

TECHNICAL GUIDE

**Air Force Base (AFB) Waterkloof
Centurion, City of Tshwane, Gauteng
South Africa**

16 - 20 SEPTEMBER 2020

TRADE DAYS

Wednesday, 16 September	09:00 to 17:00
Thursday, 17 September	09:00 to 17:00
Friday, 18 September	09:00 to 17:00

PUBLIC DAYS

Saturday, 19 September	08:00 to 17:00
Sunday, 20 September	08:00 to 17:00

Africa Aerospace and Defence Organisers Office
AFB Waterkloof | Centurion | City of Tshwane |
South Africa | Entrance 4th Street

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INTRODUCTION

These Regulations contain the relevant information for all aspects of participation in AFRICA AEROSPACE & DEFENCE, applicable to Exhibitors, their Contractors and Sub-contractors. They become part of the contractual agreement between an Exhibitor and the Organisers as soon as an Application to Exhibit has been accepted by the Organisers and the Exhibitor has been so advised. Please read all sections carefully.

Exhibitors are requested to advise their Contractors to study these Regulations, before providing quotations. If there is anything you do not understand, or further information is required, please contact the Organisers.

The Exhibition Regulations were correct at the time of posting on the website. Exhibitors will be advised of any subsequent amendments or alterations.

The Organisers will continue to make every effort to facilitate the access and work of all concerned. In return, a zero tolerance policy with regards to vehicle access and parking regulations, the wearing of badges and individual protection, and compliance with hygiene, safety and security measures, will be scrupulously applied at the site during the build-up and exhibition and breakdown periods.

A scale of penalties will be applied in extreme cases of non-compliance with these obligations, ranging from badge withdrawal to the closure of the exhibitor's stand after a warning has been issued.

AAD's commitments as a responsible event organiser in terms of quality, respect of environmental conditions and the safety of persons and the site require us all to comply with these rules in every way.

It is the intention of the Organisers to apply the Regulations in a manner which will provide the greatest benefit to all Exhibitors and we look forward to having your co-operation in making AFRICA AEROSPACE & DEFENCE 2020 an effective showcase for the aerospace and defence industry.

GENERAL INFORMATION, EXHIBITOR SERVICES AND ORDER FORMS

The Order Forms should be completed and returned as required in respect of the relevant supplies and services. Individual forms must be returned by the dates specified thereon, and it should be noted that the conditions stated on the Order Forms constitute part of these Regulations.

Those Authorities and Departments with whom Exhibitors or their Contractors may need to make contact with are listed below.

Africa Aerospace and Defence 2020 is owned by the South African Aerospace, Maritime & Defence Industries Association (AMD), the Armaments Corporation of South Africa SOC Ltd (Armcor) and the Commercial Aviation Association of Southern Africa (CAASA), supported by the Department of Defence (DoD) with responsibility for the arrangements vested as follows:

SERVICE	NAME	TELEPHONE NUMBER	E-MAIL
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ADMINISTRATION	Busisiwe Nhlanhla	+27 (0) 84 840 3214	admin@aadexpo.co.za
FLIGHT DIRECTOR LIAISON	Kev Storie	+27 (0) 82 382 3276	flightdir@aadexpo.co.za

All enquiries regarding the Exhibition should be addressed to:

Africa Aerospace and Defence 2020

AFB Waterkloof

4th Street

Centurion

City of Tshwane

South Africa

Tel; +27 (0) 84 840 3214

Fax: +27 (0) 86 630 4285

e-mail: admin@aadexpo.co.za

website: www.aadexpo.co.za

EXHIBITION SCHEDULE

28 February 2020	Second 50% payment due, followed by a 10% price increase
30 April 2020	Deadline for submission of Exhibition Application Form: Space bookings for chalets, indoor space, outdoor space and aircraft
30 April 2020	Deadline for registering indirect exhibitors
30 April 2020	Deadline for payment of balance of participation invoice
June 2020	100 days count down
31 July 2020	Deadline for submission of aircraft participation forms
14 August 2020	Deadline for submission of stand designs
14 August 2020	Deadline for return of Services Forms
21 August 2020	Deadline for submission of badge applications: Services, Contractors and Exhibitors Badges
4 September 2020	Collection of badges and vehicle access disks
5 September 2020	Build-up commences for space only stands
6 September 2020	Build-up commences for Hospitality Chalets and outdoor stands
12 September 2020	Construction of custom build stands to be completed
13 September 2020	Aircraft Arrival
14 September 2020	Build-up commences for walk-on stands Flight Display Validation
15 September 2020	Deadline for completion of all stands (08:00) Inspection of stands and certification
16 to 18 September 2020	Trade Days
19 to 20 September 2020	Air Show Days
20 September 2020	Removal of walk-on stands goods from 18:00 to 20:00 – see rules
21 September 2020	Breakdown Commences (08:00)
25 September 2020	Breakdown concludes for contractors– final clearance

TERMS AND DEFINITIONS

Aircraft Participation: This term shall mean the participation of aircraft in the Static Aircraft Display, or the Flying Display, or Customer Demonstration Flights, or any combination of these three and the term "aircraft" in the Regulations shall include all materials and equipment of whatever nature incorporated or used in connection with or ancillary to the operation of any aircraft participating in the Exhibition whether or not such aircraft flies to, during or from the Exhibition.

Airport Authorities: This term shall mean the South African Air Force and their servants and agents in so far as they are involved with and responsible for Air Force Base Waterkloof and its operations, services and facilities.

Airport Operational Area: This term shall mean the area of Air Force Base Waterkloof outside the Africa Aerospace and Defence 2020 area.

AMD: See: Organisers

ARMSCOR: See: Organisers

CAASA: See: Organisers

Chalets: This term shall mean a hospitality structure provided by the Organisers for use by Exhibitors for private business purposes.

Chalet Holder: This term shall mean any Exhibitor or other organisation occupying a Hospitality Chalet allocated to them by the Organisers.

Contractor: This term shall include any organisation, company or person employed either by the Organisers or Exhibitors to perform work on their behalf in connection with the Exhibition and shall include all employees, servants or agents of such companies or organisations.

Customer Demonstration Flights: This term shall mean flying carried out during the period of the Exhibition, but not during the Flying Display, for the purpose of demonstrating aircraft to potential customers, including the carriage of passengers. Fixed wing flights may not be made during the Flying Display. Helicopter flights may be made from the Heliport at times allowed by the relevant operating procedures.

Exhibition: This term shall mean Africa Aerospace and Defence 2020 (AAD2020).

Exhibition Area: This term shall mean any area of the Air Force Base Waterkloof used by the Organisers, Exhibitors or Contractors for the conduct of the Exhibition.

Exhibition Regulations: This term shall mean the Exhibition Regulations for Africa Aerospace and Defence 2020 and its amendments.

Exhibitor: This term shall mean any organisation, company or person or group of organisations, companies of persons exhibiting at the Exhibition and shall include all employees, servants and agents of any such organisation, company or person or group thereof.

Flight Display: This term shall mean the presentation of an aircraft as part of the Flying Display.

Flying Display: This term shall mean all flying for the purpose of displaying aircraft in the air to visitors on the ground within the period specified by the Organisers for such presentation.

Heliport: This term shall mean the facility for helicopters to arrive at and depart from for the purpose of carrying exhibitors, guests and other bona fide visitors by prior arrangement with the Heliport Operator.

Heliport Operator: This term shall mean the organisation, company, or operator delegated by the Organisers to operate the Heliport.

Indoor Exhibition: This term shall mean those parts of the Exhibition contained within enclosed structures provided by the Organisers for the presentation of Exhibitors' products/services.

Indoor Stand: This term shall include Island Stands and Wall Stands within the Indoor Exhibition.

Island Stand: This term shall mean an indoor floorspace area of minimum 36m² without improvements provided by the Organisers on which the Exhibitor constructs his own exhibit.

Members: This term shall mean members in good standing of AMD and/or CAASA and their affiliated bodies.

Organisers: This term shall mean the South African Aerospace, Maritime and Defence Industries Association (AMD), the Armaments Corporation of South Africa (Armcor), the Commercial Aviation Association of Southern Africa (CAASA), the Department of Defence (DoD) and their employees, servants or agents.

Outdoor Exhibition: This term shall mean all those parts of the Exhibition Area outside the Indoor Exhibition in which Exhibitors' products are displayed on bases or ground provided by the Organisers, external to the Indoor Exhibition.

Participants: This term shall mean all those persons who are participating in the Exhibition other than the Organisers.

Regulations: This term is applied to all requirements laid down by the Organisers for the conduct of Africa Aerospace and Defence 2020 and/or to any further additions or amendments deemed necessary by the Organisers. It also embraces certain South African legal requirements as well as requirements laid down by various Authorities in association with the Organisers or as their authorised agents.

