



# **33<sup>rd</sup> SICOT & 17<sup>th</sup> PAOA Combined Orthopaedic World Conference**

**Dubai International Convention & Exhibition Centre  
Dubai, United Arab Emirates**

**28 November – 30 November 2012**

## **EXHIBITORS' MANUAL**



*Dear Exhibitor*

Thank you for exhibiting at the **33<sup>rd</sup> SICOT & 17<sup>th</sup> PAOA Combined Orthopaedic World Conference**

With your participation in mind, we have put together this Exhibitor Manual which covers every aspect of the Exhibition. We strongly recommend you spend some time reading through the manual to familiarise yourself with all the details and the services available.

We would advise that you appoint one person as the Exhibition Co-ordinator, who will be responsible in co-ordinating and liaising with the Organisers and Contractors where necessary, and will ensure the prompt completion of all Order Forms.

Completed Forms should be sent to the email or fax number shown on the form.

Please remember to take a copy of all completed Order Forms you submit for your records.

**The Exhibitors' Manual** is designed for ease of reference and is divided into sections. The table of contents at the beginning of the document will help in identifying the topics and their location in the manual.

**The Action & Deadline Check List** will prompt you to return relevant Forms to the relevant contractors on or before the dates specified. Please note that Forms received past their specified dates are subject to a surcharge and in some cases may not be honoured.

Should you have any other queries relating to your participation at the **33<sup>rd</sup> SICOT & 17<sup>th</sup> PAOA Combined Orthopaedic World Conference** which is not addressed in the manual, please do not hesitate to contact the Operations Department on:

We look forward to meeting you at the **33<sup>rd</sup> SICOT & 17<sup>th</sup> PAOA Combined Orthopaedic World Conference** and wish you a very successful event.

**33<sup>rd</sup> SICOT & 17<sup>th</sup> PAOA Combined Orthopaedic World Conference Organisers.**



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Form no	Description	Deadline
1	Name Board (Shell Scheme Only)	17 October 2012
2	Contact details - to be listed in catalogue	5 October 2012
3	Exhibitor Badges	17 October 2012
4	Electrical – Space Only	17 October 2012
4.4	Grid Plan – Space Only	17 October 2012
5	Electrical – Shell Scheme	17 October 2012
5.5	Grid Plan – Shell Scheme	17 October 2012
6	Furniture/Stand Fittings Extras	17 October 2012
7	Hostess Orders	17 October 2012
8	Stand Structure Form	1 October 2012
9	Credit Card Authorisation Form	17 October 2012

**All other order forms including Audio Visual, data telecom services, graphics, stand cleaning, stand catering, stand security etc that are to be ordered from the Dubai International Convention & Exhibition Centre and EFI Logistics can be found from pages 42 – 78.**



## EXHIBITION TIMETABLE

### EXHIBITION BUILD UP

#### **Monday 26 November 2012**

00.01hrs – 23.59hrs: Access to Official Contractor

05.00hrs – 23.59hrs: Access to Space Only Stand Builders

#### **Tuesday 27 November 2012**

00.00hrs – 20.00hrs: Access to Space Only Stand Builders

08:00hrs – 18:00hrs: Access for Shell Scheme Stands

All stands must be completed and Exhibits in place by 20.00hrs on Tuesday 27th March 2012

### EXHIBITION OPEN DAYS

Wednesday 28 November 2012 08:30 hrs – 17:00

Thursday 29 November 2012 08:30 hrs – 17:00

Friday 30 November 2012 08:30 hrs – 17:00

### EXHIBITOR ACCESS

Exhibitor access on Wednesday 28th November will be from 8:00 hrs – 17:30hrs

Exhibitor access on Thursday 29<sup>th</sup> November 2012 will be from 8:00 hrs – 17:30hrs

Exhibitor access on Friday 30<sup>th</sup> November 2012 will be from 8:00 hrs – 17:30hrs

### BREAKDOWN

Friday 30<sup>th</sup> November 2012 17:30hrs Onwards (Removal of Exhibits & Dismantling of Stands)

No exhibits or stand fittings are to be removed or dismantled before 17:30 hrs on Friday 30<sup>th</sup> November 2012

All Exhibits must be cleared from the stand by 22.00hrs on Saturday 1<sup>st</sup> December.

The Organisers cannot be held responsible for any items that are left in the hall beyond 22.00hrs on Saturday 1<sup>st</sup> December. Any item left behind will be charged for removal.



## IMPORTANT CONTACT DETAILS

### CONGRESS SECRETARIAT

#### **SICOT aisbl**

Rue Washington 40-b9  
1050 Brussels | Belgium  
Tel: +32 2648 6823  
Fax: +32 2649 8601  
Email: [congress@sicot.org](mailto:congress@sicot.org)

### COMMERCIAL AGENT

#### **LINSA Inc. Conference Organizer**

Tel: +1 514 924 3476  
Email: [lsalvati@linsa.ca](mailto:lsalvati@linsa.ca)  
**Contact: Lina Salvati**

### STAND CONSTRUCTION & EXHIBITION SERVICES

#### **Congress Solutions International**

Tel: +971 4 303 4780	+9714 303 4776	+971 4 303 4746
Fax: +971 4 303 4030	+9714 303 4030	+971 4 303 4030
Email: <a href="mailto:christine.weaver@emirates.com">christine.weaver@emirates.com</a>	<a href="mailto:rebecca.dacruz@emirates.com">rebecca.dacruz@emirates.com</a>	<a href="mailto:victoria.lee@emirates.com">victoria.lee@emirates.com</a>
<b>Contact: Christine Weaver</b>	<b>Rebecca D'Cruz</b>	<b>Victoria Lee</b>

The Stand Construction and Exhibition Services office will be located on site and will be open during the show times and during the build-up and break down periods.

### HOTEL RESERVATIONS, VISAS & TRANSFERS

#### **Congress Solutions International**

Tel: +9714 303 4748	+971 4 303 4761
Fax: +9714 303 4030	+971 4 303 4030
<b>Contact: Constanze Verdenhalven</b>	<b>Jana Lukavska</b>
Email: <a href="mailto:sicot2012@emirates.com">sicot2012@emirates.com</a>	

### FREIGHT COMPANY

#### **EFI Logistics**

Tel: + 44 1444 871314  
Fax: + 44 1444 237749  
**Contact: Ashley Head**  
Email: [ashley.head@efilogistics.com](mailto:ashley.head@efilogistics.com)



## CONGRESS & EXHIBITION VENUE

### Dubai International Convention & Exhibition Centre

**Venue Address:**

Dubai International Convention and Exhibition Centre  
Sheikh Zayed Road  
PO Box 9292  
Dubai  
United Arab Emirates  
Tel: +971 4 332 1000  
Fax: +971 4 318 8741  
Website: [www.dwtc.com](http://www.dwtc.com)

The Dubai International Convention & Exhibition Centre is located on the Sheikh Zayed Road, next to the World Trade Centre Tower.

The Exhibition will be held in the Sheikh Rashid Hall E & F which can be accessed from the Convention Gate entrance, which is next to the Novotel Hotel.

DWTC EXCLUSIVE EXHIBITOR SERVICES (F&B, INTERNET, RIGGING, DATA, TELECOMS, HOUSEKEEPING, AUDIO VISUAL & SECURITY)

### C3 - DWTC's Customer Contact Centre

Helpline: +971 4 308 6333  
Fax: +971 4 318 8741  
E-mail: [c3@dwtc.com](mailto:c3@dwtc.com)

## ADDITIONAL SYMPOSIUM ORDERS (F&B AND AV)

### Dubai World Trade Center

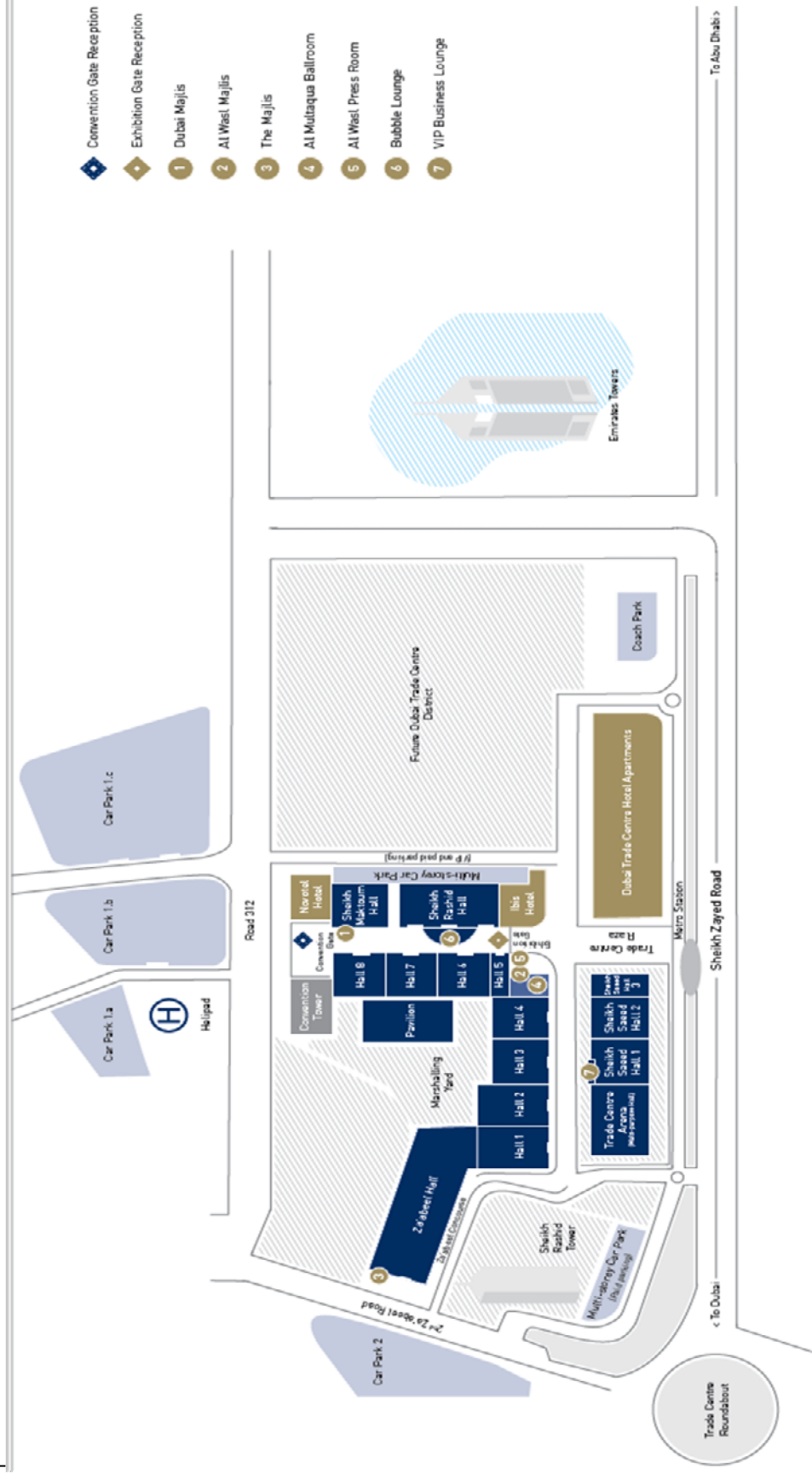
Tel: + 971 4 3086033  
Fax: + 971 4 3188741

**Contact: Naomi Warmington**

Email: [Naomi.Warmington@dwtc.com](mailto:Naomi.Warmington@dwtc.com)



# LOCATION MAP





## SECTION ONE

### 1.0 ON-SITE FACILITIES & SERVICES

#### 1.1 BANKING SERVICES & ATM

Emirates Bank International Ltd and National Bank of Dubai are located within the venue. Opening hours are 8am – 1pm daily, except Fridays, for Emirates Bank and National Bank of Dubai. ATM machines can be found on Concourses 1 and 2.

#### 1.2 BUSINESS CENTER

Business services are available from Last Minute, next to Hall 7 on Concourse 2, and Spectrum, located outside Hall 3, see details below.

Last Minute  
Dubai World Trade Centre  
Concourse 2, Convention Gate – Next to Hall 7  
Tel: + 971 50 1595237  
Tel: +971 55 6526590  
Email: mb@uniqueuae.com  
www.uniqueuae.com

Spectrum – Digital Print  
Dubai World Trade Centre  
Concourse 1, Between Hall 2 & 3  
Tel: + 971 4 327 5900  
Fax: +971 4 327 5166  
Email: dwtc@spectrumdubai.com  
www.spectrumdubai

They offer a range of services – prices depend on quantity thus no unified price list available:  
Conference & Workshop Package (CD, DVD Copy, ID Cards, Tent Cards, Folder, Invitations and Stationery): -

Business Cards  
Internet Access  
Internet Cards for Wifi access (Du and Etisalat networks)  
Posters  
Presentation Material  
Flyers  
Binding

Opening Hours  
08.30 to 19.30 hrs - Saturday to Thursday

#### 1.3 CAR PARKING - FREE

Free outdoor parking is available at the below mentioned car parks

- Car Park 1.a - Formerly D (open)
- Car Park 1.b – Formerly B (open)
- Car Park 1.c – Formerly C (open)





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#### 1.4 CLEANING SERVICES

Cleaning of individual exhibit area is the responsibility of the Exhibitor. A full cleaning of the halls and aisles will take place each evening and before the show opens. To order additional cleaning for your exhibit, please contact [C3@dwtc.com](mailto:C3@dwtc.com)

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#### 1.5 EXHIBITION SECURITY

Whilst the Organiser has made reasonable arrangements for security cover, they accept no liability for any loss or damage that may occur to the stands or exhibits during the build-up, show dates and breakdown.

Security within the venue can only be provided by DWTC exclusively – no other outside security firms/companies are allowed onsite.

A full security sweep will be carried out before the show opens, and no freight or packing boxes will be allowed into the halls after this time.

We recommend where possible that stands are not left unattended at any time.

Although the halls will be locked at night, small attractive items and valuables should be kept under constant supervision and removed each evening.

Exhibitors, Contractors and Delegates should wear their badges at all times when in the Exhibition Halls.

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#### 1.6 FIRE EXTINGUISHERS AND PROCEDURES

The Organisers will provide, at various locations around the hall, fire extinguishers of suitable design and capacity, according to the risk involved. In the case of all stands, all materials used in the construction of stand fitting and display must be fireproofed and must conform in all respect with local regulations.

- Storage of empty cartons or materials behind stands is strictly forbidden.

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#### 1.7 MEDICAL AND PHARMACY

Emergency and first-aid office is located near the Exhibition Gate Reception between Hall 4 and 5. For emergencies please call +971 4 306 4040.

Dubai Life Pharmacy is located in Concourse 2, between Halls 5 and 6.

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#### 1.8 FURNITURE/ELECTRICAL/ADDITIONAL SHELL SCHEME SERVICES

See Section 5, for information on the above.

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#### 1.9 ONSITE LOGISTICS TEAMS OFFICE

The onsite logistics team's office will be open throughout the Show, including Build-Up and Breakdown and can be found next to the Registration Desks.



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## 1.10 PRAYER ROOMS

Prayer rooms are located above Sheikh Rashid Hall on the second floor for men and above Sheikh Maktoum Hall on the second floor for ladies. There are also prayer rooms in the Foyer of Sheikh Saeed Hall for men and in the Za'abeel Entrance for females.

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## 1.11 RESTAURANTS

Please note that there will be food and beverage stands (for purchase) within the exhibition area. We strongly encourage exhibitors to order Food and Beverages at their stand to attract delegates.

- Loop Café: Exhibition Hall 8, Concourse 2 (opposite Emirates Bank)
- HUB: Opposite Hall 6, Concourse 2, In between both Sheikh Rashid Hall's entrances
- Za'abeel Bistro & Za'abeel Café: Za'abeel Hall
- Café Arena: Sheikh Saeed Hall 1 (within the Arena Junction)
- Round Table Pizza: Exhibition Hall 2, Concourse 1
- Tea Leaf & Coffee Bean: Exhibition Hall 1, Concourse 1
- Café Nero: Trade Centre Plaza
- Japengo: Trade Centre Plaza
- Pizza Express: Trade Centre Plaza

➤ **Restaurant Timings**

- Loop: 07:00 -18:00 - Saturday to Thursday
- Hub: 08:00 - 18:00 - Saturday to Thursday
- Za'abeel Bistro: 08:00 – 17:00 - Saturday to Thursday
- Café Arena: It will not operate during the week of your event as there is no exhibitions in the adjacent halls of the Café
- Round Table Pizza: 07:00 – 23:00 Saturday to Friday
- Tea Leaf & Coffee Bean: 07:00 – 23:00 Saturday to Friday
- Café Nero: 06:00 – 19:00 Saturday to Friday
- Japengo: 09:00 to 22:00 Saturday to Friday
- Pizza Express: 10:00 – 01:00 Saturday to Friday

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## 1.12 REST ROOMS

A number of ladies and gents toilets are located throughout the Dubai International Convention & Exhibition Centre.

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## 1.13 TAXI SERVICES

Taxis can be found outside of the Dubai International Convention & Exhibition Centre next to IBIS Hotel which is at the Exhibition Gate Entrance.



