



## 53<sup>rd</sup> Annual National Congress Ophthalmological Society of South Africa

# EXHIBITORS MANUAL

**Sandton International Convention Centre,  
Johannesburg South Africa  
13-15 February 2025**

We thank you in advance for your interest and participation in the forthcoming Ossa Congress and we truly appreciate your contribution. We trust that your participation will be of mutual benefit to your company and the Ossa Congress.

**Exhibition 2, (Level -2) of the Sandton International Convention Centre** will be the venue for our exhibitions. It is booked for the exhibitors from **Monday, 10 Feb 10:00, until 18:00 on Saturday, 15 Feb 2025.**

(PLEASE FORWARD THIS DOCUMENT TO YOUR RELEVANT STAND BUILDER)

We hope that this information will help you to plan and execute your exhibition to derive maximum benefit from this powerful marketing tool.

Please ensure that you also comply with the guidelines stipulated in this Exhibitor's Manual, the Sandton ICC Exhibitor's Handbook and accompanying documents on the congress website. [2025.ossacongress.co.za/trade](http://2025.ossacongress.co.za/trade)

Please complete the relevant documents stipulated in this document.

If you make use of stand builders, please do not refer them to RK Communication to get the technical information, dates, etc, BUT please refer them to the congress website [2025.ossacongress.co.za/trade](http://2025.ossacongress.co.za/trade)

If they have any question not covered in this document or the congress website information, they are welcome to reach out to the organiser's office.

# EXHIBITORS MANUAL

<b>Payment</b>	
<b>Banking details</b>	<p>Bank: Standard bank  Branch: Menlyn  Branch code: 012 345  Account Type: Business current account  Account holder: OSSA Congress  Account number: 012 150 053  Swift code: SBZA ZAJJ (for international transfers)</p> <p>This account number is the same as the 2023 &amp; 2024 Congress accounts.</p>
	Kindly e-mail your POP to <a href="mailto:ossacongress@rkcommunication.co.za">ossacongress@rkcommunication.co.za</a>
<b>Payment deadline</b>	<b>27 September 2024.</b>
<b>Cancellation policy</b>	<p>Notice of cancellation must be received in writing.  The conference organisers shall be entitled to levy a cancellation fee as indicated below:</p> <p>Up until 90 days prior to the first day of the event: 0% of the involvement fee  Within 90 days of the first day of the event: 50% of the involvement fee.</p>
<b>Registration and attendance</b>	
<b>Who should register</b>	<b>ALL</b> exhibitors and company staff attending are required to register. This includes the two free trade delegates per stand space.
<b>No shared badges</b>	Individual name badges will be issued per registered delegate and swops will not be permitted between representatives.
<b>Stand service tags</b>	Baristas and other stand services need to collect stand services tags from the congress office to gain access to the exhibition area.
<b>Free delegate cut-off</b>	Free trade delegate registrations expire after the early bird cut-off, 8 November 2024. If your complimentary two delegates per stand space have not registered before the early-bird cut-off date, they will need to pay the relevant cost of additional trade delegates in order to attend. Fees on congress website. <a href="https://2025.ossacongress.co.za/attendance/">2025.ossacongress.co.za/attendance/</a>

<b>Fee entitlements</b>	<ul style="list-style-type: none"> <li>• Access to exhibition area</li> <li>• Congress sessions</li> <li>• One social function (Welcoming function)</li> <li>• Lunches &amp; refreshments during breaks</li> </ul> <p>Banquet excluded from fee. (Trade delegates may pay and attend. Limited seating available.)</p>
<b>Early bird cut-off</b>	<b>8 November 2024</b>
<b>How to register</b>	Please register via this online link: <a href="https://2025.ossacongress.co.za/attendance/">2025.ossacongress.co.za/attendance/</a>
<b>No involvement, no registration.</b>	If a company is not exhibiting or sponsoring the congress, they may not register or attend. Only trade delegates / representatives in the service of companies participating in the Trade Exhibition OR involved as sponsors will be allowed to attend the congress.
<b>Accommodation</b>	
<b>See website or invitation</b>	<p>The organisers have secured group accommodation for the congress. These rooms will be reserved for congress delegates for a limited time.</p> <p>You will find comprehensive information on the website: <a href="https://2024.ossacongress.co.za/accommodation">2024.ossacongress.co.za/accommodation</a></p>
<b>Group rate hotels</b>	<b>Sandton Sun &amp; Garden Court Sandton City</b>
<b>Event and exhibition dates</b>	
<b>Build-up</b>	
<b>Carpeting, demarcation &amp; electrics</b>	06:00 – 10:00, <b>Monday, 10 Feb 2025 by GL events</b>
<b>Construction starts</b>	<b>10:00, Monday, 10 Feb 2025 until late evening.</b>
<b>Construction finish</b>	<b>17:00, Tuesday, 11 Feb 2025</b>
<b>Fines</b>	If a company is busy with custom stand construction that can damage equipment, the company will be fined for every hour that the custom construction continues after 17:00 on Tuesday, 11 Feb 2025
<b>Medical Equipment set up</b>	06:00 – 17:00, Wednesday, 12 Feb 2025
<b>Exhibition opens</b>	07:00, Thursday, 13 Feb 2025 (Arrival tea & coffee)

