



# GATHERING

United in Christ

## VENDOR RULES AND REGULATIONS

### 1. INTRODUCTION

These Rules and Regulations will apply to each and every exhibitor with a registered stand at the GATHERING. The registered owner of the stand will be held responsible for ensuring that the person(s) manning the stand (whether staff members or contracted students) are well-informed about these rules.

### 2. APPLICATIONS

#### **APPLICATIONS**

- All applications go through the online system on [www.gathering.org.za](http://www.gathering.org.za)
- Incomplete applications will not be accepted.
- If you haven't heard back from the organisers in 14 days, please contact them on [vendors@gathering.org.za](mailto:vendors@gathering.org.za)
- We reserve the right to decline any application at our discretion.

#### **PAYMENTS**

- *Early Bird* prices are only available until 15 May 2017.
- Payment for exhibition stands and additional services is required in advance of the festival. Full payment is required 7 days after the applications are accepted.
- We reserve the right to withdraw your application, if the payment is not received within 7 days.
- All outstanding balances are due by 15 September 2017 and are to be made payable to *Nuelight*.
- Banking details will be displayed on invoices.
- We have the right to cancel your booking at our own discretion. If your booking is cancelled, for whatever reason, we will refund the booking fee within 7 days.
- Submission of an application indicates your agreement to abide by these rules and regulations.
- All prices are inclusive of VAT, where applicable.

#### **CANCELLATIONS**

- Non-refundable deposit: 60% of the booking fee accompanying each stand registration form will be a non-refundable deposit to secure your stand at the festival.
- Stands cancelled less than three weeks prior to the event will receive NO refund of deposit or booking fee.

- Stands cancelled between 30 August and 13 November will receive a 40% of the booking fee, within 7 days of the cancellation.

**Please note: Exhibitors will NOT be allowed onto their stands unless the organisers have received full payment in respect of stands, tickets and extra wristbands. With regards to the payment of services, please ensure that payment is made to the correct company. Suppliers will not fulfil their orders unless full payment has been received.**

### ***STALL ALLOCATIONS***

- Specific stall locations may be requested but cannot be guaranteed.
- Stalls will be allocated according to the date they are received and at our discretion.
- We reserve the right to re-allocate or remove stalls, to close or move entrances and exits, to adjust stalls and to make other layout changes as necessary and at our absolute discretion, both prior to or during the event.

### ***RESTRICTIONS***

- You are entitled to use your booking for sale and promotion of your products, services and activities. Stalls should only feature those items that you list at the time of the application.
- All products, services and activities must be suitable for a family audience and promoted in a way that is not likely to upset or offence to those attending. We reserve the right to decline applications that doesn't meet the criteria.
- All signs, material, advertisements and activities around your stall must comply with a family friendly environment.

## **3. GENERAL**

### ***ALCOHOL***

No alcohol is allowed on the premises.

### ***SMOKING***

Exhibitors are reminded that the GATHERING is a non-smoking exhibition. Any enclosed exhibition area, whether of permanent or temporary structure, is strictly non-smoking.

### ***BANK FACILITIES***

There are no bank / ATM Facilities on the premises. Exhibitors are reminded to make arrangements regarding sufficient cash floats and transit of large cash amounts if necessary.

### ***DISTRIBUTION OF MATERIAL OR LITERATURE***

- Exhibitors are only allowed to display or hand out literature or material from within the boundaries of their stand. This excludes display of banners arranged with the organisers beforehand.
- Vehicles parked at the venue may not be used to display promotional material.
- Promotional material to be handed out with the goodie bags, either paid for or as revenue for a sponsorship, will only be allowed at the sole discretion of the organiser.

## ***ELECTRICAL ISSUES***

Please make sure that you have a representative present during the build-up period for the placement of spotlights (if ordered) and plug points, as there will be an additional charge should you wish to move them.

- Only the official electrical contractor may make final connections to the mains.
- The official electrical contractor has the right to ask any exhibitor to disconnect faulty appliances.
- Any damage caused by faulty equipment will be charged to the exhibitor.

