

# Exhibition Stand Structure Form



مركز دبي التجاري العالمي  
DUBAI WORLD TRADE CENTRE

## Please return this form to your Event Planner

- The deadline to return this form is 3 weeks prior to the start of build-up for single decker stands and 4 weeks for double decker and triple decker stands.
- Forms received after this date will be subject to a surcharge or may not be processed and stands may not be permitted to be built.

<i>Exhibition Logo</i>
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Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

### EXHIBITION DETAILS

Event Name		Event date(s)	
Exhibitor Name	Stand Number	Hall	

### CONTRACTOR'S CONTACT DETAILS

First Name			
Last Name		Job Title	
Company Name			
Company Address			
City	Postal Code	Country	
Telephone			Mobile
Email (important service information will be sent to this address)			
Signature			

Please complete one of the three options below:

#### OPTION 1: SPACE ONLY STANDS OF 4 METRES AND BELOW

Stands that include a ceiling, mezzanine level or a raised area above 300mm.

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

	YES	NO		YES	NO
Perspective Drawing	<input type="checkbox"/>	<input type="checkbox"/>	Glass Partition / Glazing <small>(must be 12 mm thick, tempered with anti-shatter film)</small>	<input type="checkbox"/>	<input type="checkbox"/>
Full Stand Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling / Roof (If yes, please provide structural details)	<input type="checkbox"/>	<input type="checkbox"/>
Elevations Drawings (front, side and back)	<input type="checkbox"/>	<input type="checkbox"/>	Use of Fabric / Material (fire certificate must be provided)	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Plan (Layout) Drawing	<input type="checkbox"/>	<input type="checkbox"/>	Mezzanine Details (above 300mm)	<input type="checkbox"/>	<input type="checkbox"/>
Structural Material Details	<input type="checkbox"/>	<input type="checkbox"/>	Storage Space (If yes, please indicate the storage location on the stand design. The storage door must not have a lock.)	<input type="checkbox"/>	<input type="checkbox"/>
Structural Connection Details	<input type="checkbox"/>	<input type="checkbox"/>	Provision for rounded/non-sharp corners for all exposed corner edges on a raised platform	<input type="checkbox"/>	<input type="checkbox"/>
Base Plate Sizes and Specifications (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	Submission Form for High Risk Equipment and Substance	<input type="checkbox"/>	<input type="checkbox"/>
Any Special Display Loading Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Cantilever / Overhang Structure Details	<input type="checkbox"/>	<input type="checkbox"/>
Accessible Ramp on Platform	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Undertaking Letter (refer to note below)	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
Stand Height	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

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## OPTION 2: SPACE ONLY STANDS ABOVE 4 METERS

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

- Structural Drawings, Design Calculations and General Arrangement of Structure
- Design of Structural Main Frames (usage of a minimum 3 inches (7.62cm) diameter tube or equivalent support)
- Design of Connections and Base Plate (considering anchor of base plate with permanent flooring is not allowed)
- Architectural Drawings (e.g. Plan, Elevation, Sections)
- Elevations Drawing (front, side and back)
- Design / Detail of Handrail and Staircase Details
- Structural Connection Details of Members
- Base Plate Sizes (use min 400 x 400 x 12mm mild steel plate)
- Structural Materials Details
- Undertaking Letter (refer to note below)
- Submission Form for High Risk Equipment and Substance
- Cantilever / Overhang Structure Details

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>

## OPTION 3: DOUBLE & TRIPLE DECKER STANDS

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

- Structural Drawings, Design Calculations and General Arrangement of Structure
- Design of Members / Elements (beam, column, slab)
- Design of Connections and Base Plate (considering anchor of base plate with permanent flooring is not allowed)
- Architectural Drawings (e.g. Plan, Elevation, Sections)
- Elevations Drawing (front, side and back)
- Design / Detail of Handrail and Staircase Details
- Structural Connection Details of Members
- Base Plate Sizes (use min 400 x 400 x 12mm mild steel plate)
- Structural Materials Details
- Undertaking Letter (refer to note below)
- Submission Form for High Risk Equipment and Substance

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
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<input type="checkbox"/>	<input type="checkbox"/>

*A charge of AED 1,000.00 (exclusive of any applicable VAT charges) applies to each submission and will be charged to the organiser accordingly.*

