 <p><b>DURBAN ICC</b> INTERNATIONAL CONVENTION CENTRE INKOSI ALBERT LUTHULI ICC COMPLEX SOUTH AFRICA</p> <p>45 Bram Fischer Rd. Dbn. 4001 P O Box 155, Durban, 4000 Tel: (+27) 31 360 1000 Fax: (+27) 31 360 1005</p>	<b>2021 - 2022 DURBAN ICC EXHIBITION ORDER FORMS</b>				<b>Order Deadline: 01 November 2021</b>	
	<b>Stand Name:</b>		<b>Hall No:</b>		<b>Stand No:</b>	
	<b>E-mail:</b>		<b>Tel No:</b>		<b>VAT #</b>	
	<b>Print Name:</b>		<b>Signature:</b>			

**KINDLY COMPLETE AND RETURN TO Zanele Maciko VIA E-MAIL : [zanelem@icc.co.za](mailto:zanelem@icc.co.za)  
TELEPHONE NO : 031 360 1316**


<b>TECHNICAL SERVICES</b>	<b>ORDER FORM #01</b>
---------------------------	-----------------------

SOUND:	CHARGE	Cost ZAR	Quantity Required	Dates Required		SUB-TOTAL
				From	To	
Basic PA sound system inclusive of 2 x speakers, mixing desk and cable microphone (does not include dedicated Technician)	Per day	2810.00				
CD Player	Per day	320.00				
Laptop	Per day	712.00				
Lapel Microphone	Per day	642.00				
LIGHTING:	CHARGE	Cost ZAR	Quantity Required	Dates Required		SUB-TOTAL
Par cans to light the stage area (light hire only, excludes lighting trussing)	Per day	148.00				
Dimmers : 6-way	Per day	492.00				
Intelligent wash / profile lighting (subject to availability - light hire only, excludes lighting trussing, controller and Lighting Operator)	Per day	1 195.00				
EQUIPMENT AVAILABLE ON REQUEST:	CHARGE	Cost ZAR	Quantity Required	Dates Required		SUB-TOTAL
Screen 2m x 1.5m (Front Projection)	Per day	590.00				
Cable Microphone	Per day	245.00				
Roving Microphone	Per day	712.00				
Data Projector 3000 Ansi Lumens	Per day	1 695.00				
Staging : 4mx2mx600mm (skirted in black) with steps	Per day	632.00				
SOUND MISCELLANEOUS:	CHARGE	Cost ZAR	Quantity Required	Dates Required		SUB-TOTAL
4m Trussing (excludes rigging, chain blocks, Cherry Picker, Cherry Picker Driver and set up crew). Based on assumption that there are no obstructions or hold ups from the client's perspective.	Per day	797.00				
4m Trussing (including 2 x chain blocks but excludes rigging, Cherry Picker, Cherry Picker Driver and set up crew)	Per day	1 165.00				
Chain blocks (manual - each)	Per day	185.00				
Technician – compulsory (roving)	Once off	700.00				
<b>GRAND TOTAL (all prices include 15% VAT) ZAR</b>						

**SHOULD YOU REQUIRE EQUIPMENT NOT SPECIFIED ABOVE OR WISH TO DISCUSS YOUR AUDIO VISUAL REQUIREMENTS, PLEASE CONTACT ANGEL KHUZWAYO ON +27 31 3601334**

*PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE*

All orders received after the deadline date will be subject to an administration fee of 20%	<b>PLEASE KEEP A COPY FOR YOUR RECORDS</b>
---	--

 <p><b>DURBAN ICC</b> INTERNATIONAL CONVENTION CENTRE INKOSI ALBERT LUTHULI ICC COMPLEX SOUTH AFRICA</p> <p>45 Bram Fischer Rd, Dbn, 4001 P O Box 155, Durban, 4000 Tel: (+27) 31 360 1000 Fax: (+27) 31 360 1005</p>	<b>2021 - 2022 DURBAN ICC EXHIBITION ORDER FORMS</b>				<b>Order Deadline:</b>	
					<b>01 November 2021</b>	
	<b>Stand Name:</b>		<b>Hall No:</b>		<b>Stand No:</b>	
	<b>E-mail:</b>		<b>Tel No:</b>		<b>VAT #</b>	
<b>Print Name:</b>			<b>Signature:</b>			

**KINDLY COMPLETE AND RETURN TO Zanele Maciko VIA E-MAIL : [zanelem@icc.co.za](mailto:zanelem@icc.co.za)  
TELEPHONE NO : 031 360 1316**


