

EXHIBITION MANUAL

Scientific secretariat



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CONTACT INFORMATION

Venue

Cape Town International Convention Centre (CTICC)

Convention Square, 1 Lower Long Street, Cape Town, 8001

South Africa, Cape Town

Phone: +27 (0)21 410 5000

Email: info@cticc.co.za

Website: <https://www.cticc.co.za/>

Shell Scheme

Furniture Rental

Electrical Services

Stand Accessories or Additional Stand Equipment

Scandisplay

Contact person: Brandon Du Preez

Phone: +27 21 012 5401

Email: brandon@scandisplay.co.za

Shipping & Logistics Provider

Exhibition Freighting GSM (EF-GSM)

Contact person: Jacqui Nel

Phone: +27 21 552 7248

Email: ef-gsm@ef-gsm.co.za

ACCOMMODATION

All exhibitors are advised to book their hotel accommodation well in advance. More information regarding accommodation can be found on the congress website:

<https://www.wcph.org/accommodation/>

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WFPHA

World Federation
of Public Health
Associations

secretariat@wfpha.org
www.wcph.org

PCO



GUARANT
INTERNATIONAL

guarant@guarant.cz



WFPHA

World Federation
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Associations



PHASA

Public Health
Association of
South Africa

EXHIBITION SPACE INFORMATION

Please note that the exhibition space is sold as **net space only** and does not include any services or equipment, such as walling or structural elements, electricity, electrical consumption, lighting, carpeting (other than the venue’s existing carpet), or stand cleaning.

Exhibitors are responsible for maintaining and cleaning their own stands at all times. The CTICC’s appointed cleaning contractor can provide stand cleaning services during build-up, exhibition days, and breakdown at an additional cost.

The exhibition space package includes **one table and two chairs**.

Exhibitors wishing to order shell schemes, furniture, or other stand-related items should contact our official booth contractor, **Scandisplay**.

Power supply orders must be arranged directly with the CTICC Confex Department at:
confex@cticc.co.za

PRELIMINARY EXHIBITION SCHEDULE

Set up:	
Saturday, 5 September, 2026	08:00 – 16:00
Decoration:	
Saturday, 5 September, 2026	16:00 – 18:00
Exhibition Opening Hours:	
Sunday, 6 September, 2026	16:00 – 19:30
Monday, 7 September, 2026	09:00 – 17:00
Tuesday, 8 September, 2026	09:00 – 17:00
Breakdown:	
Wednesday, 9 September, 2026	12:00 – 18:00

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EXHIBITORS' BADGES

Exhibitors are entitled to one exhibitor badge per exhibition space. Additional badges may be purchased at a cost of EUR 180 + VAT each.

Exhibitor badges will not be distributed in advance of the congress and must be collected onsite at the registration area. Please note that access to the exhibition area will not be permitted without a valid badge. To order additional badges, please contact Renata Somolová at somolova@guarant.cz no later than 30 days prior to the event. All staff members working at the congress are required to wear an exhibitor badge at all times in order to gain access to the exhibition area.

