

# BREAKBULK

10  
YEARS

MIDDLE EAST 4-5 FEB 2026

10 YEARS OF CONNECTING THE  
MIDDLE EAST'S MEGA PROJECTS

EXHIBITOR MANUAL

Dear Exhibitor,

We're thrilled to welcome you as an exhibitor and celebrate 10 incredible years of Breakbulk Middle East! Join us Wednesday 4 to Thursday 5 February 2026 at Dubai World Trade Centre in Dubai, UAE.

Breakbulk Middle East brings together the global breakbulk and project cargo community – uniting EPCs, manufacturers, logistics specialists and procurement leaders to build connections, spark innovation and drive opportunity across the supply chain.

To help you make the most of your experience, we've prepared this Exhibitor Manual – your essential guide with everything you need for a seamless and successful participation. Whether it's your first time or you're a long-time partner, we know that planning an exhibition stand can be complex – this manual will guide you every step of the way.

**Inside, you'll find:**

- Event timetable (p.4) – access dates and timings
- Key deadlines (p.5) – don't miss them to avoid late fees!
- Official partner and supplier contacts (p.6) – for all your stand service needs

Taking a little time now to plan and organise will save you last-minute stress and unnecessary costs later. For a full overview and detailed descriptions of each section, please refer to the Contents (p.3) of this Exhibitor Manual.

**Need Assistance?**

Our dedicated Breakbulk Support team is here to help:

✉ [breakbulksupport@breakbulk.com](mailto:breakbulksupport@breakbulk.com)

☎ +44 20 3545 9408 / +44 20 3545 9605 (Monday to Friday, 9am–5pm UK time, excluding Bank Holidays)

We're excited to have you with us and can't wait to see your team in Dubai – as we mark a decade of connections, innovation and global partnerships within the Breakbulk community.

We look forward to working with you in the months ahead and welcoming you to Breakbulk Middle East 2026!

Best wishes,

Ben Blamire  
Event Director  
Hyve Group Plc



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## EVENT TIMETABLE

Dates - Build-up	Hall Access Times	Contractor & Exhibitor Access Information
Monday 2 February 2026	08:00 - 20:00	Space Only
Tuesday 3 February 2026	08:00 - 22:00	Space Only - construction to be completed by 22:00
	12:00 - 18:00	Shell Scheme
Dates - Registration	Registration Open Times	
Tuesday 3 February 2026	12:00 - 18:00	
Wednesday 4 February 2026	08:00 - 18:00	
Thursday 5 February 2026	08:00 - 16:00	
Dates - Exhibition	Exhibitor Access Times	Show Open & Visitor Access Times
Wednesday 4 February 2026	09:00 - 19:00	10:00 - 18:00
Thursday 5 February 2026	09:00 - 17:00	10:00 - 17:00
Dates - Breakdown	Hall Access Times	Contractor & Exhibitor Access Information
Thursday 5 February 2026	17:00 - 22:00	Space Only & Shell Scheme
Friday 6 February 2026	08:00 - 14:00	Space Only

**Exhibitors and contractors must ensure their stand build is completed and dismantled to the above timetable.**

## IMPORTANT EXHIBITOR INFORMATION

<b>Build Construction</b>	All build-up must be complete by <b>22:00, Tuesday 3 February 2026</b> . Extra hours will only be permitted with Health and Safety approval; charges may apply.
<b>Breakdown Completion</b>	All stands must be clear by <b>14:00, Friday 6 February 2026</b> .
<b>Products / Personal Items</b>	Do not leave personal items unattended; <b>the organiser is not responsible for losses</b> . Unclaimed items will be removed at the exhibitors/contractors' expense.
<b>Organiser Communications</b>	Watch for emails from <a href="mailto:middleeast@events.breakbulk.com">middleeast@events.breakbulk.com</a> , <b>these contain key updates</b> . Replies will be directed to <a href="mailto:breakbulksupport@breakbulk.com">breakbulksupport@breakbulk.com</a> .
<b>Important Deadlines</b>	Check <b>page 5</b> for service order dates – late orders incur higher charges.
<b>Electrical Supply</b>	Electrical consumption is not included for shell scheme or space only stands. Power services can be ordered through the <a href="#">GES Exhibitor Webshop</a> .
<b>Space Only Stands Documentation and Regulations</b>	Submit the mandatory forms and stand drawings (on page 5) to <a href="#">BEST</a> for assessment. <b>Once approved by BEST, the paperwork will be submitted to DWTC for final build approval. A DWTC submission fee applies to all space only stands.</b> Space only stand regulations are listed on pages 26-29.
<b>Shell Scheme Stand Package</b>	Standard shell scheme inclusions listed on pages 31-32.
<b>Insurance</b>	<b>Insurance is included in your participation fee.</b> If you wish to upload your company's insurance certificate, <b>you will receive a unique link from InEvexco.</b>
<b>Logistics Partner</b>	GES Logistics is the official logistics partner. <b>Contact them for service quotes.</b>
<b>Stand Height Restrictions</b>	The <b>maximum permitted height</b> for stands is <b>6 metres</b> . Any stand higher than <b>4 metres</b> requires <b>structural calculations</b> for approval.
<b>Internet Access</b>	General Wi-Fi is available at the venue. However, for <b>critical event functions</b> (e.g. live demos, presentations, or multiple power-dependent systems), we strongly recommend ordering a <b>dedicated wired connection</b> .
<b>Food and Beverage Policy</b>	<b>Dubai World Trade Centre (DWTC)</b> is the <b>exclusive food and beverage supplier</b> for all exhibitors. To comply with <b>Dubai Municipality food safety regulations</b> , <b>outside food and beverages are not permitted</b> during build-up, event days, or breakdown.
<b>Accommodation</b>	Book now to secure the best market rates - <a href="#">HotelMap - Accommodation Partner - Private Rates Link</a>

## KEY DEADLINES

Service	Deadline Date	Order Links and Forms
<b>Dubai World Trade Centre (DWTC) - Venue</b>		
Catering Internet and Telephone Connections Parking Rigging Security Stand Cleaning	Early Bird Deadline: <b>Wednesday 7 January 2026</b>  Webshop Orders Cutoff: <b>Sunday 1 February 2026</b> <i>Exception: Limited catering services can still be ordered via the webshop throughout event days.</i> <i>Any other services can be requested via <a href="mailto:support@eventplus.ae">support@eventplus.ae</a></i>	<a href="#">Event Plus Online Portal</a>
Accreditation	All contractors must visit the portal to apply online for contractor badges. Applying in advance will prevent delays in accessing the halls.	<a href="#">Contractor+ Portal</a>
<b>GES - Show General Contractor</b>		
Audio Visual Equipment Carpet and Floor Coverings Compressed Air Electrics Furniture Graphics Shell Scheme including fascia nameboard Water connections	Early Bird Deadline: <b>Monday 12 January 2026</b>  Standard Deadline Rates: <b>Tuesday 13 to Monday 19 January 2026</b>  Webshop Closed: <b>Monday 19 January 2026</b> <i>After this date a premium rate is applicable.</i> <i>Order enquiries can only be sent via email to the GES service team. Alternatively, onsite orders can be made from 2 February (first day of build).</i>	<a href="#">GES Exhibitor Webshop</a>
<b>GES Logistics - Show Logistics Partner</b>		
Forklifting Freight & Shipping Storage & Empty Package Handling	Early Bird Deadline: <b>Friday 2 January 2026</b>  Standard Deadline Rates: <b>Saturday 3 January 2026</b>  <i>Shipping Arrivals Deadlines:</i> Airfreight Deadline: <b>Friday 23 January 2026</b> Seafreight Deadline: <b>Friday 23 January 2026</b>	<a href="#">Email directly - GES Logistics</a>
<b>BEST - Space Only Stand Plan Assessors and Onsite Health and Safety</b>		
Health and Safety Space Only Stand Plan Assessment	<b>Friday 19 December 2026</b> <i>6 weeks prior to event</i>	<a href="#">Exhibition Stand Structure Form</a>  <a href="#">Space Only Contractor Undertaking Form</a>  <a href="#">Method Statement</a>  <a href="#">Risk Assessment</a>  <i>Each form is to be submitted with drawings of exhibit space</i> <a href="#">Email directly - BEST</a>
<b>Hotel Map - Accommodation Partner</b>		
Accommodation	Book now to secure the best market rates!	<a href="#">HotelMap - Accommodation Partner - Private Rates Link</a>
<b>Visit by GES - Registration and Lead Retrieval Partner</b>		
Registration Lead Retrieval	Pre-show or onsite	<a href="#">Visit Connect Webshop</a>
<b>Vibes Events - Temporary Staff Agency</b>		
Temporary Staff	<b>Tuesday 20 January 2026</b> <i>After this date, last-minute requests depend on the requirement.</i>	Email: <a href="mailto:exhibitions@vibes.ae">exhibitions@vibes.ae</a> Email: <a href="mailto:info@vibes.ae">info@vibes.ae</a> Telephone: +971 56 209 1365
<b>InEvexco - Insurance Provider</b>		
Insurance	Pre-show	You will be sent a unique link to upload certificate to the online portal

## OFFICIAL SHOW PARTNER AND SUPPLIER CONTACTS

Service	Contact Information
<b>Dubai World Trade Centre (DWTC)</b> Catering Internet and Telephone Connections Parking Rigging Security Stand Cleaning	<b>Exhibitors: Event Plus Orders and Support</b> UAE Toll-Free: 800 655 Global Contact Number: +971 4 389 3899 Email: <a href="mailto:support@eventplus.ae">support@eventplus.ae</a> Website: <a href="https://www.eventplus.ae/breakbulkME">https://www.eventplus.ae/breakbulkME</a> Business Hours: Daily, 9am - 7pm Time Zone: Dubai Standard Time (GMT+4)
<b>Dubai World Trade Centre (DWTC)</b> Accreditation	Email: <a href="mailto:accreditationliaison@dwtc.com">accreditationliaison@dwtc.com</a> Telephone: +971 4 306 4816
<b>GES</b> Audio Visual Equipment Carpet and Floor Coverings Compressed Air Electrics Furniture Graphics Shell Scheme <i>including fascia nameboard</i> Water connections	<b>General Enquiries</b> Email: <a href="mailto:breakbulk@ges.com">breakbulk@ges.com</a> Telephone: +971 4885 5448  <b>Space Only Stand Enquiries - Izzad Ali</b> Email: <a href="mailto:iali@ges.com">iali@ges.com</a> Telephone: Direct: +971 4 885 9336 - EXT: 2007 Mobile: +971 5 8154 3325
<b>GES Logistics</b> Forklifting Freight & Shipping Storage & Empty Package Handling	Email: <a href="mailto:event.logistics@ges.com">event.logistics@ges.com</a> Telephone: +44 121 782 4433
<b>BEST</b> Health and Safety Space Only Stand Plan Assessment	Email: <a href="mailto:bbme.plans@blue-lemon.net">bbme.plans@blue-lemon.net</a> Telephone: +44 1252 416 152
<b>HotelMap</b> Accommodation Partner	Providing a 24/7 multi-language customer support, you can reach them on either the website's live chat function or email <a href="mailto:assistance@hotelmap.com">assistance@hotelmap.com</a> for any booking queries.
<b>Visit by GES</b> Registration Lead Retrieval	Email: <a href="mailto:visitconnect@ges.com">visitconnect@ges.com</a>
<b>Vibes Events</b> Temporary Staff Agency	Email: <a href="mailto:exhibitions@vibes.ae">exhibitions@vibes.ae</a> Email: <a href="mailto:info@vibes.ae">info@vibes.ae</a> Telephone: +971 56 209 1365
<b>InEvexco</b> Exhibitor Insurance	Email: <a href="mailto:exhibitor@inevexco.co.uk">exhibitor@inevexco.co.uk</a> Telephone: +44 173 275 7630

### EMERGENCY NUMBERS IN UNITED ARAB EMIRATES

**Medical Emergency Number: +971 4 306 4040**

**All Emergencies: +971 4 308 6600**

**Police: 999**

**Ambulance: 998**

**Fire department: 997**

If you need assistance during your time at Breakbulk Middle East, please speak to the nearest member of security staff, Health and Safety or the Show Organisers who will be happy to assist you.

