

BREAKBULK

MIDDLE EAST 12-13 FEB 2024

Exhibitor Manual

Dear Exhibitor,

We're delighted that you will be exhibiting with us at Breakbulk Middle East from 12th to 13th February 2024 at Dubai World Trade Centre in Dubai, UAE.

Breakbulk Middle East brings industry professionals together from across the supply chain and at the heart of our community are the decision-makers; EPCs, manufacturers, logistics and procurement executives.

We understand it takes a lot to co-ordinate your stand, it's for this reason that we've created this Exhibitor Manual as a one-stop-guide containing all the vital information you need to exhibit at the show.

Please take time to read through all the information and instructions provided including important deadlines listed on page 5 and official show partner and supplier contacts on page 6.

A little time spent now coordinating your participation will save you last minute inconvenience and unnecessary expense. Please keep an eye out for the ordering deadlines as the prices do increase significantly after the deadlines have passed.

Please contact Breakbulk Support at any time if you have any queries regarding exhibiting.

Their contact details are:

Email: breakbulksupport@breakbulk.com

Telephone: +44 20 3545 9605

We look forward to working with you over the coming months and to welcoming you to the event in Dubai for the February 2024 edition.

Best wishes,

Ben Blamire
Event Director
Hyve Group Plc



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TIMETABLE

Dates - Build-up	Hall Access Times	Contractor and Exhibitor Access Information
Saturday 10 th February 2024	08:00 - 20:00	Contractor access for Space Only stands.
Sunday 11 th February 2024	08:00 - 20:00	Exhibitor & Contractor for Shell Scheme stands provided by GES may enter during this time. All exhibitors/contractors must complete construction and decorating in the exhibition hall by 20:00.
Dates - Registration	Registration Open Times	
Sunday 11 th February 2024	12:00 - 18:00	
Monday 12 th February 2024	08:00 - 18:00	
Tuesday 13 th February 2024	08:00 - 16:00	
Dates - Exhibition Open	Exhibitor Access Times	Show Open and Visitor Access Times
Monday 12 th February 2024	09:00 - 19:00	10:00 - 18:00
Tuesday 13 th February 2024	09:00 - 16:00	10:00 - 16:00
Dates - Breakdown	Hall Access Times	Contractor and Exhibitor Access Information
Tuesday 13 th February 2024	16:00 - 20:00	Shell Scheme
	16:00 - 22:00	Space Only
Wednesday 14 th February 2024	08:00 - 12:00 (midday)	Space Only

Exhibitors and contractors must ensure their stand build can be completed and dismantled to the above timetable.

For build-up and breakdown, the holding area is Al Warsan and managed by DWTC. Please click [DWTC Contractor Holding Area Map](#) to view in more detail.

All build-up construction must be complete by **20:00 on Sunday 11th February 2024**. 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.

For breakdown, all exhibitors and contractors must clear their exhibit space by 12:00 (midday) on Wednesday 14th February 2024.

Please ensure you do not leave products or personal items unattended during Breakdown. The organiser cannot be held responsible for any items left unattended after this time. Any equipment/ products left will be removed at the exhibitors or contractors expense.

KEY INFORMATION

1. Please review Important Deadlines on page 5 as prices significantly increase after deadlines have passed.
2. Electrical power supply consumption for shell scheme stand is NOT included and needs to be ordered separately by the exhibitor and contractors.
3. If your stand is space only, you will need to submit documentation (this can be found on page 5) with stand drawings to BEST. They will issue the paperwork to DWTC to grant build permission approval.
4. If your stand is shell scheme, you can find all package inclusions on pages 28 to 30.
5. Insurance is included as part of your participation fee, if you wish to upload a copy of your companies insurance certificate you will be sent a unique link by InEvexco.
6. Our logistics partner for the show is GES Logistics, please contact them for a quote on deliveries.
7. The maximum height restrictions are 6m and any stands over 4m, will require structural calculations.
8. There is general Wi-Fi at venue however we always recommend for event critical services, e.g. demonstrations, presentations or multiple power usage to order a dedicated hard-wired service.

IMPORTANT DEADLINES

Service	Deadline	Ordering & Forms
DWTC		
Catering Internet and Telephone connections Parking Rigging Security Stand Cleaning	Early Bird Deadline: Monday 15th January 2024 Standard Deadline: Friday 9th February 2024 Webshop Closed: Wednesday 7th 2024	Event Plus Online Portal
GES		
Audio Visual Equipment Carpet Compressed Air Electrics Furniture Graphics Shell Scheme including fascia nameboard Water connections	Early Bird Deadline: Thursday 18th January 2024 Webshop Closed & Onsite Rates Only: Sunday 25th January 2024	GES Exhibitor Webshop
GES Logistics		
Forklifting Freight & Shipping Storage & Empty Package Handling Warehousing	Early Bird Deadline: Friday 12th January 2024 <i>Any orders placed after this date will be subject to standard rate pricing.</i> Shipping Arrivals Deadlines: Sea freight: Tuesday 30th January 2024 Air freight: Friday 2nd February 2024	Email Directly
BEST		
Space Only Stand Plan Assessment	Friday 15th December 2023	BBME24 - Exhibition Stand Structure Form BBME24 - Space Only Undertaking Form BBME24 - Method Statement BBME24 - Risk Assessment <i>Each form is to be submitted with drawings of exhibit space</i> Email Directly
Event Express		
Exhibitor Accommodation	Friday 12th January 2024	Event Express Hotel Link
Visit by GES		
Lead retrieval	Pre-show or onsite	Visit Connect Webshop
VIBES Agency		
Temporary staff	Friday 19th January 2024 <i>After this date, availability cannot be guaranteed</i>	Email directly
InEvexco		
Insurance	ASAP	You have been sent a unique link to upload certificate to portal

