



Pan African
DATA
centres
EXHIBITION & CONFERENCE

22-23 JUNE
2026

Sandton C.C.

Jo'Burg

Supporting organisation:



AFRICA
DATA CENTRES
ASSOCIATION

Exhibitor Manual

Investment. Infrastructure. Services. Solutions.

For more information visit:
www.datacentres-africa.com

Introduction

Exhibitor Manual

We hope that this Exhibitor Manual will provide you with all the information you need for the successful preparation of your stand at the Pan African DataCentres Exhibition & Conference 2026.

Please take time to read the Exhibitor Manual carefully as in addition to assisting your preparations there are a number of requirements that must be met.

We have done our best to ensure that the contents are as accurate as possible. If you find an error, please let us know immediately so that we can correct it for other exhibitors.

The Exhibitor Manual is not designed to replace the personal service provided by Stepex Ltd, or by any of the contractors listed. We are all here to assist your preparations with as much care and attention to detail as is necessary to provide you with the best possible service for your needs.

If you have any questions or need specific assistance, please contact the DataCentres Team on +44 (0) 1892 570513 or datacentres@stepex.com, who will be pleased to help you.

Also, if you experience difficulty with any of the services listed in this Exhibitor Manual, please contact the organisers – we can then assist you with your arrangements.

The Organisers

The Pan African DataCentres Exhibition & Conference / Stepex Ltd

Suite 4a,
Hawkwell Barn,
Maidstone Road,
Pembury,
Kent,
TN2 4AG
UK

Telephone: +44 (0) 1892 570513

Email: datacentres@stepex.com

Web: www.datacentres-africa.com

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Exhibitors' Check List

	Return To/Order	Deadline
Additional Electrical Orders	Two Way	5 June
AV Order	Two Way	5 June
Badge Scanners	ExpoServices	5 June
Catalogue Advertising	Stepex Ltd	11 May
Catalogue Entry	Stepex Ltd	11 May
Exhibitor & Contractor Passes	Stepex Ltd	5 June
Food & Beverage Order	Santon Convention Centre	5 June
Furniture Hire Packs	Two Way	5 June
Internet & Telecommunications Order Form	Sandton Convention Centre	5 June
Onsite Handling, Transport & Storage Services	In House Exhibitions & Logistics	5 June
Public and Employers Liability Insurance	Stepex Ltd	5 June
Space Only Plans	Stepex Ltd	11 May
Stand Name Board	Two Way	5 June

Please keep a copy of any forms you return for your records.

If you have any questions about any of the above forms, or your own individual requirements, please call the DataCentres Team in the organiser's office on +44 (0) 1892 570513 email: datacentres@stepex.com

Useful Contacts

Audio Visual
Two Way
27 Edward Avenue
Crowthorne
1682
South Africa
Contact:
Cindy Neethling
Telephone: +27 (0) 11 100 0287 / 0 81 013 9969
Email: cindy@twowaysa.co.za
Nadine Coetzer
Telephone: +27 (0) 11 100 0287 / 0 72 684 9239
Email: nadaine@twoways.co.za

Badge Scanners
ExpoServices
PO Box 84 199
Greenside 2034
Contact: Anna (Sales) or Floh (Tech)
Office: +27 (0) 107 53 1137
Telephone: Anna: +27 (0) 82 55 66 77 2
Email: anna@exposcans.co.za

Catalogue Design & Advertising
Suite 4a
Hawkwell Barn
Maidstone Road
Pembury
Kent
TN2 4AG
Contact: Sarah Colyer
Telephone: +44 (0) 1892 779992
Email: sarahcolyer@stepex.com

Delivery of Exhibits
In House Exhibitions & Logistics
Sandton Convention Centre
Maude Street
Sandton
2196
South Africa
Contact:
Onsite Logistics Manager: Fiaz Govender
Whatsapp: +27 (0) 79 962 7378
Tel: +27 (0) 64 531 7314
Email: fiaz@inhouselogistics.co.za
Managing Director: Thiru Govender
Tel: +27 (0) 61 588 9915
Email: thiru@inhouselogistics.co.za

Electrical Services
Two Way
27 Edward Avenue
Crowthorne
1682
South Africa
Contact:
Cindy Neethling
Telephone: +27 (0) 11 100 0287 / 0 81 013 9969
Email: cindy@twowaysa.co.za
Nadine Coetzer
Telephone: +27 (0) 11 100 0287 / 0 72 684 9239
Email: nadaine@twoways.co.za

