



CTICC

CLIENT MANUAL

2026

the Town International Convention Centre 2

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CTICC is proudly
associated with:



Please note that the information provided within this manual was correct at the time of publishing. While we try to keep the information up-to-date and correct, there are no representations or warranties, express or implied, about the completeness, accuracy, reliability, suitability or availability with respect to the information, products, services, or related graphics contained in this manual for any purpose.

The CTICC logo consists of the letters 'CTICC' in white, uppercase, sans-serif font, centered within a red rounded rectangle.

WELCOME

This comprehensive client manual contains everything you need to know about event planning at the Cape Town International Convention Centre (CTICC). It is designed to guide you through the process of booking, planning and hosting your event.

The CTICC reserves the right to amend this document, as necessary. Should you have any questions at any time, please do not hesitate to call on your Event Executive.

We look forward to welcoming you to the CTICC.

A photograph of the Cape Town International Convention Centre (CTICC) building. The building is a large, modern structure with a curved glass facade and a prominent red section. It is surrounded by greenery and flags. A tall glass skyscraper is visible in the background under a blue sky with clouds.

INTRODUCTION TO CLIENT MANUAL

For the past two decades, the CTICC has established a strong global presence in the business events industry. During this time, interest in the CTICC as a venue for hosting conferences, trade shows, exhibitions, and various events has steadily grown. This interest is evident in the contributions from key economic sectors, highlighting the venue's adaptability and its appeal as a destination.

01

IMPORTANT INFORMATION



IMPORTANT INFORMATION

BANKING DETAILS

ACCOUNT NAME	CTICC Main
BANK	Nedbank Ltd
BRANCH	Nedbank Limited
BRANCH CODE	198765
ACCOUNT NUMBER	1151 569 623
SWIFT CODE	NEDSZAJJ

CERTIFICATION

As an industry leader, the CTICC is the first convention centre in Africa to have its work processes certified to the following internationally recognised standards:

ISO 9001	Quality Management System
ISO 14001	Environmental Management System
ISO 22000	Food Safety Management System
ISO 45001	Health and Safety Management System
AIPC Quality Standards	Excellence in Convention Centre Management
SA Tourism Grading Council	Five-star grading
Level 1 UA (Universal Accessibility)	Facilities for special needs persons

Green Building Council of South Africa

Recognition for environmental leadership in developing sustainable green buildings.

In addition, the CTICC's kitchen facilities are Halaal-certified by The Islamic Council of South Africa (ICSA).



02

GETTING AROUND CAPE TOWN



GETTING AROUND CAPE TOWN



WATER TAXIS

The Roggebaai Canal offers a relaxed journey via City Sightseeing's Hop-on Hop-off Canal Cruise water taxis between the Victoria & Alfred Waterfront and the CTICC. The taxis stop outside CTICC 1, near the P1 parking garage entrance and run every 20 to 30 minutes.



TRAINS

Cape Town Central Station lies at the heart of an extensive rail system that connects the greater Western Cape region and other provinces. Railway stations are also linked to major bus routes.



HOP-ON HOP-OFF BUSES

A Hop-on Hop-off bus stop is located at the CTICC's Entrance 3 on Walter Sisulu Avenue. Sightseers can stop at the CTICC, visit the coffee shops, or attend one of the scheduled consumer shows.



CAPE TOWN INTERNATIONAL AIRPORT

Cape Town shares a time zone with many European and African cities. Cape Town International Airport is a 20-minute drive from the CTICC and the city centre. Domestic airlines link Cape Town to all other cities around the country.



CYCLING

Numerous dedicated cycling routes make cycling popular in the city. To minimise its carbon footprint, the CTICC encourages cycling and offers free parking facilities for bicycles in its parking garage and on Convention Square.



PEDESTRIAN FACILITIES

Cape Town is a compact city and the CTICC is centrally located. Many popular attractions are within walking distance of each other and are connected by pedestrian walkways.



PRIVATE TRANSPORT

A wide selection of car hire companies operate in the city. Many have offices at the Cape Town International Airport, making car hire convenient. Various metred taxi services, e-hailing transport providers, luxury air-conditioned coaches, and privately-operated shuttle buses run between the airport, hotels, the city centre and most major tourist destinations.

03

BOOK YOUR
EVENT



BOOK YOUR EVENT



1. ENQUIRY

Based on your event requirements, a Sales Executive will be assigned to assist.



2. INITIAL QUOTATION

The CTICC's sales team will provide a quotation and all the necessary information you require based on your requirements. The quotation is subject to availability.



3. PROVISIONAL BOOKING

Based on the initial quotation, your event organiser submits a request to the CTICC. If space is available and all conditions are met, a provisional booking is made. A Contract of Hire, including the General Conditions of Hire and Client Booking Schedule, is sent to you.



4. CONFIRMED BOOKING

Once you have signed the contract and paid the required deposit (10% total value of the booking), the agreement becomes binding.

PRO TIP – Effective planning is the key to greening your event. Take a look at our handy Event Greening Checklist and ask to meet the CTICC Sustainability Officer early on in your event planning process.



5. FINAL NUMBERS

One month prior to your event, the CTICC must receive full and final information, in writing. This includes estimated attendance numbers and required equipment and services. This information is used to compile a Function Sheet. Final numbers must be provided by no later than seven days before the event unless it is booked within a week of the event.

We accommodate events that are booked at very short notice. In these cases, the Sales Executive or Event Executive will discuss specific requirements with you to ensure we deliver an event in line with the CTICC's standards.



6. FUNCTION SHEET

Two weeks before the event, the CTICC will send a Function Sheet with full and final details. Major details may not be changed less than 72 working hours before the event. The CTICC will strive to cater for extra numbers, but this cannot be guaranteed.



7. PAYMENT & VAT

Payments should be made by electronic funds transfer (EFT) direct deposit.

Credit card payments are only accepted on-site for total hire charges less than R50 000, including VAT. Clients processing credit card payments exceeding this amount will be liable for the associated bank charges.

The CTICC accepts all credit cards, both online and on-site.

The CTICC charges VAT (Value-Added Tax) on services it renders at the current VAT rate of 15%.

All venue hiring costs and additional services quoted are exclusive of VAT. Food and beverage charges are quoted inclusive of VAT.

04

VENUES



VENUES

- Below is a breakdown of venue specifications. For all venue capacities, refer to the capacity chart.
- Based on your event requirements, a Sales Executive or Event Executive will be assigned to help you.
- The CTICC provides a quotation based on the information that you supply. The quotation is valid for two weeks, or as otherwise stated.

AUDITORIA

The CTICC offers two Auditoria, suitable for plenary sessions, lectures, product launches, award evenings, and theatre productions.

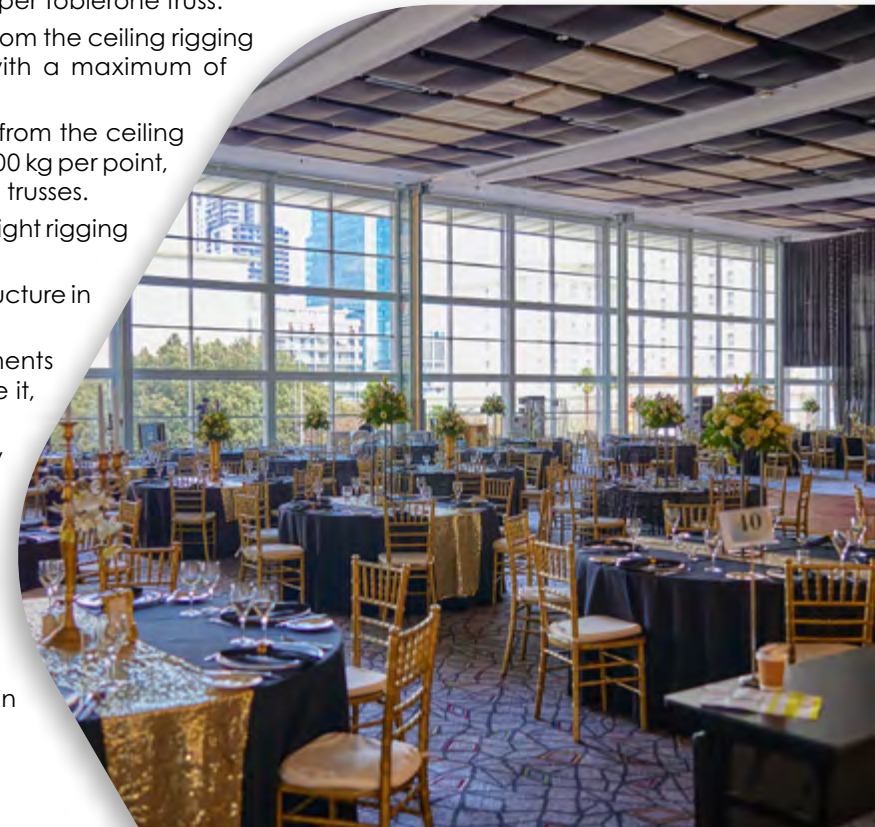
THE BALLROOM

The magnificent, multifunctional Ballroom offers striking views of the city. Acoustically clad partitioning allows the venue to be divided into a 60/40 split for smaller events or different guest experiences. No exhibitions are allowed in the Ballroom.

EXHIBITION HALLS

- Exhibition Halls offer access to power, water, and data communications every 4.5 m throughout the hall.
- Ceiling height is 18 m at its highest point and 10 m at its lowest. Hall 4B has a fixed ceiling height of 9 m.
- Halls 1 to 4A have concave ceilings, and Hall 4B has a flat ceiling.
- Halls can be used independently, if required, thanks to movable partitioning with acoustic cladding for sound absorption.
- The corridors between Exhibition Halls can absorb sound at a maximum level of between 45 dB and 55 dB (decibels) of sound.
- Exhibition Hall 1 can be split into Hall 1A and Hall 1B, which may be used independently of each other. Both halls have separate dedicated entrances.

- Maximum weight capacity on flooring in the Exhibition Halls:
 - 1 500 kg/m² in Exhibition Hall 1, 4A and 4B
 - 3 000 kg/m² in Exhibition Hall 2 and 3
 - 2 000 kg/m² in Exhibition Hall 5, 6 and 7
 - 750 kg/m² in Exhibition Hall 8, 9 and 10
- The maximum weight to be hung from the ceiling in Halls 1 to 4A is 500 kg per node, with a maximum of 3 000kg per Toblerone truss.
- The maximum weight that can be hung from the ceiling rigging points in Hall 4B is 250 kg per point, with a maximum of 1 500 kg per truss.
- The maximum weight that can be hung from the ceiling rigging points in Halls 5, 6, 7, 8, 9 and 10 is 500 kg per point, with a maximum of 3000 kg for the centre trusses.
- The ground and upper floors each have eight rigging points.
- A standard PA system is part of the infrastructure in the Exhibition Halls.
- This system can be used for announcements and background music. If you wish to use it, please ensure to order it in advance.
- Please note that the weight capacity per Toblerone truss may be reduced when different wall configurations are used inside the halls. If closed wall configurations are used, it is important to consult the engineering manual available from the CTICC maintenance or safety and security division.
- No rhythmic activities are allowed within halls 8, 9 and 10.





FREE-FLOW RESTAURANTS

Situated on the CTICC's ground floor, the Strelitzia, Jasminum, and Old Pier Restaurants are accessible from several venues and Exhibition Halls. Three conservatories provide overflow areas for these restaurants. Filled with indigenous flora and natural light, the conservatories and restaurants are spacious and relaxing. They are ideal for cocktail functions or meals on-the-go. These free-flow restaurants are opened during events and exhibitions at the discretion of the CTICC Management.

The free-flow restaurants' load-bearing is 500 kg/m². This is calculated on the dimension of any item brought in. If the load is not spread equally, any sharp point will damage tiles and the building's integrity.

GREEN ROOM

Auditorium 1 has a Green Room, which is included in the room rate.

MEETING ROOMS

CTICC 1

Meeting Rooms can be divided into smaller rooms on the first floor, accommodating up to 60 delegates theatre-style, and six rooms on the second floor with a maximum capacity of 30 delegates theatre-style.

CTICC 2

Rooms on Level 1 can be divided into two rooms, those on Level 2 can be divided into three rooms, and those on Level 3 can be divided into two rooms.

EXHIBITION VENUES

The CTICC offers over 21 000 m² of dedicated exhibition space. CTICC 1 features four Exhibition Halls on the ground floor level, while CTICC 2 offers six Exhibition Halls across two floors.

MEETING SUITES

Selected Meeting Suites are equipped with a private bathroom or shower and kitchenette facilities. All Meeting Suites feature soundproof glass windows overlooking the Exhibition Halls, with built-in projection and screen facilities. (Only MS.1.51 to MS.1.55 have built-in projectors; the other meeting suites do not).

REGISTRATION FOYER

A dedicated foyer for the registration of conference delegates is located on the ground floor. This flexible venue accommodates up to 30 registration booths, facilitating the simultaneous registration of large numbers of delegates. The registration area includes a small wardrobe without a storage room.

Registration table dimensions are 173.5 cm (length) x 78.5 cm (width). Event organisers may make use of the snapper frames on the registration tables which are 144 cm x 24.5 cm in size. The load capacity for the registration foyer area is 500 kg/m².

MOUNTAIN VIEW, HARBOUR VIEW & ROOF TERRACE

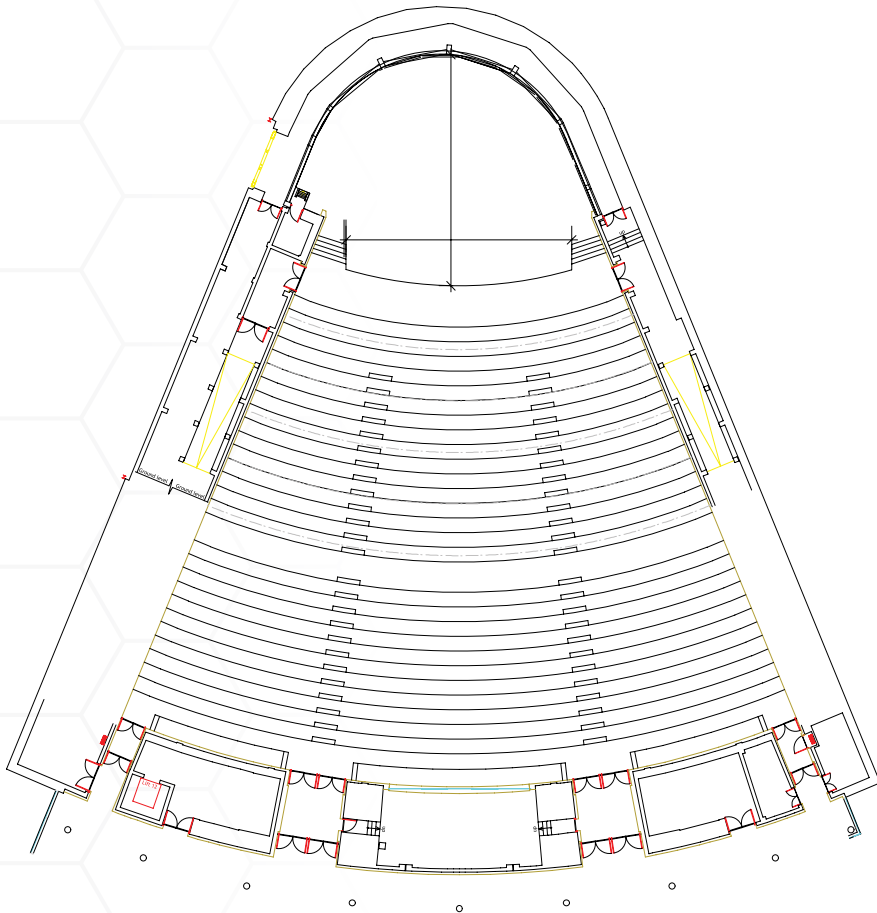
The CTICC features three stylish roof terraces with views of the Cape Town skyline, Table Mountain, and the historic Table Bay Harbour.

SHARED PUBLIC SPACES

Ballroom Gallery, Main Lounge, CTICC 1 Main Gallery, Reception Foyers, CTICC 2 Atrium, CTICC 2 Second Floor Foyers.

CTICC 1 VENUE SPECIFICATIONS

CTICC | AUDITORIUM 1



CTICC | AUDITORIUM 1 SPECIFICATIONS

Length	47 m
Width	Splayed
Total area	1 170 m ²
Height (stage to ceiling)	16 m
Doors: Front-of-house	Width: 3.8 m x Height: 2.2 m
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Access loading/unloading	Walter Sisulu entrance
Outside broadcasting van connection	Yes, available with a connection point
Audio - visual (when ordered)	Hardwired infrastructure available when ordered with audio-visual, digital switcher, two branded laptops, LED lectern, and two multi-skilled technicians
Large power	400 A, 63 Amp 3-phase
Small power	16 single-phase
Stage	Neoprene underneath 22 mm shutter board
Stage dimensions	Backstage: 121.69 m ² Stage: 94.77 m ² Forestage: 73.98 m ²
Screen (when ordered with audio-visual)	One
Sound system (when ordered with audio-visual)	Two table-top microphones One lectern microphone Speakers
Translation booths	Six
Projection room	One
Orchestra Pit (the pit will remain covered unless otherwise requested. Use of the orchestra pit is subject to an additional charge.)	14.5 m x 8.6 m (12 m ²)
Data projector (when ordered with audio-visual)	9 000 ANSI Lumen Data Projector with a long-throw lens
Seating	Numbered in numeric order
Theatre-style capacity	1 516
VIP rooms	Two
Dressing rooms	Two
Green Room	One
Storage room	One
Carpets	Standard

AUDITORIUM 1 SPECIFICATIONS

SCENERY FLY BARS

Scenery bar capacity	Fly bars 3 to 5	500 kg
Scenery bar capacity	Fly bars 2, 6 to 9	350 kg
Scenery bar length	Fly bar 1	Unavailable
Scenery bar length	Fly bar 2	10 m
Scenery bar length	Fly bars 3, 4 & 5	14 m
Scenery bar length	Fly bars 6 & 7	12 m
Scenery bar length	Fly bar 8	10 m
Scenery bar length	Fly bar 9	8 m
Scenery bar at maximum raised height	Fly bar 2	15.3 m
	Fly bars 3 to 9	16.4 m
Scenery bar minimum lowered height		1.2 m
Motor unit lifting speed		0.25 m/sec
Time for full travel	Fly bars 2 to 4	51 secs
Time for full travel	Fly bars 5 to 9	55 secs
Motor size (380 V 3-phase)	Fly bars 1 to 5	2 x 1.1 kW
Motor size (380 V 3-phase)	Fly bars 6 to 9	1.5 kW

FESTOON CURTAIN MECHANISM

Maximum raised height	14.9 m
Reveal speed (vertical travel)	0.3 m/sec
Motor size (380 V 3-phase): festoon	2 x 0.75 kW
Minimum factor of safety on all wire ropes	10 to 1
Carpets	Standard

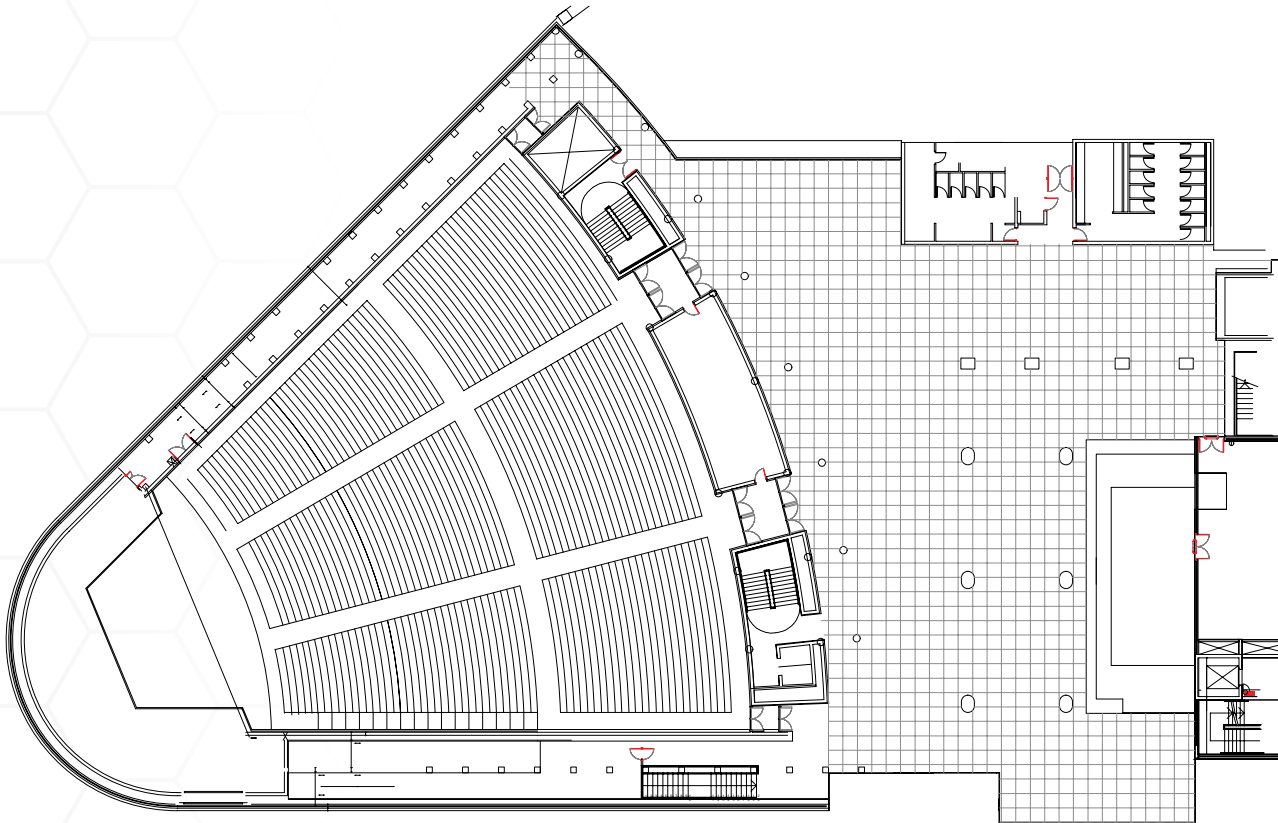
CTICC | AUDITORIUM 1 PROJECTION SCREENS

The fixed-frame screens can be custom-built and applied in various formats (additional). The different screens are:

- Default when ordered with audio-visual Type 1: 8 m x 4.5 m with front projection cloth
- Other additional options could be Type 2: 8 m x 5 m with rear projection cloth (one-off)
- Other additional options could be Type 3: 4.5 m x 3 m with front projection cloth (one-off)



CTICC 1 AUDITORIUM 1 FOYER

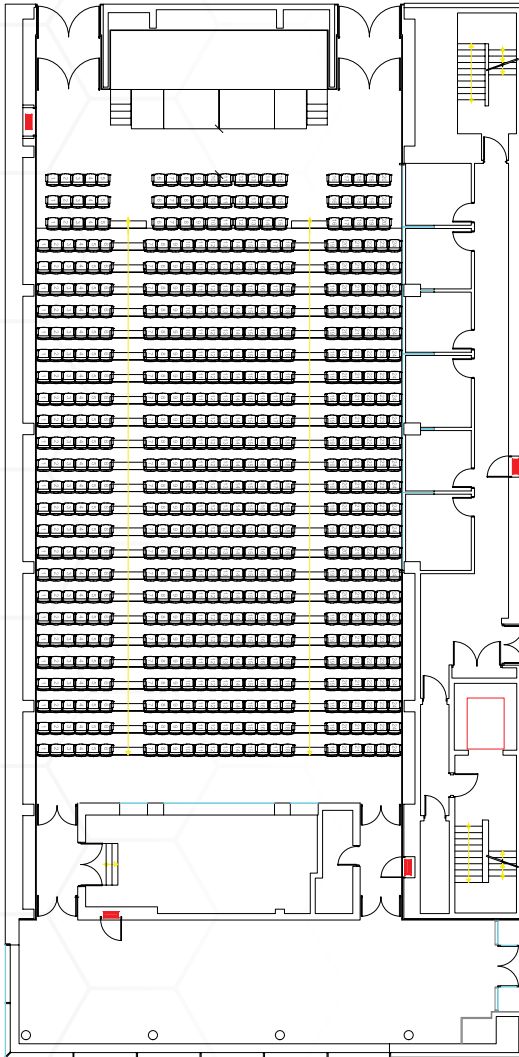


CTICC 1 AUDITORIUM 1 FOYER

Length	13.6 m (at its narrowest point)
Width	40 m
Total area	700 m ²
Height	3.5 m
Doors: Front-of-house	N/A
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Downlights
Outside broadcasting van connection	No, but can be arranged
Large power	None
Small power	16 A
Cocktail-style capacity	650
Carpets	Standard

CTICC 1 AUDITORIUM 2

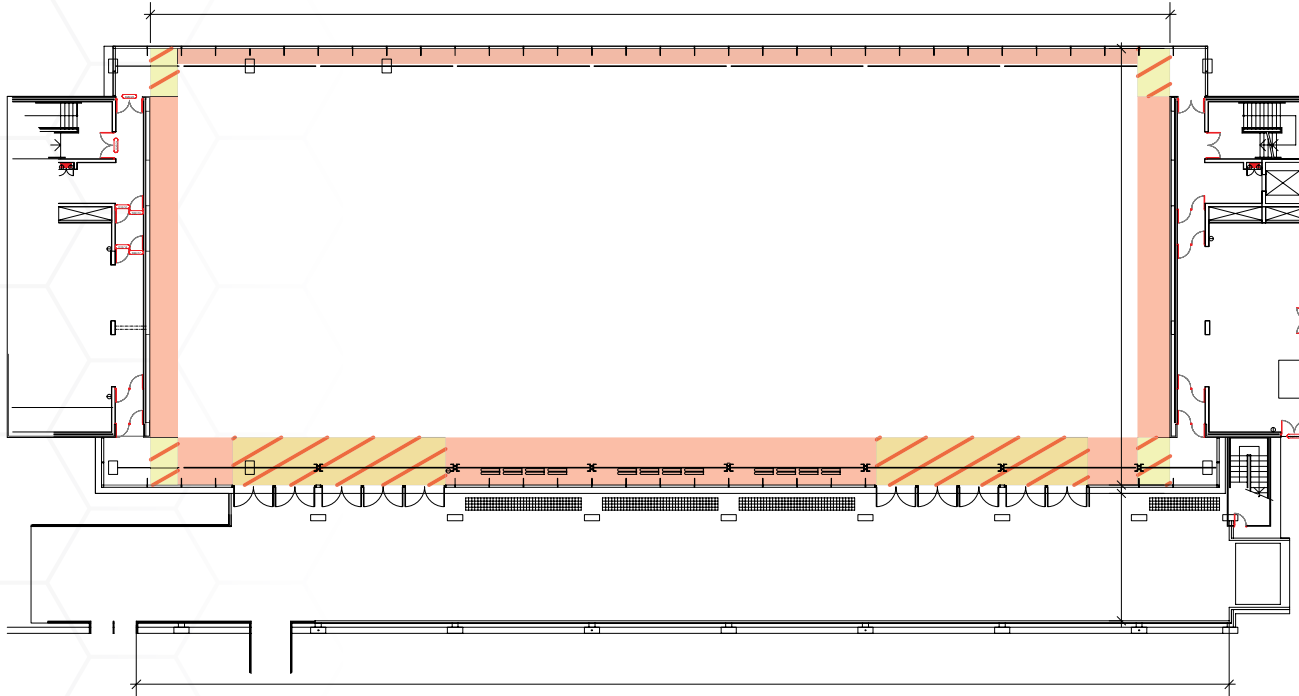
This venue is situated off the CTICC's Strelitzia Conservatory, which can be booked for registration, refreshments, and networking.



AUDITORIUM 2 SPECIFICATIONS

Length	31 m
Width	15.8 m
Total area	490 m ²
Height	8 m
Doors: Front-of-house	Width: 2 m Height: 2.1 m
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Two fixed flybars located in the ceiling
Access loading/unloading	From gallery
Outside broadcasting van connection	No, but can be arranged
Audio-visual (when ordered)	Hardwired infrastructure available when ordered with audio-visual, digital switcher, 2 branded laptops, LED lectern, two multi-skilled technicians
Large power	200 A bulk supply 3-phase
Small power	16 A single phase
Stage	Neoprene underneath 22 mm shutter board or plywood Front stage and steps
Stage dimensions	36.72 m ²
Screen	One built into venue: 7.2 m x 4.8 m
Sound system (when ordered with audio-visual)	Two table-top microphones One lectern microphone
Translation booths	Five
Projection room	One
Data projector	9 000 ANSI Lumen Data Projector with a long-throw lens
Seating	Numbered in chronological order
Theatre-style capacity	612
Carpets	Standard

CTICC 1 FULL BALLROOM

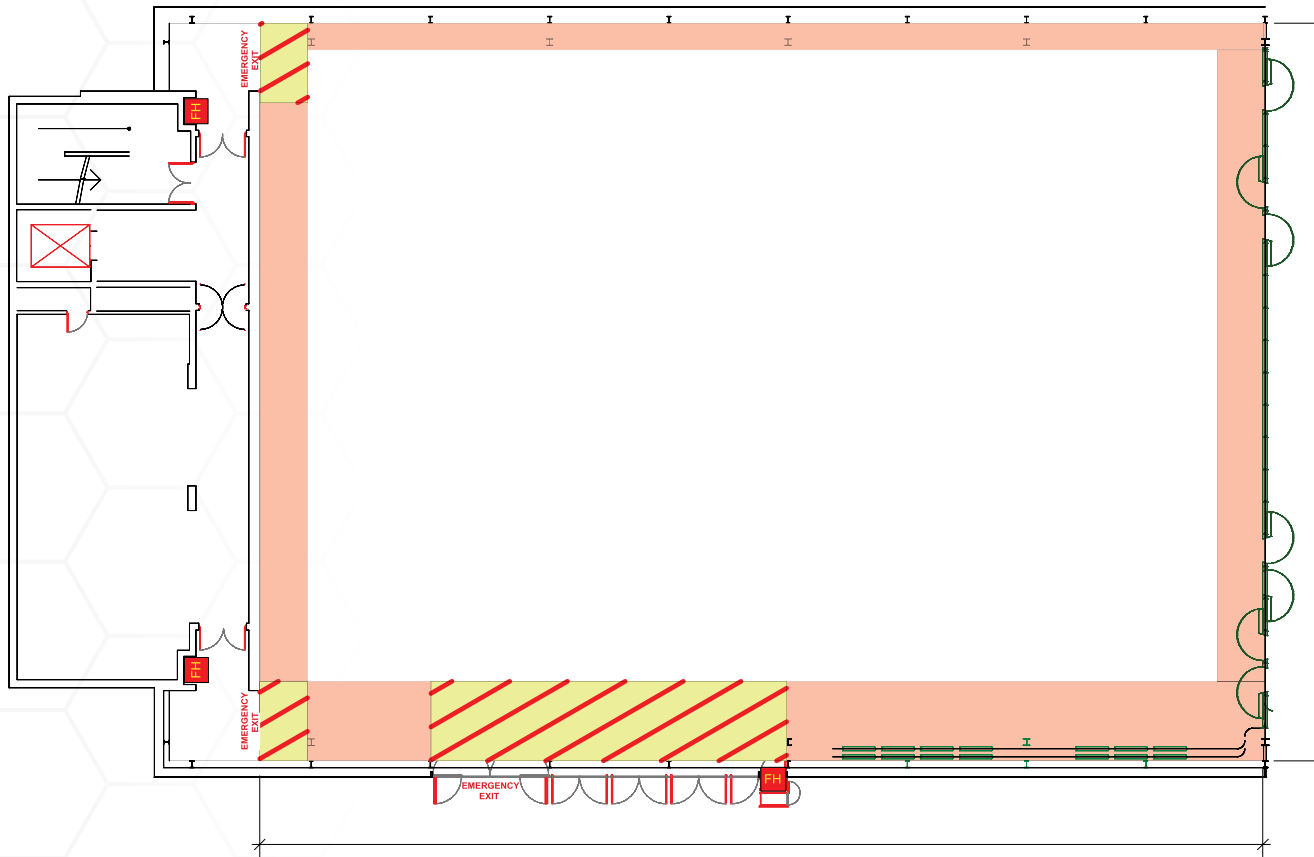


CTICC 1 FULL BALLROOM

Length	67 m
Width	28 m
Total area	1 876 m ²
Height	8 m
Doors: Front-of-house	Width: 2.2 m Height: 2.2 m
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Downlights
Access loading/unloading	Walter Sisulu Avenue
Outside broadcasting van connection	Available upon prior arrangement
Audio-visual	Available from CTICC's preferred service providers
Large power	Bulk supply 250 Amp/125 Amp 3-phase
Small power	16 Amp
Theatre-style capacity	1 980
Classroom-style capacity	1 296
Banquet-style capacity	1 300
Banquet buffet-style capacity	1 190
Cocktail-style capacity	1 392
Carpets	Standard

All capacities are based on wall to wall.

CTICC 1 BALLROOM EAST

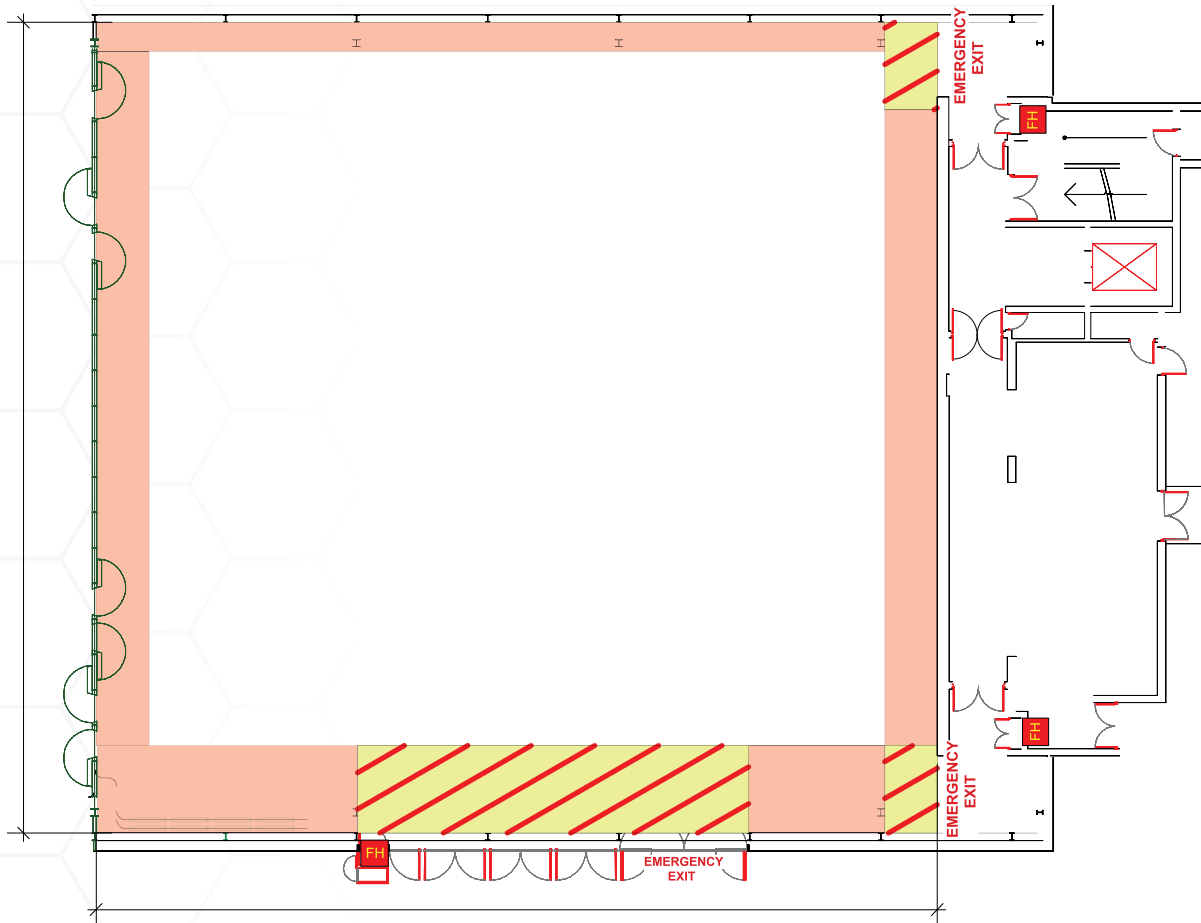


CTICC 1 BALLROOM EAST

Length	38 m
Width	28 m
Total area	1 064 m ²
Height	8 m
Doors: Front-of-house	Width: 2.2 m Height: 2.2 m
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Downlights
Access loading/unloading	Walter Sisulu Avenue
Outside broadcasting van connection	Available upon prior arrangement
Audio-visual	Available from CTICC's preferred service providers
Large power	Bulk supply 250 A/125 A 3-phase
Small power	16 A
Theatre-style capacity	1 080
Classroom-style capacity	790
Banquet-style capacity	740
Banquet buffet-style capacity	540
Cocktail-style capacity	816
Carpets	Standard

All capacities are based on wall to wall.

