



## **EXHIBITORS PACK FOR EXPO ON WATER SAVING DEVICES AND WATER-WISE GARDENING: 04 AND 05 FEBRUARY 2005**

### **MTN SCIENCENTRE, CANAL WALK, CENTURY CITY**

#### **Objectives:**

- To invite a wide spectrum of stakeholders in the field of water saving devices to showcase their products to staff, management, politicians, residents and the business environment and to introduce the use of these devices in households and industry in order to reduce water consumption and save water.
- To create an opportunity to showcase innovation in the field of water
- To enhance and promote the Water Services Emergency number
- To promote water conservation through the water restrictions campaign
- Promote and raise awareness on Water Week 2005 and the schools competition
- To highlight the responsibility of society as a whole to contribute to saving water

#### **Theme:**

The theme for the Expo is "Saving Water".

#### **Thrusts:**

The following constitute the key aims of the Expo:

- Raising awareness on water saving and the responsibility of society as a whole
- Establishing partnerships with other stakeholders
- Targeting all water users including business

#### **Target audience:**

General Public  
Staff  
Management  
Politicians  
Architects  
Developers  
Industry  
Learners

#### **Management Team:**

The Water Services Directorate of the City of Cape Town manages the project in conjunction with MTN ScienCentre, Canal Walk.

Project Manager / Organiser/s:

City of Cape Town:  
Johannes Prins

MTN Sciencentre  
Julie Cleverdon,

MTN Sciencentre  
Ryan Bruton

Tel: 021 – 590 1470  
Fax: 021 – 590 1504  
Cell: 082 322 2656

021 – 529 8100  
021 – 529 8179  
083 276 9501

021 - 529 8100  
021 - 529 8179  
083 276 9513

### **EXHIBITORS GUIDELINES:**

- Exhibitions must relate to the stated objectives and themes and must be appropriate for all target audiences
- Interactive displays are recommended
- Exhibitors must attend the full period and times as stated on the application form.
- Exhibition stands must be manned for the duration of the exhibition. If this presents difficulties, please contact us prior to the Expo.
- Ongoing activities at exhibition stands are compulsory.
- Whilst roaming security during the day and full time security at night will be provided, kindly note that the City of Cape Town, MTN ScienCentre and Canal Walk will not be held responsible for any losses or damage of any kind. Proper measures to secure valuables must be taken by all exhibitors. The Indemnity form attached must be completed prior to the event.
- Insurance will be for the exhibitor's own account.
- An electrical plug point (if required), 1 x table and 2 x chairs, will be provided as arranged with all exhibitors prior to the event.
- **Please bring your own extension lead/s.**
- Parking at R5-00 per day per exhibitor has been arranged and arrangements in this regard will be made with exhibitors prior to the event.
- Meals and refreshments will be for the exhibitor's own account.
- Take-aways and soft drinks will be available at the Tuck shop inside MTN ScienCentre.
- Exhibitors are required to adhere to the requirements and rules of the venue management at all times, including security regulations.
- No firearms or any other dangerous weapons or instruments are to be brought onto the premises or into the venues.

### **EXHIBITION TIMES:**

Set Up: Thursday 03 February 2005 – from 10h00 to 17h00  
Exhibition dates: Friday 04 and Saturday 05 February 2005  
Daily opening: 10h00  
Daily closing: 20h00  
Break Up: Saturday 05 February 2005 from 20h00 till 22h00, or  
Sunday 06 February 2005 from 0830 till 09h30

**Exhibitors are required to be at their stands by 09h30 every morning to ensure stands are ready for the opening**

### **Opportunities:**

- Promotional items may be put into visitor's packs prior to the events or available as handouts.

## **ACCESS TO MTN SCIENCENTRE**

Please follow the directions below when offloading and collecting exhibitions stands and promotional material on and during the Expo: (Please see map attached)

- Enter Canal Walk as indicated on the map
- Drive past the first ramp taking you to parking on the upper-level
- Turn left at next entrance to Holiday Inn and continue past the hotel to the West Loading Bay
- The hoist or lift will be located on your right side
- Take the lift up to the MTN ScienCentre
- Please call Timothy (MNT ScienCentre Technician) on 083 298 3178 should you need any assistance / directions, alternatively the Reception on 021-529 8100
- Vehicles must be removed from the area immediately after offloading / collecting (See exhibitors guidelines for normal parking arrangements)

## **EXHIBITION STANDS:**

1 x Table and 2 x chairs as well as access to an electrical power point will be supplied where indicated by exhibitors.

**Exhibitors are required to bring their own extension leads  
Please also bring your own tablecloth, preferably Blue, to cover the tables  
approximately 1500 x 750 in size.**

Display boards are not available to exhibitors, so please ensure to bring along your own.

## **SECURITY:**

Security will be present during the day (roaming security) and after hours. Please ensure that you remove any valuables (including computer equipment) after hours.

## **PUBLICITY:**

- Pamphlets, flyers and other information may be distributed during the Expo.

## **POINTS TO REMEMBER:**

- Due to logistics and procedures at the end of exhibitions, losses may occur during “break-up” period. Appoint a member of your staff to supervise the breaking-up of the stand and tighten security at this time. It is recommended that you compile a full checklist of all material and equipment prior to and after the exhibitions.
- Printing takes time, please ensure that you have sufficient brochures and other material in advance.
- **Please bring along your own extension leads.**

**QUESTIONNAIRE FOR EXHIBITORS:**

**(Please indicate your requirements and fax to Johan Prins at 021-590 1504)**

ORGANISATION: .....

ADDRESS: .....

.....

.....

CONTACT PERSON: .....

TEL: .....

FAX: .....

CELL: .....

E-MAIL: .....

**YOUR REQUIREMENTS:**

Do you have a "ready-made" stand? Yes ..... No .....

If so, what size (in m<sup>2</sup>) ? .....

Do you require a table? Yes ..... No .....

Do you require chairs? Yes ..... No .....

Do you require access to an electrical point? Yes ..... No .....

What will be the theme of your stand and your primary target audience?

.....

.....

.....

What activities do you have planned on your stand for the duration of the exhibition?

.....

.....

.....

.....

**INDEMNITY FORM**

I, ....., an exhibitor

representing .....

hereby indemnify the City of Cape Town, MTN ScienCentre and Canal Walk against any loss of property and valuables, personal injury or any other accident incurred during the Water Saving Expo from 04 to 05 February 2005.

Signed: ..... Date: .....

Print name: .....

**THANK YOU FOR YOUR PARTICIPATION AND CONTRIBUTION**

