

Dear valued sponsor and exhibitor

We look forward to hosting you at MacDay 2024 taking place at Whispering Thorns from 10-11 September 2024.

For your convenience we have compiled this document with important information, we highly recommend reading through all the points to familiarize yourself with your stand inclusions, restrictions, additional items that may be ordered as well as your build up and breakdown dates and times.

Exhibition stand



Your exhibition stand includes:

1. 3x3m shell scheme- 2.5m high panels
2. 3x3m carpet tiles
3. 2 x Spotlights
4. 1 x Plug point
5. 1 x Company name-vinyl cut out lettering.
6. 3 x 1m x 2.5m vinyl printed graphics as per above image (this can be one 3m wide x 2.5m high image or 3 individual 1m x 2.5m images)- included in your stand price
7. 1 x Cocktail table
8. 2 x Cocktail chairs

Please note that no additional branding to the stand walls or company name board will be permitted, you are however permitted to utilize pull up banners, brochures and catalogues on your stand.

All artwork to be submitted by no later than 12 August 2024-please note that all artwork provided must be in a print ready format.

Artwork Size: 980mm x2420mm per panel -3 panel prints required.

Kindly contact keeanu@expoguys.co.za for graphics specifications document.

Additional items available

The following items may be ordered as an additional cost:

1. TV screens
2. Shelving and/or display units (plinths)
3. Showcases
4. Brochure holders
5. Lockable cupboards
6. Cocktail furniture
7. Additional plug points
8. Additional lighting

Kindly contact Keanu Chui at keeanu@expoguys.co.za to get pricing and quotes on the above.

Cut off for all orders is 12 August 2024

Exhibitor build up times

Your stand will be completed by the evening of 9 September 2024.

Exhibitor load in date: 9 September 2024

Exhibitor load in times: 08:00-17:00

Exhibition dates: 10-11 September 2024- please refer to floorplan for event running order.

Exhibitor breakdown times: **11 September 2024 14:00-17:00**

Stand builder breakdown times: **11 September 2024 17:00- until late**

Please note that ExpoGuys and the Organisers take no responsibility whatsoever for any damages or items left on your stand once breakdown commences.