



SHIP & PORT ARABIA 2005



International Ship Building,
Port and Marine Technology,
Transport Equipment and
Shipping Logistics Exhibition
for the Middle East, Asia

DUBAI INTERNATIONAL EXHIBITION CENTRE
Dubai, United Arab Emirates
Hall 1

September 3-5, 2005
Saturday - Monday

ORGANIZERS

Al Fajer Information & Services
P.O. Box 11183
Dubai, United Arab Emirates
www.shipport.info

Supported by:

Dubai Port Authority
Dubai Chamber of Commerce Industry
Abu Dhabi Seaport Authority-Mina Zayed, Govt. of Abu Dhabi, U.A.E.
Department of Seaports & Customs- Seaports Authority, Govt. of Sharjah, U.A.E.
Department of Ports & Customs Govt. Ras Al Khaimah, U.A.E
Dubai Shipping Agents Association
Naytika Xponika
UAE Ports & Shipping Directory



YOUR KEY EXHIBITION TEAM SHIP & PORT ARABIA 2005

CONTACT	TITLE	TEL / FAX / E-MAIL
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Minakshi Chandran	Exhibition Co-ordinator	T: +971 4 337 7727 F: +971 4 337 8788 E: minakshi@alfajer.net
Manoj Filbert	Head of Production	T: +9714 337 1591/337 7727 F: +9714 334 4013/971 4 337 8788 E: manoj@alfajer.net



Message from the Organizer

Dear Exhibitors,

AL FAJER INFORMATION & SERVICES have specially prepared this Exhibitor Manual to assist you in your participation. Exhibitors are requested to read the manual carefully and thoroughly in order to familiarise themselves with the preparations and procedures for the event.

To facilitate your participation and to ensure smooth operation, exhibitors must adhere to the deadlines stipulated in the Order Forms. Please submit the completed forms to relay your requirements to us. These forms are binding once they are submitted.

While every effort will be made to maintain the procedures and rates quoted within this manual, there may be variations in accordance with any charges and fluctuations in the cost of labour or materials occurring prior to the exhibition, which may be beyond our control.

Should you require any further information or assistance, please contact the concerned Exhibition Manager at our office prior to the exhibition or at the Organizer's Office during the exhibition period.

We look forward to the pleasure of welcoming you in Dubai.

GENERAL MANAGER



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USEFUL CONTACTS

Overall Exhibition Management

Jeen Joshua

Al Fajer Information & Services
P.O. Box 11183, Dubai UAE
Tel: +9714 3377727
Fax: +9714 3378788
E-mail: jeen@alfajer.net

Shipping and Transportation of Exhibits

Vinay Sharma

Bridgeway Shipping & Freight Services
P.O. Box 8109, Dubai UAE
Tel: +971 4 2821421
Fax: +971 4 2822399
E-mail: expo@bridgewayshipping.com

Florist

Blooms

P.O. Box 51980, Dubai UAE
Tel: +971 4 3440912/3447990
Fax: +971 4 3447992

Temporary Personnel

Adam Sheikh

Al Fajer Information & Services
P.O. Box 11183
Tel: +971 4 3377727
Fax: +971 4 3378788
E-mail: alfajer@emirates.net.ae

Special Stand Construction/on site

Manoj Filbert

International Exhibit Builders
P.O. Box 50162, Dubai UAE
Tel: +971 4 3371591
Fax: +971 4 3344013
E-mail: manoj@alfajer.net

Hotel Accommodation & Visa Assistance

Tuan Zia I. Rajudin

Sharaf Travel
P.O. Box 21593, Dubai UAE
Tel: +971 4 3976060/3976161
Fax: +971 4 3971276/3976527
Email: exhibitions@oasisadventures.net



EXHIBITION TIMETABLE

<u>DAY</u>	<u>DATE</u>	<u>TIME</u>	<u>DETAILS OF SCHEDULE</u>
Thursday	1 September	0001	Marking out of site commence Official Standfitting Contractors commence work
Thursday	1 September	1100	Standfitting contractor erecting Space Only stands commence work
Friday	2 September	1100	Shell Scheme stands available for possession by exhibitors
Saturday	2 September	2200	Shell Scheme Stands—all exhibits & display to be completed
Friday	2 September	2000	Space Only exhibitors-stands, exhibits and display to be completed
Saturday	3 September	1030	Inauguration Ceremony/Exhibition Opens *
Monday	5 September	1900	The Exhibition closes
Monday	5 September	2000	Dismantling of exhibits by exhibitors may commence
Tuesday	6 September	0800	Removal of exhibits

The Organizers Office will be functioning in the Halls effective September 1, 2005

*exact timing of Inauguration Ceremony will be known only a day prior to the show.