## GENERAL INFORMATION

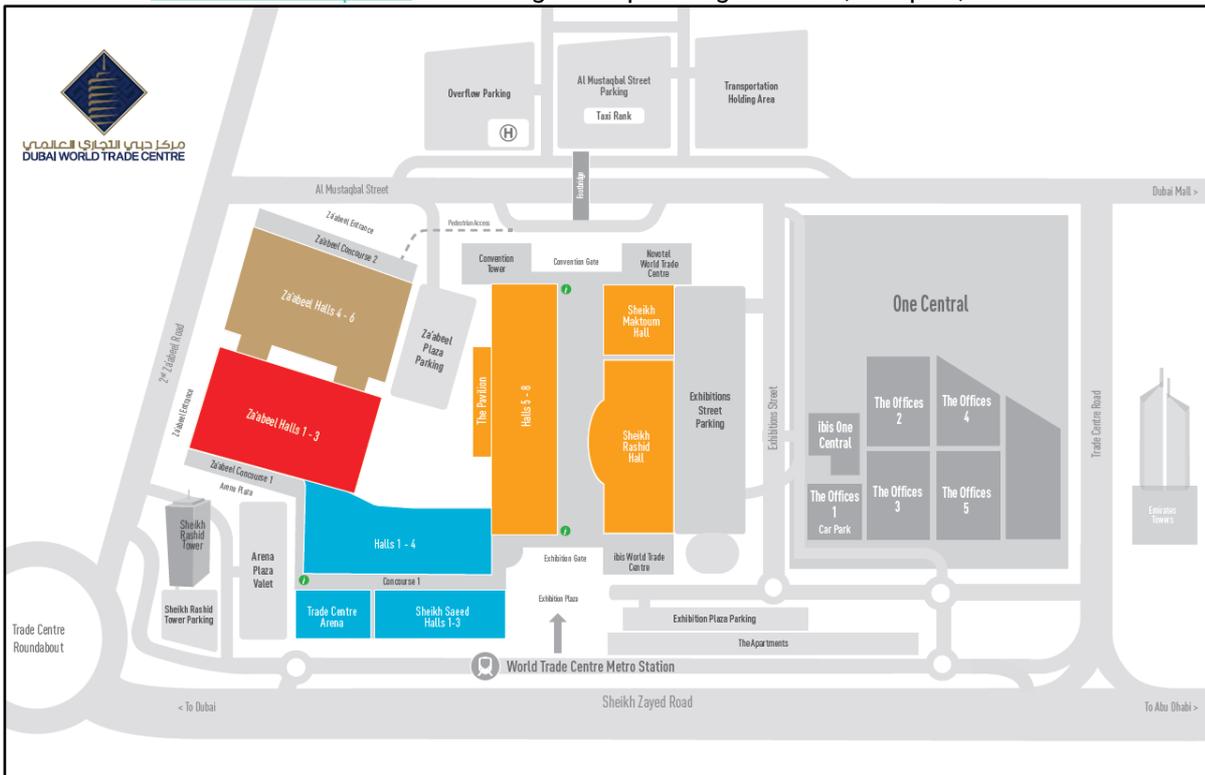
### VENUE

**Venue Name:** Dubai World Trade Centre (DWTC)  
**Address:** Sheikh Zayed Rd - Dubai - United Arab Emirates  
**Venue Website:** <https://www.dwtc.com/en/>  
**Event Halls:** 5, 6, 7, 8 & Pavilion



### VENUE FLOORPLAN

Please click [DWTC Venue Explorer](#) to view digital map of neighborhood, complex, floors and halls.



### GETTING TO THE VENUE

The Dubai World Trade Centre (DWTC) is located on Sheikh Zayed Road, within the city central business district, and is easily accessible by public transport. Please read [DWTC Getting Here](#) for further guidance on traveling to venue.

## ACCOMMODATION PARTNER - HOTELMAP

HotelMap is our exclusive accommodation partner operating in over 500 cities worldwide and includes over 1,000,000 accommodation operators. Providing a 24/7 multi-language customer support, you can reach them on either the website's live chat function or email [assistance@hotelmap.com](mailto:assistance@hotelmap.com) for any booking queries.

HotelMap key features:

- 24/7 Concierge support
- Dynamic currency and language functionality
- Group booking app
- Seamless booking experience
- Extensive hotel options
- Discounted best in market rates

As a unique service for our attendees, you will receive discounted market rates compared to booking providers!

Click this link to book: [HotelMap - Accommodation Partner - Private Rates](#)

## BADGES FOR SHOW DAYS

Exhibitors must always wear and display their official Breakbulk Middle East badge to enter the exhibition halls on show days. Exhibitor badges provide earlier access than visitor badges, in line with the event timetable.

**A unique login link will be sent from Visit by GES for exhibitor registration, there is no cost to attend the event.**

For security and health & safety reasons, exhibitor badges must only be issued to and worn by staff working on your stand. Badges must not be shared or given to visitors, contractors, or maintenance staff. If you require maintenance access on show days, please visit the Organisers Office located in front of Hall 7 for assistance.

Badges can be printed onsite from **Tuesday 3 February 2026** or you can choose the print at home badge option.

During build-up and breakdown periods, contractors and stand builders are required to have the appropriate contractor badges in accordance with DWTC regulations. Security staff will provide coloured wristbands once stand details are confirmed.

## CAR PARKING SHOW DAYS

Car parks are available for organisers, exhibitors and visitors within the perimeter of the venue. The car parks operate on a first come, first-served basis. To book, please go to [Event Plus Online Portal](#).

- Al Mustaqbal Street Parking: Located across Convention Gate. This parking facility offers 2,603 spaces.
- Exhibition Street Parking: Located behind Sheikh Rashid Hall. This parking facility offers 1,398 spaces.
- Sheikh Rashid Tower Parking: Located next to Arena Hall. This parking facility offers 907 spaces.
- Za'abeel Plaza Parking: Located in front of Za'abeel Hall 6. This parking facility offers 320 spaces.
- Exhibition Plaza Parking: Located at the Exhibition Plaza. This parking facility offers 173 spaces.
- Valet parking spaces are not currently available.

To access parking map, please click [DWTC Car Parking Map](#).

Vehicles are not allowed to park overnight neither to park within the 'no parking zones'. Any vehicle left overnight or parked incorrectly and / or causing obstruction to other road users will be charged a daily fee plus administration fees. DWTC reserves the right to remove all vehicles violating the above.



## COMPLETION OF THE TENANCY

Shell scheme exhibitors must remove all stand material and display items by **20:00 on Thursday 5 February 2026**.

Space only exhibitors must remove all stand material and display items along with stand construction by **14:00 on Friday 6 February 2026**.

Should the exhibitor or contractor fail to dismantle stand and all materials and rubbish within this deadline, Hyve Group will take necessary actions to dismantle the stand without further notice and costs will be passed onto the exhibitor or contractor.

## LEAD RETRIEVAL APP - VISIT CONNECT

To order lead retrieval app, please go to [Visit Connect Webshop](#). A unique login link will be sent from Visit by GES at [no-reply@registration.middleeast.breakbulk.com](mailto:no-reply@registration.middleeast.breakbulk.com). For assistance, please email [visitconnect@ges.com](mailto:visitconnect@ges.com).

## PEOPLE OF DETERMINATION AND DISABLED ACCESS AT THE VENUE

DWTC offer wheelchair access through the complex, including a number of reserved parking spaces for people of determination. Toilets on the ground floor and above exhibition Halls 6, 7 and 8 have disabled access, whilst all doorways and lifts accommodate standard wheelchairs and have low-level buttons. Visitor wheelchairs are subject to availability and can be borrowed from the emergency medical services station, located next to exhibition Hall 5, by depositing an appropriate identification. Please click the [People of Determination Map \(English & Arabic\)](#) to see access points and locations.

## PROMOTIONAL MATERIAL

Please be sensitive to the content of any promotional material that you are planning to use at the exhibition. It is important that such material is not offensive to the cultural and/or religious values and sensitivities of the people of the United Arab Emirates. If in doubt about any material that you are considering of using, please do not hesitate to contact the marketing team and they will be able to provide clarification on this if necessary.

## PUBLIC RELATIONS AND SOCIAL MEDIA

Breakbulk Events & Media would like to support your PR initiatives. We would be happy to post your press releases on our website (subject to Product Director's approval). Please send requests to Leslie Meredith, Product Director at [Leslie.Meredith@breakbulk.com](mailto:Leslie.Meredith@breakbulk.com).

To promote your participation at Breakbulk Middle East please use the following platforms and hashtags:

- X (formerly Twitter): [https://twitter.com/Break\\_Bulk](https://twitter.com/Break_Bulk)
- YouTube: <https://www.youtube.com/channel/UCKN2EemicqYNnbAM8r1VuCQ/videos>
- LinkedIn: <https://www.linkedin.com/showcase/breakbulk-events-&-media/>
- Facebook: <https://www.facebook.com/breakbulkeventsmedia/>
- Instagram: [https://www.instagram.com/break\\_bulk/](https://www.instagram.com/break_bulk/)
- Hashtag: #bbme2026

## CONTRACTORS SECTION

### HEALTH & SAFETY TRAINING NEW 2026

DWTC has implemented mandatory sessions (Health, Safety and Environment Induction) designed for event contractors and each participant is required to attend one session during the scheduled period to enhance their knowledge and ensure a safe and efficient working environment at DWTC.

The mandatory training module is integrated with the contractor portal registration process. **All registered companies must complete the basic induction before obtaining a pass.** An overall compliance check for contractor companies is currently in place.