## SECTION TWO

### 2.0 GENERAL INFORMATION

#### 2.1 EXHIBITOR AND CONTRACTOR BADGES

All Exhibitors and Contractors entering the exhibition halls are required to wear their Exhibitors' Badges at all times, including build-up and breakdown.

All exhibitor badges are to be collected from the registration area (exhibitor badge pick up).

All contractors should follow the process for badges as detailed on **Form 17 – Contractor Badge Policy on page 66**

#### 2.2 COMMERCIAL & SPONSORSHIP OPPORTUNITIES

Exhibitors wishing to take advantage of Sponsorship Opportunities should contact Lina Salvati on +1 514 924 3476 / [lsalvati@linsa.ca](mailto:lsalvati@linsa.ca) or Christine Weaver on +9714 303 4780/ [christine.weaver@emirates.com](mailto:christine.weaver@emirates.com) or Victoria Lee on +9714 303 4746/ [victoria.lee@emirates.com](mailto:victoria.lee@emirates.com)

#### 2.3 DISTRIBUTION OF MATERIAL/ CANVASSING

The display or distribution of any material, in any form, from any area within the exhibition halls, other than within the boundary of the stand, is strictly prohibited. This includes the gangways surrounding the stand.

#### 2.4 INSURANCE REQUIREMENTS

The Exhibitor is fully responsible for obtaining insurance protection for their exhibits, property and personnel against all risks. Equipment should be insured both in transit and on location at the exhibition for the entire period it is on the exhibition site.

- Insurance cover must include
  - Personal injury
  - Third party claims
  - Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition
  - Medical expenses and baggage cover

NB: Exhibitors are advised that insurance protection for exhibits, display material and personnel/personal effects must cover the full period for which the equipment and personnel are on the exhibition site.

#### 2.5 INDEMNITY & AUTHORISED SIGNATORIES

The Exhibitor must undertake to indemnify the Organisers from and against any payment the Organisers are called upon to make to the local authorities on the Exhibitor's behalf in respect of any customs levy, tax, fine or other money due from the Exhibitor.



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## 2.6 LABOUR LAW

Please make sure that all personnel working on your stand on site carry their labour card (if local personnel) or the relevant documentation as proof of their position in your company. Anyone found working under a different title other than the position mentioned on their labour card / documentation, will be imprisoned or in some cases may be deported.



## SECTION THREE

### 3.0 STAND CONSTRUCTION, GENERAL INFORMATION & REGULATIONS

#### 3.0.1 GENERAL INFORMATION

General lighting is provided in the halls

The Organisers reserve the right to disconnect any installation that, in their opinion, is dangerous or likely to cause annoyance to visitors or other exhibitors.

#### 3.0.2 GENERAL REGULATIONS

Fire Regulations - all materials used in the construction of stand fitting and display must be Fire-proof and must conform in all respects with local regulations

No projections of display material, exhibits or furniture into the aisles will be permitted

It is strictly prohibited to affix nails, tacks, screws, adhesives, paint or similar items to the floor, walls, ceiling or other parts of the premises. It is not permitted to drill into the floor of the exhibition halls.

#### **Hot Works at the Venue**

All Welding, gas burning, brazing, grinding and other operations generating heat and sparks are not allowed to be carried out inside the halls.

When welding, gas burning, brazing, grinding and other operations generating heat and sparks are carried out outside the halls either during the build-up, operation or tear down periods of an exhibition or as part of demonstration, exhibitors and organizers must ensure that adequate precautions against damage to property or injury to persons by radiation, fire or hot metal are taken.

The organizer must advise DWTC health and safety division in advance and secure approval of the nature of the work or demonstrations following the guidelines for Permit to Work System and to obtain a hot work permit issued by DWTC Health and Safety Division. The organizer or contractor will be responsible for providing fire fighting equipment and for surveillance where there is a fire hazard. The use of the Dubai World Trade Centre fire fighting equipment will not be permitted.

#### 3.0.3 REMOVAL OR ALTERATION OF STANDS AND EXHIBITS

The Organisers reserve the right to remove or alter anything, in or on any part of the stand at the Exhibitors expense, if in their opinion; it is desirable to do so in the interests of the exhibition.

#### 3.0.4 BREAKDOWN OF STANDS & EXHIBITS

No exhibits or stand fittings should be removed or dismantled before 17.30hrs on Friday 30th November 2012 (see Exhibition Time Table) in the introduction.

Exhibitors are responsible for removing all stand fittings and waste materials from the halls by 22.00hrs on Saturday 1st December 2012. A charge will be made, should the Organiser have to arrange the removal of any items.

**THE ORGANISER WILL NOT BE HELD RESPONSIBLE FOR ANY ITEMS LEFT IN THE HALLS**



### 3.1 SHELL SCHEME STAND FITTING

#### 3.1.1 OFFICAL SHELL SCHEME CONTRACTOR

The Organisers have appointed Congress Solutions International to be responsible for the supervision and erection of all Shell Scheme Stands and to provide a full on-site management and technical service.

Shell scheme stands will be available to exhibitors for set-up from 08:00hrs – 18:00hrs on Tuesday 27<sup>th</sup> November 2012.

#### 3.1.2 SHELL SCHEME STANDS (PERIMETER AND ATTACHED) SPECIFICATIONS

Exhibitors who have ordered a shell scheme stand will receive a stand erected to the following specifications: Please refer to Page 14 & Page 15 for Shell Scheme stand diagram

- Construction: Octanorm Modular Aluminium System
- Walls: White Vinyl covered Infill Panels
- Roof Beams: 70mm deep Aluminium Beams form the Ceiling Grid
- Height of Stand 2.5m (2.43m to the underside of the ceiling beams)
- Floor Covering Carpet
- Fascia & Name Panel showing Exhibitors name and Stand Number
- Lighting three (3) Spotlights per 9m<sup>2</sup>
- Electrical Sockets one (1) 13amp (Standard British square 3 pin) per 9m<sup>2</sup>
- Furniture Package one (1) Table, two (2) Chairs & one (1) Wastepaper Basket

#### 3.1.3 SHELL SCHEME FIXINGS

Exhibitors occupying shell scheme stands must ensure that all internal stand fittings and displays are contained within the shell scheme structure and do not exceed 2.4 metres in height.

No display materials or logos may be fixed to the shell scheme fascia / name panel by the exhibitors. Please refer to Order Form 1 for graphic text.

No fixings may be made to the walls but brackets are available for exhibitors' display panels and signs.

Exhibitors may affix lightweight photographs and technical information sheets etc direct to the shell scheme walls with good quality double-sided adhesive pads or similar, provided such material can be removed without damage to the wall panels.

#### 3.1.4 FURNITURE HIRE & STAND FITTING EXTRAS

Congress Solutions International is able to offer a limited range of quality furniture and stand fitting extras for hire to Exhibitors. Please refer to Form 6.

#### 3.1.5 CARPET

All shell scheme stands will be carpeted in grey.



### 3.1.6 POWER SUPPLY SHELL SCHEME

The provision of a single phase main supply is included in the shell scheme contract.

Prices for additional fitting will cover power consumption, installation, maintenance and removal at the close of the exhibition.

Three (3) spotlights and one (1) 13 amp socket per 9m2 is provided to all shell scheme stands

### 3.1.7 SHELL SCHEME STAND – OPTION 1







### 3.1.8 SHELL SCHEME STAND – OPTION 2

Electrical  
1 x 10amp socket  
3 track lights



### 3.2 SPACE ONLY STAND

Space Only stand bookings will be allocated floor space only. It is the responsibility of the Exhibitor to and furnish the stand space.

Should you need to appoint a contractor to construct your stand, you may find the details of the Congress Solutions International on page 5.

If you already have a contractor, please complete Form 4, Form 4.4 and Form 8 along with supportive documentation and return to Congress Solutions International.

#### Build Up & Breakdown Schedule

- Please refer to the exhibition timetable at the beginning of this manual for dates and times of build-up, open and breakdown.
- It is the responsibility of the Exhibitor to ensure that the appointed contractors are able to construct their stand within the time allocated; failure to do so may result in heavy fines and/or closing of a stand if deemed unsafe.
- Due to the tight time frame, we insist that your stand is prefabricated off site and assembled onsite





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### 3.2.1 AISLES

The minimum aisle space applicable in the exhibition is 3 meters (10 feet). Should any item or structure be placed or protrude into the designated aisle space, the Dubai International Convention and Exhibition Centre (DICEC) reserves the right to request the removal thereof or remove the said item without any liability for loss or damage. Demonstration areas must be left within the stand in order to absorb spectators. In the case spectators interfere with the normal traffic flow in the aisle or overflow into neighboring exhibits, the organizer reserves the right to request that the demonstration must be limited or stopped immediately.

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### 3.2.2 APPROVAL OF THE STAND

Exhibitors must submit an exact statement of the dimensions of their stand as well as plans and descriptions of their stands, by 1<sup>st</sup> October 2012, for approval by the organizer. Space only and purpose-built complex stands will also be approved by Dubai International Convention and Exhibition Centre (DICEC) via the organizer. All plans should be of reasonable scale, but not less than 1:100 and should show the name of the company, stand identification number and full stand dimensions. The plans must include perspective and elevation drawings (front side and back), detail of structural materials, calculations, detail of equipment and furnishing of the stand, including the signage and visuals. All plans must also indicate the location of power outlets, electricity cables, moving parts, details of raised floor, water as well as telephone and ventilation installations. Please ensure your stand plans are submitted to the organizer with the Exhibition Stand Structure Form found on page 34 of this manual. The organizer will send an approval to the exhibitor. Without an approved stand drawing, the stand may not be constructed.

“Space only” stand builders are to submit a Structural Engineer's Certificate for stands over 3 meters in height with their floor plans incorporating front, side and top elevation to the organizer for approval by 1<sup>st</sup> October 2012. Please note that failure to comply with this requirement may result in refusal of permission to build the stand. This certification must be in your possession at the exhibition site, at the beginning of move-in and made available for the presentation to Dubai Civil Defense. Any installation with a ceiling, rigid roof, or any fabric of which the surface is more than 300 square feet must be equipped with automatic sprinklers.

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### 3.2.3 BACK WALLS

Back walls must be designed and decorated by the exhibitor to whose stand they belong. They should not affect the interests of the neighboring stands.

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### 3.2.4 RIGGING & BANNERS

Primary rigging work is performed exclusively by the technicians of the Dubai International Convention and Exhibition Centre (DICEC) (see purchasing order: Rigging/anchoring points). The capacity of each fixed rigging point is 250 kg per 5 m span. All installations are conditional upon validation of the rigging plan submitted to the Dubai International Convention and Exhibition Centre (DICEC). Non-compliance with this regulation could result in delays and extra charges or even stop the set-up. For compatibility purpose, use “auto cad” format (.dwg or .dxf). Otherwise, the Dubai International Convention and Exhibition Centre (DICEC) will ask the exhibitor to provide the measurements to scale.



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### 3.2.5 CARE OF BUILDING

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior knowledge or consent from the Dubai International Convention and Exhibition Centre (DICEC). This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.

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### 3.2.6 COVERED STANDS

Exhibitors are advised that covered stands are not permitted in the exhibition hall unless detailed drawings are submitted to the organizer with the description of the stands by 1<sup>st</sup> October 2012.

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### 3.2.7 DIFFERENCE BETWEEN DESIGNS SUBMITTED AND REAL STAND

If the set-up or installation does not comply with the designs approved by the organizer, they will need to be corrected by the exhibitor before the opening of the exhibition. Failure to do so will result in the correction being made by the organizer. All expenses for these corrections will be payable by the exhibitor. The organizer accepts no responsibility for damage caused by these corrections.

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### 3.2.8 DIMENSION

The organizer does not accept responsibility for the detailed accuracy of the exhibitor floor plans provided for exhibitors' reference.

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### 3.2.9 ELECTRICITY

Electricity needs to be ordered separately. Please refer to the electricity application form included in this manual

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### 3.2.10 FLOORING

The Floor area of the stand must not be covered with paint or glue. Carpeting must only be held in place by its own weight on the floor or by adhesive bands. These items must be removed by the exhibitor at the end of the exhibition. It is forbidden to place mortar directly on the floor, to nail with percussion tools or to paint with spray guns. All charges incurred by the organizer as a result of dilapidations to a stand site will be passed on to the exhibitor.

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### 3.2.11 HEIGHT

The maximum stand height is 5 meters. All Space only stands are required to gain approval via submission of stand structure Form No 8.

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### 3.2.12 IMPACT ON NEIGHBOURING EXHIBITS

Each exhibitor is asked to take into consideration the impact of the stand's construction on neighboring exhibits and to comply with the build-up regulations. If there is a danger of unfairly "blocking" another stand from view, even when adhering to all other elements of these guidelines, this should be mentioned when submitting plans. Non-respect of this rule will result in the exhibitor being obliged to make the necessary changes in his stand at his own cost. In such cases, the decision of the organizer will be considered final



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### 3.2.13 INSPECTION OF GOODS/MATERIALS

All equipment, fittings and materials brought into the Dubai International Convention and Exhibition Centre (DICEC) are subject to inspection by the Dubai International Convention and Exhibition Centre (DICEC)

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### 3.2.14 LIGHTING

Exhibitors are advised that no spotlights, drop lights or other special lighting device may be directed towards the aisles so that they prove to be irritating or distracting to neighboring exhibition stands or guests. Furthermore, no strobe light effects are permitted.

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### 3.2.15 NUMBERING

The organizer will number each stand. The final booth numbers will be sent to the exhibitors, at the latest by 14<sup>th</sup> October 2012.

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### 3.2.16 PAINTING, WELDING, ANGLE GRINDING, CUTTING TIMBER, WALLPAPERING

The Dubai International Convention and Exhibition Centre (DICEC) and the organizer appreciate that exhibitors need to decorate their stands by means of painting, welding, angle grinding, cutting timber, wallpapering and would like to inform the exhibitors that such activities are permitted (**Please reference 3.0.1 for further details on submission and approval**) inside the exhibition space allocated on condition that and only when the exhibitor guarantees to protect the premises and to avoid any damage (by putting plastic on the floor, etc).

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### 3.2.17 PENINSULA, CORNER AND IN-LINE (ROW) STANDS

All peninsula, corner and in-line stands must be separated from the neighboring stand(s) by means of a partition wall provided by the exhibitor. These walls must be a minimum of 2.5 meters. All walls exceeding 2.4 meters should be cleanly decorated up to 2.5 meters. Such walls over-looking adjoining stands must be finished in plain color only. Over 2.5 meters, the separation wall should be finished or opened. Island stands must be accessible from all four sides. Walls erected on the open-sides must not be longer than 1/3 of the length of the stand and must be 30 cm from the edge of the stand.

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### 3.2.18 HEALTH & SAFETY

The organizer and their contractors are committed to operating under safe working conditions for this congress. Please note the loading dock and surrounding areas are strictly for essential personnel only. High visibility jackets must be worn by anyone working in this area.

The Health and safety manual will be sent across to all exhibitors for detailed information on the DWTC's rules and regulations. Please contact Congress Solutions International for further assistance (contact details can be found page 5).



## SECTION FOUR

### 4.0 ACCOMMODATION, TRAVEL & REGIONAL INFORMATION

#### 4.1 VISAS

Nationals from 33 countries in Europe, North America and the Pacific Rim can enter the UAE without obtaining a visa in advance. Their passports will be stamped with a visit visa as they pass through Immigration on arrival.

Nationals from the countries listed below can board at their airports of origin without a visa. (This applies to all UAE airports and to passengers travelling on all airlines).

The 32 countries are:

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

North America – USA

Pacific Rim - Australia, New Zealand, Japan, Brunei, Hong Kong, Singapore, Malaysia, South Korea.

However any of the above mentioned countries diplomatic personnel are required to apply for a visa.

Gulf Co-operation Council States – Nationals of The GCC are NOT required to apply for a visa in advance.

Nationals of countries not listed above must apply for a visa in advance via the online application form.

#### FULL PASSPORTS:

All passengers travelling to the United Arab Emirates must be in possession of a valid passport, which must be valid for at least 6 months from the date of entry into the United Arab Emirates.

All participants require entry visas to be processed prior to their arrival in the United Arab Emirates. The only exceptions are nationals of The Gulf Co-operation Council States and the countries listed above.

Visas can be ordered through the online booking system at the following address only if Accommodation in one of the Official hotels is also booked online.

A link to the Online Accommodation, Visa & Transfer System can be found at the following address under the section **Housing/Visa/Tours and Travel Info**

<http://www.csi-host.com/SICOT/SICOT-iframe.html>

Participants of nationalities not listed above who are not booking accommodation through the online booking system are solely responsible for obtaining visas for themselves, their representatives and invitees.

Some hotels provide a visa service provided sufficient time is given for the application to be processed, if you are not using our online booking system then please check the costs with your hotel as they may differ from their costs shown online.



The visit visa does not entitle the visitor to take up permanent work in the UAE.