EXHIBITORS' CHECKLIST

Items	Return to	Page	Form	Deadline	Actioned
Cargo	Bridgeway Shipping			01.07.05	
Catalogue Entry	Al Fajer			01.08.05	
Catalogue Advertisement	Al Fajer			01.08.05	
Hotel Accommodation	Sharaf Travels			01.08.05	
Visa Assistance	Sharaf Travels			01.08.05	
Audio Visual	Al Fajer			01.08.05	
Technical Presentation / Seminar Room	Al Fajer			01.08.05	
Temporary Personnel	Al Fajer			01.08.05	
Banner Advertising	Al Fajer			01.08.05	
Notice of Intention to erect a Stand and/or carry out electrical installations (Space Only Exhibitors)	Al Fajer			01.08.05	
Badges	Al Fajer			05.08.05	
Fascia (Shell Scheme Only)	Al Fajer			05.08.05	
Telecommunication Services	Al Fajer			01.08.05	



SHIPPING AND TRANSPORTATION OF EXHIBIT

Official Freight Forwarder and On-site Handling Agent

Bridgeway Shipping & Freight Services has been appointed as the Exclusive Freight Forwarder & On-site handling agent for the event. Only official freight forwarder would be allowed to operate within the exhibition premises and the exhibition halls.

Bridgeway Shipping & Freight Services

P O Box 8109, Dubai, UAE
Tel 00971 4 2821421 Fax 009714 2822 399
Mobile 0097150 4556549
Email : expo@bridgewayshipping.com

Contact: **Vinay Sharma**, Manager- Exhibition Logistics

Below is a brief outline of the documentation requirements to custom clear exhibition cargo in Dubai. You are requested to kindly read and follow the information below and contact the official freight forwarder for detailed Shipping instructions.

Consignee Instructions

Consignee instructions on Bill of Lading, Airway Bills, Invoice and Packing lists should be addressed as follows:

Consignee:

Bridgeway Shipping & Freight Services
P O Box 8109, Dubai, UAE
Tel: +971 4 2821421
Fax: +9714 2822 399
For **Ship & Port Arabia 2005 Dubai**

Notify:

Same as Consignee

DOCUMENTATION- ORIGINAL DOCUMENTS (in English)

The following documents are required by the Dubai Customs for clearance of both sea and air cargo (ALL ORIGINALS). Original set of documents to be sent by courier to Bridgeway Shipping & Freight Services.

- **Bill of Lading for sea-freight & copy of airway bill for air-freight shipments.**
- **Invoice (2 Copies).**
- **Packing List (2 Copies).**
- **Certificate of Origin by the Chamber of Commerce. (for Sea freight only)**

Note: Amount of US\$150/-each will be applicable for non-production of Original documents i.e. Commercial Invoice, Certificate of Origin for Ocean freight shipments.



CUSTOM CLEARANCE

Custom Duty of 5% on CIF value is applicable on all goods on arriving for permanent importation in UAE however Exhibitors cargo is cleared as temporary until unless specified otherwise Clearance is made on Customs deposit of 5% on CIF value. Bridgeway will effect the deposit on behalf of forwarders/exhibitors subject to the full recovery along with the handling and other charges. On termination of exhibition, re-export cargo will be inspected by customs and levy of 5% customs duty on sold items. Exhibitors are requested to keep a copy of the import invoice marking the sold items to facilitate easy inspection. The customs deposit covering the value of re-exported items is refundable, only if the consignment is re-exported within the stipulated period of 45 days.

Cargo Arrival Deadline

Arrival of Exhibits at Dubai Sea/Airport

Sea Freight	:	10 Days before the opening of Exhibition
Exhibition		(20th August 2005)
Air Freight	:	10 Days before the opening of Exhibition
Exhibition		(20th August 2005)

Note: The Clearing Agent cannot guarantee prompt clearance and delivery in respect of late arriving exhibits.

INSURANCE COVERAGE

Since C&F charges do not include insurance coverage, handling and movements of cargo will be at the risk of shipper/Exhibitor with no liability on Bridgeway Shipping & Freight Services Freight for any damage. The exhibitors are therefore requested to pack their exhibits properly with solid packing materials and make adequate insurance coverage from the place of loading to the site of delivery.

HOTEL ACCOMMODATION AND VISA ASSISTANCE

Hotel Accommodation

The organizers have negotiated preferential room rates for Exhibitors and Visitors for Ship & Port Arabia 2005. Our official Travel Agent **Oasis Adventures - Dubai**, will be glad to assist you with Hotel Accommodation. They have all categories of Hotels to suit your taste & budget.

For details on rates and availability, please contact their Operations Manager at the following address:

Oasis Adventures

Post Box No. 21593,

Dubai, UAE

Tel: +971 4 3976060

Fax: +971 4 3971276, 3976527

E-mail: exhibitions@oasisadventures.net

Website: www.sharaftravel.com/oasis

Contact Person: Mr. Tuan Zia I. Rajudin

EXHIBITOR MANUAL

AL FAJER INFORMATION & SERVICES



SHIP & PORT ARABIA MANUAL

Visa Assistance

ONLY nationals of the following countries shall be issued entry permits upon arrival at any of the UAE airports:

Western Europe:

France, Italy, Germany, Holland, Belgium, Luxembourg, Switzerland, Austria, Sweden, Norway, Denmark, Portugal, Ireland, Greece, Finland, Spain, Monaco, Vatican City, Iceland, Andorra, San Marino, and Liechtenstein.