Furniture
Two Way
27 Edward Avenue
Crowthorne
1682
South Africa
Contact: Cindy Neethling
Telephone: +27 (0) 11 100 0287 / 0 81 013 9969
Email: cindy@twowaysa.co.za
Nadine Coetzer
Telephone: +27 (0) 11 100 0287 / 0 72 684 9239
Email: nadaine@twoways.co.za

Handling & Lifting of Exhibits
In House Exhibitions & Logistics
Sandton Convention Centre
Maude Street
Sandton
2196
South Africa
Contact:
Onsite Logistics Manager: Fiaz Govender
Whatsapp: +27 (0) 79 962 7378
Tel: +27 (0) 64 531 7314
Email: fiaz@inhouselogistics.co.za
Managing Director: Thiru Govender
Tel: +27 (0) 61 588 9915
Email: thiru@inhouselogistics.co.za

Useful Contacts

Shell Scheme Stands/Stand Extras

Two Way
27 Edward Avenue
Crowthorne
1682
South Africa
Contact: Cindy Neethling
Telephone: +27 (0) 11 100 0287 / 0 81 013 9969
Email: cindy@twowaysa.co.za
Nadine Coetzer
Telephone: +27 (0) 11 100 0287 / 0 72 684 9239
Email: nadaine@twoways.co.za

Stand Catering

Sandton Convention Centre
Maude Street
Sandton
2196
South Africa
Contact: Nitisha Dheda
Telephone: +27 (0) 11 779 0000
Email: Nitisha.dheda@southernsun.com

Stand Name Board

Two Way
27 Edward Avenue
Crowthorne
1682
South Africa
Contact: Cindy Neethling
Telephone: +27 (0) 11 100 0287 / 0 81 013 9969
Email: cindy@twowaysa.co.za
Nadine Coetzer
Telephone: +27 (0) 11 100 0287 / 0 72 684 9239
Email: nadaine@twoways.co.za

Storage

In House Exhibitions & Logistics
Sandton Convention Centre
Maude Street
Sandton
2196
South Africa
Contact:
Onsite Logistics Manager: Fiaz Govender
Whatsapp: +27 (0) 79 962 7378
Tel: +27 (0) 64 531 7314
Email: fiaz@inhouselogistics.co.za
Managing Director: Thiru Govender
Tel: +27 (0) 61 588 9915
Email: thiru@inhouselogistics.co.za

Telephone & Internet Connection

Sandton Convention Centre
Maude Street
Sandton
2196
South Africa
Contact: Noxolo Mtshemla
Email: scc.it@southernsun.com

Venue

Ballroom – Level 2
Sandton Convention Centre
161 Maude Street
Sandown
Sandton
2196
South Africa
Contact: Nitisha Dheda
Telephone: +27 (0) 11 779 0000
Email: nitisha.dheda@southernsun.com

Access to the Sandton Convention Centre

The exhibition is located in the Ballroom – Level 2 at the Sandton Convention Centre in Johannesburg.

Build Up

Space Only site exhibitors and contractors can have access from: Sunday 21 June – 9.00 - 20.00 and Monday 22 June - 10.00 - 22.00

Shell Scheme exhibitors can have access from:
Monday 22 June – 13.00 - 20.00

Please note that access for Shell Scheme exhibitors is restricted on Monday 22 June until after 15:30 because it is necessary to complete the basic stand construction before exhibitors arrive. Please bring exhibits through Alice Lane Exhibition 2 Loading Bay.

Opening Hours

Registration Opens: 08.00

Tuesday 23 June: 8.00 – 17.00

Wednesday 24 June: 8.00 – 16.00

Breakdown

Space Only exhibitors will be permitted access: Wednesday 24 June – 17:00 - 21.00

Shell Scheme exhibitors will be permitted access: Wednesday 24 June - 16.15 - 21.00

Audio Visual

Exhibitors requiring Audio Visual equipment should contact Two Way to order.