OFFICIAL SHOW PARTNER AND SUPPLIER CONTACTS

Service	Contact Information
Dubai World Trade Centre (DWTC) Venue Exhibitor Services Stand Cleaning Catering Internet and telephone connections Parking Rigging Security	Email: Exhibitors - Orders & Support: support@eventplus.ae Visitors - General Enquiries: care@dwtc.com Telephone: UAE Toll-free: 800DWTC (3982) Global Helpline: +971 4 389 3899 Website: www.dwtc.com
GES Official Show Contractor Audio Visual Equipment Carpet Electrics Fascia Panel (Nameboard) Furniture Graphics Plumbing Services - water, air & gas Shell Scheme	Email: breakbulk@ges.com Telephone: +971 4885 5448
GES Logistics Forklifting Freight & Shipping Storage & Empty Package Handling	Email: event.logistics@ges.com Telephone: +44 121 782 4433
BEST Health & Safety Space Only Stand Plan Assessment	Email: bbme.plans@blue-lemon.net Telephone: +44 1252 416 152
Event Express Accommodation	Email: reservations@eventexpressuk.com Telephone: +44 1905 732 737
Visit by GES Lead retrieval	Email: visitconnect@ges.com
VIBES Agency Temporary staff	Email: mary@vibes.ae Email: info@vibes.ae Telephone: +971 52 279 7219
InEvexco Insurance	Email: exhibitor@inevexco.co.uk Telephone: +44 173 275 7630

EMERGENCY NUMBERS IN UNITED ARAB EMIRATES

Medical Emergency Number: +971 4 306 4040

All Emergencies: +971 4 308 6600

Police: 999

Ambulance: 998

Fire department: 997

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

GENERAL INFORMATION

VENUE

Venue Name: Dubai World Trade Centre (DWTC)

