

DETAILED SPECIFICATIONS FOR CMA 2/2024: COMRADES MARATHON PRINTING REQUIREMENTS**1. CATERING:****1.1 MEAL TICKETS – LUNCH (DELIVERY DATE: 15 APRIL 2024)*****SPECIFICATION:***

- To design layout and supply final artwork for lunch meal tickets based on brief provided by the CMA.
- To print and supply **850** x Lunch Meal Tickets as follows:
 - Size: 100 x 60mm.
 - Printed in black ink on one side and sequentially numbered on the same side. Stock: 160GSM Blue Tokai Board.

1.2 MEAL TICKETS – DINNER (DELIVERY DATE: 15 APRIL 2024)***SPECIFICATION:***

- To design layout and supply final artwork for dinner tickets based on brief provided by the CMA.
 - To print and supply **550** x Dinner Tickets as follows:
 - Size: 100 x 60mm.
 - Printed in black ink on one side and sequentially numbered on the same side. Stock: 160GSM Yellow Tokai Board.
 - Perforated: 2 x drinks vouchers for tear-off
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2. FINISH PROCEDURE:**BADGES BACKING CARDS (DELIVERY DATE: 12 APRIL 2024)*****SPECIFICATION:***

- To design, layout and supply final artwork for the Badge Covers/Backing cards based on brief provided by the CMA.
 - To print and supply **21 000** x Badge Covers/Backing cards as follows:
 - Size: 100 x 94mm (L x W)
 - Printed in black ink on one side only on a 160GSM Maize Tokai Board.
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3. GREEN NUMBER CLUB:**GREEN NUMBER PRESENTERS HANDOVER CARDS (DELIVERY DATE: 10 MAY 2024)*****SPECIFICATION:***

- To design layout and supply final artwork for the Green Number Club presenters' handover cards based on brief provided by the CMA.
 - To print and supply **600** x Green number handover cards as follows:
 - A5 prints full colour on one side (sample available).
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4. MEDICAL:**CLERKING SHEETS (DELIVERY DATE: 17 MAY 2024)*****SPECIFICATION:***

- To design layout and supply final artwork for an A4 sized leaf based on sample provided by the CMA. Artwork to contain the Comrades Marathon logo, and the year date to be removed from the sample artwork.
 - To print and supply ten (10) x 100 leaf books as follows:
 - Size: 297 x 210mm.
 - Double sided in black ink, perforated. Collate & bound.
 - Stock: 80gsm white bond paper
 - Cover: Soft Cover, Tokai Green & 1200µm Chipboard.
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5. COMRADES COACH STAND (also for Novice Hospitality, Bailer's Bus, Information):

5.1 ROUTE MAPS (DELIVERY DATE: 18 APRIL 2024)

SPECIFICATION:

- Print-ready Artwork to be supplied by the CMA.
 - To print and supply **750** x black & white pull-out Route Maps- as included in Souvenir Magazine
 - Single-sided print
 - 4-page gate-fold
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6. MARKETING

6.1 A1/A2 COMRADES MARATHON CAMPAIGN POSTERS (DELIVERY DATE: **SEPTEMBER 2024)**

SPECIFICATION:

- Print-ready artwork to be supplied by the CMA.
- To print and supply **10** x A1 Campaign Posters in full colour on one side only on a 170GSM Gloss Art.
- To print and supply **30** x A2 Campaign Posters in full colour on one side only on a 170GSM Gloss Art.

6.2 RUNNERS ENTRY FORMS (DELIVERY DATE: **SEPTEMBER 2024)**

SPECIFICATION:

- To design layout and supply final artwork for Entry Form using supplied text from the CMA.
- To print and supply **20** x Entry Forms as follows:
 - Open size: 297mm x 420mm, folded to 297 x 210mm (A3 folded to A4).
 - Printed in full colour on both sides on a 135GSM Matt Art.

