

Any truck destined to the Emirates Palace to deliver or collect goods to/from Shoptalk event must have a valid gate pass and a time slot needs to be booked and confirmed in advance.

All requests related to gate passes and time slot bookings must be addressed to KN at shoptalk.timeslots@kuehne-nagel.com (the exact email address to be confirmed) and will be considered by KN Administrative Team.

Expected delivery/collection date and a preferred time slot (2 hours maximum) are to be clearly mentioned in the request. The request needs to be submitted in the following format:

Requestor name (company name)	
Requestor status (exhibitor, sponsor, official partner, stand-builder, F&B supplier, etc.)	
Requestor's contact person name	
Requestor's Contact person email	
Requestor's Contact person mobile	
Expected place of loading/unloading (area at the Emirates Palace or the booth name)	
Type of activity (Delivery / Collection)	
Type of truck (tilt, curtain side, box, open top)	
Truck payload capacity (1-ton, 3-ton, 5-ton, 7.5-ton, 10-ton, etc.)	
Expected date of delivery / collection	
Expected time of delivery / collection (from...to; 2 hours max)	
Truck plate number	
Driver full name	
Driver Emirates ID number	
Driver mobile	

The following documents must be attached to each request:

- Safety Guidelines – scan of the filled in and signed document
- Responsibility letter – scan of the filled in and signed document
- Detailed description of cargo to be delivered/collected
- Temporary Entry Permit – scan of the filled in and signed document
- Vehicle and driver details including scans of Mulkiya and Emirates ID

Please see the particular requirements towards each document mentioned above in the Appendix A.

The initial request must be submitted not later than 2 weeks before the expected delivery/collection date.

In case of need, truck's and driver's details can be changed not later than 3 days before the expected delivery/collection date.

After receiving a request, KN Administrative Team will check the set of documents submitted along with the request.

If all documents are correctly completed and duly signed, KN Administrative Team will forward the respective set of documents to Emirates Palace Events Team.

KN Administrative Team will also check the availability of the required time slot and either will pre-book it (to be pre-assigned to the requestor till the final confirmation) or (in case the required slot is not available)

will propose some alternatives to the requestor and after receiving a “Greenlight” from the requestor will pre-book the new slot.

Upon receiving the documents from KN Administrative Team, Emirates Palace Events Team will forward the documents to Security Team for approval and confirmation.

After receiving confirmation from Security Team, Emirates Palace Events Team will forward a confirmation to KN Administrative Team.

Upon receiving a confirmation, KN Administrative team will finally confirm the gate pass and the time slot to the requestor.

All trucks must arrive to Emirates Palace as per the booked and confirmed time slots. Upon arrival to the Gate 2 of Emirates Palace, the driver must present valid Emirates ID and the truck’s Mulkiya. The truck is to be inspected by the Security guards and the booked time slot will be verified. No valid Emirates ID means the driver will not be allowed to enter the palace. Driving license will not be sufficient to proceed through the Security control. This requirement is also applicable to any staff member entering the Palace through the Gate 2.

After security check the driver will receive a gate pass and will be navigated by KN Traffic Marshalls to the unloading/loading point.

This is each driver responsibility to make sure the gate pass is properly visible on a windscreen for Security officers.

If the truck comes earlier than the time slot boked, the driver will be requested to leave the perimeter and come back not earlier than 15 min before the confirmed time.

Every driver or it’s contractor must ensure availability of floor protection materials to make sure the surface under truck during the parking is covered and prevents any technical liquids stains on the ground.

The driver must ensure the truck parked at least 3 meters far from any fire exits.

Important: Safety shoes and appropriate uniform are mandatory for all contractors.

Before leaving the Emirates Palace each driver must hand over the gate pass to the Security.

Appendix A. List of documents required to obtain Emirates Palace gate pass.

1. Contractor's Safety Guidelines and Regulation Form



Contractor's Safety
Guidelines & Regul:

- Please read the document thoroughly to familiarize yourself with the Palace's access protocol.
- The form must be accurately completed, signed, and stamped by the main production company or contractor.

2. Responsibility Letter



1.03%20Endorseme
nt%20-%20Responsi

- This letter should be provided by the main organizer/client on the company's letterhead, including details of the Main Production Company leading the project.
- If subcontractors are involved, we will require an additional responsibility letter from the Main Production Company, including details of all subcontractors.

3. Temporary Entry Permit Form



1.01%20Temporary
%20Entry%20Permit'

- Please complete the form with all necessary details
- Only those listed will be granted access, so please double-check for completeness.

4. Vehicle and Driver Information for Installation



Vehicle%20and%20
driver%20details.xls

- Kindly provide the necessary details for access to the Palace, including vehicle and driver information.

5. List of Equipment and Setup Details



Bring%20in%20item
s%20list.xlsx

- A detailed list of all equipment being brought into the venue is required.