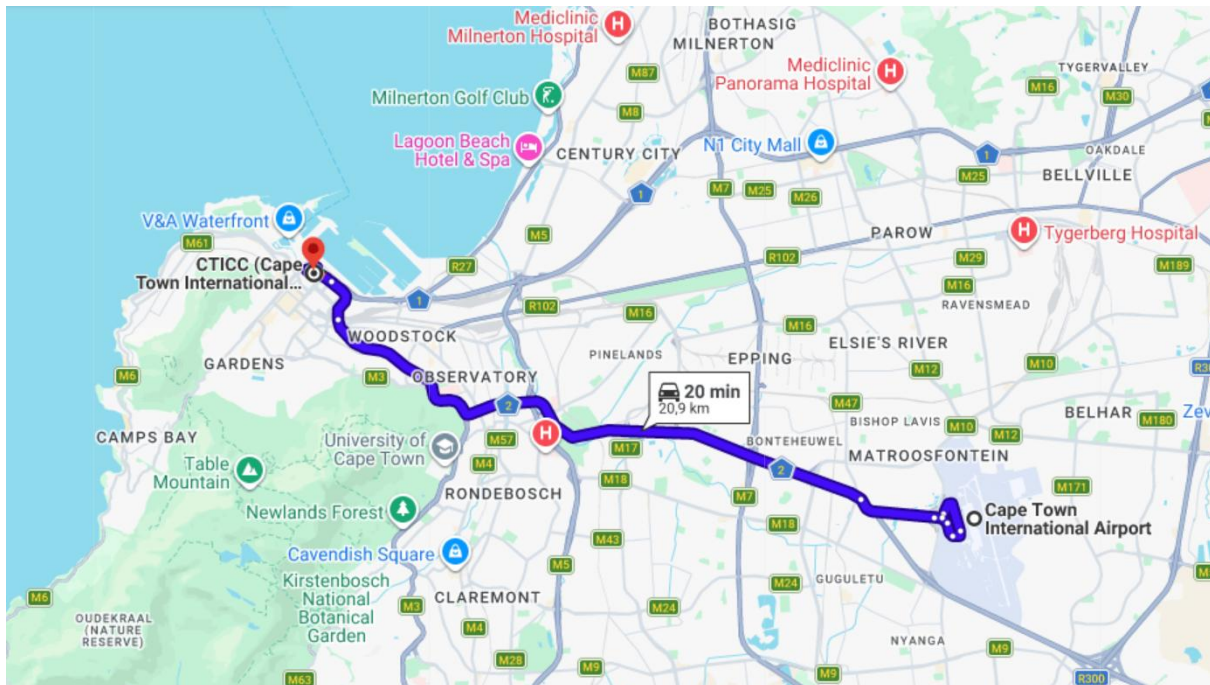
CATERING + STORAGE

Exhibitors can order drinks and small refreshments to be served at their stands, details to be communicated with Renata Somolová at somolova@guarant.cz.

It is not allowed to serve external catering on the stand.

CTICC provides storage services on request. For these services to be arranged, please contact confex@cticc.co.za

ACCESS TO THE VENUE



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www.wcph.org

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By air

The airport is located approximately 20 km from the CTICC and can be reached by car in around 20–30 minutes, depending on traffic conditions. A wide range of car rental companies is available at the airport, and private luxury air-conditioned coaches and shuttle buses regularly operate between the airport, hotels, and the city centre.

The MyCiTi public transport system offers a non-stop shuttle service to and from the airport. The bus station is located directly outside the main terminal entrance, with buses departing every 30 minutes, on the hour and half hour.

Taxis are available outside the terminal, and Uber services can also be requested via the app. Please follow the in-app directions to the designated pick-up zone located in the P1 parking garage

How to get to The CTICC from Cape Town Airport by car

- At the airport, follow Ring Road and Airport Approach Road to the N2 in Kanana
- Continue on the N2 to the Nelson Mandela Boulevard
- Take the Exit to the Walter Sisulu Avenue
- Drive to Lower Long Street to reach the CTICC

PARKING

Exhibitors may purchase parking tickets from the CTICC parking desk located within the exhibition area at the following rates:

- **Exit ticket: R70 per ticket**
- **Multi-access ticket: R110 per ticket**

The parking desk will operate on event days with attendance exceeding 1,000 participants and will be open for up to nine hours, depending on event requirements. Parking tickets may be purchased by cash or credit card.

Please note that the **Marshalling Yard is strictly designated for loading and offloading purposes only**. Small vehicles are permitted to remain in the yard for a maximum of 1.5 hours, while trucks are allowed up to 3.5 hours. Vehicles exceeding these time limits will incur parking charges. These measures are intended to ensure efficient use of the yard and to accommodate all exhibitors and contractors. During build-up periods, parking is available in the P1, P3, and P5 parking garages. Complimentary parking tickets will be provided by the organiser's office. Please note that all parking garages have a height restriction of 2.1 m.

Pre-arranged parking in the Marshalling Yard is available at a rate of R350 per bay per day.

ACCESS DATES AND TIMES FOR EXHIBITORS

Build-up

For decoration and stand set-up, the exhibition space can be accessed on 5 September, 15:00 – 18:00.

