



HuntEx2025 Exhibitor Manual

The aim of this Exhibitor Manual is to give you guidelines on preparing for HuntEx2025. Organising an exhibition of this size can be complicated and having a few rules of the road assists exhibitors with their own planning.

SECTION 1

GENERAL EXPO INFORMATION



Dates and Times

Buildup Days

Wednesday 23 April from 07h00 to 24h00

Thursday 24 April from 07h00 to 24h00

Show Days and Times for Visiting Public

Friday 25 April: 09h00 to 16h00

Saturday 26 April: 09h00 to 16h00

Sunday 27 April: 09h00 to 16h00 (Public holiday)

Monday 28 April: 09h00 to 16h00 (Public holiday)

Breakdown Days

Monday 28 April from 16h00 to 20h00

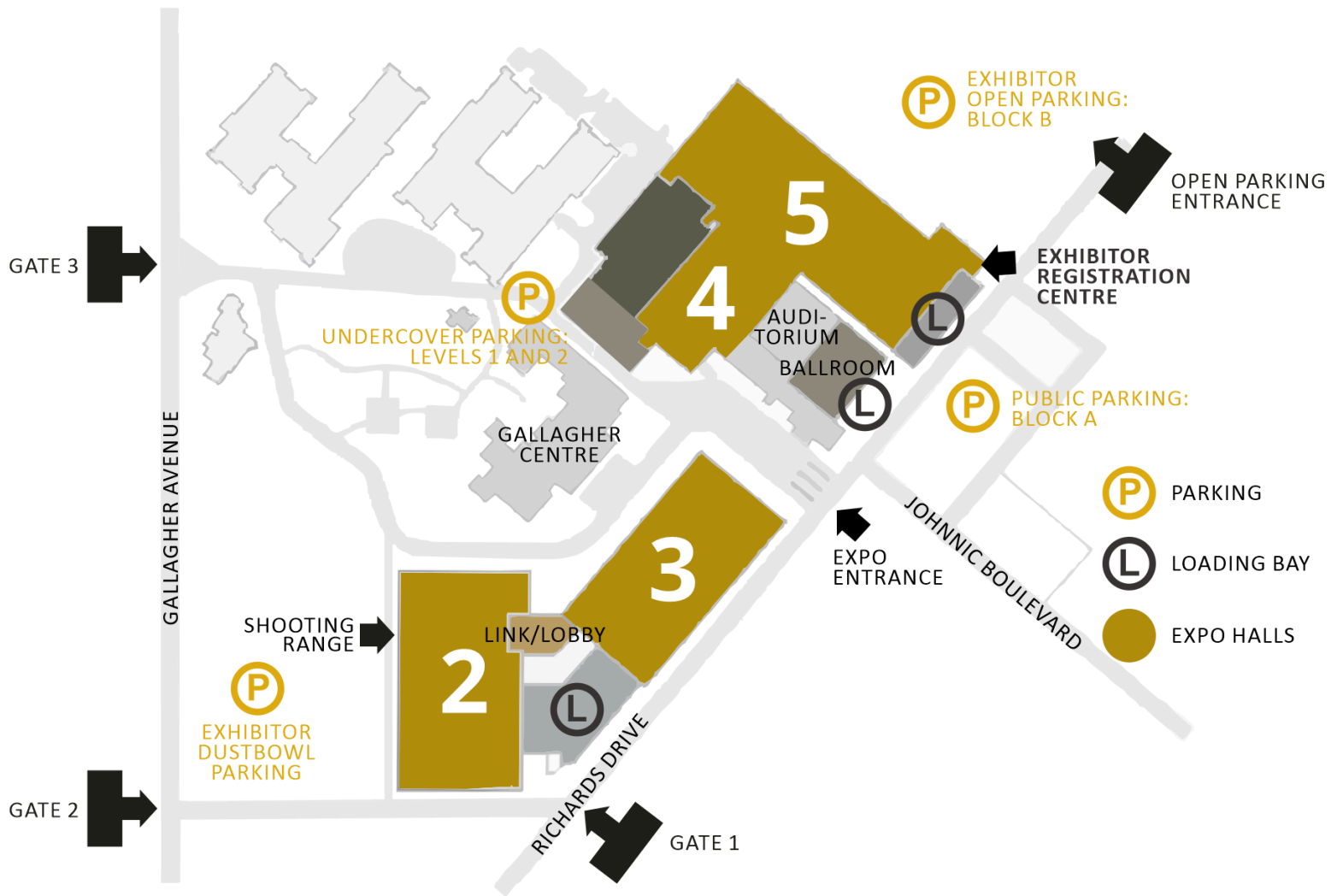
Tuesday 29 April from 08h00 to 17h00

Deadlines:

1 April 2025: exhibitor staff and contractor registration

11 April 2025: custom built and - designed stands

16 April 2025: exhibition of vehicles



SECTION 2

EXHIBITOR LOGISTICS



Exhibitor Registration and Accreditation

Access to the venue during buildup and breakdown as well as the show days is restricted to persons who have been accredited by the Organiser. Exhibitors who have paid for their stands will be asked during February 2025 to register online and a link to the registration page will be provided. This registration form can also be accessed directly on the HuntEx website (www.huntex.net). Once the registration has been approved by the Organiser your exhibitor access passes will be prepared during April 2025.

The exhibitor access passes are handed out to exhibitors at the Exhibitor Registration Centre which is situated in the main entrance of Hall 5. The passes can be collected during every buildup day (23 and 24 April 2025) from 07h00 till 17h00. Later collection times must be pre-arranged.

These passes are only intended for exhibitor staff working on the stands and **may not be given to visitors**. For showdays exhibitor staff have separate entrances through which only holders of access passes on their wrists may enter the show grounds. Holders of exhibitor access passes will not be allowed to enter via the visitor entrance gates.

Number of access passes for show days allowed per stand

Each exhibition (stand) is allowed the following number of exhibitor access passes for their staff to work at their stand during the three showdays of HuntEx2025. Should more be required, a motivation must be supplied on the Exhibitor Registration form online with names and id or passport numbers of all staff including those of the extra passes requested:

Stand size	Number of permits per day
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Knife or book table and table stand	2
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4 - 8m ²	2
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9 - 17m ²	3
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18m ²	4
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Registration is mandatory for exhibitors with larger stands.

Numbers to be submitted for approval by the Organiser. There are no limitations on access passes for build-up and break-down days. -

Furthermore, please register the name and ID or passport number of the person who will collect the Exhibitor Registration Package. Only the person registered for collection will receive the package at registration. Requests for extra passes by phone will not be entertained.

Exhibitors who do not register online will receive the numbers indicated above only. Exhibitors of stands larger than 18m², who ignore the request to register, will only receive 4 passes per day.

Extra exhibitor access passes can be purchased at the Exhibitor Registration Centre during buildup or the Information Desks in Hall 2 and Hall 5. The cost is R150 per pass per day.

Please note that extra access passes for buildup and breakdown days are free.

Exhibitors, their staff and contractors are responsible for their access passes once collected. If you lose them or forget them at home the Organiser will not entertain requests for replacements.

Registration of Exhibitor Appointed Contractors (EACs)

Contractors appointed by exhibitors to build stands or deliver goods must register on a separate Exhibitor Appointed Contractors online form. Names and id numbers of staff of EACs (contracted companies) building stands or delivering goods are not required. Only provide the name of the company that has been contracted and the number of access passes to be provided in your package. The access passes for these individuals will only be valid for buildup and breakdown days and must be handed to the contractors by the exhibitor. Provide the name and id number of the person to whom that package must be handed to.

DEADLINE: 1 April 2024. This deadline will only be extended by written Whatsapp or email request. Telephonic requests will not be entertained. Exhibitors will receive reminders to register during March via Whatsapp.



Exhibitor Parking

All parking during buildup and breakdown is free and the Gallagher appointed service provider will provide security. During showdays only persons with exhibitor access passes will be allowed to enter the various parking areas listed below.

Open Parking

Parking Block B (opposite hall 5, reserved for exhibitors in halls 4 and 5)

Designated exhibitor parking bays in Parking Block B are free. Security is available and is paid for by visitor parking fees. Entrance to this area is via Richards Drive from the traffic circle.

