

EXHIBITOR MANUAL



Jewellex Africa is a trade exhibition and does not support trade with end users / private individuals.

The exhibition is not open to members of the public.

The Jewellery Council of South Africa does not support parallel events that detract from Jewellex.

The Jewellery Council of South Africa reserves the right to decline participation of companies selling grey goods / products / brands that do not belong to local agents.

EXHIBITION VENUE

Hall 4, Gallagher Convention Centre, Richards Drive, Midrand

EXHIBITION DATES & TIMES

Sunday	6 th September 2026	10h00 – 17h00
Monday	7 th September 2026	09h00 – 15h00

EXHIBITOR BUILD-UP & SPECIAL EVENTS

GL Events has been appointed as the official contractor for JewelleX Africa 2026.

The entrance to the exhibitor loading bay is to the back of the venue, and a goods lift is available.

Exhibitor build-up starts	Saturday, 5 th September	08h00
Exhibitor build-up ends	Saturday, 5 th September	18h00
Exhibitor build-up continued, starts	Sunday, 6 th September	08h00
Exhibitor build-up continued ends	Sunday, 6 th September	10h00
Business Breakfast	Sunday, 6 th September	09h00
SHOW OPENS	Sunday, 6th September	10h00
Sundowners	Sunday, 6 th September	17h00-20h00
Best Stand & People's Choice Competition Judging	Sunday, 6 th September	10h00 -17h00
Jewellex Africa 2026 – Best Stand & People's Choice Award Announcement	Monday, 7 th September	12h00

A fine of R 2 000.00 will be imposed for stands that are not ready by the above time.

BREAKDOWN

Exhibitors' breakdown starts (must remove all precious items first, after which all other movable items should be removed)	Monday, 7 th September	15h00
Main Entrance/Exit doors will be opened to all Exhibitors for the breakdown:	Monday, 7 th September	15h00
Exhibitors' breakdown ends	Monday, 7 th September	18h00
Service Providers breakdown commences:	Monday, 7 th September	18h00
All space-only stands (Design Stands) must be completely vacated, including heavy machinery by:	Monday, 7 th September	23h00

A fine of R 2000.00 will be imposed for stands that are broken down before the above time on Monday, 7th September 2026. PLEASE NOTE: There will NOT be a second day of breakdown as in previous years.

****Please note that although security is onsite during the breakdown, there are many service providers and contractors in the hall during the breakdown, and the organisers cannot be held liable for any loss or theft. Items of value should be removed from the hall as soon as possible or left at your own risk.***

To avoid theft, exhibitors must ensure that their stands are manned at all times.

WI-FI

Gallagher Convention Centre offers free Wi-Fi to exhibitors and guests.

EXHIBITOR MARKETING (INVITATIONS TO VISITORS)

All exhibitors are encouraged to run a personal marketing campaign for Jewellex Africa 2026.

While the Jewellery Council distributes invitations to its mailing list, exhibitors should also invite existing and potential clients directly, ideally including special offers or new product announcements to attract visitors to their stand.

This not only enhances individual exhibition success but also supports the overall marketing strategy for the event. **Please confirm your stand number with the organiser before using it in any marketing material.**

Exhibitors are encouraged to direct visitors to pre-register at <https://www.ees.events/Jewellex/>

VISITOR REGISTRATION & ACCESS

The visitor registration portal will open in due course.

Main members of the Jewellery Council and Diamond Dealers Club of SA will be registered automatically and notified via email.

All other visitors must pre-register at <https://www.ees.events/Jewellex/> and upload the required documentation. Please view access rules here: <https://www.jewellex.co.za/visitor-info/>

Upon registration for Jewellex Africa 2026, colour-coded buyer badges will be issued. Accompanying persons (e.g. spouses) will receive a visitor sticker, must present ID, and remain with the buyer at all times.

For security purposes, all exhibitors, visitors, and contractors must present a photo ID (passport or driver's licence) at entry to ensure it matches their badge. No gym or other forms of ID will be accepted.

A valid business card and ID document are required at registration.

