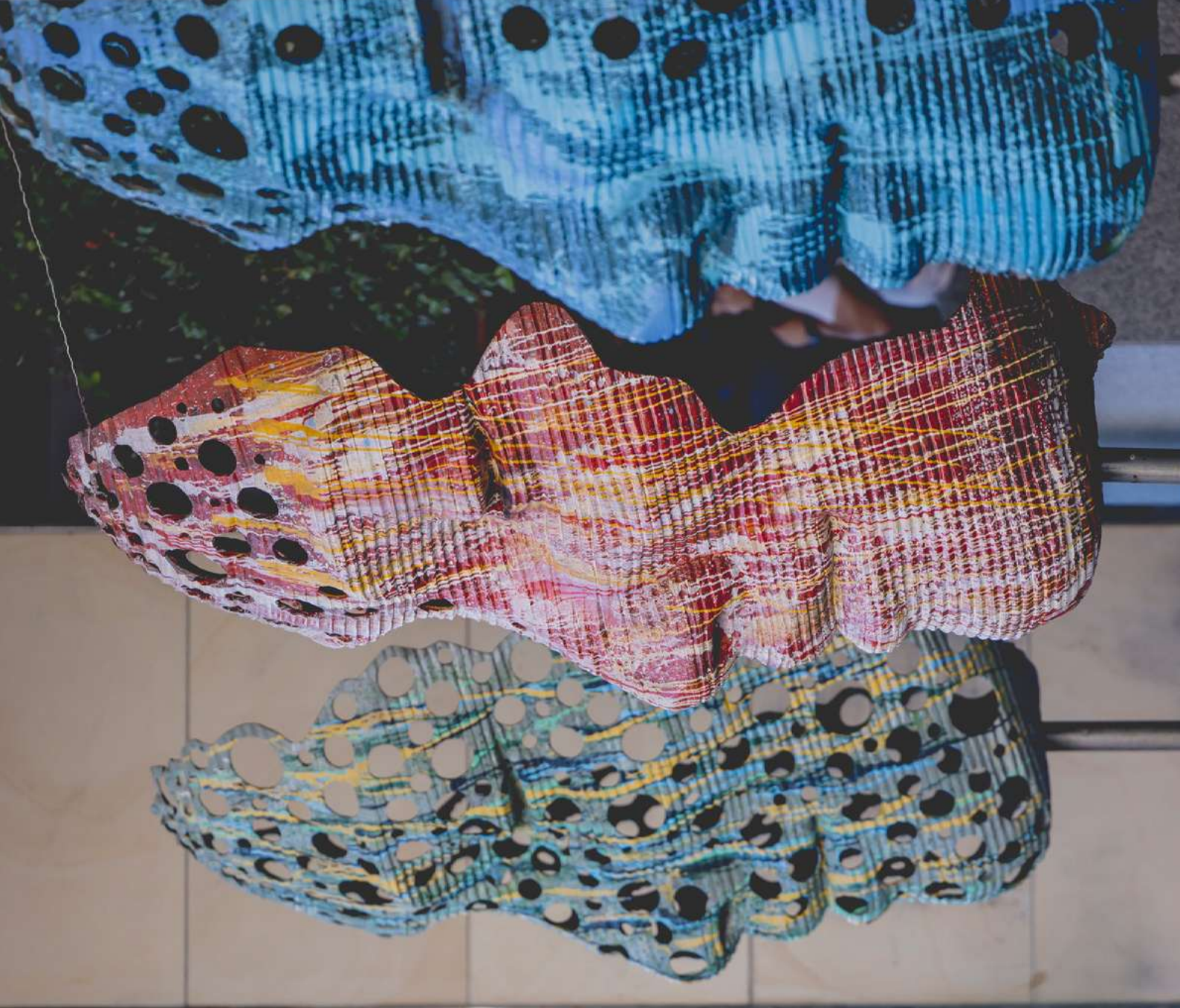




CENTURY CITY
CONFERENCE CENTRE

EXHIBITOR'S MANUAL



TRANSCEND CONVENTION

Designed as the hub and pivotal point of the precinct, the Century City Conference Centre's bold architectural form is matched only by its even bolder interior features – world-class connectivity, sleek creativity and unparalleled choice to make any event truly configurable. Centrally located in the greater Cape Town metropole, the Centre can accommodate a total of 2,000 guests across 20 fully customisable venues. The venues include large halls that can be combined to cater for up to 1,900 delegates, offering flexible conferencing and eventing solutions to suit your brand, theme or décor requirements.

PROUDLY GREEN

The entire precinct pioneered a mixed-use Green Building Council of South Africa rating to ensure that sustainable green design principles are implemented.

CONTENTS

1. Map of Bridgewater Precinct	1	5. Requirements for an Event Permit	11
2. Venue Details	2	6. Show Regulations	12-17
Show Dates & Times	2	Music Licensing & SAMRO Compliance	12
Load-in & Breakdown	2	Alcohol Policy	12
3. Event Details	2	Behaviour Guidelines	12
		Brochure Distribution	12
		Care of Buildings	12
4. Health & Safety Procedures and Regulations	3-10	Cooking & Sampling	13
Aisle Encroachment	3	Coffee Shops & Restaurants	13
Electrical Procedures & Regulations	3-4	Information Technology	13
Elevators	4	Catering & Crew Catering	13
Emergency Procedures & Fire Regulations	5	Lost and Found	13
Fire Retardation & Combustible Materials	5-6	Furniture & Stand Fittings	14
Gas Regulations	6	Goods Removal & Selling from Stands	14
General Fire Safety	6	Insurance	14
Liability	7	Parking Details	15
National Building Regulations	7-8	Security	15
Occupational Health & Safety Act Regulations	8	Stand Cleaning	15
Safety Guidelines & Safe Working Practices	8-9	Entry to the Show	16
Damage	9	Exclusive Rights	16
Structural Stability	9	Firearms	16
Venue Floor Plans	9-10	Maintenance	16
Loading Weight Restrictions	10	Music on Stands	16
Cherry Pickers	10	Photography & Video Recordings	16
		Audio Visual Services	16

CONTENTS

Product Display & Sampling	16		
Signage	16	8. Choose Your Venue	19-21
Smoking Policy	17	Capacity Tables	20-21
Vehicle Display	17		
Vetting	17	9. Accommodation	22-26
Branding	17	Century City Hotel Urban Square	23
Hotworks Permits	17	Century City Hotel Bridgewater	24
WiFi & IT Access	17	Bridgewater Apartments	25
Storage Facilities	17	Axis Luxury Apartments	26
		10. Restaurants	27-28
7. Exhibition Services	18	Urban Umami	27
Waste Management	18	Gusto Urban Italian	28
Exhibition Cleaning	18		
Security Services	18	11. Sustainability at the Core	29
Medical Assistance / Health & Safety Officer	18		
Exhibition Freight	18		
Audio Visual & Technical Suppliers	18		
Porters	18		
Events Permit Assistance	18		
Stand Cleaning	18		
Preferred Supplier for Live Entertainment	18		



BRIDGEWAYS PRECINCT

All within walking distance

With its unique location on the edge of Ratanga Park, the lifestyle of blending natural beauty with the convenience of being within walking distance of restaurants, shops and the gym is singular, and the true definition of modern urbanism.

RESTAURANT KEY

1. Akiya Sushi
2. Vida e Café
3. Urban Umami
4. Tiger's Milk
5. La Parada
6. Seattle
7. Gusto Urban Italian

HOTEL KEY

1. Century City Hotel Urban Square
2. Century City Hotel Bridgewater
3. Colosseum Hotel
4. Cape Town Marriott Hotel Crystal Towers
5. Bridgewater Apartments
6. On Park Apartments
7. Axis Luxury Apartments
8. Stay Easy

GYMNASIUM KEY

1. Virgin Active
2. Heat Studio
3. Bodytec

VENUE DETAILS

Switchboard: +27 (21) 204 8000

Email: events@cccconferencecentre.co.za

Address:

No. 4 Energy Lane
Bridgeways Precinct
Century City
7441

EVENT DETAILS

Show Dates & Times:

Event organisers will provide full details of show dates and times to all exhibitors prior to the event.

Load-in & Breakdown:

- All stands must be cleared by the stipulated time provided by the organisers.
- A detailed schedule will be shared, outlining load-in and breakdown times.
- These times are set to ensure smooth, even flow at the delivery bays.



HEALTH AND SAFETY PROCEDURES AND REGULATIONS

INTRODUCTION:

Generic safety guidelines are provided to inform exhibitors of the “best practices” that should be used to safely exhibit and avoid any possible liability, injury, accident or loss of life.

Before any work begins on site, the exhibitor and their contractor must evaluate any risk that might be caused by the building of a stand, looking at probable and possible hazards and dangers. In doing so, the exhibitor should be able to put in place plans and procedures to limit or eliminate the risk. These steps are essentially the reasonable measures the exhibitor will take in limiting injury, loss of life, civil liability and public liability.

AISLE ENCROACHMENT:

Disaster management rules and fire regulations at all conference and exhibition venues require that all aisles and access to fire exit doors are kept free of at least a 2 meter space at all times. Exhibitors are required to make adequate space to accommodate their full display, and no encroachment into the aisles is permitted. Should any item or structure be placed in, or protrude into, the designated aisle space, the organisers and/or venue management reserve the right to move or remove the item without any liability for loss or damage.

