

EXHIBITORS MANUAL

Dear Exhibitor

We are pleased to present the following very important information regarding the exhibition at this year's 1st African Metabolomics Conference 2026, which will be held at the MISTY HILLS HOTEL AND CONFERENCE CENTRE from Wednesday 11 March – Friday 13 March 2026.

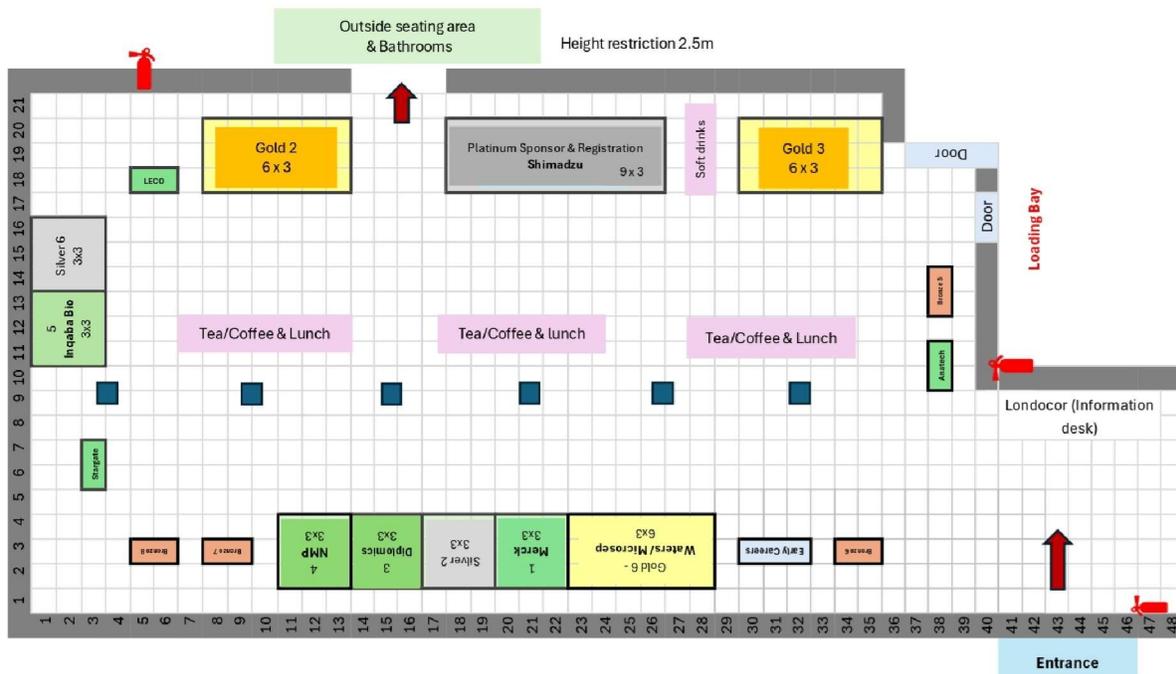
REQUIRED DOCUMENTS:

1. All exhibitors are to advise the name and contact details of their stand builders.
2. All exhibitors must provide MISTY HILLS HOTEL AND CONFERENCE CENTRE with their Electrical Certificate of Compliance as well as their Fire-Retardant Certificate where applicable.
3. All exhibitors must submit their 3D Renders with measurements to kea@londocor.co.za by no later than **Thursday 19 February 2026**.

HEIGHT RESTRICTIONS FOR STANDS:

The standard height restriction for inside the exhibition area is **2.5m** due to bulk heads in certain areas. No structure higher than 2.5 meters will be permitted.

FLOOR PLAN



BUILD UP/ BREAKDOWN:

Build up: **10th March 2026**
06h00 – 08h00 - Demarcation of stand space allocations
08h00 – 23h00 - Build up, stand builders on a first come first serve basis

Breakdown: **13th March 2026**
14h30 – 18h00 - All stands are to be removed from the venue

Exhibition build up for stand spaces

All stands must be fully assembled and tidied by 23h00 on Tuesday 10 March

You are provided with a stand space only and one 15 amp plug point. A structure is not provided.

