

# OASYS EXHIBITOR MANUAL GENERAL PUBLIC 2013

<b>REMITTANCE ADVICE</b>	<b>FORM: 1</b>
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<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Company Name:</td><td></td></tr> <tr><td>Postal Address:</td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td> </td><td></td></tr> <tr><td><b>Co VAT Number :</b></td><td></td></tr> <tr><td>Person Responsible</td><td></td></tr> <tr><td>For stand on site</td><td></td></tr> </table>	Company Name:		Postal Address:								<b>Co VAT Number :</b>		Person Responsible		For stand on site		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 30%;">Stand No:</td><td></td></tr> <tr><td>Area/Hall</td><td></td></tr> <tr><td>Tel No:</td><td></td></tr> <tr><td>Fax No:</td><td></td></tr> <tr><td>Email:</td><td></td></tr> <tr><td>Signature:</td><td></td></tr> <tr><td>Onsite contact</td><td></td></tr> <tr><td>Cell No:</td><td></td></tr> </table>	Stand No:		Area/Hall		Tel No:		Fax No:		Email:		Signature:		Onsite contact		Cell No:	
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**ALL PAYMENTS FOR SERVICES ARE REQUIRED IN ADVANCE OF THE EXHIBITION:**

Please note that services will not be installed until full payment has been received, any forms received and processed after **19 March 2013** will be subject to a 20% surcharge. For account name and banking details

Please refer below.

**EMAIL RETURN ADDRESS FOR ORDER FORMS: - [carina@soafrica.com](mailto:carina@soafrica.com)**

In order to avoid disappointment please ensure that your orders reach us on or before this cut of date.

		Proof of payment to be faxed through to <b>0866452929</b> <b>or e-mailed to <a href="mailto:wendys@oasys.co.za">wendys@oasys.co.za</a></b> clearly indicating your company name, stand number and amount paid
Name of Account	Oasys Innovations Pty Ltd	
Bank	Standard Bank	
Branch	Southdale	
Account No	0027 87 458	

	FORM NO	RETURN TO	Inc VAT
<b><i>COMPULSORY</i></b>			
Remittance Advice	<b>1</b>		R
Fascia	<b>2</b>		R
<b><i>ADDITIONAL SERVICE</i></b>			
Carpet Hire	<b>3</b>		R
Furniture Hire	<b>4</b>		R
Electrical Hire	<b>5</b>		R
Electrical Fitting Plan	<b>5A</b>		R
Special Panel Options	<b>6</b>		R
Audio Visual	<b>7</b>		R
<b>SUB TOTAL</b>			<b>R</b>
<b>+20 % Surcharge on late orders received after 19 March 2013</b>			<b>R</b>
<b>TOTAL PAYABLE TO OASYS INNOVATIONS</b>			<b>R</b>
<b>Please Note: Your invoice received from Oasys Innovations will serve as confirmation of your order</b>			

**PLEASE FAX ALL COMPLETED FORMS ON OR BEFORE 19 March 2013 TO 086 620 4555 / email: -**

**[carina@soafrica.com](mailto:carina@soafrica.com)**

**For all enquiries please contact Carina du Plessis on +27 (0) 11 463 5085**



# OASYS EXHIBITOR MANUAL GENERAL PUBLIC 2013

<b>CARPET COLOUR SELECTIONS FORM</b> (Compulsory form to be returned to Scatterlings Conference & Events)	<b>FORM : 3</b>
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Company Name: <input style="width: 90%;" type="text"/>	Stand No: <input style="width: 90%;" type="text"/>
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PLEASE TAKE NOTE THAT THE VENUE IS CARPETED (EXCLUDING THE FOYER AREA). Should you require an alternative colour, please complete section below. If this form is not returned with your colour preference the default colour will be laid.

