

CTICC

2018



PRICING MANUAL

2018

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The Cape Town International Convention Centre (CTICC) takes great pleasure in presenting the fourteenth edition of its pricing manual, which was first introduced to clients and suppliers in 2003. This pricing manual contains information about the prices of the various types of meeting and exhibition spaces offered at the CTICC, including exhibition halls, auditoria, banqueting and meeting rooms, as well as the audio visual and IT solutions, food and beverage, and support services that we provide.

The CTICC implements annual price adjustments in November each year for the following year. Generally, the increase is linked to the Reserve Bank Consumer Price Index (CPI). All prices quoted are exclusive of VAT except for food and beverage, which includes VAT. Prices in this manual are for the year 2018 and are subject to change without notice. Event organisers should allow for this annual increase.

The CTICC implements its annual price adjustments for security services in September every year. Note, the Basic Conditions of Employment Act (75/1997): Amendment of Sectorial Determination 6: Private Security Sector as published in the Government Gazette, determines the percentage increase.

Whether you are organising a meeting for ten people or arranging an event for ten thousand delegates, the CTICC has the ideal venue to accommodate your needs. With multifunctional 11 399m² exhibition and trade show space; two fixed raked seating auditoria; a Roof Terrace with spectacular city and mountain views; over 33 meeting rooms; spacious and deluxe banqueting and function rooms including a magnificent 2000m² Ballroom, and three different restaurant facilities, the CTICC provides a tailor-made venue for every conceivable activity – if you can imagine it, we can host it!

As part of the centre commitment to growing its value, the CTICC has doubled its existing exhibition capacity by adding 10 000m² of multi-purpose conference and exhibition space and 3 000m² of formal and informal meeting space with the CTICC 2 expansion.

A full range of Food and Beverage services, including cultural food and special dietary requests, is available from our food and beverage department.

In addition, the CTICC has the most modern amenities and state-of-the-art technology as mandatory ingredients, offering additional benefits to every user. These include a coffee shop and various other services.

Our helpful and competent management team and staff are dedicated to ensuring that whatever your requirements, we will create the ideal setting for your event.

Although every possible precaution has been taken to ensure that these menu items are allergen free, certain items may still contain traces of allergic ingredients as they are prepared in facilities that also process milk products, egg products, gluten containing products, fish, crustacean, soybean, sesame seeds and nuts products

CTICC is proudly associated with



CTICC VENUES

DEDICATED HALLS FOR EXHIBITIONS AND TRADE FAIRS

CTICC 1 provides 11 399m² of dedicated exhibition space, 10 000m² of which is column-free, rectangular, with a ceiling height of between 10 and 18 metres, 10 and 18 metres, which include power, water and data connections every 4.5 metres throughout the hall, as well as a floor load that allows between 1500kg - 3 000kg/m². The space can also be configured into six separate venues for smaller exhibitions. Access to the exhibition hall is made easy through five sliding entrance doors, which guarantee the shortest build-up and break-down periods.

CTICC 2 offers additional 10 000m² exhibition hall space over two levels. Ground floor halls can subdivide into three halls of which both Hall five and Hall seven contain two pillars.

Prices are available on request. Contact the Sales department on +27 21 410 5000 or sales@cticc.co.za for a competitive quote.

PLEASE NOTE THE FOLLOWING WHEN BOOKING AN EXHIBITION HALL

- A surcharge of R 76.00p/m² will be inserted once pricing has been finalised per nett m² per day (event days only). This is applicable to exhibits in any area that is non-dedicated exhibition space.
- The CTICC provides free parking to exhibitors on build-up and break-down days in P1, P3 and P5. The Marshalling Yard is for off-loading purposes only.
- Compulsory services are supported by internal/preferred/exclusive suppliers:
 - Audio visual (not compulsory)
 - Cleaning (internal/exclusive supplier)
 - Décor (not compulsory but supported by preferred supplier/s)
 - Electrical (internal/exclusive supplier)
 - Freight handling services
 - IT and telecoms (internal and exclusive supplier)
 - Medical services (as per City of Cape Town by-law and SASRE Act)
 - Safety officer (as per City of Cape Town by-law and SASRE Act)
 - Security (perimeter is compulsory and included, however CTICC security is not compulsory. Other companies are allowed as long as they are PSIRA registered and as per the City of Cape Town's by-law and SASRE Act)
 - Stand building (not compulsory but supported by preferred suppliers)
 - Waste and refuse removal

Services excluded from venue rental, which will incur an additional cost include, but are not limited to, are as follows:

- Carpeting (Carpeting is included in the venue rental.)
- Food and beverage
- Cherry picker/vertical hoist/scaffold tower and staff
- Cleaning service (internal and exclusive - CTICC preferred supplier)
- Compressed air
- Drawings and approval of floor plans
- Electricity service (exclusive CTICC internal department/preferred supplier)
- Fire prevention/flame retardant services
- Furniture hire

CTICC VENUES (continued)

- IT equipment and services, and telecommunications (internal and exclusive - CTICC preferred supplier)
- Gas
- Licence costs e.g. permits, authorisations, road closures, SAMRO
- Medical - paramedics and ambulance services as determined by the SASRE Act and SANS 10366
- Freight handling service (CTICC recommended supplier)
- Parking
- Porter service
- Rigging
- Security service (exclusive CTICC preferred supplier, as per the City of Cape Town by-law and SASRE Act). When appointing your own security provider they must have the correct grading, must provide an PSiRA certificate and complete an access request
- Staffing
- Staging and specialised lighting
- Waste and refuse removal (exclusive CTICC preferred supplier)
- Water / plumbing (exclusive CTICC preferred suppliers)
- Stand building
- Specialised décor
- Entertainment
- Safety officer as per City of Cape Town by-law and SASREA Act. When appointing a service provider they must have the correct qualification, appointment letter and online registration must be completed

The standard hire period is from 06h00 to 23h59 on the first day of hire. For all consecutive days thereafter it is on a 24 hour basis.