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#### 4.2 LOCAL TIME

The UAE is GMT+4

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#### 4.3 CLIMATE

The UAE has a sub-tropical, arid climate. April - October are the warmest months with temperatures reaching the high 40's and high humidity. The rest of the year, temperatures fall anywhere between the mid 20's - 30's. Rainfall is infrequent falling mainly in the cooler months around November to March.

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#### 4.4 LANGUAGE

The official language of the country is Arabic, although English is the official business language. English is widely used and most road and shop signs, restaurant menus are in both languages.

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#### 4.5 BUSINESS & SOCIAL HOURS

Government offices are open from 07:30 – 14:00 Sunday to Thursday. In the private sector, office hours vary between split shift days or straight shifts. Although the small shops opening hours are usually based on split shift timings, shopping malls now are open from 10:00 – 22:00 (some till midnight at weekends). Petrol stations are open 24 hours. Embassies and consulates open from 08:00 – 13:30. Most close on Friday and Saturday.

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#### 4.6 LOCAL CURRENCY

The monetary unit is the 'dirham' (Dhs.), which is divided into 100 'fils'.  
The currency is also referred to as AED (Arab Emirate Dirham).  
The dirham has been tied to the US dollar at a mid-rate of US \$1 – Dhs. 3.675.  
Exchange rates of all major currencies are published daily in the local newspapers.

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#### 4.7 BANKS & ATM'S

Banks offer a full range of commercial and personal banking services.

Banking Hours:  
Sunday to Thursday 08:00 - 13:00  
Thursday 08:00 - 12:00  
Friday Closed

ATMS / Cash Points / Service Tills, accept a wide range of cards. Common systems accepted around Abu Dhabi - American Express, Cirrus, Global Access, MasterCard, Plus System and VISA. ATMs can be found in all shopping malls, at the airport, at petrol stations and at various street-side locations.



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#### 4.8 MONEY EXCHANGES

Money exchanges are available all over Dubai, offering good service and reasonable exchange rates, which are often better than the banks. Additionally hotels will usually exchange money and travellers cheques at the standard hotel rate.

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#### 4.9 CREDIT CARDS

Most shops, hotels and restaurants accept the major credit cards (American Express, Diners Club, MasterCard, Visa). Smaller retailers are sometimes less inclined to accept credit cards and you may have to pay an extra five percent for processing.

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#### 4.10 TIPPING

Tipping practices are similar to most parts of the world. An increasing number of restaurants include service charge.

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#### 4.11 PHOTOGRAPHY

Normal tourist photography is acceptable; it is courteous to ask permission before photographing people especially local women. In general, photographs of government buildings, military installations, ports and airports should not be taken.

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#### 4.12 CULTURE

The UAE's culture is firmly rooted in the Islamic traditions of Arabia. However the UAE is very tolerant of the customs of its visitors and is relatively liberal when it comes to Western cultures. Among the most highly prized virtues are courtesy and hospitality, visitors are sure to be charmed by the genuine warmth and friendliness of the people.

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#### 4.13 RELIGION

Islam is the official religion of the UAE, but other religions are respected. Dubai has a number of Christian churches.

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#### 4.14 FOOD & DRINK

The UAE offers pretty much every type of international cuisine imaginable.

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#### 4.15 CUSTOMS

Personal effects entering the UAE are not liable to a customs levy. It is forbidden to import drugs and pornographic items.

The importation of alcohol into the United Arab Emirates is only permitted as part of the duty free allowance for personal consumption.



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#### 4.16 HEALTH REQUIREMENTS

No health certificates are required for entry to the UAE, except for visitors who have been in cholera or yellow fever infected area. However, it is always wise to check health requirements before departure as restrictions may vary.

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#### 4.17 SHOPPING

Prices are competitive on many products from gold to carpets, textiles or designer labels.

The imaginatively designed, modern Shopping Malls in Dubai are one of the highlights of shopping. They are generally spacious and fully air conditioned. Most international brands and high street shops can be found in the Malls. Most malls have a food court, offering a variety of cuisine. Some malls also have cinemas.

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#### 4.18 SOUKS

Souks are the Arabic markets where any kind of goods are bought, sold and exchanged. Over the years, the items on sale have changed dramatically from spices, silks and perfumes to include electronic goods and the latest kitch consumer trends.

The key to shopping in Souks is to bargain where possible since prices can drop quite substantially. Dubai's souks are worth a visit for their bustling atmosphere, the eclectic variety of goods and the traditional way of doing business.

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#### 4.19 TOURS & SIGHTSEEING

There are many companies in the UAE offering an exciting variety of city and safari tours. An organised tour can be a great way to discover the UAE. Tours range from a half-day city tour to an overnight safari visiting the desert or mountains and camping in tents. Most trips require a minimum of four people for the tour to run. It is advisable to book three or four days in advance although in some cases less notice is not a problem.

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#### 4.20 ACTIVITIES

There are numerous activities available to visitors to the UAE including water sports and golf packages.

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#### 4.21 NIGHTLIFE

Dubai has numerous Cinemas, Cafes, Bars, Nightclubs and Discos to suit all tastes and ages. There are a number of local magazines available from the Newsagents listing details of the above facilities.

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#### 4.22 ON THE ROAD

Drivers and their passengers in the front and back seats of a vehicle must by law wear seat-belts. Failure to do so may result in a heavy fine. It is an offence to drive and use a mobile telephone unless it is hands free. Any driver found driving under the influence of alcohol will be fined and a term of Imprisonment may follow.





## SECTION FIVE

### ORDER FORMS

#### RETURN DEADLINES

Please note the return dates shown below and at the top of each form. Forms received after the return deadline may be subject to a processing delay. A 20% surcharge will be applied to all orders and payment received after the return deadline.

FORMS SHOULD BE RETURNED BY FAX OR E-MAIL TO THE ADDRESS GIVEN ON THE FORM

The Action & Deadline Check List


Form	Title	Compulsory	Deadline	Return to:
1	Name Board	Yes (Shell Scheme)	17 October 2012	Rebecca D'Cruz Congress Solutions International
2	Contact details - to be listed in catalogue	Yes	5 <sup>th</sup> October 2012	Rebecca D'Cruz Congress Solutions International
3	Exhibitor Badges	Yes	17 October 2012	<b>Lina Salvati</b> <b>LINSA INC</b>
4	Electrical Space Only	Yes	17 October 2012	Rebecca D'Cruz Congress Solutions International
5	Electrical Shell Scheme	Optional	17 October 2012	Rebecca D'Cruz Congress Solutions International
6	Furniture/Stand Fittings Extra	Optional	17 October 2012	Rebecca D'Cruz Congress Solutions International
7	Hostess Orders	Optional	17 October 2012	Rebecca D'Cruz Congress Solutions International
8	Stand Structure Form	Yes (Space Only)	1 <sup>st</sup> October 2012	Rebecca D'Cruz Congress Solutions International
9	Credit Card Authorization	Optional	17 October 2012	Rebecca D'Cruz Congress Solutions International
10	All Other Services	Optional	17 October 2012	DWTC Customer Contact Centre







**FORM 2 – CONTACT DETAILS - TO BE LISTED IN CATALOGUE**


 <b>SICOT &amp; PAOA WORLD CONFERENCE</b> <b>28<sup>th</sup> – 30<sup>th</sup> NOVEMBER 2012</b> <b>DUBAI INTERNATIONAL CONFERENCE AND</b> <b>EXHIBITION CENTRE</b>	<b>DUE DATE: 5<sup>th</sup> OCTOBER 2012</b>
	<b>PLEASE RETURN TO :</b> <b>CONGRESS SOLUTIONS INTERNATIONAL</b> <b>P.O BOX. 7631, DUBAI, U.A.E.</b> <b>PHONE : + 971 4 303 4776</b> <b>FAX : + 971 4 303 4030</b> <b>EMAIL : <a href="mailto:standservices@emirates.com">standservices@emirates.com</a></b>

Company Name (to be listed in catalogue)	
Contact name	
Address	
City	
Postal code	
PO Box	
Country	
Stand number	
Telephone	
Fax	
Email	
Web address	

Name/Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## FORM 3 – EXHIBITOR BADGES

 <b>SICOT &amp; PAOA WORLD CONFERENCE</b> <b>28<sup>th</sup> – 30<sup>th</sup> NOVEMBER 2012</b> <b>DUBAI INTERNATIONAL CONFERENCE AND EXHIBITION CENTRE</b>	<b>DUE DATE: 17 OCTOBER 2012</b>
	<b>PLEASE RETURN TO :</b> <b>Lina Salvati</b> <b>LINSA INC</b> <b>PHONE : +1 514 924 3476</b> <b>EMAIL : lsalvati@linsa.ca</b>

**COMPANY NAME** : \_\_\_\_\_  
**STAND #** : \_\_\_\_\_  
**CONTACT PERSON** : \_\_\_\_\_  
**EMAIL** : \_\_\_\_\_  
**TEL. / MOBILE** : \_\_\_\_\_  
**FAX #** : \_\_\_\_\_

- Please use this form to order passes for your booth personnel.
- All personnel in the exhibition hall must wear identification passes at all times.
- Passes can be collected from the registration desk upon arrival.

Please fill out the appropriate names and company names below:

	Name (To appear on badge)	Company	Country
1			
2			

Two badges are provided per every 9sqm of space taken.

Each exhibiting company is entitled to a certain number of free exhibitor badges as follows:

- 9 sqm 2 free Exhibitor Badges
- 18 sqm 3 free Exhibitor Badges
- 27 sqm 6 free Exhibitor Badges
- 45 sqm 8 free Exhibitor Badges
- Over 60 sqm 12 free Exhibitor Badges


**Exhibitor badge includes:**

- Access to the exhibition and poster area and all the scientific sessions
- Exhibiting company badges are forbidden to be used by surgeons or guests at any time!  
 Additional badges for exhibiting company representatives may be purchased for EUR 100.00 + VAT each.  
 Non exhibiting companies wishing to visit the exhibition may do so at the cost of EUR 250.00 + VAT per badge.

**Name / Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



## FORM 4 - ELECTRICAL - SPACE ONLY

 <p><b>Congress Solutions International</b></p> <p><b>SICOT &amp; PAOA WORLD CONFERENCE</b>  <b>28<sup>th</sup> – 30<sup>th</sup> NOVEMBER 2012</b>  <b>DUBAI INTERNATIONAL CONFERENCE AND EXHIBITION CENTRE</b></p>	<p><b>DUE DATE: 17 OCTOBER 2012</b></p>
	<p><b>PLEASE RETURN TO :</b>  <b>CONGRESS SOLUTIONS INTERNATIONAL</b>  <b>P.O BOX. 7631, DUBAI, U.A.E.</b>  <b>PHONE : + 971 4 303 4776</b>  <b>FAX : + 971 4 303 4030</b>  <b>EMAIL : <a href="mailto:standservices@emirates.com">standservices@emirates.com</a></b></p>

COMPANY NAME : \_\_\_\_\_

STAND # : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

EMAIL : \_\_\_\_\_

TEL. / MOBILE : \_\_\_\_\_

FAX # : \_\_\_\_\_

- Mains supplies to 'Space Only' stands are NOT included and must be ordered. Price includes current consumed, but does not include a distribution board.
- Please indicate below your mains supply and any distribution board required.

QTY	CODE	ITEM	UNIT PRICE		TOTAL
			AED	USD	AED/USD
	S010	15 Amp Single Phase	900.00	247.00	
	S020	30 Amp Single Phase	1,680.00	461.00	
	S040	15 Amp Three Phase	2,700.00	739.00	
	S050	30 Amp Three Phase	4,524.00	1,238.00	
	S060	60 Amp Three Phase	7,656.00	2,090.00	
	X070	Single Phase Distribution board	1,092.00	298.00	
	X080	Three Phase Distribution Board	2,180.00	598.00	
	X090	60 Amp Three Phase ELCB	384.00	106.00	
	X100	30 Amp Single Phase ELCB	192.00	53.00	
	E090	Water and Waste	4,956.00	1,358.00	
		Ceiling Cables	2,016.00	549.00	
	Misc.				
<b>Total in USD/AED</b>					

**SIGNATURE :** \_\_\_\_\_ **DATE :** \_\_\_\_\_

Please complete this form, show location of fittings on grid and return by email or fax. A copy should be sent with the remittance before the deadline date.

- **PAYMENT MUST BE MADE IN FULL AND ACCOMPANY THIS ORDER. PLEASE REFER TO PAYMENT TERMS.**
- **ORDERS WILL NOT BE CONFIRMED OR PROCESSED IF PAYMENT IS NOT RECEIVED ALONG WITH THE FORM.**
- **PLEASE ORDER THE APPLICABLE DISTRIBUTION BOARD FOR YOUR MAINS SUPPLY (IF REQUIRED).**
- **POSITION OF CABLE SUPPLY TO STAND WILL BE DETERMINED BY THE STAND POSITION.**


**TO MEET VENUE MANAGEMENT REQUIREMENTS, NOTE BELOW THE IMPORTANT POINTS:**

- **A 20% SURCHARGE IS APPLICABLE ON ORDERS RECEIVED LESS THAN 40 DAYS PRIOR TO START OF THE EXHIBITION**
- **NO REFUND FOR CANCELLATION OF CONFIRMED ORDERS**
- **ONLY UPGRADES IS POSSIBLE (20% SURCHARGE IS APPLICABLE IF THIS CHANGE IS DONE AFTER THE DEADLINE PERIOD)**





## FORM 5 - ELECTRICAL - SHELL SCHEME

 <p><b>SICOT &amp; PAOA WORLD CONFERENCE</b> 28<sup>th</sup> – 30<sup>th</sup> NOVEMBER 2012 <b>DUBAI INTERNATIONAL CONFERENCE AND EXHIBITION CENTRE</b></p>	<p><b>DUE DATE: 17 OCTOBER 2012</b></p>
	<p><b>PLEASE RETURN TO :</b>  <b>CONGRESS SOLUTIONS INTERNATIONAL</b>  <b>P.O BOX. 7631, DUBAI, U.A.E.</b>  <b>PHONE : + 971 4 303 4776</b>  <b>FAX : + 971 4 303 4030</b>  <b>EMAIL : <a href="mailto:standservices@emirates.com">standservices@emirates.com</a></b></p>

**COMPANY NAME** : \_\_\_\_\_  
**STAND #** : \_\_\_\_\_  
**CONTACT PERSON** : \_\_\_\_\_  
**EMAIL** : \_\_\_\_\_  
**TEL. / MOBILE** : \_\_\_\_\_  
**FAX #** : \_\_\_\_\_

- The cost of providing Single Phase Mains supply and connection, including current consumed to Shell Scheme stands is covered by the space rental charges.
- 1 x 13A socket per 9m<sup>2</sup> and 1 x 100W spotlight per 3m<sup>2</sup> are supplied with the Shell Scheme. Please indicate below any EXTRA electrical requirements.

QTY	CODE	ITEM	UNIT PRICE		TOTAL
			AED	USD	AED/USD
	E010	Spotlight 100W	257.00	70.00	
	E020	4 Ft. Fluorescent	257.00	70.00	
	E030	13 Amp 3 Pin Socket	257.00	70.00	
	E040	15 Amp Round Pin Socket	319.00	87.00	
	E050	Floodlight 300W	290.00	79.00	
	E060	Floodlight 500W	388.00	106.00	
	E070	Floodlight 1000W	590.00	160.00	
	E090	Water and Waste	4,956.00	1,358.00	
	Misc.				
<b>Total in USD/AED</b>					

**SIGNATURE :** \_\_\_\_\_ **DATE :** \_\_\_\_\_

Please complete this form as required, show location of items on grid and return by email or fax. A copy should be sent with your remittance before the deadline.


