

## **VASSA CONGRESS 2025 EXHIBITION INFORMATION**

The below information and requirements are received directly from the Protea Hotel Stellenbosch

### **STORAGE & SECURITY**

#### **Security on your Stand:**

Please note that exhibitors are responsible for items on their stand, i.e. equipment.

To ensure dedicated security to the stand, exhibitors may order stand security. Protea Hotel will not be held responsible for exhibitors' belongings

#### **Special Insurance**

- Exhibitors to take out insurance for equipment in the exhibition area as all equipment placed in the exhibition areas are at the risk of the exhibitor and NOT Protea Hotel.

### **FIRE REGULATIONS**

No highly combustible material such as hessian, straw, paper, polyurethane, etc. may be used in the construction of a stand or within the exhibition display. No solid ceilings may be used without prior permission. No dangerous chemicals or gas cylinders are permitted. In addition, no pyrotechnics in any form, and no open flames are permitted. Fire escapes are located throughout the venue and are demarcated with signage.

### **LIABILITIES & INSURANCE**

Neither Protea Hotel, **Conference Partner** nor the Conference Committee accept any liability for death, injury, any loss, cost of expense suffered or incurred by any person if such loss is caused or results from the act, default, or omission by any person. Neither Protea Hotel, **Conference Partner** nor the Conference Committee accepts any liability for losses arising from the provision or non-provision of services provided by local companies or transport operators. Neither Protea Hotel, **Conference Partner** nor the Conference Committee accept liability for losses suffered by reason of war including threat of war, riots and civil strife, terrorist activity, natural disaster, weather, fire, flood, drought, technical, mechanical or electrical breakdown within any premises visited by exhibitors / delegates and/or partners in connection with the congress, industrial dispute, governmental action, regulations or technical problems which may affect the services provided in connection with the congress.

### **FOOD & BEVERAGES**

Please note that restrictions apply for any food being brought into Protea Hotel, however all beverages must be ordered through Protea Hotel which has exclusive rights for the sale and supply of beverages. Please contact Taskeen directly for any catering requirements and / or permission for catering at exhibition stand: [banqueta@phstellenbosch.com](mailto:banqueta@phstellenbosch.com)

### **RULES AND REGULATIONS**

- Valuables and personal belongings are stored or left unattended at your own risk. The organizers and/or Protea Hotel will not take responsibility for loss or damage. Exhibitors must take responsibility for their equipment until everything is cleared from their stands.
- All stands must adhere to the basic fire and safety requirements i.e. do not set up in front of emergency exits. If flammable substances or equipment is installed the exhibition stand must have a fire extinguisher. Hessian, thatch, and straw are regarded as major fire hazards and event organizers planning to use these as part of their display at the Protea Hotel will be required to provide a Fire-Retardant Certificate indicating that the product has been treated with a fire retarding compound. When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5cm above the carpeted floor.
- Prior written permission is required from Protea Hotel management and the Fire Department for the use of flammable and/or hazardous material including gasses and liquids. No liquid petroleum is permitted in Protea Hotel.
- Exhibitors are advised that covered stands are not permitted in the Exhibition Hall unless detailed drawings are submitted at least 30 days before the event for approval by Protea Hotel management.
- No firearms are allowed on the premises.
- Protea Hotel will indicate all refuse areas where bins are placed. Please ensure that all wastage and/or debris is thrown away in these areas (during build up and breakdown) This will assist Protea Hotel with the cleaning up procedure.
- Please ensure that all your stand equipment is kept on your stand during build up and breakdown to ensure that a clear passage is kept open for Protea Hotel staff / serving stations / trolleys etc. Please DO NOT dump your un-built stand on other stands as this causes delays in the build-up and breakdown procedures. The Conference Organisers / Protea Hotel staff reserves the right to request that stand equipment etc. be moved or removed.
- **All stands will be demarcated and labelled accordingly.**
- **Build up and breakdown times MUST BE ADHERED TO as limited time has been allocated to Protea Hotel for clean-up and set up for catering. NO EXCEPTIONS WILL BE MADE FOR ANY COMPANY.** No fixing, drilling, painting etc. may take place during conference times.
- Damages will be charged for accordingly. Exhibitors are responsible for the cost of making good and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, subcontractors

or by any person/s employed or engaged on their behalf. Any exhibitor found damaging the walls, carpets and/or any structure on Protea Hotel property will be charged with the replacement value of such items. Protea Hotel appreciates that 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

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

- No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings, or pillars of the building, without prior knowledge or consent from Protea Hotel management. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.