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

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

- Up to 10 working days for space only stands below 4 metres from the date of submission was received
- Up to 15 working days for space only stands of 4 metres and above, double and triple deckers from the date the submission was received



## CONDITIONS

- It is the contractor's and exhibitor's responsibility to ensure they have DWTC's approval prior to commencing pre-fabrication of the stand.
- Submission documentation should explain the method of building the stand
- Submissions for double and triple decker stands: 50% charges will be applied if the submission is incomplete
- Any late submission is subject to 100% surcharge
- All requirements should be routed through the event organiser
- Drawings/details should be submitted at least 3 weeks before the start of the tenancy for single decker stands and 4 weeks for double and triple decker stands.
- The main beam erection shall be completed 24 hours before the opening of the event
- All measurements in the submitted drawings shall be as per standard international (IS) unit system
- The contractor will be fully responsible for the design, stability and workmanship of the structure
- Any free standing wall of a stand of 4 metres and above requires a metal framing with base plate and stability design calculation
- Any stand of 4 metres and above in height requires complete structural drawing including its design calculation
- If DWTC's approval under specific circumstances has been received for a stand to be built in one of the concourses, the stand must not exceed 4 metres in height. A special policy applies for the building of stands in the concourses. Double and triple decker stands are not allowed in the concourses
- Any canopy must be reinforced with a metal section and must be supported from the ground with a minimum 3 inches (7.62 cm) diameter tube or equivalent support having sufficient section
- Any custom design rigging to be used must be certified and industry approved trusses
- Banners / logos attached to a hanging truss must be fabricated by using metal tubes with bolted connections and must be submitted along with the design calculations for approval
- All shell scheme stands must be braced from all four sides (top portion) to control the stability especially octanorm pole / panel
- The stability and safety of all display items within the stand shall be the sole responsibility of the supplier (Exhibitor / Contractor)
- Stands should not impede on any aisles
- No fixing or adjoining structures above aisles are allowed
- No stand carpeting over aisle carpet is allowed in order to join stands opposite each other
- All Cantilever/overhang structure should be reinforced with a metal section and must be supported from the ground with a minimum 3 inch (7.62 cm) diameter tube or equivalent support having sufficient section.

**STRUCTURAL CALCULATION:** The designer shall submit detailed design criteria as well as design assumptions containing the following information (whenever possible):

- Stand name, stand number, contractor/designer/event name
- Applied standards in loading and design
- Materials properties: steel grades, modulus of elasticity, shear modulus, etc
- Durability requirements: deflection control and drift control.
- Robustness requirements as per relevant standards.
- Analysis and design software, spreadsheets used for design or/and verification, etc
- Detailed calculations shall include:
  - \* Gravity loads correspond to different floors.
  - \* Interconnection requirements, i.e. bolts grade and sizes, end plate thickness, etc.
  - \* Notional loads applied to each floor level in both orthogonal directions.
  - \* Basic load combinations for ultimate and service states design.
  - \* Extracts from analysis outputs: Shear and moment diagram, axial forces, deflection.
  - \* Design stress ratio (max = 0.95)
- The analysed computer model shall be free from any major warnings or errors.
- Capacity of the upper floor: 1 person per 2m<sup>2</sup>. A warning letter, indicating the limitation of occupancy load, should be visibly placed at the bottom
- of the staircase. Maximum use overloads on the upper floor:
  - \* Area with tables and chairs, lobbies, restaurants, cafes, w = 3 kPa
  - \* Area with fixed seating, movie theatres, meeting rooms, offices, w = 4 kPa
  - \* Area for public free circulation w = 5 kPa

# Exhibition Stand Structure Form



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DUBAI WORLD TRADE CENTRE

Signature  
On behalf of the Contractor

Company Stamp

Signature  
On behalf of DWTC Operations

Signature  
On behalf of DWTC Engineering

Signature  
On behalf of DWTC Health and Safety

## ATTACHMENT

- The contractor of the stand is required to sign the documents attached to this submission. Copies of the signed documents shall be presented to DWTC security before entering the service yard. Before the start of the build up, the same documents must be made available in the area where the stand will be built for inspection purposes. Failure to do so will lead for the works to be temporarily stopped until the documents are provided.