<b>Pre-congress masterclasses</b>	Wednesday, 12 February 2025 (No exhibition)
<b>Congress exhibition hours</b>	07:00 – 20:00, Thursday, 13 Feb 2025 (Incl welcoming function) 07:00 – 17:00, Friday, 14 Feb 2025 07:00 – 11:00, Saturday, 15 Feb 2025
<b>Commitment to stay present</b>	By submitting an application to participate, the exhibitor makes an irrevocable commitment to occupy the space allocated and to maintain the exhibition stand until <b>Saturday, 15 Feb, 11:00</b>
<b>Break-down</b>	
<b>Clear small items</b>	<b>11:00 – 12:00, Saturday, 15 Feb 2025</b> Exhibitors may clear light equipment & products that can be <b>carried by hand</b> from their stands.
<b>Break-down hours</b>	<b>12:00 – 18:00, Saturday, 15 Feb 2025</b> <b>Full scale break-down</b> The exhibition area will be deemed a construction site and all people on the floor will need to comply with the venue's health and safety procedures. Exhibitors must take responsibility for their equipment until everything is cleared from their stands. The organisers and / or Sandton Convention Centre will not take responsibility for loss or damage.
<b>Exhibition hall</b>	
<b>Sandton ICC</b>	<b>Exhibition 2 (Level -2)</b>
<b>Height restrictions</b>	5m
<b>Floor finish / carpeting</b>	Carpeting supplied by GL Events
<b>Provided by organisers</b>	
<b>Table and tablecloth</b>	<b>1 Table</b> with tablecloth per stand (on request) <b>Size of table:</b> Length: 182 cm & Width: 46 cm
<b>Chairs</b>	2 Conference <b>chairs</b> per stand (on request)

<b>One plug point</b>	One <b>electrical point</b> (single phase 15Amp/30Amp plug point) will be provided per stand. (Please contact Adri from GL Event if you need a <b>distribution board</b> )
<b>Not provided by venue or organisers</b>	<ul style="list-style-type: none"> <li>• Shell schemes</li> <li>• Extension leads or electrical adaptors</li> <li>• Covers for the back of your stand will be provided by the organisers or the venue.</li> </ul> <p>These items can be booked with GL Events separately.</p>
<b>Stand suppliers</b>	
<b>GL Events</b>	Is our preferred service provider for a range of services.
<b>GL Events service manual</b>	Please visit the congress website for the GL Events service manual <a href="https://2025.ossacongress.co.za/trade">2025.ossacongress.co.za/trade</a>
<b>GL Events contact</b>	<a href="mailto:adri.pentz@gl-events.com">adri.pentz@gl-events.com</a> Adri Pentz : 011 210 2500 <a href="http://www.gl-events.co.za/en">www.gl-events.co.za/en</a>
<b>Other suppliers</b>	You are welcome to make use of <b>your own</b> stand builders or consult this stand builder's listing for a variety of options: <a href="http://www.digiluntu.africa/builders">www.digiluntu.africa/builders</a>
<b>Delivery, parking and storage</b>	
<b>Congress bag inserts</b>	<p><b>Congress bag inserts such as flyers need to be couriered to RK Communication offices well in advance of the congress.</b></p> <p><b>Flyers to be delivered by 31 January 2025</b></p> <p>Attention: <b>Heyns du Preez / Rhyno Kriek</b> (082 611 7635 / 083 265 0265) 14 Dias Crescent Dan Pienaar, BFN 9301</p>
	<p><b>Deliveries for congress bags to venue to be made till Friday, 7 February 2025</b></p> <p><b>Sandton Convention Centre</b> <b>C/o Inhouse Exhibitions &amp; Logistics</b> <b>For attention : Litesh Vender</b> <b>Cell : 078 029 4051</b> <b>SACO 2025</b> <b>Maude Street , Exhibition 1 (Loading bay)</b> <b>Sandton, Johannesburg</b></p>

