



## EXHIBITOR MANUAL

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Copies of the latest LMHI 2018 programmes are available from [www.lmhi2018.org.za](http://www.lmhi2018.org.za).

Please ensure that you also refer to the CTICC 2018 Exhibitor Guidelines as provided herewith.

## 1. BUILD and BREAKDOWN

Address:	<b>Convention Square, 1 Lower Long Street, Cape Town, Western Cape, 8001, South Africa</b>
Exhibitor Hall Venue:	<b>Exhibitor Hall 1B</b>
Deliveries:	<b>04 September 2018, 09h00-18h00</b>
Carpeting and plug points:	<b>04 September 2018, 06h00-09h00</b>
Stand Build:	<b>04 September 2018, 09h00-18h00</b>
Stand Breakdown:	<b>08 September 2018, 14h30-18h00</b>
Stand limitations:	<b>No built structure may be taller than 3 metres.</b> <b>All stand items must remain within the boundaries of the allocated stand space.</b>

*Note: Exhibitors are asked NOT to dismantle their stands before the stipulated time. All stands must be completely removed by the stipulated time.*

*The organisers and/or Cape Town International Convention Centre will not take responsibility for loss or damage. Exhibitors must take full responsibility for all of their items on their stand for the duration of the event until everything is cleared from their stands.*

## 2. EVENT TIMES

Exhibitors are requested to be present at the stands for the following times:

	Required	Advised
<b>05 September 2018:</b>	<b>08h30-18h00</b>	<b>18h00-20h00 (Cocktail Dinner)</b>
<b>06 September 2018:</b>	<b>08h30-18h00</b>	
<b>07 September 2018:</b>	<b>08h30-17h00</b>	
<b>08 September 2018:</b>	<b>08h30-14h30</b>	

## 3. STAND INCLUSIONS

### Stand personnel:

Each stand reserved will be allocated the attendance of 2 persons to the exhibitor's hall. For any additional delegates or exhibiting members and for accommodation needs, please contact us with your requirements and we will provide guidance for additional costs and booking arrangements. Please also visit [www.lmhi2018.org.za](http://www.lmhi2018.org.za).

### Stand supplies:

Each stand will be supplied with a single electrical access point. Exhibitors are requested to ensure the supply of their own extension cords and adaptors as may be required. We are informed that the plug point is a standard 3-point plug (SA standard) and may require

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additional adaptor(s). If you **do not** require the provision of electricity at your stand please email [exhibit@lmhi2018.org.za](mailto:exhibit@lmhi2018.org.za) by 25 August 2018 in order to indicate as such.

Single stands are by default 3 m x 3 m and are spaced according to the latest version of the LMHI 2018 Exhibitor's Hall Layout. Administrators of the LMHI 2018 will provide this once the final version is confirmed.

Standard stands are each supplied with 1 table, table cloth and 2 chairs. If you **do not** require the provision of these items please email [exhibit@lmhi2018.org.za](mailto:exhibit@lmhi2018.org.za) by 25 August 2018 in order to indicate as such.

No other walls, structure or shell requirements are provided. Should you require any contact details for stand building please feel free to contact the CTICC and they will provide details for suppliers thereof.

### **Refreshments:**

All refreshment breaks and lunches for delegates will be served in the Exhibition Hall.

Staff associated with each stand may take part in any provided tea/coffee and lunch break including supplied eats and beverage as supplied by the CTICC for such purpose. Any additional food or drink ordered from the CTICC will be the account of the Exhibitor.

### **Dinners:**

Each exhibiting stand (unless otherwise arranged) is granted access for 2 persons to each of the:

Cocktail Dinner	05 September 2018	18h00-20h00
Gala Dinner	07 September 2018	19h00-Late

Exhibitors are requested to confirm the attendance of each person attending on behalf of the exhibitor by emailing their name, surname, email address, mobile number and dietary preference to [exhibit@lmhi2018.org.za](mailto:exhibit@lmhi2018.org.za).

Attendees will receive confirmation of the booking for the Gala Dinner by email. Dress code is formal.