For any clarification or support, please reach out to DWTC directly at [HealthSafety@dwtc.com](mailto:HealthSafety@dwtc.com).

### CONTRACTOR+ PORTAL

Effective 1 October 2023, DWTC will implement a centralised system called Contractor Plus portal ([Contractor+ Portal](https://contractorplus.dwtc.com/shop/)). - <https://contractorplus.dwtc.com/shop/>

Contractor+ is the DWTC portal for all contractors to apply for their digital contractor and vehicle passes. The portal provides a variety of interactive tools to keep the users up to date with their applications.

It is an online accreditation system that allows the Responsible Organisation (RO) obtain digital contractor passes & vehicle passes online. DWTC Accreditation Liaison Officers (ALO) are responsible to approve, reject and ask for more information to all applications using this new portal if it is required.

The Responsible Organisation or Company is responsible to manage them staff by registering it through the system. All these processes apply to all vehicles and individuals who are accessing the DWTC Venue and Al Warsan Holding Area.



- All contractors' companies will be able to register online with no limit on licences
- Users will be able to select and purchase either international, annual or daily contractor badges as well as vehicle passes with no limitation
- Payment will have to be completed online prior to assigning the contractors, and accessing the Venue
- Payment receipts and tax invoices will be generated and sent by email once the payment is processed
- Users will be able to assign badges to their staff based on the approved managed staff details
- Users will be able to select the duration of the access, based on the official build-up and tear-down days
- Digital badges will display the registered photograph and access information
- For Exhibitions, all delivery trucks will be, by default, registered and directed to Al Warsan holding area
- The delivery dates will be programmed on the portal as per the official event build-up dates
- The digital contractor badges and vehicle passes will be sent via email and can also be downloaded from the system: <https://contractorplus.dwtc.com/>
- The contractor badges and vehicle passes will be scanned prior to entering the premises
- Please advise your contractor companies that they can now start registering and applying for digital passes for your upcoming events at DWTC.
- **Effective 1 December 2023, only digital passes will allow access the Venue and Al Warsan.**
- If you have any questions, please do not hesitate to contact our team at [AccreditationLiaison@dwtc.com](mailto:AccreditationLiaison@dwtc.com).

### CONTRACTOR ACCESS PROCEDURE

- All contractors must present their valid Temporary pass, Annual pass, Wedding pass, International pass and at all designated entrances for access to Dubai World Trade Centre (DWTC) for Buildup, Event Day and Breakdown.

- All contractor must ensure to carry or have their valid passes with QR code either printed or in smart phone in order pass through Dubai World Trade Centre security scanning area.
- Passes are to be scanned at these areas: Main service yard gate, Za’abeel Hall service yard, Sheikh Saeed Sheikh Saeed Halls and Arena service yard, Sheikh Maktoum Hall and Sheikh Rashid Hall service yard, Concourse 1 & 2, and other related areas required by DWTC Protocol and Security.
- All contractors are advised to have their passes with them at all times. DWTC Protocol and Security has all the rights to inspect everyone when working in the Venue.
- DWTC Protocol and Security must be informed in case of a lost pass. Contractor will then ask their company to reissue a new one for them so they can get access back to the Venues.
- The following types Workforce Dubai World Trade Centre Passes are available:
  - Temporary pass
  - Annual pass
  - Wedding pass
  - Vehicle pass
  - International pass

DESCRIPTION	SUBMISSION	UNIT PRICE (VAT Inclusive)	VALIDITY						
Temporary pass	1. EID Copy 2. Photo (passport size)	AED 21 / day	The user can select the validity from 1 day up to 10 days						
Annual pass	1. Photo (Passport size) 2. Passport copy 3. EID	Depends on category							
		<table border="1"> <thead> <tr> <th>Badge Count</th> <th>Selling Price</th> </tr> </thead> <tbody> <tr> <td>10 - 200</td> <td>AED 525</td> </tr> <tr> <td>201 &amp; above</td> <td>AED 475</td> </tr> </tbody> </table>		Badge Count	Selling Price	10 - 200	AED 525	201 & above	AED 475
		Badge Count	Selling Price						
10 - 200	AED 525								
201 & above	AED 475								
One year									
Wedding pass	EID Copy Or Passport Trade License (When the company registers for their staff)	AED 20	Valid for 3 days						
International pass	1. Photo (Passport size) 2. Passport copy	AED 105	Valid for 15 days						
Vehicle pass	Vehicle Registration (Mulkyia) Front and Back (PDF)	AED 21/ day	The user can select from one trip up to ten trips and its valid for 1 day.						
PPE selling (High Vest)		15 AED							
DWTC Outlets Pass	1. EID Copy Or Passport 2. Photo (passport size)	AED 105 / person	Valid for 12 months						

## CONTRACTOR BUILD-UP AND BREAKDOWN HOLDING AREA

The Al Warsan Holding Area is a 44,000 square meter area being operated by DWTC to register, filter, and manage all vehicles accessing the DWTC Service Yards.

### Al Warsan - Location

The area (available on google maps as Al Warsan Holding Area) is located 24kms or 23 minutes from DWTC on E-44 Al Awir Road just past Dragon Mart and the Dubai Ambulance Centre.

All vehicles must go to Al Warsan Holding area located at <http://google/maps/F5Xjs2gzvhRz>.

### DIRECTIONS TO NEW HOLDING AREA - AL WARSAN



**FROM EMIRATES ROAD:**

1. Take the exit 40 heading towards Ras Al Khor Road.
2. Take the U-turn from the first roundabout.
3. Take the first exit after the ENOC petrol station (approx. 700 meters after the petrol station exit).
4. Continue straight and your destination will be on the left.

**FROM ACADEMIC CITY ROAD:**

1. Follow the directions towards Hatta on Ras Al Khor Road (E44).
2. Go straight from the academic city road roundabout follow the signs of Hatta.
3. Take the first exit after the ENOC petrol station (approx. 700 meters after the petrol station exit).
4. Continue straight and your destination will be on the left.

**FROM DRAGON MART 2:**

1. Follow the directions towards Hatta on Ras Al Khor Road (E44).
2. Go straight from the academic city road roundabout follow the signs of Hatta.
3. Take the first exit after the ENOC petrol station (approx. 700 meters after the petrol station exit).
4. Continue straight and your destination will be on the left.

**LOCATION ON GOOGLE MAPS**  
<https://goo.gl/maps/F5Xjs2gzvhRz>

**COORDINATES**  
22°09'44.0"N 55°29'00.5"E  
23.162757, 55.483111

**SCAN HERE**  
To open the location on your Google Maps or Web Browser.



## CONTRACTOR PASS CABINS

All contractors must purchase their online Digital Passes using the DWTC Contractor Plus portal and are only allowed to enter the complex from the service yard behind the halls. The passes will be scanned at each service yard.

All contractors are expected to abide to all DWTC's rules and regulations as fines and / or penalties may be levied for non-compliance.

### Contractor Access During and After Show Hours

If a contractor needs to access your tenanted hall(s) during and / or after the official show hours, please ensure they have a written confirmation from the Organiser.



## LATE WORKING SYSTEM

Hyve are committed to safe working and aim to minimise the number of people working outside the timetabled hours. **If you foresee any problems keeping to this schedule during onsite construction, please go to the Organisers Office at Hall 7 entrance.** If approved to work outside of the standard hours, there is a mandatory form to be completed and an applicable charge per stand to cover health & safety officers, floorplan safety staff and other venue services such as lighting, traffic marshals and security staff.

**Charges are applicable per stand** and only accepted via card payment at the GES service desk onsite after organiser approval. Late working charges as follows:

- Per hour - **AED 1,000**
- Per day - **AED 3,000**

## VEHICLE ONSITE PASS FEES

To access Al Warsan holding yard and service yards, contractors and drivers will be charged an **AED 30 per day, per trip** online through the [Contractor+ Portal](#).

Additionally annual passes will be expanded to cover access to both venues (DEC and DWTC) however a cross-access between the two locations will not be permitted.

For any queries, please contact the DWTC accreditation team at [accreditationliaison@dwtc.com](mailto:accreditationliaison@dwtc.com) or call the hotline at +971 4 306 4816.

## WASTE DISPOSAL

Exhibitors are responsible for their own waste from per exhibition space. This includes removal during build-up, exhibition days and breakdown, **exhibit spaces do not come with cleaning services.**

Contractors must remove any build materials outside DWTC premises and not inside the marshalling yards. Any paint cans are not to be thrown inside the skips and should be removed from DWTC premises. The skips area must be kept free at all times to allow uninterrupted access for DWTC. The tenanted space must be vacated with all adhesive tapes, paint and similar traces completely removed.

To order services, please visit the [Event Plus Online Portal](#). Early Bird Deadline is **Wednesday 7 January 2026**. For enquiries, please contact DWTC's exhibition services directly at [support@eventplus.ae](mailto:support@eventplus.ae).

## WORKING WITH SUBCONTRACTORS

Where works at the venues have been sub-contracted out to third parties, it is a requirement that the works are suitably supervised by a competent person. Where sub-contracted work is of poor health and safety standard the contractors will be stopped. Enquiries will be made to ascertain who contracted the work out and action taken to penalise the company concerned by restricting access to the venues for failing to check the competence of the sub-contractor company, in accordance with performance monitoring.

The Sub-Contractor work is to be controlled with Main Contractor Supervisor or Engineer. The Main Contractor is responsible for any occurrences during work activities. If the main contractor fails to monitor the subcontractor's work, the venue's Health & Safety team will issue violation/penalty.

## LOGISTICS SERVICES

GES Logistics are the show's official logistics partner, to order any of services please contact them directly.

Email: [event.logistics@ges.com](mailto:event.logistics@ges.com)

Telephone: +44 121 782 4433

## DELIVERIES

DWTC cannot accept any deliveries on behalf of exhibitors or sponsors. If deliveries are shipped directly to the Dubai World Trade Centre (DWTC) and not through the organiser's official freight forwarder (GES Logistics), the exhibitor or sponsor can only receive them during the tenancy dates. **Shipment dates via GES Logistics can be accepted from Monday 2 to Thursday 5 February 2026.**

To avoid delays or rejections by customs, we highly recommend that you appoint an official freight forwarder to assist with your shipment.

Please note that all shipments must be delivered via the service yards / loading docks as DWTC do not allow any deliveries to the halls via the main entrances.

If you are sending items via an independent courier, please be aware **a signature is required for delivery, therefore a member of your staff must be present to sign and receive the delivery.**

## FORKLIFTS

If you need any product removed from your truck and moved to your stand or large items repositioned, a forklift is required. Please contact GES Logistics to book forklift services in advance.

