

Wine2Africa Exhibition MANUAL

ACCESS TO HEIGHTS

An aerial work platform is available for hire at a rate of Kshs 2,500 (excl. of VAT) per hour. Only. Qualified staff may operate this platform within the premises.

INSIDE THE HALL

- The carpet at areas demarcated for buffets or bars must be covered with a waterproof protective membrane.
- Live cooking inside the main halls is not allowed.
- Smoking and the consumption of **shisha** is expressly forbidden inside the halls, foyer, meeting rooms and washrooms. Organizers, exhibitors, and visitors can use the outdoor terrace for this purpose.

BUILDING CARE

- No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building. This includes any equipment or device which would be affixed to, or suspended from, any structure of the building, and attachments that would damage any surface or structure.
- All trolleys are to be fitted with a non-marking rubber protection layer to ensure that no metal/wooden portion of the trolley contacts any aspect of the building infrastructure. Furthermore, the rubber wheels of all trolleys must be non-marking and non-damaging to all surfaces.

CCTV

The Function Hall is covered by an unmanned CCTV system. This system can be manned during events at the organizers cost, please enquire from the hall manager.

CONSTRUCTION & BESPOKE EXHIBITION STANDS

No cutting, drilling, painting or any other kind of construction work will be allowed without proper use of drop sheets.

DELIVERY

Delivery of event materials must be done primarily through the back-of-house goods hoist and lifts accessed from the delivery bay off Karuna Road (opp. the former Multichoice offices site) under the direction and supervision of staff. Please call William on 0722322962 or Esther on 0715219970 for further assistance.

Any damage to the lifts and hoists resulting from unsupervised use will be charged accordingly.

ELECTRICITY

Wine2Africa Function Hall is equipped with several power systems. Electricity is reticulated at 240V and 415V. If your power requirements exceed 63 Amps 3-phase, please let Wine2Africa event organizer know at least two weeks in advance.

- UPS power: is available to some outlets in each of the meeting rooms.
- Emergency power: Wine2Africa Function Hall is fully covered by adequate emergency power from its own generators. These generators take between 30 – 45 seconds to come online.
- Event organizers must ensure that no electrical equipment damages or interferes with the Wine2Africa Function Hall's electrical installation. Electrical services are only provided during the event and the official build-up and breakdown hours. All main power installations from source to outlet may only be carried out by the electrical staff.

- ELECTRICAL FACILITIES/SERVICES

Each cluster house/pit box contains:

- normal 13A 3-pin sockets
- A RJ45 data connection jack

There are 6 32A and 2 63A 3-phase 5-pin connection points scattered around the main hall, kindly contact Wine2Africa Support (support@wine2africa.com) if you need to connect to these points.

EVACUATION

Evacuation procedures will be announced on a dedicated fire/evacuation PA system and will be co-ordinated by Wine2Africa Function Hall Management. It is the duty of the event organiser to familiarise themselves with the evacuation routes.

EXHIBITION STORAGE

There is no storage available on-site.

FIRE ESCAPES

Fire escapes are located throughout the venue and are demarcated with signage. Event organisers are to ensure that neither the signage nor the exits are obstructed in any way.

FIRE SYSTEM AND MITIGATION

In the event of an emergency, the following services will be provided:

- Emergency lighting to required lux level
- Automatic fire detection system
- Fixed and mobile firefighting equipment
- Evacuation PA system
- Sprinkler systems
- Kitchen Ansul system

FLOOR-LOADING LIMITS

Maximum floor-loading capacities in the Wine2Africa Function Hall main halls is 500 kg per square meter. The participants must ensure that these weights are not exceeded (the footprint and weight of heavy equipment will be calculated to determine if said equipment can indeed enter the expo centre).

HANGING POINTS (RIGGING)

Hanging points are available in the main halls. Each point has a maximum load limit of 100 kgs, all connections and work must be done by qualified riggers to ensure safe load is applied.

MUSIC

Event participants who intend to play music, whether live or otherwise, at any type of event need to apply for a license fee from the Music Copyright Society of Kenya (MCSK). The MCSK contacts are available from your account manager (bookings@wine2africa.com).

PARKING

Exhibitors at the Centre enjoy a concessionary parking rate of Kshs 300 for a full day of parking and this **MUST** be validated at the Sarit Expo operations office and paid for at the Paytech offices on the ground floor of the multi-story car park. Failure to do this, you will be required to pay the **FULL** parking rate and **NO** exceptions will be entertained. This rate is not applicable to visitors unless agreed upon in advance with the Wine2Africa Function Hall management.

Wine2Africa Function Hall SHELL STAND SCHEME & FURNITURE

The use of pins, nails and double-sided pegs on the panels, fascia, furniture or the beams is NOT allowed. The use of double-sided tape, glue or any other adhesives directly on to any of the furniture or any part of the stands is expressly NOT allowed. If you need to stick/paste banners or graphics, you MUST first apply masking tape and then paste your graphics on top of this masking tape. Cutting or coloring or any kind of damage to the panels, fascia, furniture or the beams is expressly NOT allowed.

SECURITY

Security provider for the Wine2Africa Function Hall is BM Security Services and event organizers are encouraged to use the same provider. Please contact your account manager for the current rates. Event organizers are urged to inform all participants to their events to be extra careful with their personal belongings/ valuables and not to leave them unattended or unsecured.

TOILETS

The Wine2Africa Function Hall is equipped with one set of male and female public toilets accessed from the main foyer. These facilities include a dedicated toilet for the disabled as well as baby changing facilities.

WIFI & INTERNET

The entire Wine2Africa Function Hall facility is covered with a Wi-Fi network and the password is changed regularly, contact the Hall manager (support@wine2africa.com) for the current password. The Wine2Africa Function Hall is also floor-wired with an Ethernet LAN terminated with RJ45 connection jacks.