DoD: See: Organisers

SECTION A

GENERAL REGULATIONS GOVERNING ALL PARTICIPANTS

Africa Aerospace and Defence 2020 will be open from 16 to 20 September 2020, at Air Force Base Waterkloof, Solomon Mahlangu Drive, Centurion, City of Tshwane, South Africa.:

During the build-up period

The build-up period will be as follows:

- 5 September 2020 for space only stands
- 6 September 2020 for Chalet interiors
- 6 September 2020 for outdoor stands
- 14 September 2020 for walk-on stands

The breakdown period will begin on Monday 21 September 2020 at 08:00 and finish on 25 September 2020. No goods or freight may be removed from the exhibition before 08:00 on Monday 21 September 2020. Walk-on stand owners may remove handheld items between 18:00 and 20:00 on Sunday 20 September 2020 through a designated exit and provided that the goods were signed in on arrival at the Freight Hangar.

The On-Site Freight Company, GAC Laser will deliver packing crates to stands between 20:00 and 22:00 on Sunday 20 September 2020 in order for exhibitors to immediately start packing up stands when the hangars open at 08:00 on 21 September 2020.

The build-up hours are as follows:

- 5 to 15 September 2020: 08:00 to 20:00

The breakdown hours are as follows:

- 21 to 25 September 2020: 08:00 to 20:00

A few basic rules during build-up and breakdown:

- The public will not be admitted during this period.
- Helmet and safety shoes must be worn from 5 to 13 September and again from 21 to 25 September 2020.
- Badges must be worn and be visible at all times.
- Access is controlled and private cars are prohibited unless they display the required vehicle access permit.

For your information: **The final inspection of all stands must be completed by no later than 18:00 on the 15th September 2020 thus stands should be completed by 08:00 on the 15th of September. Stands not complete in time for the inspection will not be certified and will thus not be able to open for business on the 16th of September 2020. The security deposit levied will be utilised as a penalty for any late completion of stands and for removal of refuse during build-up and breakdown.**

During the Show

- Show will open from 16 to 20 September 2020, from 09:00 to 17:00 for exhibitors.
- Children under the age of 16 years are not admitted on trade days .
- Animals are prohibited on site (except guide dogs).
- No gazebos
- No laser devices
- No firearms

- No knives
- No glass bottles
- No Drugs
- No pets
- No braais may be brought onto AFB Waterkloof premises
- Visitors are not permitted to bring their own alcohol to the show and exhibitors serving alcohol to visitors must be in possession of a relevant and valid Liquor License.
- Members of the public are requested to remain within the demarcated public viewing areas
- Please bring own chairs, sun umbrellas and sunscreen protection
- Ear Plugs are advisable for younger children
- Visitors are welcome to bring their cameras to photograph events.
- Food stalls and a beer garden will be available on the Air Show Days
- Medical/first aid facility, access for the disabled, lost child facilities will be available
- Security measures, frisking, the opening of bags or luggage and checking of vehicles, will be put in place at the entrance gates. Anyone not submitting to those procedures will not be allowed access to the base.
- Prayer room available on site

Disabled Facilities

A designated vehicle parking area has been set aside for people with disabilities.

Other disabled facilities include:

- Disabled drop off zone and parking area
- Disabled viewing area
- Disabled toilets dedicated area.

1. ALLOCATION OF EXHIBITION SPACE

1.1 Alterations

While every effort will be made to meet the requirements of Exhibitors taking part in the Exhibition, the Organisers reserve the right to make any alterations which they may consider necessary, or to alter the positions of any of the stands in the Exhibition, or to take any other steps considered necessary in connection with the Exhibition, including the right to alter the venue, in which event the Exhibitor shall have no claim of whatsoever nature and kind arising from whatever cause against the Organisers, arising directly or indirectly there from.

1.2 Collection of Funds and Competitions

The collection of funds from the public for charitable or other purposes is strictly prohibited without the prior written approval of the Organisers. Nor shall any Exhibitor be permitted to sell or hand out competition forms without such written approval.

1.3 Removal of Inadmissible Exhibits

The Organisers may at any time, demand the removal or modification of any exhibits or fittings which are not admissible under the Regulations, which are unsuitable or which would be objectionable or dangerous to the Exhibition, the visitors or neighbouring Exhibitors. Should such a demand not be

complied with, the Organisers may remove such exhibits or fittings without liability for damage. All costs involved in removal shall be payable by the Exhibitor.

It should be noted that exhibition space reserved is specifically meant for the exhibition/promotion/marketing of products and/or services. Branding opportunities are available and should be discussed with the Organiser. No structure may be included in the exhibition area solely for the purpose of branding without the explicit written permission of the Organisers.

1.4 Rights to Space

All Exhibitors enjoy the same rights and privileges, except that allocation shall be on a "first come first served" basis. Notwithstanding the foregoing, the Organisers will allocate space to meet considerations of the Exhibition Layout and any height restrictions.

Previous participation in the Africa Aerospace & Defence Exhibition does not bestow any right to preferred sites.

1.5 Sub-Letting and Sharing

An Exhibitor may not cede his contract or assign or sub-let any portion of his/her stand or site or permit the use thereof whether in whole or in part by any other person without the written consent of the Organisers and registering the indirect exhibitors on the SPACE APPLICATION Form.

1.6 Exhibition Participation

An Exhibitor may only participate in the exhibition should the Exhibitor have hired either an indoor stand, outdoor stand and/or a hospitality chalet.

Note: In addition, Exhibitors may elect to hire outdoor exhibition space for the display of aircraft or other equipment too large for display in either of the above, on condition that exhibition space has been hired as above.

2. APPLICATIONS TO EXHIBIT

Applications for space in the Indoor, Outdoor, Hospitality Chalets and Aircraft Participation sections of the Exhibition must be submitted on the official SPACE APPLICATION form.

Applications for space shall be duly signed by a duly authorised representative of the Exhibitor or a person authorised to act on his behalf, proof of such authority must be supplied. Where an Exhibitor is represented by an agent, the agent shall disclose the name of his principal in writing on the application and attach a written authority to bind such principal, failing which the agent shall be personally bound.

3. AVAILABLE SERVICES

3.1 Catering

Catering and refreshment facilities will be available at the Exhibition from caterers appointed by the Organisers.

Exhibitors may make use of their own caterers as service providers but please note that AAD will not provide any facilities or privileges to these caterers. Exhibitors remain responsible to ensure that all staff requirements are addressed during the registration for badges process.

It is prohibited to keep, offer, display, deliver, supply or dispose of, serve or consume liquor in any area of the Show without being in possession of an Occasional Liquor Permit/License in terms of the Gauteng liquor Act, Act 2 of 2003 and in accordance with the terms and conditions set out in the permit/license. It is the exhibitor's responsibility to ensure that the rules and regulations set out in the Liquor License is followed.

3.2 Cleaning

The Organisers will be responsible only for cleaning of the public areas, i.e. roads, walkways and gangways. Please refer to the AAD2020 Cleaning Form to arrange cleaning of your stand and /or Hospitality Chalet.

3.3 Compressed Air and Industrial Gases

Exhibitors must make their own arrangements for adequate supplies. It should be noted that replenishment will not be available on site. Bottled gas may only be used with the prior permission of the Organisers and in accordance with safety regulations.

3.4 Liability

As the supply of certain services, e.g. telephones and electricity, is not within the control of the Organisers, they shall not incur any liability to an Exhibitor for any loss or damage (including any consequential damages and/or loss) if any such service shall wholly or partially fail or cease to be available, nor shall the Exhibitor be entitled to any allowance in respect of any payments made for participation. However, the Organisers will arrange for a standby electrician to be on site. Exhibitors remain responsible to place electrical orders timeously.

3.5 Loading/Unloading Equipment

Exhibitors, who require any special equipment for unloading, installing and removing exhibits, must make the necessary arrangements with the Official On-site Freight Handling Contractors – GAC Laser can be contacted at +27 (0) 12 345 5109 or refer to the AAD2020 On-Site Freight Handling Form.

3.6 Storage of Packing Cases

The Organisers regret that only limited facilities are available at the Air Force Base for the storage of packing cases. Prior arrangement is essential with the Official On-site Freight Handling Contractors.

3.7 Supplies and Services

The various supplies and services available to Exhibitors are listed on the AAD website, as well as the order forms for these services.

3.8 Telephone Service

Exhibitors requiring telephone services must complete and return the appropriate Order Form. Telkom or any other service provider appointed may require a deposit which must accompany your telephone application. The final account will be deducted from the deposit made and any credits remaining will be forwarded to you. Accounts for installation and calls made are rendered only sometime after the Exhibition has closed down, and Exhibitors must undertake to pay these accounts in full as soon as they are presented.

The Organisers cannot give any guarantee that the installation of telephone lines will be possible by Telkom or any other service provider identified.

3.9 Transport, Delivery, Installations and Removal

The transport of exhibits to and from the Exhibition must be arranged by the Exhibitor. Road or air services can be used. It should be noted that only the Officially appointed On-site Freight Management Company has the authority to operate inside the exhibition venue and no other freight forwarding agent may perform any freight handling service at the event.

On arrival at the show site, prior to stand delivery each and every box will be opened and inspected by the Safety and Security team. Please consider this while packing and labelling your goods. Each Exhibitor must ensure that a member of his staff or his agent is available to accept delivery at the Exhibition as the Organisers cannot undertake any responsibilities in this connection.

No entry pass is required for persons or vehicles making delivery to the freight hangar but should the person be required to enter the exhibition site itself, all regulations with regards to badges and vehicle passes will apply.

