

EXHIBITOR MANUAL

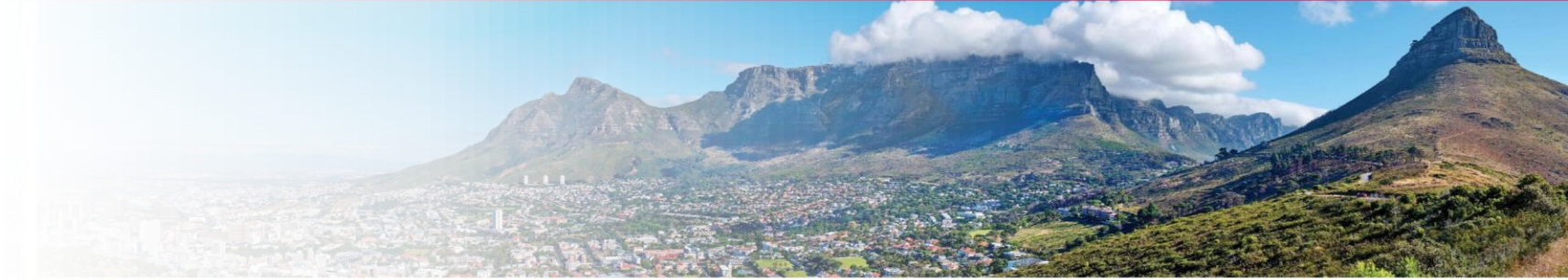


Table of Contents

	Page
Exhibitor Manual Introduction	5
Secretariat & Emergency Contacts'	6
Venue Address	6
Exhibition Time Plan	7
Build Up/Move In	7
Exhibition Open Days/Social functions	7
Exhibition Break-Down/Move Out	8
General Information	9
Exhibitor office	9
Exhibition Times	9
Rehistration of Stand Staff	9
Accommodation & Travel	9
Social Programme	10
Manning of Stands	10
Insurance	11
Indemnity	11
Payments	12
Parking Areas/Traffic Control/Parking Rates	12
Marshalling Yard Tariffs	12
Removal of Items	13
Messages	13
Firearms	14
First Aid	14
Business Centre	14
Venue Contact Details	14
Banners & Branding	15
General Admission	15
Venue Security	15
Overnight Security	15
Photography	15

Table of Contents

Build Up/Move-In & Break-Down/Move Out	16
Stand Security	16
Delivery of Goods & Exhibits	16
Delivery during Build Up	16
Collection during Breakdown	16
Storage	17
Access Points	17
Casual Staff	17
Children	17
Build-up Time: Completion of Stands	17
Break-down Time	17
Your Stand (General)	18
Stand Package	18
Stand Dimensions	19
Fabric Systems	23
Carpets	33
Compliance with Regulations & Trading Licences	33
Activities on Stand	33
Banners	33
PA Systems	33
Electrical Supply & Installation	34
Noise	35
Alcohol & Food	35
Hired Items	36
Delivery & Collection of Goods & Exhibits	36
Deliveries during Exhibition	37
Collections	37
Cleaning & Refuse Removal	37
Insurance of Goods	38
Additional Services	38
Conditions of Hire & Supply	38
Stand Facia Board	39
Sustainability Criteria	40
Green Stand Award	41

Table of Contents

Custom Stand Only	42
Construction Parameters	42
Design Considerations	43
Personal Protective Equipment	45
Fire/Safety regulations & Emergency Procedures	47
Fire Regulations	47
Fire Fighting Equipment	49
Safety Precautions	49
Emergency Escape Route & Exits	49
Written Permission	50
Emergency Procedures	57
Evacuation	58
Security Deployment	60
ERT	60
Third Party Security	61
Exhibition Security, Do's & Don'ts	62
Venue Layout	63
Floorplan	67
Checklist	68

Exhibitor Manual Introduction

The Organisers welcome you as an Exhibitor to the **FIG Congress 2026**

This Manual is intended:

- to furnish you with information regarding the exhibition, your participation therein and to provide answers to the most frequently asked questions.
- to provide guidelines and to act as a useful checklist.
- to facilitate and simplify your arrangements in coordinating a successful exhibit.

All Exhibitors are earnestly requested, in their own interest, to read this manual; to carefully peruse all the material contained herein and to respond timeously before the relevant deadlines indicated.

It is the intention of the Organisers to apply the rules and regulations in a manner which will be of benefit to all Exhibitors, and we look forward to having the Exhibitor's co-operation in this regard.

This manual is not intended to replace our personal service. Please contact the Organisers should you have any queries, and we will be more than happy to be of assistance. Kindly contact Lesley Ferreira on 082 4945475, or email: organiser@FIG2026.org

Exhibitor Manual Introduction

Secretariat & Emergency Contacts

Contact: Lesley Ferreira

Cell: 082 494 5475

e-mail: organiser@FIG2026.org

Doctors 021 418 2808

Municipal Ambulance 10177

City Hospital 021 402 6911

Police Station 021 403 1000

Fire Services 021 449 5804

Venue Physical Delivery Address:

1 Lower Long Street, Convention Square, Cape Town.

Directions from Cape Town International Airport via N2 - 20km- 17 min without traffic

Take Airport Approach Rd to Settlers Way/N2 - 5 min (4.0 km)

Continue on N2 to Cape Town City Centre - 13 min (16.3 km)

Turn left onto Walter Sisulu Ave - CTICC (Cape Town International Convention Centre)

Convention Square, 1 Lower Long Street, Cape Town, 8001, South Africa

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

This manual is intended for the person/s designated to manage the running of the exhibition stand before, during and after the Exhibition.

Exhibitor Time Plan

Build-Up / Move-In

Time	Date	Action	Function
08h00 – 15h00	23 May	Stand Builder	Erection of stands, electrical connection, furniture Audi Foyer and Ballroom
08h00 – 15h00	24 May	Stand Builder	Erection of stands, electrical connection, furniture Ballroom
08h00 – 16h00	24 May	Exhibitor	Registration
15h00 – 17h00	23/24 May	Exhibitor	Dress stands Audi Foyer/Dress Stands Ballroom
17h00 – 18h00	23/24 May	Venue	Final Cleaning Audi Foyer/Final Cleaning Ballroom

All stand fitting, exhibits and decorations are to be completed by 17h00 on 23/24 May to allow for cleaning of the venue prior to the commencement of conference.

Exhibition Open Days / Social Functions

Time	Date	Function	Venue
08h00 – 20h00	25 May	Exhibition Open	Audi 1 Foyer/Ballroom
08h00 – 16h00	26 May	Exhibition Open	Audi 1 Foyer/Ballroom
08h00 – 16h00	27 May	Exhibition Open	Audi 1 Foyer/Ballroom
08h00 – 16h00	28 May	Exhibition Open	Audi 1 Foyer/Ballroom

Early Exhibitor access will allow for preparing / restocking your stand before the exhibition opens. Exhibitors are required to be on their stands at least 15 minutes before the exhibition opens in the mornings to take responsibility for all personal items on their stands.

PLEASE NOTE: There will be some flexibility regarding Open Hours to match those of the conference. It is in the Exhibitors interest to ensure their stand is manned at all times during the conference.

Exhibitor Time Plan

Exhibition Break-Down / Move-Out

Time	Date	Action	Function
16h00 – 18h00	28 May	Exhibitor	Final removal personal goods
18h00 - 24h00	28 May	Stand builder	Final removal all goods Cleaning of venues

Exhibits or stand fittings are NOT to be packed up, removed or dismantled before 28 May at 16h00 as the delegates will exhibitors to vacate the exhibition area.

Final items are kindly to be cleared by 18h00 on 28 May. Security will cease at 18h00 at which time the Exhibitor accepts responsibility for all his goods remaining on the exhibition floor. Any items not removed by this time will be considered scrap and disposed of by the Organisers and charges levied to the Exhibitor concerned.

General Information

Exhibitors Office

The Organisers will have an office in the exhibition area during the event including Build-up and this will serve as the central point for enquiries.

Exhibition Times

Please refer to the EXHIBITION TIME PLAN

Exhibitor Admission

Exhibitor Badges will allow personnel of exhibiting companies access to the exhibition from build-up to break-down. **Exhibitors are reminded that catering is included for the number of exhibitor badge indicated per stand type only.**

Registration of Stand Staff

All stand staff are required to Register online prior to the start of the event. [To Register](#)

Should you wish to register an additional stand staff member this will be at an additional cost of R10 670 per person until 31 Jan., R11 750 per person until 15 May. The additional representative registration includes catering, the Welcome Function on Monday 25 May but excludes access to the talks.

The CTICC is a halaal venue.

Accommodation and Travel

For a list of suggested accommodation establishments and to book please visit <https://fig2026.org/accommodation/>

Social Programme

The Welcome Function on 25 May will take place after the proceedings in the exhibition venues and will include limited drinks and snacks. Vouchers will be provided at registration.

Bookings for the gala dinner at R1 800 per person can be made when registering your stand staff.

Manning of Stands

Kindly allow visitors to leave the exhibition area before you secure your exhibit for the night. During the exhibition open times stands must be completely open, fully operational, exhibits uncovered, presentable for viewing and have an adequate number of staff in attendance.

Insurance

Property Damage / Loss and Personal Injury

All Exhibitors and persons using the venue SHOULD arrange, at their own cost, “all risks” insurance coverage from Country of Origin to the exhibition stand including duration of exhibition period and return to domicile.

Exhibitors should ensure that they are fully covered by insurance and take out “public liability” and “comprehensive” protection.

The period of liability of the exhibitor shall be deemed to run from the time the Exhibitor or any of their agents or contractors first enter the exhibition site and to continue until all exhibits and property have been removed.

Exhibitors are strongly advised to pack and remove from the exhibition area 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. These items MUST NOT be left unattended at any time.

The Organisers will not be responsible for the safety of articles of any kind brought into the hired venue by the exhibitors, their agents, contractors, visitors and/or any other person/s whosoever.

Insurance

The Exhibitor shall insure, indemnify, and not hold the venue and organisers liable in respect of all costs, claim demands and expenses to which they may in any way be subjected as a result of any loss or injury arising to any person howsoever caused as a result of any act or default of the exhibitor, his agents, contractors or guests.

Exhibitors shall be responsible for making good any loss or damage to any items which they have rented or hired from the official contractors. In addition, exhibitors shall take all necessary precautions to prevent any damage to their equipment, exhibits and displays before making any connection to the electrical supply of the official contractors to prevent any damage to their equipment, exhibits and displays before making any connection to the electrical supply of the official contractors.

