
EXHIBITION SERVICE MANUAL

ENQUIRIES

PROJECT MANAGER

Andrew Stewart – 082 578 5987

FURNITURE ORDERS

Email - ideas@periexpo.co.za

COMPLETE THE RELEVANT SECTION RELATING TO WHAT SERVICES ARE REQUIRED
PLUS SUMMARY AND T's & C's PAGE.

DEADLINE
FOR SERVICE FORMS
29 September 2023

COMPLETION COMPULSORY BY ALL EXHIBITORS**Forms to be submitted with service orders to ideas@periexpo.co.za**

1. Expo stands are space only and exhibitors wanting services **MUST** complete the forms and send to ideas@periexpo.co.za
2. **ADDITIONAL SERVICES** should be completed as accurately as possible, if unsure, send us an email for clarity.

EXHIBITION STAND - CONSTRUCTION RULES**Exhibitors are requested to be mindful of the following construction RULES:-**

1. **No construction above 3,3metres will be allowed.**
2. No painting is allowed and no use of nails and screws.
3. No construction spanning/protruding into or over an aisle will be allowed.
4. No construction may be attached to the walls or ceilings.
5. No bolts, screws, glue, adhesives or any other fixings may be used on any structure in the venue.
6. Display material may be fixed to the stand shell scheme by using double sided tape, sticky back VELCRO (to be provided by you). Hooks may be used to suspend heavier objects.
7. Should any construction work take place at the stand, necessary precautions must be taken not to damage the venue walls or floors.
8. No high combustible materials may be used as part of the stand.
9. No solid ceilings may be set-up.
10. Draping must be treated with fire retardant spray and a valid certificate attesting to this must be given to the onsite co-ordinator.

Any damage caused will be for the expense of the exhibitor.

EXHIBITION STAND – PACKAGE INFORMATION*Completion of relevant section required– Please include summary page and signed T's & C's page*

Company Name:		Stand Nr.:	
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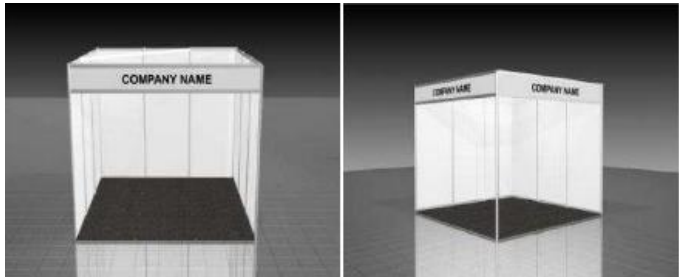
Who will be building your Exhibition Stand?

<input type="checkbox"/>	EXPO Stand Builder - PERI EXPO	<input type="checkbox"/>	PRIVATE Stand Builder
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PLEASE TICK YOUR OPTION AND ITEMS

<input type="checkbox"/>	EXPO Shell Scheme Package Booth (Octanorm 3m x 3m)
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Standard Shell scheme booth for 3m x 3m – R 1 665.00 EXCL VAT

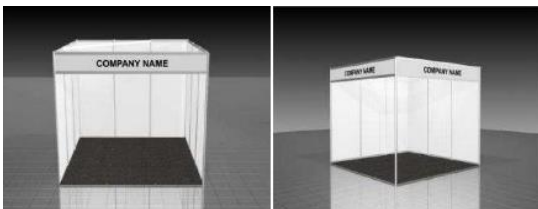
<input type="checkbox"/>	3m x 3m Shell scheme structure	
<input type="checkbox"/>	Facia board with company name (28 letters)	
<input type="checkbox"/>	Standard carpet	
<input type="checkbox"/>	Low energy light	
<input type="checkbox"/>	15 Amp plug point	
<input type="checkbox"/>		
<input type="checkbox"/>		

<input type="checkbox"/>	Space ONLY / Custom Stand
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<input type="checkbox"/>	Stand Builder Company Name:				
	Contact details:	Name:		Tel:	
		Email:			

<input type="checkbox"/>	Space ONLY / Custom Stand
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<input type="checkbox"/>	Do you require a QUOTE from Peri Expo for building your CUSTOM STAND ?	YES	NO
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**FULL PANEL SIZES***(for artwork add 10mm bleed)*