Exhibitors are encouraged to remind clients to pre-register at <https://www.ees.events/Jewellex/>

HOTEL ACCOMMODATION

Please peruse the hotel accommodation list [HERE](#)

PAYMENT TERMS

Full payment for exhibition space and all additional services must be received by the Jewellery Council offices **by 21st August 2026.**

Please note that if the stand contract balance is not paid by the due date, the stand will not be erected. **Outstanding balances after 21st August 2026 will incur interest at 5% per month until settled.**

BANK ACCOUNT DETAILS

Jewellex Account details for direct deposits:

NAME OF ACC	:	JEWELLERY COUNCIL OF SA
BANK	:	NEDBANK
BRANCH	:	PARKTOWN
ACC. NUMBER	:	1944 121 854

Kindly email **Accounts** at accounts@jewellery.org.za proof of payment, **with Invoice Number as the reference**, to facilitate easy identification of payments. Tax Invoices for stand space and other orders will be issued before Jewellex. However, all expenses incurred on exhibition days of Jewellex Africa 2025, including services, will only be issued after the expo.

LATE ORDERS

IMPORTANT: Late orders placed after the order deadline will be delivered at 17h00 on Saturday, 5th September 2026.

All LATE ORDERS will carry a 35% surcharge from Monday, 24th August 2026 and NO exchanges or refunds will be granted for furniture that has been delivered onsite at Exhibitor build-up on Saturday, 5th September 2026

STAND HIRE & DECORATION

Standard package: Exhibitors may do decorate the inside of their stands only. No banners or obstructions outside of the stand perimeter will be allowed.

Signage and a height restriction of 2,5 metres, including a 40cm fascia board, will be uniform.

Stand space only / Designer Stands: Exhibitors may do as they wish on the inside of their stands, provided that no construction protrudes beyond the perimeter of the stand and the venue height restrictions is adhered to of 2.8m.

All exhibitors with *design stands* must ensure that the nominated electrician can supply a **Certificate of Compliance** on inspection of the exhibition. Kindly liaise with your stand builder regarding this matter.

IMPORTANT: *Design stands* MUST complete their build-up by 10 pm on Friday, 4th September 2026

Please note the Exhibitor Standard Terms & Conditions, which can be found by clicking [HERE](#)

STAND LAYOUT, ELECTRICAL FITTING PLAN & FASCIA NAME

Standard Shell Scheme exhibitors must submit their furniture placement and electrical layout plan (**Pg. 15 of the Exhibitor Order Forms**).

Please note that showcases and lighting are installed prior to exhibitor build-up and cannot be moved on site due to electrical connections. Failure to submit the required plan will result in fittings being placed at the contractor's discretion.

Please also provide the exact name to be printed on your fascia board. Any reprints required due to incorrect or missing information will be charged to the exhibitor.

COMPULSORY EXHIBITOR INDEMNITY FORM

All exhibitors are required to sign and return this form to the organisers by 21st August 2026.

Please see Pg. 13 of the Exhibitor Order Forms.

SERVICES

***Note: All on-site orders will carry a compulsory 35% surcharge, and on-site returns will not be refunded.**

On-site orders need to be placed directly with the Organiser at the JCSA stand and not with the service providers directly.

Furniture & Electricals ordered **on-site will not be available on your stand until Saturday, 5pm, due to the delivery timelines stipulated by the stand builders.**

ELECTRICAL HIRE

Should you require additional power, lighting or extra plug points, please complete your orders via the **Electrical Fittings form** and return it to the organiser's offices.

1. Prices include the supply, hire, installation and maintenance during the exhibition of circuit wiring, fittings and spots, current consumed and dismantling after the exhibition.
2. **Unless an electrical fitting plan is received with the order, placement of the fittings and fluorescent lights will be at the discretion of the electricians.**
3. Hire requests will not be forwarded to the electrical contractor until full payment has been received.
4. Authorisation for additional fittings on arrival at Jewellex must be obtained from the Organisers.

5. **NB!** All designer stands require a DB Board order to be emailed on the applicable order form provided, as this cannot be placed with their stand builders.
6. **NB!** Any island stands will require a fully dedicated (not part) DB Board and must be ordered on the applicable order form as this cannot be placed with their stand builders.