Indemnity

The Exhibitor acknowledges that the layout of the exhibition area and the large numbers of people present in the exhibition area 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 their 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. Furthermore, the Exhibitor acknowledges that security personnel are provided by the venue and organiser's merely as a service and that neither have made representation regarding the adequacy of such security measures. This is a public venue and the exhibitors; service providers and delegates are responsible for the safekeeping of their belongings. The Organisers recommend that all Exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

Payment for Stands

Payment for stands is required in advance of the exhibition. An Exhibitor will NOT be allowed onto their stand unless full payment in this respect has been received.

Payment For Extra Services

Please ensure that payment is made to the correct Service Company. Contractors will not fulfill their orders unless payment has been received according to their individual contracts.

Parking Areas / Cost/Traffic Control

All deliveries/companies are in charge of their own deliveries, they will have to ensure they have sufficient personnel to assist with their own trolleys, cherry pickers, forklifts. The venue does not have additional equipment and personnel on standby.

The CTICC offers exhibitor parking tickets @R70.00 per ticket per day (non- transferable) on build up and break down days.. These tickets can be purchased at the Parking Kiosk situated closer to the exhibition area (area to be confirmed during the event). Exhibitor parking is available in P1 and P3 parking areas. The congress will provide parking vouchers during the congress. These can be collected at the registration desks.

Removal of Items from the Exhibition

Exhibitors removing portable items at any time during the exhibition or at the close of exhibition daily are required to identify themselves with their Exhibitor Badge and if necessary, complete a 'Goods Removal Form' obtainable from the office which is to be handed to Security upon leaving the premises.

Messages

Please contact the registration desk regularly for any messages.

Firearms

No firearms will be allowed on the premises.

First Aid

An Intermediate Life support paramedic will be on duty throughout the event. He/she can be visited by exhibitors and attendees alike.

ICT Services

External internet connections such as Fibre/ Personal Wi-Fi not provided by the Convention Center, are strictly prohibited.

The venue does not provide legacy telephone lines or data packages.

VOIP (internet based) telephones are available on request at a fee.

Basic Wi-Fi used for browsing is available for all attendees.

The Wi-Fi password is available at registration. No vouchers or other password distribution is done by the convention center.

Exhibitors are welcome to contact us for dedicated solutions such as physical cabled internet solutions and private wireless internet.

Orders can be placed through confexquotes@cticc.co.za

Urgent e-mails can be sent to: organiser@FIG2026.org

Venue Contact Details

Cape Town International Convention Centre

Convention Square

1 Lower Long Street

Cape Town

8001

South Africa

Tel: +27 (0) 21 410 5000

Banners & Branding

To ensure the aesthetic integrity of the exhibition and to provide areas for conference promotion, banners / branding will NOT be allowed to be placed outside the precincts of stands except for specially agreed to sponsor signage.

General Admission

No admission fee to the exhibition will be charged to registered delegates.

Venue Security

The Organisers will provide general security at night from the beginning of Build-Up until the end of Break-Down. The security contractors officially appointed to the event will be the only security team allowed to operate in this area. Exhibitors will be responsible for safety of the contents and their own stands. Please be vigilant, protect your possessions and do not leave your stand unattended. Have someone on your stand during Build-Up until all your equipment is secure and during Break-Down until all your possessions have been removed.

Overnight Security: The Exhibition Area will be monitored and entrance prohibited to all, including Exhibitors, each day from close of exhibition until Exhibitor access the following day.

It must be stressed that the Organisers and security contractors, whilst taking every reasonable precaution, expressly decline any responsibility or liability for any loss or damage which may befall the property of an Exhibitor for any cause whatsoever.

Companies wishing to arrange security specifically for their stands are asked to contact the official Security Contractor via the Organisers for a quote. At least 14 days advance notice is required. Please contact confexquotes@cticc.co.za

Photography

No person will be allowed to take photographs for commercial use, sale or resale, within the precincts of the exhibition without written authority from the Organisers.

Exhibitors to please wear exhibitor badges at all times!

Build-Up / Move-In & Break-Down / Move-Out

Stand Security

Please have someone on your stand from the beginning of build-up until all your possessions have been removed. It is stressed that neither the organisers nor the security company appointed to the exhibition can be held responsible for any loss or damage to Exhibitor's property.

Delivery of Goods and Exhibits

Once the contractors/supplier personnel/exhibitors have received their armbands/wristbands they can now proceed to the Walter Sisulu Ave to offload goods at the Audi 1 Cage or Walter Sisulu bus bays for the landings. The Water Sisulu Ave bus bays and Audi 1 Cage will be use strictly for offloading/loading and vehicles should not exceed 1 hour. Security will be available to open the boom and the shutter for the cage. Each exhibitor is responsible for hiring their own cherry picker, forklift, trolley and any equipment to hang banners etc. The venue does not provide this service free of charge. See check list for contact information.

The venue and Organisers cannot be held responsible for goods that arrive early or which are left after the official breakdown period of the exhibition. The costs for disposal of any such items will be met at the expense of the exhibitor concerned.

The venue has one loading bay. All deliveries must be delivered to the loading bay. No vehicles may be left in the loading bay. All vehicles must be removed once loading is finished.

Kindly note that once vehicles are offloaded, these must be moved from the loading bay immediately.

Deliveries during Build-up:

Exhibitors should arrange for a representative to be on their stand during the build-up period to receive deliveries. **No deliveries will be signed for or stored by the Organisers.**

Collections during Break-down:

The return and/or collection of hired items is the responsibility of the Exhibitor concerned. Please make timeous arrangements.

Storage

Empty packing cases may not be stored on the Exhibitor's stand but must be removed from **FIG Congress 2026 at the venue. Please make your own arrangements.**

Access Points

There will be strict control at points of entry at the venue. Kindly wear your Exhibitor Badge at all times.

Casual Staff

Please arrange your staff requirements timeously and make sure they have been [Registered](#) as stand representatives. [Click here](#) for accommodation bookings.

Children

No children will be allowed during build-up and break-down.

Build-up Time: Completion of Stands

All stands are to be ready by 17h00 on 23/24 May to enable cleaning of Audi1 Foyer/Ballroom and final details to be put in place prior to the commencement of the conference. The Organisers earnestly request your co-operation with this.

It is a good idea to dress your stand with larger items, leaving smaller items and valuables till last. Kindly secure your stand before you leave.

Break-down Time:

Initial break-down for Exhibitors commences after the exhibition closes at 16h00 on 28 May. Small, easily removed, hand-held goods may be removed. The Security may request that you complete a 'Goods Removal Form'. Kindly wear your Exhibitor Badge at all times.

All other goods, e.g., own furniture and heavy goods are to be removed by 28 May at 18h00.

Exhibitors, their agents or contractors are responsible for the complete removal of all exhibits, goods and materials used by them, together with all refuse. Any items not removed by this time will be considered scrap and disposed of by the Organisers and charges levied to the Exhibitor concerned. **All goods not yet removed will be left at own risk.**

Your Stand (General)

The Stand Package

The exhibition space is the ‘floor space’ only, without any fabric systems, installations, furniture, electricity or any other technical supplies.

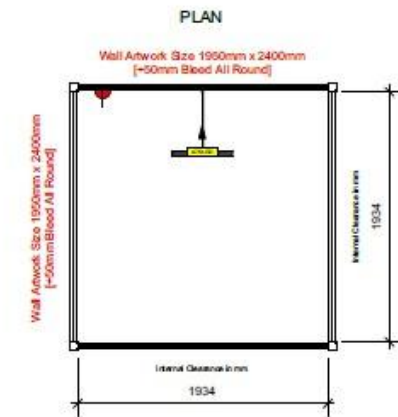
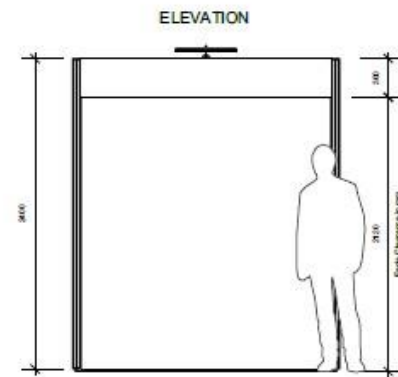
The (optional) pre-booked fabric systems will be supplied with floor space, a fascia board spanning the width of the stand (printed with company name) stand walls, a 15 amp plug point, two spotlights, stand carpeting. The (optional) pre-booked furniture package includes one table and two chairs.

Please Check Your Invoice To Confirm What You Have Already Booked!!

STAND CATEGORIES	
	Inclusions:
2x2m	Representative Pass x 1 (no access to talks)
4x2m	Representative Pass x 2 (no access to talks)
3x3m	Representative Pass x 2 (no access to talks)
6x3m	Representative Pass x 3 (no access to talks)
6x6m	Representative Pass x 4 (no access to talks)