Other Countries:

USA, Canada, Australia, New Zealand, Japan, Brunei, Singapore, Malaysia, and Hong Kong and South Korea.

AGCC Citizens

Citizens of the Arab Gulf Council member states do not need a visa to enter the UAE.

AGCC Residents

AGCC expatriates residents who meet certain conditions may obtain a non-renewable 30 day visa upon arrival at the approved ports of entry.

UK Citizens

UK Citizens with the right of abode in United Kingdom do not need to obtain visa in advance. On entry, they will be given a special free of charge visit visa enabling them to stay for 60 days. This visa may be renewed once for a period of 30 days for a fee of Dhs 500. Renewal requires a local sponsor.

There are two types of visas: transit visas for 14 days stay and visit visas for 30 days stay. One can enter the country from any airport within the UAE. Transit visas cannot be extended in any case whatsoever, while visit visas may be renewed.

As organizers, we can arrange visas for our exhibitors. For your Visa requirements, please complete Form No. 3 for each delegate and return the same to our office, along with clear copies of the passport of each delegate.

VISA CHARGES:

Transit or Visit Visas
Urgent Visas

-US\$ 50 per person
-US\$ 100 per person

Important points to be noted before submitting your Visa request:

- Photocopies of all the pages of the passport wherein the personal details are listed, like name, date of birth, place of birth, date of issue and expiry of passport, photograph of passport holder, etc. should accompany the Visa application Form No. 13. The information requested in Form No. 3 is very essential, if we are to apply for your visa.
- Passport must be valid for a minimum period of six months from the **proposed date of entry** into the UAE.
- For normal visas, all details must be submitted at least 45 days prior to the proposed date of arrival into the UAE. Visa requests received later than that date will be treated as URGENT and charged accordingly.
- The Original Visa will be available at the Visa Counter of the Dubai Immigration Section upon your arrival at the Dubai International Airport, **only if the Event Managers have been informed well in advance of your COMPLETE FLIGHT DETAILS** (date, time and flight number).
- By resolution of the Arab League, no Arab States recognizes the validity of a passport containing Israeli Visa or stamps.

PLEASE DO NOT TRAVEL WITHOUT PRIOR CONFIRMATION OF VALID VISA FROM THE ORGANIZER.



MISCELLANEOUS SERVICES

BANNER ADVERTISING

Banner sites are available for additional advertising purposes. The option for Banner advertisement are:

- A. Banner sites above the Stands (Banner to be provided by exhibitors)**
- The dimensions of each banner must be 2m (width) x 1m (height)
 - The banner should be provided by the exhibitors, be made of fabric & weight less than 5 kgs, and have eyelets top and bottom.
 - The cost per banner site is Dhs1000.00 (US\$300)
- B. Banner Requirements (refer to form no. 05)**
- The organizer will arrange to prepare publicity hanging banner to the interested companies. The hanging banners will be put inside the exhibition halls from the ceiling. The banners will carry the image, logo & name of the company.
 - The banner size 2mx4m (one side) in PVC material cost US\$1000.00
 - The banner size 2mx4m (both side) in PVC material cost US\$1200.00
 - The banner size 2mx6m (one side) in PVC material cost US\$1400.00
 - The banner size 2mx6m (both side) in PVC material cost US\$1600.00
 - The cost includes the fixing and dismantling.

For Shell Scheme exhibitors, banners will be erected by our Standfitting Contractor. However, Space Only exhibitors have to instruct their Standfitting Contractor to hang and remove the same. Prior approval from the Organizers must be obtained for the exact location. It is important to advise your contractor on your banner requirement, thereby ensuring that the banner/s are positioned before the construction of stands.

BUSINESS CENTRE

Operated by the Dubai World Trade Centre (LLC), the Business Centre, located in the concourse between Halls 3 & 4, is open daily from 9:30am to 7:00pm, offering the following services:

- Secretarial Word Processing
- Sale of Stationery Items
- Sale of Electrical Accessories
- Sale of Telephone Cards
- Meeting Room Facilities
- Mobile Phone Rentals
- Photocopying
- Faxing – Sending & Receiving
- Laminating / Binding
- Laser Printing
- Courier Services
- Internet Services



FedEx SERVICE CENTRE

FedEx's new World Service Centre comes complete with FedEx agent on Hand, eight hours a day, six days a week. The centre offers all FedEx services from package tracking and tracing to FedEx 10 kg and 25 kg boxes. Working hours: 10.00 – 14.00 & 16.00 – 20.00. Please contact FedEx Customer Service 24-hour toll free no. 8004050, for any assistance.