## FREIGHT AND SHIPPING

Please contact GES Logistics to obtain a quote for freight and shipping services. Shipping Arrival Deadlines:

- Airfreight Deadline: **Friday 23 January 2026**
- Seafreight Deadline: **Friday 23 January 2026**

**Important: Please refrain from using courier companies when sending your goods to Dubai. The Organisers cannot be held responsible for any goods held up at customs due to the use of alternative shipment company.**

## STORAGE OF EXHIBITOR CASES/TRAILERS/CONTAINERS

There is no storage for empty packing cases in the halls or on the open-air site.

Please contact GES Logistics to receive a quote for storage and onsite empty package handling.

## VENUE FACILITIES AND SERVICES A-Z

### AIR CONDITIONING

All areas at the DWTC have air conditioning. The superior quality of the air conditioning system will ensure no noise interference during events. The air conditioning system has been designed to maintain an average room temperature of 22 degrees celsius. Air-conditioning is provided on event days only.

### AUDIO VISUAL

To order services, visit the [GES Exhibitor Webshop](#).

### BALLOONS / INFLATABLES

Exhibitors who intend to use balloons inside the venue as well as outdoor must secure prior approval from DCAA.

Please submit submission online to: <http://www.dcaa.gov.ae/en/Pages/BalloonOperation.aspx?sid=11>.

After securing the NOC it is to be forwarded to DWTC Health and Safety Division. This can be made by submitting the specifications of the balloons, e.g. type of gas to be used, sizes/dimensions and the quantity. The submittal is required at least two days prior to build up. The exhibitors must fill in the Balloon Exhibit Schedule Form Gas filled balloons proposed for use at the venues must be tethered to a part of the exhibition stand structure fully secured to prevent interference with sensitive fire detection equipment located within the hall and concourse roof areas. Persons holding lighter than air gas balloons at the venues is not permitted for this reason. External use of balloons must be subject to controls which ensure the safety of persons and prevent the risk of the balloon becoming unfixed and becoming a hazard to air traffic.

The use of gases in relation to balloons or inflatable's must be strictly controlled, whether flammable or otherwise. Cylinders must be subject to suitable marking, warning signage and colouring in accordance with international standards and stored in accordance with Dubai Municipality codes and technical guidelines.

Toys use within the venues will be subject to local legal requirements and Dubai Municipality Technical Guideline 67 entitled 'Toys Safety'. Technical Guidelines. Retrieved from Dubai Municipality:

<https://www.dm.gov.ae/wps/portal/businessinner?urile=wcm:path:/DMContentEnglish/Home/Business/Health+and+Public+Safety/Technical+Guidelines+List1&mapping=businessinner>.

### BANKING / EXCHANGE BUREAU

The opening hours are from 09:00 - 17:00, Saturday to Thursday.

- **EmiratesNBD:** Concourse 2, opposite Hall 8
- **ATM Machines:** Concourses 1 and 2

### BUSINESS CENTRE

DESCO - Print Center

Concourse 1, Between Halls 2 and 3

Email: [dwtc@descoonline.ae](mailto:dwtc@descoonline.ae)

Telephone: +971 4 223 4277

Website: [www.descoonline.com](http://www.descoonline.com)

The Business Centre offers a range of services:

- Conference and Workshop Package (CD, DVD Copy, Tent Cards, Folder, Invitations and Stationery)
- Business Cards
- Internet Access
- Posters
- Presentation Material
- Binding

### CATERING

DWTC is the exclusive supplier of food and beverage to all exhibitors at the venue. Food Safety is a primary concern at Dubai World Trade Centre and in line with regulations laid down by Dubai Municipality, food and beverage from outside is not allowed at the venue during build-up, event days and breakdown.

This includes, but is not limited to:

- Coffee machines
- Pre-packaged instant meals

- Water bottles
- Confectionery
- Local restaurant delivery meals
- Food and beverage samples

In accordance with local Islamic customs, the display and distribution of pork and licensed beverages is strictly forbidden. The show organisers and DWTC request your support to avoid violations that may lead to DWTC external catering permission fee charges prior to removal of the items.

## ALCOHOL

**No alcohol products are allowed at DWTC throughout the duration of the event.** It is not permitted to consume alcohol publicly on the stand during show hours. It can only be allowed in a designated private / closed area outside the exhibition stand spaces, such as in meeting rooms above exhibition halls or in licensed outlets. Requests are subject to Dubai police approval.

## CUSTOM CATERING

DWTC can prepare custom-made menus to accommodate your special requirements. For any queries or for custom made menus, please contact DWTC's exhibition services directly at [support@eventplus.ae](mailto:support@eventplus.ae).

## STAND CATERING

**All food is strictly halal and does not contain any pork products or alcohol.**

All orders are to be placed via [Event Plus Online Portal](#). Early Bird Deadline: **Wednesday 7 January 2026.**

**Limited catering services can still be ordered via the webshop throughout event days after the webshop order cut-off date.**

## CLEANING AND WASTE DISPOSAL

Cleaning for exhibitor stands must be ordered directly from DWTC. Please order via [Event Plus Online Portal](#). Early Bird Deadline: **Wednesday 7 January 2026.**

If you have any additional questions on cleaning and waste disposal, you can contact DWTC's exhibition services directly at [support@eventplus.ae](mailto:support@eventplus.ae).

## CLOAKROOM FACILITIES

There are no cloakroom facilities at the DWTC.

## COMPRESSED AIR

Organisers requiring compressed air should contact the organiser. Exhibitors should order their compressed air via official contractor GES. No one is allowed to bring their own machine in the venues.

If there is a need for a compressor to be located within the halls, the utility services must be consulted first to seek their approval and recommendations. Being the sole provider of all compressor services, DWTC shall have the right to turn down all external requests from exhibitors or contractors to have their own unit inside the halls. If an exhibitor/ contractor needs to use a compressor that is attached to a machine (e.g. health care equipment) then they have to fill in the submission form for High-Risk Equipment and Substance Approval submit to the Venue Infrastructure Health and Safety Department for their review and approval. Once approved and confirmed, the form should be printed out and this will serve as a gate pass for security access and Health & Safety monitoring inspection.

Services can be ordered via [GES Exhibitor Webshop](#) which are managed by GES.

## DILAPIDATIONS

Exhibitors are liable for any damage they may cause to buildings, floors, walls, columns or to any shell scheme equipment or any other exhibitor's property. Exhibitors are also responsible for any damage caused by their agents or contractors.

No exhibitor may apply paint, lacquer, adhesives or coating to the building or shell scheme panels nor drill holes into the floor.

The organiser will inspect the halls before build-up and after dismantling of the stands and any damage caused will be charged directly to the exhibitor. This includes a charge for removing any carpet tape or heavy building waste left behind.

In an effort to keep the exhibition hall floors at an optimum standard of cleanliness and appearance, please adhere to DWTC's below guidelines during the exhibition build-up:

- No chalk is to be used to mark floors in any permanently carpeted areas.

The only approved brands of tapes to be used are:

- Euro Tape
- Eurocel
- Advance Tape

Please do not use markers, plastic packing tape, gaffer tape, masking tape and drafting tape as they are extremely difficult to remove. A higher rate will be charged for the removal of tapes that are not DWTC-approved.

Please note that you are responsible for ensuring that adhesive tapes used to fix carpets or other materials to floor areas are removed after use, without damage to the floor.

## ELECTRICITY

All electrical installations on stands, features and displays must comply with the following legal requirements and guidelines:

- Dubai Municipality Technical Guidelines and Associated Standards
- Dubai Electricity and Water Authority Policies
- Dubai World Trade Centre Engineering Department requirements

All installations must be constructed and maintained so as not to present a risk of danger. Equipment used by exhibitors and organisers shall also be maintained so as not to present a danger. All conductors in a system must be suitably covered by an insulating material to protect from danger. Each stand must have a means of isolating electrical supply in case of an emergency.

Contractors must also maintain acceptable standards of electrical safety. All electrical connections must be made using suitable equipment. Wires must only be attached to sockets using a plug with a suitable fuse. Electrical equipment including sockets must be in good order; damaged equipment will be removed from the venues. Joints in electrical leads or cables must be made using a connection box and wrapped with electrical tape. In case of fire which was caused by poor electrical connections or the use of substandard materials, the contractor shall be held liable and a fine of AED 10,000/ would be imposed to the offending contractor.

**Please note if you require power during build-up and breakdown you will need to order it.**

Please visit the [GES Exhibitor Webshop](#) to order electricity services from our official contractor.

For assistance, please contact GES service team at [breakbulk@ges.com](mailto:breakbulk@ges.com) or call +971 4885 5448.

## FLOORCOVERINGS AND CARPET

It is mandatory for exhibition spaces to have flooring or carpet. Shell scheme stands have carpet included within package, Space Only exhibits can either purchase from [GES Exhibitor Webshop](#) or should you wish to provide your own carpet, flooring or platform etc, then it is required to be laid by a qualified contractor.

Please note that we do not allow concrete flooring and if you do not provide your own floor covering, we will be using GES to carpet the area and pass the cost onto the exhibitor. If you lay your own floor-covering, you are responsible for its removal and disposal at the end of the event (together with any carpet tape and/or tape residue). Please be aware that significant charges will be levied on exhibitors who fail to remove any of the above.

For assistance with ordering from the webshop, please contact GES at [breakbulk@ges.com](mailto:breakbulk@ges.com) or call +971 4885 5448.

## FLOOR LOADING AREAS

Floor loading capacity: A maximum of 5,000kg per m<sup>2</sup> in halls 6, 7 and 8.

## HEIGHT RESTRICTIONS

The stated height restrictions apply to the structures themselves and any items within the designated area.

**All designs should be submitted 4 weeks pre-show to DWTC via the exhibition organisers.**

- Single-Storey Space Only stands: A maximum height of 6m. All stands 4m or above are deemed complex and drawings must be approved by a structural engineer with the cost being charged to the exhibitor.  
**There is a DWTC mandatory submission fee of AED 500 + 5% VAT for single storey stands.**
- Double-Decker Space Only stands: A maximum height of 6m. Please note all double deck stands must have structural engineer approval but are also subject to a venue mandatory structural review and approval process.  
**There is a DWTC mandatory submission fee of AED 1,000 + 5% VAT for double decker stands.**

## INTERNET AND WI-FI

There will be an open/general Wi-Fi connection in specific areas open to attendees of Breakbulk Middle East 2026. The Wi-Fi network is designed to allow connections to remain active for a maximum period of 2 hours. Should a period of 2 hours lapse without any activity on the device, the connection will be released freeing up inactive resources. The user will however have the option to re-connect to the wireless service and accept the terms and conditions. To log-in please select the network 'Free-Wi-Fi' and create an account.

Please note that we always advise that event critical services, e.g., those for demonstrations or presentations use, are provided as a dedicated, hard-wired service. This will ensure that there is no interruption to internet connectivity, as would be the risk with a wireless internet service.

Wireless, telephone and internet services must be ordered via [Event Plus Online Portal](#).

Early Bird Deadline is **Wednesday 7 January 2026**.

For enquiries, please contact DWTC's exhibition services directly at [support@eventplus.ae](mailto:support@eventplus.ae).

