

OPERATIONS INFORMATION

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ACCESS TO HEIGHTS

Height access equipment is available for hire from the CTICC. Only qualified and licensed Mobile Elevated Working Platform (MEWP) operators may drive and operate access equipment within the CTICC premises.

BUILDING CARE

- No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building without the prior knowledge and consent of the CTICC Management. 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. Any such attachments would incur a penalty of R5 000 per hole drilled, and the client would be liable for all repairs.
- The glass bricks along the ballroom gallery are not to be used for the purposes of a display or registration area.
- No goods are allowed in the glass lifts.
- All trolleys are to be fitted with a non-marking rubber protection layer to ensure that no metal/wooden portion of the trolley makes contact with any aspect of the building infrastructure. Furthermore, the rubber wheels of all trolleys must be non-marking and non-damaging to all surfaces.

CABLING

The CTICC provides and manages various types of cabling throughout the centre. The cabling sub-system connects every point in the building via a distributed patch cabling system. With the necessary equipment in place, a presentation or video clip shown in one of the breakout rooms can be routed, patched and projected in other venues. The permanent cabling systems comprise microphone cabling. The audiovisual racks are linked via various tie lines back to a central patch to form a star cabling configuration. Any device connected to a floor outlet can be patched through and connected to any other device connected to another floor outlet in CTICC 1.

The following types of cabling are available:

FIXED SPEAKER CABLING

In CTICC 1, fixed speaker cables are routed by either wire ways, trunking or conduits. The speaker cables are not shielded but kept separate from the microphone and line level cables. The cable used for the fixed speaker cabling is 2-core 4mm² black cabtyre. The speaker cables are then terminated into a female 4-pin Neutrik connector. Event organisers providing their own patch leads are advised that both the 2-pin and 4-pin connectors will fit into the female 4-pin connector in the various floor and wall audiovisual boxes.

MICROPHONE CABLING

In CTICC, this cabling is routed by either wire ways, trunking or conduits and is single pair shielded Kelsey cable imported from the UK. The microphone cables are run point-to-point (i.e. one floor outlet = one rack outlet). These cables are terminated with a female Amphenol XL3 connector (the same connector in the field and in the rack).

CONTROL CABLING

In CTICC, control cabling is routed by either wire ways, trunking or conduits, and is single pair shielded Kelsey cable. The control cables are referred to as Line Level Send (LLS) and Line Level Return (LLR). The same cable is used for both services. The control cable runs point-to-point (i.e., one floor outlet = one rack outlet).

These cables are terminated with a female Amphenol XL3 connector (the same connector in the field and in the rack). The LLR points are terminated with a male Amphenol XL3 connector (the same connector in the field and in the rack).

ETHERNET CABLING (CAT5E AND CAT6)

The building is flood-wired with CAT5e and CAT6 cables. These cables are typically terminated in a RJ45 connection jack and are compliant with TIA/EIA-568-B and ISO/IEC 11801 standards. This infrastructure was installed to be used for various applications, which include patching into the centre's Gigabit data network, running voice, video or telecommunications in a star and/or point-to-point configuration.

FIBRE OPTICS

The centre is equipped with a grid of multi-mode fibre-optic cable running at 10 Gb/s. Typically it is terminated with SC connectors at the CTICC 1 (which will be duly upgraded to LC) in line with CTICC 2, but other termination methods are available on request. The fibre cables form the backbone of the data network but are also available for applications like voice and video.

CAT LADDERS AND ELEVATED WALKWAYS

Cat ladders and elevated walkways are installed in the Ballroom and Auditorium 1. Access is from the roof and restricted to production personnel, under the guidance of the staff from the CTICC's Facilities and Operations Department. Special permission is required to enter these places, which are installed for general service.

During the build-up and breakdown period, the event area is transformed into a construction site. Anyone working in the event area must comply with the requirements of the Construction Regulation 2014. Personal protective equipment is the operator's responsibility. Should an operator not comply, work can be stopped until the contravention is corrected.

CHERRY PICKERS AND SCISSOR LIFTS

Only trained and certified MEWP operators will be allowed to operate equipment, in accordance with the Driven Machinery Regulation 2015. Operators should carry their licences with them. Due care and attention must be given when operating such equipment and moving among people or vehicles. No lifting equipment may be driven over carpets. Timber boards must be placed in the path of the vehicle. The CTICC has procured boards for this purpose that can be signed out. The boards are available from the CTICC Maintenance Department and will be checked after use. Any missing boards will be charged to the relevant company.

