

**EXPOGUYS
Services Manual**

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Form 3	16	All Orders must be consolidated onto Form 3 and signed document to be returned to ntombi@expoguys.co.za for processing.	

TERMS AND CONDITIONS

- Please fill in your company details below.
- Authorized contact person must sign and may be contacted for clarification.
- **FORM & ARTWORK DEADLINE SUBMISSION: 16TH MAY 2025**
- On completion, email the required Forms together with this page to **ExpoGuys**

Ntombi Moloi
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CLIENT BILLING DETAILS **FORM 1**

TERMS AND CONDITIONS CONTINUED

- Please note that supplies are limited. Your order does not guarantee delivery however we may match your request to the closest alternative item available.
- All orders are carried out on a first-come first-served basis.
- All orders and payments must be received on or before **19th May 2025**.
- Any onsite orders or orders received after this date will attract a 20% surcharge.
- Full payment is due to all orders placed and delivered, whether utilized or not.
- Order cancellations received after the deadline date will still be billed for in full.
- No services will be delivered or installed without payment being confirmed.
- All items are invoiced on a hiring basis **ONLY** and remain the property of EXPOGUYS Pty Ltd.
- All prices quoted are for the duration of the event only.
- Any loss or damage incurred during the use of these items will be billed for accordingly.
- By signing the order form, you agree to the terms and conditions stipulated above.

EXHIBITOR BILLING DETAILS

Company Billing Name: _____

Postal Address: _____

Postal Code: _____ Vat Number: _____

Contact Person: _____

Tel.: _____ Cell: _____ Fax: _____

E-mail: _____

Signature: _____ Date: _____ Stand No.: _____

Contact Person at Accounts: _____ E-mail: _____

All Orders must be consolidated and completed on Form 3.

An invoice will be submitted to the email address above.

Please indicate clearly all information required to appear on the invoice in the information block above.

Please submit Purchase Order OR relevant invoicing details with this form if these details need to reflect on the invoice.

EXHIBITOR PACKAGE STAND SPECIFICATIONS



Each stand package will receive:

Shell Scheme Package stand

Fascia with Company Name

1 x Fluorescent Light

1 x Standard Plug Point

¼ Shared DB Board

*Stand size varies based on
floorplan allocation

Stand Construction – Upright poles and standard white infill panels.

Internal wall height is 1m (w) x 2.5m (h) x3mm thick

The number of individual panels will vary depending On your stand size and orientation
(inline, corner or island stand).

Restrictions

No hanging of items from overhead cross beams.

Panels and Aluminum are not to be damaged in any way. NO painting, NO drilling and NO use of strong adhesive glue, tacks, nails, or screws on either the panels or Aluminum frame.

Damages to either panels or Aluminum frame will be strictly for the client's account.

GRAPHICS

- Please ensure that you submit the following PART OF PACKAGE artwork for the graphics that you receive with your PACKAGE STAND BOOKING.
- For any other artwork enquiries please contact ntombi@expoguys.za

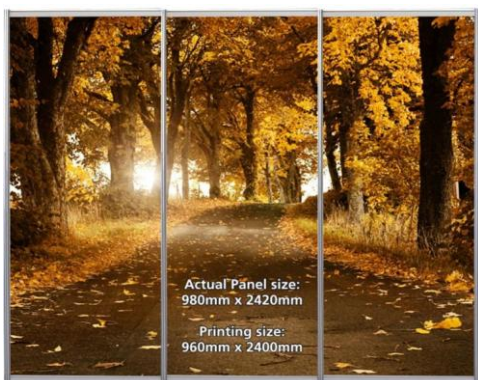
PART OF PACKAGE	Vinyl cut Lettering – See page 5 - COMPANY NAME	R 0
OPTIONAL - PURCHASE	1 x 2000mm x 2500mm SEAMLESS Fabric Banner	R2 745
OPTIONAL - PURCHASE	1 x 3000m x 2500mm SEAMLESS Fabric Banner	R4 116
OPTIONAL	1 x 1000mm x 2500mm Full color VINYL print	R1 133
OPTIONAL	1 x 1000mm x 2500mm One color VINYL print	R657
OPTIONAL	1 x 2000mm x 320mm Full color VINYL print - FASCIA	R328
OPTIONAL	1x 3000mm x 320mm Full color VINYL print – FASCIA	R490
	*Please contact us for more print options	

Print file to be submitted in one of the following formats:

- Jpeg, tiff or psd – hi res images at 300dpi @ 50% of full size
- Vector images to be saved in coral draw (cdr); or illustrator (ai) and must be saved with PDF compatibility turned on.
- A panel layout diagram must accompany your final artwork.
- All images and print ready pdf to be able to be viewed at 100% of final size without pixilation
- **No prints will be actioned unless the exhibitor has signed off a graphic proof.**

NB: Cut off for the receipt of artwork for prints ordered must be received on or before the 16th May 2024 to avoid delays in production and delivery. Orders placed after this date will incur a mandatory 20% surcharge.

