

# BUILDING CARE



## ALTERATIONS TO FURNITURE, FITTINGS & ARTWORK

Moving furniture, fittings and artwork in public areas is not permitted. No attachments to the building are allowed without prior written consent from the CTICC's management.



## DAMAGE

Event organisers are responsible for covering the cost of damage to the premises caused by themselves, their agents, contractors, sub-contractors or by anyone employed or engaged on their behalf. Any client found damaging CTICC property will be charged with the replacement value of the item.

The CTICC appreciates that clients need to decorate their sets by means of painting, welding, angle grinding, cutting timber, wallpapering and other processes, but clients should note this is not permitted inside the venue. A specific area is demarcated in the Marshalling Yard for this purpose.

Pre- and post-venue checks are conducted, and any damage will be noted and discussed with the client.



## FIREWORKS (PYROTECHNICS)

Approval from CTICC Management is required for fireworks or pyrotechnics. A permit from the SAPS must be obtained for the use of firework displays, pyrotechnics or demonstrations taking place in- or outdoors. This permit must be presented to the CTICC 72 hours prior to the display. Firework displays may only be presented by a qualified pyrotechnician, and these displays are at the discretion of the CTICC's management.

Where the fire detection and alarm systems are required to be isolated for the use of fireworks, hazers and foggers, a trained and qualified fire marshal is required to be appointed for this period. Contact your Event Executive for details on booking a trained fire marshal.



## FLAMMABLE & HAZARDOUS MATERIAL

Prior written permission is required from CTICC management and the Fire Department for the use of flammable and/or hazardous material, including gases (LPG) and liquids. No liquid petroleum is permitted inside the CTICC. Should LP gas be used, only 9 kg alongside one backup gas cylinder is permitted.

The Fire Department has a very strict 'no-fires in the CBD' policy, and naked flames, candles, barbecues and open flame torches are prohibited. All approvals must be requested in writing. Polystyrene, straw, pallets and hessian products are prohibited unless treated with a fire retardant and a fire-retardant certificate is provided by the client or production manager.

All materials and equipment used must be non-flammable and fire-resistant.



# HOUSEKEEPING



## BALLROOM HOUSE RULES

- Exhibitions are generally not accommodated in the Ballroom.
- Maximum height of stands: 3 m.
- No hot works are permitted in the Ballroom.
- No electrical sawing, cutting or grinding may occur in the Ballroom.
- Loading into the Ballroom can only occur from Walter Sisulu Avenue and not via the Main Reception. Security must be booked on load-in/out.
- Driving on the Ballroom carpet is not permitted unless floorboards are placed to prevent carpet damage.
- No painting is permitted on the Ballroom carpet unless cover sheets are used.
- Correct points must be used for rigging; load certificates can be obtained from your Event Executive.



## CONDUCT

The event organiser is responsible for the conduct of staff, suppliers, sub-contractors and service providers while on CTICC premises. The event organiser also undertakes to ensure that no unacceptable behaviour, including excessive consumption of alcohol, playing loud music, use of abusive language, or lack of respect for the building, its infrastructure and personnel, occurs while on CTICC premises.



## FIREARMS/TRADITIONAL WEAPONS

The CTICC is a weapon-free venue – therefore the use and carrying of any weapon is prohibited. When firearms form the basis of an exhibition, a special permit is required for their display. Firearms and ammunition must be displayed in secure, lockable cabinets. Imitation weapons or dangerous apparel may be permitted at the discretion of CTICC management, with prior written approval.



## GAFFER/DUCT TAPE

- The use of gaffer tape, duct tape or any other tape on the carpets is strictly prohibited, except for slipway cable cover tape, obtainable from a hardware store.
- Contractors must run cabling in ducting channels on the sides of the Ballroom.
- Where cables need to be run across the floors, these must be covered by purpose-made rubber matting supplied by the contractor.



## GRATUITIES

CTICC staff do not expect gratuities. Exceptional service may be rewarded at the discretion of the event organiser. Any amounts can be signed to the master account and will be distributed accordingly. The event organiser is kindly requested not to give, pledge or promise gratuities, gifts, donations, or remuneration to staff employed or engaged by the CTICC.



## LOST CHILDREN

Children should not be left unattended at any time. If found, they can be retrieved from Reception in the Main Entrance foyers of CTICC 1 and CTICC 2.



## LOST PROPERTY

Under its General Conditions of Hire, the CTICC requires that event organisers indemnify the CTICC from all claims resulting from loss of property, as well as accident, damage and/or injury occurring at the CTICC. If not returned to the owner, lost property will be kept with security for three months.

Unclaimed items will be donated as part of the CTICC's Corporate Social Responsibility (CSR) programme.



## SMOKE GENERATION/HAZERS

Advance notice must be given to your Event Executive if smoke machines or hazers are to be used. The Event Executive will arrange for smoke detection systems to be isolated during use, requiring a trained fire marshal with a hand-held extinguisher on duty. These safety measures will be at the event organiser's cost.



## SPRAY PAINTING

Spray painting is not permitted inside the CTICC. A designated area for this purpose will be provided in the Marshalling Yard. This arrangement must be made with the Event Executive.