CTICC 1 BALLROOM WEST



CTICC 1 BALLROOM WEST

Length	29 m
Width	28 m
Total area	812 m ²
Height	8 m
Doors: Front-of-house & Service	Width: 2.2 m Height: 2.2 m
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Downlights
Access loading/unloading	Walter Sisulu Avenue
Outside broadcasting van connection	Available upon prior arrangement
Audio-visual	Available from CTICC's preferred service providers
Large power	None (63A and 125A available from CTICC's preferred supplier)
Small power	16 A
Theatre-style capacity	840
Classroom-style capacity	528
Banquet-style capacity	540
Banquet buffet-style capacity	490
Cocktail-style capacity	576
Carpets	Standard
Rigging point allowance (rigging point available on request)	250 kg per point

All capacities are based on wall to wall.

CTICC 1 BOARDROOM



CTICC 1 BOARDROOM

Length	9.3 m
Width	7.9 m
Total area	73 m ²
Height	3.3 m
Doors: Front-of-house and Service	1.2 m x 2.2 m
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Downlights

Audio-visual

Screen, projector, audio, two LCD screens (one on either side of the projection screen), seven built-in projection and power distribution points, support available. Dedicated support available, for a fee, from the CTICCs contracted service provider.

Description	Boardroom
Boardroom-style capacity	20
Carpets	Standard
Large power	None (63A and 125A available from CTICC's preferred supplier)
Small power	16 A
Carpets	Standard
Rigging point allowance (rigging point available on request)	250 kg per point

06

CTICC 1 EXHIBITION VENUES

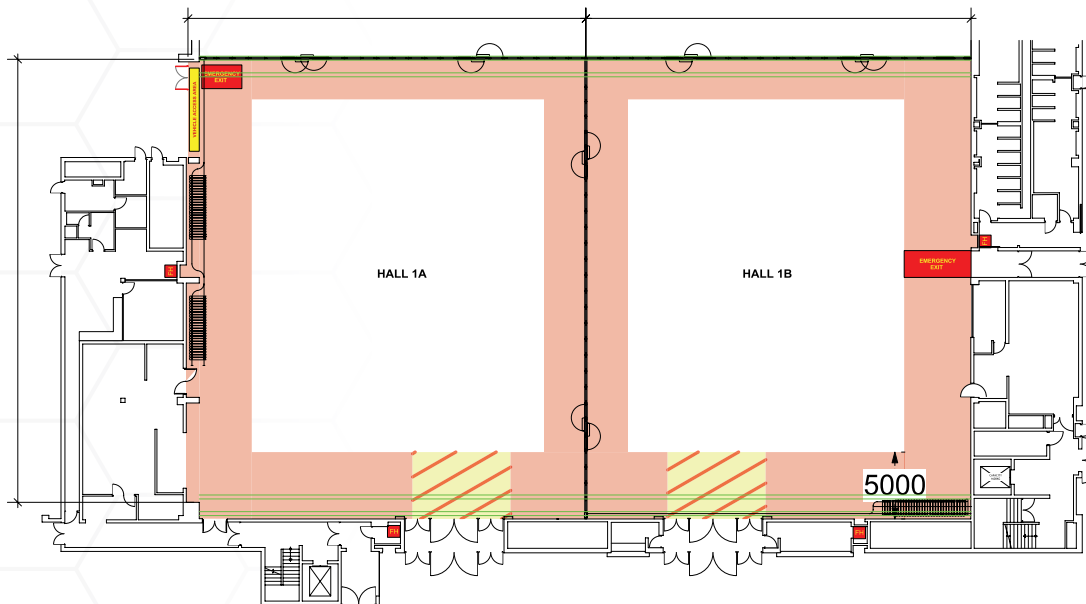


CTICC 1 EXHIBITION VENUES

VENUE	AREA	WIDTH X LENGTH
Hall 1	2 029 m ²	34.5 m x 58.7 m
Hall 1A	1 032 m ²	29.9 m x 34.5 m
Hall 1B	997 m ²	28.9 m x 34.5 m
Hall 2	2 118 m ²	33.3 m x 63.6 m
Hall 3	2 258 m ²	33.3 m x 67.8 m
Hall 4A	2 982 m ²	41.7 m x 71.5 m
Hall 4B	1 267 m ²	18.1 m x 70 m



CTICC 1 EXHIBITION HALL 1

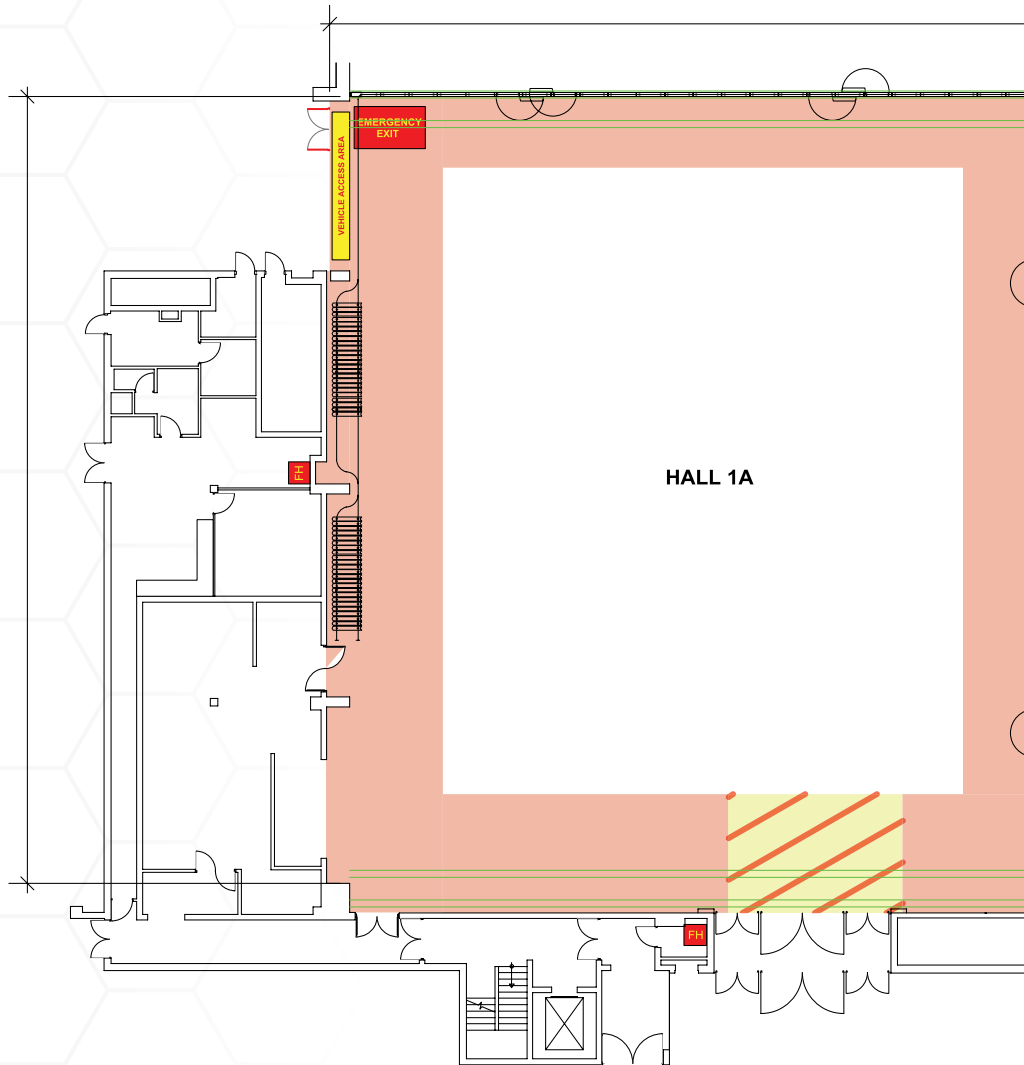


CTICC 1 EXHIBITION HALL 1

Length	58.7 m
Width	34.5 m
Total area	2 029 m ²
Height	10 m to 18 m
Doors: Service	D7C/016: 7.2 m (wide) x 5.3 m (high)
Floor loading	1 500 kg/m ² (15 kN/m ²)
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	LED's and downlights (in all halls in CTICC 1)
Access loading/unloading	Moveable doors, access from Marshalling Yard
Facility trenches	In the floor every 4.5 m
Facility trench content	Power points
Telephone/data points	Available through the ICT Division
Water/drainage/compressed airline	Water/drainage available
Outside broadcasting van connection	Available upon prior arrangement
Audio-visual	Available from CTICC's preferred service providers
Large power	Bulk supply: 400 A 3-phase 125 A 3-phase 63 A 3-phase
Small power	32 A 3-phase
Hanging nodes/bars	Max weight of 600 kg per node Up to 3 000 kg per structural beam
Theatre-style capacity	1 950
Classroom-style capacity	1 500
Banquet-style capacity	1 550
Cocktail-style capacity	1 550
Exhibition booth capacity	150
Kiosk	Two
Carpets	Not included, but can be arranged at an additional cost.

All capacities are based on wall to wall.

CTICC 1 EXHIBITION HALL 1A

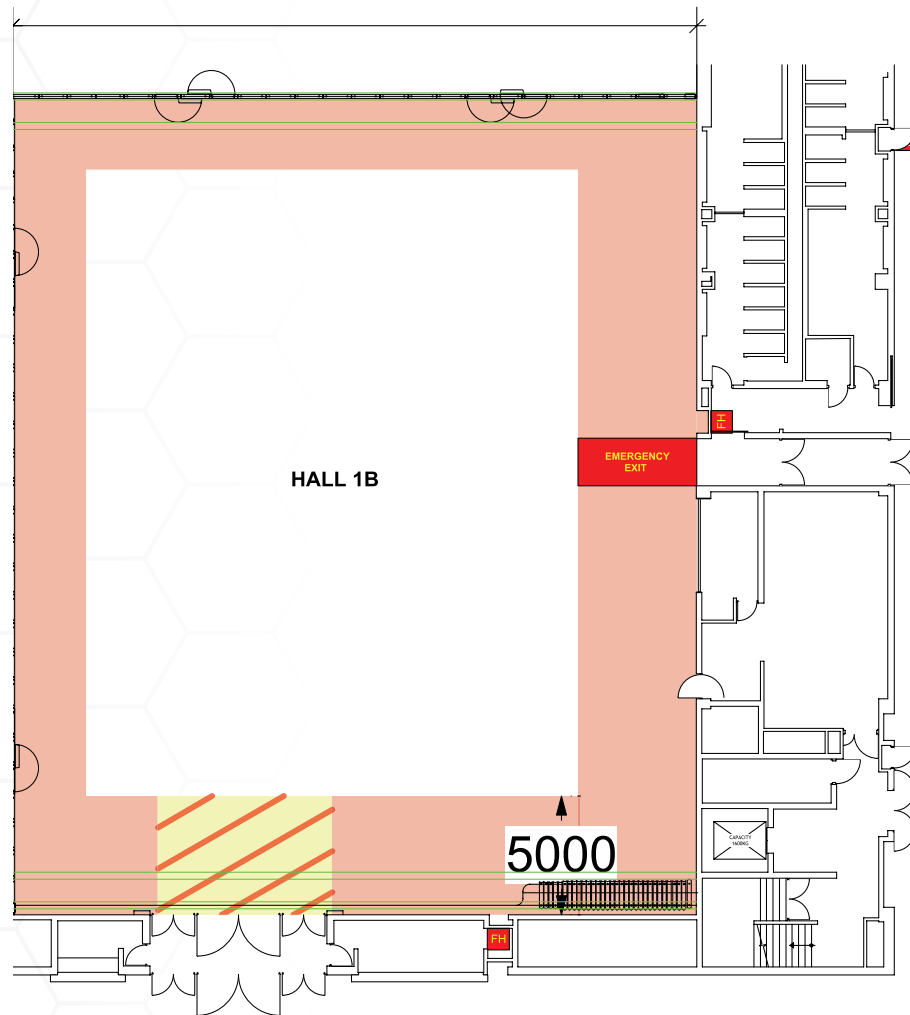


EXHIBITION HALL 1A SPECIFICATIONS

Length	29.9 m
Width	34.5 m
Total area	1 032 m ²
Height	10 m to 18 m
Doors: Service	D7C/016: 7.2 m (wide) x 5.3 m (high)
Floor loading	1 500 kg/m ² (15 kN/m ²)
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Fluorescents and downlights
Access loading/unloading	From Marshalling Yard
Facility trenches	In the floor every 4.5 m
Facility trench content	Power points
Telephone/data points	Available through the ICT Division
Water/drainage/compressed airline	Water/drainage available
Outside broadcasting van connection	Available upon prior arrangement
Audio-visual	Available from CTICC's preferred service providers
Large power	Bulk supply:
	400 A 3-phase
	125 A 3-phase
Small power	63 A 3-phase
	32 A 3-phase
Hanging nodes/bars	Max weight 600 kg per node
	Up to 3 000 kg per structural beam
Theatre-style capacity	1 000
Classroom-style capacity	770
Banquet-style capacity	800
Banquet buffet-style capacity	560
Cocktail-style capacity	780
Exhibition booth capacity	49
Satellite kitchen	One
Carpets	Not included, but can be arranged at an additional cost.

All capacities are based on wall to wall.

CTICC 1 EXHIBITION HALL 1B

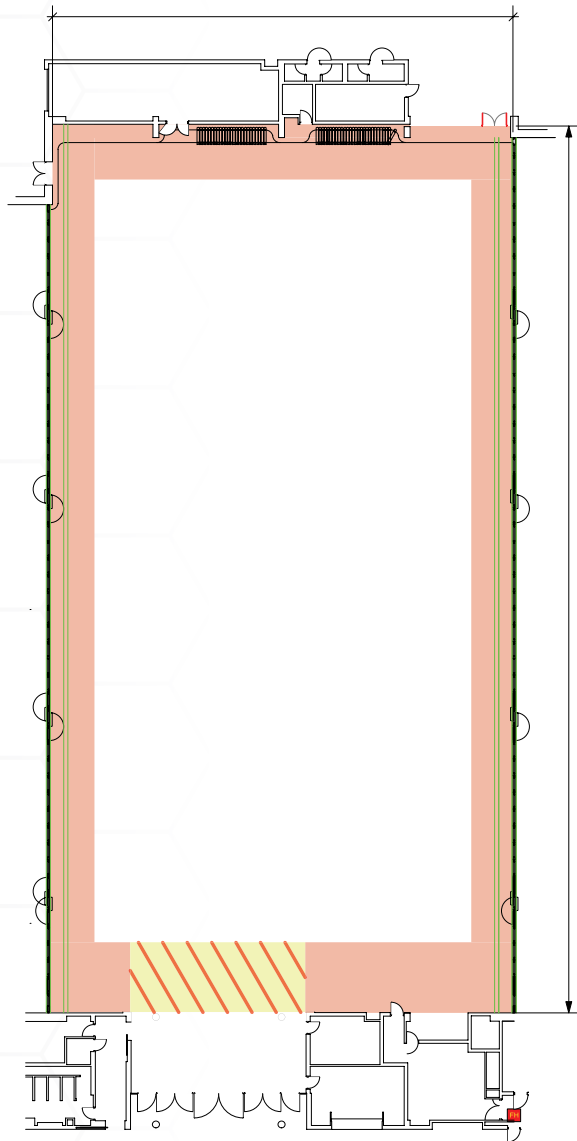


EXHIBITION HALL 1B SPECIFICATIONS

Length	34.5 m
Width	28.9 m
Total area	997 m ²
Height	10 m to 18 m
Doors: Service	D7C/028: 7.2 m (wide) x 5.3 m (high)
Floor loading	1 500 kg/m ² (15 kN/m ²)
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Fluorescents and downlights
Access loading/unloading	Marshalling Yard via Hall 1A or Hall 2 subject to availability
Facility trenches	In the floor every 4.5 m
Facility trench content	Power points
Telephone/data points	Available through the ICT Division
Water/drainage/compressed airline	Water/drainage available
Outside broadcasting van connection	Available upon prior arrangement
Audio-visual	Available from CTICC's preferred service providers
Large power	Bulk supply: 400 A 3-phase 125 A 3-phase 63 A 3-phase
Small power	32 A 3-phase
Hanging nodes/bars	Max weight 600 kg per node Up to 3 000 kg per structural beam
Theatre-style capacity	950
Classroom-style capacity	730
Banquet-style capacity	750
Banquet buffet-style capacity	560
Cocktail-style capacity	780
Exhibition booth capacity	48
Kiosk/hatch	One
Carpets	Not included, but can be arranged at an additional cost.

All capacities are based on wall to wall.

CTICC 1 EXHIBITION HALL 2

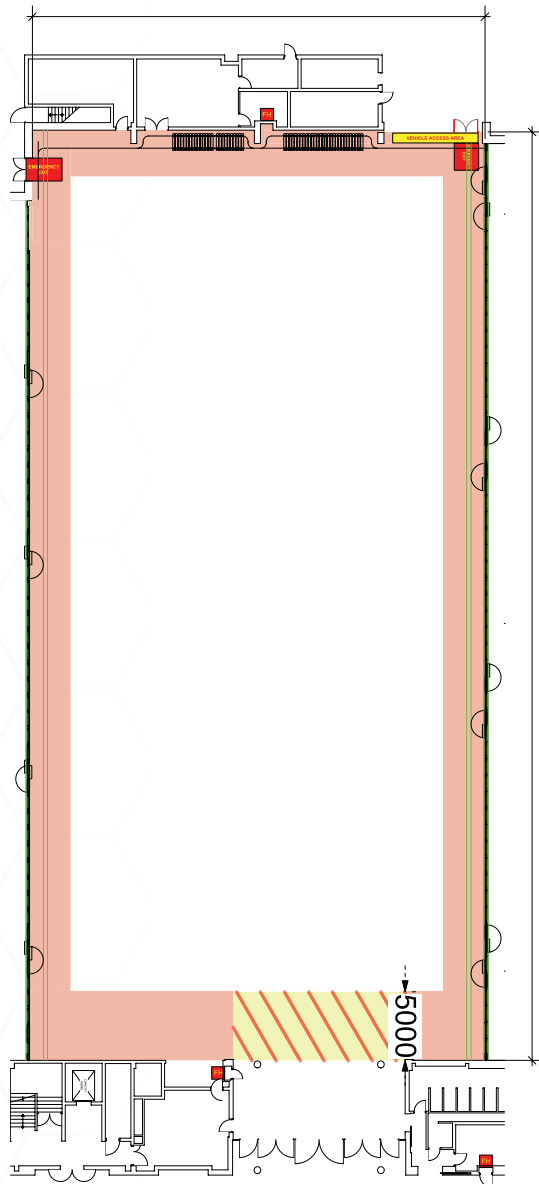


EXHIBITION HALL 2 SPECIFICATIONS

Length	63.6 m
Width	33.3 m
Total area	2 118 m ²
Height	10 m to 18 m
Doors: Service	D7C/028: 7.2 m (wide) x 5.3 m (high)
Floor loading	3 000 kg/m ² (30 kN/m ²)
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Fluorescents and downlights
Access loading/unloading	Marshalling Yard
Facility trenches	In the floor every 4.5 m
Facility trench content	Power points
Telephone/data points	Available through the ICT Division
Water/drainage/compressed airline	Water/drainage available
Outside broadcasting van connection	Available upon prior arrangement
Audio-visual	Available from CTICC's preferred service providers
Large power	Bulk supply:
	400 A 3-phase
	125 A 3-phase
Small power	63 A 3-phase
	32 A 3-phase
Hanging nodes/bars	Max weight 600 kg per node
	Up to 3 000 kg per structural beam
Theatre-style capacity	2 000
Classroom-style capacity	1 500
Banquet-style capacity	1 600
Banquet buffet-style capacity	1 530
Cocktail-style capacity	1 620
Exhibition booth capacity	114
Kiosk	One
Carpets	Not included, but can be arranged at an additional cost.

All capacities are based on wall to wall.

CTICC 1 EXHIBITION HALL 3

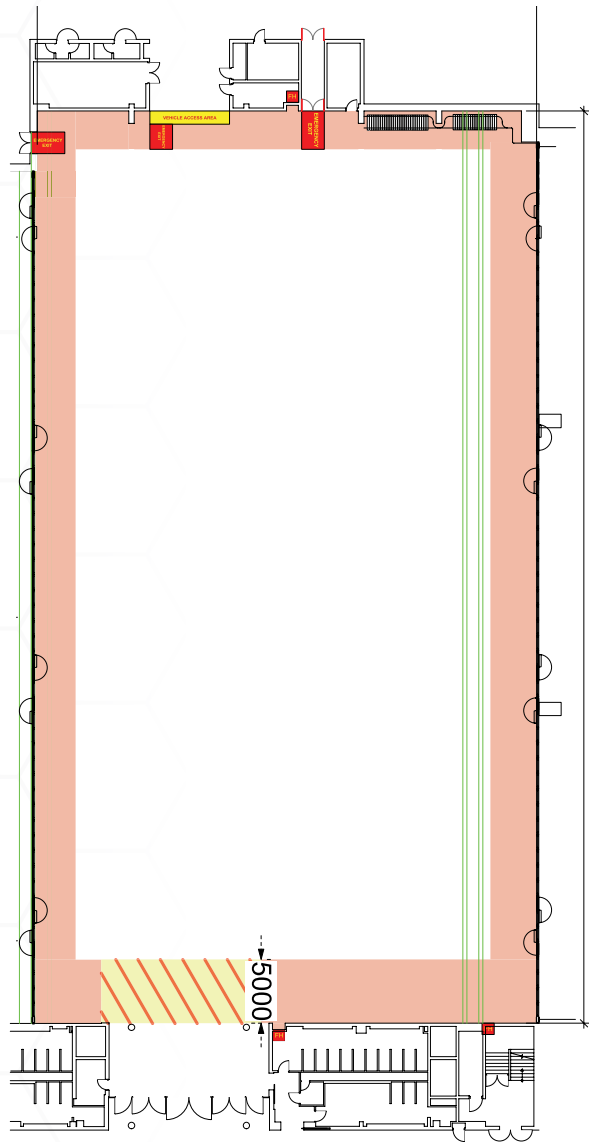


EXHIBITION HALL 3 SPECIFICATIONS

Length	67.8 m
Width	33.3 m
Total area	2 258 m ²
Height	10 m to 18 m
Doors: Service	D7C/040: 7.2 m (wide) x 5.3 m (high)
Floor loading	3 000 kg/m ² (30 kN/m ²)
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Fluorescents and downlights
Access loading/unloading	Marshalling Yard
Facility trenches	In the floor every 4.5 m
Facility trench content	Power points
Telephone/data points	Available through the ICT Division
Water/drainage/compressed airline	Water/drainage available
Outside broadcasting van connection	Available upon prior arrangement
Audio-visual	Available from CTICC's preferred service providers
Large power	Bulk supply: 400 A 3-phase 125 A 3-phase 63 A 3-phase
Small power	32 A 3-phase
Hanging nodes/bars	Max weight 600 kg per node Up to 3 000 kg per structural beam
Theatre-style capacity	2 200
Classroom-style capacity	1 690
Banquet-style capacity	1 800
Banquet buffet-style capacity	1 440
Cocktail-style capacity	1 680
Exhibition booth capacity	124
Kiosk	One
Carpets	Not included, but can be arranged at an additional cost.

All capacities are based on wall to wall.

CTICC 1 EXHIBITION HALL 4A

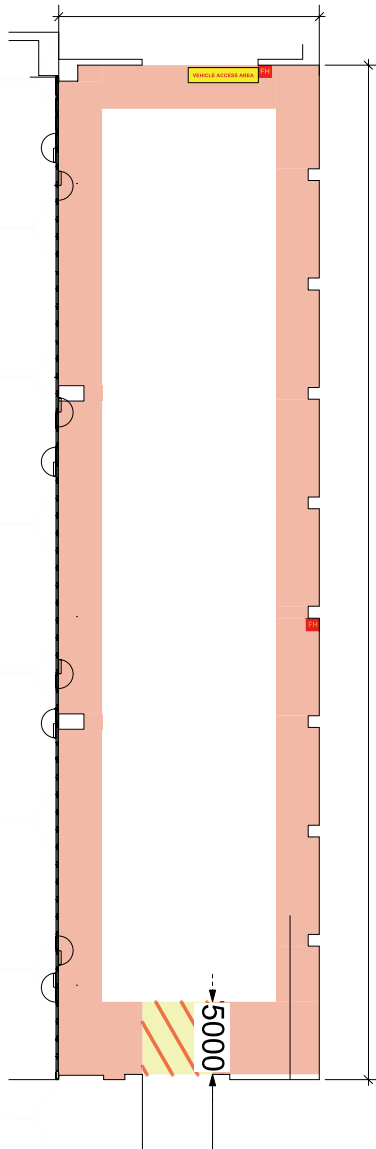


EXHIBITION HALL 4A SPECIFICATIONS

Length	71.5 m
Width	41.7 m
Total area	2 982 m ²
Height	10 m to 18 m
Doors: Service	D7C/050: 7.2 m (wide) x 5.3 m (high)
Floor loading	1 500 kg/m ² (15 kN/m ²)
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Fluorescents and downlights
Access loading/unloading	Marshalling Yard
Facility trenches	In the floor every 4.5 m
Facility trench content	Power points
Telephone/data points	Available through the ICT Division
Water/drainage/compressed airline	Water/drainage available
Outside broadcasting van connection	Available upon prior arrangement
Audio-visual	Available from CTICC's preferred service providers
Large power	Bulk supply:
	400 A 3-phase
	125 A 3-phase
Small power	63 A 3-phase
	32 A 3-phase
Hanging nodes/bars	Max weight 600 kg per node
	Up to 3 000 kg per structural beam
Theatre-style capacity	2 400
Classroom-style capacity	1 850
Banquet-style capacity	2 000
Banquet buffet-style capacity	2 080
Cocktail-style capacity	2 224
Exhibition booth capacity	186
Kiosk	None
Carpets	Not included, but can be arranged at an additional cost.

All capacities are based on wall to wall.

CTICC 1 EXHIBITION HALL 4B



EXHIBITION HALL 4B SPECIFICATIONS

Length	70 m
Width	18.1 m
Total area	1 267 m ²
Height	9 m
Doors: Front-of-house	1.61 m x 2.32 m
Doors: Service	7.98 m x 5.90 m
Floor loading	1 500 kg/m ² (15 kN/m ²)
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Fluorescents and downlights
Access loading/unloading	Load in via ramp directly outside the Marshalling Yard
Facility trenches	In the floor every 4.5 m
Facility trench content	Power points
Telephone/data points	Available through the ICT Division
Water/drainage/compressed airline	Water/drainage available
Outside broadcasting van connection	Available upon prior arrangement
Audio-visual	Available from CTICC's preferred service providers
Large power	Bulk supply: 400 A 3-phase 125 A 3-phase
Small power	63 A 3-phase 32 A 3-phase
Hanging nodes/bars	Max weight 250 kg per node Up to 1 500 kg per structural beam
Theatre-style capacity	1 000
Classroom-style capacity	770
Banquet-style capacity	800
Banquet buffet-style capacity	540
Cocktail-style capacity	972
Exhibition booth capacity	70
Carpets	Not included, but can be arranged at an additional cost.

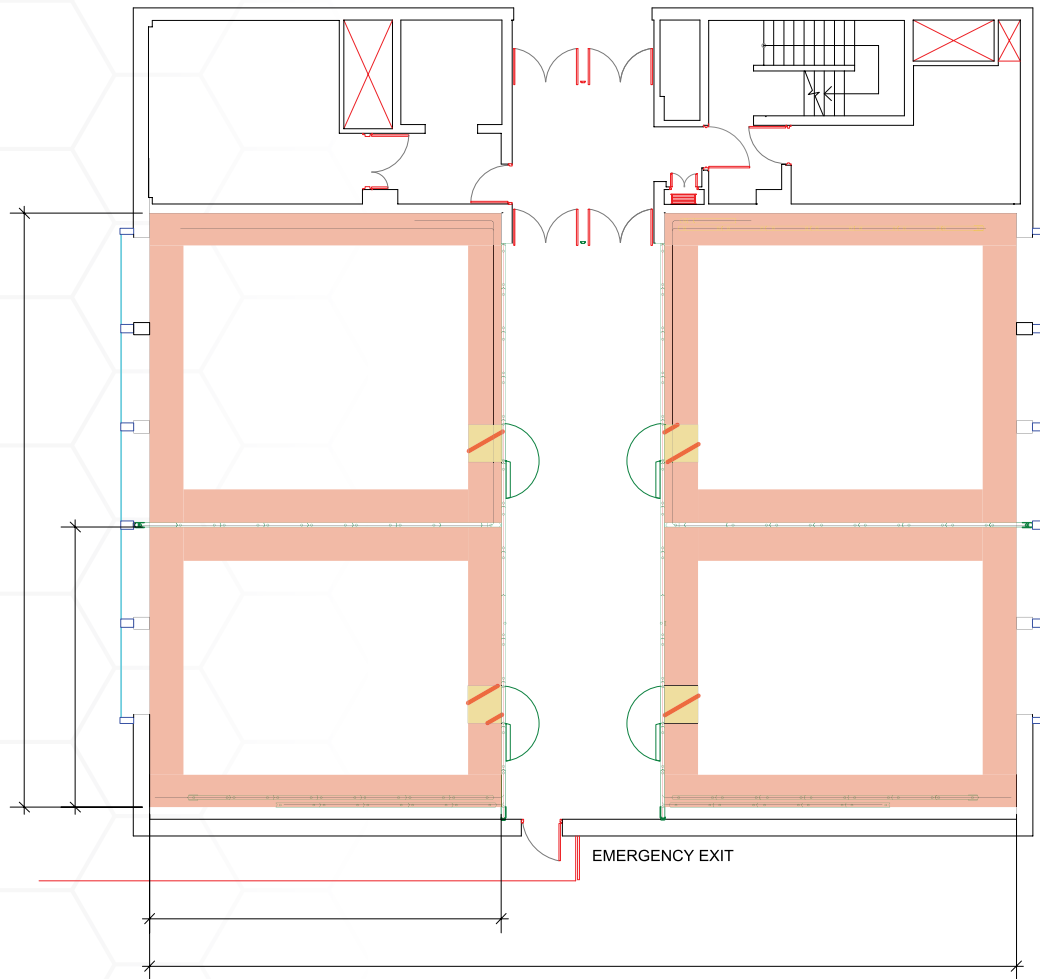
All capacities are based on wall to wall.

07

CTICC 1 MEETING ROOMS



CTICC 1 MEETING ROOMS 1.40 & 1.60



CTICC 1 MEETING ROOMS 1.40 & 1.60 SPECIFICATIONS

Length	23.4 m
Width	16 m
Total area	375 m ²
Height	4 m
Doors: Front-of-house & Service	Width: 3.75 m Height: 2.2 m
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Downlights
Audio-visual	Available from CTICC's preferred service providers
Description	These rooms can be divided into four smaller areas with a maximum capacity of 60 in theatre-style seating
Overlooks	Conservatories
Theatre-style capacity	330
Classroom-style capacity	220
U-shape-style capacity	69
Banquet-style capacity	220
Banquet buffet-style capacity	180
Cocktail-style capacity	280
Carpets	Standard

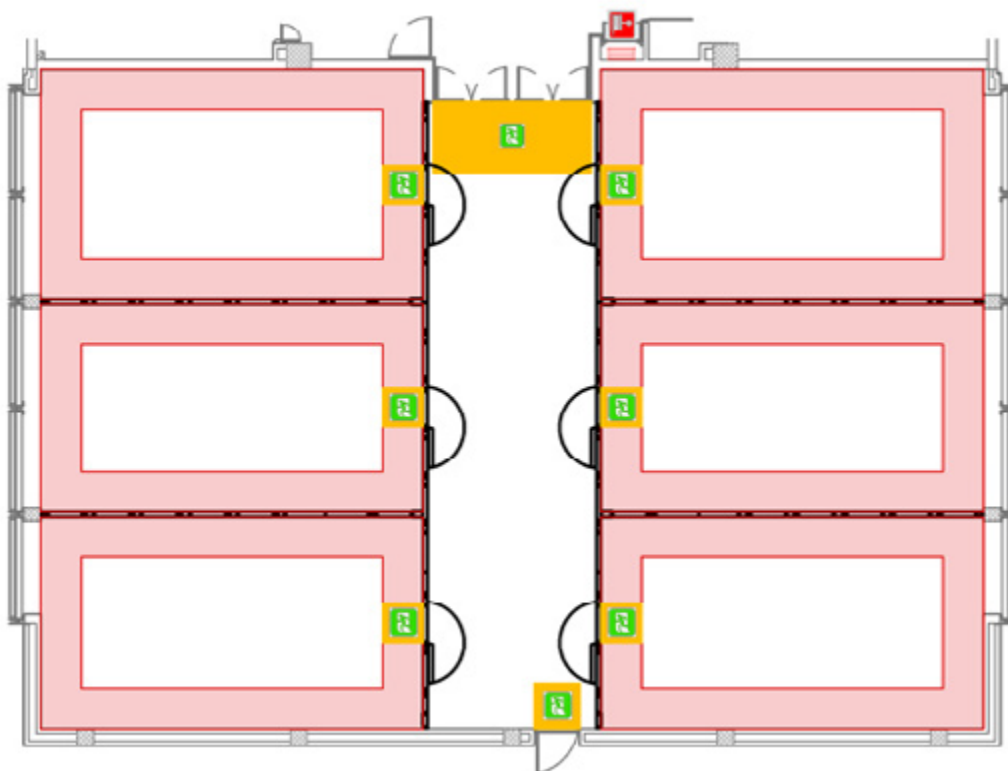
All capacities are based on wall to wall.

CTICC 1 MEETING ROOM PROJECTION SCREENS

Each breakout room has one electronic projection screen installed. The details of these electronic screens are as follows:

- **Type 2:** Grandview 150-inch 16:9 (3320mm x 1830mm). (viewable surface) – on the first floor.