**Please fill out appliance list on the registration form by no later than 30 AUGUSTUS 2017**

### **Important Notes:**

- Please do not exceed the wattage draw-off from the power points you have ordered. This will result in power outages and the organisers will prevent you from connecting these appliances for the duration of the festival
- The use of ripcord for wiring on stands is not permitted
- Socket outlet multi-way adapters are not permitted
- A qualified person should test appliances prior to electrical connection.

## ***FIRST AID***

A First Aid room, manned by a professional medical team, will be situated next to the organisers' office on the Nuelight Office. Serious emergencies will be taken to hospital, but the organisers will not be liable for any costs incurred. Please report any accidents to the organisers' office immediately.

## ***FIREARMS***

The display and use of firearms is not permitted at the exhibition venue. Upon entering the gates, all firearms must be declared to Security.

## ***INDEMNITY***

The organisers, whilst taking every reasonable precaution, expressly decline any responsibility for loss or damage, which may befall the property of an exhibitor through any cause whatsoever.

## ***INSURANCE***

Exhibitors are advised to contact their insurance companies to negotiate the necessary extra clauses to their existing policies. The organisers are not responsible for the insurance of exhibitors' goods.

- Property damage / loss and personal injury: Each exhibitor enters the venue at his/her own risk and is responsible for the safety of his/her own staff, property, stand and its contents. We therefore strongly recommend that each exhibitor insures himself/herself against the kinds of risks which may occur in connection with an exhibition for the full period of the festival, including the build-up and breakdown periods. Insurance against all or any loss and/or damage which he/she may suffer or liability which he/she may incur with regard to exhibit and display materials, furniture and equipment, personal effects, etc. is recommended. Also remember goods in transit.
- Public liability. The organisers require each exhibitor to hold insurance cover for Public Liability Indemnity and may require evidence that this is in place. Proof of insurance must

reach the organisers office by 1 October 2017. Without proof of insurance, the organisers have the right to cancel your booking.

### ***ORGANISERS' OFFICE***

The organisers' office will be located on the Nuelight Office, in convenient reach of all exhibitors (see layout).

- Please note that the telephone and photocopier in the organisers' office are for the organisers' use only.
- If exhibitors wish to be contacted during the exhibition, they must use cellular phones.
- The organisers' office will be open daily during exhibition hours and the organising staff will be there to assist you with any queries or problems you may have.

### ***SECURITY***

The official security contractor appointed to the exhibition is the only security company permitted at the venue.

- The organisers will provide 24-hour security from the beginning of build up until the end of break down.
- Companies wishing to arrange additional security for their specific stands are asked to contact the Security Contractor for a quote. At least 48 hours advance notice is required.
- Use of the official Security Contractor is obligatory.

**It must be stressed that neither the organisers nor the security operators at the venue can be held responsible for any loss or damage to exhibitors' property. Please be vigilant!**

The following points should be carefully noted:

- During build-up: The organisers will provide overall security, but not individual stand security. With the large number of people involved during the build-up and break down periods, it is difficult to recognise trespassers so small valuable items should be protected at all times. Insurance cover is essential and also to have someone on your stand at all times.
- During the exhibition period: Exhibition areas will be kept closed overnight and entrance prohibited to all, including exhibitors, from an hour after the festival closes every day until exhibitor access at 08:00 the following morning.
- During breakdown: With the opening of exhibition areas for dismantling on breakdown day, security will be present, but it is essential that you remove all portable and valuable items immediately. Please have someone on your stand until all items are removed.

## **4. EXHIBITORS**

### ***CORPORATE TICKETS***

**Exhibitors are entitled to purchase corporate tickets at R500.00 per person per weekend ticket. This concession is limited to fifteen (15) tickets per company. Please make sure that you complete the ticket requirements on the registration form. Please Note: No corporate tickets will be sold after 10:00 on 30 August 2017**

## **DELIVERIES**

- Exhibitors should arrange for a representative to be on their stand during the build-up period to receive goods and deliveries. As soon as unloading/loading has taken place during the allocated time period, vehicles are to be removed from this area to allow other exhibitors access.
- The organisers cannot accept delivery of any goods on behalf of an exhibitor, nor will the organisers accept any responsibility whatsoever for the safety or condition of any items unloaded and/or left on site, in the absence of exhibitors. The organisers cannot accept any responsibility for goods damaged on the exhibition premises.
- Empty packaging may not be stored on exhibitors' stands.
- Exhibitors will be responsible for costs incurred through damage to any part of the tent or shell scheme stands or exhibits caused by the transportation of their equipment outside and inside the exhibition area. Any such damage must immediately be reported to the organisers' office.

