



hpci
SOUTH AFRICA

09-10 September 2020
MIDRAND | SOUTH AFRICA

HOME AND PERSONAL CARE INGREDIENTS EXHIBITION
GALLAGHER CONVENTION CENTRE

BOOKING FORM

EXHIBITOR DETAILS

Company Name

Contact Person Name

Company Billing Street Address

Phone (incl. national and local code)

Postal Code

City

Mobile (incl. national and local code)

Country

E-Mail

VAT No.

Fax (incl. national and local code)

Sector

Company WWW

BOOTH DETAILS

Selected Booth Number *

Booth Size (sqm)

* availability to be confirmed by organizer

Selected Package:

Shell Scheme Package

Space Only Package

Net Price (incl. discount)

Please return this form by e-mail to:

Robert Fischer (Mr): robert.fischer@sofw.com

Contact: Phone +49 8281 79940-30 · Fax +49 8281 79940-50 (English / Deutsch)

I am an authorised representative of the company and with full power and authority to sign and deliver this order. I hereby agree to the attached General Terms and Conditions.

Date

Authorised Representative Name

Signature



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EXHIBITING OPTIONS AND PRICES
SHELL SCHEME STANDS + SPACE ONLY

| | | SHELL SCHEME STANDS PACKAGE* | | | | | SPACE ONLY PACKAGE (min. 12 m ²) |
|--------------------------|------------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|------------------------------|------------------------------|------------------------------|-------------------------------------------------|
| | | 6 m ² 3 x 2 m | 9 m ² 3 x 3 m | 12 m ² 4 x 3 m | 18 m ² 6 x 3 m | 20 m ² 5 x 4 m | |
| Price** | | 1,650 EUR | 2,475 EUR | 3,300 EUR | 4,950 EUR | 5,300 EUR | 240 EUR/m ² |
| | | 28,850 ZAR | 38,750 ZAR | 51,650 ZAR | 77,500 ZAR | 85,000 ZAR | 3,750 ZAR/m ² |
| On Site | Stand Structure + Walls | ✓ | | | | | - |
| | Stand Number, Fascia Board | ✓ | | | | | |
| | Counter | ✓ | | | | | |
| | Table(s)/Chair(s) | 1/2 | 1/2 | 2/4 | 2/6 | | |
| | Spot Lights (1 per 3 m ²) | ✓ | | | | | |
| | Double Electricity Socket ¹ | ✓ | | | | | |
| | 1 Mbps WIFI (password protected) individual access | 1 | | | | | |
| Hanger, Paper Waste Bin | ✓ | | | | | | |
| HPCI Website | Main Stand Holder Company Entry (Contact Details, Profile ² and Logo ³) | ✓ | | | | | |
| | Sharing Company Entry (Contact Details, Profile ² and Logo ³) | ✓ | | | | | |
| HPCI Show Catalog | Sharing Company Entry (Contact Details, Profile ² and Logo ³) | + 50 EUR / Entry | | | | | |
| | Main Stand Holder Company Entry (Contact Details, Profile ² and Logo ³) | ✓ | | | | | |
| | 1 Full Page Advertisement ⁴ (Additional advertisements upon request) | ✓ | | | | | |

* Other sizes for Shell Scheme Stands and additional equipment available. Prices and equipment list upon request.
**VAT: as applies.

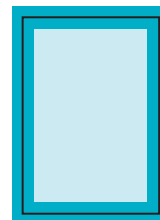
Early Bird 15% discount for orders placed by 28 Feb 2020 !

¹ Socket / Electricity: 220 V, 50 Hz, max. 1000 W consumption per socket

² Company Profile: Max. 150 words

³ Company Logo: High Quality EPS, AI, TIF or JPG (min. 300 dpi).

⁴ Advertisements: High Quality PDF. Pictures: 300 dpi, CMYK.
Alternative: EPS, TIF, JPG (highest quality).
Final size of catalog: W148 x H210 mm (DIN A5)
Required data size incl. trim: W154 x H216 mm
Security space: Please layout text and logos with min. 10 mm distance to edge of advertisement.