CTICC 1 MEETING ROOMS 2.40 & 2.60



CTICC 1 MEETING ROOMS 2.40 & 2.60 SPECIFICATIONS

Length	23.4 m
Width	16 m
Total area	375 m ²
Height	4 m
Doors: Front-of-house & Service	Width: 3.75 m Height: 2.2 m
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Downlights
Audio-visual	Available from CTICC's preferred service providers
Description	These rooms can be divided into six smaller areas with a maximum capacity of 60 seated theatre-style
Overlooks	Conservatories
Theatre-style capacity	330
Classroom-style capacity	220
U-shape-style capacity	69
Banquet-style capacity	220
Banquet buffet-style capacity	180
Cocktail-style capacity	280
Carpets	Standard

All capacities are based on wall to wall.

CTICC 1 MEETING ROOM PROJECTION SCREENS

Each breakout room has one electronic projection screen installed. The details of these electronic screens are as follows:

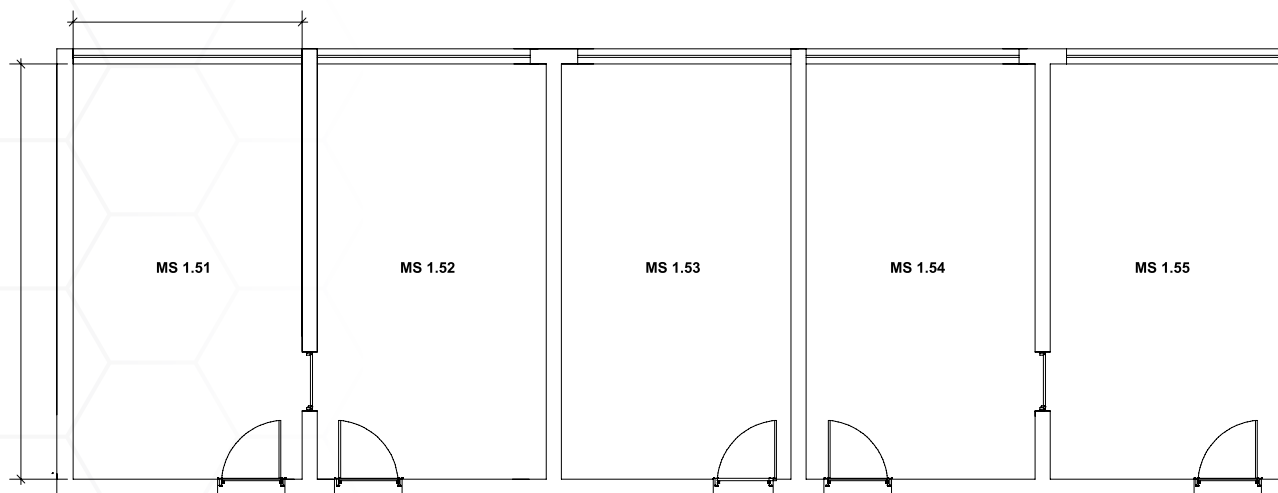
- **Type 1:** Grandview 120-inch 16:9 (2656mm x 1494mm). (viewable surface) on the second floor.

08

CTICC 1 MEETING SUITES



CTICC 1 MEETING SUITES 1.51 TO 1.55



CTICC 1 MEETING SUITES 1.51, 1.52, 1.53, 1.54 AND 1.55 SPECIFICATIONS

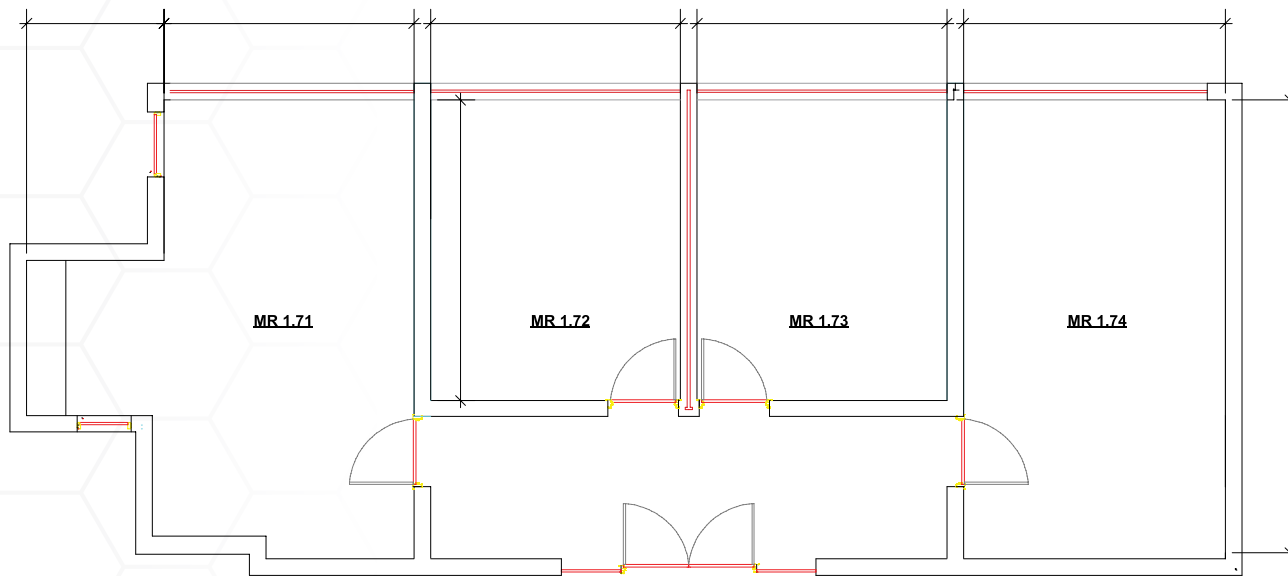
Length	7.9 m
Width	4.5 m
Total area	35 m ²
Height	3.3 m
Doors: Front-of-house & Service	Width: 3.75 m Height: 2.2 m
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Downlights (non-dimmable)
Audio-visual	Projector, screen, included in venue rental
Description	VIP Suite
Overlooks	Meeting suite 1.51 – 1.53 overlooks Exhibition Hall 2
	Meeting suite 1.54 – 1.55 overlooks Exhibition Hall 3
Theatre-style capacity	24
Classroom-style capacity	18
U-shape-style capacity	15
Boardroom-style capacity	18
Carpets	Standard

*Meeting Suite 1.51 interconnects with Meeting Suite 1.52

*Meeting Suite 1.54 interconnects with Meeting Suite 1.55

All capacities are based on wall to wall.

CTICC 1 MEETING SUITES 1.71 TO 1.74



CTICC MEETING SUITE 1.71 SPECIFICATIONS

Length	7.9 m
Width	4.5 m
Total area	35 m ²
Height	3.3 m
Doors: Front-of-house & Service	Width: 3.75 m Height: 2.2 m
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Downlights (non-dimmable)
Audio-visual	Projector, screen, audio, and support available through CTICC's preferred service providers
Description	VIP Suite
Overlooks	Exhibition Hall 3
Theatre-style capacity	24
Classroom-style capacity	18
U-shape-style capacity	15
Boardroom-style capacity	18
Carpets	Standard

All capacities are based on wall to wall.

CTICC 1 MEETING SUITES 1.71 TO 1.74

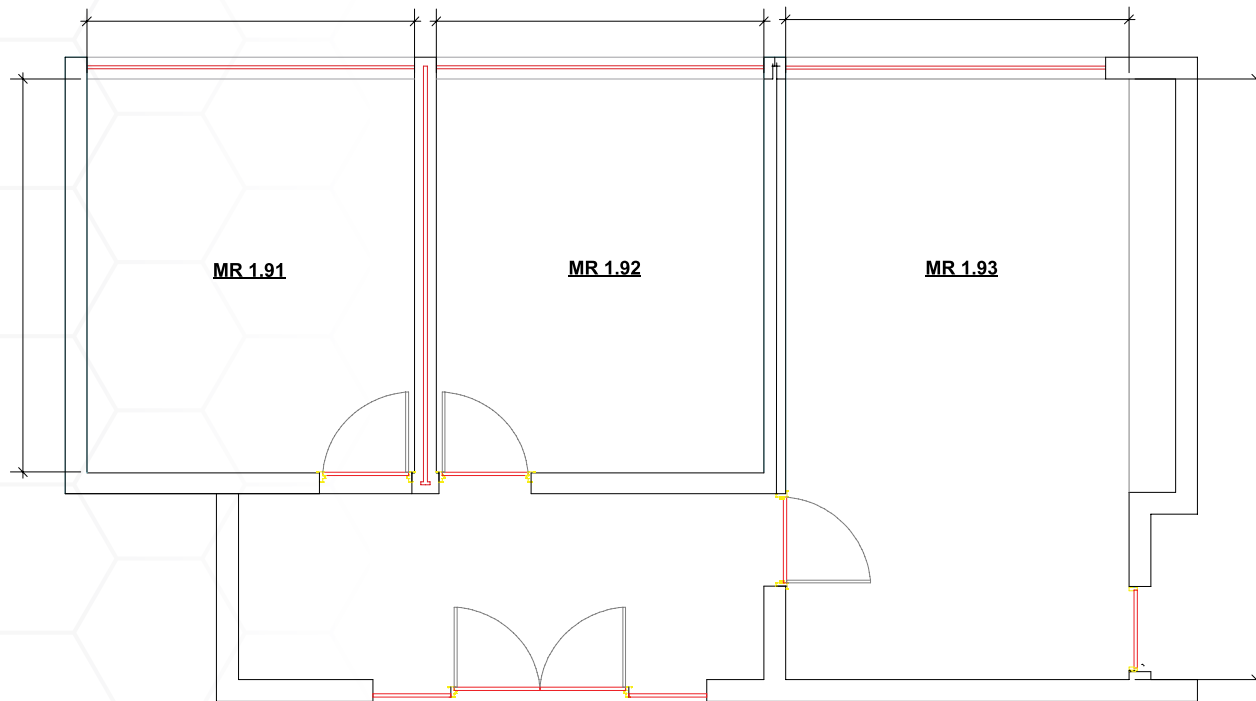
CTICC MEETING SUITE 1.72 SPECIFICATIONS	
Length	5.5 m
Width	4.5 m
Total area	24 m ²
Height	3.3 m
Doors: Front-of-house & Service	Width: 3.75 m Height: 2.2 m
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Downlights (non-dimmable)
Audio-visual	Projector, screen, audio, and support available through CTICC's preferred service provider
Description	VIP Suite
Overlooks	Exhibition Hall 3
Theatre-style capacity	24
Classroom-style capacity	12
U-shape-style capacity	15
Boardroom-style capacity	18
Carpets	Standard

CTICC MEETING SUITE 1.73 SPECIFICATIONS	
Length	5.5 m
Width	4.5 m
Total area	24 m ²
Height	3.3 m
Doors: Front-of-house & Service	Width: 3.75 m Height: 2.2 m
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Downlights (non-dimmable)
Audio-visual	Projector, screen, audio, and support available through CTICC's preferred service provider
Description	VIP Suite
Overlooks	Exhibition Hall 3
Theatre-style capacity	24
Classroom-style capacity	12
U-shape-style capacity	15
Boardroom-style capacity	18
Carpets	Standard

CTICC MEETING SUITE 1.74 SPECIFICATIONS	
Length	7.9 m
Width	4.5 m
Total area	35 m ²
Height	3.3 m
Doors: Front-of-house & Service	Width: 3.75 m Height: 2.2 m
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Downlights (non-dimmable)
Audio-visual	Projector, screen, audio, and support available through CTICC's preferred service provider
Description	VIP Suite
Overlooks	Exhibition Hall 3
Theatre-style capacity	24
Classroom-style capacity	18
U-shape-style capacity	15
Boardroom-style capacity	18
Carpets	Standard

All capacities are based on wall to wall.

CTICC 1 MEETING SUITES 1.91 - 1.93



CTICC MEETING SUITE 1.91 SPECIFICATIONS

Length	5.5 m
Width	4.5 m
Total area	25 m ²
Height	3.3 m
Doors: Front-of-house & Service	Width: 3.75 m Height: 2.2 m
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Downlights (non-dimmable)
Audio-visual	Projector, screen, audio, and support available through CTICC's preferred service providers
Description	VIP Suite
Overlooks	Exhibition Hall 4A
Theatre-style capacity	24
Classroom-style capacity	12
U-shape-style capacity	15
Boardroom-style capacity	18
Carpets	Standard

All capacities are based on wall to wall.

CTICC 1 MEETING SUITES 1.91 - 1.93

CTICC MEETING SUITE 1.92 SPECIFICATIONS

Length	5.5 m
Width	4.5 m
Total area	25 m ²
Height	3.3 m
Doors: Front-of-house & Service	Width: 3.75 m Height: 2.2 m
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Downlights (non-dimmable)
Audio-visual	Projector, screen, audio, and support available through CTICC's preferred service providers
Description	VIP Suite
Overlooks	Exhibition Hall 4A
Theatre-style capacity	24
Classroom-style capacity	18
U-shape-style capacity	15
Boardroom-style capacity	12
Carpets	Standard

CTICC MEETING SUITE 1.93 SPECIFICATIONS

Length	7.9 m
Width	4.5 m
Total area	35 m ²
Height	3.3 m
Doors: Front-of-house & Service	Width: 3.75 m Height: 2.2 m
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Downlights (non-dimmable)
Audio-visual	Projector, screen, audio, and support available through CTICC's preferred service provider
Description	VIP Suite with bathroom/shower and kitchenette
Overlooks	Exhibition Hall 4A
Theatre-style capacity	24
Classroom-style capacity	18
U-shape-style capacity	15
Boardroom-style capacity	18
Carpets	Standard

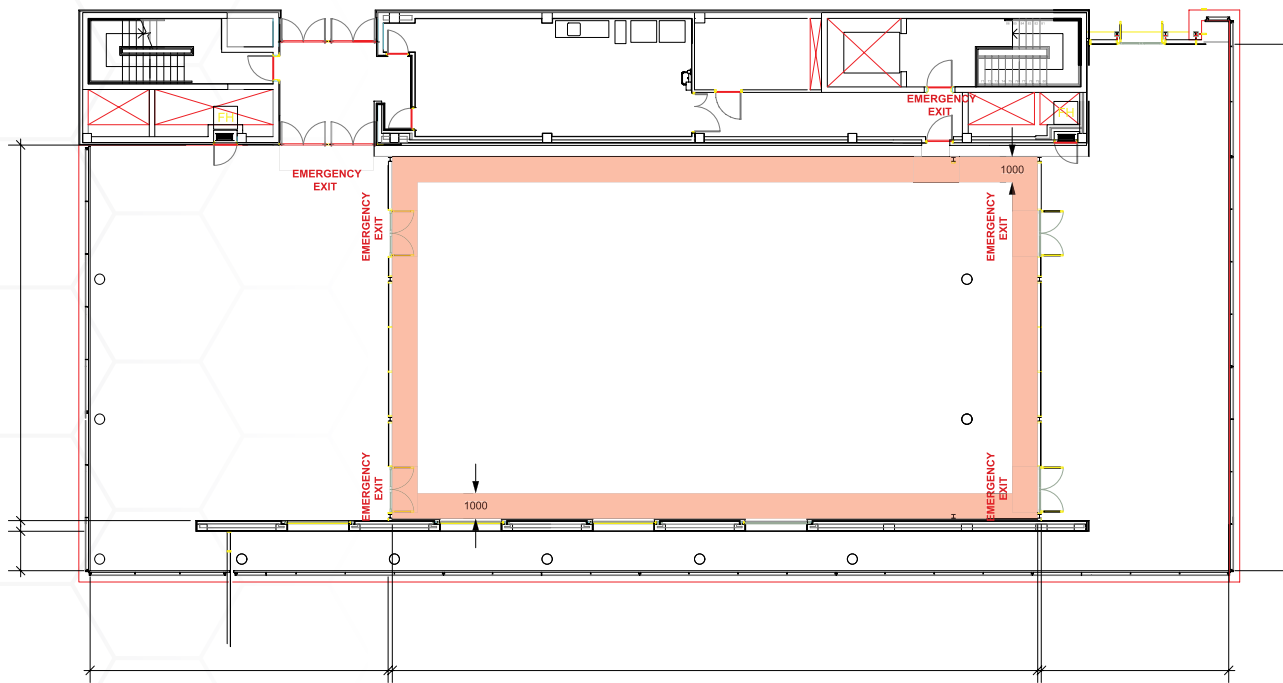
All capacities are based on wall to wall.

09

CTICC 1 ROOF TERRACE



CTICC 1 ROOF TERRACE ROOM



CTICC 1 ROOF TERRACE ROOM

Length	25 m
Width	14.8 m
Total area	370 m ²
Height	4.2 m
Doors: Front-of-house	Width: 3.75 m
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	Downlights (dimnable)
Theatre-style capacity	380
Classroom-style capacity	220
Banquet-style capacity	190
Banquet buffet-style capacity	180
Cocktail-style capacity	304
U-shape-style capacity	69
Boardroom-style capacity	60
Carpets	Standard

All capacities are based on wall to wall.

ROOF TERRACE FOYER | INSIDE

Length	15 m
Width	12 m
Total area	180 m ²
Height	4.2 m

ROOF TERRACE BALCONY | OUTSIDE

Length	21 m
Width	7 m
Total area	147 m ²
Height	6.7 m

All capacities are based on wall to wall.

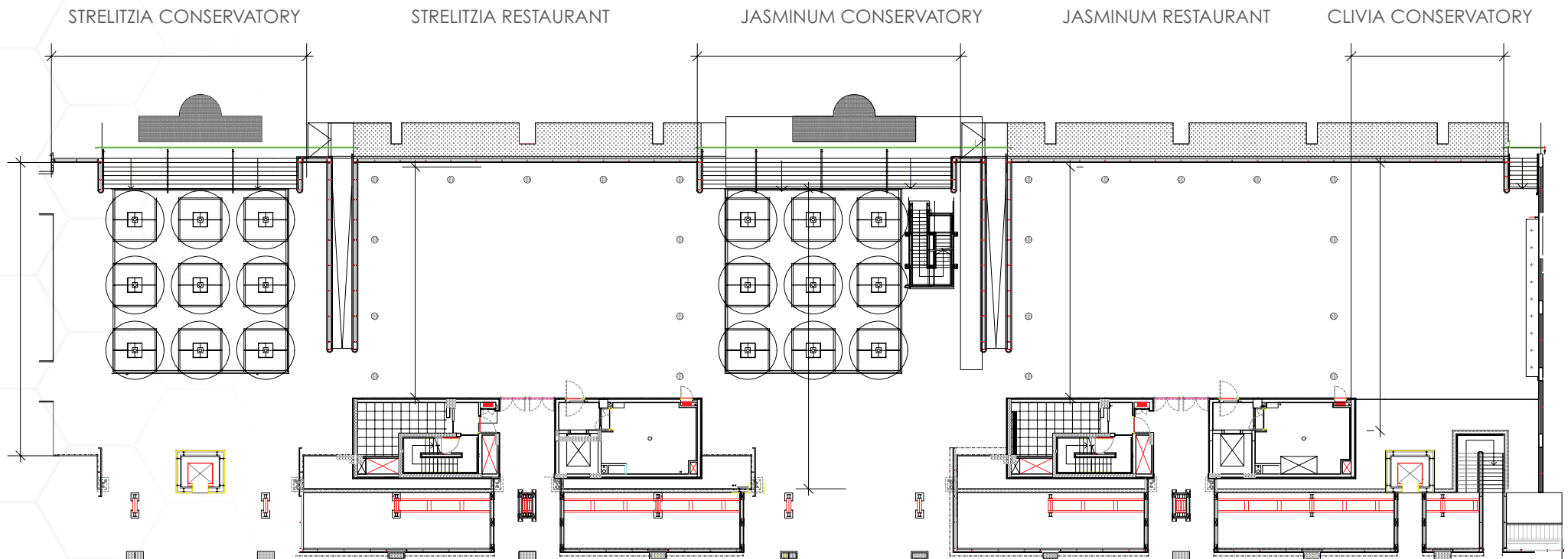
10

CTICC 1 DAY RESTAURANTS & CONSERVATORIES

RESTAURANTS & CONSERVATORIES

CTICC 1

Venue	Rentable Area Ref	Floor	Area (m ²)	Area (ft ²)	Length (m)	Width (m)	Height (m)	Theatre	Classroom	U-shape	Boardroom	Banquet	Banquet Buffet	Cocktail	Exhibition Booth (3 m x 3 m)
Clivia Conservatory	Clivia Conservatory	0	252	2 712	18.0	14.0	17.0					120	100	164	
Jasminum Restaurant	Jasminum Restaurant	0	315	3 390	21.0	15.0	4.3					250	220	252	
Jasminum Conservatory	Jasminum Conservatory	0	294	3 164	21.0	14.0	17.0							244	
Strelitzia Restaurant	Strelitzia Restaurant	0	315	3 390	21.0	15.0	4.3					250	220	252	
Strelitzia Conservatory	Strelitzia Conservatory	0	285	3 067	19.0	14.0	17.0					160	120	244	



11

CTICC 2 VENUE SPECIFICATIONS



12

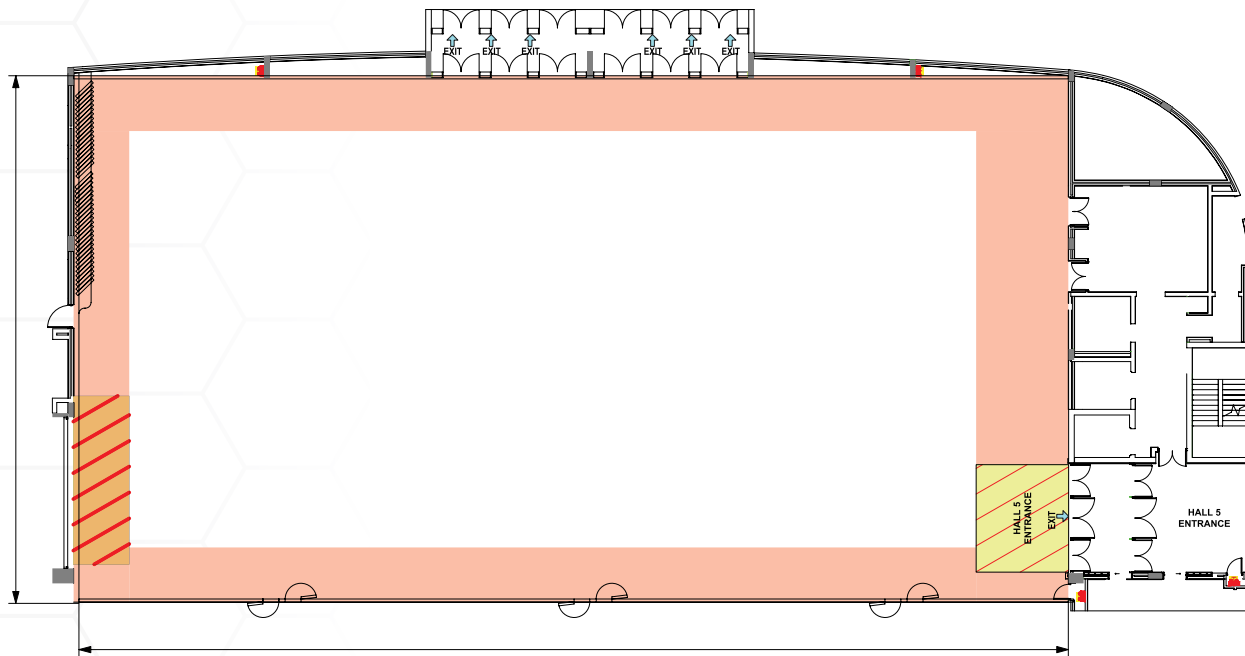
CTICC 2
EXHIBITION
VENUES



CTICC 2 EXHIBITION VENUES

VENUE	AREA	WIDTH X LENGTH
Hall 5	1 533 m ²	28.47 m x 53.88 m
Hall 6	1 767 m ²	32.80 m x 53.88 m
Hall 7	1 537 m ²	28.54 m x 53.88 m
Hall 8	1 993 m ²	36.97 m x 53.52 m
Hall 8.1	307 m ²	18.11 m x 17.00 m
Hall 8.2	316 m ²	18.11 m x 17.45 m
Hall 8.3	345 m ²	18.11 m x 19.07 m
Hall 9	1 933 m ²	35.86 m x 53.92 m
Hall 10	1 459 m ²	27.07 m x 53.92 m

CTICC 2 EXHIBITION HALL 5

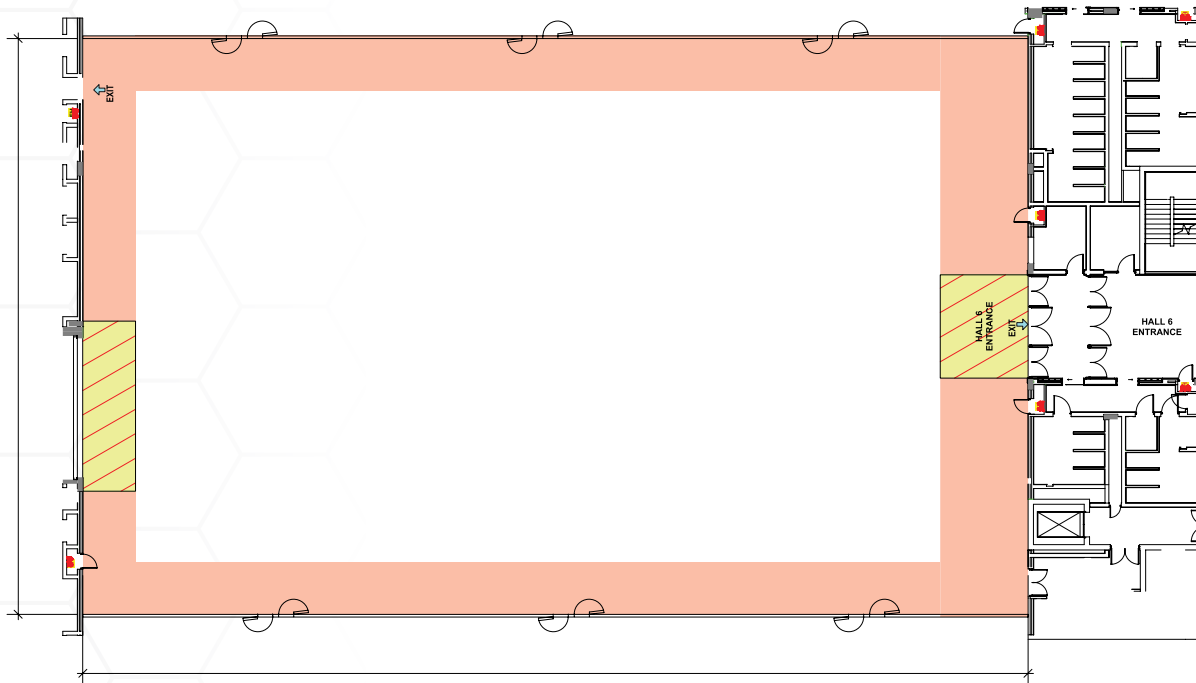


CTICC 2 EXHIBITION HALL 5

Length	53.88 m
Width	28.47 m
Total area	1 533 m ²
Height	9 m
Doors	Front-of-house
Service door	D7C/050: 7.2 m (wide) x 5.3 m (high)
Floor loading	2 000 kg/m ² (30 kN/m ²)
Air-conditioning	Automatic
Light intensity	0% or 30% or 70% or 100% (pre-sets)
Light facilities	0% or 30% or 70% or 100% LED lighting (non-dimmable)
Access loading/unloading	Marshalling Yard
Facility trenches	In the floor every 4.5 m
Facility trench content	Power points
Telephone/data points	Available through the ICT Division
Water/drainage/compressed airline	Water/drainage available
Outside broadcasting van connection	Available upon prior arrangement
Large power	Bulk supply: 400 A 3-phase 125 A 3-phase 63 A 3-phase
Small power	32 A 3-phase
Audio-visual	Available from CTICC's preferred service providers
Theatre-style capacity	1 387
Classroom-style capacity	1 050
Banquet-style capacity	720
Cocktail-style capacity	1 196
Exhibition booth capacity	65
Carpets	Hall is carpeted

All capacities are based on wall to wall.

CTICC 2 EXHIBITION HALL 6

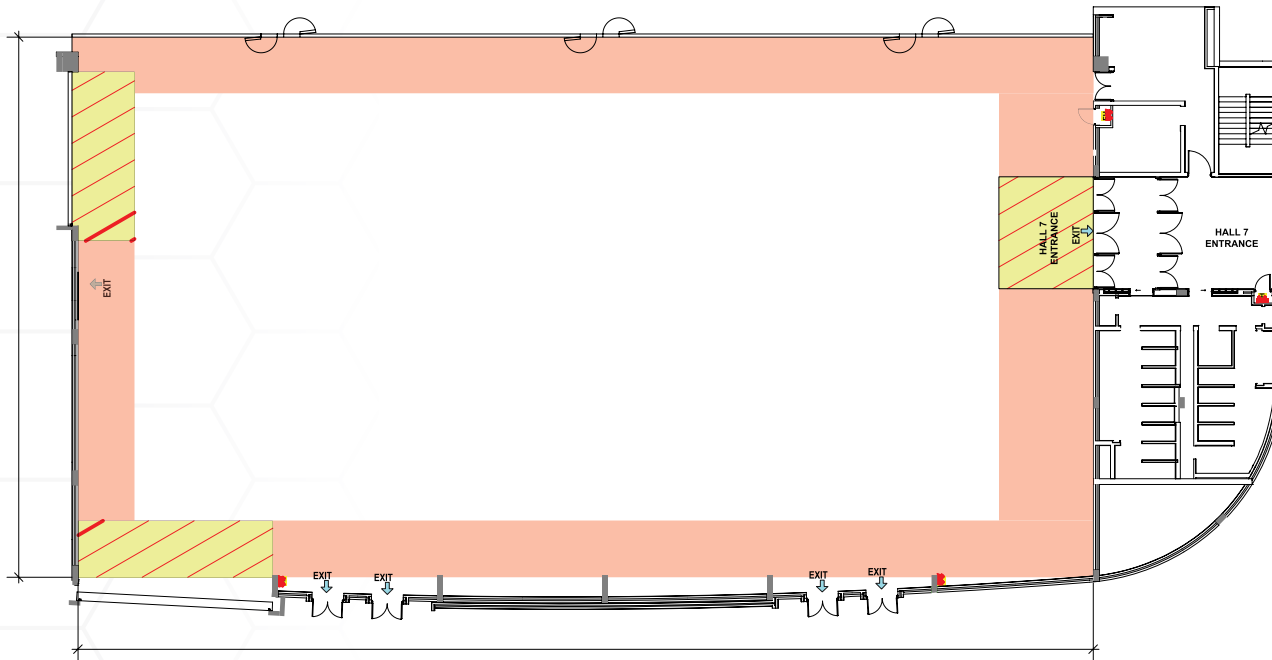


CTICC 2 EXHIBITION HALL 6

Length	53.88 m
Width	32.80 m
Total area	1 767 m ²
Height	9 m
Doors	Front-of-house
Service door	D7C/050: 7.2 m (wide) x 5.3 m (high)
Floor loading	2 000 kg/m ² (30 kN/m ²)
Air-conditioning	Automatic
Light intensity	0% or 30% or 70% or 100% (pre-sets)
Light facilities	0% or 30% or 70% or 100% LED lighting (non-dimmable)
Access loading/unloading	Marshalling Yard
Facility trenches	In the floor every 4.5 m
Facility trench content	Power points
Telephone/data points	Available through the ICT Division
Water/drainage/compressed airline	Water/drainage available
Large power	Bulk supply: 400 A 3-phase 125 A 3-phase 63 A 3-phase 32 A 3-phase
Outside broadcasting van connection	Can be made available by prior arrangement
Audio-visual	Available from CTICC's preferred service providers
Theatre-style capacity	1 722
Classroom-style capacity	1 260
Banquet-style capacity	840
Cocktail-style capacity	1 344
Exhibition booth capacity	92
Carpets	Hall is carpeted

All capacities are based on wall to wall.

CTICC 2 EXHIBITION HALL 7

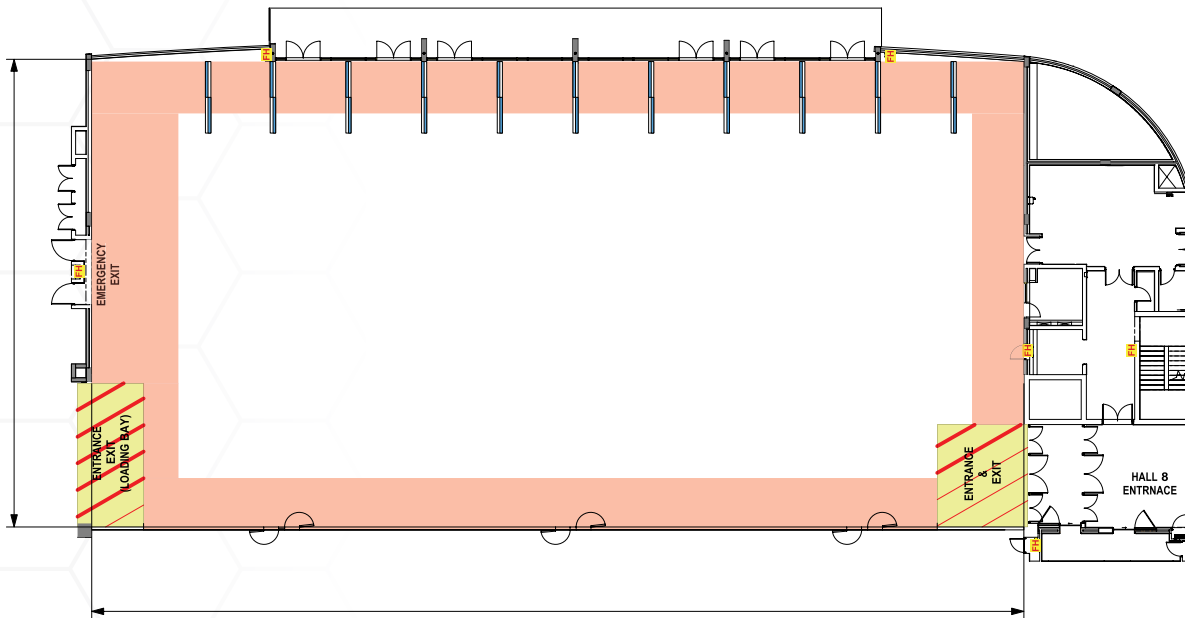


CTICC 2 EXHIBITION HALL 7

Length	53.88 m
Width	28.54 m
Total area	1 537 m ²
Height	9 m
Doors	Front-of-house
Service door	D7C/050: 7.2 m (wide) x 5.3 m (high)
Floor loading	2 000 kg/m ² (30 kN/m ²)
Air-conditioning	Automatic
Light intensity	0% or 30% or 70% or 100% (pre-sets)
Light facilities	0% or 30% or 70% or 100% LED lighting (non-dimmable)
Access loading/unloading	Marshalling Yard
Facility trenches	In the floor every 4.5 m
Facility trench content	Power points
Telephone/data points	Available through the ICT Division
Water/drainage/compressed airline	Water/drainage available
Outside broadcasting van connection	Available upon prior arrangement
Large power	Bulk supply:
	400A 3-phase
	125A 3-phase
Small power	63A 3-phase
	32A 3-phase
Audio-visual	Available from CTICC's preferred service providers
Theatre-style capacity	1 386
Classroom-style capacity	1 050
Banquet-style capacity	720
Cocktail-style capacity	1 196
Exhibition booth capacity	60
Carpets	Hall is carpeted

All capacities are based on wall to wall.