- **PAYMENT IN FULL MUST ACCOMPANY THIS ORDER. PLEASE REFER TO PAYMENT TERMS.**
- **ITEMS WILL NOT BE SUPPLIED IF PAYMENT IS NOT RECEIVED IN ADVANCE.**

- **A 20% SURCHARGE IS APPLICABLE ON ORDERS RECEIVED LESS THAN 40 DAYS PRIOR TO START OF THE EXHIBITION**
- **TO MEET VENUE MANAGEMENT REQUIREMENTS, NO REFUND FOR CANCELLATION OF THE CONFIRMED ORDER RECEIVED ALONGWITH PAYMENT FOR ITEM E090**





## FORM 6 – FURNITURE/STAND FITTINGS

 <p><b>Congress Solutions International</b></p> <p><b>SICOT 2012</b>  <b>28 - 30 November, 2012</b>  <b>DUBAI INTERNATIONAL CONFERENCE AND EXHIBITION CENTRE</b></p>	<p><b>DUE DATE: 15<sup>TH</sup> October, 2012</b></p>
	<p><b>PLEASE RETURN TO :</b>  <b>CONGRESS SOLUTIONS INTERNATIONAL</b>  <b>P.O BOX. 7631, DUBAI, U.A.E.</b>  <b>PHONE : + 971 4 303 4776</b>  <b>FAX : + 971 4 303 4030</b>  <b>EMAIL : <a href="mailto:standservices@emirates.com">standservices@emirates.com</a></b></p>

COMPANY NAME : \_\_\_\_\_

STAND # : \_\_\_\_\_

CONTACT PERSON : \_\_\_\_\_

EMAIL : \_\_\_\_\_

TEL. / MOBILE : \_\_\_\_\_

FAX # : \_\_\_\_\_

QTY	CODE	ITEM	UNIT PRICE		TOTAL
			AED	USD	AED/USD
	SH01	<a href="#">Option 1 Shell Scheme per 9sqm package</a>	992	270	
	SH 02	<a href="#">Option 2 Shell Scheme per 9sqm package</a>	1719	468	

### Details for Shell Package

0sqm – 9sqm = 1 Shell scheme package  
 10sqm – 18sqm = 2 Shell scheme packages  
 19sqm – 27sqm = 3 shell scheme packages

(Package content per option as detailed in exhibition prospectus)

F020	Table- silver aluminum, white laminate top 500mm x 500mm x 500mm high	205.00	56.00	
F030	Table- wood finish top with silver metal frame 800mm dia, 710mm high	224.00	61.00	
F040	Table- square all white 800mm x 800mm x 740mm high	224.00	61.00	
F050	Table- round all white 1000mm dia, 730mm high	224.00	61.00	
F055	Table- round, beech wood top with silver stem leg	224.00	61.00	
F060	Banquet Table- white top 1800mm x 800mm x 730mm high	290.00	79.00	
F070	Upholstered Chair- in <b>red / grey / blue / black</b> (specify colour)	196.00	53.00	
F080	Lounge Chair- in <b>red / grey / blue</b> (specify colour)	301.00	82.00	
F090	Coffee Table- square, in <b>red / grey / blue</b> (specify colour)	301.00	82.00	





F100	Folding chair- white, plastic, standard height	173.00	47.00	
F105	Chrome Chair	200.00	54.00	
F110	Chair- stacking chair in <b>black / white</b> plastic with metal frame, standard height	173.00	51.00	
F120	Bar Stool- black (upholstered)	319.00	87.00	
F130	Bar Stool- in <b>black / white</b> plastic with chrome metal frame & adjustable height	253.00	69.00	
F130T	Bar table-in <b>black/white</b> plastic with chrome metal frame & adjustable height	343.00	94.00	
F131	Bar Stool- in white imitation leather with chrome frame	262.00	71.00	
F132	Bar Stool- metal finish	253.00	69.00	
F140	Bar Stool- Black (wooden, no back rest)	210.00	58.00	
F145	Bar Stool- coloured& shaped seat	287.00	78.00	
F150	Exhibit Base 500mm x 500mm x 500mm high (Octanorm)	311.00	84.00	
F170	Reception Counter 1000mm x 500mm x 900mm high (Octanorm)	425.00	116.00	
F190	Lockable Cupboard 950mm x 500mm x 1000mm high (Octanorm)	473.00	129.00	
F210	Octanorm Showcase 1000mm x 500mm x 900mm high	710.00	193.00	
F220	Perspex literature holder (A4) Single	115.00	31.00	
F230	Three tier literature holder	139.00	38.00	
F240A	Zig-zag Literature holder	692.00	188.00	
F250	Tension Barrier	596.00	162.00	
F260	Refrigerator- Table top height	511.00	139.00	
F280	Waste bin	43.00	12.00	
F300	Chair- black leather seat and back with chrome metal frame	229.00	62.00	
F310	Chair- upholstered in blue fabric with revolving metal frame	334.00	91.00	
F311	Armchair- fabric, revolving	215.00	59.00	
F320	Lounge Chair- upholstered in blue fabric with blue cushion back rest	391.00	107.00	
F330	Chair- felt fabric in <b>green / red / blue</b>	406.00	110.00	
F340	Chair- felt fabric in <b>orange / blue / black</b>	454.00	124.00	
F1031	Table- black top/ square with grey detail edging 750mm x 750mm	272.00	74.00	
F5131	Chair- imitation leather seat & back with chrome frame	301.00	82.00	
F5158	Chair- folding chair with imitation leather seat& back with chrome frame	239.00	65.00	



S120	Newline glass showcase 1000mm x 400mm x 1000mm high	710.00	193.00	
S130	Newline glass showcase 1000mm x 500mm x 2000mm high	1,382.00	376.00	
S150	Display Counter (without lights) 1000mm x 500mm x 900mm high	710.00	193.00	
D010	Single Wall Panel 1000mm x 2500mm high	349.00	95.00	
D020	Lockable door panel 1000mm x 2500mm high	511.00	139.00	
D050	Shelf 1000mm x 300mm deep-specify whether <b>flat / sloping</b>	115.00	31.00	
F245	Coat Rail / Hanger (on wheels)	343.00	94.00	
	Pegboard (950mm x 950mm)	324.00	88.00	
	Pegboard (1640mm x 950mm)	377.00	102.00	
	Pegboard (2000mm x 950mm)	425.00	115.00	
Misc.				
<b>Total amount in USD/AED</b>				


SIGNATURE : \_\_\_\_\_ DATE : \_\_\_\_\_

- > PAYMENT IN FULL MUST ACCOMPANY THIS ORDER. PLEASE REFER TO PAYMENT TERMS.
- > ITEMS WILL NOT BE SUPPLIED IF PAYMENT IS NOT RECEIVED IN ADVANCE.

- A 20% SURCHARGE IS APPLICABLE ON ORDERS RECEIVED LESS THAN 40 DAYS PRIOR TO START OF THE EXHIBITION
- TO MEET VENUE MANAGEMENT REQUIREMENTS, NO REFUND FOR CANCELLATION OF THE CONFIRMED ORDER RECEIVED ALONGWITH PAYMENT FOR ITEM E090



## FORM 7 – HOSTESS ORDERS

 <b>Congress Solutions International</b>  <b>SICOT &amp; PAOA WORLD CONFERENCE</b> <b>28<sup>th</sup> – 30<sup>th</sup> NOVEMBER 2012</b> <b>DUBAI INTERNATIONAL CONFERENCE AND EXHIBITION CENTRE</b>	<b>DUE DATE: 17 OCTOBER 2012</b>
	<b>PLEASE RETURN TO :</b> <b>CONGRESS SOLUTIONS INTERNATIONAL</b> <b>P.O BOX. 7631, DUBAI, U.A.E.</b> <b>PHONE : + 971 4 303 4776</b> <b>FAX : + 971 4 303 4030</b> <b>EMAIL : <a href="mailto:standservices@emirates.com">standservices@emirates.com</a></b>

**COMPANY NAME** : \_\_\_\_\_  
**STAND #** : \_\_\_\_\_  
**CONTACT PERSON** : \_\_\_\_\_  
**EMAIL** : \_\_\_\_\_  
**TEL. / MOBILE** : \_\_\_\_\_  
**FAX #** : \_\_\_\_\_

<b>Client's name</b>	
<b>Number of hostesses requested</b>	----- hostesses
<b>Date (per hostess)</b>	
<b>Timing (per hostess)</b>	
<b>Job specification</b> <i>(tick as appropriate)</i>	Key job tasks include but are not limited to the following: <input type="checkbox"/> Room attendance/usher <input type="checkbox"/> Distribution of promotional material <input type="checkbox"/> Distribution of headphones <input type="checkbox"/> Catering/F&B assistance <input type="checkbox"/> Other: _____
<b>Language requirements</b>	<input type="checkbox"/> Arabic <input type="checkbox"/> English <input type="checkbox"/> Other: _____
<b>Briefing/training required</b> <i>(please specify)</i>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Specify: _____
<b>Briefing/training timing</b>	Day: Timing: Number of hour(s):
<b>Rate/hour/hostess</b> <i>(all service charges included)</i>	35 USD Surcharge of 20% will apply on all order or payments received post 22 <sup>nd</sup> February 2012



<b>TOTALS</b>	
<b>Total number of hostesses</b>	hostesses
<b>Total number of hours/hostess</b>	hrs
<b>TOTAL COST</b>	hrs X hostesses X 35 USD = USD

### Terms and conditions

- Standard uniform (black trousers and white shirt) is included in the quotation. If client requires different uniform the service will be quoted separately.
- Minimum working hours: 4 hours per day per shift
- Training/briefing timing is included in the quotation as extra.
- Catering and transport are included in the rate.
- Lunch break (30 min per hostess) will be provided by client and is considered included in the working hours.

### Payment terms

- 100% upon confirmation
- 20% Surcharge applies to orders and payments not received before 17<sup>th</sup> October 2012.

### Cancellation Policy

- Cancellation of a project after confirmation is received will be subject to 50% penalty charge of the total invoice value if confirmation is received up to 20 days prior to the event
- 100% penalty charge of the total invoice value amount is due if the confirmation of cancellation is received 20 days or less prior to the event.

**Company:**

**Name representative:**


**Title:**

**Date:**

**Signature client:**



## FORM 8 – STAND STRUCTURE FORM

<p><b>SICOT &amp; PAOA WORLD CONFERENCE</b> 28<sup>th</sup> – 30<sup>th</sup> NOVEMBER 2012</p> <p><b>DUBAI INTERNATIONAL CONFERENCE AND EXHIBITION</b></p> 	<p><b>DUE DATE: 1<sup>st</sup> OCTOBER 2012</b></p>
	<p><b>PLEASE RETURN TO :</b>  <b>CONGRESS SOLUTIONS INTERNATIONAL</b>          P.O BOX. 7631, DUBAI, U.A.E.  <b>PHONE</b> : + 971 4 303 4776  <b>FAX</b> : + 971 4 303 4030  <b>EMAIL</b> : <a href="mailto:standservices@emirates.com">standservices@emirates.com</a></p>

**Please Return this form to your Event Planner**

**THE DEADLINE TO RETURN THIS FORM IS 1<sup>st</sup> OCTOBER 2012 AND ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO A SURCHARGE OR MAY NOT BE PROCESSED.**



*Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).*

### EXHIBITION DETAILS

Exhibition Name			Exhibition Date	
Hall No	Stand No		Stand Name	

### CONTRACTOR'S CONTACT DETAILS

First Name				
Last Name		Job Title		
Company Name				
Company Address				
Company City	Postal Code		Country	



Direct No		Mobile No		Fax No	
Email (important service information will be sent to this address)					
Signature		Account ID			

### Space-only Stands

Space-only stands, stands with a ceiling, stands incorporating a mezzanine level or raised area above 300mm, stands above 4 m high

**All the following information MUST be provided (USE TICK BOX)**

	YES	NO		YES	NO
Perspective Drawing	<input type="checkbox"/>	<input type="checkbox"/>	Height of Stand	<input type="checkbox"/>	<input type="checkbox"/>
Full Stand Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	Glass Partition / Glazing	<input type="checkbox"/>	<input type="checkbox"/>
Elevations Drawings (front, side and back)	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling / Roof	<input type="checkbox"/>	<input type="checkbox"/>
Plan (Layout) Drawing	<input type="checkbox"/>	<input type="checkbox"/>	Use of Fabric / Material (fire certificate must be provided)	<input type="checkbox"/>	<input type="checkbox"/>
Structural Material Details	<input type="checkbox"/>	<input type="checkbox"/>	Mezzanine Details (above 300mm)	<input type="checkbox"/>	<input type="checkbox"/>
Connection Details	<input type="checkbox"/>	<input type="checkbox"/>	Storage Space	<input type="checkbox"/>	<input type="checkbox"/>
Base Plate Sizes and Specifications (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	If Yes, please indicate the storage location on the stand design. The storage door must not have a lock.	<input type="checkbox"/>	<input type="checkbox"/>
Any Special Display Loading Allowance	<input type="checkbox"/>	<input type="checkbox"/>			
Accessible Ramp	<input type="checkbox"/>	<input type="checkbox"/>			
Undertaking Letter (refer to note below)	<input type="checkbox"/>	<input type="checkbox"/>			
Corners of Stands Rounded	<input type="checkbox"/>	<input type="checkbox"/>			

### Double Decker Stands



**All the following information MUST be provided (USE TICK BOX)**

	YES	NO
Structural Drawings, Design Calculations and General Arrangement of Structure	<input type="checkbox"/>	<input type="checkbox"/>
Design of Members / Elements (beam, column, slab)	<input type="checkbox"/>	<input type="checkbox"/>
Design of Connections and Base Plate (considering anchor of base plate with permanent flooring is not allowed)	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Drawings i.e. Plan, Elevation, Sections	<input type="checkbox"/>	<input type="checkbox"/>
Elevations Drawing (front, side and back)	<input type="checkbox"/>	<input type="checkbox"/>
Design of Handrail and Staircase Details	<input type="checkbox"/>	<input type="checkbox"/>
Connection Details	<input type="checkbox"/>	<input type="checkbox"/>
Base Plate Sizes (Use min 400 x 400 x 12mm Mild Steel Plate)	<input type="checkbox"/>	<input type="checkbox"/>
Structural Materials Details	<input type="checkbox"/>	<input type="checkbox"/>
Undertaking Letter (Refer to note below)	<input type="checkbox"/>	<input type="checkbox"/>

**A charge of AED 1,000.00 applies to each submission and will be charged to the client accordingly.**

NOTE: FOR UNCONVENTIONAL STANDS/SPACE FRAME (E.G. WHERE THE STRUCTURAL MATERIALS USED ARE OTHER THAN HOT ROLLED SECTIONS/STANDARD STEEL SECTIONS AVAILABLE IN THE MARKET) **OR** IF REQUESTED BY DWTC, THE CONTRACTOR/EXHIBITOR HAS TO SUBMIT AN UNDERTAKING LETTER TO DWTC ENGINEERING FOR ITS STRUCTURAL RIGIDITY, STABILITY AND SAFE DESIGN STATING THE STRUCTURE IS “ FIT FOR PURPOSE”

DWTC will review this submission (provided the complete information required has been provided) and get back to the organiser as follows:

- 10 working days for space-only stands from the date of submission was received
- 15 working days for double-storey stands from the date the submission was received

**CONDITIONS**

- Submission documentation should explain the method of building the stand
- Submissions for double-decker stand – note 50% charges will be applied if the submission is incomplete
- Any late submission is subject to 100% surcharge
- All requirements should be routed through the event organiser
- Drawings/details should be submitted at least 30 days before the start of the tenancy
- The main beam erection shall be completed 24 hours before the opening of the event
- All measurements in the submitted drawings shall be as per standard international (IS) unit system
- The contractor will be fully responsible for the design, stability and workmanship of the structure
- Any free standing wall of a stand exceeding 4 m in height requires a metal framing with base plate and stability design calculation
- Any stand exceeding 4 m in height requires complete structural drawing including its design calculation
- If DWTC’s approval under specific circumstances has been received for a stand to be built in one of the concourses, the



stand must not exceed 4 m in height. A special policy applies for the building of stands in the concourses. **Double-decker stands are not allowed in the concourses**

- Any canopy must be reinforced with a metal section and must be supported from the ground with a minimum 3 inch (7.62 cm) diameter tube or equivalent support having sufficient section
- Any custom design rigging to be used must be certified and industry approved trusses
- Banners / logos attached to a hanging truss must be fabricated by using metal tubes with bolted connections and must be submitted along with the design calculations for approval
- All shell scheme stands must be braced from all four sides (top portion) to control the stability especially octononm pole / panel
- The stability and safety of all display items within the stand shall be the sole responsibility of the supplier (Exhibitor / Contractor)
- Stands should not impede on any aisles
- Nor fixing or adjoining structures above aisles are allowed
- No stand carpeting over aisle carpet is allowed in order to join stands opposite each other

Signature  
On behalf of the Contractor


Company Stamp

Signature  
On behalf of DWTC Operations

--

Signature  
On behalf of DWTC Engineering

--


Signature  
On behalf of DWTC Health and Safety

--





## FORM 9 – CREDIT CARD AUTHORISATION FORM

 <p><b>Congress Solutions International</b></p> <p><b>SICOT &amp; PAOA WORLD CONFERENCE 28<sup>th</sup> – 30<sup>th</sup> NOVEMBER 2012 DUBAI INTERNATIONAL CONFERENCE AND EXHIBITION CENTRE</b></p>	<p><b>DUE DATE: 17<sup>th</sup> OCTOBER 2012</b></p>
	<p><b>PLEASE RETURN TO :</b>  <b>CONGRESS SOLUTIONS INTERNATIONAL</b>  <b>P.O BOX. 7631, DUBAI, U.A.E.</b>  <b>PHONE : + 971 4 303 4776</b>  <b>FAX : + 971 4 303 4030</b>  <b>EMAIL : <a href="mailto:standservices@emirates.com">standservices@emirates.com</a></b></p>

**PLEASE FILL OUT THE FORM GIVEN BELOW AND RETURN BY E-MAIL/ FAX:**

### ***AUTHORITY TO DEBIT CREDIT CARD***

VISA       MASTERCARD       ONLY

**Credit Card** : \_\_\_\_\_

**Valid Until** : \_\_\_\_\_

**Name of cardholder** : \_\_\_\_\_

**Contact Number** : \_\_\_\_\_

**Mailing Address** : \_\_\_\_\_

**Amount in** : (AED) \_\_\_\_\_ (US\$) \_\_\_\_\_

I, *name of the client*, the cardholder will honor this transaction and not hold Congress Solutions International responsible if the Credit account number has been compromised. Please find attached a clear copy of both sides of my card and my passport copy as a supporting document.