ACTUAL : Length – 2393mm
Width – 963mm

VISUAL : Length – 2380mm
Width – 950mm

SUBMIT COMPLETED ORDER FORMS TO ideas@periexpo.co.za

Company Name:		Stand Nr.:		
ADDITIONAL SERVICE : FORM 1 - FASCIA NAME & CARPET COLOUR				
FASCIA NAME				
<input type="checkbox"/> We require a fascia board with company name & stand number <i>(included in the package)</i>		<input type="checkbox"/> We do NOT require a fascia board with company name		
<input type="checkbox"/> We require a fascia board with NO name <i>(i.e. a blank fascia board)</i>		<input type="checkbox"/> Corner Stand – We require an extra fascia board at NO cost		
Indicate the name you wish to appear on the fascia board of your stand. Corner stands will have this name displayed on both sides. Please note that fascia names are limited to a maximum of 28 characters . Omit (Pty) Ltd, CC & logos.				
<div></div>				
ADDITIONAL FASCIA NAME				
<i>This is only necessary if your fascia name exceeds 28 characters, or if your fascia name changes after we have gone into production</i>				
ITEM CODE	PRODUCT DESCRIPTION	QTY	UNIT COST	SUB-TOTAL
EXA37	Name change after production / on site		R 250.00	R
EXA36	Additional fascia name		R 150.00	R
			Order Total	R
			15% VAT	R
			20% Surcharge	YES / NO
			TOTAL	R
CARPET COLOUR CHOICE				
EXPO Package stands are carpeted in 		GREY, at NO additional charge.		
SPACE-ONLY / PRIVATE stands requiring carpets MUST order using the form below				
CARPET COLOUR		QTY (m²)	UNIT COST	SUB-TOTAL
<input type="checkbox"/> NO Carpets Required				
	Charcoal		R 35.00	R
	Grey		R 35.00	R
	Blue		R 35.00	R
<i>Rolled carpet pricing available on request. Various colours available.</i>			Order Total	R
			15% VAT	R
			20% Surcharge	YES / NO
			TOTAL	R
SUBMIT COMPLETED ORDER FORMS TO ideas@periexpo.co.za				
DEADLINE FOR THIS FORM IS (29 September 2023)				
FORMS SUBMITTED AFTER THIS DATE INCUR A 20% LATE-ORDER SURCHARGE . PAYMENT IS DUE ON PRESENTATION OF INVOICE. PAYMENT IS REQUIRED IN FULL PRIOR TO DELIVERY OF ORDERED SERVICES				

Company Name:		Stand Nr.:	
ADDITIONAL SERVICE : FORM 2 – DIGITAL PRINTING ON PANELS / FABRIC WALL PRINTS			
DIGITAL BRANDING ON PANELS / FABRIC BANNERS			
We require ARTWORK (digital print) to be applied to our panels		We would like FABRIC BANNERS	
ARTWORK INFO			
Artwork MUST be provided in high resolution PDF or JPEG. 150dpi at full size OR 300dpi half size. Allow for 10mm bleed.			
PICTURES		FOUNTS	
<ul style="list-style-type: none"> CMYK (Convert RGB to CMYK) Do not embed scans Scans to be supplied separate from the document 		<ul style="list-style-type: none"> Fonts to be supplied Ideally – convert type to paths / vector / curves 	
COLOURS			
<ul style="list-style-type: none"> If any special colour matching is required, supply a pantone swatch / number All colours to be made up in correct pantone breakdown where applicable 			
FULL PANEL SIZES			
ACTUAL		VISUAL (for artwork add 10mm bleed)	
Length:	2393mm	Length:	2380mm
Width:	963mm	Width:	950mm
Exhibitors requiring DIGITAL BRANDING ON PANELS / FABRIC BANNERS MUST complete the form below			
Description		QTY PANELS	UNIT COST
1 Digital print per panel (Vinyl applied to panel)			R 1 450.00
2 FABRIC WALL PRINTS – please email for quotation			R
		Order Total	R
		15% VAT	R
		20% Surcharge	YES / NO
		TOTAL	R
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Company Name:

Stand Nr.:

ADDITIONAL SERVICE : FORM 3 – ELECTRICAL HIRE**ELECTRICAL HIRE (please READ the IMPORTANT NOTES)**

All hired items must be treated with care and are payable prior to delivery. Damaged items will be charged for at replacement value. All items hired are the responsibility of the exhibitor, until collected by the appointed contractor.