**Please indicate your selection below with a X. All colour swatches below can be viewed on our website [www.oasys.co.za](http://www.oasys.co.za)**

No.	COLOUR	No.	COLOUR	No.	COLOUR	No.	COLOUR
001	BROWN	002	IRISH COFFEE	005	DARK RED	006	GOLD
008	FOREST GREEN	009	KINGFISHER	010	CHARCOAL	011	GREY
012	ROYAL BLUE	013	RED	014	BLACK	015	DARK GREEN
016	AMBER	017	DARK BROWN	018	BEIGE	024	LIGHT BLUE
025	LIGHT BLUE						

**Please note if the carpet colour is changed on site, there will be an additional charge of R35.00 per m<sup>2</sup> and the colour selection will be subject to on site availability.**

1<sup>st</sup> Colour Choice       2<sup>nd</sup> Colour Choice

**CARPETS NOT REQUIRED**

To alleviate unnecessary time delays during build up, please indicate below if you want your carpeting to be removed from your stand as you will be providing your own.

Tick box

<input type="checkbox"/>	CARPETS TO BE REMOVED
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All carpet tiles are on hire and any loss or damage incurred will be charged to the exhibitor at **R150.00** per tile excluding VAT.

EXHIBITORS THAT HAVE BOOKED SPACE ONLY – please complete the below if you wish to order carpets @ R 32.00, ex VAT per m2

<b>Total m2</b>	<b>R 32.00 /m<sup>2</sup></b>	
<b>SUB TOTAL</b>		<b>R</b>
<b>20% Surcharge on late orders</b>		<b>R</b>
<b>14% VAT</b>		<b>R</b>
<b>TOTAL DUE</b>		<b>R</b>
<b>(Carry forward to form 1)</b>		

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# OASYS EXHIBITOR MANUAL GENERAL PUBLIC 2013

FURNITURE ON HIRE			FORM: 4
CODE	DESCRIPTION		Price for full show duration
H01a	Office Chair	Black	R 116.60
H01b	Carlton Office Chair	Black	R 116.60
H02	Komora Chair	Black Leather & Chrome	R 255.00
H03	Breeze Chair		R 281.20
H05	Cubic Beachwood Chair	Black/White	R 397.80
H06	Cubic Pro Chair	Black/Beige	R 463.20
H07	Bellissima Chair	White	R 222.40
H08	Eddy Office Chair	Black upholstered	R 255.00
H09	Armet Chair	Red, Green, Blue, Yellow	R 282.30
H10	Deli Chair	White	R 90.50
H11	Frog Barstool	Red/Beige/Green/Yellow	R 255.00
H12	Aluminium Chair	Silver	R 374.90
H13	Kalahari Chair	Green	R 163.50
H14	Visitors Chair	Black Leather & Chrome	R 404.40
H16	Marlin Arm Chair	Black, Blue, Burgundy, White	R 282.30
H18	Zobrano Ring Chair	Woodgrain	R 255.00
H19	Round Chrome & Leather Chair	Black and Chrome	R 214.70
H21	Waterfall Barstool	White Leather & Chrome	R 383.70
H24	Long John Barstool	Black/Orange	R 475.20
H25	Cubic Beechwood Barstool		R 383.70
H27	Aluminium Barstool	Silver	R 329.20
H28	Solar Barstool	Various	R 361.90
H29	Divo Barstool	White	R 291.00
H30	Komora Barstool	Black Leather & Chrome	R 255.00
H31	Shantung Barstool	Woodgrain	R 255.00
H33	Gelati Barstool	White & Brown	R 282.30
H34	Chrome Bistro Table	Silver	R 548.30
H35	Beechwood Bistro Table	Beechwood	R 601.70
H39	Beechwood Table on Chrome Legs	H 750mm D900mm	R 313.90
H40	Beechwood Café Table		R 523.20
H41	Chrome Café Table		R 510.10
H42a	Round Table on Milan Base	H750mm D900mm	R 264.90
H43a	Square Table 4 seat	H750mm W800mm D900	R 264.90
H43b	Rectangular Table 6 Seat		R 443.60
H43c	Rectangular Table 10 Seat		R 555.90
H44	Round wooden folding Table		R 282.30
H45	Square Coffee Table	H400mm W610mm D610mm	R 174.40
H46a	Chrome & Glass Coffee Table	H450mm W700mm D500mm	R 449.10
H46b	Chrome & Glass Coffee Table	Executive	R 449.10
H46c	Darkwood Coffee Table	Darkwood	R 555.90
H47	Chrome & Glass side Table	Executive	R 403.30
H51	C' est La Vie Chair		R 517.80
H52	Tristan Tub Chair	Black	R 674.70