This Service Centre is located in the concourse between Halls 3 & 4.

FLOWERS AND PLANTS

Plants and planters are available on hire from the Official Floral Contractor and will be available from the Exhibition Halls on the eve of the opening day. Flowers may also be purchased.

FOOD & BEVERAGE

Due to Health and Safety regulations of Dubai Municipality and as per DWTC policy, all food & beverage items that are consumed within the exhibition complex must be supplied by the Dubai International Catering Centre ONLY. Any food or beverage that is brought in from outside will not be allowed into the venue. For your catering requirements you can contact telephone +9714 3086999 or fax +9714 3086955 or e-mail fb@dwtc.com.

For your convenience the following facilities are available within the Dubai International Exhibition Centre:

1. Exhibition Halls

The Cafes are located opposite to Halls 5, 6 & 7. They serve wide varieties of light snacks, sandwiches, salads and beverages.

2. The World Trade Club

Located on Level 33 of the Dubai World Trade Centre Tower, the facilities include a luxury restaurant serving international cuisine, four private function rooms and elegant bar lounge. Open 9.00am through 12.00midnight. Access to this private business club only with prior reservation. For bookings, please contact +9714 3097979, fax +9714 3097980.

3. Apartments Club

Ideal for dealer meets or a celebratory event. The Club offers two fully equipped rooms, a pool-side venue, two lawns, restaurant and bar lounge. Open 7.00am through 12.00midnight. For reservation please call +9714- 3065052

4. Take Five Restaurant

Located on Level 5 of the Dubai World Trade Centre Tower, this self-service restaurant is ideal for a quick bite or an informal meeting. The restaurant offers a salad bar, designer sandwich counter, and a variety of hot main courses. Open from 8.00am to 3.30pm except Fridays and Public Holidays.

5. Mazazeek - Lebanese Restaurant

Located on the 37th floor of the Dubai World Trade Centre Tower, Mazazeek offers a breathtaking view of the city, authentic Arabian hospitality and a menu featuring a wide selection of fine Lebanese cuisine. Open for lunch and dinner from 12.00 noon to 3.00pm and 8.00 to 1.00am, 7 days a week. For reservation please contact +9714- 3097990.



6. Trolley Services

Trolley services during the exhibition with a selection of hot & cold beverage and light snacks are available inside the exhibition halls for your inconvenience. The trolley comes to you at your stands for service.

7. Refreshment Carts

Refreshment Carts serving a variety of snacks and beverages are available in the concourse. You can enjoy a hot dog or sandwich or sweet corn etc while moving in the concourse.

8. Stand Catering

Stand Catering is available in the exhibition halls. You can fill the stand catering order form and give it to the organizer's office or send to us or send to us directly by fax or e-mail and we shall make sure that the order is delivered to you at your stand. This is recommended for your lunch orders and special menus can be provided upon request.

9. Catering Services

Catering services for your stand is also available. You can hire waiter/waitress to serve you and your guests at your stand. For further inquiries please contact +9714 3086999, fax +9714 3086955 or email: fb@dwtc.com

10. Meeting Room and Press Conference

For your requirements of meeting rooms and press conference facilities, please contact +9714 3086999, fax +9714 3086955 or e-mail: fb@dwtc.com

11. Coffee Bean and Tea Leaf (CBTL)

CBTL Café is available in the concourse outside hall 1 offering a wide selection of speciality coffee / teas and a selection of cakes etc. Open from 8.00am – 10.00pm.

12. Accor Hotels

Novotel and Ibis hotels are located within DWTC complex offering a range of facilities including restaurants and cafes.



ADMISSION POLICY

Exhibitors Badges

Exhibitors and their personnel who need to access the exhibition halls during the exhibition must register for an EXHIBITOR BADGE. Exhibitor badges are strictly reserved for use by exhibitors and their stand staff and should not be handed over to visitors or any other category of participants. An exhibitor Badge permits access to the exhibition halls during the build-up and open days of the show.

CONTRACTORS BADGES

“Contractor Badges” permitting Non-Official Contractors and their workmen to enter the Exhibition Halls for the purpose of construction and dismantling during the build-up and dismantling period, will be issued only upon direct application to the Technical Manager of our Official Stand Building Contractor. Details of the Non-Official Contractors should be filled in Form No. 13 before being granted such badges, the Non-Official Contractor will be required to pay a refundable “Performance Bond” of Dhs 100/- per square meter or a maximum of Dhs10, 000/- to the Official Stand Building Contractor. This is to ensure completion of work, complete removal of debris and to cover any damages done by the Non-Official Contractors to the Exhibition Halls and exhibits. Please ensure that all your workmen/contractors wear their badges at all times during the build-up and dismantling periods while working on their stands. Workmen without their identification passes may be denied access to the Exhibition Hall by our Security Personnel.