Booth Dimensions

Fabric Booth 2x2 Corner



SCANDISPLAY

STANDARD PACKAGE

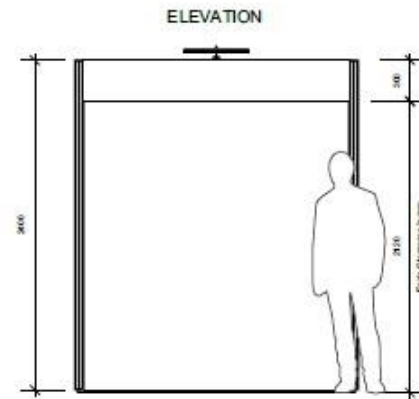


GRAPHIC UPGRADE



Booth Dimentions

Fabric Booth 2x2 Inline



SCANDISPLAY

STANDARD PACKAGE

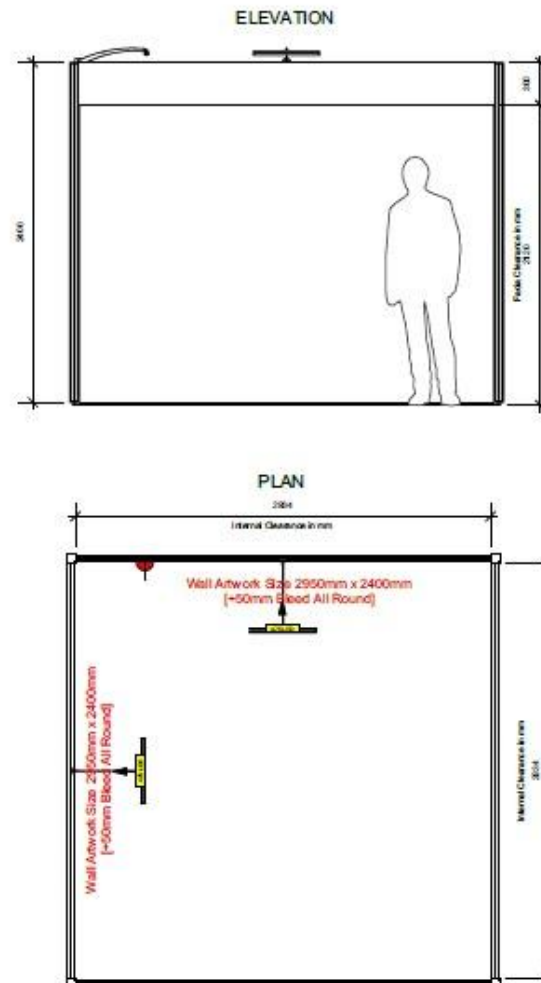


GRAPHIC UPGRADE



Booth Dimentions

Fabric Booth 3x3 Corner



SCANDISPLAY

STANDARD PACKAGE



GRAPHIC UPGRADE

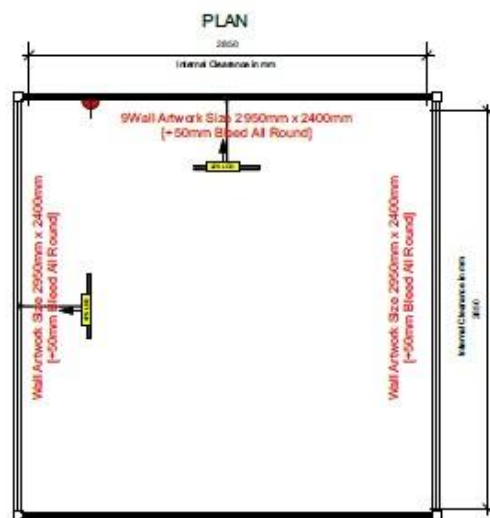
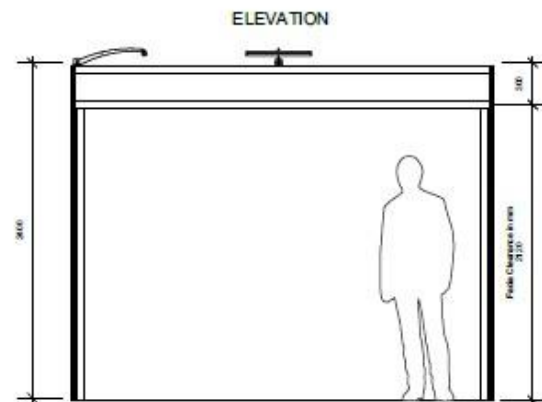


XXVIII (28th)
FIG WORLD CONGRESS
CAPETOWN | SOUTH AFRICA

24-29 May 2026

Booth Dimentions

Fabric Booth 3x3 Inline



SCANDISPLAY

STANDARD PACKAGE



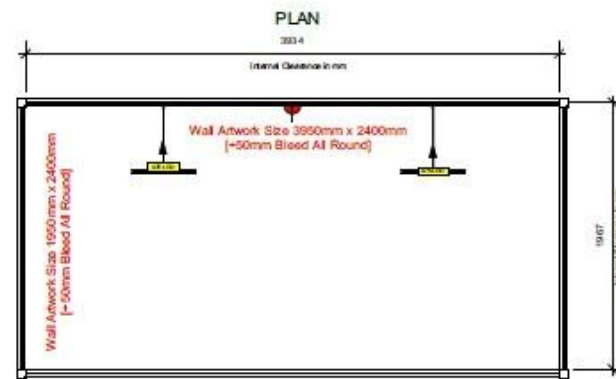
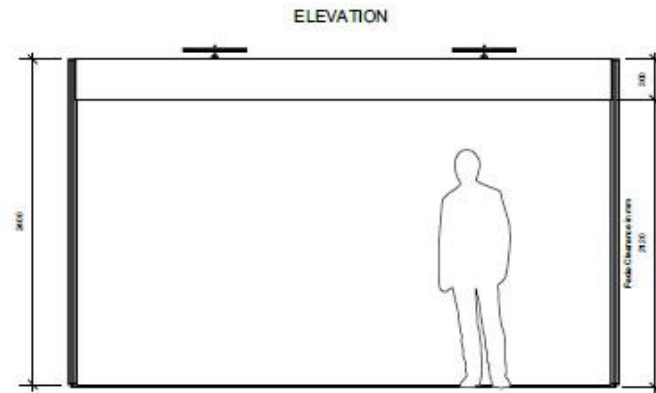
GRAPHIC UPGRADE



XXVIII (28th)
FIG WORLD CONGRESS
CAPE TOWN | SOUTH AFRICA
24-29 May 2026

Booth Dimentions

Fabric Booth 4x2 Corner



SCANDISPLAY

STANDARD PACKAGE



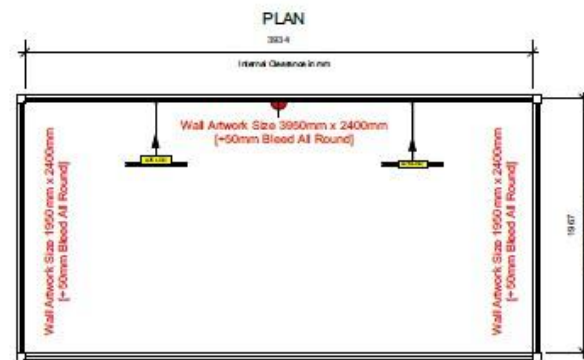
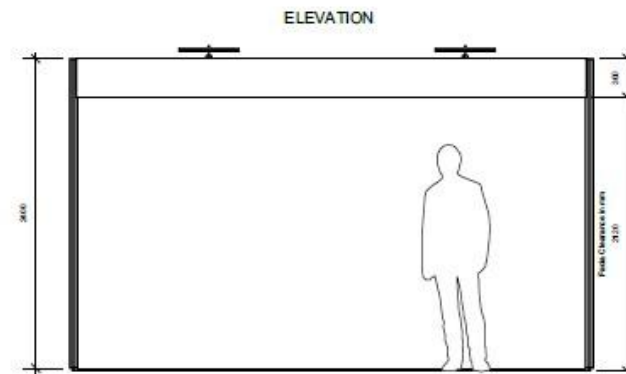
GRAPHIC UPGRADE



XXVIII (28th)
FIG WORLD CONGRESS
CAPE TOWN | SOUTH AFRICA
24-29 May 2026

Booth Dimensions

Fabric Booth 4x2 Inline



SCANDISPLAY

STANDARD PACKAGE



GRAPHIC UPGRADE

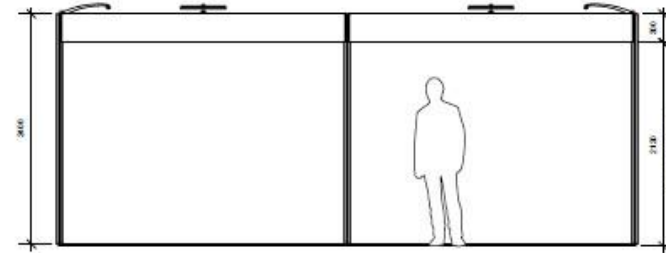


XXVIII (28th)
FIG WORLD CONGRESS
CAPE TOWN | SOUTH AFRICA
24-29 May 2026

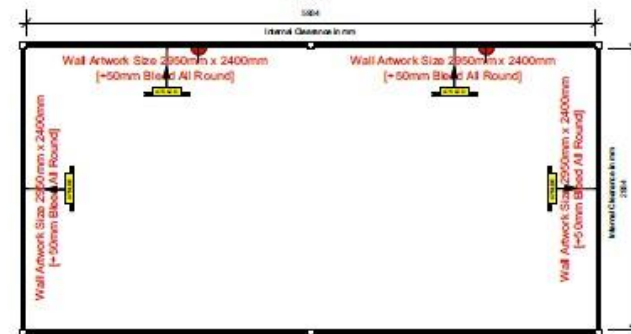
Booth Dimentions

Fabric Booth 6x3 Inline

ELEVATION



PLAN



SCANDISPLAY

STANDARD PACKAGE



GRAPHIC UPGRADE

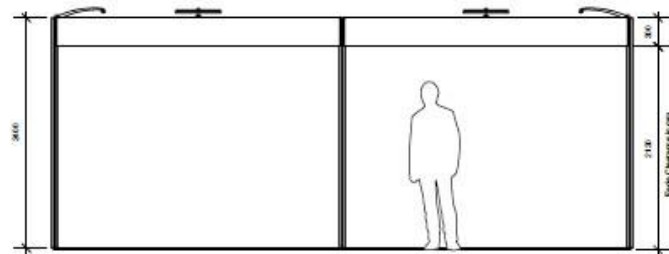


XXVIII (28th)
FIG WORLD CONGRESS
CAPE TOWN | SOUTH AFRICA
24-29 May 2026

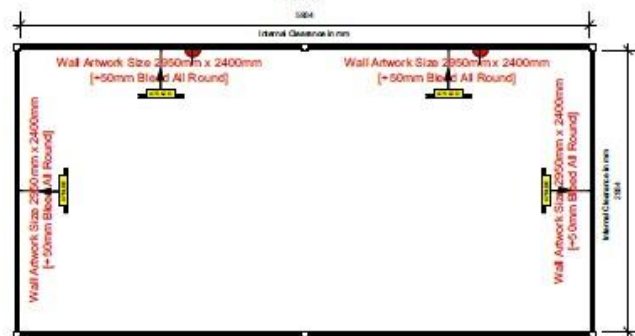
Booth Dimentions

Fabric Booth 6x3 Inline

ELEVATION



PLAN



SCANDISPLAY

STANDARD PACKAGE



GRAPHIC UPGRADE



XXVIII (28th)
FIG WORLD CONGRESS
CAPE TOWN | SOUTH AFRICA
24-29 May 2026

2x2 Fabric Systems Rates

2x2 - Standard Fabric Booth - (Applicable to inline and corner)				
2x2 Fabric System - includes light, plug and facias	4	R 301.60	R1,206.40	
Standard furniture Package	1	R1,896.60	R1,896.60	
		TOTAL	R3,103.00	

