



Dear Exhibitor,

We are delighted you are exhibiting at the forthcoming Middle East Coatings Show 2012 in Dubai 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. Pleaser 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,

A handwritten signature in black ink that reads 'D. Sheppard'.

Diane Sheppard
Event Coordinator
Direct Tel: +44 (0) 1737 855015
Tel : + 44 (0) 1737 855 000
dianesheppard@quartzltd.co.uk

Quartz Business Media

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 2012 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
Diane Sheppard	Event Coordinator	+44 (0)1737 855015	dianesheppard@quartzltd.co.uk

Sales & Sponsorship:

Name	Title & responsibility	Telephone	Email
Jeff Montgomery	Group Sales Manager	+44 (0) 1737 855078	jeffmontgomery@quartzltd.co.uk
Chris Hamilton	Exhibition Sales Manager	+44 (0) 1737 855109	chrishamilton@quartzltd.co.uk
Kez Chen	Advertising & Event Sales Executive - Asia Pacific & Middle East	+44 (0) 1737 855107	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:

Audio Visual	DWTC – Customer Contact centre	E-mail: c3@dwtc.com Tel: +971 4 308 6333
Shell Scheme , Furniture & Electrical Services	Projex Event Services	E-mail: services@projexuae.com Tel: + 971 (0) 4 320 4065 Fax: + 971 (0) 4 320 4067
Floral Decorations	Blooms	E-mail: blooms@emirates.net.ae Tel: +9714 3946094
Telephone, Fax, & Internet	DWTC – Customer Contact centre	E-mail: c3@dwtc.com Tel: +971 4 308 6333
Temporary Staff	Hostex	E-mail: yolla@hostexworld.com Tel: +971 50 645 5652
Rigging	DWTC – Customer Contact centre	E-mail: c3@dwtc.com Tel: +971 4 308 6333
Freight Forwarder / sole on-site handler	DJG Exhibition Freight Services Ltd	E-mail: D.J.G.Efsl@btinternet.com Tel: + 44 (0) 208 646 4200 Fax: +44 (0) 208 646 6090
Stand Catering	DWTC – Food and Beverage Department	E-mail: fb@dwtc.com Tel: +971 4 308 6979

Venue:

Dubai Int'l Convention and Exhibition Centre
PO BOX 9292
Dubai
United Arab Emirates

Tel: + 971 4 3321 000
Fax: +971 4 3318 299
www.dwtc.com

FORMS CHECKLIST

ACTION CHECKLIST

All Exhibitors (Compulsory):	Deadline	Form Number/ Action	Completed
Exhibition Catalogue (Editorial)	17 th October 2011	Form 4 – sent via email	
Exhibitor Badges	ASAP	Link To Follow	
Health & Safety Declaration	9th January 2012	Form 9	
Exhibitor Passes (Build-up & Breakdown)	9 th January 2012	Form 10	

Shell Scheme Exhibitors (Compulsory):	Deadline	Form Number/ Action	Completed
Fascia Name Board	11 th February 2012	Projex Fascia Form	

All Space Only Exhibitors (Compulsory):	Deadline	Form Number/ Action	Completed
Independent Stand Construction (SPACE ONLY FORM)	9 th January 2012	Form 8	
Risk Assessment	9 th January 2012	Risk Assessment	
Method Statement	9 th January 2012	Method Statement	
Additional Build Up Hours	9 th January 2012	Form 7	

If required:	Deadline	Form Number/ Action	Completed
Audio Visual	16th February 2012	DWTC Form 29	
Catering	16th February 2012	DWTC Form 36	
Cleaning	16th February 2012	DWTC Form 34	
Electrics	11 th February 2012	Shell Electrics Form Space Electrics Form	
Exhibitor Business Presentations	16 th December 2011	Form 1	
Exhibition Catalogue – Advertising	28 th December 2011	Form 3	
Floral decoration	ASAP	Blooms	
Freight, Lifting & Handling	ASAP	Contact DJG	

Furniture	11 th February 2011	Furniture/Stand Fittings	
Hotel Accommodation	**3 rd February 2012**	https://resweb.passkey.com/go/gmecs2012	
Invitation Letter	ASAP	Form 11	
Publicity	16 th December 2011 20 January 2012 16 th December 2011	Form 6 PR/1 PR/2	
Rigging	16th February 2012	DWTC Form 33	

Security - stand cover	16th February 2012	DWTC Form 38	
Show Daily	16 th January 2012	Form 5	
Sponsorship Opportunities	URGENT	Form 2	
Telephone Fax & Internet	16th February 2012	DWTC Form 26	
Temporary staff	ASAP	Hostex Form	

EVENT TIMETABLE

BUILD-UP

Remember, you will need passes to enter on these days.

SPACE ONLY SITES:

DAY:	DATE:	TIME:
Saturday	10 th March 2012	09.00 – 18.00hrs
Sunday	11 th March	10.00 – 20.00hrs

SHELL SCHEME STANDS:

DAY:	DATE:	TIME:
Sunday	11 th March 2012	10.00 – 20.00hrs

OPEN DAYS:

DAY:	DATE:	OPENING TIME:	CLOSING:
Monday	12 th March 2012	10.00 hrs	18.00 hrs
Tuesday	13 th March 2012	10.00 hrs	18.00 hrs
Wednesday	14 th March 2012	10.00 hrs	15.00 hrs

BREAKDOWN:

DAY:	DATE:	TIME:
Wednesday	14 March 2012	15.00 – 22.00hrs
Thursday	15 th March 2012	09.00 – 15.00hrs

N.B. Under no circumstances must any stand fittings, machinery or equipment etc. be left in the hall after 15.00hrs on Thursday 15th March 2012. 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 Wednesday 14th March 2012 as Shell Scheme stand structures will be dismantled overnight.

ACCOMMODATION

Middle East Coatings Show has secured preferential rates for exhibitors at the 5* Fairmont Dubai directly linked to the Dubai International Convention and Exhibition Centre by the New air conditioned 'Fairmont Walkway/ Metro link.



PO Box 97555, Sheikh Zayed Road
Dubai, U.A.E.
Tel: +971 4 332 5555 / Fax: +971 4 311 8225
<http://www.fairmont.com/dubai/>

Early Bird special booking rate available till the **3rd February 2012** is:

	Single	Double
Rate	699 AED per night excl taxes	799 AED per night Excl Taxes

Book between the 3rdth February and 10th February 2012 and the rate will be:

	Single	Double
Rate	899 AED per night excl taxes	999 AED per night Excl Taxes

Book after the 10th of February 2012 and the best available rate will be offered from the hotel.

Cancellation Policy –

29-15 Days 1 night Charge
Less than 15 days prior to arrival – full stay charge.

To book your room please enter the below link into your internet browser:

<https://resweb.passkey.com/go/qmecs2012>

ADMISSION/BADGES 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 **Form 10 Exhibitor Passes**. These will be sent out before the show. Please note your stand contractor will need to apply for a work permit at the trade centre.

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 enter the below web link into your internet browser to order your open day Exhibitor Badges:

LINK TO FOLLOW:

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 shall 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.

CONTRACTORS

Anyone not a member of the Exhibitor's staff requiring access to the exhibition during the build-up and breakdown period (e.g. contractors/van and lorry drivers) **MUST** wear a contractor's badge, and will be required to show it to security staff to gain access to the building.

Contractor Access During Build-up and Tear-down:

The procedure detailed below has been introduced by DWTC Protocol and Security department as required by the Dubai Naturalisation and Residency Department. For smooth build-up and tear-down access, please ensure that all your contractors follow this procedure:

Local Contractors (UAE based)

All contractor staff must report to the marshalling yard/loading dock security gate to get a DWTC contractor badge in exchange of a valid UAE labour card, with a fee of AED 10 (US \$ 2.75) per person per day. The labour card will be kept by our Protocol and Security department until the contractor staff returns the DWTC contractor badge. A contractor can also apply for DWTC contractor badges for his/her entire team anytime before the build-up starts. A supervisor of the company should present to our Protocol and Security department a copy of each staff's labour card or passport. The supervisor will be asked to leave his/her labour card as a deposit which can be collected when all DWTC contractor badges are returned.

Permanent DWTC Contractor Badges

Stand contractors working regularly at the venue can be issued with permanent DWTC contractor badges. For permanent contractor badges, a representative of the company should provide our Protocol and Security department with a list of all staff requiring a permanent DWTC contractor badge. The annual fee is AED 100 (US \$ 27.5) per person. The submission should include the following:

- Passport copies with valid visa for each staff
- Trade license copy
- Company letter requesting the permanent DWTC contractor badges
- 2 photographs for each staff
- An annual fee per badge will be charged.