Address: Sheikh Zayed Rd - Dubai - United Arab Emirates

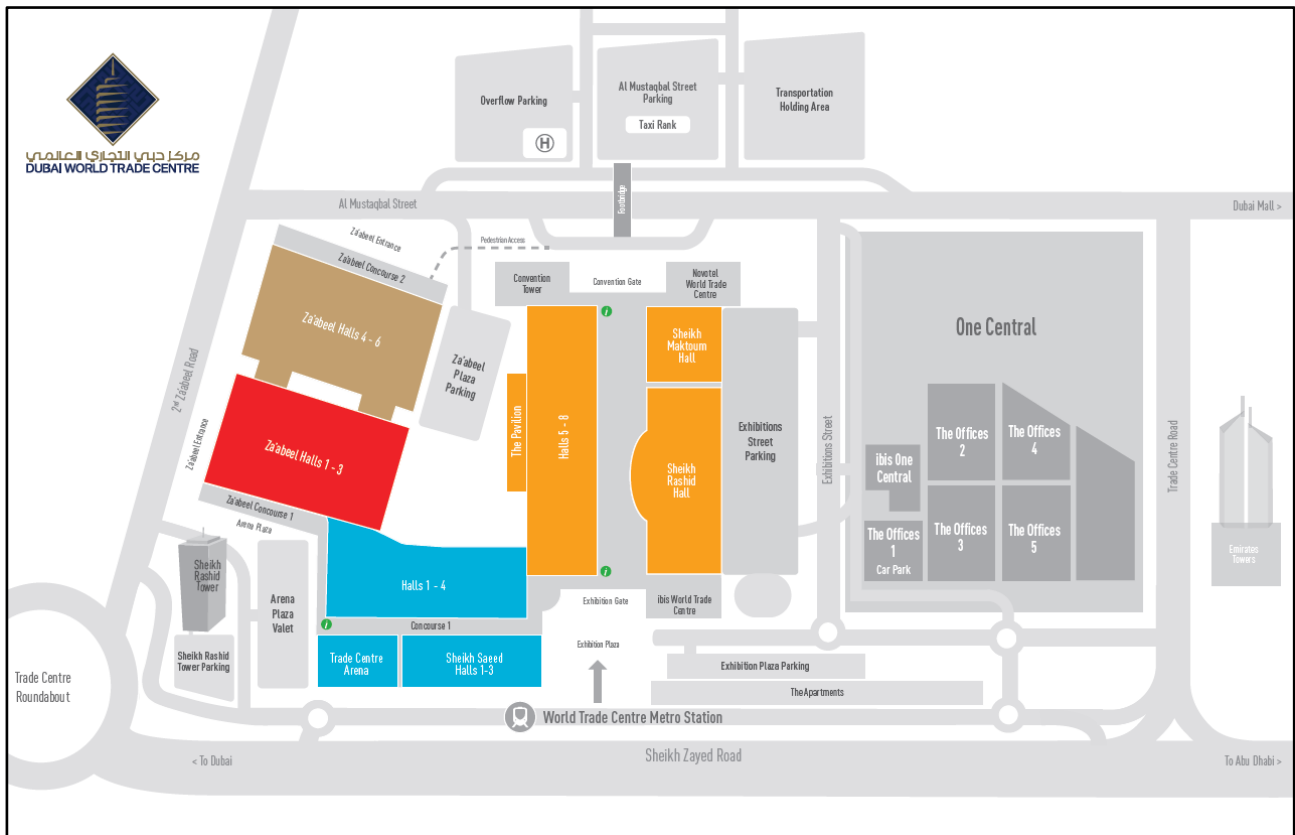
Event Halls: 6, 7 & 8



GETTING TO THE VENUE

The Dubai World Trade Centre (DWTC) is located on Sheikh Zayed Road, within the city central business district, and is easily accessible by public transport.

Please read [DWTC Getting Here](#) for further guidance on traveling to venue.



ACCOMMODATION

Our official accommodation partner Event Express will provide discounted hotel rates in Dubai within close proximity to the venue. Please visit the [Event Express Hotel Link](#) page for available hotels.

Booking deadline is **Friday 12th January 2024**. After this date, room allocation rates may be subject to additional charges.

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 per bedroom per night at 5% VAT.

For any assistance with booking, please contact Event Express on:

Email: reservations@eventexpressuk.com

Telephone: +44 1905 732 737

BADGES AND PASSES

Show Badges

Badges are required to be worn onsite at all times in order to gain access to the halls during show days. Badges can be printed from home or onsite from **Sunday 11th February 2024**.

Exhibitors will be sent a unique link to register participants, there is no cost to attend the event.

During open days of the exhibition, for security and health and safety reasons, it is imperative exhibitor badges are only allocated and used by the staff that are working on your stand and should not be given to anyone else. Exhibitor badges are not to be given to visitors.

Please note, contractors and stand builders do not need to register for a badge. As registration occurs before build-up, only attendees who require access to show floor are required to register. For build-up and breakdown, coloured wristbands will be provided to contractors/ stand builders by security personnel once stand details are confirmed.

Contractor Badges

New: DWTC are implementing a new digital process from December 2023.

All contractors must visit [Contractor+ Portal](#) to apply online for contractor badges. Applying in advance will prevent delays in accessing the halls.

Local Contractors (UAE Based)

Individual Application

- All contractor staff must report to the cashier's cabin at the main marshalling yard located at the back of Hall 8 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 licence 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 in addition to a daily AED 20.00 charge for failing to report any lost or stolen contractor badge.

Group Application

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

International Contractor Badges (non-UAE based)

- All contractor staff must report to the cashier's cabin at the main marshalling yard at the back of Hall 8 (operational 24/7) to obtain a temporary contractor badge in exchange of a coloured passport copy. A charge of AED 205.00 per badge applies which represents an entrance fee of AED 100.00 and a refundable deposit of AED 100.00. The refundable deposit can only be claimed upon returning the badge along with the refundable deposit receipt within 15 days from the date of payment.

Collection Points

DWTC contractor badges can be collected at the following locations:

- International and local contractor badges:
 - Cashier's cabin at the main marshalling yard at the back of Hall 8 (operational 24/7).

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.

- 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 halls during build-up and breakdown.
- All contractors are obliged to comply with the DWTC's mandatory PPE regulations.

Please read [DWTC Contractor Badge Policy](#) for further information.

LEAD RETRIEVAL

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

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. To book, please go to [Event Plus Online Portal](#).

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

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



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

PEOPLE OF DETERMINATION/DISABLED ACCESS AT THE VENUE

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

CONTRACTOR BUILD-UP AND BREAKDOWN HOLDING AREA

DWTC's holding area for build-up and breakdown is Al Warsan which is managed by DWTC. Please click [DWTC Contractor Holding Area Map](#) to view in more detail.

All vehicles attempting to come directly to DWTC service yards will be refused access. All vehicles should access via Al Warsan. Holding area is mandatory for all exhibitions, irrelevant of space occupied by the show (show size) as it is necessary to support the local authorities by streamlining the traffic on all roads surrounding the venue.

New: DWTC are implementing a new digital process from December 2023.

All contractors must visit [Contractor+ Portal](#) to apply online for contractor badges. Applying in advance will prevent delays in accessing the halls.



The process at Al Warsan holding area is as follows:

- Drivers follow the above holding area map to reach Al Warsan.
- Drivers will be issued a queuing token based on the hall that the stand will be built in and directed to the respective area to wait.
- Drivers will be called to the registration point and will be requested to present his/her Emirates ID card.
- The driver is then issued a Drivers Contractor Pass for AED 21.00 and given an approximate time when the vehicle will be released.
- DWTC Security checks that the vehicle driver possesses the right pass at the service 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 service yards without a pass will be sent back to the holding area at Al Warsan to register.
- At the time of exiting the service yard, the Driver's Contractor's Pass needs to be handed back to DWTC Security.

Please refer to the [DWTC Contractor Site Access Policy](#) for additional information.