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# OASYS EXHIBITOR MANUAL GENERAL PUBLIC 2013

H53	Tub Chair	H720 L550 D700 - Black	R 442.50
H54	Layla Chair	Red	R 1148.90
H55	Lenny Single Seat Couch	Black	R 1268.80
H56	Lenny Double Seat Couch	Black	R 1644.80
H57	Komodo Single Seat Couch	Black & Red	R 1272.00
H58	Komodo Double Seat Couch	Black & Red	R 1881.30
H59a	Lounge Suite 1 Seater	Black - Suede	R 624.60
H59b	Lounge Suite 2 Seater	Black - Suede	R 1252.40
H59c	Lounge Suite 3 SEATER	Black - Suede	R 1461.70
H61b	Nikky Single Seat Couch	Black - Suede	R 625.70
H61a	Nikky Single Seat Couch	White Leather	R 625.70
H62b	Nikky Double Seat Couch	Black - Suede	R 252.40
H62a	Nikky Double Seat Couch	White Leather	R 1252.40
H63	Maxima Curved Bar Counter	H1116mm W1595mm D610mm	R 1354.90
H64	Octanorm Bar Counter	H900mm W1010mm D500mm	R 607.10
H65	Executive Couch	Brown - Suede	R 1881.30
H66	Floral Couch	Brown & Black	R 1881.30
H68	Zig Zag Brochure Holder	Black	R 499.20
H68B	Smart brochure Holder	Silver and Perspex	R 625.70
H69	Coat Rack	Silver	R 188.60
H72a	Rope Stanchions	Per 1.2 Metre Unit	R 242.00
H72b	Beltrack Stanchions	Red & Black	R 241.00
H73	Water cooler with 20L water		R 1118.30
H74	Hexagonal Display Plint	White	R 154.80
H77	Waste Paper Bin small	Black	R 32.80
H78	Waste Paper Bin large	Grey	R 135.20
H80	Standing Ashtray & Waste Paper Bin	White/Black	R 195.10
H81	Perforated Stainless Steel Waste Paper Bin	Stainless Steel	R 89.40
H83a	Large Refrigerator 220lt		R 1872.60
H83b	Small Refrigerator 150lt	H840 W520 D480	R 1135.80
H85	Octanorm Cupboard	H900mm W1010mm D500mm	R 572.20
H86	Octanorm Glass Top Counter	H900mm W1010mm D500mm	R 707.40
H87	Newline Glass Top Counter	H900mm W1030mm D530mm	R 881.80
H88	Newline Showcase Large		R 1585.90
H89	Octanorm Showcase Large	H2000mm W1030mm D530mm	R 1579.40
H91	Octanorm Showcase Small	H2000mm W530mm D530mm	R 1188.10
H92	Standing Shelf		R 636.60
H93	Desk 2 Drawer		R 755.40
H94	Ottoman	Various Colours	R 443.60
H97	Quiet Moment Chair	Brown Leather	R 442.50
H98	Zebrano Barstool	Woodgrain	R 255.00
H101	Beer Bench & Table	Woodgrain	R 219.10
H102	Glass table on Milan base		R 404.40
H103	Folding Table	White	R 461.10
H106	Plastic Chair	White	R 37.10
H107a	Flat Shelves		R 155.90
H107b	Sloping shelves		R 155.90

