

EXPOGUYS
Services Manual

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Form 3	22	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: 22TH MAY 2026**
- On completion, email the required Forms together with this page to **ExpoGuys**

Ntombi Moloi ntombi@expoguys.co.za
061 407 0124

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 **22th May 2026**.
- 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 @ 2500mm H

Fascia with Company Name Text

1xFluorescent 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

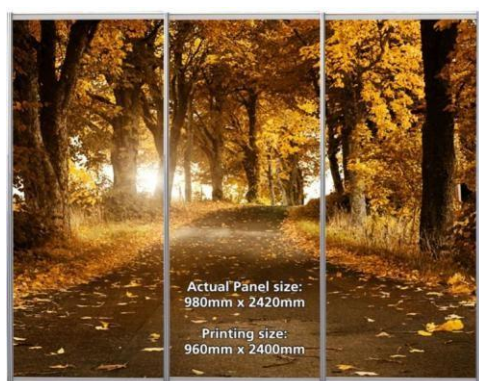
PART OF PACKAGE	Vinyl cut Lettering – See page 5 - COMPANY NAME	R 0
OPTIONAL - PURCHASE	1 x 2000mm x 2500mm SEAMLESS Fabric Banner	R3272
OPTIONAL - PURCHASE	1 x 3000m x 2500mm SEAMLESS Fabric Banner	R4907
OPTIONAL	1 x 1000mm x 2500mm Full color VINYL print	R1417
OPTIONAL	1 x 1000mm x 2500mm One color VINYL print	R790
OPTIONAL	1 x 2000mm x 313mm Full color VINYL print - FASCIA	R371
OPTIONAL	1x 3000mm x 313mm 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 22th May 2026 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 your 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
CP016	Step Down Counter	R916
CP905	Lockable Cupboard	R1133
CP906	Curved System Counter	R1084
FB1001A	Asteroid Bar Stool - White	R490
FB1001B	Asteroid Bar Stool - Black	R490
	White Leather Barstool	R490
	Hunter Barstool	R626
	Tolix Barstool -Black	R372
FB1003	Waterfall Bar Stool	R577
FC1001	Vatina Chair - White	R254
	Ghost tiffany chairs	R490
	Emmis	R527
	Tiffany white	R242
	Floral web	R403
FC1002	Chelsea Chair - White	R235
FC1005	Chelsea Chair - Brown	R235
FC1003	Stella Chair - White	R208
FC1004	Stella Chair - Black	R208
FC1006	Zebrano Chair - Wood Grain	R236
FC2003	Conference Chair	R207
FD002B	Smart Brochure Holder	R786
FD003	Zigzag Brochure Holder - Black	R656
FD003W	Zigzag Brochure Holder - White	R656
FD004	System Glass Top Counter	R1084
FD006	System Double Glass Showcase	R2081
FD007	System Single Tall Showcase	R1915
FL1001	Single Seater - Black	R1512
FL1002	Single Seater - White	R1512
FL1003	Tub Chair - White	R1290
FL1005	Tub Chair - Black	R1290
FL1004	Ottoman - Black - 500mm(W)x500mm(D)	R469
FL1006	Double Seater - Black	R1798
FL1011	Double Seater - White	R1809

