



Dear Exhibitor,

We are delighted you are exhibiting at the forthcoming Middle East Coatings Show in Cairo and look forward to meeting you.

Please have a good read through the relevant information as soon as you can to ensure you have everything you need, and so that we can help you if you have any queries. Please also make a note of the deadline dates for the return of the forms – the more information we have, the more we can help to ensure your show preparation runs smoothly.

Our partnership, as Organisers and Exhibitors is vital to the success of the show so please feel free to contact us at any time if you have any queries. For the purpose of the information contained within this manual we are your key contact, however, the rest of the Middle East Coatings team are also happy to help and a full contact list showing areas of responsibility is given in this manual.

We look forward to working with you over the next few months and seeing you on-site at the show.

Yours faithfully,

Michelle Baalham
Operations Manager
Direct Tel: +44 (0) 1737 855290
Fax: +44 (0) 1737 855495
michellebaalham@quartzltd.co.uk

Quartz Business Media
Westgate House
120/130 Station Road
Redhill
Surrey, RH1 1ET, UK
www.coatingsgroup.com

USEFUL CONTACTS

Quartz Business Media is dedicated to providing 100% customer satisfaction and our staff is committed to making your experience at Middle East Coatings Show 2011 as successful as possible. Listed below is our Organising team – please feel free to contact us at any time.

Operations/Logistics:

Name	Title & responsibility	Telephone	Email
Michelle Baalham	Operations Manager	+44 (0)1737 855290	michellebaalham@quartzltd.co.uk
Charmaine Goble	Operations Administrator	+44 (0)1737 855190	charmainegoble@quartzltd.co.uk

Sales & Sponsorship:

Name	Title & responsibility	Telephone	Email
Jeff Montgomery	Group Sales Manager	+44 (0) 1737 855078	jeffmontgomery@quartzltd.co.uk
Rosalind Priestley	Sales Executive	+44 (0) 1737 855631	rosalindpriestley@quartzltd.co.uk
Kez Chen	Advertising & Event Sales Executive - Asia Pacific & Middle East	+44 (0) 1737 855578	kezchen@quartzltd.co.uk

Marketing & Conference:

Name	Title & responsibility	Telephone	Email
Kevin Lloyd	Marketing & Conference Executive	+44 (0) 1737 855143	kevinlloyd@quartzltd.co.uk

Editorial & Show Daily:

Name	Title & responsibility	Telephone	Email
Sue Tyler	Senior Editor	+44 (0) 1737 855161	suet Tyler@quartzltd.co.uk

Official Contractors:

Shell Scheme , Audio Visual, Furniture, Floral & Electrical Services	Elemenco	Contact: Tarek Farag Tel: + 202 3748 8157 / 3760 9857 Fax: + 202 3760 7140 Email: elemenco@gmail.com
Temporary Staff	Funshow Services & Promotions	Contact: Ghada Salah Tel: + 2022 6835 68 Fax: + 2022 6835 68 Email: ghadasalah77@yahoo.com
Freight Forwarder /sole on-site handler	DJG Exhibition Freight Services Limited	Contact: Mick Davis Tel: +44 (0) 208 646 4200 Fax: +44 (0) 208 646 6090 Email: D.J.G.Efsl@btinternet.com

Venue:

Hall 4, Cairo International Convention & Exhibition Centre
 NASR Road
 NASR City, Cairo, Egypt
 Tel: +202 401 8948 / 402 7370
 Fax: +202 263 4640 / 401 8950
www.cicc.egnet.net

FORMS CHECKLIST

All Exhibitors (Compulsory):	Deadline	Completed
Exhibition Catalogue (Editorial)	10 November 2010	
Exhibitor Badges: http://www.worldregistrationsystems.com/quartz_mecs2011_exhibreg.htm		
Health & Safety Declaration	8 January 2011	
Exhibitor Passes (Build-up & Breakdown)	5 February 2011	

All Shell Scheme Exhibitors(Compulsory)	Deadline	Completed
Fascia Name Board	29 January 2011	

All Space Only Exhibitors (Compulsory):	Deadline	Completed
Independent Stand Construction (SPACE ONLY FORM)	8 January 2011	
Risk Assessment	8 January 2011	
Method Statement	8 January 2011	
Electrics	29 January 2011	

If required:		
Display Units & Furniture pictures	29 January 2011	
Exhibitor Business Presentations	5 November 2010	
Exhibition Catalogue – Advertising	17 th December 2010	
Furniture & Accessories	29 January 2011	
Freight, Lifting & Handling	ASAP	
Hotel Accommodation : http://www.ichotelsgroup.com/intercontinental/en/gb/dates-preferences/crohcc?checkInDate=24-Feb-2011&checkOutDate=06-Mar 2011&numberOfNight=10&groupCode=mec		
Invitation Letter (for visa purpose)	ASAP	
Publicity	22 November 2010	
Shell Scheme - Optional Extras	29 January 2011	
Shell Scheme – Layout of stand	29 January 2011	
Sponsorship Opportunities	31 January 2011	
Visitor Data Capture	ASAP	

EVENT TIMETABLE

BUILD-UP

Remember, you will need passes to enter on these days – see [EXHIBITOR PASSES FORM \(BUILD-UP & BREAKDOWN\)](#)

SPACE ONLY SITES:

DAY:	DATE:	TIME:
Saturday	26 th February 2011	10.00 – 18.00hrs
Sunday	27 th February 2011	10.00 – 18.00hrs

SHELL SCHEME STANDS:

DAY:	DATE:	TIME:
Monday	28 th February 2011	10.00 – 20.00hrs

OPEN DAYS:

DAY:	DATE:	OPENING TIME:	CLOSING:
Tuesday	1 st March 2011	10.00 hrs	18.00 hrs
Wednesday	2 nd March 2011	10.00 hrs	18.00 hrs
Thursday	3 rd March 2011	10.00 hrs	15.00 hrs

BREAKDOWN:

DAY:	DATE:	TIME:
Thursday	3 rd March 2011	15.00 – 23.59hrs

N.B. Under no circumstances must any stand fittings, machinery or equipment etc. be left in the hall after Midnight on Thursday 3rd March 2011. Any items left in the hall after this time will be disposed of.

Please note - Any working in the hall outside of these hours may be subject to a fee. All personal property and exhibits must be cleared from shell scheme stands prior to dismantling.

Exhibitors are reminded that they must not dismantle their stands or remove exhibits before the official close of the show. Security staff will be under strict instruction to stop Exhibitors taking exhibits out of the halls before this time.

All graphics or display materials attached to booth walls must be removed by the exhibitor before closure of the halls on Thursday 3rd March 2011 as Shell Scheme stand structures will be dismantled overnight.

GENERAL INFORMATION

BADGES / ADMISSION TO THE EXHIBITION
CAR PARKING
CATALOGUE - ADVERTISING
CATALOGUE – EDITORIAL ENTRY
CHANGE OF EXHIBITS DURING EXHIBITION OPENING HOURS
CHILDREN
DELIVERIES
DILAPIDATIONS
DISTRIBUTION OF ADVERTISING MATERIAL
EMPLOYMENT OF LABOUR
EXHIBITOR BUSINESS PRESENTATIONS
FLOOR LOADING
GALA DINNER
INSURANCE
MACHINERY EXHIBITS
PROMOTIONAL MATERIAL
PUBLIC ADDRESS SYSTEM
REMOVAL OF EXHIBITS
SECURITY
SHOW DAILY
STORAGE
VENUE ADDRESS
VISA

BADGES /ADMISSION TO THE EXHIBITION

EXHIBITORS

For general admission times for exhibitors, see timetable. Exhibitors wanting to gain access outside these times require the permission of the organisers. Passes/badges are required for entry into the halls at all times.

Exhibitor Passes – valid for build-up and break-down periods, complete and return **EXHIBITOR PASSES FORM (BUILD-UP & BREAKDOWN)** These will be sent out prior to the show.

Exhibitor Badges – valid for open days – The badges are prepared by the Registration Company and can be collected on the last build-up day from registration desks on-site.