- Final size of printed catalog
- Required data size incl. trim
- Area for text and logos

GENERAL PARTICIPATION TERMS AND CONDITIONS (1)

1. Event

HPCI South Africa (Home and Personal Care South Africa) **Exhibition 2020**

2. Event Organizer

Society of Cosmetic Chemists South Africa

Unit 25 G, Lifestyle Riverfront Office Park
21 Boskbok Rd, off Kelly
Randpark Ridge, South Africa
VAT Reg No: 4190207248

on behalf of

Vincentz Network GmbH & Co. KG

Plathnerstr. 4c
30175 Hannover, Germany
VAT No. DE 115699823

3. Event Location

Gallagher Convention Centre

Halfway House, Midrand,
1685, South Africa

4. Days

Setup: 07-08 September 2020

Event: 09-10 September 2020

Set-up and dismantle times for the exhibitors as well as event opening hours will be announced in the Exhibitor Manual.

5. Offer

The HPCI Exhibition & Conference is a B2B platform offering information on the topics of cosmetics, fragrances, personal and household care ingredients and services.

6. Cost of Participation

The complex cost of participation at the HPCI Exhibition comprises of stand rental fees, equipment and services according to chosen Exhibitor Package.

Any additional costs like additional services, extra equipment, Technical Seminars slots will be invoiced to the exhibitor separately. All prices are quoted in EUR/ZAR plus VAT tax (where applies). Current price and pack-

ages list applies. Early Bird discount of 15% applies to orders before 28 February 2020.

7. Terms of Payment

7.1 The organizer shall issue 1-3 prepayment invoices (depends of date of order), covering in total full exhibitor fee, which shall be paid in the currency quoted on the invoice, without any deductions, by the invoice due date at the very latest.

7.2 Objections to the invoices shall only be considered if they are submitted within 14 days of the invoice issue date.

8. Subletting and Re-Letting

The exhibitor is not permitted to fully or partially sublet or otherwise offer the stand allocated to him to third parties, except in the case of obtaining written consent from the event organizer. The application for consent should be submitted at the latest 6 weeks prior to commencement of the event. In this case a processing fee of 150 EUR shall be payable to the event organizer by the sub-lessee or sub-lessees. Subletting without the specific consent from the event organizer could result in exclusion of the sub-lessee from the exhibition.

9. Rescission of the Agreement

The organizer grants the exhibitor the possibility of rescinding the Exhibition Agreement up until 6 months prior to commencement of the event provided that he pays 25% of the agreed fee or if rescission is at least 4 months before the event -50%. A later cancellation is not possible pursuant to the Agreement with non-attendance at the exhibition resulting in forfeiture of the full amount payable.

10. Force Majeure

In the case of force majeure, either party has the right to terminate their obligations under this agreement without liability. Force majeure shall also include internal

legal strikes with the operator/owner of the event location or with any other third parties contractually bound for the timely fulfillment of obligations pursuant to the Agreement with the organizer.

11. Liability/Insurance/Accident Protection

11.1 The event organizer has liability insurance for its respective legal liabilities. This exclusively covers liability for personal injury and property damage, for which they could be made legally liable.

The event organizer and the exhibition corporation are not liable for damage to exhibition goods and stand equipment as well as any consequential damage.

The exhibitor must insure themselves against the usual insurable risks such as fire, burglary, theft, breakage and water damage including the risks of transport to and from the exhibition. Liability is specifically excluded for damages, which are not covered by the aforementioned insurance.

11.2 It is recommended that all exhibitors without a current exhibition insurance policy should take out short term exhibition insurance for the duration of the exhibition. Exhibitors who do not take out insurance acknowledge to the event organizer their relinquishment to claim any damages, which are covered by taking out the relevant exhibition insurance protection.

12. Setting Up and Dismantling Stand

12.1 The exhibitor is bound to participate in the exhibition and to operate the stand during the entire duration of the exhibition.

12.2 Exhibitors renting space only from the event organizer shall provide ready stands in due time up until commencement of the exhibition.