- Floor space will be clearly demarcated. The venue flooring is screeded concrete
- You will be provided with floor space only and one 15 Amp plug point per stand space.
- Please note that no shell scheme will be provided.
- Should you require a stand proposal, furniture elements or additional power please contact Claudia from 1UP exhibitions on email claudia@1up.co.za or Tel **+27 71 353 2819**
- Covered stands are not permitted.
- Walls of all stands must be **finished** on the reverse side to ensure an aesthetic appearance from the aisles and neighboring stands. Please ensure that **ALL** areas of the walls are covered, as the adjacent stand may not be occupied.
- Please note that each builder is responsible for removing their own rubble.

Misty Hills Hotel and Conference Centre does not provide service for removal of large rubble items.

STAND SPACES	
COMPANY	STAND SPACE
PLATINUM	
Shimadzu – Platinum Sponsor & Registration	9m x 3m
GOLD	
Waters/ Microsep - Gold Sponsor	6m x 3m
SILVER	
Diplomics – Silver Sponsor	3m x 3m
Merck – Silver Sponsor	3m x 3m
NMP – Silver Sponsor	3m x 3m
Inqaba Biotech – Silver Sponsor	3m x 3m
BRONZE	
Anatech – Bronze Sponsor	Table
Early Careers – Bronze Sponsor	Table
Leco – Bronze Sponsor	Table
Stargate – Bronze Sponsor	Table

Exhibition setup for table exhibitors will take place on **Tuesday 10th March from 15h00**

All stands must be fully assembled and tidied by 23h00 on Tuesday 10th March You are provided with a table, chairs and one 15 amp plug point. Your space is suitable for two pull up banners only.

Exhibition breakdown will take place on **Friday 13 March from 14h30**, all stands must be removed by 18h00
No stands may remain in the exhibition venue after breakdown times. Breakdown may not commence before 14h30

OFFLOADING:

Offloading needs to be done through the loading bay door. Behind the Exhibition venue at MISTY HILLS HOTEL AND CONFERENCE CENTRE. Please make appropriate arrangements and provide adequate labor, trollies etc. for offloading.

ADDRESS:

Muldersdrift Estate, 69 Drift Boulevard (R114), Muldersdrift, 1747

STORAGE & SECURITY:

Storage:

Limited storage for the trade companies will be available.

Security on your Stand:

Please note that exhibitors are responsible for items on their stand, i.e. equipment. MISTY HILLS HOTEL AND CONFERENCE CENTRE, the Organising Committee or Londocor will not be held responsible for exhibitors' belongings or any damages thereto

ELECTRICAL CONNECTION & ELECTRICAL EQUIPMENT AT STAND:

Each stand will be supplied with a 15 Amp electrical plug point. Please be careful of overloading these points. For additional power requirements, contact Claudia from 1UP exhibitions on email claudia@1up.co.za or Tel +27 71 353 2819

CONTACT DETAILS & DELIVERY ADDRESS TO MISTY HILLS HOTEL AND CONFERENCE CENTRE

The Exhibitor is responsible for ensuring that the Courier Company makes appropriate arrangements and provides adequate LABOUR for the delivery. All deliveries must be delivered on the 4th of September 2026.

Address for Courier Companies:

Please ensure that your boxes are clearly marked with the following details:

Company Name & Stand Number

METABOLOMICS 2026

MISTY HILLS HOTEL AND CONFERENCE CENTRE

FOR ATTENTION:

Kagiso Noxolo Mokua (Group and Events Coordinator)

ADDRESS:

Muldersdrift Estate, 69 Drift Boulevard (R114), Muldersdrift, 1747

CONTACT AT MISTY HILLS HOTEL AND CONFERENCE CENTRE

Ann Laubscher

Group and Events Coordinator | Recreation Africa Leisure Industries

MISTY HILLS HOTEL AND CONFERENCE CENTRE

E-mail: gcmanger@rali.co.za or Tel: +27 (11) 950 6000

BEVERAGES AND CATERING AT YOUR STAND

MISTY HILLS HOTEL AND CONFERENCE CENTRE has the exclusive rights for the sale and supply of alcoholic and non-alcoholic beverages. All beverages must be ordered through the venue. Kindly contact Ann Laubscher on e-mail gcmanger@rali.co.za to book and confirm your orders by no later than **20 February 2026**. External suppliers must obtain written approval from MISTY HILLS HOTEL AND CONFERENCE CENTRE, an additional fee or surcharge may apply.

