

20 April 2022

TO ALL EXHIBITORS

NAMPO 2022 : MONDAY 16 MAY - FRIDAY 20 MAY 2022

Exhibitors are kindly requested to take note of the following points regarding the upcoming NAMPO Harvest Day 2022;

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 Sunday 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 Thursday 12 May 2022.
- Exhibitors on outdoor stands will have access to their stands for the construction of exhibitions from Monday 2 May 2022.
- Exhibitors who have ordered tents will have access to their tents from Friday 13 May 2022.
- Exhibitors who have designer stands built, will also have access to their stands from Friday 13 May 2022.
- Finishing work can still be done on Saturday 14 May 2022, but not physical construction work.
- All sites must be completed by Sunday 15 May 2022 at 12h00.

All exhibitions must be completed by 12:00 on Sunday, 15 May 2022. 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 Friday and Saturday. 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 2022, in order to ensure that the terrain is clean before the opening of NAMPO on the Monday.

2. COVID-19 REGULATIONS

The current covid-19 regulations for visitors and exhibitors for NAMPO 2022 are the following;

- In possession of a valid COVID-19 vaccination certificate OR
- Unvaccinated but in possession of a valid certificate of a negative COVID-19 test
- 50% of venue capacity for indoor and outdoor
- Social distance of at least 1m between people
- Mask wearing will be compulsory for all indoor gatherings
- Masks are not required when outdoors
- No proof of vaccination will be required during build-up from 3 – 15 May 2022, as the numbers is limited to 1 000 persons indoor and 2 000 outdoors, without proof of vaccination certificate.
- Rapid COVID-19 test stations will be available at all entrance gates and can test's be done at R150 per test.

Exhibitors will be able to pick up their covid-19 arm bands at the Grain SA office at NAMPO Park from Wednesday 11 May 2022. A Covid-19 vaccination certificate OR a negative covid-19 test must be presented.

The arm band will be valid for the whole week of NAMPO.

3. VEHICLE AND EXHIBITOR ACCESS TO NAMPO PARK, SUNDAY, 15 MAY 2022

Only one vehicle per exhibitor will be allowed on the grounds on Sunday 15 May 2022. 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.

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, 21 May 2022.** 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 will start dismantling stands on Saturday 21 May 2022.

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 NAMPO.

5. VEHICLE MOVEMENT ON NAMPO PARK, SATURDAY 21 MAY 2022

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 2022

Medical services will be available at NAMPO Park from 9 – 21 May 2022. 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 2022 from 2 – 21 May 2022, 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. 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.**

10.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 Sunday 15 May 2022 at 12h00.

11.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.

12.SOFT DRINKS AND FOOD ON THE NAMPO PARK GROUNDS

No food or beverage may be brought onto the Harvest Day 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.

Written orders for lunches at stands must be received by Thursday 28 April 2022 and are subject to a minimum order of 15 lunches and a maximum of 40 lunches per stand. Exhibitors can contact Ds. Rudolph Strydom at 083 294 5321 for lunch orders on stands. Due to the number of visitors to the Harvest Day, delivery times cannot be guaranteed.

Please address any enquiries for food/platters to Rialeen Lombard at rialeen@grainsa.co.za and soft drinks to Lydia Kasumba at 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 NAMPO Management. Such written permission must be obtained by no later than Thursday 28 April 2022 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 lunches, 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.

13.SHOWTIME'S AND CLOSING OF GROUNDS

Please note that NAMPO Park will open Monday 16 May at 07h00 for exhibitors and 08h00 for the public and close at 17h00 for the public and 17h30 for exhibitors.

From Tuesday till Friday, NAMPO Park will open normally at 06h30 for exhibitors and 07h00 for the public and will close at 17h00 for the public and 17h30 for exhibitors.

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

14.ENTRANCE TICKETS

Exhibitors will receive an e-mail 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). **No tickets will be sold at the entrance gates.**

15.ELECTRICITY

Exhibitors are urged to use electricity sparingly and only when necessary. We will have a standby 1 000kva generator on site for load-shedding, but even so, the supply of electricity may have to be limited. **No generators will be allowed on stands.**

16.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 3 May 2022 till Sunday 15 May 2022 and on Saturday 21 May 2022.

Security guards can only be ordered through Grain SA. Please contact Marina Kleynhans at marina@grainsa.co.za if you would like to order a security guard on your stand.

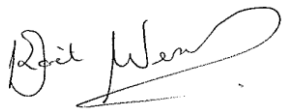
For security purposes, temporary workers must be collected by the exhibitor from this gate and returned to the same gate to book them out. By doing so the unnecessary movement of temporary workers on the premises will be avoided. This procedure must also be adhered to on Saturday, 21 May 2022.

If you bring your own workers, then these workers should be registered at the Information Office from Tuesday 3 May 2022 till Saturday 21 May 2022, 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 16 May 2022 till Saturday 21 May 2022.

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 2022.

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