ITEM CODE	PRODUCT DESCRIPTION	QTY	UNIT COST	SUB-TOTAL
EL01	32A Single Phase DB *		R 1 610.00	R
EL02	32A Three Phase DB *		R 3 225.00	R
EL03	63A Three Phase DB *		R 5 376.00	R
EL04	15A Plug Point *		R 350.00	R
EL05	Desk Lamp		R 320.00	R
EL06	150W Black Spotlight ***		R 395.00	R
EL07	50W Long Arm Spotlight ***		R 390.00	R
EL08	150W Long Arm Spotlight ***		R 520.00	R
EL09	1200mm / 4ft Two Lamp Fluorescent ***		R 395.00	R
EL10	2400mm / 8ft Two Lamp Fluorescent ***		R 520.00	R
EL11	1500mm / 5ft Two Lamp Fluorescent		R 440.00	R
EL12	150W Halogen Spotlight ***		R 450.00	R
EL13	300/500W Halogen Spotlight ***		R 495.00	R
EL14	Exhibitor Connections (Ea) *		R 350.00	R
EL15	Three Phase Connections (Ea) *		R 520.00	R
EL16	Electrical Certificate of Compliance (COC): Stand *		R 1 500.00	R

IMPORTANT NOTES :

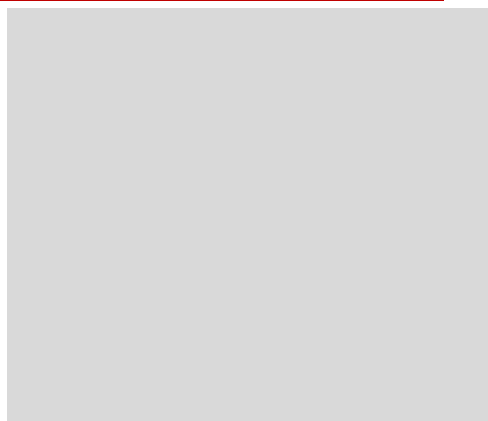
1. It is **COMPULSORY** for all space-only exhibitors to furnish a Certificate of Compliance (COC) for all electrical work performed on their stand, prior to show opening. If no COC is received, PeriExpo will appoint our electrician to supply the relevant COC, at a cost of R 1 500 to the exhibitor.
2. All items listed above are on hire only.
3. Shell scheme exhibitors automatically receive 1x plug & low energy light per 9m².
4. Space-only / custom stand exhibitors **MUST** order a DB if power required exceeds 15AMP plug

Order Total**R**

15% VAT

R**20% Surcharge****YES / NO****TOTAL****R**

Please provide an electrical fitting plan on the grey diagram, showing the position of the electrical items ordered.



Front of stand

SUBMIT COMPLETED ORDER FORMS TO ideas@periexpo.co.za**DEADLINE FOR THIS FORM IS (29 September 2023)**














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Company Name:

Stand Nr.:

ADDITIONAL SERVICE : FORM 4 – FURNITURE**FURNITURE HIRE (additional items not forming part of the shell scheme package)**

All hired items must be treated with care, and are payable prior to delivery. Damaged items will be charged for at replacement value. All items hired are the responsibility of the exhibitor, until collected by the appointed contractor. The range of furniture available is extensive - should you not find something suitable on the following pages, please contact your service representative for further assistance.