All deliveries must move through the allocated area in the Freight Hangar and be cleared to enter the venue.

During the Build-up, Exhibition and Break-down periods, the roads and Exhibition gangways must not be used at any time for the storage of plant, materials or debris of any description. Any materials or plant so deposited will be cleared from the site by the Organisers who shall not be liable for any resultant loss to the Exhibitor or his Contractor.

Contractors and/or their contractors must remove all rubble from the exhibition site. All vehicles, packing materials and surplus equipment or construction materials must be removed from the Exhibition Site by 08:00 on 13 September 2020.

No skips are provided by the Organiser during breakdown. The Organiser will maintain routes and aisles clear to ensure circulation.

Exhibitors and/or their contractors should arrange their own skips with their choice of service provider to remove all their rubbish and waste during the build-up and breakdown periods or alternatively engage the Officially appointed On-site Waste Removal Company.

Stands must be cleared of all rubbish and waste. The Organiser will retain the portion of the Security Deposit paid by the exhibitor as specified in the Application form to clear the rubbish and waste for any failure to comply with this instruction. An additional amount may be invoiced depending on the volume and nature of items left. The Organisers take no responsibility for damage or loss of goods and or equipment removed.

NO EXHIBITS TO BE REMOVED/DISMANTLED BEFORE THIS TIME. PENALTIES WILL BE LEVIED AGAINST EXHIBITORS FOR NON-COMPLIANCE.

3.10 Travel and Accommodation

Exhibitors are asked to note that the Organisers are unable to offer a reservation service for travel and accommodation. Reservations should be made through a Travel Agent, and Exhibitors will be responsible for making their own travel arrangements between their accommodation and the Exhibition grounds. Please visit the AAD2020 website for information on local travel agents and hotels that may be of assistance.

4. COMPOSITION OF THE EXHIBITION

The Exhibition is composed of an Indoor Exhibition, consisting of seven covered exhibition halls; an Outdoor Exhibition for the accommodation of large exhibits; and a Static Aircraft Park where aircraft may be exhibited for visitors to examine them at close quarters. Additionally, for the entertainment of Exhibitors' guests, Hospitality Chalets are available.

A Flying Display is planned for both public days, and opportunities are available for Customer Demonstration Flights on the trade days. An on-site Vehicle Mobility Track is also available for the demonstration of vehicle capabilities. No other form of participation will be permitted.

5. CONSTRUCTION RESTRICTIONS

5.1 Disputes

The Organisers shall in their absolute discretion have the right without appeal to resolve any dispute in relation to the Exhibition arising from any cause not the subject of an express provision of these Regulations.

5.2 Interpretation of Disputes

Any dispute other than pursuant to 5.1 above as to the effect of the Regulations shall be the subject of interpretation pursuant to South African Law and by reference to this issue of the Regulations and/or to any further additions or amendments and the High Court of South Africa shall have absolute and exclusive jurisdiction in respect thereof.

5.3 Works Exclusive to the Organisers

For certain work on the Exhibition Site the Organisers and/or the Official Contractors are directly responsible to the South African National Defence Force. Work of the nature described below **MAY NOT** be undertaken by Exhibitors or their Contractors without the written permission of the Organisers or their Official Contractors.

- 5.3.1 Disturbance and/or excavation of surfaces (i.e. grass, concrete, tarmac) or the driving of poles, posts or pegs of whatever material into the ground anywhere on the site.
- 5.3.2 All plumbing for mains water and/or drainage connection.
- 5.3.3 All electrical mains cabling up to and including a mains distribution board on Exhibitors' stands, etc.
- 5.3.4 Removal of or any adjustment to the structures of Exhibition Halls.

Any Exhibitor or Contractor contravening this regulation shall be responsible for the payment for any damage resulting and any necessary restitution.

6. CONTROL OF THE EXHIBITION

The control of the Exhibition is vested in the South African Aerospace, Maritime and Defence Industries Association (AMD), the South African National Department of Defence (DOD), the Armaments Corporation of South Africa (Armcor) and the Commercial Aviation Association of Southern Africa (CAASA) as Organisers, whose decisions shall be final and binding on all Exhibitors and Contractors.

7. INSURANCE

7.1 Aircraft Insurance

Exhibitors presenting aircraft must comply with the additional insurance requirements specified in Section F of the Exhibitor Regulations.

7.2 Exhibitor's Insurance

If an Exhibitor does not supply proof of sufficient Third Party Liability Insurance on application for exhibition space to the Organisers, they are obliged to accept the third party liability insurance which will be arranged by the Organisers at the Exhibitor's cost, for cover up to R300 million, any one accident. This cover will include as named insured: all Exhibitors, the Organisers and the South African National Defence Force, and will be to the amount demanded by the South African National Department of Defence. Cover will be in respect of accidental injury (fatal or non-fatal), loss or damage to third party persons or property (excluding flight risks). Contractors and Service Providers must ensure that their goods are covered by separate insurance as the Organisers takes no responsibility for the loss or damage of goods supplied to exhibitors by service providers or contractors.

The Exhibitor undertakes to comply with all provisions of this insurance and the Organisers shall not be liable for any repudiation or limitation in respect of any claim arising directly or indirectly from any breach of policy provisions by the Exhibitor. Exhibitors not supplying proof of their own Third Party Insurance will be invoiced for their portion of the combined premium, which will be in relation to the Exhibition Space taken, together with the space booking. This levy shall be payable on presentation of invoice and before entrance to the Exhibition Site is allowed to the Exhibitor, his servants or agents.

Insurance under section 10.2 shall not be required for Exhibitors showing proof of public liability insurance under section 12 of the Exhibitor Contract.

8. LIABILITIES

8.1 Liability in respect of the Presentation of Aircraft and Demonstrations

For information on the additional liabilities relating to the presentation of aircraft taking part in the Flying Display, Static Display or Customer Demonstration Flights please refer to Section F of these Regulations.

8.2 Loss, Damage or Injury

Exhibitors shall be held responsible for loss of or damage or injury to property (including other exhibits) and persons, to the extent it is caused by themselves, their servants or agents, and the Organisers shall not be liable in respect thereof for any reason. The period of liability of the Exhibitor shall be deemed to commence at the time the Exhibitor or any of its servants, agents or contractors first enter Air Force Base Waterkloof in connection with Africa Aerospace and Defence 2020 and shall continue until all its exhibits and/or property have been removed from the area and the last of the Exhibitor's servants, agents or contractors have left the area.

8.3 Organisers' Disclaimer of Liability

- 8.3.1 The Organisers do not accept liability and shall not be under any liability to Exhibitors or their servant or agents in respect of any direct or indirect damage, loss or injury to persons or property, (including any consequential damages and/or loss), including exhibits, arising out of or in any way connected with the Exhibition, Flying Display and/or Customer Flight Demonstrations at whatever time.

- 8.3.2 Although the Organisers will make every effort to ensure the supply of services to stands, the Organisers shall not be liable for any loss, damage or expense (including any consequential damages and/or loss) whatsoever incurred through non-supply, failure or interruption of services nor shall the Exhibitor be entitled to any reduction in stand rental as a result thereof.

8.4 Organisers' Indemnity

Each Exhibitor participating in the Exhibition hereby agrees to indemnify and hold the Organisers and the South African National Defence Force, free and harmless in respect of all claims, demands and expenses to which the Organisers or the South African National Department of Defence, may in any way be subject as a result of any loss or injury arising either directly or indirectly by or to any person or any property howsoever caused. This provision is specifically agreed by the Exhibitor to be fair and reasonable.

8.5 Abandonment, Postponement or Limitation

- 8.5.1 In the event of any abandonment, postponement, limitation or interruption of the Exhibition, owing to circumstances beyond the control of the Organisers, the Exhibitor or his agents or his contractors shall have no claim whatsoever against the Organisers or their agents or their contractors in respect of any resultant loss or damage, including consequential damages.
- 8.5.2 In the case of any abandonment of the Exhibition, the liabilities of the Organisers shall be limited to a pro rata refund of all funds received less expenditure incurred and still to be incurred in respect of the Exhibition, as authenticated by the Organisers' auditors.

9. PRESENTATION OF EXHIBITS

Exhibitors must maintain their exhibits on their stands and present their aircraft within the Static Aircraft Park and in the Flying Display, as applicable, throughout the period of the Exhibition (Wednesday 16 September 2020 to Sunday 20 September 2020 inclusive). Throughout the opening hours of the Exhibition dust covers must be removed from exhibits including aircraft and all stands must be manned.

NOTE: See Section F for details on information boards required to be displayed next to aircraft.

10. PUBLICATIONS AND PRESS SERVICES

10.1 Advertising in Exhibition Publications

Exhibitors may advertise in the Official Exhibition Catalogue, Official Newspaper Supplement and/or the Official Show Daily. A schedule of advertising rates is available from the publisher on request.

Exhibitors are entitled to a **free listing** in the Official Exhibition Catalogue. Please include your hall and stand number as well as address details. Several other options are available such as the inclusion of a company logo.

10.2 Organisers Limited Liability, Responsibility and Rights

The Organisers shall not be responsible for any omissions or errors of reproduction in Exhibition publications and reserve the right to modify or exclude any text not conforming to the general Regulations or South African Law.