Please copy and paste the below link into your browser to order Exhibitor badges:

http://www.worldregistrationsystems.com/quartz_mecs2011_exhibreg.htm

Badges will not be sent out prior to the show.

The badges must be carried by the holders at all times when entry into the halls is required and must be shown on the request of the Security Officers on duty in the halls. Additional badges and amendments can be made at the Registration desks on-site on the last day of build-up.

CAR PARKING

Parking at the CICC is around L.E. 5 per day.

CATALOGUE - ADVERTISING

Research shows that advertising in an exhibition catalogue provides a valuable supplement to other show-time activities. Please see **EXHIBITION CATALOGUE – ADVERTISING FORM** and return by **5 January 2011**.

CATALOGUE – EDITORIAL ENTRY

All exhibitors at the Middle East Coatings Show 2011 automatically qualify for a free editorial entry in the official Exhibition Catalogue which is published in the January issue of PPCJ.

Please see **EXHIBITION CATALOGUE EDITORIAL FORM**

The form will clearly state a deadline date and any entries returned after this date will be included on the addendum sheet as a loose insert.

The catalogue will be printed in English and Arabic and will be handed to every visitor attending the exhibition.

Please note that we reserve the right to condense and edit entries for reasons of space, clarity and magazine style.

CHANGE OF EXHIBITS DURING EXHIBITION OPENING HOURS

Regulations do not permit the change of exhibits during the open hours of the Exhibition. Any exhibitor wishing to bring in, or remove, equipment during the run of the Exhibition must apply to the Organisers for permission to do so, in order that appropriate arrangements may be made.

CHILDREN

The Organisers shall not issue passes for the build-up and breakdown period to children under the age of 16 as the venue is classed as a building site during these periods. As this is a trade event children under the age of 16 are not allowed entry into the exhibition halls.

DELIVERIES

All deliveries made by a carrier directly to the CICC must be received by the exhibitor. Please note Carriers can only make deliveries within the event dates. Outside these dates they will be refused entry.

All goods and packages should be clearly labelled as follows:

Middle East Coatings Show 2011

Company Name

Stand number.....

Stand Managers name & Contact number

Hall 4, Cairo International Convention & Exhibition Centre

NASR Road

NASR City, Cairo, Egypt

Tel: +202 401 8948 / 402 7370

Fax: +202 263 4640 / 401 8950

During the open days, such deliveries can only be made between 08.00 – 09.30 hours daily.

Regulations do not permit the change of exhibits (including raw materials and disposal of scrap) during the open hours of the Exhibition. An exhibitor wishing to bring in, or remove equipment during the run of the Exhibition must apply to the Organisers for permission to do so, in order that appropriate arrangements may be made.

Only exhibits that can be hand-carried may be delivered to or removed from the exhibition hall by the exhibitor. Exhibits which, require mechanical assistance in the hall, must be handled by the Official Freight Forwarder. For on-site delivery and handling, an Exhibitor's representative must be present to oversee such operation.

Exhibits should only be sent to the exhibition hall when the stand is sufficiently prepared to receive them. The Exhibitor and/or his representative must be present at their stand to accept delivery of the exhibits. The Organiser will not accept any delivery on behalf of any exhibitor or for any failure in delivery, neither will the Organiser be responsible for the subsequent safekeeping of such items.

DILAPIDATIONS

Exhibitors are reminded that their contractors using adhesive tape to fix carpets or other materials to the Hall floor will be held responsible for removing the same at the end of the Exhibition. A dilapidation charge will be made against the exhibitor should the tape still be in position at the end of breakdown or if any damage has been made to the floor.

DISTRIBUTION OF ADVERTISING MATERIAL

Only advertising material and goods from companies authorised to be at the exhibition may be distributed. Advertising material may only be distributed at one's own stand. It is prohibited to distribute advertising material at the entrances, in the aisles and in the areas outside the exhibition halls. Distribution to other stands requires written authorisation from the Organisers

EMPLOYMENT OF LABOUR

All personnel directly or indirectly employed or authorised by Exhibitors, their agents or contractors in the construction of all stand fitting and display work, should be undertaken by suitable trained operatives working in accordance with legislation.

The Organiser is not able to supply labour for the handling of goods and other items. Exhibitors should arrange with the lifting contractor, shipping and forwarding agent or stand fitting contractor for these services and should not employ any casual labour offered in the hall.

The exhibitor should not make payments to labour staff to secure preferential treatment and is asked to report immediately to the Organiser's any employee soliciting money for services rendered.

In the interest of the exhibition as a whole, which must be the primary concern at all times, the Organisers decision on any dispute concerning labour being employed must be taken as final.

EXHIBITOR BUSINESS PRESENTATIONS

Located within the exhibition hall will be an area for exhibiting companies to give product presentations. This opportunity is available free of charge on a 'first come, first served' basis, please see [EXHIBITOR BUSINESS PRESENTATIONS FORM](#) and return prior to the deadline date of **5 November 2010**.

FLOOR LOADING

Maximum load of up to 1000 kg per sqm.

Exhibitors with heavy equipment should consult the official on-site handler in case of doubt. Working machinery must be adequately guarded against any possibility of accidents to visitors.

GALA DINNER

The Gala Dinner for the Middle East Coatings Show will be taking place on the evening of the 2nd March 2011. Each exhibiting company will receive 2 tickets as part of their stand package.

INSURANCE

Whilst every reasonable precaution is taken, the Organisers expressly decline responsibility for any loss or damage which may befall the person or property of the Exhibitor or his agent from any cause whatsoever. The Exhibitor must have suitable liability insurance. Providing cover not only against personal injury, damage to property or financial losses but also against damage to the venue and any hired goods/items.

MACHINERY EXHIBITS

If you intend to bring a machine in as part of your exhibit, please can you advise us of the following details:

Stand Number
Dimension of the machine
Weight

If your machine has moving parts you will need to complete a Risk Assessment.

Please contact: michellebaalham@quartzltd.co.uk

PROMOTIONAL MATERIAL

Each exhibitor will automatically receive 200 visitor admission tickets to send out to their customers and 20 VIP Invitations. If you require additional tickets, please complete **PROMOTIONAL MATERIAL FORM** and return by **22 November 2010**. Our Marketing Department will be pleased to send out free admission tickets on your behalf for further information please see **PROMOTIONAL MATERIAL FORM**.

PUBLIC ADDRESS SYSTEM

The Public Address System is situated within the Organiser's Office. It will be used for official announcements only. It is not available to exhibitors or visitors. In cases of emergency please contact the organiser's office.

REMOVAL OF EXHIBITS

The exhibitor must arrange for the removal of exhibits after 15.00 hrs on Thursday 3rd March 2011. Details of dismantling arrangements and the removal of personal effects and light portable (by hand) exhibits will be circulated to all stands during the course of the exhibition.

RULES & REGULATIONS

A copy of the Rules & Regulations that govern your participation at this show are included in this manual.

SECURITY

A security service will operate within the Exhibition Halls throughout the tenancy, but the organisers and the CICC cannot be held responsible for any loss or damage to exhibitor's property. As well as taking out adequate insurance, exhibitors should instruct their personnel not to leave their stands with exhibits unattended at any time when the Halls are open, whether during the installation, open or dismantling periods. Briefcases, laptops and mobile telephones are particularly vulnerable – safeguard them at all times.

Exhibitors are reminded that items left on their stand overnight are their own responsibility and that any small or removable items should be taken away or firmly secured.

In the event of loss or damage, exhibitors should report immediately to the organiser with details of the loss or damage sustained, timings and description of articles etc.

SHOW DAILY

A Show Daily will be distributed free of charge to every visitor to the exhibition on each open day of the show. If you are planning to launch any new products or indeed have any relevant information for possible inclusion in the Show Daily please contact Sue Tyler.