International Contractors (non UAE based)

As international contractors do not have a UAE labour card, they must present their original passport and a photocopy including a deposit in UAE Dirham's to the Security Control Room in exchange for a DWTC contractor badge. The deposit will be returned when the contractor hands the DWTC contractor badge back to the Security Control room. The fee will be AED 10 (US \$ 2.75) per person per day.

AUDIO VISUAL

The following company have been appointed audio visual contractor:

Dubai World Trade Centre – Customer Contact Centre
Tel: +971 4 308 6333
Fax: +971 4 318 8741
Email: c3@dwtc.com

Please see form at the back of the manual.

BANKING/EXCHANGE FACILITIES

There is an Emirates Bank ATM machine in Concourse 1 between Halls 3 & 4. Thomas Cook, Al Rostamani is located in Concourse 2 between Halls 5 & 6. There is also an Al Mashreq Bank ATM machine located in concourse 2 between halls 5 & 6, and Dubai National Bank opposite Hall 8 (adjacent to Maktoum hall).

BUSINESS CENTRE

Situated between Halls 3 and 4, the Business Centre will be open daily during build-up and exhibition open hours.

CAR PARKING

Contractors/Exhibitors/Visitors

There are over 3000 free parking spaces (car park B, C, D & F) available at the Dubai International Convention and Exhibition Centre (DICEC) and a multistorey car park with 996 spaces available for a small fee.

CARPET AND FLOORING

The following company have been appointed carpet and flooring contractor:

Projex Event Services

P.O Box 31362,

Dubai

UAE

Tel: + 971 (0) 4 320 4065

Fax: + 971 (0) 4 320 4067

Email: services@projexuae.com

Web: www.projexuae.com

CATERING - STAND

DWTC is the sole concessionaire for food and beverage services within the Dubai International Convention and Exhibition Centre. Absolutely no food or beverages are allowed to be brought into the DICEC Complex, this is enforced by security personnel at all times.

The stand catering order form can be found at the back of this manual, please note, some items must be ordered 24 hours in advance for delivery. The completed form and queries must be directed to:

The Dubai World Trade Centre – Food and Beverage Department

Tel: +971 4 308 6979

Fax: +971 4 308 6955

Email: fb@dwtc.com

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.

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.

Refuse should be placed in the gangways within one hour after the closure of the exhibition for removal by cleaning staff and under no circumstances must refuse be placed in the gangways other than in plastic sacks (exhibitors to provide), or at any other times than as stipulated above. Additional housekeeping services are available at an extra charge, should this be required please complete the DWTC Cleaning Order Form at the back of the manual.

COMPRESSED AIR

Please contact Projex Event Services directly to order your compressed air .They can be contacted on:

Projex Event Services

P.O Box 31362,

Dubai

UAE

Tel:+ 971 (0) 4 320 4065

Fax: + 971 (0) 4 320 4067

Email: services@projexuae.com

Web: www.projexuae.com

DELIVERIES

All deliveries made by a carrier directly to the DWTC 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 2012

Company Name

Stand number.....

Stand Managers name & Contact number

Halls 5-8

Dubai International Convention and Exhibition Centre

PO Box 9292

Dubai

United Arab Emirates

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

ELECTRICAL SERVICES

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

Projex Event Services

P.O Box 31362,

Dubai

UAE

Tel: + 971 (0) 4 320 4065

Fax: + 971 (0) 4 320 4067

Email: services@projexuae.com

Web: www.projexuae.com

Each shell scheme stand will be provided with 3 x 100W spotlights per 9 sq.m and 1 x 13amp socket outlet as part of the stand package. Any other additional requirements can be ordered through Projex Event Services.

Any exhibitor with their own lights is to arrange for lighting connections through the official contractor at an extra cost.

Installation

Please check that your equipment is able to operate on the electrical specifications as stated. You may bring with you any transformer, adapter or regulator. Exhibitors with very sensitive equipment are advised to bring their own stabiliser to cater for voltage fluctuation.

Each electrical supply provided is intended for one piece of equipment or machine on display. Multi-point socket outlets may not be fitted.

Exhibitors are not permitted to fix their spotlights or fluorescent lights. Special lighting supplied by exhibitor can be handed over to Projex Event Services for installation at extra cost. Lighting connection must be ordered if exhibitors bring their own lighting fixtures. This charge includes electricity consumption of your fixture for the duration of the exhibition. Every fixture must be accompanied with one connection order.

Electrical supplies to stands will be switched off at source 15 minutes after the Exhibition closes daily. Exhibitors requiring 24 hour electrical supplies or supply at times other than those stated must apply to the Organisers as early as possible. Please note that such electrical supplies cannot be arranged at short notice and the cost must be borne by 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 other exhibitors.

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 **Form 1** and return prior to the deadline date of **16 December 2011**.

EXHIBITOR CATALOGUE - ADVERTISING

Research shows that advertising in an exhibition catalogue provides a valuable supplement to other show-time activities. Please see **Form 3** and return by **28th December 2011**.

EXHIBITION CATALOGUE – EDITORIAL ENTRY

All exhibitors at the Middle East Coatings Show 2012 automatically qualify for a free editorial entry in the official Exhibition Catalogue, which is published in the January issue of PPCJ. All exhibitors will be contacted in September 2011 with a form for the return of editorial entries. 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.

FLOOR LOADING

Maximum load of up to 5000 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.

FLORAL DECORATIONS

Flowers and plants are available for hire from the official floral contractor 'Blooms' who will be in attendance in the hall during the last day of build-up, 11 March 2012.

BLOOMS

P.O Box 51980

Dubai

UAE

Tel: +971 4 3946 094

Fax: +971 4 394 6093

Email: blooms@emirates.net.ae

Contact: Romeo Baguio

FREIGHT FORWARDING & 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 Dave Gardner

They will, through their agent's worldwide, co-ordinate the movement of exhibits from their various points of origin through to either the Port of Dubai or Dubai Airport. Full details will be forwarded to each exhibitor individually advising the name of the agent in the particular country from which the consignments are shipped.

The following arrival deadlines must be carefully noted:

The last date for the arrival of FCL, LCL and conventional cargo at the Port of Dubai, discharged from vessel is 28th February 2012.

The last date for the arrival at Dubai International Airport is 2nd March 2011.

Failure to comply with these dates may result in additional charges being incurred over and above the general handling tariff.

Full details of the documentation requirements for the UAE and consignee details will be circulated to all exhibitors by DJG Exhibition Freight Services Ltd. Please note, however, that all goods require legalised certificates of origin and must be forwarded with the shipping documents to enable the customs clearance to be effected without delays.

In the case of any exhibit on which a contract of sale has been concluded prior to the Exhibition, and which is subject to an import licence or permit, the exhibitor must ensure that the importer has obtained the relevant licence prior to shipment. Applications for an import licence must be accompanied by three copies of the appropriate catalogue.

Exhibitors who are in doubt as to whether the export of their goods to Dubai is restricted should contact the relevant Government or Trade Office of the country of origin. Additionally, any goods of a hazardous nature and/or containing radioactive materials should be listed separately on invoices and full particulars supplied to the official contractor.

It is essential that the dimensions in centimetres and the gross and nett weight in kilograms be clearly stenciled on at least two sides of each case. The UAE Customs Authorities have particularly requested that all exhibitors avoid any duplication of numbers on their consignments and maintain a running sequence throughout. Those exhibitors participating on a group stand should contact the company acting as principals to obtain their allocation of numbers.

ALL MARKINGS MUST BE IN ENGLISH

Once the exhibits have arrived in Dubai, it will be the responsibility of DJG Exhibition Freight Services Ltd to arrange temporary importation with the UAE Customs Authorities and to arrange delivery to the Dubai World Trade Centre.

All exhibitors will be written to individually with the exact services being provided on site.

PACKING – Conventional break-bulk cargo, containerised cargo and air freight will be examined by customs at the point of arrival. Packing of the highest standard such as bolted returnable cases should be used to provide the best protection for exhibits. Cartons are not recommended.

SHIPPING INSURANCE – It is the **EXHIBITORS' RESPONSIBILITY** to ensure that their exhibits are covered by adequate insurance for the shipment to, duration of, re-packing and re-export from the exhibition.