A 35% surcharge will be applied to all orders placed after 21st August 2026, including on-site orders.

FURNITURE HIRE

The cost of hiring furniture includes delivery and collection. Requests for furniture hire will not be forwarded to the furniture contractor until full payment has been received.

A 35% surcharge will be charged for all furniture orders placed after 21st August 2026.

Important note:

Furniture ordered **after 21st August 2026 will not be available on your stand until Saturday afternoon due to the delivery timelines stipulated by the stand builders.**

Furniture ordered cannot be returned at the show and will be charged for as per your order. Therefore, no credits will be issued for any returns. Additional furniture required at the show, subject to availability, will carry a **surcharge of 35% per order.**

SECURITY

EXPO SCREENS (Safety Sails)

Expo Screens are available to hire as an additional security option for exhibitor stands and must be ordered separately, as they are not included in exhibition packages. Please refer to the *Expo Screens Form* in the order forms section.

While general security is provided on site and in the exhibition halls, exhibitors are responsible for the security of their own stand and contents.

All on-site orders will carry a compulsory 35% surcharge, and on-site returns will not be refunded.

SAFE HIRE.

A refundable key deposit will be invoiced on the booking of a safe. **Keys are to be handed back to the Organisers, no one else. Should keys be lost, you will be billed for the total cost of a Locksmith.**

NB: Additional charges will apply:

~ For any additional technician callouts other than the provided date and times

~ For any lost keys or damage to any of the safes

~ Keys and safes not returned in perfect working order by 17h00 on Monday, 7th September 2026, costs will be charged to the exhibitor accordingly in line with the new replacement value.

PROFESSIONAL SECURITY & GUARDING SERVICES

Professional Security Services has been appointed. There will be a 24-hour armed security contingent provided for the duration of the exhibition. Exhibitors are requested to cooperate with the security staff at all times.

As part of our security measures for the exhibition, we must declare all security service providers to the exhibition organisers.

If your company has security personnel (private bodyguarding) who are permanently deployed at the Exhibition, the Organisers require that the security provider declare their presence to the organiser and the nearest police station.

If you have any special security requirements, kindly contact the council to arrange a meeting with the security company.

MEDICAL

A paramedic will be on-site during build-up as well as during the exhibition, should any medical emergencies arise.

Medical Emergency Number will be available closer to the exhibition.

EMS REQUIREMENTS

The City of Johannesburg's Emergency Management Services (EMS) requires that any stand that is not a standard shell scheme (designer stands) must submit plans for approval. If exhibitors do not comply with this requirement, the Fire Department can close the exhibition.

INSURANCE

Exhibitors are responsible for all their insurance requirements and must ensure they have adequate cover for all exhibits, display material and public liability.

EXHIBITOR PARKING

Parking Level 1, through the main gate of Gallagher, next to Hall 4, (see Gallagher site plan [HERE](#)), will be available for exhibitors during the exhibitor build-up day (Saturday), and the event days. Only 80 parking bays are available to exhibitors in Parking Level 1. We will do our best to allocate parking bays as fairly as possible. Please note that parking will be charged at R45.00 per vehicle, per day.

Parking must be booked via the **Parking Order Form Pg.8** and is allocated per exhibitor. Overflow parking is available in Block A Open Parking, across the road from Gallagher, and is free of charge on presentation of your exhibitor badge. Visitors are to park in Block A only and will be charged at R 30.00 per vehicle. This is payable directly to the security upon entry.

All parking areas will be monitored and managed by security personnel and will remain secure throughout the event.

Parking vouchers for Parking Level 1 must be collected from the Organiser's stand in Hall 4 during exhibitor build-up on Saturday, 5 September 2026.

Order deadline is 21st August 2026 or until sold out.

EXHIBITOR BADGES

All exhibitors **must complete the Exhibitor Badges form, Pg. 14 of the Orders Forms**, listing the names of all staff members who will be staffing your stand for the duration of Jewellx Africa 2026.

