



EVERYTHING YOU NEED FOR SUCCESS

2020 EXHIBITOR MANUAL

DUBAI WORLD TRADE CENTRE



BREAKBULK
MIDDLE EAST

Dubai
25-26 February 2020

ORGANISED BY



Dear Exhibitor,

Welcome to Breakbulk Middle East 2020, We're delighted that you will be exhibiting with us at Breakbulk Middle East 2020.

Breakbulk's fastest growing event for all those involved in the development, design and execution of the region's projects – oil & gas, energy, chemicals and infrastructure. It's where relationships begin, and new business partners are made.

We understand there is a lot involved in coordinating your stand and it's for this reason that we've created this Exhibitor Manual, as a one-stop-shop containing all the vital information you need. You can also find a copy of the Manual on the Exhibitor Resources page of the Breakbulk

<https://middleeast.breakbulk.com/Page/exhibitor-manual>

Please take time to read through all the information and instructions provided, including the deadlines given. We have included handy check-lists and deadline dates throughout the Exhibitor Manual as reminders for ordering the services you may require at the show.

Time spent now coordinating your participation will save you last minute inconvenience and unnecessary expense.

Please feel free to contact the Breakbulk Operations Team at any time if you have any queries regarding this Manual or your stand, their contact details are:

Uliana Zeneli	Uliana.Zeneli@hyve.group	+44 (0) 20 3545 9633
Liam Biggadike	Liam.Biggadike@hyve.group	+44 (0) 20 3545 9737
Customer Success	breakbulksupport@breakbulk.com	+44 (0) 20 3545 9619

We look forward to working with you over the coming months and to welcoming you to the event in Dubai for the February 2020 edition.

Best wishes,

Ben Blamire

Hyve Group Plc

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ORGANISER CONTACTS

Contact Name	Function	Contact Number	Email
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<u>Operations Team</u>			
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OFFICIAL CONTRACTORS CONTACTS

Contractor	Service	Contact Name	Contact Number	Email
DWTC	DWTC – Venue Exhibitor Services	EventPlus	800 DWTC (3982) +971 4 389 3999 UAE Toll-free: 800DWTC (3982) Global Helpline: +971 4 389 3999	24/7 Contact Centre Live Chat: Visitors – General Enquiries and Feedback: www.dwtc.com Exhibitors - Orders and Support: www.eventplus.ae Email: Visitors – General Enquiries & Feedback: info@dwtc.com Exhibitors - Orders & Support: support@eventplus.ae
GES	Exhibition Supplier & Lounges/special areas	Tom Champion	+971 4885 9336 EXT: 1606	TChampion@ges.com
Agility	Shipping & Storage Agent	Abuturab Kuvawala	+97148131485	AKuvawala@agility.com
Essential Event	Space Only stand plan approval company - Forms to be completed by All Space only Stands	Lynn Hanstock	+44 1926 470 100	lhastock@essentialevents.co.uk

For full list of contacts and deadlines, please refer to the Breakbulk website.

EMERGENCY NUMBERS IN DUBAI:

All Emergencies: +971 (0)4 306 6600

Police: 999

Ambulance: 998

Fire department: 997

Contact details: If you need assistance during your time at DWTC, you can speak to the nearest member of the security staff, or the Organisers Office, who will assist you.

General Information

VENUE

LOCATION – DWTC – DUBAI WORLD TRADE CENTRE L.L.C

Sheikh Zayed Rd - Dubai - United Arab Emirates P.O. Box 9292

Please note that Breakbulk Middle East is now taking place in new halls - Za'abeel Hall 5



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.



BUILD UP & SET-UP

Dates	Hall Open	Schedule
Sunday 23 rd February 2020	08:00 – 20:00	Contractor Only Move-in (Raw Space Only Stands)/Build-up
Monday 24 th February 2020	08:00 – 20:00	Exhibitor & Contractor Move-in/Build-up Exhibitors with shell scheme provided by GES may enter for build up during this time. All exhibitors/contractors must be done decorating and exit the exhibition hall by 20:00.

Please note there will be a traffic management system in place for vehicles unloading/loading for build-up and break down. Further details will be sent to you closer to the event.

All construction must be complete by **20:00 Monday 24th February 2020**. Please build within these times. Any extra hours will only be approved in emergency situations, depending on Health and Safety approval. This may be subject to charges for extra lighting, traffic marshals, security and Health & Safety Officers.

During show open days, if you need some time before/after show open time to refill brochures and/or refresh your stand, please email your request including the name of staff needed & timings needed to Liam.Biggadike@hyve.group by **Friday 7th February 2020**. Your request will be dealt on a case by case basis.

REGISTRATION

Dates	Registration Opens	Registration Closes
Monday 24 th February 2020	Midday	18:00
Tuesday 25 th February 2020	08:00	17:00
Wednesday 26 th February 2020	08:00	15:00

EXHIBITION OPEN DAYS

Dates	Show Opening Time	Show Closing Time
Tuesday 25 th February 2020	10:00	18:00
Wednesday 26 th February 2020	10:00	16:00

DERIG / BREAKDOWN PERIOD

Dates	Hall Open	Schedule
Wednesday 26 th February 2020	16:00 – 20:00	Shell Scheme
	16:00 – 22:00	Space Only
Thursday 27 th February 2020	08:00 – 12:00 (midday)	Space Only / Raw Space only

PLEASE NOTE: All exhibitors and space only contractors must clear the exhibit hall of all goods by 12:00 (midday) on Thursday 27th February 2020, as the organiser cannot be held responsible for any items left unattended after this time.

