



6th SCIENCE CENTRE WORLD CONGRESS

4 - 8 SEPTEMBER 2011
CAPE TOWN, SOUTH AFRICA

Science Across Cultures

EXHIBITION GUIDE

CONGRESS OVERVIEW

The 6th Science Centre World Congress - "Science Across Cultures"

Taking place in Cape Town from 4 – 8 September 2011, 6SCWC is the first time the Science Centre World Congress will be held in Africa and presents a unique marketing opportunity.

A 5-day congress is planned, with social events to encourage delegate interaction throughout the week. The scientific programme, developed by the International Programme Committee, will include a mix of plenary and parallel sessions.

Located in the refreshments and networking area of the congress, the exhibition will offer anticipated exhibitors regular traffic and exposure.

Prices for exhibition stands have been structured into two categories, Corporate and Educational, ensuring a diverse display from members of the science centre community.

EXHIBITOR BADGES

Each stand includes exhibitor badges for 2 staff. Exhibitor badges allow access to all lunches and refreshment breaks, and the exhibition. Exhibitors are asked to ensure that all staff are properly registered with the Congress Organiser in advance of the congress. Casual visitors are not allowed. From the opening of the exhibition at 07h00 on Monday, 5 September 2011, staff will not be admitted into the congress area without an official exhibitor badge.

NOTE: Exhibitor badges will be issued only after full payment for the exhibition stand has been received.

STAND BUILDERS

All exhibitors engaging stand builders must provide the Congress Organiser with names and contact details of their appointed stand builders. Exhibitors are responsible for ensuring that their stand builders are made aware of all relevant regulations and requirements contained in this guide and the Terms and Conditions.

FURNITURE

All furniture is to be supplied by the congress-appointed stand builders. The full schedule of items that can be obtained directly from them is available on request.

PAINTING

No painting, whether by brush, spray or roller is permitted anywhere inside the Cape Town International Convention Centre.

CARPETS

The Ballroom is carpeted throughout. Any exhibitor wanting to lay any other form of floor covering on a stand must obtain the approval of the Congress Organiser. Any damage to the Cape Town International Convention Centre by an exhibitor will be charged to the exhibitor.

BANNERS

The hanging of banners is NOT permitted within the exhibition area other than within exhibition stands.

CATERING

The Cape Town International Convention Centre has exclusive catering rights on the property. Any exhibitor wishing to serve food or beverages at their stand must make arrangements directly with the Congress Organiser.

EXHIBITOR PUBLICITY

All exhibitors are invited to submit an electronic version of their corporate logo for inclusion in the congress handbook. This handbook will be combined with the congress programme and will be given to all delegates at the congress. The information submitted will also be put onto the congress website. This information must be submitted to the Congress Organiser as soon as possible for inclusion, but no later than 25 July 2011.

SUSTAINABILITY POLICY

The 6SCWC has endeavoured to reduce its environmental footprint through the implementation of a "greening" policy and exhibitors are encouraged to provide only sustainable giveaways, rather than brochures or flyers. The use of sustainable materials such as soy-based inks and recycled paper is encouraged, as well as limiting the use of shipping materials.

DELEGATE PACKS

Each delegate is issued with a congress pack. Exhibitors are invited to include promotional material in these packs at no extra charge. Exhibitors are responsible for producing and delivering their materials to the Conference Organiser for inclusion in the delegate bags, no later than 14h00 on Friday, 26 August 2011. Materials must be no larger than A4 in size. It is estimated that 400 units will be required but final unit requirements will be confirmed 2 months before the congress. Exhibitors are encouraged to provide sustainable and useful gifts.

Delivery address

ATT: 6SCWC 2011 Congress Secretariat
African Agenda
120 Belvedere Road, Claremont
Cape Town, South Africa 7700

INSURANCE AND SECURITY

Neither the Cape Town International Convention Centre nor the Congress Organiser take any responsibility for loss of or damage to exhibition stand material, equipment or exhibits. Exhibitors are encouraged to affect their own insurance to cover all risks. The attention of exhibitors is drawn to the 6SCWC Exhibition Terms and Conditions, as found on the congress website: www.6scwc.org

EXHIBITION VENUE

The Ballroom,
Cape Town International
Convention Centre

EXHIBITION SCHEDULE

(Provisional, depending on the final programme)

Monday, 5 September 2011
07h00 – 17h30

Tuesday, 6 September 2011
07h00 – 17h30

Wednesday, 7 September 2011
07h00 – 17h30

Thursday, 8 September 2011
07h00 – 17h30

STAND PRICES AND SPECIFICATIONS

CORPORATE:

Commercial, for-gain companies are invited to display the products and services that they offer to the science centre community.

Stand price: ZAR 12,000

EDUCATIONAL:

Educational organisations are invited to market their organisation (includes museums and science centres).

Stand price: ZAR 5,000

SPECIFICATIONS:

3.0 m wide by 2.0 m deep

Includes:

Basic shell scheme; fascia board (white with black lettering); plug point (15 amp single phase); spot lighting; overall security of complex; general illumination; 2 exhibitor badges (includes lunches and refreshments, excludes congress sessions); listing in congress handbook; listing on congress website and an insert in the delegate bag.

The price for the stand includes both hire of floor space and provision of a shell scheme which will be automatically supplied unless specified to the contrary. No discount is available to exhibitors not taking the included shell scheme described.

The shell scheme exhibition stands provided are affordable stands of simple but attractive design. Any "designer stands" must first be approved by the Congress Organisers.

SET-UP AND BREAKDOWN

Exhibitors may begin setting up their stands at 11h00 on Sunday, 4 September 2011 to be ready for 18h00 on Sunday, 4 September 2011.

Breakdown may begin at 17h30 on Thursday, 8 September 2011 and NOT BEFORE. All materials must be removed from The Ballroom, Cape Town International Convention Centre by 19h00 on Thursday, 8 September 2011.

NOTE: Materials not removed by exhibitors by this time will be disposed of by the Congress Organisers at the exhibitor's expense.

DOWNLOADS:

To download the 6SCWC Exhibition Terms and Conditions and the Stand Reservation Form, please visit <http://www.6scwc.org>

For more information on the 6SCWC Terms and Conditions and the Stand Reservation Form, please visit the congress website: www.6scwc.org

6th Science Centre World Congress Secretariat | African Agenda

T +27 (0)21 683 2934 | F +27 (0)86 542 4191 (fax to email) | F +27 (0)21 683 0816 (international)

E info@6scwc.org | W www.6scwc.org