

## bauma Africa 2013

On Site Logistics Procedure for all Delivery Vehicles.

This document outlines the procedure to be followed by all Exhibitors and contractors delivering cargo to the Gallagher Convention Centre for the bauma Africa 2013 Exhibition.



In order to prevent congestion of the load bays a traffic management system is in place at bauma Africa 2013. All vehicles carrying goods to be delivered to the bauma Africa Exhibition are to report to the On-Site Logistics Control Centre located in Block "A" Open Parking on arrival.

The traffic management system comprises a time slot system and a refundable deposit system.

**NOTE:** It is the responsibility of the exhibitor to notify your transporter and stand builder of these regulations and charges. Please complete the Site Handling Request form (appended) as applicable for calculation of site handling charges. Please contact us regarding abnormal load access or extended time access permission.

The driver of the vehicle is to report to the Logistics Control Centre to register his vehicle for unloading / loading and secure a time slot on a first come first served basis. Payment of the refundable deposit as well as the site handling fee for cargo as per the Official Site Handling Tariff detailed in Section 3 of the Exhibitor Manual (appended hereto for your convenience) must be made at this time, or proof of EFT payment of the charges provided. Once the vehicle has been registered and payment made, a **vehicle permit** will be issued.

The vehicle will then be directed to the holding area to await the time slot, and as soon as a slot is available in the relevant load bay, or the outside display area, the vehicle will be called to enter the grounds. At this time the **vehicle permit** will be endorsed with the entry time.

Once the vehicle is unloaded and the vehicle leaves the load bay or outside display area, the time will once again be endorsed on the vehicle permit. The driver may then proceed to the Logistics Control Centre for refund of the deposit, providing that the vehicle has been removed from the load bays and outside display area within the allocated time.

#### VEHICLE DEPOSIT / FEE AT EXHIBITION GROUNDS

Type of Vehicle	Admitted area(s) in Exhibition Grounds	Deposit Fee	Deposit
Heavy Vehicles (>=5 Tons)	Loading bays / Outside display area	R 500.00 / entrance / 3 hrs	The deposit will be charged by the Organisers for all vehicles entering the Gallagher Convention Centre Grounds
Light Vehicles (<=5 Tons)	Loading bays / Outside display area	R 200.00 / entrance / 1 hrs	

The deposit will be refunded if the following conditions are met:-

- returning the endorsed **vehicle permit** to the Logistics Control Centre
- timely completion of unloading / loading
- removal of the vehicle from the load bays and outside display area within the allocated time

The deposit will be forfeited under the following conditions:-

- Lost vehicle permit
- Overstaying the allocated time in the load bay or outside display area.
- Vehicle permit not being returned to the Logistics Control Centre

An **over-time penalty** of R 100.00 per 30 (thirty) minutes of part thereof will be charged for any vehicle not being removed from the load bays of outside display area within the allocated time.

The driver should follow the instructions of the Logistics Control Centre staff and remain with the vehicle at all times. Once the unloading / loading is completed, the vehicle shall be driven out immediately to the holding area in Block A to avoid unnecessary traffic congestion. No vehicles may be parked in the load bays or outside display areas over night.

#### FLOOR LOADING RESTRICTIONS

Please be advised of the following Floor Loading capacities at the Gallagher Convention Centre.

DISPLAY AREA	PERMISSIBLE FLOOR LOADING
Hall 2	750kg per square meter
Hall 3	750kg per square meter
Hall 4	200kg per square meter
Hall 5	500kg per square meter
Hall 6	1,000kg per square meter
Outdoor Paved Area	1,000kg to 4,000kg per square meter
Rest of Outdoor Display Area	10,000KG per square meter

Cargo in excess of the floor loading capacities **will not be permitted** into the Exhibition halls.