10.3 Press and Public Relations

An extensive Press and Public Relations campaign for the promotion of Africa Aerospace and Defence 2020 will be launched during 2019 and will be sustained into the week of the Exhibition.

NOTE: Exhibitors are requested to keep the AAD Office informed of products to be exhibited and with news on other activities relevant to their participation. In particular, emphasis should be placed on aspects which are newsworthy because they are either new or unique. This information will be used by the Organisers in press releases to the media. Please also supply contact details of a senior representative who can be contacted by our media consultants. In the absence of any specific statement

or release from an exhibitor, AAD 2020 will not pass on any information about a specific participant other than to mention the company on the list of exhibitors distributed to the media.

10.4 Media Centre

Throughout the Exhibition period, a fully-staffed Media Centre will be available for the distribution of information about exhibitors and AAD2020 news.

The Media Centre will contain literature racks for Exhibitors' publicity material. Exhibitors are encouraged to use this facility.

10.5 Meeting and Briefing Rooms

Several rooms for private presentations are available for use by exhibitors. Electric points are available and no other electronic equipment is supplied and equipment can be ordered through the official service provider. Refreshments may be arranged through the contracted caterers at an additional cost. Bookings for the rooms must be made in advance on the required application form.

10.6 Media Invitations

The Organisers will send invitations to representatives of the Media, Television and Radio to apply for Media Passes to the Exhibition.

NOTE: Media Passes issued to individual members of the Media, Television or Radio, are valid only in the holders' possession, and are NOT transferable.

10.7 Publishing and Selling Rights

No person or organisation may publish, print, provide, sell or distribute within or outside the Exhibition Area, any book, booklet, paper or document which purports to be a Trade Catalogue, Souvenir Programme or Show Daily unless licensed to do so by the Organisers.

Save where licensed as above, the sale or distribution by any person or organisation to the Exhibition visitors of any publication, is forbidden outside the stand or site allocated to such person or organisation by the Organisers.

11. RESTRICTIONS ON EXHIBITS AND EQUIPMENT

11.1 Dangerous Radiation or Emissions

Exhibitors must ensure that equipment being demonstrated does not emit radiation or gases that are potentially harmful to human life, e.g. lasers, nuclear equipment and equipment employing toxic substances or gases.

11.2 Explosives and Chemicals

No explosives, chemicals, flammable, dangerous, harmful or noxious substances may be exhibited.

11.3 Radio and Radar Equipment

Apparatus that emits signals or in any other way interferes with aeronautical communication or navigation may only be operated with the prior permission of ICASA in respect of the frequencies and/or output power to be used. All correspondence in this regard should be addressed to:

Sebastian Meyer
Control Technical Officer
ICASA NATJOINTS Coordinator Major Events
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A copy should be sent to the Organisers, who should be notified if permission has been obtained. The operation of radio and radar exhibits will not be permitted if the levels of electronic or other forms of emissions are likely to be a potential hazard to human life or aircraft operation. All radars must be switched off during a Flying Display.

11.4 Sound Reproduction

If sound is produced or reproduced, the level must not affect neighbouring Exhibitors. The Organisers reserve the right to remove any equipment about which justifiable complaints are received; this includes auxiliary power units in the Static Aircraft Park, etc. Exhibitors are responsible to ensure that they are in compliance with SAMRO regulations or any other regulatory body and the Exhibition will take no responsibility for paying any licensing or royalty fees for music played during the event.

11.5 Two-Way Radio Communications

Exhibitors and Contractors, intending to operate two-way radio communication equipment on the Exhibition Site, however obtained and for whatever purpose, are advised that Regulation A14.3 will also apply to them even if the equipment is obtained via a licensed hire company or permanently fitted in vehicles. Citizen Band (CB) radios are not permitted by the Organisers for this purpose. Use of two-way radios in South Africa requires a license. If you wish to apply for permission please contact ICASA.

11.6 Visual Aids

Projectors, television sets and video walls may only be installed with the Organisers' consent. Permission will only be granted on the understanding that they do not affect other Exhibitors and are positioned so that no crowding is caused in the gangways. The proposed location of these must be shown on stand drawings submitted for approval. Video walls must be so located that any audience can be accommodated within the perimeter of the stand. Approval is unlikely to be granted for video walls placed less than 1m from the edge of the stand.

11.7 Organiser's Rights and Exhibitors Duties

The Exhibitor agrees to comply in every respect with the Exhibition Regulations. In the event of an Exhibitor contravening any of the Terms and Conditions or the Exhibition Regulations or any other law or regulation whatsoever, then, and in such event, the Organisers shall have the right to terminate the Exhibitor's contract and cancel their participation in the event, giving notice to the Exhibitor and the Exhibitor shall be obliged to forthwith vacate the Exhibition Area and in such event the Exhibitor shall not have any claim of whatsoever nature against the Organisers.

12. SECURITY

12.1 Responsibility for Security

During the open hours of the Exhibition each Exhibitor will be responsible for the security of his exhibits and property. The organisers will provide overall hall security at night between 18:00 and 09:00 the following day.

12.2 Security Clearances

Exhibitors must ensure that prior permission to display exhibits having a security classification has been obtained from the relevant authorities. This Regulation applies equally to equipment installed in, on or displayed with aircraft.

12.3 Security Services

Security within Air Force Base Waterkloof is the responsibility of the South African National Defence Force. In addition, the Organisers will arrange for additional security within the Exhibition Area. While every effort will be made, neither the South African National Defence Force nor the Organisers can guarantee the protection of Exhibitor's property. As there is an increased risk of theft during the period of Break-down, Exhibitors would be prudent to strengthen their own security arrangements at this time.

13. STATUTORY REQUIREMENTS

13.1 Accidents

Emergency medical assistance, should it be required, can be arranged with the help of the Organisers staff or staff of the South African National Defence Force (SANDF), but Exhibitors/Contractors shall remain responsible at all times for the staff they employ. Please report to the Venue Operation Centre for assistance.

13.2 Contractors and Employers of Labour

Contractors and employers of labour operating within the jurisdiction of the Organisers must comply with all Statutory Requirements applicable directly or indirectly to their site activities.

NOTE: Any person who in the opinion of the Organisers is carrying out work contrary to these Regulations shall be required to stop immediately and may be directed to leave the Exhibition Area.

13.3 Exhibitors' Responsibilities for Safety

Exhibitors are responsible for the safe demonstration of working exhibits. All such exhibits which create a risk to visitors must be protected with guard rails or other suitable protection.

13.4 Fire Precautions

Exhibitors must ensure that staff employed in the Exhibition Area are acquainted with the position of the nearest hose-reel, fire extinguishers and fire call buttons, and should take all necessary precautions to prevent the outbreak of fire. Neither smoking nor open fires are allowed within 30m of any aircraft.

Exhibitors and caterers must ensure that their own and suitable fire extinguisher/s are provided and available in order to comply with precautionary fire measures.

13.5 General Safety

During the construction and dismantling periods of the Exhibition, Exhibitors and Contractors are responsible for ensuring that their employees comply with all Statutory Requirements for Occupational Health and Safety which are applicable to the type of work in which they are engaged whilst working at the Exhibition. The intended use of toxic or flammable substances or explosive gases must be notified to the Organisers, in writing, so that the appropriate authorities can be informed.

13.6 Harmful Emissions

Exhibitors must ensure that equipment being demonstrated e.g. lasers, microwaves and nuclear equipment, does not emit radiation or gases, which are potentially harmful to human life.

13.7 Occupational Health and Safety Act (OHS Act)

- 13.7.1 Throughout the whole period of attendance at the Exhibition the OHS Act (Act 85/1993) and Regulations made there under must be observed by the Exhibitor and his Contractors.
- 13.7.2 Section 37 of the said Act potentially punishes employers for the unlawful acts or omissions of contractors (mandatories) save where a written agreement between parties has been concluded containing arrangements and procedures to ensure compliance with the said Act by the mandatory.
- 13.7.3 The following is specifically agreed to between each and every Exhibitor and the Organisers and forms part of the Exhibitor's Contract:

"The Exhibitor (mandatory) hereby acknowledges that he is an employer in his own right with duties as prescribed in the Occupational Health and Safety Act No 85 of 1993 as amended."

"He acknowledges that he is aware of the duties imposed upon employers under the said Act and Sections 8 and 13 thereof in particular."

"He agrees to ensure that he complies with the said Act in all respects and agrees to ensure that all work will be performed and machinery and plant used in accordance with the provisions of the said Act."

"He furthermore agrees to inform the Organisers should he, for whatever reason, be unable to perform in terms of the said Act and this agreement"

Notes: '

Mandatory' is defined in the OHS Act as including an agent, a contractor or a subcontractor for work, but without derogating from his status in his own right as an employer or user of plant or machinery.

Exhibitors (Mandatories) who utilise the services of their own mandatories are advised to conclude a similar written agreement with such mandatories.

Please note that this agreement places the onus on the mandatory (Exhibitor) to contact the Organisers in the event of inability to perform as per the agreement. However, the Organisers reserve the right to unilaterally take any steps as may be necessary to enforce this agreement including the expulsion from the Exhibition Area of the mandatory or any of his mandatories.