STORAGE – On completion of the unpacking of exhibits, the official contractor will arrange the storage of all packing materials, crates and cases and return them to the stand at the close of the exhibition.

During the move-in of exhibits or displays, the construction of stands and removal of exhibits, the passageways in the exhibition hall must not be obstructed with packing materials, construction materials or debris. No other company apart from the official contractor is allowed to bring any lifting equipment into the actual exhibition hall.

The Organisers wish to reiterate that the aisles **must** be kept clean and clear of cartons, crates or bulky exhibits at **all times**. This is the responsibility of every exhibitor and their stand contractors. A penalty may be levied on the exhibitor if this rule is not complied with.

FURNITURE HIRE

The nominated furniture hire contractor **Projex Event Services** will supply stand furniture if required, prices quoted are inclusive of delivery to and removal from Exhibitors' Stands.

Please complete the **Furniture Order Form** located at the back of this manual and return directly to Projex Event Services by **11 February 2012**.

Projex Event Services

P.O Box 31362,

Dubai

UAE

Tel: + 971 (0) 4 320 4065

Fax: + 971 (0) 4 320 4067

Email: services@projexuae.com

Web: www.projexuae.com

GALA DINNER

The Gala Dinner for the Middle East Coatings Show will be taking place on the evening of the 13th March 2012. Each exhibiting company will receive 2 tickets as part of their stand package. The event will take place in the Al-Multaqa ballroom located near Hall 5 at the DWTC.

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.

INTERNET ACCESS

Wi-Fi access is available at the DWTC but it has been advised the coverage is not so reliable in some areas and keeps disconnecting. We would recommend Exhibitors to order an ADSL line for their stand to be 100% sure to get the connection and speed required. Please see the **DWTC Telecommunications Order Form** at the back of this manual.

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: dianesheppard@quartzltd.co.uk

PHOTOGRAPHY

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

Email: dianesheppard@quartzltd.co.uk

PRAYER ROOM

Prayer rooms are available for ladies and gentlemen on the 2nd level of the DWTC above Rashid Hall.

PROMOTIONAL MATERIAL

Each exhibitor will automatically receive 200 visitor admission tickets to send out to their customers, 20 VIP Invitations and 200 exhibition logo stickers. If you require additional tickets or stickers, please complete **Form 6** and return by **16 December 2011**. Our Marketing Department will be pleased to send out free admission tickets on your behalf for further information please see **Form 6**.

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.

PUBLICITY GUIDE

A Publicity Guide is enclosed at the back of this Manual. Please return forms **PR/1 & PR/2** by the dates requested.

REMOVAL OF EXHIBITS

The exhibitor must arrange for the removal of exhibits after 15.00 hrs on Wednesday 14 March 2012. 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.

RIGGING

The DWTC Rigging Order Form is located at the back of this manual.

RULES & REGULATIONS

A copy of the [Rules & Regulations](#) that govern your participation at this show are included at the rear of this manual.

SAFETY

Fumes, Exhaust and Smoke

(a) General

Any exhibit or process which generates noxious or toxic fumes, exhaust or smoke shall be so constructed and used so as not to be prejudicial to health or be a nuisance and must be so arranged as to have an effective exhaust system to the outside atmosphere. Full details of the exhibit or process and proposed exhaust system must be submitted to the Organisers for approval at least one month prior to the Exhibition. Any attachments or fixings to the building structure or openings through the fabric of the buildings for the flue shall be made by DWTC (at DWTC's discretion) at the expense of the person requiring these services. The Exhibitor must provide the Organiser with a written statement giving details of the chemical composition, quantities, concentrations and discharge rates of all emissions exhausted.

Machinery and Apparatus

(a) Guards

All machinery and other apparatus intended to be operated must be fitted with guards or other means of protection to the satisfaction of DWTC.

(b) Operation

The machinery or apparatus must only be demonstrated or operated by authorised persons and shall not be left running in the absence of such persons.

Flammable Liquids and Gases

No flammable liquid or liquid petroleum gas shall be used within the Centre without the prior written consent of Organisers.

SECURITY

A security service will operate within the exhibition halls throughout the tenancy (24 hours basis), but the organisers will not 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.

Portable items should be secured overnight and removed immediately the exhibition closes, when the risk of loss or damage is at its greatest.

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.

General security arrangements for the exhibition will be controlled by the Organisers in conjunction with Dubai International Convention and Exhibition Centre. It is recommended that a member of staff man the stand at least half an hour before the exhibition opens and until all visitors have left the hall. Under no circumstances should a stand be unmanned during the open periods of the exhibition.

Whilst the Organisers with DICEC will make all reasonable arrangements for security coverage, they are not responsible for any loss or damage, which may occur, and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personal property. Appropriate insurance coverage should be arranged. Should you require additional security for your stand please complete the DWTC Security Order Form located at the back of this manual.

SHELL SCHEME STAND INFORMATION

The Organisers have appointed the following company as the official stand building contractor for this event:

Projex Event Services

P.O Box 31362,

Dubai

UAE

Tel: + 971 (0) 4 320 4065

Fax: + 971 (0) 4 320 4067

Email: services@projexuae.com

Web: www.projexuae.com

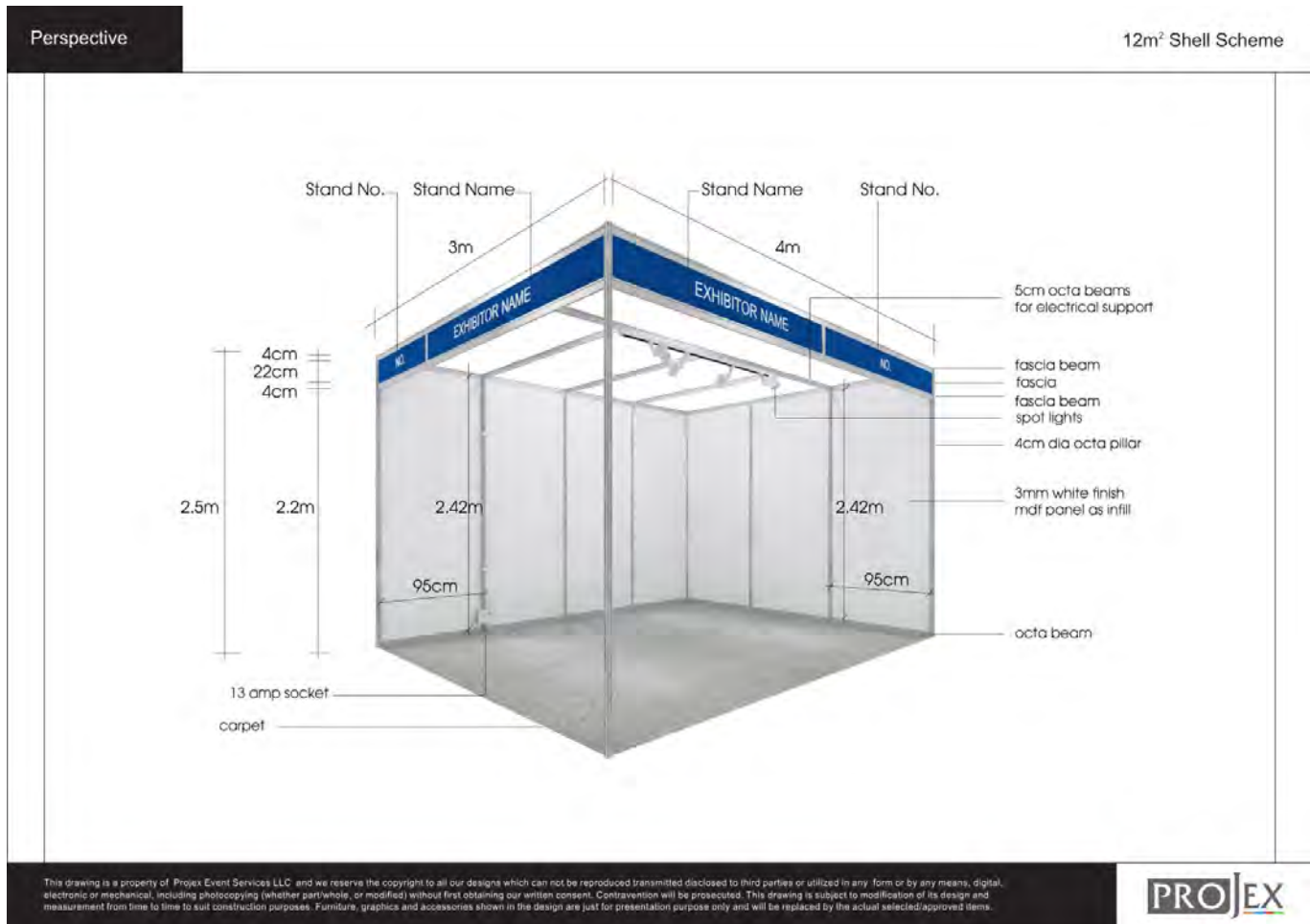
SHELL SCHEME STAND SPECIFICATION

The following will be supplied as part of your Shell Scheme Package.