Dust Bowl (behind Hall 2 reserved for exhibitors in halls 2 and 3)

Open parking behind Hall 2, commonly known as the Dust Bowl, is gratis. Security for these vehicles will be provided by Gallagher. Access to the

Dust Bowl is via Gate 2 on Gallagher Avenue.

Undercover Parking

A limited number of parking bays are available in Parking levels 1 and 2. The cost is R45 per vehicle and R45 per trailer per day. Access to levels 1 and 2 is via Gate 3 (Bottom Gate) on Gallagher Avenue.

A link will be sent to exhibitors via Whatsapp that will allow you to purchase parking tickets online for the Undercover parking spaces.



Loading and Unloading

Once registration packages have been collected at the Exhibitor Registration Centre, exhibitor staff who wish to enter the loading bays with vehicles will be guided to the marshalling area in Block A. Logistics staff will control access to the two loading bays as and when space becomes available. This ensures an orderly and controlled off-loading of exhibition material to the stands. Logistics staff with trolleys will be available in the loading bays to help move stock and display material to stands. A member of the HuntEx2025 team will be on hand to assist exhibitors. Remember that no access to the loading bays will be allowed without an access band on your wrist.

Please do not leave your vehicle unattended in the loading bays. As soon as all your goods have been offloaded, move your vehicle out of the loading bay to free up the loading area for other users.

Moving of freight by forklift in and around the loading bays and halls is managed by the King Cargo Logistics Team. Associated costs are listed below (measured in cubic metres):

- First 2cbm free of charge
- R310.00 ex VAT per m3 inward handling 2.5 ton only
- R310.00 ex VAT per m3 outward handling 2.5 ton only

Please note that any piece of equipment weighing more than 2000kg will be quoted separately.

More information can be obtained directly from the Organiser.



Breakdown

Monday 28 April to Tuesday 29 April 2025

Breakdown begins at 16h05 after HuntEx2025 closes on Monday 28 April and runs till 20h00 on the same day. It resumes at 07h00 again on Tuesday 29 April and ends at 17h00.

Hall 2 and 3 Exhibitors: Enter through Gate 2 on Gallagher Avenue and park your vehicles in the Dust Bowl behind Hall 2 in the marshalling yard. Access to the loading bays is controlled from the marshalling yard in the Dust Bowl. Access the loading bay via the ramp behind Hall 1, load your goods and exit onto Richards Drive. Please adhere to the instructions of the logistics and security supervisors. Consider others and pack your stand before entering the loading bay so that everyone can leave as quickly as possible. **Please note that you cannot enter the hall2/3 loading bay from Richards Drive under any circumstances.**

Hall 4 and 5 Exhibitors: Park in the marshalling yard in parking Block A on Richards Drive. Access to the loading bay of Hall 5 is controlled from the marshalling yard. Please adhere to the instructions of the logistics and security supervisors.

Do not attempt to enter the loading bay from Richards Drive as this will clog the exits and inconvenience everybody. Parking in the street or in front of the loading bay doors is similarly prohibited as it causes severe inconvenience and traffic problems in the area. Please also adhere to the marshall's requests.

Please note that under no circumstances may exhibitors break down and vacate their stands before 16:00 on Monday 28 April 2024.

ABOUT EXHIBITION STANDS



Custom Built / Designed Stands

The Fire Department has laid down the following regulations concerning exhibition stands. All halls and stands are subject to inspection by members of the Joint Operations Committee (JOC) of the Joburg Metro at any time:

- No stand, other than standard shell scheme, shall be constructed either inside or outside a building, unless or until the JOC has approved the technical drawing of the proposed construction and general layout. It follows from this rule that Space Only exhibitors who are erecting custom designed stands must obtain prior approval for their stands from the JOC. A structure is considered to be a design or custom structure when it is erected on a Space Only stand and constructed of any material other than the standard Shell Scheme System structure, regardless of its height.
- The fire rating of material used to erect canvass structures like tents must be submitted to the JOC. All tents and canvas structures must have at least one 9kg fire extinguisher at each entrance of the structure. **In case of small camping tents only a fire rating of the material used in its construction must be supplied.**
- Should a large tent with supporting wood or steel structures be erected the JOC regards it as a custom stand and it will require submission of a technical drawing signed off by an engineer.
- No solid ceiling may be erected without the approval of its design by the JOC.

