

Grain SA/Graan SA

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April 2017

Dear Exhibitor

GRAIN SA'S NAMPO HARVEST DAY 16 - 19 MAY 2017

On behalf of the NAMPO Harvest Day Committee and myself, I would like to take this opportunity to welcome you as an exhibitor and wish you a very successful NAMPO Harvest Day 2017. In view of the tremendous growth of the NAMPO Harvest Day, it is important to combine our efforts in order to ensure the success of this event. In this regard I would like to clarify certain very important contractual points.

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. **All exhibitions must be completed by 14:00 on Monday, 15 May 2017. No exhibitors and building of exhibitions will be allowed after this time and the gates will close at 14:00 for all exhibitors and vehicles. No vehicles will be allowed inside the halls on Monday, 15 May 2017. (Clauses 5 (h & k)). Please consider carrying out the preparation work over the preceding weekend. 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 Monday before the commencement of the Harvest Day in order to ensure that the terrain is clean before the opening of the Harvest Day on the Tuesday.

2. VEHICLE AND EXHIBITOR ACCESS TO GROUNDS MONDAY, 15 MAY 2017

Only one vehicle per exhibitor will be allowed on the grounds on Monday 15 May 2017. 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).

Exhibitors will also be issued with entrance tickets for Monday 15 May 2017 to ensure better control over exhibitors, visitors and workers on the terrain. People who do not have a valid ticket for the Monday will have to buy a ticket at gate 1 or 3 at R50 per ticket.

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. 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 07:00 on Saturday, 20 May 2017.** No exceptions will be considered and any exhibitor who violates this rule will forfeit the right to exhibit. (Clause 22). Exhibitors inside the halls must take note that GL Events Exhibitions will start dismantling stands on Saturday 20 May 2017.

Exhibitors are urged to remove all equipment (fridges, tables, chairs ext.) from exhibitor's buildings after the Harvest Day 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 the Harvest Day.

4. VEHICLE MOVEMENT ON GROUNDS SATURDAY, 20 MAY 2017

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 10:00. All other vehicles will be allowed access at point B & C as from 07:00. 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.

5. 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 06:30 and 07:30 every day, only through the southern gate at point B as indicated on the attached map (Clause 17(a)).**

6. DISTRIBUTION OF PAMPHLETS AND OTHER PROMOTIONAL ITEMS

Exhibitors are not allowed to distribute pamphlets or leaflets, except from their own stands. (Clause 20 (a)). 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. (Clause 20 (c)). **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. (Clause 20(d)). 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. (Clause 20(e)). The distribution of branded or non-branded water bottles shall not be allowed (Clause 20 (f)).**

7. ALCOHOL AND FOOD ON THE HARVEST DAY GROUNDS

No food or beverage may be brought onto the Harvest Day terrain by exhibitors (Clause 28). The organisers can provide lunches for staff at outdoor stands.

Unfortunately, no lunches/platters can be provided to exhibitors inside the halls. **Written orders for lunches at stands must be received at Friday 28 April 2017 and are subject to a minimum order of 15 lunches and a maximum of 40 lunches per stand.** Due to the number of visitors to the Harvest Day, delivery times cannot be guaranteed. (Clause 28(b)). **Please address any enquiries for food/platters and soft drinks to Rialeen Lombard at rialeen@grainsa.co.za**

Exhibitors who wish to entertain visitors at their stands and therefore would like to offer them refreshments must obtain written permission from the Harvest Day Management. Such written permission must be obtained by no later than Friday 28 April 2017 from the Harvest Day Management (Clause 28(c)). 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. (Clause 28(c)).

8. SHOWTIME'S AND CLOSING OF GROUNDS

Please note that the Show grounds will open at 06:30 for exhibitors and 07:00 for the public and close at 17:00 for the public and 17:30 for exhibitors every day. Exhibitions must be manned and ready for business as from 07:00 until 17:00. Please advise your representatives accordingly. **No exhibitors and/or visitors will be allowed on the premises after closure.**

9. ENTRANCE TICKETS

Exhibitors will receive an e-mail from Grain SA with a link to download free exhibitors tickets from the website.

Exhibitors can also buy additional entrance tickets (at the standard price) through the TicketPro website. Tickets will still be available at the entrance gates during the show. More info is available on the websites www.nampo.co.za and www.ticketpro.co.za

10. ELECTRICITY

Exhibitors are urged to use electricity sparingly and only when necessary. We will have a standby generator on site but even so, the supply of electricity may have to be limited. **No generators will be allowed on stands.**

11. SECURITY AND 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 Tuesday 2 May 2017 till Monday 15 May 2017 and on Saturday 20 May 2017.

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, 20 May 2017.

Should you bring your own workers, these workers should be registered at the Information Office from Monday 15 May 2017 till Saturday 20 May 2017. 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 Monday 15 May 2017 till Saturday 20 May 2017.

Exhibitor's 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.

12. ACCOMMODATION

Harambee's tented camp will be set up right next to NAMPO Park for the duration of the show, approximately 50m from the northern entrance gate (gate 3).

For queries or bookings contact them at;

Harambee Tent Hotel

Contact person: Cecilia Hattingh

Tel: 082 745 9540

E-mail: bookings@harambeehotel.com

13. NAMPO APP

Grain SA in co-operation with Plankton developed a NAMPO app. Exhibitors will receive more info from Plankton shortly or can be contacted directly at;

Plankton

Contact person: Tiaan de Bruin

Tel: 012 – 326 0560

E-mail: tiaan@plankton.mobi

14. GRAAN SA RADIO

Grain SA has a special broadcasting service license to broadcast a unique radio station, Graan SA Radio, during the NAMPO Harvest Day 2017. The transmitter will give coverage in a radius around NAMPO Park. The radio station will broadcast programmes between 07:00 – 19:00 from Monday 15 May – Friday 19 May 2017. Graan SA Radio will be managed by OFM who will run the programming schedule of the radio station as well as the advertising schedule. For more info please contact OFM directly at;

OFM

Contact person: René Koen

E-mail: rene@ofm.co.za

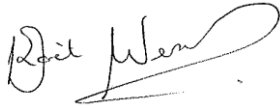
Cell number: 083 280 3912

Please ensure that all staff involved is aware of the contents of this letter as well as the Rules and Regulations for all Exhibitors at the NAMPO Harvest Day.

Additional information on the NAMPO Harvest Day as well as the General Rules & Regulations for Exhibitors will be available on the websites www.grainsa.co.za or www.nampo.co.za.

I trust that you will find the above in order and look forward to a very successful NAMPO Harvest Day 2017.

Kind regards

A handwritten signature in black ink, appearing to read 'Du Toit Wessels', with a stylized flourish at the end.

DU TOIT WESSELS
ASSISTANT MANAGER: MARKETING & NAMPO