Due to the variability of wireless network signals within the exhibition environment, Dubai World Trade Centre operates the following:

- Wireless internet networks installed by exhibitors and their contractors can only function on 2.4GHz, however DWTC does not recommend this for product demonstration due to interference from multiple networks and is unable to offer any technical support on this frequency.
- Dubai World Trade Centre operates a "Clean Air" policy on wireless internet networks functioning on 5GHz and will reserve the right to switch off any unauthorised 5GHz wireless networks
- The "5GHz Wireless Internet Access" product only operates on the 5GHz wireless band. To know if your device supports 5GHz radio you can search [www.gsmarena.com](http://www.gsmarena.com) to see the specifications of your smartphone or tablet under DATA \_ WLAN. If it has "Wi-Fi 802.11 b/g/n" then it only supports 2.4GHz, if it has "Wi-Fi 802.11 a/b/g/n" then it supports 5GHz.

## LATE WORKING SYSTEM

Hyve are committed to safe working and aim to minimise the number of people working outside the timetabled hours. **If you foresee any problems keeping to this schedule during onsite construction, please go to the Organisers Office at Hall 7 entrance.** If approved to work outside of the standard hours, there is a mandatory form to be completed and an applicable charge per stand to cover health & safety officers, floorplan safety staff and other venue services such as lighting, traffic marshals and security staff.

**Charges are applicable per stand** and only accepted via card payment at the GES service desk onsite after organiser approval. Late working charges as follows:

- Per hour - **AED 1,000**
- Per day - **AED 3,000**

## PA SYSTEM

The organiser will have a PA System available in the event space - this is only to be used for emergency and show announcements.

## RAISED PLATFORMS

- The maximum height allowed, measured from floor level to the top of the platform, is 10cm.
- The platform sides must be closed and neatly finished.
- Platforms should be placed within the stand perimeter.
- Platform corners must have rounded corners or plastic guards.

- All platform corners must have safety tape. Exhibitors whose stands have raised floors are requested to ensure that their stand is accessible to the disabled, for instance, by employing sloping stand edges or by adding ramps (of sufficient width and without sharp-angled sides).

## RIGGING

The DWTC Event Services Department is the sole provider of all top and primary rigging at the venue. All rigging operations at the venues are subject to approval by the engineering team responsible for technical services. Any steel wires, shackles, web slings, chains or lifting appliances are classed as rigging accessories. DWTC reserves the right to inspect all secondary rigging at the venues and may refuse the use of any rigging that does not conform to international accepted standards. This is required for any signs, overhead lighting or fittings that are to be hung from the ceiling within the exhibit space.

Lighting rigs, structural rigging and banners are permitted provided the uppermost point is within 6m from the venue floor and the lowest point is above 2.3m. All rigging is subject to approval by the organiser and must be contained within the confines of the stand and may not overhang any gangways or neighbouring stands. Rigging may not be attached to built/stand structural for structural support.

Banners should be rigged no higher than 6m and must sit 0.5m in from the edge of the stand and 0.5m in from any party walling.

Visit the [Event Plus Online Portal](#) to order services. Early Bird Deadline: **Wednesday 7 January 2026**.

## SECURITY

The show organisers for Breakbulk Middle East provide adequate security, during build-up, breakdown and show days. Please note you are responsible for insuring your own goods whilst they are onsite for the show duration.

To help ensure good security at the show, please follow these guidelines:

- Delegate one member of your staff to be responsible for your company's security at the exhibition.
- Do not leave cash, handbags, valuables, laptops, etc. in unlocked drawers, cupboards or in your exhibit space.
- Laptops or mobile phones should not be left unattended at any time.
- Please note that build up and breakdown days are high-risk periods. You are recommended to work in pairs so that the exhibit space is staffed always.
- Make sure you arrive prior to the official opening time and do not leave your exhibit space before the hall is clear of visitors.
- Should you have small valuables that you wish to leave on your exhibit space, you are advised to arrange lockable cabinets or other safe storage areas.

**Exhibitors retain full responsibility for all items on their stand for the duration of the event.** You can order additional security via [Event Plus Online Portal](#).

## TEMPORARY STAFF

If you wish to employ additional staff for your stand space, please contact Vibes Events to obtain a quote.

Please provide each of the below details:

- Start dates and times
- End dates and times
- Expected roles and responsibilities
- Special requests

**The order deadline is Tuesday 20 January 2026.** Any last-minute requests/changes after this date could be accommodated depending on the requirement.

Contact details are as follows:

Email: [exhibitions@vibes.ae](mailto:exhibitions@vibes.ae)

Email: [info@vibes.ae](mailto:info@vibes.ae)

Telephone: +971 56 209 1365

If you employ temporary staff for your event such as hosts and hostesses, promoters and supporting temporary staff, it is a requirement by Dubai local authorities to provide a consolidated list to the organiser 3 weeks prior to the start of build-up. Please email this to [breakbulksupport@breakbulk.com](mailto:breakbulksupport@breakbulk.com).

## HEALTH AND SAFETY

Hyve Group consider the health and safety of all its full-time employees, part-time and casual workers, customers and contractors to be of great importance. Through management at all levels they have a responsibility to ensure, as far as is reasonably practicable, the health and safety of all its employees whilst at work and members of the public and contractors whilst on its premises or at a hired event, conference or exhibition space.

Hyve Group is committed to complying with all the relevant legislation and guidelines covering health and safety at work and the specific requirements of the venue. All exhibitors, contractors and visitors must comply with the law, and the regulations of the venue at all times.

Anyone infringing any relevant legislation, and/or any venue regulations will be asked to desist forthwith and for serious and continuing breaches may be banned from the premises.

### **Your responsibilities:**

As an exhibitor or a contractor, you hold an obligation to ensure the safety of everyone associated with your exhibition stand and those persons who may be affected by your activities.

All full-time and part-time workers on an exhibitor's stand must:

- Be aware of the significant hazards they may face when carrying out tasks and of any control measures that the exhibitor implements to reduce risks to the lowest level reasonably practicable.
- Observe safety regulations and signs at all times; be aware of the emergency procedures relevant to their place of work; wear the appropriate safety equipment and use appropriate safety devices as and when required to do so.
- Report all accidents, near misses and dangerous occurrences to their supervisor and Organisers Office onsite at the venue.
- Take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions.
- Co-operate with any duty or requirement imposed by the venue when acting under the requirements of Health, Safety or Environmental legislation.
- Not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety or welfare.
- Immediately report any serious shortcomings that may affect the health, safety and welfare of their job to their supervisor and the Organisers Office onsite at the venue.

All exhibitors (both shell scheme and space only) are also required to carry out their own 'Risk Assessment' and provide a copy of it to the organisers and the venue. If you are using a contractor to build your stand, they must complete their own risk assessment.

It is the responsibility of every exhibitor to undertake this exercise and Hyve Group and the venue reserves the right to exclude any exhibitor for non-compliance. Further details of the legislation and the venue regulations are available on request. Please see read [DWTC Health and Safety Rules and Regulations](#) for further guidance.

## ACCIDENTS

All Accidents and Near Misses should be formally logged and recorded with witness statements and accompanying photographs taken. All reports may be used for future investigation, therefore as much detail as practical should be collected. All documents are to be treated with the upmost confidentiality and as such should be stored so as to maintain data protection.

## ANIMALS

No animals are allowed in the venue. Presence of animals is only allowed during animal related shows. Where animals are present, they shall be controlled so as not to be allowed to escape control, cause distress and danger to persons or other animals or cause damage to the venues.

## CANDLES

Flames from open fires or candles will NOT be permitted.

## CHILDREN

It is mandatory for all attendees to be 17 years and older, no persons under 16 will be permitted during build-up, event days or breakdown.

## DRINK AND DRUGS

The drinking of alcohol or consuming illicit substances during the build-up and breakdown phase is forbidden. Anyone under the influence of alcohol or forbidden substances will be removed from site. Drugs are not permitted anywhere in the venue.

No alcohol products will be served at DWTC during event days, see catering section for more information.

## ELECTRICAL WIRING AND INSTALLATION

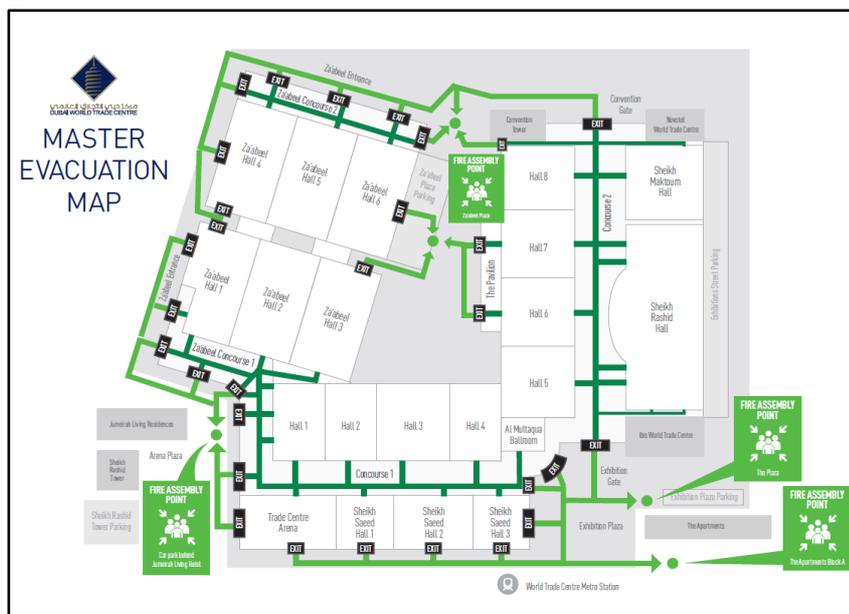
Any cable laid across the floor of a stand shall be effectively protected and fixed to such floor in such a manner as to prevent risk of injury and where liable to mechanical damage or interference, shall be tough overall sheathed or armoured or enclosed in protective conduit, trunking or cladding. Conductive materials used to provide mechanical protection should be efficiently bonded to earth. Where tough overall sheathed cables are used without further protection, i.e. without armour or protective conduit trunking or cladding, such cables shall have stranded conductors and shall have a degree of flexibility. In circumstances where full mechanical protection is impracticable a supply will only be provided if the circuit has a 100mA RCD/ELCB-installed. **Cables should not be placed under carpets.**

## EMERGENCY AND FIRE PROCEDURES

The EMS station is in the main concourse (Concourse 2) between exhibition Halls 4 and 5. If you need assistance during your time at DWTC, please speak to the nearest member of the DWTC security staff who will assist you.

The EMS team is available from 08:00 to 22:00 during build-up and breakdown. During event days, this service is operational from 1 hour prior to the start of the event until 1 hour after the event closure. Please click to view [DWTC Emergency Procedures and Evacuation Plan](#).

