



3-5 June 2025 Emperor's Palace, Gauteng

Dear Exhibitor

Welcome to Avi Africa 2025. We wish you every success with your participation and hope that you will enjoy the exhibition.

The Exhibitors' Manual will be available on our website soon – [Click Here!](#)

The floor plan has been approved by Emperors as well as the local Municipality's Health and Safety officers. The area is already almost full and we need your support to not exceed your stand space and height restriction. Nothing will be allowed outside of your stand and in the passages. **Please note that you are not allowed to close your stands facing the isles. The height restriction is 3.5m. The height restriction under the mezzanine is 2.2m.**

Should you make use of a private company to do your designer stand, please forward all correspondence to them.

1. BUILD-UP

- Our Official Contractor on site is ConCept G Global for all Shell Scheme and Services. Our contact person is Gill Gibbs. She is also able to build designer stands at your request. Please contact her directly on +27(0)83 260 8035 or +27 (0)10 026 0041 or on GGibbs@conceptg-global.com
- An Exhibitors' Pass should be completed and handed to the drivers of each of your vehicles. This is only for the set-up days.
- **Exhibitors can start set-up of their stands on Sunday 1st June but only from 12:00. This will give our builders time to do the lay-out of the floor plan.** You can also do build-up on Monday 2nd June from 06:00.
- There will be 2 forklifts and 10 big trolleys available to assist with your equipment.
- Please contact me should you wish to bring your big equipment on Sunday. We can then ensure that assistance is available.
- If you bring your big equipment on Monday, please note that this can only be done after 11:00.
- The height and width restriction for this entrance is 2.1m x 2.1m
- All other equipment can go through the side entrance where trolleys will be available. There is also a height restriction of 2.1 meters.

- Please offload all your equipment at once and move your vehicle for others to offload. This will ensure that there are no pileups of vehicles.
- Only Prestik or double-sided tape may be used on the shell scheme. If the fascia boards are damaged by you or your workers, you will be charged accordingly.
- We also have hooks available which can be collected from Gill. She and her staff will always be in the venue.

2. STAND BUILDERS

- Exhibitors taking **stand space only** are eligible for a cheaper rate.
- You will need at least a single phase 30Amp distribution board, and this can be ordered directly from ConCept G Global. See the extras as an attachment to this manual, available soon. Three phases are available should this be required. The distribution board is mandatory for all 'space only' stands and without this order being placed, your stand will not have electricity.
- An electrical certificate of compliance (Electrical COC) should be issued by your stand builder and handed in at the Service Desk on site, once your stand is completed. A copy should always be available on your stand for inspection by the Health and Safety Department of Emperors Palace.
- A structural certificate of compliance (Structural COC) and plan should be issued by your stand builder and handed in at the Service Desk on site, once your stand is completed. A copy should always be available on your stand for inspection by the Health and Safety Department of Emperors Palace.
- Your stand builder will need to hand in their Safety File to the Health and Safety Department of Emperors Palace.
- **Please make yourself aware of all the compliances of the Occupational Health and Safety Act that came into operation on the 1st of August 2010.**

3. SHELL SCHEME

- If you have booked a standard stand, you will get the following included in the package:
 - ❖ 1x conference trestle table – 1.8 x .8 x .8m. The table will be covered with a white table cloth.
 - ❖ 2x conference chairs

Per 6 and per 9 sq.m:

- ❖ 2x spotlights
 - ❖ 1x 15Amp plug point
 - ❖ 1x Shared single phase 30Amp distribution board
 - ❖ Fascia name in navy blue on white background
- The height of the shell scheme is 2.5m.
 - Under mezzanine, the shell scheme panel height is 2m.
 - Please refer to the form **enclosed, will be available soon**, to complete the fascia name required for the fascia board – to be returned to ConCept G Global by 28 April 2025, GGibbs@conceptg-global.com

4. STAND EXTRAS

- All stand extras can be ordered from ConCept G Global by no later than 05 May 2025.
- Stand extras will only be secured and delivered when full payment is received.
- A surcharge will be charged for stand extras ordered on site and these orders are payable immediately.
- Designer furniture is also available. See the catalogue. Place your booking early to avoid disappointment.