Sue Tyler

Middle East Coatings Show 2011

Westgate House, 120/130 Station Road

Redhill, Surrey, Rh1 1ET, England

Tel: +44 (0) 1737 855 277, Fax: + (0) 1737 855 034

E-mail: suetyler@quartzltd.co.uk

STORAGE

For safety reasons, empty packaging must be removed from the CICC site. Storage is prohibited. Any packaging found on site may be destroyed. Any packages or objects left on the Convention Centre site after clear-up will be destroyed. The Organiser & CICC bears no responsibility whatever in the event of loss or destruction of such items. Exhibitors are to arrange with DJG Exhibition Freight Services for packing materials, empty carton boxes and wooden crates to be carried away for disposal or storage before the exhibition opens.

They can be contacted to provide storage using the following details (there is a charge for this service).

DJG EXHIBITION FREIGHT SERVICES LTD

Unit 34, Grace Business Centre

23 Willow Lane, Willow Lane Industrial Estate

Mitcham, Surrey CR4 4TQ

Tel: +44 (0) 208 646 4200

Fax: +44 (0) 208 646 6090

Email: D.J.G.Efsl@btinternet.com

Contact: Mr Mick Davis

VENUE ADDRESS

Hall 4

Cairo International Convention & Exhibition Centre

NASR Road, NASR City, Cairo, Egypt

Tel: +202 401 8948 / 402 7370

Fax: +202 263 4640 / 401 8950

www.cicc.egnet.net

VISA

If you require a visa for entry into Egypt and require a letter from the Organisers, please complete and **return INVITATION LETT FOR VISA APPLICATION FORM immediately**. If you have any queries regarding this please contact the Organisers as soon as possible.

Middle East Coatings Show 20011

Westgate House, 120/130 Station Road

Redhill, Surrey, RH1 1ET, UK

Tel: + 44 (0) 1737 855 190

Fax: + 44 (0) 1737 855 495

E-mail: charmainegoble@quartzltd.co.uk

SERVICES

ACCOMMODATION

AUDIO VISUAL

CARPET AND FLOORING

CLEANING

ELECTRICAL SERVICES

FLORAL DECORATIONS

FREIGHT FORWRADING & ON-SITE HANDLING

FURNITURE HIRE

PHOTOGRAPHY

TEMPORARY STAFF

VISITOR DATA CAPTURE

ACCOMMODATION

We have secured preferential rates at the InterContinental CityStars Hotel, Cairo.

The luxurious InterContinental Citystars Cairo is situated adjacent to Cairo's largest retail and leisure complex, Citystars Heliopolis.

The Hotel is only seven minutes from Cairo International Airport and just ten minutes from the Cairo International Conference Centre.

To secure the special rates available please copy & paste the below link into your browser:

<http://www.ichotelsgroup.com/intercontinental/en/gb/dates-preferences/crohc?checkInDate=24-Feb-2011&checkOutDate=06-Mar 2011&numberOfNight=10&groupCode=mec>

InterContinental Citystars Cairo
Omar Ibn El Khattab St.
Heliopolis, Cairo, Egypt
Tel: +20 2480 0100
Fax: +20 2480 0200

AUDIO VISUAL

The following company have been appointed audio visual contractor:

ELEMENCO
Contact: Tarek Farag
Tel: + 202 3748 8157 / 3760 9857
Fax: + 202 3760 7140
Email: elemenco@gmail.com

CARPET AND FLOORING

The following company have been appointed carpet and flooring contractor:

ELEMENCO
Contact: Tarek Farag
Tel: + 202 3748 8157 / 3760 9857
Fax: + 202 3760 7140
Email: elemenco@gmail.com

CLEANING

General cleaning and basic stand cleaning will be carried out each day. However, it is the responsibility of the exhibitor to maintain his own stand in a tidy condition at all times.

ELECTRICAL SERVICES

The officially appointed electrical contractor approved by the organiser to install all electrical work is:

ELEMENCO

Contact: Tarek Farag
Tel: + 202 3748 8157 / 3760 9857
Fax: + 202 3760 7140
Email: elemenco@gmail.com

Each stand will be provided with **3 x spotlights per 9 sq.m and 1 x 10amp power socket** outlet as part of the stand package. Any other additional requirements can be ordered from Elemenco using the **SHELL SCHEME OPTIONAL EXTRAS ORDER FORM**.

The Cairo International Convention Centre must install all electrical work. Companies who have reserved space only sites, must order electrical connections from Elemenco on **ELECTRICS – SPACE ONLY FORM and return by 29 January 2011**. The distribution of power inside space only stands is the responsibility of the exhibitor.

The Organisers reserve the right to disconnect the electrical supply to any installation, which in the opinion of the Electrical Engineers is dangerous or likely to cause annoyance to visitors or exhibitors.

All electrical supplies ordered for stands will be switched off at source 15 minutes after the exhibition closes daily. Exhibitors requiring 24-hour electrical supplies should contact the Organisers prior to the show. Please note that such electrical supplies cannot be arranged at short notice and the cost must be borne by the Exhibitor.

FLORAL DECORATIONS

Flowers and plants are available for hire from the official stand contractor who will be in attendance in the hall during the last day of build-up, 28 February 2011.

ELEMENCO

Contact: Tarek Farag
Tel: + 202 3748 8157 / 3760 9857
Fax: + 202 3760 7140
Email: elemenco@gmail.com

FREIGHT FORWRADING & ON-SITE HANDLING

The following company have been appointed as the official freight forwarder and sole on-site handling contractor:

DJG EXHIBITION FREIGHT SERVICES LTD

Unit 34, Grace Business Centre
23 Willow Lane, Willow Lane Industrial Estate
Mitcham, Surrey CR4 4TQ
Tel: +44 (0) 208 646 4200 Fax: +44 (0) 208 646 6090
Email: D.J.G.Efsl@btinternet.com
Contact: Mr Mick Davis

The official contractor will be sending a shipping information pack detailing the services offered to exhibitors, together with consigning instructions, documentation requirements and tariff of charges. DJG Exhibition Freight Services are able to offer world-wide transportation services through a network of their own appointed agents.

Please note that DJG, or their appointed agent in your country, will be charging the exhibitor, direct for their services.

Exhibitors bringing materials from locally held stocks should contact DJG for any assistance with transportation or on-site handling requirements.

The official contractor has total responsibility for the movement and co-ordination of all exhibits within the CICC, including the provision of labour and lifting equipment. The contractor will also arrange for the storage of all packing materials and return them to the stands after the close of the exhibition.

Freight Arrival Dates

<u>Method of Shipment</u>	<u>Port of Arrival</u>	<u>Latest Arrival Date</u>
Seafreight Groupage LCL	Alexandria Port	27 January 2011
Seafreight Full Load FCL	Alexandria Port	10 February 2011
Airfreight	Cairo Airport	24 February 2011

Failure to comply with the latest arrival dates above could result in non-arrival or late delivery of exhibits to the show.

Films and Video Tapes require censorship by the Egyptian Authorities and therefore cannot be shipped with your main consignment. Please contact DJG for further information.

Full details of the services being provided, the documentation requirements and tariff of charge will be forwarded to you by DJG Exhibition Freight Services Limited.

FURNITURE HIRE

ELEMENCO

Contact: Tarek Farag
Tel: + 202 3748 8157 / 3760 9857
Fax: + 202 3760 7140
Email: elemenco@gmail.com

PHOTOGRAPHY

Should you require further information regarding this service please contact the organiser prior to the exhibition.

Email: michellebaalham@quartzltz.co.uk

TEMPORARY STAFF

The following company has been appointed contractor for temporary staff:

Contact: Ghada Salah

Tel 1: +20100779010

Tel 2 : +971 56 683 6106

Fax. : +20226383993

Email: ghadasalah77@yahoo.com

VISITOR DATA CAPTURE

World Registration Systems offer exhibitors the opportunity to rent a Light Pen that enables you to capture the visitor's contact information by swiping the bar code on their visitors badge when they visit your exhibition stand. Please see the World Registration Systems **LIGHT PEN ORDER FORM** for further information.

SHELL SCHEME STAND SPECIFICATION

The following will be supplied as part of your shell scheme package.

Shell Scheme System

All stands will consist of 2.5 metre high white wall panels. Corner stands will be built with 2 open sides and adjoining stands will be built without a centre wall unless otherwise specified to the Organiser.