ACCOMMODATION BOOKING FACILITIES

We have a number of hotels within close proximity to DWTC. Please visit the Breakbulk website for more information.

The Apartments DWTC 4*				
Room Type	No. of Rooms	Stay Dated	No. of Nights	Price
Subject to availability	Pick up basis no guarantee	23 rd – 26 th February 2020	3	25% discount off price

[Click here](#) to book with Special Promo Code 'SPL' for your on-site accommodation for your stay.

Jumeirah Living - World Trade Centre 5*				
Room Type	No. of Rooms	Stay Dated	No. of Nights	Two Bedroom Duplex
Two Bedroom Duplex Residence (One king-size bed and two twin beds)	Pick up basis no guarantee	Subject to availability	Subject to availability	AED 1,300 per room per night (WITH BREAKFAST)

Please be advised that all Room Rates are subject to 10% Service Charge, 7% Municipality Fee and the Department of Dubai Tourism and Commercial Marketing Tourism Dirham Fee of AED10 per bedroom per night 5% VAT.

Anu Somarajan

Assistant Sales & Marketing Manager

Jumeirah Living- World Trade Centre Residence

+971 55 8952375

Anu.Somarajan@jumeirah.com

Sheraton Grand Hotel 5*				
Room Type	No. of Rooms	Prices within dates 02 JAN - 23 APR 2020 01 OCT – 29 DEC 2020 (EXCEPT EXHIBITIONS)	Price within dates 24 APR 2020- 30 SEP 2020	Price within dates EXHIBITION DATES 26 JAN 2020 – 30 JAN 2020 15 FEB 2020 – 20 FEB 2020 18 OCT 2020 - 22 OCT 2020 30 DEC 2020 – 01 JAN 2021
Deluxe Room	Pick up basis no guarantee	AED 550	AED 300	AED 1,000
Club Room	Pick up basis no guarantee	AED 700	AED 400	AED 1,150
One Bedroom Apartment	Pick up basis no guarantee	AED 800	AED 500	AED 1,250
Two Bedroom Apartment	Pick up basis no guarantee	AED 1,050	AED 600	AED 1,500

[Book your corporate rate for Breakbulk Middle East 2020](#)

Rates above include Buffet Breakfast at Feast Restaurant for single occupancy and an additional charge of AED 100 will apply for additional person in double occupancy (Apartments are quoted on room only basis and a supplement of AED 75++ per persons will apply for breakfast inclusion).

BADGES & PASSES

Exhibitor badges: Please register online for your exhibitor badges, these can be collected onsite.

Please visit <https://bj.infosalons.com.cn/reg/BBK20ME/exhibitor/en/login.aspx> to create your own.

The main contact for an exhibiting/sponsoring company should register all staff and guests prior to the event in their registration portal. Badges can be picked up at the registration desks onsite. Please bring your confirmation email for the most expedient process.

I don't remember my password to the registration portal. How do I get it?

Please use the link on the exhibitor registration page Registration Link to retrieve your password. If you are unable to find your company name on the drop-down list, please email breakbulksupport@breakbulk.com.

I'd like to bring some of my customers/guests. How do I do that?

Every exhibiting company may register as many staff and customers as they'd like. Passes are free to Breakbulk Middle East. In addition, there are two paid items available to you: Education Day for new starters and Women in Breakbulk Breakfast. You may add these items to an individual's registration within your company portal at the time of initial registration or at a later date. Payment must be made by credit card.

Our marketing team will provide you with a custom email banner and invitation to join you at the event that you can use in emails, on your website and on your social media channels.

If you have not received your banner and invitation, please request from Breakbulksupport@breakbulk.com.

Tips:

For easy access to your registration tools, login to your company portal and select the Registration Tool tab. Here you can:

- Registrations - View or add registrations linked to your company.
- Reports - The Account Coordinator can review and download a report listing registrations linked to their company.
- Receipt/Invoice - View and print payment receipt and invoice for the registrations linked to your company.
- Notify - Send final email confirmations to registrations linked to your company.

I need a visa invitation letter to attend. How do I get one?

Visa invitation letters will only be issued to registered exhibitors, please contact breakbulksupport@breakbulk.com for more information.

Where can I get a receipt for my payment?

Receipts for group orders are available in the Exhibitor Registration Portal. Please log in and select View/Print receipt.

Temporary Contractor Badges

Local Contractors (UAE Based)

Individual Application

- All contractor staff must report to the cashier's cabin at the service yards to receive a temporary contractor badge in exchange of a valid proof of identity. This can either be a UAE labour or UAE national ID card, UAE driving license or a UAE government organization ID card which will be kept at the cashier's cabin until the contractor badge is returned.
- Each contractor badge costs AED 21.00 and is valid for one day only (from 00:01 to 24:00). A fee of AED 250.00 will be charged for any lost contractor badge. An additional AED20.00 will be charged per day for failing to report or return the contractor badge in the cabin.

International Contractor Badges (non-UAE based)

- All contractor staff must report to the cashier's cabin at the Za'abeel main service yard to obtain a temporary contractor badge in exchange of a passport copy. The cashier cabin for international contractor badges is located at the main service yard (behind hall 8). The badge will be valid for a maximum of 15 days. A charge of AED 205.00 per badge applies; these AED 200.00 represent an entrance fee of AED100.00 and a refundable deposit of AED105.00. The refundable deposit can only be claimed upon returning the badge within 15 days from the date of payment.

