



THE
H·BBY
SHOW
EXHIBITORS MANUAL
2025

WWW.THEHOBBYSHOW.NET



IMPORTANT INFORMATION FOR EXHIBITORS

This manual is your essential guide to a successful exhibition at The Hobby Show 2025. Please review the key information below to ensure a smooth experience.



SUMMARY

Event Dates:

Build-up: Wednesday 3 – Thursday 4 December 2025

Show Days: Friday 5 – Sunday 7 December 2025 (09h00 – 16h00 daily) Breakdown:

Sunday 7 (limited) – Monday 8 December 2025

Venue:

Expo Centre, Nasrec, Johannesburg, South Africa

Access & Security:

All exhibitors and contractors need accreditation. Access passes are essential for entry during all phases. High-risk security periods are during build-up, breakdown, and daily before/after show hours. Ensure your valuables are secure and consider stand protection.

Stand Regulations:

Custom Stands: Require detailed plans signed by an engineer and JOC approval by 20 November 2025. Adhere to strict height, material, and safety regulations.

Shell Scheme Stands: Use only double-sided tape or Velcro for fixing display material. No nails, screws, or permanent adhesives allowed.

Vehicles: If exhibiting vehicles, inform the Organiser by 20 November 2025 and adhere to fuel and safety regulations.

Venue Prohibitions:

Strictly no drilling, nailing, painting, digging holes, suspending objects from ceilings, tampering with venue installations, or exceeding floor loading limits. All venue property must be protected.

Logistics:

Parking, freight handling (King Cargo), and loading/unloading procedures are detailed in Section 4. Plan your deliveries and removals carefully to avoid fines.

Insurance:

It is your responsibility to have comprehensive insurance, including public liability cover (minimum R3 million), for your exhibits, property, and staff from the moment you enter the venue until all your items are removed.

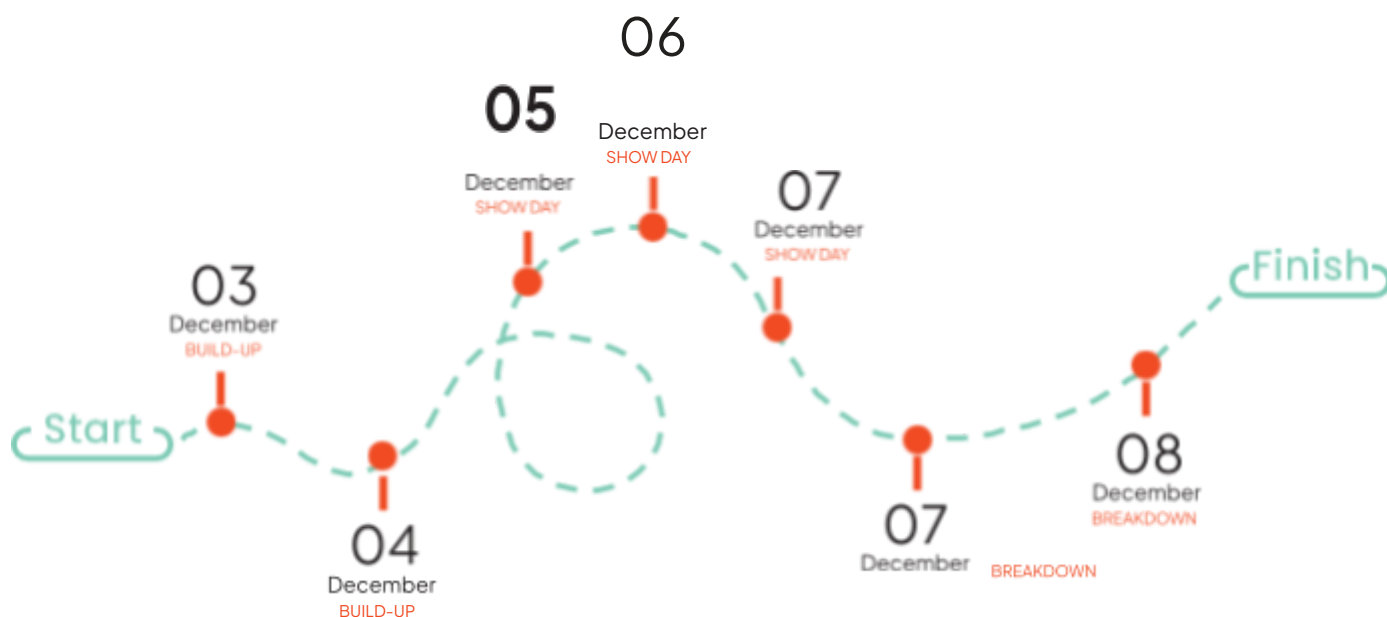
For any queries, please refer to the relevant sections in this manual or contact The Hobby Show Organiser.