## EVACUATION MAP



## EVACUATION PLANS AND PROCEDURES

In the event of an evacuation, please proceed to the nearest fire assembly point located in Za'abeel Plaza Parking, please refer to the attached evacuation map.

In case of an emergency, please contact one of the following numbers:

<ul style="list-style-type: none"> <li>• Fire: +971 4 308 6600</li> <li>• Fire: 997</li> </ul>	<ul style="list-style-type: none"> <li>• Security: +971 4 306 4600</li> <li>• Police: 999</li> </ul>	<ul style="list-style-type: none"> <li>• Medical: +971 4 306 4040</li> <li>• Ambulance: 998</li> </ul>
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Alternatively, an emergency alarm can be raised through any security guard. For more details on assembly points and instructions please review the [DWTC Emergency Procedures and Evacuation Plan](#).

## FIRE PREVENTION SERVICES EQUIPMENT AND ALARMS

The Dubai World Trade Centre has a variety of modern fire detection and firefighting systems, as well as established emergency procedures.

Hoses, extinguishers, and break glass alarm points can be found at regular intervals along the walls of the exhibition halls and conference areas. Firefighting equipment may be used for small fires where persons are trained to use the equipment. Therefore, it is mandatory that fire points inside the halls as well as in the concourses should not be blocked.

Should a fire emergency arise during an event, voice announcements will assist visitors and staff in deciding what actions to take. If the evacuation announcement is made, everyone should exit the halls via the nearest fire exit and follow signage to the assembly point. It is in the interests of everyone using the venues to act in a manner that reduces risk of fire within the complex, therefore a number of requirements have been established which will help reduce risk.

## FIRE SAFETY

All event organisers, service providers and exhibitors must:

- Ensure that fire extinguisher equipment, emergency exits, and signage (including those inside exhibits) remain visible and accessible at all times.
- All aisles must be kept clear of any obstructions or protruding objects. Minimum of 3m aisle clearance spaces.
- Equipment which produces heat, smoke as an integral part of the product demonstration must receive written approval of plans from the DWTC.
- Fireworks (Pyrotechnics) – a permit must be obtained from the SAPS and Fire department and presented to the DWTC. It is obligatory for the exhibitor to provide firefighting equipment for their stand if the exhibitor displays or uses indoor pyrotechnics, smoke machines, candles, or any other flammable substances. If the exhibitor or the organiser fails to provide such equipment, DWTC will provide the required firefighting equipment and charge the cost to the organiser accordingly.
- Any breach of fire safety will not be tolerated, and the event or show will not be allowed to start unless fire safety issues are rectified.

## FIRST AID

First aid cover is provided by the organisers and details will be available onsite, throughout the event timings detailed above. In an emergency, please contact nearest steward or organisers' office.

## INSURANCE PUBLIC LIABILITY

Exhibitors are responsible for obtaining PLI insurance protection for their exhibits, property and personnel against all risks as stated in the General Conditions. Equipment should be insured both in transit and on location at the exhibition site for the entire period of the exhibition. You would have been sent your unique link to upload the certificate to your portal. If you are able to provide your own PLI, then you will have to upload a copy of the certificate to InEvexco Portal. Please contact [Breakbulk Support](#) if you need any more assistance.

All copies of insurance policies must be submitted before deadline the first day of build-up.

The Exhibitor is fully responsible for obtaining Public Liability Insurance to value of **£2,000,000**.

- The cost of the policy is USD \$220.00
- This insurance is available to exhibiting companies only; contractors must obtain their own insurance to the required level of cover

### Insurance cover should include:

- PLI (Public Liability Insurance to the value of £2,000,000)
- 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
- Value of the stand, including the fittings

A full specimen wording, showing the terms, conditions and exceptions of the cover, is available from InEvexco Ltd. It is the Customer's responsibility to read the policy wording as some exclusions apply. This service is provided on a non-advised basis and it is the Customer's responsibility to make sure that the minimum limits are sufficient for its needs.

The standard limits provided by the Insurance Participation Fee are: Cover Headings Standard Limits Brief Summary of the Cover Exhibitor Expenses GBP 20,000 Loss of irrecoverable expenses sustained as a result of cancellation, abandonment, curtailment, postponement or removal to alternative premises; inability to open or keep open the Customer's stand/space due to damage to Exhibitor Property at the Venue, in transit to the Venue or damage to the Venue itself; late or non-arrival of Exhibits or of the Customer's staff/representatives; failure to vacate the Venue within the contracted time; reasonable additional costs and expenses incurred in avoiding or diminishing a loss; for reasons beyond the Customer's control.

## LADDERS

Dubai World Trade Centre requires a safe and sensible approach to the use of ladders and step-ladders at the venues. Domestic ladders are not permitted inside DWTC. The allowable height level of ladders:

Type of Material	Type of Industrial Ladder		
	Single Ladder	Extension Ladder	Stepladder
Metal Ladders and Reinforced Plastic Ladders	9 meters	15 meters	6.1 meters

### Ladders:

- Ladders must be fixed firmly when in use. They should usually be tied or footed at the base by another person.
- Ladders should be used at an angle of 1 in 4 (75 degrees to the horizontal) to be suitably stable.
- Ladders should be used as a means of access rather than as a working platform.
- The ladder must not be damaged and must be maintained. Ladders in poor condition will not be permitted for use.
- Home-made ladders will not be permitted for use.
- Painted ladders will not be permitted for use.

### Stepladders:

- All stepladders must be suitably sized so that standing on the top two rungs is not necessary.
- It is not permitted to stand on the top rung of a step ladder, even when held stable by another person.
- Ladders and stepladders must be in good working condition. Ladders not maintained will not be permitted for use and may be removed without recourse.
- Home-made step ladders will not be permitted for use.
- Step ladders are designed for use by one person only. Multiple person use is not permitted unless the step ladder is specially designed for such use.
- Step ladders should be used for access and should not have material stored on top which can alter the centre of gravity and create hazard of falling objects.
- Painted step ladders will not be permitted for use.

## METHOD STATEMENTS

A work method statement, sometimes referred to as a safe work method statement or a safe work procedure, is a part of a workplace safety plan. It is primarily used in construction to describe a document that gives specific instructions on how to safely perform a work related task, or operate a piece of plant or equipment. In many countries it is law to have work method statements, or similar, in place to advise employees and contractors on how to perform work related tasks safely.

The statement is generally used as part of a safety induction and then referred to as required throughout a workplace, you should outline all the hazards that are likely to be encountered when undertaking a task or process and provide detailed guidance on how to carry out the task safely.

**Only Space Only exhibitors are required to submit method statements.**

**Please submit all forms with stand designs to [BEST](#) for assessment. Deadline date: Friday 19 December 2025.**

- [Exhibition Stand Structure Form](#)
- [Space Only Contractor Undertaking Form](#)
- [Method Statement](#)
- [Risk Assessment](#)

## NOISE AND MUSIC LEVELS

### NOISE

The limitations of noise levels at the venues must be in accordance with the Dubai Municipality legal requirements. Limitations exist on the amount of noise that can be emitted from the venues into public areas and persons not meeting these requirements may be subject to a fine by Dubai Municipality.

Noise is the undesirable high sound which exceeds the allowable limits. Rules of Chapter seven (7) on noise protection of the Local Order no 61/1999 shall be applied on noise levels at the venues.

Any excessive noise emitted within the venues must not be of a noise level that prevents the visitor from hearing the emergency announcements at the venues. Where there is a potential for the occupants within a hall not to hear the emergency announcements, it is the organiser's responsibility to ensure that a robust procedure is in place to allow these messages to be heard.

Any excessive noise which forms a necessary part of a process or activity in an event at the venues must be advised two weeks in advance of the event so that suitable measures can be adopted to protect Dubai World Trade Centre staff from the potential harm from excessive noise.

### MUSIC

There are no restrictions in playing background music as long as it is not live performance and adhering to the noise levels mentioned in the exhibitor manual. However please keep in mind that if a neighbouring stand is disrupted, it will be up to the organiser to shut down to avoid conflicts.

## PERSONAL PROTECTIVE EQUIPMENT (PPE)

In accordance with Dubai Municipality Code of Construction Safety Practice, the Accepted Code of Practice as well as International Best Practice Standards in the workplace, DWTC are strictly implementing Personal Protective Equipment (PPE) across venue without exception.

All contractors must ensure their workforce is properly attired for the tasks they are about to perform. Contractors must provide:

\*Note: - Using goggles and face(dust) mask during the buildup & breakdown is preventing acute and chronic health defects.

Activity	 Hard Hats	 High Visibility Vest	 Safety Shoes	 Hand Gloves	 Face mask	 Goggles	 Apron	 Full body harness	 Face shield
General visit / inspection	✓	✓	✓						
Hot work	✓		✓	✓		✓	✓		✓
Work at height	✓	✓	✓	✓				✓	
Protective coating	✓	✓	✓	✓	✓	✓			
Floor carpets laying	✓	✓	✓	✓					
House keeping	✓	✓	✓	✓	✓	✓			
Manual/Material handling	✓	✓	✓	✓					
Delivery inside halls	✓	✓	✓	✓					
Cutting/ Grinding	✓		✓	✓		✓	✓		✓
Confined Space	✓		✓	✓	✓	✓		✓	



#### Head Protection (Hard Hat)

*All employers are required to provide each member of their team with a personal hard hat when overhead work is being carried out or where there is a risk of falling objects*



#### High Visibility Vest

*Vests are compulsory and should be worn by each of the work force operating anywhere within our venues.*



#### Safety Shoes

*Shoes need to be hard capped to protect against injury. Sneakers, sandals or everyday shoes will no longer be allowed.*

**High visibility vests are a mandatory requirement in all work areas at the venue.** The only exception will be dedicated pedestrian walkways and unrestricted public areas. **Safety shoes are compulsory and heels, open toe shoes and sandals are not allowed.**

Subject to the mandatory PPE requirements above, the use of personal protective equipment will be mandatory where there is a foreseeable risk of a requirement to prevent injury.

Such PPE must include but not limited to the following:

- A hard hat for protecting the head from injury
- Steel toe-cap boots to protect the feet
- Gloves to protect hands and forearms
- High visibility vests
- Dust masks to protect from breathing hazardous or irritable particles
- Eye protection
- Hearing protection
- Harnesses and safety belts

This is not an exhaustive list of items and the duty to assess that the correct type of PPE is applied to a work situation shall be that of the employer. The standard adopted for personal protective equipment is in accordance with Dubai Municipality local orders and technical guidelines which apply in full at the venues.

Please read [DWTC Safety Instructions Mandatory PPE](#) for further guidance.

## PROPERTY DAMAGE

Exhibitors are responsible for the cost of making good and/or replacing any damage to the premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any exhibitor found damaging the walls, carpets and/or any structure on the DWTC property will be charged with the replacement value of such items.