Usable panel space 2.4 m high x 0.95 m wide.

Name Panel

Name panels will be provided to each open side of the stand on the fascia with company name and stand number in PVC lettering. Please see **NAME BOARD FOR SHELL SCHEME STANDS FORM** and return by **29 January 2011**. Please note, no amendments can be made on-site.

Floor covering

Blue carpet will cover the floor

Lighting

3 x Spotlights per 9m²

Electrics

1 x 220volt, 10 amp power socket per 9m²

Layout – if you require the spotlights and power socket to be positioned in a specific location, please complete and return **SHELL SCHEME – STAND PLANS FORM** by **29 January 2010**.

Up to 9m²	10m² – 18m²	19m² – 27m²	28m² – 36m²	37m² – 45m²
3 spots & 1 socket	6 spots & 2 sockets	9 spots & 3 sockets	12 spots & 4 sockets	15 spots & 5 sockets

Please note: no furniture is included in the shell scheme package, please see **FURNITURE & ACCESSORIES FORM.**

SHELL SCHEME STAND REGULATIONS

All interior stand fittings must be contained within the shell stand structure and not exceed 2.5 metres in height.

When planning the interior of the stand, the exhibitors should take into account the following stand building regulations:

- 1) The organiser will be responsible for the official identification and numbering of stand, please see **NAME BOARD FOR SHELL SCHEME STANDS FORM** and return by **29 January 2011**.
- 2) Under no circumstances must the wall panels be punctured, should this happen an extra charge will be involved.
- 3) Optional Extras - Details of optional fitments designed to be integral with the stand structure are enclosed together with order Forms to assist you in planning your stand. Please complete **SHELL SCHEME OPTIONAL EXTRAS ORDER FORM** and, and return by **29 January 2011**.
- 4) No painting is allowed within the shell scheme.

SPACE ONLY STAND FITTING REGULATIONS

ALL SPACE ONLY STANDS MUST BE APPROVED BY THE ORGANISER AND THE VENUE

Please note the following regulations and comply by providing the correct information by the deadline dates. Exhibitors are at liberty to employ a stand contractor of their choice to carry out the construction and erection of their stand.

Exhibitors, their Agents or Contractors should satisfy themselves on the first morning of construction that the site marked out on the floor conforms to the dimensions shown on their plan and Booking Confirmation.

Areas incorporating columns or parts of the permanent building structure must be checked for location and measurements. Traps, service openings in floors, fire prevention outlets, etc., must be left accessible at all times. Exit signs must not be masked or obstructed.

Exhibitors are responsible for the stand design and construction of stand walls as follows: -

OPEN FRONTAGE ONLY - Must have a back wall & 2 side walls and floor covering

2 OPEN SIDES - Must have a back wall and a side wall and floor covering

3 OPEN SIDES - Must have a back wall and floor covering

Important – It is the responsibility of Exhibitors who have taken 'SPACE ONLY' sites to supply, erect and decorate free standing single clad partitioning to the periphery of their sites when they adjoin an adjacent stand. The minimum height of the partitioning must be 2.5 metres of which the area above 2.5 metres must be of double-sided cladding and decorated in plain colours only on the reverse.

PLANS - Fully dimensional drawings showing details of all interior stand fittings and position/dimensions of machinery exhibits must be submitted for approval please complete **STAND CONSTRUCTION – SPACE ONLY STANDS FORM** and return by **08 January 2011**.

- a) Contractors should note that they will be held responsible for the complete removal from the hall by the specified time of all goods, equipment and material used by them, together with all rubbish. The Organisers reserve the right to treat any goods, equipment, materials or rubbish not so removed as they consider fit and at the expense of the Contractor concerned, also standfitting contractors agree to use only the appropriate labour and observe the Regulations of the Exhibition Management.
- b) **Height Restrictions** – Hall 4 stand building height restrictions of 6 meters. Please note, all stands must be approved by the Organisers prior to build.
- c) The exhibitor and his contractor must conform to the Rules & Regulations of the venue and Quartz Business media Ltd.
- d) All stand structures, signs, notices, etc., must be contained within the area allocated and may not project into or over the public gangways.
- e) No suspension may be made from the roof of the exhibition halls, nor may fixings be made to the structure of the building without permission from the Organisers.
- f) In the interest of the exhibition as a whole the Organisers reserve the right, where necessary, to specify the times at which certain stands may be built or dismantled.
- g) The contractor applies to the Organiser direct for passes on **STAND CONSTRUCTION – SPACE ONLY STANDS FORM** when sending in plans for approval.
- h) A fee may be charged for space only stand approval.
- i) Building Columns – where these fall wholly or partially within the area of allocated space, they may be encased by the Exhibitor on all four sides to a height of 2.5m. The casing must be self-supporting and may not be fastened to the column. Only the face of casings (not the column) which fall within the allocated space, may be used for display of photographs or other pictorial matter.
- j) The cutting of channels in floors is strictly prohibited.
- k) All material used in the construction of the stand must be flameproof.

Please note, passes will only be sent to Contractors on approval of stand plans.

All work on the stand to be COMPLETED by 18.00 hours on Monday 28 February 2011.

PLEASE RETURN FORM TO:

Kevin Lloyd
Middle East Coatings Show 2011
Westgate House, 120/130 Station Road
Redhill, Surrey RH1 1ET, England
Tel: +44 (0) 1737 855143
Fax: +44 (0) 1737 855327
Email: kevinlloyd@quartzltd.co.uk

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Exhibitor Business Presentations

Middle East Coatings Show 2011

Deadline Date

10 December 2010

PLEASE USE BLOCK CAPITALS

Name of Company Stand No:.....

Address

Postcode Town Country

Telephone No. Fax. No.

Contact

Email Address

Speaker Name: *(both 1st & 2nd March)*

Presentation Title: *(both 1st & 2nd March)*.....

Located within the exhibition hall is an area for exhibiting companies to give commercial presentations on their products and services **FREE OF CHARGE** to visitors attending the exhibition. This opportunity is available on a first come, first served basis.

The Business Presentations will run during the first two days of the exhibition giving you the opportunity to present on **both** Tuesday 1st March and Wednesday 2nd March.

The presentations will be promoted on visitor tickets, previews prior to the exhibition, the Middle East Coatings Show website, flyers and announcements at the exhibition. Each speaker will also receive contact details of all visitors attending their presentation.

The Business Presentation area will seat up to 50 visitors and audio visual equipment, comprising a laptop connected to a Data Projector with Screen, will be provided.

Presentations must not exceed 20 minutes.

Remember - the presentation slots are limited so please indicate your interest quickly by completing and returning this form on the above fax number, or email the above information to: kevinlloyd@quartzltd.co.uk

PLEASE RETURN FORM TO:

Rosalind Priestley
Middle East Coatings Show 2011
Westgate House, 120/130 Station Road
Redhill, Surrey RH1 1ET, England
Tel: +44 (0) 1737 855062
Fax: +44 (0) 1737 855 034
Email: rosalindpriestley@quartzltd.co.uk

2

Sponsorship Opportunities

Middle East Coatings Show 2011

Deadline Date
31 January 2011

PLEASE USE BLOCK CAPITALS

Name of Company

Address

Postcode Town Country

Telephone No. Fax. No.

Stand Contact Stand No.

Email Address

There are a wide variety of sponsorship opportunities available to enhance further and compliment your presence. If you are interested in sponsoring any of the following, please tick below and return this form as soon as possible.

