



Briefing Note for Exhibitors – *The Competition Commission Youth in Business Exhibition*

09 September 2022

10:00 to 16:00 (SAST)

1. Administration and Logistics

- 1.1. The Exhibition is scheduled for six (6) hours and will take place at the Department of Trade, Industry and Competition (DTIC) Campus, 77 Meintjies Street, Sunnyside, Pretoria (Corner Meintjies Street and Robert Sobukwe).
- 1.2. The exhibition will take place in the internal street between Blocks A, B, C and D of the campus building.
- 1.3. Parking has been arranged for exhibitors at the DTIC. The parkade can be accessed from Robert Sobukwe Street.
- 1.4. A list containing the names of Exhibitors and their car registration details will be with Security personnel at the gate. **Please ensure that you provide us with these details should you require parking.** You will be escorted to your designated parking bay and to the exhibition venue.
- 1.5. Please ensure that you carry some form of identification i.e. ID, Passport or Driver's License.
- 1.6. Please note that taking photos on the DTIC campus is prohibited. The Commission has appointed a designated photographer who will take pictures of the event. The photographer will share pictures with Exhibitors throughout

the event and after the event to post on their respective websites and social media platforms.

- 1.7. Packed breakfast and lunch will be available for all Exhibitors. Refreshments (i.e., tea, coffee, soft drinks, water) will also be available for Exhibitors throughout the day.
- 1.8. Exhibitors will be allocated a designated pause area in the courtyard behind the Block D building which they can use during their breaks.
- 1.9. Exhibitors will also have access to two (2) Boardrooms in the Block D building which can be used as breakaway / meeting rooms.
- 1.10. Bathroom facilities have been made available at the entrance of the Block D building.

2. Order of the day

- 2.1. Exhibition stands will be set up on Thursday, 8 September 2022.
- 2.2. You will find the following at your exhibition stand:
 - X1 Table (with a black tablecloth)
 - X2 Chairs
 - Name tags for your representatives.
 - Electrical plug point
 - Wi-fi login details
- 2.3. Exhibitors are encouraged to arrive no later than 08h30 to set up their exhibition stands and layout their branding material in time for the 10:00 am start.
- 2.4. Exhibitors should bring along their branding material, information packs or material for the attendees. Exhibitors can also bring corporate stationery or gifts (pens, notebooks etc.).

- 2.5. Exhibitors can bring along laptops and any other devices to help attendees navigate their websites.
- 2.6. Please ensure that there is at least one representative at the exhibition stand at all times of the day. The DTIC campus and/ or the Commission will not take responsibility for any items lost or stolen during the exhibition.
- 2.7. Each organisation will be allocated 10 minutes to come on stage and speak about their offerings. To encourage a less formal approach, the sessions will follow an 'interview' format – where questions around the organisation's functions, offerings or youth focused initiatives will be posed by members of the Commission. See Annexure for the draft programme.
- 2.8. There will not be a formal closing of the Exhibition. Exhibitors are welcome to start packing as soon as the crowd has dispersed.
- 2.9. Please contact any one of the following team members on the day should you require any assistance:
- Ms Karabo Motaung at Karabom@compcom.co.za / 072 119 5164
 - Ms Nomalungelo Mthiyane at NomalungeloM@compcom.co.za / 067 146 2019
 - Ms Betty Mkatshwa at Bettym@compcom.co.za / 084 765 1058
 - Ms Sineziwe Dlamini at Sineziwed@compcom.co.za / 071 869 7199
 - Ms Elizabeth Hlatway at Elizabethh@compcom.co.za / 082 398 9536