<b>RIGGING / FURNITURE / LINEN &amp; HARD HATS</b>	<b>ORDER FORM #02</b>
--	-----------------------

<b>RIGGING: (Please submit information below in order for a separate rigging quote to be forwarded)</b>						
Rigging Certificate / Certificate of Compliance	Must be provided by service provider					
<b>Banner/ Chandelier / Sign :</b>						
Description of Item: (If different, please attach description of each)						
Electric Power & Connection Type:						
Quantity:		Weight (must be accurate):				
<b>FURNITURE / LINEN:</b>	<b>CHARGE</b>	<b>Cost ZAR</b>	<b>Quantity Required</b>	<b>Dates Required</b>		<b>SUB-TOTAL</b>
				<b>From</b>	<b>To</b>	
<b>Chairs:</b> Padded banqueting	Once off each	29.00				
<b>Table Hire:</b>						
Conference Narrow (1.8 m x 45 cm)	Once off each	120.00				
Trestle (1.8 m x 90 cm)	Once off each	120.00				
Cocktail Round (60 cm)	Once off each	120.00				
<b>Table Cloth Hire:</b>						
Conference; trestle and round cocktail	Once off each	87.00				
<b>SAFETY HARD HATS:</b>	<b>CHARGE</b>	<b>Cost ZAR</b>	<b>Quantity Required</b>	<b>Dates Required</b>		<b>SUB-TOTAL</b>
				<b>From</b>	<b>To</b>	
Hard hats are available to purchase for buildup and breakdown as per Safety requirements	Once off each	76.00				
<b>GRAND TOTAL (all prices include 15% VAT) ZAR</b>						

**PLEASE NOTE THAT THE FULL REPLACEMENT COST WILL BE CHARGED FOR ANY DAMAGES TO CARPETS / FURNITURE / EQUIPMENT / LINEN**

**PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE**

All orders received after the deadline date will be subject to an administration fee of 20%	<b>PLEASE KEEP A COPY FOR YOUR RECORDS</b>
---	--

 <p><b>DURBAN ICC</b> INTERNATIONAL CONVENTION CENTRE INKOSI ALBERT LUTHULI ICC COMPLEX SOUTH AFRICA</p> <p>45 Bram Fischer Rd. Dbn. 4001 P O Box 155, Durban, 4000 Tel: (+27) 31 360 1000 Fax: (+27) 31 360 1005</p>	<b>2021 - 2022 DURBAN ICC EXHIBITION ORDER FORMS</b>				<b>Order Deadline:</b> <b>01 November 2021</b>	
	<b>Stand Name:</b>		<b>Hall No:</b>		<b>Stand No:</b>	
	<b>E-mail:</b>		<b>Tel No:</b>		<b>VAT #</b>	
	<b>Print Name:</b>			<b>Signature:</b>		

**KINDLY COMPLETE AND RETURN TO Zanele Maciko VIA E-MAIL : [zanelem@icc.co.za](mailto:zanelem@icc.co.za)  
TELEPHONE NO : 031 360 1316**

