



54th Annual National Congress Ophthalmological Society of South Africa

EXHIBITORS MANUAL

PLEASE FORWARD THIS DOCUMENT TO YOUR RELEVANT STAND BUILDER

**Cape Town International Convention Centre
Cape Town, South Africa
23 – 25 April 2026**

We thank you in advance for your interest and participation in the forthcoming OSSA Congress and we truly appreciate your contribution. We trust that your participation will be of mutual benefit to your company and the OSSA Congress.

Hall 1 of the **Cape Town International Convention Centre (CTICC)** will be the venue for our exhibitions. It is booked for the exhibitors from **Monday, 20 April 2026 at 10:00, until 18:00 on Saturday, 25 April 2026.**

We hope that this information will help you to plan and execute your exhibition to derive maximum benefit from this powerful marketing tool.

Please note the following:

- ✓ You need to comply with the guidelines stipulated in the
 - Exhibitor's manual;
 - the CTICC client manual; and
 - accompanying documents on the congress website www.ossacongress.co.za/trade
- ✓ Please complete the relevant documents stipulated in this document.
- ✓ If you make use of stand builders, please do not refer them to RK Communication for technical information, dates, etc, BUT please refer them to the congress website www.ossacongress.co.za/trade. If they have any questions not covered in this document or the congress website information, they are welcome to reach out to the organiser's office.

EXHIBITORS MANUAL

Payment	
Banking details	Bank: Standard Bank Branch: Menlyn Branch code: 012 345 Account Type: Business current account Account holder: OSSA Congress Account number: 012 150 053 Swift code: SBZA ZAJJ (for international transfers) This account number is the same as the 2024 & 2025 congress accounts.
	Kindly e-mail your POP to ossacongress@rkcommunication.co.za
Payment deadline	27 November 2025
Cancellation policy	Notice of cancellation must be received in writing. The congress organisers shall be entitled to levy a cancellation fee as indicated below: Less than 90 days prior to the first day of the event: 0% of the involvement fee Within 90 days of the first day of the event: 50% of the involvement fee
Registration and attendance	
Who should register	ALL exhibitors and company staff attending are required to register. This includes the two free trade delegates per stand space.
Number of name tags	Individual name tags displaying at least the exhibiting company's name, will be issued per registered delegate. The number of delegates manning the stand should not exceed the number of registered delegates (free and additional) at any given time.
Stand service tags	Baristas and other stand services need to collect stand services tags from the congress office to gain access to the exhibition area.
Free delegate cut-off	Free trade delegate registrations expire after the early bird cut-off date of 27 November 2025. If your complimentary two delegates per stand space have not registered before the early-bird cut-off date, they will be charged the additional trade delegates fee as per the schedule of fees. Fees are indicated on the congress website www.ossacongress.co.za/attendance
Fee entitlements	Each registered delegate is entitled to the following: ✓ Access to the exhibition area ✓ Congress sessions ✓ The welcoming function (if registered for the full duration of the congress) ✓ Lunches & refreshments during breaks

	Note: The Friday evening banquet is excluded from the fee (trade delegates may, however, also pay and attend. Limited seating available.)
Early bird cut-off	27 November 2025
How to register	Please register via this online link: www.ossacongress.co.za/attendance
No involvement, no registration	If a company is not exhibiting or sponsoring the congress, they may not register or attend. Only trade delegates / representatives in the service of companies participating in the trade exhibition OR involved as sponsors will be allowed to attend the congress.
Accommodation	
See website or invitation	The organisers have secured group accommodation for the congress. These rooms will be reserved for congress delegates for a limited time. You will find comprehensive information on the website: www.ossacongress.co.za/attendance
Group rate hotels	The Westin Cape Town Southern Sun – The Cullinan Southern Sun – Waterfront Cape Town Other hotels might be added on the congress website.
Event and exhibition dates	
Build-up	
Carpeting, demarcation & electrics	06:00 – 10:00, Monday, 20 April 2026 by GL events Any rigging should be booked with the CTICC for Monday, 20 April 2026
Construction starts	10:00, Monday, 20 April 2026 until late evening.
Construction finish	17:00, Tuesday, 21 April 2026
Fines	If a company is busy with custom stand construction that can damage equipment, the company will be fined for every hour that the custom construction continues after 17:00 on Tuesday, 21 April 2026.
Medical equipment set up	06:00 – 17:00, Wednesday, 22 April 2026
Exhibition opens	07:00, Thursday, 23 April 2026 (arrival tea & coffee)
Pre-congress masterclasses	Wednesday, 22 April 2026 (no exhibition)