Walls	Octanorm Modular System White: Height: 2.5 metres high (2420cm between top and bottom rail) Width: 1m wide (950cm between aluminium upright posts) – see enclosed diagram
Floor Covering	Carpet Blue
Electrics	1x 13Amp power socket outlet per 9m ²
Fascia	1 blue fascia board 22cm high with stand number and company name Text in English Projex Fascia Form must be completed and returned by the deadline date.
Lighting	3 x 100w spot light per 9m ² on a track
Extras	Please order extra items for your shell scheme through Projex

Corner stands will be built with 2 open sides and adjoining stands will be built with a centre wall unless otherwise specified to the stand contractor. All enquiries concerning Shell Scheme should be directed to the stand contractor.

FURNITURE – is **NOT** included in the shell scheme package, please order your requirements using the **Projex Order Form** at the back of this manual.



SHELL SCHEME STAND REGULATIONS

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

- 1) No additional fitting of display material may be attached, nailed, screwed or drilled to the Shell Scheme stand. If this instruction is ignored, Quartz Business Media Ltd may charge the exhibitor and or/contractor concerned for damage to the material. If you require assistance in hanging or displaying your exhibits, please consult the official contractor.
- 2) No painting or wallpapering on panels is allowed. Exhibitors who wish to have panels painted must inform the official contractor, who will provide a quotation and carry out the work.
- 3) No free-standing fitting should exceed a height of 2.5m at borders. This includes towers and logos/names etc.
- 4) The fascia is 30cm in height with a usable space of 22cm. The exhibitor may add a company logo by arrangement with the official contractor at an additional cost.
- 5) No suspensions or attachments may be made from beams or rafters of the exhibition hall, or any fixing be made on the floor, columns, walls or any other part of the building.
- 6) An exhibitor occupying a corner stand (open to two or three sides) must get the Organisers approval before closing any side.
- 7) Contractors, other than the officially appointed contractor, carrying out shell scheme stand interior are responsible for removing their waste material daily during build-up period and all their material at the end of the exhibition.
- 8) The organiser will be responsible for the official identification and numbering of stand, please see Projex Event Service Fascia Name board order form at the back of this manual.
- 9) Alterations on site to the standard shell scheme package may be subject to a charge being made. Please notify any changes required direct to the stand builder prior to build-up.
Please Note: Any Electrical or Furniture orders received after the deadline date will carry a surcharge of 20%.

If the fascia name board form is not received by the deadline date Projex Event Services will use the company name printed on the exhibitor list (limit 30 characters).

Any changes to the fascia name board after they have been printed will be charged to the exhibitor at 50.00 USD per fascia name.

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 complete **Form 5** located at the back of the manual and return to Sue Tyler.

Sue Tyler
Middle East Coatings Show 2012
E-mail: suet Tyler@quartzltd.co.uk

SMOKING

Smoking is **NOT** allowed inside the Exhibition Centre at all times.

SPACE ONLY STAND FITTING REGULATIONS

ALL SPACE ONLY STANDS MUST BE APPROVED BY THE ORGANISER AND THE VENUE OR WHERE NECESSARY LOCAL AUTHORITIES.

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.

Please note the following regulations and comply by providing the correct information by the deadline dates.

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 carpet

2 OPEN SIDES - Must have a back wall and a side wall and carpet

3 OPEN SIDES - Must have a back wall and carpet

PLANS - Fully dimensional drawings showing details of all interior stand fittings and position/dimensions of machinery exhibits must be submitted for approval, please see **Form 8 SPACE ONLY**.

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 double-sided cladding and decorated in plain colours only on the reverse.

- 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 stand fitting contractors agree to use only the appropriate labour and observe the Regulations of the Exhibition Management. 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 as detailed on their booking confirmation.
- **Build Height Restrictions – 6 Metres**
- The exhibitor and his contractor must conform to the Rules & Regulations of the venue and Quartz Business media.
- All stand structures, signs, notices, etc., must be contained within the area allocated and may not project into or over the public gangways. Traps, service openings in floors, fire prevention outlets, etc., must be left accessible at all times. Exit signs must not be masked or obstructed.
- No suspension may be made from the roof of the exhibition halls, nor may fixings be made to the structure of the building.
- 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.
- 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 column) which fall within the allocated space may be used for display of photographs or other pictorial matter.
- The cutting of channels in floors is strictly prohibited.
- All material used in the construction of the stand must be flameproof.
- All stand construction and materials used must comply with DWTC regulations.

The following regulation has been introduced by DWTC Protocol & Security Department as required by the Dubai Naturalisation and Residency Department.

**Temporary Contractor Badges
Local Contractors (UAE Based)**

Individual Application

All contractor staff must report to the cashier's cabin at the Za'abeel service yard to avail a temporary contractor badge in exchange of a valid proof of identity which can be either a UAE labour card or a UAE national ID card or a UAE driving licence or a UAE Government organisation ID card. This proof of identity will be kept at the cashier's cabin at the Za'abeel service yard until the contractor badge is returned.

Each contractor badge will be charged AED10.00 and is valid for a day (from 00:01 to 24:00). A fee of AED 100.00 will be payable at the cashier's cabin at the Za'abeel service yard for any lost contractor badge.

Group Application

A contractor may also apply for DWTC contractor badges for the company's entire team anytime before the build-up starts. A representative of the company should submit the application at the cashier's cabin at the Za'abeel service yard along with each staff's original proof of identity (a UAE labour card or a UAE national ID card or a UAE driving licence or a UAE Government organisation ID card) that will be kept at the cashier's cabin at the Za'abeel service yard until the contractor badges are returned.

Each of these contractor badges will be charged AED10.00 and is valid for a day (from 00:01 to 24:00). A fee of AED 100.00 will be payable at the cashier's cabin at the Za'abeel service yard for any lost contractor badge.

International Contractors (Non UAE Based)

All contractor staff must report to either the cashier's cabin at the Za'abeel service yard or at Al Wasl reception to avail a temporary contractor badge in exchange of a passport copy. The badge will be valid for a maximum of 15 days. AED200.00 will be charged per badge including an entrance fee of AED100.00 and a refundable deposit of AED100.00. The refundable deposit can be claimed upon returning the badge within 15 days from the date of payment. In the event the badge is not returned at the cashier's cabin at the Za'abeel service yard or at Al Wasl reception, the deposit will not be refunded.

PLEASE NOTE:

If you are intending to include the following as part of your stand design, further details may be required:

- a. Erecting a Multi-Storey Stand. Full structural calculations are required.
- b. Provision for a closely seated audience on the floor, on a platform or on tiered grandstand.
- c. Any part of the stand exceeds 4m in height above the floor of the Centre.
- d. The travel distance from any part of the stand to an open side or exit or to a gangway is greater than 10m.
- e. Install heavy audio-visual equipment, banners, lighting truss on any part of the stand.
- f. Suspend equipment from the roof structure of the halls.

When submitting stand designs for approval please complete the DWTC Exhibition Stand Structure form located at the back of this manual and return together.

If your stand fits into any of the above criteria it is essential that stand plans are submitted by the deadline as the DWTC may require further information before approval is given.

Please note, no work is to commence in the halls until approval of the plans has been given in writing.

Please find attached the form for rigging, installing trusses, or suspension.

SPONSORSHIP OPPORTUNITIES

Please see **FORM 2** at the back of the manual for all sponsorship opportunities available.

STORAGE

For safety reasons, empty packaging must be removed from the DWTC 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 & DWTC 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 Dave Gardner

TELECOMMUNICATIONS & DATA SERVICES

The following company has been appointed contractor for telecommunications:

Dubai World Trade Centre – Customer Contact Centre
Tel: +971 4 308 6333
Fax: +971 4 318 8741
Email: c3@dwtc.com

The DWTC Telecommunications & Data Services Order Forms can be found at the back of this manual.