2x2 - Fabric + Furniture + Graphic Upgrade - Corner				
2x2 Fabric System - includes light, plug and facias	4	R 301.60	R 1,206.40	
1950x2400 Fabric Print	2	R2,952.20	R 5,904.40	
Standard furniture Package	1	R1,896.60	R 1,896.60	
		TOTAL	R 9,007.40	

2x2 - Fabric + Furniture + Graphic Upgrade - Inline				
2x2 Fabric System - includes light, plug and facias	4	R 301.60	R 1,206.40	
1950x2400 Fabric Print	3	R2,952.20	R 8,856.60	
Standard furniture Package	1	R1,896.60	R 1,896.60	
		TOTAL	R 11,959.60	

Rates are in ZAR
and include VAT

4x2 Fabric Systems Rates

4x2 - Standard Fabric Booth (Applicable to inline and corner)				
4x2 Fabric System - includes light, plug and facias	8	R 301.60	R 2,412.80	
Standard Furniture Package	1	R1,896.60	R 1,896.60	
		TOTAL	R 4,309.40	

4x2 - Fabric + Furniture + Graphic Upgrade - Corner				
4x2 Fabric System - includes light, plug and facias	8	R 301.60	R 2,412.80	
3950x2400 Fabric Print	1	R5,600.83	R 5,600.83	
1950x2400 Fabric Print	1	R2,952.20	R 2,952.20	
Standard Furniture Package	1	R1,896.60	R 1,896.60	
		TOTAL	R 12,862.43	

4x2 - Fabric + Furniture + Graphic Upgrade - Inline				
4x2 Fabric System - includes light, plug and facias	8	R 301.60	R 2,412.80	
3950x2400 Fabric Print	1	R5,600.83	R 5,600.83	
1950x2400 Fabric Print	2	R2,952.20	R 5,904.40	
Standard Package Furniture	1	R1,896.60	R 1,896.60	
		TOTAL	R 15,814.63	

Rates are in ZAR
and include VAT

3x3 Fabric Systems Rates

3x3 - Standard Fabric Booth (Applicable to inline and corner)				
3x3 Fabric System - includes light, plug and facias	9	R 301.60	R 2,714.40	
Standard furniture Package	1	R1,896.60	R 1,896.60	
		TOTAL	R 4,611.00	

3x3 - Fabric + Furniture + Graphic Upgrade - Corner				
3x3 Fabric System - includes light, plug and facias	9	R 301.60	R 2,714.40	
2950x2400 Fabric Print	2	R4,181.80	R 8,363.60	
Standard furniture Package	1	R1,896.60	R 1,896.60	
		TOTAL	R 12,974.60	

3x3 - Fabric + Furniture + Graphic Upgrade - Inline				
3x3 Fabric System - includes light, plug and facias	9	R 301.60	R 2,714.40	
2950x2400 Fabric Print	3	R4,181.80	R 12,545.40	
Standard furniture Package	1	R1,896.60	R 1,896.60	
		TOTAL	R 17,156.40	

Rates are in ZAR
and include VAT

6x3 Fabric Systems Rates

6x3 - Standard Fabric booth (Applicable to inline and corner)				
6x3 Fabric System - includes light, plug and facias	18	R 301.60	R 5,428.80	
Standard Furniture Package	2	R1,896.60	R 3,793.20	
		TOTAL	R 9,222.00	

6x3 - Fabric + Furniture + Graphic Upgrade - Corner				
6x3 Fabric System - includes light, plug and facias	18	R 301.60	R 5,428.80	
2950x2400 Fabric Print	3	R4,181.80	R 12,545.40	
Standard furniture Package	2	R1,896.60	R 3,793.20	
		TOTAL	R 21,767.40	

6x3 - Fabric + Furniture + Graphic Upgrade - Inline				
6x3 Fabric System - includes light, plug and facias	18	R 301.60	R 5,428.80	
2950x2400 Fabric Print	4	R4,181.80	R 16,727.20	
Standard furniture Package	2	R1,896.60	R 3,793.20	
		TOTAL	R 25,949.20	

Rates are in ZAR
and include VAT

Your Stand (General)

Carpets

The venue will be carpeted.

Compliance with Regulations & Trading Licenses

When planning, including what you wish to exhibit on your stand, please ensure that you notify and comply in all respects with the terms and conditions of exhibiting as well as regulations from the following departments and others as necessary:

- Municipal regulations

- Medical Officer of Health (M.O.H)

- Fire Regulations

All persons working on the event site need to ensure they work to the guidelines and regulations as prescribed by the Occupational Health and Safety Act (OHSACT), applicable and relevant regulations.

Activities on Stands

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

Distribution of Material or Literature

Exhibitors are only permitted to display or hand out literature from within the boundary of their stand.

Banners

The erection of banners or any other kind of branding in and around the venue as well as outside is **NOT** allowed.

P.A. Systems

The use of private PA systems may only be used with permission from the Organisers. Radio Lapel Mic systems are allowed as long as they do not offend adjacent stand holders or impede traffic flow.

Electrical Supply & Installation

Only the **officially appointed Electrical Contractor** to the exhibition is permitted to carry out electrical work and installations at the exhibition.

Extra Electrics other than that provided with your Stand Package will be charged to your own account by the contractor.

Please contact confexquotes@cticc.co.za

Please Note:

Please do not exceed the wattage draw-off from the power points you have ordered, i.e. 500 w per plug. The use of ripcord for wiring on stands is not permitted. All appliances for heating purposes, including kettles, cookers and heaters, must be thermostatically controlled.

Appliances should be tested by a qualified and competent person before connection to the power supply.

Socket outlet multi-way adaptors are **NOT** permitted OR only one double adaptor per power plug point supplied is allowed and this also depends on equipment used.

A charge will be levied for the movement of incorrectly placed electrical fittings if not shown on Stand Plan.

Where electrical and light fittings are pre-set-up or installed in pre-fabricated displays before their delivery to the exhibition, such fittings must be installed by qualified electrical contractors. **An Electrical Certificate will be required and should be sent to the Organisers 14 days prior to build up.** The connection of such displays to the power sources at the exhibition must, however, be undertaken by the appointed electrical contractor, for which a connection fee will be charged. The cost of any modifications required to comply with electrical regulations will be charged to the Exhibitor by the Electrical Contractor.

Noise

Exhibitors must contact the Organisers if they are planning to play music or make use of pre-recorded or live performances. Volume should be kept to a level that does not cause disturbance to other Exhibitors or other events scheduled at the exhibition. In case of dispute, the decision of the Organisers is final.

Alcohol and Food on Stands

The CTICC is a fully licensed venue and alcohol may not be brought onto the premises. Special permission is required for promotional and sponsorship alcohol and a corkage fee applies. The CTICC requires advance notification of such requests and the decision to permit promotional or sponsorship beverages is at the discretion of the CTICC management. Only CTICC staff or its appointed contractors may serve alcohol and may only do so to people over the age of 18.

The CTICC is the exclusive supplier of food and beverage to all exhibitors. Outside food may not be brought into the Exhibition Areas without the express written permission of the CTICC Catering Department. All food stalls and producers must provide a certificate of acceptability from the department of health should they want to produce food. Orders will only be accepted if the required information is provided to the CTICC

The CTICC offers a variety of platters/snacks to exhibitors which will be delivered to their stands on request. No food sales may take place without permission from the CTICC food and beverage division. If exhibitors wish to hand out samples, it must be limited to a bite size portion. Sample Sizes apply: 80g for food items

CTICC offers a variety of beverages to exhibitors which will be delivered to their stands on request. Any items brought onto our premises are subject to a corkage fee per item. No beverage sales may take place without permission from the CTICC food and beverage division. If exhibitors wish to hand out samples, it must be limited to 50mls for beverage items.

Please see Check list below for contact info.

N.B.

- Any requirement for cooking at a stand must be communicated to the CTICC on confexquotes@cticc.co.za giving all the relevant details.
- Cooking will only be permitted where prior approval has been granted in writing by the CTICC.
- Any other beverage will be subject to a corkage charge.
- Product demonstrations and sampling must have written permission from the CTICC on confexquotes@cticc.co.za
- There shall be no demonstrations for sampling outside of contracted exhibition space. Should samplers interfere with the normal traffic of neighbouring exhibition stands, the venue will have no alternative but to request that the sampling be terminated.
- The exhibitor showcasing food samples are required to produce the relevant food/beverage licenses applicable as per the Health & Safety legislation.
- The exhibitor is to supply a large waste bin and a supply of recyclable waste bags.

Hired Items

Exhibitors are reminded that all items on hire remain their responsibility until equipment has been collected or returned to the relevant companies. The Organisers accept no responsibility in accepting goods on behalf of an Exhibitor, nor of ensuring their safe return.

Delivery and Collection of Goods & Exhibits

The Organisers will not take delivery of any goods whatsoever on behalf of an Exhibitor, nor will the Organisers accept any responsibility whatsoever, for the safety or well-being of any such items unloaded and/or delivered to the site in the absence of any exhibitor, his agent or contractor or for any goods lost or damaged whether such loss or damage occurs before or after receipt of these goods on the exhibition premises.

It would be advisable to announce yourselves and your intentions (i.e., building up in Exhibition Area) at reception upon arrival, to ensure that the relevant doors are open and unlocked.

Deliveries during the Exhibition

Deliveries should be completed half an hour before the exhibition opens each day. Access will only be allowed by way of an Exhibitor Badge.

Collections

Please arrange timeously.

Cleaning & Refuse Removal

It is the Exhibitor's responsibility to maintain their stand in a clean condition at all times. Refuse is to be placed in the bins in the aisles at the close of the exhibition each day for removal. The cleaning contractors will not enter the stands.

The Organisers will be responsible for general cleaning of the venue and aisles and not individual stands. Bins will be placed in the aisles for general waste and should not be commandeered by Exhibitors.

Should you have any special requirements or anticipate a consistently heavy production of waste, please inform the CTICC on confexquotes@cticc.co.za one week prior to the event – extra cleaners will be at an additional cost.

Insurance of your goods on exhibition

Please ensure that the goods on display as well as personal items, e.g., cameras are covered under an extension to your existing insurance policy. Normal venue security will be present during the day and dedicated security at night should they be appointed.