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Organised by: The Hobby Show 2025 5–7 December 2025 | Expo Centre, Nasrec,
Johannesburg, South Africa | 9am – 5pm

TIMETABLE



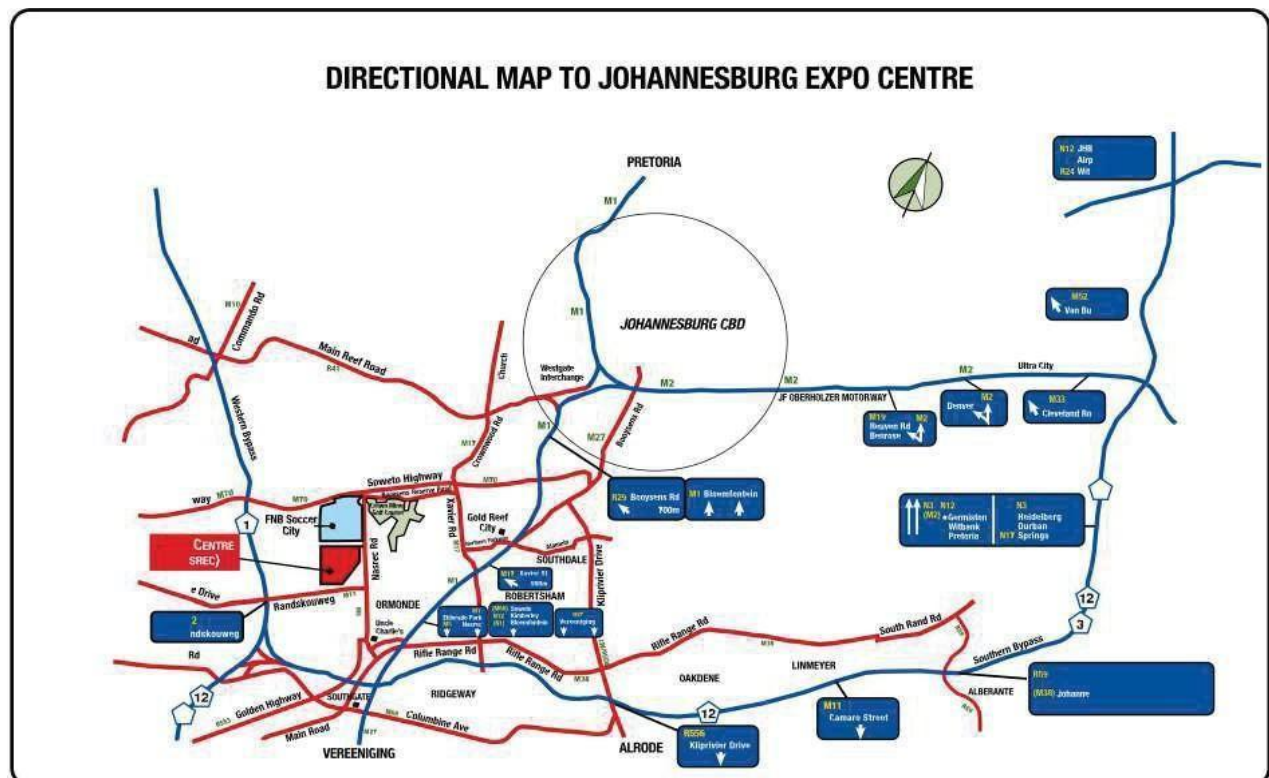
All dates and times below are confirmed for The Hobby Show 2025.