Packages differ during peak periods.

MEETING ROOMS

The CTICC offers a variety of sub-divisible and flexible meeting spaces able to accommodate up to 10 000 delegates in a plenary session, with a variety of breakout rooms. The centre's capacity allows for major conventions or small intimate events.

All the prices include one set-up per room, per day as agreed in advance, standard cleaning, carpeting, air conditioning, ventilation, standard lighting, tables and chairs with armrests, motorised screens to blackout for presentation purposes, soundproof partitioning up to 50 decibels, lecterns (subject to availability), and electricity.

The standard period to hire the venue is from 06h00 to 23h59. In the event that the facility/ies has to be used before 06h00 or after 23h59 a 10% surcharge will be applicable and this will be communicated to you by your event or sales executive and is subject to availability. Extended rental periods can only be allowed at the discretion of CTICC management.

Note: Public Liability Insurance should cover the duration of the event, including build-up and breakdown.

AUDITORIA AND AUDITORIUM FOYER

CTICC incorporates two fixed seating auditoria for 1 516 and 612 people. The auditoria come standard with six interpretation booths and a projection room. In addition, Auditorium 1 has two dressing rooms, three VIP rooms, a green room and an orchestra pit. **Removal and installation of the first two rows in both Auditorium 1 & 2 are at a cost R150,00 per chair.**

THE BALLROOM

The CTICC's 1876m² grand Ballroom has spectacular city views and can be divided into a 60-40 split by means of soundproof partitioning. The glass façade of the Ballroom allows for aesthetic natural light enhancement and the venue is equipped with motorised vertical blinds that allow for the blackout of light.

Food is served from two satellite kitchens situated on opposite sides of the venue. The Ballroom Gallery provides unique views of the Cape Town harbour, the Roggebaai Canal and Convention Square.

MOUNTAIN VIEW, HARBOUR VIEW AND ROOF TERRACE

The CTICC has three modern and stylish roof terraces with views of the Cape Town skyline, the iconic Table Mountain and the historic Table Bay Harbour.

The elegant 147m² Roof Terrace in CTICC 1 has become a popular venue for cocktails and evening functions. Situated on level 2, it provides spectacular views of the city and Table Mountain. The terrace is an extension of the 370m² Roof Terrace Room which has natural light flowing from three sides of the venue and is flexible to host anything from banquets to weddings.

CTICC 2 provides clients with even more options to host their events with its stylish 222m² Harbour View Terrace and 561m² Mountain View Terrace. Situated on a mezzanine level, the Harbour View Terrace overlooks the city's vibrant harbour district with the Atlantic Ocean as its backdrop, while the Mountain View Terrace provides a scenic view of one of South Africa's oldest streets, Adderley Street, and one of the city's best-known landmarks, Table Mountain.

DAY CONFERENCE PACKAGES

TRANSPORT

The centre encourages carpooling and the use of the Cape Town MyCity Bus service to minimise carbon emissions. For more information about the Cape Town MyCiti Bus service, visit www.capetown.gov.za/en/MyCiti.

WASTE MINIMISATION

A multi-bin system will be available in your venue. Once your event is completed, the waste will be taken to the centre's on-site waste separation facility.

SOCIAL RESPONSIBILITY

The CTICC contributed R2.65 per delegate to the Nurture our World (NOW) Fund. Funds are used to aid the CTICC's official local community partners:

- FARR (The Foundation for Alcohol Related Research)
- Ikhaya Le Themba
- Mothers Unite
- Abalimi Bezekhaya
- Journey of Enrichment

CARBON OFFSET

Please discuss ways to offset your carbon footprint with your Sales or Event Executive, or email now@cticc.co.za. The CTICC has introduced several Day Conference Packages (DCP) at very competitive rates.

DAY CONFERENCE PACKAGES (continued)

FULL ENGLISH BREAKFAST CONFERENCE PACKAGE**R335.00 per delegate including VAT. Served between 06h00 and 11h00.**

One plenary room venue hire

Speciality coffees and a selection of infused teas are served with breakfast

Registration station

Full English breakfast - plated or buffet

Security officer for the venue (security for load in and out as well as covering specific venues or goods must be booked separately)

Standard equipment in the plenary venue, inclusive of:

- Screen (availability subject to standard seating configuration of the allocated venue)
- Laser pointer
- Data projector
- Lectern
- PA system with two tabletop microphones and one lectern microphone (excluding wireless microphone) and dedicated sound technician
- Infrastructure with plug points for telephone, data and additional audio visual connection
- Motorised blackout screens
- One banquet style set-up of your choice
- Wi-Fi - entry level Wi-Fi for general web browsing and email access
- Medics (50 plus pax)

Access to the allocated venues is from 06h00 - 11h00 inclusive of build-up and break-down time.