6.3 INTERNATIONAL BRAND AMBASSADOR REQUIREMENTS (DELIVERY DATE: **9 MAY 2024)**

6.3.1 A4 certificates printed in full colour on one side only on a business card stock board x **31**

- Names to be supplied by the CMA (Delaine)

6.3.2 BUSINESS CARDS in standard Matt finish, double-sided print x **31 (250 cards each) – **DETAILS TO BE CONFIRMED CLOSER TO RACE DAY****

- Names to be supplied by the CMA (Delaine)
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7. INTERNATIONAL BUS TOUR BROCHURES (DELIVERY DATE: **2 MAY 2024)**

SPECIFICATION:

- To design layout and supply final artwork based on sample/information provided by the CMA.
 - To print and supply **200** x Bus tour brochures as follows:
 - Open size: 297mm x 210mm, folded to 210mm x 148mm.
 - Printed in full-colour on both sides & matt machine varnished on both sides.
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8. LICENCE DISC STICKERS (DELIVERY DATE: 1st consignment **APRIL 2024)**

To design layout and supply final artwork based on brief provided by the CMA.

- To print and supply **35 000** x License Disc Stickers as follows:
 - Circular Labels, 95mm, white polyprop, with UV coating.
 - All stickers must be individually cut and packed.
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9. INTERNATIONAL FLYERS (DELIVERY DATE: 24 JUNE 2024)

- To design layout and supply final artwork for International flyers - 6 different languages to be supplied by the CMA, with a common look and feel of flyers, only text to be changed per kind.
 - **Quantity: 500 of each language type flyer (for each foreign/vernacular language)**
 - **English language flyer: 5,000 flyers.**
 - **Total combined quantity is therefore 5,500 flyers.**
 - The artwork design breakdown is as follows:
 - Size: 210 x 297mm, folded to 210 x 99mm.
 - 6 different languages - 6 Panel/Page A4 folded.
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10. A4 PARKING & STADIUM MAPS (DELIVERY DATE: 6 MAY 2024)

- Size: 297mm x 210mm
 - To be designed and based on brief
 - Printed in Full colour on both sides, trimmed to size
 - Qty: **20 000**
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11. T-SHIRT BOX STICKERS (DELIVERY DATE: 23 APRIL 2024)

- To design layout & supply final artwork as briefed by client.
 - Vinyl prints, 26cm diameter
 - Qty: **362 (SUBJECT TO CHANGE CLOSER TO THE REQUIRED DATE)**
Ladies sticker
 - Colour: Pink
 - Sizes & Quantities: S- 25; M- 30; L- 15; XL- 5; XXL- 2
Men's sticker
 - Colour: Blue
 - Sizes & Quantities: S- 45; M- 110; L- 85; XL- 35; XXL- 10
 - Samples to be supplied by CMA
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12. MEDIA

12.1 MEDIA GUIDES (DELIVERY DATE: 24 MAY 2024)

- To design layout and supply final artwork for a brochure of finished size 34 Pages using supplied images and edited content from the CMA.
NB: The costs for proof-reading the approved artwork from the CMA must be included in the costing for this item.
- To print and supply **200** x A4 size Media Guides as follows:
 - Finished size: 297mm x 210mm.
 - 30 Pages Text on 100gsm Gloss paper – black and white.
 - 4 Page Cover on 250gsm Gloss paper - full colour.
 - Finish: PUR Bound with drawn on covers (covers to be high gloss varnished on outside).
- **NOTE: Media guides to be supplied by Service Provider copied onto 60 x 4GB USB flash drives (black).**

12.2 MEDIA ACCREDITATION BADGES (DELIVERY DATE: 24 MAY 2024)

- To design layout and supply final artwork for accreditation cards (various kinds).
- To print and supply **500** x accreditation cards as follows:
 - Finished size: 148mm x 105mm
 - Size: A6 on stiff board.
 - Punched hole for lanyard.
 - Full colour on one side only.
 - Stock: 150GSM Stock paper.
 - Encapsulated

12.3 TRACK YOUR RUNNER POSTER (DELIVERY DATE: 13 MAY 2024)

- To design layout and supply final artwork based on the brief provided by the CMA.
- To print and supply **10** x A1 Track your Runner posters as follows:
 - Full colour on one side only.
 - Stock: 250GSM Gloss paper.

12.4 TRACK YOUR RUNNER FLYER (DELIVERY DATE: 13 MAY 2024)

- To design layout and supply final artwork for an A5 size flyer using supplied content from the CMA.
- To print and supply **500** x A5 Track your Runner flyers as follows:
 - Full colour one side only.
 - Stock: 150GSM Gloss paper.

