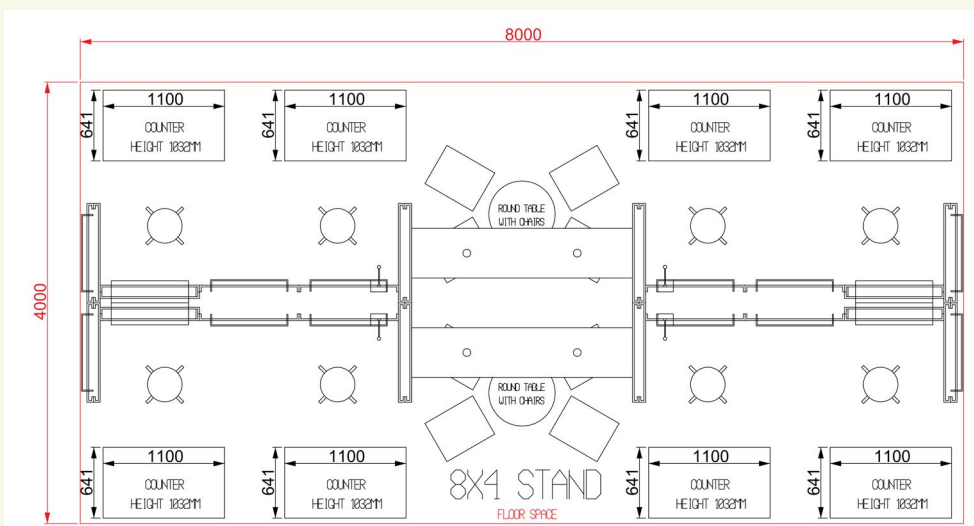


### INCLUDES:

- Floor space: 32m<sup>2</sup>
- Display unit (8): 6 bottles per shelf 355mm (H) x 645 mm (W) x 160mm (D)
- Counter: Eight bar counter units with shelves (not lockable)
- Counter dimensions: 641mm x 1100mm
- Fridge: included with all counters
- Electrics: LED lights and one plug point
- Furniture: Eight bar stools (these remain the property of the organisers)  
Two meeting tables (these remain the property of the organisers)  
Eight chairs (these remain the property of the organize)
- Visual material: Re-usable back panels with producer's logo and visuals
- Catalogue entry of wines:
- Six exhibitor badges

### EXCLUDES:

- Spittoons at the stands. (Producers to clearly mark their spittoons with stand number)



5-7 OCTOBER 2022

**CAPEWINE 2022**  
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## COUNTER

- Counter dimensions: 641mm x 1100mm

## BOOTH SHELVES

- Dimensions: 355mm (H) x 645 mm (W) x 160mm (D)
- Number of bottles per shelf: 6 bottles per shelf

### Bottle sizes:

- Majority of normal bottles (750ml) are 292mm tall x 75mm diameter
- Bordeaux Bottles. Champagne bottles (Burgundy Bottles) are usually 292mm tall x 89mm diameter.
- A magnum bottle 35.5 cm tall (1,5l) Will fit edge to edge

### Number of bottles and shelves per booth:

- 2m x 2m: Two shelves 6 bottles per shelf
- 2m x 3m: Two shelves 6 bottles per shelf
- 6m x 2m: Four shelves 6 bottles per shelf
- 8m x 2m: Six shelves 6 bottles per shelf
- 8m x 4m: Eight shelves 6 bottles per shelf

## FRIDGE

- Fridge Size: Size L480mm W480mm H850mm
- Please note: no ice will be provided
- Producers can pre-order ice directly from the CTICC for their own wine coolers. For your exhibitor's account. CTICC contact: [chantal@cticc.co.za](mailto:chantal@cticc.co.za)

## WATER

- 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 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.

## WINE

Recommended number of bottles of wine for the show:

- 2 bottles per wine per day
- Plus, wine for the display shelves

## RESOURCES

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

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

5-7 OCTOBER 2022

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# ARTWORK INSTRUCTION FOR ALL PACKAGED STANDS



The "Graphic Pack" for the artwork for the different stand options will be available on the CapeWine 2022 website within the exhibitor section.

- The first set of artwork proofs is included in your stand package cost, from there additional artwork development/changes will be for the exhibitors' own account at a cost of R500 p/h.
- It is crucial to the success of the show that producers adhere to the artwork deadline.
- All artwork must be submitted to Hanlie Eagleton no later than 7 May 2022



**1 VERTICAL GRAPHIC PANEL**

Graphic Area  
700mmW X 1700mmH

Total Graphic Size  
700mmW X 1700mmH  
with 50mm bleed on sides  
**ONLY White out vector on Black Header**



**Picture/Graphics**

CMYK jpeg, pdf or eps  
160dpi @ 100%  
Please embed pictures

**Fonts**

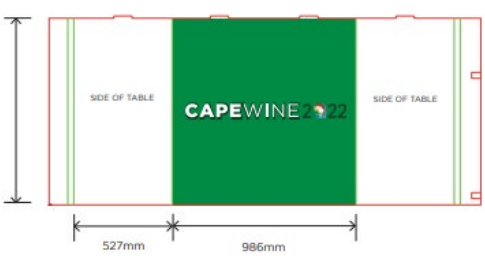
Please convert  
ALL copy to paths  
or provide font suitcase