TEMPORARY STAFF

The following company has been appointed contractor for temporary staff:

Contact: Yolla Shoucair
HOSTEX FZC
PO BOX 33425
DUBAI
UAE

Tel: +971 (0) 50 6455652
Fax: + 971 (0) 4 2827380
Email: yolla@hostexworld.com

The order form can be found at the back of this manual.

VENUE ADDRESS

Halls 5, 6, 7 & 8
Dubai Int'l Convention & Exhibition Centre
PO Box 9292
Dubai
United Arab Emirates
Tel: +971 4 3321 000
Fax: +971 4 3318 299
Internet: <http://www.dwtc.com>

VISA

If you require a letter of invitation to gain your visa for entry into Dubai please complete and return the visa form at the back of the manual.

Your hotel should be able to arrange a visa on your behalf for a fee.

WATER SUPPLY

Please contact **Projex Event Services** directly for water supply.

Projex Event Services

P.O Box 31362,

Dubai

UAE

Tel: + 971 (0) 4 320 4065

Fax: + 971 (0) 4 320 4067

Email: services@projexuae.com

Web: www.projexuae.com

PLEASE RETURN FORM TO:

Kevin Lloyd
Middle East Coatings Show 2012
Quartz House
20 Clarendon Road, Redhill, Surrey
RH1 1QX, England
Email: kevinlloyd@quartzltd.co.uk

1

Exhibitor Business Presentations

Middle East Coatings Show 2012

Deadline Date

16 December 2011

PLEASE USE BLOCK CAPITALS

Name of Company Stand No:.....

Address

Postcode Town Country

Telephone No. Fax. No.

Contact

Email Address

Speaker Name: *(both 12 & 13 March)*

Presentation Title: *(both 12 & 13 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** Monday 12 March and Tuesday 13 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:

Chris Hamilton
Middle East Coatings Show 2012
Quartz House
20 Clarendon Road, Redhill, Surrey
RH1 1QX, England
Tel: +44 (0) 1737 855 109
Email: chrishamilton@quartzltd.co.uk

2

Sponsorship Opportunities
Middle East Coatings Show 2012

Deadline Date
URGENT

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 in the Carrier Bags
- **Internet Café** – your promotional material exclusively featured in this area on the show floor. Terminals will be set with your homepage as default and banners can be hung above the area featuring your logo
- **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)

Alternatively, Please contact Chris Hamilton on +44 (0) 1737 855 109
Or Email: chrishamilton@quartzltd.co.uk

PLEASE RETURN FORM TO:

Ranjeet Sandhu
Middle East Coatings Show 2012
Quartz House
20 Clarendon Road, Redhill, Surrey
RH1 1QX, England
Email: ranjeetsandhu@quartzltd.co.uk

3

Exhibition Catalogue – Advertising

Middle East Coatings Show 2012

Deadline Date
28th December 2011

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 Dubai on 12 – 14 March 2012

<input type="checkbox"/>	Full Page	Four Colours	£ 4676
<input type="checkbox"/>	Full Page	Two Colours	£ 3354
<input type="checkbox"/>	Full Page	Black & White	£ 2690
<input type="checkbox"/>	Half Page	Four Colours	£ 2630
<input type="checkbox"/>	Half Page	Two Colours	£ 1939
<input type="checkbox"/>	Half Page	Black & White	£ 1491
<input type="checkbox"/>	Quarter Page	Two Colours	£ 1114
<input type="checkbox"/>	Quarter Page	Black & White	£ 899

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

Final Copy Date: 28 December 2011

*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:

Sue Tyler
Middle East Coatings Show 2012
Email: suetyler@quartzltd.co.uk

**EXHIBITION CATALOGUE
EDITORIAL
FORM 4
Middle East Coatings Show 2012
*Deadline Date - 17 October***

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

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

All exhibitors at the Middle East Coatings Show 2012 automatically qualify for a free editorial in the Exhibition Catalogue, which will be published several weeks prior to the exhibition.

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 box below, save this document and email back to suetyler@quartzltd.co.uk

Your entry should consist of no more than 50 words giving a brief description of your exhibits, together with the names of stand personnel. Please state clearly the name under which your organisation will be exhibiting and complete the attached sheet if you are representing more than one exhibitor. A maximum of five co-exhibitors will be included in the catalogue. In addition, we reserve the right to edit or condense entries.

This catalogue will be printed in English and Arabic.

CO-EXHIBITOR 1

PLEASE TYPE IN BLOCK CAPITALS

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

CO-EXHIBITOR 2

PLEASE TYPE IN BLOCK CAPITALS

Name of Company			
Address			
Town	Postcode	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 THIS FORM TO:

Sue Tyler
Senior Editor, PPCJ
Tel: +44 (0)1737 855161
Fax: +44 (0)1737 855034
Email: suet Tyler@quartzltd.co.uk
www.coatingsgroup.com

**FORM 5
SHOW DAILY**

Middle East Coatings Show 2012

Deadline Date - 16 January 2012

PLEASE COMPLETE IN BLOCK CAPITALS

Company Name

Address

Town

Postcode

Country

Telephone No.

Fax No.

Stand Contact

Stand No.

Email Address

Web Address

During the **Middle East Coatings Show 2012 show in Dubai**, we will be publishing **Three Show Dailies**. As an exhibitor you are entitled to submit some editorial plus a high-resolution image for possible inclusion in one of the Dailies.

Please submit an application story of no more than 200 words (see box below); product and news stories, which you may wish to feature within these pages. This will, I am sure, enhance your participation at the Middle East Coatings Show 2012.

Copy deadline for inclusion in these issues is Monday, 16th January, 2012. There is no charge for editorial contributions

PLEASE RETURN FORM TO:

**Marketing Department
Middle East Coatings Show 2012
Quartz House
20 Clarendon Road, Redhill,
Surrey, RH1 1QX
Email: tickets@quartzltd.co.uk**

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Promotional Material

Middle East Coatings Show 2012

Deadline Date

16 December 2011

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 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.

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 send us your names and addresses in an Excel spreadsheet or printed onto labels together with your covering letter or compliments slip by email or on disk in Word format and we do the rest.

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/compliment slip with our mailing.

PLEASE RETURN FORM TO:

Diane Sheppard
Middle East Coatings Show 2012
Quartz House
20 Clarendon Road, Redhill, Surrey
RH1 1QX, England
Fax : +44 (0) 1737 855 034
Email: dianesheppard@quartzltd.co.uk

7

**Extended Space only Construction
hours
(Space only stands)**

Middle East Coatings Show 2012

**Deadline Date
9 January 2012**

PLEASE USE BLOCK CAPITALS

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

If you require additional working hours to construct your space only stand please complete and return this form.

Over night work starting @18.00hrs on Saturday 10th March 2012 till 9.00am on Sunday 11th March 2012 .

We confirm over night working @ a cost of £500. (Per stand)

On site Stand Contractor Contact Details:

Company Name Contact Name

Telephone Fax

Mobile Email

Signature

Date

PLEASE RETURN FORM TO:

Diane Sheppard
Middle East Coatings Show 2012
Quartz House
20 Clarendon Road, Redhill, Surrey
RH1 1QX, England
Tel: +44 (0) 1737 855015
Fax: +44 (0) 1737 855034
Email: dianesheppard@quartzltd.co.uk

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**Independent Stand Construction
(Space Only Stands)**

Middle East Coatings Show 2012

**Deadline Date
9th January 2012**

PLEASE USE BLOCK CAPITALS

Company Name

Tel: Fax:

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 and in certain circumstances the venue. It is necessary to complete and return this form by the deadline date. Please complete the details below and return by post with two sets of stand plans showing the dimensions and side elevations in ENGLISH. If plans can be submitted by email, please use the above email address. Please note, only holders of the official Contractor Passes will be allowed access to the site.

Stand Contractor Details

Company Name Contact Name

Address

Postcode Country Email.....

Telephone Fax Mobile

We agree to abide by the Rules and Regulations of the exhibition as stipulated in the manual.

Contractor Access During Build-up and Tear-down:

The procedure detailed below has been introduced by DWTC Protocol and Security department as required by the Dubai Naturalisation and Residency Department. For smooth build-up and tear-down access, please ensure that all your contractors follow this procedure:

Local Contractors (UAE based)

All contractor staff must report to the marshalling yard/loading dock security gate to get a DWTC contractor badge in exchange of a valid UAE labour card, with a fee of AED 10 (US \$ 2.75) per person per day. The labour card will be kept by our Protocol and Security department until the contractor staff returns the DWTC contractor badge. A contractor can also apply for DWTC contractor badges for his/her entire team anytime before the build-up starts. A supervisor of the company should present to our Protocol and Security department a copy of each staff's labour card or passport. The supervisor will be asked to leave his/her labour card as a deposit which can be collected when all DWTC contractor badges are returned.