Collection Points

DWTC contractor badges can be collected at:

- International and local contractor badges: Cashier's cabin at the main contractor badge cabin located opposite Hall 8 (24x7 Operation).
- Entrance gate of Sheikh Maktoum & Sheikh Rashid Halls
- Entrance gate of Sheikh Saeed Halls opposite World Trade Centre Metro station
- Main Service Yard Cabin for Drivers contractors.

Badge Collection Points

Badges must be visible at all times. Access for stand equipment and contractors is only allowed via the back of the halls through the marshalling yard. No materials or industrial trolleys are permitted through the front doors of the halls.

Notes

- DWTC's contractor badge is the property of DWTC and must be used in accordance with the agreed terms and conditions
- Contractors without a valid DWTC contractor badge are not allowed to enter the halls.
- Contractor badges cannot be transferred to another person. A fine of AED 250.00 applies for violating this rule.
- DWTC contractor badge holders enter the venue at their own risk. DWTC does not hold responsibility for any injuries caused or for any damage to a vehicle or property.
- Access for contractors is restricted to the tenanted hall(s) during build-up and tear-down.

Important: Please see DWTC Contractor Site Access Policy on our [Breakbulk Middle East Website](#).

CAR PARKING

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. **Kindly note that we no longer have free parking.**

- Happiness Street Parking: This parking facility offers a total of 3,715 spaces including dedicated spots for Electric vehicles, People of Determination, and 140 bicycle storage racks. The car park uses a smart parking technology solution with bay availability indicators and floor counts detailing available spaces.
- Exhibition Street Parking: Behind Sheikh Rashid Hall (capacity: 1,160 cars)
- Sheikh Rashid Tower Parking: Next to Arena Hall (capacity: 863 cars)
- Za'abeel Plaza Parking: Front of Za'abeel Hall 6 (capacity: 300 cars)
- Exhibition Plaza Parking (capacity: 150 cars)
- Arena Plaza Parking: Valet service (capacity: 140 cars)



A nominal parking fee per hour is applicable from Saturdays to Fridays. A parking token is issued on arrival and must be submitted for payment on departure. Lost parking token will be charged in addition to the respective hourly parking charges and is not refundable.

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.

DISABLED ACCESS AT THE VENUE

All exhibition halls, meeting rooms and public areas are accessible by wheelchair. Car park spaces are also reserved for the disabled. 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 our Emergency Medical Services Station, located next to Exhibition Hall 5, by depositing an appropriate identification.



CONTRACTOR LOAD IN AND LOAD OUT

We would like to inform that DWTC's holding area has now shifted to Al Warsan with immediate effect.

All vehicles attempting to come directly to DWTC Marshalling Yards will be refused access. This holding area will be mandatory for all Exhibitions – irrelevant of space occupied by the show (show size) and is necessary as we need to support the local authorities by streamlining the traffic on all roads surrounding the venue.

The Holding area process at Al Warsan remains similar to the previous holding area at Al Jafiliya, as per following:

- Drivers follow the attached map to reach the new location – Al Warsan.
- Drivers enter the holding area and are directed into a queuing system by Security.
- Driver goes to the registration point and presents his/her Emirates ID card.
- The driver is then issued a Drivers Contractor badge for AED 21.00 and given an approximate time when the vehicle will be released.
- Vehicles are released as per availability and then travel to the assigned Marshalling yard at DWTC.
- DWTC Security checks that the vehicle driver possesses the right pass at the Marshalling yard gate.
- If the pass is correct, access is given.

- If the pass is not correct, access is denied, and the driver will be redirected to Al Warsan.
- Please note that any vehicle attempting to access the DWTC Marshalling Yards without a pass will be sent back to the holding area at Al Warsan to register.
- At the time of exiting the marshalling yard, the Driver's Contractor's pass needs to be handed back to DWTC Security.

For information regarding Vehicle/Contactor badges, please refer to the DWTC Contactor Badge Guidelines.

For more information on the new location, please contact the DWTC Customer Service team on 800 DWTC (3982) or Care@dwtc.com.

CATERING

DWTC is the exclusive supplier of food and beverage to all exhibitors at the Venue. As per DWTC's policy and Dubai Municipality's Hygiene and Food Safety regulations, it is not allowed to bring any food or beverages from external sources into the premises during build-up, event days and tear-down.

DWTC can prepare custom-made menus to accommodate your special requirements. All our food is strictly halal and does not contain any pork products or alcohol.

Please contact DWTC's Exhibition services support@eventplus.ae, all catering orders will have to go through the website not email. Forms are no longer valid. Please use the link - <https://www.eventplus.ae/breakbulk2020>.

CLEANING & WASTE DISPOSAL

Cleaning for exhibitor stands must be ordered directly from DWTC. Order forms for products and services provided by DWTC can be found on the exhibitor manual section of the website.

If you require a daily stand cleaning service for your stand, you can order this service by contacting support@eventplus.ae, all HK orders will have to go through the website not email. Forms are no longer valid. Please use the link - <https://www.eventplus.ae/breakbulk2020>.

COMPLETION OF THE TENANCY

Shell scheme exhibitors must remove all stand material and display items by **20:00 on Wednesday 26th February 2020**.

Space only exhibitors must remove all stand material and display items along with stand construction by **12.00 (midday) on Thursday 27th February 2020**.

Should the exhibitor fail to finalise the dismantling process within this deadline Hyve Group will take necessary actions to dismantle the stand and proceed with the removal of stand material and display items without further notice. It should be noted that there will be a charge for excessive rubbish + VAT Rubble Removal Fee will be applied.

