



27 July 2023

Dear Exhibitor

NAMPO CAPE 2023 : WEDNESDAY 13 SEPTEMBER – SATURDAY 16 SEPTEMBER 2023

Exhibitors are kindly requested to take note of the following points regarding the upcoming NAMPO Cape 2023;

1. NAMPO Cape 2023 Theme Designs

Click on link below to download your 2023 NAMPO Cape Theme Designs;

<https://bit.ly/3D0rYok>

2. 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 Tuesday 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 8 September 2023.
- Exhibitors on outdoor stands will have access to their stands for the construction of exhibitions from Friday 1 September 2023.
- Exhibitors who have ordered tents will have access to their tents from Friday 8 September 2023.
- Contractors and exhibitors who build their own stands will have access to the halls from Monday 4 September 2023.
- Finishing work can still be done over the weekend and on Monday, but no physical construction work.
- All sites must be completed by Tuesday 12 September 2023 at 14h00.

All exhibitions must be completed by Tuesday 12 September 2023, at 14h00. No exhibitors and building of exhibitions will be allowed after this time and the gates will close at 14h00 for all exhibitors and vehicles. Please consider carrying out the final preparation work over the weekend and on the Monday. 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, etc. in which exhibition material and/or products are packed, from their stands on the Tuesday



before the commencement of NAMPO Cape 2023, in order to ensure that the terrain is clean before the opening of NAMPO Cape 2023 on the Wednesday.

3. REMOVAL OF EXHIBITIONS

Exhibitor's may only dismantle exhibition stands from 14h00 on the Saturday afternoon, 16 September 2023. GL Events Exhibitions and Expoguys will start dismantling stands thereafter.

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

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 from Thursday through Gate 5 only.**

Please note that exhibitors/contractors can offload equipment in the off-load zone near Gate 5. All trucks and trailers must be parked in the Truck Parking area near Parking 4.

RENTAL OF FORKLIFT

Please contact Hendrik van Wyk at 066 200 5312 for the rental of a forklift.

5. SERVICE PROVIDERS

The following services providers have been appointed by the NAMPO Cape Management as accredited service providers for carpets, furniture, equipment, tents ext.;

- **GL Events**

Contact person: Adri Pentz

Tel: 011 - 210 2563

Cell: 082 929 3335

E-mail: adri.pentz@gl-events.com

- **Distinctive Choice**

Contact person: Charlene Carmichael

Cell: 079 879 6931

E-mail: charlene@dischoice.co.za

- **Antoinette Events**

Contact person : Famke Jalving-Viljoen

Tel: 028 - 425 2729

E-mail: admin@antoinetteevents.co.za



- **Mzansi Tents**

Contact person: Walter Fuls

Tel: 087 802 2279

Cell: 072 244 3355

E-mail: walter@mzanzitents.com

Contact person: Jacques Roeloffse

Tel: 087 802 2279

Cell: 076 132 0159

E-mail: sales@mzanzitents.co.za

- **Expoguys**

Contact person : Jazmin Doman

Tel : 011 – 433 3260

Cell : 084 493 2208

E-mail: Jazmin@expoguys.co.za

- **B-Promotions**

Contact person : Burger (Birre) le Roux

Tel : 021 – 569 8445

Cell : 084 645 4277

E-mail : info@bpromotions.co.za

6. 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.

7. SHOWTIME'S AND CLOSING OF GROUNDS

Please note that Bredasdorp Park will open at 07h15 for exhibitors and 08h00 for the public and close at 17h00 for the public and 17h30 for exhibitors every day.

Exhibitions must be manned and ready for business as from 08h00 until 17h00. Please advise your representatives accordingly. **No exhibitors and/or visitors will be allowed on the premises after closure at 18h00.**



8. **MEDICAL SERVICES BEFORE & DURING NAMPO CAPE 2023**

Medical services will be available at NAMPO Cape from 11 – 16 September 2023. Exhibitors will be responsible for any medical accidents that may occur on stands before the said date.

