

### Important Dates and Times

- Building of the exhibition stands in the Exhibition Centre will take place in the morning of 20 August 2024 by Expo Solutions. You will have the opportunity to finalise your stands in the afternoon and between 13h00 and 17h00. **Your stand must be completed by 17h00 on 20 August** as the Cocktail Function takes place in the Exhibition Centre.
- Break-down of the stands will commence at 15h00 on 22 August 2024

### People in Attendance

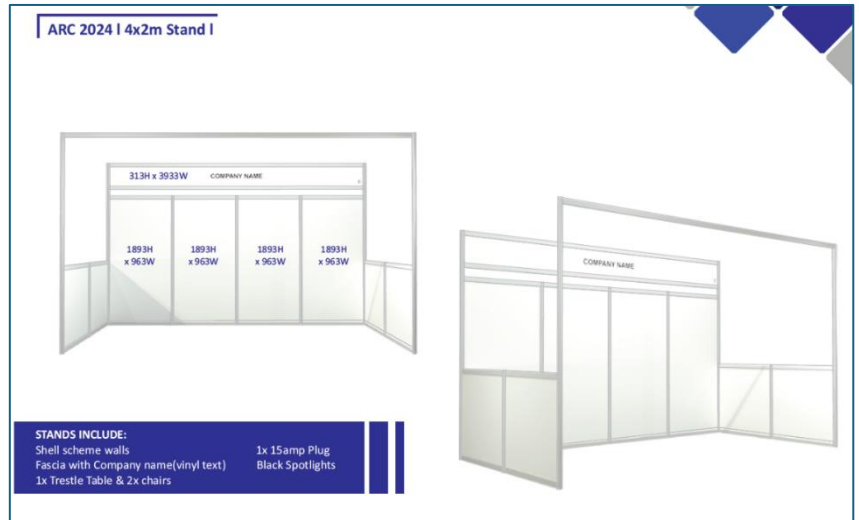
- All exhibition stands come with a delegate ticket. This ticket grants that person access to all networking activities on Tuesday 20 August 2024, conference sessions and meals, as well as the dinner on Wednesday 21 August 2024 and conference sessions and meals on Thursday 22 August. Please ensure your registration accurately reflects the details of this delegate.
- Additional people who will just be manning the stand and require daily meals must have their own ticket for each day
- Additional people who will just be attending either the cocktail function on 20 August and/or the dinner on 21 August must have their own ticket

Please contact [peggy@hoasupport.co.za](mailto:peggy@hoasupport.co.za) if there are any changes/additions to the people in attendance

### Exhibition Stands through EXPO Solutions

- EXPO Solutions (<https://exposolutions.co.za/>) are our partner for the building of the stands
- All stands come standard with the following:
  - Shell scheme walls (see below screenshots of shell scheme graphics)
  - Fascia with company Name (vinyl text)
  - 1x 15amp plug point
  - 1 x black spotlight
  - 1x trestle table and 2x chairs
- Please see stand layouts for 2mx2m, 3mx2m and 4mx2m exhibition stands below and on page 2
- All exhibitors must fill out the “Summary” and “Fascia” tab of the EXPO Solutions **Services Manual** (attached to this email) whether you are ordering additional items from them or not. **This must be done by 2 August which is the deadline and sent to [karenr@exposolutions.co.za](mailto:karenr@exposolutions.co.za), If EXPO Solutions are doing any extra branding for you, the deadline for artwork is 29 July**
- Exhibitors then have the option to change or upgrade their stand, which can be ordered using the Services Manual
- Exhibitors can also order additional items or furniture through EXPO Solutions
- PLEASE NOTE
  - Exhibitors do not need to make use of the shell scheme and items provided. Please let us know if you are making use of your own contractor
  - Exhibitors do not need to order additional items through EXPO solutions, but must still complete the “Summary” Tab of the Services Manual





## Exhibition Allocation

Exhibition stands have been allocated as per the table below. Please refer to the floorplan images (on page 3) for better context of where the exhibition stands are in relation to the conference venue.

Food (teas & lunch) and drinks will be served during the breaks in the Foyer Exhibition area where delegates enter from the car park and where Registration takes place, as well as in the Exhibition Area that leads to the Conference Room. The cloakrooms are also situated in the Foyer area.

If you would like a site visit, please arrange this with Jono at [jono@hoasupport.co.za](mailto:jono@hoasupport.co.za).

Stand Number(s)	Company	Stand Size	Stand Number(s)	Company	Stand Size
1	ClickOn	2x2m	18	Auto X	4x2m
2 & 3	Stratafin	4x2m	19	Impro/Idemia	3x2m
4	Lumi	3x2m	20	Eva-Last	4x2m
5	Ontec	4x2m	21 & 22	CSOS	4x2m
6	Fidelity	2x2m	23	PKF Octagon	2x2m
7	CommunityworX	4x2m	24	Axis	4x2m
8 & 9	Decentral Energy	4x2m	25	PEC	4x2m
10	Security Franchise	2x2m	26	Plentify	3x3m
11 & 12	Gallagher	4x2m	27	FNB	3x2m
13 & 14	Cathexis	4x2m	28	Glovent	3x2m
15 & 16	Excellerate	4x2m	29	Old Mutual	3x3m
17	Cox Yeats	2x2m			

## Important Contact Information

For any queries before or during the conference, please contact Jono on 083 286 5939 or [jono@hoasupport.co.za](mailto:jono@hoasupport.co.za) or Peggy on 083 444 4175 or [peggy@hoasupport.co.za](mailto:peggy@hoasupport.co.za)