LIVE STATIONS OPTIONS AVAILABLE ON REQUEST AT AN ADDITIONAL CHARGE

1. Made to order egg station
2. Freshly squeezed juice station
3. Pancake station

STANDARD FULL DAY CONFERENCE PACKAGE**R630.00 per delegate including VAT.**

One plenary room venue hire

Registration station

Welcome coffee, tea, orange juice and muffins on arrival

Jugs of water, mints and eco-friendly stationery

Mid-morning coffee, tea and biscuits

Standing buffet lunch

Mid-afternoon coffee, tea and biscuits

Security officer for the venue (security for load in and out as well as covering specific venues or goods must be booked separately)

Standard equipment in the plenary venue, inclusive of the following:

- Screen (availability subject to standard seating configuration of the allocated venue)
- Laser pointer

DAY CONFERENCE PACKAGES (continued)

- Data projector
- Flipchart and markers/pens
- Lectern
- PA system with two tabletop microphones and one lectern microphone (excluding wireless microphone) and sound technician
- Infrastructure with plug points for telephone, data and additional audio visual connection
- Motorised blackout screens
- One schoolroom-style set-up per day of your choice
- Parking
- Entry level Wi-Fi for general web browsing and email access
- Medics (50 plus pax)

Access to the allocated venues is from 06h00 – 17h00, inclusive of build-up and break-down time.

Interactive stations with chef demos available during lunch for team building if requested at additional costs.

Beverages for lunch are not included.

TWILIGHT CONFERENCE PACKAGE**R530.00 per delegate including VAT.**

One plenary room venue hire

Registration station

Welcome coffee, tea or juice on arrival

Standard cocktail menu

Security officer for the venue (security for load in and out as well as covering specific venues or goods must be booked separately)

Standard equipment in the plenary venue, inclusive of the following:

- Screen (availability subject to standard seating configuration of the allocated venue)
- Laser pointer
- Data projector
- Flipchart and markers/pens
- Lectern
- PA system with two tabletop microphones and one lectern microphone (excluding wireless microphone) and sound technician
- Infrastructure with plug points for telephone, data and additional audio visual connection
- Motorised blackout screens
- One schoolroom-style set-up up per day of your choice
- Parking
- Entry level Wi-Fi for general web browsing and email access
- Medics (50 plus pax)

Access to the allocated venues is for six hours, inclusive of build-up and break-down time.

DAY CONFERENCE PACKAGES (continued)

GENERAL TERMS AND CONDITIONS FOR DAY CONFERENCE PACKAGES**The cost of Day Conference Packages (DCP) includes VAT.**

Day conference packages apply to groups between one and 220 delegates. The CTICC offers special packages designed for groups exceeding 220 delegates.

These packages are as follows:

- The Training/Meeting Suite Conference Package applies only to groups between one and 15 delegates.
- The Meeting Room Conference Package applies only to groups between 30 and 220 delegates.
- The Auditorium & Ballroom Conference packages apply only to groups above 220 delegates.

Kindly note that you may not qualify for the day conference package should your numbers diminish below the minimum numbers listed above.

- Room allocation is at the discretion of the CTICC, and though indicated in your proposal, is subject to change. A minimum of 75% of the total maximum delegate capacity of the plenary venue will be charged for.
- Day Conference Packages are not discountable by exclusion of the items provided therein.
- Venue hire, equipment and services specified above, apply to the plenary venue only. Breakout rooms will be quoted on a venue hire and itemised selection basis.
- Reservations for Day Conference Packages (DCP) can only be confirmed six months prior to the function date.
- Venues or allocation of space for refreshment breaks and lunch will be allocated at the discretion of the CTICC.
- Jugs of water and mints are refreshed a maximum of three times during breaks based on the DCP selection.
- The CTICC offers South African PCOs a 10% commission on a DCP excluding VAT. Should the CTICC contract not be signed by the PCO, the contract signatory must confirm in writing to the CTICC that the commission payable can be paid to the PCO.

Kindly ask your Sales or Event Executive to show you our choice of DCP menus.

LUNCHEONS

DCP lunches that are included in all packages are based on standing lunches and lunch venues will be allocated at the CTICC's discretion. Should a seated, full buffet or private lunch venue be required, special venue allocation will be required and this will incur additional venue hire costs, over and above your DCP cost to accommodate your event requirements.

VENUE TURN-AROUND

All venues are provided with a selected set-up per day. Additional seating turn-around during a conference day will be charged for. Costs will be provided once all details pertaining to your conference have been made available.

BUILD-UP AND BREAK-DOWN

The time allocated to your package of choice is inclusive of build-up and break-down of the venue. In the event of the function exceeding the time of hire, an additional fee would apply to cover the additional cost of venue hire and staff (overtime) wages.

DAY CONFERENCE PACKAGES (continued)

This cost will depend on the additional time required and you will be duly advised upon submission of your final requirements. It remains the event organiser's responsibility to ensure that all attendees have vacated the hired area at the agreed times. Should you require additional time for build-up or break-down purposes, please contact the CTICC in order to book the required space.

A detailed inventory of all contractors and suppliers in your service, or acting on your behalf will be required closer to the time of the function. A detailed inventory and description of all items brought onto the premises and not belonging to the CTICC must be submitted and validated by orders or invoices from suppliers. This must include, amongst others, all audio visual equipment, décor, branding, staging and linen.

CONFERENCE PROGRAMME

A detailed programme of the day, VIP guest list and special dietary requirements will be required at least 10 working days prior to the function.

VENUE CAPACITY

Maximum capacities of hired areas are subject to change and dependent on equipment and décor requirements. The CTICC reserves the right to change the name and location of the customer's designated function room should the anticipated number of guests be reduced or increased by the client, or where décor or equipment requirements dictate a change of the hired area.

FINAL NUMBERS

Final numbers must be confirmed in writing seven days before the function. On this figure, the CTICC will cater and charge accordingly. In the event of the hired area being booked for a specific number of persons, this number may not exceed without prior written consent from the CTICC. A minimum of 90% of the total capacity of the plenary venue will be charged for.

