



CAPE TOWN INTERNATIONAL CONVENTION CENTRE (CTICC): IMPORTANT INFORMATION & GUIDELINES FOR 2026 ISMRM EXHIBITORS

EXHIBITION HALLS

- Exhibition Halls offer access to power, water, and data communications every 4.5 m throughout the hall.
- Ceiling height is 18 m at its highest point and 10 m at its lowest. Hall 4B has a fixed ceiling height of 9 m.
- Halls 1 to 4A have concave ceilings.
- The corridors between Exhibition Halls can absorb sound at a maximum level of between 45 dB and 55 dB (decibels) of sound.
- Maximum weight capacity on flooring in the Exhibition Halls:
 - 1 500 kg/m² in Exhibition Hall 1, 4A and 4B
 - 3 000 kg/m² in Exhibition Hall 2 and 3
- The maximum weight to be hung from the ceiling in Halls 1 to 4A is 500 kg per node, with a maximum of 3 000kg per Toblerone truss.
- The ground and upper floors each have eight rigging points. Please note that the weight capacity per Toblerone truss may be reduced when different wall configurations are used inside the halls. If closed wall configurations are used, it is important to consult the engineering manual available from the CTICC maintenance or safety and security division.

CLEANING

Exhibitors are responsible for always maintaining their own stands. The CTICC's contracted supplier will provide cleaning during exhibition build-up, show day and breakdown for a fee.

Cleaning is a compulsory service provided by the CTICC contracted service provider, and this includes exhibition stand cleaning. Please contact the Sales or Event Executive for a quote. Only the CTICC's contracted cleaning service provider may be used for all events and exhibitions.

FOOD & BEVERAGE

The CTICC exclusively provides all food and beverages for events, including exhibition stands. A full range of services is available and any required items can be sourced. The CTICC is Halaal-certified by the Islamic Council of South Africa (ICSA) and is ISO 22000 accredited for its Food Management System. Therefore the CTICC must trace the source of all food and beverages served. The Food and Beverage Department will customise a menu to suit your requirements.

Additional costs apply for kosher meals, which are produced by a third-party supplier.

CTICC is the sole provider of food and beverage, and no external food is allowed on the premises.

EXHIBITOR CATERING

The CTICC is the exclusive provider of all food and beverages on its premises.

Only in exceptional circumstances where the CTICC cannot provide a specific food or beverage product will management consider a request to sell food and beverage items on its premises. In these exceptional instances, a 30% corkage fee will be levied on each item sold. A Certificate of Acceptability for food services issued by the Department of Health must be produced and handed to the CTICC prior to set-up. On-site cooking requires detailed discussions and approvals by both the CTICC Food & Beverage Department and the Health and Safety Officer.

An external third-party food and beverage provision is only approved in exceptional cases, clients are reminded that the corkage fee is at the sole discretion of CTICC management and must be paid before the event begins.

Orders for food and beverages will only be accepted if the following information is provided to the CTICC:

1. Exhibition and stand number
2. Contact person
3. Contact phone number(s)
4. Food and/or beverages orders
5. Credit/debit card details

Food and beverage orders must be confirmed 7 days before the event. Ordered items will not be returned for credit.

Payment may be made via:

1. Pre-orders: EFT or payment link
 2. On-site: credit card, debit card or cash (this includes 20% surcharge for all on-site orders).
- Upfront payment is required before services are provided.

- Orders booked less than 7 days are subject to 20% surcharge.

For quotes, please contact the Conference and Exhibitor Services Department at confexquotes@cticc.co.za.

WASTE REMOVAL SERVICES

The CTICC and/or its contracted supplier have the exclusive right and responsibility to provide waste removal services within the convention centre. Waste removal is mandatory for all events with custom stands. Please contact the Sales or Event Executive for a quote on the removal of the event wood waste. Upcycling services for wood and glass waste are available at a cost.

ELECTRICAL

The CTICC 's contracted electrical supplier provides all connections from the main services to above surface or ground. No external service provider is allowed to connect to the CTICC's main supply.

The CTICC is equipped with several power systems. Electricity is reticulated at 240 V and 380 V. If your power requirements equal or exceed 32A 3-phase, you must notify your Event Executive at least two weeks in advance of the event.

All main power installations, from source to outlet, may only be carried out by the CTICC's Maintenance Division staff or by the preferred CTICC electrical contractor. All installations must comply with the Electrical Installations Regulations. An Electrical Certificate of Compliance must be issued by a competent person.

Any electrical equipment brought into the CTICC must comply with South African Electrical Installation Regulations and SANS 10142. Non-complying equipment will immediately be removed from the premises at the expense of the exhibitor. Costs for damage caused by faulty equipment will be charged to the exhibitor.

ICT SERVICES

All Wi-Fi, internet, and other connectivity services are exclusively provided by CTICC. These services form part of the venue's core infrastructure and cannot be supplied by any external service provider.

Complimentary general Wi-Fi will be provided for attendees and exhibitors throughout the CTICC. For high-speed and custom Wi-Fi orders for booths, please use the internet order form provided on ISMRM's Exhibitor Service kit to place an order.