CONSTRUCTION

No cutting, drilling, painting or any other kind of construction work will be allowed without proper use of drop sheets. Two workshop areas have been provided in the Marshalling Yard for this purpose. Suppliers that are found working without the necessary protection over the carpets will be removed from the venue and refused further access. The CTICC will not be liable for delays in an event's starting time as a result of the suppliers being removed from site.

DRAYAGE (TRANSPORT OF GOODS)

Your Sales or Event Executive can provide further information in this regard.

DRINKING WATER

The CTICC's tap water is safe to drink and meets world health standards. The CTICC has also installed a Vivreau UV bottling system, which ensures that on-site bottles contain nothing but the best tasting water.

ELECTRICITY

The CTICC is equipped with several power systems. Electricity is reticulated at 240V and 380V. If your power requirements exceed 60 Amps 3-phase, please let your Event Executive know at least two weeks in advance.

- UPS power: Used to drive all essential equipment and evacuation lighting during emergency situations (approximately 100KVA).

- Emergency power: CTICC 1 emergency power consists of 3 x 1 000KVA for the main building with 2 x 1 000KVA for the aircon and re Fridgeration plant room and a 500KVA for Auditorium 1. CTICC 2 emergency power consists of 2 x 1 000 KVA generator units. These are used to drive all emergency systems during power failures.
- Exhibition power: 500KVA per exhibition floor. On an optimum percentage utilisation (3m x 3m exhibition space) this can provide about 250 exhibitors with 2KVA per stand (diversified). This can be plugged into points in these areas for large power consumers. The unit has a dedicated meter for costing purposes.

Any electrical equipment brought into the CTICC must comply with South African Electrical Installation Regulations and SANS 10142. Non-complying equipment will immediately be removed from the premises, at the expense of the exhibitor, who will then be charged for any damage caused by faulty equipment.

The event organiser must ensure that no electrical equipment damages or interferes with the CTICC'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 CTICC's Maintenance Electrical Services Department staff or by CTICC's contracted service providers.

ELECTRICAL FACILITIES/SERVICES

Each cluster house/pit box:

- 2 x 16A 3-pin connection points (blue caravan-type plug) this is a single phase socket outlet and needs to be converted to a normal 15A 3-pin socket via a distribution system
- 1 x 32A 5-pin connection point or
- 1 x 63A 5-pin connection point
- 1 x data connection point

Each trench will consist of:

- 2 x 16A 3-pin connection points (blue caravan-type plug) this is a single phase socket outlet and needs to be converted to a normal 15A 3-pin socket via a distribution system
- 1 x 32A 5-pin connection point or
- 1 x 63A 5-pin connection points at each cluster
- 1 x data connection point

Halls 1, 2, 3 and 4 have two common 400A connection points, each hall has 2 x 125A connection points, all connection points situated in P3 Parking. Within Exhibition Halls 5, 6, 7, 8, 9 and 10 is a 400A connection point facing the

Marshalling Yard, and 2 x 125A connection point hall on each side of the halls. In Exhibition Halls 1, 2, 3 and 4, the clusters are positioned 16m apart within the trenches.

Halls 5, 6 and 7 the clusters are positioned 5m apart within the trenches. In Exhibition Halls 8, 9 and 10, pit boxes are positioned 5m apart through-out the halls. Stand-builders placing floorboards on carpets, should cut out a trapdoor to ensure accessibility to the underfloor pits. Floorboards are not to be modified.

What about the other floors?

ELECTRICAL POWER CONSUMPTION

Power consumption exceeding R100 is for the event organiser's account. This will be charged in all venues where sub-metering is in place, at a cost of R1.35 per kWh. Please consult your Sales or Event Executive for more information.

Please also [download the Need to Know](#) document for additional electricity service terms and guidelines.

ESCALATORS

The CTICC has seventeen escalators.

CTICC 1 has nine escalators and CTICC 2 has eight escalators. They are situated as follows:

CTICC 1

- From P3 to ground floor
- From ground floor to first floor at Main Foyer
- From ground floor to first floor at Entrance 5
- From first floor to second floor at Main Foyer
- From first floor to second floor at Entrance 5

CTICC 2

- From sky bridge to ground floor at Main Foyer
- From ground floor to first floor landing
- From first floor landing to second floor

It is not recommended that escalators directional flow is altered as this increases the risk of equipment failure.

