



4 April 2024

TO ALL EXHIBITORS

NAMPO 2024 : TUESDAY 14 MAY - FRIDAY 17 MAY 2024

Exhibitors are kindly requested to take note of the following points regarding the upcoming NAMPO 2024;

1. BUILD UP OF EXHIBITIONS

An increasing number of exhibitors tend to leave the preparation of their stands to the last minute, leading to overcrowding on the Monday preceding the show. Please take note of the following very important info regarding the build-up;

Construction of sites

- Exhibitors in the halls will have access to their exhibition stands from Friday 10 May 2024.
- Exhibitors/Contractors on outdoor stands will have access to their stands for the construction of exhibitions from Thursday 2 May 2024.
- Exhibitors who have ordered tents will have access to their tents from Friday 10 May 2024.
- Exhibitors who have designer stands built, will also have access to their stands from Friday 10 May 2024.
- Contractors and exhibitors who build their own stands will have access to the halls from Monday 6 May 2024.
- Finishing work can still be done on Saturday 11 May and Sunday 12 May 2024, but not physical construction work.

All exhibitions must be completed by 14h00 on Monday, 13 May 2024. No exhibitors and building of exhibitions will be allowed after this time and the gates will close at 13h00 for all exhibitors and vehicles. Please consider carrying out the final preparation work over the Friday, Saturday or Sunday. Please also refrain from using another exhibitor's stand to load and/or off-load your equipment and/or moving across another exhibitor's stand.

Exhibitors are also requested to remove all pallets, cardboard boxes, ext. in which exhibition material and/or products are packed, from the stands on the Saturday before the commencement of NAMPO 2024, in order to ensure that the terrain is clean before the opening of NAMPO on the Tuesday.

2. VEHICLE AND EXHIBITOR ACCESS TO NAMPO PARK, MONDAY, 13 MAY 2024

Only one vehicle per exhibitor will be allowed on the grounds on Monday 13 May 2024. A special pass for one vehicle will be issued with your entrance tickets. The special pass ticket may be used for a second vehicle once the first vehicle is off the terrain. **Vehicles can**



access the grounds through vehicle entrance gates B and C (see attached map). Livestock exhibitors should make use of the Northern Gate (C).

All vehicles, forklifts and trailers must be removed once off-loading is completed. You are requested to make use of the parking areas for all other vehicles.

3. EXHIBITOR PARKING AREA – GATE 4

Following requests from exhibitors for their own parking area, it was decided that Gate 4 will be exclusively for the use of exhibitors only. Exhibitors will need to show their exhibitor ticket to gain access to the parking area and gate.

4. REMOVAL OF EXHIBITIONS

It is of the utmost importance for all exhibitors to take note that **NO exhibitor may totally or partially dismantle his or her exhibition or remove the said exhibition or products from the stand before 07h00 on Saturday, 18 May 2024.**

No exceptions will be considered and any exhibitor who violates this rule will forfeit the right to exhibit. Exhibitors inside the halls must take note that GL Events Exhibitions and Expoguys will start dismantling stands on Saturday 18 May 2024.

Exhibitors are urged to remove all equipment (fridges, tables, chairs ext.) from exhibitor's buildings after the NAMPO 2024 in order to prevent the theft of these items. The organisers will not take responsibility for the loss of any items that are left in buildings after NAMPO.

5. VEHICLE MOVEMENT ON NAMPO PARK, SATURDAY 18 MAY 2024

In order to control the flow of traffic on the Saturday, heavy vehicles above 10 tons or below 10 tons with a trailer, will only be allowed access at point A & C (see attached terrain plan), as from 11h00. All other vehicles will be allowed access at point B & C as from 07h00. To ensure the flow of traffic, the main gate and beer garden gate will be for the exit of vehicles only and may not be used as an entrance gate. Should the flow of traffic allow it, heavy vehicles will be allowed access earlier.

6. MEDICAL SERVICES BEFORE & DURING NAMPO 2024

Medical services will be available at NAMPO Park from 6 – 18 May 2024. Exhibitors and contractors will be responsible for any medical accidents that may occur on stands before the said date.