Permanent DWTC Contractor Badges

Stand contractors working regularly at the venue can be issued with permanent DWTC contractor badges. For permanent contractor badges, a representative of the company should provide our Protocol and Security department with a list of all staff requiring a permanent DWTC contractor badge. The annual fee is AED 100 (US \$ 27.5) per person. The submission should include the following:

- Passport copies with valid visa for each staff
- Trade license copy
- Company letter requesting the permanent DWTC contractor badges
- 2 photographs for each staff
- An annual fee per badge will be charged.

International Contractors (non UAE based)

As international contractors do not have a UAE labour card, they must present their original passport and a photocopy including a deposit in UAE Dirham's to the Security Control Room in exchange for a DWTC contractor badge. The deposit will be returned when the contractor hands the DWTC contractor badge back to the Security Control room. The fee will be AED 10 (US \$ 2.75) per person per day.

Signature Date

PLEASE RETURN FORM TO:

OPS FORMS
Middle East Coatings Show 2012
Quartz House
20 Clarendon Road, Redhill, Surrey
RH1 1QX, England
Fax : +44 (0) 1737 855 034
Email: opsforms@quartzltd.co.uk

9
Health & Safety Declaration
Middle East Coatings Show 2012
Deadline Date
9 January 2012

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 EVERY EXHIBITING COMPANY

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:

BUILD-UP/BREAKDOWN
Our Health & Safety Representative for the stand is:
Name.....
Position.....
Mobile/Stand Telephone no.
.....

SHOW OPEN PERIOD
Our Health & Safety Representative for the stand is:
Name.....
Position.....
Mobile/Stand Telephone no.
.....

TO BE SIGNED BY A SENIOR PERSON WITHIN THE EXHIBITING COMPANY

Print Name..... **Position**

Signature **Date**

PLEASE RETURN FORM TO:

OPS FORMS
Middle East Coatings Show 2012
Quartz House
20 Clarendon Road, Redhill, Surrey
RH1 1QX, England
Fax : +44 (0) 1737 855 034
Email: opsforms@quartzltd.co.uk

10
Exhibitor Build Up Passes
(Build-up & Breakdown)
Middle East Coatings Show 2012

Deadline Date
9 January 2012

PLEASE USE BLOCK CAPITALS

Name of Company

Address

Postcode Town Country

Telephone No. Fax No.

Stand Contact Stand No.

Email

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

Please supply the following:

	No. Required	Cost
Exhibitor Build up Passes	<input type="text"/>	FREE
- For Build-up and Breakdown only		

Please note: you will need to register for an Exhibitor Badge to gain entry to the halls on open days.

****Stand Contractors need to obtain a venue work licences.**

Signature **Date**

PLEASE RETURN FORM TO:

OPS FORMS
Middle East Coatings Show 2012
Quartz House
20 Clarendon Road, Redhill, Surrey
RH1 1QX, England
Fax : +44 (0) 1737 855 034
Email: opsforms@quartzltd.co.uk

11
Invitation Letter
for Visa Application
Middle East Coatings Show 2012
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

MIDDLE EAST COATINGS SHOW 2012

PLEASE RETURN COMPLETED FORM TO:

Email: dianesheppard@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 (□)	Likelihood x Severity (□)	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	
			V High High Medium Low	V High High Medium Low	

RISK ASSESSMENT SAMPLE

PLEASE USE BLOCK CAPITALS

Name of Company

Address

Postcode Town County

Telephone No. 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 (□)	Likelihood x Severity (□)	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

On the following Risk Assessment form 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

EXHIBITOR METHOD STATEMENT (EXPLANATION)

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

MIDDLE EAST COATING SHOW 2012

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:

Email: dianesheppard@quartzltd.co.uk

PR/1

MIDDLE EAST COATINGS SHOW 2012 ARE YOU LOOKING FOR AGENTS?

PLEASE COMPLETE AND RETURN BEFORE: 20 January 2012

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 20 January 2011 to:

coatingsgroup@quartzltd.co.uk

PR/2

MIDDLE EAST COATINGS SHOW 2012 NEW PRODUCT INFORMATION

PLEASE COMPLETE AND RETURN BEFORE: 16 December 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 2012 press releases and any pre-show publicity.

THIS IS NOT A CATALOGUE ENTRY.

NEW PRODUCT INFORMATION

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Return this form before 16 December 2012 to:

Email: coatingsgroup@quartzltd.co.uk



12 - 14 March 2012

Dubai International
Convention & Exhibition
Centre, UAE

PRE-SHOW PUBLICITY

Welcome to the MIDDLE EAST COATINGS SHOW 2012. 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 2012 issue of PPCJ (POLYMERS PAINT COLOUR JOURNAL). Advertisements promoting the MIDDLE EAST COATINGS SHOW 2012 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

Monday 12 March	10.00 – 18.00 hrs
Tuesday 13 March	10.00 – 18.00 hrs
Wednesday 14 March	10.00 – 15.00 hrs

FURTHER DETAILS

Publicity enquiries:

Kevin Lloyd

Email: kevinlloyd@quartzltd.co.uk

Exhibition stand enquiries:

Diane Sheppard

Email: dianesheppard@quartzltd.co.uk

Website: www.coatingsgroup.com



TEMPORARY STAND STAFF

**Please complete in type or block capitals
(We cannot be held responsible for mistakes from illegible handwriting)**

Company Name..... Stand Number.....
 Address.....
 Telephone..... Fax.....
 E-mail..... Contact Person.....
 Signature..... Date.....

.....

Please indicate in the table below the number of temporary staff required as well as their main duties/ tasks to be performed (such as host/ hostesses, receptionist, data entry operator, secretary, sales person, translator, etc.) in order to enable us to allocate individuals with the appropriate skills.

Requirements	Languages	No. of Staff Needed	Dates		No. of Hours
			From	To	
Hostess/Receptionist					
Translator					
Registration					
Ushers					
Flyers Distributor					
Others/Please Specify					
Dress Required					
Specific Requirements					

Rates: The rate is **AED 80.00 / US \$22** per hour per staff (minimum 5hrs per day) and payable prior to the event. The above is the flat rate. However, special requests of the Hostesses or the Models will be accounted separately and the invoice will be made accordingly – please contact us for additional information. As for translator/interpreter the rate will be **AED 1,000 / US \$ 275** per day.

Cancellation Terms: Partial or total cancellation of the above order can be made up to 8 days prior to the commencement of the duty without charge. 100% charge will apply for any partial or total cancellation made within 7 days of the commencement of the duty.

Confirmation: Confirmation will be made by email.

Payment:

- ✓ **International Companies:** All payment should be made by bank transfer at least 10 days prior to the commencement of the duty as per the bank details below.
- ✓ **Local Companies:** Payments can be either made by bank transfer, local bank cheque or by direct cash payments 10 days prior to the commencement of the duty.

Bank Name: EMIRATES NBD
 P O Box 777
 Tel: +971 4 332 0808
 Fax +971 4 332 0908
 Beneficiary name: **HOSTEX FZC**
 Swift Code: **NBDUAEAD**
 Account No: **1012452712201**

Return to:
Hostex
P.O. Box 35464
Dubai, U.A.E
Email: yolla@hostexworld.com
Fax: +971 4 282 7380
Cell: +971 50 645 5652

PROJEX



12 - 14 MARCH, 2012

DUBAI INTERNATIONAL CONFERENCE AND EXHIBITION CENTRE

DUE DATE: 11TH FEBRUARY, 2012

PLEASE RETURN TO :

PROJEX EVENT SERVICES LLC

P.O BOX. 31362, DUBAI, U.A.E.