EVACUATION

Evacuation procedures will be announced on a dedicated fire/evacuation PA system and will be co-ordinated by CTICC Management. It is the duty of the event organiser to familiarise themselves with the evacuation routes and ensure an evacuation plan has been documented and is available in the Client Safety File.

EXHIBITION STORAGE

There is no storage available on-site. The CTICC has recommended drayage suppliers who can provide off-site storage. The CTICC will not be held liable for any items stored.

FACILITY BOXES/TRENCHES

Facility boxes or trenches are situated throughout the CTICC. Depending on the venue, they contain:

- Data cabling
- Telephone cabling
- Single and 3-phase electricity points
- Sleeves for additional services and compressed air
- Wet waste for any waste water
- Fresh water
- Plumbing
- LPG gas lines

Exhibition Halls 5, 6 and 7:

- Trenches
- Plumbing: There are only two water points at opposite corners of each hall.

Exhibition Halls 8, 9 and 10:

- Facility boxes 63A, 32A 3-phase sockets are available in these boxes; also note that the 16A single-phase sockets (blue caravan-type plug) are dedicated and needs to be converted via distribution to a standard 3-pin 15A socket.
- Plumbing: There are only two water points at opposite corners of each hall.

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
- Essential ventilation (smoke venting)
- Automatic fire detection system
- Fixed and mobile firefighting equipment
- Aspiration system
- Evacuation PA system
- Sprinkler systems
- Fully trained emergency co-ordinator and team
- Trained fire marshals
- Pressurisation of fire escape stairwells
- Kitchen Ansul system

The isolation of the fire detection system is not allowed. Should it be necessary to isolate the fire detection system in a certain area, a Fire Marshal must be appointed. The Conference Services Department can assist with booking a trained Fire Marshal. In case of fire, all lifts will home to ground, and escalators will stop operating.

In case of any emergency, contact the Event Services Manager or call +27 21 410 5252 from an outside line, or extension 5252 from an internal line.

FLOOR-LOADING LIMITS

Maximum floor-loading capacities in the CTICC are:

- 1 500kg/m² in Exhibition Halls 1, 4A and 4B
- 3 000kg/m² in Exhibition Halls 2 and 3
- 500kg/m² in Strelitzia and Jasminum
- 3 000kg/m² in Exhibition Halls 5, 6 and 7
- 750kg/m² in Exhibition Halls 8, 9 and 10
- 500kg/m² in Ballroom and Auditorium 1 foyers

The event organiser must ensure that these weights are not exceeded. Notify your Sales or Event Executive of any equipment weighing more than 2 000kg.

FORKLIFTS AND OPERATORS

The arrangement of forklifts is the event organiser's responsibility. All forklift drivers must conform to the Driven Machinery Regulations 2015. The event organiser and operator will be liable for any injuries or damage caused by reckless driving.

HANGING BARS AND POINTS (RIGGING)

Hanging bars and points are available in the Ballroom, auditoria and Exhibition Halls. All connections and work must be done by qualified riggers, and the necessary certificates must be issued for connections to ensure safe load is applied.

LIFTS

VIP LIFT	
Lift car size (w x d x h)	1.4m x 1.5m x 2.6m (2.1m ²)
Lift opening size (w x h)	1.2m x 2.2m
Maximum load	1 600kg

PUBLIC LIFTS	
Lift car size (w x d x h)	1.6m x 1.4m x 2.6m (2.24m ²)
Lift opening size (w x h)	1.2m x 2.2m
Maximum load	1 600kg

BACK-OF-HOUSE FREIGHT LIFTS	
Lift car size (w x d x h)	1.5m x 2.2m x 3m (3.6m ²)
Lift opening size (w x h)	1.2m x 2.2m
Maximum load	1 600kg

FRONT-OF-HOUSE FREIGHT LIFT	
Lift car size (w x d x h)	1.4m x 1.5m x 2.6m (2.1m ²)
Lift opening size (w x h)	1.2m x 2.2m
Maximum load	1 600kg

CTICC 2 LIFTS (PUBLIC LIFTS: LIFTS 1 AND 2)	
Lift car size (w x d x h)	1.350m x 2.1m x 2.2m
Lift opening size (w x h)	1.1m x 2.1m
Maximum load	1 275kg

PUBLIC LIFTS (OBSERVATION LIFT, LIFT 10)	
Lift car size (w x d x h)	1.4m x 2m x 2.2m
Lift opening size (w x h)	1.1m x 2.1m
Maximum load	1 275kg

BACK-OF-HOUSE FREIGHT LIFTS (LIFTS 3 AND 4)	
Lift car size (w x d x h)	1.4m x 2.4m x 2.5m
Lift opening size (w x h)	1.1m x 2.4m
Maximum load	1 600kg

BACK-OF-HOUSE FREIGHT LIFT (LIFT 5)	
Lift car size (w x d x h)	1.1m x 2.1m x 2.2m
Lift opening size (w x h)	0.9m x 2.1m
Maximum load	1 000kg

The type of vehicles and goods utilising these lifts should be a medium-size delivery vehicle such as a MB Vito, Hyundai H1 or similar.