ELECTRICAL PROCEDURES & REGULATIONS:

Electrical installations must be of a nature to ensure safety in the use of electricity and must be carried out in a competent manner. Where a fault becomes apparent, the equipment must not be used until the fault has been rectified.

All electrical equipment brought into the venue must comply with the South African Electrical Regulations and the Occupational Health and Safety Act (85 of 1983) as amended by the Occupational Health and Safety Act (181 of 1983) and the Labour Relations Act (65 of 1985). Should this not be the case, equipment will be removed immediately from the premises at the exhibitor’s expense, and charges for any damage caused by the faulty equipment will apply.

Due to the strict regulations governing the venue, please take note of the following:

- No twin flex is permitted.
- No 15 amp double adaptors are permitted. Instead, use an SABS-approved multi-socket outlet.
- All purpose-built stand shell schemes/equipment are to be undertaken by a registered wireman only and must comply with the South African Bureau of Standards and Occupational Health and Safety Acts. A Certificate of Compliance must be furnished to the Exhibition Services Manager.
- Only SABS-approved multi-socket or multi-ender plugs or cable ties may be utilised.
- All wiring systems must be insulated flexible cables with copper conductors that have a minimum cross-sectional area of 1.5 mm² (e.g. 300 mm² cable).

- Open Wiring: Insulated single-core cables (colour-coded to differentiate between Live/Neutral/Earth) will only be accepted at a minimum height of 2.4 m and must not be subjected to mechanical damage.
- Electrical wiring across walkways/passages using insulated flexible cables (e.g. 3-core cable) will only be accepted at a minimum height of 2.5 m. Any metallic structure with electrics affixed thereto must be earthed to a distribution board.
- No joints to trailing cable will be accepted.
- Multiple wiring will not be permitted to terminate to a single 15 amp plug top (SA 3-pin round plug).
- Lighting is to be looped from fitting to fitting, with all terminations secured and concealed.
- Any termination points required on a wire-way must be insulated and of a mechanical nature (e.g. strip connector or screw-it connector). No twisting of wires is permitted.
- Stands constructed of a conductive material must be double-earthed to the venue's earthing system.
- 15 amps are allocated per exhibition stand to cater for most requirements. However, additional electrical supply will be necessary for laser printers, heating or refrigeration equipment. Overloaded usage may cause the power supply to trip excessively, which can take hours to rectify and cause inconvenience to exhibitors. Any costs incurred by CCCC in this regard will be passed on to the client.
- Transformers must be mounted on the structure, stand walls and/or systems, and not placed directly on the floor.
- Each hall has 1 x 32 amp power socket, as well as various floor and wall power points (15 amp each).
- 1 x 125 amp socket is located inside the DB room between Hall A and B.
- 2 x 63 amp sockets are located in the loading bay.
- 2 x 63 amp sockets are located in the kitchen.
- 1 x 32 amp socket is located in the Business Lounge furniture store.
- The Ground Floor Foyer has 2 x 32 amp power sockets situated in the middle of the foyer.
- Extension leads can be provided by Multi-Media (our partners) at an additional cost.
- Each electrical supply provided is intended for one item of equipment or machine on display. Multi-point socket outlets are not permitted, as they may cause overload and trip the incoming supply.
- No electrical installation or fitting may be suspended from the ceiling or fixed to any part of the building structure without prior approval from the organisers and the venue. If permitted, a fee will be levied.
- 30 amp, 3-phase power (including earth and neutral) is available on request. Any power requirements exceeding 30 amps must be discussed with the Century City Conference Centre Operations Manager.
- Neon lighting may not be installed without prior arrangements and written authorisation from the Century City Conference Centre Operations Manager.
- Fluorescent fittings must be earthed.
- All electrical fittings and equipment must be SABS-approved (e.g. transformers, distribution boards, plugs).
- Each stand builder must supply their own additional extension cords where required.

ELEVATORS:

Guests elevators are NOT to be used for transporting freight or equipment from level to level, the Hoist lift back of house needs to be utilized. This includes easels, chairs, tables AV equipment etc.

EMERGENCY PROCEDURES AND FIRE REGULATIONS:

Exhibitors must ensure that their staff have been adequately briefed on the emergency procedures, as well as the location of the fire-fighting equipment and emergency exits at the exhibition and must adhere to the following steps:

- Immediately report an incident of concern to the organiser.
- Exhibitors must refrain from touching any objects of concern and from removing exhibits from the venue. Do not panic.
- Evacuation of the venue will be announced over the venue's PA system.
- Exhibitors are requested to point out the direction of emergency exits to staff members and visitors in their immediate vicinity.
- Fire escapes are situated at intervals throughout the building and are easily accessible.

In the event of an emergency at the venue, the following services will be provided:

- Evacuation lighting
- Essential ventilation
- Computer systems for building control
- Evacuation security systems fully trained evacuation team
- Pressurisation of fire escape stairwells
- Specialised emergency services

Please note that all the venue elevators will be grounded and not operational.

Century City Conference Centre does not provide fire extinguishers to each stand. This is the responsibility of the exhibitor.

SMOKE DETECTORS:

If we need to disable the smoke detectors in any of our venues for the use of smoke machines or hazers, an additional cost will apply. Please be advised that there is an application form we need to complete to send to our insurers prior to any of the smoke detectors being disabled, thus these requests need to be put forward to the Venue Events Coordinator at least one week prior to the event date.

EXITS:

No furnishings, decorations or other objects may obstruct access to exits or visibility of emergency exits. The required path of travel to exits may not be obstructed by furniture or any other moveable objects.

FIRE ESCAPES:

Follow all fire emergency exit signs to the designated assembly points to the parking area behind Ratanga Park Field. Should this area not be available, alternative assembly points will be indicated by the Century City Conference Centre ground team.

FIRE RETARDATION:

The local council by-laws are quite specific; NO COMBUSTIBLE MATERIAL with a high fire rating may be displayed at any event.

However, if displayed, it must be treated correctly or a low level of combustibility must be attained. Hessian, thatch and straw are regarded as major fire hazards and exhibitors planning to use these as part of their display will be required to provide a Fire Retardant Certificate indicating that the product has been treated with a fire-retarding compound.

When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5 cm above the carpeted floor.

Combustible materials are items such as:

- Draping/curtaining; backdrops; hay, hessian, thatch, etc., including that being used by the technical (stage, sound, lighting, etc.) contractors.
- Combustible material to be treated with a fire-retardant substance as approved by the Fire & Emergency Services & SABS standards.

GAS REGULATIONS:

Any use of gas is only permitted with pre-approval from Venue Management. Application to use any gas or gas products must be submitted to the venue in writing at least one month prior to event date.

GENERAL FIRE SAFETY ASPECTS:

The following aspects regarding fire safety are required to be reported to the organiser prior to start of build-up to the exhibition, to allow for liaison and approval with the Fire and Emergency Services, Metro Police and South African Police Services where applicable. This arrangement is to ensure compliance with all Municipal by-laws and regulations regarding fire safety.

- All plans for stage sets and designs, such as height over 900mm staging, multi-storey, wooden structures, bridges, flammable material and inserts of polyurethane must be forwarded to the organiser. All LED screens and build up requires and application for BDM.
- All flammable and combustible materials and components will be declared for approval and treated with a flame-retardant. A certificate must be obtained and a copy of the certificate must be handed to the organiser.
- Any hazardous chemicals or flammable materials to be used within the confines of the venue must be declared. These materials shall be stored in purpose-made safety containers in minimum quantities.



- Any flammable construction, building and/or other materials shall be treated with a fire retardant substance and certified as such, prior to construction commencement. All emergency exits will be kept clear for the duration of the show days and this task has been designated to the Contracted Security Company. All fire exits are to be clearly indicated on the event floor plan.

SHOULD NO CERTIFICATE OR APPROVAL BE FORTHCOMING, PLEASE NOTE THAT THE FIRE DEPARTMENT – EMERGENCY MANAGEMENT SERVICES HAS THE RIGHT TO FINE TRANSGRESSORS.

The Fire and Emergency Services will conduct an inspection of the exhibition on the last day of build-up to ensure compliance, and should full compliance with regulations not be adhered to, they have the right to hold back on the opening of the event or fine transgressors.

CANDLES:

No open flame candles will be permitted on tables with table cloths unless the cloth/table has been treated with Sapphire flame retardant and Micron fabric safe.

LIABILITY:

The contractors are personally responsible for the control of their equipment at all times and shall be personally liable for any claims which may be made in respect of injuries which may arise or be caused by the use of this equipment. The exhibitor acknowledges that the layout of the exhibit area and the large numbers of people present in the exhibition halls make it impossible for adequate security to be provided to protect the exhibitor's merchandise and other property. Accordingly, the exhibitor assumes all risk of loss for its merchandise, fixtures, displays and any other property of the exhibitor located in the exhibition area, storage or any other area where access has been provided to exhibitors by the venue, where such loss results from theft,

vandalism and/or any other damage caused by any agent, employee of the venue or any other person either authorised or not authorised to be present at the exhibition hall. It is recommended that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

NATIONAL BUILDING REGULATIONS:

This code of practice covers provisions for building site operations and building design and construction, both permanent and temporary, that are deemed to satisfy the provisions of the National Building Regulations. Temporary buildings are defined as any building that is so declared by the owner or structural builder and that is being used or is to be used for a specified purpose for a specified period of time.