Please contact Liam.Biggadike@hyve.group in advance or the organisers office if you need any assistance onsite.

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, the exhibitor or sponsor can only receive them during the tenancy dates.

We highly recommend that you appoint an official freight forwarder since DWTC does not provide storage facilities. Please note that all shipments must be delivered via the service yards / loading docks as we do not allow any deliveries to the halls via the main entrances.

IMPORTANT: To avoid delays or rejections by customs, we highly recommend that you appoint an [official freight forward](#) to assist with your shipment. Please see our official freight company Agility Fairs & Events information, on the exhibitor manual section of the website

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.

DISABLED VISITORS

All exhibition halls, meeting rooms and public areas are accessible by wheelchair. Car park spaces are also reserved for the disabled. 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 our Emergency Medical Services Station, located next to Exhibition Hall 5, by depositing an appropriate identification.

FORKLIFTING

If you need any product removed from your truck and moved to your booth or large items repositioned, a forklift is required. Please contact:

GES UAE Customer Service Centre

T: +971 4 885 5448

Email: breakbulk@ges.com

FREIGHT

Our official freight forwarding agent is Agility Fairs and Events. Please contact them directly to obtain a quote for transportation, storage and onsite delivery of your shipment. Tel: +97148131485, AKuvawala@agility.com - Abuturab Kuvawala. There is a [Freight Shipping Manual](#) and [Handling Tariff](#) which will help with costs and instructions for your shipping requirements, this can be found on the exhibitor manual section of the website.

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.

MEETING ROOMS FOR HIRE

Dubai World Trade Centre offers 41 different meeting rooms ranging from smaller rooms for groups of 8 to larger rooms that can accommodate up to 260 people. Please contact Liam.Biggadike@hyve.group for any assistance regarding any required bookings or availability.

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 operations team and they will be able to provide clarification on this if necessary.

PUBLIC RELATIONS & SOCIAL MEDIA

Breakbulk would like to support your PR initiatives. We would be happy to post your press releases on our website (subject to Marketing Director's approval). Please send them to Leslie Meredith, Global Marketing Director at Leslie.Meredith@breakbulk.com.

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

- Twitter: @Break_bulk
- LinkedIn: Breakbulk Events & Media
- Facebook: Facebook.com/breakbulkeventsmedia
- Instagram: @Break_bulk
- YouTube: <https://www.youtube.com/channel/UCKN2EemicqYNnbAM8r1VuCQ>

Hashtag: #bbme2020

SECURITY

Breakbulk Middle East 2020 provides adequate security, during build-up, breakdown and show days. Please note you are responsible for insuring your own goods whilst they are on-site at Breakbulk Middle East 2020.

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

- 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 from Eventplus – support@eventplus.ae. Please use the link - <https://www.eventplus.ae/breakbulk2020>.

Health and Safety

The directors and senior management of 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.

Important: Please see Further Health & Safety Information on our [Breakbulk Middle East Website](#).

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 venues. 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.

DRINK AND DRUGS

The influence of alcohol whilst working on the build-up or tear-down of stands and displays is not permitted, in accord with the rules of construction sites in Dubai.

Alcohol products are subject to approval within Dubai and application should be made when alcohol products form a part of a display or social activity associated with the event at the venues.

DWTC is the sole alcohol license holder for the premises and reserves the right to serve alcohol at events after prior approval. Please use the link - <https://www.eventplus.ae/breakbulk2020>.

Please contact Liam.Biggadike@hyve.group for any assistance regarding any this.

EMERGENCY AND FIRE PROCEDURES

The EMS station is located 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 tear-down. During event days, this service is operational from 1 hour prior to the start of the event until 1 hour after the event closure.