	<p><b>Deliveries for exhibition area</b> to be made from Monday, 10 February 2025</p> <p><b>Sandton Convention Centre</b>  <b>C/o Inhouse Exhibitions &amp; Logistics</b>  <b>For attention : Litesh Vender</b>  <b>Cell : 078 029 4051</b>  <b>SACO 2025</b>  <b>Alice lane , Exhibition 2 (Loading bay)</b>  <b>Sandton, Johannesburg</b></p>
<b>Storage before event</b>	<p>Unfortunately, there is no facility at the venue to store goods to be delivered in advance.  You are requested to make alternative arrangements.</p>
<b>Storage during event</b>	<p>The organisers will have a small store for small boxes and small consumables for exhibitors during the event.  <b>There is no space booked for large boxes, containers, equipment boxes and great quantities of items.</b>  <b>Please make your own arrangements in this regard.</b></p>
<b>Storage after event</b>	<p><b>There is no space to keep any stock or equipment after the event.</b></p>
<b>Off-loading for build-up</b>	<p><b>The drop and go loading bay is located at Alice Lane</b></p>
<b>Loading during break-down</b>	<p><b>Pick up is also located at Alice Lane</b></p>
<b>Parking during build-up and break-down</b>	<p><b>There is not dedicated parking space for stand builders, all vehicles to drop and go. Smaller vehicles can park at the basement parking and that is on their account</b></p>
<b>Parking during event</b>	<p><b>Parking is available at Sandton Convention Centre Basement Parking.</b></p> <p><b>Alternatively parking is available at the Sandton City Shopping Centre and Nelson Mandela Square.</b></p>
<b>Freight handling and customs</b>	<p><b>Freight handling</b> and customs clearance services should be arranged by the exhibiting company.</p>
<b>Venue services and stand catering</b>	
<b>Stand catering policy</b>	<p>The venue is the exclusive supplier of food and beverage to all exhibitors. No beverages may be brought into the venue without the express approval from the venue in writing. Exhibitors wishing to provide give-away samples of products are required to forward all relevant information, at least 7 (seven) days prior to the event, for approval by the venue</p>

	<p>management. However, these must be limited to 56ml of beverage and may only be distributed within the exhibition hall.</p> <p>The venue provides a service whereby exhibitors may order food platters and beverages for their stands.</p>
<b>Venues services manual</b>	<p><b>Exhibitors can order with SCC via email. Should they wish to bring in any items for their stands they will need to request approval with SCC via email: <a href="mailto:scc.reservations@southernsun.com">scc.reservations@southernsun.com</a></b></p> <p><b>Please state the name of the event and your stand number</b></p>
<b>Venues services contact</b>	<p><a href="mailto:scc.reservations@southernsun.com">scc.reservations@southernsun.com</a></p> <p><b>+2711 779 0000</b></p>
<b>WiFi and connectivity</b>	
<b>WiFi for delegates</b>	<p><b>Delegates can access complimentary Wi-Fi throughout the building. Please connect to the network @SouthernSun no password required</b></p>
<b>Dedicated WiFi</b>	<p><b>Please send your request to <a href="mailto:scc.reservations@southernsun.com">scc.reservations@southernsun.com</a> and SCC will quote accordingly</b></p>
<b>Organiser on site</b>	
<b>Problems</b>	<p>Any problem which may arise on-site affecting exhibitors or contractors should be referred to the congress organiser immediately, so that prompt action can be taken to resolve the issue.</p>
<b>Contact details</b>	<p>Rhyno Kriek 083 256 0265 / Heyns du Preez 082 611 7635</p>
<b>Construction notes</b>	
<b>Keep to demarcated area</b>	<p><b>Please ensure that your stand construction and area of use during the event does not surpass the demarcated area on the floor.</b></p> <p><b>If you transgress in this area, you will be asked to stay to your allocated area. If not compliant, fines may be imposed.</b></p>
<b>Cover back of your own stand</b>	<p><b>Please cover the back and sides of your stand neatly and do not assume that the stand next to or behind you will have similar sized walls.</b></p> <p><b>Rather be prepared to have a neat stand, regardless of the stand next to or behind you.</b></p> <p><b>(Some companies only use pull-up banners and don't construct stands.)</b></p>

