



Biennial Conference and Exhibition  
27 – 29 MAY 2024, DURBAN, KWAZULU-NATAL

## Request For Proposals: Exhibition Infrastructure Service Provider

The Water Institute of Southern Africa NPC will be hosting the WISA2024 Biennial Conference and Exhibition at the Inkosi Albert Luthuli ICC Complex (Durban ICC) from 27– 29 May 2024

### **INTRODUCTION AND BACKGROUND**

WISA 2024 Biennial Conference & Exhibition.

### **CONFERENCE BACKGROUND AND GUIDELINES**

We seek the services of extremely professional, highly competent, well-managed, flexible and creative Service Provider (SP) to assist us in ensuring a profitable and highly successful conference.

The WISA Conference is held every 2nd year. WISA aims to attract over 1000 physical delegates to the conference and public visitors to the trade exhibition. Most of these delegates are locally based with some international participants. It is envisaged that the conference will attract a wide spectrum of people and organisations from various specialities and allied disciplines to attend. The conference program usually consists of about 8-10 parallel sessions with workshops and symposia. This is complemented by a social programme and the trade exhibition.

### **CONDITIONS OF APPOINTMENT OF A SP**

Successful SP will be required to sign a formal WISA Service Level Agreement (SLA), based on the service area, or combination of service areas, awarded to them. As part of the SLA Payment terms WISA will pay a maximum of 50% of the agreed fees prior to the event in agreed instalments based on the event's ringfenced income, and the remainder of fees post event.

SP should demonstrate their ability through providing the following:

- **Ability:** SP are required to demonstrate their ability to provide the required services as detailed in the 'Services areas to be Provided', outlined below.
- **Financial Viability:** SP are required to demonstrate their financial credibility and provide a letter of Financial Good Standing from their Bank.
- **Proven Track Record:** SP are required to demonstrate their experience by providing information on meetings/conferences/events they have managed, especially conferences of a similar size and complexity. Please indicate if you have worked on any meetings/conferences/events or exhibitions run by WISA



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- **References:** SP are required to submit at least three references who will be contacted by representatives of the OC. Details required are name, contact information, event with which they were/are associated, and position in relation to the organising of that event. Additional letters of reference may also be attached.
- **Staffing:** SP are required to give an overview of their infrastructure including staffing, experience, and accreditation with particular emphasis on the Durban operation and the project manager who will be working with the OC & PCO.
- **Fees and Cost Structure:** SP is required to clearly set down fees to be charged for services and provide sufficient detail as to allow the distinction between:
  - Equipment hire where applicable.
  - Logistics including; transport , staff, overtime etc.
  - Commission and percentage-based fees where applicable.
  - Fixed price fees
  - Hourly rates where applicable
  - Secondary income fees declaration (e.g. fees generated from references to specific participating subcontractors, venues, hotels and places of accommodation, side events and post tour events, and suppliers).



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Below are the specifications of the requirements for the exhibition infrastructure supply company.

Details are provided for estimation purposes, to enable the WISA Independent Adjudication Committee to do a 'like for like' comparison with regards to services and costs. Some operational requirement changes must be expected closer to the event.

Innovative, cost effective and practical solutions will be appreciated.

### 1. SHOW DETAILS

- **Build-up:** Friday, 24 May to midday on Sunday 26 May– TBC exhibition opens at 16:00 on Sunday 26 May for the hosting of a welcome cocktail in the exhibition area.
- **Show days:**
  - Sunday, 26 May 2024, 16:00 – 19:00
  - Monday, 27 May 2024, 07:30 – 17:00
  - Tuesday, 28 May 2024, 07:30 – 17:00
  - Wednesday, 29 May 2024, 07:30 – 15:00
- **Breakdown:** from 15:30 on Wednesday 29 May. Need to clear the hall before 23:00 that evening.
- **Venue:** Durban ICC, Hall 2 CDEFG + Hall 3
- **Number of Stands:** 140 Layout dependant.  
The below floorplan gives an indication of planned layout. This will more than likely change a bit.

### • REQUIREMENTS

- 122 3m x 3m shell scheme stands.
- 8 3m x 2m shell scheme stands.
- 10 2m x 2m shell scheme stands.
- Venue Carpeting 4500m<sup>2</sup> - public areas outside stands
- A suitable Conference Branded exhibition manual for additional furniture, décor, plans, branding options ext.
- Complete administration, management & execution of additional infrastructure hire, custom stands and branding where required.



Shell scheme stands to include:

- Shell scheme walling – MAXIMA or similar system
  - Fascia board with company name written in Arial font
  - Carpeting
  - 1 x Power plug point
  - 2 x Spotlights
  - 1 x Table (make recommendations on design)
  - 2 x Chairs (make recommendations on design)
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- A few lounge areas to be included (to be scattered around the venue)
  - Areas for tea / coffee breaks and lunch time catering to be included.  
(approx. 450 m<sup>2</sup>)
  - Dedicated Project Manager appointed prior to the event & remain on site for the duration of the show
  - Electrician to remain on site for the duration of the show
  - All COCs and inspections to be included as required by the local authorities.
  - Assistance with custom design stands for exhibitors (costs to be carried by the individual exhibitors)
  - Furniture and stand extras to be an additional cost (charged directly to each exhibitor)
  - Continuous status reports to be provided to the LOC
  - Continuous communication with the WISA the appointed PCO team on operational matters and matters identified through the project plan and OC meetings.



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## 2. DEADLINES

**Deadline for submission of proposal: Monday 19 February 2024, no later than 12 mid-day.**

Proposal to include:

Quote

Company profile document

Listing of all-inclusive services offered

Letter of Financial Good Standing from Bank

3 x Contactable references

BEE Certificate

Tax Clearance Certificate

Exhibition stands render (showing how the stands will look if the company selects a standard shell scheme package)

## 3. SUBMISSION DETAILS

Please submit your proposals electronically to: [events@wisa.org.za](mailto:events@wisa.org.za)

Any questions or queries can be directed to the above email addresses.

Please note that WISA reserves the right to advise, at our discretion, all parties issued with the invitation, of further information/clarification of requirements resulting from any query.



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Hall 2 CDEFG + Hall 3 Planned Layout