7. HEALTH & SAFETY OFFICER

The NAMPO Harvest Day Committee has also decided to appoint a Health & Safety Officer for NAMPO 2024 from 6 – 18 May 2024, who will be responsible for the inspection of stands and to see if it meets the necessary legal requirements. The same rules and regulations that apply to building sites will now also apply here.



8. BARISTAS, SLUSH PUPPY & POPCORN MACHINES

No popcorn and slush puppy machines will be allowed on stands. The committee amended its previous decision at a NAMPO Committee meeting and hereby authorizes baristas no larger than 1.5KW or 10Amps

This decision was made firstly because of the amount of power used by baristas and secondly complaints from our kiosks (schools and churches) that the handout of free coffee etc. have a drastically impact on their sales.

No kettles, percolators or baristas will be allowed on stands inside halls.

9. STAND SERVICES AVAILABLE AT NAMPO PARK

- Garden Plants / Flowers for hire & for sale
- Lawn installation and maintenance
- Crusher stones
- Wood shavings & chips
- Labor before and during
- Garden services during NAMPO and throughout the year

Yolandie Botes – 083 466 8923

- Andrea Jacobs
- Sel no. 064 513 8610
- Email : sowprettybhv@gmail.com

10. CREDIT CARD MACHINES

- 079 046 0109
- 021 – 300 0121
- www.wappoint.co.za

11. LOADING AND OFF-LOADING OF EQUIPMENT AND GOODS AT STANDS

Exhibitors must take note that the loading and off-loading area for equipment has moved to the northern parking area where loading beds of 1.0m, 1.5m as well as steel loading bed will be available.

Exhibitors may not transport exhibition equipment to and from their stands during the official show hours. **Extraordinary deliveries (replacement of stock only) to stands will only be allowed between 06h30 and 07h30 every day, only through the southern gate at point B as indicated on the attached map.**



12. RENTAL OF FORKLIFTS

The NAMPO Administration appointed BHBW as the official contractor for the rental of forklifts during the build-up at NAMPO 2024;

Exhibitors/contractors can contact them directly at;

BHBW
Christel Ritchie
010 023 8716
079 773 1700
critchie@bhbw.co.za

- 2 x H3.00 Ton Diesel
- 1 x H5.00 Ton Diesel

Rental cost

- H3.00 Ton Diesel – R517.50 VAT included per hour
- H5.00 Ton Diesel – R747.50 VAT included per hour

13. STORAGE AREA FOR EXHIBITORS

A special storage area will this year be created behind the Nutri Feeds Hall (old Caltex Hall), where exhibitors can store their trailers to replenish stock from. A security guard will guard the area. All trailers must please be parked into this area by no later than Monday 15 May 2023 at 12h00.

14. DISTRIBUTION OF PAMPHLETS AND OTHER PROMOTIONAL ITEMS

Exhibitors are not allowed to distribute pamphlets or leaflets, except from their own stands. Also, no advertising boards or banners may be put up or displayed at any place on the grounds or in the parking area, except within the boundaries of an Exhibitor's own stand.

The en-mass handing out of carry bags, caps, t-shirts and such items are not permitted, even from the exhibitor's own stand. Such items should only be handed out to prospective clients enquiring about your product/service. The distribution of balloons or any gas filled promotional material, or any items causing noise which will be disturbing to other exhibitors and/or visitors, will not be allowed.

15. SOFT DRINKS AND FOOD ORDERS ON THE NAMPO PARK GOUNDS

No food or beverage may be brought onto the NAMPO Park terrain by exhibitors. The organisers can provide lunches for staff at outdoor stands. Unfortunately, no lunches/platters can be provided to exhibitors inside the halls.



Orders for lunches & TRIO Restaurant table bookings in the Fanie Ferreira Hall

Contact person : Tanya Kurger
Tel no. : 066 515 1348

Written orders for lunches on stands and table bookings at TRIO Restaurant in the Fanie Ferreira Hall must be received by Friday 3 May 2024. The ordering of lunches on stands are subject to a minimum order of 15 lunches and a maximum of 40 lunches per stand. Due to the number of visitors to NAMPO, delivery times cannot be guaranteed.