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H112	Silver Cocktail Table		R 461.10
H115	Trestle tables		R 110.10
H117	Purified Water (20Lt)		R 116.60
H121	Locker Unit		R 909.10
H125	Conference Table		R 252.90
H127	Umbrella	Green	R 443.60

**KINDLY VIEW FURNITURE ON OUR WEBSITE: [www.oasys.co.za](http://www.oasys.co.za)**

<b>FURNITURE ON HIRE – SUMMARY FORM</b>	<b>FORM: 4</b>
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Signature:																															
Onsite contact																															
Cell No:																															

CODE	DESCRIPTION	QTY	PRICE	TOTAL
<b>SUB TOTAL</b>				<b>R</b>
<b>20% Surcharge on late orders</b>				<b>R</b>
<b>14% VAT</b>				<b>R</b>
<b>TOTAL DUE</b>				<b>R</b>
<b>(Carry forward to form 1)</b>				

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# OASYS EXHIBITOR MANUAL GENERAL PUBLIC 2013



ELECTRICAL HIRE AND SUPPLY		FORM: 5	
Company Name:		Stand No:	
Postal Address:		Area/Hall	
		Tel No:	
		Fax No:	
		Email:	
<b>Co VAT Number :</b>		Signature:	
Person Responsible		Onsite contact	
For stand on site		Cell No:	

**IMPORTANT NOTE:**

**As per instruction from the organiser all distribution boards must be ordered through the exhibitor's manual.**

CODE	DESCRIPTION	QTY	UNIT COST	TOTAL
E1	50 Watt Spot on Arm		R 323.00	
E2	50 Watt Spot on Arm--Maxima		R 323.00	
E3	150 watt Halogen Spot on Arm		R 344.00	
E4	50 Watt Spot on Arm		R 297.00	
E5	50 Watt Spot on Arm		R 297.00	
E6	100 Watt Spot on Arm		R 242.00	
E7	50 Watt Track Spot		R 266.00	
E8	100 Watt Track Spotlight--Open		R 230.00	
E9	100 Watt Track Spotlight--Turbo		R 230.00	
E10	150 Watt Spot		R 230.00	
E13	Plug Point		R 230.00	
E14	500 Watt Halogen Flood Light		R 330.00	
E15	1500 Watt Halogen Flood Light		R 487.00	
E16	400 Watt Metal Halide Flood Light		R 1 468.00	
E17	2000 Watt Metal Halide Flood Light		R 2 306.00	
E20	150 Watt Metal Halide		R 890.00	
E21	Double Tube Fluorescent Lighting 0,6		R 235.00	
E22	Double Tube Fluorescent Lighting 0.9		R 235.00	
E23	Double Tube Fluorescent Lighting 1,2m		R 245.00	
E24	Double Tube Fluorescent Lighting 1,5m		R 270.00	
E25	Double Tube Fluorescent Lighting 2,4m		R 400.00	
E33	WROUGHT IRON CHANDELIER		R 317.00	
E39	300 Watt Up Lighter		R 423.00	
E41	30 Amp DB Single Phase with 1 Plug		R 1 210.00	
E42	30 Amp DB Three Phase with 3 Plugs		R 1 780.00	
E43	60 Amp DB Three Phase		R 3550.00	
	Exhibitors Connection (Lights Supplied and Installed by Client)		R 210.00	
	<b>SUB TOTAL</b>			<b>R</b>
	<b>20% Surcharge on late orders</b>			<b>R</b>
	<b>14% VAT</b>			<b>R</b>

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# OASYS EXHIBITOR MANUAL GENERAL PUBLIC 2013

	<b>TOTAL DUE</b> (Carry forward to form 1)	<b>R</b>
<b>ELECTRICAL FITTING PLAN</b>		<b>FORM: 5A</b>