FM002	System Podium	R1588
FM004	Small dustbin	R85
FM007	Large dustbin	R171
FM009A	Small Bar Fridge	R1663
FM009B	Large Fridge	R2448
FM011	Water Cooler + 20lt Water & 50 Disposable Cups	R1861
FM011A	20lt Water - Refill	R208
TBA	25 Disposable Cups	R124
FO1001	Black Office Chair on Wheels	R579
FP903A	Custom Plinth - 500mm(W)x500mm(H)x500mm(D)	R394
FP903B	Custom Plinth - 500mm(W)x500mm(H)x750mm(D)	R442
FP903C	Custom Plinth - 500mm(W)x500mm(H)x1000mm(D)	R420
FP904A	System Plinth - 500mm(W)x500mm(H)x500mm(D)	R354
FP904B	System Plinth - 500mm(W)x500mm(H)x750mm(D)	R394
FP904C	System Plinth - 500mm(W)x500mm(H)x1000mm(D)	R434
FT1001	Café Table - Beechwood	R840
FT1002	Café Table - Glass Top on Chrome Legs	R614
FT1003	Café Table - Aluminum	R840
FT1004	Café Table - Square Top on Chrome Legs	R403
FT1005	Café Table - Round Top on Chrome Legs	R403
FT2001	Cocktail Table - Aluminum	R682
FT2002	Glass Pyramid Cocktail Table	R862
FT3001	Coffee Table - White	R554
FT3002	Coffee Table - Black	R554
FT3003	Coffee Table - Bent Glass	R1140
FT4003	Trestle Table	R312
FT4005	Coffee Table - Amber	R1077
FT4006	Side Table - Amber	R883
PS8001	System Shelving Unit - Free Standing	R1334

Counters & Plinths



System Step Down
Counter
Cp904
1200mm/1000mm h
x 750mm w x 1000mm l



Curved System Counter
CP906
500mm w x 1800mm l x 1120mm h



Custom Plinth
FP903A - 50x50x50cm h
FP903B - 50x50x75cm h
FP903C - 50x50x100cm h



Lockable Cupboard
CP905
1000mm l x 1000mm h
x 500mm w



Custom Step Down
Counter
CP904
1200mm/1000mm h x
750mm w x 1000mm l



System Plinth
FP904A - 50x50x50cm h
FP904B - 50x50x75cm h
FP904C - 50x50x100cm h



Custom Counter
CP907
1200 mm/1000mm h x 750mm w
x 1000mm l





Black Asteroid
Barstool
FB1001-B



White Asteroid
Barstool
FB1001-W



White Leather
Barstool



White Waterfall
Barstool
FB1003



Hunter Barstool



Black Tolix Barstool





Floral Web Chair



Emmi Chair



Ghost Chair



White Tiffany Chair



White Chelsea Chair



Vatina Chair



White Stella Chair



Ghost Tiffany Chair





White Flip Chair



Black Stella Chair
FC1004



* Black Office Chair
on wheels
FO1001



Black Conference
Chair
FC2003



Brown Chelsea Chair
FC1005



Brown Zebrano Chair
FC1006

* Limited Stock Available





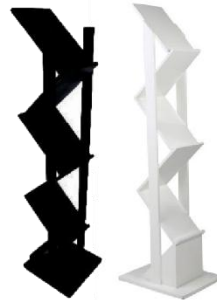
40 x 40
Glass Top Counter
Fd005
500mm w x 100mm l
x 1000mm h



Double Glass
Showcase
Fd006
500mm w x 1000mm l
x 2000mm h



Single Tall
Showcase
FD007
500mm w x 200mm l
x 2000mm h



Black & White
Zig-Zag Brochure
Holder
FD003



Smart Brochure
Holder
FD002





Tables



White Plastic
Tressle Table
Ft4003



Round Banquet Table
(Seats 8-10 people)