## REPORTING OCCUPATIONAL INJURIES AND DISEASES

Workers must notify organisers office and their employers of an accident immediately. A report must be carried out onsite by the organisers Health and Safety officer.

## RISK ASSESSMENTS

Hyve Group has carried out suitable and sufficient assessment of the risks associated with this event, details of which can be obtained from the organiser's office. General risks associated with any exhibition are as follows:

- Trip hazards
- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edge
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Structural collapse of seating or an exhibition stand
- Outbreak of legionnaires disease from a water feature
- Food poisoning incident from temporary catering outlet
- Fire
- Major incident and civil emergency
- Excessive working hours

Please note you do not need to submit your Risk Assessment if you are a shell scheme exhibitor, however you will need to bring a copy of it to the show as you may be required to show it to appropriate authorities whilst onsite. You may also be required to send further details concerning the risk(s) and your stand may be visited on site to check the risk(s).

**Only Space Only exhibitors are required to submit risk assessments.**

**Please submit all forms with stand designs to [BEST](#) for assessment.** Deadline date: **Friday 19 December 2025.**

- [Exhibition Stand Structure Form](#)
- [Space Only Contractor Undertaking Form](#)
- [Method Statement](#)
- [Risk Assessment](#)

## SCAFFOLDING

Dubai Municipality rules do not allow employees to be exposed to falls of 2 meters or greater at any time whilst working in construction activities. Persons involved in scaffolding work must be competent for the erection and design of scaffolding. It is the employer's duty to ensure that the persons carrying out work are competent to do so and the manner of work is safe.

Scaffolding work must comply with the Dubai Municipality Code of Construction Safety Practice, British Standards Institute BS EN 12811:2003 and BS EN 39:2001. Scaffold erectors must adopt a working method that is safe to themselves and others. They must be protected from falls at all times where working above 2 meters. This can be through either handrails or harness use or a combination of both. Materials shall be stored and moved without risk to persons below and should be suitably signed to warn of overhead activities.

All scaffolds must be designed to withstand the required loading. A hand-over certificate is required when completing the scaffold, to the organiser or exhibitor, which gives detail of the permissible loadings. Similarly, tying in of scaffolds must be as detailed in BS EN 12811, and permission will be needed where any attachment or physical change to the venues structure is required for tying in purposes, including roof trusses.

## STROBE LIGHTING

No strobe light effects are permitted.

## WELDING AND OTHER SIMILAR HOT WORK PERMITS

All welding, gas burning, brazing, grinding and other operations generating heat and sparks are not allowed to be carried out inside the halls. Where 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 breakdown periods of an exhibition or as part of a demonstration, exhibitors and organisers must ensure that adequate precautions against damage to property or injury to persons by radiation, fire or hot metal are taken. The organiser must advise DWTC Venues Infrastructure 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 Venues Infrastructure. The organiser or contractor will be responsible for providing firefighting equipment and for surveillance where there is a fire hazard. The use of the Dubai World Trade Centre firefighting equipment will not be permitted.

## WORKING AT HEIGHTS

The Dubai World Trade Centre accords with the Dubai Municipality requirement for construction related work above 2 meters to be carried out without risk of injury. This requires that a safe place of work is provided by employers for any work above this height and a means of fall arrest where such a safe environment is not practical to provide, that does not leave a fall **exceeding 2 meters**.

Where work at height can be eliminated, Dubai World Trade Centre encourages the assembly of structures at ground level prior to their being elevated to height. This could include decoration of structure or attaching of lights and speakers for rigging purposes. Also, the use of rigging processes that is self-erecting or self-supporting and not reliant on the building infrastructure is encouraged. For double-decker stands in exhibitions, it should be the contractor's priority to install the upper-level handrails, so as to protect workers engaged in finishing work at high level. General consideration is also welcomed into alternative forms of fall protection, where practical and safe to use, such as soft-landing systems, inertia reels and safety nets.

## SPACE ONLY STANDS

Space Only exhibits receive the designated space and no other inclusions. It is the exhibitor's responsibility to arrange an external design team to build stand and order all required services.

Any requirements for custom/space only stands will need to be provided by your design team and/or yourself as the exhibitor. **NB.** Exhibitors must ensure their selected stand builder quotes for a DB Board and electrical power plug, lighting plus the supply of any furniture and/or additional requirements as needed. Exhibitors will be required to submit plan drawings showing elevation, plan views and measurements so these can be approved by the organiser and the venue.

To obtain a stand design quote GES is our recommended stand contractor, please send request to Izzad Ali. Email to [iali@ges.com](mailto:iali@ges.com) or telephone at Direct: +971 4 885 9336 - EXT: 2007 or Mobile: +971 5 8154 3325.

**To ensure build meets health and safety requirements, it is mandatory for exhibitors or contractors to submit the below documentation with stand designs to BEST for assessment at [bbme.plans@blue-lemon.net](mailto:bbme.plans@blue-lemon.net).**

Please note stands over 4m are considered complex and require structural calculations in addition to the below.

- [Exhibition Stand Structure Form](#)
- [Space Only Contractor Undertaking Form](#)
- [Method Statement](#)
- [Risk Assessment](#)

Once initial approval received from BEST, a final approval is required by DWTC before build permission received.

**The DWTC mandatory submission fees are to be paid by the exhibitor/contractor. Costs are as follows:**

- Single story stands - AED 500 + 5% VAT
- Double decker stands - AED 1,000 + 5% VAT

## HYVE GROUP'S SPACE ONLY REQUIREMENTS

- No double decker's framework is constructed from wood, only steel used as standard.
- Double decker stands where more than 50 people can occupy upper level have a second staircase to it.
- The floor loading of the upper level can withstand a weight loading of 5kN/sqm.
- Ramps have a gradient that is not too steep for use by pedestrians and wheelchairs.
- Stairs follow guidelines noted in the blueprint, this is communicated to exhibitors and contractors.
- Handrails anywhere is non-climbable (vertical not horizontal).
- Barriers are provided to protect exposed edges of staircases, landings, balconies and other level changes.
- Decorative materials used for stand dressing are flame proofed or purchased already treated.
- Artificial plants cannot be used for stand dressing apart from silk material provided they are treated.
- Drapes or curtains are inherently flame proofed. Test curtains are available for inspection.
- All floor coverings are secured and maintained so they do not cause a hazard.
- Any uninterrupted large areas of clear glazing (i.e. glass) are indicated with warning stripes/dots, etc.
- Only water-based paint is used onsite.
- **No more than one third of each open side is allowed to be walled in. Otherwise, the wall must be see-through or set back within the stand by 1m.**
- **Single-Storey Space Only stands: A maximum height of 4m. All stands 4m and above are deemed complex and drawings must be approved by a structural engineer with the cost being charged to the exhibitor.**
- **Double-Decker Space Only stands: A maximum height of 6m. All double-decker stands must have structural engineer approval and are also subject to a venue mandatory structural review and approval process. This process has a standard fee of AED 1,000 for double decker. All designs should be submitted 4 weeks pre-show to DWTC as part of the Stand Assessment process.**

## DWTC'S SPACE ONLY REQUIREMENTS

Charges are applicable for the submission of space only stands that are 4 meters and above including double and triple decker. The following guidelines must be adhered to in order to reduce the volume of dust, fumes and potentially hazardous conditions whilst building exhibition stands / complex structures:

- Stands must be plotted on the latest DWTC Master Floor Plan within the pre-defined build zones. No structures can be linked in any way across the 'keep clear' zones which include electrical wiring and platform flooring.
- Emergency exits, shutter doors, fire hoses and toilets must be kept clear at all times.
- Maximum stand height: Dubai Civil Defence requires a 1.50m clearance between the ceiling for any temporary structures erected inside the hall and the sprinkler heads on the ceiling.
- Floor loading capacity: A maximum of 1,000kg – 5,000kg per m<sup>2</sup> depending on the hall.

- To maintain a 1m gap between exhibition stands / structural displays and the venue's permanent walls.
- Stand construction, plastering, sanding, and painting must be kept to a minimum within the venue.
- Only the assembly of main components, application of lettering and graphics and minor touch up painting are allowed onsite.
- Building material and equipment must be kept within the pre-defined space to avoid causing a slip, trip and fall hazard.
- All building material must be fireproof.
- Special care should be taken when handling materials and tools. The stand area needs to be covered with a protecting sheet to avoid any damages to the flooring.
- Provision for people of determination access needs to be taken into consideration.
- All electrical requirements need to be sent to the official contractor to ensure enough power can be supplied.
- Bridging of aisles: It is not allowed to have a bridging connection between 2 stands to ensure all aisles remain unobstructed and accessible at all times, especially during the event of an emergency.
- Main gangways and aisles should not be used as display space or for signage such as roll-up banners.

Exhibitors will be required to submit plan drawings showing elevation, plan views and measurements so these can be approved by the organiser and the venue. **The DWTC mandatory submission fees are to be paid by the exhibitor/contractor. Costs are as follows:**

- Single story stands - AED 500 + 5% VAT
- Double decker stands - AED 1,000 + 5% VAT

## ARTIFICIAL FLOWERS AND SIMILAR DECORATIONS

Artificial plants are allowed, provided they have been rendered flame retardant in the production process.

## BACK WALLS TO STANDS / NEIGHBOURING STANDS

The inclusion of large and enclosed areas within a stand can only be permitted with the Organisers' prior written permission, please also refer to the 'Height Restriction' section.

Dividing Wall on divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.5m upwards by the exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only. **The minimum height for dividing walls is 2.5m.**

## CARPET FLOORING

**Carpeting for the floor during an exhibition is mandatory.**

If you have a shell scheme stand, this part of the package through our official contractor GES.

If you have a space only stand, please ensure this is ordered for your stand.

It is the responsibility of all space only exhibitors to lay their own appropriate floor covering. Please note that Space Only stands supplying their own floor-covering are responsible for its removal and disposal at the end of the event (together with any carpet tape and/or tape residue). Please be aware that significant charges will be levied on exhibitors who fail to remove any of the above.

Please go to [GES Exhibitor Webshop](#) to order services. Early Bird Deadline is **Monday 12 January 2026**.

For assistance with webshop or any queries, please contact GES at [breakbulk@ges.com](mailto:breakbulk@ges.com) or call +971 4885 5448.

## COMPLEX STRUCTURES AND MULTI-STOREY STANDS

A complex structure is any form of construction of any height, which may require input from a structural engineer. It is the responsibility of the stand designer to determine whether the construction is complex or not.

Examples of Complex Structures:

- Any structure, regardless of its height, which requires structural calculations
- Multi-storey stands
- Any part of a stand or exhibit which exceeds 4m in height
- Custom-built/bespoke suspended structures
- Sound/lighting towers
- Temporary tiered seating
- Platforms and stages over 600mm in height and all platforms and stages for public use (not including stand floor flats and platforms)

If your stand design falls into any of the above categories, then it will require approval from BEST and from the DWTC who impose a charge for the structural engineer.