**Logo Header**

**Only White out vector logo placed onto black header**

**Supply hi-res pdfs or provide hi-res pictures and logo**

**2 COUNTER** Dimensions: 986mm W X 1000mm H  
COLOUR logo to be printed on WHITE table



**3 HORIZONTAL GRAPHIC PANEL**

Graphic Area  
1600mmW X 800mmH

Total Graphic Size  
1600mmW X 800mmH  
with 50mm bleed on sides  
**ONLY White out vector on Black Header**



## Stand artwork configuration

- [Stand: 2 x 2 m has one vertical graphic panel](#)
- [Stand: 2 x 3 m has two vertical graphic panels](#)
- [Stand: 2 x 6 m has two vertical graphic panels and one horizontal panel](#)
- [Stand: 2 x 8 m has three vertical graphic panels and one horizontal panel](#)
- [Stand: 4 x 8 m has four vertical graphic panels and two horizontal panels](#)

**Stands that have two vertical panels can replace the two panels with one horizontal panel.**

**Please clearly indicate this when submitting your artwork.**

5-7 OCTOBER 2022





## PROCEDURE TO FOLLOW WHEN SUBMITTING ARTWORK



- Send high resolution logo/s and image/s and simple instruction where to position the different images to [hanlie@wosa.co.za](mailto:hanlie@wosa.co.za) via [www.wetransfer.com](http://www.wetransfer.com).
- Producers will receive the low res rendering of the artwork to approve OR request other images/logos if those provided are not good quality.
- Once artwork is approved by exhibitor, it will be sent for printing and cannot be changed at a later stage.

The producer's designer must put the artwork together exactly as per the graphic pack provided and send to [hanlie@wosa.co.za](mailto:hanlie@wosa.co.za) via [www.wetransfer.com](http://www.wetransfer.com).

The artwork cannot be changed, once it has been approved by the designer (appointed by exhibitor) and printed.

### **For assistance regarding your artwork please contact:**

Hanlie Eagleton  
Wines of South Africa  
Manager: IT & Marketing Collateral  
Tel: 021 883 3860  
Email: [hanlie@WoSA.co.za](mailto:hanlie@WoSA.co.za)

5-7 OCTOBER 2022

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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 finds the breakdown of badges issued for individual stands.

**IMPORTANT: The restrictions that may still be in place with regards to the number of people allowed for social gatherings must be always considered. For this reason, the organisers will strictly enforce the issuing and number of badges as per the CTICC regulations.**

- Number of badges per stand may not be exceeded.

Process to order badges:

- Exhibitor badges can be ordered on the CapeWine 2022 online portal.
- Deadline to order exhibitor name badges: 22 August 2022

Breakdown of badge exhibitor allocation:

2x2 stands      2 badges  
3x2 stands      2 badges  
6x2 stands      3 badges  
8x2 stands      4 badges  
8x4 stands      6 badges

*(Badge names will have the producer name e.g. ABC Wine Estate which will allow exhibitors to use the same badge for different staff members)*

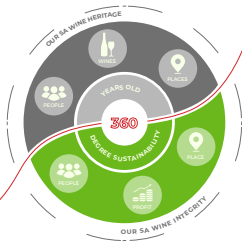
The badges will be included in the exhibitor pack and will only be available at the registration desk on Tuesday, 4 October 2022 between 14:00 - 18:00.

5-7 OCTOBER 2022

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## SHOWCASING OUR 360+ SUSTAINABILITY APPROACH



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](http://www.greenpop.org)

Contact: Carla Wessels  
 Phone: +27 83 412 8006  
 Email: [info@greenpop.org](mailto: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](mailto:candice@wosa.co.za)

Manager: IT & Marketing Collateral  
 Contact: Hanlie Eagleton  
 Email: [hanlie@wosa.co.za](mailto:hanlie@wosa.co.za)



#### CAPEWINE 2022 EVENT ORGANISER

Conf et al  
 Contact: Deidre Cloete  
 Email: [deidre@iafrica.com](mailto:deidre@iafrica.com)



5-7 OCTOBER 2022

**CAPEWINE 2022**  
 sustainability 360







## 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.

5-7 OCTOBER 2022

**CAPEWINE 2022**  
sustainability 360





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.

5-7 OCTOBER 2022

**CAPEWINE 2022**  
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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 @ R50 each from the desk at registration.

CEA to finalise costs with CTICC.

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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.



### **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.

5-7 OCTOBER 2022

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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](mailto:garyv@xanita.com)

## abContour

For build-up, electrics and Flooring

Contact: Beulah Henning

Tel: 083 444 7973

Email: [beulah@abcontour.co.za](mailto:beulah@abcontour.co.za) or [info@abcontour.co.za](mailto:info@abcontour.co.za)

## Wines of South Africa

Contact: Hanlie Eagleton

Manager: IT & marketing Collateral

Tel: 021 883 3860

Email: [hanlie@wosa.co.za](mailto: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](mailto:jacquinel@ef-gsm.co.za)

## Wines of South Africa

Candice Everts

International Projects Manager

Tel: 021 883 3860

Email: [candice@wosa.co.za](mailto:candice@wosa.co.za)

## Conf et al

Show organiser

Contact: Deidre Cloete

Mobile: 083 261 0207

Email: [deidre@iafrica.com](mailto:deidre@iafrica.com)

5-7 OCTOBER 2022

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