PHASE	DATE	EXHIBITOR ACCESS	VISITOR ACCESS	CONTRACTOR / LARGE VEHICLE ACCESS
BUILD-UP	Wednesday 3 December 2025	12h00 to 17h00	NO ACCESS	12h00 to 17h00
	Thursday 4 December 2025	07h00 to 18h00	NO ACCESS	07h00 to 18h00
SHOW DAYS	Friday 5 December 2025	07h00 to 18h00	09h00 to 16h00	NO ACCESS
	Saturday 6 December 2025	07h00 to 18h00	09h00 to 16h00	NO ACCESS
BREAKDOWN	Sunday 7 December 2025	07h00 to 18h00	09h00 to 16h00	NO ACCESS
	Sunday 7 December 2025	16h00 to 20h00 (Limited)	NO ACCESS	16h00 to 20h00 (Limited)
	Monday 8 December 2025	08h00 to 17h00	NO ACCESS	08h00 to 17h00

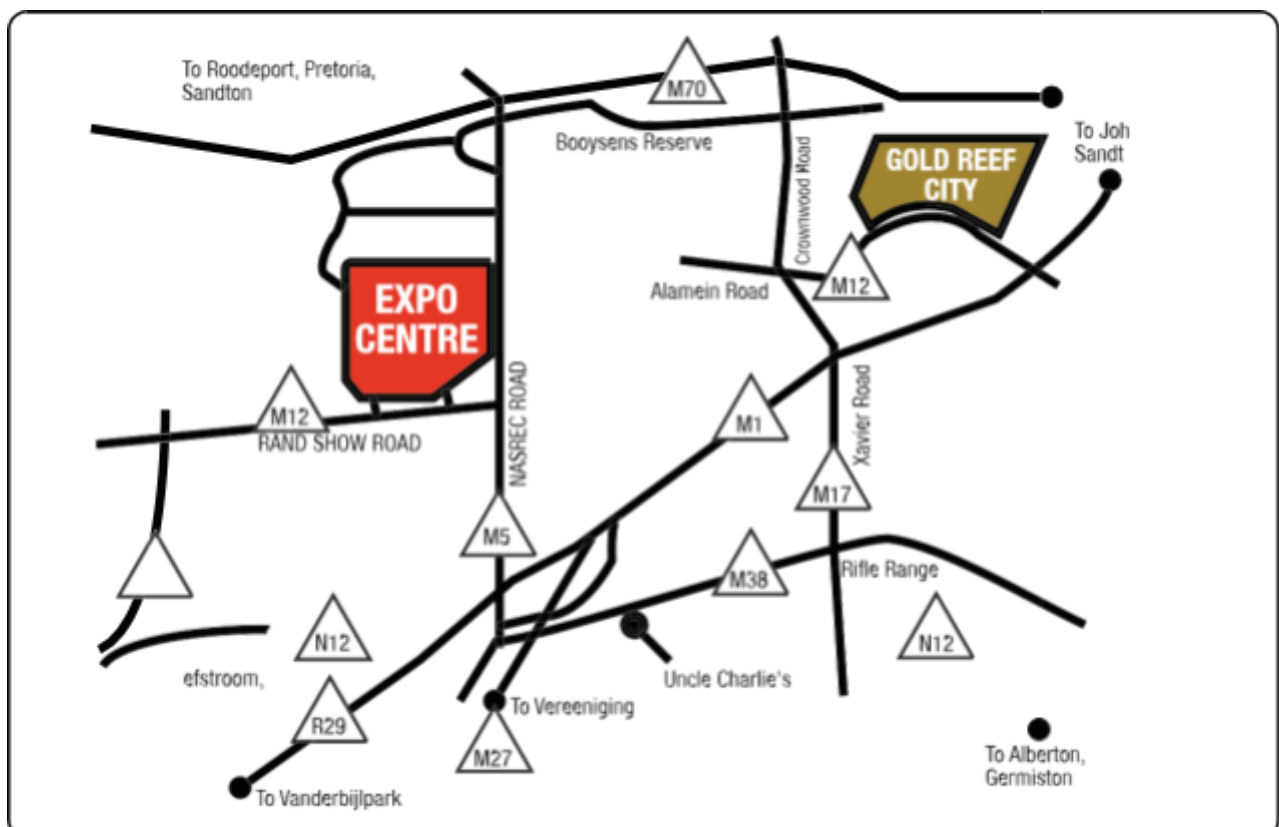
Key Deadlines:

20 November 2025: Exhibitor staff and contractor registration
 20 November 2025: Custom built and - designed stand plan submissions
 20 November 2025: Exhibition of vehicles information submission

AREA MAP



SITE TWO



SITE MAP



4. LOGISTICS.

4.1 PARKING

All parking during build-up and breakdown is free and the Organiser appointed service provider will provide security. During show days only persons with exhibitor access passes will be allowed to enter the exhibitor parking area shown in the site map. Entry is through Gate 5. The exhibitor parking areas are listed on the site map above

4.2 EXHIBITOR REGISTRATION AND ACCESS PASSES

Access to the venue during build-up and breakdown as well as the show days is restricted to persons who have been accredited by the Organiser. Exhibitors who have paid for their stands will be asked during October/November 2025 to register online and a link to the registration page will be provided. This registration form can also be accessed directly on The Hobby Show website (www.thehobbyshow.co.za). Once the registration has been approved by the Organiser your exhibitor access passes will be prepared during November 2025.

The exhibitor access passes are handed out to exhibitors at the Exhibitor Registration Centre which is situated in the Hall 5 Link. The passes can be collected during every build-up day (3 and 4 December 2025) from 07h00 till 17h00. Later collection times must be pre-arranged.

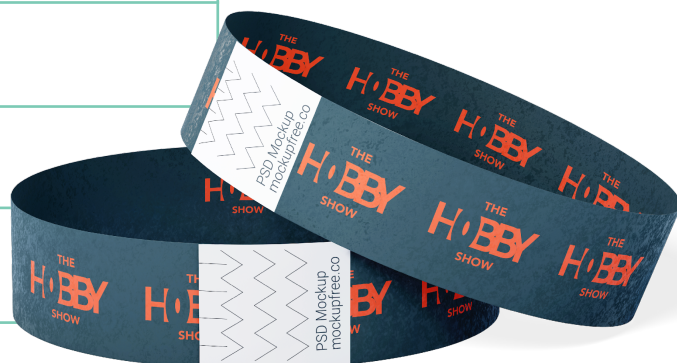
These passes are only intended for exhibitor staff working on the stands and may not be given to visitors.

Number of access passes for show days allowed per stand

Each exhibition (stand) is allowed the following number of exhibitor access passes for their staff to work at their stand during the three show days of The Hobby Show 2025. Should more be required, a motivation must be supplied on the Exhibitor Registration form online with names and ID or passport

numbers of all staff including those of the extra passes requested:

Stand size	Number of permits per day
Knife or book table and table stand	2 permits per day
4 - 8m ²	2 permits per day
9 - 17m ²	3 permits per day
18m ²	4 permits per day



There are no limitations on access passes for build-up and breakdown days.

Furthermore, please register the name and ID or passport number of the person who will collect the Exhibitor Registration Package. Only the person registered for collection will receive the package at registration. Requests for extra passes by phone will not be entertained.

Exhibitors who do not register online will receive the numbers indicated above only. Exhibitors of stands larger than 18m², who ignore the request to register, will only receive 4 passes per day.

Please note that extra access passes for build-up and breakdown days are free .

Exhibitors, their staff and contractors are responsible for their access passes once collected. If you lose them or forget them at home the Organiser will not entertain requests for replacements.