## BEVERAGE

## ORDER FORM #03


**Deliveries do not include waitron service - should you require staff kindly complete the Labour section below**

<b>TEA/COFFEE COMBO:</b>		<b>Cost ZAR</b>	<b>Day 1 :</b>		<b>Day 2 :</b>		<b>Day 3 :</b>		<b>Day 4 :</b>		<b>SUB-TOTAL</b>						
			<b>QTY</b>	<b>Delivery Times</b>	<b>QTY</b>	<b>Delivery Times</b>	<b>QTY</b>	<b>Delivery Times</b>	<b>QTY</b>	<b>Delivery Times</b>							
3xFlask of Hot water; 45 cups/ saucers/ teaspoons and condiments (tea/ coffee / milk / sugar) delivered to stand in the morning and collected in 2 hours		832.00 once off / per refresh															
<b>WINE – per 750 ml Bottle (See list overleaf)</b>		<b>Cost ZAR</b>	<b>Day 1 :</b>		<b>Day 2 :</b>		<b>Day 3 :</b>		<b>Day 4 :</b>		<b>SUB-TOTAL</b>						
			<b>QTY</b>	<b>Delivery Times</b>	<b>QTY</b>	<b>Delivery Times</b>	<b>QTY</b>	<b>Delivery Times</b>	<b>QTY</b>	<b>Delivery Times</b>							
<b>MINERALS – 24 x 330 ml per case</b>							<b>Cost ZAR</b>	<b>Day 1 :</b>		<b>Day 2 :</b>		<b>Day 3 :</b>		<b>Day 4 :</b>		<b>SUB-TOTAL</b>	
<b>No. of cases</b>	<b>QTY Day 1</b>	<b>QTY Day 2</b>	<b>QTY Day 3</b>	<b>QTY Day 4</b>	<b>No. of cases</b>	<b>QTY Day 1</b>		<b>QTY Day 2</b>	<b>QTY Day 3</b>	<b>QTY Day 4</b>	<b>Delivery Times</b>	<b>Delivery Times</b>	<b>Delivery Times</b>	<b>Delivery Times</b>			
Coke					Coke Light												
Fanta					Sprite												
Appletiser					Grapetiser												
Still Water –500ml					Sparkling Water –500ml												
<b>BEER CANS - 24 x 330 ml per case</b>							<b>Cost ZAR</b>	<b>Day 1 :</b>		<b>Day 2 :</b>		<b>Day 3 :</b>		<b>Day 4 :</b>		<b>SUB-TOTAL</b>	
<b>No. of cases</b>	<b>QTY Day 1</b>	<b>QTY Day 2</b>	<b>QTY Day 3</b>	<b>QTY Day 4</b>	<b>No. of cases</b>	<b>QTY Day 1</b>		<b>QTY Day 2</b>	<b>QTY Day 3</b>	<b>QTY Day 4</b>	<b>Delivery Times</b>	<b>Delivery Times</b>	<b>Delivery Times</b>	<b>Delivery Times</b>			
Castle					Hansa												
Heineken																	
Castle Lite																	
<b>CIDERS / COOLER – per Case of 24</b>							<b>Cost ZAR</b>	<b>Day 1 :</b>		<b>Day 2 :</b>		<b>Day 3 :</b>		<b>Day 4 :</b>		<b>SUB-TOTAL</b>	
<b>No. of cases</b>	<b>QTY Day 1</b>	<b>QTY Day 2</b>	<b>QTY Day 3</b>	<b>QTY Day 4</b>	<b>No. of cases</b>	<b>QTY Day 1</b>		<b>QTY Day 2</b>	<b>QTY Day 3</b>	<b>QTY Day 4</b>	<b>Delivery Times</b>	<b>Delivery Times</b>	<b>Delivery Times</b>	<b>Delivery Times</b>			
Hunters Extreme (840.00)					Smirnoff Pine (1 200.00)												
Savanna Premium (1008.00)					Flying Fish (888.00)												
<b>GLASSWARE – 36 Glasses per Case</b>							<b>Cost ZAR</b>	<b>Day 1 :</b>		<b>Day 2 :</b>		<b>Day 3 :</b>		<b>Day 4 :</b>		<b>SUB-TOTAL</b>	
<b>No. of cases</b>	<b>QTY Day 1</b>	<b>QTY Day 2</b>	<b>QTY Day 3</b>	<b>QTY Day 4</b>	<b>No. of cases</b>	<b>QTY Day 1</b>		<b>QTY Day 2</b>	<b>QTY Day 3</b>	<b>QTY Day 4</b>	<b>Delivery Times</b>	<b>Delivery Times</b>	<b>Delivery Times</b>	<b>Delivery Times</b>			
Soft drink					Beer												
Wine					Sparkling Wine												
(this applies to a once off daily am delivery and pm collection)																	
<b>Ice - 5 kg Pack</b>							40.00	<b>Day 1 :</b>		<b>Day 2 :</b>		<b>Day 3 :</b>		<b>Day 4 :</b>		<b>SUB-TOTAL</b>	
<b>Wine Openers - on request</b>							65.00	<b>Day 1 :</b>		<b>Day 2 :</b>		<b>Day 3 :</b>		<b>Day 4 :</b>		<b>SUB-TOTAL</b>	
<b>LABOUR:</b>	<b>No. of Staff</b>	<b>Mon-Sat Cost ZAR Per hour (Day/Night)</b>	<b>Sunday Cost ZAR Per hour (Day/Night)</b>	<b>Public Holiday Cost ZAR Per hour (Day/Night)</b>	<b>Day 1 :</b>	<b>Day 2 :</b>	<b>Day 3 :</b>	<b>Day 4 :</b>	<b>SUB-TOTAL</b>								
<b>Minimum 4 hour shift</b>					<b>Start - End</b>	<b>Start - End</b>	<b>Start - End</b>	<b>Start - End</b>									
Waitron		108.00	162.00	162.00													
Bar Person		108.00	162.00	162.00													
Porter		76.00	120.00	157.00													
<b>GRAND TOTAL (all prices include 15% VAT) ZAR</b>																	

**BEVERAGE REFUND POLICY:**  
Only 24 x Sealed Cases will be refundable. The return form MUST be signed by both the client and the Durban ICC Function Co-ordinator. The refund will only be processed within 14 working days post event.

*PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE*

All orders received after the deadline date will be subject to an administration fee of 20%	<b>PLEASE KEEP A COPY FOR YOUR RECORDS</b>
---	--

 <p><b>DURBAN ICC</b> INTERNATIONAL CONVENTION CENTRE INKOSI ALBERT LUTHULI ICC COMPLEX SOUTH AFRICA</p> <p>45 Bram Fischer Rd, Dbn, 4001 P O Box 155, Durban, 4000 Tel: (+27) 31 360 1000 Fax: (+27) 31 360 1005</p>	<b>2021 - 2022 DURBAN ICC EXHIBITION ORDER FORMS</b>			<b>Order Deadline:</b>		
				<b>01 November 2021</b>		
	<b>Stand Name:</b>		<b>Hall No:</b>		<b>Stand No:</b>	
	<b>E-mail:</b>		<b>Tel No:</b>		<b>VAT #</b>	
<b>Print Name:</b>			<b>Signature:</b>			

**KINDLY COMPLETE AND RETURN TO Zanele Maciko VIA E-MAIL : [zanelem@icc.co.za](mailto:zanelem@icc.co.za)  
TELEPHONE NO : 031 360 1316**