A16.7.4 The Organisers require each Exhibitor and all Contractors to sign an agreement in terms of Section 37(2) of the OHS Act as per Annex A16.A. All documents attached to or referred to in such agreement form an integral part of the agreement.

13.8 Stand Access

Access to stands must be provided at all times for Officers of the Safety and Emergency Services.

13.9 Statutory Requirements

Exhibitors must comply with all South African Statutory Requirements and Regulations or other legal obligations applicable to their participation in the Exhibition, and to their exhibit of aircraft in the Static Aircraft Display, Flying Display and/or Customer Demonstration Flights.

13.10 Non-Proliferation and Arms Control

In pursuance of its national interests and in terms of its international non-proliferation, disarmament and arms control obligations, South Africa has implemented policy, legislation and control mechanisms in the following areas of control:

- National Conventional Arms Control Committee (NCACC). The regulation and control of the trade in or possession of conventional arms, which includes the prohibition of mercenary activity and the regulation of certain assistance or services in a country of armed conflict, prohibition of anti-personnel mines and the prohibition or restriction of certain conventional weapons.
- The South African Council for the Non-Proliferation of Weapons of Mass Destruction (NPC). The prohibition of nuclear, biological and chemical weapons (weapons of mass destruction (WMD)) and the regulation and control of the manufacture, trade, transfer and the use, including the provision of services related to dual-use goods, i.e. those items/goods that have both commercial and military applications, as well as delivery systems for the above weapons.
- Department of Energy (DOE). The regulation and control of the Nuclear Suppliers Group (NSG), Part 1 nuclear materials.
- South African Police Service (SAPS). The regulation and control of the Protection of Constitutional Democracy Against Terrorist and Related Activities, as well as the regulation and control of firearms, ammunition, explosives, pyrotechnics and riot-control.

Persons, who participate in AAD 2016, must ensure that they comply with the requirements of the relevant South African non-proliferation and arms control related legislation.

Foreign Exhibitors

South African Legislation, amongst others, require foreign exhibitors wishing to exhibit items controlled in terms of South African arms control related legislation as well as models of equipment made to military specifications or requirements; need to apply for an import and export permit for these goods.

Copies of the relevant documents can be obtained from the Directorate for Conventional Arms Control, the Secretariat of the South African Council for the Non-Proliferation of Weapons of Mass Destruction, (see below), who will issue the relevant advice, authorities and permits. The official freight forwarders will also assist with the processing of these documents and handle all clearances at customs.

Local Exhibitors

Any person who exhibits Non-Proliferation and/or Conventional Arms items, including technology and services, controlled in terms of South African Legislation, must be registered as such with the relevant control authority, see below, and be in possession of a valid permit to trade in the exhibited item (including technology and services).

Contact Details

Conventional Arms Control

The Directorate for Conventional Arms Control
Private Bag X910.
0001 PRETORIA
Tel: +27 (0) 12 355 5216
Fax: +27 (0)12 355 6274

Non-Proliferation of Weapons of Mass Destruction

Postal address:
The Chairperson
South African Council for the Non-Proliferati
of Weapons of Mass Destruction
Private Bag x84
0001 Pretoria

Physical address:
The Secretariat
South African Council for the Non-
Proliferation of Weapons of Mass
Destruction
Mapungubwe, **the dti** Group Campus,
Entirweni (Building B), Third Floor
77 Meintjies Street,
Sunnyside, Pretoria

Telephone: +27 12 394 3030

Website: www.thedti.gov.za/nonproliferation

For any further assistance with regards to Arms Control please contact the On-site Freight Handling company.

13.11 SANDF EQUIPMENT/MATERIAL AND PERSONNEL FOR THE AAD2016 EXHIBITION

The South African Department of Defence, through Armscor, supports the South African Defence Related Industry with the loan of SANDF equipment/materiel as well as temporary secondment of SANDF personnel in support of South African Defence Related Industry's export initiatives.

The South African Defence Related Industry may therefore, through Armscor, request that SANDF equipment/material and SANDF personnel be made available for the duration of the AAD2020 exhibition.

Armscor will, in terms of the relevant DOD policy, submit Industries request for support to the DOD for approval and subject to the necessary approvals being granted, contract with the Industry on behalf of the DOD.

THE CLOSING DATE FOR DOD SUPPORT REQUESTS IS 10 JULY 2020.

The following information must be submitted to Armscor not later than 10 July 2020 to ensure the efficient and timeous processing of your request. The particular information required by Armscor for requests SANDF equipment/materiel or for secondment of SANDF personnel are set out below:

Request for SANDF equipment/materiel

- Name of organisation requesting the support
- Name and contact details of person requesting the support
- Background and purpose of the support required
- Clear indication of the equipment/materiel support required
- Clearly indicate whether your use of the item will result in the item being modified or installed into another platform/system
- National stock identification number of the equipment required (if available)
- Depot/premises where equipment is currently stored

- Condition of equipment (if available)
- Acceptance of responsibility for direct and/or indirect costs implications, including the cost of transporting the equipment
- Acceptance of liability in the case of damage to or loss of the equipment

Requests for the secondment of SANDF personnel

- Name of organisation requesting the support
- Name and Contact details of person requesting the support
- Background and purpose of the support required
- Description of the task to be done
- Profile of and the experience/qualifications, which you require the person to have
- Motivation why specific person is required
- Personal particulars of person required
- Acceptance of responsibility for direct and indirect costs

ARMSCOR will not be held liable for requests that have not been forwarded to, or processed via the office of Ms Sophie Marais, at Armscor.

Tel: +27 (0) 12 428 2124

Fax: +27 (0) 12 347 0156

E-mail: sophiem@armscor.co.za.

SECTION B

ADMISSION TO THE EXHIBITION SITE

1. BADGES AND PERMITS

NB: APPLICATION FOR ALL EXHIBITOR BADGES CONTRACTOR AND SERVICE PROVIDERS WILL BE DONE ONLINE.

Once payment in full has been received for participation a special link will be sent to one responsible person as indicated by the exhibitor in order to order badges and vehicle permits.

NOTE: NO BADGES WILL BE ISSUED TO PERSONS UNDER THE AGE OF SIXTEEN (16).

Various passes are issued in the form of badges that must be worn at all times by the holder. Vehicle permits must be displayed on the front windscreen of the vehicle in respect of which it has been issued.

All representatives attending AAD, including personnel, representatives, guests, contractors/subcontractors who will be accessing the site, must be pre-registered to attend AAD. It is the responsibility of the participant to check the bona fides of all personnel that they register for AAD. A screening and vetting process will be conducted and any person not cleared through this process will not be issued with a badge and will not be able to enter the premises.

The deadlines for registering personnel should be noted and strictly adhered to. AAD is under no obligation to issue a badge in the event that the registration was not completed by the due date and/or the specific person not being cleared through the vetting process and the contractor will have to ensure that sufficient personnel have been registered and vetting to replace any declined personnel.

Badges must be presented by the holder on entering the Exhibition Area and while within the Exhibition Area displayed by the holder for easy recognition.

The entrance passes and permits and the functions they fulfil are as follows:

1.1 Exhibitor's Badges

These badges are for Exhibitor's staff during the Exhibition and are valid for the Build-up and Break-down periods and the duration of the Exhibition. Exhibitors will receive an allocation of these badges according to the extent of their participation in the Exhibition.

Free badges are allocated as follows and will only become available once payment in full has been received for exhibition space:

Stand size	Exhibitor's Passes	Vehicle Permits
12m ² - 19m ² stand	2	2
20m ² - 24 m ² stand	4	3
25m ² - 49m ² stand	6	4
50m ² - 100m ² stand	12	5
Per 100m ²	24	8
Per chalet	12	5

Additional badges may be purchased via the on-line registration link.

1.2 Contractor - Stand Builder Badges

The staff of stand builders, including delivery drivers, wishing to gain access to the Exhibition Area, require Contractor Badges. Access is through the Contractors entrance.

The Stand Builder Badge is valid only for the person to whom it is issued and for the dates indicated thereon. It may not be transferred or altered. It is not valid for the Exhibition period 16 to 20 September 2020 inclusive.

Exhibitors must register their stand builders ONLINE as no badge will be issued to a stand builder not registered. Once registered by the exhibitor the stand builder must make their own applications ONLINE utilizing the link provided.

Stand builders will be charged R80.00 (Eighty Rand) per badge ordered and badge will be issued before payment in full is received.

1.3 Aircraft crew Badges

These badges are for the crew of aircraft used for Customer Demonstration Flights or participating in the Flying Display and will be issued according to requirements.

An Aircraft Crew Badge will allow the holder to enter the Exhibition Area, including the Pilot Briefing Room, and through the gate allocated for the purpose into the Airport Operational Area.

Free badges are allocated as follows and will only become available once payment in full has been received for participating aircraft:

Aircraft Other than Helicopters

MCM (kgs)	Exhibitor's Passes	Vehicle Permits
2700 kg or less	2	1
2701 kg to 5700 kg	3	2
5701 kg to 20100 kg	4	3
Over 20100 kg	6	4
Single Engine Helicopter	2	1
Multi Engine Helicopter	4	2

Aircraft owners will be charged R 70.00 (Seventy Rand) per additional badge ordered and badge will be issued before payment in full is received.