**Deliveries during the event: Deliveries should be completed half an hour before the start of the event each day. Deliveries cannot take place during the open hours of the festival. Access will be allowed by way of an exhibitor's wristband. Please ensure that you purchase sufficient wristbands in order to eliminate unnecessary disturbance and frustration at the point of entry. NO STAFF WILL BE AVAILABLE FOR OFF-LOADING!**

## **EXHIBITOR WRISTBANDS**

- Exhibitors and their staff will be required to wear an exhibitor's wristband for access to the venue during the festival.
- Each 3 x 3m stand will be issued with FOUR exhibitor's wristbands for the duration of the show.
- Any extra exhibitor's wristbands can be ordered at R200 per wristband. These wristbands are for the sole use of exhibitors. Please note that this rule will be strictly enforced.
- Exhibitors may access their stands from 08:00 daily before the Festival opens to prepare their stands. The stands must be cleared within an hour of the festival closure.
- Exhibitors and staff should display exhibitor wristbands at all times (including build-up, festival hours and break down). Exhibitor wristbands are valid for one entry per day and will be clipped by security at the point of entry. Security may refuse admission to anyone failing to produce an official exhibitor's wristband.
- Wristbands will be available for collection at the organisers' office at Sandringham as from Wednesday, 26 April 2017. See "Stand Registration and Ticket form" for orders.

## **FIRE EXTINGUISHERS**

- Exhibitors are requested to have fire extinguishers available at their stands, where possible. The organisers will also have extinguishers placed in strategic places at the venue.

## **HIRED ITEMS**

- Exhibitors are reminded that all items on hire remain their responsibility until equipment is collected or returned to the relevant companies. The organisers will take no responsibility for goods on behalf of the exhibitor, neither for ensuring their safe return.

## ***PARKING / TRAFFIC CONTROL***

- **There will be various colour coded parking areas at the venue set aside for exhibitors and this will be utilised on a first-come-first-served basis. Access will be granted with the showing of exhibitor parking disks only. Two parking discs will be issued per stand.**

The official Security personnel reserves the right to control traffic and to remove illegally parked vehicles which are obstructing access areas or parked in such a way that they impede activities relating to the services provided, or are deemed to be dangerous to the general public. Vehicles that are parked in restricted areas will be removed.

## **5. STANDS**

### ***ACTIVITIES***

Exhibitors are reminded that their activities, unless otherwise agreed to by the organisers, must remain within the confines of their stands.

### ***CLEANING***

- Disposal of soft waste is the responsibility of the organisers.
- Bins will be available for paper and general waste.
- Refuse bags are available on request at the organisers' office. Cleaning will be done daily after closing time. However, for the security of your property, no cleaning will be done by the organisers inside stands.
- Exhibitors are to ensure that they keep the inside of their stands clean.
- To eliminate any confusion and for security purposes, only rubbish left in the aisle after closing times, will be removed.

### ***MANNING OF STANDS***

- During the Festival's official open times all stands must be completely open, exhibits presentable for public viewing and have an adequate number of exhibitor's staff in attendance.
- Stands must be manned no later than 15 minutes before the opening time each day.
- Under no circumstances may any stand or part thereof be closed before closing time.
- Stands must be fully operational and manned until 19:00 on Sunday 5 November 2017.
- We kindly request that exhibitors adhere to this request for the benefit of the public.

### ***REGISTRATION FORMS***

All registration forms must be completed in full, including Company name, VAT no, address, responsible person and contact number as well as the fascia name to appear on your stand. In addition, it is vital to advise exactly what products will be available on your stand. The organisers will strictly monitor the products sold and no exhibitor may deviate from the stated items. All electrical, storage and ticket/wristband requirements must also be completed.

### ***SECURITY SCREENS***

The organisers strongly recommend that exhibitors protect their stands with a night security screen. A safety sail, which closes your stand area during closing hours, is available for hire.

***SUBLETTING***

No subletting of stands is allowed without the permission of the organisers.