**\*\*\* PLEASE NOTE THAT ALL WINES ARE SUBJECT TO AVAILABILITY - IF NOT AVAILABLE  
KINDLY SEND YOUR REQUEST TO THE CONTACT AS DETAILED ABOVE FOR AN  
ALTERNATIVE \*\*\***

**WHITE / ROSE WINES** (per 750 ml Bottle)

Alvis drift Sauvignon Blanc	155.00
KWV Chardonnay	200.00
Glen Carlou Chardonnay	360.00

**RED WINES** (per 750 ml Bottle)

Warwick First Lady Cab Sauv	280.00
Graham Beck Cabernet Sauvignon	280.00
Bayede Prince Pinotage Merlot	155.00
Rhino Tears red	200.00

**MISCELLANEOUS** (24 units per case)

Iced Tea – Assorted 330 ml	672.00
Liquifruit – Assorted 330 ml	768.00
Cream Soda 330 ml	672.00
Soda Water 200 ml	576.00
Tonic Water 200 ml	576.00
Red Bull 250 ml	1104.00

**CORKAGE**


Wine / Sparkling Wine (per 750 ml Bottle)	65.00
Specialty Stock Items	Cost price client purchased items for
Corporate Branded Water <b>only</b>	No charge

**SPIRITS & LIQUORS** (per 750 ml Bottle)

Absolut Vodka	780.00
Amarula	600.00
Bells	750.00
Captain Morgan Rum	660.00
Chivas Regal	1350.00
Ciroc Vodka	1500.00
Glen Fiddich	1500.00
Gordon's Gin	660.00
J&B	690.00
Jack Daniels	1050.00
Jameson	1110.00
Johnny Walker Black	1260.00
Johnny Walker Red	750.00
Klipdrift	660.00
Spiced Gold Rum	660.00
Smirnoff Vodka	600.00
Olmecca Tequila	750.00
Southern Comfort	660.00

**PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE**

All orders received after the deadline date will be subject to an administration fee of 20%	<b>PLEASE KEEP A COPY FOR YOUR RECORDS</b>
---	--

 <p><b>DURBAN ICC</b> INTERNATIONAL CONVENTION CENTRE INKOSI ALBERT LUTHULI ICC COMPLEX SOUTH AFRICA</p> <p>45 Bram Fischer Rd. Dbn. 4001 P O Box 155, Durban, 4000 Tel: (+27) 31 360 1000 Fax: (+27) 31 360 1005</p>	<b>2021 - 2022 DURBAN ICC EXHIBITION ORDER FORMS</b>				<b>Order Deadline: 01 November 2021</b>	
	Stand Name:		Hall No:		Stand No:	
	E-mail:		Tel No:		VAT #	
	Print Name:			Signature:		

**KINDLY COMPLETE AND RETURN TO Zanele Maciko VIA E-MAIL : [zanelem@icc.co.za](mailto:zanelem@icc.co.za)  
TELEPHONE NO : 031 360 1316**

<b>BUILDING SERVICES</b>	<b>ORDER FORM # 04</b>
--------------------------	------------------------


INTERNET : <i>(Available only at ICC and ICC Arena)</i>	CHARGE	Cost ZAR	Qty	Dates Required		Sub-total
				From	To	
Installation costs	Per connection	300.00				
Line rental (per connection)	Per day	135.00				
Network Infrastructure Hiring (LAN network)	Per day	165.00				
TELECOMMUNICATIONS : <i>(Calls charged as per itemized billing)</i>	CHARGE	Cost ZAR	Qty	Dates Required		Sub-total
Telephone/Fax/Speed Point Installation	Once Off	120.00				
Telephone Handset rental	Once Off	140.00				
Telephone/Fax/Speed Point Analogue Line Rental	Per day	110.00				
<b>Fax, modem and speed point machines must be configured for tone to dial "0" for a line</b>						
<b>(NO FIXED LINE ISDN INTERNET CONNECTIONS AVAILABLE THE DURBAN EXHIBITION CENTRE (DEC), THIS MUST BE ARRANGED DIRECTLY THROUGH TELKOM – ROSLEAN VALENTINE ON TEL: +27 21 462 6249 OR <a href="mailto:valentr@telkom.co.za">valentr@telkom.co.za</a>)</b>						
DEPOSITS : <i>(Deposits are refundable after deduction of billing)</i>	CHARGE	Cost ZAR	Qty	Dates Required		Sub-total
Telephone, Fax, Modem, Speed Point	Per connection	910.00				
WATER/DRAINAGE : <b>PRIOR ARRANGEMENT ONLY</b> <i>(ONLY AVAILABLE IN CERTAIN LOCATIONS OF ICC/DEC)</i>	CHARGE	Cost ZAR	Qty	Dates Required		Sub-total
Water – 15 mm, 22mm & 28 mm Male/Female connection	Once off	477.00				
Drainage 1 x 100mm waste connection	Once off	383.00				
Single connection only 3 metres of hose on Stand, additional connection on same stand R77.00 per point ½" Quick Release or Hose Barb.						
Standby Plumber (Note- Sundays/Public Holidays = Double)	Per hour	266.00				
Travel costs for standby Plumber	Per day	718.00				
ELECTRICAL CONNECTIONS : <i>(Available only at DEC)</i>	CHARGE	Cost ZAR	Qty	Dates Required		Sub-total
Grey DB's 2 x 63 Amp, 12 x Single phase socket outlets	Once off	2084.00				
Fixed DB Boards in Hall 1 1 x 32 Amp, 6 x Single phase domestic socket outlets	Once off (per board)	513.00				
Take Off Box on Buzz Bar (Cat Walks) 250 Amp	Per connection	1548.00				
Take Off Box on Buzz Bar (Cat Walks) 400 Amp	Per connection	2060.00				
Roof location 63 Amp 3 phase 5 pin red socket outlet supply point (limited availability)	Per connection	730.00				

