

# LANGHAMS EXECUTIVE CONFERRNCING (2020)

Supplier Requirements

*Langhams*  
executive conferencing

## 01

# IMPORTANT INFORMATION REGARDING YOUR EVENT

## ATTENTION: ALL SUPPLIERS

PLEASE SEE THE DETAILS LANGHAMS REQUIRES FROM EACH SUPPLIER AND SUB-CONTRACT SUPPLIERS AT LEAST TWO DAYS BEFORE SET-UP OF THE EVENT:

- COMPANY NAME
- CONTACT PERSON
- VEHICLE REGISTRATION
- NO. OF STAFF THAT WILL BE ONSITE & NAMES
- COPY OF VALID DRIVER'S LICENSE/SA ID FOR EACH PERSON
- HEALTH & SAFETY FILE:  
(TO BE PRESENT ON-SITE DURING SET UP)
  - HEALTH AND SAFETY POLICY
  - FIREFIGHTER APPOINTMENT
  - FIRST AID APPOINTMENT
  - LETTER OF GOOD STANDING WORKMEN COMPENSATION COMMISSIONER
  - MASTER HEALTH AND SAFETY REP
  - SITE SUPERVISOR APPOINTMENT
  - RISK ASSESSOR
  - INCIDENT INVESTIGATION FORM
  - HEALTH AND SAFETY POLICY
  - SAFE WORKING PROCEDURES
  - TAX CLEARANCE
  - BEE CERTIFICATE
  - PROOF OF PUBLIC LIABILITY INSURANCE
- PUBLIC LIABILITY CERTIFICATE
- ENGINEER'S CERTIFICATE WHEN RELEVANT
- FLOOR PLAN OF DÉCOR LAYOUT
- LANGHAMS WILL ONLY SUPPLY HOUSE POWER (30AMPS OF POWER IN TOTAL OR 7X 15AMP PLUGS) & HOUSE LIGHTS.

*\*IF LANGHAMS DOES NOT HAVE ALL THE DETAILS FOR SUPPLIERS, THEY WILL NOT BE ALLOWED ON THE PROPERTY\**

## 02

# LOADING & OFF-LOADING RULES AT LANGHAMS:

- MAXIMUM OF 5-TON TRUCK WITHIN LANGHAMS ESTATE (NON-NEGOTIABLE)
- TRUCKS MUST BE PARKED BEHIND THE EVENTS CENTRE (AT THE BOOM WITHIN LANGHAMS TURN RIGHT AND THE DRIVER WILL SEE GREY JO JO'S – RIGHT IN FRONT OF THE JO JO IS WHERE THE TRUCK MUST PARK)
- ONCE OFF-LOADING IS FINISHED THE TRUCK MUST BE MOVED TO THE BOTTOM OF THE ESTATE (BEHIND THE TENNIS COURTS)
- ALL VEHICLES BELONGING TO SUPPLIERS NEED TO BE PARKED UNDER THE DEDICATED SHADED PARKING AREA AND NOT NEXT TO THE FENCE OF LANGHAMS
- ALL METAL ITEMS (TABLES, CHAIRS, STAGING, SPEAKER STAND, TRUSSING, ETC.) MUST BE PLACED ON SOME FORM OF MAT (RUBBER OR SIMILAR PRODUCTS). NO METAL IS ALLOWED TO BE PLACED DIRECTLY ONTO OUR CONCRETE FLOORS
- **NO VEHICLES ARE PERMITTED TO PARK ON THE RAMPS LEADING INTO THE EVENTS CENTRE.**