



The 7th International Marine Conservation Congress

13 to 18 October 2024

Cape Town | South Africa

IMCC7 CONFERENCE

EXHIBITOR INFORMATION AND GUIDELINES

IMCC7 Conference - Exhibition information



We are pleased to provide you with important information regarding the exhibition at IMCC7 Conference. Please take note of the following details:

There is limited exhibition space available, and we will manage the bookings on a first come first served basis.

Venue – Exhibition Hall 10, CTICC 2

The exhibits will be in the network venue, which will serve as the central hub where refreshments will be served during mid-morning and afternoon tea break. Delegates also can buy lunch and snacks from kiosks in the exhibition hall. This venue will be open to delegates for the duration of the Conference, providing ample networking opportunities and a chance to view the exhibits and poster sessions.

Welcome Function – Monday, 14 October 2024 early evening – time to be confirmed.

The Welcome function will also take place in the same network venue . We encourage exhibitor staff to be present at their stands during this function.

Exhibitor Responsibilities

It is vital that exhibitor staff man the stands during the lunch and refreshment sessions. These sessions will provide an opportunity for exhibitors to engage with delegates.

We appreciate your co-operation and support in contributing to the overall success of the IMCC7 Conference. Should you have any further questions or require additional assistance, please do not hesitate to contact the event organizers.

Thanking you

A handwritten signature in black ink that reads "Deidre Cloete".

Deidre Cloete

IMCC7 – Event Organizer

Contact: deidre@iafrica.com / confetal2@iafrica.com

Exhibitor Booth Fees

All prices listed are in US Dollars (USD) and are inclusive of taxes and fees.

Standard Commercial Booth \$1,500.00

Non-Profit/Artist Booth – Developed Nation \$1,000.00

Non-Profit/Artist Booth – Developing Nation & Small Island Developing State (SIDS) \$600.00

For more information on exhibiting opportunities - <https://scbmarineprogram.org/meetings-imcc7-exhibiting-opportunities/>



Exhibition options available at IMCC7: Exhibition Booth and Table Top options

EXHIBITION BOOTH (2 x 3 m)

- 7 white panels (dimensions 960mm x 2.4 m (h) - visual panel size
- Exhibiting company name on the fascia panel
- Power Point
- Trestle table with cloth
- 2x chairs

Optional extras (not included in the exhibition fee):

- Graphics can be printed directly on the panels.
- Additional furniture, brochure display racks, plants, etc., can be ordered directly from the exhibition contractor.
- Plasma screen and general Audio-Visual requirements
- Dedicated Wi-Fi – please contact the CTICC confex@cticc.co.za for assistance.

Please note that we have the following sole supplier for furniture and graphics:

Exhibition Contractor - abContour - Please quote IMCC7 as reference when making your enquiry.

Contact: Beulah Henning

Email: info@abcontour.co.za

beulah@abcontour.co.za

Technical Contractor – SenseAV to provide plasma screen and technical support.

Please quote IMCC7 as reference when making your enquiry.

Contact: Kurt Johnson

Email: kurt@sense-av.co.za

Exhibitor staff

1 x complimentary delegate(exhibitor staff per stand)

Includes

- Access to all Conference sessions over 4 days
- Entry to the Networking/Exhibition Area, allowing you to connect with colleagues.
- Two tea/coffee sessions included in the official programme in the exhibition venue.
- Welcome Reception
- Only IMCC7 Official Exhibitors are permitted to do business on the show floor. All Exhibitors are expected to act appropriately and in a professional manner. Any sales people who are disrupting the business of another Exhibitor will be asked to leave the show floor.
- Exhibitors must strive to use ecofriendly biodegradable or recyclable or reusable materials to keep waste to the minimum.
- Exhibitor staff will be required to sign the IMCC7 code of conduct (attached) and email back to the organizers confetal2@iafrica.com



Please note that the exhibitor complimentary registration excludes the following optional extras:

- Conference lunches
- Field Excursions
- Conference Dinner
- Any other items not mentioned in this document.

TABLE TOP OPTION

- 1 trestle with table cloth
- 2 chairs
- Plug point
- 1 x exhibitor staff

Exhibitor staff

1 x complimentary delegate(exhibitor staff per table top option)

Includes

- Entry to the Networking/Exhibition Area, allowing you to connect with colleagues.
- Two tea/coffee sessions included in the official programme in the exhibition venue.
- Welcome Reception
- Only IMCC7 Official Exhibitors are permitted to do business on the show floor. All Exhibitors are expected to act appropriately and in a professional manner. Any sales people who are disrupting the business of another Exhibitor will be asked to leave the show floor.
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BUILD-UP INSTRUCTIONS:

- Build-up date and time for exhibitors to dress their stands: Monday, 14 October 2024 at 11:00 to 14:00. No access will be provided after 2pm.
- Health and Safety procedures must be followed during the build-up process.
- Exhibition venue: Hall 10 Level Two, CTICC 2.