**GRAND TOTAL (all prices include 15% VAT) ZAR**

**IF ANY OF THE ABOVE ITEMS NEED TO BE MOVED AFTER INITIAL INSTALLATION, A 100% SURCHARGE WILL APPLY**

*PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE*

All orders received after the deadline date will be subject to an administration fee of 20%	<b>PLEASE KEEP A COPY FOR YOUR RECORDS</b>
---	--

 <b>DURBAN ICC</b> <small>INTERNATIONAL CONVENTION CENTRE        INKOSI ALBERT LUTHULI ICC COMPLEX        SOUTH AFRICA</small>  <small>45 Bram Fischer Rd, Dbn, 4001        P O Box 155, Durban, 4000        Tel: (+27) 31 360 1000        Fax: (+27) 31 360 1005</small>	<b>2021 - 2022 DURBAN ICC EXHIBITION ORDER FORMS</b>				<b>Order Deadline:</b>	
					<b>01 November 2021</b>	
	<b>Stand Name:</b>		<b>Hall No:</b>		<b>Stand No:</b>	
	<b>E-mail:</b>		<b>Tel No:</b>		<b>VAT #</b>	
<b>Print Name:</b>			<b>Signature:</b>			

**KINDLY COMPLETE AND RETURN TO Zanele Maciko VIA E-MAIL : [zanelem@icc.co.za](mailto:zanelem@icc.co.za)  
 TELEPHONE NO : 031 360 1316**

<b>EXHIBITION STAND PLATTERS</b>	<b>ORDER FORM # 05</b>
----------------------------------	------------------------

**IMPORTANT NOTE -**

- All stand orders will be strictly on a 'drop & go' basis, so please ensure that there is a representative on the stand at the requested time indicated below to receive the items.
- All serviettes, side plates and cutlery will be bio-degradable and disposable
- Prices do not include infrastructure; furniture; catering equipment, staffing or cleaning/removal of disposable waste
- Other stand catering must be on request and subject to pre-approval by Durban ICC Culinary Management


**THESE PLATTER OPTIONS DO NOT APPLY TO STAND COCKTAIL FUNCTIONS DUE TO HEALTH AND SAFETY RULES AND REGULATIONS REGARDING THE NUMBER OF GUESTS ALLOWED IN RELATION TO THE SIZE OF THE STAND.**

Item Description	Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL
		QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times	
<b>A01 FRESH FRUIT BOWL</b>										
A large bowl of seasonal whole fruit.	228.00									
<b>A02 DRY SNACKS (10pax)</b>										
A selection potato crisps, nuts, pretzels, biltong, dry wors and marinated olives.	362.00									
<b>A03 COOKIE JAR (10pax)</b>										
A selection of American style.	221.00									
<b>A04 SANDWICH BOX (10pax)</b>										
A selection of filled wraps and sandwiches.	489.00									
<b>A05 CHEESE BOARD (10pax)</b>										
A selection of local and imported whole cheeses. Served with fresh grapes, preserves and crackers.	522.00									
<b>A06 AFRICAN HOT PLATTER (10pax)</b>										
Selection of homemade mini pies; BBQ chicken drumsticks; soy-honey glazed lamb ribs; crusted prawns and salt & pepper calamari nuggets served with sweet chili coriander dip.	695.00									
<b>A07 VEGETARIAN PLATTERS (10pax)</b>										
Grilled vegetarian skewers; potato and pea samoosas; vegetable pakoras; spring rolls Durban-style chili bites served with sweet chili dip.	482.00									

Continued/...

**PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE**

All orders received after the deadline date will be subject to an administration fee of 20%	<b>PLEASE KEEP A COPY FOR YOUR RECORDS</b>
---	--

 <b>DURBAN ICC</b> <small>INTERNATIONAL CONVENTION CENTRE        INKOSI ALBERT LUTHULI ICC COMPLEX        SOUTH AFRICA</small>  <small>45 Bram Fischer Rd. Dbn. 4001        P O Box 155, Durban, 4000        Tel: (+27) 31 360 1000        Fax: (+27) 31 360 1005</small>	<b>2021 - 2022 DURBAN ICC EXHIBITION ORDER FORMS</b>				<b>Order Deadline: 01 November 2021</b>	
	<b>Stand Name:</b>		<b>Hall No:</b>		<b>Stand No:</b>	
	<b>E-mail:</b>		<b>Tel No:</b>		<b>VAT #</b>	
	<b>Print Name:</b>			<b>Signature:</b>		

**KINDLY COMPLETE AND RETURN TO Zanele Maciko VIA E-MAIL : [zanelem@icc.co.za](mailto:zanelem@icc.co.za)  
 TELEPHONE NO : 031 360 1316**

Item Description	Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL
		QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times	
<b>A08 PASTRY PLATTER (10pax)</b> A selection of fresh baked muffins, Danish pastries and chocolate brownies.	484.00									
<b>A09 ANTI PASTO PLATTER (10pax)</b> A selection of grilled artichokes, stuffed pepper dews; marinated feta and olives; grilled zucchini; marinated eggplant and crispy pita bread	508.00									
<b>A10 SUSHI ASSORTED PLATTER (48 PIECES)</b> 24 Pieces assorted nigiri (tuna, prawn, salmon); 8 crab rolls; 8 salmon rolls; 8 vegetarian rolls <i>(All sushi platters come standard with wasabi, soy sauce, pickled ginger and chopsticks)</i>	790.00									
<b>GRAND TOTAL (all prices include 15% VAT) ZAR</b>										

**IMPORTANT NOTE -**

- All stand orders will be strictly on a 'drop & go' basis, so please ensure that there is a representative on the stand at the requested time indicated below to receive the items.
- All serviettes, side plates and cutlery will be bio-degradable and disposable
- Prices do not include infrastructure; furniture; catering equipment, staffing or cleaning/removal of disposable waste
- Other stand catering must be on request and subject to pre-approval by Durban ICC Culinary Management

**THESE PLATTER OPTIONS DO NOT APPLY TO STAND COCKTAIL FUNCTIONS DUE TO HEALTH AND SAFETY RULES AND REGULATIONS REGARDING THE NUMBER OF GUESTS ALLOWED IN RELATION TO THE SIZE OF THE STAND.**

**PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE**

All orders received after the deadline date will be subject to an administration fee of 20%	<b>PLEASE KEEP A COPY FOR YOUR RECORDS</b>
---	--





**DURBAN ICC**

INTERNATIONAL CONVENTION CENTRE  
INKOSI ALBERT LUTHULI ICC COMPLEX  
SOUTH AFRICA

45 Bram Fischer Rd, Dbn, 4001  
P O Box 155, Durban, 4000  
Tel: (+27) 31 360 1000  
Fax: (+27) 31 360 1005

**2021 - 2022 DURBAN ICC EXHIBITION ORDER FORMS**

**Order Deadline:**

**01 November 2021**

<b>Stand Name:</b>		<b>Hall No:</b>		<b>Stand No:</b>	
<b>E-mail:</b>		<b>Tel No:</b>		<b>VAT #</b>	
<b>Print Name:</b>		<b>Signature:</b>			

**KINDLY COMPLETE AND RETURN TO Zanele Maciko VIA E-MAIL : [zanelem@icc.co.za](mailto:zanelem@icc.co.za)  
TELEPHONE NO : 031 360 1316**

**CLEANING / PARKING / SECURITY**

**FORM #06**

<b>STAND CLEANING:</b>		Full Day : 08h00-17h00. Half Day: 08h00-12h00 or 13h00-17h00. Night Shift : 18h00-22h00.									
SUPERVISOR	CHARGE	Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL
			QTY	Start - End	QTY	Start - End	QTY	Start - End	QTY	Start - End	
Mon – Sat (Day)	4-hours	236.00									
Mon – Sat (Night)	4-hours	252.00									
Sunday (Day)	4-hours	392.00									
Sunday (Night)	4-hours	392.00									
Public Holiday (Day)	4-hours	468.00									
Public Holiday (Night)	4-hours	508.00									
CLEANER	CHARGE	Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL
			QTY	Start - End	QTY	Start - End	QTY	Start - End	QTY	Start - End	
Mon – Sat (Day)	4-hours	204.00									
Mon – Sat (Night)	4-hours	220.00									
Sunday (Day)	4-hours	304.00									
Sunday (Night)	4-hours	328.00									
Public Holiday (Day)	4-hours	408.00									
Public Holiday (Night)	4-hours	440.00									

**PARKING:** ***NO PRE-PAID PARKING / RESERVED PARKING AVAILABLE***

A 'pay-on-foot' system is in operation in the Durban ICC basement parking, with entrance via Bram Fischer Road (formerly Ordnance Road) and Dr A B Xuma Street (formerly Commercial Road):

- A parking voucher is withdrawn from the electronic dispensing machine at the boom entrances
- Payment must be made on leaving the building at the pay stations located just outside the main basement foyer doors
- The parking voucher is inserted into the electronic exit station to raise the boom
- Multi-access parking is not available
- Parking rates are available of the Durban ICC website : [www.icc.co.za](http://www.icc.co.za)

