



EXHIBITOR SERVICES MANUAL



**International
Communication
Association**

**5 – 8 JUNE 2026
CTICC – CAPE TOWN**

**SERVICE FORM
SUBMISSION DEADLINE:
18 MAY 2026**

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GL EVENTS SOUTH AFRICA | CAPE TOWN | SERVICE FORMS

Please Return forms to: Zubeida Isaacs

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Cell : +27 (0) 67 072 1848

SERVICE
FORM
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International
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BILLING / INVOICE INSTRUCTIONS

FOR ANY ADDITIONAL ITEMS NEEDED ON YOUR STAND, KINDLY COMPLETE THE BELOW.

TO AVOID ANY DELAY PLEASE MAKE SURE ALL DETAILS ARE COMPLETED CORRECTLY AND CLEARLY.

COMPANY NAME : _____

POSTAL/ INVOICE ADDRESS : _____

VAT # [SA RESIDENTS] : _____

CONTACT PERSON : _____

EMAIL ADDRESS : _____

TELEPHONE NUMBER : _____

STAND NAME : _____

STAND NUMBER : _____

INVOICES ARE DONE IN SOUTH AFRICAN RAND/ZAR.

PLEASE TICK THE BOX IF YOU REQUIRE AN INVOICE IN U.S. DOLLAR OR EURO.

U.S. DOLLAR

☐

EURO

☐

PLEASE NOTE NO REFUNDS WILL BE PROCESSED FOR CANCELLATIONS RECEIVED FROM THE DATE OF SITE BUILD
UP 1 – 4 JUNE 2026 OR DURING THE DURATION OF THE EVENT 5 – 8 JUNE 2026.

REFUNDS WILL ONLY BE DONE ON CANCELLATIONS DONE PRIOR TO BUILD UP.

SIGNATURE : _____

DATE : _____





PLEASE TICK YOUR OPTION

☐ SHELL SCHEME PACKAGE BOOTH

STANDARD SHELL SCHEME PACKAGE BOOTHS BOOKED WITH THE ORGANISER INCLUDES THE FOLLOWING:
3M X 3M



BOOTH PACKAGES INCLUDES:

- ☐ Shell Scheme Structure
- ☐ Fascia Board with Company Name
- ☐ Grey Carpeting
- ☐ 01 x 15 amp plug point
- ☐ 02 x 150 watt spot light
- ☐ 01 x ¼ Distribution Board
- ☐ 01 x Café Table White
- ☐ 02 x Café Chair White

FURNITURE OPTIONS ON STANDARD PACKAGE (FURNITURE QUANTITIES DOUBLE UP FOR 6X3 BOOTHS)



☐ SPACE ONLY / CUSTOM STAND: Stand Builder Name _____

☐ CUSTOM STAND REQUEST FOR QUOTE FROM GL EVENTS

NOTE: ALL CUSTOM STAND BUILDERS MUST PUT DOWN GROUND SHEET OF ONE METER AROUND THEIR STAND DURING BUILD UP!! NOT NEGOTIABLE

DO'S AND DON'T'S WHEN USING SHELL SCHEME

- No painting is allowed; no usage of nails or screws.
- Double sided tape or prestik can be used to affix lightweight items.
- Velcro can be used as well (male & female)
- Damaged panels will be charged to the exhibitor causing such damage.





DIGITAL BRANDING ON PANELS / FABRIC BANNERS

DESCRIPTION	PER PANEL	QUANTITY	AMOUNT
<u>Digital Print Per Panel</u> ACTUAL : 2393mm (h) x 963mm (w) VISUAL (printing purposes) : 2380mm (h) x 950mm (w)	R 1 850.00		
<u>1M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 950mm (w), allow 50mm bleed	R 1 850.00		
<u>2M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 1940mm (w), allow 50mm bleed	R 3 700.00		
<u>3M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 2930mm (w), allow 50mm bleed	R 5 550.00		
<u>4M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 3920mm (w), allow 50mm bleed	R 7 400.00		
<u>5M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 4910mm (w), allow 50mm bleed	R 9 250.00		
<u>6M Fabric Banner print including installation (Purchase)</u> SIZE : 2460mm (h) x 5900mm (w), allow 50mm bleed	R 11 100.00		
<u>Per Meter Banner Installation and Extrusions Hire</u> Installation for Banner provided by Client. Confirm size This is per Meter.	R 650.00		

KINDLY NOTE : SHOULD YOU WISH TO KEEP YOUR FABRIC BANNERS, PLEASE REMOVE OR ASK FOR ASSISTANCE FROM OUR

GL TEAM TO HELP REMOVE THE BANNERS IN ORDER FOR YOU TO TAKE THEM WITH YOU ON BREAK DOWN, AS NO FABRIC

BANNERS ARE STORED AT THE GL OFFICES POST SHOW.

