



HOW TO ORDER:
PLEASE FILL IN AND FAX BACK THE REQUIRED FORMS TO 011 704 1734
OR EMAIL: gemma@exposolutions.co.za

CHOICE OF ORDER FORMS FOR SERVICES ON HIRE

GRAPHICS ORDER FORM WITH ARTWORK SPECIFICATIONS

ELECTRICAL HIRE

AUDIO VISUAL AND IT HIRE

FURNITURE HIRE

STAND ENHANCEMENTS

TERMS AND CONDITIONS

PAYMENT:

Invoices are due for payment on presentation, nonpayment will result in non delivery of service.

ACCOUNT NAME: SOUTHERN AFRICAN EXPO SOLUTIONS
BANK: FIRST NATIONAL BANK
BRANCH: RANDBURG
BRANCH CODE: 254005
ACCOUNT NUMBER: 6214 383 2906

Please fax proof of payment to 011 704 1734, clearly indicating Company Name, Stand Number, and amount paid.

ORDER CONFIRMATION:

YOUR ORDER WILL ONLY BE CONFIRMED UPON RECEIPT OF AN INVOICE FROM EXPO SOLUTIONS.

DEADLINE:

DEADLINE FOR SUBMITTING ***ARTWORK AND GRAPHIC FORMS*** IS ON/BEFORE **FRIDAY 7TH OCTOBER 2011**. A 20% SURCHARGE WILL BE INCURRED ON ALL ORDERS RECEIVED AFTER THIS DATE.

SERVICES ENQUIRIES:

CONTACT GEMMA DRYNAN ON:
TEL: (011) 704 1953
EMAIL: gemma@exposolutions.co.za

DEADLINE FOR THIS FORM IS FRIDAY 7TH OCTOBER 2011 AFTER THIS DATE 20% SURCHARGE WILL APPLY.
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GRAPHICS ORDER FORMS

Company Name:		Contact Person:	
Postal Address:		Postal Code:	
Email:	Tel:	Fax:	
Cell phone No.:		Company VAT No.:	
Module:		Purchase Order:	
Signature:		Date:	

A GRAPHIC STAND LAYOUT MUST ACCOMPANY THE ORDER FORM

PLEASE SELECT GRAPHIC CODES APPLICABLE TO YOUR STAND

Code	Description (in mm)	Rate	Quantity	Total Ex Vat
A	2393 H X 963 W	R 1,320.00		R
A3	1460 H X 963 W (visual portion) Panel size 2393 x 963	R 815.00		R
A5c	1460 H X 1940 W (16mm Chipboard Panel)	R 1, 640.00		R
B	2393 H X 468 W	R 650.00		R
B3	1460 H x 468 W (Visual) Panel size 2393 x 468	R 396.00		R
C	893 H X 1530 W	R 795.00		R
C1	893 H X 673 W	R 350.00		R
C3	893 H X 468 W	R 245.00		R
C4	870 H X 500 W X 2 (Sliding doors with 40mm overlap RH over LH)	R 517.00		R
C5	643 H X 754 W	R 280.00		R
C6	893 H X 963 W	R 500.00		R
C7	893 H X 1953 W	R 1, 015.00		R
D1	870 H X 700W x 2 (sliding doors with 40mm overlap RH over LH)	R 710.00		R
D3	1460 H X 1360 W (16mm Chipboard Panel)	R 1, 155.00		R
S	313 H X 468 W	R 85.00		R
S1	313H X 673 W	R 125.00		R

*****PRICES INCLUDE PRINT AND APPLICATION*****

PLEASE REFER TO GRAPHIC GULDINES ON NEXT PAGE		
	Total Excluding VAT	R
	Surcharge 20%	R
	14% VAT	R
	Total Including VAT	R

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ARTWORK GUIDLINES

Acceptable Artwork Formats

Artwork to be supplied in the following format:

Editable PDF with No Compression

Illustrator CS3 with Links

Photoshop CS3

Freehand MX with Links

X1a PDF with bleed only (Please use document bleed when exporting) - 10mm

Links and Photoshop format: psd, eps, tiff

All fonts to be converted to paths/ outlines

Print Area is the page size of this document

Trim Size is the page size of this document

Bleed should be added to the size of this document

Viewable Size is 6.5mm less than the page size on all sided due to the Aluminium Frames

Please supply colour laser prints with disk when possible but if not please supply a jpeg/pdf file to use as a layout proof. However a colour swatch, colour proof or pantone colour reference must be supplied to enable us to colour match. Where not supplied we cannot accept responsibility for incorrect colour and additional reprinting charges will be levied should it be necessary to reprint. Should the graphics deadline be missed and where time does not allow us to submit colour swatches/colour proof, we will do our best to meet your requirements.

Responsibility in this instance will rest with the client.

Digital printing is done in CMYK and matches relative to Pantone references can vary by up to 20%.