STAND CONSTRUCTION AND ELECTRICAL SERVICES

The organizer has appointed Al Fajer Information & Services (Exhibit Builders) as the official Stand Building Contractor to carry out stand fitting, stand decoration, plumbing and electrical works, in connection with the event.

No Stand Building Contractor is allowed to carry out construction of stands until necessary permission is obtained from the Organizer.

The organizer reserves the right to refuse such permission without assigning any reasons.

For obtaining permission from the Organizers, the exhibitor is requested to fill Form No. 13 and forward the same to the Organizers along with the stand design, layout and specifications, at least 60 days prior to the exhibition opening date. If the necessary permission is granted to the Contractor, he must abide by the terms and conditions laid down by the Organizer.



STANDFITTING REGULATION

Shell Scheme

- No additional stand fitting or display may be attached to the shell stand structure i.e. no nailing or drilling is allowed.
- No painting on the shell stand panels is allowed. Exhibitors who wish to have panels painted must inform the Organizer.
- No free standing structure may exceed the height of 2.5 meters or extend beyond the boundaries of the site allocated.
- Any change to the type or color of the floor covering provided, must be by prior negotiation with the Official Stand Building Contractor.
- Any costs incurred will be paid by the Exhibitor concerned. No financial credit will be given by the Organizer/Contractor for any standard carpet not utilized.
- An Exhibitor occupying a corner booth is not permitted to close any part of the corner even though he may require to use the same for display.
- The Exhibitor Company's name should be entered in **Form No. 1**.
- No projections into gangways will be permitted, neither may additional display materials be fitted to the Shell Scheme Fascia.

Fascia (name panel)

300mm wide set at 2.2mtrs to the underside, to each open elevation comprising aluminium frame with infill panel fitted between dividing walls with additional supports at corners and where fascias exceed 3m in length.

The Exhibitor's Name and Stand Number will be in standard 50mm blue Helvetica Medium Capital lettering and fixed directly to white fascia panel. Please complete form no. 1.

Electrical installations of shell scheme stands require special fastenings, clips and brackets to fit the aluminium extrusions. Under no circumstances may exhibitors modify this work or carry out their own installations.

Al Fajer Information & Services offers furniture such as counters, shelf units, display panels and plinths on rental basis for the duration of exhibition. Full details, specifications, prices and order forms are available in the Manual. As supplies may be limited, it is advisable to apply early. Exhibitors, please ensure that all standfitments and furniture are ordered through the Official Standfitting Contractors only.

Electrical

General hall lighting will be provided by the Organizer. The standard supply of electricity available for use in stands is single phase 220 volts, 50 cycles, three phase 380 volts, 50 cycles. Supply to stands will normally be switched off at source 30 minutes after the Exhibition closes each evening. However, 24 hours supply can be provided by arrangement with the Official Stand Building Contractor. Any cost involved must be paid by the Exhibitor.

An Exhibitor requiring electrical supply at times other than the stated time must make an application to the Organizer's Office 24 hours prior to the closing time of the Exhibition. Such supply cannot be arranged at short notice.

Electrical specifications are shown in the Exhibition Halls Specifications Chart
Electrical Order Form is available in this Manual - **Form No. 9**



To avoid any power supply tripping/disruption to your stand and to neighboring stands, please check with Official stand contractor if you require extra power supply for the equipment that you are demonstrating /using at the site. Contractor/Organizer will not be responsible for insufficient power supply that causes power tripping.

The cost for providing single-phase mains supply and connection, including energy consumed to shell scheme stands is covered by the stand rental charges. Installation of three-phase supplies and connections on 24 hour supply will, however be charged extra. Full details are available in the Manual.

The Official Contractor will be solely responsible for the installation of electrical cables and necessary switchgear between the main supply and each individual exhibitor's requirements. The organizers reserved the right to disconnect any installation, which, in their opinion, is dangerous or likely to cause annoyance to visitors or other exhibitors. Should action be required by the Official Contractor to render any installation safe for use, the exhibitor may be charged for this service.

Earth Leakage

Each Exhibitor shall provide exact details of earth leakage to prevent tripping and shall have provided by the contractors, earth leakage (RCD/ELCB) protection (30mA for lighting and 100mA for exhibit power) suitable positioned beyond the termination point of the supplied mains cable.

RULES & REGULATIONS FOR STAND DESIGN (for space only exhibitors)

1. Exhibitors appointing outside Stand Contractor (other than the Official Contractor for the Show) should submit a copy of the approved plan (from DWTC) to the organizer at least one month prior to the show scaled drawing at least 1:200. The plan should have:

- a) The form and dimensions of every structural member of the stand
- b) The materials to be used in the construction of the stand
- c) The form and dimensions of every staircase including balustrades and method of fixing
- d) The width and position of any fire or emergency exit and escape route within the stand
- e) The width and position of every gangway within the stand
- f) The provision made in the structure of the stand for protection against fire and the spread of flame
- g) All contractor carrying out work shall observe the Safe Working Practices and hold a Public Liability Insurance Policy

2. The following additional drawings and particulars must be submitted:

- a) Specification of any materials proposed to be used
- b) Calculations of loading and strength
- c) A certificate or details of the result of any relevant test carried out in any materials or other substance

3. No part of any stand shall be suspended/supported by the Halls ceiling structure, only lightweight items may be suspended from the ceiling after permission has been granted from DWTC Halls Operations.