Congress exhibition hours	07:00 – 20:00, Thursday, 23 April 2026 (incl. welcoming function) 07:00 – 17:00, Friday, 24 April 2026 07:00 – 11:00, Saturday, 25 April 2026
Commitment to stay present	By submitting an application to participate, the exhibitor makes an irrevocable commitment to occupy the space allocated and to maintain the exhibition stand until Saturday, 25 April 2026 @ 11:00
Break-down	
Clear small items	11:00 – 12:00, Saturday, 25 April 2026 Exhibitors may clear light equipment & products that can be carried by hand from their stands.
Break-down hours	12:00 – 18:00, Saturday, 25 April 2026 Full scale break-down The exhibition area will be deemed a construction site and all people on the floor will need to comply with the venue's health and safety procedures. Exhibitors must take responsibility for their equipment until everything is cleared from their stands. The organisers and / or the CTICC will not take responsibility for loss or damage.
Exhibition hall	
CTICC	Hall 1
Height & weight restrictions	9m (CTICC, please verify with CTICC directly) Any stands or shell schemes exceeding 2.9m will need to apply for additional approvals from the CTICC, submit stand designs to the City of Cape Town obtain structural certificates and comply with regulations in the venue's guidelines. Please refer to the documents to be submitted for the exhibition (page 8 & 9) Floor weight restriction 1 500 kg/m ²
Floor finish / carpeting	Carpeting supplied by supplied by congress organisers via GL Events (Charcoal carpeting)
Provided by organisers	
Table and tablecloth	Tables with tablecloths (pre-booked with congress organisers – as submitted with notice of intention form) Size of table: Length: 182 cm & Width: 46 cm
Chairs	Conference chairs (pre-booked with congress organisers – as submitted with notice of intention form)

One plug point	One electrical point (single phase 15Amp/30Amp plug point) will be provided per stand. (Please contact Caren Cloete from GL Events if you need a distribution board - caren.cloete@gl-events.com)
NOT provided by venue or organisers	✓ Shell schemes not provided by organisers ✓ Extension leads or electrical adaptors not provided by organisers ✓ Covers for the back of your stand not provided by organisers If required, all these items can separately be booked with GL Events.
Stand suppliers	
GL Events	Is our preferred service provider for a range of services.
GL Events service manual	Please visit the congress website for the GL Events service manual www.ossacongress.co.za/trade
GL Events contact	caren.cloete@gl-events.com Caren Cloete: 021 526 3200 www.gl-events.co.za/en
Other suppliers	You are welcome to make use of your own stand builders or consult this stand builder's listing for a variety of options: www.digiluntu.africa/builders
Delivery, parking and storage	
Congress bag inserts	Congress bag inserts such as flyers need to be couriered to RK Communication offices well in advance of the congress. Flyers to be delivered to our offices in Bloemfontein by 3 April 2026. Attention: Heyns du Preez / Rhyno Kriek (082 611 7635 / 083 265 0265) 14 Dias Crescent Dan Pienaar BFN 9301
Deliveries during build-up and congress	Additional deliveries for exhibition stands (except the above inserts) to be delivered to the following address (from 20 April 2026): OSSA 2026 Hall 1 Cape Town International Convention Centre 1 Lower Long Street, Convention Square Cape Town, South Africa 8001
Storage before event	Unfortunately, there is no facility at the venue to store goods that are delivered in advance. You are requested to make alternative arrangements.