EXHIBITIONS SURCHARGE

R76.00 excluding VAT per nett m² per day applies for the use of non-dedicated exhibition space for commercial or non-commercial exhibits displayed as part of your conference. This surcharge is not applicable for build-up and break-down days.

STORAGE AND OFFICES

Should additional storage space or organiser/media offices be required, kindly note that venues need to be allocated for this purpose and will be duly charged for.

VACATING THE VENUE

All equipment, décor or structures belonging to the customer or his/her suppliers and contractors must be removed within the time allocated for your conference, unless otherwise agreed by the CTICC.

SERVICE STAFF

Wages for waiters, barmen and supervisory staff are included in your day conference package cost - any additional staff required, including casual staff, porters, ushers and hostesses to assist with the unloading or carrying of items, must be pre-arranged and will be duly charged for.

RESTAURANTS

The CTICC offers five restaurants and conservatories which can be booked for lunches, cocktail parties or small exhibitions. These areas are normally kept available for CTICC's food and beverage department to facilitate so-called free flow or self-service restaurant operations during trade fairs and exhibitions.

AUDIO VISUAL SERVICES

OPERATING STAFF

Sound & AV Technician	R1 500.00	(eight-hour shift)
Microphone Technician	R1 000.00	(eight-hour shift)
Senior Sound Technician	R1 900.00	(eight-hour shift)
Senior Sound Technician - public holidays/Sundays	Double time	
Senior AV Technician	R1 900.00	(eight-hour shift)
Senior AV Technician - public holidays/Sundays	Double time	
Senior Lighting Technician	R1 900.00	(eight-hour shift)
Lighting Technician - public holidays/Sundays	Double time	
Project Manager	R2 700.00	(eight-hour shift)
Senior Project Manager	R3 780.00	(eight-hour shift)

AUDIO EQUIPMENT AND MICROPHONES

FULL SIZE MEETING ROOM BLOCK (1.40, 1.60, 2.40, 2.60)

PA System includes powered speakers, mixing console	
Lectern microphone, two table-top microphones	R4 018.00
Dedicated Sound Technician	R1 900.00
Built-in front projection screen (if room configuration allows; 4:3 ratio)	
16" x 9" Front Projection Screen (16:9 Ratio)	R1 815.00
5000 ANSI Lumen Data Projector including:	R 1 620.00
Projector stand cabling	
Presentation laptop	R615.00
Presenters lectern (metal pole)	R340.00
Presenters lectern (LED lectern)	R1 350.00
Laser point	R81.00

AUDIO VISUAL SERVICES (continued)

ADDITIONAL EQUIPMENT

Handheld wireless microphone	R464.00	
Lapel wireless microphone	R464.00	
Wireless countrymen headset microphone	R618.00	
1.2m x 2.4m Stage unit including skirting (Billed per event and includes set-up)	R626.00	(once off)
16" x 9" Front projection screen (16:9 ratio)	R1 815.00	
12" x 9" Front projection screen	R707.00	
12" x 9" Rear projection screen	R826.00	
10" x 7.5" Front projection screen	R567.00	
10" x 7.5" Rear projection screen	R648.00	
5000 ANSI Lumen data projector including:	R1 620.00	
Projector stand Cabling	R0.00	
Presentation laptop	R615.00	
Presenters lectern (metal pole)	R340.00	
Presenters lectern (LED lectern)	R1 350.00	
Laser point	R81.00	
LCD monitor	Price on request	
65" LED monitor (incl floor/table stand and built-in speakers; VGA cable)	R2 144.00	
46" LED monitor (incl floor/table stand and built-in speakers; VGA cable)	R1 158.00	

PLAYBACK

DVD player	R296.00
Presentation laptop	R657.00

AUDIO

x1 Speaker BOSE LI Compact Portable PA System	R582.00
x2 Speaker BOSE LI Compact Portable PA System	R1 164.00
Soundcraft 8 channel audio mixer - analogue	R307.00
Wireless hand-held microphone (system complete)	R459.00
Wireless lapel microphone (system complete)	R459.00
Wireless Countryman headset microphone (system complete)	R655.00

CREW

Technician - expo halls	R1 532.00
Flipchart including: Paper and pens	R157.00

Pricing is subject to room configurations and equipment specifications.

When booking events in the Ballroom and Exhibition halls, the above equipment should not be used as a pricing guide. A custom quote will need to be generated based on specific requirements.

AUDIO VISUAL SERVICES (continued)

SATELLITE

Connection fee for a DSTV SD connection	R1 096.00
Connection fee for a DSTV HD connection	R1 351.00

SIMULTANEOUS INTERPRETATION, CONFERENCE MICROPHONE AND AUDIENCE PARTICIPATION SYSTEMS

The normal charge on working days applies for the period from 07h00 for a maximum of eight hours. Thereafter an overtime charge will apply. A special rate applies beyond 23h59 and on weekends and public holidays.

Due to the numerous permutations of equipment available, it is not possible to provide pricing for all types of conferences. The prices listed below are to be used as a guide and may change depending on the required configuration.

OPERATING STAFF

Technician	R1 900.00
Technician (public holiday and sundays)	Double time
Overtime (after an eight-hour shift)	R313.00

SIMULTANEOUS INTERPRETATION EQUIPMENT

Interpreter console and associated Infrastructure charges vary according to specific requirements, and pricing can be provided on request.

INTERPRETERS

Interpreter charges vary according to specific requirements and pricing can be provided on request.