5. BREAKDOWN

- Breakdown can start at 15:00 on Thursday 5th June after afternoon lunch. ConCept G Global will also start their breakdown at the same time. Please note that we must clear the area by 22:00.
- **It is the responsibility of each exhibitor to be at his/her stand during the breakdown to ensure the safe removal of exhibits. Please note that the organisers cannot be held responsible for any loss or damage.**

To ensure a professional conclusion about the event and to honour the interest of supporting groups' programmes, please ensure that your stand is manned until 14:00. Remember that this is also your event and your co-operation in this regard will be appreciated.

6. GENERAL

Some "administration" pertaining to the build-up and breakdown of the stands are listed below. Please adhere closely to these. The security company at Emperors Palace is doing their utmost to ensure the safety of your equipment for the duration of the expo. Please ensure that no loose items are left at your stand in the evening.

- **A cancellation fee of 100% will be applicable should you cancel your stand after 1 April 2025.**
- **Registration of exhibitors is **compulsory**. Please ensure that we receive the completed registration forms and payment for all your representatives who will man your stand and any guests that may be joining you. (Registration form attached). You are welcome to use the online registration and payment before 30 April 2025 at discounted rates, visit <https://registrations.sapoultry.co.za/>. This is for non-members and there are different package options to choose from – with or without lunch.**
- We will have a full day tea station available to all registered delegates in the exhibition area.
- Lunch will be served in 2 sessions. Exhibitors can make use of the first session to ensure that they are back at their stand when congress breaks for lunch. Make sure that you receive your lunch vouchers with registration.
- Your conference registration nametag will be your pass for **free parking**. Under roof parking is also available free of charge. Just advise at the gate that you are there for Avi Africa.

- Additional security for your stand is also available, whereby it will be guarded after closing time. This service is available at a charge by the security company. Please speak to me should you wish to make use of this service.
- The exhibition hall will be opened at 07:00 every morning.
- SAPA's cocktail function will be held on the second night, 4th June at 18:00. Cocktail tickets are for sale at R265 per person who are not registered.
- Exhibitors are encouraged to have their own private function at their stands on the first night, the 3rd June to entertain their clients. Should you wish to make use of this opportunity, please contact me for arrangements.
- Exhibitors are welcome to invite a few of their clients to visit their stands on the last day. This will be free of charge, but they must be registered by no later than 5th of May. They are welcome to enjoy tea and snacks.
- Your flat screen TV should not be in the passageway but on your stand. As a courtesy to other exhibitors please do not close any walls facing the passageway. If you do close some of the sides, please cover these walls with posters.
- **No liquor or food** will be allowed on the premises other than that which will be for sale at the venue. However, you may bring your own snacks and cold drinks to serve at your stand.
- **No unregistered pharmaceuticals may be promoted. See page 5.** The complete "South African Code of Marketing Ethics for Veterinary Pharmaceuticals" are available on request. Any exhibitor not adhering to the pharmaceutical Code of Conduct will be asked to remove their products.
- Should any problem occur during the exhibition, I will always be available. My cell number is 084 231 4889.

7. ACCOMMODATION

All hotels are under the roof of Emperors Palace. Special rates have been negotiated with Emperors Palace. Contact reservations@peermont.com for your booking. Please make sure you use the booking number for the preferred hotel. **An updated document with the booking number for reservations will be available soon.**

Should you have any uncertainty, do not hesitate to contact me.



Louisa Nel
 Administration and Events Coordinator
 Cell 084 231 4889
 E-mail: reception@sapoultry.co.za

GENERAL CODE OF CONDUCT

1. Registration

- 1.1 Veterinary Pharmaceuticals must not be promoted prior to the product obtaining registration from either the Medicine or Stock Act, which permits its sale, supply and use in South Africa.
- 1.2 The promotion of a registered Veterinary Pharmaceutical must be in accordance with the terms of its registration and must be consistent with the particulars listed in the approved package insert (Act 101/1965) or label (Act 36/1947).
- 1.3 The legitimate exchange of medical and scientific information during the development of a veterinary pharmaceutical, including un-sponsored editorial in the public media is not prohibited provided that any such information or activity does not constitute promotion, which is prohibited under this or any other clause.

2. Samples

- 2.1 The Medicines Act does not permit sampling of veterinary medicines.
- 2.2 The supply of samples of veterinary medicines for promotional purposes is not permitted under the Medicines Act. The supply of veterinary medicines for exhibition purposes may be permitted under Act 101 (1965). Provision of samples to MCC or drug inspectors are however permitted in the normal function of their duties. Samples are also permitted for compassionate use programmes or for clinical trial purposes.