CTICC 2 EXHIBITION HALL 8

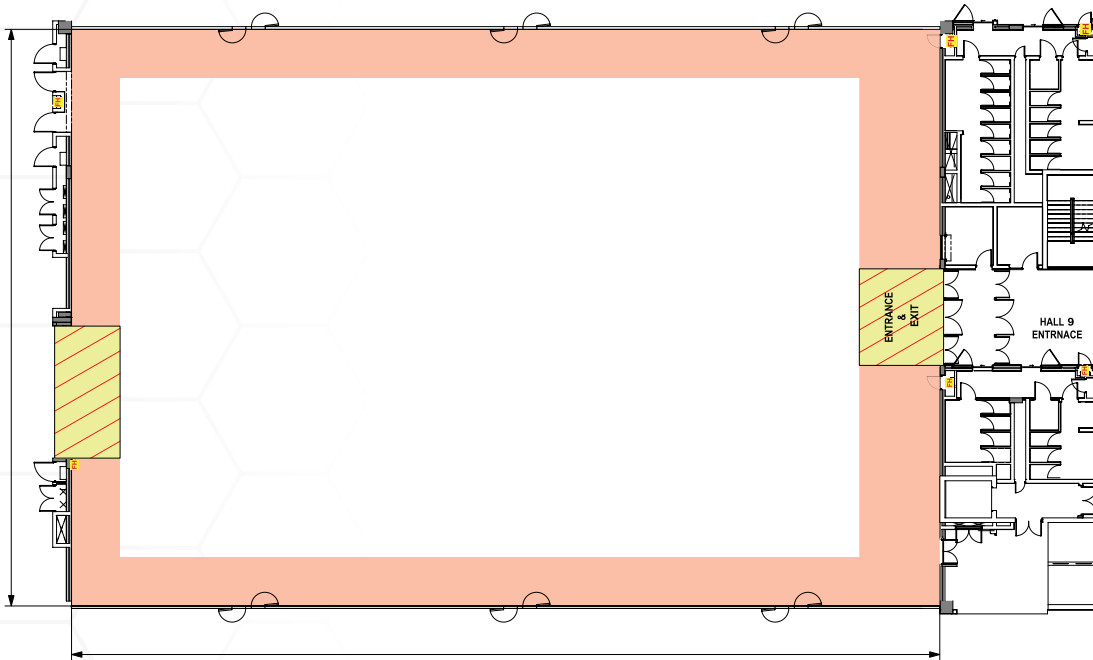


CTICC 2 EXHIBITION HALL 8

Length	53.92 m
Width	36.97 m
Total area	1 993 m ²
Height	10 m
Subdivision:	
8.1	307 m ²
8.2	316 m ²
8.3	345 m ²
Doors	Front-of-house
Service door	D7C/050: 7.2 m (wide) x 5.3 m (high)
Floor loading	750 kg/m ² (0.75 kN/m ²)
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	0% or 100% dimmable LED lighting
Access loading/unloading	Marshalling Yard
Facility trenches	In the floor every 4.5 m
Facility trench content	Power points
	Available through the ICT Division
	Water/drainage available Can be made available by prior arrangement
Large power	Bulk supply:
	400 A 3-phase
	125 A 3-phase
	63 A 3-phase
Small power	32 A 3-phase
Audio-visual	Available from CTICC's preferred service providers
Theatre-style capacity	1 344
Classroom-style capacity	864
Banquet-style capacity	720
Cocktail-style capacity	1 152
Exhibition booth capacity	103
Carpets	Hall is carpeted

All capacities are based on wall to wall.

CTICC 2 EXHIBITION HALL 9

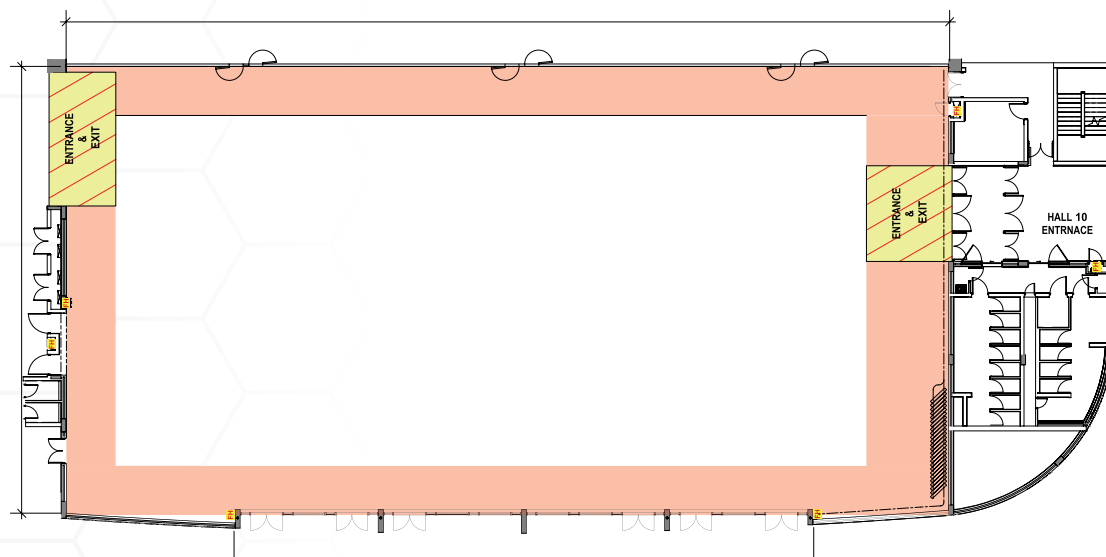


CTICC 2 EXHIBITION HALL 9

Length	53.92 m
Width	35.86 m
Total area	1 933 m ²
Height	10 m
Inside foyer	489 m ²
Doors	Front-of-house
Service door	D7C/050: 7.2 m (wide) x 5.3 m (high)
Floor loading	750k g/m ² (0.75 kN/m ²)
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	0% or 100% dimmable LED lighting
Access loading/unloading	Marshalling Yard
	In the floor every 4.5 m
Facility trenches	Power points
	Available through the ICT Division
	Water/drainage available
Outside broadcasting van connection	Can be arranged
	Bulk supply:
Large power	400 A 3-phase
	125 A 3-phase
	63 A 3-phase
Small power	32 A 3-phase
Audio-visual	Available from CTICC's preferred service providers
Theatre-style capacity	1 890
Classroom-style capacity	1 248
Banquet-style capacity	960
Cocktail-style capacity	1 536
Exhibition booth capacity	103
Carpets	Hall is carpeted

All capacities are based on wall to wall.

CTICC 2 EXHIBITION HALL 10



CTICC 2 EXHIBITION HALL 10

Length	53.92 m
Width	27.07 m
Total area	1 459 m ²
Height	10 m
Doors	Front-of-house
Service door	D7C/050: 7.2 m (wide) x 5.3 m (high)
Floor loading	750 kg/m ² (0.75 kN/m ²)
Air-conditioning	Automatic
Light intensity	0% or 100% (pre-sets)
Light facilities	0% or 100% dimmable LED lighting
Access loading/unloading	Marshalling Yard
Facility trenches	In the floor every 4.5 m
Facility trench content	Power points
Telephone/data points	Available through the ICT Division
Water/drainage/compressed airline	Water/drainage available
Outside broadcasting van connection	Can be made available by prior arrangement
Large power	Bulk supply: 400 A 3-phase 125 A 3-phase 63 A 3-phase
Small power	32 A 3-phase
Audio-visual	Available from CTICC's preferred service providers
Theatre-style capacity	1 386
Classroom-style capacity	960
Banquet-style capacity	720
Cocktail-style capacity	1 152
Exhibition booth capacity	70
Carpets	Hall is carpeted

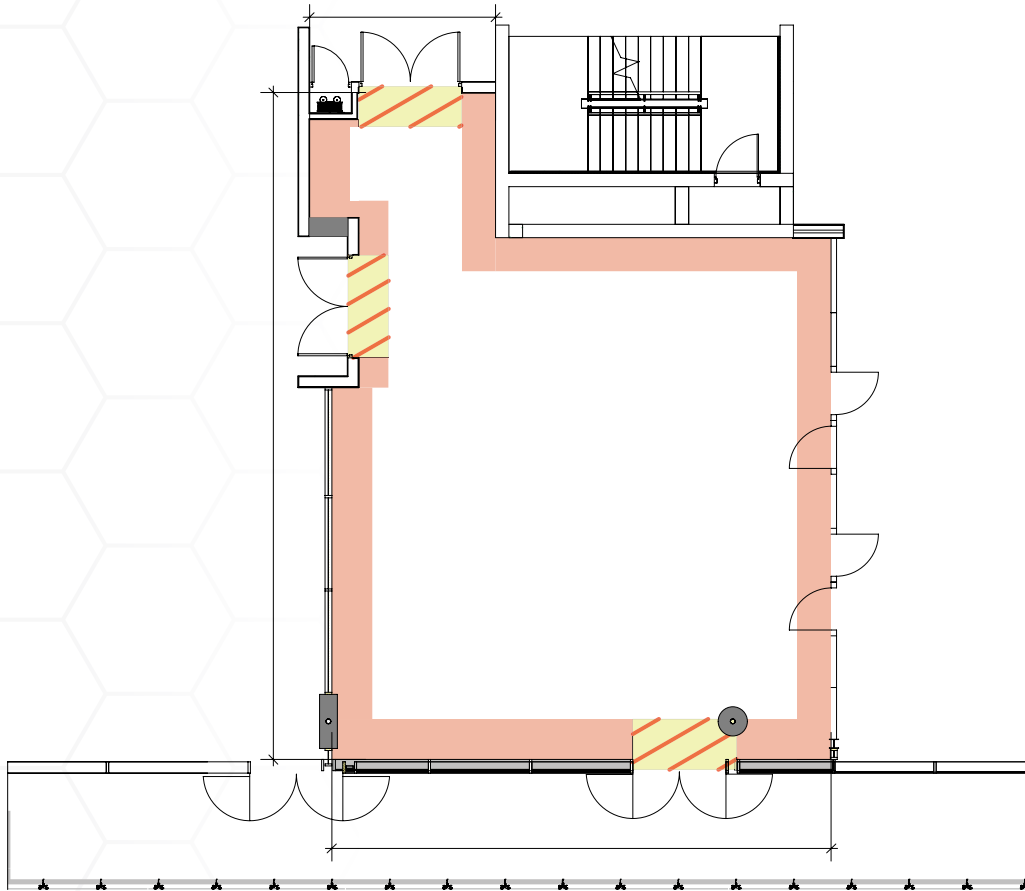
All capacities are based on wall to wall.

13

CTICC 2 MEETING PODS



NERINA

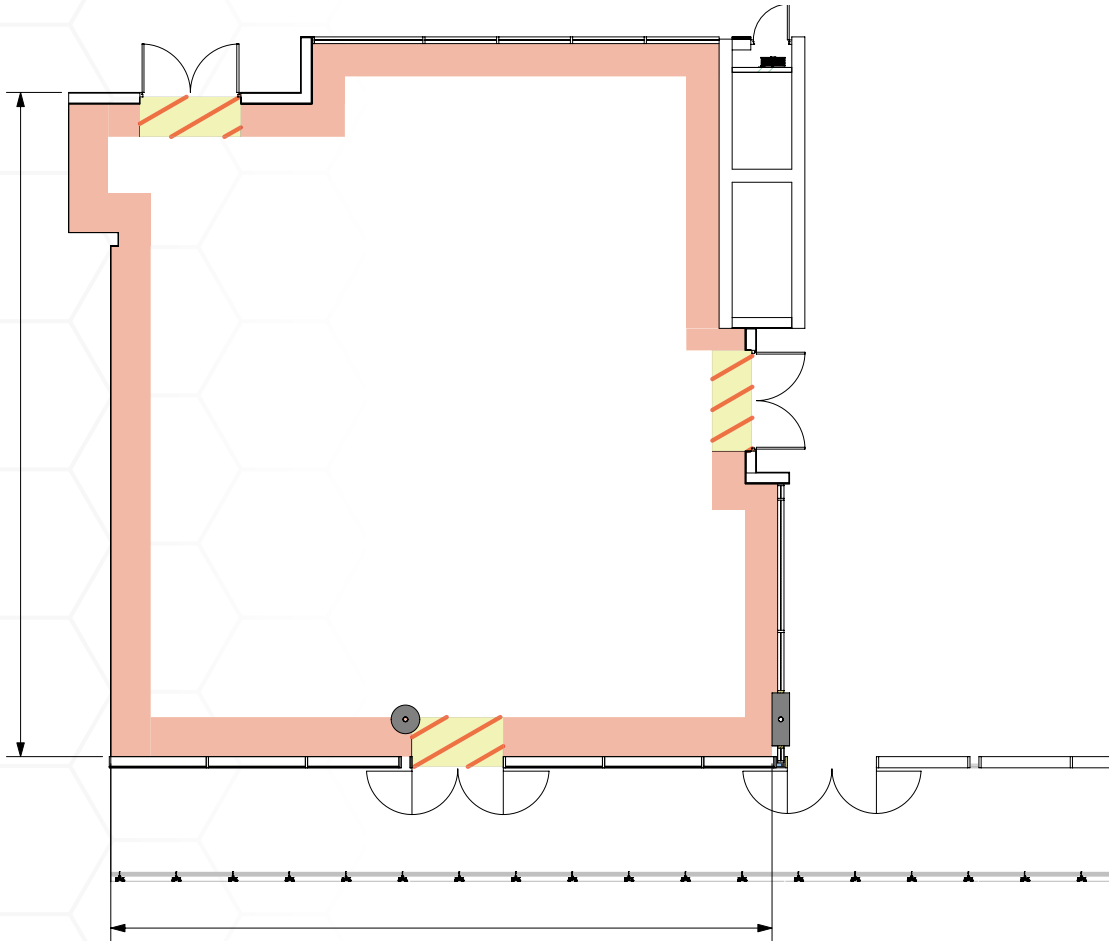


NERINA

Length	14.88 m
Width	11.08 m
Total area	164 m ²
Height	4.9 m
Doors	Front-of-house
Air-conditioning	Automatic
Light intensity	0% to 100% (pre-sets)
Light facilities	0% to 100% dimmable LED lighting
Theatre-style capacity	124
Classroom-style capacity	96
Banquet-style capacity	50
Cocktail-style capacity	92
Carpets	Standard

All capacities are based on wall to wall.

PROTEA



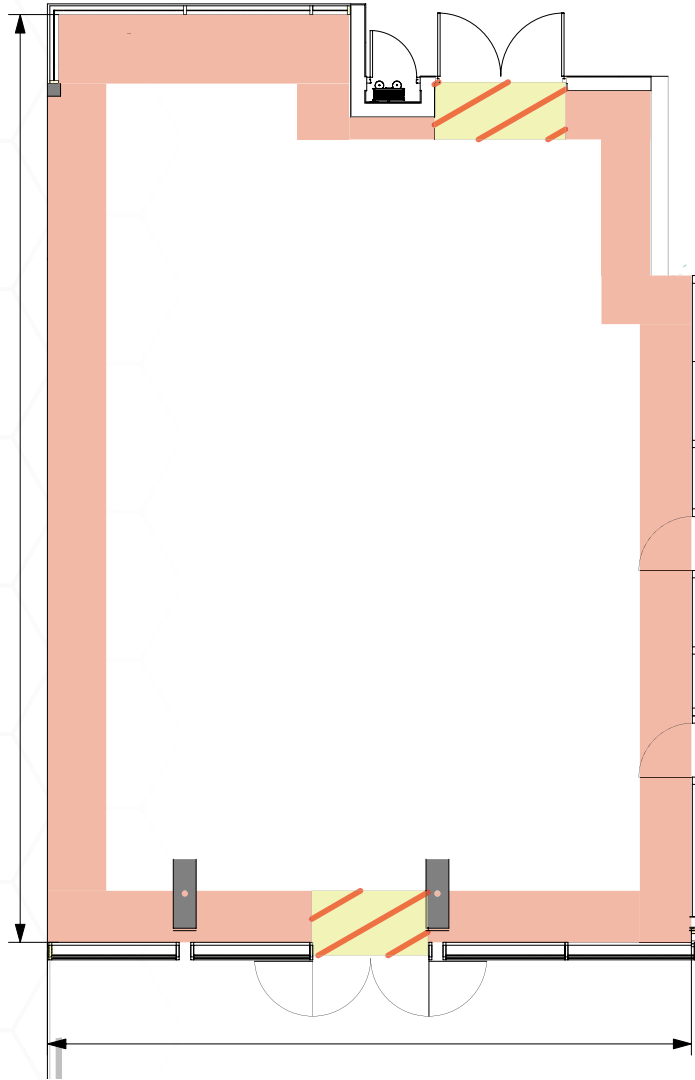
PROTEA

Length	16.05 m
Width	15.03 m
Total area	241 m ²
Height	4.9 m
Doors	Front-of-house
Air-conditioning	Automatic
Light intensity	0% to 100% (pre-sets)
Light facilities	0% to 100% dimmable LED lighting
Theatre-style capacity	204
Classroom-style capacity	189
Banquet-style capacity	110
Cocktail-style capacity	160
Carpets	Standard

All capacities are based on wall to wall.

**Nerina and Protea can be used as a combined venue. Please see the capacity chart for dimensions.*

DAISY

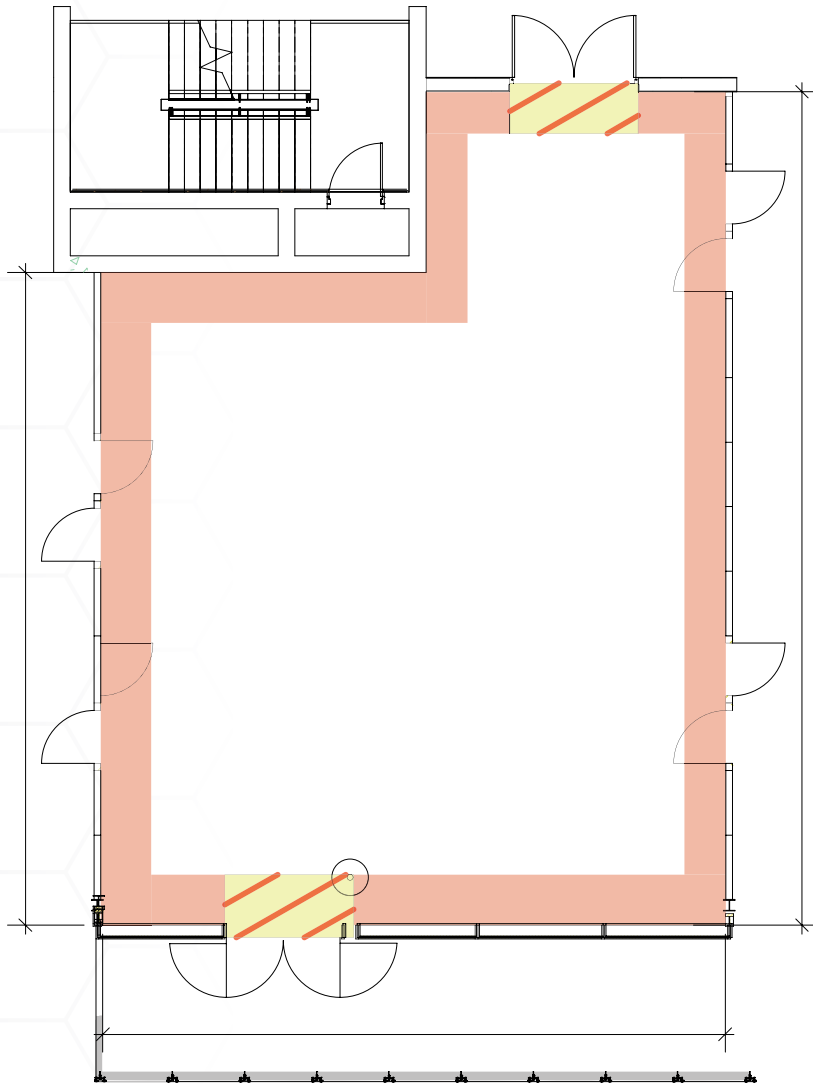


DAISY

Length	16.19 m
Width	11.80 m
Total area	191 m ²
Height	3.15 m
Doors	Front-of-house
Air-conditioning	Automatic
Light intensity	0% to 100% (pre-sets)
Light facilities	0% to 100% dimmable LED lighting
Theatre-style capacity	146
Classroom-style capacity	126
Banquet-style capacity	60
Cocktail-style capacity	112
Carpets	Standard

All capacities are based on wall to wall.

FREESIA

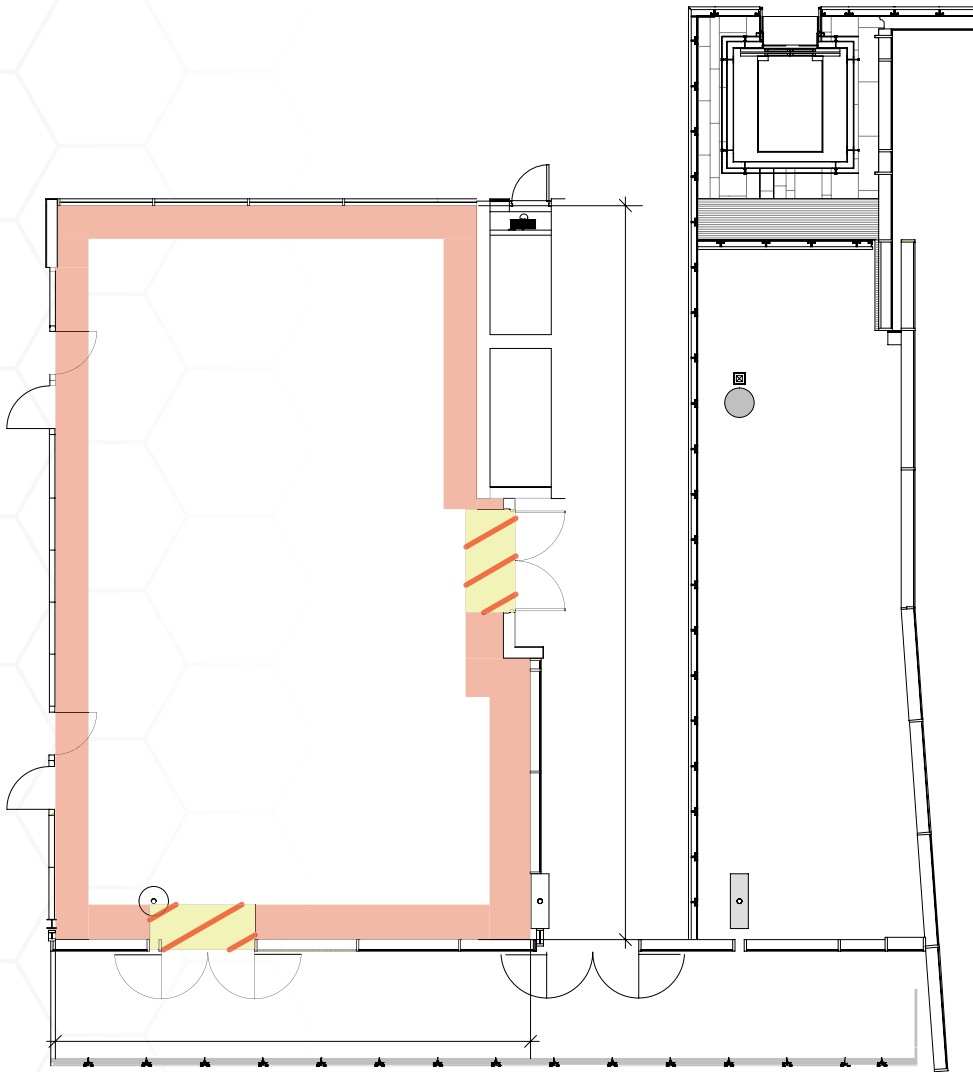


FREESIA

Length	14.88 m
Width	10.99 m
Total area	163 m ²
Height	3.15 m
Doors	Front-of-house
Air-conditioning	Automatic
Light intensity	0% to 100% (pre-sets)
Light facilities	0% to 100% dimmable LED lighting
Theatre-style capacity	136
Classroom-style capacity	111
Banquet-style capacity	60
Cocktail-style capacity	108
Carpets	Standard

All capacities are based on wall to wall.

ORCHID



ORCHID

Length	16.14 m
Width	10.77 m
Total area	173 m ²
Height	3.15 m
Doors	Front-of-house
Air-conditioning	Automatic
Light intensity	0% to 100% (pre-sets)
Light facilities	0% to 100% dimmable LED lighting
Theatre-style capacity	156
Classroom-style capacity	129
Banquet-style capacity	80
Cocktail-style capacity	120
Carpets	Standard

All capacities are based on wall to wall.

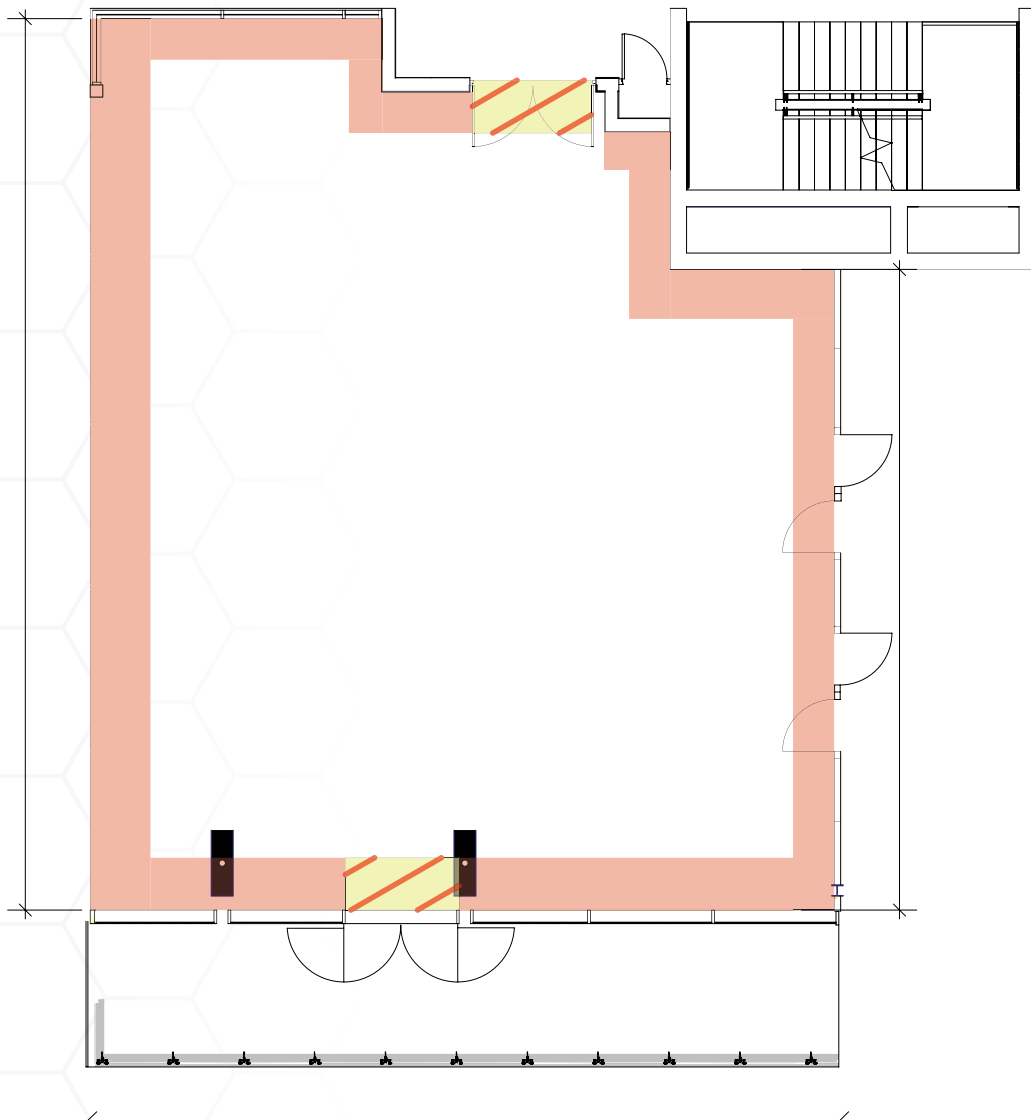
**Daisy, Freesia and Orchid can be used as a combined venue. Please see the capacity chart for dimensions.*

14

CTICC 2 TERRACES AND OUTDOOR VENUE



WATSONIA

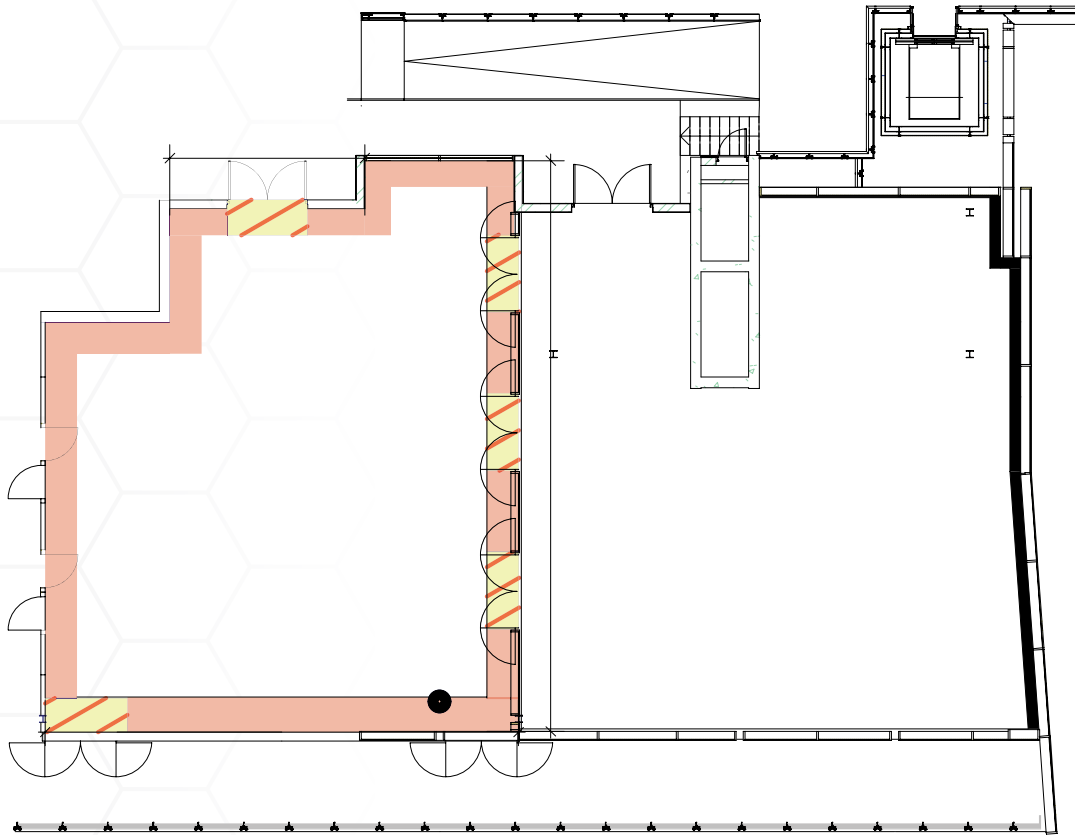


WATSONIA

Length	16.33 m
Width	13.41 m
Total area	218 m ²
Height	3.13 m
Doors	Front-of-house
Air-conditioning	Automatic
Light intensity	0% to 100% (pre-sets)
Light facilities	0% to 100% dimmable LED lighting
Theatre-style capacity	196
Classroom-style capacity	168
Banquet-style capacity	110
Cocktail-style capacity	128
Carpets	Standard

All capacities are based on wall to wall.

BLUEBELL



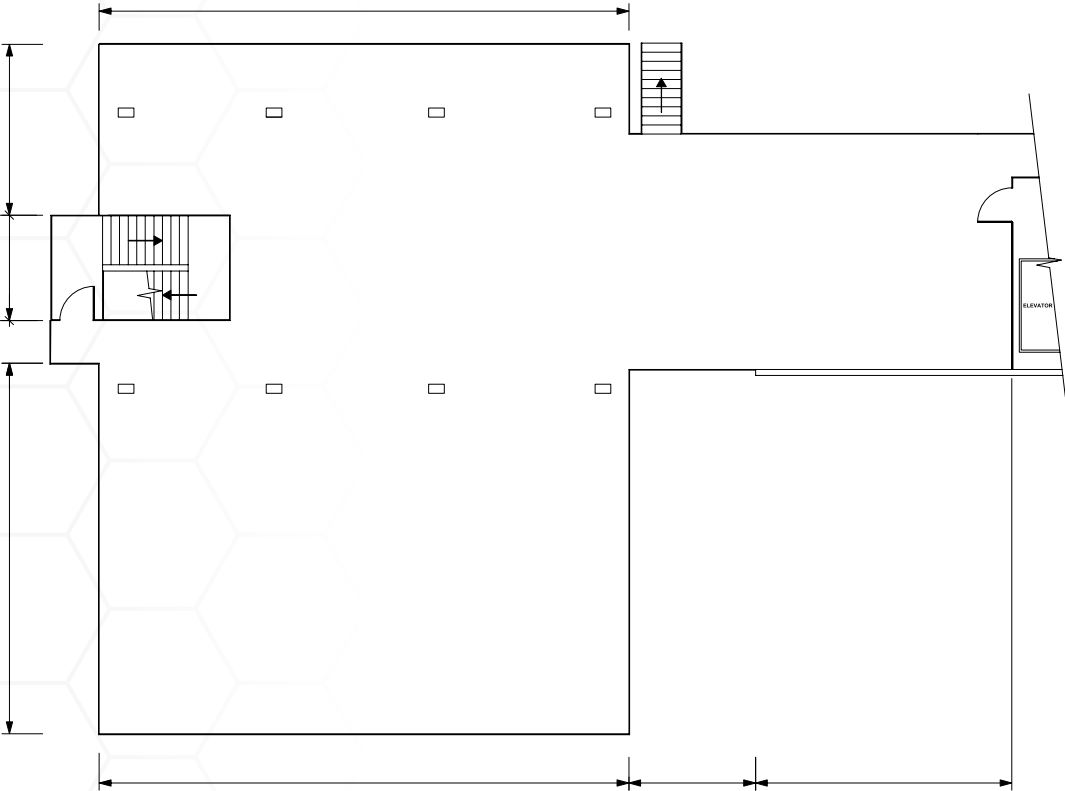
BLUEBELL

Length	16.30 m
Width	13.29 m
Total area	216 m ²
Height	3.13 m
Doors	Front-of-house
Air-conditioning	Automatic
Light intensity	0% to 100% (pre-sets)
Light facilities	0% to 100% dimmable LED lighting
Theatre-style capacity	183
Classroom-style capacity	156
Banquet-style capacity	110
Cocktail-style capacity	144
Carpets	Standard

All capacities are based on wall to wall.

