

**Grain SA/Graan SA**

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April 2019

Dear Exhibitor

**GRAIN SA'S NAMPO HARVEST DAY 14 - 17 MAY 2019**

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 2019. 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, 13 May 2019. 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, 13 May 2019. (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, 13 MAY 2019**

**Only one vehicle per exhibitor will be allowed on the grounds on Monday 13 May 2019. 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 13 May 2019 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, 18 May 2019.** 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 18 May 2019.

**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, 18 MAY 2019**

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 11:00. 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. SOFT DRINKS 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 Wednesday 24 April 2019 and are subject to a minimum order of 15 lunches and a maximum of 40 lunches per stand. Exhibitors can contact Elsabé Oosthuizen at 082 454 3058 for lunch orders on stands. 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 to Rialeen Lombard at [rialeen@grainsa.co.za](mailto:rialeen@grainsa.co.za) and soft drinks to Lydia Kasumba at [lydia@grainsa.co.za](mailto:lydia@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 Thursday 24 April 2019 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 lunches, 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 has received an e-mail from Grain SA with a link to download free exhibitors tickets from the website. Please make sure that you print these tickets.

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](http://www.nampo.co.za) and [www.ticketpros.co.za](http://www.ticketpros.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 Thursday 2 May 2019 till Monday 13 May 2019 and on Saturday 18 May 2019.

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 2019.

If you bring your own workers, then these workers should be registered at the Information Office from Monday 13 May 2019 till Saturday 18 May 2019, should they

not wear company 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 Monday 13 May 2019 till Saturday 18 May 2019.

**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.**

**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: Susan Strydom***

***Tel: 082 745 9540***

***E-mail: [bookings@harambeehotel.com](mailto:bookings@harambeehotel.com)***

**13. GRAAN SA RADIO**

There are special NAMPO Radio airtime packages available on OFM (broadcasting in the Free State, Northern Cape, parts of North West and Southern Gauteng) AND Graan SA Radio (broadcasting at NAMPO Park and immediate surrounding area). Limited airtime packages are still available. Please contact Alda Fourie for more information or to secure your space now!

***OFM***

***Contact person: Alda Fourie (OFM Sales Manager)***

***E-mail: [alda@ofm.co.za](mailto:alda@ofm.co.za)***

***Cell number: 082 991 0488***

**14. NAMPO 2019 MEDIA & PUBLICITY**

**Artwork & Logo's**

All exhibitors are encouraged to use the NAMPO Harvest Day artwork depicting the 2019-theme, dates and logo. Please contact Alzena Gomes ([alzena@grainsa.co.za](mailto:alzena@grainsa.co.za)) should you wish to receive a copy of these.

**Social Media**

Exhibitors are further encouraged to use the social media hashtag **#NAMPO2019** for all NAMPO related posts on all social media channels, pre- during and post-NAMPO - which will enable Grain SA to cross-share and publicise exhibitor's content. This will only be allowed for exhibitors with actual stand numbers. To receive the most value from such posts, exhibitors are encouraged to include a call for action – such as inviting people to visit a stand (and include a stand number).

Social media suppliers have been accredited to obtain content, video clips, photography and interviews from exhibitors. These suppliers are:

- Landbou.com
- Farmer's Weekly
- Farmboek
- Lumico
- Plaas Media; and
- Autotrader

### **Photography**

Please note that Grain SA's accredited suppliers and the NAMPO Harvest Day photographer will not request any kind nor form of payment for any of the above. If content for publicity services are obtained, providers are not allowed to sell such content or material back to exhibitors for use. The official NAMPO photographer is also not allowed to sell any photographic material to an exhibitor. Any photos and video clips taken by either the NAMPO Photographer and/or Lumico are freely obtainable from Grain SA. Contact Alzena should you wish to request a copy of any of the above.

No unauthorised photographer will be allowed to conduct business (for the purpose of selling photographs) on NAMPO Park for the duration of the Harvest Day. Please contact either Alzena or the NAMPO Information office should any unauthorised request be received.

### **Media Centre**

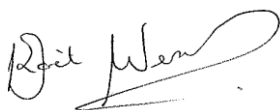
Please note the NAMPO Harvest Day has a dedicated media centre, which is used by the media throughout the NAMPO Harvest Day. Exhibitors are encouraged to supply the media centre with information of respective launches/special events/product demonstrations/special guests and so forth. A list of events are supplied to the media and posted on the board in the media centre on a daily basis and any press releases issued will be shared accordingly. Please note that no promotional and/or company flyers and/or information brochures will be displayed in the media centre. The use of this centre is purely for newsworthy content, and not for exhibitor promotion.

**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](http://www.grainsa.co.za) or [www.nampo.co.za](http://www.nampo.co.za).**

I trust that you will find the above in order and look forward to a very successful NAMPO Harvest Day 2019.

Kind regards



**DU TOIT WESSELS**  
**ASSISTANT MANAGER: MARKETING & NAMPO**