	<b>If you wish to know what the neighbouring stands are planning on utilizing and how high their construction will be, please reach out to the organisers that you can be put in contact with the relevant neighbouring stand.</b>
<b>Emergency medical services</b>	<b>Emergency medical personnel will be contracted to be present for build-up, the event and break-down times.</b>
<b>Health and safety main notes</b>	<b>It is the responsibility of the exhibiting company and their contracted stand builders to ensure they are aware of and abide by the Health and safety requirements imposed by the venue, local municipality laws, and South African law.</b>
<b>Relevant documents on congress website</b>	<b>Please refer to the congress website to download and familiarize yourself with documents relevant to exhibiting at the event.</b>  <a href="https://2025.ossacongress.co.za/trade/">https://2025.ossacongress.co.za/trade/</a>
<b>List relevant of documents</b>	<ul style="list-style-type: none"> <li>• OSSA 2025 Exhibitors manual</li> <li>• GL Events Service manual</li> <li>• Sandton ICC Exhibitor's manual</li> <li>• An Electrical Certificate of Compliance (C.O.C), for all temporary electrical installations, issued by a suitable qualified electrician registered and a member of the Electrical Control Board (ECB), with said valid certificate issued by the ECB. Individual stand C.O.C.'s are required where reticulation has been added in addition to the original installation.</li> <li>• A Structural Certificate and a Rigging Certificate issued by a suitably qualified and competent person, after inspection of same confirming the structure / rigging is safe for the intended use.</li> <li>• A Certificate issued by a recognised service provider, confirming the flammable material is of a fire retardant material or has been treated with a recognised fire retardant substance and indicates the heat specification.</li> <li>• A permit for all pyrotechnics issued by the SAPS Explosive Unit which must be supported by the JHB EMS approval.</li> </ul>
<b>Electricity and COC</b>	<b>GL Events will supply a standard plug point per 3x3m exhibition space and will issue electrical COC's for these installations. For any requirements above the single plug-point on your stand, your company should ensure that an electrical COC is issued for the electrical set-up on your stand.</b>
<b>Documents to be completed and returned by exhibitors.</b>	<b>No documents required at this stage.</b>
<b>Please consult the venue client manual for detail on each of</b>	<a href="https://2025.ossacongress.co.za/trade">2025.ossacongress.co.za/trade</a>



the topics listed below	
<b>Cleaning</b>	<p>The exhibitor is responsible for maintaining their own stand in a tidy condition at all times. The Sandton Convention Centre is responsible for the general cleaning of the exhibition area. This only includes cleaning of corridors between stands and rubbish disposal before the exhibition opens in the morning and after the exhibition has closed in the afternoon. It excludes cleaning of exhibits and displays.</p> <p>The organisers will ensure that aisles and the rest of the hall are clean at all times from the start of the exhibition.</p> <p>Exhibitors are responsible for individual stand cleaning.</p> <p>Stand cleaning services may be hired through the venue.</p>
<b>Waste removal</b>	<p>Each exhibitor needs to take responsibility for their own stand's management of waste.</p>
<b>Décor &amp; flowers</b>	<p>For exhibitor's own arrangements</p>
<b>Machine operators</b>	<p>Must comply with all relevant regulations and by-laws.</p>
<b>Security</b>	<p>Access control to the exhibition hall will be provided during the event by a local security company. Exhibitors may order additional security personnel from the venue in-house security service provider at a fee – kindly refer to the relevant order form.</p>
<b>Exhibition products</b>	<p>No illegal products or methods of display are allowed.</p>
<b>Aisles</b>	<p>The minimum aisle space applicable to all exhibitions is <b>three meters</b>. Should any item or structure be placed or protrude into the designated aisle space, the venue and organisers reserve the right to request the removal thereof or remove the said item without any liability for loss or damage.</p>
<b>Draping</b>	<p>Please note that it is the duty of the venue contact person to ensure that the draping/materials are suitably treated and if not, to provide the exhibitor with details of an accredited fire retardant contractor. Articles of a combustible nature such as fabric, paper items, banners, items made of wood pallets; hessian, thatch and straw are regarded as major fire hazards and will be required to provide a Fire Retardant Certificate, before the start of the event.</p> <p>When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5cm above the carpeted floor;</p> <p>The use of halogen lights will not be approved as they pose a fire hazard. Ensure that all light displays low wattage or LED.</p>