Payments by credit card are accepted on ONLY MASTER & VISA.

**Cardholder's Signature** : \_\_\_\_\_

**Date** : \_\_\_\_\_



## FORM 10 – AUDIO VISUAL FORM



**Please Return to DWTC's Customer Contact Centre:**

Helpline: +971 4 308 6333 • Fax: +971 4 318 8741 • E-mail: [c3@dwtc.com](mailto:c3@dwtc.com) • V07.11\_29E

**THE DEADLINE TO RETURN THIS FORM IS 3 WEEKS PRIOR TO THE START OF THE EVENT  
ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO AVAILABILITY**

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

### EXHIBITION DETAILS

Exhibition Name				Exhibition Date	
Hall No.		Stand No.		Stand Name	

### ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name					
Last Name				Job Title	
Company Name					
Company Address					
Company City		Postal Code		Country	
Direct No.		Mobile No.		Fax No.	
E-mail (important service information will be sent to this address)					
On-site Contact Name			On-site Contact No.		

### Ways to Pay:

- (Please select)
- CREDIT CARD** - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.
- COMPANY CHEQUE** - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.
- BANK TRANSFER** - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.

### Conditions of Sale:

- 1) Dubai World Trade Centre holds the exclusive rights to all satellite feeds as part of the audio-visual services within DWTC.
- 2) All audio-visual orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams and are inclusive of installation and tear-down. Cancellations or amendments to confirmed and paid orders are not permitted.
- 3) **"More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event** Items must be paid within 5 days of ordering or will be automatically cancelled.
- 4) **"Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing [c3@dwtc.com](mailto:c3@dwtc.com).



## A World of Possibilities:

Dubai World Trade Centre's Event Services division is expert in delivering all your audio-visual requirements during the exhibition. For ease you can order directly using this form. However if you have more elaborate requirements such as stand design and construction, lighting effects and specialist satellite feeds then please contact us and we will be delighted to quote for you.

Please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at [c3@dwtc.com](mailto:c3@dwtc.com)

<b>AUDIO – VISUAL SERVICES</b>				
<b>Description</b>	<b>More than 3 weeks prior</b>	<b>Less than 3 weeks prior</b>	<b>Quantity</b>	<b>Total</b>
<b>DATA MONITOR</b>				
20" LCD flat screen	350.00	350.00		
42" Plasma screen with stand	1,200.00	1,200.00		
50" Plasma screen with stand	2,000.00	2,000.00		
Wall mounting plasma screen installation	500.00	500.00		
<b>Professional Video Player</b>				
Multi – region DVD player	150.00	150.00		
<b>P.A. SYSTEM</b>				
1 Mackie 12 channels audio mixer	900.00	900.00		
2 Speakers 150 watts with tripod stand				
1 Microphone with cord				
<b>SOUND SYSTEM</b>				
1 Mackie 12 channels audio mixer	3,000.00	3,000.00		
2 Speakers 250 watts with tripod stand				
1 Microphone cordless handheld or lapel				
3 Table microphones				
<b>ADDITIONAL EQUIPMENT FOR SOUND SYSTEM</b>				
Microphone with cord	200.00	200.00		
Wireless hand held microphone	720.00	720.00		
Wireless lapel microphone	720.00	720.00		
CD Player	100.00	100.00		
<b>LIGHTING SYSTEM</b>				
Single Parcan 64 lights 1000 watts with dimmer	160.00	160.00		
Bar of 6 Parcan 64 lights 1000 watts with dimmer	1,365.00	1,365.00		
400 watt metal halide	250.00	250.00		
LED Parcan RGBW	900.00	900.00		
Moving heads spot light 250 watts	750.00	750.00		
Moving heads spot light 575 watts	1,000.00	1,000.00		
Moving heads spot light 2000 watts	2,000.00	2,000.00		
Moving heads wash light 250 watts	750.00	750.00		
Moving heads wash light 600 watts	1,000.00	1,000.00		
Moving heads wash light 2000 watts	2,000.00	2,000.00		
Lighting controller	3,000.00	3,000.00		
<b>SATELLITE CABLE SERVICES</b>				
<b>Description</b>	<b>More than 3 weeks prior</b>	<b>Less than 3 weeks prior</b>	<b>Quantity</b>	<b>Total</b>
<b>Communal Satellite Feeds Description (DIGITAL)</b>				



ARABSAT	2000.00	2600.00		
HOTBIRD	2000.00	2600.00		
NILESAT	2000.00	2600.00		
GRAND TOTAL				

#### Points to note:

- 1) All rates quoted are per event based on a maximum 7 day hire.
- 2) Any equipment supplied is the responsibility of the exhibitor during the event and should be returned on the last day of the event. Any loss or damage incurred will be charged to the exhibitor.
- 3) A power supply for any equipment must be arranged by the exhibitor.
- 4) A detailed layout of the exhibition stand must be supplied clearly showing the position of the equipment.



## FORM 11 – DATA TELECOM SERVICES FORM



مركز دبي التجاري العالمي  
DUBAI WORLD TRADE CENTRE

Please Return to DWTC's Customer Contact Centre:

Helpline: +971 4 308 6333 • Fax: +971 4 318 8741 • E-mail: c3@dwtc.com • V07.11\_26E

**THE DEADLINE TO RETURN THIS FORM IS 3 WEEKS PRIOR TO THE START OF THE EVENT  
ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO AVAILABILITY**

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

### EXHIBITION DETAILS

Exhibition Name			Exhibition Date	
Hall No.		Stand No.	Stand Name	

### ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name				
Last Name		Job Title		
Company Name				
Company Address				
Company City	Postal Code		Country	
Direct No.	Mobile No.		Fax No.	
E-mail (important service information will be sent to this address)				
On-site Contact Name		On-site contact No.		

### Ways to Pay:



(Please select)

**CREDIT CARD** - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

**COMPANY CHEQUE** - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.

**BANK TRANSFER** - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.

### Conditions of Sale:

- 1) Dubai World Trade Centre holds the exclusive rights to all data and telecommunication services within DWTC.



- 2) All orders for data and telecom services must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
- 3) **“More than 3 weeks prior” rates are charged 3 weeks and more prior to the start date of the event.** Items must be paid within 5 days of ordering or will be automatically cancelled.
- 4) **“Less than 3 weeks prior” rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing [c3@dwtc.com](mailto:c3@dwtc.com).

### A World of Possibilities:

Dubai World Trade Centre is expert in delivering all your telecommunication and data services requirements during the exhibition. For ease you can order directly using this form. However if you have more complex requirements such as direct external lines, leased lines, ADSL, IP addresses, wireless or wired networks then please contact us and we will be delighted to quote for you.

Please contact us to discuss your requirements on +971 4 308 6333 or by e-mail at [c3@dwtc.com](mailto:c3@dwtc.com)

INTERNET					
Item Description	Connection Speed	More than 3 weeks prior	Less than 3 weeks prior	Quantity	Total cost
Wired internet	1 MB	2,930.00	3,810.00		
Wired internet	2 MB	3,530.00	4,590.00		
Wired internet	4 MB	4,730.00	6,150.00		
Wired internet with wireless access	1 MB	3,430.00	4,460.00		
Wired internet with wireless access	2 MB	4,430.00	5,760.00		
Wired internet with wireless access	4 MB	5,930.00	7,710.00		
Additional network ports / user ID's		250.00	250.00		
Wireless internet – per user per event		500.00	500.00		
Network switch and configuration		1000.00	1300.00		
SUBTOTAL					

TELECOM LINES									
Item Description	Deposit	More than 3 weeks prior	Less than 3 weeks prior	<sup>a</sup> No. of lines by type of access					Total cost
Telephone line and handset through PABX	3,000.00	905.00	1,175.00	1	2	3	4	5	
Fax line and machine through PABX	3,000.00	965.00	1,255.00	1	2	3	4	5	
ISDN	3,000.00	1,100.00	1,430.00	1	2	3	4	5	
Point of sale line		1,100.00	1,430.00						
SUBTOTAL									



<b><sup>b</sup> TELECOM LINES for UAE ETISALAT ACCOUNT HOLDERS</b>									
Item Description	More than 3 weeks prior	Less than 3 weeks prior	<sup>a</sup> No. of lines by type of access					Total cost	
			1	2	3	4	5		
Telephone line and handset	605.00	785.00	1	2	3	4	5		
ISDN	605.00	785.00	1	2	3	4	5		
Point of sale line	605.00	785.00							
SUBTOTAL									
GRAND TOTAL									

<sup>a</sup> Please note the number of lines by the type of access for each line:

<b>L</b>	<b>Local</b> - applies to all landline to landline calls within the UAE.
<b>N</b>	<b>National</b> - applies to all calls within the UAE to landline and mobile numbers.
<b>I</b>	<b>International</b> - applies to all international calls to both landlines and mobile numbers.

<sup>b</sup> UAE exhibitors can forego the deposit and have calls charged to their ETISALAT account by providing the following:

ETISALAT Subscriber name	
ETISALAT Subscriber number	

Points to note:

### 1) Wired internet:

- A computer or device with a RJ45 network interface and a web browser is required to use DWTC wired internet connections.
- Each line will be provided with a unique user ID and password which will require authentication using a web browser.
- Each line will allow for a maximum number of simultaneous users depending on the connection speed purchased.
- DWTC enforces a clean-air policy and no unauthorised wireless routers are permitted. Internet connections to such devices will automatically be blocked. Wireless internet access is available throughout the venue when purchased with wired internet.
- A fair usage allowance of 4GB per 1 MB line will be monitored and exhibitors exceeding this limit will be informed accordingly.
- Internet lines are activated on the last day of build-up. Please advise if you require the service prior to this date.

### 2) Wireless internet:

- Wireless internet is best suited for light web browsing and e-mail checking. It is not recommended for any special use of internet or downloading large files.
- A computer or device with wireless a, b or g compatible network adaptor and a web browser is required to use DWTC wireless internet connections.
- Users will be provided with a unique user ID and password which will require authentication using a web browser.
- DWTC does not provide any warranties regarding connection availability and speed will vary depending on the number of users simultaneously using this system.
- Once the wireless internet expires or the fair usage of 4 GB is consumed the connection will automatically be blocked until additional access is purchased.
- DWTC wireless internet is available throughout the halls and concourses only.

### 3) Telecoms:

- Telephone lines such as direct external lines (DEL), point of sale lines (POS) and ISDN do not include per unit call charges which will be deducted from the deposit after the event.
- ISDN lines are supplied without the required ISDN modem.
- A UAE bank account is required for a point of sale (POS) lines which are supplied without the required credit card machine.
- A power socket is required for fax and credit card machines.

### 4) General:

- It is essential that you inform your stand contractor that telecommunication or data lines have been ordered.
- Any equipment supplied is the responsibility of the exhibitor during the event and should be returned on the last day of the event. Any loss or damage incurred will be charged to the exhibitor.





## FORM 12 - RIGGING, BANNERS AND GRAPHICS FORM



Please Return to DWTC's Customer Contact Centre:

Helpline: +971 4 308 6333 • Fax: +971 4 318 8741 • E-mail: c3@dwtc.com • V07.11\_33E

**THE DEADLINE TO RETURN THIS FORM IS 3 WEEKS PRIOR TO THE START OF THE EVENT  
ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO AVAILABILITY**

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

### EXHIBITION DETAILS

Exhibition Name			Exhibition Date	
Hall No.	Stand No.		Stand Name	

### ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name				
Last Name			Job Title	
Company Name				
Company Address				
Company City	Postal Code		Country	
Direct No.	Mobile No.		Fax No.	
E-mail (important service information will be sent to this address)				
On-site Contact Name			On-site Contact No.	

### Ways to Pay:

- (Please select)
- CREDIT CARD** - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.
- COMPANY CHEQUE** - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.
- BANK TRANSFER** - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.

### Conditions of Sale:

- 1) Dubai World Trade Centre holds the exclusive rights to all primary rigging services within DWTC.
- 2) All rigging orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams and are inclusive of installation and tear-down. Cancellations or amendments to confirmed and paid orders are not permitted.
- 3) "More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event. Items must be paid within 5 days of ordering or will be automatically cancelled.
- 4) "Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event. Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing c3@dwtc.com.





### A World of Possibilities:

Dubai World Trade Centre's Event Services division is expert in delivering all your banner and graphic printing and rigging requirements during the exhibition. For ease you can order directly using this form. However if you have more elaborate requirements such as trussing, lighting rigs and complex banner installations then please contact us and we will be delighted to quote for you.

Please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at [c3@dwtc.com](mailto:c3@dwtc.com)

<b>BANNER AND GRAPHIC PRINTING</b>					
Item Description	More than 3 weeks prior	Less than 3 weeks prior	Quantity	Total	
Roll up banner of size 85cm x 200cm	550.00	550.00			
Roll up banner of size 150cm x 200cm	875.00	875.00			
Pop up banner of size 400cm x 300cm	3,950.00	3,950.00			
Pop up banner of size 300cm x 300cm	2,750.00	2,750.00			
Free standing direction sign A3 size (vertical or horizontal)	175.00	175.00			
<b>Digital printed Flexpro banners</b>					
Single sided: 2m x 1m	250.00	250.00			
Double sided: 2m x 1m	400.00	400.00			
Single sided: 3m x 1.5m	550.00	550.00			
Double sided: 3m x 1.5m	900.00	900.00			
Single sided: 4m x 2m	1,000.00	1,000.00			
Double sided: 4m x 2m	1,600.00	1,600.00			
Single sided: 5m x 2.5m	1,550.00	1,550.00			
Double sided: 5m x 2.5m	2,500.00	2,500.00			
Single sided: 6m x 2.5m	1,850.00	1,850.00			
<b>Box banners (4 single sided banners fixed to form a square)</b>					
Size: 3m x 1.5m	2,700.00	2,700.00			
Size: 2m x 1m	1,200.00	1,200.00			
<b>Digital printed graphics (single sided, minimum of 10 per order)</b>					
Size: 70cm x 50cm	35.00	35.00			
Size: 1m x 1.2m	120.00	120.00			
<b>Digital printed graphics mounted onto 3mm thick Forex</b>					
Size: 70cm x 50cm	65.00	65.00			
Size: 1m x 2m	380.00	380.00			
SUBTOTAL					
<b>BANNERS – RIGGING INSTALLATION AND REMOVAL CHARGES</b>					
Banner Size	More than 3 weeks prior	Less than 3 weeks prior	Quantity	Weight	Total Cost
Pole width up to 2000mm	500.00	650.00			
Pole width above 2000mm to 5000mm	750.00	975.00			
Pole width above 5000mm to 6000mm	1,000.00	1,300.00			
Pole width above 6000mm to 7000mm	1,200.00	1,560.00			
1) Up to 2m <sup>2</sup> lightweight box / circular banner	1,000.00	1,300.00			
2) Up to 4m <sup>2</sup> lightweight box / circular banner	1,500.00	1,950.00			
3) Greater than 4m <sup>2</sup> lightweight box / circular banner	P.O.A.	P.O.A.			
SUBTOTAL					



<b>PRIMARY RIGGING CHARGES</b>				
Description	More than 3 weeks prior	Less than 3 weeks prior	Quantity	Total Cost
Drop wire	350.00	455.00		
Drop wire – hoist & fix	450.00	585.00		
Roof point (30-250kg)	650.00	845.00		
6mm catenary wires	40.00	50.00		
Special roof point (change from standard height)	850.00	1,105.00		
Please specify the exact weight of each roof point				<b>Kg</b>
Please specify the total weight of the structure				<b>Kg</b>
<b>SECONDARY RIGGING CHARGES</b>				
Description	More than 3 weeks prior	Less than 3 weeks prior	Quantity	Total Cost
Electric chain hoist (CM Lodestar with safety) per event	1,000.00	1,000.00		
Manual chain hoist (Yale/Vittal) per event	400.00	400.00		
Light duty truss - per metre per event – 30 x 30cm <sup>2</sup>	200.00	200.00		
Medium duty truss - per metre per event – 40 x 40cm <sup>2</sup>	300.00	300.00		
SUBTOTAL				
GRAND TOTAL				

## RIGGING PLANS



(Please select)

- Drop wire – 6 mm wire rope fitted with a quick term connector. The wire will be left for the contractor to lift the item to the desired height (for banners, lightweight pieces and truss weighting 30 kg or less).
- Drop wire (hoist & fix) – 6mm wire rope fitted with a quick term connector. DWTC will hoist and fix your trussing, banners or set pieces to the desired height and later will be responsible for the tear-down.
- Roof point (30 kg to 250 kg) – For heavy items weighing more than 30 kg. DWTC will supply a roof point for the contractor to attach their own manual or electric hoist.
- All roof points will be installed at approximately 40cm below the bottom roof truss within the halls. Any request for a change of standard height will be classed as a special roof point.