12.3 Stands shall be dismantled immediately after conclusion of the event. The exhibitors are obligated to remove their exhibition goods as well as any of their own additional equipment from the stands

GENERAL PARTICIPATION TERMS AND CONDITIONS (2)

in due time up until commencement of the exhibition.

12.3 Stands shall be dismantled immediately after conclusion of the event. The exhibitors are obligated to remove their exhibition goods as well as any of their own additional equipment from the stands on the last day of the event.

12.4 Erection and dismantling must be completed at the very latest by the deadlines stated in Exhibitor Manual. Removal of exhibition goods and the dismantling of stands prior to the conclusion of the event is prohibited. Exhibition goods, which remain in the stands after the deadline for dismantling can be removed and placed in storage at the cost of the exhibitor.

13. Stand Design and Layout

13.1 The exhibition shell scheme booths will be provided by organizer contractor, any additional requirements (digital printing and mounting, additional furniture, lights) must be ordered from the organizer contractor. Variations from the basic stand plan are only possible by special arrangement with the event organizer and upon receipt of their written consent.

Official Standbuilder contact:

Progroup Exhibitions and Interiors Pty Ltd
 PO Box 137, Florida Hills,
 1716, Republic of South Africa
 Tel: (011) 493-1545, Fax: (011) 493-1546

13.2 The exhibition stand must match the overall style of the exhibition and generally be easily erected and dismantled at any time. Space only exhibitors are obliged to submit the plan of the stand to the event organizer and to present them the stand design and the companies engaged to set-up the stand.

13.3 General Technical Guidelines:

- a) The stand fascia will be marked by the event organizer in a uniform manner with stand numbers and company name.
- b) Stands shall not exceed the boundaries.

c) All materials used in the stand design must be flame resistant.

d) Electrical equipment, which is installed by order of the exhibitor, must comply with South African security electrical codes.

The event organizer can demand certification by the installation company for submission to the fire brigade and the building inspection authority. The exhibitor is liable for all personal or property damages.

Technical details and guidelines for stand building are described in Exhibitor Manual, which will be provided not later than 4 months prior to the event.

13.4 The relevant specific official regulations must be adhered to upon decoration and alteration of the shell scheme stand. Police, fire brigade, safety and health inspection and regulatory authorities as well as representatives of Society of Cosmetic Chemists South Africa / Vincentz Network GmbH & Co. KG and / or representatives of the venue are to be granted access to the exhibition stands at all times and their directions must be followed.

13.5 The exhibitors may decorate the stand at its own expense. Stand decorations will be made in a way not to create visual impairment for adjacent stands. It is strictly forbidden to drive nails, drill or paint the walls, or apply glue on aluminum profiles and wooden panels. Materials left from installation and decoration will be removed from the exhibition hall before the exhibition opens.

13.6 Exhibitor is responsible for completing all installation and decoration works before the opening date of the fair and act in line with organizer's instructions about all additional decoration works, security and cleaning needs. All materials found on corridors later will be removed from the fairground by security and cleaning staff without any warning. The organizer cannot be held responsible for any possible harm or loss of these materials.

Products used or displayed during the exhibition must be kept under the observation and control of the participant. The participant agrees and undertakes that they will be held sole responsible for any possible harm including their products breaking down, stop working, getting stolen, getting lost, doing harm, or any damage done by these machines and products to the fairground and/or third parties.

13.7 Tobacco products cannot be used on fairgrounds and is against the related laws and legislations. It is strictly forbidden to use emergency doors for leaving the hall to smoke outside.

13.8 Generally, participants will act in line with the current regulations and other regulations that can later be made or amended regarding sub-contractors, health, security, and illegal labour in particular.

13.7 Following external regulation applies: Progroup Terms and Conditions.

14. Electricity Supply

14.1 Electricity (230 V at 50 Hertz) shall be provided. Electrical power for space only package must be ordered separately. Usage shall be charged according to the energy costs flat rate.