4.3 CONTRACTOR ACCESS

Registration of Exhibitor Appointed Contractors (EACs)

Contractors appointed by exhibitors to build stands or deliver goods must register on a separate

companies) building stands or delivering goods are not required. Only provide the name of the company that has been contracted and the number of access passes to be provided in your package. The access passes for these individuals will only be valid for build-up and breakdown days and must be collected by the Contractor at the Exhibitor Registration in the Link.

DEADLINE: 20 November 2025 .

This deadline will only be extended by written WhatsApp or email request. Telephonic requests will not be entertained. Exhibitors will receive reminders to register during November via WhatsApp.

4.4 FREIGHT HANDLING AND DRAYAGE

Loading and Unloading

assist. Trolleys will be available to help move stock and display material to stands. A member of The Hobby Show team will be on hand to assist exhibitors. Remember that no access to the Hall will be allowed without an access band on your wrist.

Please do not leave your vehicle unattended in the loading bays.

Breakdown Procedures

Sunday 7 December to Monday 8 December 2025

Breakdown begins at 16h05 after The Hobby Show 2025 closes on Sunday 7 December and runs till 20h00 on the same day. It resumes at 07h00 again on Monday 8 December and ends at 17h00.

Please note that under no circumstances may exhibitors break down and vacate their stands before 16:00 on Sunday 7 December 2025.

5. EXHIBITION STANDS

5.1 GENERAL RULES

Stand Creep

To comply with national, regional and local laws, the floor plans are submitted for approval to the City of Johannesburg EMS (JOC) in advance of the exhibition. Once the plans have been approved by the JOC, no changes may be made to the expo layout. Exhibitors are therefore not allowed to extend their stands into aisles or move display items or furniture from their stands into aisles. This may lead to the Metro withholding permission to continue with the exhibition. Officers of the JOC do inspections every day before show hours begin. It also impedes good traffic flow in the aisles and causes obstructions in case of emergencies. Regular inspections will take place during show times by the Health and Safety Officer and the requests from him must please be adhered to.

VENUE OBLIGATIONS:

Exhibitors may not close off temporarily or otherwise any streets or pedestrian walkways within or without the location of the VENUE and shall at all times ensure that all such streets and walkways are kept free and open for normal vehicular and pedestrian traffic.

Please note the following restrictions has been included in the Venue Rental Agreement:

1.

The drilling of holes, driving in of nails or of screws, paint, or in any other way allow any defacing or damage to be done to any floor, wall, ceiling, windows, doors, fixtures, or fittings of any structure within the SHOWGROUNDS is strictly prohibited

2.

The digging of any holes, the uplifting, painting, or otherwise damage of any paving is strictly prohibited.

3.

The bringing any article into or upon any structure within the VENUE or any other....

4.

The suspending of any object from any ceiling or roof construction within the VENUE or any other part of the SHOWGROUNDS Is strictly prohibited



5.2 STAND NUMBERING AND FLOORPLAN CHANGES

The Organiser reserves the right to change stand numbers and the floorplan should circumstances require it. Exhibitors will be informed well in advance of any changes in the numbers of their stands or changes to floor plans that may affect them.

5.3 CUSTOM STANDS

The City of Johannesburg Emergency Management Services (EMS) (referred to as JOC in some documents) has laid down the following regulations concerning exhibition stands. All halls and stands are subject to inspection by members of the JOC at any time:

No stand, other than standard shell scheme, shall be constructed either inside or outside a building, unless or until the JOC has approved the technical drawing of the proposed construction and general layout. It follows from this rule that Space Only exhibitors who are erecting custom designed stands must obtain prior approval for their stands from the JOC. A structure is considered to be a design or custom structure when it is erected on a Space Only stand and constructed of any material other than the standard Shell Scheme System structure, regardless of its height

The fire rating of material used to erect canvas structures like tents must be submitted to the JOC. All tents and canvas structures must have at least one 9kg fire extinguisher at each entrance of the structure. In case of small camping tents, only a fire rating of the material used in its construction must be supplied.

Should a large tent with supporting wood or steel structures be erected, the JOC regards it as a custom stand and it will require submission of a technical drawing signed off by an engineer.

No solid ceiling may be erected without the approval of its design by the JOC.