The cost of the engineer to sign off as well as the cost of submission to the JOC is for the exhibitors account.

To obtain approval for such structures, a detailed plan/drawing must be signed and certified by an engineer. In cases where the stand includes steel beams or ceilings this must also be subject to the same rule regardless of the height of the structures.

The certified plans of the proposed stand must be submitted to the HuntEx2025 Organiser by no later than **11 April 2025**, 14 working days prior to the commencement date of HuntEx2025. This will allow the Health and Safety Officer to scrutinise all plans and if adjustments need to be made it can be done before he submits all plans for approval to the JOC. The plans must incorporate front, side and top elevations. Electrical work other than plugging in to the power plug or distribution board point provided at the stand will need a Certificate of Compliance (COC) from a registered electrician.

It follows that every exhibitor planning to erect a custom stand must appoint their own stand builders. HuntEx does not prescribe who an exhibitor must utilise but the organiser will suggest companies and designers should you be at a loss.

Impi Secure personnel provide the Health and Safety service to exhibitors of HuntEx2025. They also employ an engineer who is qualified to sign off custom or designed stands. Exhibitors who do not have their own engineer for the sign off of their stands can ask Impi Secure to provide that service to them. It however remains the privilege of any exhibitor or the contractor to choose its own engineer.

The costs charged by Impi directly to exhibitors/contractors, are as follows:

R1690.00 (VAT Excl) for engineering sign off of plans including JOC presentation.

R2390.00 (VAT Excl) with engineering sign off and EMS/JOC presentation if the designs are submitted after the 11 April due date.

R1290.00 (VAT Excl) for JOC presentation per stand

R1990.00 (VAT Excl) for JOC presentation if designs are submitted after 11 April due date.

Space only exhibitors with stands bordering on other space only stands are responsible for erecting separating structures between the stands.

No gazebos are allowed in smaller stands under any circumstances in halls 2,3,4 and 5. Outside and Lobby stands can erect gazebos. In large space only vehicle stands, gazebos are however allowed.

DEADLINE: Friday 11 April 2025. This deadline will only be extended by written Whatsapp or email request. Exhibitors will receive reminders during March via Whatsapp. Please note that late submission will incur extra costs.

Rigging and hanging of banners

In view of the fact that more exhibitors are hanging banners and rigging from the roof and sides of the halls since HuntEx2022, a preferred supplier has been appointed to provide this service. It will lead to individual costs being lower as the service provider will have the required number of cherry pickers on site for the duration of build-up and break-down.

As the movement of cherry pickers during build-up can potentially become very disruptive, it also makes sense to make use of one service provider that can schedule the hanging of banners and rigs in a way that is least disruptive.

Name: BRX
Contact person: Gabi Babinszky
Number: 064 655 3323
Email address: gabi@brxgroup.co.za

BRX is a preferred supplier and exhibitors can, if so desired, use their own service providers for this purpose.

DEADLINE: Friday 11 April 2025. Exhibitors wishing to use the services

of BRX should approach the company before or on 11 April to obtain quotes and finalise hanging and rigging schedules. Requests to hang banners or rigs after that date may incur higher fees or may result in your banner or rig being hung later during build-up.



Display, Sales and Advertising Rules

Sales of grey and parallel imported products

Exhibitors may not sell imported products that have not been sourced from producer approved agents/wholesalers/importers. End users who purchase grey or parallel imported products from vendors at HuntEx2025 and afterwards experience issues with the products will most probably not be assisted with these issues by the importer as they will refuse to honour the guarantee.

In addition the sale of such products by exhibitors during HuntEx2025 will damage the reputation of HuntEx.

Stand Creep

To comply with national, regional and local laws, the floor plans are submitted for approval to the JOC of the Johannesburg Metro in advance of the exhibition. Once the plans have been approved by the JOC, no changes may be made to the expo layout. Exhibitors are therefore not allowed to extend their stands into aisles or move display items or furniture from their stands into aisles. This may lead to the Metro withholding permission to continue with the exhibition. Officers of the JOC do inspections every day before show hours begin. It also impedes good traffic flow in the aisles and causes obstructions in case of emergencies. Regular inspections will take place during show times by the Health and Safety Officer and the requests from him must please be adhered to.