**Watsonia and Bluebell can be used as a combined venue. Please see the capacity chart for dimensions.*

MOUNTAIN VIEW



MOUNTAIN VIEW	
Length	18.55 m
Width	24.12 m
Total area	561 m ²
Height	Outdoor venue
Cocktail-style capacity	216

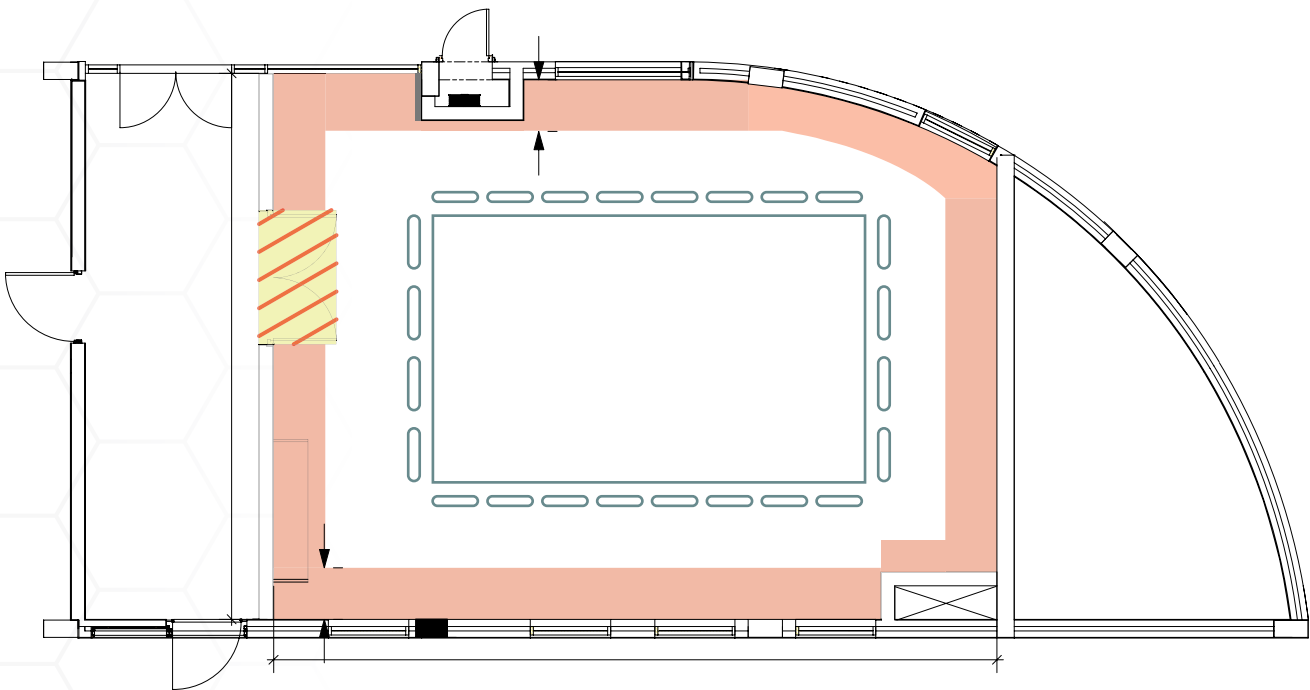
All capacities are based on wall to wall.

15

CTICC 2 MEETING ROOMS



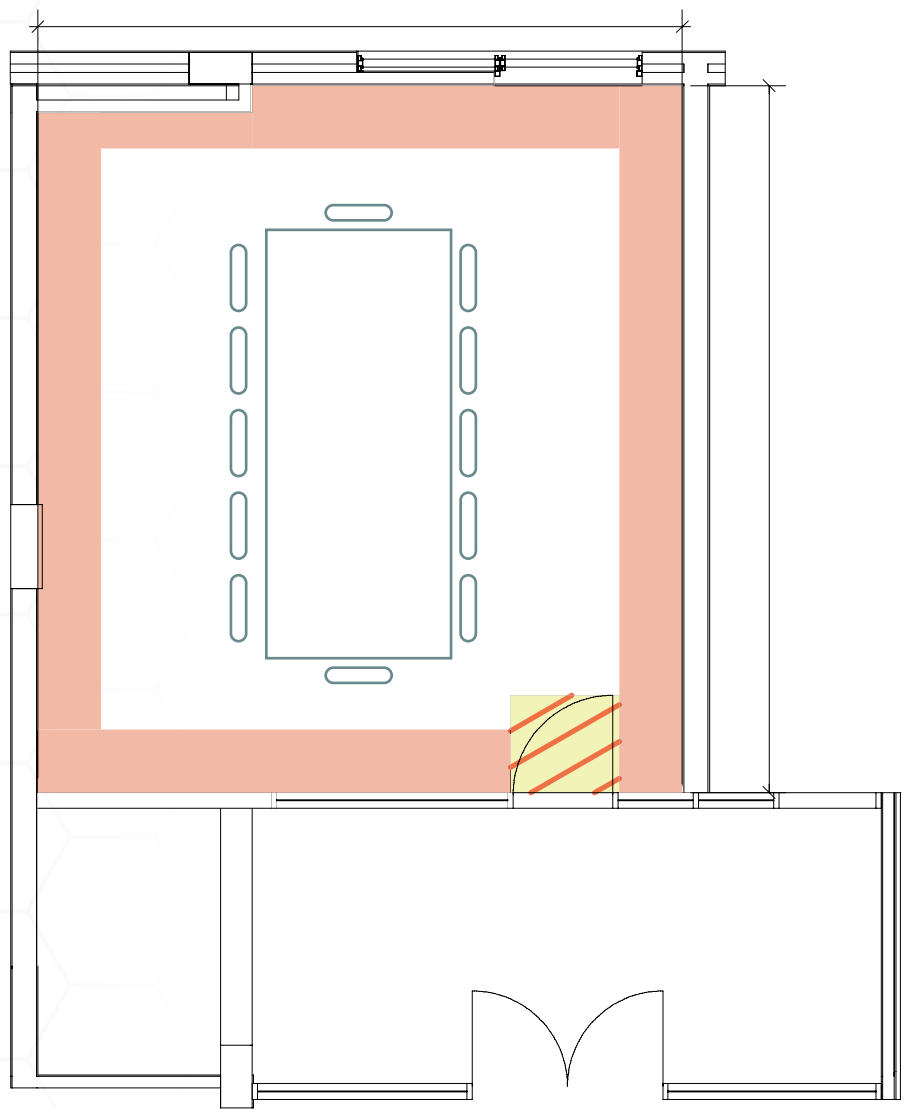
PINCUSHION



PINCUSHION

Length	12.60 m
Width	8.60 m
Total area	147 m ²
Height	2.8 m
Doors	Front-of-house
Air-conditioning	Automatic
Light intensity	0% to 100% (pre-sets)
Light facilities	0% to 100% dimmable LED lighting
Build-in boardroom capacity	22
Carpets	Standard

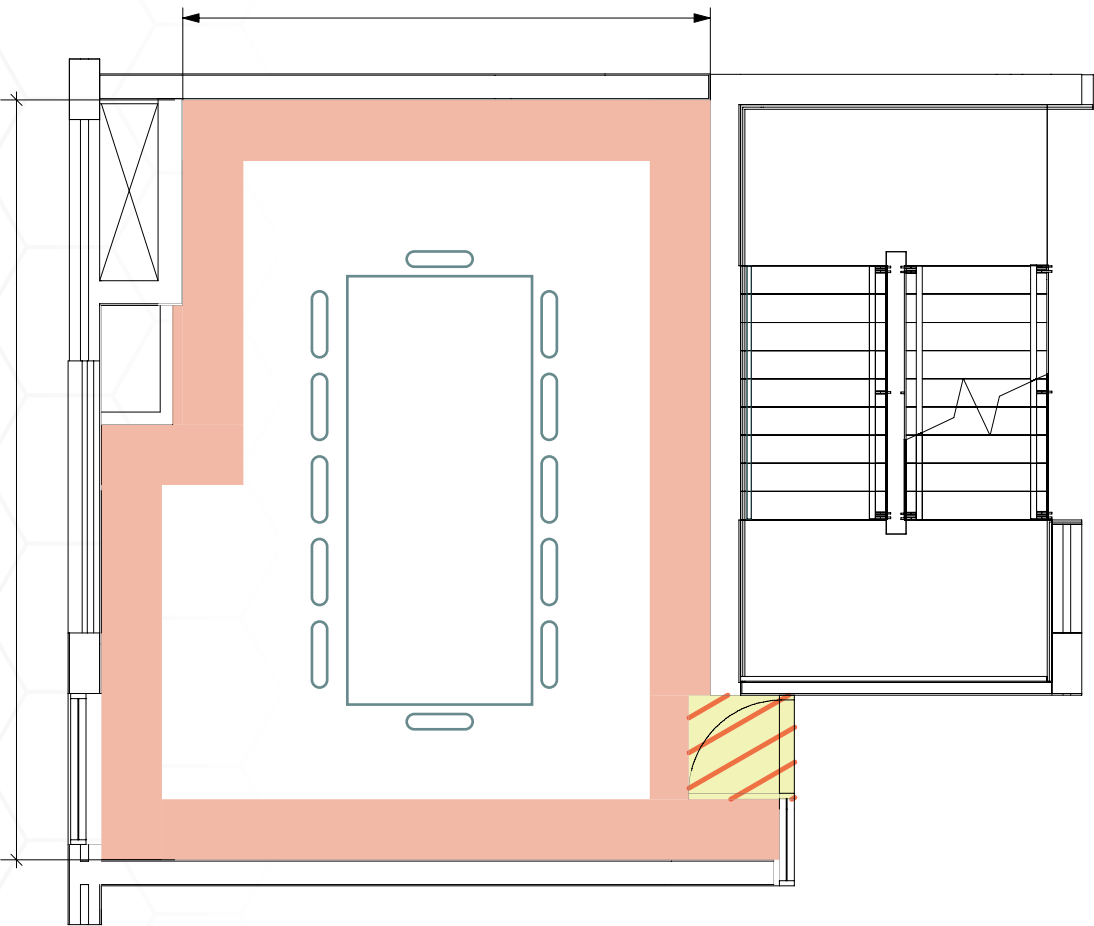
ARUM



ARUM

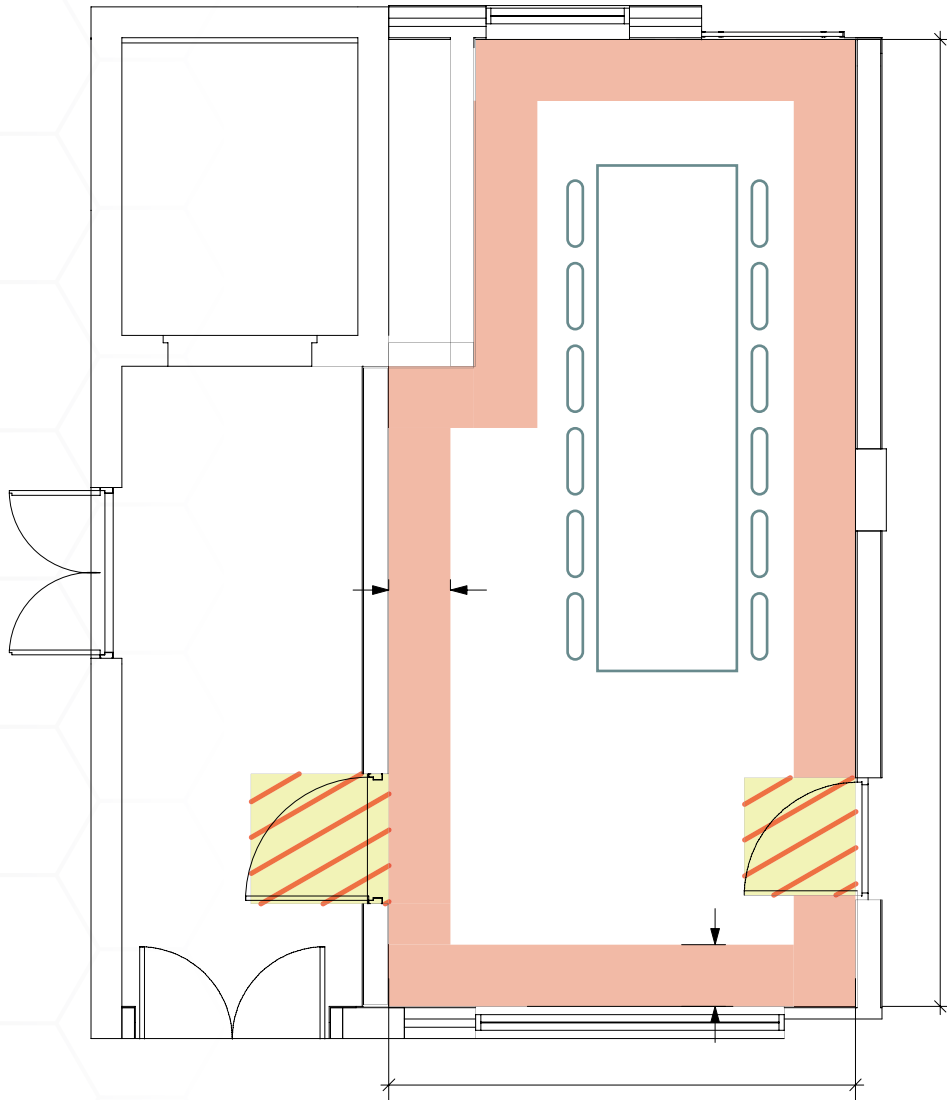
Length	6.73 m
Width	6.12 m
Total area	41 m ²
Height	2.7 m
Doors	Front-of-house
Air-conditioning	Automatic
Light intensity	0% to 100% (pre-sets)
Light facilities	0% to 100% dimmable LED lighting
Build-in boardroom capacity	12
Carpets	Standard

DISA



DISA	
Length	6.04 m
Width	7.54 m
Total area	45 m²
Height	2.7 m
Doors	Front-of-house
Air-conditioning	Automatic
Light intensity	0% to 100% (pre-sets)
Light facilities	0% to 100% dimmable LED lighting
Build-in boardroom capacity	12
Carpets	Standard

ALOE



ALOE

Length	9.44 m
Width	4.54 m
Total area	40 m ²
Height	2.8 m
Doors	Front-of-house
Air-conditioning	Automatic
Light intensity	0% to 100% (pre-sets)
Light facilities	0% to 100% dimmable LED lighting
Build-in boardroom capacity	12
Carpets	Standard

16

CAPACITY CHARTS



CTICC 1

Venue	Rentable Area Ref	Floor	Area (m ²)	Area (ft ²)	Length (m)	Width (m)	Height (m)	Theatre	Classroom	U-shape	Boardroom	Banquet	Banquet Buffet	Cocktail	Exhibition Booth (3 m x 3 m)
CTICC 1 AUDITORIUM ROOMS															
Auditorium 1	Room 1, 10	1	1 170	12 593	47.0	Splayed	16.0	1 516	1 516						
Auditorium 2	Room 1,80	1	490	5 274	31.0	15.8	8.0	612	612						
Auditorium Foyer	Auditorium Foyer	1	700	7 534	13.6	40	3.5								
CTICC 1 BALLROOMS															
Ballroom East	Room 1, 20	1	1 064	11 452	38.0	28.0	8.0	1 080	790			740	540	816	
Ballroom West	Room 1, 20	1	812	8 740	29.0	28.0	8.0	840	528			540	490	576	
Full Ballroom	Room 1, 20	1	1 876	20 193	67.0	28.0	8.0	1 980	1 296			1 300	1 190	1 392	
CTICC 1 MEETING ROOMS															
Boardroom Room	Room 1, 30	1	73	785	9.3	7.9	3.3				20				
Meeting Room	Room 1, 40	1	375	4 036	23.4	16.0	4.0	330	220	69	84	220	180	280	
Meeting (x4)	Room 1, 41 – 1, 44	1	75	807	9.4	8.0	4.0	60	90	24	30	50	40	64	
Meeting Suites (x5)	Room 1, 51 – 1, 55	1	35	376	7.9	4.5	3.3	24	18	15	18	20	10	20	
Meeting Room	Room 1, 60	1	375	4 036	23.4	16.0	4.0	330	220	69	84	220	180	280	
Meeting Room (x4)	Room 1, 61 – 1, 64	1	75	807	9.4	8.0	4.0	60	90	24	30	50	40	64	
Meeting Suites (x4)	Room 1, 71 – 1, 74	1	24/35	269/376	5.5/7.9	4.5	3.3	24	18	15	12/18	20	10	20	
Meeting Suite (x3)	Room 1, 91 – 1, 93	1	25/35	269/376	5.5/7.9	4.5/5.0	3.3	24	18	15	12/18	20	10	20	
Meeting Room 2,40	Room 2, 40	2	375	4 036	23.4	16.0	4.0	330	220	69	84	220	180	280	
Meeting Room (x6)	Room 2, 41 – 2, 46	2	50	538	9.4	5.4	4.0	30	90	24	30	50	40	64	
Meeting Room 2,60	Room 2, 60	2	375	4 036	23.4	16.0	4.0	330	220	69	84	220	180	280	
Meeting Room (x6)	Room 2, 61 – 2, 66	2	50	538	9.4	5.4	4.0	30	90	24	30	50	40	64	

CTICC 1

Venue	Rentable Area Ref	Floor	Area (m²)	Area (ft²)	Length (m)	Width (m)	Height (m)	Theatre	Classroom	U-shape	Boardroom	Banquet	Banquet Buffet	Cocktail	Exhibition Booth (3 m x 3 m)
CTICC 1 ROOF TERRACE															
Roof Terrace Room	Room 2,80	2	370	3 962	25.0	14.8	4.2	380	220	69	60	190	180	304	
Roof Terrace Foyer	Inside	2	180	1 937	15.0	12.0	4.2	150	74	33	48	100	70	100	
Roof Terrace Balcony	Outside	2	147	1 582	21.0	7.0	6.7	140						96	
CTICC 1 EXHIBITION HALLS															
Exhibition Hall	Hall 1A	0	1 032	11 108	34.5	29.9	10.0 – 18.0	1 000	770			800	560	780	49
Exhibition Hall	Hall 1B	0	997	10 731	34.5	28.9	10.0 – 18.0	950	730			750	560	780	48
Exhibition Hall	Hall 2	0	2 118	22 798	63.6	33.3	10.0 – 18.0	2 000	1 500			1 600	1 530	1 620	132
Exhibition Hall	Hall 3	0	2 258	24 307	67.8	33.3	10.0 – 18.0	2 200	1 690			1 800	1 440	1 680	141
Exhibition Hall	Hall 4A	0	2 982	32 098	71.5	41.7	10.0 – 18.0	2 400	1 850			2 000	2 080	2 224	186
Exhibition Hall	Hall 4B	0	1 267	13 637	70	18.1	9	1 000	770			800	540	972	70
Full Exhibition Centre	Hall 1 – 4B	0	11 399	122 698	341.9	58.7 – 71.5	9.0 – 18.0	9 500	7 720			6 100	7 030	8 244	746
CTICC 1 MISCELLANEOUS															
Registration Foyer	Registration Foyer	0	315	3 390	21.0	15.0	4.0	300	200	100	120	120	150	272	
Clivia Conservatory	Clivia Conservatory	0	252	2 712	18.0	14.0	17.0					120	100	164	
Jasminum Restaurant	Jasminum Restaurant	0	315	3 390	21.0	15.0	4.3					250	220	252	
Jasminum Conservatory	Jasminum Conservatory	0	294	3 164	21.0	14.0	17.0							244	
Strelitzia Restaurant	Strelitzia Restaurant	0	315	3 390	21.0	15.0	4.3					250	220	252	
Strelitzia Conservatory	Strelitzia Conservatory	0	285	3 067	19.0	14.0	17.0					160	120	244	

CTICC 1

Venue	Rentable Area Ref	Floor	Area (m²)	Area (ft²)	Length (m)	Width (m)	Height (m)	Theatre	Classroom	U-shape	Boardroom	Banquet	Banquet Buffet	Cocktail	Exhibition Booth (3 m x 3 m)
Green Room	Green Room	0		N/A											
VIP Rooms 1/2	VIP Rooms 1/2	0	60	645	9.5	6.35	2.10								
Storage Room	Storage Room	0	38	409	7.7	5.0	3.20								
Landing	Landing	1	104	1 119	12.3	8.47	1.8								
Marshalling Yard	Marshalling Yard	0	6 110	65 767	130.0	47.0 – 54.8									
Lounge	Lounge	1	165	1 776	31.8	5.2									
Main Entrance Foyer	Main Entrance Foyer	0	775	8 342	48.9	16.9									
Art Landing 1st Floor	Art Landing 1st Floor														
Art Landing 2nd Floor	Art Landing 2nd Floor														

CTICC 2

Venue	Rentable Area Ref	Floor	Area (m ²)	Area (ft ²)	Length (m)	Width (m)	Height (m)	Theatre	Classroom	U-shape	Boardroom	Banquet	Banquet Buffet	Cocktail	Exhibition Booth (3 m x 3 m)
CTICC 2 EXHIBITION HALLS															
Exhibition Hall	Hall 5	0	1 533	16 889	53.88	28.47	9.00	1 387	1 050			720	620	1 196	65
Exhibition Hall	Hall 6	0	1 767	19 181	53.88	32.80	9.00	1 722	1 260			840	760	1 344	92
Exhibition Hall	Hall 7	0	1 537	17 072	53.88	28.54	9.00	1 386	1 050			720	620	1 196	60
Exhibition Halls	Hall 5 & 6	0	3 351	36 070	53.88	61.27	9.00	3 150	2 619			1 680	1 430	2 584	147
Exhibition Halls	Hall 6 & 7	0	3 368	36 253	53.88	61.34	9.00	3 144	2 613			1 680	1 430	2 476	157
Exhibition Halls	Hall 5, 6 & 7	0	4 937	53 141	53.88	89.81	9.00	4 788	3 981			2 520	2 310	3 728	210
Exhibition Hall	Hall 8	2	1 993	15 801	53.92	36.97	10.00	1 344	864			720	780	1 152	
Exhibition Hall	Hall 8.1	2	307	3 369	17.00	18.11	10.00	220	144			120	160	224	
Exhibition Hall	Hall 8.2	2	316	3 380	17.45	18.11	10.00	220	144			120	160	224	
Exhibition Hall	Hall 8.3	2	345	3 789	19.07	18.11	10.00	264	180			160	160	224	
Exhibition Hall	Hall 9	2	1 933	20 925	53.92	35.86	10.00	1 890	1 248			960	1040	1 536	103
Exhibition Hall	Hall 10 - Ballroom / Banqueting	2	1 459	16 027	53.92	27.07	10.00	1 386	960			720	780	1 152	70
Exhibition Halls	Hall 8 & 9	2	3 412	36 726	54.00	62.62	10.00	3 276	2 304			1 800	2 080	2 484	154
Exhibition Halls	Hall 9 & 10	2	3 433	36 953	54.00	62.93	10.00	3 398	2 304			1 680	2 080	2 484	164
Exhibition Halls	Hall 8, 9 & 10	2	4 901	52 754	54.00	89.69	10.00	4 830	3 672			2 520	3 750	3 588	216
CTICC 2 MEETING ROOMS															
Meeting Room	Pincushion	1	147	1 582	12.60	8.60	2.8				22				
Meeting Room	Aloe	1	40	431	9.44	4.54	2.8				12				
Meeting Room	Arum	1	41	441	6.73	6.12	2.7				12				
Meeting Room	Disa	1	45	484	6.04	7.54	2.7				12				

CTICC 2

Venue	Rentable Area Ref	Floor	Area (m²)	Area (ft²)	Length (m)	Width (m)	Height (m)	Theatre	Classroom	U-shape	Boardroom	Banquet	Banquet Buffet	Cocktail	Exhibition Booth (3 m x 3 m)
CTICC 2 MEETING PODS															
Meeting Pod	Nerina	1	164	1 475	14.88	11.08	4.9	124	96	27	36	50	60	92	65
Meeting Pod	Protea	1	241	2 465	16.05	15.03	4.9	204	189	42	54	110	130	160	92
Meeting Pod	Nerina + Protea	1	366	3 940	30.93	26.11	4.9	337	306	72	84	200	190	252	60
Meeting Pod	Daisy	2	191	1 927	16.19	11.80	3.15	146	126	39	48	60	80	112	147
Meeting Pod	Freesia	2	163	1 572	14.88	10.99	3.15	136	111	36	48	60	60	108	157
Meeting Pod	Orchid	2	173	1 733	16.14	10.77	3.15	156	129	39	48	80	80	120	210
Meeting Pod	Daisy + Freesia	2	325	3 498	31.07	22.79	3.15	281	231	72	78	160	180	224	
Meeting Pod	Freesia + Orchid	2	307	3 305	31.02	21.76	3.15	300	225	60	66	170	180	228	
Meeting Pod	Daisy + Freesia + Orchid	2	486	5 231	47.21	33.56	3.15	478	381	96	108	250	280	336	
CTICC 2 MISCELLANEOUS															
Terrace Room	Watsonia	3	218	2 217	16.33	13.41	3.13	196	168	42	54	110	110	128	
Terrace Room	Bluebell	3	216	2 067	16.30	13.29	3.13	183	156	42	54	110	110	144	
Terrace Room	Watsonia + Bluebell	3	398	4 284	32.63	26.7	3.15	380	327	81	90	240	230	264	
Terrace	Bluebell Terrace	3	201	2 174	15.20	14.01									
Harbour View		4	222	2 389	17.36	12.2								140	
Mountain View		4	561	6 038	18.55	24.12								216	
Marshalling Yard	Marshalling Yard	0	1 267	13 638											
Lobby	Lobby	1	29	312	9.60	3.10	2.8								
Lobby	Lobby	1	43	388	4.40	9.80	2.8								

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EXHIBITOR SERVICES



CLEANING

Cleaning is a compulsory service provided by the CTICC contracted service provider, and this includes exhibition stand cleaning. Please contact the Sales or Event Executive for a quote. Only the CTICC's contracted cleaning service provider may be used for all events and exhibitions.



FOOD & BEVERAGE

The CTICC exclusively provides all food and beverages for events, including exhibition stands. A full range of services is available and any required items can be sourced. The CTICC is Halaal-certified by the Islamic Council of South Africa (ICSA) and is ISO 22000 accredited for its Food Management System. Therefore the CTICC must trace the source of all food and beverages served. The Food and Beverage Department will customise a menu to suit your requirements. Additional costs apply for kosher meals, which are produced by a third-party supplier.

CTICC is the sole provider of food and beverage, and no external food is allowed on the premises.



ICT SERVICES

All Wi-Fi, internet, and other connectivity services are exclusively provided by CTICC. These services form part of the venue's core infrastructure and cannot be supplied by any external service provider.

Additional ICT-related services may be arranged through Confex and CTICC's ICT Division.

No external service provider may install, supply, or manage any ICT, Wi-Fi, internet, or connectivity services within the venue without the prior written consent of the CTICC.



PLUMBING SERVICES

The CTICC's contracted supplier must be used for any connections to the main services, ending at a stopcock. Please contact the CTICC Conference and Exhibition Services Department to discuss your plumbing requirements and services before completing the order forms.



TELECOMMUNICATIONS

All connections and handsets are to be provided by the CTICC's ICT Division.



WASTE REMOVAL SERVICES

The CTICC and/or its contracted supplier have the exclusive right and responsibility to provide waste removal services within the convention centre. Waste removal is mandatory for all events with custom stands. Please contact the Sales or Event Executive for a quote on the removal of the event wood waste. Upcycling services for wood and glass waste are available at a cost.



ELECTRICS

The CTICC's contracted electrical supplier provides all connections from the main services to above surface or ground. No external service provider is allowed to connect to the CTICC's main supply.



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ADDITIONAL SERVICES AND OFFERINGS





ACCOMMODATION

The city's major hotels provide more than 5 000 rooms from three-star to five-star quality and above, within walking distance of the CTICC. This includes The Westin Cape Town, a 483-room, five-star hotel, part of the convention centre complex. There are over 20 000 rooms available in hotels and guesthouse rooms within a 45-minute radius of the city centre.



AIR-CONDITIONING

All CTICC venues are air-conditioned, maintaining an average room temperature of 22°C. The system is centrally controlled. For temperature adjustments, please contact the Event Services Manager. Air-conditioned venues are provided on event days only. Additional charges apply if required on build-up or breakdown days.



AUTOMATED TELLER MACHINES (ATMS)

In CTICC 1, ATMs are located in the foyer of the P3 Parking Basement and on the ground floor, near Entrance 1. In CTICC 2, a single ATM is available in the main foyer.



PARENT FACILITIES

The CTICC provides a decorated nursery with a changing table and a comfortable chair for nursing. This facility can be found in CTICC 1 on Level 1, near the Skybridge entrance.



AUDIO-VISUAL (AV)

The CTICC provides world-class services in partnership with experienced AV suppliers who offer a range of options to meet your AV requirements.

If you choose the AV package option:

- The CTICC's appointed AV service provider delivers all AV service packages, including for the Auditoria. The provider can assist with customisation and any additional requests at an extra cost.
- The contracted AV service providers are available for any additional AV needs.

If you choose the itemised route, contracted AV service providers will assist with specific AV requirements.

If event organisers wish to work with an external AV supplier, the supplier must be a member of the trade association TPSA(SACIA)/ SAACI and/or EXSA. It is highly recommended that any external AV supplier co-operates with a CTICC AV 'package' service provider.



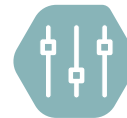
AUDIO RECORDING

Audio recording services are available through the CTICC's contracted service partners. Contact your Sales or Event Executive for details.



AV ASSISTANCE

An in-house PA system provides background music and announcements in the Exhibition Halls at an additional cost. This service must be ordered at least seven days ahead of events.



AUDIO LEVELS

Audio systems or electronic devices producing irritating, intermittent or sequential sounds, are not permitted. Audio presentations are only allowed in closed venues and must be controlled to prevent interference to other events. Loud noises, such as bells, sirens and buzzers, are not permitted.



COPYRIGHT MUSIC & AUDIO

Event organisers using audio or visual aids with soundtracks of videos and music must ensure they have the appropriate copyrights. Should the audio-visual service provider not have the appropriate copyrights, event organisers must contact the South African Music Rights Organisation or South African Music Performance Rights Association to apply for a Copyright Music Licence.



FILMING, PHOTOGRAPHY & RECORDING

Prior written consent from CTICC management is required to screen films, video, and audio and to film or photograph the building for commercial purposes. All relevant CTICC house rules and legal requirements must be followed.

Please refer to the films and photoshoots section on page 107 for more details.



MICROPHONE SYSTEMS

Conference microphone systems are available from the CTICC's contracted suppliers. Contact your Sales or Event Executive for more information.



OUTSIDE BROADCAST

Parking for an outside broadcast/satellite vehicle is available outside Auditorium 1 on Walter Sisulu Avenue. If additional vehicles require parking, At an additional cost a satellite station can be arranged in the Walter Sisulu Parking Garage. Cabling runs from the CTICC to the parking garage via a tunnel.



PROJECTORS/SCREENS

Projectors are provided as standard equipment in Auditoriums 1 and 2 when ordered with AV. The Meeting Rooms feature drop-down screens installed in a fixed position in the smallest configuration. No screens are available in the Roof Terrace Room but can be arranged at an additional fee. Exhibition organisers who require projectors or TV screens must ensure that their stands are designed to accommodate this equipment.



DIGITAL CONFERENCING

Digital conferencing services are available from the CTICC's preferred AV suppliers and can be set up in any venue.



DIGITAL CONFERENCING & LIVE STREAMING

Digital recording and streaming services are available from the CTICC's contracted AV suppliers.



AUDIENCE PARTICIPATION SYSTEMS

Electronic audience participation and voting systems are available from the CTICC's contracted AV suppliers.



CARPETING

The Ballroom, Meeting Venues, and Halls 5 to 10 are carpeted. Carpets must be protected during all stages of an event, including build-up and breakdown. No exhibitions are allowed within the Ballroom.

Exhibition Halls must be carpeted for all events. Halls 1 to 4B are not carpeted, carpeting is the responsibility of the event organiser. The CTICC has appointed contracted service providers for carpeting.



CASUAL STAFF

The CTICC has appointed specialised service providers for all casual staff requirements.



CLEANING

The CTICC is responsible for maintaining cleanliness in all public areas. However, once the venue has been handed over, the cleanliness of the rented space becomes the client's responsibility. Please note that it is mandatory for clients to use the CTICC's contracted cleaning service for all cleaning requirements within the hired venue. Additional cleaning services are the event organiser's responsibility. Food and beverage is not permitted in the Auditoria, and cleaning personnel are required to clear items such as water bottles or paper cups. The structures within the CTICC need to be cleaned with special (neutral and non-abrasive) chemicals. Contact your Sales or Event Executive for further information.



DÉCOR

The CTICC has appointed three service providers to assist with all décor elements for your event. This includes table décor, plants, furniture, gifting options and floral arrangements. Venue hire does not include décor or specialised lighting. A limited number of packages may include décor options. Soft furnishings are an additional cost to the event organiser.

Your Sales or Event Executive will provide a list of suppliers that can provide ideas and quotations in this regard. A detailed inventory and description of all items brought onto the premises must be validated by orders or invoices from suppliers and then submitted to the CTICC's management. It is the event organiser's responsibility to inform their suppliers that the CTICC will not be held responsible for any items left on the premises. Please contact your Event Executive for a list of preferred suppliers.



DRESSING ROOMS

Dressing rooms are available within Auditorium 1. Additional mirrors or coat rails can be arranged at an additional fee.



UNIVERSAL ACCESSIBILITY

The CTICC is designed to cater to disabled individuals, ensuring an inclusive venue for all delegates and visitors. The building adheres to international standards set by the Americans with Disabilities Act (ADA) and the South African National Building Regulations (NBR).

Facilities include:

- Designated parking bays for disabled visitors in P3 and P5 provide direct access to elevators accommodating wheelchair access.
- Accessible toilets are available on all venue levels, including management offices.
- All rooms are accessible, with no raised doorsteps to the meeting venues.
- All exterior entrances have ramp access.
- The width of all doors accommodates wheelchair access.
- Lift buttons are positioned at accessible levels for wheelchair users and are labelled in Braille.
- Designated drop-off points at the main entrance are allocated for the disabled.
- Auditorium 1 is equipped with designated seating positions for wheelchair users, and Auditorium 2 can be adjusted as needed.
- All passenger lifts within CTICC 2 are accessible.

FLOWERS

Flowers can be ordered from the CTICC's appointed décor service providers. A cleaning surcharge applies for high-volume flower use. If you would like to donate a large volume of arrangements after your event, please discuss this with the service provider or the Conference and Exhibition Services Department.

EQUIPMENT

International best practice standards guide the selection of equipment at the CTICC. Standard mobile bars, registration tables, chairs, desks, information desks, and tea and coffee stations are available for use throughout the venue. For more details, please contact your Sales or Event Executive.

FURNITURE

Standard furniture is provided in all Meeting Rooms. No furniture is provided in exhibition venues except for banquets or meetings. A maximum of 2000 chairs will be provided for your plenary venue. Only CTICC staff are permitted to move furniture, and moving furniture in public areas requires prior written consent from CTICC management.

If furniture is moved by the event organiser, any resulting damage will be charged to the organiser. Additional furniture can be sourced upon request.

INFORMATION DESKS

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

INTERPRETERS

Conference interpreters are available through the CTICC's preferred audio-visual suppliers.

LECTERNS

Lecterns are included in both AV packages and in the venue rental for the Auditoria when AV is ordered. In other venues, lecterns are available at a fee from the CTICC's preferred audio-visual suppliers.

LIGHTING

All meeting and exhibition areas are designed with fluorescent and LED lighting. Spotlights, drop lights, or special lighting devices should not be directed toward aisles in a way that distracts neighbouring stands or guests.

Strobe lighting effects are not permitted. Venue lighting is set prior to the event, with only limited changes allowed thereafter. For special lighting effects, organisers must order event lighting from the preferred AV service providers. Venue lighting is not designed for dynamic event lighting.

