

## APRASSA & ISAPS 2024 CONGRESS – EXHIBITION INFORMATION

We are pleased to provide you with important information regarding the exhibition at APRASSA 2024 Congress. Please take note of the following details:

### Venue – Old Harbour Level – Westin Cape Town Hotel

The exhibits will be in the network area, which will serve as the central hub for Congress lunch and refreshments. This venue will be open to delegates for the duration of the congress, providing ample networking opportunities and a chance to view the exhibits.

### Welcome Function – Thursday, 3 October 2024 at the Westin Cape Town Hotel (congress venue)

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.

## BUILD-UP INSTRUCTIONS

- Build-up date and time: Wednesday, 02 October 2024, between 14h00 and 17h00
- Health and Safety procedures must be followed during the build-up process.
- Exhibition venue: Old Harbour Level, Westin Cape Town Hotel.

### **IMPORTANT TO NOTE:**

- No flooring may be installed.
- Exhibition material may not be attached to the walls of the venue.
- Marketing material may not protrude into the aisle or beyond the floorspace allocated to you.

To ensure the success of APRASSA, all organizers and exhibitors must comply with the Health and Safety regulations set by the hotel.

This includes addressing any requests by the hotel management, such as the removal of marketing materials that may obstruct traffic flow or interfere with other exhibitors' displays.

Maintaining a safe and accessible environment is paramount to the smooth operation of the event.

### Access to the venue

- Please note that large items may not be delivered through the main entrance of the Westin Hotel. All exhibition materials must be delivered via the designated entrance which is the loading bay at the entrance to the underground parking with doors leading from the parking to the main conference venue.
- Parking on Wednesday, 02 October 2024 - complimentary parking will be provided for sponsors and exhibitors on this day for set up from 14:00 to 17:00. Please take your parking ticket to the registration desk to swap it for a complimentary parking ticket.

# APRASSA & ISAPS 2024

CONGRESS & SYMPOSIUM COMBINED MEETING

3-6 OCTOBER 2024

CAPE TOWN, SOUTH AFRICA

[WWW.APRASSACONGRESS.CO.ZA](http://WWW.APRASSACONGRESS.CO.ZA)

## Couriers/Delivery of exhibition material

- The Westin Hotel and the organizers will not accept any deliveries from couriers on behalf of exhibiting companies.
- Exhibition Freighting is the preferred transport and logistics company for the congress. (for exhibitor's own account)
- Exhibition Freighting can manage and store exhibitor consignments and deliver them to the Westin Hotel at 14:00 on Wednesday, 02 October 2024. Please contact Exhibition Freighting directly if you require their services.

## **Exhibition Freighting**

Contact: Jacqui Nel

Email: [jacquinel@ef-gsm.co.za](mailto:jacquinel@ef-gsm.co.za) or [ops2@ef-gsm.co.za](mailto:ops2@ef-gsm.co.za)

## Safety

- Exhibitors must please not leave any valuables unattended at their stand.
- The organizers, Conferences et al, APRASSA and the Westin Hotel will not take any responsibility for loss or damage to exhibitor property.

## **REGISTRATION OF TRADE**

The Registration/Hospitality Desk will be open from 14h00 to 17h00 to provide the registered trade staff their name badge. **Please note this badge is required to access the venue each day.'**

For assistance on site please contact our team at the registration/hospitality desk. We will be available throughout the congress: Thursday, 3 October to Sunday, 6 October 7am to 5pm each day

## **BREAKDOWN INSTRUCTIONS**

- Exhibiting companies may only remove their display material on Sunday, 06 October 2024, between 13:00 & 16:00.
- Health and Safety procedures must be followed during the break down process.
- The Safety officer onsite will not allow any dismantling prior to 13:00 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 16:00.
- The organizers and Westin Hotel will not be responsible for any items left behind after 16:00.

## **LIABILITY**

All exhibiting companies assume the risk of injury, loss and/or damage for their own fixtures, displays and any other property located in the Westin Cape Town Hotel. The Sponsor/Exhibitor shall not damage any of the provided items or the venue infrastructure. Any resulting damages must be paid to the supplier or venue by the exhibiting company directly. It is recommended that exhibiting companies take out their own event insurance.