Additional Services

There are various services offered to Exhibitors. Kindly refer to the attached Check List for details. Should you require any service not listed kindly contact the Organisers who will be happy to assist.

The supply and installation of services and equipment requires carefully planning and co-ordination. For this reason, the Service Provider's need to receive the completed Service Bookings and payment timeously.

Conditions of Hire and Supply

The Organisers accept no responsibility for any failure/omission due to the late receipt of applicable documents. Please be aware that no order will be processed without payment and the execution of late orders cannot be guaranteed. **Services ordered late will carry a 20% surcharge.** It is the responsibility of the Exhibitor to confirm that the necessary orders have been received by the relevant parties.

The onus is on the Exhibitor to advise the suppliers of any discrepancies regarding services ordered and not supplied. Failure to comply with this request within 24 hours after the official opening will result in the supplier not holding themselves responsible or liable for any of the said discrepancies.

All goods on hire remain the responsibility of the exhibitor until collected by contractor concerned. Please read carefully and be aware of the Terms and Conditions of Hire before completing the relevant service forms required.

Unfortunately, no orders can be accepted after 20 May 2026.

Stand Fascia Board Lettering & Logo

The exhibition space is the 'floor space' only, without any fabric systems, installations, furniture, electricity or any other technical supplies.

The (optional) pre-booked fabric systems will be supplied with floor space, a fascia board spanning the width of the stand (printed with company name) stand walls, a 15 amp plug point, two spotlights, stand carpeting. The (optional) pre-booked furniture package includes one table and two chairs. **PLEASE CHECK YOUR INVOICE TO CONFIRM WHAT YOU HAVE ALREADY BOOKED.**

Note

All CTICC services are to be ordered and paid for upfront, at least 5 working days prior to the event in order to secure services. Orders placed after the deadline date is subject to a 20% surcharge. Kindly visit the CTICC website and complete the online services booking order form: www.cticc.co.za or the use the hyperlink below:
<http://www.cticc.co.za/public/SubSites/Services/servicebooking.aspx>

Alternatively, contact the CTICC Operations Services Department:

Operations Services Coordinator	Services Coordinator
Telephone	: +27 21 410 5000
Fax	: +27 21 410 5191
Email	: confexquotes@cticc.co.za

Unfortunately, no orders can be accepted after 20 May 2026

Sustainability Criteria

FIG Congress 2026 will be hosted using a holistic approach to sustainability considers the environment, society, local communities and our collective future. Therefore, to avoid and minimise negative environmental impact often associated with exhibitions, the following circular economy principles and sustainable design criteria are strongly encouraged. This means designing stands in a way which minimises waste and promotes sustainability.

These focus on incorporating local sources, eco-friendly materials, energy-efficient lighting, and reusable components in exhibition stands to minimise any waste and promote a positive social and sustainability impact. All exhibition stands are strongly encouraged to meet the following minimum sustainability criteria:

1. Does the stand design contribute to limiting the amount of waste generated by the Conference? Use reusable generic banners and signage wherever possible.
2. Have you considered the following when using materials for your exhibition stand (excluding the fabric system):
 - What percentage of the stand will be re-used, recycled or donated?
 - What percentage is made from renewable resources (e.g. bamboo, wood, paper)?
 - Is the stand free of harmful chemicals (e.g. eco-friendly paints, non-toxic glues)?
 - Are you making use of energy-efficient lighting and equipment?

Sustainability Criteria Continued

3. Have you avoided the placement of single use collateral or free gifts on your stands:

Instead of printing, the use of QR codes to online data is recommended.

Provide gifts that are useful, re-useable, locally sourced, long-lasting with minimum packaging.

4. Have you used eco-friendly décor e.g. use potted plants rather than cut flowers.

5. Have you prioritised local procurement?

6. Have you partnered with a local charity, local school or community group or project?

7. Is all equipment used during the exhibition energy efficient e.g. TV's or lighting?

8. Have you managed your water consumption through using tap water instead of bottled?

Custom Made Stands Only!

Construction Parameters

All individuals including contracted safety, security and medical services, accessing the CTICC site during both the build-up and strike phases complete a mandatory induction before engaging in any work activities. To fulfil this requirement, please complete the designated online induction by visiting the following URL: <https://fritz315.editorx.io/cticc-induction> Subsequently, all contractors must proceed to the CTICC Marshalling Yard container for registration.

Once registered, a coloured wristband will be provided for the duration of the day. Contractors are reminded of the necessity to possess a valid, scannable barcode identification document or the QR code received via email upon successful completion of the online induction. This documentation is to be presented upon arrival at the registration container.

Exhibitors will be responsible for damage to any part of the building, vehicles, stands or exhibits caused by the transportation of their equipment outside and inside the venue and any such damage must be reported immediately to the Organisers.

The floors or permanent walls may not be painted or defaced, No holes may be drilled.

Walls of all stands must be clad on the reverse side to present an aesthetic appearance from aisles and adjoining stands. The Organisers appreciate that exhibitors need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering etc. Exhibitors should note however that this is not permitted inside the CTICC and a specific area will be demarcated in the marshalling yard for this purpose. Please note the following: Maximum height of stand: three meters

No hot works

Liquid Petroleum Gas: No flammable liquid or LPG shall be used within the venue. Please note that LPG for the purpose of cooking food is not permissible.

Design Considerations

Any advertising material, decorations, flags, etc. may be removed or altered at the sole discretion of the Organisers, if it deems same to be in any way objectionable.

Any item of display, stand dressing, tables and chairs, etc. may not project over the frontage of the stand space or be allowed to encroach into aisles/gangways. The minimum aisle space for all exhibitions is 3 meters. Should any item or structure be placed or protrude into the designated aisle space, the Organisers reserve the right to move or to have removed, the said item without any liability for loss or damage thereto.

The Organisers reserve the right to disconnect the electrical supply to any installation or illumination that, in their opinion, is dangerous or likely to cause annoyance to visitors or any other Exhibitors.

If any presentation/demonstration causes obstruction to any gangway and/or nuisance to any other Exhibitor or visitors, the Organisers reserve the right to terminate the presentation/demonstration or restrict the frequency.

All lighting shall be designed and installed to avoid nuisance and discomfort to neighboring stands and to visitors. Flashing lights or signs are not permitted, but sequence displays may be used, subject to prior written approval by the Organisers.

No light fittings, other item or advertising material may be suspended from the roof of the hall.

Should you have any queries regarding stand construction or stand design, kindly contact the Organisers for assistance.

The following are extracts from the Act and the Exhibitor shall be responsible for the following in order to ensure compliance with the provisions of the Act:

- The exhibitor's principal contractor must prepare a health and safety plan.
- The exhibitor must provide the principal contractor and his or her agent with any information which might affect the health and safety of any person carrying out work for the event.
- The exhibitor must appoint the principal contractor in writing.
- The exhibitor must take reasonable steps to ensure that each principal contractor's health and safety plan is implemented and maintained.
- The exhibitor must stop any contractor from executing construction work, which is not in accordance with, the principal contractor's health and safety plan contemplated, or which poses a threat to the health and safety of persons on the property.
- The exhibitor must ensure that their principal contractor is registered and in good standing with the compensation fund or with a licensed compensation insurer prior to work commencing on site.
- The exhibitor shall ensure that a copy of the principal contractor's health and safety plan is forwarded to the Organisers 14 days prior to build up.
- The Organiser's may appoint a principal contractor to perform construction work, unless they are reasonably satisfied that the principal contractor which the exhibitor intends to appoint, has the necessary competencies and resources to carry out the work safely.
- All custom stand drawings must be submitted to Cebisa Conferences who will submit them to the appointed Health & Safety Officer for approval. At the CTICC for prior approval.
- Building regulations might apply and therefor an BDM 11 and 12 forms must be completed and returned to the Organisers

Personal Protective Equipment Guidelines

- The exhibitor is required to ensure that their principal contractor provides the necessary safety equipment and facilities. Principal contractors will ensure that his/her employees are instructed in the proper use, maintenance and limitations of the safety equipment and facilities provided and maintained in a good and clean condition.
- All personnel are required to wear hard hats when working in areas deemed a 'construction site' during build up and breakdown of an event
- Safety shoes are to be worn by all persons working with or lifting heavy materials. No open, canvas or trainer shoes or persons working barefoot will be permitted onto the work site
- Eye protection must be worn by all personnel cutting timber, grinding metals or welding
- All saws, grinding wheels and other portable equipment are to be guarded as required by the Act and no open, unguarded, inverted saw blades will be allowed
- A "Hot Works" permit will be required where any welding or grinding is carried out. This may be obtained from the Organisers.
- Any person/s working in an elevated position will require a safety harness which must be secured to a safe structure
- A permit is required for all scaffolding utilised on site. This permit must be displayed on the scaffold framework during use and a copy thereof sent to the Organisers 14 days prior to build up.
- No scaffold structure above 6 meters from the platform may be erected

- When moving the scaffold, no persons will be permitted to be stationed on the scaffold
- All designer / custom-built stands will require a Certificate of Compliance (COC) for temporary electrical installations
- The use of 2-core ripcord on any wiring on stands is strictly forbidden
- Approved wiring includes:
 - ✓Cabtyre: 3-core 1.5 mm and larger (live neutral earth)
 - ✓Surflex: 3-core 5 mm and larger (live neutral earth)
 - ✓Trailing cable 3-phase (red, white, blue, neutral and earth)
 - ✓Twin flat and earth 1.5 mm and larger

All wiring to be carried out to standard good wiring practices:

- ✓Single core or open wiring may not be run through stand supports.
- ✓Joints will be done with a connecting strip and will be bound with electrical insulation tape
- ✓All electrical equipment and appliances must be protected against earth leakage faults by ensuring that it is connected to earth leakage protection unless utilizing clearly marked double insulated equipment

Fire/Safety Regulations & Emergency Procedures

(please visit [CTICC Safety Manual](#) for a more detailed version of below)

Fire Regulations

There are strict regulations governing the materials which may be used in the construction of stands, in the demonstration of products and preparation of foods.

It shall be the responsibility of each Exhibitor to observe all current fire regulations which are applicable to his/her circumstances.

The Local Authority has the right to remove any offending fittings or materials and ultimately close down a stand should any fire regulations be contravened, or it is deemed that your stand may cause a fire hazard.

Regular inspections will be carried out by a member of the Fire Prevention Branch to ensure that the fire requirements have been met.