Advertising

Please take note that no self adhesive advertising material may be stuck

on to walls and mirrors in the bathrooms as Gallagher has upgraded those facilities.

Several advertising opportunities in other public areas in and outside of the exhibition venues are available. These must be reserved/booked. Reservations can be made on the www.huntex.net website. Any display of symbols, insignia, medals, flags and uniforms originating from the Second World War must be avoided. Firearms are excluded from this injunction.

Dress Code

HuntEx is a family expo and all staff members working on stands must be dressed appropriately. Skimpy or inappropriate clothing designed to attract visitors to stands and products should please be avoided.



Stand Sharing and Subletting

Exhibitors wishing to share stands with other businesses must inform the Organiser in writing. The Organiser reserves the right to disallow stand sharing if such a sharing exhibitor does not comply with the product categories according to which all exhibitors must comply.



Stand Numbering and Changing of the Floorplan

The Organiser reserves the right to change stand numbers and the floorplan should circumstances require it. Exhibitors will be informed well in advance of any changes in the numbers of their stands or changes to floor plans that may affect them.



Fascia Boards and Other Visual Material

The name of the exhibiting company, as provided by the exhibitor to the Organiser on the online "Application to Exhibit" form will be displayed on the fascia board on all standard shell scheme stands and on the website and other printed material provided by the Organiser such as venue maps etc.



Fixing Display Material on Shell Scheme Stands

Exhibitors of the standard shell scheme stands may use double-sided tape or sticky-backed Velcro to attach display material to the exhibition stand panels. No nails, screws, permanent adhesives or any other mechanism that can damage the plastic or aluminium frames may be used.

Promotional posters may be hung off the top of the shell scheme framework with hooks which can be obtained from the Organiser and the HuntEx2024 stand builders. Chipboard panels as well as pegboards to hang heavier objects and firearms can be ordered from the stand builders at an additional charge. It is important that exhibitors plan these changes to their stands beforehand and to make arrangements accordingly through the Organiser. Postponing it for the buildup period will lead to excessive costs to the exhibitor and make the whole buildup process more complicated.

Basic shell upgrade stands may replace their plastic walls with printed fabric banners with their artwork on. Orders are placed with the stand builders directly.



Exhibition of Vehicles in Venues

The Johannesburg Metro Emergency Management Services (EMS) requires that the exhibitors of vehicles ensure that:

- Fuel tank to be 25% full
- Drip tray to be placed under engine
- 9kg (min) fire extinguisher to be placed next to vehicle (sealed and serviced)

In addition the venue owner, Gallagher requires the following information to be provided to it:

1. Make and colour of vehicle (s)
2. Registration number(s)
3. Weight
4. Dimensions (width, length, height)
5. Specific location within your stand where you plan to park the vehicle(s)

Deadline: Please provide the information to the Organiser no later than 16 April 2025

Although not a requirement, such exhibitors may consider leaving the vehicle keys with the Organiser after closing hours so that the vehicles can be moved if a fire breaks out in any venue after lockdown. Contact the Organiser or the HuntEx Health and Safety Manager for assistance or information. Vehicles to be exhibited need to be delivered to Gallagher on Wednesday 23 April 2025.



Furniture Hire

For your convenience you can rent furniture, display units and audiovisual

equipment on the www.huntex.net website.



Fire Regulations

The Fire Department stipulates the following concerning exhibition stands:

- No highly combustible material such as hessian, straw, paper, polystyrene etc. shall be used in or on the stand without it being treated with fire retardant or the prior approval of the fire department.
- Written permission will be required for the storage or use of hazardous substances, flammable liquids, flares, gas cylinders, open fires and demonstrations with naked flames.
- Fire extinguishers on walls, floors or elsewhere may not be removed or obstructed.
- It is compulsory to have a fire extinguisher on each level of a double storey display.

Highly combustible material such as hessian, straw, paper, wood, polyurethane, etc. may be used in the construction of a stand or for the exhibition display, but must be treated with a fire retardant and a valid certificate attesting to this must be handed to the HuntEx Health and Safety Officer during buildup. Solid ceilings on stands may be used with prior permission but must be fitted with portable smoke detectors. All draping must be treated with fire retardant spray, and a valid certificate attesting to this must be handed to the HuntEx Health and Safety Manager during buildup.