OPERATORS

Certified machine operators are available at an hourly rate, subject to availability. Clients may source their own certified operators, provided they comply with health and safety requirements. Relevant documentation will be requested on site. Only personnel with a valid Mobile Elevating Work Platform (MEWP) operator's licence are permitted to operate MEWPs.

PLANTS & FOLIAGE

Plants and foliage can be sourced from various suppliers. Contact your Sales or Event Executive for more information.

PORTER & FREIGHT HANDLING SERVICES

Porter services are available on request from the recommended supplier at a fee.

PRAYER ROOMS

The CTICC offers dedicated prayer rooms in CTICC 1 on the ground floor, and CTICC 2 on the roof level. Kindly note that praying is not permitted in public or common areas of the CTICC. Please use dedicated prayer rooms.

SIMULTANEOUS INTERPRETING

Simultaneous interpreting services, including equipment and qualified interpreters, are available from the CTICC's preferred AV suppliers at a fee.

SECURITY

Security services at the CTICC are provided by a contracted preferred supplier, working closely with the Cape Town Central City Improvement District and the South African Police Service (SAPS). Surveillance cameras monitor the venue 24/7.

CTICC management complies with the Private Security Regulatory Act, SASRE Act, and City of Cape Town event by-laws. Event organisers must also adhere to these regulations. General security is provided along the perimeter and at major entrances and exits.

Event organisers with special security requirements can contract additional services at a cost. Security officers at the CTICC must have a minimum C-grade certification, and only the CTICC's contracted safety and security providers may be used. Contact your Event Executive for more information.



SECURITY (INTERNAL)

The CTICC reserves the right to:

- Request proof of identity and search individuals entering or leaving the premises.
- Search any items or vehicles brought onto or leaving the premises.
- Request that all personnel wear identification badges or CTICC armbands.
- Receive a list of personnel requiring access three days before set up.
- Remove unattended items.

Organisers must ensure personnel remain restricted to the relevant event area. All other areas, including back-of-house, are out of bounds. The CTICC is not responsible for damage or loss of merchandise, personal effects, equipment or articles brought onto the premises or left behind.



POLICE RESPONSE TO A SECURITY INCIDENT

Please contact your Event Services Manager or the reception desk to arrange police assistance. The emergency number is extension 5252 internally, and +27 21 410 5252 externally. The nearest police charge office is located at Cape Town Central Police Station.

Contact: +27 21 467 8077 or 10111 and please provide:

- Your name and address
- Your telephone number, if requested
- The closest street corner to where the incident occurred
- Other useful information such as the number of suspects, a description of the suspect(s), whether the suspect(s) are/were armed, and the direction in which they fled, if available.



TICKETING

Ticketed events can be hosted at the CTICC. The CTICC may occasionally request information from the client relating to the ticket sales.



TELEPHONE SYSTEMS

Telephone connections are available from the Conference and Exhibitions Services Department. Handsets can be rented and delivered when required. All outgoing calls/transmissions are charged per call/transmission duration. Organisers and exhibitors are responsible for paying all calls made from their telephones and are liable for the cost of instruments, and accessories if not returned.



VIPs

The event organiser must notify the CTICC at least 14 days in advance of any special guests or VIPs, including members of parliament, state dignitaries, celebrities, or royalty. The organiser, with the prior approval of the CTICC, is responsible for arranging any additional security measures. The organiser must ensure that all guests are properly received. A SAPS risk rating is required for such visits.



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MANAGE YOUR EVENT



MANAGE YOUR EVENT

An Event Executive is assigned to each CTICC event unless confirmed less than one month before the event date. In such cases, the Sales Executive remains the point of contact until an Event Services Manager is assigned. The Event Services Manager ensures the smooth flow of the event according to the function sheet and is the primary contact for build-up, event days, and breakdown. Build-up and breakdown times are from 06:00 to 23:59, unless otherwise arranged.



EVENT PERMITS

Some events may require a permit. Permit applications must be submitted in a timely manner to the City of Cape Town Events Permit Office to ensure approval before your event. The following plans must also be submitted to the CTICC as part of the application process:

- Floor plan (indicating fire equipment, emergency exits and available floor space)
- Public liability insurance
- Appointment letters
- Safety plan and risk assessment
- Security plan with deployment and risk assessment
- Medical plan and risk assessment
- SAPS risk categorisation rating
- Fall protection plan

All exhibition floor plans must be approved and signed off by the CTICC and a City of Cape Town fire and safety official. Proposed plans must be submitted to the Sales or Event Executive for approval three months prior to build-up and before the sale of floor space and/or stands to exhibitors.

Licence costs apply for:

- The approval of exhibition floor plans by the City of Cape Town
- Permission to hold events
- Permission to use special effects, such as fireworks
- Population certificates



BY-LAWS

The following laws and regulations applicable to the staging of events must be adhered to:

- Occupational Health & Safety Act (No. 85 of 1993) and Regulations
- Safety at Sports and Recreational Events, Act 2 of 2010
- City of Cape Town Event Safety By-law, 2009, and as amended in 2016
- City of Cape Town Fire Safety By-law
- National Building Regulations and SANS code
- Disaster Management Act, 2003
- SANS 10336 (2015)



LICENCES & COSTS

Licence costs apply to any special requirements needing official endorsement and are payable by the event organiser. The CTICC liquor licence does not permit for off-site consumption and our licence is valid from 11:00 until 02:00. The CTICC operates an on-consumption licence and complies with the National Liquor Act 59 of 2003 and Amended Regulations 2008 and 2013, as well as City by-laws.



KEEP IN MIND

Any exhibitor intending to present/display/exhibit products on their stand must:

- Consider all safety measures for the exhibit.
- Securely install all working machinery to prevent base slippage and ensure the safety of passers-by.
- Guard all moving machinery parts.
- Conceal starting devices so that machines cannot be operated by unauthorised persons or visitors.
- Ensure toxic fumes and other irritants caused by an exhibit are not released into the Exhibition Hall. Prior approval from the relevant controlling authority, in addition to that of the CTICC, must be obtained.
- Ensure there is adequate protection for the hall flooring, carpets and facilities.
- Ensure that any product or display, such as roofing, awnings or lighting, is highlighted in your stand plan and then submitted to the CTICC for the Fire Department's approval. Without the approval of the Fire Department and the CTICC, no such product or display will be permitted.
- Ensure that relevant local government authority licences and/or permits are obtained, and stipulated regulations and conditions are observed.



ASSUMPTION OF RISK

Each exhibitor assumes the risk of injury, loss and/or damage to their own merchandise, fixtures, displays or any other property located in the CTICC. The use of CTICC security personnel for perimeter security does not affect the non-liability of the CTICC, its members, officers, representatives, employees, or official service providers. Exhibitors are strongly advised to take precautionary measures and arrange additional security through the CTICC's preferred security providers.



ACOUSTICS

The CTICC adheres to international best practice for acoustics. The centre is designed to contain exterior noise and provide superior sound quality, limiting sound leakage to adjacent areas, and the floors above and below. Meeting Rooms incorporate specialised insulation and sound cladding to provide superior speech acoustics. The partitioning walls between the Exhibition Halls, Meeting Rooms and the Ballroom provide soundproofing of up to 50dB. Acoustic draping is highly recommended in halls where acoustic clarity is vital to event success.



AISLES

The minimum aisle space for all exhibitions is 3 m. Any items or structures placed in or encroaching on designated aisle space, may be removed by the CTICC.



ANIMALS

Except for registered guide dogs and emotional service support animals (trained and registered), animals are not permitted into the CTICC without the prior management consent. Management may allow access for animals in:

- Displays taking place at the CTICC
- Animal-related events

Events on the CTICC premises involving animals require prior notification and approval by the CTICC, as well as written approval from the Animal Welfare Society in South Africa, and/or the SPCA. The event organiser assumes full responsibility for any loss, injury or damage that may occur to people, animals or the venue that may result from allowing animals access to the centre.



CITY OF CAPE TOWN EVENTS BY-LAWS

Please note the applicable timeframes outlined in the City's Events by-law and Amendment by-law of 2016. Failure to provide the CTICC with the signed event permit application will result in clients not obtaining the necessary permits for their events.

Size	Crowd size/ number of participants	Minimum time for submission of an application to the City by the event organiser before the date of an event*	Late submission penalty charges
Small	200 to 2 000	25 working days (five weeks)	R 2 500.00
Medium	2 001 to 5 000	30 working days (six weeks)	R 5 000.00
Large	5 001 to 10 000	35 working days (seven weeks)	R 7 500.00
Very large	10 001 and above	70 working days (four months minimum, six months ideal)	R 10 000.00

**All required information relating to the application must be submitted in terms of section 3(2).*



DANCE FLOOR

A standard 10x10m dance floor is available for hire from the CTICC. Larger dance floors can be arranged on request.



DRAPING

Ceiling draping is not allowed in the venue as it poses a fire hazard by covering air conditioners, sprinklers, and smoke detectors. Only perimeter draping is permitted. All draping fabric must be flame-retardant, with a certificate of conformity required. The use of scaffold structures, whether mobile or static, is prohibited.



EMERGENCY SERVICES

The CTICC's Management co-ordinates and manages emergencies. Event organisers are responsible for implementing emergency and safety procedures for their events, as per the SASRE Act. Organisers must appoint a safety and security team, document the plans in a safety file, and make them available to the CTICC. The organiser is also responsible for arranging medical assistance. Exhibitors should contact the organiser in case of an emergency.



ENTERTAINMENT

Quotations from our contracted suppliers are available upon request. Contact your Event Executive for more information.



FIRST AID & EVENT MEDICS

The Safety at Sport and Recreational Events Act 2010, National Health Act 2003, Event Safety by-law, Emergency Care at Mass Gatherings Regulations 2017, and SANS 10336 stipulate the requirement of medical assistance during events. It is the organiser's responsibility to source this service and conduct a risk assessment in accordance with the tables listed in SANS 10336 (2015).

To assist organisers, the CTICC has appointed an event medical service provider to provide medical care during events. The event medical service is a 24/7 operation that accommodates all CTICC events, including build-up and event breakdown. Contact your Event Executive for quotes.

If an alternative medical supplier is used, a medical plan approved by the Department of Health must be submitted to the CTICC before venue occupation. Medics are included in all our day conference and banquet packages.

In the event of an emergency, contact the event services manager on extension 5252 (internally) or +27 21 410 5252 (externally). For CTICC Reception, dial 9.



FLAMMABLE & HAZARDOUS MATERIALS

Written permission from management and the Fire Department is required for the use of flammable or hazardous substances, including gases and liquids. Liquid petroleum is not permitted at the CTICC. Should LP gas be used, only 19 kg alongside one backup gas cylinder is allowed. The Fire Department enforces a strict 'no fires in the CBD' policy, and naked flames, candles, barbecues and open flame torches are prohibited. All approvals must be requested in writing.



FLAME RETARDANCY

- Flammable materials such as fabric, paper, banners, wood pallets, hessian, thatch, and straw are considered major fire hazards and require a fire-retardant certificate before the event.
- Only battery-operated flameless candles are allowed as part of your décor. Ensure that all tablecloths and napkins are fire-retardant, with certification required prior to the event.
- Draping must not touch electrical wiring, fittings, or globes and should be at least 5 cm above the carpeted floor.
- Halogen lights are not permitted. All light displays must be low wattage or LED.
- CTICC management ensures that products are suitably treated. If a registered fire contractor is required, please contact CTICC management.



FREIGHT HANDLING

Freight handling services, including customs clearance, are available upon request from the CTICC's recommended supplier. Off-site storage for early deliveries, late dispatches, and packaging materials is provided. The supplier also manages the movement of large equipment within the CTICC that cannot be manually carried.



CUSTOMS CLEARANCE

Customs clearance and freight handling services are available through the CTICC's recommended supplier. Contact your Sales or Event Executive for more information.



INFORMATION TECHNOLOGY (IT)

The CTICC partners with an industry-leading internet service provider to offer high-capacity, world-class bandwidth. The venue is equipped with a 10 GB fibre-optic backbone, feeding into CAT5e and CAT6 cabling. The CTICC's internal lettable venues are covered by high-density wireless (Wi-Fi) network. This Wi-Fi network can be tailored to suit specific client and exhibitor needs. Third-party Wi-Fi access points and hotspots are strictly prohibited.



WIRELESS

A free public entry-level wireless service provides internet access and is available in all lettable venues, with bandwidth dependent on the number of users accessing the network simultaneously. For meeting spaces and other Wi-Fi-enabled venues, you can purchase world-class, high-density Wi-Fi catering for 802.11 5GHz frequencies with a management and monitoring platform. Wireless is not recommended for any critical services, streaming or demonstrations that are dependent on stable connectivity. Wireless is inherently susceptible to interference.

Should dedicated connectivity be required, a premium option with dedicated internet bandwidth and a nominated SSID, is available for hire on the 5 GHz frequency. The event organiser should review the available bandwidth options and adjust the connectivity allowance to suit the expected delegate numbers.

Network and internet connectivity

Connectivity is provided over a high-redundancy, fibre-based link, with 24-hour link monitoring and proactive notifications for link failures or performance issues. The premium bandwidth supplied is symmetrical and uncontended, allowing users to move across different spaces in the CTICC while staying connected to the network. However, access is limited to authorised persons only. Dedicated networks can be customised for special requests; quotes are available 21 days prior to event build-up. For details, contact your Sales or Event Executive.

Important wireless internet feedback to be taken into consideration

Details regarding interference issues resulting from exhibitors or delegates broadcasting wireless services within the venue, can be found below. The CTICC is not able to guarantee the functionality of any wireless service where exhibitors or delegates deploy their own wireless equipment and broadcasts at an event. Delegates 'hot-spotting' from their own individual wireless-enabled devices are common in the events space. Limiting this behaviour is not something the CTICC can police. It is the organisers responsibility to ensure that their exhibitors, contractors and delegates do not install or operate Wi-Fi broadcast equipment at the CTICC.

Wireless Interference

Private wireless routers, access points or broadcasts, such as any IEEE 802.11 wireless broadcasts, are not permitted within the CTICC. Private wireless networks are often unstable due to overlapping networks from delegate hotspots or exhibitor stands. Wireless networks are highly susceptible to interference, degrading connectivity to a point where services become unusable. The CTICC reserves the right to disable or disconnect any non-CTICC supplied wireless networks to mitigate interference.

The CTICC's dedicated wireless services are supported on the 5 GHz (802.11a/ac/n) frequency range only. Risks relating to wireless services include, but are not limited to, wireless interference, service instability,

service interruption, reduced throughput and connectivity loss.

To mitigate wireless interference risks, we strongly advise that devices used to connect to the CTICC's wireless services are 5 GHz frequency band compatible. While 5 GHz-compatibility will not guarantee wireless access, it significantly improves the chance of connectivity.

Wireless networks (SSIDs), required by the client, to be delivered on 2.4 GHz frequency, will be identified with a '2.4' suffix added to the SSID name. The limited 2.4 GHz service is provided on a 'best efforts' basis and is unsupported due to the limitations of this legacy technology. This legacy 2.4 GHz wireless service should not be relied upon to deliver a stable service or connectivity to multiple devices. 2.4 GHz wireless does not operate with any degree of reliability.

The CTICC's ICT Division recommends a dedicated hard-wired connection for event-critical services such as demonstrations, streaming or presentations to avoid interruptions associated with wireless connectivity. For wired connections, please provide the number of connections needed and a stand plan indicating cable point locations. Ensure your stand builder routes cables correctly and prevents damage during the set up. Damaged cables will incur replacement charges.



NETWORK SECURITY POLICY

- The CTICC requires that all devices directly or indirectly accessing the network(s) have the latest virus scan software, security updates, system patches, and any other technological precautions installed to protect the client and others against viruses, malicious programmes and disruptive applications. Any device(s) adversely impacting the CTICC's network(s) may be disconnected from the network(s) with or without prior notice. The device(s) in question will remain disconnected until all issues are adequately resolved. All charges will apply, and no refunds will be given. Additional charges may apply for troubleshooting, problem diagnosis and/or problem resolution.
- The CTICC has implemented filtering policies on all internet routers. These filters block all inbound Internet Control Message Protocol (ICMP) – ping, traceroute, etc. – destined for any CTICC networks. The CTICC understands that ping and traceroute are valuable troubleshooting tools and therefore allows outgoing ICMP (ping and traceroute) packets sourced from any CTICC network(s).
- Customers requiring inbound or outbound access to any of the filtered ports should contact the ICT Division 21 days before the start of the event, and detail specific requirements so that the CTICC may consider a customised alternative. Costs may apply.
- Event organisers will need to inform all on-site personnel of the importance of the CTICC's network security compliance terms.



INSURANCE

The CTICC is not responsible for the loss, damage, safety or security of anything brought onto the premises. Public liability insurance, with a minimum cover of R10 million per occurrence is mandatory for all events. The CTICC can arrange this insurance at reduced rates. Event organisers can also aid you in procuring special eventing insurance. Exhibitors are advised to secure all-risk insurance from their country of origin to the exhibition stand, covering the entire event period and return. Exhibitors should ensure full coverage with public liability and comprehensive protection.



EVENT RULES

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



POOLS & JACUZZIS

All pools and jacuzzis must adhere to floor load capacity and a containment area must be established to prevent leaks. Water use is subject to availability, as per City by-laws.



SOCIAL EVENTS

A variety of social events can be staged at the CTICC. Including: weddings, receptions, bar mitzvahs, birthday parties, and engagements. If the event includes religious ceremonies, the organiser is responsible for arranging the relevant officiant. Contact your Sales or Event Executive for more information.



SPACE SURCHARGE (NON-EXHIBITION)

R105.00 excluding VAT (low season), R109.00 excluding VAT (high season) R110.00 (peak season) per net m² per day applies to any exhibits in any area that is a non-dedicated exhibition space. Venue rental surcharges may apply for events that continue/begin before or continue after pre-arranged times. This includes the Galleries, North Terrace and Marshalling Yard.



SUSTAINABILITY

The CTICC is committed to environmental sustainability, ensuring that hosted events at the CTICC have opportunities to reduce their environmental impact. For more information, please refer to the Sustainability Manual.



SIGNAGE & BRANDING

Various branding and signage opportunities are available throughout the centre. The placement of branding and signage is at the discretion of CTICC management.

Branding and signage opportunities include:

Interior branding

- 20 x A1 poster cabinets are available throughout the building at a fee.
- LCD screens are positioned at the entrance of each venue. Text and graphics must be provided in the following formats: *.bmp; *.ico; *.jpg; *.jpeg; *.gif; *.swf; *.mpg; *.avi; *.mov; *.asf; *.mpeg; *.dat and will be projected at no additional charge for the event organiser.
- All branding and signage must be free-standing.
- Branding is not permitted in any public areas unless agreed to in writing.
- Branding and signage may not obstruct or cover venue signage or artwork.
- Event organisers must submit their branding, signage and banner rigging requests in writing to the CTICC for approval, at the onset of the reservation.
- For further details, please refer to the CTICC's Banner Site Guide, available from your Sales or Event Executive.

Exterior branding

- Refer to the CTICC's Banner Site Guide for all exterior branding opportunities.
- All banner hanging and branding within the building require CTICC approval. Three banners can be displayed outside Entrance 3 at a fee.
- Flags hung on flag poles are subject to CTICC discretion and availability. The flags are produced, erected and dismantled by the CTICC's preferred supplier and must be dismantled and removed at the end of the hire period.
- Approval is needed for gallery walkway branding due to simultaneous events.
- Highway billboards facing the N1 are available, with priority given to events taking place in the Exhibition Halls.

The CTICC provides external electronic signage subject to availability. The signs overlook Cape Town's major highways and are static and programmable from a single point on the outside of the centre (one on each of the four Exhibition Halls of CTICC 1). Current legislation prohibits scrolling or flashing. Each sign can display up to 19 characters in one line. The technical specifications are as follows:

- HB red dimmable LED signage
- 19 characters on one line
- 6 LEDs in each cluster
- Character size: 400 mm
- Display size: 9 160 mm x 520 mm
- Viewing distance: 200 m
- Auto dimmer

Building code signage

- The CTICC complies with all relevant legislation and regulations on signage for exits, fire escapes and fire prevention, and hazardous areas.
- The CTICC reserves the right not to accept the erection of additional event signage. All additional signage is to be approved by the CTICC's management prior to erection. Signage may be erected only in areas defined by the CTICC and must be free-standing. Emergency and directional signage must always be visible.

Bunting & advertising signage

Signage may not block CCTV cameras, firefighting equipment or statutory signage

Facility signage

Signage directing visitors to toilets, restaurants, floor levels, escalators, lifts, venues, entrances, and exits is displayed throughout the centre. CTICC lifts are equipped with Braille writing.

Local area signage

Signage is displayed to direct visitors to and from all parking garages.

Poster cabinets

CTICC 1 has 20 x A1 poster cabinets available in designated areas of the public gallery and foyer, and six poster cabinets available on the exterior of the building. Poster board dimensions are 150 cm (high) x 120 cm (wide). These cabinets can be hired for a fee and are allocated at the CTICC's discretion and availability.

Preference will be given to consumer events. The period of advertising is determined based on demand. There are no poster cabinets in CTICC 2. Finished material must be submitted by the event organiser for CTICC approval prior to mounting.





LOGISTICS: BANNER HANGING

CTICC 1: Exhibition Halls 1 to 4A

The convex ceilings range from 10 m to 18 m in height. The maximum weight per node is 600 kg, with a total of 3 000 kg per truss.

Hall 4B:

The flat ceiling has a height of 9 m. The maximum weight is 250 kg per node, with a total of 1 500 kg per truss. Banner displays are allowed in designated areas with hanging bars, provided they do not obstruct venue signage.

Branding in public spaces, such as foyers and galleries, is limited. Banner hanging or flags above stands in the Exhibition Halls must be mutually agreed upon by the event organiser and the CTICC.

CTICC 2

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

Rigging services are handled by the CTICC's preferred supplier. The CTICC's preferred supplier is fully compliant with national safety standards. Contact your Sales or Event Executive for a list of pre-approved banner hanging positions.

Accurate plans showing the positioning, weight, and height of suspended items are required by the CTICC. Design and construction services for banners and signs can be provided by the CTICC's preferred supplier if needed.

Further requirements include:

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

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



VACATING THE VENUE

All equipment, décor or structures belonging to event organisers or their suppliers and contractors must be removed directly after the function, within the designated time, unless otherwise agreed to by the CTICC. All venues must be left in the same state in which they were received.



VEHICLE DISPLAY

Motor vehicle display arrangements can be made with a Sales or Event Executive ahead of the event.

However, the following points are necessary:

- The weight and a schematic of the vehicle.
- Weight limits must be advised and confirmed.
- The vehicle should contain only enough fuel or be fully charged to drive in/out of the centre.
- A drip tray must be placed under the vehicle's oil sump.
- Battery terminals are to be disconnected should the vehicle be left in the venue overnight.
- Fire fighting equipment must be displayed at every corner of the display.
- Vehicles must be locked, and the keys handed to the appointed Safety or Security Officer.
- If the vehicle is on display and open, the exhibitor must always be present.
- All details must be included in the load-in plan.



VENUE CAPACITY

For detailed information, please refer to the Capacity Chart. Capacities are based on maximum floor space using CTICC standard furniture with recommended aisle space. The capacity chart does not take into account audio-visual equipment, décor and menu requirements. The CTICC reserves the right to change the location of the event organiser's designated function room based on guest number, or if dictated by additional requirements.

Maximum capacities of venues may not be exceeded. A floor plan must be approved by the CTICC's Safety Manager and by the City of Cape Town at least one month prior to the event.



VENUE CONFIGURATION

CTICC venues are hired with one configuration per day. Should any turnaround of rooms be required, additional costs will be incurred and negotiated individually.



VENUE RENTAL HIRE PERIOD

Venue rental rates are charged per day. The standard hire period is from 06:00 to 23:59. Using facilities beyond these hours incurs a surcharge. Extended rental times are subject to CTICC management's approval.



VENUE SET-UP PLANS

Room layouts and floor plans from external providers must be to scale, based on the CTICC footprint, and should clearly show emergency exits, fire hydrants, and recommended aisle spacing. These drawings must be submitted to the CTICC as a PDF file and at least one month prior to the event.



WASTE REMOVAL

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

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EXHIBITOR STANDS



EXHIBITOR STANDS

COVERED STANDS

Covered stands are only permitted if detailed drawings are submitted at least 45 days before the event for approval by the CTICC's management. It may be necessary to apply to the City of Cape Town for a temporary building permit and a structural engineering certificate.

Floor plans and Custom Stands (covered or double-tier) must be submitted to the City of Cape Town's Building Management Development for approval at least 30 working days prior to the event build up.

Late submission will incur a penalty fee.

DOUBLE-TIER STANDS AND CUSTOM-BUILT STANDS

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

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

STAND EQUIPMENT

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

STAND CONSTRUCTION

The CTICC will recommend a stand builder if requested.

- All contractors are required to observe the CTICC's rules and regulations. An induction process ensures compliance with legislation and the CTICC's house rules. Your Sales or Event Executive can provide further details.
- All stand construction staff are required to wear their company's identification badges for the duration of the build-up and breakdown of an exhibition.
- Failure to advise the CTICC of contractors coming onto site may result in staff being refused entry.
- Stand walls must be clad on the reverse side to maintain aesthetic appeal.

SHELL SCHEMES

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

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

STAND CLEANING

Exhibitors are responsible for always maintaining their own stands.

The CTICC's contracted supplier will provide cleaning during exhibition build-up, show day and breakdown for a fee.

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FOOD AND BEVERAGE



FOOD AND BEVERAGE



ALCOHOL

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

Event organisers must arrange for the prompt delivery, storage and collection of promotional beverages. Only CTICC staff or its appointed contractors may serve alcohol, and only to people over the age of 18.

The CTICC has an on-consumption liquor licence which operates from 11:00 to 02:00.



BEVERAGE CORKAGE

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



COFFEE SHOPS

The CTICC coffee shops are located on the ground floor of each building offer light refreshments and a deli-style menu, including cakes, coffees, beverages and light meals. Operating hours are extended as needed.



EXHIBITOR CATERING

The CTICC is the exclusive provider of all food and beverages on its premises. Only in exceptional circumstances where the CTICC cannot provide a specific food or beverage product will management consider a request to sell food and beverage items on its premises. In these exceptional instances, a 30% corkage fee will be levied on each item sold. A Certificate of Acceptability for food services issued by the Department of Health must be produced and handed to the CTICC prior to set-up. On-site cooking requires detailed discussions and approvals by both the CTICC Food & Beverage Department and the Health and Safety Officer.

As external third-party food and beverage provision is only approved in exceptional cases, clients are reminded that the corkage fee is at the sole discretion of CTICC management and must be paid before the event begins.

Orders for food and beverages will only be accepted if the following information is provided to the CTICC:

- Exhibition and stand number
- Contact person
- Contact phone number(s)
- Food and/or beverages orders
- Credit/debit card details

Food and beverage orders must be confirmed 7 days before the event. Ordered items will not be returned for credit. Payment may be made via credit card, debit card or cash.

For quotes, please contact the Conference and Exhibitor Services Department at confexquotes@cticc.co.za.

The following information is required for all food and beverages orders to ensure efficient service delivery:

- Exhibition and stand number
- Contact person
- Contact phone number(s)
- Food and/or beverages orders – select correct items
- Payment may be made via:
 1. Pre-orders: EFT or payment link
 2. On-site: credit card, debit card or cash (this includes 20% surcharge for all on-site orders).
- Upfront payment is required before services are provided
- Orders booked less than 7 days are subject to 20% surcharge



PRODUCT STANDS (COOKING/SAMPLING)

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

Please note:

- Cooking is only permitted where prior approval has been granted, in writing, by the CTICC.
- Solid food portions should be no larger than 85 g portions of the whole food.
- Beverage tasting must be in tasting cups to a maximum of 50 ml of beverage.

- Bottles and cans are subject to a negotiated corkage fee.
- Product demonstrations and sampling require written permission from the CTICC's management.
- There shall be no demonstrations for sampling outside of the contracted exhibition space. Should samplers interfere with the traffic of neighbouring exhibition stands, the CTICC's management will have no alternative but to request that the sampling is terminated.
- The exhibitor is to supply large plastic rubbish bins and a supply of plastic bags.



HEALTH INSPECTIONS

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



KIOSKS

Four food and beverage kiosks (Convention Cafés) are located in Exhibition Halls 1A, 1B, 2 and 3. The kiosks are standard with the Exhibition Hall and may be operated during an exhibition and at the discretion of the CTICC management. Tables and chairs can be requested for use outside the kiosks.

All food and beverage requirements within the kiosk will be provided by the CTICC's Food and Beverage Department. These kiosks are ideal as public catering spaces as they provide quick and freshly prepared beverages and meals during an exhibition. Your Sales or Event Executive can provide further information.



PUBLIC CATERING

Public catering is available at the discretion of CTICC management, depending on operational needs, risk analysis, and client requirements.



KITCHENS

Recognised as one of the largest and most advanced kitchens in the Western Cape, the CTICC boasts a unique cook-and-chill system that involves preparing a meal, chilling them to maintain freshness, and serving them at the appropriate time, ensuring exceptional service delivery.

This system is practiced by other leading international institutes and convention centres where speed and consistency are essential. The CTICC is accredited with a Certified Halaal production certificate by the Islamic Council of South Africa (ICSA), as well as the Hazard Analysis and Critical Control Point (HACCP) hygiene system. It also conforms to SANS 10330:2007.



LINEN

The CTICC provides standard textured off-white napery. Special decorative linen or overlays are available at an additional cost. Your Sales or Event Executive will provide further information or a quotation in this regard.



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STAGING



STAGING



SCENERY FLYING SYSTEM

- The CTICC featuring eight scenery bars in Auditorium 1 – all are line-shaft type with spiral groove winding drums spaced at intervals along base frames mounted above the grid. These are fixed speed hoists for use with curtaining, scenery or lighting. They are not intended for fast scene changes.
- The first scenery bar is situated downstage (i.e. upfront) of the festoon curtain. This forestage set has 1.1 m less travel than the main stage sets, situated behind the festoon curtain. The seven main stage sets decrease in length the further upstage they are positioned.
- The first five scenery bars are operated by two motors coupled in tandem along the line shafting.
- The remaining four units have a single motor each. The scenery bar is formed from a 48 mm-diameter, high-tensile steel tube and is suspended on 6 mm-diameter steel wire rope lines.
- The fixed panel mounted on the stage controls the movement of the nine motorised bar hoists and the festoon curtain mechanism.
- A further push-button station, situated in the projection room, provides secondary control for the festoon curtain only. A small single station, mounted above the main panel, contains a key switch that isolates the bar hoists, while enabling the operation of the festoon curtain. The key switch positions are marked 'festoon and bar hoists' or 'festoon only'.



STAGE LIGHTING

- A stage lighting system is installed in both Auditorium 1 and 2 and is available when booking the Auditoria with AV.
- Various socket outlets are situated on the catwalk in the ceiling, connected to dimmer outlet points in the projection room and to a dimmer room in Auditorium 1, on the side of the stage. Where available and not in use, lighting bars, each 4.5 m long, can be moved around and utilised where needed.
- The catwalk points in Auditorium 1 are run back to either the projection room or the dimmer room at stage level. Dimmer outlet boxes are colour-coded to indicate where they run.
- Auditorium 2 has a dimmer rack with 12 circuits wired to two lighting bars in the ceiling. Each of these lighting bars is 14 m long and includes six sockets. There are also DMX points above each bar terminating in the audio-visual cabinet in the projection room.



ORCHESTRA PIT

Auditorium 1 has an orchestra pit that accommodates a large orchestra with provisions for light, sound and power. The pit is easily accessed from the dressing rooms and can be covered at either floor level or stage level to provide additional seating. Use of the orchestra pit is subject to an additional fee.



SEATING

Both Auditorium 1 and 2 have seating marked in a numerical sequence. Floor plans can be requested from your Sales or Event Executive.



TEMPORARY/RAKED SEATING

The CTICC assists in securing the services of temporary raked seating suppliers. Temporary raked seating is limited to the Exhibition Halls and is subject to an appointment letter and completion of a structural engineering certificate. Additional build-up and breakdown periods are required for the installation of temporary raked seating. Event permit and BDM (Building Development Management) application forms must be submitted.



RISERS/MOBILE STAGES

All staging can be sourced through the CTICC's preferred supplier. Stages are available in both fixed-seating Auditoria.

Auditorium 1 stage dimensions:

Stage size:	121.69 m ²
Backstage:	94.77 m ²
Forestage:	73.98 m ²

Auditorium 2 stage dimensions:

Stage size:	36.72 m ²
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Fixed staging is provided in both Auditorium 1 and 2. Any other staging requirements are available from the CTICC's contracted preferred supplier. Stage requirements exceeding 900 mm in height may be subjected to BDM approval and a structural engineer's inspection.

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OPERATIONS INFORMATION



OPERATIONS INFORMATION



ACCESS TO HEIGHTS

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



CABLING

The CTICC provides and manages various types of cabling, allowing presentations or videos in one venue to be routed and displayed in others. With the necessary equipment in place, a presentation or video clip shown in one of the breakout rooms can be routed, patched and projected in other venues.

In some venues, the permanent cabling systems include microphone cabling. The audio-visual racks are linked via various tie lines back to a central patch to form a star cabling configuration. Any device connected to a floor outlet can be patched through and connected to any other device connected to another floor outlet in the CTICC by making use of VLANs.

The following types of cabling are available:

Fixed speaker cabling

The fixed speaker cabling is run in wire ways, trunking and conduits. The speaker cables are not shielded but are kept separate from the microphone and line level cables. The cable used for the fixed speaker cabling is 2-core 4 mm² black cabtyre. The speaker cables are then terminated into a female 4-pin Neutrik connector (the same connector in the field and the rack). Event organisers providing their own patch leads are advised that both the 2-pin and 4-pin connectors will fit into the female 4-pin connector in the various floor and wall audio visual boxes.