CONFERENCE MICROPHONE SYSTEMS

Chairman's unit	R156.00	per day
Delegate unit	R156.00	per day per unit
Controller and software	Include in above charge	
AMX Chairman's Touch Screen	Price on request	

AUDIENCE PARTICIPATION SYSTEMS

Audience Participation System charges vary according to specific requirements, and pricing can be provided on request.

COMPUTER EQUIPMENT, INTERNET, NETWORK SERVICES AND TELECOMMUNICATIONS

PC'S AND NETWORKS	MAN SETUP COSTS P/ITEM	UNIT PRICE
COMPUTERS		
Desktop workstation (4GB RAM, Win7 PRO, Office 2010, antivirus) with 20" LCD - add network/internet if required	R175.00	R238.00
High spec desktop workstation (i7 processor, 8GB RAM, dedicated graphics card, Win8.1 PRO, Office 2013, antivirus) with 20" LCD - add network/internet if required	R175.00	R350.00
All-in-one touchscreen workstation (23", 4GB RAM, Win8.1 PRO, Office 2013, antivirus) with Keyboard & Mouse - add network/internet if required	R117.00	R450.00
Standard laptop (4GB RAM, Win7 PRO, Office 2010, antivirus, wireless, etc.) with mouse, cable lock, bag - add network/internet if required.	R117.00	R309.00
20" LCD, keyboard and mouse only	R60.00	R100.00
23" LCD, keyboard and mouse only	R60.00	R450.00
Tablet	R60.00	R450.00
NETWORKS		
Cabled CAT5 Ethernet connection, on dedicated VLAN - for duration - to be ordered per connected device (all cables and switch ports will be provided). Add Internet if required.	R409.00	R251.00
Standard wireless base station - for duration (dedicated network, add Internet if required.) Maximum of 20 concurrent connections per station	R584.00	R450.00
High density wireless base station custom configuration - per day (Dedicated network, add internet if required.) Maximum of 500 concurrent connections per station	R810.00	R918.00
PREMIER BANDWIDTH		
1Mbps Dedicated broadband internet connection (uncapped) per day		R675.00
2Mbps Dedicated broadband internet connection (uncapped) per day		R1 165.00
5Mbps Dedicated broadband internet connection (uncapped) per day		R2 400.00
10Mbps Dedicated broadband internet connection (uncapped) per day		R5 900.00
20Mbps Dedicated broadband internet connection (uncapped) per day		R10 875.00
40Mbps Dedicated broadband internet connection (uncapped) per day		R13 125.00
60Mbps Dedicated broadband internet connection (uncapped) per day		R16 500.00
80Mbps Dedicated broadband internet connection (uncapped) per day		R22 125.00
100Mbps Dedicated broadband internet connection (uncapped) per day		R28 125.00

COMPUTER EQUIPMENT, INTERNET, NETWORK SERVICES AND TELECOMMUNICATIONS (cont)

Notes:

- All Premier Bandwidth Services are provided uncapped, unshaped at a 1:1 contention ratio & delivered on a private VLAN.
- Bandwidth, in excess of 100Mbps, is available and will be quoted for on request.
- Bandwidth requirements in excess of 100Mbps are available in the following Tiers, 150Mbps, 200Mbps, and then in intervals of 100Mbps up to 1Gbps.

Public (Static) IP Address R1 000.00

DOCUMENT IMAGING	DELIVERY SETUP COSTS P/ITEM	UNIT PRICE
Colour LaserJet printer (min 20 ppm) - includes network / USB connection	R525.00	R327.00
Cartridge set for colour LaserJet printer (up to 3 000 pages)	R6 124.00	
Black and white LaserJet printer (min 28 ppm) - includes network / USB connection	R525.00	R164.00
Cartridge for B&W LaserJet printer (up to 3 000 pages)	R1 685.00	
Multi-functional colour copier - fax/scan/copy/print (add fax line for fax capability - toner included in per copy cost)R1 125.00	R1 650.00	
Copy costs for B&W pages (minimum 1000 pages)		R1.05
Copy costs for colour pages (minimum 500 pages)		R3.50
Paper A4 document - plain, white paper (2 500 pages per box; one box of paper contains five reams)		R379.50
The above includes cabling, set up and configuration.		

TECHNICAL SUPPORT - PER HOUR	UNIT PRICE
On-site technical support (office hours) - hourly rate	R409.00
On-site technical support (after hours, Saturday, Sunday and SA holidays) - hourly rate	R759.00
On-site technical support (office hours) - daily rate	R1 681.00
On-site technical support (after hours, Saturday, Sunday and SA holidays) - daily rate	R3 266.00

TELECOMMUNICATIONS

	(REFUNDABLE) CALL CHARGE DEPOSIT P/LINE	MAN SETUP COSTS P/ITEM	UNIT PRICE
Telephone handset and line	R1 000.00	R324.00	R194.40
Fax machine and line	R1 000.00	R324.00	R302.40
Fax line (Don't change call charge deposit)	R1 000.00	R324.00	R162.00
Speed point line (credit card machine line)	R1 000.00	R324.00	R162.00
Conference phone and line	R1 000.00	R324.00	R918.00
ISDN line 128K (excludes equipment)*	R1 000.00	R594.00	R432.00

OTHER SERVICES

Contact your sales executive for costing on:

- Event websites
- Cellular solutions
- Lead retrieval systems
- Program, speaker, abstract and presentation management systems
- Registration systems
 - Rfid
 - Barcodes
 - Creation of badges and vouchers
 - On-line payment portals
- Delegate messaging systems
- Conference management software
- Electronic signage systems
- Cctv and ip cameras
- Web-, video- and podcasts
- People counting systems
- Internet and intranet cafés
- Audience response system
- Registration systems

per event –	0 - 100	delegates
	100 - 500	delegates
	500 - 1 000	delegates
	1 000 - 5 000	delegates

GENERAL ICT HOUSEKEEPING RULES

- Wireless interference is a common issue that arises in the MICE space. The interference is generated by the many competing and overlapping wireless broadcasts operating in such close proximity to one another. The more wireless broadcasts operating in a given area, the more interference is generated resulting in less stable wireless connections for all parties. In order to mitigate the effect, non-CTICC wireless broadcasts are not permitted within the venue.