1.4 Exhibitor Service Provider Badges

It is the responsibility of the Exhibitor to apply, on behalf of the service providers/contractors employed by them to supply services during the Exhibition (e.g. catering, floral decorations and maintenance), for Services Badges apply ONLINE, allowing the holders to enter the Exhibition Area during the period of the Exhibition as reflected on the badge.

Exhibitors are requested to ensure that all their service providers are registered ONLINE as no badges can be issued to a service provider not registered.

A charge of R90.00 (Ninety Rand) will be levied for each Service badge ordered and no badges will be issued before payment in full is received.

2. CONDITIONS OF ENTRY

NOTE: Admission will only be by a valid entrance badge or permit as detailed in this section.

2.1 Inspection Visits

The Exhibition Area is contained within the perimeter of the Air Force Base Waterkloof, to which entry is restricted and controlled by the South African National Defence Force. Exhibitors and/or their Contractors wishing to visit the site for inspection and survey purposes before Saturday, 1 September 2020 may do so only by arrangement with the Organisers.

Site visits will only take place on a scheduled programme and are subject to approval by the SANDF authority. The completed Site Visit Application form must reach the AAD Office at least 14 days before the requested visit and no guarantee of approval outside of the scheduled visit programme can be given.

2.2 Daily Entrance

Exhibitors are reminded that from Wednesday 16 September until Friday 18 September the Exhibition is a business occasion and that in the interest of preserving the Trade Days as opportunities for genuine discussions and meetings, persons holding a professional or business appointment should preferably be invited for these days and not for the Public Days.

NOTE: EXHIBITORS SHOULD ENSURE THAT VISITORS INVITED TO THEIR STAND ARE IN POSSESSION OF A VALID BADGE TO ENTER THE EXHIBITION IN ADDITION TO ANY FORMAL INVITATION. THE LATTER MUST INCLUDE THE WORDS **"NOT VALID AS ENTRY TO THE EXHIBITION"** CLEARLY PRINTED ON THEM.

Persons under the age of 16, **even though in possession of an entrance permit or Exhibitor Badge**, will not be admitted on the Trade Days.

Chauffeurs in uniform, while driving a motor vehicle, will be required to present a valid entrance badge at the gates and the vehicle is required to have the relevant entrance permit.

2.3 Trade Day Invitations

The Organisers will issue invitations and complimentary badge and permits for the Trade Days to Government Ministers and officials, senior officers from Armed Forces, airline executives, senior representatives from aerospace and defence organisations in sub-Saharan Africa, and to other stakeholders.

Exhibitors may apply for trade invitations for issue to their clients. These trade invitations will only be valid for the three Trade Days. Please utilize the on-line registration system to issue these invitations to your clients and stakeholders..

2.4 Purchase of Public Day Tickets

Exhibitors may purchase Public Day entrance tickets for their personnel and for their invited guests at a price equivalent to the gate prices of the public days directly from the appointed service provider. Public Day entrance tickets are not refundable.

Children under 16 will be allowed entry on the Public Days only if accompanied by an adult.

2.5 Misuse of Badges and Permits

The misuse of badges and permits may lead to the withdrawal of all badges and permits issued to the Exhibitor at fault.

3. VEHICLE ACCESS

NOTE: No vehicle will be allowed access to Air Force Base Waterkloof and Exhibition Area unless in possession of the relevant vehicle permit.

Vehicles should not be driven at any time over grass or unpaved surfaces.

3.1 Delivery of Materials

All vehicles must enter the site through the sign posted Freight Gate during the build-up and breakdown for the exhibition. Delivery vehicles may proceed to the Exhibition delivery point for loading and unloading purposes after which they must be removed at once.

After 12:00 on Sunday 13 September 2020 no vehicles will be allowed in the area reserved for the Static Aircraft Park, whether there are aircraft parked or not. Any vehicle found in this area after this time will be removed on behalf of the Organisers at the expense of the Exhibitor involved.

3.2 Removal of Materials

Vehicles collecting goods will not be allowed to enter the Exhibition Area on Sunday 13 September 2020, and goods will not be allowed to leave the halls before 08:00 on Monday 21 September 2020.

The Organisers reserve their right to have all vehicles inspected by their security personnel before leaving the Exhibition Area for the purpose of examining the materials being removed.

This provision is specifically agreed by the Exhibitor to be fair and reasonable.

3.3 Exhibition Roadways

In order to ensure free flow of vehicles, drivers must pay close attention to road signs and obey directions given by stewards.

Vehicles will be directed to an entrance giving access to a general car park or, where a vehicle permit is displayed, to the relevant gate.

3.4 Service Vehicles

The Service Vehicle Permit is valid only for the period of the Exhibition, 16 September to 20 September 2020, and gives access for deliveries to the Services Area only. It does not permit entry into the Exhibition Area nor into the Airport Operational Area. In all cases entry and exit for the site is through the Freight Entrance.

Exhibitors must apply on behalf of contractors in writing to the Organisers for Service Vehicle Permits. The issue of Service Vehicle Permits will be strictly controlled and restricted to essential vehicles only.

3.5 Deliveries to Main Exhibition Complex

Service vehicles may be allowed temporary access to the main Exhibition Area for the delivery of very heavy or bulky stores or equipment, or for the maintenance or repair of exhibits or exhibition support equipment during the build-up period. These service companies must apply to the Organiser's for service passes to enter the exhibition site. No vehicles will be permitted within the exhibition area from 13 September to 20 September 2020. A porter service will be available from 13 September 2020 onwards to deliver heavy or bulky packages to stands. Please contact the on-site freight service provider for details.

3.6 Airport Operational Area Access

Exhibitors who require access to the Airport Operational Area must indicate this on their application for permits.

Access to the Airport Operational Area is restricted to those Aircrew and where applicable, Ground Crew, whose presence is vital to the operation of aircraft arriving or departing by air, or participating in the Flying Display or providing Customer Demonstration Flights or in any other way involved in the Exhibition.

IMPORTANT NOTE:

Vehicles are not permitted to enter the Airport Operational Area, unless they are equipped with two-way radios, are properly marked by red and white blocked flags or amber flashing lights, are in communication with the control tower and have received an appropriate clearance in respect of the movement intended. Violations in regard hereto will be viewed in a very serious light and are likely to result in the total banning of the vehicle and driver concerned.

Exhibitors must ensure that all their employees and contractors are made aware of these restrictions.

4. LIABILITY OF EXHIBITORS

Attention is drawn to the fact that the Exhibitors - by virtue of their participation - have accepted liability in respect of all actions of themselves, their servants or agents. This liability extends to any damage to airport property and/or other Exhibitors' vehicles and/or exhibits and/or aircraft by vehicles or personnel employed by the Contractors working for the Exhibitor. In the event of an accident, the Exhibitor will be required to make good any repairs and the Organisers will not enter into any correspondence with the actual culprit.

SECTION C

STAND FITTING AND CONSTRUCTION

Exhibitors should note that some sites within the Indoor and Outdoor Exhibition areas might not be level. Companies with Island Stands are advised to survey their allocated area prior to Build-up. Arrangements must be made through the AAD Office.

1. ALTERATIONS TO INSTALLATIONS

The written permission of the Organisers, who will decide on feasibility and acceptability, is required for any proposed alteration to the Organisers installations.

Any such special requirements must be stated on the Exhibitor's drawing submitted for approval. The Exhibitor must pay for the cost of alterations to the Organisers.

2. APPROVAL OF STAND DESIGN

2.1 Submission of Drawings

Any stand fitting, additional to the basic schemes supplied by the Organisers, will be the responsibility of the Exhibitor. It must comply with the Regulations and Exhibitors must submit, for the approval of the Organisers, two sets of dimensioned drawings showing a plan layout and all elevations of their proposed display. All electrical connections and requirements must be included on the drawings.

One set of drawings will be returned to the Exhibitor with approval or comment and any subsequent alteration(s) must be submitted for approval.

No stand fitting may commence prior to obtaining the Organisers' approval. The Organisers will not approve installations likely to interfere with other exhibitor's visibility; displays or which may obstruct aisles or open spaces. No sign or projection may be hung or projected over the aisles or open space, or affect in any way the display of neighbouring Exhibitors.

The deadline for the submission of stand designs is 15 July 2020.

3. BUILD-UP AND BREAK-DOWN

3.1 Build-up

Construction of Island Stands may commence on 5 September at 08:00.

Build-up of Wall Stand interiors and the installation of exhibits may commence on 14 September, at 08:00.

All stands and all construction work must be completed by 18:00 on 15 September 2020. This includes the Static Aircraft Park.

3.2 Clearance of Exhibition Rubble

During the installation and removal of exhibits or the construction of stands, the Exhibition roads and aisles should not be used for the storage of plant, materials or debris of any description.

All vehicles must be removed from the Exhibition Area by 18:00 on Saturday, 12 September. Gate 1 will be closed to all vehicle traffic from 06:00, Sunday 13 September 2020.

Packing materials and surplus equipment or construction materials must be removed from the Exhibition Area by 18:00 on Monday, 14 September.