Breakdown

The exhibition dismantle will start on 9 September at 12:00.

ACCESS FOR DELIVERIES

CTICC can be accessed via the Marshalling Yard. Details to be communicated with the Logistics supplier.

Loading Bay Doors

The dimensions of the loading bay doors to Hall 1 are **7,2 m x 5,3 m**.

Vehicle Lifts

Vehicles using vehicle lifts should be a medium-size delivery vehicle such as an MB Vito, Hyundai H1 or similar. Vehicle lifts must be operated by an operator and require prior booking. The dimensions of the lifts should be verified on-site.

On event days, parking can be secured in the P1, P3 and P5 parking areas.

Passenger Lifts

There are various lifts available across CTICC.

CARPETS

Carpeting is compulsory for all the CTICC 1 halls. The stand builder will tape where required as they know what is and is not permitted. The colors are normally black or grey. For damages, there would be a cost attached, and the charges would be based on the severity of the damage.

DAMAGE & LOSS

The CTICC and the Organizer accept no responsibility for damage or loss of materials introduced into the venue by exhibitors and/or their contractors. You should take every step to ensure the security of your stand and the items contained within, with the recommendation that insurance be undertaken where applicable.

DELIVERY, SHIPPING, HANDLING & LIFTING OF EXHIBITS

The official freight forwarding and logistics provider for the exhibition is Exhibition Freighting G.S.M. Exhibitors wishing to ship exhibition materials in advance are requested to consign all shipments directly to the official contractor, Exhibition Freighting G.S.M. FAQs, as well as all necessary forms and documentation, are available upon request from EF-GSM. Exhibition Freighting G.S.M. prefers to communicate directly with exhibitors regarding all shipping and logistics arrangements. For further information and to request a quotation, please contact the contractor representative:

EF-GSM

Contact person: Jacqui Nel
Phone: +27 83 253 1888
Email: jacquinel@ef-gsm.co.za

AV SERVICES

AV Network

Contact person: Faranaaz Hoosain
Mobile: +27 72 907 5759
Office: +27 21 300 6120
Email: faranaaz.hoosain@avnetwork.co.za
Website: avnetwork.co.za

POWER & ELECTRICAL SERVICES

All stand power requirements should be confirmed **four weeks** before the exhibition build date. When placing your order please confirm any requirements for a 24-hour power supply. All power requests must be made through **CTICC Confex**.

Additional power cannot be provided once the stand has been built.

For details and prices contact the Confex Department on this address:

confex@cticc.co.za

EXHIBITION CLOSE & OPEN TIMES

Exhibitors must ensure that their stands are fully completed and ready for display at least 60 minutes before the official opening time on the first day of the event to allow for a final inspection by CTICC Management and the Organizer.

Stands may not be dismantled before the official closing time on the final day of the exhibition. Stand contractors will not be permitted access to the exhibition hall during opening hours.

EXHIBITION AISLES

A minimum aisle clearance of 3 m and a minimum distance of 5 m from exit doors must be maintained at all times. Any item or structure placed in, or protruding into, designated aisle areas may be removed by the CTICC without liability for any loss or damage incurred. All aisles must remain aligned with fire exits.

FABRICS

Please ensure all furniture & fabrics have relevant fire proofing solution. If necessary, additional controls, such as fire extinguishers, will be required on site during the exhibition. It is the exhibitor's responsibility to provide this equipment. All materials used in the construction of stands, features and displays, including signs and fascias shall be: Non-combustible, inherently non-flammable or durably flameproof.

The following products require fire-retardant treatment:

- Hessian Seat covers
- Thatch Wood pallets
- Cardboard
- Straw Crepe paper
- PVC sheeting (except for floor protection)
- Draping Corrugated paper
- Polystyrene items

A certificate of proof must be presented before the event begins.

FIRE EXTINGUISHERS

The CTICC will provide an appropriate level of fire extinguishers to cover the building and catering points within your event. If there is an additional requirement for fire-fighting equipment on your stand, as identified in your fire risk assessment, e.g. cooking demonstrations on stands, it is the exhibitor's responsibility to provide the same. All event organisers and service providers must ensure that fire extinguishers remain visible and accessible. Only use a fire extinguisher if you are trained in its use.