- Carrier Bags – your logo/design on carrier bags handed out to all visitors at the show
- Visitor Badge Sponsorship – Your logo on all visitor badges
- Registration Area – a hanging banner, poster boards featuring your logo in the registration area as well as on all registration terminals
- Direction Boards – your logo on all the floor plans throughout the exhibition with arrow indicating the position of your stand
- Promotional Gifts – your gifts given to all visitors to the exhibition at registration
- Seating areas – your promotional material exclusively distributed in this area
- Pre-show promotion – direct mail sent to all pre-registered visitors to the show (via bonded mailing house)
- Middle East Coatings Show Banquet Sponsor

Alternatively, Please contact Rosalind Priestley on +44 (0) 1737 855 062
Or Email: rosalindpriestley@quartzltd.co.uk

PLEASE RETURN FORM TO:

Ranjeet Sandhu
Middle East Coatings Show 2011
Westgate House
120/130 Station Road, Redhill, Surrey
RH1 1ET
Tel: +44 (0) 1737 855 078
Fax: +44 (0) 1737 855 358
Email: ranjeetsandhu@quartzltd.co.uk

3

Exhibition Catalogue – Advertising

Middle East Coatings Show 2011

Deadline Date
17th December 2010

PLEASE USE BLOCK CAPITALS

Name of Company

Address

Postcode Town Country

Telephone No. Fax No.....

Stand Contact Stand No.

Email Address

The official catalogue will be given away free of charge to all exhibition visitors. The Catalogue will be published in the January issue of PPCJ.

Copies will be mailed in advance of the exhibition to Paint, Printing Ink, Adhesive and Chemical Manufacturers in the Middle East. In addition, copies will be given to EVERY VISITOR attending the exhibition in Cairo on 1 - 3 March 2011

<input type="checkbox"/>	Full Page	Four Colours	£ 4466
<input type="checkbox"/>	Full Page	Two Colours	£ 3224
<input type="checkbox"/>	Full Page	Black & White	£ 2586
<input type="checkbox"/>	Half Page	Four Colours	£ 2478
<input type="checkbox"/>	Half Page	Two Colours	£ 1828
<input type="checkbox"/>	Half Page	Black & White	£ 1405
<input type="checkbox"/>	Quarter Page	Two Colours	£ 1050
<input type="checkbox"/>	Quarter Page	Black & White	£ 848

Page Size: 265mm x 185mm
Half page size: 128mm x 185mm
or 265mm x 87mm

Final Copy Date: 17th December 2010

*Advertisement can only be guaranteed to be placed facing text if additional charge is paid.

Regular advertisers will be charged at the agreed series discount rate for 2011.

PLEASE RETURN THIS FORM TO:

Charmaine Goble
Middle East Coatings Show 2011
Email: charmainegoble@quartzltd.co.uk

4

Exhibition Catalogue - Editorial

Middle East Coatings Show 2011

Deadline Date - November 10, 2010

NOTE - YOUR COMPANY NAME, ADDRESS ETC AS GIVEN BELOW WILL BE PRINTED IN THE CATALOGUE.
PLEASE ENSURE THAT THIS INFORMATION IS CORRECT.

Name of Company			
Address			
Postcode	Town	Country	
Telephone no.		Fax no.	
Stand Contact		Stand no.	
Email Address			
Web Address			

All exhibitors at the Middle East Coatings Show 2011 automatically qualify for a free editorial in the Exhibition Catalogue, which will be published in the January 2011 issue of PPCJ.

Prompt return of your company's entry is vital. If your entry is not returned by the deadline date above, it will not be included in the catalogue. However, late returns may be included on the addendum sheet and will not be translated into Arabic.

Please type your entry in the yellow box below, save this document and then email this form to charmainegoble@quartzltd.co.uk No more than 50 words giving a brief description of your exhibits, together with the names of stand personnel. In addition, please state clearly the name under which your organisation will be exhibiting. If you are representing more than one exhibitor, please complete the boxes below. Please note a maximum of five co-exhibitors will be included in the catalogue.

This catalogue will be printed in English and Arabic.

We reserve the right to edit or condense entries. The maximum number of words per entry is 50.

CO-EXHIBITOR 1

PLEASE TYPE IN BLOCK CAPITALS

Name of Company			
Address			
Postcode	Town	Country	
Telephone no.		Fax no.	
Contact		Stand no.	
Email Address			
Web Address			

--	--	--	--

CO-EXHIBITOR 2

PLEASE TYPE IN BLOCK CAPITALS

Name of Company			
Address			
Postcode	Town	Country	
Telephone no.		Fax no.	
Contact		Stand no.	
Email Address			
Web Address			

--	--	--	--

CO-EXHIBITOR 3

PLEASE TYPE IN BLOCK CAPITALS

Name of Company			
Address			
Postcode	Town	Country	
Telephone no.		Fax no.	
Contact		Stand no.	
Email Address			
Web Address			

--	--	--	--

PLEASE RETURN FORM TO:

Michelle Baalham
Middle East Coatings Show 2011
Westgate House, 120/130 Station Road
Redhill, Surrey RH1 1ET, England
Tel: +44 (0) 1737 855290
Fax: +44 (0) 1737 855358
Email: michellebaalham@quartzltd.co.uk

5

**Stand Construction -
Space Only Stands**

Middle East Coatings Show 2011

Deadline Date

08 January 2011

PLEASE USE BLOCK CAPITALS

Name of Company

Address

Postcode Town Country

Telephone No. Fax. No.

Stand Contact Stand No.

Email Address

TO BE COMPLETED BY ALL SPACE ONLY EXHIBITORS

All space only sites must submit stand plans for approval by the Organiser. It is necessary to complete and return this form together with a copy of your stand layout plans by 08 January 2011. Where possible, layout plans should be sent by email to the address above.

Plans required: Full dimensional drawings showing details of all interior stand fittings and position/ dimensions of machinery exhibits must be submitted for approval in ENGLISH.

Stand Contractor Details

Company Name Contact Name

Address

Postcode Country Email

Telephone Fax Mobile

Number of Passes required

Contractor Pass

(On approval of plans, a confirmation letter will be sent issuing passes direct to the Stand Contractor.)

PLEASE RETURN FORM TO:

Michelle Baalham
Middle East Coatings Show 2011
Westgate House,
120/130 Station Road, Redhill,
Surrey, RH1 1ET,
Tel: +44 (0) 1737 855 290
Fax: +44 (0) 1737 855 358
Email: michellebaalham@quartzltd.co.uk

6

Health & Safety Declaration

Middle East Coatings Show 2011

Deadline Date
8 January 2011

PLEASE USE BLOCK CAPITALS

Name of Company

Address

Postcode Town Country

Telephone No. Fax No.

Stand Contact Stand No.

Email/Web Site Address

It is a condition of entry into the exhibition that **EVERY** Exhibitor, Contractor, sub-Contractor, supplier and their agents comply with the HASAWA74 and all other legislation covering the venue. The Exhibitor accepts that it is their legal and moral responsibility to ensure that their own and others' health and safety is not put at risk by their actions (or inactions) throughout tenancy. Please complete details below:

Our Health & Safety representative on the stand will be
BLOCK CAPITALS

Position Mobile No.

TO BE SIGNED BY A SENIOR PERSON WITHIN THE EXHIBITING COMPANY

Authorised By Date

Print..... Position

- a) We are SHELL SCHEME only. We have trained and made our stand staff aware of the potential risks present onsite and we will copy them in with the Safety Bulletin. Our exhibits, demonstrations and work practises cause NO HAZARDS to either ourselves or others onsite: *(tick if applicable)*
- b) We are SPACE ONLY. My principal Contractor (named on form 5) has undertaken a specific Risk Assessment for this event in accordance with HASAWA74 and he has trained and notified his staff and sub-Contractors in all such areas identified as being of risk. *(tick if applicable)*
- c) I have ensured that our principal stand Contractor(s) has a suitable and sufficient Method Statement prepared for the show – and he has satisfied me of his competence to undertake the tasks required of him: *(tick if applicable)* I will make available at the show a copy of our own company's Health & Safety Policy and Risk Assessment. Our stand staff will be sufficiently instructed and trained in relevant matters in order to carry out their tasks competently: *(tick if applicable)*

Signature **Date**

PLEASE RETURN FORM TO:

**Charmaine Goble
Middle East Coatings Show 2011
West Gate House, 120 – 130 Station Road
Redhill, Surrey, RH1 1ET
Tel: + 44 (0) 1737 855190
Fax: +44 (0) 1737 855358
Email: charmainegoble@quartzltd.co.uk**

7
**Invitation Letter
for Visa Application**
Middle East Coatings Show 2011
**Deadline Date
Immediately**

CAPITAL LETTERS PLEASE

Company Name:.....