Additional ICT-related services may be arranged through Confex and CTICC's ICT Division. No external service provider may install, supply, or manage any ICT, Wi-Fi,

internet, or connectivity services within the venue without the prior written consent of the CTICC.

KEEP IN MIND:

Any exhibitor intending to present/display/exhibit products on their stand must:

- Consider all safety measures for the exhibit.
- Securely install all working machinery to prevent base slippage and ensure the safety of passers-by.
- Guard all moving machinery parts.
- Conceal starting devices so that machines cannot be operated by unauthorised persons or visitors.
- Ensure toxic fumes and other irritants caused by an exhibit are not released into the Exhibition Hall. Prior approval from the relevant controlling authority, in addition to that of the CTICC, must be obtained.
- Ensure there is adequate protection for the hall flooring, carpets and facilities.
- Ensure that any product or display, such as roofing, awnings or lighting, is highlighted in your stand plan and then submitted to the CTICC for the Fire Department's approval. Without the approval of the Fire Department and the CTICC, no such product or display will be permitted.
- Ensure that relevant local government authority licences and/or permits are obtained, and stipulated regulations and conditions are observed.

FLAME RETARDANCY

- Flammable materials such as fabric, paper, banners, wood pallets, hessian, thatch, and straw are considered major fire hazards and require a fire-retardant certificate before the event.
- Draping must not touch electrical wiring, fittings, or globes and should be at least 5 cm above the carpeted floor.
- Halogen lights are not permitted. All light displays must be low wattage or LED.
- CTICC management ensures that products are suitably treated. If a registered fire contractor is required, please contact CTICC management.

INSURANCE

Exhibitors are advised to secure all-risk insurance from their country of origin to the exhibition stand, covering the entire event period and return. Exhibitors should ensure full coverage with public liability and comprehensive protection.

COVERED STANDS

Covered stands are only permitted if detailed drawings are submitted at least 45 days before the event for approval by the CTICC's management. It may be necessary to apply to the City of Cape Town for a temporary building permit and a structural engineering certificate.

Floor plans and Custom Stands (covered or double-tier) must be submitted to the City of Cape Town's Building Management Development for approval at least 30 working days prior to the event build up. Late submission will incur a penalty fee.

CUSTOM-BUILT STANDS

To comply with legal, safety, fire and building regulations, exhibitors using and/or planning to use any custom-built stands are required to provide a structural engineer's appointment letter (BDM11 and 12) to the CTICC, for authorisation 45 days before the event.

"Space only" stand builders must submit a structural engineer's appointment letter for stands over 3 m high or any custom-built stand. Floor plans must incorporate front, side and top elevations. These should be submitted to the CTICC for approval at least 45 days before build-up day. All custom stands require a structural engineer's certificate (BMD13) on completion. Non-compliance with this requirement may result in refusal of permission and a temporary building permit will not be issued.

STAND EQUIPMENT

Only a limited number of equipment/appliances are available (refrigerators, coffee machines or sushi fridges, for example). It is recommended that bookings are made at least three to four weeks prior to the event. Equipment is leased for the entire duration of the event.

STAND CONSTRUCTION

The CTICC will recommend a stand builder if requested.

- All contractors are required to observe the CTICC's rules and regulations. An induction process ensures compliance with legislation and the CTICC's house rules. Your Sales or Event Executive can provide further details.
- All stand construction staff are required to wear their company's identification badges for the duration of the build-up and breakdown of an exhibition.
- Failure to advise the CTICC of contractors coming onto site may result in staff being refused entry.
- Stand walls must be clad on the reverse side to maintain aesthetic appeal.

SHELL SCHEMES

The maximum height to which a shell scheme may be built in a breakout block is approximately 2 500 mm.

The entrance doors are 1 800 mm wide and 3 090 mm high, and the ceiling height in these rooms is 3 100 mm. A space of at least 600 mm is required above the shell scheme to accommodate the fire sprinklers.

CONSTRUCTION

No cutting, drilling, painting, or other construction work will be allowed without the use of protective drop sheets. Two workshop areas have been provided in the Marshalling Yard for this purpose. Suppliers found working without the necessary protection to cover carpets, will be removed from the venue and refused further access. The CTICC will not be liable for delays in an event's starting time due to suppliers being removed from the site.

All stand-specific orders and queries need to be directed to:

Nqobile Mchunu

Operations Services Coordinator

+27 (0)60 524 3025

nqobilem@cticc.co.za

Please ensure to include the event name, your stand name and number.

PARKING

Exhibitors and contractors are limited to 1.5 hours for small vehicles and 3.5 hours for trucks.

Illegally parked vehicles will be clamped, with a R500 unclamping fee.

CTICC MARSHALLING YARD TARIFFS

VEHICLE TYPE	DURATION	PRICE
	0 - 1hr 30min	Free
	0 - 3hr 30min	Free
	1hr 30min - 2hr 30min	R100
	2hr 30min - 3hr 30min	R150
 	3hr 30min - 4hr 30min	R250
 	4hr 30min - 5hr 30min	R300
 	5hr 30min - 6hr 30min	R350
 	6hr 30min - 7hr	R400
 	7hr - 8hr	R450
 	8hr - 24hr	R500
 	Overnight Parking	R1 000
	Lost Card	R500