Two Way

27 Edward Avenue

Crowthorne

1682

South Africa

Contact:

Cindy Neethling

Telephone: +27 (0) 11 100 2761

Email: cindy@twowaysa.co.za

Nadine Coetzer

Telephone: +27 (0) 11 100 0287 / 0 72 684 9239

Email: nadaine@twoways.co.za

[Click here to view the Two Way Order Form](#)

AV Order - Deadline

5 June

Badge Scanners

There will be computerised registration at the Pan African DataCentres Exhibition & Conference. All visitors will receive a printed badge that will contain a bar-coded registration number unique to each person. The barcode can be recorded using a badge scanner. Please note, designer stand packages and above automatically include a badge scanner(s).

To order a badge scanner for the Pan African DataCentres Exhibition & Conference please contact Floh.

Badge Scanner

ExpoServices

PO Box 84 199

Greenside 2034

Contact: Anna (Sales) or Floh (Tech)

Office: +27 (0) 107 53 1137

Telephone: Anna: +27 (0) 82 55 66 77 2

Email: anna@exposcans.co.za

Badge Scanner - Deadline

5 June

Catalogue Entry

Your company name, address, telephone number, email address, website address and stand number will be entered free of charge in the Exhibition Catalogue together with up to 100 words describing the products or services displayed on your stand.

Your catalogue entry will be compiled from the information supplied by you from your exhibitor online profile page on the Pan African DataCentres website, www.datacentres-africa.com/exhibitors-2026/. You should have been sent an email with a form to complete and send back. If you have not received this, please contact Sarah Colyer in the Exhibition Office.

Catalogue Entry

The Pan African DataCentres Exhibition & Conference Office

Contact: Sarah Colyer, Event Admin and Marketing Manager

Telephone: +44 (0) 1892 570513

Email: sarahcolyer@stepex.com

For further details of the promotional opportunities in the Exhibition Catalogue please contact Sarah Colyer.

Catalogue Advertising

The Pan African DataCentres Exhibition & Conference Office

Contact: Sarah Colyer, Events Admin and Marketing Manager

Telephone: +44 (0) 1892 570513

Email: sarahcolyer@stepex.com

Advertising and Editorial – Deadline

11 May

Contractors' Desk

From the morning of Sunday 21 June, Two Way – the Shell Scheme, electrical service and furniture contractor will have a service desk in the exhibition hall. Two Way is there to assist you and to help ensure that your exhibition build-up is as smooth and trouble free as possible.

To ensure that you receive the precise equipment you need for the exhibition, you should consider your requirements before arrival at the Sandton Convention Centre and place your order in advance. Two Way cannot always guarantee that they can meet every order if placed during build-up at the exhibition and any items ordered after the deadlines may be subject to a surcharge. In any case, it may not be possible to provide services or equipment ordered after 16:00 on Friday 5 June.

Deadlines

Please note that there is a deadline for each service provided by contractors working at the Pan African DataCentres Exhibition & Conference. The deadlines are essential for contractors detailing exhibitor requirements in advance, so that arrangements can be made to ensure supply of the assistance, equipment, or services required. Some contractors impose a surcharge for any orders received after the deadline date.

In certain instances (such as the Pan African DataCentres Exhibition & Conference Catalogue), it is not possible to provide a catalogue entry if the publication deadline is missed. Catalogue entries will be compiled from the information supplied by exhibitors. If it is not supplied, there can be no entry.

In other instances, it may not be possible to provide services or equipment ordered after the deadline date. All exhibitors are requested therefore to meet the specified deadlines, and no liability can be accepted in the instance that deadlines are missed.

Delivery of Exhibits

Exhibitors wishing to send exhibits in advance to the exhibition may consign them to the official contractor In House Exhibition & Logistics who are experienced in exhibition work and can provide a full handling and case storage service.

A full door-to door service is available for exhibitors who wish to use this service. For more information and a quotation please contact the official contractor.

In House Exhibitions & Logistics

Sandton Convention Centre

Maude Street

Sandton

2196

South Africa

Contact:

Onsite Logistics Manager: Fiaz Govender

Whatsapp: +27 (0) 79 962 7378

Tel: +27 (0) 64 531 7314

Email: fiaz@inhouselogistics.co.za

Managing Director: Thiru Govender

Tel: +27 (0) 61 588 9915

Email: thiru@inhouselogistics.co.za

However, if you decide to use an alternative courier, a member of staff from the exhibiting company will need to be present to receive the delivery.