<b>Fire and fire hazards</b>	<p>Please consult venue fire safety guidelines.</p> <p>Fire extinguishers on walls, floor or elsewhere may not be removed or obstructed in any manner.</p> <p>Aisles must be kept clear at all times and fire stations/fire extinguisher equipment are not to be hidden and/or obstructed in any way.</p> <p>Any exhibitor having equipment utilising flammable liquid / industrial gas which produces heat, smoke or open flames as an integral part of product demonstration, must obtain special permission from the venue and local fire chief.</p> <p>All displays are subject to inspection by the Fire Prevention Bureau. Any construction materials not found to be fireproof may be required to be dismantled.</p> <p>All materials used in the exhibition must be of non-flammable nature and fire-resistant in order to conform to local fire ordinances.</p> <p>No hessian / straw / thatch may be used in the venue as these materials are extremely flammable and are not approved by the local Fire department. Fire retardants are also not effective on these materials.</p>
<b>Insurance</b>	<p>The congress organisers recommend that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.</p>
<b>Signage</b>	<p>No emergency signage is to be hidden by any means.</p>
<b>Vacating venue</b>	<p>Please see page 7 of SCC Exhibitor's handbook.</p>
<b>Covered stands</b>	<p>Exhibitors are advised that covered stands are not permitted in the Exhibition Hall unless prior approval is granted by the venue via detailed stand drawings and engineering certificates.</p>
<b>Double-tier stands</b>	<p>Exhibitors are advised that covered stands are not permitted in the Exhibition Hall unless prior approval is granted by the venue via detailed stand drawings and engineering certificates.</p>
<b>Access to heights</b>	<p><b>Please consult the venue.</b></p>
<b>Hanging and rigging</b>	<p><b>Please consult the venue.</b></p>
<b>Care of building</b>	<p>No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior written or consent from Sandton Convention Centre Management. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.</p>
<b>Smoking areas</b>	<p>Please note that The International Sandton Convention Centre is a smoke-free venue. As per Government legislation no smoking is permitted within the venues. Designated areas have been allocated and these must be strictly adhered to as per the Tobacco Products Control Act 1999.</p>

	Failure to comply with these regulations could lead to possible prosecution.
<b>Assumption of risk</b>	
	<p>It should be understood by the exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many exhibition stands and various other factors make it reasonable that each exhibitor shall assume the risk of any injury, loss and/or damage.</p> <p>Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property located in the exhibition area, storage or any other area where access has been provided to exhibitors by the Sandton International Convention Centre.</p> <p>The Sandton International Convention Centre security personnel will be furnished for the perimeter of the venue but such personnel shall not be deemed to affect the non-liability of The Sandton International Convention Centre and its members, officers, representatives, employees and/or the official service providers to modify in any way the assumption of risk and release provided for above.</p> <p>It is highly recommended that exhibitors take precautionary measures by ordering security for their specific needs, through the preferred The venue's service provider. The venue recommends that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage for the event.</p>
<b>Indemnity &amp; liabilities</b>	
	<p>All Organisers, Exhibitors and persons using the venue are strongly advised to arrange, at their own cost, "all risks" insurance coverage from Country of Origin to the exhibition stand including duration of exhibition period and return to domicile.</p> <p>The Sandton Convention Centre Management or organisers shall not be liable or responsible to any party for any claim, damage or loss caused to any person as a result of the failure of The Sandton Convention Centre or any of its employees, representatives or assigns to comply, or to comply timeously, with any provision/s of the contract of hire. The Sandton Convention Centre or organisers shall not be responsible for the safekeeping, storage, use or otherwise of any property brought into the convention centre. Property belonging to the hirer or third parties shall be brought into the convention centre at their own risk and the hirer indemnifies The Sandton Convention Centre and holds it harmless against any and all claims, losses or damages that may be suffered by any person in relation hereto.</p>