Please note: Any alterations to the existing exhibition stand, additions to the stands, or display of equipment must be authorized by the organizers by 2 September 2024. For these changes, please contact the organizers at confetal2@iafrica.com

Access to the venue

- Please note that large items may not be delivered through the main entrance of CTICC2. All exhibition materials must be delivered via the designated entrance – Marshalling Yard access via FW Klerk Boulevard.
- Parking on Monday, 14 October 2024 is at P5– complimentary parking will be provided for sponsors and exhibitors on this day for set up only.
- Please bring your parking ticket to the registration desk to swop it for a complimentary ticket.
- Please note the venue provides no porters or trolleys. Please bring your own trolley for moving of large items

Procedures for build-up:

Handheld items e.g. posters ,brochures and small tabletop items for display can be brought in via the normal parking by exhibitor staff.

For build-up of larger display and appointed exhibitions contractors, the following CTICC procedures will apply:

The CTICC 2 Marshalling Yard is for loading and offloading purposes, and access is limited to 1.5 hours for all vehicles, and 3.5 hours for trucks. Vehicles exceeding this time will be subject to parking fees and unattended vehicles will be clamped.

The CTICC 2 Marshalling Yard is situated opposite the Exhibition Halls, and only Exhibition Hall 7 directly accesses the Marshalling Yard. The staging area located behind Exhibition Halls 5, 6 and 7 has been made available to stack all build-up and breakdown materials for transport to and from the exhibition stands. Build-up parking is available in P1, P3 and P5 Parking garages, and free build-up tickets will be issued from the Organiser's Office.

Please note that P1, P3 and P5 parking garages all have a height restriction of 2.1m.

Event build up and break down requires a safety induction, for more information [click here](#).



Couriers/Delivery of exhibition material

- The CTICC and the organizers will not accept any deliveries from couriers on behalf of exhibiting companies.
- Exhibition Freightling is the preferred transport and logistics company for the Conference. (for exhibitor's own account)
- Exhibition Freightling can manage and store exhibitor consignments and deliver them to the CTICC on Monday, 14 October 2024.
- Please contact Exhibition Freightling directly if you require their services quoting the reference: IMCC7

Exhibition Freightling

Contact: Jacqui Nel

Email: jacquinel@ef-gsm.co.za
ops2@ef-gsm.co.za

Safety

- The organizers have arranged for security at the entrance to the exhibition venue.
- Exhibitors must please not leave any valuables unattended at their stand.
- The organizers and the CTICC will not take any responsibility for loss or damage to their property.

BREAKDOWN INSTRUCTIONS:

- Exhibiting companies may only remove their display material on Friday, 18 October 2024, between 17:00 and 19:00
- Health and Safety procedures must be followed during the breakdown process.
- The Safety officer onsite will not allow any dismantling prior to breakdown times and only once all the delegates have left the venue.

Material Removal

- Exhibition material may only be removed via the designated goods exit (same procedure as during build-up).

Important

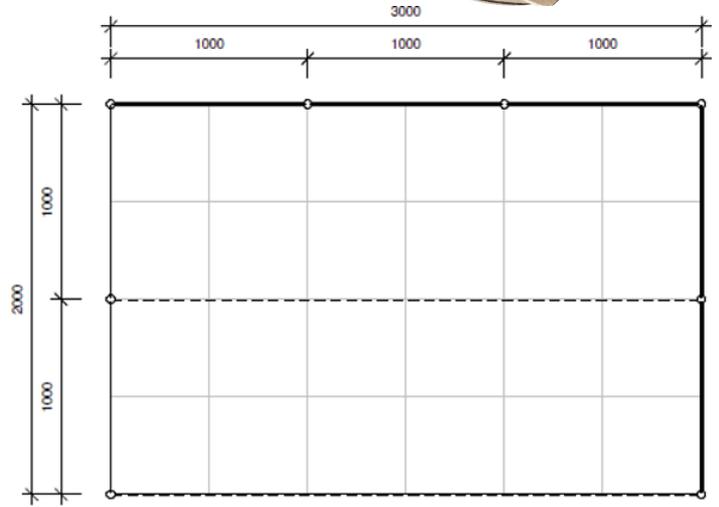
- Please ensure that all exhibition material is completely removed from the venue by 19:00.
- The organizers and the CTICC will not be responsible for any items left behind after 19:00.