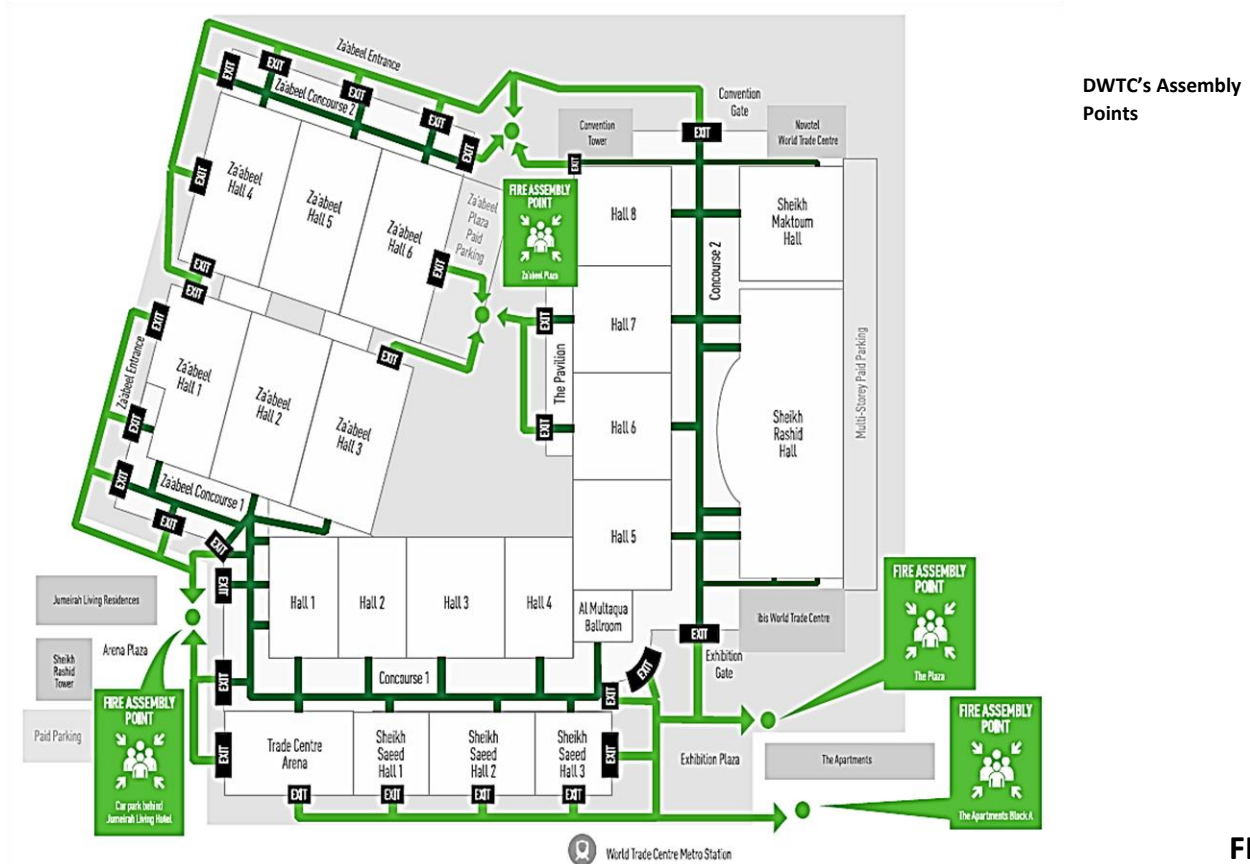
ELECTRICAL WIRING AND INSTALLATION

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.

EVACUATIONS PLANS AND PROCEDURES

- Za'abeel Halls 4,5 & 6 - Proceed to the nearest exit point passing the Concourse doors and continue to the Za'abeel Plaza opposite the halls.



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 use 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 or open flames 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.

HARD HAT AREAS – PPE

High visibility vests are a mandatory requirement in all work areas at the venues. The only exception will be dedicated pedestrian walkways and unrestricted public areas. 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. Persons working on the build-up and tear-down within the halls will be required to wear footwear that protects the toes from injury. Persons with open-toe sandals will not be permitted to enter work areas.

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
- Wear coverall

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.

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.

All copies of insurance policies must be uploaded onto the online system before deadline 23rd February 2020. Failure to do so will result in exhibitor passes not being issued and accesses the halls being denied.

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

- The cost of the policy is \$195USD and the payment is acceptable by credit card only.
- 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 US\$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

CANCELLATION AND ABANDONMENT INSURANCE

If due to unforeseen circumstances beyond our control Hyve is forced to cancel or abandon the exhibition, you will receive a full refund of fees paid to Hyve. If you wish to insure against any additional costs you incur in such circumstances additional insurance can be purchased independently.

Please note that the insurance participation fee entitles you to benefit from Hyve's insurance which provides cover of £20,000 against costs incurred associated with attending the exhibition if you cancel due to circumstances beyond your control.

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.

Ladders

Dubai World Trade Centre requires a safe and sensible approach to the use of ladders and step-ladders at the venues.

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.

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.

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.

Deadline Date: Friday 10th January 2020

Please complete by Friday 10th January 2020 and submit for approval to Essential Events:

Lynn Hanstock

Essential Events

E: admin@essentialevents.co.uk

T: +44 (0) 1926 470 100

Important: Please see Method Statement Form on our [Breakbulk Middle East Website](#).

NOISE LEVELS

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.

Area	Allowable Limits for Noise Level (dBA)*	
	Day (7 a.m. - 8 p.m.)	Night (8 p.m. - 7 a.m.)
Residential Areas With Light Traffic	40 - 50	30 - 40
Residential Areas in Downtown	45 - 55	35 - 45
Residential Areas with include some Workshops & Commercial Business or Residential Areas near the Highways	50 - 60	40 - 50
Commercial Areas & Downtown	55 - 65	45 - 55
Industrial Areas (Heavy Industry)	60 - 70	50 - 60

*dBA means decibels adjusted. dBA is used for determining the sound exposure to humans

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.

PACKING CASES

There is no storage for empty packing cases in the halls or on the open-air site. Please contact a member of staff in the organiser's office should you require any assistance.

Our official freight forwarding agent is Agility Fairs and Events. Please contact them directly to obtain a quote for storage and onsite delivery of your shipment. Tel: +97148131485, AKuvawala@agility.com - Abuturab Kuvawala. There is a Freight Shipping Manual and Handling Tariff which will help with costs and instructions for your shipping requirements, this can be found on the exhibitor manual section of the website.

REPORTING OCCUPATIONAL INJURIES AND DISEASES

Occupational Health and Safety Act (No. 85 of 1993)

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. Employers must submit report documents to the Compensation Commissioner within 7 days of being notified. Compensation claims for occupational injuries are calculated according to the degree of disablement.

The Compensation for Occupational Injuries and Diseases Act applies to all employers and casual and full-time workers who, as a result of a workplace accident or work-related disease are injured, disabled, killed or become ill.

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.

Deadline Date: Friday 10th January 2020

Please see the Method Statement form on the Breakbulk to fill out. IMPORTANT! Please complete the Risk Assessment form in the exhibitor online manual **by Friday 10th January 2020 and submit for approval to Essential Events:**

Lynn Hanstock

Essential Events

E: admin@essentialevents.co.uk

T: +44 (0) 1926 470 100

Important: Please see Risk Assessment Form on our [Breakbulk Middle East Website](#).