This includes staging and scaffolding as temporary structures. Before a temporary structure can be authorised by the local authorities or by the property owner, the following submissions will be sought:

Statement of the period for which the temporary building will be operational.

- A site plan
- Layout drawings in sufficient detail, to determine the general size, form, materials of construction and the use of the proposed building.
- Any structural detail required determining the structural safety of the temporary building will be monitored by the Safety Consultant and venue as the property owner, and will bring to the attention of the Managing Agent any concerns that they may deem hazardous.

- For the purposes of the exhibition, it has been determined in discussions with the venue that any structure built, stage or otherwise, is deemed a potential hazard and requires a layout plan with all the relevant details. The submission of this plan to the venue will be analysed and the risk determined. If a recognised stage or stand builder builds the structure, the venue, risk assessor and Emergency Management Services will inspect the structure for safety purposes and request the authorised builder to provide a Structural Certificate. If it is determined that there is possible risk to the temporary structure, and to people and items around the structure, the venue has the right, as the property owner, or the Emergency Management Services to not allow persons on the structure.
- The Emergency Management Services has a right to issue summonses or fines if they are not satisfied with the construction of the temporary structure. The items that fall within these regulations will be monitored by the Safety Consultant and venue as the property owner, and will bring to the attention of the Managing Agent any concerns that they may deem hazardous.

OCCUPATIONAL HEALTH AND SAFETY ACT REGULATIONS:

Exhibitors who have booked floor space only stands, or have a stand builder working for them, must please take note of the above-mentioned Act and ensure that all contractors and sub-contractors working on the stand comply with the Safe Working Practices as well as the guidelines and regulations as set out in the Act. All contractors are to sign the Century City Conference Centre and Hotel Section 37 (2) Agreement before commencement of any work on the premises. The document may be received from your event organiser or the Century City Conference Centre Meetings & Events Co-ordinator.

SAFETY GUIDELINES:

- The venue will give prior written approval where it is proposed that apparatus involving special risk is to be operated.
- No fixing, attachment or penetration of any fabric, structure or floors is permitted.
- The venue must give their written approval where any of the following is proposed:
 - Any material, exhibit or substances that are hazardous, noxious, explosive or of an objectionable nature;
 - Items that produce fumes, exhaust or smoke;
 - Operating machinery and apparatus;
 - Use or display of pyrotechnics and lasers;
 - Use or display of radioactive materials, flammable liquids, oils and gases, as well as welding or compressed air;
 - The use of balloons and public entertainment, including amusement displays, live performances and live animals on display.

SAFE WORKING PRACTICES:

Contractors need to ensure they are working according to the guidelines and regulations as prescribed by the Occupational Health & Safety Act (OHS Act). It is required that all contractors and sub-contractors adhere to the Safe Working Practices as set out in the Act. Staff and contractors shall be vigilant towards health and safety issues relating to themselves and others in the area and shall observe the following practices, which will be monitored and enforced by the organisers:

- The understanding of the Fire and Emergency Services procedures.
- Ensure aisles leading to emergency exits are kept clear and unobstructed.
- The use of hard hats when working or restricting access to dangerous and hazardous areas.

- The need to wear suitable protective clothing, including eye, ear, foot and hand protection, where relevant.

DAMAGE:

Event organisers are responsible for the cost of making good and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors, or by any persons employed or engaged on their behalf. Any event organiser found damaging the floors & walls, carpets and/or any structure in the Century City Conference Centre & Hotel will be charged with the replacement value of such items.

- The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- That after use, chemicals and liquids are removed from the venue for safe and proper disposal by the exhibitors/stand builders. Such products may not be disposed of in general refuse areas.
- Ensuring portable power equipment is used for the purposes intended, with safety guards correctly fitted and used. Ensuring portable electric tools are used with minimum length of trailing leads and not left unattended with a live power supply.
- No forklifts are allowed in the venues.
- That work is maintained free from general waste material that could be hazardous.
- It is the responsibility of the exhibitor to hire in flooring if the stand or item for display is in the ground floor foyer area. This will be at the exhibitor's own cost.
- That proper scaffolding is used during construction and that safety features are provided, in accordance with established standards, and tower scaffolding is used and properly constructed.

STRUCTURAL STABILITY:

- The structure of the set shall safely sustain the combined dead and imposed loads without any deflection or deformation which will impair stability.
- All materials used in construction shall be:
 - Non-combustible material
 - Flame-resistant timber of any thickness
 - Flame-resistant plastic and boarding
 - Chipboard or blockboard more than 18mm thick
- All materials used for decorative finishes to the set shall be:
 - Able to pass a test of flammability or for surface spread of flame
 - Fixed taut or in tight pleats to a solid backing
 - Secured at floor level
 - Shall not ignite when subjected to a flame for 10 seconds
 - Any paint shall be water-based.
 - The use of paint sprayers is not permitted.
 - Cavities and spaces around the venue shall not be used for storage of empty crates, cartons, boxes or packaging materials.

VENUE FLOOR PLANS:

All venue floor plans are available on request from the Venue Events Co-ordinator. Floor plans may be edited by any company; once floor plans have been finalised, these drafts must be sent to the Venue Events Co-ordinator at least 1 month prior to the event date in order to get them pre-approved by Venue Risk and Operations Management. Any set-up done without a pre-approved floor plan from the Venue may not continue until it has been approved.

All floor plans must be drawn to scale on the template floor plan provided by the Venue Events Co-ordinator.

Please inform the Venue Events Co-ordinator, at least 1 x week prior to the event setup date, if the fixed screens in Halls A, B or C are required to be removed, as this can be arranged at an additional cost.

LOADING WEIGHT RESTRICTIONS:

All venues have loading weight restrictions due to building levels.

The weight restriction for ground floor is 500 kg per square metre.

All heavy objects must be pre-approved for display in the venues or areas.

CHERRY PICKERS:

Cherry Pickers are allowed in Century City Conference Centre on pre-approval of Venue Management, with restrictions to certain venues. Cherry Pickers must comply with the weight restrictions as well as overall dimensions to ensure the building is not damaged. These may be rented in by outsourced suppliers at the cost to the function organisers. Health and Safety procedures apply for machinery; no operator will be allowed onto premises without required certificates. No forklifts are allowed



REQUIREMENTS FOR AN EVENT PERMIT

An event permit will be required for all events with 200 or more attendees, amplified sound, or temporary structures being erected.

Permit applications should be submitted to the City of Cape Town Permits office for approval a minimum of 15 working days from the event start date. Approval and issuing of permits by the City will not be guaranteed for any late submissions.

The following plans and documents must be submitted to the City of Cape Town for approval as part of the permit application process:

1. SAPS Risk Grading Application
2. SAPS Risk Grading Certificate
3. Written Appointment of Safety Officer
4. Safety Officer Pre-Risk Assessment
5. Population Certificates for all enclosed venues (tents, halls etc.) will be provided by Century City Conference Centre
6. Medical Plan and Details of Registered Service Provider
7. Security Plan and Details of Registered Service Provider
8. List of PSIRA-registered security staff – will be provided by Century City Conference Centre or appointed Service Provider
9. Certificate of Acceptability (Vendors and Caterers)
10. Gas Storage Plan and Accredited Service Provider details – if applicable
11. Detailed vendor layout plan, number of vendors and location
12. Certificate of Compliance (Electrical works)
13. Emergency Evacuation Plan – will be provided by Century City Conference Centre

14. Letter of support from local ward councillor(s) – if applicable
15. Letter of support or signatures from residents' association or businesses – if applicable
16. Letter of confirmation that you have booked the venue or permission to use the space – will be provided by Century City Conference Centre
17. Marshalling Plan – if applicable
18. Event Communication Plan
19. Transportation Management Plan/holding areas/road closures/signage – if applicable
20. Temporary Ablution deployment and totals, including physically challenged units and Service Provider details – if applicable
21. Detailed Fencing Layout Plan and Service Provider details – if applicable
22. Public liability insurance
23. Detailed Accreditation Plan – if applicable
24. Detailed Site Layout
25. Copy of Liquor Licence
26. Waste Management Plan (Contractor details) – if applicable
27. Submission and Approval of all structural plans to Building Development for sign-off prior to erecting temporary structures
28. Structural Engineers' Certificates
29. Detailed event plan outlining all aspects of the event
30. All custom-built structures must be indicated on the event permit application and event floor plan. All structures must be approved by Century City Conference Centre and the appointed Safety Officer.

To-scale technical drawings would need to be submitted to Century City Conference Centre for approval prior to submission to the City. Organisers must provide a structural engineer's appointment letter (BDM11 and BDM12) to the City of Cape Town at least 15 working days prior to the event start date.