After this time, the Organisers, who will not be liable for any resultant loss to the Exhibitor or his Contractors, will clear any materials or plant so left from the site at the Exhibitors' expense.

3.3 Break-down

The breakdown period will begin on Monday 21 September 2020 at 08:00 and finish on 25 September 2020. No goods or freight may be removed from the exhibition before 08:00 on Monday 21

September 2020. Walk-on stand owners may remove handheld items between 18:00 and 20:00 on Sunday 20 September 2020 through a designated exit and provided that the goods were signed in on arrival at the Organiser's Office.

The On-Site Freight Company, GAC Laser will deliver packing crates to stands between 20:00 and 22:00 on Sunday 20 September 2020 in order for exhibitors to immediately start packing up stand when the hangars open at 08:00 on 21 September 2020.

The organisers take no responsibility for exhibitor's goods after 08:00 on Monday, 21 September 2020.

3.4 Site Clearance

Stand sites must be completely cleared by not later than **12:00 on 25 September 2020**.

After this period the Organisers will have any objects found on stand sites removed and the cost of such removal will be charged to the Exhibitor. The Organisers will not be responsible for any damage to property in these circumstances.

3.5 Removal of Exhibition Rubble

Exhibitors are responsible for the removal from the Exhibition Area of all building materials, sand, ballast, plant soil or peat, etc, and all structures not provided by the Organisers. Exhibitors must instruct their Contractors accordingly.

3.6 Damages

Exhibitors must leave their sites in the condition in which they found them and must satisfy the Organisers that they have done so. The Organisers will assess damages caused by an Exhibitor's installations and the cost of reinstatement charged to the Exhibitor.

3.7 Contractors Deposit

A Security Deposit will be charged at a rate per square metre, this fee will be refunded after an inspection to establish that damages have occurred and stands have been satisfactorily removed from the site in the allowed time frame. The cost of removal of any rubble or damages will be subtracted from the security deposit.

3.8 Large exhibits

Any large indoor exhibits such as vehicles, helicopters and equipment that will be displayed on the stands need to be in place by 14 September 2020.

4. CONSTRUCTION MATERIALS

Only non-flammable or fire-proofed materials may be used for the construction or decoration of stands and surface finishes or treatment applied to such materials must not increase the flame-spread rating of the material. The fire authority for the Exhibition is Air Force Base Waterkloof Chief Fire Officer.

5. INDOOR EXHIBITION

5.1 Height Restrictions

There is normally no restriction on the height of exhibits, although this will be limited by the Hall interior, but there are height restrictions imposed on the structures built on the stands. These are as follows:

Space Only Stands: No structure may exceed a maximum height of 6.0m above ground level, subject to the approval of the overall stand design approval. Peripheral walling, if more than one metre high, must not occupy more than one-third of the perimeter of the stand and not more than two-thirds of any one side.

Package Stands: A maximum height of 2.5m along the rear and side walls. Structures exceeding 2.5m in height must be placed at a minimum distance of 1m from the back, front and sides of the stand area.

5.2 Island Stands

Island Stands are made up of free standing exhibition stands bigger than 36m² according to the floorplan layout.

5.3 Prohibitions

No exhibit, item of stand fitting or any form of lighting supplied by the exhibitor may be supported or suspended from any part of the exhibition hall structures unless the work has been carried out by the official contractor dully authorized.

No nails, screws or other attachments may be driven into or glued to the floors or any concrete or tarmacadam surface, whether inside or outside the halls.

No vehicles, other than those of the official on-site handlers and emergency vehicles, will be allowed into the halls. Only in exceptional circumstances will permits be issued to allow other vehicles into the halls.

5.4 Special Requirements

The Organisers Contractor will undertake special requirements, such as wall or floor cut-outs and/or floor reinforcement. Such special requirements must be indicated on the Exhibitors' drawing submitted for approval and it is the responsibility of the Exhibitor to advise the Official Contractor that this work is to be carried out. The Exhibitor must pay the cost of alterations to the Contractor.

5.5 Wall Stands (Walk-on Package Stands) 12m² to 35m²

All Wall Stands include a back wall 2.5m high and a dividing wall between adjoining stands. Each panel measures 1 meter in width and 2.5m in height. The fascia measures 30 centimetres in height.

Exhibitors occupying Wall Stands must use the shell scheme erected by the Official Shell Scheme Contractor. No alteration to the shell scheme may be undertaken by an Exhibitor.

All stands will be allocated on the basis of a minimum of one per Exhibitor, but an exhibitor may apply for more than one wall stand unit.

On multiple units the inner wall(s) will be omitted. Notification of this requirement should be given on the Submission of Stand Design Form.

5.6 Double Storey Stands

The construction of double storey stands will be permitted within the halls subject to the maximum height restriction of 6.0m above ground level.

Construction of the double storey section of the stand should be carried out in accordance with applicable building regulations. Detail drawings and design calculations approved by a qualified structural engineer should accompany your submission of drawings for stand design approval. The stand must also comply with Fire Safety standards.

The upper level of the stand will be subject to a charge for the area utilised including the means of access at 50% of the island stand rate.

No walk-on stand (stand smaller than 36m²) may be constructed as a double storey stand.

6. LIMITATIONS OF USE

6.1 Catering

Exhibitors' Stands are provided for the sole purpose of displaying products and services. Electrical power and lighting supplies are available but no provision for drainage or water supplies can be made on the stands unless ordered through the exhibition order forms.

For Health reasons the preparation and/or cooking of food products on Exhibition Stands is prohibited.

The serving of biscuits, nuts, sweets and non-alcoholic beverages is allowed. The serving of more substantial food and alcoholic beverages is allowed only in areas on the stand that are screened off from public viewing and in accordance with the Liquor Act as stipulated. If you wish to order cocktail platters for your stand, please contact the caterers directly.

It is prohibited to keep, offer, display, deliver, supply or dispose of, serve or consume liquor in any area of the Show without being in possession of an Occasional Liquor Permit/License in terms of the Gauteng Liquor Act, Act 2 of 2003 and in accordance with the terms and conditions set out in the permit/license

Restaurant and bar facilities will be readily available to exhibitors.

7. OUTDOOR EXHIBITION

The Outdoor Exhibition is provided for exhibits that are too large to be accommodated in the indoor section, e.g. large weapon and radar systems and ground support equipment, and includes the Static Aircraft Park. The space will consist of the bare surface concrete, tarmac or grass, or a combination of these three. No nails, screws or other attachments may be driven into or glued to the concrete or tarmac surfaces.

7.1 Application for Space

Space should be applied for on the basis of a perimeter surrounding the exhibits together with any necessary area to provide clearance for moving parts, walkways between exhibits, and any necessary supporting equipment.

7.2 Temporary Covers

Temporary covered structures are not normally permitted, but if space is available Exhibitors may supply, in the Outdoor Exhibition, temporary covers of a design approved by the Organisers. Such approval will not be given before 1 August 2020.

Approved outdoor exhibition structures can be ordered on the applicable order form.

SECTION D

HOSPITALITY CHALETS

1. CHALETS

Corporate reception chalets combine ultimate hospitality with excellent views of the flying displays.

2. CHALET STRUCTURE

A single chalet will comprise of a walled structure enclosed in a white marquee 75m² in size (15m deep x 5m wide). There will be an additional 75m² of fenced garden area in the front of the marquee enclosed by a low white picket fence.

Each chalet is fitted with a 30 Amp single phase distribution board, fluorescents as general lighting. Additional power required for aircon units, kitchens etc must be ordered from the services manual. Each chalet shall have raised floor covered by carpet tiles.

Any structures or fixtures attached to the chalet structure must be included in the chalet drawing, approved by the Chalet Construction Company and certified by the Exhibitor's Structural Engineer.

All other services, ie: furniture, outdoor flooring, decoration, flagpoles and any additional equipment will be the responsibility of chalet holders, who are responsible for the interior finish of their chalets in order to suit their specific requirements.

Chalet owners are permitted to appoint their own catering company. No food preparation areas may be set up in the open areas around the chalets. All areas around the chalet must be kept clear at all times and only the area inside the chalet may be utilized by the exhibitor. A food preparation area can be booked in a designated back of house area. For Health reasons the preparation and/or cooking of food products on site is prohibited.

Central toilet facilities will be located within chalet line for the exclusive use of chalet holders and their guests.

3. EXTERIORS

An Engineering Certificate will be required for any additions or alteration done to the chalet structure provided.

3.1 Entrances

If non-standard entrances are required, they must not protrude more than 1m beyond the natural wall line of the chalet. Fascias and name signs are not normally permitted above the eaves of the chalet.

3.2 Entrance Steps

Where chalet rows are constructed on sloping sites, variations will occur in the height of each unit from ground level, details of which can be obtained from the Organisers' Site Manager.

Those Chalets located on sloping sites may be provided with entrance steps by the Official Chalet Contractor for access to the chalet. Application should be to the Organisers and the design form of these Regulations. Chalet holders may elect to provide their own steps that must not project more than 1 m from the rear wall of the chalet into the service road. In some cases, to comply with Fire Regulations, it may prove necessary to install recessed doorways to allow a clear exit route onto the steps.