Black & White
Tablecloths



Coffee Table White
FT3001



Dark Wood Coffee Table
FT3002



Miscellaneous



Free Standing Shelf Unit
PS8001



Stanchion & Ropes
Red/Black
FM001B



Belt Track - Black
FM001A



Podium
FM002



Bar Fridge
FM009A



Water Cooler & 20l Water
FM011



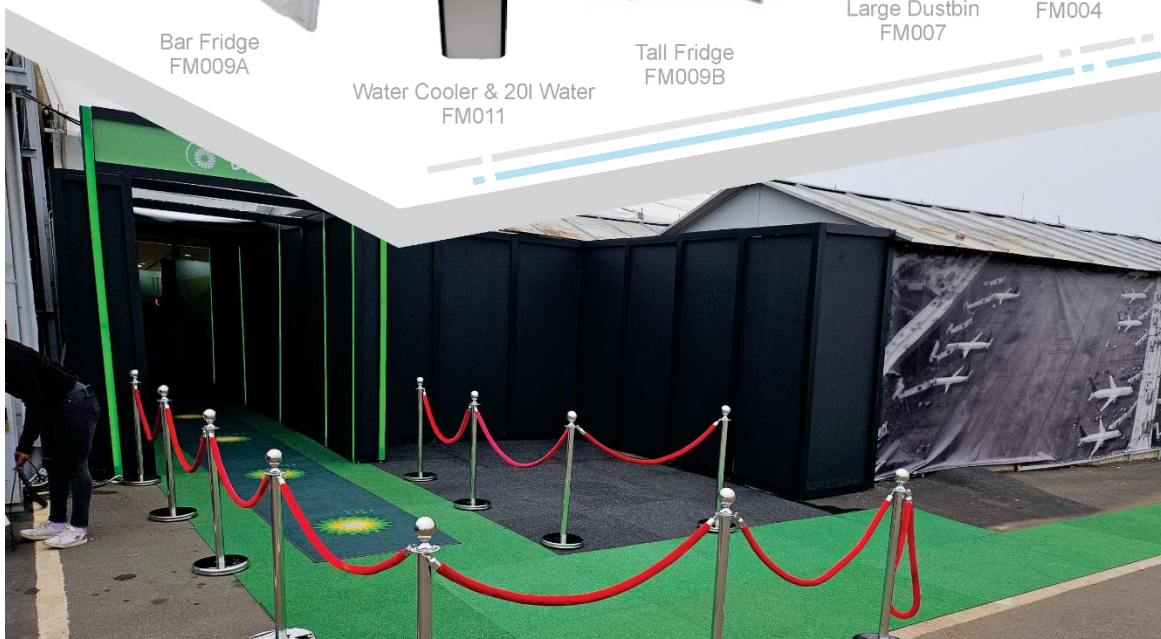
Tall Fridge
FM009B



Large Dustbin
FM007



Small Dustbin
FM004



Café Tables



Glass Top café table
on chrome chopstix legs
Ft1002
700mm 700mm



* White round café table
on chrome chopstix legs
Ft1005
700mm x 700mm
800mm x 800mm
900mm x 900mm



* White square café table
on chrome chopstix legs
Ft1004
700mm x 700mm
800mm x 800mm
900mm x 900mm



* Elia Round Café Table
800mm x 800mm



* Beachwood round
café table on metal base
Ft1001
800mm x 800mm



* Aluminium round
café table on metal base
Ft1003
800mm x 800mm



* Wood top square café table
on chrome chopstix legs
800mm x 800mm

* Limited Stock Available



Lounge Seating



White Nikki Double
Seater Couch
FL1011



White Nikki Single
Seater Couch
FL1002



White Tub Chair
FL1003



Black Nikki Double
Seater Couch
FL1006



Black Tub Chair
FL1005



White Ottoman
FL1004



White Double
Ottoman



Amber Coffee Table
FT4005



Amber Side Table
FT4006



U-shape Glass
Coffee Table
Ft3003



	STAND ADD - ONS	
	16mm Chipboard Panel - Feathered	R496
	Lockable Door - System	R1308
	Additional PST Panel with System Frame - 2500mm(H)	R329
	Height Extension per meter - 500mm(H)	R85
	Height Extension per meter - 1000mm(H)	R180
	Flat/Sloped Shelf	R242
	Peg Board with 20 Hooks	R589
	System Built Storerooms	P.O.R
Please note that these items can only be ordered if you have taken a Shell Scheme Package as they lock into the current walling of your shell scheme package.		

