



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

**2023 - 2024 DURBAN ICC EXHIBITION ORDER FORMS
EXHIBITION: DATE**

Order Deadline:

6 August 2024

Stand Name:

Hall No:

Stand No:

E-mail:

Tel No:

VAT #

Print Name:

Signature:

**KINDLY COMPLETE AND RETURN TO Gugu Shandu VIA E-MAIL: gugus@icc.co.za
TELEPHONE NO : 031 360 1269**

TECHNICAL SERVICES

ORDER FORM #01

PLEASE CONTACT THE CO-ORDINATOR ON +27 31 360...

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

 <p>DURBAN ICC 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>	2023 - 2024 DURBAN ICC EXHIBITION ORDER FORMS				Order Deadline:	
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RIGGING & FORKLIFT

ORDER FORM #02

RIGGING: (Please submit information below in order for a separate rigging quote to be forwarded)

Rigging Certificate / Certificate of Compliance	Must be provided by service provider
Banner/Chandelier/Sign: Description of Item: (If different, please attach description of each)	
Electric Power & Connection Type:	
Quantity:	Weight (must be accurate) :

RIGGING:	Normal Time	Sunday / Public Holiday	Time Req	Date From	SUB-TOTAL
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Should you require a Forklift/Cherry Picker for rigging – kindly contact the Durban ICC Coordinator to arrange this on your behalf?

Cherry Picker Hire + Driver + Assistant	Per hour or part thereof	1 106	1 289	Subject to availability and may only be operated by Durban ICC staff in possession of a current, valid licence. Full day hire to be outsourced as per the SCM system by the department concerned and the client charged accordingly. The cost for Rigging Certification will be negotiated with the Structural Engineer and charged directly to the client.
Driver only	Per hour or part thereof	572.00	983.00	Minimum 4 hour shift for drivers only

GRAND TOTAL (all prices include 15% VAT) ZAR

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

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BEVERAGE

ORDER FORM #03

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

TEA/COFFEE COMBO:		Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL								
			QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times									
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		1 107.15 once off / per refresh																	
WINE – per 750 ml Bottle (See list overleaf)		Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL								
			QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times									
MINERALS – 24 x 330 ml per case								Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL		
No. of cases				QTY Day 1	QTY Day 2	QTY Day 3	QTY Day 4	No. of cases				QTY Day 1	QTY Day 2	QTY Day 3	QTY Day 4	Delivery Times			
Coke								Coke Light								816.00			
Fanta								Sprite								816.00			
Appletiser								Grapetiser								1 008.00			
Still Water –500ml								Sparkling Water –500ml								816.00			
BEER CANS - 24 x 330 ml per case								Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL		
No. of cases				QTY Day 1	QTY Day 2	QTY Day 3	QTY Day 4	No. of cases				QTY Day 1	QTY Day 2	QTY Day 3	QTY Day 4	Delivery Times			
Castle								Hansa								960.00			
Heineken																1 056.00			
Castle Lite																1 008.00			
CIDERS / COOLER – per Case of 24								Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL		
No. of cases				QTY Day 1	QTY Day 2	QTY Day 3	QTY Day 4	No. of cases				QTY Day 1	QTY Day 2	QTY Day 3	QTY Day 4	Delivery Times			
Hunters Extreme (1 008.00)								Smirnoff Pine (1 464.00)								Refer to drink			
Savanna Premium (1 224.00)								Flying Fish (1 080.00)								Refer to drink			
GLASSWARE – 36 Glasses per Case								Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL		
No. of cases				QTY Day 1	QTY Day 2	QTY Day 3	QTY Day 4	No. of cases				QTY Day 1	QTY Day 2	QTY Day 3	QTY Day 4	Delivery Times			
Soft drink								Beer								275.00			
Wine								Sparkling Wine								297.00			
(this applies to a once off daily am delivery and pm collection)																			
Ice - 5 kg Pack								44.00											
Wine Openers - on request								72.00											
LABOUR: per hour Minimum 4 hour shift		No. of Staff	Mon-Sat Cost ZAR Per hour (Day/Night)	Sunday Cost ZAR Per hour (Day/Night)	Public Holiday Cost ZAR Per hour (Day/Night)	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL					
						Start - End	Start - End	Start - End	Start - End	Start - End	Start - End	Start - End	Start - End						
Waitron			139.00	209.00	209.00														
Bar Person			139.00	209.00	209.00														
Porter			100.00	154.00	201.00														

GRAND TOTAL (all prices include 15% VAT) ZAR

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.