The cost of the engineer to sign off as well as the cost of submission to the JOC is for the exhibitor's account.

To obtain approval for such structures, a detailed plan/drawing must be signed and certified by an engineer. In cases where the stand includes steel beams or ceilings this must also be subject to the same rule regardless of the height of the structures.

The certified plans of the proposed stand must be submitted to The Hobby Show Organiser by no later than 20 November 2025, 14 working days prior to the commencement date of The Hobby Show 2025. This will allow the Health and Safety Officer to scrutinize all plans and if adjustments need to be made it can be done before he submits all plans for approval to the JOC. The plans must incorporate front, side and top elevations.

Electrical work other than plugging in to the power plug or distribution board point provided at the stand will need a Certificate of Compliance (COC) from a registered electrician.

It follows that every exhibitor planning to erect a custom stand must appoint their own stand builders. The Hobby Show does not prescribe who an exhibitor must utilize but the organiser will suggest companies and designers should you be at a loss.

Impi Secure personnel provide the Health and Safety service to exhibitors of The Hobby Show 2025. They also employ an engineer who is qualified to sign off custom or designed stands. Exhibitors who do not have their own engineer for the sign off of their stands can ask Impi Secure to provide that service to them. It however remains the privilege of any exhibitor or the contractor to choose its own engineer.



The costs charged by Impi directly to exhibitors/contractors, are as follows:

R1690.00 (VAT Excl)	R2390.00 (VAT Excl)	R1290.00 (VAT Excl)	R1990.00 (VAT Excl)
for engineering sign off of plans including JOC presentation.	with engineering sign off and EMS/JOC presentation if the designs are submitted after the 20 November 2025 due date.	for JOC presentation per stand.	JOC presentation if designs are submitted after 20 November 2025 due date.

Space only exhibitors with stands bordering on other space only stands are responsible for erecting separating structures between the stands.

No gazebos are allowed in smaller stands under any circumstances in Halls 5. Outside stands can erect gazebos. In large space only vehicle stands, gazebos are however allowed.

DEADLINE: Friday 20 November 2025. This deadline will only be extended by written WhatsApp or email request. Exhibitors will receive reminders during November via WhatsApp. Please note that late submission will incur extra costs.

5.4 BASIC SHELL STANDS

5.4.1 FIXING DISPLAY MATERIAL ON SHELL SCHEME STANDS

Exhibitors of the standard shell scheme stands may use double-sided tape or sticky-backed Velcro to attach display material to the exhibition stand panels. No nails, screws, permanent adhesives or any other mechanism that can damage the plastic or aluminium frames may be used.

Promotional posters may be hung off the top of the shell scheme framework with hooks which can be obtained from The Hobby Show stand builders. Chipboard panels as well as pegboards to hang heavier objects and firearms can be ordered from the stand builders at an additional charge. It is important that exhibitors plan these changes to their stands beforehand and to make arrangements accordingly through the Organiser. Postponing it for the build-up period will lead to excessive costs to the exhibitor and make the whole build-up process more complicated.

Basic shell upgrade stands may replace their plastic walls with printed fabric banners with their artwork on. Orders are placed with the stand builders directly.

5.4.2 FASCIA BOARDS AND DISPLAY MATERIAL

The name of the exhibiting company, as provided by the exhibitor to the Organiser on the online "Application to Exhibit" form will be displayed on the fascia board on all standard shell scheme stands and on the website and other printed material provided by the Organiser such as venue maps etc.

5.5 OUTSIDE STANDS

Outside stands can erect gazebos, subject to the safety regulations outlined under "Custom Stands" regarding canvas structures and engineer sign-off if applicable.

5.6 FURNITURE HIRE

For your convenience you can rent furniture, display units and audiovisual equipment on The Hobby Show website (www.thehobbyshow.co.za).