ART WORK INFO

Artwork must be provided in High resolution PDF or Jpeg.

150 dpi at full size or 300 dpi half size.

Allow for 50mm bleed all around

Artwork must be set up to size

PICTURES

- CMYK (Convert RGB to CMYK)
- Do not embed scans, scans to be supplied separate from the document

FONTS

- fonts to be supplied
- (Ideally - convert type to paths/vector/curves)

COLOURS

- If any special colour matching is required, supply a pantone swatch / number
- All colours to be made up in correct pantone breakdown where applicable





STAND FASCIA BOARDS FOR SHELL SCHEME STANDS

THIS FORM IS COMPULSARY FOR SHELL SCHEME PACKAGE STANDS BOOKED.

STAND NAME : _____

STAND NUMBER : _____

**INCLUDED IN THE SHELL SCHEME PACKAGE BOOKED, PLEASE SELECT BELOW OPTION
ANY CHANGES/REPRINTS AFTER PRINT IS R650.00 EXCL VAT PER FASCIA**



OPTION 1 : COMPANY NAME IN CAPITAL

LETTERING. WHITE WITH BLACK LETTERING Please complete below grid with company name.



OPTION 1 : Company Name/Capital Lettering to appear on the fascia board as follow:



OPTION 2 : COMPANY LOGO

Please send through High-res Artwork/Logo set up to size in PDF or JPEG. W2930mm x H300mm



OPTION 3 : We do not require a fascia board





STAND PLAN DIAGRAM

STAND NAME : _____

STAND NUMBER : _____

On the grid provided please indicate the position of the services ordered.

1. Type of electrical connections i.e. plug point X, spot lights ϕ connection for own lights.
2. Position of equipment used.
3. Any other information not specified above

SIZE OF STAND ORDERED : _____ m X _____ m SCALE : One Block = _____





CARPET HIRE

GL EVENTS SOUTH AFRICA CAPE TOWN
VAT REGISTRATION NUMBER: 4610214399
SEE OUR WEBSITE FOR IMAGES ON THESE ITEMS – www.gl-events.co.za

COLOURS :

QUANTITY :

☐

BLUE

_____ m² @ R 48.00 per m² = R _____
☐

GREEN

_____ m² @ R 48.00 per m² = R _____
☐

RED

_____ m² @ R 48.00 per m² = R _____

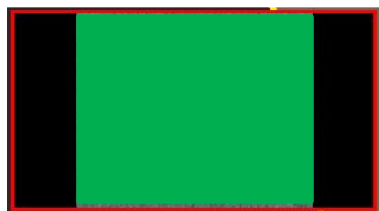
15% VAT = R _____

TOTAL (INCL VAT) = R _____

BLUE



GREEN



RED



ALL CARPET TILES ARE ON HIRE AND ANY LOSS OR DAMAGE INCURRED WILL BE CHARGED TO THE EXHIBITOR AT R850.00 PER TILE EXCLUDING VAT.





FURNITURE

ITEM CODE	ITEM DESCRIPTION	IMAGE	COLOUR/S & DIMENSIONS IN MM	EXHIBITOR PRICE	QTY REQUIRED
CAFÉ CHAIR					
	Carlton Office Chair		O/S BLACK L420 X W450 X H810	R360.00	
	Lotus White Chair		WHITE L450 X W390 X H990	R420.00	
	Lotus Black Chair		BLACK L450 X W390 X H990	R420.00	
	Dina Café Chair		BLACK, WHITE L440 X W520 X H920	R690.00	
	Bordeaux Café Chair		BLUE/GREEN/GREY VELVET	R720.00	
BARSTOOL					
	Felix Barstools		RED, GREEN, ORANGE, YELLOW, WHITE, BLACK L350 X W350 X H750	R750.00	
	Divo Barstool		CREAM L490 X W480 X H1030	R680.00	





	Eames Barstool		WHITE L370 X W420 X H1020	R680.00	
	Waterfall Barstool		WHITE L355 X W400 X H1030	R810.00	
	Bikini Barstool		BLACK, WHITE L370 X W420 X H1020	R650.00	
	White and Wood Barstool		WHITE L490 X W480 X H1030	R680.00	
	Bordeaux Barstool		GREEN. BLUE, GREY VELVET L355 X W400 X H1030	R790.00	
CAFÉ TABLE					
	White Top Café Table		WHITE / BLACK TOP H710 X D800	R720.00	
	Chrome Café Table		SILVER TOP H710 X D900	R680.00	
	Glass Top Café Table		GLASS TOP H720 X D900	R820.00	
	Eames Café Table		WHITE TOP/ WOODEN LEGS H720 X D900	R820.00	





