

DETAILED SPECIFICATIONS FOR CMA 4/2019: COMRADES MARATHON EXPO

1. SALES:

- 1.1 Based on proposed floor plan, indicate to the CMA what the proposed EXPO stand sales costs are and stand options available.
- 1.2 A detailed Sales plan must be submitted with the tender proposal which includes options of stand sizes, and the associated rental cost thereof to the potential exhibitor (what is included and what is excluded) (e.g. shell scheme, plug points, furniture, fittings etc).
- 1.3 Sales of EXPO packages to commence immediately upon the awarding of the tender. Existing exhibitors will have first option for purchase of EXPO stands for a period of one week from date of commencement of EXPO stand sales. Thereafter the available EXPO stands can be sold to new/prospective exhibitors on a first come first served basis.
- 1.4 A monthly sales report/status update must be submitted to the CMA. This report must include:
 - The number of EXPO stands sold
 - Size of the stands
 - Exhibitor name
 - Number of different exhibitors exhibiting; and
 - The value of the stand/s sold.
- 1.5 Any discounts negotiated by the bidder with an exhibitor must be included in the monthly sales report.
- 1.6 CMA's own facilities, Sponsors/Partners contracted EXPO space must be stipulated in the sales report.
- 1.7 Any unsold EXPO space must be brought to the attention of the CMA by the bidder, with a proposed plan for utilisation thereof.
- 1.8 The appointed bidder will have to open a separate interest-bearing bank account (which will be used exclusively for the Comrades Marathon EXPO financial transactions). All sales revenue is to be deposited directly into this bank account by the exhibitor. These bank account details must be reflected in the sales pack. The appointed bidder undertakes to supply the CMA Accountant with a copy of this account's bank statement on a monthly basis, which will be used for audit purposes. This bank statement must be submitted with the monthly sales report.

2. PROFIT SHARE:

The profit share business arrangement will be as follows:

- 2.1 The CMA's own facilities, Sponsors/Partners contracted areas will not be included in the profit share calculations.
- 2.2 The CMA must be paid 60% of the profit generated from the sale of exhibition space, after all approved expenses have been paid by 31 July for each year of this contract in a full once-off payment.
- 2.3 The term "approved expenses" includes but is not limited to:
 - Shell scheme costs;
 - Carpeting of stands and EXPO hall;
 - Furniture, lighting, signage and fittings;

- Safety officer requirements;
- Sound hire services;
- Security guarding services;

2.4 The appointed bidder will have the right to 40% of the profit generated from the sale of exhibition space after all approved expenses have been paid.

2.5 All the bidder's costs for travel, disbursements and overheads (e.g. printing, telephone, admin costs, salaries etc.) must be borne by the bidder and will not form part of the profit share calculations.

3. FACILITIES/COMRADES AFFILIATED STANDS:

3.1 The CMA's own facilities, Sponsors/Partners contracted areas includes but is not limited to:

CMA own facilities:

- 3.1.1 Runners Main Registration and storage facility;
- 3.1.2 Green Number Club Registration and hospitality area;
- 3.1.3 International Runners Registration and hospitality area;
- 3.1.4 Runners Information area and IT server room;
- 3.1.5 Comrades Coach stand and storage facility;
- 3.1.6 Comrades Marathon certificate printing stand;
- 3.1.7 Comrades Marathon Memorabilia sales stand and storage facility;
- 3.1.8 Comrades Marathon official charities stands;
- 3.1.9 History gallery;

3.2 Sponsors/Partners contracted areas:

The successful bidder will be advised on this item upon appointment.

4. CATERING:

4.1 The successful bidder will sub-contract the EXPO catering services to a reputable catering supplier for all catering services over the three-day period of the Comrades Marathon EXPO.

4.1.1 For the duration of the EXPO contract, the sub-contracted Food & Beverage (F & B) provider must utilise Comrades contracted sponsors/partners where the need exist/is required, e.g. Bavaria beer garden (i.e. no SAB products)

4.1.2 Same will apply if Comrades are contracted with a food vendor (e.g. Spur) or drinks partner (e.g. Coke)

4.2 50% of the negotiated fee between the bidder and sub-contracted caterer must be paid to the CMA. This amount must be included in the post event close-out report and payment.

4.3 All the CMA's staff and appointed volunteers to be supplied with two meals per day over the three-day EXPO period by the appointed caterers, upon presentation of the approved CMA meal tickets. The value of the meal ticket, as well as the quantity issued, will be determined by both parties i.e. the bidder and the CMA. Meal tickets will be issued to staff and appointed volunteers via the CMA office.

5. SAFETY OFFICER:

5.1 The bidder's appointed Safety Officer must ensure that all required health and safety compliance requirements are met and complied with in accordance with National Health & Safety Legislation including the OHS Act (85 of 1993). Copies of this information & documentation must be submitted to the CMA's appointed external Safety Officer who supersedes the bidder's appointed Safety Officer.

- 5.2 The bidder's appointed Safety Officer is required to apply for the SAP 21 which is to be submitted to the CMA's appointed external Safety Officer by 1 March of each year of this contract.
- 5.3 The bidder's appointed Safety Officer is to submit a comprehensive Safety & Security Plan to the CMA's appointed external Safety Officer by 1 March of each year of this contract.

6. EXPO BUILD-UP DAYS, TRADING HOURS & BREAKDOWN:

- 6.1 The CMA has concluded a contractual agreement for the hire of the Durban Exhibition Centre (DEC) until 31 August 2022.
- 6.2 The Comrades Marathon race day is always held on the second Sunday of June each year.
- 6.3 Build-up days commencing on the Sunday prior to the Comrades Marathon Race Day.

EXPO trading hours:

- Thursday: 10h00 to 19h00;
- Friday: 09h00 to 19h00;
- Saturday: 09h00 to 17h00.

Breakdown:

- Saturday: 17h00 to 22h00;
- Sunday: 08h00 to 17h00.

- 6.4 The Comrades Marathon Race days are Sunday 14 June 2020, Sunday 13 June 2021, and Sunday 12 June 2022.

7. ANCILLARY EVENTS/COMPONENTS/REQUIREMENTS

The CMA in consultation and conjunction with the successful bidder may add any additional requirements/elements/components as and when required for the duration of this agreement.

8. PENALTY CLAUSES:

If less than 85% of the total saleable EXPO floor space is **not** sold by the Comrades Marathon EXPO build-up commencement date, then your company will forfeit 10% of the bidder's 40% profit share.

An additional penalty for inferior service delivery will be enforced (i.e. retention of 10% of the bidder's 40% profit share) if your company renders a service that is deemed by the CMA to be of an inferior service quality standard.