CATERING

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

This includes, but is not limited to:

- Coffee machines
- Pre-packaged instant meals
- Water bottles
- Confectionery
- Local restaurant delivery meals
- Food and beverage samples

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

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

Please note there are no alcohol products permitted and served for the show at DWTC.

All orders are to be placed via [Event Plus Online Portal](#) and not email as forms are no longer valid.
Early Bird Deadline: **Monday 15th January 2024.**

For any queries or for custom made menus, please contact DWTC's exhibition services directly at support@eventplus.ae.

CLEANING & WASTE DISPOSAL

Cleaning for exhibitor stands must be ordered directly from DWTC. Please order via [Event Plus Online Portal](#).
Early Bird Deadline: **Monday 15th January 2024.**

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

COMPLETION OF THE TENANCY

Shell scheme exhibitors must remove all stand material and display items by **20:00 on Tuesday 13th February 2024.**

Space only exhibitors must remove all stand material and display items along with stand construction by **12.00 (midday) on Wednesday 14th February 2024.**

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 breakbulksupport@breakbulk.com in advance for any queries.

DELIVERIES

DWTC cannot accept any deliveries on behalf of exhibitors or sponsors. If deliveries are shipped directly to the Dubai World Trade Centre (DWTC) and not through the organiser's official freight forwarder (GES Logistics), the exhibitor or sponsor can only receive them during the tenancy dates. **Shipments dates via GES Logistics can be accepted from Saturday 10th to Tuesday 14th February 2024.**

To avoid delays or rejections by customs, we highly recommend that you appoint an official freight forward to assist with your shipment. Please contact our official freight company GES Logistics for more information.

Email: event.logistics@ges.com

Telephone: +44 121 782 4433

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

If you are sending items via an independent courier, please be aware **a signature is required for delivery, therefore a member of your staff must be present to sign (this is to ensure items are not lost or stolen).**

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.

FORKLIFTS

If you need any product removed from your truck and moved to your stand or large items repositioned, a forklift is required. For assistance, please contact GES Logistics on the below details.

Email: event.logistics@ges.com

Telephone: +44 121 782 4433

FREIGHT & SHIPPING

Our official freight forwarding agent is GES Logistics. Please contact them to obtain a quote for freight, shipping and storage services. Their contact details are:

Email: event.logistics@ges.com

Telephone: +44 121 782 4433

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.

Please take note of the Shipping Arrival Deadlines listed below:

Mode	Port / Airport	Deadline
Sea freight	Jebel Ali Port, Dubai, UAE	Tuesday 30 th January 2024
Air freight	DXB - Dubai International Airport, Dubai, UAE	Friday 2 nd February 2024

PROMOTIONAL MATERIAL

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

PUBLIC RELATIONS & SOCIAL MEDIA

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

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

- X (formerly Twitter): https://twitter.com/Break_Bulk
- YouTube: <https://www.youtube.com/channel/UCKN2EemicqYNnbAM8r1VuCQ/videos>
- LinkedIn: <https://www.linkedin.com/showcase/breakbulk-events-&-media/>
- Facebook: <https://www.facebook.com/breakbulkeventsmedia/>
- Instagram: https://www.instagram.com/break_bulk/
- Hashtag: #bbme2024

SECURITY

Breakbulk Middle East provides adequate security, during build-up, breakdown and show days. Please note you are responsible for insuring your own goods whilst they are onsite at Breakbulk Middle East 2024.

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

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

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

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.

Please see read [DWTC Health and Safety Rules and Regulations](#) for further guidance.

ACCIDENTS

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

ANIMALS

No animals are allowed in the 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

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

Please note there are no alcohol products permitted and served for the show at DWTC.

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 breakdown. During event days, this service is operational from 1 hour prior to the start of the event until 1 hour after the event closure. Please click to view [DWTC Emergency Procedures Handbook](#).