GETTING THE ARTWORK TO US

FTP Uploads:

justbranding.ath.cx

Username: **expo**

Password: **expo1234**

Create a folder with the stand name inside the **UPLOAD\WHISKY** folder.

If you are uncertain how to use an FTP Site please login and read "**instructions on how to ftp files.txt**"

You cannot upload files without "Filezilla" – Please ensure this is installed prior to upload.

CD / DVD Delivery:

ATT: GEMMA DRYNAN

Northlands Business Park

New Market Rd,

364 Olympic Duel, Northriding

2162

SHOULD YOU NEED ASSISTANCE

General Stand Design

Telephone: Karen Robinson 011 704 1953

Artwork & Services

Telephone: Gemma Drynan 011 704 1953



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Company Name:		Contact Person:	
Postal Address:		Postal Code:	
Email:		Tel:	
Cell phone No.:		Company VAT No.:	
Module:		Purchase Order:	
Signature:		Date:	

ELECTRICAL HIRE

CODE	SUPPLY TO STAND	PRICE	CPT	JHB	TOTAL EX VAT
EL01	32Amp Single Phase DB	R 1, 050.00			R
EL02	32Amp Three Phase DB	R 1, 350.00			R
EL08	15Amp Plug point	R 200.00			R
EL10	50w Long Arm Spotlight	R 250.00			R
EL10	15w Long Arm Spotlight	R 345.00			R
EL16	Recessed Down Light (Applicable to showcases and corner units only)	R 250.00			R

<p>All items are on hire. Price includes delivery & Installation.</p>	SUB TOTAL FOR CPT SHOW EX VAT	R
	SUB TOTAL FOR JHB SHOW EX VAT	R
	SUB TOTAL FOR ELECTRICS	R
	SURCHARGE 20%	R
	14 % VAT	R
	TOTAL	R

AUDIO VISUAL HIRE

ITEM	SUPPLY TO STAND	PRICE	CPT	JHB	TOTAL EX VAT
Laptop P4	P4, 40 GB HDD, 256MB RAM, DVD Rom, LAN, Modem, XP Pro	R 1 560.00			R
15" LCD	15" LCD Monitor (Including Plug)	R 520.00			R
40" LCD SCREEN	40" LCD High resolution screen	R 3 200,00			R
Please Tick Box is a Plasma stand is required as opposed to Mounting onto the corned (D3) Panel					R
DVD Player	DVD Player (Free when ordering a 40" LCD Screen)	No Charge			R

	SUB TOTAL FOR CPT SHOW EX VAT	R
	SUB TOTAL FOR JHB SHOW EX VAT	R
	SUB TOTAL FOR AUDIO VISUAL EX VAT	R
	SURCHARGE 20%	R
	14% VAT	R
	TOTAL	R

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FURNITURE HIRE

Company Name:	Contact Person:	Module:
Postal Address:	Postal Code:	Company VAT No.:
Email:	Tel:	Fax:
Cellphone No.:	Purchase Order:	Date:

BAR STOOLS					
BBS001 - 2	Amarula Bar Stool	Light Imbuia or Natural Wood - chrome frame	R 420.00		R
BBS003 - 7	Apollo Bar Stool	White, Black, Red, Blue, Silver - other colours on req.	R 305.50		R
BBS009	Waterfall Barstool	White, Black - alt. colours on req.	R 460.00		R
BBS010	Cosmopolitan Bar Stool	All Aluminum - no armrests	R 275.00		R
BBS011	Flamingo Bar Stool	All Aluminum - with armrests	R 275.00		R
BBS019	Zeta Bar Stool	Black Seat - alt. colours on req.	R 150.00		R
BBS020 - 26	Yo Yo Bar Stool	Black, White, Orange, Grape, Opaque, Peach, Green	R 295.00		R
BBS027	Pyramid Bar Stool	Formed Metal Seat in Silver - chrome base	R 320.00		R
BBS028 - 30	Asteroid Bar Stool	White, Black, Red - chrome base	R 320.00		R
BBS032 - 35	Komora Bar Stool	Black, White, Brown, Red leather - chrome base	R 325.00		R
BBS037 - 38	York Slatted Bar Stool	White and Black slats. Alt colours on req.	R 120.00		R
COCKTAIL TABLES					
TCT001-5	Diablo Cocktail Table – 600	600mm diameter – S/S, White, M/Gany and Maple	R 380.00		R
TCT007-11	Diablo Cocktail Table – 700	700mm diameter – S/S, White, Black, M/Gany and Maple	R 410.00		R
TCT032	Pluto Cocktail Table	Red Square	R 515.00		R
TPR010	Pyramid Table	Round Glass, Chrome Base, 600mm diameter	R 905.00		R
CATERING & FRIDGES					
CFR001	Bar Fridge		R 970.00		R
PRESTIGE CHAIRS					
CHP012-13	Ottoman (600x600)	Black, Grey – can be re-upholstered	R 365.00		R
CHP014 -15	Ottoman (1200x600)	White, Black – can be re-upholstered	R 585.00		R
CHP016	Ottoman (1000x1000)	Various colours and material – can be re-upholstered	R 585.00		R
CHP017	Ottoman Round	Various colours and material – can be re-upholstered	R 365.00		R
ACCESSORIES					
GAC003-4	Beltrack Stanchion	Black or Red Tape – Aluminum Post	R 255.00		R
GAC010	Stanchion – Standard	Black.Alt. Colours on request	R 130.00		R
GAC011	Stanchion Chrome		R 255.00		R
GAC012-15	Stanchion Rope	Red,Black,Blue,White.Alt.Colours on Req.	R 50.00		R
<p style="color: purple; font-size: small;">We Offer a wide variety of Furniture for Hire. Please contact us for more options.</p>			SUB TOTAL CPT SHOW EX VAT		R
			SUB TOTAL JHB SHOW EX VAT		R
			SUB TOTAL FURNITURE EX VAT		R
			SURCHARGE 20%		R
			14% VAT		R
			TOTAL		R