PHONE : + 971 4 3204065

FAX : + 971 4 3204067

EMAIL : ranju@projexuae.com

COMPANY NAME : _____

STAND # : _____

CONTACT PERSON : _____

EMAIL : _____

TEL. / MOBILE : _____

FAX # : _____

FURNITURE / STAND FITTING EXTRAS

QTY	CODE	ITEM	UNIT PRICE		TOTAL
			AED	USD	AED/USD
	F020	Table- silver aluminum, white laminate top 500mm x 500mm x 500mm high	171.00	46.00	
	F030	Table- wood finish top with silver metal frame 800mm dia, 710mm high	187.00	51.00	
	F040	Table- square all white 800mm x 800mm x 740mm high	187.00	51.00	
	F050	Table- round all white 1000mm dia, 730mm high	187.00	51.00	
	F055	Table- round, beech wood top with silver stem leg	187.00	51.00	
	F060	Banquet Table- white top 1800mm x 800mm x 730mm high	242.00	66.00	
	F070	Upholstered Chair- in red / grey / blue / black (specify colour)	163.00	44.00	
	F080	Lounge Chair- in red / grey / blue (specify colour)	251.00	68.00	
	F090	Coffee Table- square, in red / grey / blue (specify colour)	251.00	68.00	
	F100	Folding chair- white, plastic, standard height	144.00	39.00	
	F105	Chrome Chair	167.00	45.00	
	F110	Chair- stacking chair in black / white plastic with metal frame, standard height	144.00	39.00	
	F120	Bar Stool- black (upholstered)	266.00	72.00	
	F130	Bar Stool- in black / white plastic with chrome metal frame & adjustable height	211.00	57.00	
	F130T	Bar table-in black/white plastic with chrome metal frame & adjustable height	286.00	78.00	
	F131	Bar Stool- in white imitation leather with chrome frame	218.00	59.00	
	F132	Bar Stool- metal finish	211.00	57.00	
	F140	Bar Stool- Black (wooden, no back rest)	175.00	48.00	
	F145	Bar Stool- coloured& shaped seat	239.00	65.00	
	F150	Exhibit Base 500mm x 500mm x 500mm high (Octanorm)	259.00	70.00	



F170	Reception Counter 1000mm x 500mm x 900mm high (Octanorm)	354.00	96.00
F190	Lockable Cupboard 950mm x 500mm x 1000mm high (Octanorm)	394.00	107.00
F210	Octanorm Showcase 1000mm x 500mm x 900mm high	592.00	161.00
F220	Perspex literature holder (A4) Single	96.00	26.00
F230	Three tier literature holder	116.00	31.00
F240A	Zig-zag Literature holder	577.00	157.00
F250	Tension Barrier	497.00	135.00
F260	Refrigerator- Table top height	426.00	116.00
F280	Waste bin	36.00	10.00
F300	Chair- black leather seat and back with chrome metal frame	191.00	52.00
F310	Chair- upholstered in blue fabric with revolving metal frame	278.00	76.00
F311	Armchair- fabric, revolving	179.00	49.00
F320	Lounge Chair- upholstered in blue fabric with blue cushion back rest	326.00	89.00
F330	Chair- felt fabric in green / red / blue	338.00	92.00
F340	Chair- felt fabric in orange / blue / black	378.00	103.00
F1031	Table- black top/ square with grey detail edging 750mm x 750mm	227.00	62.00
F5131	Chair- imitation leather seat & back with chrome frame	251.00	68.00
F5158	Chair- folding chair with imitation leather seat& back with chrome frame	199.00	54.00
S120	Newline glass showcase 1000mm x 400mm x 1000mm high	592.00	161.00
S130	Newline glass showcase 1000mm x 500mm x 2000mm high	1,152.00	313.00
S150	Display Counter (without lights) 1000mm x 500mm x 900mm high	592.00	161.00
D010	Single Wall Panel 1000mm x 2500mm high	291.00	79.00
D020	Lockable door panel 1000mm x 2500mm high	426.00	116.00
D050	Shelf 1000mm x 300mm deep-specify whether flat / sloping	96.00	26.00
F245	Coat Rail / Hanger (on wheels)	286.00	78.00
	Pegboard (950mm x 950mm)	270.00	73.00
	Pegboard (1640mm x 950mm)	314.00	85.00
	Pegboard (2000mm x 950mm)	354.00	96.00

SIGNATURE : _____ **DATE :** _____

- **PAYMENT IN FULL MUST ACCOMPANY THIS ORDER. PLEASE REFER TO PAYMENT TERMS.**
- **ITEMS WILL NOT BE SUPPLIED IF PAYMENT IS NOT RECEIVED IN ADVANCE.**

A 20% SURCHARGE IS APPLICABLE ON ORDERS RECEIVED LESS THAN 30 DAYS PRIOR TO START OF THE EXHIBITION



PROJEX EVENT SERVICES L.L.C.

AL AWIR INDUSTRIAL AREA
PO BOX. 31362, DUBAI, U.A.E.
TEL: +971 4 3204065 FAX : +971 4 3204067
EMAIL : ranju@projexuae.com or services@projexuae.com

PAYMENT PROCEDURES

Telex Transfer

Payment to be made to: -

PROJEX EVENT SERVICES L.L.C.
ACCOUNT NO. 020 475539 001
HSBC BANK MIDDLE EAST
P.O BOX 66
DUBAI, U.A.E.
SWIFT: BBMEAEAD

ALL BANK CHARGES TO BE BORNE BY SENDER

Please note, the amount credited into our bank must be the exact order value and any shortage must be paid in full prior to any order being processed. Telex Transfers which have not been received and cleared through our bank prior to the buildup of the show will be regarded as unpaid and the service will not be supplied until the outstanding amount is paid in full. Please ensure therefore that you allow adequate time for your telex transfer to clear the banking system to avoid problems on site.

Demand Draft

Drafts in US Dollars (Payable at New York Only) or UAE Dirhams only in favour of 'PROJEX EVENT SERVICES L.L.C.' are accepted.

Company Cheques

Only U.A.E. based company cheques are accepted.

Credit Cards

Credit Card payment can be processed onsite only. **VISA, MASTER, AMEX** Cards are accepted.

DINERS CLUB Cards *cannot* be accepted.

Showcase	S120
	
Quantity: 50	W D H
Colour <input type="checkbox"/>	1000 400 1000

Showcase	F210	S150
		
Quantity: 50	W D H	Q
Colour <input type="checkbox"/>	1000 500 900	

Showcase	S130
	
Quantity: 50	W D H
Colour <input type="checkbox"/>	1000 500 2000

Refrigerator	F260
	
Quantity: 24	W D H
Colour <input type="checkbox"/>	350 350


Exhibit Base	F150
	
Quantity: 58	W D H
Colour <input type="checkbox"/>	500 500 500

not available anymore

Exhibit Base	F160
	
Quantity: 70	W D H
Colour <input type="checkbox"/>	500 500 500

Counter	F170
	
Quantity: 40	W D H
Colour <input type="checkbox"/>	1000 500 900

Cupboard	F190
	
Quantity: 50	W D H
Colour <input type="checkbox"/>	950 530 1000

Literature Holder	F240A
	
Quantity: 40	W D H
Colour <input type="checkbox"/>	A4

Literature Holders	F230	F220
		
Quantity: 100	W D H	Q
Colour <input type="checkbox"/>	A4	

Coat Hanger	F245
	
Quantity: 50	W D H
Colour <input type="checkbox"/>	

Trash Bin	F280
	
Quantity: 500	W D H
Colour <input type="checkbox"/>	400 300

Projex Event Services L.L.C

PO Box 31362
Dubai, U.A.E
Tel: +9714 3204065
Fax: +9714 3204067

PO Box 95001
Abu Dhabi, U.A.E
Tel: +9712 4064400
Fax: +9712 4496377

E-mail: services@projexuae.com www.projexuae.com

PROJEX



12 - 14 MARCH, 2012
DUBAI INTERNATIONAL CONFERENCE AND EXHIBITION CENTRE

DUE DATE: 11TH FEBRUARY, 2012

PLEASE RETURN TO :
PROJEX EVENT SERVICES LLC
P.O BOX. 31362, DUBAI, U.A.E.
PHONE : + 971 4 3204065
FAX : + 971 4 3204067
EMAIL : ranju@projexuae.com

COMPANY NAME : _____
STAND # : _____
CONTACT PERSON : _____
EMAIL : _____
TEL. / MOBILE : _____
FAX # : _____

ELECTRICAL - SPACE ONLY

- Mains supplies to 'Space Only' stands are NOT included and must be ordered. Price includes current consumed, but does not include a distribution board.
- Please indicate below your mains supply and any distribution board required.