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

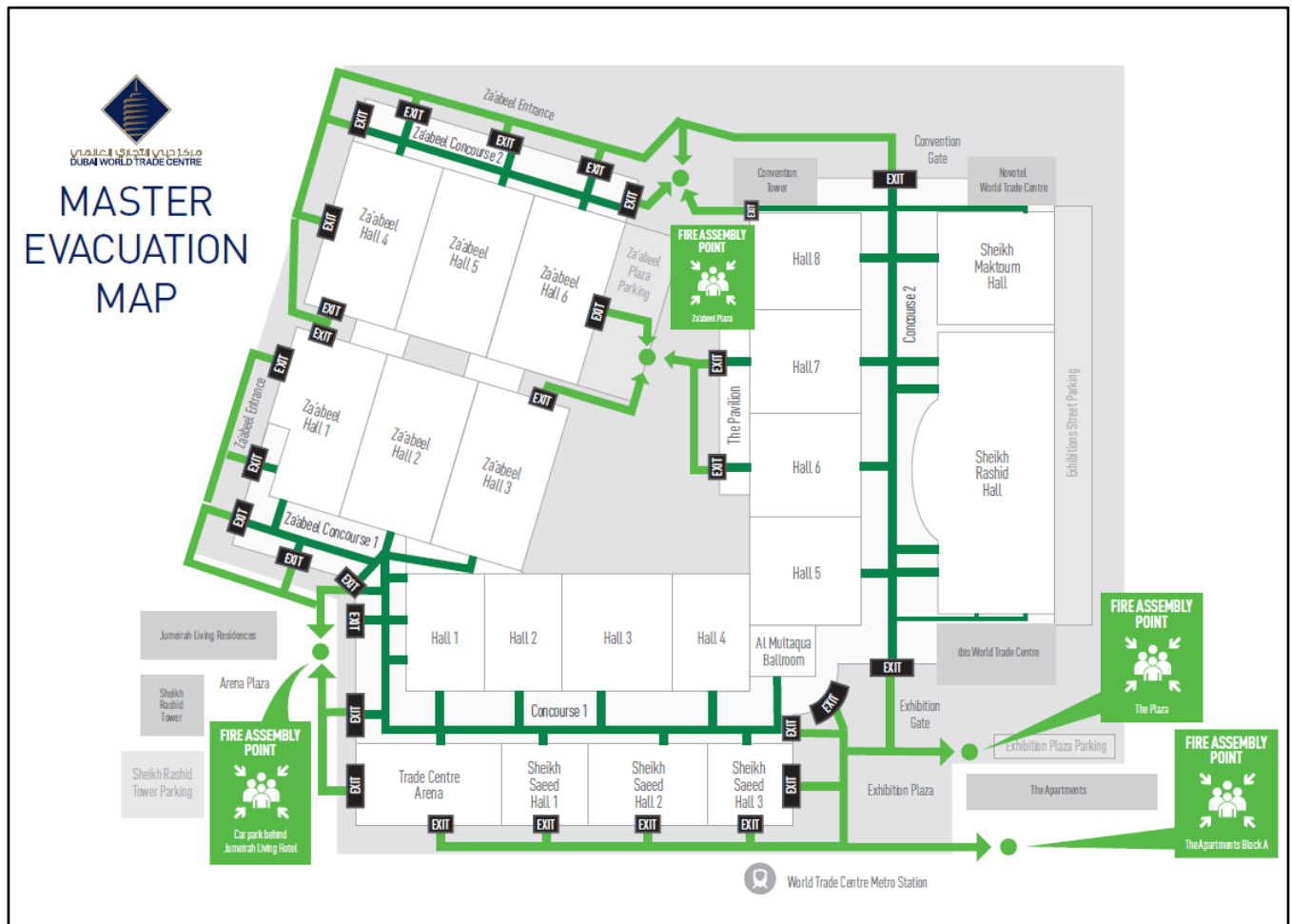
In the event of an evacuation, please proceed to the nearest fire assembly point located in Za'abeel Plaza Parking, please refer to the attached evacuation map.

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

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

EVACUATION MAP



FIRE PREVENTION SERVICES EQUIPMENT AND ALARMS

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

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

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

FIRE SAFETY

All event organisers, service providers and exhibitors must:

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

FIRST AID

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

PERSONAL PROTECTIVE EQUIPMENT (PPE)

High visibility vests are a mandatory requirement in all work areas at the venue.

You must provide your own high visibility vest for build-up and breakdown otherwise access will not be granted.

The only exception will be dedicated pedestrian walkways and unrestricted public areas.

Safety shoes are mandatory at all times to access the halls during build-up.

From 10am on the last day of build, contractors/exhibitors can be allowed to wear closed shoes at their own risks. Heels, open toe shows and sandals are not allowed. For any access before this time, safety shoes remain compulsory.

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 breakdown within the halls will be required to wear footwear that protects toes from injury. Persons with open-toe sandals will not be permitted to enter work areas. **High visibility vests are mandatory for everyone who enters the hall during build-up and breakdown.**

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

Such PPE must include but not limited to the following:

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

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

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

INSURANCE PUBLIC LIABILITY

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

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

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

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

Insurance cover should include:

- PLI (Public Liability Insurance to the value of £2,000,000)
- Personal Injury
- Third Party Claims
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition
- Medical expenses and baggage cover
- Value of the stand, including the fittings

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

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

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 stepladders at the venues.

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. Ladders in poor condition will not be permitted for use.
- Home-made ladders will not be permitted for use.

Stepladders:

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

METHOD STATEMENTS

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

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

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

Please complete by deadline and submit for assessment to BEST. Deadline Date: **Friday 15th December 2023.**

[BBME24 - Exhibition Stand Structure Form](#)

[BBME24 - Space Only Undertaking Form](#)

[BBME24 - Method Statement](#)

[BBME24 - Risk Assessment](#)

Please submit each of the above forms with stand drawings of exhibit space to bbme.plans@blue-lemon.net.

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.

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.

REPORTING OCCUPATIONAL INJURIES AND DISEASES

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

RISK ASSESSMENTS

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

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

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

Only Space Only exhibitors are required to submit their risk assessments. Please complete by deadline and submit for assessment to BEST with the below forms. Deadline Date: Friday 15th December 2023.

[BBME24 - Exhibition Stand Structure Form](#)

[BBME24 - Space Only Undertaking Form](#)

[BBME24 - Method Statement](#)

[BBME24 - Risk Assessment](#)

Please submit each of the above forms with stand drawings of exhibit space to bbme.plans@blue-lemon.net.

