

## EXHIBITION RELATED SERVICES

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?
- Will you draw up a Floor plan, and get it approved by the venue (taking fire and safety aspects into account), and make timely amendments?
- What is the cost per square metre of the exhibition shell scheme?
- What is included in a stand (i.e. walls, name on fascia, lights, plugs, carpets)?
- What is the cost of any extra's (such as furniture and plants), to whom will this be invoiced?
- Are there additional costs, such as transport, over-time, accommodation?
- Are you doing the work or are you using sub-contractors?
- Will an Electrical Compliance Certificate be provided (this requires a qualified electrician to inspect the installation after the completion of build-up and before the commencement of the event)?
- What happens if (fascia name requires to be changed; electricity is off, lights break) and what is the maximum response time to such incidents?
- Will there be a Manager on-site at all times during build-up and break-down?
- Do you have Public Liability Insurance (copy of certificate is required)?
- Are you a member of EXSA (Exhibition Association of South Africa)?

### INFORMATION TO PROVIDE TO A POTENTIAL SERVICE PROVIDER

- What are the specifications for the project (size of stands, number of stands)?
- What are the specifications for the individual stands (size of stands, type of stands, is furniture required, type of lighting, number of power points)?
- Are there any special power requirements (3-phase, or heavy usage)?
- Should the Service Provider communicate with the exhibitors, providing for example a full exhibitor manual?
- Should the Service Provider be responsible for the selling function for the exhibition?
- What is the Venue?
- Which Room(s) will be used?
- When is the Set-up (Day and Time)?
- When must Set-up be completed?
- When is Breakdown (Day / Time)?
- When must Breakdown be completed?
- Are there any restrictions on access?
- Will there be staff accreditation / restricted access during build-up and break-down periods?
- Will staff from the Service Provider be required to be on-site for the duration of the event?
- When is quote to be submitted by, and to whom?
- When will the decision be made?

---

#### 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

## EXHIBITION RELATED SERVICES

**DETAILS OF ORGANISATIONS THAT AN EXHIBITION SERVICE PROVIDER SHOULD ALSO BE MEMBERS OF:**

Exhibition Association of South Africa (EXSA)

Web: [www.exsa.co.za](http://www.exsa.co.za)

Tel: +27 (0)11 805 7272

E-mail: [exsa@exsa.co.za](mailto:exsa@exsa.co.za)**PROUD SAACI MEMBERS PROVIDING A RANGE OF EXHIBITION RELATED 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**

AV Designers

Mr Chris Davidge

Tel: +27 41 586 2414

Cell:

E-mail: [chris@showgroup.co.za](mailto:chris@showgroup.co.za)**Kwa-Zulu Natal Branch**

Exhibition Stand Systems

Mr Craig Dunbar

Tel: +27 31 304 2309

Cell:

E-mail: [stands@kagisoexpokzn.co.za](mailto:stands@kagisoexpokzn.co.za)

Expogroup Africa (Pty) Ltd

Mrs Lydia Leonard-Hirschmann

Tel: +27 31 563 1023

Cell:

E-mail: [info@expogroup.co.za](mailto:info@expogroup.co.za)

Toms McDonald &amp; Associates

Mrs Jenny Toms McDonald

Tel: +27 31 701 4697

Cell:

E-mail: [p.r.art@eastcoast.co.za](mailto:p.r.art@eastcoast.co.za)**NTB Branch**

Complete Exhibitions cc

Nigel Walker

Tel: +27 12 667 2074

Cell: 082 551 7604

E-mail: [exhibit@compex.co.za](mailto:exhibit@compex.co.za)

IDG Johannesburg

Mr Stefan Buss

Tel: +27 11 474 3007

Cell:

E-mail: [stefanb@idg.co.za](mailto:stefanb@idg.co.za)

Scan Display Solutions

Mr Justin Hawes

Tel: +27 11 447 4777

Cell:

Email: [justin@scandisplay.co.za](mailto:justin@scandisplay.co.za)

Thebe Exhibitions and Events Group

Ms Carol Weaving

Tel: +27 11 549 8300

Cell:

E-mail: [carol@thebeexhibitions.co.za](mailto:carol@thebeexhibitions.co.za)

Village Exhibitions &amp; Events

Ms Gillian Sclanders

Tel: +27 11 787 5783

Cell:

E-mail: [gillians@iafrica.com](mailto:gillians@iafrica.com)**Western Cape Branch**

IDG Cape Town

Mr Rob Moody

Tel: +27 21 425 3174

Cell: 083 444 4434

E-mail: [infoct@idg.co.za](mailto:infoct@idg.co.za)

LTE cc

Ms Deidre Harte

Tel: +27 21 462 4830

Cell:

E-mail: [lte@worldonline.co.za](mailto:lte@worldonline.co.za)

Oasys Exhibitions &amp; Events

Mr Kevin Kennedy

Tel: +27 21 419 2096

Cell:

E-mail: [kkoasysexpo.com](mailto:kkoasysexpo.com)

Thebe Conventions

Mrs Zelda Ingram

Tel: +27 21 419 8301

Cell:

E-mail: [Zelda@thebeconventions.co.za](mailto:Zelda@thebeconventions.co.za)

Ulti SA (Pty) Ltd

Mr Trevor Paull

Tel: +27 21 511 5710

Cell:

E-mail: [ulti@iafrica.com](mailto:ulti@iafrica.com)

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

Members of the SAACI Service 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 Chapter Code, and the By-laws.

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

**Be Informed**

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

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