Stand No:

Address:

.....

Tel: Fax: E-mail:

Contact:

Application Form for Invitation Letter for Visa purposes

Please complete ALL the details below. An invitation letter will be issued to the requesting person. Please duplicate this form for each person.

NAME OF PERSON	
DATE OF BIRTH	
PASSPORT NUMBER	
DATE OF ISSUE	
PLACE OF ISSUE	
DATE OF EXPIRY	
NAME AND ADDRESS OF COMPANY IF DIFFERENT TO ABOVE.	
EMBASSY TO WHICH COPY OF LETTER TO BE SENT	
EMBASSY FAX NUMBER	

Signature

Date

RISK ASSESSMENT

EMAIL TO: michellebaalham@quartzltd.co.uk



PLEASE USE BLOCK CAPITALS

Name of Company

Address

Postcode Town Country

Telephone No. Fax. No.

Stand Contact Stand No.

Email Address

Risk Assessment undertaken by: Signature
--

Task	Hazard	Who's at risk: Exhibitor, contractor, visitor, employees etc.	Risk Level x Severity (4)	Likelihood x Severity (4)	Precautions/cautions measures that are required: (include current/existing control measures).
			V High High Medium Low	V High High Medium Low	
			V High High Medium Low	V High High Medium Low	

RISK ASSESSMENT SAMPLE

PLEASE USE BLOCK CAPITALS

Name of Company
 Address
 Postcode Town Country
 Telephone No. Fax No.
 Stand Contact Stand No.
 Email Address

Sample Only

Risk Assessment undertaken by: Signature
--

Task	Hazard	Who's at risk: Exhibitor, contractor, visitor, employees etc.	Risk Level x Severity (4)	Likelihood x Severity (4)	Precautions/cautions measures that are required: (include current/existing control measures).	Date to implement control measure (if already in place, write 'Current').
Unloading of Packaging	Trips over discarded packaging.	E,C, all others.	V High High Medium Low	V High High Medium Low	Remove all packaging as it's produced.	On-site
Working at Height	Materials and tools dropped on the people below.	All people in the vicinity.	V High High Medium Low	V High High Medium Low	Ensure other people stay away from the area and provide personal protective equipment for staff at risk (hard hats).	On-site

Continue listing tasks and hazards – but remember that they should only be the most significant areas of risk that will be present on-site.
 Divide the risk assessment up into the build-up, open and breakdown periods.



EXHIBITOR METHOD STATEMENT

Please note that this simplified form may be inadequate for the larger, complex stands and exhibitors should therefore submit their own version.

Stand No:	Company Name:
Responsible Person:	
Stand details & location:	
Access:	
Erection & timetable:	
Stability:	
Lifting:	
Scaffolding:	
COSHH:	
Environment:	
Services:	
Safety features:	
Exhibits:	

Please complete and return this form to:
Michelle Baalham, Operations Manager, Middle East Coatings Show 2011
Email: michellebaalham@quartzltd.co.uk

EXHIBITOR METHOD STATEMENT

Please note that this simplified form may be inadequate for the larger, complex stands and exhibitors should therefore submit their own version. **DO NOT PHOTOCOPY THIS FORM**

Responsible Person:	(The employee who will be responsible for the construction and breakdown of your stand): Mr is in charge on-site, and can be contacted on (mobile) in an emergency out of hours.
Stand Details & Location:	(The loadings, dimensions, locations, unusual stand features): To be erected in Hall On Stand Surface total Upper deck sqm structural for a design load ofkg/sqm
Access:	(Details of the entry point into the halls and the route to the final position): there will be no abnormal deliveries – the estimated number of vehicles on site will be
Erection and Timetable:	(The sequence and schedule in which all the stand elements will be built, including alignment, electrical connection etc.) We will erect the stand in two teams – one team for the upper deck and one team for the back wall, partition walls, display etc., (forklift trucks see lifting); The estimated number of hours to erect the stand is 36 which will fit in with the Organisers timetable; there will be no late working for this exhibition; the number of personnel needed (within the time allowed) to safely complete the stand is
Stability	(Methods of ensuring adequate structural support of any stand element requires cross bracing, with calculations and inspection certificates from an independent structural engineer): Stability will be ensured at all times. Procedures as follows; upper deck structure consists of pillars and beams (heavy duty steel beams of square section 20 x 20cm consisting of IPB 200 steel). Steps of erection – First frame assembled on floor, truck lifted into the vertical, held by temporary props. Second frame will likewise truck lifted to vertical, and connected to first frame using beams. Props will then be removed as this rectangular structure can stand by itself. It will be positioned and aligned as appropriate. Any pillars and beams will then be connected to the basic structure one after the other (in sequence) until the upper deck is completed. Wooden beams will be inserted into the steel beams to provide support for the platform floor boards (screwed to wooden beams). Stairs will be assembled and attached to upper deck. Before proceeding to other work on the upper deck the balustrades/railings will be fitted.
Lifting:	(Outline the equipment that will be used, their capacities, weight, locations and floor loadings. Check the operative's current licence or Certificate or Competence; check machine's inspection certificate or maintenance record): Forklift truck required for erection – 2 tonnes lifting capacity to be sourced by the appointed lifting company and provided locally.
Scaffolding:	Include details of temporary and mobile scaffold, access towers and other work at height which you intend to carry out): a 3m mobile scaffold tower will be sourced locally, with all safeguards properly employed on site. Operatives will be trained and experienced in scaffolding systems.
COSH:	(Any proposed use of hazardous and toxic substances must be advised to the Organisers and venue. Outline the protection provided for employees and workers on adjacent stands): There will be no hazardous or toxic substances used on site.
Environment:	(Consider any abnormal noise that maybe present, or work which may create dust or fumes. What ventilation and other control measures will be provided?): No abnormal noise, dust or fumes will be present. Current hall ventilation is adequate.
Services:	(Note where electrical work will be carried out, welding, gases, compressed air, water or waste services will be brought onto site): Electrical work will be carried out by the appointed contractors. There will be no welding, gases, compressed air, water or waste.
Safety features:	(Identify the safety equipment and precautions that you will be providing on site, including protective measure that you will be implementing for all of the above, and areas of risk as highlighted by your Risk Assessment): Hard hats will be supplied to all staff in the vicinity of overhead work.
Exhibits	(Provide the organisers with any/all details which may present a risk to the public and/or the operator. How will this exhibit be delivered onto your stand? What machine guarding or other special requirements are there? What hazardous waste will be produced?): The machine will be roped off and strong transparent guards used as details in our Risk Assessment. It will be delivered onto the stand by the appointed lifting company. The waste will be collected after the show shuts each day and be removed safely by Ltd. Access for this company will be arranged with the organisers prior to the show by

PLEASE RETURN FORM TO:

**Charmaine Goble
Middle East Coatings Show 2011
Westgate House, 120/130 Station Road
Redhill, Surrey RH1 1ET, England
Tel: +44 (0) 1737 855182
Fax: +44 (0) 1737 855358**

9

**Exhibitor Passes
Build-up & Breakdown
Middle East Coatings Show 2011
Deadline Date
5 February 2011**

Email: charmainegoble@quartzltd.co.uk

PLEASE USE BLOCK CAPITALS

Name of Company

Address

Postcode Town Country

Telephone No. Fax. No.

Stand Contact Stand No.

Email Address

**Important: Exhibitor Passes are for access into the halls during
build-up and breakdown periods only.**

Please supply the following:	No. Required	Cost
Exhibitor Passes	<input type="text"/>	FREE

- Exhibitor passes will be sent out by post one month prior to the exhibition on receipt of this form.
- Exhibitors are requested not to order passes on behalf of their contractors, who must themselves order them direct from the Organisers when completing Form 5 – Stand construction Form.

PLEASE RETURN FORM TO:

**Marketing Department
Middle East Coatings Show 2011
Westgate House
120/130 Station Road, Redhill, Surrey
RH1 1ET, UK
Tel: +44 (0) 1737 855225
Fax: +44 (0) 1737 855327
Email: tickets@quartzltd.co.uk**

Promotional Material

Middle East Coatings Show 2011

Deadline Date
22 November 2010

PLEASE USE BLOCK CAPITALS

Name of Company

Address

Postcode Town Country

Telephone No. Fax. No.