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 tear-down 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 (See attached Guidelines) and to obtain a hot work permit issued by DWTC Venues Infrastructure. The organizer 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.

Venue Facilities and Services A-Z

AIR CONDITIONING

All venues 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

Our preferred supplier will be confirmed shortly and information will be updated on the Exhibitor Manual section of the website.

BALLOONS / INFLATABLES

Exhibitors who intend to use Balloons inside the Venues as well as outdoor must secure prior approval from DCAA. Please submit online submission per the link: <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 at least two days prior to build up. The exhibitors must fill up the Balloon Exhibit Schedule Form (See attached) 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 08:00 – 19:30, Saturday to Thursday.

EmiratesNBD:

Concourse 2, opposite Hall 8

EmiratesNBD:

Concourse 1, next to Hall 4

ATM Machines:

Concourses 1 and 2

BUSINESS CENTRE

DESCO – Print Center

Concourse 1, Between Halls 2 and 3

Tel: +971 (0)4 223 4277

Email: dwtc@descoonline.ae

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

CLOAKROOM FACILITIES

During the event open days the cloakroom will be operational from one hour prior to the event opening and one hour after the event closes.

COMPRESSED AIR

Organisers requiring compressed air should contact the organiser. Exhibitors should order their compressed air through EventPlus or the official contractor can place it through DWTC. 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 up 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.

ELECTRICITY

All electrical installations on stands, features, displays and 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 contact:
GES UAE Customer Service Centre,
T: +971 4 885 5448
Email: breakbulk@ges.com

EXHIBITION LICENSE – ALCOHOL

DWTC is the sole alcohol license holder for the premises and reserves the right to serve alcohol at events after prior approval. As per the local regulations any kind of **alcohol service during an exhibition is not allowed** on stands or on the exhibition floor.

Should you wish to a drinks reception, alcohol during show hours is not permitted within the exhibition hall. This can only be hosted after show hours in the exhibition hall or during show hours within DWTC meeting rooms in the venue, however this is subject to approval from Dubai Police and the order has to be placed through Event Plus.

FLOORCOVERINGS

Space Only / Raw exhibit spaces are not carpeted. Please refer to GES Online Ordering System if you would like to order carpet from our official contractor GES: <https://ordering.ges.com/000700678>.

GES UAE Customer Service Centre
T: +971 4 885 5448
Email: breakbulk@ges.com

FLOOR LOADING AREAS

Floor loading capacity: A maximum of 1,000kg – 5,000kg per m² depending on the hall.

FREIGHT ACCESS

Please refer to Contractor Load In and Out section of this manual.

HEIGHT RESTRICTIONS

Maximum height of stand: 6 metres.

Double Deckers: A charge of AED 1,000.00 (exclusive of any applicable VAT charges) applies to each submission of a double decker stand.

INTERNET / WIFI

There will be an open/general WIFI connection in specific areas open to attendees of Breakbulk 2020. It is important to note, there is no WIFI connection in the halls only the concourse 1 and 2. The WiFi 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-Wifi' 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 and wired internet services as well as telephone lines and telecom services for exhibitors must be ordered using the **Eventplus online website**. Please use the link - <https://www.eventplus.ae/breakbulk2020>.

Please contact Liam.Biggadike@hyve.group for any assistance regarding any this.

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 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

There will not be any late working allowed past the hall operating hours. Please refer to build-up and dismantling schedule.

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.

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. Please contact: DWTC – Venue Exhibitor Services – EventPlus

800 DWTC (3982) - +971 4 389 3999

support@eventplus.ae

Please use the link - <https://www.eventplus.ae/breakbulk2020>

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 a member of staff in the organiser's office should you require any assistance.

Our official freight forwarding agent is Agility Fairs and Events. Please contact them directly to obtain a quote for storage and onsite delivery of your shipment. Tel: +97148131485, AKuvawala@agility.com - Abuturab Kuvawala. There is a Freight Shipping Manual and Handling Tariff which will help with costs and instructions for your shipping requirements, this can be found on the exhibitor manual section of the [website](#).

TEMPORARY STAFF

If you intend to employ temporary staff for your event such as hosts and hostesses, promoters and supporting temporary staff please complete Temporary Staff List. This policy is also applicable to exhibitors or agencies involved in your event. A consolidated list needs to be returned to the organiser 3 weeks prior to the start of build-up and is required by Dubai local authorities.

WASTE DISPOSAL

Exhibitors are responsible for their own waste removal during build-up and tear-down. Your contractor(s) should remove the build-up material outside DWTC premises and not inside the marshalling yards. The paint cans should not be thrown inside the skips and should be removed from DWTC premises instead. 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.

Your exhibit space does not come with cleaning services.

Space Only Stands

All Space Only Exhibit Spaces must submit drawings of their exhibit spaces together with EAC form, Risk Assessment and a Method Statement **by Friday 10th January 2020 to Lynn Hanstock Please submit your stand rendering/plans to:**

Essential Events

Lynn Hanstock

E: admin@essentialevents.co.uk

T: 01926470100

Where **SPACE ONLY** has been reserved, the organisers provide only floor space where your external design team can then build your booth.

SPACE ONLY EXCLUDES: shell scheme booth, signage, power cable, DB board for electrics, lighting, furniture and all requirements for your custom stand will need to be provided by your design team and/or yourself as the exhibitor for your direct account. **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.

