

COMPUTER and IT HIRE

In order for a service provider to supply any type of service to a client, the service provider in question needs to know all the facts pertaining to that particular event. Furthermore, both the service provider and the client should also be aware of what is expected from each other, their respective roles, and the roles of other parties / service providers, who will collectively contribute to the overall success of the event.

SOME QUESTIONS FOR A POTENTIAL SERVICE PROVIDER

- Have you worked at the specific venue, recently?
- Are you 100% fully aware of the venue's IT infrastructure, rules and regulations?
- Has your organisation been involved in this type of IT Provision before, please provide examples?
- Is all the equipment owned by yourself or do you hire in from other suppliers?
- Do you employ or sub-contract the on-site technical staff?
- Can your company guarantee the quantity and quality of all equipment and the technical support?
- Are you prepared to travel outside the main CBD areas?
- Are there any additional costs, such as transport, travel, overtime and staff allowances?
- Do you guarantee completion of set up within the stipulated time frame?
- Will there be a site supervisor on-site and dedicated to the specific event at all times?
- Will the network / software / server be able to hand the data flow at the maximum capacity?
- Will your staff be easily identifiable and contactable?
- Is your company acquainted with the rules and regulations applicable to the industry?
- What are the Terms and Conditions of the supplier?
- Are you able to produce the same quality and effect at all locations in the circumstance of the function being a road-show?

INFORMATION TO PROVIDE TO A POTENTIAL SERVICE PROVIDER

- Which venue, and rooms will the event be hosted in?
- Do you have room layouts for the equipment allocations?
- When is the set up and break-down times?
- What is the hand-over time?
- Has the set-up and break-down scheduled been confirmed with the venue and all other service providers?
- Will the staff need special accreditation to access the venue?
- How many PC's/ Laptops will you require for your event
- Do you require a Server?
- Do you require the Computers to be networked or will data exchange be via CD / memory stick?
- What software do you wish to be provided with each PC?
- What additional software may be installed onto the PC's?
- Do you require Internet Access for all your computers?
- Do you need Printers (B & W or Colour) on all or some of the computers?
- Do you require Two Way Radios for communication across the venue?

Be Informed

Services Chapter: Nigel Walker: Tel: +27 12 667 2074; E-mail: nigel@doctech.co.za

National Secretariat: Kasturi Naidu: Tel: +27 31 360 1282; E-mail: sec@saaci.co.za

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PROUD SAACI MEMBERS PROVIDING A RANGE OF COMPUTER / IT HIRE SERVICES

Although a Member is listed under a specific Branch, in the absence of Members in specific geographic areas, you are encouraged to contact service providers from other Branches who are likely to provide a National-based service.

Eastern Cape Branch

Superior Vision Port Elizabeth Branch

Mr Byron Bronkhurst

Tel: +27 41 365 5012

Cell:

E-mail: pe@superiorvision.co.za

Kwa-Zulu Natal Branch

Superior Vision Durban

Mr Brad Cocking

Tel: +27 31 265 2216

Cell:

E-mail: durban@superiorvision.co.za

NTB Branch

Conference Communications

Mr Martin Macphail

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Cell:

E-mail: martin@confcomm.co.za

Red Cherry Computer Rentals

Ms Ann Smith

Tel: +27 11 787 5679

Cell: 082 828 7259

E-mail: ann@redcherryrentals.co.za

Rentcomp Solutions cc

Mr Ros Gilfillan

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Cell:

E-mail: ros@rentcomp.co.za

RentNet

Butch McGregor

Tel: +27 11 265 3111

Cell: 082 375 5466

E-mail: Butch@pinnacle.co.za

Superior Vision Bloemfontein Branch

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E-mail: bloemfontein@superiorvision.co.za

Superior Vision Gauteng Branch

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The AV Alliance

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Traversio Technologies

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Western Cape Branch

Conference Communications

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E-mail: info@confcomm.co.za

Superior Vision Cape Town

Mr James Webb

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Cell:

E-mail: capetown@superiorvision.co.za

You are encouraged to view the SAACI web site (www.saaci.co.za) for up to-date information SAACI Members and the services that they can provide.

Members of the SAACI Service Provider Chapter pledge to act with professionalism and integrity in all dealings with clients and colleagues within the MICE Industry and throughout, to maintain the highest possible standards in the best interest of all concerned and to uphold the SAACI Articles of Association, the Service provider Code, and the By-laws.

SAACI cannot endorse or warrant the services or products of any of its members

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