The venue is willing to accept small deliveries 1 week prior to the event, should you wish to send small deliveries in advance to the Sandton Convention Centre, please send these addressed to:

C/O Inhouse Exhibitions and Logistics cc

161 Maude Street

Sandton Convention Centre

Exhibition 1 Loading Bay

Sandown, Sandton

2196

Attention: Thiru Govender

Cell: 061 588 9915

Electrical Services

All Shell Scheme stands are provided with an electrical package comprising:

1 x single phase D/B board will be located within each 4 stands; each stand will receive a quarter D/B plus 1 x plug point and long arm spotlights (the total number of these will depend on the stand design). Space Only stands will not come with electric. Additional plug points or dedicated D/B's can be ordered via a order form [here](#).

Two Way has been appointed as the electrical contractor and coordinator for the Pan African DataCentres Exhibition & Conference. All work on stands must be ordered through the official electrical contractor. Details of your requirements must be forwarded to Two Way as early as possible.

Space only contractors will need to supply an electrical COC to the Two Way onsite office by Sunday 21 June COB, for any electrical connections (plugs, lights) made by their own electricians to the provided power source (Two Way distribution boards).

Two Way

27 Edward Avenue
Crowthorne
1682

South Africa

Contact: Cindy Neethling

Telephone: +27 (0) 11 100 0287 / 0 81 013 9969

Email: cindy@twowaysa.co.za

Nadine Coetzer

Telephone: +27 (0) 11 100 0287 / 0 72 684 9239

Email: nadaine@twoways.co.za

[Click here to view the Two Way Order Form](#)

Additional Electrical – Deadline

5 June

Bespoke Ticket

As part of your marketing campaign for the event we would like to offer you the chance to create your own electronic bespoke tickets.

As a valued client, we will design a personalised ticket using your images, text and logo within a template. This is included as part of the marketing package.

If you want to take advantage of this opportunity, please email sarahcolyer@stepex.com.

Stepex Ltd

Suite 4a,
Hawkwell Barn,
Maidstone Road,
Pembury,
Kent,
TN2 4AG

Telephone: +44 (0) 1892 570513

Email: datacentres@stepex.com

Exhibition Aisles

The aisles in the exhibition are the minimum permissible in law. It is not possible therefore to place exhibits, stand dressing, tables, chairs or any other item relating to exhibits in the exhibition aisles. Please keep all your exhibits inside your stand area, as it will be necessary to remove any item placed in the aisles.

The Ballroom is carpeted throughout the hall. To ensure the carpet remains in good condition please ensure contractors and staff take care, as this may affect the presentation of your stand area.

Exhibition Organisers' Office

The Exhibition Organisers' Office will be located in one of the Boardrooms to the right of the Ballroom.

Exhibitor & Contractor Passes

Every member of your staff who will be working at the Sandton Convention Centre during the Pan African DataCentres Exhibition & Conference must wear an Exhibitor Badge to gain access. This includes contractors working on your stand. All badges will be pre-printed and available for collection from the Organisers Office from Sunday 21 June after 16:00.

You will receive an email request to submit your names electronically before the event. If you have not received this, please contact Sarah Colyer in the Exhibition Office.

The Pan African DataCentres Exhibition & Conference Office
Contact: Sarah Colyer, Event Admin and Marketing Manager
Telephone: +44 (0) 1892 570513
Email: sarahcolyer@stepex.com

Stepex Ltd
Suite 4a,
Hawkwell Barn,
Maidstone Road,
Pembury,
Kent,
TN2 4AG

Telephone: +44 (0) 1892 570513
Email: datacentres@stepex.com

Exhibitor & Contractor Passes – Deadline

5 June

Furniture

A selection of stand furniture is available from the appointed contractors Two Way. To order, please contact Cindy directly. Two Way cannot always guarantee that they can meet every order if placed after the deadline or during build-up at the exhibition. Any items ordered after the deadline may be subject to a surcharge.

Their contact details are as follows:

Two Way

27 Edward Avenue

Crowthorne

1682

South Africa

Contact: Cindy Neethling

Telephone: +27 (0) 11 100 0287 / 0 81 013 9969

Email: cindy@twowaysa.co.za

Nadine Coetzer

Telephone: +27 (0) 11 100 0287 / 0 72 684 9239

Email: nadaine@twoways.co.za

[Click here to view the Two Way Order Form](#)

Furniture Hire – Deadline

5 June

Handling & Lifting of Exhibits

We have an open policy on freight handling which means exhibitors can use a supplier of their choice, but we have a preferred freight forwarder who will also be onsite should you need anything. Please contact In House Exhibitions & Logistics for more information.