### **Parking arrangements:**

Costs of exhibitor staff (two per stand unless otherwise arranged) who will be in the exhibitor's hall or as delegates for LMHI 2018 has been provided for 05-08 September 2018 and details for validating parking will be made available at the time of the Congress.

### **Security:**

The LMHI 2018 will arrange for the hiring of security from 04-08 September 2018 for the Exhibitor's Hall. Despite this, please note that exhibitors are responsible for items on their stand, i.e. equipment, marketing materials, samples etc.

Should you prefer to have dedicated security to your exhibition stand, you may order such security from CTICC.

The LMHI 2018 and CTICC will not be held responsible for exhibitors' belongings.

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## **4. DAMAGE, LIABILITY AND RISK**

### **Damage**

Exhibitors will be held responsible by the LMHI 2018 for the cost of repairing and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any exhibitor found damaging the walls, carpets and/or any structure on the CTICC property will be charged with the replacement value of such items by the LMHI 2018.

### **Liability**

Any liability provided to the organisers (LMHI 2018) by the CTICC for any act, damage or financial claim as a direct or indirect consequence of any action by any exhibitor or sponsor will be transferred to the exhibitor or sponsor.

The LMHI 2018 shall not be liable or responsible to any exhibitor for any claim, damage or loss caused to any person as a result of the failure of the LMHI 2018, CTICC or any of its employees, representatives or assigns to comply, or to comply timeously, with any provision/s contained herein or the CTICC Exhibitor's Manual.

The LMHI 2018 shall not be responsible for the safekeeping, storage, use or otherwise of any property brought into the convention centre. Property belonging to the exhibitor shall be brought into the convention centre at their own risk and the exhibitor indemnifies the LMHI 2018 and holds it harmless against any and all claims, losses or damages that may be suffered by any person in relation hereto.

The LMHI 2018 shall not be liable for any loss, injury or damage, howsoever caused, to goods and/or persons in the convention centre and/or on adjacent sites.

### **Risk**

It should be understood by the exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many exhibition stands and various other factors make it reasonable that each exhibitor shall assume the risk of any injury, loss and/or damage.

Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property located in the exhibition area, storage or any other area where access has been provided to exhibitors by the CTICC.

## **5. CONTACTS**

### **General**

Any queries of the LMHI 2018 may be emailed to [exhibit@lmhi2018.org.za](mailto:exhibit@lmhi2018.org.za).

### **Onsite**

Onsite safety and medical officers will be present at the time of assembly and breakdown.

LMHI 2018 personnel who will be responsible for technical / administrative queries from 04-08 September are Dr Leanne Scott and Dr Robert Durrheim. Both individuals will be available at various times from 04-08 September 2018 and will introduce themselves on 04 Sep 2018.

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## CTICC and Deliveries

Please refer to the CTICC Exhibitor Manual 2018 for all arrangements of deliveries. Stand staff or builders must be present for acceptance of all deliveries – CTICC will not accept on your behalf. Please note that LMHI 2018 staff will only be available by prior arrangement for acceptance of deliveries to Exhibition Hall 1B on 04 Sep 2018 from 09h00-18h00. For any arrangement of receiving staff please notify [exhibit@lmhi2018.org.za](mailto:exhibit@lmhi2018.org.za).

CTICC: Tel: +27 21 410 5000 Fax: +27 21 410 5001  
Email: [sales@cticc.co.za](mailto:sales@cticc.co.za)

## Delegate Bag Item Drop

Any items intended for placement into delegate bags that have been arranged / booked may be supplied as below. Final confirmation of the number of drop items will be provided by 21 August 2018. All items intended to be placed into the LMHI 2018 delegate bags may be arranged for delivery to:

Contact Person: Yolanda until 15 Aug 2018 [reception@natural-med.co.za](mailto:reception@natural-med.co.za)

Dr Alta Vogel 16-31 Aug 2018 [alta@natural-med.co.za](mailto:alta@natural-med.co.za)

**63 Dorp Street, Stellenbosch, Western Cape, 7600**

If there is no record of the bag drop having been arranged prior to its delivery the LMHI 2018 organisers will not provide for its inclusion in the delegate bag.