# NEED TO KNOW



## CULTURAL CATERING POLICY

CTICC's international kitchen can accommodate various cultural preferences, with partnerships established to ensure dietary needs are met.

To accommodate specific requirements:

- The event organiser must ensure that the CTICC is fully aware of the dietary requirements for its function well in advance.
- The CTICC will manage the entire function, including, but not limited to, service, beverages, staff and equipment.
- If clients request traditional meals the CTICC is unable to produce, then the main meal will be sub-contracted to the centre's accredited and preferred cultural caterers and prepared in the CTICC kitchens.
- The appointed caterer may be allowed to bring in their own chefs to assist with the serving of the meals, but a surcharge will apply, as per the Food and Beverage Department.
- Surcharges may apply to the above.

Please note that the CTICC kitchen is Halaal-certified by The Islamic Council of South Africa (ICSA). Surcharges will apply for strictly Kosher meals.



## DAMAGE

Event organisers are responsible for the cost of replacing or repairing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors, or anyone engaged on their behalf. Any event organiser found damaging walls, carpets, or

other CTICC structures will be charged for the replacement value of the items.

Pre- and post-event checks are conducted, and any discrepancies will be communicated to the event organiser for repair and payment.



## DISCLOSURE

Event organisers are required to provide their event and company profile to the CTICC. Exhibition organisers must supply an exhibitor profile and a list of all exhibitors prior to the event dates. This aims to protect organisers and the CTICC from 'ambush marketing' and conflicts of interest.



## FIRE REGULATIONS

Event organisers are advised of the following fire regulations at the CTICC:

- All materials used in an exhibition must be non-flammable and fire-resistant in accordance with local fire ordinances and regulations established by the City of Cape Town Fire Safety bylaws and Fire Protection Association of South Africa. Fire regulations prohibit the use of crêpe paper, corrugated paper, cardboard, PVC sheeting (except on the floor to prevent damage to carpets), or any other highly combustible or flammable materials.
- Electrical signs and equipment must be wired to meet the specifications of local fire authorities.
- Fire extinguishers on walls, floors or elsewhere may not be removed or obstructed in any manner.
- Any exhibitor with equipment that produces heat, smoke or open flames must receive written approval of plans

from the CTICC's management. Should this equipment be approved for use, a qualified fire marshal must be appointed to the specific venue at the organiser's cost.

- All aisles and exhibits must always be kept clear.
- Fire extinguisher equipment, emergency exits, and signage (including those inside exhibits) must always remain visible and accessible.
- No storage of any kind will be permitted within the confines of the exhibition floor and/or placed behind the exhibition stand or CTICC walls or curtains.
- All displays are subject to inspection by the fire/safety officer. If any construction materials are found to be flammable, they may have to be dismantled.
- Polystyrene products are prohibited unless treated with a fire retardant, and certified proof from an authorised service provider is provided by the exhibitor. Only on receipt of the certificate may the stand be constructed.
- Chairs in a row of 15 or more must be cable tied.
- No open flames are allowed, including decorative candles.



## GAS USAGE POLICY

The following regulations are drafted in accordance with the Health and Safety Policy, as well as the requirements of the Fire Department:

- All spare gas bottles need to be stored off-site or in a temporary storage cage approved by the Fire Department. This is the exhibitor's responsibility.



- Gas usage exceeding 19kg requires external piping in accordance with fire regulations.
- Gas bottles must be fitted with pressure regulators.
- No connections are allowed during show times. All connections must be made during the morning of the day the show commences. Should the gas run out during the day, no further installations will be allowed until the following morning.
- The exhibitor takes full responsibility for all aspects of the Health and Safety Act applicable to the installation.
- Upon delivery, the gas bottles need to be checked through the Control Room. Only a certified installer may connect the gas.
- The exhibitor remains solely responsible for the safety and security of cylinders, whether in the Exhibition Hall or in the Marshalling Yard.
- The exhibitor must ensure that the correct type and quantity of firefighting equipment is on hand. All firefighting equipment must have service labels from a SABS-approved service company and include a service date not older than nine months.
- There is no extraction in the Exhibition Halls, so cooking must be kept to a minimum. No deep fat fryers are allowed on site.
- The CTICC reserves the right to remove all gas from its premises should any of these conditions not be met.



## PRICING STRUCTURE POLICY

The CTICC implements annual price adjustments in November each year for the following year. Event organisers should anticipate an annual increase of approximately 12% on all prices quoted.

All prices quoted are exclusive of VAT, except for food and beverages that include VAT. Prices are for the current year and are subject to change without notice.



## SMOKING POLICY

As defined by the Tobacco Products Control Act 83 of 1993, the CTICC is a public place and consequently, smoking is not allowed on the premises. Anyone requesting that a part of the CTICC be made non-compliant with the regulations will bear all related costs and expenses. Persons who fail to comply with the provisions of this policy will be prosecuted and may be liable to a fine.

In line with legislation, no smoking, vaping or the use of e-cigarettes are allowed within 10 m of a public building entrance and the sale or advertisement of any tobacco products are prohibited, including vapes and e-cigarettes.