FLOOR LOADS

Maximum floor-loading capacities at the CTICC are:

- 1 500 kg/m² in Exhibition Halls 1

The event organiser must ensure that these weights are not exceeded. Notify your Sales or Event Executive of any equipment weighing more than 2 000 kg.

FORKLIFT SERVICE

The arrangement of forklifts is the responsibility of the event organizer. All forklift drivers must comply with the Driven Machinery Regulations 2015. The event organizer and operator will be liable for any injuries or damage resulting from reckless driving.

FURNITRE & PLANTS

For any requests regarding furniture, plants or other decorations, the exhibitors may contact the decorations supplier for the congress directly:

Sorrento Studio

events@sorrento.co.za

Office: 021 462 2000

Cell: 083 611 9196

Contact person: Vasi Hatzipolychronis – vasi@sorrento.co.za

Address: 23 Bolt Avenue, Montague Gardens, 7441

GANGWAYS & AISLES

Under no circumstances may exhibition stands, materials, or furniture encroach upon aisles or gangways. These aisles are pre-designated and serve as emergency escape routes; they must remain fully accessible at all times.

Fire exits must be kept clear of any obstruction throughout build-up, event operation, and breakdown. This includes vehicle access doors, main exhibition hall entrances, foyer exits, and congress room exits.

HEALTH & SAFETY

When in The CTICC, all exhibitors and their contractors must comply with the Occupational Health And Safety Act And Regulations (Act 85/1993), all other relevant legislation and CTICC Health & Safety Policies and Procedures. It is the responsibility of The CTICC to ensure the following actions are brought to the exhibitors and contractors attention. This includes but is not limited to:

- All contractors, visitors and service providers must sign in and out with security.
- Hand tools and power equipment must be declared and registered with security.
- Security reserves the right to search vehicles, belongings and persons.
- Contractors and service providers must wear clothing featuring their company logo or a name badge provided by their company.
- Identification badges (not accredited) or wristbands (accredited) are required to enter the CTICC.
- Do not leave equipment or tools unattended. The CTICC is not liable for any losses or damages.
- Follow the rules of the marshalling yard as signposted.
- All vehicles must be registered with security upon entering the marshalling yard.
- Please respect the building and its facilities.
- Goods are not permitted in the glass lifts.
- Fire doors and final exit doors must not be propped open.
- Abuse, inappropriate language, horseplay and general poor conduct will not be tolerated. Work may be stopped and those responsible will be asked to leave.
- No food may be consumed inside CTICC venues by staff, contractors or service providers; food is only to be consumed in designated areas.
- The CTICC is a non-smoking venue. A designated smoking area is located near the staff entrance.
- Drugs and alcohol are strictly prohibited.
- Weapons, including traditional weapons, are not permitted on the premises.
- Operators of specific plant and equipment must have a current certificate of competency or a relevant license. Operators are required to be in possession of the appropriate documentation at all times. It is simple: No license means no operating of equipment.
- Reckless driving will not be tolerated.
- Exhibitors of space-only stands will be required to wear appropriate PPE (Personal Protective Equipment), that is, hi-vis waistcoat or jacket, appropriate

footwear (hard hats, eye and ear protection, dust masks and safety harness where necessary) whilst in the Exhibition Halls during event build-up and break-down periods.

INSURANCE

Whilst every precaution is taken to protect your property during the event, responsibility cannot be accepted for any loss or damage that befalls the personnel or property of any exhibitor howsoever caused. Exhibitors are reminded of their responsibility to carry adequate insurance both before and during the event. You are also responsible for insuring against any legal liability incurred in respect of injury or damage to property belonging to third parties. In addition to this you should protect your outlay against Abandonment and Cancellation or Curtailment of the event due to reasons beyond the control of the Organizer.