No flammable/highly combustible materials constituting a fire hazard such as hessian, straw, polystyrene, paper, polyurethanes, etc. may be used in the construction of stands or in the display therein.

It may be necessary or prudent to 'fireproof' your stand. Where necessary a certificate of fireproofing must be forwarded to the organizers 14 days prior to build up. Failure to do so may result in you not being allowed to construct your stand.

- **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 current "*Fire Retardant Certificate*" indicating that the product has been treated with a fire retarding compound. A test will need to be done with regards to the effectiveness of said Fire Retarding applications. 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 should hang no lower than 5 cm above the carpeted floor.

- Electric signs and equipment must be wired to meet the specifications of local fire authorities.
- Fire extinguishers on walls, floor or elsewhere may not be removed or obstructed in any manner.
- Any exhibitor having equipment utilising flammable liquid / industrial gas which produces heat, smoke or open flames as an integral part of product demonstration, must receive written approval of plans from the CTICC's contact person and the local Fire Chief, in writing.
- Aisles must be kept clear at all times; emergency exit routes unobstructed and fire stations/fire extinguisher equipment is not to be hidden and/or obstructed in any way.
- Absolutely no storage of any kind will be permitted within the confines of the exhibition floor and/or placed behind the exhibition stand or venue walls/curtains.
- All displays are subject to inspection by the Fire Prevention Bureau. Any construction materials not found to be fireproof may be required to be dismantled.
- Polystyrene products will be prohibited unless treated by a fire retardant and certificated proof provided by the Exhibitor. Only on receipt of the Certificate may the stand be structured.
- All materials used in the Exhibition must be of non-flammable nature and resistant in order to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Fire regulations prohibit the use of crepe paper, corrugated paper, cardboard, PVC sheeting (except on the floor to prevent damage to carpets) or any other highly combustible flammable material.

- Industrial Gas - The use of industrial gases of inflammable or toxic nature for demonstration purposes will not be permitted in the exhibition venues unless a detailed application has been made to the Fire Department or the Factories Inspector. **No industrial/hazardous gases are allowed. Any gas for any purpose is to be made known to the venue and the reason for it. A decision will then be reviewed if it will be allowed or not.**
- If approved, the Fire Prevention Bureau (FPB) conditions must be complied with. If this application is not made, gas cylinders and naked flame demonstrations WILL NOT be permitted.

Fire Fighting Equipment

Exhibitors should familiarise themselves with the location and use of all available firefighting equipment. Additional firefighting equipment may be required at the exhibitor's cost.

No person shall remove, obstruct or damage any of the fire fighting equipment provided. The Fire Department may, depending on the circumstances of each case, require an Exhibitor to provide additional fire extinguishers if deemed necessary by the Inspecting Officer.

Safety Precautions

Each Exhibitor should ensure that there are no potential fire hazards on the stand. All appliances, water, lights and equipment should be switched off before leaving your stand at the close of exhibition each day.

Emergency Escape Routes and Exits

No emergency escape routes and exits are to be obstructed prior to or during the exhibition. No structure or display shall be so placed or constructed as to impede the ordinary movement of people. Nor shall the existing facilities and signs be so obstructed.

No surface irregularities at floor level shall be placed in any exit route.

All exhibitors/contractors will familiarise themselves with the venue and nearest emergency exits.

Written Permission

Written permission is required for the following at least 21 days before commencement of the exhibition:

- Permission to use flammable materials, e.g. straw
- Storage or use of hazardous substances, flammable liquids or gasses. (Not allowed)
- Open fires or demonstrations using naked flame, gas or fires, welding operations. (Not allowed)
- Solid ceilings, double volume or double-storage stands.

Stands other than the Organisers fabric system - in the case of custom-built stands, Exhibitors must submit detailed plans to the Fire Prevention Branch at least 20 days before the opening of the exhibition. Copies of such certified plans must be sent to the Organisers before the exhibition commences. Failure to do so may result in you not being allowed to construct your stand.

N.B. Please note that it is the duty of the exhibitor's person to ensure that the draping/materials are suitably treated and if not, we will be happy to provide the exhibitor with details of an accredited fire-retardant contractor. All draping and decor that require fire treatment will be in accordance with SANS 1423, certificate is to stipulate all relevant details according to the code.

Emergency Procedures

Fire

- Upon discovering a fire, close the door to the room where the fire is located and immediately sound the center's fire alarm by breaking the closest break glass unit.
- Call EXT 5252, and give your name, your LOCATION and the location of the fire.
- If the fire is large, very smoky, or rapidly spreading, leave the area immediately. The alarm may not sound continuously. If the alarm stops, continue the evacuation. Warn others who may enter the building after the alarm stops.
- WALK, DO NOT RUN, to the nearest fire exit stairway if not on ground level.
- When the fire alarm sounds, do not use any lifts or escalators. It may become inoperable and a trap! Give assistance to disabled persons using stairs.
- Evacuate to applicable indicated assembly points. DO NOT RETURN to the building until instructed to do so by the security or fire personnel.
- Notify either the CTICC security or fire personnel on the scene if you suspect that someone may be trapped inside the building.
- Note: Detailed procedures for disabled persons are available later in this Evacuation Plan

Safety precautions before using a fire extinguisher.

- If the fire is small and you are able to contain it, then use equipment but if the fire is out of control, leave the area. All people are to evacuate if there is a fire.
- Sabotage and normal wear and tear can cause a fire extinguisher to become a great danger to the user. Before using any extinguisher, the following must be done:
- Inspect for any damage. (The lid of the extinguisher is unscrewed until it is held in position by only one thread. This lid can blow off and kill the user).
- If damaged, do not use.
- Ensure that the extinguisher is the correct one for the fire.
- Ensure that the contents are as stated on the label.
- When activating the extinguisher kneel next to it with the face turned away.

Do's and Don'ts of Fire-fighting

Only certified persons permitted to use the fire equipment to engage in firefighting. Exhibitors or organizer to have their appointed person(s) for the particular function.

Do's

- Ensure that back-up assistance is available before tackling a fire.
- Ensure that an escape route is accessible before committing yourself to tackling the fire.
- Follow instructions on the extinguisher's label.
- Break the seal and remove the safety device.
- Check the operation of the unit by briefly activating the control mechanism before approaching the fire.
- Apply the extinguishing medium at the base of the flames and move the nozzle with a rapid side-to-side action.
- Drive the flames away from you.
- For vertical fires start at the base of the flames and move upwards.
- If the fire is outdoors, approach it from the windward side.
- When approaching the fire adopt a crouching attitude that provides some protection against heat and smoke.
- Be alert to any changes in the fire pattern.
- When tackling a fire that involves electrical equipment isolate the power as soon as possible to prevent re-ignition.
- Ensure that the fire has been completely extinguished and that no sparks remain.

Don'ts

- Do not put yourself at risk. If the fire is too big or starts to spread, evacuate the area immediately.
- Never tilt or invert any extinguisher while operating it unless it is the type that you turn over.
- When extinguishing a fire that arose from a flammable spillage, never walk on the spillage area in case the flames flash back.
- When tackling flammable liquid fires use a controllable discharge type of extinguisher medium until the fire is completely extinguished.
- When the fire has been extinguished, back off slowly and never turn your back on it.

Elementary Elements to Starve the Fire

On discovering a fire, you must do everything possible to starve it by removing the oxygen and/or combustible material.

- Close doors and windows.
- “Blanket” (smother) a small fire with a bag.
- Throw sand on the fire.

Emergency Procedures

Serious Injury

- Do not move a seriously injured person unless it is a life-threatening situation.
- Find the closest phone and call EXT 5252.
- Give your name, LOCATION, and the telephone extension you are calling from.
- Give as much information as possible regarding the nature of the injury or illness, and whether or not the patient is conscious.
- Emergency Medical Services will respond to the scene.
- Return to the patient.
- If you are a TRAINED FIRST AIDER, provide necessary first aid until Emergency Medical Services arrive.
- Remain with the patient until Emergency Medical Services arrive.
- Check for any Medic Alert bracelets or pendants with an inscription indicating a medical condition, (i.e., Diabetes, Epilepsy, Allergies etc.)
- If so, bring this to the attention of the responding emergency medical officer.
- Report all emergencies to the Security Department immediately on EXT 5252.

Bomb Threat

Bomb threats usually occur by telephone.

- The person receiving a bomb threat should remain as calm as possible and attempt to obtain as much information as possible from the caller. Write down the exact words used in the threat while they are still fresh in your memory.
- Call EXT 5252, give your name, LOCATION, and telephone extension. Inform the security department of the situation, including any information you may have as to the location of the bomb, time it is set to detonate, and the time you received the call.
- The Security Department and Fire marshals will be responsible for building evacuation once the instruction to do so is received from the Emergency Management Team.
- If you should spot a suspicious object, package, etc. report it to the Security Department, but under no circumstances should you touch it, tamper with it, or move it in any way. Call EXT 5252.
- If instructed to evacuate, move a safe distance away (500 meters) from the building or behind barriers as directed. If severe weather conditions exist, you may move to another building a safe distance away.
- DO NOT re-enter the building until it is declared safe to do so.

Armed Robbery

- Do not attempt to stop the robbers if you are unarmed.
- Never stop armed robbers unless you are absolutely confident of succeeding.
- Think carefully and exercise caution regarding the lives of employees and customers.
- Collect relevant information about the transgressors:
 - Full personal description
 - Distinguishing features
 - Firearms/weapons used
 - Direction of departure
 - Description of getaway car
- Report this information to Control Room immediately.
- Attend to injured persons.
- Keep curious people away.
- The safety of the people on the premises is the Security Officials' top priority.

Natural Disaster

Assess the situation.

Determine the extent of the damage and possibly imminent dangers.

Relay situation report to the Control Room

Evacuation

Partial Evacuation

Partial evacuation is the withdrawal of a group of people from a specific area that might pose a threat to human lives or be a source of injury to persons.

The advantage of partial evacuation is that the risk of injuries is minimised and fewer people are left moving about.

Some employees are still available to conduct a search of the area and assist.

Essential services can continue.

General Evacuation

General Evacuation is the total withdrawal of people from the premises/building to an assembly area situated well away from where the threat might endanger them.

People can be injured in the rush to evacuate (particularly if they are not well-trained).

Employees are not available to help search the premises after the evacuation.

All services must be suspended, including the essential services.