CONFERENCE CATERING

All tea/coffee and luncheons will be served in the exhibition hall.
Kindly refer to the programme for these scheduled times. <https://metabolomicsafrica2026.co.za/programme/>

ACCOMMODATION RESERVATIONS

Kindly refer to the website to book your accommodation at the conference venue. This will be for your own account. <https://metabolomicsafrica2026.co.za/accommodation/>

SCIENTIFIC PROGRAMME

Further details are also available on the conference website
<https://metabolomicsafrica2026.co.za/programme/>

TRADE REGISTRATION

Each company will receive a trade pack, containing your badges, lanyards and programme.
Additional Trade Registration is R4000 (excluding Vat) per delegate and Conference Dinner tickets R800 (excluding Vat) per person. Please e-mail kea@londocor.co.za if you need to book for any additional representatives or tickets to the Conference Dinner.

We will require the following information:

1. Name(s) & Surname(s) of each person representing your stand
2. Please indicate any special Dietary requirements
3. Attendance of social functions e.g. Cocktail function & Gala Dinner

ON-SITE ASSISTANCE AT THE CONFERENCE

Londocor staff members are on-site for any information or assistance:

Natalie Kreuzsch
Organiser & Project Manager: Metabolomics Conference 2026
084 500 0784
natalie@londocor.co.za

Kea Smit
Exhibitions and Sponsorships: Metabolomics Conference 2026
082 290 3407
kea@londocor.co.za

Kim Raats
Registrations: Metabolomics Conference 2026
084 551 1411
kim@londocor.co.za

LIABILITIES & INSURANCE:

Neither MISTY HILLS HOTEL AND CONFERENCE CENTRE, LONDOCOR nor the METABOLOMICS 2026 Committee accept any liability for death, injury, any loss, cost of expense suffered or incurred by any person if such loss is caused or results from the act, default or omission by any person. Neither MISTY HILLS HOTEL AND CONFERENCE CENTRE, LONDOCOR nor the METABOLOMICS 2026 Committee accepts any liability for losses arising from the provision or non-provision of services provided by local companies or transport operators. Neither MISTY HILLS HOTEL AND CONFERENCE CENTRE, LONDOCOR nor the METABOLOMICS 2026 Committee accept liability for losses suffered by reason of war including threat of war, riots and civil strife, terrorist activity, natural disaster, weather, fire, flood, drought, technical, mechanical or electrical breakdown within any premises visited by exhibitors / delegates and/or partners in connection with the conference, industrial dispute, governmental action, regulations or technical problems which may affect the services provided in connection with the conference.

RULES AND REGULATIONS:

- Valuables and personal belongings are stored or left unattended at your own risk. The organizers and/or MISTY HILLS HOTEL AND CONFERENCE CENTRE will not take responsibility for loss or damage. Exhibitors must take responsibility for their equipment until everything is cleared from their stands.
- All stands must adhere to the basic fire and safety requirements i.e. do not set up in front of emergency exits. If flammable substances or equipment is installed the exhibition stand must have a fire extinguisher. Hessian, thatch and straw are regarded as major fire hazards and event organizers planning to use these as part of their display at MISTY HILLS HOTEL AND CONFERENCE CENTRE will be required to provide a Fire-Retardant Certificate indicating that the product has been treated with a fire retarding compound. When material draping is used as part of a display, please ensure the draping does not come into contact with electrical wiring, fittings and/or globes and drops no lower than 5cm above the carpeted floor.
- Prior written permission is required from MISTY HILLS HOTEL AND CONFERENCE CENTRE management and the Fire Department for the use of flammable and/or hazardous material including gases and liquids. No liquid petroleum is permitted in MISTY HILLS HOTEL AND CONFERENCE CENTRE.
- Exhibitors are advised that covered stands are not permitted in the Exhibition Hall unless detailed drawings are submitted at least 30 days before the event for approval by MISTY HILLS HOTEL AND CONFERENCE CENTRE management.
- Exhibitors utilizing and/or planning a double tier stand are required to provide a Structural Engineer's Certificate to MISTY HILLS HOTEL AND CONFERENCE CENTRE for authorization 30 days prior to the event, to comply with legal/safety regulations. "Space only" stand builders are to submit a Structural Engineer's Certificate for stands over 3 meters in height with their floor plans incorporating front, side and top elevation to MISTY HILLS HOTEL AND CONFERENCE CENTRE for approval at least 30 days prior to build-up day. Please note that failure to comply with this requirement may result in refusal of permission to erect the stand.
- No firearms are allowed on the premises.
- MISTY HILLS HOTEL AND CONFERENCE CENTRE will indicate all refuse areas where bins are placed. Please ensure that all wastage and/or debris is thrown away in these areas (during build up and breakdown) This will assist MISTY HILLS HOTEL AND CONFERENCE CENTRE with the cleaning up procedure.
- Please ensure that all your stand equipment is kept on your stand during build up and breakdown to ensure that a clear passage is kept open for MISTY HILLS HOTEL AND CONFERENCE CENTRE staff / serving stations / trolleys etc. Please DO NOT dump your un-built stand on other stands as this causes delays in the buildup and breakdown procedures. The Conference Organisers / MISTY HILLS HOTEL AND CONFERENCE CENTRE staff reserves the right to request that stand equipment etc be moved or removed.
- All stands will be demarcated and labeled accordingly.
- Build-up and breakdown times MUST BE ADHERED TO as limited time has been allocated to MISTY HILLS HOTEL AND CONFERENCE CENTRE for cleanup and set up for registration. NO EXCEPTIONS WILL BE MADE FOR ANY COMPANY. No fixing, drilling, painting etc may take place during conference times.
- Damages will be charged for accordingly. Exhibitors are responsible for the cost of making good and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any exhibitor found damaging the walls, carpets and/or any structure on MISTY HILLS HOTEL AND CONFERENCE CENTRE property will be charged with the replacement value of such items. MISTY HILLS HOTEL AND CONFERENCE CENTRE appreciates that exhibitors need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering etc. Exhibitors should note however that this is not permitted inside the Exhibition Hall and a specific area will be demarcated in the marshalling yard for this purpose.
- It should be understood by the exhibitor that the nature of the facilities available, the presence and circulation of large numbers of people, the difficulty of effective supervision over the protection of large numbers of removable articles in many exhibition stands and various other factors make it reasonable that each exhibitor shall assume the risk of any injury, loss and/or damage. Accordingly, the exhibitor assumes all risk of loss for their merchandise, fixtures, displays and any other

property located in the exhibition area, storage or any other area where access has been provided to exhibitors by MISTY HILLS HOTEL AND CONFERENCE CENTRE.

MISTY HILLS HOTEL AND CONFERENCE CENTRE security personnel will be furnished for the perimeter of the venue but such personnel shall not be deemed to affect the non-liability of MISTY HILLS HOTEL AND CONFERENCE CENTRE and its members, officers, representatives, employees and/or the official service providers to modify in any way the assumption of risk and release provided for above. It is highly recommended that exhibitors take precautionary measures by ordering security for their specific needs, through the preferred MISTY HILLS HOTEL AND CONFERENCE CENTRE security service provider. MISTY HILLS HOTEL AND CONFERENCE CENTRE recommends that all exhibitors consult their individual insurance representatives to obtain appropriate insurance coverage.

- No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior knowledge or consent from MISTY HILLS HOTEL AND CONFERENCE CENTRE Management. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.