**Operation Schedule and Overtime**

BUILD UP DATE	APPLICABLE TO:-	INSIDE EXHIBITIONS HALLS	OUTSIDE DISPLAY AREA
Sunday 8 September 2013	Official Stand Builders		08:00 – 22:00
	Exhibitor Nominated Stand Contractor		13:00 – 22:00
Monday 9 September 2013	Official & Nominated Stand Builders		07:00 – 22:00
	Exhibits Move in		07:00 – 22:00
Tuesday 10 September 2013	Official & Nominated Stand Builders		07:00 – 22:00
	Exhibits Move in		07:00 – 22:00
Wednesday 11 September 2013	Official & Nominated Stand Builders		07:00 – 22:00
	Exhibits Move in		07:00 – 22:00
Thursday 12 September 2013	Official & Nominated Stand Builders		07:00 – 22:00
	Exhibits Move in		07:00 – 22:00
Friday 13 September 2013	Official Stand Builders	07:00 – 22:00	07:00 – 22:00
	Exhibitor Nominated Stand Contractor	12:00 – 22:00	07:00 – 22:00
	Exhibits Move in		07:00 – 22:00
Saturday 14 September 2013	Official & Nominated Stand Builders	07:00 – 22:00	07:00 – 22:00
	Exhibits Move in	13:00 – 18:00	07:00 – 22:00
Sunday 15 September 2013	Official & Nominated Stand Builders	07:00 – 22:00	07:00 – 22:00
	Exhibits Move in	08:00 – 18:00	07:00 – 22:00
Monday 16 September 2013	Official & Nominated Stand Builders	07:00 – 22:00	07:00 – 22:00
	Exhibits Move in	08:00 – 18:00	07:00 – 22:00
<b>Tuesday 17 September 2013</b>	Official & Nominated Stand Builders	07:00 – <b>12:00</b>	07:00 – <b>12:00</b>
	Exhibits Move in	08:00 – <b>12:00</b>	07:00 – <b>12:00</b>
	<b>VEHICLE ACCESS RESTRICTION</b>	<b>No forklifts or vehicles allowed after 12:00</b>	<b>No forklifts or vehicles allowed at all</b>
Wednesday 18 September 2013	Show Day	09:00 – 19:00	09:00 – 19:00
Thursday 19 September 2013	Show Day	09:00 – 19:00	09:00 – 19:00
Friday 20 September 2013	Show Day	09:00 – 19:00	09:00 – 19:00
Saturday 21 September 2013	Show Day	09:00 – 16:00	09:00 – 16:00
Saturday 21 September 2013	Limited Breakdown – Hand Carry	16:30 – 22:00	16:30 – 22:00
Sunday 22 September 2013	Full Breakdown	07:00 – 22:00	07:00 – 22:00
Monday 23 September 2013	Full Breakdown	07:00 – <b>17:00</b>	07:00 – 22:00
Tuesday 24 September 2013	Full Breakdown		07:00 – <b>17:00</b>

Should you need to discuss any logistics requirements with us, please contact the following:-

**LA Rouxnelle Logistics & Consulting**

Tel.: 011 397 8866

Fax :+27 11 397 3963

Contact: Mr Mike Weeks Mobile: 082 451 2815 <a href="mailto:mike@larouxnelle.co.za">mike@larouxnelle.co.za</a>	Contact: Mr Leon Roux Mobile: 072 333 6218 <a href="mailto:leon@larouxnelle.co.za">leon@larouxnelle.co.za</a>	Contact: Mr Jerome Jacobs Mobile: 082 889 1659 <a href="mailto:jerome@larouxnelle.co.za">jerome@larouxnelle.co.za</a>
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All cargo that is unloaded by LA Rouxnelle Logistics on site at the Gallagher Convention Centre will be charged for as per the following tariff.

### **bauma Africa Site Handling Tariff** *(for individual exhibits not exceeding 2,000 kg)*

From arrival at Gallagher Convention Centre Load bay to exhibition stand inclusive, unloading of truck, handling and delivery to stand and vice versa.

#### **1. LOOSE CARGO**

##### **1.1 DRAYAGE**

The first cubic meter or freight per exhibitor that can be lifted by hand and transported by trolley from the load bay to the booth and back after the event. 1 m<sup>3</sup> Free of charge

##### **1.2 BASIC SITE HANDLING CHARGE**

Any cargo in addition to the 1 m<sup>3</sup> Free of charge cargo mentioned above inclusive of services offered under point 4 below:- ZAR 390.00 per m<sup>3</sup>  
Minimum 1m<sup>3</sup> per exhibitor per stand

#### **2. CONTAINERISED CARGO**

##### **1.2 6 Meter Container**

From arrival of container the Gallagher Convention Centre to delivered the exhibition stand and reload inclusive of services offered under point 4 below:- ZAR 5,880.00 per 6 meter container

##### **1.3 12 Meter Container**

From arrival 12 meter container the Gallagher Convention Centre to delivered the exhibition stand and reload inclusive of services offered under point 4 below:- ZAR 8,400.00 per 12 meter container

#### **3. MECHANICAL LIFTING**

Any cargo arriving on site that requires a mechanical lifting device (forklift, pallet jack or similar) will be charged at the standard site handling rate, irrespective of the free Drayage allocation. ZAR 390.00 per m<sup>3</sup>  
Minimum 2m<sup>3</sup> per exhibitor per stand  
From arrival delivery truck to delivered the exhibition stand and reload inclusive of services offered under point 4 below:-

#### **4 SERVICE OFFERED ON-SITE**

- 4.1 Provision of labour and equipment to unload and deliver to stand.
- 4.2 On-Site supervision by LA Rouxnelle Logistics and Consulting experienced staff.
- 4.3 Provision of labour and equipment to collect from the stand and reload collection vehicle.

Removal of empty crates, storage on-site and re-delivery of empty crates to stand after closure of the exhibition. ZAR 225.00 per m<sup>3</sup>  
Minimum 2m<sup>3</sup> per exhibitor per stand

**Note:-** (Should no storage be available on-site, off-site storage will be quoted for separately).

**The above rates exclude VAT**