Evacuation Procedure

- Stop doing what you are doing.
- Lock away all valuables.
- Pack papers away if possible.
- Switch off all electrical appliances
- Take handbag with you and ask visitors to accompany you.
- Escort physically challenged (disabled) persons to the nearest Fireman's lift that is appropriate for their departure.
- Evacuate via the shortest routes.
- Do not run.
- Always keep left.
- Do not use the lifts, only for physically challenged persons and emergency personnel.
- Congregate at the assembly area.
- Wait for further instructions.

The CTICC's Emergency Management Team will be in charge of all the communications and instructions in the event of an emergency and will decide whether the fire brigade and other civil emergency services must be summoned. They will decide whether evacuation of staff is necessary and, if so, the extent thereof. Incidents involving injured and disabled persons should be reported to the Mediclinic who will arrange for their evacuation from the premises. The fire department will take the decision as to whether the building may be re-occupied.

- Escort physically challenged (disabled) persons to the nearest Fireman's lift that is appropriate for their departure.
- Evacuate via the shortest routes.
- Do not run.
- Always keep left.
- Do not use the lifts, only for physically challenged persons and emergency personnel.
- Congregate at the assembly area outside the conference venue.
- Wait for further instructions.

The venue Risk Management Team will be in charge of all the communications and instructions in the event of an emergency and will decide whether the fire brigade and other civil emergency services must be summoned. They will decide whether evacuation of staff is necessary and, if so, the extent thereof. Incidents involving injured and disabled persons should be reported to the Management Control Centre ~~on~~ immediately on 021 406 1456 who will arrange for their evacuation from the premises. The fire department will take the decision as to whether the building may be re-occupied.

Security Deployment

In the event of an evacuation, security staff at the entrances will remain at their posts to assist with the evacuation. Staff will ensure that the doors are unobstructed, unlocked, opened and that there is a safe passage for people moving out of the building. No person will be allowed to enter or re-enter the building during the evacuation. Only emergency staff will be permitted to enter via these access control points

ERT (Emergency Response Team) Unit

The venue's ERT Members will be responsible to ensure that the areas allocated to them are evacuated and to assist with any emergency situation that may occur during such evacuation.

Emergency Response Team - EXT 5252

Third-Party Security

Any third-party security hired in by a client will be responsible for the evacuation and securing of the area under their control. The third-party security company will however report to and receive instructions in this regard from the CTICC security who will be acting under instruction from the Emergency Management Team.

A two-way radio will be made available to the third-party security company in order to facilitate communication with the CTICC Control room. This radio must be signed out from the Control room upon arrival on site and must at all times be in the possession of the senior officer on site.

The management of any third-party security deployed on site will be responsible for ensuring that all their staff is conversant with the content of this document. Any possible emergency condition must be reported to the CTICC Control room who will escalate it to the Emergency Management Team who will make the decision as to what action should be taken.

Exhibition Security Guidelines - Do's and Don'ts

During Build-Up

Don't bring in portable and consequently easily stolen property until the latest possible time. Keep an eye on your personal possessions e.g. cameras, video recorders, wallets. Don't leave the stand unattended while it is being 'dressed' or leave portable items lying around.

Lockers are available at lower-level entrance to P3 parking.

During Exhibition

Do remember that Exhibitors will have free access to the exhibition 15 minutes before opening time daily. Maintenance workers, cleaners, delivery men and others will be around – so have someone on your stand at this time.

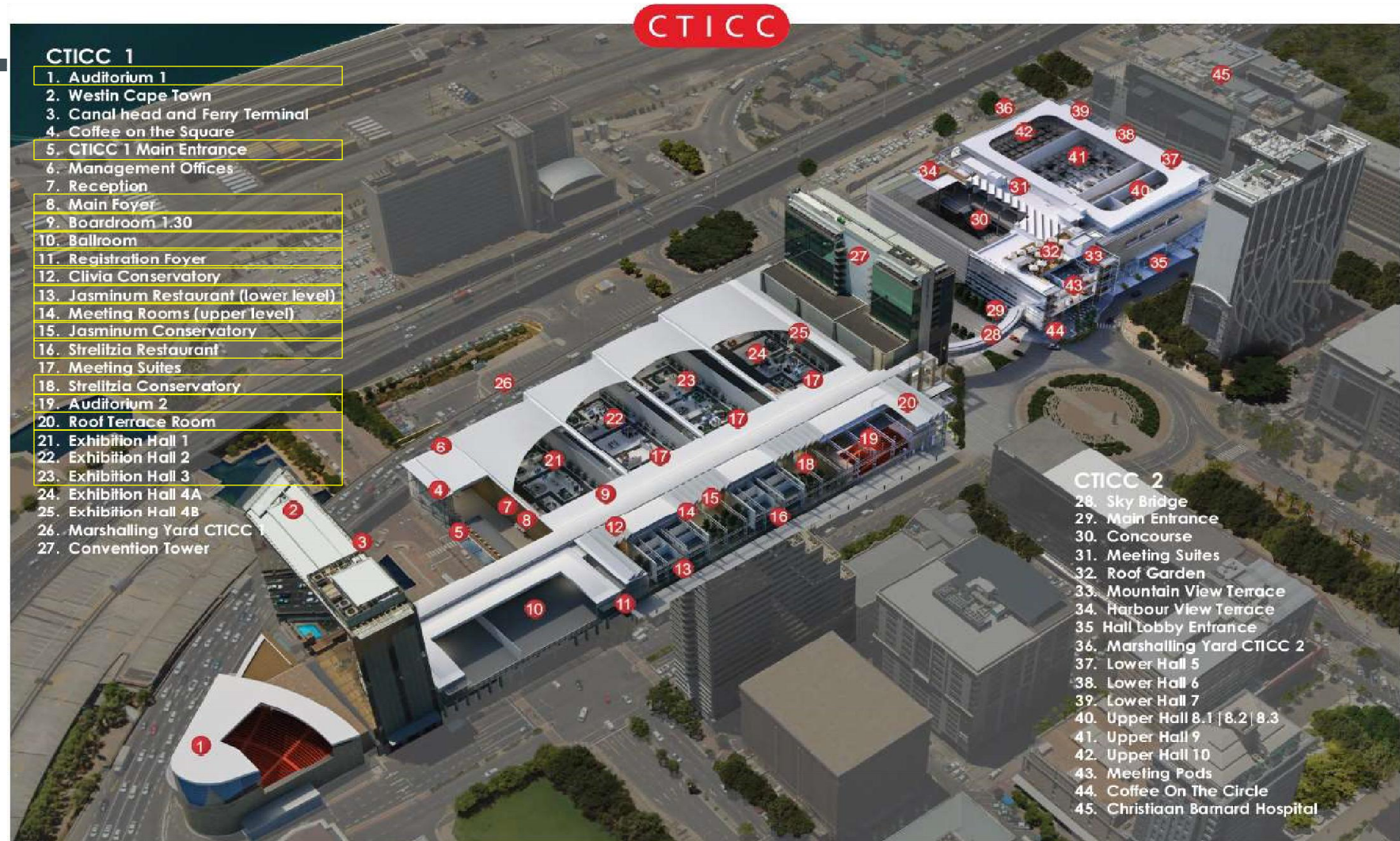
Do watch your small exhibits, handbags, cameras etc. "shrinkage" is not uncommon. Don't rely entirely on the apparent protection of an office or cupboard with a flimsy lock. Do place small exhibits out of sight after closing time. Do check your stand before you leave.

Break-Down Period

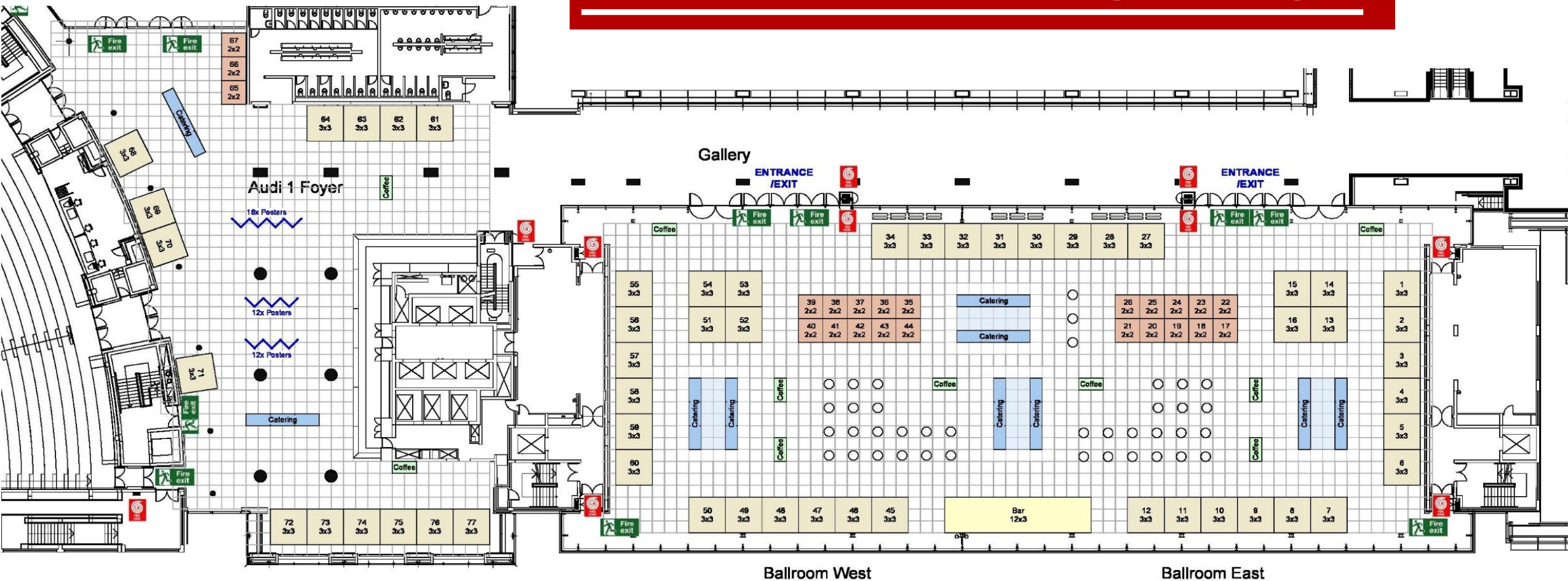
Do take away all portable goods, including video equipment and furniture, at the close of the exhibition or on the break-down day as soon as possible after the halls open for this purpose. It is not safe to leave anything behind and a locked office is no protection at all as contractors working must have access to stands quickly to speed up break-down. Have someone on your stand until all your property has been removed.