Additional Parking is available at Durban Exhibition Centre at a flat rate to be paid at the entrance (subject to availability):

- South Plaza entrance via Gate D on Samora Machel Street (formerly Aliwal Street)
- North Plaza entrance via Gate A on Walnut Road
- Centrum Parking via Samora Machel Street (formerly Aliwal Street)

<b>SECURITY:</b>		06h00-18h00 (Day Shift) or 18h00-06h00 (Night Shift)									
C-GRADE	CHARGE	Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL
			QTY	Start - End	QTY	Start - End	QTY	Start - End	QTY	Start - End	
Normal Time	12-hours	816.00									
Sunday	12-hours	1033.00									
Public Holiday	12-hours	1259.00									


**GRAND TOTAL (all prices include 15% VAT) ZAR**

**PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE**

All orders received after the deadline date will be subject to an administration fee of 20%

**PLEASE KEEP A COPY FOR YOUR RECORDS**



 <b>DURBAN ICC</b> <small>INTERNATIONAL CONVENTION CENTRE        INKOSI ALBERT LUTHULI ICC COMPLEX        SOUTH AFRICA</small>  <small>45 Bram Fischer Rd. Dbn. 4001        P O Box 155, Durban, 4000        Tel: (+27) 31 360 1000        Fax: (+27) 31 360 1005</small>	<b>2021 - 2022 DURBAN ICC EXHIBITION ORDER FORMS</b>			<b>Order Deadline: 01 November 2021</b>		
	<b>Stand Name:</b>		<b>Hall No:</b>		<b>Stand No:</b>	
	<b>E-mail:</b>		<b>Tel No:</b>		<b>VAT #</b>	
	<b>Print Name:</b>			<b>Signature:</b>		

**KINDLY COMPLETE AND RETURN TO Zanele Maciko VIA E-MAIL : [zanelem@icc.co.za](mailto:zanelem@icc.co.za)  
 TELEPHONE NO : 031 360 1316**

<b>SECURITY CHECK SHEET</b>	<b>STAND INVENTORY</b>
-----------------------------	------------------------

<b>STAFF ON SITE</b>	Please list all representatives / employees attending to your stand during build-up and breakdown.	
<b>Name</b>	<b>Surname</b>	<b>SA ID Number / Passport Number</b>
<b>INVENTORY</b>	Please list all electronic items to be displayed / utilized on your stand during the event.	
<b>Product</b>	<b>Make</b>	<b>Serial Number</b>


**PLEASE NOTE:**

This security measure has been implemented to assist you, as an exhibitor, in monitoring your electronic items with the purpose of keeping them secure during your time at the venue. Please note that this does not exempt you (exhibitor / stand holder) of primary responsibility – all stand holders, exhibitors and visitors remain responsible for all personal goods.

**The appointed Security company will visit each stand to verify the above. Please may we ask for your accommodation and co-operation during this time.**

**PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE**

All orders received after the deadline date will be subject to an administration fee of 20%	<b>PLEASE KEEP A COPY FOR YOUR RECORDS</b>
---	--

 <p><b>DURBAN ICC</b> INTERNATIONAL CONVENTION CENTRE INKOSI ALBERT LUTHULI ICC COMPLEX SOUTH AFRICA</p> <p>45 Bram Fischer Rd, Dbn, 4001 P O Box 155, Durban, 4000 Tel: (+27) 31 360 1000 Fax: (+27) 31 360 1005</p>	<b>2021 - 2022 DURBAN ICC EXHIBITION ORDER FORMS</b>			<b>Order Deadline:</b>		
				<b>01 November 2021</b>		
	<b>Stand Name:</b>		<b>Hall No:</b>		<b>Stand No:</b>	
	<b>E-mail:</b>		<b>Tel No:</b>		<b>VAT #</b>	
<b>Print Name:</b>			<b>Signature:</b>			

**KINDLY COMPLETE AND RETURN TO Zanele Maciko VIA E-MAIL : [zanelem@icc.co.za](mailto:zanelem@icc.co.za)  
TELEPHONE NO : 031 360 1316**

## ACCEPTANCE OF SERVICE AGREEMENT PAYMENT AUTHORISATION & CONTACT DETAILS FORM

(COMPULSARY FORM TO BE COMPLETED IN ORDER TO PLACE THE ORDER)

**1. THE AGREEMENT AND TERMS / CONDITIONS**

1.1 The Company agrees to provide the facilities and services for the duration of the hire period set out in the Proforma Invoice and in consideration for the payment set out in paragraph 2 below.

1.2 Any orders that are not pre-paid cannot be guaranteed.

1.3 Late orders received after the order deadline and on-site orders will be subject to a 20% administration fee. *Final arrangements to be confirmed with our Event Co-ordination Department and will be charged for accordingly.*

1.4 Ensure that your Company representative at the show is aware of our payment policy as no orders will be delivered unless payment has been received.