12.5 RESULTS MAGAZINE (DELIVERY DATE: 24 OCTOBER 2024)

To print and supply **5** x Results Magazines as follows:

- Size: 297 x 210mm (A4). Finish: Bound with drawn on covers (High-glossed varnished covers)
- Text on 100GSM matt paper (number of pages will be determined by file size; approx. 30 pages)
- Black and white – results section (which comprises the bulk of the brochure).

12.6 START LIST (DELIVERY DATE: 24 MAY 2024)

- To design layout and supply final artwork using text supplied by the CMA.
- To print and supply **10** x Start List (i.e. 5 x Alphabetical and 5 x Numerical order) as follows:
 - Size: 297 x 210mm (A4), PUR bound
 - 200 pages
- Printed in one colour (black ink) on both sides.

13. CMA BOARD

AGM BOOKLET (DELIVERY DATE: 19 NOVEMBER 2024)

- To design layout and supply final artwork using supplied images and edited copy from the CMA.
- To print and supply **150** x AGM booklets as follows: **(SUBJECT TO CHANGE CLOSER TO THE REQUIRED DATE)**
 - Size: A5.
 - 24 Pages self-cover.
 - Full colour throughout.
 - Stock: 148GSM Gloss paper.
 - PDF & 24-slide Powerpoint copy to be included

14. RISK MANAGEMENT

COMMUNITY MARSHALLS CERTIFICATES (DELIVERY DATE: 24 MAY 2024)

- To design layout and supply final artwork for the Community Marshalls Certificates.
- Template design i.e. not personalized.
- To print and supply **250** x A4 size certificates in full colour on one side only on a business card stock.

15. ROUTE ACCESS

15.1 ROUTE ACCESS STICKERS (DELIVERY DATE: 12 APRIL 2024)

- To design layout and supply final artwork for 7 different type stickers **with the respective year text** (e.g. 2024) based on samples provided by the CMA.
 - Legible print onto fully vinyl sticker, easy for application and removal i.e. crack-back backing. The sticky surface must be on the print side; therefore, all the stickers, except the **Motor Bike & Bailer Bus stickers**, must be reversed.

- Route access stickers *SPECIFICATION* as follows:
 - **Motor Bike Stickers:** To print and supply **70 x Motor Bike Stickers** to a size of 105 x 180mm (odd cut). Printed one side in Black ink on Green Self-adhesive vinyl
 - **Bailer Bus Stickers:** To print and supply **180 x Bailer's Bus Access Stickers** to a size of 1000 x 200mm. Printed one side in Black ink on Blue Self-adhesive vinyl
 - **Full Route Access Stickers:** To print and supply **500 x Full Route Access Stickers** to a size of 200 x 400mm. Text (in Black ink) to be reverse printed onto clear vinyl. Clear vinyl to be laminated to Yellow. Finished stickers cut to size and shape with sticker being stuck on inside of windscreen.
 - **Service Access to Stationary Points Stickers:** To print and supply **300 x Service Access Stickers** to a size of 100 x 500mm. Text (in Black ink) to be reverse printed onto clear vinyl. Clear vinyl to be laminated to Green. Finished stickers cut to size and shape with sticker being stuck on inside of windscreen
 - **Refreshment Table Access Stickers:** To print and supply **550 x Refreshment Table Access Stickers** to a size of 100 x 500mm. Text (in Black ink) to be reverse printed onto clear vinyl. Clear vinyl to be laminated to White. Finished stickers cut to size and shape with sticker being stuck on inside of windscreen
 - **Official Start Parking Stickers:** To print and supply **150 x Start Access Stickers** to a size of 90 x 160mm. Text (in Red ink) to be reverse printed onto clear vinyl. Clear vinyl to be laminated to White. Finished stickers cut to size and shape with sticker being stuck on inside of windscreen
 - **Official Finish Parking Stickers (Sunday):** To print and supply **600 x Official Finish Parking Stickers** to a size of 90 x 160mm. Text (in Black ink) to be reverse printed onto clear vinyl. Clear vinyl to be laminated to Orange. Finished stickers cut to size and shape with sticker being stuck on inside of windscreen

15.2 REFRESHMENT TABLE CERTIFICATES (DELIVERY DATE: 03 MAY 2024)

To design layout and supply final artwork for the Refreshment Table Certificates – personalized per Refreshment Table names. Text to be provided by the CMA.