SHOW REGULATIONS

MUSIC LICENSING AND SAMRO COMPLIANCE:

It is the responsibility of the Client to obtain all necessary licences and permissions for any live or recorded music, or other entertainment involving copyrighted material. This includes, but is not limited to, licences from the South African Music Rights Organisation (SAMRO) and other relevant authorities. The Venue will unfortunately not be held liable for any licensing requirements that have not been fulfilled.

ALCOHOL:

The venue is a fully licensed venue and alcohol may not be brought onto the premises. A special permit is required for promotional and sponsorship alcohol, and a corkage fee will apply.

The venue requires advance notification of such requests, and the decision to permit promotional or sponsorship beverages is at the discretion of venue management. Alcohol may only be served to people over the age of 18. Our liquor licence operating time is from 11h00 to 02h00. – Cashless venue

BEHAVIOUR:

The exhibiting company undertakes personal responsibility for the behaviour of any person(s) deemed to be staff, suppliers, subcontractors and/or service providers in their employ whilst on the premises. The exhibiting company also undertakes to ensure that no unacceptable behaviour by any such person, including excessive consumption of alcohol, playing of loud music, use of abusive language or lack of respect for the building, its infrastructure and personnel, occurs whilst on the venue premises.

BROCHURE DISTRIBUTION:

You are allowed to attract visitors to your stand and work with them in your exhibition space. However, you are not allowed to hand out brochures and information in areas other than your stand. Working in the aisles or approaching visitors outside your stand space is not allowed. This includes the registration area, common aisles, conference rooms and every area other than your stand. Solicitation of business or distribution of promotional materials from stand space is prohibited by anyone other than exhibitors.

CARE OF BUILDINGS:

Painting, nailing or drilling of floors, walls, ceilings or any other part of the building is not permitted. Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed.

No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures. Any floor covering tape not removed by the exhibitor will be subject to a removal charge.

It is the responsibility of the exhibitor to hire in flooring if the stand or item for display is in the ground floor foyer area. This will be at the exhibitor's own cost.

The halls have carpeted flooring and the foyer has tiled flooring.

Adequate drop sheets are required if any paint work is done inside the venues. The exhibitor is responsible for providing these at their own cost. Any damage to the venue as a result of paint work is to be repaired by the exhibitor at their own cost.

COOKING AND SAMPLING:

Any requirement for cooking at a stand must be communicated at least 30 days in advance to the organisers, giving all the relevant details.

The following should be noted:

- Cooking, product demonstrations and sampling will only be permitted where prior approval has been granted in writing by the organisers and venue management.
- Solid food portions should be no larger than 'bite-size' portions – 85 g of food on a toothpick.
- Beverage tasting must be in 'tasting cups' – 20 ml of beverage.

Bottles will be subject to a negotiated corkage fee. Should samplers interfere with the normal traffic of neighbouring exhibition stands, the organisers will have no alternative but to request that the sampling be stopped. The exhibitor must supply large plastic rubbish bins with a supply of plastic bags.

Samples of food: Food handling certification to be supplied, and no food will be allowed to be stored by Century City Conference Centre and Hotels.

COFFEESHOPS AND RESTAURANTS AT CENTURY CITY CONFERENCE CENTRE:

We have many restaurants on-site, such as Urban Umami Restaurant and Gusto Urban Italian Restaurant.

These establishments operate on a direct basis; all items ordered from these premises should be settled directly with them.

INFORMATION TECHNOLOGY:

No routers, APs or connections are permitted. Only Century City Conference Centre-contracted IT suppliers are allowed to do installations to the Century City Conference Centre infrastructure.

Satellite (DStv) connections are available; please inform the Venue Events Co-ordinator at least 30 days prior to arrange.

CATERING:

Century City Conference Centre is the exclusive supplier of food and beverages to all exhibitors. No beverages may be brought into the venue without the express approval of the venue in writing. Exhibitors wishing to provide give-away samples of products are required to forward all relevant information at least 1 month prior to the event for approval by the venue. However, these must be limited to 3 fluid ounces (20 ml) of beverage and may only be distributed within the exhibition hall.

Century City Conference Centre provides a service whereby exhibitors may order food platters and beverages for their stands.

To order beverages and food platters, please contact the Venue Events Co-ordinator of the venue for more information. Food items must be ordered at least seven (7) working days before the commencement of the exhibition. During the exhibition, additional food orders for the following day must be telephonically ordered before 10h00. Under no circumstances will ordered items be returned for credit.

CREW CATERING:

Crew meals/menus are available for crew members during setups and event days. Please inform the Venue Events Co-ordinator in advance to enquire about prices and menu options.

LOST AND FOUND:

The venue is not responsible for the safekeeping of any items left behind after the event. Should items be stored, the venue may charge the exhibitor reasonable removal and/or storage fees. Any items found will be handed to our appointed security company/Guest Services Agent.

FURNITURE:

Furniture for stands can be ordered by any supplier of your choice. No furniture from Century City Conference Centre will be used or moved around without approval from Venue Management. Any furniture hired in from suppliers must be approved by Venue Management; proper carpeting will be required in certain areas of the Conference Centre at the exhibitor's expense. Should an exhibitor require any trestle tables or cocktail tables, additional charges may apply. Two chairs per stand will be provided by the venue.

GOODS REMOVAL AND SELLING FROM STANDS:

Exhibitors are responsible for ensuring that any goods leaving their stands during the exhibition are accompanied by an appropriate receipt. Persons leaving the exhibition area are subject to random security checks, and parcels will be inspected. By supplying a receipt, you save your customers any inconvenience as they leave the exhibition.

Additional security (at the event organiser's cost) will be required should there be cash sales involved.

INSURANCE:

It is recommended that insurance cover taken for the duration of the exhibition includes transport to and from the exhibition venue. The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of its agents or contractors first enter the exhibition hall and to continue until all exhibits and property have been removed.

The organiser carries public liability for visitors but is not responsible for the insurance of exhibits or display material on stands.

Exhibitors are strongly advised to pack and remove from the exhibition hall all portable, appealing and valuable items at the end of each day when the exhibition closes, as this is the time that there is the greatest risk of loss and theft. Items such as cell phones, laptops, TVs, DVDs and video machines must not be left unattended at any time. Exhibitors shall be responsible for making good any loss or damage to any items that they have rented or hired from the exclusive outsourced contractors.



PARKING DETAILS – see parking map (on page 5):

Parking is operated by a third party. Delegates will receive a parking ticket on entry to the parking area. Pre-validated tickets are available on Conference Packages only. Should you require bulk tickets for delegates attending any functions, please inform the Venue Events Co-ordinator of the Venue in order to arrange the tickets in advance with the third party. Pre-validated tickets are available; alternatively, hourly rates will apply for vehicles.

The loading bay is a drop-and-go area.

Vehicles need to offload goods and then move to available parking. The loading bays are not a parking facility.

SECURITY:

- After setting up your exhibit and at the end of the show each night, cover your materials with a sheet or some type of cover.
- Do not leave valuable items (such as handbags, laptops etc.) unattended on your stand.
- Hire specific stand security measures (stand shield and/or security guard) to safeguard your exhibit and materials. At the close of the show, pack your valuable items first and do not leave them unattended.
- Do not indicate the contents of your boxes, i.e., computer, laptop, etc.
- Make sure arrangements have been made to have your stand and equipment removed.

Whilst every reasonable precaution is taken to ensure the safety and security of personnel and equipment, and the premises are patrolled day and night, we cannot accept any responsibility whatsoever for any injury, loss or damage, or any consequential losses which may befall your personnel and their property. Please ensure that any incident involving the loss of property is reported to the security office.

Failure to do so could result in insurance companies refusing to meet claims.

We recommend that all valuables, particularly of a portable nature, are not left unattended on your stand. This is particularly relevant on the closing evening and throughout the break-down period. Removal of stock and goods during show hours will require a Goods Removal Form, which is obtainable from the organisers.

The form must be completed by the organisers, and a copy must be given to the security representative when leaving the premises. Exhibitors are reminded to issue receipts to visitors for all goods purchased from their stand. Exhibitors wishing to arrange additional stand security for their stand during the exhibition must complete the Stand Security Form.

Please note that exhibitors are responsible for each item on their stand. Century City Conference Centre will not be held responsible for exhibitors' belongings.

STAND CLEANING:

The exhibition hall will be cleaned in the evenings once the show has closed for the day. This will include general cleaning such as vacuuming of aisle carpets and the removal of rubbish. Exhibitors must ensure that the cleaners have access to all areas where cleaning is required. The aisles are kept clear of rubbish and are cleaned on a regular basis.

The aisle bins are for visitors' convenience and must not be removed from the aisles for individual use by the exhibitors. Please note that exhibitors that require that their stand(s) are cleaned on a daily basis, exhibitors must please inform the Venue Events Co-ordinator at least 1 month prior to the event. This dedicated cleaning of stands will be for the exhibitor's account and must be prepaid.

ENTRY TO THE SHOW:

Show management reserves the right to refuse admission to any visitor, exhibitor, or exhibitor's employee who, in the opinion of show management, is unfit, intoxicated or in any way creating a disruption to the show.