Please note that any freight delivered directly to the Sandton Convention Centre prior to the exhibition will incur a handling fee of R650 per cubic metre. All such deliveries must be arranged in advance with In House Exhibitions and Logistics.

In House Exhibitions & Logistics

Sandton Convention Centre
Maude Street
Sandton
2196

South Africa

Contact:

Onsite Logistics Manager: Fiaz Govender

Whatsapp: +27 (0) 79 962 7378

Tel: +27 (0) 64 531 7314

Email: fiaz@inhouselogistics.co.za

Managing Director: Thiru Govender

Tel: +27 (0) 61 588 9915

Email: thiru@inhouselogistics.co.za

Onsite Handling, Transport & Storage Services – Deadline 5 June

Height Restriction

Any stand above 2.5 m will need to be signed off by a structural engineer. Please note that the certification from the structural engineer must be submitted to the Two Way onsite office no later than Monday 22nd June between 10:00-16:00.

All interior fittings for Shell Scheme stand must be contained within the Shell stand structure and must not exceed 2.43 metres in height.

Stand designs must be submitted to Cindy in the Two Way Office cindy@twowaysa.co.za, and Sarah in the Organisers Office sarahcolyer@stepex.com, by June 5th. This will incur a cost of R 718.00 per design.

Insurance

Whilst every precaution is taken to protect your property during the Pan African DataCentres Exhibition & Conference, 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 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 Pan African DataCentres Exhibition & Conference due to reasons beyond the control of Stepex Ltd.

For advice on insurance please talk to an Insurance Broker.

All Exhibitors are required to have public liability insurance and provide a copy of the current Insurance Policy to the Event Manager prior to the event.

Public and Employers Liability Insurance – Deadline 5 June

Internet/Wi-Fi

The exhibition hall is Wi-Fi enabled and is a free service that is totally unsupported and without guarantees. For a guaranteed faster internet connection, you can order a wired connection to your stand. This service will have to be ordered directly with the Sandton Convention Centre.

Sandton Convention Centre

Maude Street
Sandton
2196
South Africa
Contact: Noxolo Mtshemla
Email: scc.it@southern.sun.com

Internet Order – Deadline 5 June

Parking & Vehicle Access

There is ample parking at the Sandton Convention Centre.

Parking at the venue is located on Alice Lane and it will cost R70.00 per day.

Additional parking is available at the Sandton City and Nelson Mandela Square.

Security

Whilst every reasonable precaution is taken to ensure the safety and security of personnel and equipment with the premises being patrolled day and night, please be aware that the Sandton Convention Centre is a public venue and is open to the public until 22:30 every evening. Responsibility cannot be accepted for any injury, loss or damage or any consequential loss whatsoever, which may befall your person or your property.

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 Organisers' Office on site. Failure to do so could result in insurance companies refusing to meet claims.

If you require any advice on the subject of security, please contact the Exhibition Office. It is acceptable for exhibitors to employ security personnel if required. A contact can be provided for the provision of security services.

To assist with security, all personnel in the exhibition halls must always wear identification badges. Exhibitor and contractor passes will be available for collection onsite from the Organiser's Office during build-up. For security and safety reasons, exhibit movement in or out of the exhibition halls is not permitted during exhibition opening hours.

Shell Scheme Stands/ Stand Extras

The official Shell Scheme contractor for the exhibition is Two Way.

Shell Scheme stands will be provided in accordance with the following specification. No alterations may be made to the Shell Scheme without prior discussion and approval of the Exhibition Office.

Floor Covering: The Ballroom be carpeted throughout; hence all Shell Scheme stands, and Space Only stands will make use of this. Should you wish to change the colour of the carpet, please contact Two Way.

Additional Fittings: A comprehensive range of standard items, including wall panels to form office enclosures, shelving, display and ceiling panels, etc., may be hired from Two Way. To make an order, please contact Cindy or Nadine directly.