	<p>The Sandton Convention Centre or the organisers shall not be liable for any loss, injury or damage, howsoever caused, to goods and/or persons in the convention centre and/or on adjacent sites. The hirer shall always remain liable to The Sandton Convention Centre for the payment of any and all outstanding costs and charges incurred in respect of or attributable to any sub-hirer or participant, notwithstanding the manner in which payment is affected. In addition to the foregoing, the hirer shall be liable for all penalties, losses or damages charged or levied by any authority, service provider or third party in respect of or attributable to any or all of the sub-hirers or participants, which amounts shall be paid by the hirer to The Sandton Convention Centre on demand.</p> <p>Exhibitors shall ensure that they are fully covered by insurance and take out “public liability” and “comprehensive” protection.</p> <p>The period of liability of the exhibitor shall be deemed to run from the time the Exhibitor or any of their agents or contractors first enter the exhibition site and to continue until all exhibits and property have been removed.</p> <p>Exhibitors are strongly advised to either lock away or remove all valuable items from their stand when unattended. The Sandton Convention Centre &amp; Convention Centre does not take responsibility for any goods left unattended on stands or within the centre.</p> <p>The venue will not be responsible for the safety of articles of any kind brought into the hired venue by the exhibitors, their agents, contractors, visitors and/or any other person/s whosoever.</p> <p>The Exhibitor shall insure, indemnify and not hold the venue liable in respect of all costs, claim demands and expenses to which The Sandton Convention Centre may in any way be subjected as a result of any loss or injury arising to any person howsoever caused as a result of any act or default of the exhibitor, his agents, contractors or guests.</p> <p>Exhibitors shall be responsible for making good any loss or damage to any items which they have rented or hired from the official contractors. In addition, exhibitors shall take all necessary precautions to prevent any damage to their equipment, exhibits and displays before making any connection to the electrical supply of the official contractors.</p> <p>The Sandton Convention Centre &amp; Convention Centre requires, under standard terms and conditions of contract, that the exhibitor indemnifies The Sandton Convention Centre &amp; Convention Centre from all claims resulting from accident, damage and/or injury occurring in the venue, as well as loss of property.</p> <p>N.B. Exhibitors may order security personnel from the venue in-house security service provider at a fee – kindly refer to the relevant order form.</p>
<b>Care of building</b>	
	<p>No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior knowledge or consent from The Sandton Convention Centre &amp; Convention</p>

	Centre Management. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.
<b>Competing meetings &amp; social events</b>	
	During the Congress no unofficial competing meetings or social functions may be held.
<b>Alcohol</b>	
	The venue is a fully licensed venue and alcohol may not be brought onto the premises. A special permit is required for promotional and sponsorship alcohol and a corkage fee apply. The venue requires advance notification of such requests and the decision to permit promotional alcohol or sponsorship beverages is at the discretion of venue management. Alcohol may only be served to people over the age of 18 (eighteen).
<b>Exhibitor behaviour</b>	
	The exhibiting company undertakes personal responsibility for the behaviour of any person(s) deemed to be staff, suppliers, sub-contractors and/or service providers in their employ whilst on the premises. The exhibiting company also undertakes to ensure that no unacceptable behaviour by any such person, including excessive consumption of alcohol, playing of loud music, use of abusive language or lack of respect for the building, its infrastructure and personnel, occurs whilst on the venue premises.
<b>Personal belongings and valuables</b>	
	Please do not leave briefcases/handbags unattended on your stand. All cases etc should be placed out of the public's eye inside cupboards or office areas. Unattended briefcases and packages could be a security risk
<b>Important dates</b>	
	<b>Please see the most important dates highlighted in this document in blue.</b>
<b>List of contact details</b>	

<b>Organisers</b>	<a href="mailto:info@rkcommunication.co.za">info@rkcommunication.co.za</a> Rhyno Kriek 083 256 0265 / Heyns du Preez 082 611 7635
<b>GL Events</b>	<a href="mailto:adri.pentz@gl-events.com">adri.pentz@gl-events.com</a> Adri Pentz : 011 210 2500
<b>Venue events contact</b>	<a href="mailto:scc.reservations@southernsun.com">scc.reservations@southernsun.com</a> Mawande Booi - +27 11 779 0000
<b>Health and safety contact</b>	Ivan Verster(083 417 4489) <a href="mailto:ivan@firefoxevents.co.za">ivan@firefoxevents.co.za</a> Paballo Makhalemele(074 057 8110 ) <a href="mailto:paballo@firefoxevents.co.za">paballo@firefoxevents.co.za</a>
<b>Security contact</b>	Pontsho Makhalemele (083 866 2893) <a href="mailto:Pontsho@firefoxevents.co.za">Pontsho@firefoxevents.co.za</a>

Should you have any queries, special requests or if you need further assistance, please contact me. It is our wish that this congress will be a great success for you and your company, but it must also be an enjoyable congress – a congress to remember.

Kind regards

Heyns du Preez & Rhyno Kriek

## CONGRESS ORGANISER



12 – 15 February 2025

**Tel:** 051 436 7733

**E-Mail:** [ossacongress@rkcommunication.co.za](mailto:ossacongress@rkcommunication.co.za)

**Website:** [2025.ossacongress.co.za](http://2025.ossacongress.co.za)