EXCLUSIVE RIGHTS:

Participating exhibitors have the exclusive right to promote or sell goods or services in the show. All other parties who attempt to make any sales solicitations without the expressed written consent of the organisers will be permanently removed from the show area. Exhibitors are asked to report any infractions to the Organiser's Office so immediate action can be taken.

FIREARMS:

The venue is a strictly weapon-free venue and the use of any weapon is not permitted.

MAINTENANCE:

if you need to carry out maintenance work on your stand after the exhibition closes, please advise the organisers by 17h00 on the same afternoon in order that arrangements may be made with security and the safety officer for the provision of lighting etc.

MUSIC ON STANDS:

Please note that amplifiers or live music may not be used without the written approval of the venue management. Audio-visual presentations/demonstrations must not exceed a reasonable volume or cause aisles to be obstructed. The organisers reserve the right to restrict the number of, or cancel presentations or demonstrations causing obstructions within aisles and/or being a nuisance to neighbouring stands. The venue must give their written approval where any of the following

is proposed, i.e., any recording, broadcasting or use of radios (two-way), film, sound, music, video or any other presentation likely to generate excessive noise.

PHOTOGRAPHY AND VIDEO RECORDINGS:

Unauthorised photography or video taping of exhibits is prohibited. Exhibitors may photograph their own exhibits only, unless authorised by Venue Management.

AUDIO VISUAL:

The Century City Conference Centre has an on-site Audio Visual Partner that is able to assist with all AV requirements, including hiring extension cords. Please inform the Venue Events Co-ordinator should you require any further details on their services.

PRODUCT DISPLAY AND SAMPLING:

Demonstrations must be located so that crowds will comfortably be contained within the confines of an exhibitor's space and not block the aisles. Sound levels, glaring or flashing lights or other distracting demonstrations are subject to adjacent exhibitor and organiser approval. We ask you to turn down or turn off any sound system that is hindering your neighbour's ability to conduct business. Sampling outside of the contracted exhibition space will not be allowed.

The sale of any items is not permitted without written approval from venue management.

SIGNAGE:

Signage must be professionally produced. No hand-written, sale or show-special signs are permitted. Exhibitors who take shell scheme package stands may not display any signs or logos on the fascias. No photocopied signs stuck with Prestik will be allowed.

SMOKING:

Smoking is prohibited at all times in all areas within the Century City Conference Centre, including exhibition halls, lobbies, food service areas, public and service corridors, and restrooms.

Smokers may make use of the following designated smoking areas:

- Outside the main entrance, Energy Lane
- Off-loading area, Conference Lane

VEHICLE DISPLAY:

Arrangements for the display of motor vehicles should be made with the organisers and the Venue Events Co-ordinator prior to the event.

Special conditions apply:

- The vehicle may not be filled with more than a ¼ tank of fuel.
- If possible, the battery must be disconnected for the duration of the exhibition.
- A drip tray and adequate flooring must be provided and placed underneath the motor vehicle for any oil leaks.
- A fire extinguisher must also be positioned on the stand.
- Vehicles may not be started, run or moved during event hours.
- Keys must be readily available or a key holder should be on site.

VETTING:

In the interest of superior quality at the exhibition, the Venue Management will vet all stands at 15h00 on the last day of build-up. Should the above rules and regulations not be adhered to, the exhibitor will be given notice to rectify the problem within two hours or the stand will be closed.

BRANDING:

Certain branding options are available in the Conference Centre. Please arrange this directly with the Venue Events Co-ordinator for

specifications and regulations of branding in areas. Any unapproved branding will be removed by the venue without notice.

A branding guide is available upon request.

HOTWORKS:

No hotworks can be done in the venues, i.e., grinding, welding or soldering. This may be done outside at the loading bay and needs a hotworks permit – it is compulsory.

WIFI:

FREE WIFI is available in the Conference and Venue Hire Packages. Specific WIFI passwords will be allocated per event.

Hard lines can be arranged with the Venue Events Co-ordinator at an additional cost.

STORAGE FACILITIES:

Please note that Century City Conference Centre has limited storage venues available. Should it be required, please enquire with the Venue Events Co-ordinator to check availability.

It is also an option to book one of the Meeting Rooms as a storage facility at an additional cost.

Any items not collected within 48 hours of the breakdown day will become the property of the venue and be disposed of as the venue sees fit.

This can also be arranged with our Guest Service Agents, where a release waiver form will need to be completed.

EXHIBITION SERVICES

The below services can be arranged through the Century City Conference Centre Events Co-ordinators at least 30 days prior to the event date.

The below prices are estimates for 2024/2025.

WASTE MANAGEMENT:

Century City Conference Centre outsourced waste management company
R60 per wheelie bin – R960 per ton

EXHIBITION CLEANING:

Century City Conference Centre outsourced cleaning company
R15 per square metre

SECURITY:

Century City Conference Centre outsourced security company
R960 per day per person (12-hour shift)

MEDICAL ASSISTANCE / HEALTH AND SAFETY OFFICER:

EVSOL
Pending requirements
Approximately R5 500 for 9 hours
pre-arranged with the Century City Conference Centre Events Co-ordinator.

EXHIBITION FREIGHTING:

Exhibition Freighting GSM (+27) 21 552 7248

AUDIO VISUAL:

Multi-Media – Pre-themed and Technical Supplier

PORTERS:

Per porter

R70 per porter per hour. A minimum of 4 hours needs to be booked.
Century City Conference Centre do not have staff on hand to assist with loading and unloading from vehicles, as well as general portering. Porters need to be pre-arranged with the Century City Conference Centre Events Co-ordinator.

STAND CLEANING:

R70 per cleaner per hour – a minimum of 4 hours needs to be booked.

WAITERS:

R70 per waiter per hour – a minimum of 4 hours needs to be booked.

LIVE ENTERTAINMENT AND TEAM BUILDING:

Elegant Experience
Email: paul@elegant-entertainment.com
Mobile: 078 716 1725
Business: +44 7725 691417
Website: www.elegant-entertainment.com



CHOOSE YOUR VENUE

Our venues consist of:

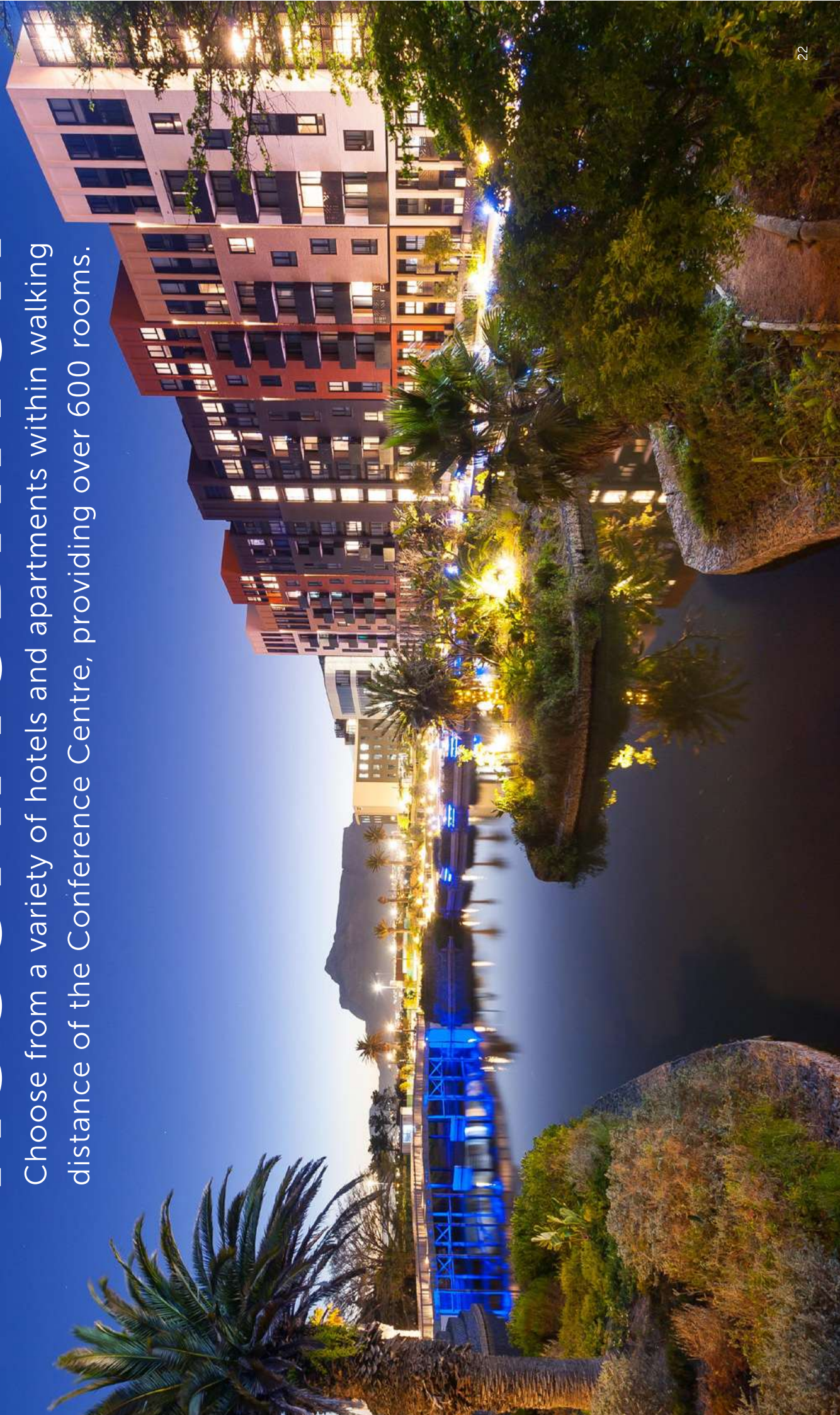
- Four large halls, three of which may be combined
- A spacious, open-plan foyer suitable for exhibitions, launches and cocktail parties
- Eleven meeting rooms, ranging in size from 30 to 110 sqm
- An 80-seater business lounge with boutique buffet refreshments
- Century City Square, an event venue of 1 200 sqm
- The Verve