- To print and supply 6 x A4 certificates printed in full colour on one side only on a business card stock board.
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16. ENTRIES

16.1 FINAL RACE INSTRUCTIONS (DELIVERY DATE: 6 MAY 2024)

- To design layout and supply final artwork using text supplied by the CMA.
- To print and supply 2,500 x Final Race Instructions as follows:
 - Size: 297 x 420mm, folded to 297 x 210mm (A3 folded to A4)
 - Printed in one colour (black ink) on both sides.
 - Stock: 105GSM cartridge.
 - PDF copy to be included

16.2 DOPING CONTROL CHAPERONES NAME BADGES (DELIVERY DATE: 16 MAY 2024)

- To prepare design for Doping Ctrl Name Badges as briefed by client, and layout names.
 - To print and supply Encapsulated Name Badges
 - Card Size: 90mm x 65; Plastic around card: 105mm x 75mm
 - Punch one hole at top middle.
 - Qty: 27
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17. VIP PORTFOLIO

INVITE 1 - ELECTRONIC INVITES & MAPS LAYOUTS (DELIVERY DATE: 12 APRIL 2024)

Supply artwork for TWO (2) Electronic Invites and TWO (2) Maps to be sent to guests as a JPG:

- VIP
- VVIP
- START & FINISH maps
- QR code

The same design can be used for all invites - only the wording changes.

- To be designed based on brief
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18. CHEQUES

18.1 PRIZEGIVING CHEQUES (DELIVERY DATE: 22 MAY 2024)

- To design layout and supply final artwork.
 - Qty: 12
 - Size: 1200 x 500mm (2); 800 x 500mm (10).
 - Printed vinyl applied to M-Foam, 3mm Chromotex.

18.2 CHARITY CHEQUES (DELIVERY DATE: 20 AUGUST 2024)

- To design layout and supply final artwork.
 - Qty: 6
 - Size: 800 x 500mm
 - Printed vinyl applied to M-Foam, 3mm Chromotex.
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19. CMA STAFF BUSINESS CARDS (DELIVERED AS AND WHEN REQUIRED)

- Business cards must be printed with a standard Matt finish, double-sided print x 9 (250 cards each) –Names to be supplied by the CMA (Delaine)
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20. CHARITIES

20.1 RAFFLE TICKET BOOKS (DELIVERY DATE: 29 MAY 2024)

- Quantity: 200 x raffle ticket books
- 100 leaves 1 to view in each with counterfoil printed both sides head to head in 4 process colours perforated 2 down and numbered 100001 up x 2 on in black ink wire stitched 2 wires with printed kraft cover top and plain kraft cover back labeled to show contents and numbering.
- Size: 75mm x 200mm
- Stock: Magno Gloss, White, 115gsm
Magno Gloss, White, 115gsm
Emtini Kraft Liner, Kraft, 235gsm

20.2 AMABEADIBEADI NECKLACE TAGS (DELIVERY DATE: 16 MAY 2024)

- Quantity: 600 x tags
 - Digitally printed one side only in 4 process colours scored 1 across and folded to size 85x 60mm.
 - Size: 175mm x 60mm
 - Stock: Magno Gloss Art, White, 200gsm
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21. MEDICAL JOC / REFRESHMENT TABLE CONTACT CARD (DELIVERY DATE: 7 MAY 2024)

- To design layout and supply final artwork using text and image supplied by the CMA.
 - Size: A7
 - Quantity: 80 cards
 - Design: Front / obverse: Comrades Marathon logo, text in black and white, 3 colours for differentiation of the card information (sample will be provided).
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22. COMRADES MARATHON MUSEUM POST CARDS (DELIVERY DATE: 9 MAY 2024)

- To design layout and supply final artwork using text and image supplied by the CMA.
- Size: A6 (105 x 148mm).
- Quantity: 1,000 cards
- Design: Vic Clapham faint black and white watermark image on the reverse. Front / obverse: Comrades Marathon House Museum text and photo of the Museum in Sepia format/colour

23. COMRADES MARATHON BLACK PRESENTATION FOLDERS (DELIVERY DATE: MAY 2024)

- printed one side only in 4 process colours gloss laminated scored 2 down 1 across die cut adhered with 2 sided tape size 12 x 78mm made up and supplied flat
 - Size: 388mm x 466mm
 - Stock: Magno Gloss, White, 350gsm
 - Artwork: Printing service provider to set and design
 - Quantity: 2,000 folders (**SUBJECT TO CHANGE CLOSER TO THE REQUIRED DATE**)
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24. COMRADES STRETCHER BEARER A4 CERTIFICATES (DELIVERY DATE: 25 JUNE 2024)