<b>AVAILABLE RIGGING POINT HEIGHTS IN THE HALLS</b>	
<b>Exhibition Halls 1 and 2</b>	7100 mm
Rigging points under the air wall (between Exhibition Halls)	6800 mm
Rigging points under the bulk head (between Exhibition Halls 2 and 3)	4800 mm
<b>Exhibition Halls 3 and 4</b>	9700 mm
Rigging points under the air wall (between Exhibition Halls)	9580 mm
<b>Exhibition Halls 5, 6, 7 &amp; 8</b>	7100 mm
Rigging points under the air wall (between Exhibition Halls)	6700 mm
<b>Za'abeel Hall 1</b>	6450 mm
<b>Za'abeel Hall 2 and 3</b>	7000 mm
<b>Sheikh Rashid Hall</b>	12250 mm
<b>Sheikh Maktoum Hall</b>	6500 mm
<b>Sheikh Saeed Hall 1, 2 &amp; 3</b>	9600 mm
<b>Trade Centre Arena</b>	13600 mm



## Points to note:

### 1. Banner & Graphic Printing:

- a. All orders must be accompanied with the artwork detailing the CMYK / Pantone references and sizes of the items.
- b. Artwork can be supplied in the following files: Adobe Illustrator; EPS; High Res PDF or TIF.
- c. Banner printing does not include rigging.
- d. Any amendments and changes on-site to the approved and agreed artwork will be subject to a surcharge

### 2. Banner Rigging:

- a. All banners need to be supplied with poles in vinyl welded or sewn sleeves.
- b. All banners must be delivered two days prior to the build-up of the event. Delivery should be made to DWTC, Saturday to Thursday 08:00 until 17:00 hours.
- c. All banners will be disposed of immediately after the last day of tear-down.
- d. Dubai World Trade Centre is not liable for the loss or damage to banners during transportation, storage, installation and de-rig.

### 3. Rigging Plans:

- a. All orders for rigging must follow the required guidelines and be submitted with a clear and precise rigging plan at the time of ordering. Any changes required due to incorrect rigging plans will be subject to a surcharge.
- b. All rigging plans must show the location of each rigging point in relation to the stand using metric measurements.
- c. All rigging must be within the perimeter of the stand.
- d. The exact weight of each rigging point must be detailed in kilograms in addition to the total weight in kilograms of the structure.
- e. The type of structure or banner material must be detailed along with the metric width, height and length.
- f. The stand orientation must be detailed by showing the location of the main entrance and by the stands or walls on the other neighboring three sides.
- g. The height from the floor to the bottom of the structure or banner when fully suspended must be shown using metric measurements.

### 4. Installation:

- a. DWTC rigging hours are Saturday to Thursday 08:00 until 17:00. Any requests outside these hours are subject to availability and surcharge.
- b. Rigging not ready for completion by 17:00 on the last day of build-up will be the responsibility of the contractor to install.
- c. Any damage to DWTC equipment by third party contractors will be charged.

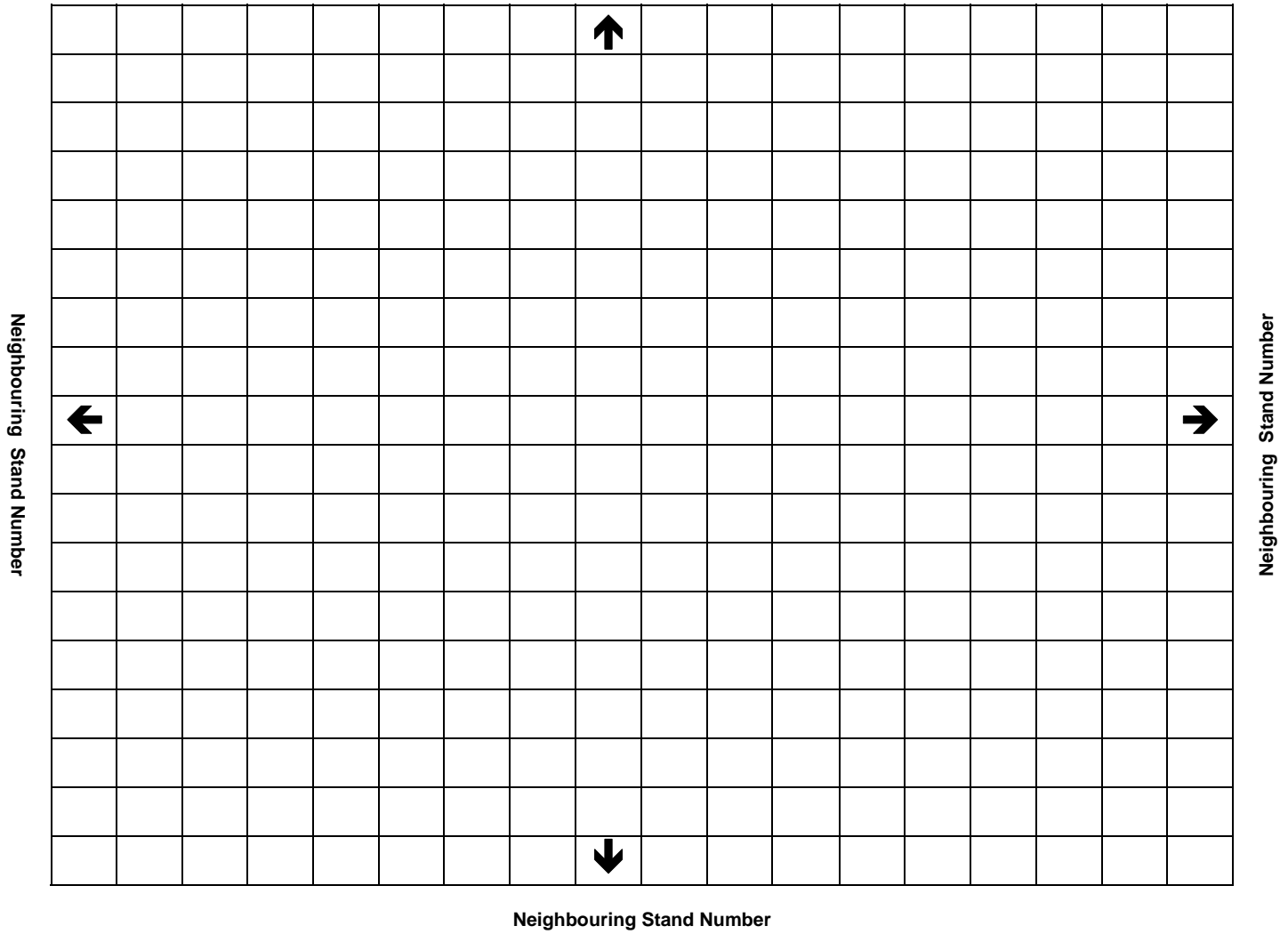
### 5. Health and Safety:

- a. DWTC's Rigging team is not liable for secondary rigging installed by third party contractors.
- b. During build-up, gangways must be kept clear to allow access by the Rigging team.
- c. No stand structure is allowed to be attached to the DWTC ceiling as either a precautionary, or as an added safety, measure.
- d. Any bottom rigging lifting equipment or lifting eyes that are not stamped, rated, approved with a valid test certificate will not be accepted.



**STAND ORIENTATION GRID**

Hall Entrance



PLEASE SPECIFY THE FOLLOWING:	
Desired height from floor to the bottom of the structure or banner:	
Size of the structure or banner:	
Stand on left side:	
Stand on right side:	
Stand at rear:	



## FORM 13 – CATERING



مركز دبي التجاري العالمي  
DUBAI WORLD TRADE CENTRE

Please Return to DWTC's Customer Contact Centre:

Helpline: +971 4 308 6333 • Fax: +971 4 318 8741 • E-mail: c3@dwtc.com • V07.11\_36E

**THE DEADLINE TO RETURN THIS FORM IS 3 WEEKS PRIOR TO THE START OF THE EVENT**

**ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO AVAILABILITY**

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

### EXHIBITION DETAILS

Exhibition Name			Exhibition Date	
Hall No.	Stand No.		Stand Name	

### ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name				
Last Name			Job Title	
Company Name				
Company Address				
Company City	Postal Code		Country	
Direct No.	Mobile No.		Fax No.	
E-mail (important service information will be sent to this address)				
On-site Contact Name			On-site Contact No.	

### Ways to Pay:

✓ (Please select)

**CREDIT CARD** - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

**COMPANY CHEQUE** - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.

**BANK TRANSFER** - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.



## Conditions of Sale:

- 1) Dubai World Trade Centre holds the exclusive rights to all catering services within DWTC. Food and beverage, logo bottled water and samples are not permitted to be brought into DWTC by any organiser, exhibitor, contractor or other entity hired as part of the event.
- 2) All catering orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
- 3) **"More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event.** Items must be paid within 5 days of ordering or will be automatically cancelled.
- 4) **"Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 5) Successful delivery of your order is dependent on the correct stand number and name of the exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing c3@dwtc.com.

## A World of Possibilities:

Dubai World Trade Centre's Catering division is expert in delivering all your catering requirements during the exhibition. For ease you can order directly using this form by filling out the quantities you require on each day and at what time. However if you have more elaborate plans, such as a lavish breakfast buffet, sumptuous lunch or sophisticated evening cocktail reception, then please contact us and we will be delighted to create a bespoke menu for you for one day or for the entire event. Some examples are shown below:

### e.g. All day reception menus from AED 230.00 per person based on a minimum of 25 people, ideal for refreshments throughout the day:

#### **Breakfast Menu**

Croissants,  
Danish pastries  
Pastrami sandwich  
Chicken mayonnaise sandwich  
Cheese & tomato sandwich  
Orange juice  
Tea and coffee

#### **Lunch**

Crudités  
Chicken breast on peach & vanilla chutney  
Quail egg with chive mousse  
Asian marinated duck breast  
Goats cheese with shallot compote  
Smoked turkey breast mousse with chutney

#### **Dessert**

Orange tarts with almonds  
crunch  
Cheese cake  
Strawberry tartlets  
Mini Paris-Brest  
French chocolate éclairs

#### **Afternoon Tea**

Assorted luxury sandwiches  
English cake  
Broccoli and cheese quiches  
French pastries  
Fruit kebabs

### e.g. Buffet lunch menus from AED 180.00 per person based on a minimum of 25 people, ideal for a more substantial lunch:

Belgium endives salad, yoghurt and orange dressing  
Mediterranean salad with Romaine lettuce,  
Grilled halloumi cheese  
Glass noodle salad with shrimps and lemongrass  
Hommous  
Fattoush  
Roasted baby eggplants and tahina  
Garden greens, vinaigrette

Kebab selection:  
Shish tawook, lamb kofta, jojo kebab  
Emincé of veal in mushroom cream sauce  
Toulouse fish stew with mussels  
Vietnamese wok fried beef with broccoli  
Vegetable rigatoni with tomato sugo  
Basmati rice

New York carrot cake  
Chocolate truffle mousse  
Passion fruit yoghurt cake  
Vanilla cream profiterole on raspberry sauce

### e.g. Canapé collections from AED 220.00 per person based on a minimum of 25 people, ideal for cocktail receptions:

	Hot Canapés	Dessert Canapés
Cold Canapés	Teriyaki chicken skewers with soy chive glaze	Assorted Arabic sweets and pastries
Crudités	Vegetable samosa	Mini fruit tartlets
Smoked turkey breast & pomegranate	Mini kofta kebab	Lemon curd tarts
Quail egg with chive velvet cream	Leek and blue cheese tartlets	Apple jalousie
Gulf prawns with coriander dip	Pepper crusted beef mignons	Crème caramel
Hommous on crispy mini Arabic bread	Lamb kebbeh	
Tabouleh in cherry tomato		
Chervil cream cheese and avocado with capsicum relish		



e.g. Light buffet lunches from AED 125.00 per person based on a minimum of 25 people, ideal for entertaining clients on your stand:

<b>The Thai Collection</b>	<b>The Italian Collection</b>	<b>The Indian Collection</b>	<b>The Chinese Collection</b>
<p>Thai style open sandwiches King prawn and pineapple skewers</p> <p>Schezwan crusted salmon Skewered lemongrass chicken Phad Thai style stirfried noodles</p> <p>Sticky chicken wings Assorted savouries</p>	<p>Buffalo mozzarella on ciabatta croûte Cocktail assorted bruschetta</p> <p>Mediterranean quiche with fresh basil Salami of meat &amp; fruits Melon &amp; turkey ham</p> <p>Prawn &amp; penne pasta salad Roasted bell peppers</p>	<p>Punjabi vegetable samosa Shahi paneer tikka kebabs Tandoori chicken, royal chaat Hara bhara salads, coriander dips</p> <p>Luckhnawi chicken biryani Adraki chaamp Mahi tikka hasrati Navratan pulao Kashmiri sabzi kofte</p> <p>Gulab jamuns Fruit platter</p>	<p>Fried shrimps on iceberg lettuce Chinese cabbage and bean sprout salad Green beans and peppers with sesame oil</p> <p>Cantonese roast duck Chinese broccoli, cauliflower with oyster sauce Sweet and sour chicken Wok fried rice with tofu Shanghai fried noodles with mushroom</p> <p>Sago coconut milk with fruits Lychee and mandarin mousse</p>
<b>The Arabic Collection</b>	<b>The English Collection</b>	<b>The Turkish Collection</b>	
<p>Feta cheese and plum potato Mini cheese manakish Lamb kebbeh</p> <p>Lebanese chicken cutlets Hammour sayadiah Oriental rice</p> <p>Fattoush Hommous</p> <p>Fresh fruit platter</p>	<p>Duck tartlets Assorted savory scones</p> <p>Platter of bloomer sandwiches Huntsmen pie with chutney Minted new potatoes</p> <p>Fresh garden salad Strawberry tartlets English cheese board</p>	<p>Antep Ezme - Finely chopped tomato with Bodrum chili paste and capsicum Haydari - Labneh with golden brown sautéed butter and dry mint Kasik Salata - Diced tomato, cucumber, red onion, capsicum, walnut and pomegranate syrup Coban Salata - Sun ripened tomato, red cabbage, onion, with fresh lemon and olive oil</p> <p>Sulu Kofta – Boiled Turkish kofta and carrot and yoghurt Burghul Pilav - Burghul sautéed with onion, capsicum, tomato paste and dry mint Bezalya - Sautéed minced lamb cooked with green beans Imam Bayildi - Eggplant stuffed with minced lamb and baked in the oven with tomato sauce</p> <p>Sutlac - Rice slowly cooked in fresh milk with cinnamon then baked in the oven and served cold Keskul - Milk simmered with vanilla and fresh eggs topped with sliced almond</p>	

Please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at [c3@dwtc.com](mailto:c3@dwtc.com).

Item	Unit	More than 3 weeks prior	Less than 3 weeks prior	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
<b>BAKERY</b>											
Please write the quantity of items in the days columns											
Khidri stuffed dates	400gms	160.00	210.00								
Kholas large stuffed dates	400gms	190.00	245.00								
Assorted Danish pastries	20pcs	100.00	130.00								
Assorted croissants	20pcs	100.00	130.00								
Assorted muffins	15pcs	120.00	155.00								
Assorted donuts	15pcs	120.00	155.00								
Banana puffs	15pcs	150.00	195.00								
Sliced tea cake	10pcs	110.00	145.00								
Assorted small cakes	30pcs	190.00	245.00								
Butter cookies	50pcs	120.00	155.00								
American cookies	25pcs	140.00	180.00								
Chocolate brownies	15pcs	120.00	155.00								





Item	Unit	More than 3 weeks prior	Less than 3 weeks prior	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
<b>CONFECTIONARY</b>											
Wrapped mint candy	1kg	160.00	210.00								
Chocolate truffles	20pcs	140.00	180.00								
Quality Street chocolate box 370g	1pc	70.00	90.00								
Bateel date chocolates	322g	130.00	170.00								
Bateel praline chocolates	220g	125.00	160.00								
Traditional Arabic sweets	400g	170.00	220.00								
Chocolate bars (Mars, Snickers, etc)	1pc	5.00	6.00								
<b>FRUIT</b>											
Sliced fruit platter	30pcs	120.00	155.00								
Seasonal fruit basket	4kg	150.00	195.00								
<b>SANDWICH PLATTERS</b>											
Classic sandwiches	30pcs	190.00	245.00								
Luxury sandwiches	30pcs	220.00	285.00								
Vegetarian sandwiches	30pcs	190.00	245.00								
Mixed sandwiches	30pcs	200.00	260.00								
Savory mixed bagels	15pcs	230.00	300.00								
Savory mixed wraps	30pcs	195.00	255.00								
<b>COLD CANAPÉS</b>											
Smoked salmon & cream cheese	30pcs	230.00	300.00								
Guacamole & lollo rosso	30pcs	210.00	275.00								
Tiger prawns with thyme & lemon	30pcs	230.00	300.00								
Fresh tuna & pesto	30pcs	230.00	300.00								
Smoked turkey & pineapple	30pcs	190.00	245.00								
Brie & pear	30pcs	190.00	245.00								
Quail eggs & spicy mayonnaise	30pcs	170.00	220.00								
Duck breast with orange & ginger	30pcs	210.00	275.00								
Teriyaki chicken with plum dip	30pcs	210.00	275.00								