SCAFFOLDING

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

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

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

STROBE LIGHTING

No strobe light effects are permitted.

WELDING AND OTHER SIMILAR HOT WORK PERMITS

All welding, gas burning, brazing, grinding and other operations generating heat and sparks are not allowed to be carried out inside the halls. Where welding, gas burning, brazing, grinding and other operations generating heat and sparks are carried out outside the halls, either during the build-up, operation or breakdown periods of an exhibition or as part of a demonstration, exhibitors and organisers must ensure that adequate precautions against damage to property or injury to persons by radiation, fire or hot metal are taken. The organiser must advise DWTC Venues Infrastructure in advance and secure approval of the nature of the work or demonstrations following the Guidelines for Permit to Work System and to obtain a hot work permit issued by DWTC Venues Infrastructure. The organiser or contractor will be responsible for providing firefighting equipment and for surveillance where there is a fire hazard. The use of the Dubai World Trade Centre firefighting equipment will not be permitted.

WORKING AT HEIGHTS

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

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

VENUE FACILITIES AND SERVICES A-Z

AIR CONDITIONING

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

AUDIO VISUAL

Our preferred supplier is GES. Please visit [GES Exhibitor Webshop](#) to order services.

BALLOONS / INFLATABLES

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

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

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

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

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

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

BANKING / EXCHANGE BUREAU

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

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

BUSINESS CENTRE

DESCO - Print Center

Concourse 1, Between Halls 2 and 3

Email: dwtc@descoonline.ae

Telephone: +971 4 223 4277

Website: 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

There are no cloakroom facilities at the DWTC.

COMPRESSED AIR

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

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

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

ELECTRICITY

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

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

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

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

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

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

For assistance, please contact GES on the below details.

Email: breakbulk@ges.com

Telephone: +971 4885 5448

FLOORCOVERINGS AND RAISED PLATFORMS

Space Only exhibit spaces are not carpeted.

Please visit the [GES Exhibitor Webshop](#) to order floorcoverings/carpet from our official contractor.

If you require any assistance, please contact GES at:

Email: breakbulk@ges.com

Telephone: +971 4885 5448

- The maximum height allowed, measured from floor level to the top of the platform, is 10cm.
- The platform sides must be closed and neatly finished.
- Platforms should be placed within the stand perimeter.
- Platform corners must have rounded corners or plastic guards.
- All platform corners must have safety tape. Exhibitors whose stands have raised floors are requested to ensure that their stand is accessible to the disabled, for instance, by employing sloping stand edges or by adding ramps (of sufficient width and without sharp-angled sides).

FLOOR LOADING AREAS

Floor loading capacity: A maximum of 5,000kg per m² in halls 6, 7 and 8.

HEIGHT 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 6m. All stands 4m or above are deemed complex and drawings must be approved by a structural engineer with the cost being charged to the exhibitor.
This process has a standard fee of AED 500 for single-storey stands. As a gesture of goodwill this will be paid by the organisers for 2024 and from 2025 costs will be passed onto the exhibitor.
- Double-Decker Space Only stands: A maximum height of 6m. Please note all double deck stands must have structural engineer approval but are also subject to a venue mandatory structural review and approval process.
This process has a standard fee of AED 1,000 for double decker stands. As a gesture of goodwill this will be paid by the organisers for 2024 and from 2025 costs will be passed onto the exhibitor. All designs should be submitted 4 weeks pre-show to DWTC via the exhibition organisers.

INTERNET / WI-FI

There will be an open/general Wi-Fi connection in specific areas open to attendees of Breakbulk Middle East 2024. The Wi-Fi network is designed to allow connections to remain active for a maximum period of 2 hours. Should a period of 2 hours lapse without any activity on the device, the connection will be released freeing up inactive resources. The user will however have the option to re-connect to the wireless service and accept the terms and conditions. To log-in please select the network 'Free-Wi-Fi' and create an account.

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

Wireless and wired internet services as well as telephone lines and telecom services for exhibitors must be ordered via [Event Plus Online Portal](#) and not email as forms are no longer valid.

Early Bird Deadline: **Monday 15th January 2024.**

For enquiries, please contact DWTC's exhibition services directly at support@eventplus.ae.

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

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

LATE WORKING SYSTEM

Hyve are committed to safe working and aim to minimise the number of people working outside the timetabled hours. It is important to contact the organisers as soon as possible if you foresee any problems keeping to this schedule.

As of January 2024, the charge for late working has been amended. Please note there will be a charge of AED 1,000 per hour or an option AED 3,000 per shift (per day). Payments are to be made preferably via card payment and only available to be processed on site after organiser approval.

Mandatory form is required to be completed alongside payment. Please visit the organisers office when onsite.

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.

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

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

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 our official contractor GES Logistics to receive a quote for storage and onsite empty package handling. Their contact details are:

Email: event.logistics@ges.com

Telephone: +44 121 782 4433

TEMPORARY STAFF

If you wish to employ additional staff for your stand space, please contact VIBES Agency to obtain a quotation for this service. Please provide as much detail as possible:

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

Contact details are as follows:

Email: mary@vibes.ae

Email: info@vibes.ae

Telephone: +971 52 279 7219

Any employed temporary staff for your event such as hosts and hostesses, promoters and supporting temporary staff, a consolidated list needs to be returned to the organiser 3 weeks prior to the start of build-up as this is required by Dubai local authorities. Please email this to breakbulksupport@breakbulk.com.