Example of 3 adjacent VINYL graphic panels



Example of SEAMLESS Fabric Banner



PACKAGE BOOTH NAME PRINT - FORM 2

The name of your company will be displayed on all the Fascia Name Board/s.
 Please indicate neatly in below blocks your exhibiting company name that must appear on your fascia board(s).
 Should we not receive your fascia name board submission, a default print will be provided.
 Changes will be charged for accordingly.
 Lettering in BLACK vinyl text @ Size- 70mm High.

Any reprints of incorrectly spelt fascia or illegible writing of names will be for the exhibitor's account.
 If this form has not been submitted by the deadline date, the name that appears in the exhibitor listing received from the Organiser will be used for you fascia name board.

Name to appear on your fascia board. Restricted to 30 characters -which includes spaces.

Please sign and email this completed document to ntombi@expoguys.co.za processing.

Company Name		Stand Number:	
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ADDITIONAL ITEMS ON HIRE

CODE	FURNITURE	PRICE
TBA	Custom Reception Counter	R2 050
CP015	Information / Registration Counter	R1 088
CP016	Step Down Counter	R798
CP905	Lockable Cupboard	R987
CP906	Curved System Counter	R943
FB1001A	Asteroid Bar Stool – White	R402
FB1001B	Asteroid Bar Stool – Black	R402
FB1003	Waterfall Bar Stool	R481
FC1001	Vatina Chair – White	R220
FC1002	Chelsea Chair – White	R205
FC1005	Chelsea Chair – Brown	R205
FC1003	Stella Chair – White	R181
FC1004	Stella Chair – Black	R181
FC1006	Zebrano Chair - Wood Grain	R205
FC2003	Conference Chair	R181
FD002B	Smart Brochure Holder	R685
FD003	Zigzag Brochure Holder – Black	R571
FD003W	Zigzag Brochure Holder – White	R571
FD004	System Glass Top Counter	R943
FD005	40x40 Square Profile Glass Top Counter	R1 096
FD006	System Double Glass Showcase	R1 812
FD007	System Single Tall Showcase	R1 667
FD010	40x40 Square Profile Single Tall Showcase	R1 803
FD2001	Display Counter - 2000mm(W)x500mm(D)x900mm(H)	R1 231
FL1001	Single Seater – Black	R1 315
FL1002	Single Seater – White	R1 315
FL1003	Tub Chair – White	R1 124
FL1005	Tub Chair – Black	R1 124
FL1004	Ottoman - Black - 500mm(W)x500mm(D)	R408
FL1006	Double Seater – Black	R1 566
FL1011	Double Seater – White	R1 576
FL1010	Three-seater – Black	R3 005
FM001	Belt Track Stanchion – Black	R448

FM002	System Podium	R1 383
FM004	Small dustbin	R75
FM007	Large dustbin	R149
FM009A	Small Bar Fridge	R1 449
FM009B	Large Fridge	R2 132
FM011	Water Cooler + 20lt Water & 50 Disposable Cups	R1 621
FM011A	20lt Water - Refill	R181
TBA	25 Disposable Cups	R109
FO1001	Black Office Chair on Wheels	R506
FP903A	Custom Plinth - 500mm(W)x500mm(H)x500mm(D)	R343
FP903B	Custom Plinth - 500mm(W)x500mm(H)x750mm(D)	R385
FP903C	Custom Plinth - 500mm(W)x500mm(H)x1000mm(D)	R428
FP904A	System Plinth - 500mm(W)x500mm(H)x500mm(D)	R308
FP904B	System Plinth - 500mm(W)x500mm(H)x750mm(D)	R343
FP904C	System Plinth - 500mm(W)x500mm(H)x1000mm(D)	R378
FT1001	Café Table – Beechwood	R731
FT1002	Café Table - Glass Top on Chrome Legs	R731
FT1003	Café Table – Aluminum	R731
FT1004	Café Table - Square Top on Chrome Legs	R411
FT1005	Café Table - Round Top on Chrome Legs	R411
FT2001	Cocktail Table - Aluminum	R731
FT2002	Glass Pyramid Cocktail Table	R993
FT3001	Coffee Table – White	R548
FT3002	Coffee Table – Black	R548
FT3003	Coffee Table - Bent Glass	R993
FT3004	Coffee Table - Dark Wood	R548
FT4003	Trestle Table	R308
FT4005	Coffee Table – Amber	R938
FT4006	Side Table – Amber	R770
PS8001	System Shelving Unit - Free Standing	R1 162



CODE	AUDIO VISUAL	PRICE
AV01	Screen Hire - 30 - 32" Screen	R2 378
AV02	Screen Hire - 40 - 42" Screen	R3 688
AV03	Screen Hire - 48 - 50" Screen	R4 590
AV2MN	Wall Mount Tv Bracket	R408
AV2ST	Tv Stand with Cover - Black Sock	R571
AV3DV	DVD Player Hire	R519
AV4HD	HDMI Cable - 3m	R186