All space only stands require written approval to build. Plans must be submitted with a full Risk Assessment and Method Statement.

## CONSTRUCTION MATERIALS

Materials used for the construction of exhibition stands, staging and events infrastructure should meet with international standards of material fire acceptability. Materials must be non-combustible and inherently non-flammable.

## ELECTRICS

**Space Only Exhibitors must order their electricity requirements through GES.**

Please go to [GES Exhibitor Webshop](#) to order services. Early Bird Deadline is **Monday 12 January 2026**.

For assistance with ordering from the webshop, please contact GES at [breakbulk@ges.com](mailto:breakbulk@ges.com) or call +971 4885 5448.

- Mains power cable will be located at the discretion of GES, unless otherwise completed grid plan is submitted. Any cable relocations onsite due to the incorrect grid plan submitted, will incur a surcharge.
- Mains power supply does not come with a Distribution Board; it should be provided by the exhibitor/contractor or ordered through GES.
- All other electrical cabling, fixtures and fittings must be provided by the exhibitor / contractor. All connections must be completed within the required timeframe.
- Power consumed by the stand during the exhibition is included in the price stated by GES.

## GANGWAYS

**The minimum aisle space applicable to all exhibitors is 3 metres.** Exhibitors must ensure that for health and safety reasons and to aid the access of other exhibitors, gangways are to be kept clear of all items including stand fitting materials and exhibits during build-up and breakdown. **Emergency gangways MUST be kept clear at all times.**

## PAINT SPRAYING REGULATIONS

Persons at work on the decoration of stand and exhibits must do so in a safe manner. This includes the materials being used, the equipment used to apply materials and the means of access to the area of decoration. Paints must be based on a non-harmful substance where practical such as a water-based material. Lacquers, varnishes, thinners and similar material must be used under controlled conditions to eliminate the hazards to health and fire. Containers carrying flammable or hazardous material must be capped or closed to prevent spillage when not in immediate use. Dubai Municipality Technical Guideline 30 must be applied during all relevant works at the venues.

## STAND BREAKDOWN

No display material, fixtures or fittings may be removed from the exhibition before the official closing time. The organisers request that the integrity of your stand is maintained until all visitors have left the building. Please do not put visitors in danger by moving items out into the gangway at any time. Security guards have been notified to stop any exhibitors leaving the building with stock before the official start of derig period.

Space Only exhibitors must remove all stand material, display items and construction by **14:00 on Friday 6 February 2026**. Should the exhibitor fail to finalise the dismantling process within this deadline Hyve will take necessary actions to dismantle the stand and proceed with the removal of stand material and display items without further notice.

## SUBMISSION OF DRAWING

All space only stands must submit drawings of their exhibit space. Drawings must include proposed construction and be approved to commence build onsite.

**Please submit all forms with stand designs to [BEST](#) for assessment.** Deadline date: **Friday 19 December 2025**.

- [Exhibition Stand Structure Form](#)
- [Space Only Contractor Undertaking Form](#)
- [Method Statement](#)
- [Risk Assessment](#)

**Failure to submit stand designs by the deadline stated may result in your stand NOT being built.**  
**The above Exhibition Stand Structure Form is COMPULSORY for the venue.**

#### Submission details required:

- Plan view, showing the dimensions and positions of audio-visual equipment, walling, seating, features, major working exhibits and demos.
- Detailed technical drawings, identifying connections and materials used with sizes.
- Plan of each elevation showing all dimensions and overall build height.
- A Risk Assessment and Method Statement.
- Construction Supervisor Appointment (on method statement).
- Details of build and construction materials (on method statement).
- Public Liability insurance certificate of Contractor.
- Full contact details for your stand contractor/designer.
- DWTC stand submission form (Exhibition Stand Structure Form)

The submission must include detailed information on stand structure, perspectives, materials used and event/stand/company/ contact details. All information should be submitted at one time to avoid delays. For further clarification please contact BEST at [bbme.plans@blue-lemon.net](mailto:bbme.plans@blue-lemon.net) or call +44 1252 416 152.

### UPHOLSTERY

All fabric items must be treated with a flame retardant.

### WALLING IN ON OPEN SIDES

**No more than one third of each open side is allowed to be walled in. Otherwise, the wall must be see-through or set back into the stand by 1m.**

If your stand is near the catering or feature areas, no walling is allowed on the side facing these features.

## SHELL SCHEME STANDS

All shell scheme stands will be assembled and constructed by our official contractor GES. Shell scheme stands are built to an overall height of 2.5 metre high, no materials can exceed the height limit of the shell scheme stand. The introduction of additional sections, such as end sections for aesthetic purposes is not permitted as it prevents unrestricted access to firefighting and emergency related equipment. Please check with GES for internal measurements if you intend to build any type of construction or provide your own graphics inside a shell scheme.

**Electrical power supply consumption for shell scheme stand is NOT included and needs to be ordered separately.**

Ordering a minimum of 15amps Single Phase power is usually enough for lights, socket, charging mobiles and laptops, TV and fridge.

**GES reserves the right to impose charges on any modifications applied to any parts of the shell scheme stand.**

#### Standard shell scheme stand includes:

- Carpet
- Company name and logo (on fascia board)
- Furnishings (see 'Stand Packages and Visuals' for details)

**Standard shell scheme stand does NOT contain the following but can be ordered via [GES Exhibitor Webshop](#)**

- Electricity for the lighting of a standard stand size you need at least 3KW (Electricity is not included and is **highly recommended**)
- Lighting (spot, plug socket, etc.)
- Cleaning of your stand
- Extra furniture
- Extra supplementary material (curtain, shelves, etc.)
- Additional Items and constructions
- Internet
- Floral

Please note, there is the possibility to purchase additional shell scheme panels at the exhibitor's expense, for example if you were planning a storeroom within your stand.

If you are buying additional walling, please note that walling-in on open sides is at the discretion of the organisers and may only be approved if the walling does not exceed one third of the total run of meterage of each open side. Therefore, two thirds of the run must be open or made from transparent material.

We strongly recommend that any outside panels are branded. We reserve the right to brand any exposed shell panels with Breakbulk branding.

For assistance, please contact GES at [breakbulk@ges.com](mailto:breakbulk@ges.com) or call +971 4885 5448.

## FASCIA PANEL

Fascia panel measuring 30cm deep including frame; the number of fascia panels are dependent on the shell scheme stand size, orientation and location. **Exhibitor's fascia logo is per board size is 600mm W x 200mm H.**

- The company name and stand number will be supplied on a standard panel fixed to the front and / or side of the shell scheme stand. It is printed in vinyl lettering cut out of 60mm height upper case letters and the colour is chosen by the show organiser.
- The cost of all fascia panels is included in the shell scheme stand booked with the show organiser.
- Support columns are located at the corners of the stand and at every 3 running metre fascia.
- Please type carefully or write clearly (upper or lower case) as mistakes will be charged for if they must be corrected. We restrict to 30 characters including spaces, this does not include the stand number.
- If name board is not submitted by the deadline date, the company name provided by you for the sales contract will be used to print for your name board(s).
- Any changes and request for re-printing that have been made due to illegible writing or incorrect typing will be charged for US\$25.00 per fascia per panel.

Please complete the Nameboard Form located on the [GES Exhibitor Webshop](#) to ensure the name you wish to have displayed appears on your shell scheme stand. Early Bird Deadline is **Monday 12 January 2026**.

For assistance, please contact:

Email: [breakbulk@ges.com](mailto:breakbulk@ges.com)

Telephone: +971 4885 5448

## FLOORING, FURNITURE AND DÉCOR

Shell scheme rental charges included exhibition grade carpet with plastic cover, installation and removal during breakdown. If you opt to change a different colour or quality type carpet, this should be ordered separately at an additional cost.

Shell scheme stand includes the furniture as stated above. Items included in the package cannot be substituted or exchanged for any other items available in the furniture catalogue.

If Exhibitors require an alternative or an additional furniture item, orders can be placed via the [GES Exhibitor Webshop](#). All orders are subject to availability, and we would encourage all exhibitors to place orders early to secure preferred items and to avoid incurring late order fees.

For assistance, please contact:

Email: [breakbulk@ges.com](mailto:breakbulk@ges.com)

Telephone: +971 4885 5448

## SHELL SCHEME STRUCTURE

- Shell scheme stands are built to a height of 2500mmH.
- Each wall panel is 1000mmW x 2500mmH including the aluminium beams and poles.
- Number of wall panels for each stand will depend on how many open sides the stand has.
- All corner stands have 2 open sides. If you prefer to have one side closed, please advise the organisers in writing. This will need to have organiser approval.
- It is prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to any other part of the shell scheme stands.
- Shell scheme panels are reusable and any damages will incur a fee.
- Any additional displays must be limited within the shell scheme stand space and must not exceed 2500mmH.
- The company name and stand number will be supplied on a standard panel fixed to the front and / or side of the shell scheme stand.

## STANDARD SHELL SCHEME VISUALS

**Electrical power supply consumption for shell scheme stand is NOT included and needs to be ordered separately by the exhibitor.**

**Note:** Ordering a minimum of 15amps Single Phase power is usually enough for lights, socket, charging mobiles and laptops, TV and fridge.

Please go to [GES Exhibitor Webshop](#) to order services from our official contractor GES.

The below sample visuals are for reference only. Shell scheme booked with the show organiser may look different depending on the stand size, location and orientation. Some larger stands may require additional pole support on its open sides.

### Standard Shell Scheme - 9 to 17sqm contains:

- Aluminium Sodem profile structure with white forex infill panels at overall height of 2.5 metre
- Exhibition grade carpet
- 1x Arch table, black (code: MT21)
- 2x Iso chairs, black (code: MC12)
- 1x Lockable Counter, white (code: MD11)
- 1x Waste bin (code: MA10)
- Exhibitor's banner name in vinyl lettering cut out per open side fascia
- 1x Exhibitor's fascia logo per fascia board (600mm W x 200mm H)
- 1x Exhibitor's front counter logo (940mm W x 940mm H)
- 3x 35W Halide Spotlights
- 1x 3-pin UK Standard Electrical Socket

**\*\*Lights and sockets will only be installed if power is ordered.**



### Shell Scheme - 18 to 35sqm contains:

- Aluminium Sodem profile structure with white forex infill panels at overall height of 2.5 metre
  - Exhibition grade carpet
  - 2x Arch tables, black (code: MT21)
  - 4x Iso chairs, black (code: MC12)
  - 2x Lockable Counter, white (code: MD11)
  - 2x Waste bin (code: MA10)
  - Exhibitor's banner name in vinyl lettering cut out per open side fascia
  - 1x Exhibitor's fascia logo per fascia board (600mm W x 200mm H)
    - 2x Exhibitor's front counter logo (940mm W x 940mm H)
  - 6x 35W Halide Spotlights
  - 2x 3-pin UK Standard Electrical Socket
- \*\* Lights and sockets will only be installed if power is ordered.**