FOOD AND BEVERAGE

ALL FOOD AND BEVERAGE PRICES ARE INCLUSIVE OF VAT AT 14% AND SUBJECT TO AVAILABILITY OF FRESH PRODUCE

CTICC Sales and Event Executives can provide further banqueting information. Food and beverage price lists for exhibitors are available on request. All prices are quoted per person. All prices are quoted per person and are subject to increase without prior notification.

COFFEE / TEA BREAKS

Espresso barista coffee bar	R32.00
Filter coffees / selection of tea	R24.00
Biscuits	R23.00
Scones	R30.00
Muffins	R30.00
Danish pastrie	R32.00
Juice on consumption (per jug)	R100.00

BREAKFAST

Continental	from R265.00
Plated breakfast	from R275.00
Buffet breakfast	from R265.00

BUFFETS

Menu suggestions are available	from R295.00
Cold and hot buffet selection (Lunch and dinner)	from R295.00

SNACK BOXES

Lunch boxes	from R160.00	per box
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CONFERENCE LUNCH MENU

Lunch buffet menus	from R295.00
Finger fork buffet (standing)	from R295.00

SET MENUS (LUNCH OR DINNER)

Friandises	from R50.00	per person
Sorbet	from R35.00	per person
South African cheese and biscuit platter (10 pax min)	from R75.00	per person
Speciality tea and coffee	from R24.00	per person
2-Course menu	from R285.00	per person
3-Course menu	from R365.00	per person
4-Course menu	from R415.00	per person

FOOD AND BEVERAGE (continued)

CANAPÉ, BOWL FOOD AND LIVE STATION OPTIONS

Choice of four canapé items	R145.00	per person
Choice of five canapé items	R180.00	per person
Choice of six canapé items	R 215.00	per person
Choice of eight canapé Items	R280.00	per person
Choice of ten canapé Items	R352.00	per person
Choice of twelve canapé Items	R420.00	per person

Choice of three bowl food items	R125.00	per person
Choice of four bowl food items	R160.00	per person
Choice of five bowl food items	R190.00	per person
Choice of six bowl food items	R222.00	per person

Live stations	from R20.00 - R172.00	per person
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CREW MEALS

Crew meals	from R115.00
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STAND CATERING PLATTERS (SERVED BETWEEN 10H00 -15H00)

Cold canapés	from R 695.00	(10 - 15 Guests - 40 pieces)
Hot canapés	from R 830.00	(10 - 15 Guests - 45 pieces)
Cheese platters	from R705.00	(10 - 15 Guests)
Sushi platters	from R 1 200.00	(30 pieces)
Dry snacks	Individually charged	
Open sandwich platters	R712.00	(10 - 15 Guests - 45 pieces)
Closed sandwich platters	R712.00	(10 - 15 Guests - 45 pieces)

HIRING OF EQUIPMENT

(At the discretion of the manager)

Rate per item, per day	
Stretch trestle table cloth	R40.00
Stretch cocktail table cloth	R40.00
Banquet round table including linen	R75.00
Banquet chairs	R30.00
Stanchions (limited availability)	R40.00
Dance floor per square metre	R200.00
Mirrors	R110.00
Lectern	R400.00
Beechwood dividers (limited availability)	R200.00
Registration desks with two chairs each	R350.00
Stages per piece (limited availability)	R400.00

FOOD AND BEVERAGE (continued)

Standard lounge pocket set	R750.00
Trestle tables including table cloths	R120.00

BANQUET ADDITIONAL

Underplates	R30.00
Café tables	R30.00
Cocktail tables - limited number	R80.00
Café chairs	R30.00

HIRING CATERING STAFF CHARGES**STEWARDS**

Room changes - turnarounds	R80.00
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WAITRONS/CHEFS

Additional waitrons	R80.00
Wine stewards	R90.00
Skilled chef	R120.00
Hostess	R150.00
Ushers	R120.00
Cocktail barmen	R180.00

BARMEN

Minimum charge	R90.00
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All staff rates are per person, per hour, with a minimum charge of four hours.
Double time rates will apply to staff working on Sundays and public holidays.

HIRING OF EQUIPMENT

FOOD AND BEVERAGE (continued)

CONFERENCING AND BANQUETING IN NON-MEETING AREAS

(All items are priced individually and incur costs. Pricing available on request.)

GLASSWARE**CROCKERY****TEA/COFFEE SERVICE****CUTLERY****TABLES****LINEN**

Napkin	R5.00
Overlay	R20.00
Tablecloth	R25.00

CONFERENCE BAR

MINERAL WATER

Bontanical water bar	R32.00	
Available in a selection of flavours Passion fruit, mojito, coconut water		
Vivreau still water 500ml	R20.00	
Vivreau still water 750ml	R30.00	
Plastic still and sparkling water 330ml	R20.00	
Plastic still and sparkling water bottle 500ml	R22.00	
Plastic still and sparkling water 1 000ml	R30.00	
Water cooler machine including 18l water	R210.00	per day
Refill 18l vivreau mineral water	R180.00	per 18l

SOFT DRINKS

Mixers (200ml)	R26.00	
Mixers (330ml)	R30.00	
Fresh fruit juice (330ml)	R26.00	
Appletiser	R34.00	
Grapetiser	R34.00	

For a full selection of beverages please see our Beverage Collection.