COCKTAIL TABLE

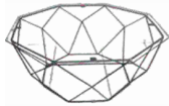
	Xavier Cocktail Table		BLACK, WHITE L700 X W700 X H1100	R870.00							
	Black Frame Plinth		BLACK FRAME WITH NATURAL TOP	R780.00							
	Chrome Cocktail Table		SILVER TOP D750 X H900	R690.00							
	Pyramid Cocktail Table		GLASS TOP L600 X W600 X H1050	R850.00							
	Chrome cocktail Table with colour Top		<table><tr><td>WHITE</td><td>RED</td></tr><tr><td>BLACK</td><td>BLUE</td></tr><tr><td colspan="2">BEECH WOOD</td></tr></table> L650 X W650 X H1100	WHITE	RED	BLACK	BLUE	BEECH WOOD		R790.00	
WHITE	RED										
BLACK	BLUE										
BEECH WOOD											

PLINTHS

	Pedestal Display Plinth		L500 X W500 X H500	R350.00	
	Vertical Display Plinth		L500 X W500 X H1000	R560.00	
	Café Plinth		L400 X W400 X H750	R720.00	
	Cocktail Plinth		L400 X W400 X H1100	R850.00	





	Café Plinth With top		L800 X W800 X H750	R850.00	
	Cocktail Plinth With White Top		L700 X W700mm X H1100	R950.00	
SIDE TABLE					
	Glass Side Table		W500 X H500	R590.00	
	Oak Coffee Table		W600 X H520	R650.00	
	Hexagon Side Table		BLACK / WHITE	R520.00	
	Wooden Side Table		WHITE W500 X H520	R580.00	
	Amber Glass Coffee Table Large		H450MM X W700MM X D500MM	R950.00	
LOUNGES					
	Cube Ottoman		VARIOUS COLOURS L400 X W400 X H420	R420.00	
	Carla Tub Chair		BLACK	R1450.00	





	Single Seater Couch		WHITE , BLACK L1000 X W800 X H850	R1550.00	
	Double Seater Couch		WHITE, BLACK L1900 X W800 X H850	R1750.00	
ADDITIONAL ITEMS					
	Waste Paper Bin Small		H290 X D290	R80.00	
	Zig-Zag Brochure holder		CLEAR PERSPEX L260 X W380 X H1460	R750.00	
	Zig-Zag Brochure holder		SELECT COLOUR : BLACK OR WHITE L260 X W380 X H1460	R850.00	
	Octanorm Cupboard – Lockable		H900 X W1010 X D500	R1050.00	
	Octanorm Cupboard with front panel print		PRINT SIZE : W963 x H863	R1850.00	
	Octanorm Glass Top Counter – Lockable		H900 X W1030 X D530	R1250.00	





	Octanorm Glass Top counter with front panel print		PRINT SIZE : W963 x H662	R1750.00	
	Octanorm Showcase Small – Lockable		H2000 X W530 X D530	R1800.00	
	Octanorm Showcase Small with front panels print		PRINT SIZE : Top – W468 x H213 Bottom – W468 x H583	R2350.00	
GL38	Standing Shelf		H1360 X W990 X D495	R890.00	
	Trestle Table with fitted black cloth		H750 X W1800 X D700	R520.00	
	Conference Table with fitted black cloth		H750 X W1800 X D400	R520.00	
	Flat Shelves		W1000 X D300	R450.00	
				TOTAL :	
				15% VAT	
				TOTAL DUE :	





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ELECTRICAL HIRE

IMAGE EXAMPLE	DESCRIPTION	QTY	PRICE EXCL. VAT	TOTAL
	30 Amp Single Phase Distribution Board		R 4 200.00	
	15 Amp Plug Point		R 490.00	
	150 Watt Halogen Spot on Arm		R520.00	
	150 Watt Spot Light		R 650.00	
	Multiplug		R 450.00	
	International Adapter		R 350.00	
	Exhibitors Connection		R 450.00	
	Three Phase Power Connection Only (Please produce a C.O.C)		R 1 850.00	
			TOTAL:	
			15% VAT :	
			TOTAL DUE :	

*NB: If you have not opted for a 'package stand', and do require electrics; plug points need to be ordered along with a power source [DB – Distribution Board] for power supply. We suggest minimally a 30 Amp Single Phase Distribution Board be ordered. This recommendation is based on light currency only. For heavy current usage, a larger power supply unit may be required. Please feel free to contact GL EVENTS for assistance, on +27 21 526 3200.