5.7 EXHIBITION OF VEHICLES IN THE VENUE (HALL 5)

The City of Johannesburg Emergency Management Services (EMS) requires that the exhibitors of vehicles ensure that:

Fuel tank to be 25% full

Drip tray to be placed under engine

9kg (min) fire extinguisher to be placed next to vehicle (sealed and serviced)

Specific location within your stand where you plan to park the vehicle(s)

Although not a requirement, such exhibitors may consider leaving the vehicle keys with the Organiser after closing hours so that the vehicles can be moved if a fire breaks out in any venue after lockdown. Contact the Organiser or The Hobby Show Health and Safety Manager for assistance or information. Vehicles to be exhibited need to be delivered to Expo Centre on Thursday 4 December 2025.

5.8 SUBLETTING OF STANDS

Exhibitors wishing to share stands with other businesses must inform the Organiser in writing. The Organiser reserves the right to disallow stand sharing if such a sharing exhibitor does not comply with the product categories according to which all exhibitors must comply.



6. SERVICES

6.1 ADVERTISING AND PROMOTION

Outside and Lobby stands can erect gazebos, subject to the safety regulations outlined under "Custom Stands" regarding canvas structures and engineer sign-off if applicable.

6.1.1 Advertising

Please take note that no self-adhesive advertising material may be stuck on to walls and mirrors in the bathrooms as the Venue has upgraded those facilities. Several advertising opportunities in other public areas in and outside of the exhibition venues are available. These must be reserved/booked. Reservations can be made on The Hobby Show website (www.thehobbyshow.co.za).

6.1.2 Dress Code

The Hobby Show is a family expo and all staff members working on stands must be dressed appropriately. Skimpy or inappropriate clothing designed to attract visitors to stands and products should please be avoided.

6.2 SECURITY

6.2.1 Expo Security

Although the exhibition halls will be in lockdown status overnight between one hour after closure of show times and 06h00 the next day, exhibitors remain responsible for all material on their stands. The high risk periods are during build-up and breakdown, as well as the period directly after lockdown ends in the morning on show days until the show starts and after closure of the show until lockdown. The organiser, venue or any appointed subcontractor cannot be held liable for any loss or damage. Exhibitors are advised to take out insurance to cover the loss of items on their stands. Stand shields can be ordered from ExpoScreens or another supplier of the exhibitor's choice. Precautionary measures must be taken to secure items such as mobile phones, notebooks, tablets or laptop computers. Please note that the venue security company monitors all venues during lock-down on CCTV cameras. These cameras also operate at all other times. Exhibitors who have experienced loss of items during the expo can ask the Organiser or Security Manager to view the footage.

6.2.2 Stand Protection

Special material screens are available from ExpoScreens and are intended to prevent unauthorised people from entering your stand before and after lockdown. ExpoScreens can also arrange a shield for island stands. Their personnel will be present throughout the expo period to provide services to you. ExpoScreens prices are discounted by 20% to those orders placed and paid beforehand.

Exposcreens

- o Floh Thiele
- o 084 682 6253
- o 011 646 7750
- o info@exposcreens.co.za

If you are approached to sell your products by EFT, please wait for the funds to reflect in your account before releasing the goods, even if you receive a proof of payment. Alternatively, contact your bank to find out what measures they can suggest to check on payments.

6.3 AUDIO VISUAL AND NOISE

Exhibitors should please be considerate of others when planning stands and avoid the use of audio systems or electronic devices that produce loud music, irritating or intermittent noise.

6.4 INTERNET CONNECTIVITY

Exhibitors wishing to use Wi-Fi internet coverage can approach the Organizer for the passwords. A free 50 meg upload and 50 meg download service is available to all exhibitors. Frequent use by exhibitors will slow down the connectivity. Exhibitors wishing to obtain their own dedicated wifi service should contact the venue directly.

Contact person: Kimedrie Pillay

Email address:

kimendrie@expocentre.co.za Office

number: 011 494 1920

Cwell number: 073 896–3835

6.5 LOST AND FOUND

All items lost by visitors or exhibitors should be handed in at the Organisers Office or the security office.

6.6 CATERING AND REFRESHMENTS

The venue is a licensed facility. Main Event Catering is the concessionaire at the Venue and is the sole provider of all catering requirements to exhibitors, contractors and visitors.