Storage during event	The organisers will have a small store room for small boxes and small consumables for exhibitors during the event. There is no space booked for large boxes, containers, equipment boxes and great quantities of items. Please make your own arrangements in this regard.
Storage after event	There is no space to keep any stock or equipment after the event.
Off-loading for build-up	If you want to offload your goods (via the 5m x 7m door) during the construction period, you may park in the marshalling yard in front of the back entrance of Hall 1 for no more than one hour. This is next to P3 – please refer to the CTICC road map. Only offloading is allowed in this area and once done, the small vehicles can park in P3 and those that cannot fit in P3 have to use the marshalling yard. In this case, please notify the organisers or the CTICC.
Loading during break-down	Same as above.
Parking during build-up and break-down	There is no dedicated parking space available for stand builders. All vehicles are to drop off / pick up and go. Small vehicles can park in P3 and those that cannot fit in P3 have to use the marshalling yard. In this case, please notify the organisers or the CTICC.
Parking during event	Stand builders will be able to collect parking tickets from the CTICC parking desk. Exhibitors will be able to collect parking tickets from the congress parking desk & congress office. The congress parking desk will be provided on event days only during the following hours: ▪ Thursday, 23 April 2026: 08:00 – 17:00 ▪ Friday, 24 April 2026: 08:00 – 17:00 ▪ Saturday, 25 April 2026: 08:00 – 12:00 Parking fees: Please contact the CTICC for their latest parking fees for stand builders and exhibitors.
Freight handling and customs	Customs clearance and freight handling services are available through the CTICC's recommended supplier (see page 86 of the CTICC client manual).
Venue services and stand catering	
Stand catering policy	Please consult p 94-96 of the CTICC client manual (Downloadable at www.ossacongress.co.za/trade) The CTICC is the sole provider of all food and beverages at the premises. Only in exceptional circumstances where the CTICC is not able to provide a specific food or beverage product, will the CTICC's management consider a client's request to sell food and beverage items on its premises. In these

	exceptional instances, a 30%-corkage fee will be levied by the CTICC on all food and beverage sales on a per-item basis. A Certificate of Acceptability for food services issued by the Department of Health must be produced and handed to the CTICC prior to set-up. On-site cooking requires detailed discussions and approvals to be issued by both the CTICC Food & Beverage Department and the Health and Safety Officer. As approval for the provision of food and beverages by any external third party will only be approved in exceptional circumstances, clients are reminded that a corkage fee will be at the sole discretion of the CTICC's management and must be paid for prior to the start of the event. Orders for food and beverages will only be accepted if the following information is provided to the CTICC: • Exhibition and stand number • Contact person • Contact telephone number/s • Food and/or beverages orders • Credit/debit card details Food and beverage orders are to be confirmed 24 hours before the start of the event. Under no circumstances will ordered items be returned for credit. Payment may be made via credit card, debit card or cash.
Venues services contact	Event Executive: Joe Molepo joem@cticc.co.za For quotes, please contact the Conference and Exhibitor Services Department at confexquotes@cticc.co.za +27 21 410 5000
WiFi and connectivity	
WiFi for delegates	Delegates can access complimentary Wi-Fi throughout the building.
Dedicated WiFi	All the CTICC's internal lettable venues are covered by high-density wireless (WiFi) network. This Wi-Fi network can be tailored to suit specific client and exhibitor needs. Third-party Wi-Fi access points and hotspots are strictly not permitted.
Organiser on site	
Problems	Any problem which may arise on-site affecting exhibitors or contractors should be referred to the congress organiser immediately, so that prompt action can be taken to resolve the issue.
Contact details	Rhyno Kriek 083 256 0265 / Heyns du Preez 082 611 7635