CAPACITIES TABLE						
FIRST FLOOR	USABLE AREA	CLASSROOM	U-SHAPE	BOARDROOM	CINEMA	BANQUET
MEETING ROOM 1	27m ²	—	—	10	—	—
MEETING ROOM 2	38m ²	21	15	18	30	30
MEETING ROOM 3	29m ²	—	—	12	—	—
MEETING ROOM 4	36m ²	15	12	18	21	21
MEETING ROOM 5	34m ²	—	—	12	—	—
MEETING ROOM 6	33m ²	—	—	12	—	—
MEETING ROOM 7	63m ²	34	24	30	56	56
MEETING ROOM 8	59m ²	36	24	30	56	56
MEETING ROOM 9	59m ²	36	24	30	56	56
MEETING ROOM 8+9	118m ²	72	48	54	107	107
MEETING ROOM 10	63m ²	33	24	30	56	56
MEETING ROOM 11	112m ²	81	42	48	120	120
BUSINESS LOUNGE	553m ²	—	—	—	—	150
THE VERVE	USABLE AREA	CLASSROOM	U-SHAPE	BOARDROOM	CINEMA	BANQUET
MAIN VENUE HALL	352m ²	120	40	52 (PORTRAIT SETUP)	150	120
						160

GROUND FLOOR	 USABLE AREA	 CLASSROOM	 U-SHAPE	 CINEMA	 BANQUET	 3X3 EXHIB 3X3	 6X3 EXHIB 6X3
HALL A	342m ² 3680ft ²	252	135	360	200	15	6
HALL B	345m ² 3712ft ²	252	135	360	200	15	6
HALL C	342m ² 3680ft ²	252	135	360	200	15	6
HALL AB COMBINED	686m ² 7381ft ²	420	210	720	450	34	14
HALL BC COMBINED	685m ² 7371ft ²	420	210	720	450	34	14
HALL ABC COMBINED LANDSCAPE	1029m ² 11072ft ²	700	390	1160	700	50	23
HALL ABC COMBINED PORTRAIT	1029m ² 11072ft ²	696	N/A	1104	N/A	N/A	N/A
HALL D ORIENTATION PORTRAIT	394m ² 4239ft ²	315	105	446	270	19	10
HALL D ORIENTATION LANDSCAPE	394m ² 4239ft ²	252	120	420	250	19	10
FOYER	327m ² 3519ft ²	N/A	N/A	N/A	300	18	8

ACCOMMODATION

Choose from a variety of hotels and apartments within walking distance of the Conference Centre, providing over 600 rooms.





CENTURY CITY HOTEL URBAN SQUARE

FIND OUT MORE AND BOOK NOW

3 Energy Ln, Century City, Cape Town, 7446 | 021 204 8000

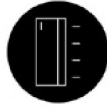
Century City Hotel Urban Square, an independent hotel in a pedestrian-friendly estate, is perfect for business and leisure. Enjoy comfortable rooms, flexible workspaces, and stylish lounges. Our personalized service combines convenience and sophistication in this walkable city. Steps from gyms, restaurants, Canal Walk, and the Century City Conference Centre, it's the ideal base to explore all Century City offers.



Urban Umami
Restaurant



24 HR
Reception



Individual
Air-conditioning



Intelligent TVs with
Netflix & DSTV



Room Service



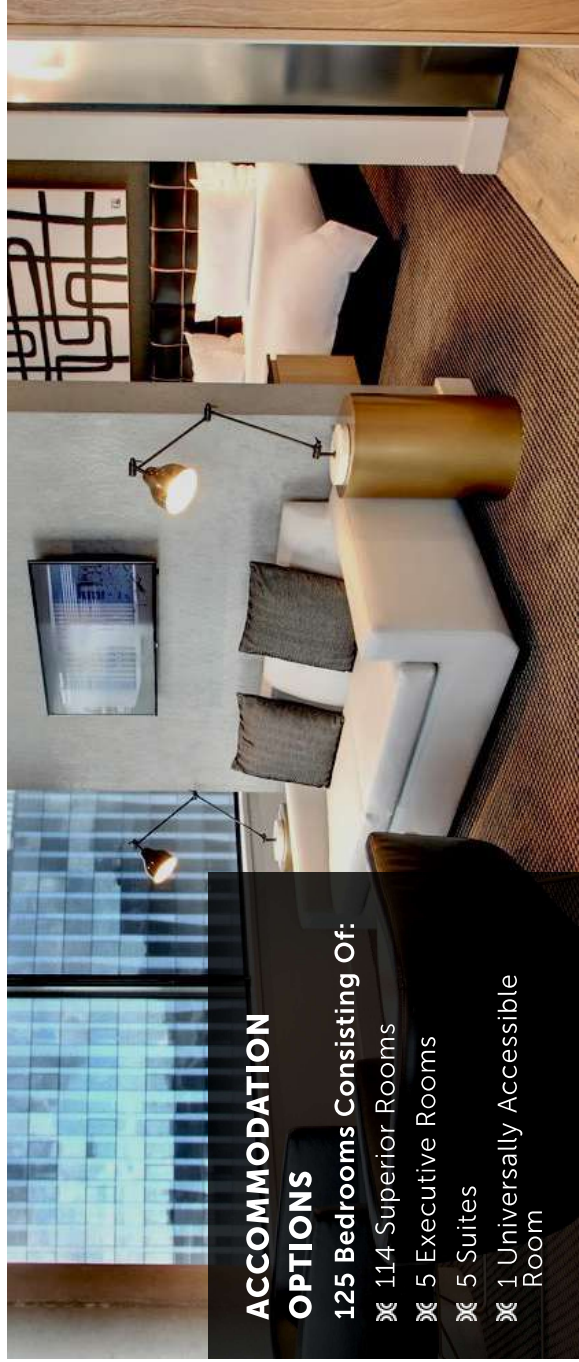
Travel Desk
(Airport Transfers)



24 HR Security



Housekeeping
Daily



ACCOMMODATION OPTIONS

125 Bedrooms Consisting Of:

- ✂ 114 Superior Rooms
- ✂ 5 Executive Rooms
- ✂ 5 Suites
- ✂ 1 Universally Accessible Room



Century City Hotel Bridgewater is on the cusp of natural beauty and urban energy. Designed with the modern traveler in mind, the hotel boasts rooms with serene park views, creating a relaxing retreat. Enjoy the convenience of being just steps away from Canal Walk Shopping Centre, a variety of gyms, and an array of restaurants, offering the perfect blend of relaxation, convenience, and sophistication.



- 

Gusto
Urban Italian
Restaurant



24 HR
Reception



Individual
Air-conditioning



Intelligent TVs with
Netflix & DSTV



Room Service



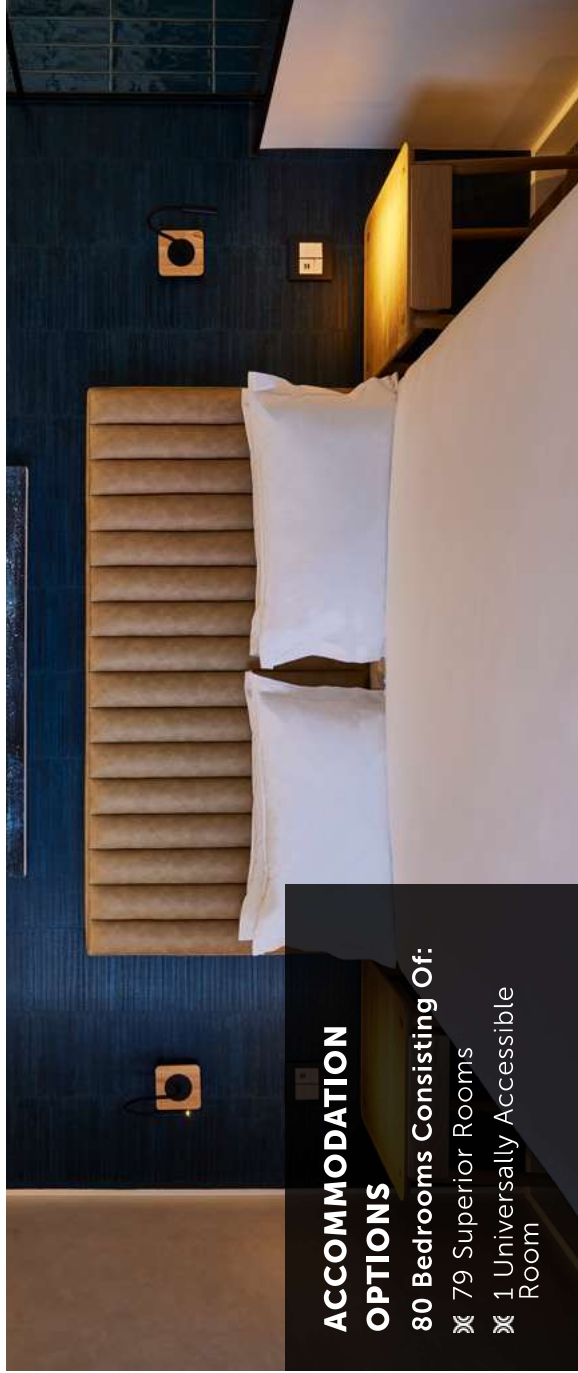
Travel Desk
(Airport Transfers)