	DB BOARDS	
ED130	Single Phase 30 Amp DB Board, with 15 Amp plug point	R 1 920
ED330	3 Phase 30 Amp DB Board, with 15 Amp plug point	R 2 810
	*Please enquire about our larger power supply offers where required	P.O.R


	ELECTRICAL	
EC0NG	Exhibitor Connection - Light Fittings / Light Boxes - per 5m Cable Length	R333
TBA	Exhibitor Connection - Three Phase 30 Amp	R792
TBA	Exhibitor Connection - Three Phase 30 - 60 Amp	R1 322
ECC001	Electrical Certificate of Compliance	R1 928
ELA01	LED Long Arm Spotlight	R419
ELF15	Double Tube Fluorescent	R419
ELTS31	30w LED Flood Light	R522
ELMH01	70w Metal Halide Track Spot	R671
ELS01	150w Single Spotlight	R262
ELS02	150w Double Spotlight	R375
ELTS30	30w LED Track Spotlight	R671
EMH01	150w Metal Halide	R894
EPP01	15amp 220v Standard Plug Point	R329

CODE	ITEM	2025
	16mm Chipboard Panel – Feathered	R431
	Lockable Door – System	R1 140
	Additional PST Panel with System Frame - 2500mm(H)	R286
	Additional Fascia Name and/or Re-Cutting	R254
	Height Extension per meter - 500mm(H)	R75
	Height Extension per meter - 1000mm(H)	R157
	Flat/Sloped Shelf	R273
	Peg Board with 20 Hooks	R506
	Lockable Cupboard - 1.5m Wide - Cooking & Cuisine	R1 264
	System Built Storerooms	P.O.R


Counters



Step down Counter
1000mm x 750mm x 1200mm
CP016



1000mm x 500mm x 1000mm
Lockable Cupboard
CP905



Curved System Counter
1460mm x 1000mm
CP906

Plinths / Freestanding Shelves



A B C

Width Height Depth

A) 500mm x 500mm x 500mm
B) 500mm x 500mm x 750mm
C) 500mm x 500mm x 1000mm

C h

FP903A
FP903B
FP903C




A B C

Width Height Depth

A) 500mm x 500mm x 500mm
B) 500mm x 500mm x 750mm
C) 500mm x 500mm x 1000mm

System Plinth

FP904A
FP904B
FP904C



Free Standing Shelf Unit
PS8001

Furniture

Café Chairs



White Vatina Chair
FC1001



White Chelsea Chair
FC1002



Brown Chelsea Chair
FC1005



White Stella Chair
FC1003



Black Stella Chair
FC1004



Brown Zebrano Chair
FC1006

Office Chairs



Black Office Chair on wheels
FO1002

Furniture

Lounging



Black Ottoman
500mm x 500mm
FL1004

Cocktail Tables



110cm H 60cm Round
Glass Pyramid Cocktail Table



110cm H 60cm Round
Aluminium Cocktail Table

Café Tables



Beechwood Café Table
675mm H 800mm Round
FT1001



Glass Top Café Table on Chrome Legs
675mm H 800mm Round
FT1002



Aluminium Café table
675mm H 800mm Round
FT1003



Square Top Café Table on Chrome Legs
675mm H 900mm Square
FT1004



Round Top Café Table on Chrome Legs
675mm H 900mm Round
FT1005



Square Cafe Table
675mm H 900mm Square
FT1010

Furniture

Barstools



Asteroid Barstool
 FB1001W - White
 FB1001B - Black



White Waterfall Barstool
 FB1003

Lounging



Black Single Seater
 FL1001



White Single Seater
 FL1002



Tub Chair
 FL1003W - White
 FL1003B - Black



Black Double Couch
 FL1006



White 2 Seater Couch
 FL1011



Black 3 Seater
 FL1010

Furniture

Coffee Tables



Coffee Table White
500mm x 600mm x 900mm
FT3001



Black Coffee Table
500mm x 600mm x 900mm
FT3002



Bent Glass Coffee Table
340mm x 1100mm
Ft3003



Black Side Table
500mm x 500mm x 900mm
FT3004



Amber Coffee Table
680mm x 350mm x 1320mm
FT4005



Amber Side Table
FT4006

Trestle Table



Trestle Table
FT4004

Furniture

Display Units



Smart Brochure Holder
140cm H
FD002B

Showcases



Black Zigzag Brochure Holder
140cm H
FD003



**Glass Top Counter
Square Pole Profile**
540mm x 1000mm x 1400mm
FD004



**Glass Top Counter
Round Pole Profile**
540mm x 1000mm x 1400mm
FD005



**Double Glass Showcase
Round Pole Profile**
540mm x 2000mm x 1400mm
FD006



**Single Tall Showcase
Round Profile**
540mm x 2000mm
FD007



**Square Profile
Single Tall Showcase**
500mm x 2000mm
FD010

Furniture

Miscellaneous



Water Cooler + 20L Water
FM011



Small Bar Fridge
FM009S



Large Fridge
FM009L

Stanchion



Belt Track - Black
FM001

Dustbins



Large Dustbin
FM007



Small Dustbin
FM004



EXPOGUYS
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