SECURITY

CTICC will provide stewarding throughout the exhibition halls on event open days. However, each exhibitor is responsible for their stand and its materials. All stand valuables should be secured overnight or when your stand is unmanned. Please be extra vigilant during build and breakdown times. Please contact CTICC if you wish to arrange additional security cover for your stand. In the unlikely event of theft, please report the incident to the Organizer immediately.

We recommend that valuables, particularly of a portable nature, are not left unattended on your stand. This is especially relevant during build-up and breakdown. Please refer to comments about security in the Breakdown section of the manual.

Please ensure that any incident involving the loss of property is reported to the Organizers' Office on site. Failure to do so could result in insurance companies refusing to meet claims.

To assist with security, all personnel in the exhibition halls must wear identification badges at all times.

STAND FITTING REGULATIONS

Scandisplay has been appointed as the official contractor for Shell Scheme stands. However, exhibitors may employ a contractor of their choice to construct stand interiors and any free-standing displays that may be required.

1. The contractor must be approved by the venue and conform to the following regulations that must be observed when preparing a stand.

2. Contractors appointed must be registered with/approved by the Organizer and the venue.
3. Full dimensional, technical drawings showing the proposed construction methods, materials, positions and dimensions of exhibits and a risk assessment must be submitted with an artist's impression, to the Exhibition Office 30 days before the event opens.
4. Contractors must ensure that they can provide on-site, the appropriate certificate/s confirming that all the materials used in the construction of their stand have been adequately treated for fire retardancy.
5. No part of any structure or exhibit may extend beyond the boundaries of the site allocated. This includes the exhibitor's name, logo or light fittings.
6. No fitting, display or self-adhesive stickers/signs may be attached to or suspended from the ceiling or any part of the exhibition hall, nor may holes be nailed, screwed, drilled or punched into the walls or floor, without written agreement from both the Organizer and the venue. If this is ignored, the exhibitor/contractor concerned will be charged for the damage caused.
7. Displays must be self-supporting.
8. Exhibitors wishing to construct a false ceiling on their stand must submit drawings to the Organizer for approval by the Fire & Safety Authority. Ceilings can only be constructed of a large mesh or egg box material that will permit the passage of water in the event of a fire.
9. In the case of an island site, a long stretch of full height wall of 2.5m height will not be allowed on the perimeter of the stand.
10. No flashing/winking lights or neon signs will be permitted, unless it forms an integral part of an exhibitor's product. Sequence-lit displays may be used subject to the Organizers' approval and the rate of light change.
11. For safety and insurance reasons, only the official electrical contractor can carry out electrical wiring and connections.
12. No services such as electricity cables, water/compressed air pipes, telephone lines inside or near to the stand may be removed, cut or diverted without the permission of the Organizer/Hall Manager of the event.
13. All contractors are expected to clean the stands and remove all construction debris before the official cleaning contractor takes responsibility of the hall.
14. Storage of stand materials and/or exhibits is not permitted behind the perimeter of the stands. This is a Fire & Safety Regulation and will be strictly enforced.
15. Welding and heavy sawing is not permitted inside the halls.
16. Exhibitors constructing/decorating their stands are required to sign an undertaking, guaranteeing responsibility for any damage which may be caused by any of their em-

ployees, including appointed sub-contractors, to exhibits and/or property of other exhibitors, the Organizer, Hall Manager, Landlord and Contractors of any other person(s).
17. All stands that exceed 2,5 m in height or have an overhead structure will require an engineering certificate.

STAND SPACE

It is your responsibility to examine, or cause to be examined, the site allotted to you in order to avoid costly adjustments to stand structures.

It is possible that minor obstructions may be present that cannot always be indicated on the plans of the exhibition. Any costs relating to modifications that need to be undertaken as a result of any such obstructions will be at your expense.

In the instance of any discrepancy in the site allotted, exhibitors are required to notify the Organiser immediately before completing construction and the opening of the exhibition. The Organizer will not accept liability for discrepancies in the instance of failure to notify such discrepancies before the opening of the exhibition.

TROLLEYS

Trolleys are provided by the porter services and are available on request from the recommended supplier at a fee. Regarding this, contact the Logistics supplier.

WATER SUPPLY

The CTICC does not offer water or waste supplies directly to exhibition stands.