4. All stand built with a raised platform MUST have WHEELCHAIR access and have rounded corners to prevent injury.



5. All contractors must finish work and vacate the exhibition halls by latest 10:00 pm on the night before the opening day to allow Master Clean and Bomb Squad uninterrupted access.

Exhibitors appointing their own Stand Contractor must get an 'Official' Clearance from the official Stand Contractors, before starting the work.

The decision by the official Contractor will be final & binding on the exhibitor & contractor.

Space Only exhibitors, who have an island site, are reminded that the use of walls is restricted. We expect island site exhibitors to provide access to their stand on all sides. The following guidelines must be observed. Any walling shall only:

- i. be a minimum of 2m from the perimeter of the stand
- ii. be located as centrally as possible within the stand
- iii. occupy a maximum of 20% of the total stand area

Materials

Shall be of a suitable nature and quality in relation to the purposes for and conditions in which they are used, adequate mixed or prepared and applied, used or fixed as to adequately perform the function for which they are designed.

Structural Stability

The structure of a stand shall safely sustain and transmit to the floor the combined "dead" and "imposed" loads without any deflection or deformation as will impair stability.

Any beams and or flooring that are for the purpose of lateral distribution shall be designed to carry a uniformly distributed load per square meter of not less than 1kN/m².

Any imposed loads shall be calculated as being equivalent to a uniformly distributed load per square meter of area measured on plan of not less than 5kN/m².

Fire Precautions

The Exhibition Halls are equipped with fire extinguishers and fire hoses. Exhibitors, who, because of the nature of their Exhibits, require special types of fire extinguishers, must make arrangements at their own cost for the provision of such equipment.

Note: All Exhibits and construction material should be of non-flammable materials.

All materials used in constructing any wall or floor or ceiling shall be either:

- Non combustible materials
- Flame resisting plastic
- Flame resisting boarding
- Timber of any thickness, treat so as to be flame resisting
- Timber of thickness more than 25mm
- Chipboard or blockboard more than 18 mm thick

All materials used for decorative finished to stand shall be:

- Able to pass a test for flammability or for surface spread of flame
- Be fixed taut or in tight pleats to a solid backing
- Be secure at floor level
- Shall not ignite when subjected to a flame for 10 seconds
- Shall not have an afterglow when subjected to a heat source for 10 seconds

Any paint used shall be water based and the use of paints sprayer in the Halls is not permitted.



Cavities and spaces around stand shall not be used for storage of empty crates, cartons, boxes or packaging material.

Guidelines regarding electrics at exhibitions:

- Each installation shall be effectively bonded to earth
- Wiring shall be 3 core twin and earth not less than 1.5mm cross sectional and be in PVC, elastomeric or other plastic sheathing.
- Joints shall not be made except when connecting into a circuit and insulated screwed connectors shall be used and totally enclosed in insulated enclosures.
- All wiring shall be effectively protected and fixed to prevent damage and risk of injury.
- Cables placed under carpets are prohibited
- Power circuits for exhibits are to be designed with consideration taken for earth leakage and suitable protected.
- Test equipment and check wiring connections before connecting to stand circuits.
- The use of one socket per piece of equipment is recommended.
- Extension leads are not to be used.
- Adaptors should not be used.
- Never put 2-pin plugs into 3-pin sockets.

General Guidelines

- Where it is proposed that apparatus involving a specific risk of fire is to be operated, then DWTC must give their approval.
- No fixing, attachment or penetration of any part of the fabric, structure or floors of the building is permitted unless given in writing by DWTC.
- Suspension of stand fitting is not allowed. However suspension from the Hall roof of banners or overhead suspended light banks may be allowed, subject to:
 - application with full information being submitted to Operation Manager
 - the work being carried out by the exhibitors contractor
 - the proposed suspension does not over stress the roof structure
 - sufficient time is available during the tenancy to install and remove
- The only recommended type of tapes to be used are:
 - Euro tape
 - Eurocel
 - Advance tape
- Trenches in the floor are not to be used except by authorized personnel of DWTC