24 HR Security



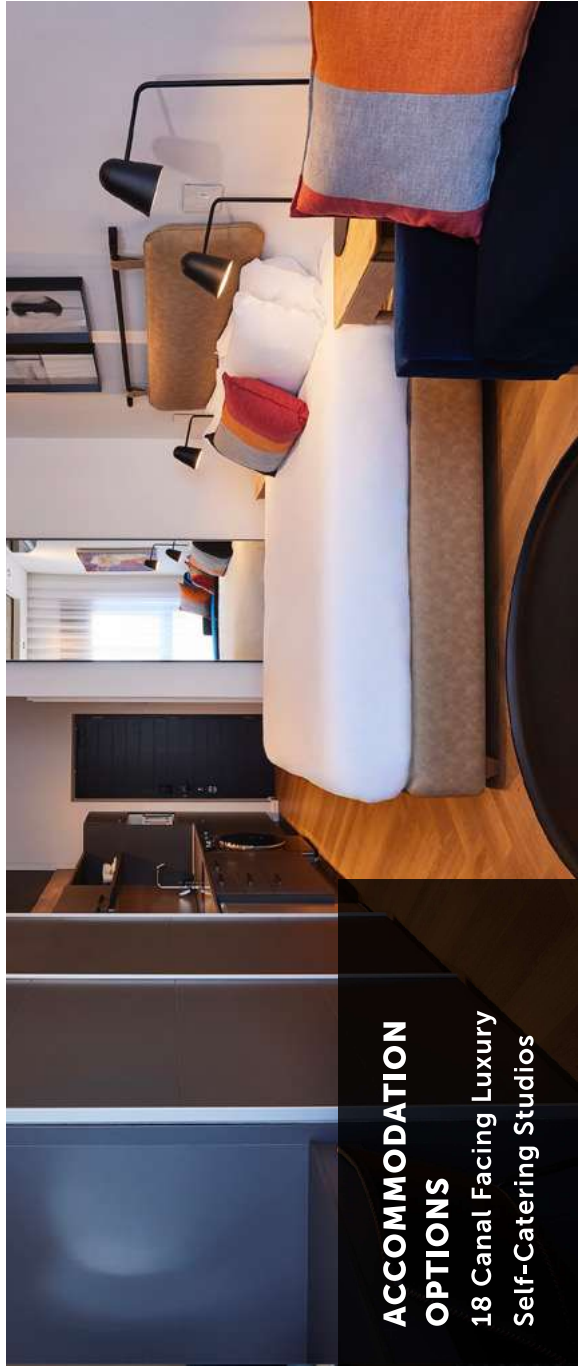
Housekeeping
Daily



Bridgewater Apartments in Century City offer the best of both worlds: the comforts of home with hotel facilities and amenities. Located within the Bridgewater Hotel, these luxurious self-catering studios feature fully-equipped SMEG appliances and stunning park views, with some apartments offering private balconies. Ideally situated near Canal Walk and a variety of restaurant options, guests enjoy the perfect blend of comfort, convenience, and sophistication.



- 
 Uncapped WiFi
- 
 Fully Equipped Kitchen
- 
 Individual Air-conditioning
- 
 Smart TVs with Netflix & DSTV
- 
 Gusto Urban Italian Restaurant
- 
 8.5/5kg Washer Dryer Combo
- 
 24 HR Security
- 
 Housekeeping (Daily/Weekly)



ACCOMMODATION

OPTIONS

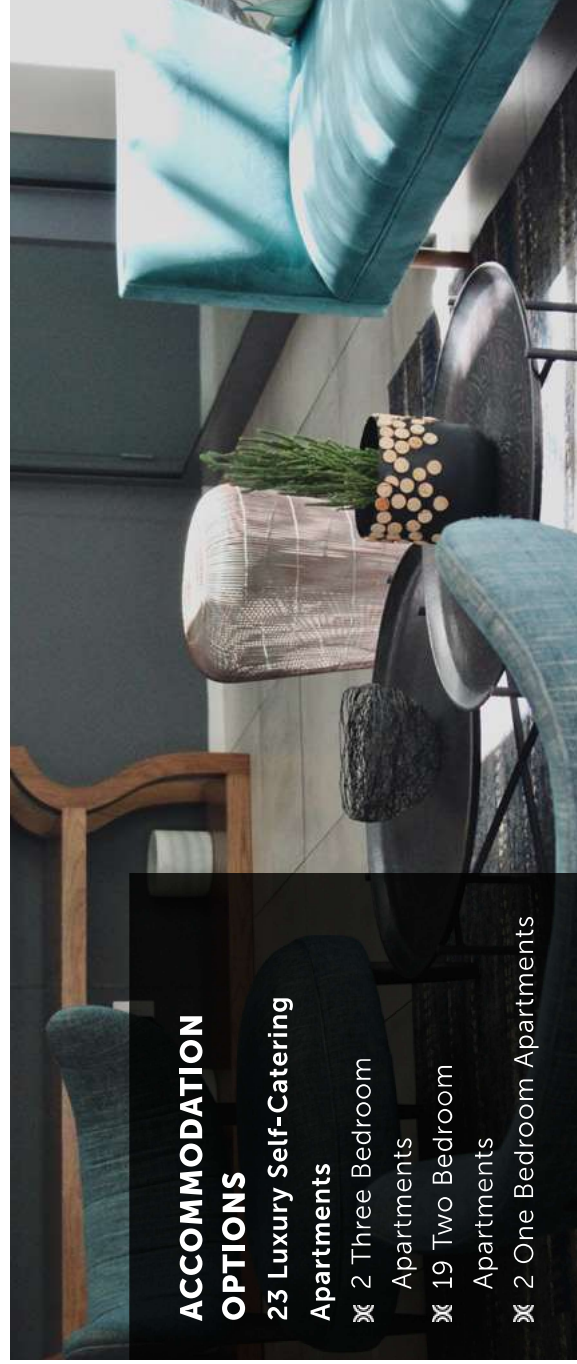
18 Canal Facing Luxury Self-Catering Studios



Axis Luxury Apartments offer a stylish and sophisticated retreat in Century City. Our beautifully furnished apartments boast contemporary decor, they are conveniently located and offer beautiful views. Whether you're traveling for business or leisure, enjoy effortless access to world-class shopping, restaurants, and a range of exciting entertainment options. Experience comfort and convenience at Axis Luxury Apartments.



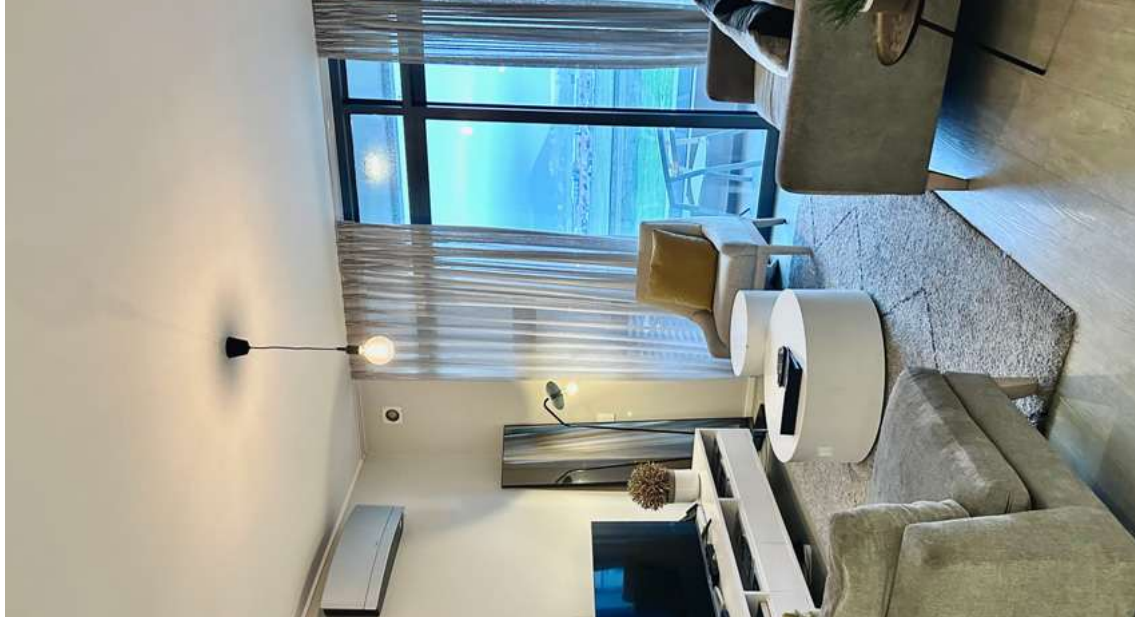
-  Uncapped WiFi
-  Fully Equipped Kitchen
-  Individual Air-conditioning
-  Smart TVs with Netflix & DSTV
-  Optional BBQ Facilities
-  8.5/5kg Washer Dryer Combo
-  24 HR Security
-  Housekeeping (Daily/Weekly)