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PLANT HIRE – JOBURG SHOW

Company Name:	Contact Person:	Module:
Postal Address:	Postal Code:	Company VAT No.:
Email:	Tel:	Fax:
Cell phone No.:	Purchase Order:	Date:

Code	Description	Container Options			Price Excl vat.	Qty	Total
		Stone	Terra	Black			
P1	Large Plant (approx. 2m high) - Bark Chips				R 230.00		R
P2	Large Plant (approx. 2m high) - Greenery				R 245.00		R
P3	Large Plant (approx. 2m high) - Colour				R 245.00		R
P4	Small Plant (approx. 1m high) - Bark Chips				R 195.00		R
P5	Small Plant (approx. 1m high) - Greenery				R 215.00		R
P6	Small Plant (approx. 1m high) - Colour				R 215.00		R
P7	Standard / Lollipop Tree - Bark Chips				R 270.00		R
	<u>Table Tops</u>						
P8	20cm Pot - Greenery	Blue Ceramic Only			R 115.00		R
P9	30cm Pot - Greenery	Stainless Steel Only			R 135.00		R
P11	Bonsai - Medium	Ceramic Pots Only			R 175.00		R
SUB TOTAL FOR JOBURG SHOW EX VAT							R
SURCHARGE 20%							R
14 % VAT							R
TOTAL							R

PLANT HIRE – CAPE TOWN SHOW

<u>Code</u>	<u>Size</u>	<u>Description</u>	<u>Price – excl. vat</u>	<u>Qty</u>	<u>Total</u>
KC1	30 cm Plastic	White Planter with Small Plant +/- 0,8 m	R 195.00		R
KC2	35 cm Plastic	White Planter with Medium Plant +/- 1,4 m	R 208.00		R
KC3	43 cm Plastic	White Planter with Large Plant +/- 2 m tall	R 240.50		R
KC4	40 cm	Stainless Steel Planters with Med/Large Plant	R 591.50		R
KC5	49 cm	Genuine Terracotta Planters with Large Plant	R 494.00		R
KC6	49 cm	Genuine Ceramic Planters with Large Plant	R 494.00		R
SUB TOTAL FOR CAPE TOWN SHOW EX VAT					R
SURCHARGE 20%					R
14 % VAT					R
TOTAL					R

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STAND ENHANCEMENTS		
Company Name:	Contact Person:	Stand Name / Number:
Postal Address:	Postal Code:	Company VAT No.:
Email:	Tel:	Fax:
Cell phone No.:	Purchase Order:	Date:

Item	Description	Rate ex Vat	Qty	Total Ex Vat	
Glass Shelves for shelf unit	Square 460 x 460 (Applicable to Silver & Gold options only)	R 480.00		R	
Glass Shelves for shelf unit	Triangular 660 x 660 x 960 (Applicable to Bronze option only)	R 650.00		R	
Perspex	To Enclose shelves & create a showcase	POA			
All items are on hire. Price includes delivery & Installation				SUB TOTAL FOR CPT SHOW EX VAT	R
				SUB TOTAL FOR JHB SHOW EX VAT	R
				TOTAL FOR STAND ENHANCEMENTS	R
				SURCHARGE 20%	R
				14% VAT	R
				TOTAL	R

TERMS AND CONDITIONS OF SERVICES ORDERED

1. All order forms must reach Expo Solutions (ES) on or before the deadline date as stated on the order forms.
2. A Surcharge of 20% will be charged on all late orders.
3. Payments made to ES must be made on presentation of invoice.
4. Services will not be installed or delivered until full payment has been received by ES.
5. All Services are on a Hire basis only and remain the property of ES & the respective Suppliers.
6. Octanorm Infill Panels and carpet tiles are not to be damaged or altered. Any damages or shortages will be for the exhibitors account, and shall be charged for at full replacement value.
7. By completing any of the Service Order Forms, the above Terms and Conditions are agreed to and understood.

Contact Details:

Expo Solutions

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