Company Name:	
Postal Address:	
<b>Co VAT Number :</b>	
Person Responsible For stand on site	

Stand No:	
Area/Hall	
Tel No:	
Fax No:	
Email:	
Signature:	
Onsite contact	
Cell No:	

**PLEASE COMPLETE ORDER FORM 5 WITH YOUR DISTRIBUTION BOARD REQUIREMENTS**

**PLEASE SKETCH A PLAN OF YOUR STAND INDICATING THE POSITION OF THE ELECTRICAL, FITTING. WHERE POSITION IS CRITICAL, MEASUREMENTS MUST BE INCLUDED. PLEASE INDICATE RAISED FLOORS OR FLOORBOARDS WHERE APPLICABLE.**

**FAILURE TO RETURN THIS FORM WILL RESULT IN THE ELECTRICAL CONTRACTORS PLACING THE FITTINGS AT THEIR OWN DISCRETION.**

**BACK OF STAND**

**Front of stand**

**IF YOU HAVE A CORNER STAND PLEASE INDICATE WHICH SIDE IS THE AISLE**

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# OASYS EXHIBITOR MANUAL GENERAL PUBLIC 2013

## SPECIAL PANELS

**FORM: 6**

	PLEASE INDICATE WITH A DRAWING THE ORIENTATION AND POSITION REQUIRED. If a drawing is not submitted the storeroom will be placed at the discretion of the contractor	QTY	UNIT PRICE	TOTAL
	<i>STOREROOM</i>			
1	1m2 (1 panel and 1 folding door)		R 1,220.00	
2	2m2 (2 panels and 1 folding door)		R 1,470.00	
3	3m2 (3 panels and 1 folding door)		R 1,720.00	
	<i>OTHER INFRASTRUCTURE</i>			
4	Folding / sliding lockable door to fit into shell scheme system		R 970.00	
5	Individual panel 2.5(h) x 990(h) - walling with frame		R 260.00	
6	PRE-ORDERED 16mm Chipboard panel in place of standard styrene white panel ordered with shell scheme package. 2.4 (h) x 960mm (w) – visual size. This panel can be painted at the expense of the exhibitor. Nails can be hammered into this panel. <i>This is in addition to an existing shell scheme package ordered through the organizers or through this exhibitor’s manual.</i>		R 290.00	
7	Full pegboard panel (1m x 2.5m) clips onto the white system board – includes 30 hooks		R 320.00	
SUB TOTAL				R
20% Surcharge on late orders				R
14% VAT				R
TOTAL PAYABLE TO OASYS (carry forward to form 1)				R

**N.B. PAYMENT BEFORE DELIVERY.** Any forms received and processed after 19 March 2013 will be subject to a 20% Surcharge. For account name and banking details please refer to Remittance of Advice form (Form 1). In order to avoid disappointment please ensure that your orders reach us on or before this cut-off date.

**ANY ON SITE ORDERS WILL BE SUBJECT TO AVAILABILITY**

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# OASYS EXHIBITOR MANUAL GENERAL PUBLIC 2013

<b>AUDIO VISUAL ON HIRE</b>	<b>FORM: 7</b>
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Company Name:	
Postal Address:	
<b>Co VAT Number :</b>	
Person Responsible For stand on site	

Stand No:	
Area/Hall	
Tel No:	
Fax No:	
Email:	
Signature:	
Onsite contact	
Cell No:	

	FOR VIEWING AUDIO VISUAL, KINDLY SEE: <a href="http://www.oasys.co.za">www.oasys.co.za</a>	QUANTITY	UNIT PRICE FOR THE DURATION OF THE SHOW	AMOUNT
AV01	LCD 19" Screen (DESKTOP)			
AV02	LCD 26" Screen			
AV03	LCD 32" Screen			
AV04	LCD 40" Screen			
AV05	DVD Player			
AV06	Laptop			
AV07	Chipboard Panel this option is available for shell scheme exhibitors only			
			<b>SUB TOTAL:</b>	<b>R</b>
			<b>20% Surcharge on late orders</b>	
			<b>14% VAT:</b>	<b>R</b>
			<b>TOTAL:</b>	<b>R</b>