WASTE DISPOSAL

Exhibitors are responsible for their own waste removal during build-up and breakdown. 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.**

Please order services via [Event Plus Online Portal](#) and not email as forms are no longer valid.

Early Bird Deadline: **Monday 15th January 2024.**

For enquiries, please contact DWTC's exhibition services directly at support@eventplus.ae.

SPACE ONLY STANDS

All Space Only Exhibit Spaces must submit drawings of their exhibit spaces together with Space Only Contractor Undertaking form, Stand Structure form, Risk Assessment and a Method Statement to BEST for assessment.

Please submit each of the below forms for assessment to BEST. Deadline Date: Friday 15th December 2023.

[BBME24 - Exhibition Stand Structure Form](#)

[BBME24 - Space Only Undertaking Form](#)

[BBME24 - Method Statement](#)

[BBME24 - Risk Assessment](#)

Please submit each of the above forms with stand drawings of exhibit space to bbme.plans@blue-lemon.net.

For 2024 the organizers will cover mandatory submission fees to DWTC of AED 500 for space only stands and AED 1,000 for double decker stands however as of 2025 the cost will be passed on to the exhibitor.

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

SPACE ONLY EXCLUDES: Shell scheme stand, 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. 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 electricity requirements through GES.

Please go to [GES Exhibitor Webshop](#) to order services. Early Bird Deadline: **Monday 29th January 2024.**

If you have any enquiries, please contact GES directly on the below details.

Email: breakbulk@ges.com

Telephone: +971 4885 5448

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

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 cannot be used for stand dressing apart from silk material provided they are treated.
- Drapes or curtains are inherently flame proofed. Test curtains are available for inspection.
- All floor coverings are secured and maintained so they do not cause a hazard.
- Any uninterrupted large areas of clear glazing (i.e. glass) are indicated with warning stripes/dots, etc.
- Only water-based paint is used onsite.
- **No more than one third of each open side is allowed to be walled in. Otherwise the wall must be see-through or set back into the stand by 1m.**
- **Single-Storey Space Only stands: A maximum height of 4m. All stands 4m and above are deemed complex and drawings must be approved by a structural engineer with the cost being charged to the exhibitor.**
- **Double-Decker Space Only stands: A maximum height of 6m. All double-decker stands must have structural engineer approval and are also subject to a venue mandatory structural review and approval process. This**

process has a standard fee of AED 1,000 for double decker. All designs should be submitted 4 weeks pre-show to DWTC as part of the Stand Assessment process.

DWTC'S SPACE ONLY REQUIREMENTS:

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

- Stands must be plotted on the latest DWTC Master Floor Plan within the pre-defined build zones. No structures can be linked in any way across the 'keep clear' zones which include electrical wiring and platform flooring.
- Emergency exits, shutter doors, fire hoses and toilets must be kept clear at all times.
- Maximum stand height: Dubai Civil Defence requires a 1.50m clearance between the ceiling for any temporary structures erected inside the hall and the sprinkler heads on the ceiling.
- Floor loading capacity: A maximum of 1,000kg – 5,000kg per 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 onsite.
- Building material and equipment must be kept within the pre-defined space to avoid causing a slip, trip and fall hazard.
- All building material must be fireproof.
- Special care should be taken when handling materials and tools. The stand area needs to be covered with a protecting sheet to avoid any damages to the flooring.
- Provision for people of determination access needs to be taken into consideration.
- All electrical requirements need to be sent to the official contractor to ensure enough power can be supplied.
- Bridging of aisles: It is not allowed to have a bridging connection between 2 stands to ensure all aisles remain unobstructed and accessible at all times, especially during the event of an emergency.
- Main gangways and aisles should not be used as display space or for signage such as roll-up banners.

Exhibitors will be required to submit plan drawings showing elevation, plan views and measurements so these can be approved by the organiser and the venue. **Please note, for 2024 there will be an additional fee from the DWTC of AED 500 for space only stand approvals. This had been taken on at the discretion of the organisers for 2024 as a gesture of goodwill. Please contact the operations team if you wish to discuss this further.**

COMPLEX STANDS

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

Examples of Complex Structures:

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

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

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

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.

Please read [DWTC Contractor Site Access Policy](#) for further guidance.

SUBMISSION OF DRAWING

All space only stands must submit drawings of their stands to BEST for assessment. 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.

Please complete by deadline and submit for approval to BEST. Deadline Date: Friday 15th December 2023.

[BBME24 - Exhibition Stand Structure Form](#)

[BBME24 - Space Only Undertaking Form](#)

[BBME24 - Method Statement](#)

[BBME24 - Risk Assessment](#)

Please submit each of the above forms with stand drawings of exhibit space to bbme.plans@blue-lemon.net.

Failure to submit your designs by the deadline stated may result in your stand NOT being built.