ITEM CODE	VISUAL	PRODUCT DESCRIPTION (Please highlight OR circle your colour selection)		QTY	UNIT COST	SUB-TOTAL
AA01		Octanorm Curved counter (No door / locks)	White no graphic		R 1 650.00	R
AA02		Octanorm Curved counter	With full colour graphic		R 2 350.00	R
AA03		Octanorm Curved counter with 1m extension	White no graphic		R 2 100.00	R
AA04		Desk Unit (Octanorm) No doors	950 (h) x 950 (w) x 455 (d)		R 950.00	R
AA05		Desk Unit with Shielding (Octanorm)	950 (h) x 950 (w) x 455 (d)		R 1 050.00	R
AA06		Door - Lockable	2480 (h) x 950 (w)		R 925.00	R
AA07		Glass top display counter	950 (h) x 950 (w) x 455 (d)		R 2 250.00	R
AA08		Lockable Counter (white)	950 (h) x 950 (w) x 455 (d)		R 1 050.00	R
AA09		Graphic panel	2393 (h) x 963 (w)		R 1 450.00	R
AA10		Standing shelves - short	950 (h) x 950 (w) x 455 (d)		R 660.00	R
AA11		Standing shelves - tall	2100 (h) x 950 (w) x 455 (d)		R 1 110.00	R
AA12		Step Down counter - no graphic	1120 (h) x 950 (w)		R 1 200.00	R
AA13		Step Down counter - with graphic	1120 (h) x 950 (w)		R 1 550.00	R
AA14		Walling - Octanorm per running meter	2393 (h) x 963 (w)		R 250.00	R
AA15		Stanchion - Belt track	Black Tape, aluminium post		R 385.00	R
AA16		Stanchion - Standard	Chrome		R 295.00	R
AA17		Stanchion Rope	Red, Black		R 65.00	R
AA18		Waste Bin	Plastic		R 55.00	R
AA19		Brochure Stand - Z	Silver metal		R 425.00	R

Company Name:

Stand Nr.:

ADDITIONAL SERVICE : FORM 4 – FURNITURE *(continued)***FURNITURE HIRE**

ITEM CODE	VISUAL	PRODUCT DESCRIPTION <i>(Please highlight OR circle your colour selection)</i>		QTY	UNIT COST	SUB-TOTAL
BAR STOOLS						
AA20		Waterfall Barstool	White		R 560.00	R
AA21		Alu Bar Stool	Aluminium, no armrests		R 440.00	R
AA22		Black Bar stool	Black		R 440.00	R
AA23		White Bar Stool	Plastic		R 385.00	R
FRIDGES & GENERAL CATERING						
AA24		Bar Fridge	White		R 1 495.00	R
AA25		Coffee Machine	Pour-over Type		R 856.00	R
AA26		Water Dispenser	Cold, incl. 1 x Water Bottles		R 2 245.00	R
AA27		Extra Water Bottle	20l Bottle		TBA	R
AA28		Polystyrene Cups	per 500 cups. Single wall		TBA	R
PRESTIGE CHAIRS						
AA29		Tub Chair	White		R 895.00	R
AA30		Glass show Case	455 x 455 x 2000mm		R 2 250.00	R
AA31		Ottoman Cubes	Various colours & fabric		R 395.00	R
CAFE CHAIRS						
AA32		Café Chair	White		R 355.00	R
AA33		Alu Café Chair	Aluminium		R 325.00	R
AA34		Perspex Chair	Clear		R 465.00	R
LOUNGE PRESTIGE						
AA35		Bermuda - SGL Sofa	Black, White		R 975.00	R
AA36		Bermuda - DBL Sofa	Black, White		R 1 825.00	R
AA37		Scatter Cushions	Various colours & styles		R 75.00	R
OFFICE CHAIRS						
AA38		High Back Office Chair	Black on wheels		R 920.00	R