**KINDLY NOTE THAT ITEM AV02, AV03 & AV01 CAN BE MOUNTED TO A CHIPBOARD PANEL (meaning it will then be flush with the wall of your stand, as opposed to a free standing screen on a metal stand as is standard)**

**SHOULD YOU PREFER THIS OPTION, PLEASE ORDER A CHIPBOARD PANEL ABOVE AT AN ADDITIONAL COST. KINDLY PROVIDE US WITH A SKETCH OF YOUR PREFERRED POSITION FOR THE SCREEN.**

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# OASYS EXHIBITOR MANUAL GENERAL PUBLIC 2013

<b>PLANT HIRE ORDER FORM</b>	<b>FORM : 8</b>
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Company Name:	Stand No:
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Item	Description	Pot Colour Options (Please circle)	QTY	Unit Price Vat	Price Excl Vat
DEC01	Cone Décor Pot with Bamboo Canes	black / brown / white		R 244.00	
DEC02	Cone Décor Pot with small plant	black / brown / white		R 244.00	
P1	Large Plant (approx. 1.8m high) - with Bark Chips	charcoal / terracotta / stone		R 244.00	
P2	Large Plant (approx. 1.8m high) - with extra Greenery	charcoal / terracotta / stone		R 273.00	
P3	Large Plant (approx. 1.8m high) - with Colour	charcoal / terracotta / stone		R 375.00	
P4	Small Plant (approx. 1m high) - with Bark Chips	charcoal / terracotta / stone		R 208.00	
P5	Small Plant (approx. 1m high) - with Greenery	charcoal / terracotta / stone		R 236.00	
P6	Small Plant (approx. 1m high) - with Colour	charcoal / terracotta / stone		R 236.00	
P7	Standard / Lollipop Tree - with Bark Chips	charcoal / terracotta / stone		R 281.00	
SSADD	*Stainless Steel Pot Surcharge			R 83.00	
FADD	**Fibreglass Pot Surcharge			R 83.00	
P9	Table Top Arrangement - 30cm Width with Greenery	stainless steel / terracotta		R 145.00	
P10	Table Top Arrangement - 30cm Width with Cactus Display	stainless steel / terracotta		R 145.00	
P11	Table Top 30cm pot with Bonsai - Medium	stainless steel / terracotta		R 190.00	
P11L	Bonsai - Large (approx 1m)			R 280.00	
P16	Table Top Arrangement - 30cm Pot with Colour	stainless steel / terracotta		R 154.00	
P12	750mm Trough with Greenery Only	charcoal / terracotta		R 182.00	
P13	750mm Trough with Greenery and Colour	charcoal / terracotta		R 198.00	
P14	750mm Trough with Colour Only	charcoal / terracotta		R 218.00	
P15	Plantscaping - Per Square Meter or part thereof			R 495.00	
P15-Col	Plantscaping With Colour per square meter or part thereof			R 578.00	
P17	White Pebbles - per Square meter - or part thereof			R 152.00	
P18	Bark Chips - per Square meter - or part thereof			R 93.00	
<b>Subtotal</b>					<b>R</b>
<b>20% On late orders</b>					<b>R</b>
<b>14% vat</b>					<b>R</b>
<b>TOTAL</b>					<b>R</b>

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**carina@soafrica.com**

**For all enquiries please contact Carina du Plessis on +27 (0) 11 463 5085**

# OASYS EXHIBITOR MANUAL GENERAL PUBLIC 2013



## Conditions

\* Payment Terms are strictly cash before delivery

\* Vat is not included in these prices and is chargeable on all items.

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