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Print Name:			Signature:			

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***** 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	188.00
KWV Chardonnay	242.00
Glen Carlou Chardonnay	436.00

RED WINES (per 750 ml Bottle)

Warwick First Lady Cab Sauv	339.00
Graham Beck Cabernet Sauvignon	339.00
Bayede Prince Pinotage Merlot	188.00
Rhino Tears red	242.00

MISCELLANEOUS (24 units per case)

Iced Tea – Assorted 330 ml	816.00
Liquifruit – Assorted 330 ml	936.00
Cream Soda 330 ml	816.00
Soda Water 200 ml	696.00
Tonic Water 200 ml	696.00
Red Bull 250 ml	1344.00

CORKAGE


Wine / Sparkling Wine (per 750 ml Bottle)	87.12
Specialty Stock Items	Cost price client purchased items for
Corporate Branded Water only	No charge

SPIRITS & LIQUORS (per 750 ml Bottle)

Absolut Vodka	900.00
Amarula	720.00
Bells	900.00
Captain Morgan Rum	780.00
Chivas Regal	1650.00
Ciroc Vodka	1830.00
Glen Fiddich	1830.00
Gordon's Gin	780.00
J&B	840.00
Jack Daniels	1170.00
Jameson	1230.00
Johnny Walker Black	1530.00
Johnny Walker Red	930.00
Klipdrift	780.00
Spiced Gold Rum	780.00
Smirnoff Vodka	720.00
Olmecca Tequila	930.00
Southern Comfort	780.00

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IT SERVICES	ORDER FORM # 04
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INTERNET : <i>(Available only at ICC and ICC Arena)</i>	CHARGE	Cost ZAR	Qty	Dates Required		Sub-total
				From	To	
Installation costs	Per connection	318.00				
Line rental (per connection)	Per day	143.10				
Network Infrastructure Hiring (LAN network)	Per day	174.90				
TELECOMMUNICATIONS : <i>(Calls charged as per itemized billing)</i>	CHARGE	Cost ZAR	Qty	Dates Required		Sub-total
Telephone/Fax/Speed Point Installation	Once Off	143.10				
Telephone Handset rental	Once Off	148.40				
Telephone/Fax/Speed Point Analogue Line Rental	Per day	143.10				
Fax, modem and speed point machines must be configured for tone to dial "0" for a line						
(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 valentr@telkom.co.za)						
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	964.60				
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

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EXHIBITION STAND PLATTERS

ORDER FORM # 05

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	
A01 FRESH SEASONAL FRUIT BOWL										
A large bowl of seasonal whole fruit.	270.00									
A02 MORNING RISE SNACK (10pax)										
Blueberry and orange muffin, bran muffin, buttermilk rusk, Danish selection, fruit kebab.	600.00									
A03 DRY SNACKS (10pax)										
A selection potato crisps, nuts, pretzels, biltong, dry wors.	620.00									
A04 COOKIE JAR (10pax)										
A selection of American style biscuits (chocolate chip, farm style oat cookie, ginger biscuit).	450.00									
A05 SANDWICH BOX (10pax)										
A selection of filled wraps, baps and sandwiches (chicken and mayo; cheese, lettuce and tomato with herb dressing; pastrami with relish and mustard).	690.00									
A06 CHEESE BOARD (10pax)										
A selection of local and imported whole cheese, cheesy pate, fruit compote, whole grapes. Served with preserves, crackers and baked mixed berry fingers.	820.00									
A07 SURF AND TURF PLATTER (10pax)										
Selection of homemade mini pies; BBQ chicken drumsticks; soy-honey glazed short ribs; crusted prawns, salt & pepper calamari bites served with sweet chili coriander dip.	1220.00									