Company Name:					Stand Nr.:	
ADDITIONAL SERVICE : FORM 4 – FURNITURE <i>(continued)</i>						
FURNITURE HIRE						
ITEM CODE	VISUAL	PRODUCT DESCRIPTION <i>(Please highlight OR circle your colour selection)</i>		QTY	UNIT COST	SUB-TOTAL
COFFEE TABLES						
AA39		Coffee Table	White, glass top		R 970.00	R
AA40		Standard Coffee Table	White wood square - Big		R 1 045.00	R
AA41		Coffee Table	Glass, chrome legs		R 915.00	R
SIDE TABLES						
AA42		Side Table	White		R 650.00	R
COCKTAIL TABLES						
AA43		Alu Cocktail Table	Aluminium top		R 650.00	R
AA44		Square top Cocktail Table	White		R 650.00	R
AA45		Pyramid Cocktail Table	Glass top, chrome base		R 675.00	R
CAFÉ TABLES						
AA46		Alu Cafe Table	Aluminium - (600 diameter)		R 550.00	R
AA47		Square top Café Table	White		R 550.00	R
STANDARD TABLES						
AA48		Trestle Table	Standard		R 299.00	R
OTHER						
AA49		Palm approx 1m in white pot	Approx 1m		R 525.00	R
AA50		Table décor & Table cloths	<i>Available on request</i>		R	R
Delivery and Collection subject to package order				Order Total		R
				15% VAT		R
				20% Surcharge		YES / NO
				TOTAL		R
SUBMIT COMPLETED ORDER FORMS TO ideas@periexpo.co.za						
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Company Name:

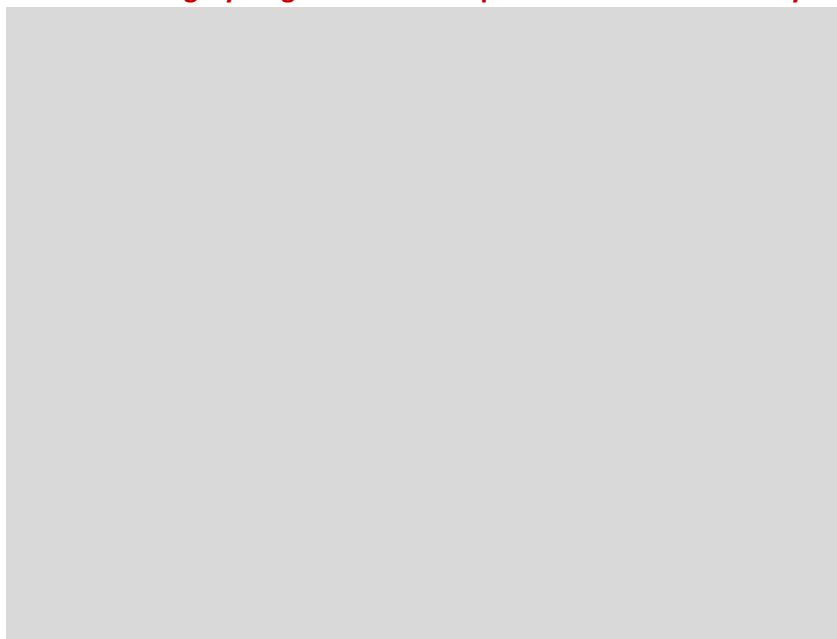
Stand Nr.:

ADDITIONAL SERVICE : FORM 5 – AV & IT**Audio and Visual (AV) & Information Technology (IT)**

All hired items must be treated with care, and are payable prior to delivery. Damaged items will be charged for at replacement value. All items hired are the responsibility of the exhibitor, until collected by the appointed contractor.

ITEM CODE	PRODUCT DESCRIPTION	QTY	SHOW DAYS	PER DAY	SUB-TOTAL
32" LCD	32" LCD High Resolution Screen			R 985.00	
42" LCD	42" LCD Full HD Screen (USB Compatible)			R 1 450.00	
55" LCD	55" LCD Full HD Screen			R 3 200.00	
Stand	Upright stand			R 295.00	
Wall-mount	Wall Mounted: Melamine Panel required		N/A	R 420.00	
DVD Player	HD DVD Player (<i>FREE when ordering a 42" LCD screen</i>)			R 215.00	
				Order Total	R
				15% VAT	R
				20% Surcharge	YES / NO
				TOTAL	R

Please indicate on the grey diagram below the position of the screen on your stand.