OTHER SERVICES AND FACILITIES

CLEANING (Daily Labour Rates)

Please request a quote from your Sales or Event Executive

STAND CLEANING

General cleaning includes removal of water, surface dust and vacuum	R7.00	p/m ²
Night shift	R7.31	p/m ²

PLUMBING**CONNECTIONS****WATER SUPPLY**

15mm Cold water supply only connection with 3mm and stop valve	R407.00
22mm Cold water supply only connection with 3mm and stop valve	R635.00
15mm Cold water supply only connection with 3mm, stop valve and connection to appliance	R1 237.00
22mm Cold water supply only connection with 3mm, stop valve and connection to appliance	R1 438.00
15mm Cold water supply only connection with 50mm waste pipe, stop valve and connection to appliance	R1 639.00
22mm Cold water supply only connection with 50mm waste pipe, stop valve and connection to appliance	R2 022.00
50mm Waste and drainage only	R531.00
15mm Cold water supply only with 50mm waste pipe, with stop valve	R963.00
22mm Cold water supply only with 50mm waste pipe, with stop valve	R1 157.00

ADDITIONAL SERVICES AND EQUIPMENT

Additional cold water supply points on existing lines, with stop valve	R407.00
Connecting of appliance	R769.00
To supply and fit hose tap	R930.00
To hire cold water tap only - no water supply	R930.00
To hire mixer - no water supply	R930.00
To hire pressure-reducing valves	R930.00

PLUMBING EQUIPMENT HIRE

Hire and connection of double bowl sink on cabinet	
Hot water cylinder (hot and cold water cylinder including a basin)	R4 465.00
Single bowl pot sink with cold water only	R7 125.00
Supply of hot water cylinder into the stand and connect hot and cold water to utility in the stand	R2 867.00
Hire and connection of single bowl stainless steel sink to cabinet	
1 x 15mm chromium plated pillar tap (only cold water)	R1 732.00
Hire and connection of single bowl stainless steel sink on cabinet	
2 x 15mm chromium plated pillar tap (hot and cold water cylinder incl. basin)	R4 428.00
Hire and connection of double sink on cabinet (only one kitchen sink mixer connected to the cold water)	R2 022.00

OTHER SERVICES AND FACILITIES (continued)

ELECTRICAL

All halls, Auditorium 1 and the Ballroom are fitted with electrical bulk supplies. These range between 125A 3 Phase, to 400A 3 Phase. These bulk supplies are monitored by sub-metering devices which measure the amount of electricity consumed, for which clients will be charged at a rate of R0.95 per ... kWh. The rate is subject to be amended from time-to-time in accordance with municipal escalations. The charge will only be applicable for consumption above R100.00.

ELECTRICAL FITTINGS PER EVENT

Three phase Power Connection Only (COC to be produced)
COC = Certificate of Compliance

Three phase power connection only - 32 amp	R956.00
Three phase power connection only - 63 amp	R1 220.00
Three phase power connection only - 125 amp	R1 528.00
Three phase power connection only - 400 amp (set up during office hours)	R5 047.00
Single phase distribution board - 32 amp	R1 495.00
Three phase distribution board - 32 amp	R1 749.00
Three phase distribution board - 63 amp	R5 391.00
Three phase distribution board - 125 amp	R7 228.00
Three phase distribution board - 400 amp	R23 099.00
15 Amp plug point	R253.00
Outdoor three phase 30 amp distribution board	R2 119.00
25 amp outlet for three phase 30 amp distribution board	R382.00
2.4 two lamp fluorescent	R442.00
1.5 two lamp fluorescent	R353.00
1.2 two lamp fluorescent	R287.00
150 watt spotlight	R253.00
500 watt quartz fitting	R311.00
1 500 watt quartz fitting	R490.00
50 watt low voltage spotlight	R287.00
50 watt low voltage downlight	R287.00
Exhibitor connection	R181.00
Mini par 36 100 watt	R548.00
Par can 300 watt	R752.00
Par can 1000 watt	R956.00
Fans	R458.00
Rope light per metre	R184.00
Illumination cable and lights per metre	R45.00
Wall bracket	R311.00
50 watt spot on arm (silver)	R304.00
150 watt metal hailine	R1 294.00
400 watt metal hailine	R1 773.00
2 000 watt metal hailine	R2 817.00

Information is accurate and current.

OTHER SERVICES AND FACILITIES (continued)

BOOKING OF MOBILE ELEVATED WORKING PLATFORM (MEWP)

All lifting equipment required for the hanging of banners will be at an additional cost. Please consult your Sales or Event Executive for a quote.

LIFTING EQUIPMENT

Scissor lift hire - 7.6M (build-up only)	R1 571.00
Scissor lift hire - 7.6M (breakdown only)	R1 571.00
Scissor lift hire - 11.6M (build-up only)	R2 037.00
Scissor lift hire - 11.6M (breakdown only)	R2 037.00
Scissor lift delivery and collection fee	R1 259.00
Scissor lift operator	R262.00
Cherry picker hire - 20m (build-up only)	R3 309.00
Cherry picker hire - 20m (breakdown only)	R3 309.00
Cherry picker delivery and collection fee	R1 259.00
Cherry picker lift operator per hour	R262.00

Information is accurate and current.