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A08 VEGETARIAN PLATTER (10pax)	Cost ZAR	Day 1 :		Day 2 :		Day 3 :		Day 4 :		SUB-TOTAL
		QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times	
Grilled vegetarian skewers; cheese and sweetcorn samosas; fried onion, carrot and baby marrow rostis, tomato and mozzarella melters, Jalapeno poppers served with sweet chili dip and humus.	690.00									
A09 ANTI PASTO PLATTER (10pax)	Cost ZAR	QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times	SUB-TOTAL
Spinach falafel , marinated feta and olives; grilled zucchini; crispy onion rings, roasted marinated mixed peppers, grilled marinated florets of cauliflower, humus, lavash and crispy pita breads,	660.00									
A10 SUSHI ASSORTED PLATTER (48 PIECES)	Cost ZAR	QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times	QTY	Delivery Times	SUB-TOTAL
24 Pieces assorted nigiri (tuna, prawn, salmon); 8 crab rolls; 8 salmon rolls; 8 vegetarian rolls (All sushi platters come standard with wasabi, soy sauce, pickled ginger and chopsticks)	890.00									
GRAND TOTAL (all prices include 15% VAT) ZAR										

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CLEANING / PARKING / SECURITY	FORM #06
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STAND CLEANING:		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	305.00									
Mon – Sat (Night)	4-hours	326.00									
Sunday (Day)	4-hours	505.00									
Sunday (Night)	4-hours	505.00									
Public Holiday (Day)	4-hours	602.00									
Public Holiday (Night)	4-hours	653.00									
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	263.00									
Mon – Sat (Night)	4-hours	284.00									
Sunday (Day)	4-hours	394.00									
Sunday (Night)	4-hours	420.00									
Public Holiday (Day)	4-hours	522.00									
Public Holiday (Night)	4-hours	653.00									

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 Ordinance 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

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)

SECURITY:		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	1 047.00									
Sunday	12-hours	1 326.00									
Public Holiday	12-hours	1 615.00									

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

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.

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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.

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

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

Account Name		Branch Code & Branch	
Account Number		Bank	


DURBAN ICC BANKING DETAILS
Direct deposit – EFT / telegraphic transfer

Account Name	ICC Durban (Pty) Ltd	Bank Account No. Swift Code	1107 821541 NEDSZAJJ
Bank Name	Nedbank	Branch Code & Branch	198 765 Kingsmead

- PLEASE NOTE:**
1. Reference to appear on the deposit slip / EFT: **EVENT ID** and **STAND NUMBER**
 2. Please email a copy of the proof of payment as detailed above
 3. 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%	PLEASE KEEP A COPY FOR YOUR RECORDS
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 DURBAN ICC <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>	2023 - 2024 DURBAN ICC EXHIBITION ORDER FORMS			Order Deadline:		
	EXHIBITION: DATE			6 August 2024		
	Stand Name:		Hall No:		Stand No:	
	E-mail:		Tel No:		VAT #	
Print Name:			Signature:			

**KINDLY COMPLETE AND RETURN TO Gugu Shandu VIA E-MAIL: gugus@icc.co.za
TELEPHONE NO : 031 360 1269**

CREDIT CARD ACCOUNT							
PLEASE NOTE:							
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.							
Charge to: (Tick one)							
AMERICAN EXPRESS	<input type="checkbox"/>	VISA	<input type="checkbox"/>	MASTER CARD	<input type="checkbox"/>	DINERS CLUB	<input type="checkbox"/>
CARD NO:				EXP DATE:			
LAST 3 DIGITS ON REVERSE SIDE OF CARD:			VAT REG NO:				
CARDHOLDERS NAME:							
CARDHOLDER'S BILLING ADDRESS:							
CARDHOLDER'S SIGNATURE:							
ID Number or Passport Number							

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

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