Orders for soft drinks & water on stands

Contact person : Madelie Goosen
Tel no. 08600 47246

Email orders/enquiries to : madelie@grainsa.co.za

Orders for platters on stands

Contact person : Madeleine Olivier – 082 415 9879
Contact person : Souise Maritz – 079 698 2092

Email orders/enquiries to : diebakker741@gmail.com

Exhibitors who wish to entertain visitors at their stands and therefore would like to offer them refreshments must obtain written permission from the NAMPO Management. Such written permission must be obtained by no later than Friday 26 April 2024 from the NAMPO Management. Special arrangements can then be made to purchase drinks and food from the organisers. Provision of soft drinks and/or food to visitors by the exhibitors on their stands will only be allowed in exceptional cases, for instance launches, and under certain conditions.

Exhibitors will be allowed to hand out branded water bottles (limit of 100 per day), free of charge to clients from their stands.

16. SHOWTIME'S AND CLOSING OF GROUNDS

Please note that NAMPO Park will open Tuesday 14 May 2024 at 06h30 for exhibitors and 07h00 for the public and close at 17h00 for the public and 17h30 for exhibitors.

Exhibitions must be manned and ready for business as from 07h00 until 17h00 daily. Please advise your representatives accordingly. **No exhibitors and/or visitors will be allowed on the premises after closure.**

17. EXHIBITOR INFORMATION BROADCAST GROUP

NAMPO will administer a 2024 Exhibitor Information WhatsApp-channel. This group will be used as a platform during the NAMPO Harvest Day to be able to convey information faster



and facilitate efficient communication related to your exhibition. This is a broadcast group only and we request at least one representative of an exhibition to join the Group to ensure you receive all important and relevant updates. If you have not been added to the group, you are welcome to join the group on the following link:

<https://chat.whatsapp.com/DNy4D4UedrvBfxnMiM3x1J>

18. ENTRANCE TICKETS

Exhibitors will receive an e-mail by the end of April 2024 from Grain SA (Rialeen Lombard) with a link to download free exhibitor's tickets from the TicketPro website. Please make sure that you print these tickets.

Exhibitors can also buy additional entrance tickets through the TicketPro website (www.tickepros.co.za) or by email nampo@ticketpros.co.za **Tickets will also be sold at the entrance gates.**

19. ORDERING OF HAY BALES

Please contact Pieter Swanepoel at 083 262 1708.

20. ELECTRICITY / LOAD SHEDDING

Exhibitors are urged to use electricity sparingly and only when necessary. We will have standby 1 800kva generators on site during load-shedding, but even so, the supply of electricity may have to be limited. **No generators will be allowed on stands.**

21. SECURITY AND TEMPORARY WORKERS

Hiring of temporary workers

Temporary workers can be hired at the temporary worker security gate (Gate 1 in the southern parking area). These workers will be issued with a bibby. A R200 refundable deposit will be charged per bibby. The bibbie's will be available from Thursday 2 May 2024 till Monday 13 May 2024 and on Saturday 18 May 2024.

For security purposes, temporary workers must be collected by the exhibitor from this gate and returned to the same gate to book them out. By doing so the unnecessary movement of temporary workers on the premises will be avoided. This procedure must also be adhered to on Saturday, 18 May 2024.

Security on stands

Security guards on stands can only be ordered through NAMPO.

Contact person : Cathy Papenfus

Email : cathy@grainsa.co.za

If you bring your own workers, then these workers should be registered at the Information Office from Thursday 2 May 2024 till Saturday 18 May 2024, should they not wear company

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branding. To register, a copy of the ID must be provided to the Information Office. The terrain worker ticket and the bibby will be the only valid entrance/identification for temporary workers & terrain workers from Tuesday 14 May 2024 till Saturday 18 May 2024.

Exhibitors are requested to please inform contractors/stand builders in advance of the arrangement regarding temporary workers- & terrain workers on the terrain before and during the show.

We thank you in advance for your cooperation and wish you a successful NAMPO 2024.



Kind regards

DR. DIRK STRYDOM
MARKETING : NAMPO & RESEARCH COÖRDINATION LEAD