You can contact them at:

Main Event Catering

- Name: Malcolm Tait
- Cell: +27 (0) 76 332 1313
- E-mail: malcolm@maineventcatering.co.za
- Name: Dian Bekker
- Cell: +27 (0) 82 879 8197
- Email: dian@maineventcatering.co.za

Exhibitors may bring bite-sized promotional items such as chocolates, sweets, biltong, meat products, dry wors and 25ml of beverages to give to visitors from their stands as promotional items.

Exhibitors of Alcoholic Beverages

Exhibitors selling alcoholic beverages such as beer, wine or spirits may offer 25 ml tots for tasting. These exhibitors have to obtain an off-site liquor licence from the Gauteng Liquor Board. The Organiser will provide the relevant supporting letters to those exhibitors who have to lodge their applications with the Board 30 days before the expo dates.

6.7 MEDICAL TREATMENT

Intermediate Life Support paramedics will be on duty during build-up and breakdown. On event days Advanced Life Support paramedics and Basic Life Support medics with an ambulance will be on site.

6.8 CLEANING

All stands and aisles will receive a pre-clean on the afternoon of **Thursday, 4 December 2025**, where after only those stands that have booked cleaning will continue to receive the service. Cleaners will not dust exhibits, and will only clean floors.

7. HEALTH AND SAFETY

7.1 FIRE REGULATIONS

The Fire Department stipulates the following concerning exhibition stands:

1. No highly combustible material such as hessian, straw, paper, polystyrene etc. shall be used in or on the stand without it being treated with fire retardant or the prior approval of the fire department.
2. Written permission will be required for the storage or use of hazardous substances, flammable liquids, flares, gas cylinders, open fires and demonstrations with naked flames.
3. Fire extinguishers on walls, floors or elsewhere may not be removed or obstructed.
4. It is compulsory to have a fire extinguisher on each level of a double storey display.

Highly combustible material such as hessian, straw, paper, wood, polyurethane, etc. may be used in the construction of a stand or for the exhibition display, but must be treated with a fire retardant and a valid certificate attesting to this must be handed to The Hobby Show Health and Safety Officer during build-up. Solid ceilings on stands may be used with prior permission but must be fitted with portable smoke detectors. All draping must be treated with fire retardant spray, and a valid certificate attesting to this must be handed to The Hobby Show Health and Safety Manager during build-up.

Please refrain from storing packaging material behind the black curtains in the hall – this is a serious fire hazard. Inspections will be made daily and it will be removed and discarded.

Exhibitors wishing to use gas for cooking demonstrations need to obtain approval from the JOC. Contact the Organiser for assistance in this regard.

7.2 HEALTH REGULATIONS

The City of Johannesburg Health Inspectors will require Certificates of Food Safety issued by a local authority from all sellers of foodstuffs. All edible products are covered by this rule regardless of how they are packaged. This applies to all foodstuffs packaged for sale such as meats, nuts, curry, spices, bottled sauces and other foodstuffs offered for sale. This Certificate of Food Safety must be on hand in your stands and must be prominently displayed. An application form for such an approval will be sent to all food vendors by the Organiser. Submission details, rules, requirements and contact person at the Metro are all indicated on the form.

7.3 INSURANCE

Exhibitors should ensure that they are fully covered by insurance against theft, loss or damage as well as coverage of goods in transit. The period of liability of the exhibitor will be deemed to run from the time the exhibitor or any of his agents or contractors first enter the exhibition hall, and to continue until all his exhibits and property have been removed.

The Organiser carries public liability for visitors, but is not responsible for the insurance of exhibits or display material on stands.

7.4 ANIMALS

Dogs and other pets are allowed. Owners are however responsible for their animals and should not bring dangerous and aggressive dogs to the venue.

We wish every exhibitor the best for your preparations and look forward to a successful The Hobby Show 2025!

Adriaan Woudstra

+27 (83) 383 9417

adriaan@thehobbyshow.net

THE HOBBY SHOW

WWW.THEHOBBYSHOW.NET