Construction notes	
Keep to demarcated area	Please ensure that your stand construction and area of use during the event does not surpass the demarcated area on the floor. If you transgress in this area, you will be asked to keep to your allocated area. If not compliant, fines may be imposed.
Cover back of your own stand	Stand walls must be clad on the reverse side to maintain aesthetic appeal. Please cover the back and sides of your stand neatly and do not assume that the stand next to or behind you will have similar sized walls. Rather be prepared to have a neat stand, regardless of the stand next to or behind you. Some companies only use pull-up banners and don't construct stands. If you wish to know the details of neighbouring stands, please reach out to the organisers that will put you in contact with the relevant neighbouring stand(s).
Custom-built stands	To comply with legal, safety, fire and building regulations, exhibitors using and/or planning to use a double-tier or any custom-built stand are required to provide a structural engineer's appointment letter (BDM11 and 12) to the CTICC, for authorisation 45 days before the event. 'Space only' stand builders must submit a structural engineer's appointment letter for stands over 3 m high or any custom-built stand. Floor plans must incorporate front, side and top elevations. These should be submitted to the CTICC for approval at least 45 days before build-up day. All custom stands require a structural engineer's certificate (BMD13) on completion. Non-compliance with this requirement may result in refusal of permission and a temporary building permit will not be issued.
Shell schemes	The maximum height to which a shell scheme in Hall 1 may be built is approximately 2 500 mm.
Emergency medical services	Emergency medical personnel will be contracted to be present for build-up, the event and break-down times.
Health and safety main notes	It is the responsibility of the exhibiting company and their contracted stand builders to ensure they are aware of and abide by the health and safety requirements imposed by the venue, local municipality laws, and South African law.
Relevant documents on congress website	Please refer to the congress website to download and familiarize yourself with documents relevant to exhibiting at the event. https://ossacongress.co.za/trade/
List of relevant documents & documents receive attention / completion by exhibitors	• www.ossacongress.co.za/trade • OSSA 2026 exhibitor's manual • GL Events service manual • CTICC Client manual • Congress banking details • CTICC team specify all docs that companies need to submit to you • CTICC client manual

	- Drawings of custom stands and structures exceeding 2.9m to be submitted to juniorj@cticc.co.za by 2 March 2026 <u>Should structures be erected of higher than 2.9m or stage higher than 900mm a Temp Building Permit is required:</u> - BDM 11 – Please request form juniorj@cticc.co.za - BDM 12 - Please request form juniorj@cticc.co.za - BDM 17 - Please request form juniorj@cticc.co.za - SANS - Please request form juniorj@cticc.co.za - An Electrical Certificate of Compliance (C.O.C), for all temporary electrical installations, issued by a suitable qualified electrician registered and a member of the Electrical Control Board (ECB), with said valid certificate issued by the ECB. Individual stand C.O.C.'s are required where reticulation has been added in addition to the original installation. - A Structural Certificate and a Rigging Certificate issued by a suitably qualified and competent person, after inspection of same confirming the structure / rigging is safe for the intended use. - A Certificate issued by a recognised service provider, confirming the flammable material is of a fire retardant material or has been treated with a recognised fire retardant substance and indicates the heat specification. - A permit for all pyrotechnics issued by the SAPS Explosive Unit
Electricity and COC	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. Costs for damage caused by faulty equipment will be charged to the exhibitor. Electrical services are only provided during the event and official build-up and breakdown hours. Exhibition power available provides approximately 2 KVA per 3x3m stand (diversified). GL Events will supply a standard plug point per 3x3m exhibition space and will issue electrical COC's for these installations. For any requirements above the single plug-point on your stand, your company should ensure that an electrical COC is issued for the electrical set-up on your stand.
Cut-off date for exhibitor documents	2 March 2026
General	
Please consult the CTICC client manual for details on each of the topics listed below www.ossacongress.co.za/trade	
Cleaning	The exhibitor is responsible for maintaining their own stand in a tidy condition at all times. The CTICC is responsible for the general cleaning of the