	DB BOARDS	
ED130	Single Phase 30 Amp DB Board, with 15 Amp plug point	R2203
ED330	3 Phase 30 Amp DB Board, with 15 Amp plug point	3227
	*Please enquire about our larger power supply offers where required	P.O.R

	ELECTRICAL	
ECONG	Exhibitor Connection - Light Fittings / Light Boxes - per 5m Cable Length	R381
TBA	Exhibitor Connection - Three Phase 30 Amp	R910
TBA	Exhibitor Connection - Three Phase 30 - 60 Amp	R1517
ECC001	Electrical Certificate of Compliance	R2214
ELA01	LED Long Arm Spotlight	R481
ELF15	Double Tube Fluorescent	R481
ELS01	150w Single Spotlight	R300
ELS02	150w Double Spotlight	R430
EPP01	15amp 220v Standard Plug Point	R377



Distribution Board (DB)
ED3125 - 125amp
ED3160 - 160amp



3 Phase 60amp
Distribution Board (DB)
ED360



Single Phase 30amp
Distribution Board (DB)
ED130



3 Phase 30amp
Distribution Board (DB)
ED330



15amp 220V
Standard Plug Point
EPP01



Electrical



LED Long Arm Spot Light
ELA01



30W Track Spot Lights
(Available in BLACK or WHITE)



Spot Light Double 150W
ELS01A



5FT LED Tube Light



50W LED Flood Light
ELFL50



150W LED Flood Light
ELFL150



CODE	AUDIO VISUAL	PRICE
AV01	Screen Hire - 30 - 32" Screen	R2 579
AV02	Screen Hire - 40 - 42" Screen	R3038
AV03	Screen Hire - 48 - 50" Screen	R4 154
AV2MN	Wall Mount Tv Bracket + Board	R525
AV2ST	Tv Stand with Cover - Black Sock	R806
AV4HD	HDMI Cable - 3m	R186



Audio Visual **South Africa**

Available connections: hdmi, usb, No wifi.

- * The TV screen is electrically connected on your arrival and ready to use.
- * USB devices must be formatted in FAT32 (and no files to exceed 4Gb).
- * If you want to run a presentation (PPT, Keynote, etc) on the screen, you will need your own device to run the presentation, connected to the screen.
- * Videos need to be produced at 16/9.
- * The remote control for your screen will be on your stand, either in the counter or in the Storage cupboard (if you have ordered either of these) or fixed to the rear of the screen.
- * Video Files; MP4
- * Image Files: Jpg

TV Stand (Supports 32" - 55")
 Adjustable Height: 1300mm x 1600mm





32"

* 32" Hisense TV
717mm w x 469mm h



40"

* 40" Hisense TV
971mm w x 567mm h



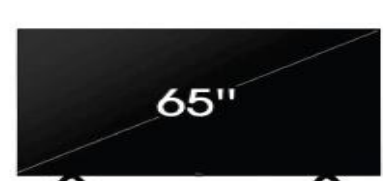
50"

* 50" Hisense Smart TV (126cm)
1095.84mm w x 616.41mm h



55"

* 55" Hisense Smart TV (139cm)
1209.6mm w x 680.4mm h



65"

* 65" Hisense Smart TV
1452mm w x 834mm h



85"

* 85" Hisense Smart TV (189cm)
1649.664mm w x 927.936mm h

* Size is without TV feet



	PLANTS ON HIRE	
	Square Pot 750mm w/plant	R846
	Skinny 1m Pot w/plant	R846
	500mm Pot w/plant	R602
	LolliPop in Round 500mm (H) Pot	R725
	Table Top 15-30cm (D)	R317
	Fresh Flower Arrangement	R456



750mm H Pot
w/plant



Skinny 1m Pot
w/plant
*LED Top – optional extra



Fresh Flowers in
vase
*Large color variety



500mm H Pot
w/Plant



LolliPop in
r/500mm H Pot



Table Top
15-30cm



ORDER FORM**FORM 3**

Stand Number:	Company Name:	Signature:
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CODE	DESCRIPTION	QTY	PRICE	TOTAL
An invoice will be submitted to the email address provided on Form 1 and serves as CONFIRMATION of your order. If you have not received an invoice within working days of your submission, please contact ntombi@expoguys.co.za Services will not be rendered without proof of payment.				
Subtotal				R
15% VAT				R
20% SURCHARGE FOR LATE SUBMISSION after 22 nd May 2026				R
Total Due				R

Please complete your order for additional services in the form below and attach it with Form 1.