



Request for EXHIBITION STAND CONSTRUCTION, INSTALLATION AND DISMANTLING

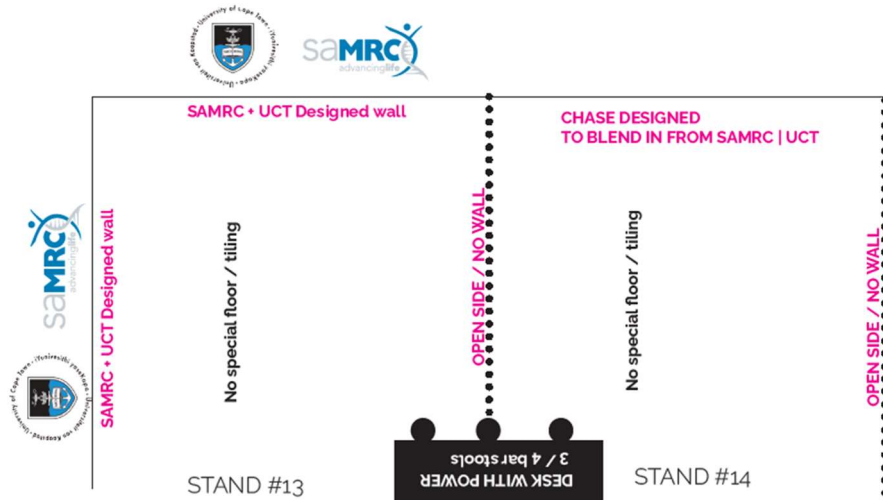
1. Background and Scope

The South African Medical Research Council (SAMRC), through the Corporate and Marketing Communications team, requires the services of a suitably experienced service provider to **construct, install and dismantle an exhibition stand** for the **16th World Conference on Injury Prevention and Safety Promotion (Safety 2026)**.

The stand must be constructed in accordance with the **concept and artwork supplied by SAMRC** and the requirements of the event venue.

2. Event Details

- **Event:** 16th World Conference on Injury Prevention and Safety Promotion (Safety 2026)
- **Event Dates:** 1–4 September 2026
- **Venue:** Cape Town International Convention Centre (CTICC), Cape Town
- **Region:** Cape Town
- **Stand Numbers:** 13 and 14





- **Stand Size:** 6m wide × 3m depth

3. Build-Up and Breakdown

The service provider will be responsible for the complete construction, installation and dismantling of the exhibition stand.

- **Build-up:** 31 August 2026 from 09:00
- **Breakdown:** 4 September 2026 between 14:00 and 15:00
- The stand must be fully installed, completed and ready for use before the commencement of the event.
- The service provider must dismantle and remove all stand-related materials within the stipulated breakdown period.

4. Stand Requirements

4.1 Graphics

- **1 × Fabric Print Backwall:** 6000mm × 2500mm
- **1 × Fabric Print Sidewall:** 3000mm × 2500mm
- Graphics must be produced to a high-quality professional standard using artwork supplied by SAMRC.

4.2 Furniture

- **1 × Custom white lockable cupboard – F028**
- **4 × White Komora bar stools – F017**
- **1 × Tulip cocktail table – F08**
- **1 × Crazy Ficus in Roma pot – P03**

4.3 Electrical and Lighting

- **1 × 30 AMP, 3-phase distribution board (DB Board)**
- Lighting directed towards the back walls to adequately illuminate the exhibition graphics.
- All electrical installations must comply with applicable CTICC and event safety requirements.

5. General Requirements

The service provider must:

- Provide all labour, materials, equipment, transportation and other resources required to complete the stand.
- Ensure that the stand is professionally constructed, finished and presented.
- Coordinate with the CTICC and event organisers regarding access, installation and dismantling requirements.



- Ensure that the stand complies with the approved concept, artwork and allocated **6m × 3m** exhibition space.
- Ensure that the completed stand is clean, presentable and ready for use before the event.
- Include all costs associated with construction, installation, furniture, graphics, electrical works, transportation, dismantling and removal in the quotation.

6. Health and Safety Requirements

The service provider must:

- Comply with applicable **Occupational Health and Safety requirements** and CTICC health and safety procedures.
- Ensure that all personnel comply with the required **CTICC safety induction** and access requirements.
- Provide appropriate PPE for personnel involved in construction and dismantling activities.
- Ensure that electrical, construction and working-at-height activities are undertaken by competent personnel.
- Maintain a safe and orderly work area and ensure that emergency exits, walkways and access routes remain unobstructed.
- Ensure that the stand is structurally stable and safe for use throughout the event.
- Comply with applicable CTICC requirements relating to fire safety, emergency access and waste removal.

7. Deliverables

The successful service provider will be responsible for delivering a **fully constructed, installed, furnished, branded, illuminated and event-ready exhibition stand**, including the dismantling and removal of the stand after the event.

The quotation must clearly reflect the **total cost for the complete service**, inclusive of all labour, materials, transportation, installation, dismantling and any other associated costs.

8. Artwork and Concept

SAMRC will provide the relevant **stand concept, artwork and available technical information** to facilitate production and construction.

The service provider must ensure that the final stand accurately reflects the supplied concept and artwork and is suitable for the allocated exhibition space and venue requirements.

All queries should be directed to Supply Chain Admin SupplyChainAdmin@mrc.ac.za