PLANT HIRE

COMPANY NAME : _____

STAND NUMBER : _____

STAND NAME : _____

CONTACT PERSON : _____

TELEPHONE NUMBER : _____

EMAIL ADDRESS : _____

POSTAL ADDRESS : _____

VAT # [SA RESIDENTS] : _____

PLANTS

PLEASE TICK YOUR SELECTED POT SIZE AND COLOUR AS WELL AS YOUR SELECTION OF PLANT. ALL PLANTS CAN FIT INTO YOUR SELECTED POT SIZE – TALL OR SHORT - DESK PLANT IS A SEPARATE PRICE



POTTED PLANT @ R1500.00



DESK PLANT @ R900.00



QUANTITY REQUIRED

TALL POTS



SHORT POTS



PLANT SELECTION





GENERAL TERMS

The above items are for hire, and remain the property of GL EVENTS SOUTH AFRICA PTY. This quotation is subject to the following terms & conditions:

Conditions of Hire & Supply:

Orders subject to stock availability.

Items hired, remain the property of GL EVENTS SOUTH AFRICA PTY

NO GOODS WILL BE DELIVERED, UNLESS PAID FOR IN FULL WITH ORDER.

Late orders received after the cut off time will be subject to a surcharge of 20%.

Goods damaged, will be charged to the relevant exhibitor.

A refundable key deposit will be charged on locks & keys.

Items supplied with plug leads & lighting – prices do not include connection fees.

The risk of all furniture passes to the client on delivery.

Payment terms:

Should this quotation be acceptable to you, **we require a (100%) one hundred percent payment on acceptance**, with payment also being made by either bank guaranteed cheque, cash or direct deposit.

Bank details:	STANDARD BANK
ACCOUNT NAME	GL EVENTS SOUTH AFRICA (PTY)
BRANCH	SOUTHDALE
BRANCH NUMBER	006 405
ACCOUNT NUMBER	002 787 504

Please state the quote reference number when making payment.

Interest on all overdue accounts will be levied at a rate of 2% (two percent) above the Prime Overdraft Lending Rate of Standard Bank.

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Goods damaged, will be charged to the relevant exhibitor

A refundable key deposit will be charged on locks & keys

Items supplied with plug leads and lighting – prices do not include connection fees

The risk of all furniture passes to the client on delivery

Period of validity:

This quotation is valid for 7 (seven) days from date of quotation.

Should any additions and/or changes to this quotation be required once approved, GL EVENTS SOUTH AFRICA reserves the right to revise the quotation. Furthermore, GL EVENTS SOUTH AFRICA PTY may refuse to enter into a revised quotation at its sole and absolute discretion, notwithstanding the fact that the initial quotation has been paid in full.

Risk:

The risk of all equipment shall pass to the customer on delivery thereof by GL EVENTS SOUTH AFRICA and the customer shall ensure that adequate insurance cover has been secured against all kinds of risk that may occur, including Public Liability Insurance. GL EVENTS SOUTH AFRICA will not be held responsible in any way whatsoever for the loss of any equipment of whatsoever nature. The customer shall ensure that all posters, signage and the like, affixed to the equipment, and shall be removed by the customer, prior to GL EVENTS SOUTH AFRICA breaking down the stand/exhibition.



Please Return forms to: Zubeida Isaacs**Email:** zubeida.isaacs@gl-events.com**Tel:** + 27 (0) 21 526 3200**Cell :** +27 (0) 67 072 1848SERVICE
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18 MAY 2026International
Communication
Association**Availability:**

The availability of equipment provided in terms of this quotation can only be confirmed upon acceptance of this quotation and the deposit having been paid accordingly.

Confirmation:

This quotation is not binding until GL EVENTS SOUTH AFRICA has received a signed acceptance, and an official order, together with the required (50%) fifty percent deposit.

Storage Facility:

This service is not provided, unless specifically agreed and accepted under contract, by GL EVENTS SOUTH AFRICA

Stand Dressing:

This service is not provided, unless specifically agreed and accepted under contract, by GL EVENTS SOUTH AFRICA

Cancellation:**Ownership:**

The equipment provided in terms of this quotation, is for hire, and will always remain the property of GL EVENTS SOUTH AFRICA.

**PLEASE APPROVE BY COMPLETION OF THE BELOW. EMAIL YOUR OFFICIAL ORDER TO ZUBEIDA ISAACS****Email:** zubeida.isaacs@gl-events.com

I/WE ACCEPT YOUR QUOTATION _____ DATE: _____

We trust the aforementioned meets with your approval and look forward to hearing from you in due course.

Kind Regards,

Zubeida Isaacs

PROJECT MANAGER

zubeida.isaacs@gl-events.com