	exhibition area. This only includes cleaning of corridors between stands and rubbish disposal before the exhibition opens in the morning and after the exhibition has closed in the afternoon. It excludes cleaning of exhibits and displays. The organisers will ensure that aisles and the rest of the hall are clean at all times from the start of the exhibition. Exhibitors are responsible for individual stand cleaning. Stand cleaning services may be hired through the venue.
Waste removal	Each exhibitor needs to take responsibility for their own stand's management of waste.
Décor & flowers	For exhibitor's own arrangements
Machine operators	Must comply with all relevant regulations and by-laws.
Security	Please see p 80 of the CTICC client manual. Access control to the exhibition hall will be provided during the event by a local security company. Exhibitors may order additional security personnel from the venue in-house security service provider at a fee.
Exhibition products	No illegal products or methods of display are allowed.
Aisles	The minimum aisle space applicable to all exhibitions is three meters . Should any item or structure be placed or protrude into the designated aisle space, the venue and organisers reserve the right to request the removal thereof or remove the said item without any liability for loss or damage.
Draping	Please see p 85-86 of the CTICC client manual When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes. Ensure that it is treated with fire retardant and certified. Please see more details in the CTICC manual on draping.
Fire and fire hazards	Please see p 86 & 116 of the CTICC client manual Articles of a combustible nature such as fabric, paper items, banners, items made of wood pallets; hessian, thatch and straw are regarded as major fire hazards and will be required to provide a Fire Retardant Certificate, before the start of the event. The use of halogen lights will not be approved as they pose a fire hazard. Ensure that all light displays are low wattage or LED. Please consult venue fire safety guidelines. Fire extinguishers on walls, floor or elsewhere may not be removed or obstructed in any manner. Aisles must be kept clear at all times and fire stations/fire extinguisher equipment are not to be hidden and/or obstructed in any way.

	Any exhibitor having equipment utilising flammable liquid / industrial gas which produces heat, smoke or open flames as an integral part of product demonstration, must obtain special permission from the venue and local fire chief. All displays are subject to inspection by the Fire Prevention Bureau. Any construction materials not found to be fireproof may be required to be dismantled. All materials used in the exhibition must be of non-flammable nature and fire-resistant in order to conform to local fire ordinances. No hessian / straw / thatch may be used in the venue as these materials are extremely flammable and are not approved by the local Fire department. Fire retardants are also not effective on these materials.
Insurance	The congress organisers recommend that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.
Signage	No emergency signage is to be hidden by any means.
Vacating venue	Please see p 90 of the CTICC client manual
Covered stands	Exhibitors are advised that covered stands are not permitted in the Exhibition Hall unless prior approval is granted by the venue via detailed stand drawings and engineering certificates.
Double-tier stands	Exhibitors are advised that double-tier stands are not permitted in the Exhibition Hall unless prior approval is granted by the venue via detailed stand drawings and engineering certificates.
Access to heights	Please see p 100 & 106 of the CTICC client manual
Hanging and rigging	Please see p 90 & 104 of the CTICC client manual – Rigging only on Monday 20 April 2026.
Care of building	Please see p 110 of the CTICC client manual No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior written consent from the CTICC Management. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.
Smoking areas	Please see p 117 of the CTICC client manual Please note that the CTICC is a smoke-free venue. As per Government legislation no smoking is permitted within the venues. Designated areas have been allocated and these must be strictly adhered to as per the Tobacco Products Control Act 1999. Failure to comply with these regulations could lead to possible prosecution.

Assumption of risk

It should be understood by the exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many exhibition stands and various other factors make it reasonable that each exhibitor shall assume the risk of any injury, loss and/or damage.

Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other property located in the exhibition area, storage or any other area where access has been provided to exhibitors by the CTICC.

The CTICC security personnel will be furnished for the perimeter of the venue but such personnel shall not be deemed to affect the non-liability of the CTICC and its members, officers, representatives, employees and/or the official service providers to modify in any way the assumption of risk and release provided for above.

It is highly recommended that exhibitors take precautionary measures by ordering security for their specific needs, through the venue's preferred service provider. The venue recommends that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage for the event.

Indemnity & liabilities

Please see p 123 - 124 of the CTICC client manual

All organisers, exhibitors and persons using the venue are strongly advised to arrange, at their own cost, "all risks" insurance coverage from Country of Origin to the exhibition stand including duration of exhibition period and return to domicile.

The CTICC Management or organisers shall not be liable or responsible to any party for any claim, damage or loss caused to any person as a result of the failure of the CTICC or any of its employees, representatives or assigns to comply, or to comply timeously, with any provision/s of the contract of hire. The CTICC or organisers shall not be responsible for the safekeeping, storage, use or otherwise of any property brought into the convention centre. Property belonging to the hirer or third parties shall be brought into the convention centre at their own risk and the hirer indemnifies the CTICC and holds it harmless against any and all claims, losses or damages that may be suffered by any person in relation hereto.