GENERAL RULES

1. Exhibitors must ensure that all gangways adjoining the stand are blocked during build-up and break-down to a degree, which inhibits the movement of other exhibitors and freight. The exhibitor is also responsible for ensuring that no obstruction is placed in the aisle adjacent to his stand throughout the open hours of the exhibition. The organizers reserve the right to restrict the area of scaffolding or plant and limit the times during which it shall remain in the Halls or on the stand.
 2. No part of any stand or exhibits including fascia, signs, lighting, corner post or other fitting shall project into or overhang any gangway or adjacent stands or obscure any fire or exit signs, or be suspended from the roof. Additionally, any display or other items attached must not project over the frontage of space taken by another exhibitor.
 3. It is strictly prohibited to affix nails, hook, tacks, screws, adhesives, paint or similar items to the floor, walls, ceiling or other parts of the premises.
 4. Cinematographs, photographic slides, amplifiers, videos and neon signs may only be used with Organizer's prior written consent. Exhibitors are requested to keep the noise levels of videos, music systems, etc., down. As a rule of thumb to volume levels, they should not interfere with normal conversation on neighbouring stands.
 5. The exhibitor is not allowed to paste or otherwise to affix or exhibit advertisements anywhere in the exhibition Halls except on his own stand. The exhibitors may take prior permission to distribute handbills, advertisements, photographs or other printed matter from the gangway and outside areas of the exhibition.
 6. The exhibitors is not permitted, and shall not permit others, to connect or otherwise interfere with the electrical, gas, water or other fittings of the Halls and shall not introduce into or use in the Halls any supplementary plant for the generation or supply of electricity or of other means of artificial lighting or generating power.
 7. Exhibitors providing their own display must ensure that these are completely finished including pre-mounting of samples, exhibits. Lettering, photographs, etc., on plywood or other suitable board before delivery to site.
 8. It will not be possible for exhibitors to obtain on-site services or labour for the erection of their stands and displays unless prior arrangements have been made. If on-site service or labour is required, please contact the Official Standfitting Contractor for the rates. Advance notice of at least one month must be given.
 9. The floor loading capacity is 1500 kgs per sq m on all main floor areas in the Halls. Exhibitors with heavier exhibits should provide the Organizers with details of the exhibits together with their exact position so that they can ascertain whether special weight spreading facilities are necessary.
 10. Maintenance of stands and delivery of stock, catalogue, etc., during the exhibition period should be carried out before the exhibition opens or after it is closed to visitors.
- xi. Public Liability Insurance Cover**
All standfitting contractors must hold a Public Liability Insurance Policy.

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All Contractors to Note:

All work must be carried out in accordance with the Rules and Regulation, which form part of this Manual. All contractors carrying out work shall observe the 'Safe Working Practices' as follows:

Licensee's staff and contractors shall be vigilant regarding health and safety of themselves and others in the Halls, and they shall observe the following practices, which will be monitored and enforced, as necessary.

- The understanding of the Fire and Accidents Procedures.
- The need to maintain emergency gangways, through the Centre and the Halls in build-up and break-down situation.
- The use of hard hats when working beneath or near overhead working or if this be impracticable, restricting access in such areas.
- The needs of operatives to wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.
- The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- Ensuring that portable power equipment is used for the purpose or which it was designed and those safety guards are correctly fitted and used.
- Ensuring that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
- That stacker trucks are not used other than by fully trained personnel.
- That chemicals and flammable liquids are, after use, removed from the Exhibition Halls by the user for safe and proper disposal. Such products must not be placed in general rubbish bins or skip.
- That any work area is maintained free from general waste materials which could hazard operatives.
- That proper scaffolding is used during the construction of any building within the Halls, safety features of the scaffolding are provided, in acceptance with established standards and that any tower scaffold in use is properly established and propped.
- Use of 3-pin adaptor with earth clips to connect European sockets to British sockets and never to use a 2-pin plug in a 3-pin socket or vice versa.

AIR-CONDITIONING

The indoor Exhibition Halls are fully air-conditioned. Air-conditioning will be provided throughout the Exhibition period.

COMPRESSED AIR

Compressed air will be provided by the Organizer for any Exhibits that require air inflation. The exact location of supply will be known to Exhibitors in due course.

Please complete **Form No. 11** for your requirements.

WATER SUPPLY AND DRAINAGE

Water supply is only available at perimeter stands in Halls 1 to 8. If water supply is essential to Exhibits, details must be given to the Official Stand Building Contractor.

Please complete **Form No. 10** for your requirements.

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PRESENTATION OF EXHIBITS

Exhibitors must present their Exhibits throughout the period of the Exhibition. No Exhibitor will be allowed to remove Exhibits from the Exhibition floor, prior to the official termination of the Exhibition.

DELIVERY OF EXHIBITS

Exhibits should only be delivered to the Exhibition Hall when the stand is constructed and ready. However, in the case of huge machines and other similar Exhibits, delivery must be arranged right after the floor markings as carpets will be laid only when the machine or similar Exhibits are brought in and placed as desired by the Exhibitor. The Exhibitor must arrange for an Authorized Representative to be present at the stand to receive the Exhibits as the Organizer is unable to accept delivery on his behalf, nor can the Organizer be held responsible for the subsequent safe keeping of such items. Machines or similar heavy Exhibits **MUST BE IN POSITION** on the first day of the build-up period and not brought in at anytime during the exhibition period.