Item	Unit	More than 3 weeks prior	Less than 3 weeks prior	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
<b>HOT CANAPÉS</b>				Please write the quantity of items in the days columns							
Thai green curried prawns	30pcs	220.00	285.00								
Tandoori chicken & mango salsa	30pcs	210.00	275.00								
BBQ chicken dumplings	30pcs	210.00	275.00								
Lamb kebbeh	30pcs	195.00	255.00								
Chicken satay with peanut dip	30pcs	210.00	275.00								
Steamed seafood wonton	30pcs	220.00	285.00								
Leek & potato quiche	30pcs	170.00	220.00								
Crispy duck spring rolls	30pcs	210.00	275.00								
Cheese burrek	30pcs	210.00	275.00								
Sausage rolls	30pcs	170.00	220.00								
<b>DESSERT CANAPÉS</b>											
Chocolate éclair	30pcs	190.00	245.00								
Passion fruit tartlets	30pcs	170.00	220.00								
Chocolate mousse cups	20pcs	180.00	235.00								
Lemon meringue	30pcs	170.00	220.00								
Apple pie	30pcs	160.00	210.00								
Mandarin lychee mousse with ginger	30pcs	190.00	245.00								
Fruit kebabs	30pcs	180.00	235.00								
White chocolate cheese cake	30pcs	190.00	245.00								
French pastries	30pcs	170.00	220.00								
Assorted French macaroons	20pcs	210.00	275.00								
<b>COLD DRINKS</b>											
Pepsi	24cans	110.00	145.00								
Diet Pepsi	24cans	110.00	145.00								
7up	24cans	110.00	145.00								
Mirinda	24cans	110.00	145.00								
Perrier	24btl	295.00	385.00								
Red Bull	24cans	350.00	455.00								



Item	Unit	More than 3 weeks prior	Less than 3 weeks prior	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
Club soda	24cans	110.00	145.00								
Flavoured iced tea	24cans	190.00	245.00								
Local mineral water (1.5ltr)	12btls	110.00	145.00								
Evian still mineral water (500ml)	btls	250.00	325.00								
Acqua Panna still water (500ml)	24btls	250.00	325.00								
San Pellegrino sparkling water (500ml)	24btls	310.00	405.00								
Local mineral water (500ml)	24btls	110.00	145.00								
Granini orange juice	24btls	170.00	220.00								
Granini pineapple juice	24btls	170.00	220.00								
Fresh orange juice	1.5 l	165.00	215.00								
Fresh cocktail juice	1.5 l	175.00	225.00								
Fresh mango juice	1.5 l	210.00	275.00								
Fresh watermelon juice	1.5 l	160.00	210.00								
Fresh lemon and mint juice	1.5 l	160.00	210.00								
Fresh pineapple juice	1.5 l	160.00	210.00								
<b>HOT DRINKS</b>				Please write the quantity of items in the days columns							
Tea flask	1.8 l	100.00	130.00								
Suleimani tea flask	1.0 l	95.00	125.00								
Coffee flask	1.8 l	115.00	150.00								
Arabic coffee flask	1.0 l	100.00	130.00								
Hot water flask	1.8 l	75.00	95.00								
Coffee Machine – Dallmayr Kaffee (per day)	1	500.00	650.00								
The following ingredients are recommended for the coffee machine											
Dallmayr coffee packet	100 cups	900.00	1170.00								
Dallmayr milk packet	100 cups	250.00	325.00								
Flavoured tea packet	100 cups	250.00	325.00								
Dallmayr chocolate powder	100 cups	250.00	325.00								
<b>BAR SNACKS</b>											
Lays crisps	40g	5.00	6.00								



Item	Unit	More than 3 weeks prior	Less than 3 weeks prior	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
<b>SUNDRY ITEMS</b>											
Disposable cups	25	20.00	25.00								
Disposable tumblers	25	20.00	25.00								
Disposable knives	25	10.00	15.00								
Disposable forks	25	10.00	15.00								
Disposable teaspoons	25	10.00	15.00								
Disposable dessert spoons	25	10.00	15.00								
Disposable stirrers	100	10.00	15.00								
Disposable plates (small)	25	20.00	25.00								
Disposable plates (large)	10	20.00	25.00								
Paper napkins	50	15.00	20.00								
Refuse bags	10	20.00	25.00								
Electric cold water dispenser	1	125.00	160.00								
Mineral water (refill)	5gallon	40.00	50.00								
Ice cubes	2.5kg	30.00	40.00								
Service personnel	8hrs	450.00	585.00								
Stewarding	8hrs	250.00	325.00								
<b>EXHIBITOR MEAL OPTIONS</b>											
Sit-in meal voucher	1person	75.00	95.00								
Stand delivery boxed meal											
Hot, vegetarian meal and water	1person	40.00	50.00								
Hot, non-veg meal and water	1person	45.00	60.00								
Luxury sandwich and water	1person	35.00	45.00								



## FORM 14 - STAND CLEANING



### Please Return to DWTC's Customer Contact Centre:

Helpline: +971 4 308 6333 • Fax: +971 4 318 8741 • E-mail: [c3@dwtc.com](mailto:c3@dwtc.com) • V07.11\_34E

### THE DEADLINE TO RETURN THIS FORM IS 3 WEEKS PRIOR TO THE START OF THE EVENT ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO AVAILABILITY

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

#### EXHIBITION DETAILS

Exhibition Name			Exhibition Date	
Hall No.	Stand No.		Stand Name	

#### ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name				
Last Name		Job Title		
Company Name				
Company Address				
Company City	Postal Code		Country	
Direct No.	Mobile No.		Fax No.	
E-mail (important service information will be sent to this address)				
On-site Contact Name		On-site Contact No.		

#### Ways to Pay:



(Please select)

**CREDIT CARD** - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

**COMPANY CHEQUE** - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.

**BANK TRANSFER** - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.

#### Conditions of Sale:

- 6) Dubai World Trade Centre holds the exclusive rights to all cleaning services within DWTC.
- 7) All cleaning orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
- 8) **"More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event.** Items must be paid within 5 days of ordering or will be automatically cancelled.
- 9) **"Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 10) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing [c3@dwtc.com](mailto:c3@dwtc.com).



## A World of Possibilities:

Dubai World Trade Centre's Cleaning division is expert in providing all your cleaning requirements during the exhibition. For ease you can order directly using this form. However if you have more elaborate requirements such as floor refinishing, carpet shampooing, laundry and dry cleaning then we will be delighted to provide a quote for you.

Please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at [c3@dwtc.com](mailto:c3@dwtc.com)

Item description	Stand Size of up to	More than 3 weeks prior	Less than 3 weeks prior	No. of stands	Total Cost
3 Day Event Cleaning package	12 m <sup>2</sup>	170.00	220.00		
	20 m <sup>2</sup>	290.00	375.00		
	30 m <sup>2</sup>	435.00	565.00		
	40 m <sup>2</sup>	580.00	755.00		
	60 m <sup>2</sup>	870.00	1,130.00		
SUBTOTAL					

Item description		More than 3 weeks prior	Less than 3 weeks prior	Area in m <sup>2</sup>	No. of days	Total Cost
Complete Cleaning Solution per m <sup>2</sup> per day	1 – 2,999 m <sup>2</sup>	8.00	10.50		3 days	
	3,000 – 7,999 m <sup>2</sup>	6.50	8.50			
	8,000 – 14,999 m <sup>2</sup>	6.00	8.00			
Basic Cleaning Solution per m <sup>2</sup> per day	1 – 2,999 m <sup>2</sup>	4.00	5.00			
	3,000 – 7,999 m <sup>2</sup>	3.00	4.00			
	8,000 – 14,999 m <sup>2</sup>	2.50	3.00			
SUBTOTAL						

Item description	More than 3 weeks prior	Less than 3 weeks prior	No. of hours	No. of days	Total Cost
Stand-by cleaner (min 8 hours)	50.00	65.00			
Bulk waste removal (per 18m <sup>3</sup> skip)	750.00	975.00		--	
SUBTOTAL					
GRAND TOTAL					

## Points to note:

- 1) The **Event Cleaning Package** includes vacuuming or wet mopping of floors; dusting of counter tops and furniture and emptying of bins.
- 2) The **Complete Cleaning Solution** includes vacuuming or wet mopping of floors; dusting of counter tops and furniture; emptying of bins, cleaning of walls, glass and partitions (except clear acrylic partitions).
- 3) The **Basic Cleaning Solution** includes vacuuming or wet mopping of floors; dusting of counter tops and furniture and emptying of bins.
- 4) All cleaning is carried out at night, not during the exhibition open hours to ensure the stands are ready prior to the opening of the exhibition. It will be performed on the night before the opening day of the event and each night thereafter.
- 5) Double decker stands will be charged on the total floor space per m<sup>2</sup>.
- 6) The role of the Stand-by Cleaner is to ensure that your stand is kept clean and presentable at all times and free from the accumulation of waste.
- 7) The bulk waste removal skip is for the removal of waste materials generated during the build-up and tear-down of the exhibition.
- 8) DWTC's Cleaning division unfortunately is unable to clean exhibits.
- 9) DWTC's Cleaning division cannot be held liable for any loss or damage related to the cleaning of the exhibition stand.
- 10) DWTC's Cleaning division does not supply cleaning materials to exhibitors or their contractors.
- 1) In order to guarantee quality of service, exhibition stands must be clear of all contractors' work and materials by midnight on the last day of build-up.



## FORM 15 - STAND SECURITY COVERAGE FORM



**Please Return to DWTC's Customer Contact Centre:**

Helpline: +971 4 308 6333 • Fax: +971 4 318 8741 • E-mail: c3@dwtc.com • V07.11\_38E

**THE DEADLINE TO RETURN THIS FORM IS 3 WEEKS PRIOR TO THE START OF THE EVENT  
ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO AVAILABILITY**

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

### EXHIBITION DETAILS

Exhibition Name				Exhibition Date	
Hall No.		Stand No.		Stand Name	

### ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name					
Last Name				Job Title	
Company Name					
Company Address					
Company City	Postal Code		Country		
Direct No.	Mobile No.		Fax No.		
E-mail (important service information will be sent to this address)					
On-site Contact Name				On-site Contact No.	

### Ways to Pay:

- (Please select)
- CREDIT CARD** - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.
- COMPANY CHEQUE** - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.
- BANK TRANSFER** - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.

### Conditions of Sale:

- 1) Dubai World Trade Centre holds the exclusive rights to all security services within DWTC.
- 2) All security orders must be paid in full at the time of ordering. All rates are in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
- 3) **"More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event.** Items must be paid within 5 days of ordering or will be automatically cancelled.
- 4) **"Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing c3@dwtc.com.



### A World of Possibilities:

Dubai World Trade Centre's Security division is expert in delivering all your security requirements during the exhibition. For ease you can order directly using this form. However if you have more elaborate requirements in securing your stand then please call us and we will be delighted to quote for you.

Please contact us on +971 4 308 6333 or e-mail us at [c3@dwtc.com](mailto:c3@dwtc.com)

Item Description	More than 3 weeks prior	Less than 3 weeks prior	Duration				
			Quantity	Start date	Start time	End date	End time
Security personnel – Female (8 hours minimum)	105.00	135.00					
Security personnel – Male (8 hours minimum)	90.00	115.00					
<b>GRAND TOTAL</b>							





## FORM 16 - CONTRACTOR SITE ACCESS POLICY



### 1. Submission Documentation

- 1.1 For unconventional stands / space frame (e.g. where the structural materials used are other than hot rolled sections / standard steel sections available in the market) or if requested by DWTC, the contractor must submit an undertaking letter to DWTC's Engineering Department for its structural rigidity, stability and safe design stating the structure is "fit for purpose".
- 1.2 DWTC will review this submission (provided the complete information required has been provided) and get back to the contractor as follows:
  - 1.2.1. 10 business days for space-only stands from the date the submission was received; or
  - 1.2.2. 15 business days for double-storey stands from the date the submission was received.
- 1.3 Submission documentation should explain the method of building the stand.
- 1.4 Drawings / details should be submitted at least 30 days before the start of the event. Any late submission is subject to 100% surcharge. For submissions for double-decker stands 50% charges will be applied if the submission is incomplete.
- 1.5 All measurements in the submitted drawings shall be as per standard international (IS) unit system.
- 1.6 Contractor must submit a copy of his valid trade / commercial / professional licence issued by the competent authority.

### 2. Build Requirements

- 2.1 The contractor will be fully responsible for the design, construction, stability and workmanship of the structure.
- 2.2 The main beam erection shall be completed 24 hours before the opening of the event.
- 2.3 All requirements must be routed through the event organiser.
- 2.4 Any stand exceeding 4.0m in height require (i) metal framing with base plate and (ii) complete structural drawing including its stability design calculation.
- 2.5 Any canopy must be reinforced with metal section and to be supported from ground with minimum 3 inch diameter tube or equivalent support having sufficient section.
- 2.6 Any custom designed rigging to be used must be certified and industry approved trusses.
- 2.7 The banner/logo attached to the hanging truss must be fabricated by using metal tubes with bolted connections and to be submitted along with the design calculations for approval.
- 2.8 All shell scheme stands must be braced from all four sides (top portion) to control the stability especially octonome pole / panel.
- 2.9 Stability and safety of all display items within the stand shall be the sole responsibility of the Contractor

### 3. Provision of Services

- 3.1. The contractor shall
  - (a) enter the site solely for the providing the agreed build-up and tear-down services;
  - (b) only bring equipment onto the site at designated areas if so permitted, in writing, by DWTC and ensure that its authorised personnel are present to supervise its delivery, storage, installation, use, handling, and removal;
  - (c) set up the stand within the allocated locations within the site in a safe, clean, professional, and workmanlike manner and remove such stand by the expiry of the event; and
  - (d) obtain at its own expense all licences, permits, consents, approvals and other forms of authorisation required in connection with or in relation to any services provided by the contractor at the site

### 4. Confidentiality

- 4.1 The contractor shall ensure that its officers, employees, contractors, consultants, agents and representatives keep confidential and not disclose to any person any information:
  - (a) arising out of or deriving from the negotiations leading up to the signing of this form and the provisions or subject matter hereof; and





(b) in relation to the DWTC's business, customers, financial or other affairs, except as required by law or a court or tribunal of competent jurisdiction or to the extent such information has become publicly available or generally known to the public at the time of the disclosure other than as a result of a breach of the obligations hereunder or any duty of confidentiality.

4.2. The contractor shall not advertise or publicly announce that it is receiving goods or services hereunder or provided services at the site without DWTC's prior written consent, such consent to be provided at the absolute discretion of DWTC.

## 5. Insurance

5.1. During the period of access granted pursuant to this form, the contractor shall obtain and maintain in force, with a reputable insurance company licenced and registered in UAE, an Erection All Risk Insurance Cover with the Material Damage Section insured to the full replacement value of the contractor's goods and equipment and goods and equipment owned by DWTC and used in relation to the works; and Public Liability Insurance for not less than AED 1,000,000.00 for each event or claim and such other insurances if any that the contractor is required by law to maintain to cover such liability as may arise under, in relation to or in connection with the obligations hereunder. Where in the reasonable opinion of DWTC a higher than AED 1,000,000.00 indemnity limit for the Public Liability Insurance is required, then upon the contractor receiving a written notification from DWTC of the requirement, the contractor shall obtain such higher limit of cover.

5.2. Satisfactory evidence of such insurances shall be shown by the contractor to DWTC upon DWTC's reasonable request.

## 6. Compliance with DWTC's Regulations

6.1. The contractor shall ensure that it and its employees, its sub-contractors and their employees and any other person associated with the contractor adheres in every respect to:

6.1.1. DWTC's environment, security and health and safety policies (as amended from time to time) any other regulations that DWTC may give notice of in writing to the contractor from time to time; and

6.1.2. all legal requirements of the United Arab Emirates or any other jurisdiction in which it operates and relevant international agreements in relation to health, safety a

## 7. Indemnity

7.1. The contractor shall indemnify and hold harmless DWTC and its officers, employees, contractors, consultants, agents or representatives against any and all claims, liabilities, losses and damages suffered and costs and expenses (including, without limitation, legal and professional expenses on a full indemnity basis) incurred by DWTC arising directly or indirectly as a result of:

(a) any damage to any property, or injury to, or death of, any person, or any financial or economic loss (including, without limitation, loss of profits) caused by any negligence, act, omission or willful misconduct of the contractor or its officers, employees, contractors, consultants, agents or representatives (whether or not such persons are acting in the course of their employment) arising out of, in relation to, or in connection with, the services, the goods or the contractor's obligations hereunder (including, without limitation, and where applicable, the delivery, installation and, where undertaken by the contractors, maintenance of the goods); and

(b) any breach by the contractor of his obligations hereunder.

## 8. Governing Law and Jurisdiction

8.1. This obligations hereunder shall be governed by and construed in accordance with the laws of the United Arab Emirates as applicable in the Emirate of Dubai.

8.2. The contractor agrees to submit to the non-exclusive jurisdiction of the Dubai courts as regards any claim or matter arising out of or in connection with his obligations hereunder.

Signature: \_\_\_\_\_

On behalf of the contractor: \_\_\_\_\_



## FORM 17 – CONTRACTOR BADGE POLICY



The following regulation has been introduced by DWTC Protocol and Security Department as required by the Dubai Naturalisation and Residency Department.