Stand Contact Stand No.

Email/Web Site Address

Each exhibitor will receive 200 visitor admission tickets to send out to their customers, 200 exhibition logo stickers and 20 VIP Invitations. Please complete the following if you require additional supplies.

Please supply additional tickets free of charge, over and above our entitlement of 200.

Please supply additional exhibition logo stickers free of charge, over and above our entitlement of 200.

N.B. Additional stickers and tickets are supplied on a first come first served basis and cannot be guaranteed.

FREE MAILING SERVICE

Our Marketing department will be pleased to send out free admission tickets on your behalf. All you have to do is enter the recipients' details in an Excel spreadsheet template provided and return to us. Don't forget to include your covering letter in a Word Document if applicable. To request a copy of the Excel spreadsheet template, please email tickets@quartzltd.co.uk quoting '**MECS11 Promo Material Template**'

This service is **free-of-charge** to exhibitors. If you are sharing your stand with another company please ensure they have a copy of this form.

- YES:** We would like to take up your offer of a free mailing service and enclose names and addresses of companies who should receive tickets.
- Please enclose our covering letter with our mailing.



1 - 3 March 2011

Cairo International Convention
& Exhibition Centre,
Egypt

PRE-SHOW PUBLICITY

Welcome to the MIDDLE EAST COATINGS SHOW 2011. The following forms enable you to announce any special activities you have planned to the press both before and during the event. Please complete the relevant forms and return to us by the specified date.

PR/1) Agents

PR/2) New Product Information

PRE-SHOW PUBLICITY

Regular press releases, providing continual updates on the Show, will be distributed to the trade press. The exhibition catalogue is due to appear in the January 2011 issue of PPCJ (POLYMERS PAINT COLOUR JOURNAL). Advertisements promoting the MIDDLE EAST COATINGS SHOW 2011 will appear in the trade press in the run up to the Show. A direct mail campaign, aimed at paint, printing inks, specialised coatings and adhesive professionals throughout the Middle East is in operation, and free visitor admission tickets will be inserted into relevant trade magazines.

Tickets and stickers will be sent to you within the next few months for your own mailings. Further tickets are available upon request. See form titled 'Promotional Material'.

FREE MAILING SERVICE

Simply complete the relevant section of form - 'Promotional Material' – and send us the names and addresses of people who should receive free tickets. Your covering letter or compliments slip can also be included in this mailing.

SHOW OPENING HOURS

Tuesday 1 March	10.00 – 18.00 hrs
Wednesday 2 March	10.00 – 18.00 hrs
Thursday 3 March	10.00 – 15.00 hrs

FURTHER DETAILS

Publicity enquiries:

Karen Shipperley

Tel: +44 (0)1737 85548

Fax: +44 (0)1737 855327

Email: kevinlloyd@quartzltd.co.uk

Exhibition stand enquiries:

Michelle Baalham

Tel: +44 (0)1737 855290

Fax: +44 (0)1737 855327

Email: michellebaalham@quartzltd.co.uk

Website:

www.coatingsgroup.com

PR/1

MIDDLE EAST COATINGS SHOW 2011 ARE YOU LOOKING FOR AGENTS?

PLEASE COMPLETE AND RETURN BEFORE: 29 January 2011

COMPLETE IN BLOCK CAPITALS

NAME:

COMPANY NAME:

ADDRESS:

.....

POSTCODE: COUNTRY:

TEL: FAX:

E-MAIL:

STAND NUMBER.....

If your company is looking for agents at this exhibition, please tick the space below.
Your company name, address and stand number will be displayed outside the
Organiser's Office.

YES: My company will be looking for agents.

PLEASE STATE COUNTRIES WHERE AGENTS ARE REQUIRED

.....

.....

.....

Return this form before 29 January 2011 to:

Marketing Dept, Coatings Group, Quartz Business Media Ltd, Westgate House,
120/130 Station Road, Redhill, Surrey, RH1 1ET, UK
Tel: +44 (0) 1737 855225 Fax: +44 (0) 1737 855327
Email: coatingsgroup@quartzltd.co.uk

PR/2

MIDDLE EAST COATINGS SHOW 2011 NEW PRODUCT INFORMATION

PLEASE COMPLETE AND RETURN BEFORE: 14 January 2011

COMPLETE IN BLOCK CAPITALS

NAME:

COMPANY NAME:

STAND NUMBER.....

Please provide information on any new product that will be launched at the show. We may include this in our regular Middle East Coatings Show 2011 press releases and any pre-show publicity.

THIS IS NOT A CATALOGUE ENTRY.

NEW PRODUCT INFORMATION

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Return this form before 14 January 2011 to:
Marketing Dept, Coatings Group, Quartz Business Media Ltd,
Westgate House, 120/130 Station Road, Redhill, Surrey, RH1 1QS, UK
Tel: +44 (0) 1737 855225 Fax: +44 (0) 1737 855327
Email: coatingsgroup@quartzltd.co.uk

PLEASE RETURN FORM TO:

Tarek Farag
Middle East Coatings Show 2011
Elemenco, Tahrir Street, 143 Dokki
Cairo, Egypt
Tel: +202 3748 8157 – 3760 9857
Fax: +202 3760 7140
Email: elemenco@gmail.com

Furniture & Accessories
Middle East Coatings Show 2011

Deadline Date

29 January 2011

PLEASE USE BLOCK CAPITALS

Name of Company

Address

Postcode Town Country

Telephone No. Fax. No.

Stand Contact Stand No.

Email Address

Please indicate below the items you require (All prices quoted are for the duration of the show):

Item No.	Item	Price in EURO €	Quantity	Total EURO €
F01	Desk 100 x 50 x 75 cm	60.00		
F02	Table 100 x 50 x 75 cm	50.00		
F03	Table 80 x 80 x 75 cm	50.00		
F04	Coffee Table 50 x 50 x 40 cm	30.00		
F05	Round Table	85.00		
F06	Drawers Unit	40.00		
F07	Information Counter 100 x 50 x 105 cm	85.00		
F08	Lockable Counter 85 x 50 x 85 cm	100.00		
F09	Shelves Stand 100 X 50 X 105 cm (2 Shelves)	60.00		
F10	Tools Hanging Board (Metal)	60.00		
F11	Wooden Flat Shelf 100 x 30 cm	30.00		
F12	Wooden Slopping Shelf 100 x 30 cm	35.00		
F13	Free Magazine Rack Stand	75.00		
F14	Aluminium Coat Rack Curved	30.00		
F15	Glass Wall Panel – 1 Meter	200.00		
F16	Glass Wall Panel – 1 Meter with Venation Blind	300.00		
F17	Folding Door – 1 Meter	150.00		
F18	Small Showcase 100 x 50 x 85 cm	100.00		
F19	Tower Showcase 50 x 50 x 170 cm	150.00		

Signature.....

Date.....

Company Name _____

Stand Number _____

Furniture & Accessories
Continued.....

Item No.	Item	Price in EURO €	Quantity	Total EURO €
F20	Large Showcase 100 x 50 x 170 cm	200.00		
F21	Platform 100 x 100 x 40 cm	75.00		
F22	Platform 100 x 50 x 40 cm	50.00		
F23	Platform 50 x 50 x 40 cm	30.00		
F24	Metal Chair	75.00		
F25	Plastic Folding Chair	30.00		
F26	Bar Stool (N)	75.00		
F27	Bar Stool (E)	100.00		
F28	Swivel Chair	100.00		
F29	T.V Stand 50 x 50 x 120 cm	75.00		
F30	Stand Ashtray	10.00		
F31	Desk Ashtray	2.00		
F32	Waste Bin	2.00		
F33	Refrigerator 4.5 Feet	175.00		
F34	Coffee Machine	75.00		
F35	Water Kettle	50.00		
			Total	
			EUROS €	

Please note the following regulations:

1. All prices are for hire only and include delivery and collection.
2. No responsibility can be accepted for the safe custody of Exhibitor's goods left in articles of hired furniture.
3. Any queries concerning the items ordered should be raised on-site during the exhibition.
4. Elemenco will send you an invoice once a completed order form has been received. Payment is due 7 days before the exhibition exclude transfer and bank expenses.
5. Orders taken on-site will be subject to a 50% surcharge and orders returned after the deadline date will be subject to a 25% surcharge.
6. No refunds will be given for any cancellation of items after the deadline date, during set-up and open days.