- **Quantity: 120 x A4 certificates** printed in full colour on one side only on a business card stock board
 - Names to be supplied by the CMA and digitally inserted onto each certificate (Laurelle)
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25. REGISTRATION

MEAL TICKETS – DURBAN AND PMB REGISTRATION VENUES (DELIVERY DATE: 09 MAY 2024)

- To design layout and supply final artwork for lunch meal tickets based on brief provided by the CMA.
 - To print and supply **2100** x Lunch Meal Tickets as follows:
 - Size: 100 x 60mm.
 - Printed in black ink on one side and sequentially numbered on the same side. Stock: 160GSM Blue (Day 1), Green (Day 2) and Yellow (Day 3) Tokai Board.

26. DELIVERY DEADLINE DATES (SUMMARY IN DATE ORDER)

ITEM No.	PRINTING REQUIREMENT ITEM/S	DEADLINE DATE FOR DELIVERY TO CMA
2.	BADGES BACKING CARDS	12 APRIL 2024
17.	INVITE 1 - ELECTRONIC INVITES & MAPS LAYOUTS	12 APRIL 2024
1.1	MEAL TICKETS – LUNCH	15 APRIL 2024
1.2	MEAL TICKETS – DINNER	15 APRIL 2024
15.1	ROUTE ACCESS STICKERS	12 APRIL 2024
5.1	ROUTE MAPS	18 APRIL 2024
11.	T-SHIRT BOX STICKERS	23 APRIL 2024
8.	LICENCE DISC STICKERS	DELIVERY DATE: 1 st consignment APRIL 2024
21.	MEDICAL JOC / REFRESHMENT TABLE CONTACT CARD	07 MAY 2024
7.	INTERNATIONAL BUS TOUR BROCHURES	02 MAY 2024
10.	A4 PARKING & STADIUM MAPS	06 MAY 2024
16.1	FINAL RACE INSTRUCTIONS	06 MAY 2024
15.2	REFRESHMENT TABLE CERTIFICATES	03 MAY 2024
3.	GREEN NUMBER PRESENTERS HANDOVER CARDS	10 MAY 2024
6.3	INTERNATIONAL BRAND AMBASSADOR REQUIREMENTS	09 MAY 2024
22.	COMRADES MARATHON MUSEUM POST CARDS	09 MAY 2024
23.	COMRADES MARATHON BLACK PRESENTATION FOLDERS	MAY 2024
25.	MEAL TICKETS – DURBAN AND PMB REGISTRATION VENUES	09 MAY 2024
12.3	TRACK YOUR RUNNER POSTER	13 MAY 2024
12.4	TRACK YOUR RUNNER FLYER	13 MAY 2024
16.2	DOPING CONTROL CHAPERONES NAME BADGES	16 MAY 2024
20.2	AMABEADIBEADI NECKLACE TAGS	16 MAY 2024
4.	CLERKING SHEETS	17 MAY 2024
18.1	PRIZEGIVING CHEQUES	22 MAY 2024
12.1	MEDIA GUIDES	24 MAY 2024
12.2	MEDIA ACCREDITATION BADGES	24 MAY 2024
14	COMMUNITY MARSHALLS CERTIFICATES	24 MAY 2024

20.1	RAFFLE TICKET BOOKS	29 MAY 2024
9.	INTERNATIONAL FLYERS	24 JUNE 2024
24.	COMRADES STRETCHER BEARER A4 CERTIFICATES	25 JUNE 2024
18.2	CHARITY CHEQUES	20 AUGUST 2024
6.1	A1/A2 COMRADES MARATHON CAMPAIGN POSTERS	SEPTEMBER 2024
6.2	RUNNERS ENTRY FORMS	SEPTEMBER 2024
12.5	RESULTS MAGAZINE	24 OCTOBER 2024
13.	AGM BOOKLET	19 NOVEMBER 2024
19.	BUSINESS CARDS in standard Matt finish, double-sided print x 31 (250 cards each)	DETAILS TO BE CONFIRMED CLOSER TO RACE DAY
6.3.2	CMA STAFF BUSINESS CARDS	DELIVERED AS AND WHEN REQUIRED