Important Dates

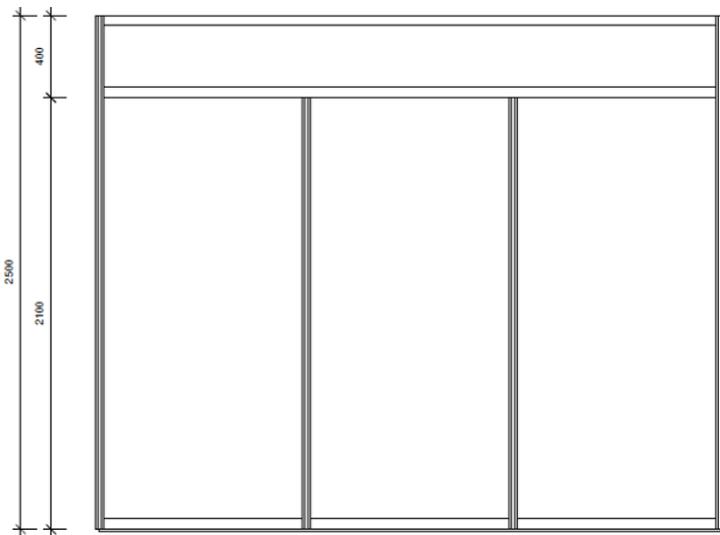
- Final date to reserve an exhibition space by 15 August 2024
- Fifty (50) word company description, and high resolution logo (300dpi or greater .eps or .jpeg files) due by 15 August 2024
- IMCC7 meeting dates are 13 – 18 October 2024
- Exhibition dates are 14 – 18 October 2024
- Exhibitor build-up is on Monday 14 October 2024 from 11h00 – 14h00
- Exhibitor breakdown to be confirmed.

IMCC7 Conference – Stand (2 x 3 m)

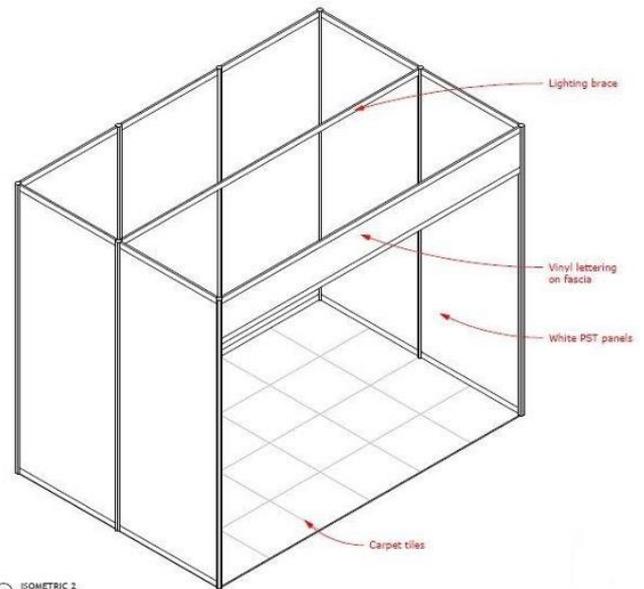
Exhibition panel specifications (dimensions 960mm x 2.4 m (h) - visual panel size)
 Double sided tape may be used to attach exhibition material to the panels. Exhibitor to provide own tape.



1 Floor Plan
1 : 20



1 FRONT ELEVATION
1 : 15



1 ISOMETRIC 2



CAPE TOWN INTERNATIONAL CONVENTION CENTRE TERMS AND CONDITIONS

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 open at all times.

Exhibitors are required to take adequate space to accommodate their full display and no encroachment into the aisles is permitted. Should any item or structure be placed or protrude into the designated aisle space, the organisers and/or venue management reserves the right to move or to have removed, the said item without any liability for loss or damage thereto.

CARE OF BUILDINGS

Painting, nailing or drilling of floors, walls, ceilings or any other part of the building is not permitted. No signs or other articles are to be fastened to ceilings, walls, pipes or electrical fixtures.

CATERING

No catering is allowed at the exhibition stands. Exhibitors wishing to provide give-away samples of products are required to forward all relevant information, at least seven (7) days prior to the event, for approval by the venue management. However, these must be limited to 3 fluid ounces (56ml) of beverage and may only be distributed within the venue.