**2. SETTLEMENT PROCEDURE**

2.1 Full payment of the Proforma Invoice for all orders must be pre-paid and no payment will be accepted on-site or post event.

2.2 No refunds will be made for any changes made after the order deadline date.

2.3 The Company reserves the right to cancel the provisional booking should the signed Acceptance of Service Agreement and/or proof of deposit payment, not be received timeously.

I, the undersigned, acknowledge that I have received and understood and accepted the Service Agreement and agree and abide by the terms and conditions laid out therein.

Date: \_\_\_\_\_ Place: \_\_\_\_\_ Signature: \_\_\_\_\_

**FOR - DURBAN ICC (SOC) LTD**

Signed at :(CITY)..... On Date:(DD/MM/YY): .....

Print Name ..... Signature: .....

who hereby warrants that s/he is duly authorised to sign this agreement on its behalf.

<b>Legal Name of the Co.</b> e.g. <b>Durban SOC Ltd</b>			
<b>Company VAT Number</b>		<b>Company Registration No.</b>	
<b>Physical / Postal Address of Company</b> (include postal code)			
<b>Company: Telephone No.</b>			
<b>Company: Website Address</b>		<b>Company: Email Address</b>	
<b>Contact Person: Name &amp; Surname &amp; Gender (i.e. Mr or Mrs)</b>		<b>Designation (i.e. Manager)</b>	
<b>Contact Person: Direct Telephone Number</b>		<b>Contact Person: Mobile Number</b>	
<b>Contact Person: Email Address</b>		<b>Event ID #</b>	

**CLIENT BANKING DETAILS FOR REFUND**  
All refunds will be made via EFT only. **Please complete details below:**

<b>Account Name</b>		<b>Branch Code &amp; Branch</b>	
<b>Account Number</b>		<b>Bank</b>	

**DURBAN ICC BANKING DETAILS**  
Direct deposit – EFT / telegraphic transfer


<b>Account Name</b>	ICC Durban (Pty) Ltd	<b>Bank Account No. Swift Code</b>	1107 821541 NEDSZAJJ
<b>Bank Name</b>	Nedbank	<b>Branch Code &amp; Branch</b>	198 765 Kingsmead

**PLEASE NOTE:**

- Reference to appear on the deposit slip / EFT: **EVENT ID** and **STAND NUMBER**
- Please email a copy of the proof of payment as detailed above
- Only Company cheques are acceptable (i.e. no personal cheques)

**PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE**

All orders received after the deadline date will be subject to an administration fee of 20%	<b>PLEASE KEEP A COPY FOR YOUR RECORDS</b>
---	--

 <b>DURBAN ICC</b> <small>INTERNATIONAL CONVENTION CENTRE        INKOSI ALBERT LUTHULI ICC COMPLEX        SOUTH AFRICA</small>  <small>45 Bram Fischer Rd. Dbn. 4001        P O Box 155, Durban, 4000        Tel: (+27) 31 360 1000        Fax: (+27) 31 360 1005</small>	<b>2021 - 2022 DURBAN ICC EXHIBITION ORDER FORMS</b>			<b>Order Deadline: 01 November 2021</b>		
	<b>Stand Name:</b>		<b>Hall No:</b>		<b>Stand No:</b>	
	<b>E-mail:</b>		<b>Tel No:</b>		<b>VAT #</b>	
	<b>Print Name:</b>			<b>Signature:</b>		

**KINDLY COMPLETE AND RETURN TO Zanele Maciko VIA E-MAIL : [zanelem@icc.co.za](mailto:zanelem@icc.co.za)  
 TELEPHONE NO : 031 360 1316**

<b>CREDIT CARD ACCOUNT</b>							
<b>PLEASE NOTE:</b>							
1. To charge to your credit account kindly complete the form below and return by email as detailed above.							
2. Please send a photocopy of both sides of your credit card.							
3. Please send a photocopy of the ID Book or Passport of the cardholder.							
<b>Charge to: (Tick one)</b>							
<b>AMERICAN EXPRESS</b>	<input type="checkbox"/>	<b>VISA</b>	<input type="checkbox"/>	<b>MASTER CARD</b>	<input type="checkbox"/>	<b>DINERS CLUB</b>	<input type="checkbox"/>
<b>CARD NO:</b>				<b>EXP DATE:</b>			
<b>LAST 3 DIGITS ON REVERSE SIDE OF CARD:</b>			<b>VAT REG NO:</b>				
<b>CARDHOLDERS NAME:</b>							
<b>CARDHOLDER'S BILLING ADDRESS:</b>							
<b>CARDHOLDER'S SIGNATURE:</b>							
<b>ID Number or Passport Number</b>							

**PRICES ARE SUBJECT TO MARKET RELATED INCREASES AND MAY CHANGE WITHOUT PRIOR NOTICE**

All orders received after the deadline date will be subject to an administration fee of 20%	<b>PLEASE KEEP A COPY FOR YOUR RECORDS</b>
---	--