Space Only Exhibitors must order their mains electricity requirements through GES. This can be done by completing the Electrical order form for Space Only stands or by placing the order through online ordering - <https://ordering.ges.com/000700678>. We recommend you place your order before the deadline date stated on the order form to avoid surcharges.

- 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 on the order form.

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 & 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 are 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.

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 m² 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 on-site.
- 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 fire proof.
- 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. It is required that the design details of all space-only stands are submitted to DWTC using the 'Exhibition Stand Structure form' that can be found on the Exhibitor Manual section of the website.

The submission format (with detailed information on stand structure, perspectives, materials used and event/stand/company/contact details) should be submitted at one time. If you require further clarification.

CONTRACTOR ACCESS

Contractors must only be in the halls during an exhibition where they have been asked to attend a stand that requires attendance due to an urgent or dangerous safety situation, otherwise all works must be carried out after visitor hours. The moving of vehicles,

including contractor vehicles such as forklifts and general plant, other than those given special approval or operated by health and safety staff will not be allowed into any hall while that hall is open to the public.

There is no access to the halls outside of the published hours.

SUBMISSION OF DRAWING

All space only stands must submit drawings of their stands for approval. Drawings showing all proposed construction must be submitted and approved before any work is started. Please note that failure to comply with this requirement may result in refusal of permission to erect the stand.

Deadline Date: Friday 10th January 2020

Failure to submit your designs timeously may result in your stand NOT being built.

Please fill out the Space Only Exhibition Stand Structure Form – this 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.
- Stand number is important.
- Plan of each elevation showing all dimensions and overall build height.
- BDM 12 Form is for stands 2.5 metres and higher, as well as for stands that has a bulkhead/roof that exceeds 1m², no matter the height.
- Electrical/structural Engineer Certificate in regards any electrical installation and/or requirements.
- A Risk Assessment and Method Statement.
- Air Compressor, Ladder, Electrical, Hand Tool, Safety Harness Checklists.
- Pneumatic Equipment Checklist.
- Scaffold Supervisor Appointment and Scaffold Checklist.
- Construction Supervisor Appointment.
- Details of build and construction materials.
- Health and Safety Policy and Health and Safety Plan.
- "Letter of Good Standing for injuries on Duty"
- Public Liability insurance certificate from the Principle Contractor.
- Full contact details for your stand contractor/designer.
- Occupational Health & Safety Act.

The submission format (with detailed information on stand structure, perspectives, materials used and event/stand/company/contact details) should be submitted at one time. If you require further clarification.

IMPORTANT: Please complete the Risk Assessment form in the exhibitor online manual **by Friday 10th January 2020** and submit for approval to Essential Events:

Lynn Hanstock
Essential Events
E: admin@essentialevents.co.uk
T: +44 (0) 1926 470 100

BACK WALLS TO STANDS / NEIGHBOURING STANDS

The inclusion of large 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.

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.

Materials should meet NFPA standards as a minimum. Equivalent standards include the German 'B' rating or British standard 476-part 7 class 1 rating.

ARTIFICIAL FLOWERS AND SIMILAR DECORATIONS

If fabric based, it must be treated with flame retardant.

CARPET FLOORING

Carpeting for the floor during an exhibition is mandatory. This is generally ordered as part of the package through your official contractor. In order to ensure an adequate quality, we suggest the following industry specifications:

- Needlefelt 1005 Polypropylene
- Total weight: 760gr / m² + or - 10%
- Total height: 2.6mm + or - 10%
- Flammability: EN 14041-Bf1 / S 1

Space Only stands are not carpeted, and 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 refer to GES Online Ordering System if you would like to order carpet from our official contractor GES:

<https://ordering.ges.com/000700678>.

GES UAE Customer Service Centre

T: +971 4 885 5448

Email: breakbulk@ges.com

DRAPES, CURTAINS AND HANGINGS

The use of drapes in the venues is limited to material which is treated to be retardant to fire in accordance with NFPA 701. Drapes Test Certificate duly approved and signed by Civil Defence must be submitted to DWTC Venue Infrastructure Health and Safety. It is the organiser's responsibility to ensure that where drapes are introduced into any event, fire escape signage is maintained or introduced for emergency evacuation purposes. Additionally, signs relating to no smoking, fire points and toilet facility locations must also be included in the drape arrangement. For further information, please contact the Health and Safety Department at the Dubai World Trade Centre. **Please contact** Liam.Biggadike@hyve.group **for further details.**

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.

UPHOLSTERY

All fabric items must be treated with a flame retardant.

GANGWAYS

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

Please be aware: Emergency gangways MUST be kept clear at all times.

HEIGHT LIMITS / RESTRICTIONS

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

- Single-Storey Space Only Stands: A maximum height of 4.0m (for GESS2020 note all stands of 4.0mets or higher are now subject to a venue mandatory structural review & approval process) This process has a standard fee of 1000AEDs for double decker. All designs should be submitted 4 weeks pre-show to DWTC via the exhibition organisers.
- Double-Decker Space Only Stands: A maximum height of 6.0m.

STAND DEMOLITION

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 midday on Thursday 27th February. 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.

STAND LOCATION, NUMBER AND SIZE

You stand details can be found on the event floorplan, please email liam.biggadike@hyve.group if you require any further details.

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 area, no walling is allowed on the side facing the catering area.

Shell Scheme Stand

All shell scheme stands must be built to the approved layout drawing. 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. The maximum height for the Shell scheme is 2.50 meters only. However, should there be any request to display materials which exceeds the height limit of the shell scheme stand, must contact the show Organiser for permission and approval.