### Temporary Contractor Badges

- **Local Contractors (UAE Based)  
Individual Application**

All contractor staff must report to the cashier's cabin at the Za'abeel service yard to avail of a temporary contractor badge in exchange of a valid proof of identity which can be either a UAE labour card or a UAE national ID card or a UAE driving licence or a UAE government organisation ID card.

This proof of identity will be kept at the cashier's cabin at the Za'abeel service yard until the contractor badge is returned. As of 1 September 2011, each of these contractor badges will be charged AED 20.00 and is valid for a day (from 00:01 to 24:00). A fee of AED 100.00 will be payable at the cashier's cabin at the Za'abeel service yard for any lost contractor badge.

### Group Application

A contractor may also apply for DWTC contractor badges for the company's entire team any time before the build-up starts. A representative of the company should submit the application at the cashier's cabin at the Za'abeel service yard along with each staff's original proof of identity (a UAE labour card or a UAE national ID card or a UAE driving licence or a UAE government organisation ID card) that will be kept at the cashier's cabin at the Za'abeel service yard until the contractor badges are returned.

As of 1 September 2011, each of these contractor badges will be charged AED 20.00 and is valid for a day (from 00:01 to 24:00). A fee of AED 100.00 will be payable at the cashier's cabin at the Za'abeel service yard for any lost contractor badge.

- **International Contractor Badges (non-UAE based)**

All contractor staff must report to either the cashier's cabin at the Za'abeel service yard or at Al Wasl reception to avail of a temporary contractor badge in exchange of a passport copy. The badge will be valid for a maximum of 15 days. AED 200.00 will be charged per badge; these AED 200.00 represent an entrance fee of AED100.00 and a refundable deposit of AED100.00. The refundable deposit can be claimed upon returning the badge within 15 days from the date of payment. In the event the badge is not returned at the cashier's cabin at the Za'abeel service yard or at Al Wasl reception, the deposit will not be refunded.

### Annual Contractor Badges

Annual contractor badges can be issued for regular contractors working at DWTC. The validity of these badges is 12 months from the time of purchase. The price of each badge depends on the total number of badges issued for the same company.

#### As of 1 September 2011, the prices are as follows:

- 0 – 99 badges           AED 500.00 per badge
- 100 – 149 badges       AED 450.00 per badge
- 150 – 199 badges       AED 400.00 per badge
- 200 – 249 badges       AED 350.00 per badge
- 250 and above           AED 300.00 per badge

**In order to apply for annual contractor badges, the contractor's company should provide a soft copy of the following documents:**

- A request letter on company letterhead
- A copy of the company trade licence



- A copy of the valid visa and passport (on one page) of each applicant
- A photo (JPEG format) of each applicant
- A staff list using the format shown below

Card Number (for DWTC use)	Full Name	Passport Number	Visa Number	Nationality	Remarks (New or Remarks)

A company representative should submit all the applications to the FM Protocol and Security Department located on level 1 of DWTC Management Offices. Once the badges are issued, the representative should make the payment in advance to DWTC Finance Department Cashier's Office located at Al Wasl Building, level 1 and collect the badges.

The company is responsible for returning the badge to DWTC when the applicant is no longer under their sponsorship. The individual or the company will have to pay a fee of AED 500.00 against a lost badge.

### Collection Points

#### DWTC contractor badges can be collected at:

- Cashier's cabin at the Za'abeel service yard for temporary and international contractor badges
- Al Wasl reception for international contractor badges (this facility will be in operations upon prior approval)
- Loading docks of Sheikh Maktoum, Sheikh Rashid and Sheikh Saeed Halls for pick-up drivers delivering goods (this facility will be in operations upon prior approval)

### Notes

- DWTC contractor badge is the property of DWTC and must be used in accordance with the agreed terms and conditions
- Under no circumstances can a contractor be admitted into the halls without showing a valid DWTC contractor badge
- DWTC contractor badge bearers enter the complex at their own risk and DWTC holds no responsibility for any injury to persons or damage to a vehicle or property
- Access to contractors will be restricted to the specific halls wherein build-up and tear-down are required.

### Marshalling Yard Traffic Management

In order to ensure smooth operations of the marshalling yard, please note that a policy has been put in place. Please contact your Event Planner for more details.



## SUBMISSION FORMS FOR HIGH RISK EQUIPMENT AND SUBSTANCE APPROVALS



Please complete the following forms if you are planning to place and or use in the halls any high risk equipment and substance.

- Vehicle / Equipment Arrival Schedule
- Laser Schedule
- Smoke and Haze Schedule
- Air Compressor Schedule
- Compressed Gas Schedule
- Aquarium Schedule
- Balloons Exhibit Schedule
- Candles / Flame Schedule



## FORM 18 – VEHICLE / EQUIPMENT ARRIVAL SCHEDULE



- Please return to your Event Planner
- The deadline to return this form is 2 weeks prior to the start of build-up and forms received after this date may not be processed.
- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

Event name: \_\_\_\_\_ Event date(s) \_\_\_\_\_

Exhibitor name: \_\_\_\_\_ Hall(s) no: \_\_\_\_\_

Exhibitor address: \_\_\_\_\_

City and Country: \_\_\_\_\_ PO box / postcode: \_\_\_\_\_

Authorised person: \_\_\_\_\_ Designation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Brand Name / Model / Equipment	Registration Number	Colour	Arrival Date / Time	Dimension	Location (Hall No. / Stand No.)	Weight	Contact Name and Number
01							
02							
03							
04							
05							
06							

### Vehicles at Venue Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- Fuels must be reduced to a quarter level
- Batteries should be disconnected
- All keys must be handed over to DWTC Security after inspection
- Once the event is in build-up stage where damage could be made to either vehicle upon entering or other stands, a no objection letter is required from the organiser to allow access
- Vehicle without engine and battery must be mentioned separately on the form
- For heavy vehicles, please submit together with this form the manufacturer's data sheet including weight and dimensions



## FORM 19 – LASER SCHEDULE



- Please return to your Event Planner
- The deadline to return this form is 2 weeks prior to the start of build-up and forms received after this date may not be processed.
- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

Event name: \_\_\_\_\_ Event date(s) \_\_\_\_\_

Exhibitor name: \_\_\_\_\_ Hall(s) no: \_\_\_\_\_

Exhibitor address: \_\_\_\_\_

City and Country: \_\_\_\_\_ PO box / postcode: \_\_\_\_\_

Authorised person: \_\_\_\_\_ Designation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Brand Name	Arrival Date	Arrival Time	Location (Hall No. / Stand No.)	Grade of Laser	No. of Machines
01					
02					
03					
04					
05					
06					

### Laser Machine Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- The varying classes of laser, under BS EN 60825 are as follows:
  - Class 1: Safe under all viewing conditions
  - Class 2: Should be terminated at the end of its useful path, where practicable, and should not be aimed at persons
  - Class 3A: Competent persons to oversee use of equipment, areas of use should be controlled, avoid reflecting surfaces such as mirrors and lenses
  - Class 3B: Hazardous to the eye, assess risk to persons and consider physical barriers and protective equipment
  - Class 4: Hazardous to the eye, assess risk to persons and consider physical barriers and protective equipment
  - Class 1 and Class 2 lasers will be considered for approval by DWTC Health and Safety team
  - Class 3A, 3B and 4 will be considered by DWTC Health and Safety team once approval is gained from Dubai Civil Defence
- A Laser Safety Officer is required for Class 3A, 3B and 4
- The laser beam projection height should not be less than 2.70 metres
- A Risk Assessment is required and needs to be attached to this form





## FORM 20 – SMOKE AND HAZE SCHEDULE



- Please return to your Event Planner
- The deadline to return this form is 2 weeks prior to the start of build-up and forms received after this date may not be processed.
- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

Event name: \_\_\_\_\_ Event date(s) \_\_\_\_\_

Exhibitor name: \_\_\_\_\_ Hall(s) no: \_\_\_\_\_

Exhibitor address: \_\_\_\_\_

City and Country: \_\_\_\_\_ PO box / postcode: \_\_\_\_\_

Authorised person: \_\_\_\_\_ Designation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Brand Name	Arrival Date	Arrival Time	Location (Hall No. / Stand No.)	Liquid (Smoke and Haze) Certificate	No. of Machines
01					
02					
03					
04					
05					
06					

### Smoke and Haze Machine Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- Dubai Municipality requires the liquid certificates for approval
- A copy of the Material Safety Data Sheet (MSDS) of the liquid must be provided
- A schedule of the smoke / haze machine's operating time(s) and duration must be submitted
- DWTC Health and Safety team will coordinate the smoke detector activation



## FORM 21 – AIR COMPRESSOR SCHEDULE



- Please return to your Event Planner
- The deadline to return this form is 2 weeks prior to the start of build-up and forms received after this date may not be processed.
- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

Event name: \_\_\_\_\_ Event date(s) \_\_\_\_\_

Exhibitor name: \_\_\_\_\_ Hall(s) no: \_\_\_\_\_

Exhibitor address: \_\_\_\_\_

City and Country: \_\_\_\_\_ PO box / postcode: \_\_\_\_\_

Authorised person: \_\_\_\_\_ Designation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Dubai World Trade Centre holds exclusive rights for cleaning services inside the halls. Additional event cleaning is not part of the cleaning services covered under the tenancy. Additional cleaning services have to be ordered separately from DWTC cleaning department.

Brand Name / Model	Arrival Date	Arrival Time	Capacity	Location (Hall No.)	No. of Machines
01					
02					
03					
04					
05					
06					

### Air Compressor Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- The air compressor must be located outside the hall
- It must be super-silent and not a noise nuisance
- It should be tested and inspected during the previous year unless the equipment is less than a year old and in good working order and condition
- The location of the air compressor must be coordinated and approved by DWTC Health and Safety team





## FORM 22 – COMPRESSED GAS SCHEDULE



- Please return to your Event Planner
- The deadline to return this form is 2 weeks prior to the start of build-up and forms received after this date may not be processed.
- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

Event name: \_\_\_\_\_ Event date(s) \_\_\_\_\_

Exhibitor name: \_\_\_\_\_ Hall(s) no: \_\_\_\_\_

Exhibitor address: \_\_\_\_\_

City and Country: \_\_\_\_\_ PO box / postcode: \_\_\_\_\_

Authorised person: \_\_\_\_\_ Designation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Gas Description	Arrival Date	Arrival Time	Cylinder Size	Location (Hall No.)	Quantity
01					
02					
03					
04					
05					
06					

### Compressed Gas Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- The gas cylinders must be new, free from defects, cuts or dents
- Gas cylinders must not be used in unventilated areas and must not tamper with safety devices
- They should be kept away from operations that create sparks, heat or fire and from electrical circuits
- The location of gas cylinders must be coordinated and approved by DWTC Health and Safety team



## FORM 23 – AQUARIUM SCHEDULE



- Please return to your Event Planner
- The deadline to return this form is 2 weeks prior to the start of build-up and forms received after this date may not be processed.
- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

Event name: \_\_\_\_\_ Event date(s) \_\_\_\_\_

Exhibitor name: \_\_\_\_\_ Hall(s) no: \_\_\_\_\_

Exhibitor address: \_\_\_\_\_

City and Country: \_\_\_\_\_ PO box / postcode: \_\_\_\_\_

Authorised person: \_\_\_\_\_ Designation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Aquarium Description	Arrival Date	Arrival Time	Location (Hall No. / Stand No)	Aquarium Capacity	Quantity
01					
02					
03					
04					
05					
06					

### Aquarium at the Venues Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- Aquarium specifications must be provided for DWTC Health and Safety team's review and approval for display
- Details of support for the aquarium must be provided for DWTC Health and Safety team's review and approval
- Details of providing supply of water and return drainage system must be provided and coordinated with DWTC Engineering team
- Aquarium glass should be empty upon bringing to the hall. DWTC Health and Safety team will inspect it first before its installation on the stand.
- Electrical wire when putting water inside the aquarium must be unplugged
- The electric panel board must be put on a single power strip that can be unplugged or disconnected at one time
- The installation of power supply or cord should be above the height of the aquarium
- The contractor / exhibitor will assume full responsibility for any unwanted circumstances related to the display of aquarium



## FORM 24 – BALLOONS EXHIBIT SCHEDULE



- Please return to your Event Planner
- The deadline to return this form is 2 weeks prior to the start of build-up and forms received after this date may not be processed.
- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

Event name: \_\_\_\_\_ Event date(s) \_\_\_\_\_

Exhibitor name: \_\_\_\_\_ Hall(s) no: \_\_\_\_\_

Exhibitor address: \_\_\_\_\_

City and Country: \_\_\_\_\_ PO box / postcode: \_\_\_\_\_

Authorised person: \_\_\_\_\_ Designation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Balloon Description	Arrival Date and Time	Type of Filled Air	Size	Location (Hall No.)	Quantity
01					
02					
03					
04					
05					
06					

### Use of Balloons Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- All balloons must be inflated outside the hall. This is to avoid any accidental bursting of the gas which might cause injuries or damage a nearby stand during the inflation process
- Compressed gas cylinder for filling the balloons is not allowed inside the halls
- The position and tethering of the balloon must not interface or interfere with any overhead utilities in the ceiling
- The tethering must be confined within the area of the stand. It is not allowed to be placed along the aisles and passageway
- Balloons to be placed in the concourses are not allowed
- It is the exhibitor and organiser's responsibility in case the balloons accidentally escape or fly loose onto the ceiling, triggering any alarm or sprinkler system in the hall.



## FORM 25 – CANDLES / FLAME SCHEDULE



- Please return to your Event Planner
- The deadline to return this form is 2 weeks prior to the start of build-up and forms received after this date may not be processed.
- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

Event name: \_\_\_\_\_ Event date(s) \_\_\_\_\_

Exhibitor name: \_\_\_\_\_ Hall(s) no: \_\_\_\_\_

Exhibitor address: \_\_\_\_\_

City and Country: \_\_\_\_\_ PO box / postcode: \_\_\_\_\_

Authorised person: \_\_\_\_\_ Designation: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_ Email: \_\_\_\_\_

Candle Specification	Arrival Date	Arrival Time	Location (Hall No. / Stand No.)	Size and Weight	Quantity of Candles
01					
02					
03					
04					
05					
06					

### Candles Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy.
- Submission of sample candle including its designed hours of usage at 6.2 office is required for H&S review upon approval.
- Drawing or location of candles is required.
- The candle cannot to display until H&S approval.
- Contractor/exhibitor will assume full responsibility for any unwanted circumstances related to the display of candles.



## FORM 26 – FREIGHT ORDER FORM

**ORDER DEADLINE: 5th November 2012 late orders will be surcharged**

**Service must be pre-ordered via e-mail or fax**

### 33rd SICOT & 17th PAOA Combined Orthopaedic World Conference

28 November - 1 December 2012

<b>Exhibitor:</b>	<b>Booth No:</b>		
<b>Company:</b>	<b>Telephone:</b>		
<b>Address:</b>	<b>E-mail:</b>		
<b>City:</b>	<b>State:</b>	<b>Country:</b>	<b>ZIP:</b>
<b>Authorized signature:</b> _____		<b>Date:</b> _____	
We have read and accept your terms and conditions BIFA 2005A			
<b>HANDLING: DELIVERY DIRECT TO SHOW SITE ACCORDING TO TARGETED DATE/ TIME ONLY.</b> <b>NB: For late orders add 25% to the published handling rates</b>			
<b>Seafreight Service</b> Pick up from :	<input type="checkbox"/>	All inclusive door to booth service	
<b>Seafreight Service from arrival</b> From arrival Jebel Ali Port Including Customs Services	<input type="checkbox"/>	Arrival to booth service	
<b>Airfreight Service</b> Pick up from:	<input type="checkbox"/>	All inclusive door to booth service	
<b>Airfreight Service from arrival</b> From arrival Dubai Airport including Customs Services	<input type="checkbox"/>	Arrival to booth service	
<b>Local handling only</b>	<input type="checkbox"/>	Handling on site only	
<b>Orders placed after start of set up are subject to approval. Additional charges will apply.</b>			



**INSURANCE – We strongly recommend you take out specific Insurance cover for your shipment**

1. We wish to take our Insurance Cover with EFI covering the amount \_\_\_\_\_
2. We have our own Insurance cover

**\*\* Please delete as applicable \*\***

DESCRIPTION OF GOODS	CARRIER	PCS / WEIGHT / MEAS

**Advanced Payment/ payment/ guarantee with order required. Please complete this section.**

Credit card details:       American Express       MasterCard       Visa

Number:		-		-		-		Expiry (mm/yy)		
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CSC Number (Visa/Mastercard last 3 digits back of Card/ Amex 4 digits front of card) \_\_\_\_\_

Cardholder name: \_\_\_\_\_ Signature: \_\_\_\_\_

All price published in the official show tariff available from EFI Logistics on request.  
Targeted move-in dates will be published and distributed by EFI 90 days before move-in starts.

**Return this form to EFI Logistics. Remember to keep a copy for your records.  
1) via e-mail to [colin.huckle@efilogistics.com](mailto:colin.huckle@efilogistics.com) or 2) via facsimile to + 44 1444 237749**

Issued by **EFI Logistics** Official Freight Contractor