Please fill out the above 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.
- Detailed technical drawings, identifying connections and materials used with sizes .
- Plan of each elevation showing all dimensions and overall build height.
- A Risk Assessment and Method Statement.
- Construction Supervisor Appointment (on method statement).
- Details of build and construction materials (on method statement).
- Public Liability insurance certificate of Contractor.
- Full contact details for your stand contractor/designer.
- DWTC stand submission form (Exhibition Stand Structure Form)

The submission 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, please contact BEST.

BACK WALLS TO STANDS / NEIGHBOURING STANDS

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

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

The minimum height for dividing walls is 2.5m.

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.

ARTIFICIAL FLOWERS AND SIMILAR DECORATIONS

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

CARPET FLOORING

Carpeting for the floor during an exhibition is mandatory.

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

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

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

Please go to [GES Exhibitor Webshop](#) to order services. Early Bird Deadline: **Monday 29th January 2024**.

For assistance, please contact:

Email: breakbulk@ges.com

Telephone: +971 4885 5448

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.

STAND BREAKDOWN

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

Space Only exhibitors must remove all stand material, display items and construction by **12:00 on Wednesday 14th February 2024**. 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.

WALLING IN ON OPEN SIDES

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

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

SHELL SCHEME STANDS

All shell scheme stands will be assembled and constructed by our official contractor GES. 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 2.5 meters only. However, should there be any request to display materials which exceeds the height limit of the shell scheme stand, exhibitors must contact the show organiser for permission and approval.

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

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

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Early Bird Deadline: **Monday 29th January 2024.**

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

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

STANDARD SHELL SCHEME STAND VISUALS

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

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

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

Shell Scheme - 9SQM contains:

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

**** Please note, lights and sockets will only be installed if power is ordered.**



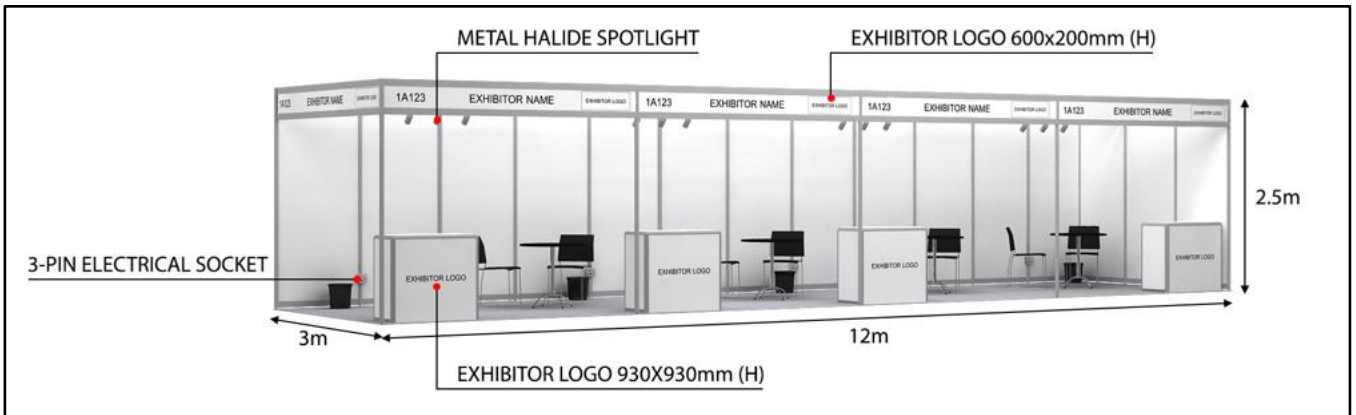


Shell Scheme - 18 SQM contains:

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

**** Please note, lights and sockets will only be installed if power is ordered.**

Shell Scheme - 36 SQM contains:



- Aluminium Sodem profile structure with white forex infill panels at overall height of 2.5 metre
- Exhibition grade carpet
- 4x Arc table, black (code: MT21)
- 8x Iso chairs, black (code: MC12)
- 4x Lockable Counter, white (code: MD11)
- 4x Waste bin (code: MA10)
- Exhibitor's banner name in vinyl lettering cut out per open side fascia
- 1x Exhibitor's fascia logo per fascia board (600mm W x 200mm H)
- 4x Exhibitor's front counter logo (940mm W x 940mm H)
- 12x 35W Halide Spotlights
- 4x 3-pin UK Standard Electrical Socket

**** Please note, lights and sockets will only be installed if power is ordered.**

SHELL SCHEME STRUCTURE

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

FASCIA PANEL

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

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

Please complete the Nameboard Form located on the [GES Exhibitor Webshop](#) to ensure the name you wish to have displayed appears on your shell scheme stand. Early Bird Deadline: **Monday 29th January 2024.**

For assistance, please contact:

Email: breakbulk@ges.com

Telephone: +971 4885 5448

FLOORING, FURNITURE AND DÉCOR

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

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

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

For assistance, please contact:

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Telephone: +971 4885 5448

SHELL SCHEME UPGRADES AND SHOW READY STANDS

GES offers an opportunity to upgrade your shell scheme to a show ready structure or add additions to your current structure. Elements of stands are then reusable for future shows and eliminates waste.

Please contact GES for further details on Show Ready stands. These will be charged per sqm by GES and include build (similar to below based on stand size), power, carpet, electrics and furniture (per sqm).

Any shell scheme upgrades or can be ordered via [GES Exhibitor Webshop](#). 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.

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