- Number of wall panels for each stand will vary on how many sides open the stand has.
- GES reserves the right to impose charges on any modifications applied to any parts of the Shell Scheme stand.
- It is prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to any other part of the shell scheme stands.

IMPORTANT! Please visit and complete the GES Exhibitor portal: <https://ordering.ges.com/000700678>.

The following is included in the space rental fee for each 9 SqM Shell Scheme stand:

- Aluminium Sodem profile structure with white forex infill panels at overall height of 2.5 metre
- Exhibition grade carpet

Electrical Package (per 9sqm)

- 3 x 35W Halide Spotlights
- 1 x 3-pin UK Standard Electrical Socket

Electrical power supply consumption for Shell scheme stand is NOT included, thus needs to be ordered separately by the exhibitor.

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

Furniture Package (per 9sqm)

- 1 x Arc table, black (code: MT21)
- 2 x Iso chairs, black (code: MC12)
- 1 x Lockable Counter, white (code: MD11)
- 1 x Waste bin (code: MA10)

Graphics Package (per 9sqm)

- Exhibitor's company name in vinyl lettering cut out per open side fascia
- 1 x Exhibitor's fascia logo per fascia board (600mm W x 200mm H)
- 1 x Exhibitor's front counter logo (940mm W x 940mm H)

The following is included in the space rental fee for each 18 SqM Shell Scheme stand:

- Aluminium Sodem profile structure with white forex infill panels at overall height of 2.5 metre
- Exhibition grade carpet

Electrical Package (per 18sqm)

- 6 x 35W Halide Spotlights
- 2 x 3-pin UK Standard Electrical Socket

Electrical power supply consumption for Shell scheme stand is NOT included, thus needs to be ordered separately by the exhibitor.

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

Furniture Package (per 18sqm)

- 2 x Arc table, black (code: MT21)
- 4 x Iso chairs, black (code: MC12)
- 2 x Lockable Counter, white (code: MD11)
- 2 x Waste bin (code: MA10)

Graphics Package (per 18sqm)

- Exhibitor's company name in vinyl lettering cut out per open side fascia
- 1 x Exhibitor's fascia logo per fascia board (600mm W x 200mm H)

- 2 x Exhibitor's front counter logo (940mm W x 940mm H)

The following is included in the space rental fee for each 36 SqM Shell Scheme stand:

- Aluminium Sodem profile structure with white forex infill panels at overall height of 2.5 metre
- Exhibition grade carpet

Electrical Package (per 36sqm)

- 12 x 35W Halide Spotlights
- 4 x 3-pin UK Standard Electrical Socket

Electrical power supply consumption for Shell scheme stand is NOT included, thus needs to be ordered separately by the exhibitor.

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

Furniture Package (per 36sqm)

- 4 x Arc table, black (code: MT21)
- 8 x Iso chairs, black (code: MC12)
- 4 x Lockable Counter, white (code: MD11)
- 4 x Waste bin (code: MA10)

Graphics Package (per 18sqm)

- Exhibitor's company name in vinyl lettering cut out per open side fascia
- 1 x Exhibitor's fascia logo per fascia board (600mm W x 200mm H)
- 4 x Exhibitor's front counter logo (940mm W x 940mm H)

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 per fascia 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 at 60mm height upper case 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 complete the Nameboard Form for the name you wish to appear on your shell scheme stand and return to breakbulk@ges.com before 3rd February 2020 to ensure your name board is correct.
- 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 form is not submitted by the deadline date, the company name as per the Exhibitors List provided by the Organiser 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.

CORNER STANDS

All corner stands have 2 open sides. If you prefer to have one side closed, please advise the organisers in writing with acknowledgement of receipt.

UPGRADE OPTIONS

GES offers an opportunity to upgrade your fabric wall to the printed panel using your artwork, thus eliminating the need to produce banners to dress the stand. Moreover, you will be able to keep the printed fabric for future events. You can customise your stand by clicking on the below link and following the pages on the portal: <https://ordering.ges.com/000700678>. Please refer to stand visuals on pages below. Please submit your order before **3rd February 2020**.

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 through the GES Carpet order form at an addition cost.

Shell Scheme stand includes the furniture as stated above. Items included in the package cannot be substituted or exchange of any other items available in the furniture catalogue. However, if Exhibitors require an alternative or an additional furniture items, they

can place the order separately through the GES Furniture order form or online Espresso ordering. 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.

Please visit and complete the GES Exhibitor portal: <https://ordering.ges.com/000700678>.

Shell scheme stand fitting extras e.g. storage areas, shelves, garment rails, slat and peg boards are some of the options to store or display item products. These fittings are suitable only on a shell scheme aluminium structure. **Any shell scheme stand extras requirements can be ordered through GES Stand fitting order form.** Along with the order form, a completed grid plan must be submitted indicating the preferred location of the items. If a grid plan is not submitted, the ordered items will not be installed. Unless otherwise, the Exhibitor will visit the GES Service Desk onsite or advise via email until the build-up period to instruct their preferred locations. Any onsite relocations due to incorrect grid plan submitted, will incur a surcharge. For any requirements not available on the order form, please contact us via email and we will do all we can to accommodate your request.

STAND VISUALS

The below sample visual is for reference only. The 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.

3x3 Metre Shell Scheme Stand Package



6x3 Metre Shell Scheme Stand Package



6x6 Metre Shell Scheme Stand Package