9. **HEALTH & SAFETY OFFICER**

The NAMPO Cape management has appointed a Health & Safety Officer for NAMPO Cape 2023 from 11 – 12 September 2023, 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 also apply here.

10. **SOFT DRINKS, FOOD & BARISTAS**

No food or beverages may be brought onto the Bredasdorp Park terrain by exhibitors, but can be bought on the terrain at kiosks.

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

Exhibitors who would like to make a table booking can contact one of the following food kiosks on the terrain;

Ruens Kollege

Mia du Toit

Tel : 028 – 425 1626

finansies@ruenskollege.co.za

Huis Klippedrift – Hollard Bistro

Cobia Moelich

Tel : 028 – 423 3863

Sel nr. 082 430 4949

nkdbestuur@telkomsa.net

11. **ENTRANCE TICKETS**

Exhibitors will receive an e-mail from TicketPro by 10 August 2023 with a link containing the free exhibitor's tickets. Please make sure that you print these tickets.

Exhibitors can also buy additional entrance tickets (at the standard price) through the TicketPro website www.ticketpros.co.za Tickets will also be available at the entrance gates during the show.

12. **NAMPO CAPE 2023 APP**

More info will be supplied shortly.



13. ELECTRICITY, WATER & LOAD SHEDDING

Exhibitors are urged to contact Bredasdorp Park at 028 – 050 1385 or Hendrik van Wyk at 066 200 5312 for all your electricity and water requirements. Please note that all the outdoor exhibitors must bring a lead of not less than 30 metres to get access to an electricity box.

All the 3 phase points will have 16 amps and not 32 amps. The 3 phase outlet socket will be a 16 amps 5 points socket. **No generators will be allowed on stands.**

When Eskom implement load-shedding during NAMPO Cape 2023, then backup generators will supply Bredasdorp Park with electricity during load-shedding.

14. RADIO OVERBERG/CALEDON FM

Radio Overberg will be broadcasting live from Bredasdorp Park. If you would like to advertise on Radio Overberg or Caledon FM then you contact them at;

- Radio Overberg
Contact person : Rudi de Waal
Tel : 028 – 424 2877
Cell nr. 082 494 3890
Email : manager@radiooverberg.co.za
- Caledon FM
Contact person : Debbie
debbie@caledonfm.co.za

15. NURSERY – ORDERING OF PLANTS

Bredasdorp Nursery – Hanlie Myburgh – 082 656 2716

16. WAPPOINT – CREDIT CARD MACHINES

For the hiring of Wappoint credit cards during NAMPO Cape 2023, apply online or call;

Tel : 021 – 300 0121
www.wappoint.co.za/Exhibitions

17. SECURITY & TEMPORARY WORKERS

Temporary workers will be issued with a bibby. The bibbie's will be available from Monday 4 September 2023, till Tuesday 12 September 2023 at the Security Office.

If you bring your own workers, then these workers should be registered at the Security Office from Monday 4 September 2023, should they not wear company branding.



Exhibitors will only be allowed to make use of the official security firm appointed by the NAMPO Cape management and will not be allowed to make use of their own attendants. No person will be allowed to stay or sleep in exhibitions overnight (after closing of halls and the show). This rule is not applicable to the livestock exhibitors who, within the applicable rules, may have herdsman on the terrain during the night.

Exhibitors who require security guards on their stands can contact;

Suidpunt Security

Contact person : Mariaan Janse van Rensburg

082 332 6150

mariaan@suidpuntsekuriteit.co.za

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 NAMPO Cape 2023.

Additional information on NAMPO Cape will be available on the website www.nampo.co.za

I trust that you will find the above in order and look forward to a very successful NAMPO Cape 2023.

Kind regards

A handwritten signature in black ink, appearing to read "Du Toit Wesels".

DU TOIT WESSELS

MANAGER: NAMPO CAPE