Two Way

27 Edward Avenue
Crowthorne
1682

South Africa

Contact: Cindy Neethling

Telephone: +27 (0) 11 100 0287 / 0 81 013 9969

Email: cindy@twowaysa.co.za

Nadine Coetzer

Telephone: +27 (0) 11 100 0287 / 0 72 684 9239

Email: nadaine@twoways.co.za

[Click here to view the Two Way Order Form](#)

Exhibition Stand Fitting – Deadline

5 June

Solvents and Gases

Solvents and other substances are not permitted in the exhibition hall without prior written permission and approval from the Fire Health & Safety Officer at the Sandton Convention Centre. Hazard data sheets should be sent in advance to the Fire Health & Safety Officer at the Sandton Convention Centre.

Sandton Convention Centre
Maude Street
Sandton
2196
South Africa
Contact: Nitisha Dheda
Telephone: +27 (0) 11 779 0000
Email: Nitisha.dheda@southernsun.com

Space Only Electrics

Electrics for Space Only sites must be ordered exclusively through **Two Way** using the official order forms provided by the relevant coordinators.

Please ensure that the responsible company is correctly noted for invoicing purposes.

Kindly be advised that failure to meet the specified deadlines may result in delays and potential complications for other exhibitors. We greatly appreciate your cooperation in ensuring a smooth process for everyone involved.

Two Way
27 Edward Avenue
Crowthorne
1682
South Africa
Contact: Cindy Neethling
Telephone: +27 (0) 11 100 0287 / 0 81 013 9969
Email: cindy@twowaysa.co.za
Nadine Coetzer
Telephone: +27 (0) 11 100 0287 / 0 72 684 9239
Email: nadaine@twoways.co.za

[Click here to view the Two Way Order Form](#)

Space Only Electrics

5 June

Space Only Sites

A Space Only site is an area marked out to the correct dimensions. These dimensions must not be exceeded. **No stand fitting, lights or electrics are provided for Space Only sites.**

Exhibitors are responsible for their own stand design and construction. It is possible to offer advice and guidance on the preparation of your display at the exhibition. The exhibition contractors Two Way are able to provide a fully comprehensive stand design and construction service if required.

If you are considering erecting a modular stand on your Space Only site, please note that you are responsible for constructing and decorating the side and back walls facing onto your site to a height of 2.5 metres.

The minimum height for dividing walls is 2.5 metres. Walls above 2.5 metres must be signed off by a structural engineer. Such walls overlooking adjoining stands must also be finished to a high standard in plain colours only.

Full dimensional, technical drawings showing the proposed construction details, positions and dimensions of exhibits and a risk assessment must be submitted and approved by the Exhibition Office before any work is started on site.

Please note that all Space Only plans must be submitted for approval. The cost for this service is **R718.00** (exclusive of VAT), and an invoice will be issued by **Two Way Exhibitions and Events**. To avoid delays in the approval process, please ensure that payment for this submission is made promptly.

Please submit your plans either electronically or on paper with an artist's impression to the Exhibition Office no later than 11 May 2026.

Email: datacentres@stepex.com

Space Only Plans – Deadline

11 May

Stand Catering

Exhibitors who require catering on their stand should complete and return the form contained with this manual at least 1 week prior to the event.

There is a replacement charge on loss or damage to equipment.

Sandton Convention Centre
Maude Street
Sandton
2196
South Africa
Contact: Nitisha Dheda
Telephone: +27 (0) 11 779 0000
Email: Nitisha.dheda@southernsun.com

[Click here to view the Southern Sun Order Form](#)

Order Form Food & Beverage – Deadline

5 June

Stand Name Board

Name boards displaying your company name and stand number are provided on all Shell Scheme stands. These are standard black lettering on a white background. An additional graphic charge will incur should you require logos or decals.

Unless Two Way receives your details for the Stand Name board via the link below, the name board will have your details that appear on the contract.

Please note that these details may not correspond to those submitted for your catalogue entry. A charge will be made for any name boards changed after the deadline date.

No name boards will be supplied to space only sites therefore exhibitors should make sure that their name and stand number are prominently displayed.