Please note all the above equipment excludes the driver's rate.

PARKING

Parking is not included in the venue rental.

PAY ON FOOT

A parking ticket will be issued on entry into the designated parking garages P1, P3 and P5. Clients and guests will be billed for the duration of their stay.

P3 & P5 Parking	
Duration	Fee
0 – 0.5 hour	R0.00
0.5 – 1.5 hours	R20.00
1.5 – 2.5 hours	R30.00
2.5 – 3.5 hours	R40.00
3.5 – 4.5 hours	R45.00
4.5 – 5.5 hours	R50.00
5.5 – 6.5 hours	R55.00
6.5 – 8 hours	R65.00
8 – 12 hours	R70.00
8 – 24 hours	R70.00
Lost card	R100.00
After 12 hrs, R12 is applicable per hour for both P3 and P5 Parking	









P1 Parking	
Duration	Fee
0 – 1 hour	R10.00
0.5 – 2.5 hours	R25.00
2.5 – 3.5 hours	R30.00
3.5 – 4.5 hours	R35.00
4.5 – 5.5 hours	R40.00
5.5 – 6.5 hours	R45.00
6.5 – 7.5 hours	R50.00
7.5 – 8.5 hours	R55.00
8.5 – 12 hours	R65.00
Lost card	R100.00
After 12 hrs, R10 is applicable per hour	

OTHER SERVICES AND FACILITIES (continued)

MARSHALLING YARD

CTICC 1 & 2: TERMS AND CONDITIONS

- Parking is at owner's risk.
- No parking is allowed outside the demarcated areas.
- Exhibitors and contractors are only allowed one-and-a-half hours (1½hrs) for small vehicles and three-and-a-half hours (3½hrs) for trucks. Build-up and breakdown parking tickets are issued from the organiser's office.
- Cars parked illegally will be clamped and will be charged R500.00 to unclamp the vehicle.
- Only credit card and cash payments are accepted. We do not accept cheque payments.

CTICC 1 & 2 Marshalling Yard Rates			
Vehicle Type	Duration	Fee	Vehicle Type
	0 – 1½ hour	Free	
	0 – 3½ hour	Free	
	1½ – 2½ hours	R100.00	
	2½ – 3½ hours	R150.00	
	3½ – 4½ hours	R250.00	
	4½ – 5½ hours	R300.00	
	5½ – 6½ hours	R350.00	
	6½ – 7 hours	R400.00	
	7 – 8 hours	R450.00	
	8 –24 hours	R500.00	
Overnight Parking and Lost card		R500.00	

MULTI-ACCESS PARKING TICKETS

A multi-access option in and out of P1 for clients and exhibitors/delegates R50.00 per day per vehicle (non transferable)

Banquets and cultural events commencing after 18h00 hours qualify for a discounted price R30.00 per vehicle (non transferable)

Conditions apply.

DCP parking tickets sold at R45 per ticket, unless included in selected DCP packages.

STAFF COSTS

Parking attendant R85.00 per hour (for a minimum of four consecutive hours)

OTHER SERVICES AND FACILITIES (continued)

SPECIAL EVENT RATES

1hr - 2hrs (show duration)	R30.00
2hrs - 3hrs (show duration)	R35.00
3hrs - 4hrs (show duration)	R40.00
4hrs - 12hrs (show duration)	R45.00

ADVERTISING SERVICES

Flagpole hiring	R389.00	per pole
Lamp post hiring	R55.00	per pole
Waiver fee (once off)	R636.00	

MEDICAL FACILITY AT THE CTICC

The medics for conferences packages are to be for the CTICC account. Exhibition medics are to be at the cost shown.

The CTICC offers event medical services to clients at a preferential rate, as they have an on-site clinic where patients can be treated immediately in case of an emergency, stabilized and transferred to the nearest medical facility, this service is for the clients account. Only independent practicing medics will be allowed to work at the CTICC (ILS).

Please note that the Safety at Sport and Recreational Events Act 2010 (SANS 10336:2015) requires that medical assistance is provided for during all stages of an event, including build up and breakdown. Where events or conferences reach a capacity of 1000 plus attendees, the National Health Act 2003 and regulations for Medical provisions at mass gatherings requires that an assessment be carried out for medical provisions.

The following rates would apply:

BLS	= R161.00	per hour
ILS	= R192.00	per hour
ALS	= R438.00	per hour

AMBULANCE

ILS	= R433.00	per hour
BLS	= R433.00	per hour

*The cost price for all rates for Sundays and Public Holidays remain the same.

These prices are only applicable to package deals.

CARPETING

Carpeting is charged at R32.00 per m².

Please consult your Sales or Event Executive to receive a quote for any event taking place in our Exhibition Halls.

REFUSE HANDLING

Due to the CTICC's environmental compliance standards, skips need to be ordered directly from CTICC Exhibition Conference Services. Quotes are applicable per event and are based on waste separation, upcycling initiatives and requirements, and removal off site. An event recycling and waste certificate can be requested after events.

Cost provided on request

CTICC



CTICC 1: Convention Square, 1 Lower Long Street, Cape Town 8001, South Africa

GPS co-ordinates: - 33.915141°, 18,425657°

CTICC 2: Corner of Heerenracht & Rua Bartholomeu Dias, Foreshore, Cape Town 8001, South Africa

GPS co-ordinates: - 33.91747°, 18,42908°

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LinkedIn: linkedin.com/in/cape-town-international-convention-centre-cticc-8746a337



we are a green conscious convention centre