Please refrain from storing packaging material behind the black curtains in the hall - this is a serious fire hazard. Inspections will be made daily and it will be removed and discarded.

Exhibitors wishing to use gas for cooking demonstrations need to obtain approval from the JOC. Contact the Organiser for assistance in this regard.



Health Regulations

The City of Johannesburg Health Inspectors will require Certificates of Food Safety issued by a local authority from all sellers of foodstuffs. All edible products are covered by this rule regardless of how they are packaged. This applies to all foodstuffs packaged for sale such as meats, nuts, curry, spices, bottled sauces and other foodstuffs offered for sale. This Certificate of Food Safety must be on hand in your stands and must be prominently displayed. An application form for such an approval will be sent to all food vendors by the Organiser. Submission details, rules, requirements and contact person at the Metro are all indicated on the form.



Audio Visual And Noise

Exhibitors should please be considerate of others when planning stands and avoid audio systems or electronic devices that produce loud music, irritating or intermittent noise.

SECTION 4 SERVICES



Internet Connectivity

The venue has wi-fi internet coverage in all the major public areas. You can purchase internet connectivity vouchers at the Estate Restaurant between Halls 4 and 5 or the restaurant downstairs in the Lobby. Should you need a dedicated wi-fi service, please contact the Organiser.



Security

Expo Security

Although the exhibition halls will be in lockdown status overnight between one hour after closure of show times and 06h00, exhibitors remain responsible for all material on their stands. The high risk periods are during buildup and breakdown, as well as the period directly after lockdown ends in the morning on show days until the show starts and after closure of the show until lockdown. The organiser, venue or any appointed subcontractor cannot be held liable for any loss or damage.

Exhibitors are advised to take out insurance to cover the loss of items on their stands. Stand shields can be ordered from ExpoScreens or another supplier of the exhibitor's choice. Precautionary measures must be taken to secure items such as mobile phones, notebooks, tablets or laptop computers. Please note that the venue security company monitors all venues during lock-down on CCTV cameras. These cameras also operate at all other times. Exhibitors who have experienced loss of items during the expo can ask the Organiser or Security Manager to view the footage.

Stand Protection

Special material screens are available from ExpoScreens and are intended to prevent unauthorised people from entering your stand before and after lockdown. ExpoScreens can also arrange a shield for island stands. Their personnel will be present throughout the expo period to provide services to you. ExpoScreens prices are discounted by 20% to those orders placed and paid beforehand.

Exposcreens

Floh Thiele
084 6826253
011 646 7750
info@exposcreens.co.za

Online Security

If you are approached to sell your products by EFT, please wait for the funds to reflect in your account before releasing the goods, even if you receive a proof of payment. Alternatively, contact your bank to find out what measures they can suggest to check on payments.



Lost and Found Policy

All items lost by visitors or exhibitors should be handed in at the Info Desks or the security offices in Halls 2 and 5.



Medical Treatment

Intermediate Life Support paramedics will be on duty during buildup and breakdown. On event days Advanced Life Support paramedics and Basic Life Support medics with an ambulance will be on site.



Catering and Refreshments

The venue is a licensed facility. GCC is the sole provider of all catering requirements to exhibitors, contractors and visitors. A limited number of exhibitors may sell prepackaged take-home foodstuffs and alcoholic beverages. They may bring bite-sized promotional items such as chocolates, sweets, biltong, meat products, wors and 25 ml of beverages and coffee, cool drinks or cocoa etc. to give to visitors at their stands. The only on-consumption foodstuffs that may be sold is biltong, dry wors and roasted coated nuts. These are limited to one per hall.

Exhibitors of Alcoholic Beverages

Exhibitors selling alcoholic beverages such as beer, wine or spirits may offer 25 ml tots for tasting. These exhibitors have to obtain an off site liquor licence from the Gauteng Liquor Board. The Organiser and the Venue will provide the relevant supporting letters to those exhibitors who have to lodge their applications with the Board 30 days before the expo dates.

We wish every exhibitor the best for your preparations and look forward to a successful HuntEx2025.

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