ENTRY TO THE CONFERENCE

The organizers reserve the right to refuse admission to any visitor, exhibitor, or exhibitor's employee who, in the opinion of Conference management is unfit, intoxicated or in any way creating a disruption of the Conference.

FIREARMS/TRADITIONAL WEAPONS

The venue is a strictly weapon-free venue, and the use of any weapon is not permitted. No personal firearms may be carried in the venue during the show period.

MAINTENANCE

If you need to carry out maintenance work on your stand after the exhibition closes, please advise the organisers by 16:00 on the same afternoon in order that arrangements may be made with security for the provision of lighting etc.

FIRE ESCAPES

Fire escapes are located throughout the venue and are demarcated with signage. Event organisers are to ensure that neither the signage nor the exits are obstructed in any way.

EVACUATION

Evacuation procedures will be announced on a dedicated fire / evacuation PA system and will be co-ordinated by the CTICC management.

EMERGENCY SERVICES

The CTICC has an evacuation procedure available on request. In the event of an emergency all lifts will come to ground, and escalators will stop operating. In an emergency, contact the duty manager or call 021-410-5006 from an outside line, or ext. 5006 from an internal line.

For more detailed list of CTICC general and health and safety regulations please visit the website:

https://www.cticc.co.za/wp-content/uploads/2021/12/CTICC_210201_Induction-Manual.pdf

FLAMMABLE & HAZARDOUS MATERIAL

Prior written permission is required from the CTICC management and the Fire Department for the use of flammable and/or hazardous material including gasses and liquids. No liquid petroleum is permitted in the CTICC. Should LP gas be used, only 19kg alongside one back-up gas cylinder is allowed. The Fire Department has a very strict 'no-fires in the CBD' policy, and naked flames, candles, barbecues and torches are prohibited. All approvals must be requested in writing.

FLAME RETARDANCY

Articles of a flammable nature, such as fabric, paper items, banners, items made of wood pallets, hessian, thatch and straw are regarded as major fire hazards and will require a fire-retardant certificate before the start of your event. Should you use candles as part of your décor setup, please ensure that all tablecloths and napkins are fire-retardant. A certificate will be required before the start of your event. The use of halogen lights will not be approved. All light displays must be low wattage or LED.



INSURANCE

The CTICC will not be held responsible for the loss, damage, safety or security of anything brought onto the premises. At their own cost, exhibitors are advised to arrange all-risk insurance coverage – spanning country of origin to the exhibition stand for the exhibition period and return home. Exhibitors need to ensure that they are fully covered by insurance and that they take out public liability and comprehensive protection.

DISABILITY FACILITIES

The venue has been designed to cater for people with disabilities to ensure that the venue is an inclusive venue for able-bodied as well as disabled delegates and visitors. Facilities for disabled people include the following:

- Designated disabled parking bays with direct access to escalators, which are designed to accommodate wheelchair access.
- Disabled toilets are available on all levels of the venue.
- Exterior entrances to the venue have ramp access.
- The width of all doors has been designed to accommodate wheelchair access.
- Designated drop-off points at the main entrance of the venue have been allocated for disabled people

EVENT RULES

The exhibitor's period of liability is deemed to run from the time they or any of their agents or contractors first enter the exhibition site and continue until all exhibitors and property have been removed.

The exhibitor shall insure, indemnify and hold the CTICC harmless in respect of all costs, claims and expenses to which the CTICC may in any way be subjected as a result of any loss or injury arising to any person howsoever caused, because of any act or default of the exhibitor, his/her agents, contractors or guests, to the fullest extent permitted by law. Exhibitors shall be responsible for making good any loss or damage to any items that they have rented or hired from exclusive outsourced contractors. Exhibitors should take all necessary precautions to prevent any damage to their equipment, exhibits and displays before connecting to the electrical supply of the CTICC's exclusive outsourced contractors.

ASSUMPTION OF RISK FOR EXHIBITORS

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.

CTICC security personnel will be furnished for the perimeter of the venue, but such personnel shall not be deemed to affect the non-liability of CTICC and its members, officers, representatives, employees and/or the official service providers to modify in any way the assumption of risk and release provided for above.

It is highly recommended that exhibitors take precautionary measures by ordering security for their specific needs, through the preferred CTICC security service provider. The CTICC recommends that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

For the detailed CTICC client manual please view <https://www.cticc.co.za/organiser/event-planning-documents/> and click on CTICC Manuals for all important information pertaining to the venue.

EVENT ORGANIZER: IMCC7 CONFERENCE

Contact: Deidre / Arnolette

Confetal2@iafrica.com | deidre@iafrica.com

Conferences Et Al. ■■