The CTICC or the organisers shall not be liable for any loss, injury or damage, howsoever caused, to goods and/or persons in the convention centre and/or on adjacent sites. The hirer shall always remain liable to the CTICC for the payment of any and all outstanding costs and charges incurred in respect of or attributable to any sub-hirer or participant, notwithstanding the manner in which payment is affected. In addition to the foregoing, the hirer shall be liable for all penalties, losses or damages charged or levied by any authority, service provider or third party in respect of or attributable to any or all of the sub-hirers or participants, which amounts shall be paid by the hirer to the CTICC on demand.

Exhibitors shall ensure that they are fully covered by insurance and take out "public liability" and "comprehensive" protection.

The period of liability of the exhibitor shall be deemed to run from the time the Exhibitor or any of their agents or contractors first enter the exhibition site and to continue until all exhibits and property have been removed.

Exhibitors are strongly advised to either lock away or remove all valuable items from their stand when unattended. The CTICC does not take responsibility for any goods left unattended on stands or within the centre.

The venue will not be responsible for the safety of articles of any kind brought into the hired venue by the exhibitors, their agents, contractors, visitors and/or any other person/s whosoever.

The Exhibitor shall insure, indemnify and not hold the venue liable in respect of all costs, claim demands and expenses to which the CTICC may in any way be subjected as a result of any loss or injury arising to any person howsoever caused as a result of any act or default of the exhibitor, his agents, contractors or guests.

Exhibitors shall be responsible for making good any loss or damage to any items which they have rented or hired from the official contractors. In addition, exhibitors shall take all necessary precautions to prevent any damage to their equipment, exhibits and displays before making any connection to the electrical supply of the official contractors.

The CTICC requires, under standard terms and conditions of contract, that the exhibitor indemnifies the CTICC from all claims resulting from accident, damage and/or injury occurring in the venue, as well as loss of property.

Competing meetings & social events

During the congress no unofficial competing meetings or social functions may be held.

Alcohol

Please see p 95 of the CTICC client manual

The venue is a fully licensed venue and alcohol may not be brought onto the premises. A special permit is required for promotional and sponsorship alcohol and a corkage fee apply. The venue requires advance notification of such requests and the decision to permit promotional alcohol or sponsorship beverages is at the discretion of venue management. Alcohol may only be served to people over the age of 18 (eighteen).

Exhibitor behaviour

The exhibiting company undertakes personal responsibility for the behaviour of any person(s) deemed to be staff, suppliers, sub-contractors and/or service providers in their employ whilst on the premises. The exhibiting company also undertakes to ensure that no unacceptable behaviour by any such person, including excessive consumption of alcohol, playing of loud music, use of abusive language or lack of respect for the building, its infrastructure and personnel, occurs whilst on the venue premises.

Personal belongings and valuables

Please do not leave briefcases/handbags unattended on your stand. All cases etc should be placed out of the public's eye inside cupboards or office areas. Unattended briefcases and packages could be a security risk

Important dates

Please see the most important dates highlighted in this document in blue.

List of contact details

Organisers	info@rkcommunication.co.za Rhyno Kriek 083 256 0265 / Heyns du Preez 082 611 7635
GL Events	caren.cloete@gl-events.com Caren Cloete: 021 526 3200 www.gl-events.co.za/en
Venue events contact	Event Executive: Joe Molepo joem@cticc.co.za For quotes, please contact the Conference and Exhibitor Services Department at confexquotes@cticc.co.za +27 21 410 5000
Venue health and safety contact	Name To be confirmed by venue Contact mail To be confirmed by venue Contact number To be confirmed by venue
Venue Security contact	Name To be confirmed by venue Contact mail To be confirmed by venue Contact number To be confirmed by venue

Should you have any queries, special requests or if you need further assistance, please contact us. It is our wish that this congress will be a great success for you and your company, it should also be an enjoyable congress – a congress to remember.

Kind regards

Heyns du Preez & Rhyno Kriek

CONGRESS ORGANISER



23 – 25 April 2026

Tel: 051 436 7733
E-mail: ossacongress@rkcommunication.co.za
Website: <https://ossacongress.co.za/>