14.2 All installation of electrical connections to the stands shall be exclusively undertaken by installation companies retained by the event organizer. Any interference on the part of any exhibitor with the wiring system located in the halls is not permitted.

14.3 The event organizer reserves the right to inspect the electrical equipment and accessories.

15. General Support Equipment and Services

15.1 Electricity and air conditioning: The event organizer shall arrange general heating, air conditioning and lighting.

15.2 Cleaning: Exhibitors and their contractors are responsible for the disposal of their

GENERAL PARTICIPATION TERMS AND CONDITIONS (3)

rubbish/waste material. Exhibitors shall be informed of disposal facilities at the site. The event organizer shall arrange cleaning of the grounds, the halls and the walkways. The exhibitors are responsible for cleaning of the stands, which must be completed daily prior to the commencement of the event. In the interests of environmental protection and environmentally friendly exhibitions, the exhibitor is obligated to reduce the amount of packaging materials and rubbish as well as to use environmentally friendly and recyclable packaging, decorations and brochure materials.

16. Advertising

16.1 The organizer offers a variety of sponsoring options available for exhibitors which are listed on the HPCI SA website.

16.2 The exhibitor shall have exclusive use of his stand for advertising purposes, except for the case of the event organizer making advertising space or other advertising possibilities available, which can be rented for an additional cost.

The event organizer has the right, in the interests of maintaining orderly exhibition operations, to revoke granted consent should justifiable complaints exist.

16.3 Official and copyright regulations must be taken into account.

16.4 Advertising material in breach of legal regulations, which is of an offensive, ideological/religious or political nature, is not permitted. The event organizer shall determine whether advertising is permissible according to these terms.

The conduction of surveys, tests, competitions, raffles or contests is not permitted outside of the stand. Surveys conducted by the event organizer are the exception.

17. Use of Exhibition Logo

The official exhibition logo may be used by exhibitors in advertising their exhibition

program or in materials designed to procure visitors to their own company stand. Any other use of the logo without the written consent of the event organizer is not permitted. The same applies to the logo and/or pictures of the event location.

18. Photographs, Illustrations, Films

18.1 Advertising photographs, illustrations or filming of persons or exhibition items within the exhibition site is only permitted by persons, who possess valid identification issued by the event organizer.

18.2 The event organizer is entitled to arrange for photographs, illustrations and filming of exhibition sets and stands as well as of the exhibited items and to use same for advertising purposes or press releases. The exhibitor shall be excluded from making objections to same for any reason whatsoever. Same also applies to pictures taken by the press or television with the consent of the event organizer.

18.3 Photographs, illustrations and films compiled by the event organizer shall only be used by exhibitors with the consent of the event organizer.

19. Right of Possession

The event location/hotel/exhibition halls/congress halls exercise the right of possession for the period of erection, duration and dismantling of the event and are entitled to issue instructions. Children under the age of 18 are not permitted to enter the exhibition ground. Animals are not permitted on the exhibition grounds.

20. Amendments and Verbal Agreements

All agreements, individual permits and special arrangements are required to be in writing. Verbal arrangements are only valid upon receipt of written confirmation from the event organizer.

21. Electronic Data Processing of Exhibitor Data

The exhibitor agrees to the event organizer saving and processing necessary exhibitor data for their purposes on data processors.

22. Cancellation of the Event

The organizer reserves the right to cancel or postpone a part of or the entire event. If the event is canceled, all money paid to the organizer for stand or space rental, will be refunded 100%.

23. Place of Performance and Jurisdiction

Place of performance is Midrand, South Africa and the South African Courts shall have exclusive jurisdiction in respect of all reciprocal obligations. This agreement is governed by the laws of the Republic of South Africa.

24. Exhibitor Manual

The binding Exhibitor Manual will be provided to all exhibitors not later than 4 months before the event starts.

Hannover - January 2020

Vincentz Network Contact:

kristina.wilger@vincentz.net
(ENG, DE)

HPCI South Africa Contact:

robert.fischer@sofw.com
(ENG, DE)



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PRELIMINARY FLOOR PLAN (as of January 2020)