Microphone cabling

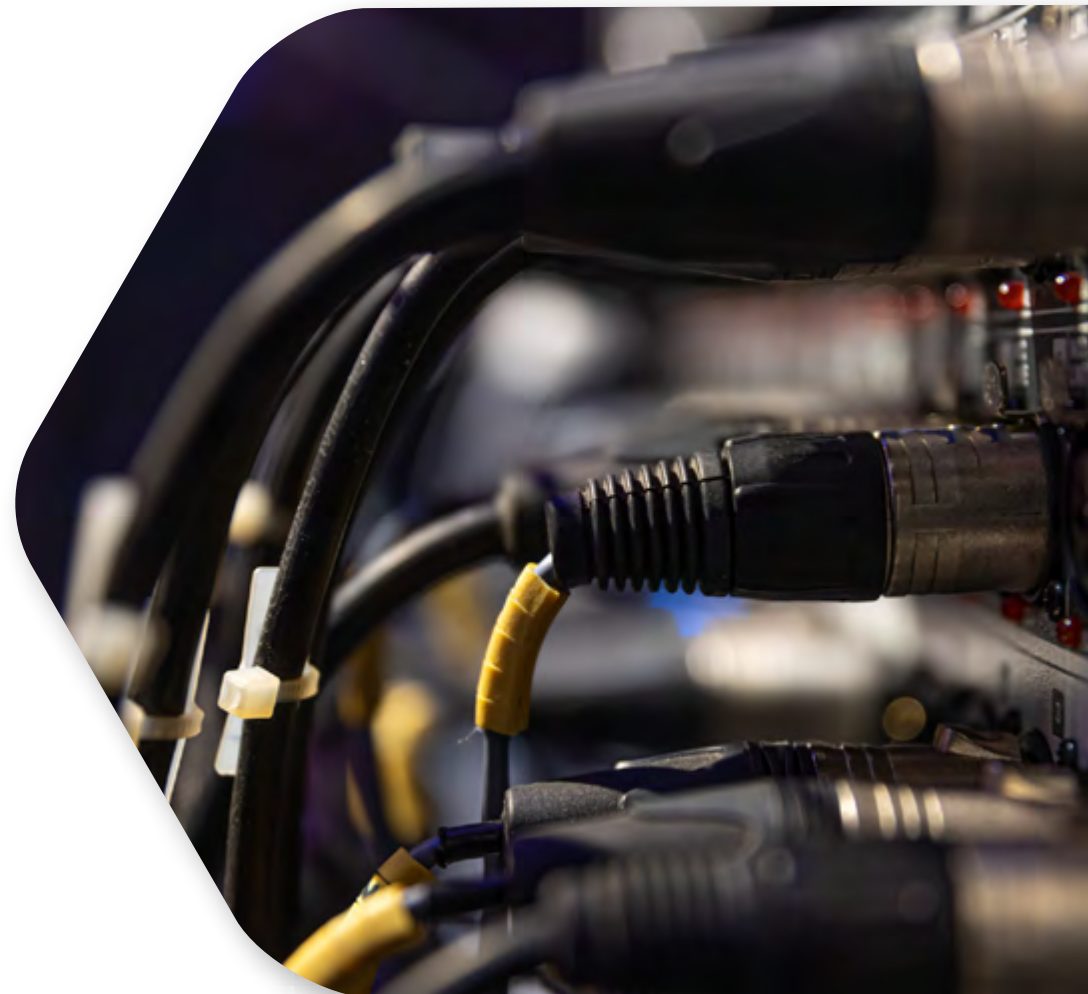
The microphone cabling is run in wire ways, trunking and conduits and is a single pair shielded cable. The microphone cables are run point-to-point (i.e. one floor outlet = one rack outlet). These cables are terminated with a female Amphenol XL3 connector (the same connector in the field and the rack).

Control cabling

The control cabling is run in wire ways, trunking and conduits and is single pair shielded Kelsey cable. The control cables are referred to as Line Level Send (LLS) and Line Level Return (LLR). The same cable is used for both services. The control cable runs point-to-point (i.e. one floor outlet = one rack outlet). These cables are terminated with a female Amphenol XL3 connector (the same connector in the field and in the rack). The LLR points are terminated with a male Amphenol XL3 connector (the same connector in the field and in the rack).

Ethernet cabling (CAT5e and CAT6)

The building is flood-wired with CAT5e and CAT6 cable. These cables typically are terminated in a RJ45 connection jack and are compliant with TIA/EIA-568-B and ISO/IEC 11801 standards. The Ethernet cabling infrastructure was installed to be used for different applications that include patching into the centre's Gigabit data network, running voice, video or telecommunications in a star and/or point-to-point configuration.





FIBRE OPTICS

The centre is equipped with a grid of multi-mode fibre-optic cable running at 10 Gbps. Typically, it is terminated with SC connectors at CTICC 1 and LC connectors in CTICC 2. Other termination methods are available on request. The fibre cables form the backbone of the data network and are also available for applications such as voice and video.



CAT LADDERS & ELEVATED WALKWAYS

Cat ladders and elevated walkways are installed in the Ballroom and Auditorium 1. Access is from the roof and is restricted to production personnel under the guidance of the staff from the CTICC's Facilities and Operations Department. Special permission is required for entry.

During the build-up and breakdown phases, the event area is treated as a construction site. Anyone working in the event area must comply with the requirements of the Construction Regulation 2014. Personal protective equipment (PPE) is the operator's responsibility. Should an operator not comply, work will be halted until the contravention is corrected.



CHERRY PICKERS & SCISSOR LIFTS

In accordance with the Driven Machinery Regulation 2015, only trained and certified Mobile Elevating Work Platform (MEWP) operators will be allowed to operate equipment. Operators must carry their licences at all times. Due care and attention must be given when operating equipment and moving among people or vehicles. No lifting equipment may be driven over carpets, and timber boards must be placed in the vehicle's path. Contractors must supply their own boards and covering to protect carpets and tiles.



CONSTRUCTION

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



DRAYAGE (TRANSPORT OF GOODS)

Your Sales or Event Executive will provide further information.



ELECTRICAL INFRASTRUCTURE & SERVICE

Electrical supply & generators

- UPS power at CTICC 1 and 2 is used only to drive all essential equipment and evacuation lighting during emergencies, approximately 100 KVA.
- CTICC 1 has four 1 MVA, one 400 KVA, and one 250 KVA generator. Two of the 1 MVA generators start-up in sync and are connected to the buzz bar bulk supply system that interconnects substations 1 and 2 that feeds Halls 1 to 4, the kitchens, Ballrooms, Meeting Rooms, The Roof Terrace, The Gallery and office blocks. These generators start up automatically when a power failure is detected and take the load in ± 40 to 50 seconds. Two of the 1 MVA generators are dedicated to the chiller, refrigeration and boiler plant rooms. These start up automatically when a power failure is detected and take the load in ± 40 to 50 seconds.
- The 400 KVA and 250 KVA generators are dedicated to Auditorium 1. They start up automatically and take the general load in ± 40 to 50 seconds. However, to engage the HVAC and bulk supply system in Auditorium 1, requires manual switching at substation 3.
- CTICC 1 has capacity for approximately 11 500 litres of diesel on-site and can run at load for approximately ten hours continuously depending on load.
- CTICC 2 has two 1 MVA generators that are connected to power Halls 5 to 10, the kitchens, Meeting Pods, Meeting Rooms, The Roof Terraces, The Gallery, and office blocks. They start up automatically when a power failure is detected and take the load in ± 40 to 50 seconds.
- CTICC 2 has capacity for approximately 14 000 litres of diesel on site and runs at load for approximately 24 hours continuously.

Electricity services

The CTICC is equipped with several power systems. Electricity is reticulated at 240 V and 380 V. If your power requirements equal or exceed 32A 3-phase, you must notify your Event Executive at least two weeks in advance of the event.

All main power installations, from source to outlet, may only be carried out by the CTICC's Maintenance Division staff or by the preferred CTICC electrical contractor. All installations must comply with the Electrical Installations Regulations. An Electrical Certificate of Compliance must be issued by a competent person.

Any electrical equipment brought into the CTICC must comply with South African Electrical Installation Regulations and SANS 10142. Non-complying equipment will immediately be removed from the premises at the expense of the exhibitor. Costs for damage caused by faulty equipment will be charged to the exhibitor.

The event organiser must ensure that no electrical equipment damages or interferes with the CTICC's electrical installation. Electrical services are only

provided during the event and official build-up and breakdown hours.

Exhibition power available is 500 KVA per exhibition floor. On an optimum percentage utilisation (3 m x 3 m exhibition space) this provides approximately 250 exhibitors with 2 KVA per stand (diversified). This can be plugged into points in these areas for large power consumers. The unit has a dedicated meter for costing purposes.

If generators are used, their location and accessibility for refuelling purposes must be pre-planned and generators must be appropriately earthed. Fuel storage and accessibility for fuel deliveries must be considered. The generator and its fuel must be fenced, and the necessary safety signage displayed to prevent access by anyone unauthorised.

If noise levels are excessive, management may request that silenced generators be used. Trailer-mounted generators must comply with national traffic codes and regulations. A Certificate of Compliance must be provided for the connection from the generator to its intended source. Fire extinguishers must be supplied with the generator.

Electrical infrastructure for exhibition halls in CTICC 1 and 2

Each cluster house/pit box in CTICC 2 contains:

- 2 x 16 A 3-pin connection points (blue caravan-type plug). This is a single-phase socket outlet and needs to be converted to a normal 15 A 3-pin socket via a distribution system
- 1 x 32 A 5-pin connection point, or
- 1 x 63 A 5-pin connection point
- 1 x data connection point.

Each trench in CTICC 1 and 2 consists of:

- 2 x 16 A 3-pin connection points (blue caravan-type plug). This is a single-phase socket outlet and needs to be converted to a normal 15 A 3-pin socket via a distribution system
- 1 x 32 A 5-pin connection point, or
- 1 x 63 A 5-pin connection point at each cluster
- 1 x data connection point.

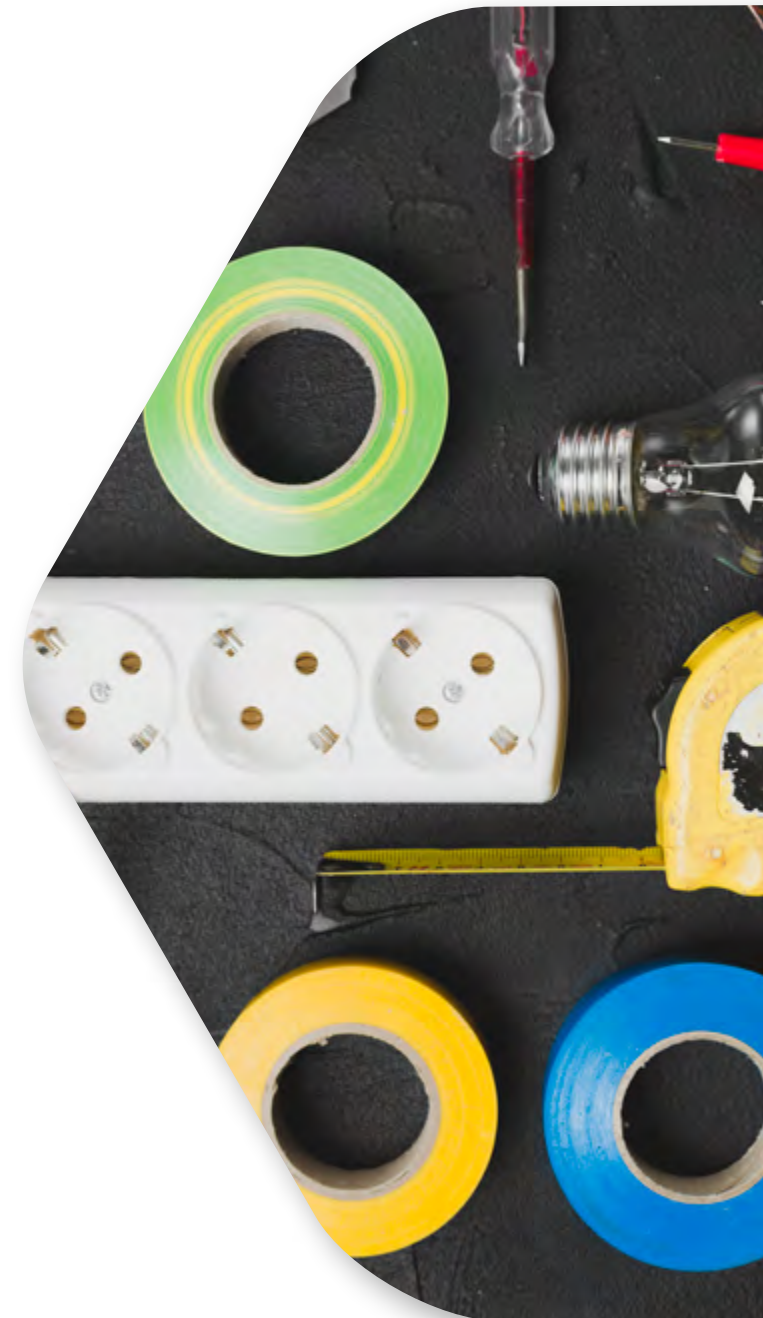
Single-phase power is available throughout the building, with 3-phase power points available from facility boxes

within the Exhibition Halls at an additional cost. The dedicated use of electricity and services is charged to the event organiser. Your Event Executive will provide further information.

Halls 1 - 4 have two common 400 A connection points, with each hall also featuring two 125 A connection points. All connection points are situated in P3 Parking. Within Exhibition Halls 5 - 10 is a 400A connection point facing the Marshalling Yard, and two 125 A connection points on each side of the halls. In Exhibition Halls 1 - 4, the clusters are positioned 16 m apart within the trenches. In Halls 5, 6 and 7, the clusters are positioned 5 m apart within the trenches.

In Exhibition Halls 8 - 10, pit boxes are positioned 5 m apart throughout the halls. Stand builders placing floorboards on carpets, should cut out a trapdoor to ensure accessibility to the underfloor pits. Floorboards may not be modified.

- No twin flex is permitted.
- Wiring for all purpose-built stand shell schemes/equipment is to be done by registered wiremen only and must comply with the South African Bureau of Standards (SABS) and the Occupational Health and Safety Act. A Certificate of Compliance must be submitted to the CTICC's management before the start of the event.
- Only SABS-approved multi-socket/multi-extender plugs or cabtyres may be used.
- Wiring systems must be insulated flexible cables with copper conductors, with a minimum cross-section area of 1.5 mm². Appropriate circuit breakers must be included to protect the cable (1.5 A to 15 A maximum).
- Open wiring is not allowed.
- No joints in trailing cables are allowed.
- Multiple wiring will not be permitted to terminate to a single 15A plug top (SA 3-pin round plug).
- Lighting is to be looped from fitting to fitting, with all terminations secured and concealed.
- Should any termination points be required to wire ways, they need to be insulated and of a mechanical nature.



- Stands constructed of conductive materials must be double earthed to the CTICC's earthing system.
- To cater for most exhibition requirements, 5A is allocated per exhibition stand. Laser printers, heating and refrigeration equipment may require additional electrical supplies.
- Electronic transformers are to be used where possible.
- Each electrical point provided is intended for one item of equipment or machine on display. Multi-point socket outlets are not permitted.
- No electrical installation and/or fitting may be suspended from the ceiling of the Exhibition Hall or fixed to any part of the building structure without prior approval. If permitted, a fee will be levied.
- 30A and 60A 3-phase power, including earth and neutral, are available on request. Any power requirements of more than 60 A should be discussed with the CTICC's management.
- Neon lighting may not be installed without written authorisation from the CTICC's Management.
- If approved, a fireman's switch is to be installed.
- The CTICC reserves the right to request higher quality installations than those prescribed in SANS 10142 or the Occupational Health and Safety Act (No 85 of 1993) and Electrical Installations Regulations 2009 and to request a Certificate of Conformity as directed by legislation.

Electrical power consumption

Power consumption exceeding R100 will be billed to the event organiser. This will be charged at a cost of R1.35 per kWh in all venues where sub-metering is in place. Please consult your Sales or Event Executive for more information.

ESCALATORS

The CTICC is equipped with 17 escalators – nine in CTICC 1 and eight in CTICC 2.

CTICC 1

- From P3 to the ground floor
- Ground floor to the first floor at the main foyer
- Ground floor to the first floor at entrance 5
- First floor to the second floor at the main foyer
- First floor to the second floor at entrance 5

CTICC 2

- Sky bridge to the ground floor at the main foyer
- Ground floor to the first floor at the landing
- First-floor landing to the second floor

It is recommended that the direction flow of escalators remains unaltered to avoid equipment failure.



EVENT SAFETY AND SECURITY

Please review our comprehensive Event Safety and Security Manual for detailed guidelines.



EVACUATION

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



EXHIBITION STORAGE

No on-site storage facilities are available. Recommended drayage suppliers can provide off-site storage. The CTICC will not be held liable for any items stored.



FACILITY BOXES/TRENCHES

Facility boxes or trenches are situated throughout the CTICC. Depending on the venue, they contain:

- Data cabling
- Single and 3-phase electricity points
- Sleeves for additional services and compressed air



- Wet waste for any wastewater
- Fresh water
- Plumbing

Exhibition Halls 5, 6 and 7:

- Trenches
- Two water points are available at opposite corners of each hall.

Exhibition Halls 8, 9 and 10:

- Facility boxes 63 A, 32 A 3-phase sockets are available in these boxes. Also note that the 16 A single-phase sockets (blue caravan-type plug) are dedicated and need to be converted via distribution to a standard 3-pin 15 A socket.
- There are two water points available at opposite corners of each hall.



FIRE ESCAPES

Fire escapes are positioned throughout the venue and are demarcated with signage. Event organisers must ensure that both the signage and exits are unobstructed.



FIRE SYSTEM & MITIGATION

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

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

The fire detection system cannot be isolated. Should isolation of the fire detection system be required in a certain area, a fire marshal must be appointed. The Conference Services Department can assist with booking a trained fire marshal. In case of fire, all lifts will return to the ground floor and escalators will stop operating.

In the case of any emergency, contact the Event Services Manager or call +27 21 410 5252 from an outside line, or extension 5252 from an internal line.



FLOOR-LOADING LIMITS

Maximum floor-loading capacities at the CTICC are:

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

The event organiser must ensure that these weights are not exceeded. Notify your Sales or Event Executive of any equipment weighing more than 2 000 kg.



FORKLIFTS & OPERATORS

The arrangement of forklifts is the responsibility of the event organiser. All forklift drivers must comply with the Driven Machinery Regulations 2015. The event organiser and operator will be liable for any injuries or damage resulting from reckless driving.



HANGING BARS & POINTS (RIGGING)

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



INDUCTION MANUAL

You are encouraged to review the complete Induction Manual for detailed guidelines.

LIFTS - CTICC 1

**LIFT 1
BOH**

INSIDE
H 2 287 W 1 602 L 2 204
DOOR
W 1 099 H 2 088
KG 1 600

**LIFT 5
GLASS**

INSIDE
H 2 159 W 1 557 L 1 314
DOOR
W 1 104 H 2 102
KG 1 050

**LIFT 9
GLASS**

INSIDE
H 2 291 W 1 599 L 2 189
DOOR
W 1 102 H 2 103
KG 1 600

**LIFT 13
GLASS**

INSIDE
H 2 397 W 1 592 L 1 338
DOOR
W 1 097 H 2 104
KG 1 000

**LIFT 2
GLASS**

INSIDE
H 2 163 W 1 554 L 1 314
DOOR
W 1 103 H 2 102
KG 1 050

**LIFT 6
BOH**

INSIDE
H 2 975 W 1 555 L 2 178
DOOR
W 1 099 H 2 106
KG 1 600

**LIFT 10
BOH**

INSIDE
H 2 981 W 1 547 L 2 179
DOOR
W 1 101 H 2 377
KG 1 600

**LIFT 3
BOH**

INSIDE
H 2 289 W 1 597 L 2 205
DOOR
W 1 102 H 2 105
KG 1 600

**LIFT 7
BOH**

INSIDE
H 2 993 W 1 548 L 2 171
DOOR
W 1 100 H 2 093
KG 1 600

**LIFT 11
BOH**

INSIDE
H 2 983 W 1 565 L 2 159
DOOR
W 1 105 H 2,099
KG 1 600

**LIFT 4
BOH**

INSIDE
H 2 286 W 1 598 L 2 204
DOOR
W 1 102 H 2 107
KG 1 600

**LIFT 8
BOH**

INSIDE
H 2 306 W 1 598 L 1 401
DOOR
W 0,898 H 2 096
KG 1 050

**LIFT 12
BOH**

INSIDE
H 2 335 W 1 599 L 2 103
DOOR
W 1 099 H 2 206
KG 1 600

LIFTS - CTICC 2

**LIFT 1
GLASS**

INSIDE
H 2 224 W 1 354 L 2 023
DOOR
W 1 025 H 2 106
KG 1 275

**LIFT 5
BOH**

INSIDE
H 2 552 W 1 372 L 2 400
DOOR
W 0,981 H 2 396
KG 1 600

**LIFT 9
BOH**

INSIDE
H 2 565 W 1 362 L 2 394
DOOR
W 1 036 H 2 416
KG 1 600

**LIFT 2
GLASS**

INSIDE
H 2 230 W 1 359 L 2 022
DOOR
W 1 021 H 2 109
KG 1 275

**LIFT 6
VEHICLE**

INSIDE
H 2 696 W 2 920 L 6 437
DOOR
W 2 516 H 2 605
KG 4 000

**LIFT 10
GLASS**

INSIDE
H 2 122 W 1 324 L 1 913
DOOR
W 1 018 H 2 107
KG 1 275

**LIFT 3
BOH**

INSIDE
H 2 250 W 1 068 L 2 097
DOOR
W 0,839 H 2,095
KG 1 000

**LIFT 7
VEHICLE**

INSIDE
H 2 230 W 1 359 L 2 022
DOOR
W 1 021 H 2 109
KG 1 275

**LIFT 11
BOH**

INSIDE
H 2 527 W 1 549 L 2 101
DOOR
W 1 034 H 2 410
KG 1 600

**LIFT 4
BOH**

INSIDE
H 2 533 W 1 363 L 2 397
DOOR
W 992 H 2 396
KG 1 600

**LIFT 8
BOH**

INSIDE
H 2 562 W 1 366 L 2 763
DOOR
W 1 059 H 2 409
KG 1 600

Vehicles using vehicle lifts should be a medium-size delivery vehicle such as an MB Vito, Hyundai H1 or similar. Vehicle lifts must be operated by an operator and require prior booking. The dimensions of the lifts should be verified on-site.

On event days, parking can be secured in the P1, P3 and P5 parking areas.



PARKING

For further details, please refer to the Parking and Logistics Manual.



SCAFFOLDING

Scaffolding for draping purposes is not permitted. If scaffolding is required for build-up or strike, it must comply with Section 16 of the Construction Regulations. An inspector's appointment letter must be submitted to the Safety Officer, and a fall protection and rescue plan is required for work at heights. Complex scaffolding may require a structural engineering certificate. Contact your Event Executive for more information.



TOILETS

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

CTICC 1

Ground floor

Toilets are located outside Exhibition Halls 1B, 2, 3 and 4 along the gallery area:

- 32 toilets for females
 - 12 toilets and 24 urinals for males
 - Four toilets for the disabled
 - Hall 4B is equipped with one toilet for the physically challenged
- Additional toilets outside Exhibition Hall 2 are available for use during build-up and breakdown:

- 2 toilets for females
- 1 toilet for males

First floor

- 28 toilets for females
- 11 toilets and 37 urinals for males
- Four toilets for the disabled

Second floor

- 11 toilets for females
- Six toilets and 18 urinals for males
- Two toilets for the physically challenged

CTICC 2

Ground floor

- 32 toilets and 15 urinals for males
- 21 toilets for females
- Three toilets for the disabled

Level 1

- Six toilets and 15 urinals for males
- Nine toilets for females
- Two toilets for the disabled

Level 2

- 12 toilets and 15 urinals for males
- 21 toilets for females
- Three toilets for the disabled

Level 2M

- One toilet and one urinal for males
- Two toilets for females
- One toilet for the disabled

Back-of-house

- Toilets for service personnel

Ground floor

- One toilet for males

Level 2

- Two toilets for males



WATER

CTICC's tap water meets global health standards and is safe to drink. The Topia bottling system that ensures on-site bottles contain only high-quality, great-tasting water.



WATER & DRAINAGE

Water supply and drainage are available in the Exhibition Halls. Event organisers can order water and drainage through the CTICC's exclusively contracted supplier. Contact your Sales or Event Executive for more information.



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FILM AND
PHOTOSHOOTS

FILM & PHOTOSHOOTS

Filming and photography must not interfere with anyone conducting business in any public areas or walkways.



CHEMICALS ON SITE

Only environmentally-friendly chemicals, accompanied by a relevant Safety Data Sheet (SDS), are permitted on the premises. The CTICC must be notified of any chemicals which will be brought onto the premises.



FITTING & VACATING

All equipment, décor or structures belonging to clients or their suppliers must be removed directly after a shoot, unless otherwise agreed with the CTICC's management. The fitting out and vacating of the hired area must comply with written approval and instructions from the CTICC.



FILMING PERMIT REQUIREMENTS

A filming permit is required for all film and photoshoots on CTICC property, car parks, roads, and in the Convention Square and surroundings. Prior approval must be obtained before applying for a filming permit. An event permit is not required.



ROAD CLOSURES

If road closures are required around the CTICC, the organiser must lodge a road closure request as part of the permit application process. Copies of the approved application must be shared with the CTICC, and prior approval must be obtained from CTICC Management.



SAFETY

The organiser must appoint a Safety Officer in writing, and a copy must be provided to CTICC management. Safety Officers are appointed under the Occupational Health and Safety Act and Construction Regulations.



SECURITY SERVICES – INTERNAL

The CTICC provides general security along the perimeter of the building and roaming security within the centre's public areas. It is advisable to arrange security services for your venue, load-in/out, and to secure equipment. This must be done through the CTICC. Other security services, including the hire of close protection and cash-up officers, are available from the CTICC's contracted in-house supplier.

All main entrances and exits within the CTICC are manned by CTICC security staff. Should event organisers wish to use alternative security personnel, this will apply only for hired venues and not for the centre's perimeter.

All independently-contracted security must complete an access request and submit a PSIRA registration certificate seven days before filming takes place.



MEDICS

A medic, registered with the HPCSA at ILS level, must be scheduled for all events, including filming. Proof of registration must be provided prior to filming.



TEMPORARY STRUCTURES & TENTS

Temporary structures, such as a stage higher than 600 mm, custom stands (higher than 3 m) and tents (bigger than 100 m²), must be approved by CTICC Management. A structural engineering certificate may be needed in certain cases. If so, BDM 11 and BDM 12 appointment letters and a floor plan must be submitted to the City of Cape Town for a Temporary Building Permit.



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BUILDING CARE

BUILDING CARE



ALTERATIONS TO FURNITURE, FITTINGS & ARTWORK

Moving furniture, fittings and artwork in public areas is not permitted. No attachments to the building are allowed without prior written consent from the CTICC's management.



DAMAGE

Event organisers are responsible for covering the cost of damage to the premises caused by themselves, their agents, contractors, sub-contractors or by anyone employed or engaged on their behalf. Any client found damaging CTICC property will be charged with the replacement value of the item.

The CTICC appreciates that clients need to decorate their sets by means of painting, welding, angle grinding, cutting timber, wallpapering and other processes, but clients should note this is not permitted inside the venue. A specific area is demarcated in the Marshalling Yard for this purpose.

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



FIREWORKS (PYROTECHNICS)

Approval from CTICC Management is required for fireworks or pyrotechnics. A permit from the SAPS must be obtained for the use of firework displays, pyrotechnics or demonstrations taking place in- or outdoors. This permit must be presented to the CTICC 72 hours prior to the display. Firework displays may only be presented by a qualified pyrotechnician, and these displays are at the discretion of the CTICC's management.

Where the fire detection and alarm systems are required to be isolated for the use of fireworks, hazers and foggers, a trained and qualified fire marshal is required to be appointed for this period. Contact your Event Executive for details on booking a trained fire marshal.



FLAMMABLE & HAZARDOUS MATERIAL

Prior written permission is required from CTICC management and the Fire Department for the use of flammable and/or hazardous material, including gases (LPG) and liquids. No liquid petroleum is permitted inside the CTICC. Should LP gas be used, only 9 kg alongside one backup gas cylinder is permitted.

The Fire Department has a very strict 'no-fires in the CBD' policy, and naked flames, candles, barbecues and open flame torches are prohibited. All approvals must be requested in writing. Polystyrene, straw, pallets and hessian products are prohibited unless treated with a fire retardant and a fire-retardant certificate is provided by the client or production manager.

All materials and equipment used must be non-flammable and fire-resistant.





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HOUSEKEEPING

HOUSEKEEPING



BALLROOM HOUSE RULES

- Exhibitions are generally not accommodated in the Ballroom.
- Maximum height of stands: 3 m.
- No hot works are permitted in the Ballroom.
- No electrical sawing, cutting or grinding may occur in the Ballroom.
- Loading into the Ballroom can only occur from Walter Sisulu Avenue and not via the Main Reception. Security must be booked on load-in/out.
- Driving on the Ballroom carpet is not permitted unless floorboards are placed to prevent carpet damage.
- No painting is permitted on the Ballroom carpet unless cover sheets are used.
- Correct points must be used for rigging; load certificates can be obtained from your Event Executive.



CONDUCT

The event organiser is responsible for the conduct of staff, suppliers, sub-contractors and service providers while on CTICC premises. The event organiser also undertakes to ensure that no unacceptable behaviour, including excessive consumption of alcohol, playing loud music, use of abusive language, or lack of respect for the building, its infrastructure and personnel, occurs while on CTICC premises.



FIREARMS/TRADITIONAL WEAPONS

The CTICC is a weapon-free venue – therefore the use and carrying of any weapon is prohibited. When firearms form the basis of an exhibition, a special permit is required for their display. Firearms and ammunition must be displayed in secure, lockable cabinets. Imitation weapons or dangerous apparel may be permitted at the discretion of CTICC management, with prior written approval.



GAFFER/DUCT TAPE

- The use of gaffer tape, duct tape or any other tape on the carpets is strictly prohibited, except for slipway cable cover tape, obtainable from a hardware store.
- Contractors must run cabling in ducting channels on the sides of the Ballroom.
- Where cables need to be run across the floors, these must be covered by purpose-made rubber matting supplied by the contractor.



GRATUITIES

CTICC staff do not expect gratuities. Exceptional service may be rewarded at the discretion of the event organiser. Any amounts can be signed to the master account and will be distributed accordingly. The event organiser is kindly requested not to give, pledge or promise gratuities, gifts, donations, or remuneration to staff employed or engaged by the CTICC.



LOST CHILDREN

Children should not be left unattended at any time. If found, they can be retrieved from Reception in the Main Entrance foyers of CTICC 1 and CTICC 2.



LOST PROPERTY

Under its General Conditions of Hire, the CTICC requires that event organisers indemnify the CTICC from all claims resulting from loss of property, as well as accident, damage and/or injury occurring at the CTICC. If not returned to the owner, lost property will be kept with security for three months.

Unclaimed items will be donated as part of the CTICC's Corporate Social Responsibility (CSR) programme.



SMOKE GENERATION/HAZERS

Advance notice must be given to your Event Executive if smoke machines or hazers are to be used. The Event Executive will arrange for smoke detection systems to be isolated during use, requiring a trained fire marshal with a hand-held extinguisher on duty. These safety measures will be at the event organiser's cost.



SPRAY PAINTING

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

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MARKETING

MARKETING SERVICES



USE OF THE CTICC LOGO

If event organisers wish to use the CTICC logo to promote their event at the centre, the CTICC requires that specific and correct logos are used. This can be obtained from the Marketing Department. The CTICC must approve the use of all logo applications included in any marketing material.



CANVASSING & BUSINESS SOLICITATION

Prior written consent is required from CTICC management for the solicitation and canvassing of business on its premises. The distribution of promotional material on parked vehicles is prohibited.



PUBLICATION OF EVENTS

Unless a written objection is received prior to publication, it is assumed that the hirer/event organiser consents to the publication of their event in exhibition or congress agendas, and publicity material produced for the CTICC from time to time. To list an event on the CTICC's website, clients are requested to complete a publication form and return it to their Event Executive.



PUBLIC RELATIONS

All media requests and public relations activities relating to the CTICC should be directed to the Corporate Communications Department, which manages the CTICC's website and calendar of events.



WEBSITE HYPERLINKS

The CTICC website can be found at cticc.co.za. Hyperlinks may be accommodated on the website at the discretion of the CTICC's management. Further information can be obtained from the Corporate Communications Department.





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NEED TO KNOW

NEED TO KNOW



CULTURAL CATERING POLICY

CTICC's international kitchen can accommodate various cultural preferences, with partnerships established to ensure dietary needs are met.

To accommodate specific requirements:

- The event organiser must ensure that the CTICC is fully aware of the dietary requirements for its function well in advance.
- The CTICC will manage the entire function, including, but not limited to, service, beverages, staff and equipment.
- If clients request traditional meals the CTICC is unable to produce, then the main meal will be sub-contracted to the centre's accredited and preferred cultural caterers and prepared in the CTICC kitchens.
- The appointed caterer may be allowed to bring in their own chefs to assist with the serving of the meals, but a surcharge will apply, as per the Food and Beverage Department.
- Surcharges may apply to the above.

Please note that the CTICC kitchen is Halaal-certified by The Islamic Council of South Africa (ICSA). Surcharges will apply for strictly Kosher meals.



DAMAGE

Event organisers are responsible for the cost of replacing or repairing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors, or anyone engaged on their behalf. Any event organiser found damaging walls, carpets, or

other CTICC structures will be charged for the replacement value of the items.

Pre- and post-event checks are conducted, and any discrepancies will be communicated to the event organiser for repair and payment.



DISCLOSURE

Event organisers are required to provide their event and company profile to the CTICC. Exhibition organisers must supply an exhibitor profile and a list of all exhibitors prior to the event dates. This aims to protect organisers and the CTICC from 'ambush marketing' and conflicts of interest.



FIRE REGULATIONS

Event organisers are advised of the following fire regulations at the CTICC:

- All materials used in an exhibition must be non-flammable and fire-resistant in accordance with local fire ordinances and regulations established by the City of Cape Town Fire Safety bylaws and Fire Protection Association of South Africa. Fire regulations prohibit the use of crêpe paper, corrugated paper, cardboard, PVC sheeting (except on the floor to prevent damage to carpets), or any other highly combustible or flammable materials.
- Electrical signs and equipment must be wired to meet the specifications of local fire authorities.
- Fire extinguishers on walls, floors or elsewhere may not be removed or obstructed in any manner.
- Any exhibitor with equipment that produces heat, smoke or open flames must receive written approval of plans

from the CTICC's management. Should this equipment be approved for use, a qualified fire marshal must be appointed to the specific venue at the organiser's cost.

- All aisles and exhibits must always be kept clear.
- Fire extinguisher equipment, emergency exits, and signage (including those inside exhibits) must always remain visible and accessible.
- No storage of any kind will be permitted within the confines of the exhibition floor and/or placed behind the exhibition stand or CTICC walls or curtains.
- All displays are subject to inspection by the fire/safety officer. If any construction materials are found to be flammable, they may have to be dismantled.
- Polystyrene products are prohibited unless treated with a fire retardant, and certified proof from an authorised service provider is provided by the exhibitor. Only on receipt of the certificate may the stand be constructed.
- Chairs in a row of 15 or more must be cable tied.
- No open flames are allowed, including decorative candles.



GAS USAGE POLICY

The following regulations are drafted in accordance with the Health and Safety Policy, as well as the requirements of the Fire Department:

- All spare gas bottles need to be stored off-site or in a temporary storage cage approved by the Fire Department. This is the exhibitor's responsibility.

- Gas usage exceeding 19kg requires external piping in accordance with fire regulations.
- Gas bottles must be fitted with pressure regulators.
- No connections are allowed during show times. All connections must be made during the morning of the day the show commences. Should the gas run out during the day, no further installations will be allowed until the following morning.
- The exhibitor takes full responsibility for all aspects of the Health and Safety Act applicable to the installation.
- Upon delivery, the gas bottles need to be checked through the Control Room. Only a certified installer may connect the gas.
- The exhibitor remains solely responsible for the safety and security of cylinders, whether in the Exhibition Hall or in the Marshalling Yard.
- The exhibitor must ensure that the correct type and quantity of firefighting equipment is on hand. All firefighting equipment must have service labels from a SABS-approved service company and include a service date not older than nine months.
- There is no extraction in the Exhibition Halls, so cooking must be kept to a minimum. No deep fat fryers are allowed on site.
- The CTICC reserves the right to remove all gas from its premises should any of these conditions not be met.



PRICING STRUCTURE POLICY

The CTICC implements annual price adjustments in November each year for the following year. Event organisers should anticipate an annual increase of approximately 12% on all prices quoted.

All prices quoted are exclusive of VAT, except for food and beverages that include VAT. Prices are for the current year and are subject to change without notice.