Front of stand

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Company Name:

Stand Nr.:

ORDER SUMMARY**EXHIBITING COMPANY / ENTITY TO BE INVOICED**

Company Name:

VAT Number

(SA Residence ONLY):

Company Address:

Code:

Contact Person:

Contact Details:

Telephone:

Fax:

E-mail Address:

INVOICE - Additional Services (optional EXTRAS)

Description		Cost
1	Facia Name & Carpet Colour Total costing of FORM 1	R
2	Digital Branding of Shell Scheme Panels / Fabric Banners Total costing of FORM 2	R
3	Electrical Hire Total costing of FORM 3	R
4	Furniture Total costing of FORM 4	R
5	Audio & Visual (AV) and Information Technology (IT) Total costing of FORM 5	R
6	Custom Stand Build ONLY add cost if Peri Expo will be doing the CUSTOM BUILDING of your stand	R
Order Total		R
15% VAT		R
20% Surcharge		YES / NO
TOTAL		R

SUBMIT COMPLETED ORDER FORMS TO ideas@periexpo.co.za**DEADLINE FOR THIS FORM IS (29 September 2023)**FORMS SUBMITTED AFTER THIS DATE **INCUR A 20% LATE-ORDER SURCHARGE**. PAYMENT IS DUE ON PRESENTATION OF INVOICE. PAYMENT IS REQUIRED IN FULL PRIOR TO DELIVERY OF ORDERED SERVICES

Company Name:		Stand Nr.:	
TERMS & CONDITIONS			
This quotation is subject to the following Terms & Conditions:-			
1.	Build-up & Break-down: Please allow sufficient time in the venue hire period, to allow adequate time for PeriExpo to build-up & break-down this exhibition. The price quoted above is subject to adequate build-up & break-down time/s.		
2.	Period of Validity: This quotation is valid for seven (7) days from date of the quotation. Should you require any additions to this quote, PeriExpo reserves the right to revise the quote and may in its sole and absolute discretion decline to enter into a revised quote, notwithstanding the fact that the initial quote has been paid in full. Please note that should there be any alteration to the job on site, a fee of R300.00 excluding VAT per hour will be charged, as well as the cost of additional materials.		
3.	Risk: The risk on all equipment shall pass to the customer on delivery thereof by PeriExpo and the customer shall ensure that adequate insurance cover has been secured against all kinds of risk that may occur, including public liability insurance. PeriExpo will not be held responsible in any way whatsoever for the loss of any equipment of whatsoever nature from stands, such as posters, banners, signage and the like and such equipment shall be removed by the customer prior to PeriExpo breaking down the stand.		
4.	Availability: The availability of equipment provided in terms of this quotation can only be confirmed upon your signed acceptance of this quotation, an official order together with 50% payment of the contracted price, together with VAT, including a reference to your VAT Registration number, has been received by PeriExpo.		
5.	Payment Terms: Should this quotation be accepted and PeriExpo is able to provide the equipment as quoted, 100% payment is required prior to delivery. Periwinkle Marketing cc T/A PeriExpo Bank Details: FNB Account Number: 62224018699 Branch Code: 211417		
6.	Storage Facilities: This service is unable to be provided by PeriExpo as we do not have storage facilities.		
7.	Artwork and Graphics: Full artwork has to be supplied by the customer in the requested format on CD two (2) weeks prior to the build-up of the event commencing. PeriExpo will not take any responsibility for the late delivery of any graphics. No graphics will be kept by PeriExpo and all loose graphics that are fixed to the stand and required by the customer must be removed from the stand prior to breakdown by PeriExpo.		
8.	Cancellation: Should the customer cancel this quotation after acceptance hereof by PeriExpo more than 5 days before the event, 50% of the quoted price shall constitute an agreed liquidated damages amount which will be liable by the customer to PeriExpo. Should cancellation occur within five (5) days of the event, the customer will be liable for 100% of the quoted price, which shall constitute an agreed liquidated damages amount.		
9.	Ownership: The equipment provided in terms of this quotation is for hire only and will at all times remain the property of PeriExpo.		
10.	VAT: All prices quoted in terms hereof are exclusive of Value Added Tax.		
I,(print full name) hereby accept this quotation and all the Terms & Conditions listed above.			
Signed:		Date:	
SUBMIT COMPLETED ORDER FORMS TO ideas@periexpo.co.za			
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