VEHICLE AND GOODS LIFTS (LIFTS 6 AND 7)	
Lift car size (w x d x h)	2.9m x 6.5m x 2.6m
Lift opening size (w x h)	2.7m x 2.5m
Maximum load	4 000kg

LINK LIFTS (LIFTS 8 AND 9)	
Lift car size (w x d x h)	1.4m x 2.4m x 2.5m
Lift opening size (w x h)	1.1m x 2.4m
Maximum load	1 600kg

FRONT-OF-HOUSE FREIGHT LIFT (LIFT 11)	
Lift car size (w x d x h)	1.6m x 2.1m x 2.5m
Lift opening size (w x h)	1.1m x 2.4m
Maximum load	1 600kg

MOBILE ELEVATED WORKING PLATFORM EQUIPMENT (MEWP)

The CTICC has mobile equipment available for hire. This can be arranged through the CTICC Operations Department. The CTICC can provide an approved driver at an additional cost. It is essential to book in advance with your Event Executive. A trained and certified operator must be booked to drive the MEWP and comply with Driven Machinery Regulation 2015. Use of ladders is permitted in accordance with General Safety Regulation 13A.

SCAFFOLDING

The use of scaffolding for draping purposes is not allowed. Should you erect scaffolding to aid build-up or strike, this must conform to Section 16 of the Construction Regulations. A copy of the inspector's appointment letter must be provided to the Safety Officer and fall protection and a rescue plan must be provided for working at heights.

A structural engineering certificate may be required for complex scaffolding. Your Event Executive can provide further information in this regard.

STORAGE AREAS

The CTICC does not provide storage areas, but a preferred drayage contractor can provide off-site storage for early deliveries, late despatches, and for the holding of packaging materials. The CTICC is not responsible for any goods left behind in storage.

TOILETS

Facilities include toilets for males and females, facilities for the disabled, and baby-changing facilities. All toilet facilities include a dual-flush system to promote water conservation. For special events, clients are responsible for sourcing and installing additional toilet facilities. The allocation of these facilities should be discussed with your sales or Event Executive, as well as with the Operations Department.

CTICC 1

Ground Floor

Toilets are situated outside Exhibition Halls 1B, 2, 3 and 4 along the gallery area:

- 32 toilets for females
- 12 toilets and 24 urinals for males

- Four toilets for the physically challenged

Hall 4B is equipped with:

- Three toilets for females
- Two toilets and three urinals for males
- One toilet for the physically challenged

There are three toilets outside Exhibition Hall 2 (two female toilets and a male toilet), which can be accessed from the Marshalling Yard for use during the build-up and breakdown period.

First Floor

- 28 toilets for females
- 11 toilets and 37 urinals for males
- Four toilets for the physically challenged

Second Floor

- 11 toilets for females
- Six toilets and 18 urinals for males
- Two toilets for the physically challenged

CTICC 2

Ground Floor

- 32 toilets and 15 urinals for males
- 21 toilets for females
- Three toilets for the physically challenged

Level 1

- Six toilets and 15 urinals for males
- Nine toilets for females
- Two toilets for the physically challenged

Level 2

- 12 toilets and 15 urinals for males
- 21 toilets for females
- Three toilets for the physically challenged

Level 2M

- Two toilets and two urinals for males
- 21 toilets for females
- One toilet for the physically challenged

Back-of-house there are toilets for service personnel.

Ground Floor

- One toilet for males

Level 2

- Two toilets for males

TRANSFORMERS

Transformers are to be mounted on the stand structure or walls and not placed directly onto the carpeted floor.

WATER/DRAINAGE

Water supply and drainage is available in the Exhibition Halls of the CTICC. The event organiser may order water and drainage through the CTICC's exclusively contracted supplier. Your Sales or Event Executive can provide further information in this regard.