Up to 15 complimentary name badges per exhibitor.

Please note that 16 and over exhibitor badges ordered will be charged at a rate of R 20.00 per badge. Exhibitor badges may be collected from the Registration Desk on Saturday, 5th September 2026, during the build-up, from 10h30 or on Sunday morning, 6th September 2026, from 08h00 before the show opening at 10h00

MARKETING

SAJN (SA Jewellery News) Jewellx Editions

As the official publication of the Jewellery Council of South Africa, **SA Jewellery News** is proud to support the Council in promoting Jewellx Africa 2026. As part of the magazine's ongoing commitment, it will feature dedicated content in its August and September issues highlighting the build-up to the show.

The August and September editions will include a special section featuring all confirmed exhibitors' logos at no cost. Exhibitors are encouraged to submit high-resolution logos (PNG or vector format preferred) for inclusion to Adri Viviers, Editor, at adriv@jewellery.org.za.

SA Jewellery News' highly anticipated September issue, also its official Jewellx Africa 2026 bumper edition, will offer extensive promotion of the event along with paid advertising opportunities. A variety of placements are available, including third-page strip ads, half-page, full-page and double-page spreads. Early booking is advised as premium positions are filling fast.

For advertising enquiries, please contact Thuli at thulim@jewellery.org.za.

VISITOR BAG INSERTS

Exhibitors are invited to insert brochures/pamphlets, etc., into the carrier bags at the entrance of the exhibition (registration area) **for R 1 630,16 (excl. VAT)**.

Should you wish to insert brochures/pamphlets into the carrier bag, kindly complete the order form in the **Exhibitor Orders Forms on Pg. 7, item code EX009**.

Please deliver your brochures directly to Hall 4, Gallagher Convention Centre, either on Friday, 4 September or before 9 am on Saturday, 5 September 2026.

Exhibitors are only permitted to hand out flyers from the confines of their stands, and not in the aisles or public areas. The carrier bags are an ideal opportunity to distribute brochures/pamphlets.

JEWELLEX AFRICA ONLINE DIRECTORY

Jewellex Africa 2026 offers exhibitors an exclusive marketing opportunity through an electronic directory on the official website, designed for both local and international buyers who cannot attend the exhibition.

Exhibitors can enhance visibility by adding a company logo, a short description of key products and services, and up to three product images. Listings will remain live on the Jewellex website for one year, providing extended exposure at a nominal cost.

Please complete the *Website Jewellery Directory* form in the Exhibitor Order Forms (Pg. 12).

VISITOR BADGE BARCODE SCANNING

We have transitioned away from traditional handheld scanners and developed a modern web application that allows exhibitors to scan and capture attendee details directly from their own mobile devices.

This streamlined solution gives you immediate, real-time access to all captured data, improving speed, efficiency, and follow-up capability during and after the event.

Your licence is securely linked to your email address, meaning you can access and use the platform from any device, anytime, with complete flexibility.

We will then load the records into our system and send exhibitors an email containing a link to the platform, along with clear step-by-step instructions on the process they need to follow. A live demonstration of the system will also be conducted by our registration company on Saturday, 5 September during Exhibitor Build-Up Day, when you collect your exhibitor badges.

The complete list of leads will be emailed on the 1st working day after the exhibition unless alternative arrangements have been made

You can place an order via Pg.11 of the order forms for this service.

JEWELLERY COUNCIL OF SA EXHIBITION CONTACTS

Lorna Lloyd (C.E.O)	lornal@jewellery.org.za	082 456 5558
Elsa da Silva (Exhibition Manager)	elsad@jewellery.org.za	082 214 0028

SA JEWELLERY NEWS (SAJN) CONTACTS

Adri Viviers (Editor)	adriv@jewellery.org.za	084 261 1805
Thuli Majola (Sales)	thulim@jewellery.org.za	074 243 0703

JEWELLEX AFRICA WEBSITE

www.jewellex.co.za

JEWELLEX AFRICA FACEBOOK PAGE

Click [HERE](#) to like and follow our Facebook page for more information and continuous updates.