SMOKING POLICY

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

In line with legislation, no smoking, vaping or the use of e-cigarettes are allowed within 10 m of a public building entrance and the sale or advertisement of any tobacco products are prohibited, including vapes and e-cigarettes.



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CTICC GENERAL TERMS & CONDITIONS 2026



CTICC GENERAL TERMS & CONDITIONS

1. INTERPRETATION

In the contract of hire unless the context otherwise indicates:

- 1.1 "agreement" means the contract of hire;
- 1.2 "client function sheet" means the document outlining the specific services and all requirements for a particular event to be held at the convention centre;
- 1.3 "commencement date" means the date of commencement of the hire period;
- 1.4 "confirmation of hire" means the written confirmation of hire concluded between the CTICC and the hirer containing inter alia the details of the hirer, the hired area, the hire period and the hire charge;
- 1.5 "contract of hire" means these general conditions of hire read together with the confirmation of hire and any other ancillary documentation (e.g., client function sheets) attached thereto;
- 1.6 "convention centre" means the Cape Town International Convention Centre located at the corner of Walter Sisulu Avenue and FW de Klerk Boulevard, Foreshore, Cape Town and any extended areas;
- 1.7 "days" means ordinary days including Saturdays, Sundays and South African public or national holidays unless the context indicates otherwise.
- 1.8 "event/s" means events for which the hired area will be utilised;
- 1.9 "hazardous substance" means any substance or article which, in the opinion of the CEO of CTICC or any person designated by the CEO, may create a risk of fire, explosion or the release of noxious gases, or cause damage to the convention centre or its contents, or may create any risk to the health and safety of occupants of the convention centre or surrounding areas;
- 1.10 "hirer" means the party indicated on the confirmation of hire who is hiring the hired area from CTICC;
- 1.11 "hired area" means the specific areas and facilities to be utilised by the hirer for the event/s identified in the confirmation of hire comprising inter alia, exhibition halls, rooms and foyers;
- 1.12 "hire charge" means the amount specified in the

confirmation of hire that is payable by the hirer to CTICC as consideration for the hire of the hired area for the hire period but excluding the additional charges referred to in clause 3;

- 1.13 "hire period" means the period during which the hired area shall be hired as specified in the confirmation of hire;
- 1.14 "CTICC" means Cape Town International Convention Centre (RF) State Owned Company Limited;
- 1.15 "prime rate" means the prime interest rate charged by CTICC's bankers on overdrawn current accounts from time to time calculated daily and compounded monthly in arrears as certified (in the case of a dispute as to the rate so payable) by any manager of any branch of the bank whose authority, designation and appointment it shall not be necessary to prove;
- 1.16 "total charges" means the hire charge and additional charges for the provision of services including any other charges or costs due to CTICC in terms of the contract of hire;
- 1.17 "VAT" means Value Added Tax payable in terms of the VAT Act 89 of 1991.

2. THE HIRED AREA

2.1 The hired area shall consist solely of the area(s) and facilities specified in the written confirmation of hire and unless the confirmation of hire confirms that the entire convention centre is hired by the hirer, areas outside of the hired area shall not be available for the sole occupation or use of the hirer as other clients of CTICC or CTICC itself may utilise the remaining areas in the convention centre.

2.2 The hirer shall not without the prior written consent of CTICC be entitled to:

- 2.2.1 display any goods or services not consented to by CTICC; or
- 2.2.2 change the name of the event/s;
- 2.2.3 use the hired area for any purpose other than described or disclosed in or authorised in terms of the contract of hire;
- 2.2.4 sub-let, cede, assign, delegate or in any way purport to transfer its rights and/or obligations in respect of the use of the hired area to any person.

2.3 If and to the extent that the hired area(s) is/are used to

hold exhibitions, and the hirer is acting partly or wholly as an organiser, the hirer shall be entitled to make part/s of the hired space available to participants. It is the responsibility of the hirer to ensure that the participants are made aware of the terms of the agreement. The hirer shall take responsibility for the conduct of the participants and shall be liable for any breach of the agreement committed by a participant as if such breach was committed by the hirer itself.

2.4 The event owner, exhibitor and its representatives, visitors or delegates, suppliers, contractors and or employees shall under no circumstances be allowed to display, distribute, or wear any material which is inappropriate, discriminatory, promotes hate speech or gratuitous violence.

2.5 The CTICC under no circumstances tolerates any form of bullying, harassment, intimidation, or abusive behaviour towards its employees, service providers, or delegates by the Hirer or any of its representatives. The CTICC reserves the right to take immediate and appropriate action, including but not limited to the suspension or termination of the event, removal of the offending person(s) from the premises, and/or the withholding of deposits or payments, without any liability to the Hirer for loss or damages arising therefrom

3. ADDITIONAL CHARGES

3.1 The hirer shall be liable for all additional charges incurred by CTICC at the hirer's request or where obligatory in connection with the event and/or the hirer's occupation of the hired area including but not limited to costs in respect of:

- 3.1.1 compressed air, bulk electricity, gas and water consumed, carpeting, parking and portage;
- 3.1.2 waste gas and refuse removal;
- 3.1.3 audio visual equipment and services, telephony, data transmission or access services, facsimile and photocopy charges;
- 3.1.4 fire prevention, first aid, cleaning and security costs;
- 3.1.5 the construction, fitting out, dismantling and vacating of the hired area;
- 3.1.6 catering, transport and entertainment;
- 3.1.7 licence costs;
- 3.1.8 cost of all staff or personnel provided by or on behalf of CTICC, including but not limited to commissionaires,

cashiers, security and surveillance staff, all attendants, traffic co-ordinators and operators of technical installations and equipment;

3.1.9 all goods and services procured at the special instance and request of the hirer from third parties, shall, unless otherwise agreed between the parties in writing (but subject always to clause 8), be provided by or on behalf of CTICC and paid by the hirer to CTICC on demand and in addition to the hire charge; and

3.1.10 including VAT on all costs.

3.2 Where the hirer is permitted to provide its own goods and/or services in relation to the event/s as agreed in writing, CTICC reserves the right to impose a charge to the hirer in respect of such goods and/or services provided or supplied by the hirer.

3.3 Where extra facilities are provided by CTICC (including but not limited to facility surcharges for the number of square metres actually used to hold exhibitions in areas, other than the exhibition halls), such surcharges will be charged separately to the hirer.

3.4 The hirer shall consult with CTICC in relation to any services required in respect of the event and the estimated costs thereof at least 3 (three) months prior to the commencement of the hire period unless the CTICC determines otherwise.

3.5 Electricity usage in the Exhibition Halls, Ballroom and Auditoria will be metered and the hirer shall be charged for consumption costs exceeding R100.00 (One Hundred Rand) for the hire period.

4. EQUIPMENT AND SERVICES

4.1 The hirer shall specify in the client function sheet such equipment, catering or other services that are required for the event and shall supply CTICC with all necessary details to enable CTICC to supply such equipment and services.

4.2 Any changes to the details mentioned in clause 4.1 shall only be binding if made in writing and signed by CTICC and CTICC shall be entitled to revise its charges should any additional charges be occasioned by such changes.

5. PAYMENT

5.1 Unless otherwise agreed in writing between the CTICC and the hirer, the hirer shall make all payments in terms of the agreement to CTICC on the dates contemplated in clause

5.3. All amounts due and not received by CTICC timeously shall bear interest at the prime rate. All payments made by the hirer are non-refundable as provided for in clauses 5.6 and 17.

5.2 All amounts owing to CTICC in terms of the contract of hire shall be paid to CTICC in the manner and at the place stipulated by CTICC from time to time together with VAT thereon. Unless otherwise stated, all amounts indicated in the contract of hire are indicated exclusive of VAT. The CTICC shall not accept manual credit card transactions as a method of payment.

5.3 Unless otherwise stated in the confirmation of hire or any other written variation of the contract of hire, the following payments shall be made in respect of the hire charge and the additional charges on or before the following dates:

5.3.1 10% of the hire charge within 1 week of receipt of an invoice from CTICC;

5.3.2 45% of the total charges by no later than 3 months before the commencement of the hire period; and

5.3.3 the balance of the total charges by no later than 2 months before the commencement of the hire period.

5.4 In the event that the provisions of clause 5.3 cannot be applied, the payment of all relevant amounts shall be as provided for in the confirmation of hire and the total charges shall be paid by no later than 14 days before the commencement of the hire period unless otherwise stated and stipulated on the invoice sent.

5.5 Notwithstanding clause 5.3, if the total charge is less than R5,000.00, excluding VAT, the total charge together with all other charges shall be paid at least 10 days before the commencement of the hire period.

5.6 CTICC shall in its sole discretion and to the extent possible, be entitled to apply the amount referred to in clause 5.3 to satisfy any amounts due to CTICC by the hirer in terms of the agreement or otherwise. CTICC shall refund any surplus to the hirer as soon as it is satisfied that the hirer has fulfilled all its obligations and commitments to CTICC. If the actual amount owing by the hirer to CTICC in respect of the additional charges or otherwise incurred on behalf of the hirer in terms hereof exceeds the amount held by CTICC in terms of 5.3 and 5.4, CTICC will send the hirer a supplementary invoice for the balance owing which amount shall be payable on demand.

5.7 Should the hirer fail to make any payment due to CTICC on or before the dates contemplated herein or in the confirmation of hire, CTICC shall be entitled without prejudice to any of its other rights or remedies in law or in terms hereof, without any further notice of default:

5.7.1 to cancel the agreement and to retain as pre-estimated damages any payments already made by the hirer to CTICC, without prejudice to CTICC's right to claim any additional damages where appropriate; and

5.7.2 to appoint a third party to recover any monies owed by the hirer to CTICC, and the hirer shall be liable for all such costs incurred by CTICC and/or levied or charged by the third party including any extra-judicial costs, legal fees and costs (including collection commission) on the scale of attorney and own client.

5.8 Subject to clause 17, the total charges shall be due and payable by the hirer notwithstanding that the hirer may not, for whatever reason make use of the hired area or any part thereof.

6. NOTIFICATION OF ATTENDANCE NUMBERS

6.1 If CTICC has been contracted to provide catering at any event, the hirer shall inform CTICC, by no later than 30 days prior to the commencement date, of the approximate number of attendees expected at the event ("initial number"), and the hirer shall inform CTICC of the final number of attendees by no later than 7 days prior to the commencement date unless otherwise agreed in writing.

6.2 If the final number of attendees is below 90% of the initial number of attendees put forward by the hirer, the hirer shall pay to CTICC 90% of the charges agreed and calculated on the initial number of attendees.

6.3 CTICC shall also have discretion to change the hired area in consultation with the hirer once CTICC receives the initial number of attendees.

6.4 If the actual number of attendees exceeds the final number of attendees put forward by the hirer, the hirer shall pay to CTICC all additional charges as determined by CTICC for such attendees including an additional handling fee of 20% in respect of these additional charges.

7. FITTING OUT AND VACATING

7.1 The fitting out and vacating of the hired area shall only be done with the prior written approval of and in accordance with any written instructions and directions of CTICC. CTICC shall give the hirer written instructions and directions on fitting out and vacating the hired area and the hirer shall be bound to adhere to such written instructions and directions.

7.2 Unless the prior written approval of CTICC has been obtained, no alterations shall be effected to the hired area, nor shall the hirer affix anything, cut, break open, drill or drive nails into floors, walls, ceilings, pillars, partitions, windows and other structures or fixtures in and around the convention centre.

7.3 Any and all work required to be carried out in the hired area for the temporary connection of inter alia, electricity, compressed air, water, drainage, gas, waste gas removal and for temporary connection to the central aerial system shall be undertaken exclusively by contractors or workmen designated by CTICC. The hirer shall, in the first instance, be liable for all costs incurred pursuant to the foregoing, notwithstanding that the work may have been carried out for the benefit of or on behalf of any sub- hirer or participant.

7.4 All main power installations from source to outlet shall only be carried out by an accredited electrician who has the authority to issue a certificate of compliance on completion of the electrical installation.

7.5 At the end of the hire period, the hirer shall vacate and deliver the hired area in the same good condition as it was made available to the hirer.

7.6 CTICC shall be entitled, at all times, without prejudice to its rights in law to repair, at the sole expense of the hirer, anything installed, damaged, removed or altered in contravention of the provisions of the agreement without being obliged to give the hirer an opportunity to remedy as time is of the essence in completing same.

7.7 If the hirer fails to vacate and deliver the hired area on the date designated for vacation or delivery or if delivery or vacation is not made to the satisfaction of CTICC, CTICC shall be entitled to take any and all remedial steps necessary and all costs incurred, including legal costs on an attorney and client scale will be for the account of the hirer.

7.8 Should repairs be necessary, these must be completed within one day of the end of the event at the cost of the hirer by contractors approved by CTICC. Failure to do so may

result in the damage being repaired by CTICC at the cost of the hirer. Repairs impacting on the availability of the venue may result in additional charges to the hirer.

7.9 If the hirer or its employees, subcontractors or agents fail to vacate the hired area by the time specified in the confirmation of hire, CTICC shall be entitled:

7.9.1 to impose a charge for the labour, facilities or services additional to that covered by the hire charge or charges set out in the schedules to the contract of hire, which additional charge shall be based on the agreed rate between CTICC and the hirer for the actual time booked by the hirer; and

7.9.2 to recover any damages from the hirer that CTICC may suffer as a consequence of the hirer's failure to vacate.

7.10 CTICC accepts no responsibility for the safekeeping of any property left in the convention centre at the expiry of the hire period. The hirer will check and ensure that none of its property is left in any of the venues at the expiry of the hire period and advise CTICC in writing within six hours after the expiry of the hire period of any items left in the hired area.

7.11 If CTICC collects or stores any property it accepts no liability for safekeeping thereof, it being at the risk of the hirer and the hirer shall be liable to pay CTICC's reasonable charges for removing and/or storing such property.

8. RULES AND REGULATIONS

8.1 The hirer shall observe all laws and regulations laid down by the City of Cape Town or provincial authorities, the fire department and/or other national or local laws or regulations which may apply to the staging of the event. As soon as reasonably possible after the agreement has been concluded but prior to the commencement date, the hirer shall consult with CTICC in respect of the intended layout of the hired area, so that any changes to the layout required by the fire department and/or other local, provincial or national authorities and/or required to ensure the optimal and efficient operation of the convention centre, can be made prior to the commencement of the hire period.

8.2 During the hire period CTICC shall arrange for any first aid post(s) to be manned, provided that the costs incurred in respect thereof shall, unless otherwise agreed in writing, be payable by the hirer.

8.3 The hirer shall ensure that the hired area and other area(s) and sites or facilities made available for the event are kept safe, clean and tidy at all times during the hire period. All the hirer's requirements in respect of inter alia, heating, ventilation and lighting shall be communicated to and agreed to by CTICC in sufficient time prior to the commencement of the hire period. CTICC reserves the right at all times to depart from the hirer's aforesaid requirements if and insofar as CTICC deems this necessary in its sole discretion or if such departures are in the interests of participants, and/or visitors to the event or the convention centre.

8.4 CTICC, in consultation with the hirer, shall arrange for the entrances to the hired area to be guarded during the hire period at the cost of the hirer.

8.5 All equipment and machinery of the CTICC shall be operated only by or under the supervision of CTICC staff. CTICC shall under no circumstances be liable for any technical or mechanical defects in any equipment or machinery provided by CTICC. The hirer shall not be entitled, without the prior written approval of CTICC, to use any sound amplification equipment other than that provided by CTICC.

8.6 Unless the prior written consent of CTICC has been obtained and with the exception of exhibitions, the rates and amounts the hirer charges third parties or participants for the hired area and/or for the associated facilities may not exceed those published in CTICC's hire price list from time to time.

8.7 CTICC shall be entitled at all times to give the hirer mandatory written instructions or directions regarding work to be carried out in or at the hired area relating to the use thereof and the hirer shall be obliged to adhere to such instructions or directions.

8.8 The hirer shall ensure that no noxious, flammable, explosive or other hazardous substances, gases and dangerous materials (including chemical pesticides and insecticides), malodorous substances or radioactive materials are located in or around the hired area or the convention centre at any time prior to, during or after the hire period, unless the prior written consent of CTICC has been obtained. Should the insurance premiums be increased due to such products these additional insurance charges shall be for the account of the hirer.

8.9 The hirer shall not suspend any object from any ceiling, roof or other areas of the convention centre without CTICC's prior written approval.

8.10 The hirer shall not connect any computer hardware or software to the convention centre's network without the prior written approval of CTICC and any such equipment shall be subject to viral screening.

8.11 The hirer shall ensure that the number of persons admitted to the hired area does not exceed the maximum capacity stipulated by the Safety and Security department of the CTICC.

8.12 The hirer is required to ensure the safe working practice of all their contractors in that it shall:

8.12.1 provide an electrical certificate of compliance issued by an authorised electrician for every temporary electrical installation;

8.12.2 provide a certificate confirming all draping is fireproof or treated to provide similar fire retardancy;

8.12.3 provide structural or other certificates confirming safe design and usage for ramps, stages, lighting, audio visual rigging etc.;

8.12.4 provide additional safety signage as and when required; and

8.12.5 ensure no emergency exits, equipment or signage is covered, obstructed or interfered with in any way.

8.13 No animals are permitted in the convention centre or surrounds without the prior written approval of CTICC.

8.14 The hirer shall comply with all regulations with particular reference to those set out in the client manual which it shall read and adhere to prior to the commencement date.

9. NON-EXCLUSIVE ADVERTISING

Advertising in, at, on or around the convention centre must take place in consultation with and subject to the written approval of CTICC and the relevant authorities. The hirer shall not, without the prior written consent of CTICC, fit out stands, advertise or undertake any other form of promotional activity in the hired area or anywhere else in and around the convention centre. If the hirer wishes to advertise the event in the print media or on radio, television, internet or any other public media it must submit the graphics and text of these advertisements to CTICC for its approval at least 14 days prior to publication or broadcast. All advertising, demonstrations and operations by the hirer must be conducted in a manner

complying and respecting the rights of other hirers in the convention centre. No hirer will be permitted to interfere with the use of other exhibits in the convention centre or impede access to them. CTICC reserves the right, in its sole discretion, to limit and/or restrict any operation which, for any reason, might be considered objectionable to it or other hirers, without CTICC being liable to pay any refund. The hirer shall not have any exclusive rights in respect of branding and advertising nor may the hirer offer its clients or allow any third parties exclusivity with regards to branding and advertising in or around the hired area.

10. LIABILITY

10.1 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 CTICC.

10.2 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.

10.3 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 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 CTICC.

10.4 The hirer shall always remain liable to CTICC for the payment of any and all outstanding costs and charges incurred in respect of or attributable to any sub-hirer or participant, notwithstanding the manner in which payment is made. In addition, the hirer shall be liable for all penalties, losses or damages charged, levied or claimed by any authority, service provider or third party in respect of or attributable to any or all of the sub-hirers or participants, which amounts shall be paid by the hirer to CTICC on demand.

10.5 The hirer acknowledges that given the layout of the convention centre and exhibition areas, it is not possible for CTICC to provide adequate security to protect the hirer's merchandise and other property.

10.6 The hirer assumes all risk of loss of its merchandise, fixtures, displays and any other property located in the convention centre including the exhibition area, storage or any other area where access has been provided to the hirer and where such loss results from theft, vandalism and/or any other damage caused by any agent, employee or any other person at the convention centre. Furthermore, the hirer acknowledges that security personnel are provided by CTICC as a service and that CTICC makes no representations regarding the adequacy of such security measures. CTICC recommends that the hirer consults its own insurance representatives to obtain appropriate insurance cover for the assets. CTICC recommends that the hirer consults its own insurance representatives to obtain appropriate insurance cover for the assets.

10.7 The hirer shall be responsible for any damage of whatsoever nature caused to the hired area and any areas made available to the hirer during the hire period, or damage to or loss of any fixtures, furnishings, utensils and equipment therein or to any other property of the convention centre, by any act, default or neglect of the hirer or of any servant, guest, agent or subcontractor of the hirer, and the hirer shall pay to CTICC, on demand, the amount required to make good or remedy such damage or loss.

11. INDEMNITY AGAINST CLAIMS BY THIRD PARTIES

The hirer hereby declares and warrants in favour of CTICC that the conclusion of the agreement and the resulting work to be carried out by or on behalf of CTICC does not infringe the rights of third parties. The hirer hereby indemnifies CTICC and holds it harmless against any and all claims and costs that may be made against the CTICC by any third party whomsoever (including, without limiting the generality of the foregoing) arising out of or in connection with the event, except to the extent that such claims and costs are caused by the gross negligence or wilful default of the CTICC. For the avoidance of doubt, such indemnification includes any and all claims which may be made against the CTICC as a result of a third party contracting a communicable disease.

12. INSURANCE

12.1 The hirer shall be obliged to take-out third-party insurance to cover the event for public liability to a minimum of R10 million, or such other amount as may be determined by CTICC from time to time, for any one occurrence which policy must note the interests of CTICC.

12.2 The hirer shall provide a letter confirming such coverage and details of the insurance from the relevant insurer to CTICC at least 30 days prior to the commencement date. If this is not received within 14 days of the commencement date then, CTICC will be entitled, but not obliged, to take out the necessary insurance cover and shall charge the hirer the premiums for such cover.

13. AUTHORITIES, PERMISSIONS AND LICENCES

13.1 The hirer shall solely be responsible for and confirms and warrants that it is and will, at all relevant times be, in possession of all necessary authorities' permissions and licences for all aspects of the event, the fitting-out of the hired area and any activities connected with the event.

13.2 The hirer specifically acknowledges that it has read and understands the relevant statutory and municipal requirements for events as listed in the Large Event Regulations Guide, a copy of which is available from CTICC upon request and will obtain all necessary certificates.

14. VIS MAJOR

14.1 The parties may postpone, subject to agreement on a suitable date, or cancel any bookings and terminate the agreement, in the event of any acts of vis major arising including but not limited to fire, shortage of labour, strikes, lockouts, industrial unrest, restrictions, acts of terrorism, acts of God, pandemic or epidemic as declared by South African Government or any other circumstances beyond the control of the parties, which shall prevent the parties from performing their obligations in terms of this agreement.

14.2 In the event of the agreement being terminated in the circumstances set forth in clause 14.1, CTICC shall repay the hirer all the amounts paid under the agreement, subject to the deduction of an amount equal to the sum of the charges incurred by CTICC up to the date of termination including pre-paid costs, and that part of the hire charge attributable to the part of the hire period that has lapsed prior to such termination.

14.3 Should the venue be damaged, but nevertheless remain substantially useable in the sole discretion of CTICC, then the agreement shall not terminate, but the hirer shall be entitled to a refund pro rata, of the consideration paid, having regard to the extent to which the hirer is deprived of full beneficial use and enjoyment of the hired area

14.4 Should a dispute arise between the parties regarding the materiality of the damage to the venue referred to in clause

14.3 above, the dispute shall be referred to an independent architect to be appointed by CTICC within 24 hours of such dispute arising (as time is of the essence) with no less than 10 years' experience for adjudication. The architect's decision shall be binding and final.

14.5 Although CTICC recognises all relevant labour legislation, it is not responsible for any industrial action that may impact on an event. Should the hired area consist of an outdoor area/facility, CTICC shall have discretion to change such area/facility in consultation with the hirer should there be any concerns regarding weather conditions. Should no alternative areas/facilities be available, clause 14.3 shall apply mutatis mutandis.

15. EXCLUSIVE SERVICES

15.1 CATERING

15.1.1 Unless otherwise agreed in writing between the parties, CTICC and/or its designate has exclusive right and responsibility for all catering within the convention centre.

15.1.2 The hirer, the sub-hirers, and exhibitors shall not be entitled to sell or arrange or procure the sale or dissemination of food, refreshments and/or beverages, unless authorised in writing by CTICC on such terms may be stipulated by CTICC.

15.1.3 Food and/or refreshments required for purposes of the event shall be supplied exclusively by CTICC and/or an entity nominated by CTICC. The hirer shall not purchase any food or refreshments from third parties, unless the prior written consent of CTICC has been obtained and on such terms as may be stipulated by CTICC.

A Certificate of Acceptability for food services issued by the Department of Health must be produced and handed to the CTICC prior to the commencement date of the event.

15.1.4 CTICC reserves the right to leverage a 30% service or corkage charge on the selling price of all food and beverage products and any food and beverages items brought into the convention centre with the prior written consent of CTICC, the determination of which shall be entirely at CTICC's discretion.

15.1.5 CTICC shall not be obliged to provide public catering services or to continue the provision of public catering services should CTICC determine that the

attendance numbers at an event do not warrant such service or the continuation of such service.

15.1.6 Any food and beverage order arriving on-site without the required authorisation or payment will be removed and stored by CTICC (at the cost of the hirer).

15.1.7 The hirer may request approval to showcase and offer tasters to visitors. Such requests may be charged a standard plateage fee. Full payment of plateage charged is required prior to the food (whether it be pre-made or raw ingredients) arriving on-site. Should this rule be disregarded authorisation to showcase such dishes may be retracted.

15.2 ELECTRONIC COMMUNICATION SERVICES

15.2.1 Unless otherwise agreed in writing between the parties, CTICC and/or its designate has exclusive right and responsibility for the provision of electronic communication services (including Wi-Fi and any other form of electronic communication service or access) within the convention centre.

15.2.2 The hirer shall not be entitled to introduce, provide or arrange electronic communication services or access, unless authorised in writing by CTICC on such terms as may be stipulated by CTICC.

15.2.3 The hirer shall not purchase any electronic communication services, from third parties, unless the prior written consent of CTICC has been obtained and on such terms as may be stipulated by CTICC and until the required licences have been submitted to CTICC.

15.3 CLEANING SERVICES

15.3.1 Unless otherwise agreed in writing between the parties, CTICC and/or its designate has exclusive right and responsibility for the provision of cleaning services within the convention centre.

15.3.2 The hirer shall not be entitled to introduce, provide or arrange cleaning services or access, unless authorised in writing by CTICC and on such terms as may be stipulated by CTICC.

15.3.3 CTICC has the right to set mandatory minimum standards regarding the number of cleaning and security staff to be utilised at an event.

15.4 PLUMBING SERVICES

15.4.1 Unless otherwise agreed in writing between the parties, CTICC and/or its designate has exclusive right and responsibility for the plumbing services within the convention centre.

15.4.2 The hirer shall not be entitled to introduce, provide or arrange plumbing services or access, unless authorised in writing by CTICC and on such terms as may be stipulated by CTICC.

15.5 WASTE REMOVAL SERVICES

15.5.1 Unless otherwise agreed in writing between the parties, CTICC and/or its designate has exclusive right and responsibility for the provision of waste removal services within the convention centre.

15.5.2 The hirer shall not be entitled to introduce, provide or arrange waste removal services or access, unless authorised in writing by CTICC and on such terms as may be stipulated by CTICC.

15.5.3 CTICC has the right to set mandatory minimum standards regarding the number of skips required for an event.

16. SUPPLEMENTARY PROVISIONS

16.1 CTICC staff representatives and agents shall at all times have free and unfettered access to the hired area upon presentation of their CTICC identity cards or tags or upon presentation of a written authorisation signed by any manager or director of CTICC. The cloakrooms and ablution facilities in the convention centre and in the areas and garages adjacent to the convention centre shall be operated and maintained at the expense of CTICC.

16.2 The hirer shall not under any circumstance give, pledge or promise any staff employed or engaged by CTICC gratuities, gifts, donations or remuneration of any kind.

16.3 The hirer shall notify CTICC at least 14 days prior to the beginning of the hire period of the expected visit of any special guests or VIP's such as members of parliament or state dignitaries, celebrities, royalty and other dignitaries unless otherwise agreed in writing by CTICC. The hirer, with the prior authorisation and agreement of CTICC, shall be solely responsible for ensuring all additional and necessary security measures required in addition to the basic security

measures referred to in clause 8.4. The hirer shall ensure that all guests or visitors are properly received at all times.

17. BREACH AND TERMINATION

17.1 Subject to the other provisions of the agreement, in the event that

17.1.1 the hirer fails to pay, or guarantee, any amount payable to CTICC on or before the dates contemplated herein or in the confirmation of hire, or fails to comply, despite written demand, with one or more provisions of the agreement all of which are regarded as material;

17.1.2 the hirer is placed into liquidation, is sequestrated (whether provisionally or finally) or placed under business rescue;

17.1.3 the hirer's goods or property are attached or removed under judicial process; or

17.1.4 the hirer commits or causes or allows any breaches or any impending breach of the peace; then CTICC shall, without prejudice to its rights at law or in terms hereof, be entitled to terminate the agreement and retain any and all amounts paid to CTICC as pre-estimated liquidated damages.

17.2 Should the hirer fail to remedy any breach capable of being remedied within 5 days of written demand, and without any further notice to the hirer and without recourse to the courts and without thereby waiving its right to hold the hirer liable for any loss or damages suffered and/or to demand specific performance or further compliance with terms of the agreement, then CTICC shall be entitled to terminate this agreement.

17.3 Notwithstanding the provisions of clause 17.1 above and without prejudice to CTICC's rights in terms thereof, in law or otherwise as provided for herein, if written notice of cancellation of any or all parts of the hired area in the convention centre, is received by CTICC from the hirer and such cancellation is accepted by CTICC, then, the hirer shall be liable to pay CTICC as indicated below: –

17.3.1 Exhibition halls

- 50% (fifty percent) of the total charges shall remain payable if written notice of cancellation is received between 720 (seven hundred and twenty) and 360 (three hundred and sixty) days before the commencement of the hire period;

- 100% (one hundred percent) of the total charges shall remain payable if written notice of cancellation is received less than 360 (three hundred and sixty) days before the commencement of the hire period;

17.3.2 Meeting Rooms and Other Spaces

- 10 % (ten percent) of the total charges shall remain payable if the notice is received 180 days or more before the commencement of the hire period;

- 25% (twenty-five percent) of the total charges shall be payable if the notice is received between 121 days and 180 days prior to the commencement of the hire period;

- 50% (fifty percent) of the total charges shall be payable if the notice is received between 61 and 120 days prior to the commencement of the hire period;

- 75% (seventy-five percent) of the total charges shall be payable if the notice is received between 31 and 60 days prior to the commencement of the hire period;

- 100% (one hundred percent) of the total charges shall be payable if the notice is received 30 days or less prior to the commencement of the hire period;

17.4 CTICC may, in its sole and absolute discretion, refund a portion of the charges paid by the hirer in terms of clause 17.3 if the hired area is re-let for the date, duration and value for which it was originally reserved.

17.5 It is recorded that in the event the CTICC, as its sole discretion, elects to grant an indulgence to the hirer and deviate from the cancellation terms as set forth in clause 17.3, such indulgence shall only be binding on the parties if such a decision to grant the indulgence:

17.6 The hirer shall be liable and hereby agrees to pay to CTICC or its legal representatives on demand all tracing fees, legal costs on an attorney and own client scale and collection commissions payable by CTICC in respect of any action or proceedings which may be instituted against the hirer in terms of or arising out of this agreement including payment of any amounts due to CTICC.

18. CONSENT TO PUBLICATION

The hirer hereby consents to the publication of the event in exhibition and/or congress agendas or publicity material produced by or on behalf of CTICC from time to time unless

the hirer objects thereto in writing prior to the relevant publication.

19. JOINT AND SEVERAL LIABILITY

19.1 If the hirer is made up of more than one person/entity, those persons/entities will be jointly and severally liable to CTICC in terms of the agreement.

19.2 It is the hirer's responsibility to ensure all parties referred to in clause 19.1 are familiar with and comply with the information contained in the agreement. They shall be responsible for ensuring that they, or any of their appointed agents, do not contravene any of the terms and conditions of contract of hire.

20. DATA PROTECTION

20.1 CTICC will only collect personal information of the hirer consistent with the purpose for which it is required. The specific purpose for which the information is collected will be apparent from the context in which the information is requested.

20.2 The nature of the personal information which will be collected relates to contact details (such as name, address, telephone number and e-mail address), company registration details and VAT registration numbers.

20.3 In providing the personal information to CTICC, the hirer acknowledges that the information has been collected directly from it and that it has consented to its processing by CTICC and that it has no objection for that information to be supplied to 3rd party service providers of the CTICC which will only be so supplied if reasonably required by the 3rd party service providers in the provision of such services. Where the hirer is providing another person's personal information to CTICC, the hirer acknowledges and warrants that it has obtained such person's consent to the processing of their personal information for the purposes of CTICC providing the relevant services as set out in the agreement.

20.4 Provision of personal information to CTICC is voluntary, however, in the event that the requested information is not provided, CTICC may be precluded from providing the services.

20.5 The personal information shall only be used for the purpose for which it was collected, unless the hirer has agreed to an alternative purpose in writing or as allowed by any

applicable law. CTICC will only process personal information in a manner that is adequate, relevant and not excessive in the context of the purpose for which it is processed. CTICC will take such steps as may be required to ensure that it complies with any law in respect of transfer, storage, security, use and disposal of the personal information.

20.6 The hirer may contact CTICC at any time to review, update or correct personal information stored by the CTICC in terms of this clause.

21. JURISDICTION

The law of the Republic of South Africa shall apply to this agreement and any other agreements concluded between the parties pursuant hereto and to the resulting legal relationship. Without limiting CTICC's right to proceed in any Magistrates' Court having jurisdiction, the parties hereby submit to the jurisdiction of the Western Cape High Court, Cape Town, in respect of any disputes which may arise between the parties.

22. VARIATION

No addition to or variation, consensual cancellation or novation of the agreement and no waiver of any right arising from the agreement or its breach or termination shall be of any force or effect unless reduced to writing and signed by CTICC and by or on behalf of the hirer

23. RELAXATION

No latitude, extension of time or other indulgence which may be given or allowed by CTICC to the hirer in respect of the performance of any obligation hereunder, and no delay or forbearance in the enforcement of any right of any party arising from the agreement, and no single or partial exercise of any right by any party under the agreement, shall in any circumstances be construed to be an implied consent or election by such party or operate as a waiver or a novation of or otherwise affect any of the party's rights in terms of or arising from the agreement or estop or preclude any such party from enforcing at any time and without notice, strict and punctual compliance with each and every provision or term thereof.

24. SEVERABILITY

Save to the extent contemplated herein, the parties hereto acknowledge and agree that each phrase, sentence, paragraph and clause of the agreement is severable, the one from the other, notwithstanding the manner in which they may be linked together or grouped automatically and if in terms of any judgment or order, any phrase, sentence, paragraph or clause is found to be defective or unenforceable for any reason, the remaining phrases, sentences, paragraphs and clauses, as the case may be, shall nevertheless continue to be of full force and effect.

25. NOTICES AND DOMICILIA

25.1 Any notice pursuant hereto may be served personally or sent by facsimile or e-mail to the addresses stipulated on the confirmation of hire.

25.2 Such notice shall be deemed to have been duly given:

25.2.1 on delivery, if delivered personally or by courier to the parties' physical address;

25.2.2 on the date of transmission, if sent to the parties' facsimile number or e-mail.

25.3 Notwithstanding anything to the contrary contained or implied in the agreement, a written notice or communication actually received by one of the parties from another including by way of facsimile or e-mail shall be adequate written notice or communication to such party.

26. WHOLE AGREEMENT

The agreement constitutes the whole agreement between the parties as to the subject matter hereof and no agreements, representations or warranties between the parties regarding the subject matter hereof other than those set out therein are binding on the parties.

TERMS & CONDITIONS

Full Terms & Conditions are available on the CTICC website.

www.cticc.co.za

CONTACT



CTICC 1:

Convention Square, 1 Lower Long Street, Cape Town, 8001, South Africa
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Cape Town International Convention Centre



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