3.3 Flagpoles

Flagpoles may be erected on the rear wall of the chalet, subject to approval by the Organisers. Positioning of flagpoles should be shown on the Chalet Design Plan accompanying the relevant Form of these Regulations. Flagpoles are not free of charge. Please complete the relevant order Form. Additional flagpoles may only be obtained from the Official Chalet Contractor. No flagpoles may be erected in front of the Chalets.

4. INTERIORS

4.1 Interior Fittings

All interior fittings are the responsibility of, and at the expense of, the chalet holder. All work carried out by the chalet holder or its contractor is governed by the controls detailed in these Regulations.

4.2 Flooring

Floors are provided in all chalets to maximum loading of 300kg/m².

5. SPECIAL REQUIREMENTS

Special requirements, such as wall or floor cut-outs and/or floor reinforcement, will be undertaken by the Official Chalet Contractor. Such special requirements must be indicated on the Exhibitors' drawing submitted for approval and it is the responsibility of the Exhibitor to advise the Official Contractor that this work is to be carried out. The cost of alterations must be paid by the Exhibitor to the Contractor. All work carried out must be certified by the issuing of an Engineering Certificate.

6. DAMAGES

Exhibitors must leave their sites in the condition in which they found them and must satisfy the Organisers that they have done so. Damages caused by an Exhibitor's installations will be assessed by the Organisers and the cost of reinstatement charged to the Exhibitor.

7. CONSTRUCTION AND DISMANTLING OF ALL CHALETS

7.1 Handover of Chalets

Chalet holders must nominate a responsible person who will be required to sign a declaration that the chalet unit has been received from the Organisers in accordance with these Regulations. Similarly, after the Exhibition, the Organisers will require a signed declaration confirming that the chalet has been returned in a satisfactory condition and that any damages or losses, howsoever caused, or any clearing required from the Exhibition Site will be paid for by the Chalet holder.

7.2 Prohibited Alterations

The removal, alteration or adjustment of any fixture or fitting in situ, provided by the Organisers, is prohibited (unless by prior agreement with the relevant Official Contractor). The Chalet holder will be immediately liable for damages or losses incurred in contravention of this Regulation.

7.3 Commencement of Installation

Construction work on chalets may not commence before 6 September 2020 and must be completed by 12:00 on Monday 14 September 2020. No construction work may continue after this time without prior written permission from the Organisers.

The Organisers reserve the right to charge exhibitors for the additional resultant costs for all such extended works.

Any unused materials or waste left in the Chalet roadway after 18:00 on 14 September 2020 will be removed at the Exhibitor's expense.

7.4 Dismantling

Fittings and structures may not be dismantled until 08:00 on Monday, 21 September 2020. The removal of all chalet fittings not provided by the Organisers must be completed by 12:00 on 25 September 2020. After this time, the Organisers may have any materials removed at the expense of the Chalet holder.

The Organisers accept no responsibility for loss or damage to such materials.

7.5 Removal of Rubbish

The containment and removal of rubbish resulting from construction/dismantling works during the Build-up and Breakdown period is the responsibility of Chalet holders and/or their Contractors. Alternatively this service can be arranged directly with the Official Cleaning Contractor. Chalet holders should complete the relevant order form.

Any subsequent rubbish or excess materials not cleared prior to the Exhibition, or at the end of Breakdown, will be removed at the expense of the Chalet holder by the Official Cleaning Contractor.

8. HEALTH REGULATIONS

NOTE: It is the responsibility of all chalet holders to ensure that the requirements of all legislation for the time being in force, including all Health Regulations, are fully met.

8.1 Refuse

Chalet holders will be responsible for ensuring that no refuse is allowed to lie on the ground in or near the chalet at any time. All refuse and kitchen waste must be placed in plastic bags, for collection at pre-arranged times on each day from the chalet line back of house area. The plastic bags must be tied, closed and stored in a closed receptacle until collection.

9. FIRE PRECAUTIONS AND SAFETY

9.1 Fire Appliances

Chalet holders must ensure that staff employed in chalets are acquainted with the positions of the nearest fire extinguishers.

9.2 Equipment

Chalet holders must ensure that adequate protection is provided in the form of extinguishers and the use of fire-resistant materials.

10. CHALET HOURS AND ACCESS

10.1 Chalet Hours

The lights on the chalet line will be switched off and the toilets will close at 20:00.

10.2 Chalet Vehicle Access

There is **NO** parking area available for the Chalet Line at AFB Waterkloof. Except for deliveries at the specified times, no vehicle access will be allowed to the chalet line, with the exception of the official shuttle vehicles and golf carts. Exhibitors and their guests must park in the designated car parks.

Deliveries to the chalet line must be completed between 05:00 and 07:00 each morning where after no vehicles will be allowed to drive to the chalet line. Any vehicles still parked on the chalet line will be removed by the organisers at the owners' cost.

10.3 Chalet Invitations

Exhibitors must please note that chalet line invitation passes must be issued to their guests to allow access to this area. The normal entrance ticket or invitation does not allow the public or guests onto the chalet line. Each chalet will be issued with 50 arm bands per day per chalet which should be issued to chalet guests on entering the chalet line and presentation of the chalet invitation. These arm bands will be valid for one day only and will allow exhibitors and guests multiple entry to the chalet line on a single day.

SECTION E

ELECTRICITY SUPPLIES

1. AVAILABILITY OF ELECTRICAL SUPPLIES

The 220-volt network for the Exhibition Area will be switched on at 09:00 hours on Sunday, 13 September 2020 and switched off again at 17:00 on Monday, 21 September 2020. Supplies to the stands will be available on a 24-hour basis.

Mains supply of 220 volts may be available only during construction and dismantling periods but cannot be guaranteed, at distribution points in all Exhibition Halls. Exhibitors are advised that the SABS Code of Practice (Electrical) requires that all electrically powered tools and equipment used during construction or dismantling must operate on a maximum of 220 volts and be protected by an earth leakage unit.

2. ELECTRICAL REQUIREMENTS

The Organisers will provide the general overhead lighting throughout the Exhibition Halls. The Exhibitors must indicate their requirements for electrical main supplies to their indoor and outdoor stands to the Official Electrical Contractor.

In all cases Exhibitors must indicate their requirements for electrical main supplies to their stands on the Electrical Services Order Form in the Services Manual or online through the AAD website, which should be returned to the service provider, together with appropriate drawings and remittance as detailed. The Exhibitor will pay the cost of such work to the Organisers.

The **Wall Stands** (12m² to 20m²) consist of one 15 amp plug point and 3 spotlights per module.

The **Wall Stands** (25m²) consist of two 15 amp plug points and 4 spotlights per module.

The **Space Only Stands must order** all their electrical requirements, including a distribution board for power supply – 3 phase if necessary.

3. ELECTRICAL SUPPLIES

The standard supplies available in the Exhibition Halls are as follows:

- Larger single or three-phase supplies are available by negotiation with the Official Electrical Contractor.
- Supplies for Outdoor Stands, the Static Aircraft Park and any other Outdoor Exhibition are to be separately negotiated with the Official Electrical Contractor.

4. INSTALLATION STANDARDS

All electrical installations must conform to the current Edition of the SABS Code of Practice, and all electrical accessories used must be of South African patent and standard.

The Organisers' Contractor or Site Manager will have the right to refuse connection or isolate any installation that is not installed to the required standard.

Certificate of Compliance

In the interests of safety, all electrical installations at Africa Aerospace and Defence 2020 must comply with the wiring code of the SABS 0142/1. Where an Exhibitor employs his own electricians to connect machinery, pre-wire displays or connect light fittings, this work may only be carried out by a qualified electrician registered with the Electrical Contractors Board. The Certificate of Compliance attests to the fact that the work done has been carried out by a qualified person. If the Official Contractor is doing **all** of the electrical work on your stand, then the Certificate of Compliance is not your responsibility. If the Exhibitor does not provide a Certificate of Compliance by the 11th of September, the Official Electrical Contractor will issue

the Certificate of Compliance at the published costs as contained in the order forms. This fee is payable by the exhibitor director to the contractor.

5. MAINTENANCE OF SUPPLIES

During the Exhibition, the Official Electrical Contractor will maintain the mains supply throughout the Exhibition area, together with those installations for which he is responsible.

Where an Electrical Contractor other than the Official Contractor is employed, it is important that a maintenance and repair service is organised with that Contractor and the Exhibitor's staff advised accordingly.

The Official Contractor will not be responsible for the maintenance of installations carried out by other such Contractors, unless arrangements have been made by such Contractor with the Official Electrical Contractor.

Neither the Official Electrical Contractor, nor the Organisers shall be liable in whatever respect should the electricity supply to the Exhibition Area fail or be disconnected through whatever cause or whatever reason beyond the control of the Contractor or the Organisers.

6. OFFICIAL ELECTRICAL CONTRACTOR'S DUTIES

The supply and installation of all main electrical cabling, up to and including the switch/fuse distribution boxes on Exhibition Stands must be carried out by the Organisers' appointed Contractor. Subject to the requirements of Regulation A5.3, an Exhibitor may alternatively appoint a Contractor of his choice for any installation beyond the distribution box.

SECTION F
PRESENTATION OF AIRCRAFT

This section will be distributed directly to aircraft participants.