

5th ANNIVERSARY
CELEBRATION



BERLIN
NOVEMBER



BUSINESS VILLAGE INFOPACK

24 NOVEMBER 2018 BERLIN RACE OFF N2 TO KWT FROM EAST LONDON

CRAFT



FOOD COURT



EXHIBITION



INFORMATION PACK

24 NOVEMBER 2018 • BERLIN • EASTERN CAPE



www.berlinnovember.co.za

YOUR COMPANY INFORMATION FOR INVOICE PURPOSES

COMPANY NAME	VAT NO	PURCHASE ORDER
CONTACT NO	FAX NO	
YOUR NAME & SURNAME	YOUR DESIGNATION	
EMAIL ADDRESS		
POSTAL ADDRESS		

REPRESENTATIVES NAME OF PERSON(S) WHO WILL REPRESENT YOUR COMPANY AT YOUR STAND

NAME & SURNAME	CONTACT NO
NAME & SURNAME	CONTACT NO

YOUR PREFERRED PACKAGE

Stand allocation will be finalised as soon as all bookings have been confirmed.

<input type="checkbox"/> PACKAGE 1	<input type="checkbox"/> PACKAGE 2	<input type="checkbox"/> PACKAGE 3
FOOD VENDOR: R50.00	CRAFT EXHIBITOR: R1,500	STALL: R15,000 per stand
Includes 2 Exhibitor passes	Includes 2 Exhibitor passes	Includes 4 Exhibitor access passes
4x4m space allocation for gazebo	3x3m stand under Shelter	6x6m stand
Subject to the vendor meeting BCMM	Table and Chair	Branding, Product Exhibition, Activation
Health and Safety requirements	1 x plug point	PA System Mention as an exhibitor
		Power Point

*For additional space or furniture requirements kindly contact Siphellele at 043 735 1302

**Space stands are prohibited from any additional requirements

Completed form to be signed and sent via email: siphellele@berlinnovember.co.za

YOUR SIGNATURE: DATE:

INDEMNITY

All of the information I have given above is true and complete. I agree to the Berlin November Craft & Business Village terms & conditions

IMPORTANT DATES & TIMES

Payment Due For All Stands	16 November 2018	
Contractor Build up	23 November 2018	
Exhibitor Build Up	24 November 2018	09:00
SHOW TIMES	DATES	TIME
	24 November 2018	11:00 – 18:00
Breakdown	24-26 November 2018	

* Venue will be secured promptly at 17:00 on each day.

** Organisers cannot be held responsible for goods or equipment left in the venue.

ACCESS

These are to be collected from the Berlin November offices (Orange Grove Hotel, Greenfields) during the buildup. Passes must be worn at all times during the buildup, breakdown and the Craft & Business Village itself. Note Exhibitors not displaying access passes will not have early access

(as detailed above) into the exhibition marquees.

BUILD UP AND BREAKDOWN / VEHICLE ACCESS

No parking will be permitted in front of the exhibition area. Please adhere to the Official Security Contractor at all times and also consider other Exhibitors by off-loading / reloading as quickly as you can. The Official Security Contractor reserves the right to control traffic on the loading dock and to remove illegally parked vehicles. Once goods/stock has been unpacked please ensure all packing material and boxes are removed from the premises before the Craft & Business Village opens. Empty packing boxes may not be stored on the stands during the Craft & Business Village operation.

STAND PAYMENTS / SERVICE ORDER FORMS

- **Stand Service forms, are due by the 16 November 2018**
- **A 20% surcharge will apply for service forms received after the above date**
- **Note: No Service Forms will be accepted if the stand payment is still outstanding.**

SECURITY

Organisers will provide general overall 24-hour security from 08:00 on 23th November 2018 until 11:00 on 25 November 2018. The Security provided by the organisers is general marquee security and not individual stand security.

Whilst every reasonable precaution is taken to ensure the safety and security of personnel and equipment, we cannot accept any responsibility whatsoever for any injury, loss or damage or any consequential losses which may befall your personnel and their property. We therefore request that Exhibitors have a representative at their respective stands at all times. Exhibitors are thus responsible for the security of their individual stand and goods on display during build-up, exhibition show times and breakdown. Although every effort has been made to ensure a secure environment we advise all exhibitors not to keep valuables on their stands. Do not leave valuables such as, handbags, laptops, cell phones etc. unattended at any time. Exhibitors are reminded that in terms of their agreement with the Organisers, they are responsible for insuring their products on display.

Access will be prohibited to everyone after 18:00 each evening.

INSURANCE

Neither the venue nor the organisers will take any responsibility for loss of or damage to exhibition stand material, equipment, and exhibits. Exhibitors are encouraged to affect their own insurance to cover all risks.

PARKING

Secure parking will be available for exhibitors and food vendors.

LIMITATION OF THE ORGANISER'S LIABILITY

a. The organizer shall in no way be liable for any loss or damage sustained by the exhibitor whether through fire, theft or any other reason whatsoever and the exhibitor agrees and undertakes to take out such policies of insurance as it in its discretion may deem necessary to cover any loss or other damage.

b. The exhibitor acknowledges and agrees that the organiser shall under no circumstances be liable for any loss or damage (whether arising out of injury, accident or otherwise howsoever) which may at anytime be suffered by the exhibitor, it's employees, servants, customers, clients or visitors, or in respect of any damage to any of its property resulting from any defects in the structure of the stand or in the premises, or from insufficient lighting or ventilation or resulting from leakage from or breaking of any water pipe or communication, fitting or appliance or from any other cause whatsoever and including damage resulting from fire, flood, lighting, crowds, riot or howsoever caused. The limitation of the organiser's liability as aforesaid shall apply whether such damage is sustained either inside or outside the premises.

CLEANING

The Organisers are only responsible for the general cleaning of the venue, aisles and ablutions. It is the Exhibitors responsibility to ensure their stand is in a clean condition at all times. The Exhibition marquees will be cleaned before the Expo opens each morning. Any rubbish left in the aisles will be disposed of. Should you require individual stand cleaning, please contact the organisers in advance for a quotation from the official Craft & Business Village waste management company.

FURNITURE

A variety of furniture, plasma screens and plants are available for hire. Kindly contact the Legends office for a full list as per details below:

Rema: Tel: +27 (0)43 735 1302 email: rema@berlinnovember.co.za

MEDICAL ASSISTANCE

Ambulance services will be on site throughout the day

CATERING

For your convenience, a food court is available within the craft and business village.

STORAGE FACILITIES

There is unfortunately no storage available on site for exhibitor stock.

RE- ALLOCATION OF STANDS

The organiser reserves the right to review and alter the stand layout plan and to re-allocate any stand that has been allocated in terms of

this, or any other stand lease agreement, without liability to the exhibitor or anyone else whomsoever in respect thereof and howsoever any claim or demand may be derived.

CANCELLATION FEES

The organiser reserves the right, in the event of cancellation of a booking or failure to make a payment on the due date (whether or not invoiced), to cancel or accept cancellation of the booking and to apply the following cancellation charges.

Cancellation received within one month or more prior to the commencement of the exhibition shall be liable for a 50% of the total cost