Signature.....

Date.....

Display Units and Furniture

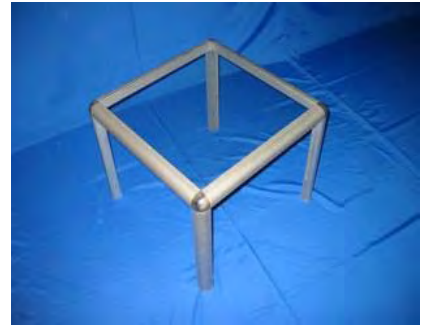
F01 – Desk
(100x50x75cm)



F03 – Table
(80x80x75cm)



F04 – Coffee Table
(50x50x40cm)



F05 – Round Table



F07 – Information Counter
(100x50x105cm)



F08 – Lockable counter
(85x50x85cm)



F11/12/14



F13 – Free Magazine Rack **F18 – Small Showcase**
(100x50x85cm)



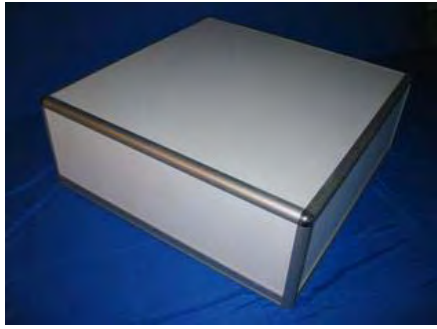
F19 – Tower Showcase
(50x50x170cm)



F20 – Large Showcase
(100x50x170cm)



F21 – Platform (100x100x40cm)



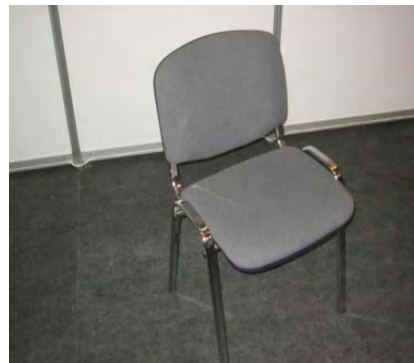
F22 - Platform (100x50x40cm)



F23 – Platform (50x50x40cm)



F24 – Metal Chair



F25– Plastic Folding Chair



F26 – Bar Stool



F27 – Bar Stool Exclusive



F28 – Director Swivel Chair



F29 – T.V Stand (50x50x120cm)



PLEASE RETURN FORM TO:

Tarek Farag
Middle East Coatings Show 2011
Elemenco, Tahrir Street, 143 Dokki
Cairo, Egypt
Tel: +202 3748 8157 – 3760 9857
Fax: +202 3760 7140
Email: elemenco@gmail.com

**Name Board for Shell
Scheme stands**

Middle East Coatings Show 2011

Deadline Date

29 January 2011

PLEASE USE BLOCK CAPITALS

Name of Company

Address

Postcode Town Country

Telephone No. Fax. No.

Stand Contact Stand No.

Email Address

Each shell scheme stand is inclusive of a name panel showing your company name and stand number at no extra cost.

Please indicate below the name you wish to appear on your Fascia Board (a minimum of only 30 letters can be accommodated). Addresses will not be included and 'Company, Limited etc' will be abbreviated.

Company Logo

A logo may be attached to the fascia board, please note that the production of a logo is at the Exhibitors expense. The cost for one logo 25x25 cm is €75, if you wish to have your logo on the fascia, please complete the following and email the logo (**high Res.**) to the following address: elemenco@gmail.com

Number of logos required Total Cost

Please note: If this form is not returned by the deadline date above, the company name your stand is reserved in will be used. No amendments will be possible on-site and no orders will be taken for logos.

Signature

Date

PLEASE RETURN FORM TO:

Tarek Farag
Middle East Coatings Show 2011
Elemenco, Tahrir Street, 143 Dokki
Cairo, Egypt
Tel: +202 3748 8157- 3760 9857
Fax: +202 3760 7140
Email: elemenco@gmail.com

Shell Scheme Optional Extra's

Middle East Coatings Show 2011

Deadline Date

29 January 2011

PLEASE USE BLOCK CAPITALS

Name of Company

Address

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Telephone No. Fax. No.

Stand Contact Stand No.

Email Address

Please indicate below the items you require:

Item No.	Item	Price in EURO €	Quantity	Total EURO €
F36	Fascia board letters (normal font 12 cm H)	30.00		
F37	Extra Wall Panel	75.00		
F38	Power Socket 13 Amp 220V	50.00		
F39	Spotlight 100W	50.00		
F40	Multiple Electric Source 3 Holes	75.00		
F41	PVC Vinyl Logo 20cmH	75.00		
F42	One Track With 2 Spotlight	120.00		
F43	One Track With 3 Spotlight	180.00		
	*Please complete Stand Plan Form to indicate the required position of the above items		Grand Total €	

Please note the following regulations:

1. All prices are for hire only and include delivery and collection.
2. No responsibility can be accepted for the safe custody of Exhibitor's goods left in articles of hired equipment.
3. Any queries concerning the items ordered should be raised on-site during the exhibition.
4. Orders taken on-site will be subject to a 50% surcharge and orders returned after the deadline date will be subject to a 25% surcharge.
5. No refunds will be given for any cancellation of items after the deadline date, during set-up and open days.

Signature.....

Date.....

PLEASE RETURN FORM TO:

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Elemenco, Tahrir Street, 143 Dokki
Cairo, Egypt
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Email: elemenco@gmail.com

Shell Scheme – Stand Plans

Middle East Coatings Show 2011

Deadline Date

29 January 2011

PLEASE USE BLOCK CAPITALS

Name of Company

Address

Postcode Town Country

Telephone No. Fax. No.

Stand Contact Stand No.

Email Address

In order to confirm the required location of the items ordered, please draw your stand layout on the grid ensuring you mark on the following items using the following key:

Spotlight	SL	Sloping Shelf	SS
Power Point	PP	Door	D
Flat Shelf	FS	Phone Line	PL
Wall Panel	-----	ISDN Line	IL

1m x 1m

If you have not ordered any items listed above, you are not required to return this form.

Signature..... Date.....

PLEASE RETURN FORM TO:

Tarek Farag
Middle East Coatings Show 2011
Elemenco, Tahrir Street, 143 Dokki
Cairo, Egypt
Tel: +202 3748 8157 – 3760 9857
Fax: +202 3760 7140
Email: elemenco@gmail.com

Electrics – Space Only Stands

Middle East Coatings Show 2011

Deadline Date

29 January 2011

PLEASE USE BLOCK CAPITALS

Name of Company

Address

Postcode Town Country

Telephone No. Fax. No.

Stand Contact Stand No.

Email Address

Please confirm below your electrical requirements and return this form by latest 29 January 2011. Orders after this date cannot be guaranteed and will be subject to a surcharge of 25%, onsite orders 50%.

Please note – the CICC will provide the following power supply as requested and the distribution of power inside the stand will be the responsibility of the Exhibitor. The below prices exclude the CICC ELECTRICAL

Item	Unit Price in Euros €	Quantity Required	Total Cost Euros €
20 amp single phase (4.5KW)	55.00		
25 amp single phase (5KW)	65.00		
30 amp single phase (6 KW)	75.00		
35 amp single phase (7KW)	85.00		
40 amp single phase (8.5KW)	95.00		
45 amp single phase (10KW)	100.00		
30 amp three phase (20KW)	250.00		
40 amp three phase (25KW)	275.00		
50 amp three phase (35KW)	325.00		
		Grand Total €	

Signature.....

Date.....