Exhibition will be in AUDI 1 FOYER AND BALLROOM – CTICC 1 in NO.1. FOYER and No. 10.

VENUE
BIRD'S
EYE
VIEW



VIEW EXHIBITOR LIST



LEGEND



9m² Space Only Stand = x54



Catering Stations



Coffee Stations



Cocktail Tables



4m² Space Only Stand = x23



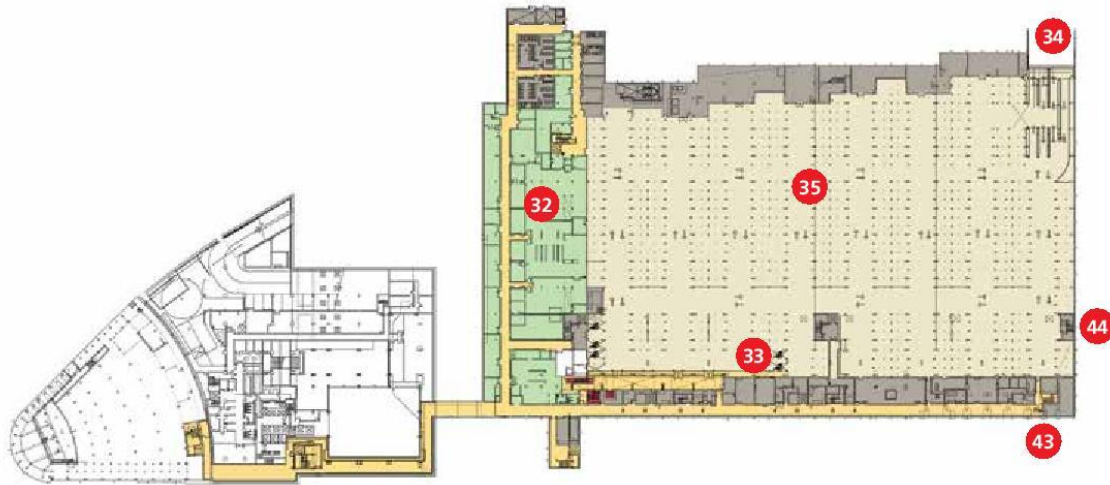
20x Poster Boards (40x posters)

PAX 1000

- | | | | |
|----|------------------------|----|-------------------------------------|
| 1 | Auditorium I | 20 | Jasminum Restaurant |
| 2 | Ballroom | 20 | Jasminum Conservatory |
| 3 | Boardroom | 21 | Strelitzia Restaurant |
| 4 | Meeting Room | 21 | Strelitzia Conservatory |
| 5 | Meeting Room | 22 | Marshalling Yard |
| 6 | Meeting Room | 23 | Lounge |
| 7 | Meeting Room | 24 | Convention Square and Main Entrance |
| 8 | Auditorium II | 25 | Business Centre and Coffee Shop |
| 9 | Meeting Suites | 26 | Main Foyer |
| 10 | Meeting Room | 27 | Gallery Walkway |
| 11 | Meeting Room | 28 | Westin Cape Town |
| 12 | Roof Terrace Room | 29 | Canal Head and Ferry Terminal |
| 13 | Exhibition Hall 1A | 30 | Management Offices |
| 13 | Exhibition Hall 1B | 31 | Convention Tower |
| 14 | Exhibition Hall 2 | 39 | Auditorium Foyer |
| 15 | Exhibition Hall 3 | 40 | Marimba Restaurant |
| 16 | Exhibition Hall 4A | | |
| 16 | Exhibition Hall 4B | | |
| 17 | Full Exhibition Centre | | |
| 18 | Registration Foyer | | |
| 19 | Clivia Conservatory | | |



LEVEL -1



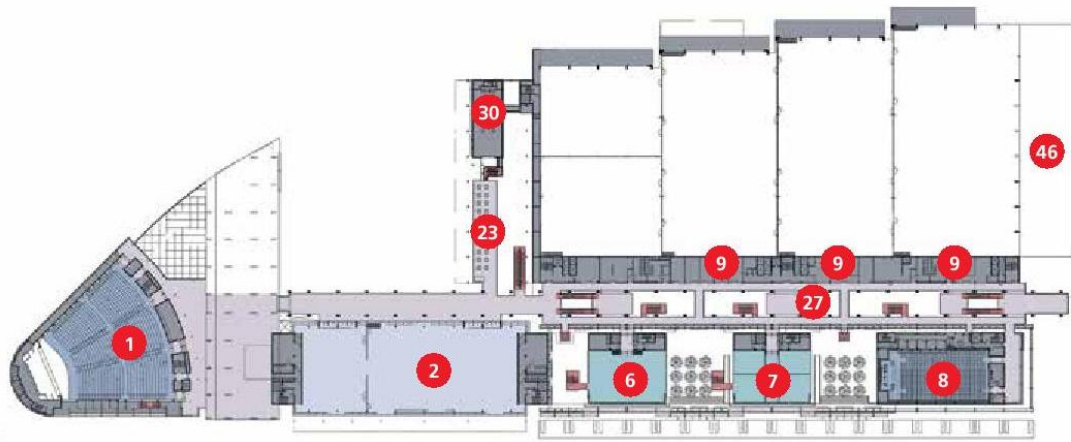
- 32 Main Kitchen
- 33 Lower Foyer Entrance
- 34 P3 Parking Entrance
- 35 P3 Parking Basement
- 43 Marimba Restaurant Basement Entrance
- 44 Convention Tower Parking

LEVEL 0



- 8 Auditorium II
- 13 Exhibition Hall 1A
- 13 Exhibition Hall 1B
- 14 Exhibition Hall 2
- 15 Exhibition Hall 3
- 16 Exhibition Hall 4A
- 16 Exhibition Hall 4B
- 18 Registration Foyer
- 19 Clivia Conservatory
- 20 Jasminum Restaurant
- 20 Jasminum Conservatory
- 21 Strelitzia Restaurant
- 21 Strelitzia Conservatory
- 22 Marshalling Yard
- 24 Main Entrance
- 24 Convention Square and Main Entrance
- 26 CTICC Reception, Business Centre and Coffee Shop
- 27 Gallery Walkway
- 28 The Westin Cape Town
- 29 Canal Head and Ferry Terminal
- 37 Walter Sisulu Entrances
- 40 Marimba Restaurant

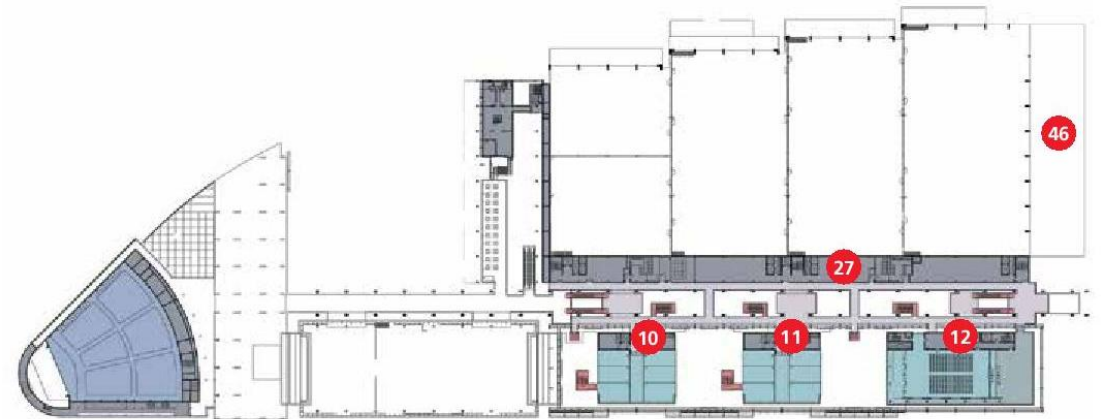
LEVEL 1



- 1 Auditorium I
- 2 Ballroom
- 6, 7 Meeting Rooms
- 9 Meeting Suites
- 8 Auditorium II
- 23 Main Lounge
- 27 Gallery Walkway
- 30 Management Offices
- 46 Convention Tower

CITIC

LEVEL 2



- 10, 11 Meeting Rooms
- 12 Roof Terrace Room
- 27 Gallery Walkway
- 46 Convention Tower

CITIC

Your Checklist

Deadline for all service orders: 20 May 2026

Kindly contact relevant contractor. This Summary acts as your checklist so you are able to follow up to ensure that all your orders are completed and submitted.

PAYMENT: Payment for extra services is required in advance of the exhibition. You will be invoiced directly by the relevant contractors.

Should you have questions regarding extra services kindly contact organiser@FIG2026.org

Form	Description	NOTES
1	Company Logo in high resolution - (Please forward this to the Organisers for advertising purposes) – Mandatory – organiser@FIG2026.org	
2	Fascia Signage - Mandatory for fabric package - https://servicesorderforms.co.za/figcongress2026/	
3	Extra Electrics - mailto:Confexquotes@cticc.co.za	
4	Furniture Hire - https://servicesorderforms.co.za/figcongress2026/	
5	Plant Hire - https://servicesorderforms.co.za/figcongress2026/	
6	Expo Screens - petra@exposcreens.co.za	
7	Audio Visual - Conference & Exhibitions Co-Ordinator - Confexquotes@cticc.co.za (021) 410 5000	
8	Additional Carpeting –venue will be carpeted - https://servicesorderforms.co.za/figcongress2026/	
9	AV & IT - Conference & Exhibitions Co-Ordinator - Confexquotes@cticc.co.za (021) 410 5000 or https://servicesorderforms.co.za/figcongress2026/	
10	Beverages - Conference & Exhibitions Co-Ordinator - Confexquotes@cticc.co.za (021) 410 5000	
11	Catering - Conference & Exhibitions Co-Ordinator - Confexquotes@cticc.co.za (021) 410 5000	
12	Stand Cleaning & Bins - Conference & Exhibitions Co-Ordinator - Confexquotes@cticc.co.za (021) 410 5000	
13	Freight Forwarding – jacquinel@ef-gsm.co.za (021) 552 7248)	
14	Stand Security - Conference & Exhibitions Co-Ordinator - Confexquotes@cticc.co.za (021) 410 5000	
15	BDM 11 and 12 forms - Conference & Exhibitions Co-Ordinator - Confexquotes@cticc.co.za (021) 410 5000 (deadline 30 August)	