ACCOMMODATION OPTIONS

23 Luxury Self-Catering Apartments

- ✕ 2 Three Bedroom Apartments
- ✕ 19 Two Bedroom Apartments
- ✕ 2 One Bedroom Apartments





U R B A N
UMAMI

FIND OUT MORE AND BOOK NOW

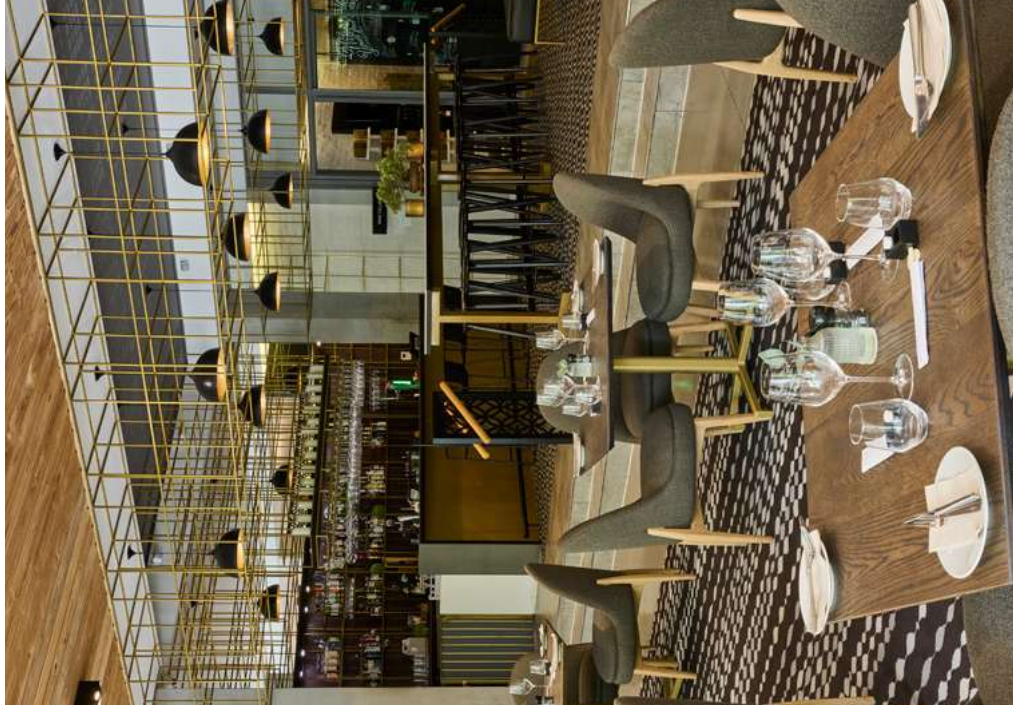
3 Energy Ln, Century City, Cape Town, 7441 | 021 202 9133

Urban Umami Restaurant is a stylish dining spot located in Century City's lively precinct. We offer all-day dining with a diverse menu featuring breakfast, lunch, dinner, and brunch options, along with a children's menu.

The restaurant's menu features a diverse range of dishes inspired by Asian flavours, including small plates, mains, and desserts. We use only the freshest and locally sourced ingredients to create our dishes.

Urban Umami's experience includes:

- Extensive menu using fresh and local ingredients.
- Unique flavours: the restaurant's fusion cuisine is a blend of South African and Asian flavours that will tantalise your taste buds.
- The restaurant offers a great atmosphere with a spacious terrace that's perfect for all events.
- Accommodating up to 280 people in canapé style.
- Specialised menus for events.
- Our wine cellar adds an extra touch to your dining experience.



GUSTO

URBAN ITALIAN

FIND OUT MORE AND BOOK NOW

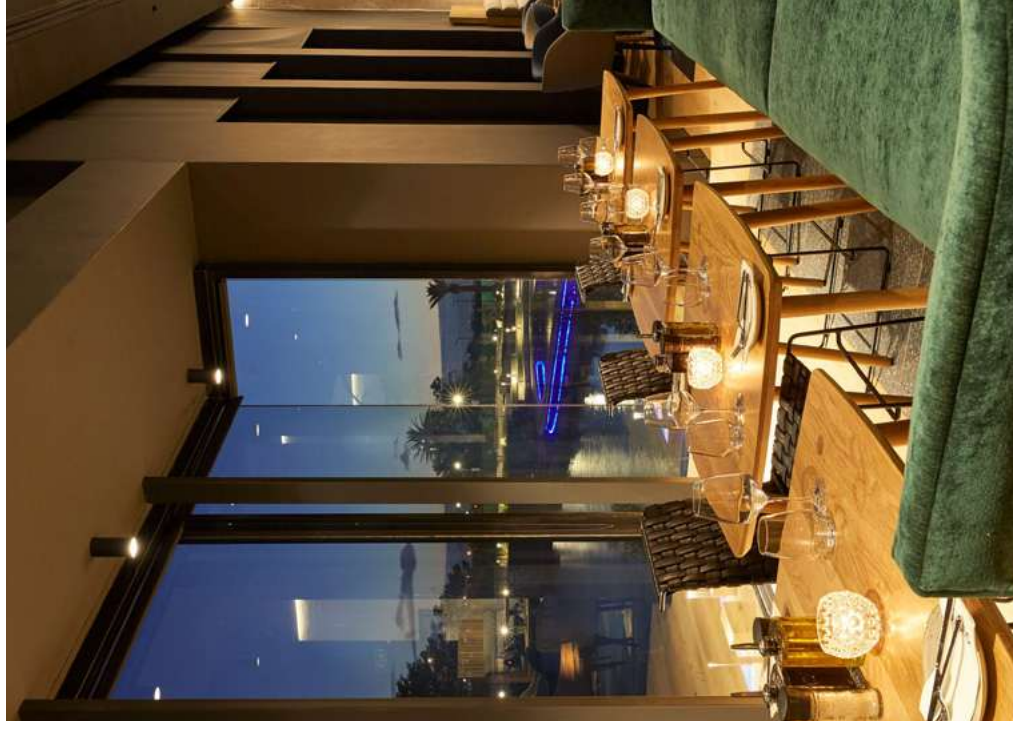
Bridgewater, 4 Conference Ln, Century City, Cape Town, 7446 | 079 494 1300

Gusto Urban Italian is an authentic Italian restaurant located in Century City, Cape Town. With stunning views over Ratanga Park and the canals, Gusto offers a contemporary take on classic Italian cuisine.

Gusto Urban Italian experience includes:

- Wood-Fired Flavours in a traditional wood-fired oven, bringing authentic Italian flavours to every plate.
- Urban Italian atmosphere.
- Indulge in authentic Italian al fresco dining while soaking in stunning canal views or relaxing on the piazza. With a diverse range of dining options and a well-stocked bar, it's the perfect setting to unwind in a vibrant outdoor atmosphere.
- For cocktail-style events, we can comfortably accommodate up to 250 guests.
- Gusto Urban Italian offers bespoke menus and exclusive use of the restaurant for your special events.
- Extensive Wine List

Gusto Urban Italian invites you to savour a plate of authentic Italian goodness.



SUSTAINABILITY AT THE CORE:

CENTURY CITY CONFERENCE CENTRE AND HOTELS' COMMITMENT

Century City Conference Centre and Hotels are deeply committed to environmental sustainability. Recognizing the critical importance of minimizing our environmental impact, we prioritize:

Water Conservation: Efficient fixtures, rainwater harvesting, and drought-resistant landscaping minimize water consumption.

Energy Efficiency: Solar power, LED lighting, and energy-efficient appliances reduce our carbon footprint.

Waste Reduction: Comprehensive recycling programs, composting, and minimizing single-use plastics contribute to waste diversion.

Carbon Footprint: We actively monitor and reduce our carbon emissions through sustainable practices and partnerships.



OUR BRANDS



CENTURY CITY
CONFERENCE CENTRE
AND HOTELS



CENTURY CITY
CONFERENCE CENTRE



CENTURY CITY
HOTELS



CENTURY CITY HOTEL
URBAN SQUARE



CENTURY CITY HOTEL
BRIDGEWATER



BRIDGEWATER
APARTMENTS
BY CENTURY CITY HOTELS



AXIS LUXURY
APARTMENTS
BY CENTURY CITY HOTELS



U R B A N
M A M I

GUSTO
URBAN ITALIAN

CORE

OUR PEOPLE. OUR STRENGTH. OUR CORE.



QUADCARE