REMOVAL OF EXHIBITS

Light Exhibits may be removed from the Exhibition Hall after the official closing time of the Exhibition on the last day, while heavy exhibits may be removed on the following day from 0900 hours to 1700 hours.

While the Organizer will maintain security surveillance at all times, Exhibitors are reminded that goods will be most at risk at this time and the stands should not be dismantled. All rented items and equipment should be collected by the appropriate suppliers.

The removal of heavy Exhibits and the dismantling of stand fittings and electrical installations will commence at 0800 hours the following day. No mechanical lifting or handling equipment will be permitted to enter the Exhibition Halls for the removal of these heavy Exhibits except those used by the Official Contractor or Freight Forwarder.

To avoid congestion and to ensure smooth clearance at exit points, all Exhibitors and Contractors removing Exhibits, equipment or materials, are required to fill in Removal Chits (that must be endorsed by the Organizer) to be handed to the Gate Security Officer, before leaving the Exhibition site. Removal Chits can be obtained from the Organizer's Office on site.

The removal charge for empty packages including forklift, transportation, labor etc. can be obtained from the Official Freight Forwarder. The empty packages can be re-used for re-packing of goods for reshipment. Re-packing charges with same boxes and with new boxes can also be obtained from our Official Freight Forwarder.

Note: No Removal Chit is needed if your Exhibits are removed by the Official Freight Forwarder.

MANNING OF STAND

The stand must be fully staffed and the Exhibits displayed throughout the Exhibition hours. All activities of the Exhibitor and his staff must be conducted within the allocated Exhibit space.

The Exhibitor may not undertake, or cause to be undertaken, any activity which, in the opinion of the Organizer is likely to cause any annoyance to Visitors or other Exhibitors.

No Exhibits are allowed to be brought in or taken out from the stand during the Exhibition hours.

STAND CLEANING

The Organizer will arrange for the general cleaning of the Exhibition premises and stand, excluding Exhibits. All stands will be cleaned twice daily - during the lunch and evening breaks.

COLLECTION OF RENTED FURNITURE AND TELEPHONE/FAX EQUIPMENT

Exhibitors are requested to ensure that nothing is left inside drawers or cabinets when rented furniture is

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returned to the Official Stand Building Contractor. The Contractor will collect the rented furniture half an hour after the Exhibition closes on the last day.

Telephone & fax equipment must be handed over to the organizer's office on site, immediately after the close of the exhibition.

Please refer to **Form No.12** and **Form No. 8** for your requirements of additional furniture and telephone or fax lines.

FILM AUDIO VISUAL DEMONSTRATION

Audio-Visual equipment may be brought in by the Exhibitor himself, or hired from the Official Stand Building Contractor. Please indicate your requirements in **Form No. 08A**

When in operation, such equipment must not cause annoyance to Visitors or other Exhibitors through excessive sound or by virtue of its location. The Organizer reserves the right to stop any such audiovisual presentation which, in their opinion, may violate the above.

Publicity

An extensive media and publicity campaign is planned by the Organizer in connection with the event. Exhibitors are strongly urged to assist in this campaign by publicizing the Exhibition in their own brochure, press releases and advertisements.

A Press Office will be maintained during the Exhibition, to pass on information, news items and photographs to newspapers in the Gulf Region. Exhibitors are invited to supply suitable publicity materials in Arabic and English (preferably not exceeding 200 words) together with photographs suitably captioned for display and distribution.

EXHIBITION CATALOGUE

A comprehensive Exhibition catalogue will be published, containing a listing of Exhibitors, description of their Exhibits and general information about the Exhibition.

The Exhibition catalogue will be widely circulated in and around the UAE. It would be extremely advantageous to Exhibitors to advertise in the catalogue. For more information on Catalogue Advertising, please refer to **Form No. 6**.

The catalogue will become a permanent reference work used by Trade Buyers. Exhibitors must ensure that all information contained in the Catalogue Entry **Form No. 4** is accurate.

CATALOGUE DISTRIBUTION

Copies of the catalogue will be available to visitors each day, while the Exhibition is open. Before the exhibition opens, a quantity will be distributed to selected media, leading decision makers, principal Trade Associations and other outlets likely to further promote the Exhibition.

MEDIA

The Media Department of the Al Fajer Information & Services will be the Official Publisher to produce the Exhibition Catalogue for the event. They have total responsibility for the editorial, advertising, design, layout and printing.

They can be contacted at the following address:

AL FAJER INFORMATION & SERVICES

(Media Department)

P.O. Box: 11183, Dubai, United Arab Emirates,

Tel: 00971-4-3377727 Fax: 00971-4-3378788

Email: dada@alfajer.net Website: <http://www.alfajer.net>

Contact Person: Mr. Sujeet Bagchi