Two Way

27 Edward Avenue
Crowthorne
1682
South Africa
Contact: Cindy Neethling
Telephone: +27 (0) 11 100 0287 / 0 81 013 9969
Email: cindy@twowaysa.co.za
Nadine Coetzer
Telephone: +27 (0) 11 100 0287 / 0 72 684 9239
Email: nadaine@twoways.co.za

Stand Name board email – Deadline

5 June

Stand Fitting Regulations

Two Way 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 Sandton Convention Centre and conform to the following regulations that must be observed when preparing a stand.
2. Contractors appointed must be registered with/approved by the Organisers and the Sandton Convention Centre.
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 by 11 May 2026.
4. Contractors must ensure that they can provide on-site, the appropriate certificates 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 organisers and the Sandton Convention Centre. 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 Organisers 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 Organisers' 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 Organisers/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 employees, including

appointed sub-contractors, to exhibits and/or property of other exhibitors, Organisers, Hall Manager, Landlord and Contractors of any other person(s).

17. Health and Safety File Requirement: Please notify your contractor that a complete Health and Safety File will be required before any building commences. This file must be submitted to the Two Way Site Office upon arrival.

Specific to Shell Scheme Stands

1. No additional stand fittings may be attached to the Shell Scheme structure. No nails, screws, staples or drilling will be allowed. If you require assistance in hanging or displaying your exhibits, please consult the official stand-fitting contractor.
2. No painting or wallpapering on the Shell Scheme panels is allowed. Exhibitors who wish to have the panels painted must inform the official stand fitting contractor who will provide a quotation on request.
3. An exhibitor occupying a corner stand may not completely fully close the standby building a complete side wall.
4. Any change in colour or type of fascia and floor covering must be carried out by the official stand-fitting contractor, after approval from the Organiser. The cost involved must be borne by the exhibitor.
5. No financial credit will be given for any Shell Scheme package item not utilised.

Specific to Space Only Sites

1. Stand construction height without written permission is limited to 2.5 metres. It is possible to exceed this height but only with written permission from the Exhibition Office. Full dimensional, technical drawings showing the proposed construction methods, materials, positions and dimensions of exhibits and a risk assessment must be submitted, and with an artist's impression, to the organisers by 11 May 2026. Technical drawings together with risk assessment forms are required. No stand may be constructed until these plans/drawings have been approved, by the Organisers in writing.
2. The Organiser reserves the right to request that an exhibitor should change, modify, lower or shorten any back or side wall proposed in the Space Only design if, in the opinion of the Organiser, such back or side wall will obstruct the reasonable exposure of any adjacent exhibition stand.
3. All stands must be constructed with back and sidewalls other than island sites, which do not require any wall.
4. Exhibitors are responsible for providing their own walls. Where stands are adjacent, an exhibitor may not use the reverse of the neighbouring wall.
5. Where a structure such as a wall or sign, exceeds the height of the neighbouring stand, the exhibitor with the higher wall must decorate the visible portion to a standard acceptable to the Organiser. In addition, the external side of any wall that faces another exhibitor or public area must also be finished to a quality acceptable to the Organiser/Hall Manager.
6. Stand signs and towers must not exceed 2.5 metres in height without written permission. It is possible to exceed this height but only with written permission from the Organisers. Full dimensional plans must be submitted for approval no later than 11 May 2026.
7. The name and stand number of each exhibitor must be prominently displayed. If this requirement is not observed, the Organiser reserves the right to affix stand numbers as considered fit and to charge the cost incurred to the exhibitor.

8. A Space Only stand cannot display fascia or company name/logo boards over an adjacent exhibitor's back and/or side-wall, but may display it on any aisle facing their location.
9. All space only stand plans will need to be sent off for approval, the cost of this is R718.

Storage

Exhibitors must arrange storage of boxes, goods, display materials etc. as this is not guaranteed at the venue. Those wishing to store goods for the duration of the event should contact In House Exhibition & Logistics.

In House Exhibitions & Logistics

Sandton Convention Centre

Maude Street

Sandton

2196

South Africa

Contact:

Onsite Logistics Manager: Fiaz Govender

Whatsapp: +27 (0) 79 962 7378

Tel: +27 (0) 64 531 7314

Email: fiaz@inhouselogistics.co.za

Managing Director: Thiru Govender

Tel: +27 (0) 61 588 9915

Email: thiru@inhouselogistics.co.za

Onsite Handling, Transport & Storage Services Form

5 June

Water and Waste Services

If you require water or waste services at your stand, please contact the organiser on datacentres@stepex.com.