QTY	CODE	ITEM	UNIT PRICE		TOTAL
			AED	USD	AED/USD
	S010	15 Amp Single Phase	750.00	206.00	
	S020	30 Amp Single Phase	1,400.00	384.00	
	S040	15 Amp Three Phase	2,250.00	616.00	
	S050	30 Amp Three Phase	3,770.00	1,032.00	
	S060	60 Amp Three Phase	6,380.00	1,742.00	
	X070	Single Phase Distribution board	910.00	248.00	
	X080	Three Phase Distribution Board	1,817.00	498.00	
	X090	60 Amp Three Phase ELCB	320.00	88.00	
	X100	30 Amp Single Phase ELCB	160.00	44.00	
	E090	Water and Waste	4,130.00	1,132.00	
		Ceiling Cables	1,680.00	457.00	

SIGNATURE : _____ **DATE :** _____

Please complete this form, show location of fittings on grid and return by email or fax. A copy should be sent with the remittance before the deadline date.

- **PAYMENT IN FULL MUST ACCOMPANY THIS ORDER. PLEASE REFER TO PAYMENT TERMS.**
- **ORDERS WILL NOT BE CONFIRMED OR PROCESSED IF PAYMENT IS NOT RECEIVED ALONG WITH THE FORM.**
- **PLEASE ORDER THE APPLICABLE DISTRIBUTION BOARD FOR YOUR MAINS SUPPLY (IF REQUIRED).**
- **POSITION OF CABLE SUPPLY TO STAND WILL BE DETERMINED BY THE STAND POSITION.**

TO MEET VENUE MANAGEMENT REQUIREMENTS, NOTE BELOW THE IMPORTANT POINTS:

- **A 20% SURCHARGE IS APPLICABLE ON ORDERS RECEIVED LESS THAN 30 DAYS PRIOR TO START OF THE EXHIBITION**
- **NO REFUND FOR CANCELLATION OF CONFIRMED ORDERS**
- **ONLY UPGRADES IS POSSIBLE (20% SURCHARGE IS APPLICABLE IF THIS CHANGE IS DONE AFTER THE DEADLINE PERIOD)**



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EMAIL : ranju@projexuae.com or services@projexuae.com

PAYMENT PROCEDURES

Telex Transfer

Payment to be made to: -

PROJEX EVENT SERVICES L.L.C.
ACCOUNT NO. 020 475539 001
HSBC BANK MIDDLE EAST
P.O BOX 66
DUBAI, U.A.E.
SWIFT: BBMEAEAD

ALL BANK CHARGES TO BE BORNE BY SENDER

Please note, the amount credited into our bank must be the exact order value and any shortage must be paid in full prior to any order being processed. Telex Transfers which have not been received and cleared through our bank prior to the buildup of the show will be regarded as unpaid and the service will not be supplied until the outstanding amount is paid in full. Please ensure therefore that you allow adequate time for your telex transfer to clear the banking system to avoid problems on site.

Demand Draft

Drafts in US Dollars (Payable at New York Only) or UAE Dirhams only in favour of 'PROJEX EVENT SERVICES L.L.C.' are accepted.

Company Cheques

Only U.A.E. based company cheques are accepted.

Credit Cards

Credit Card payment can be processed onsite only. **VISA, MASTER, AMEX** Cards are accepted.

DINERS CLUB Cards *cannot* be accepted.

PROJEX



12 - 14 MARCH, 2012

DUBAI INTERNATIONAL CONFERENCE AND EXHIBITION CENTRE

DUE DATE: 11TH FEBRUARY, 2012

PLEASE RETURN TO :

PROJEX EVENT SERVICES LLC

P.O BOX. 31362, DUBAI, U.A.E.

PHONE : + 971 4 3204065

FAX : + 971 4 3204067

EMAIL : ranju@projexuae.com

COMPANY NAME : _____

STAND # : _____

CONTACT PERSON : _____

EMAIL : _____

TEL. / MOBILE : _____

FAX # : _____

ELECTRICAL - SHELL SCHEME

- The cost of providing Single Phase Mains supply and connection, including current consumed to Shell Scheme stands is covered by the space rental charges.
- 1 x 13A socket per 9m² and 1 x 100W spotlight per 3m² are supplied with the Shell Scheme. Please indicate below any EXTRA electrical requirements.

QTY	CODE	ITEM	UNIT PRICE		TOTAL
			AED	USD	AED/USD
	E010	Spotlight 100W	214.00	58.00	
	E020	4 Ft. Fluorescent	214.00	58.00	
	E030	13 Amp 3 Pin Socket	214.00	58.00	
	E040	15 Amp Round Pin Socket	266.00	72.00	
	E050	Floodlight 300W	242.00	66.00	
	E060	Floodlight 500W	323.00	88.00	
	E070	Floodlight 1000W	491.00	133.00	
	E090	Water and Waste	4,130.00	1,132.00	

SIGNATURE : _____ **DATE :** _____

Please complete this form as required, show location of items on grid and return by email or fax. A copy should be sent with your remittance before the deadline.

- **PAYMENT IN FULL MUST ACCOMPANY THIS ORDER. PLEASE REFER TO PAYMENT TERMS.**
- **ITEMS WILL NOT BE SUPPLIED IF PAYMENT IS NOT RECEIVED IN ADVANCE.**

- **A 20% SURCHARGE IS APPLICABLE ON ORDERS RECEIVED LESS THAN 30 DAYS PRIOR TO START OF THE EXHIBITION**
- **TO MEET VENUE MANAGEMENT REQUIREMENTS, NO REFUND FOR CANCELLATION OF THE CONFIRMED ORDER RECEIVED ALONGWITH PAYMENT FOR ITEM E090**



Data & Telecom Services Form_2012

Please Return to DWTC's Customer Contact Centre:

Helpline: +971 4 308 6333 • Fax: +971 4 318 8741 • E-mail: c3@dwtc.com • V07.11_26E

**THE DEADLINE TO RETURN THIS FORM IS 3 WEEKS PRIOR TO THE START OF THE EVENT
ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO AVAILABILITY**



Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name				Exhibition Date	
Hall No.		Stand No.		Stand Name	

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name					
Last Name				Job Title	
Company Name					
Company Address					
Company City		Postal Code		Country	
Direct No.		Mobile No.		Fax No.	
E-mail (important service information will be sent to this address)					
On-site Contact Name		On-site contact No.			

Ways to Pay:

✓ (Please select)

CREDIT CARD - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

COMPANY CHEQUE - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.

BANK TRANSFER - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.

Conditions of Sale:

- 1) Dubai World Trade Centre holds the exclusive rights to all data and telecommunication services within DWTC.
- 2) All orders for data and telecom services must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
- 3) **"More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event.** Items must be paid within 5 days of



Data & Telecom Services Form_2012

ordering or will be automatically cancelled.

- 4) "Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event. Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing c3@dwtc.com.

A World of Possibilities:

Dubai World Trade Centre is expert in delivering all your telecommunication and data services requirements during the exhibition. For ease you can order directly using this form. However if you have more complex requirements such as direct external lines, leased lines, ADSL, IP addresses, wireless or wired networks then please contact us and we will be delighted to quote for you.

Please contact us to discuss your requirements on +971 4 308 6333 or by e-mail at c3@dwtc.com

INTERNET						
Item Description	Connection Speed	No. of Users	More than 3 weeks prior	Less than 3 weeks prior	Quantity	Total cost
Wired internet	1 MB	2	2,930.00	3,810.00		
Wired internet	2 MB	4	3,530.00	4,590.00		
Wired internet	4 MB	8	4,730.00	6,150.00		
Wired internet with wireless access	1 MB	2	3,430.00	4,460.00		
Wired internet with wireless access	2 MB	4	4,430.00	5,760.00		
Wired internet with wireless access	4 MB	8	5,930.00	7,710.00		
Additional network ports / user ID's			250.00	250.00		
Wireless internet – per user per event			500.00	500.00		
SUBTOTAL						

TELECOM LINES									
Item Description	Deposit	More than 3 weeks prior	Less than 3 weeks prior	^a No. of lines by type of access					Total cost
Telephone line and handset through PABX	3,000.00	905.00	1,175.00	1	2	3	4	5	
Fax line and machine through PABX	3,000.00	965.00	1,255.00	1	2	3	4	5	
ISDN	3,000.00	1,100.00	1,430.00	1	2	3	4	5	
Point of sale line		1,100.00	1,430.00						
SUBTOTAL									

^b TELECOM LINES for UAE ETISALAT ACCOUNT HOLDERS								
Item Description	More than 3 weeks prior	Less than 3 weeks prior	^a No. of lines by type of access					Total cost
Telephone line and handset	605.00	785.00	1	2	3	4	5	
ISDN	605.00	785.00	1	2	3	4	5	
Point of sale line	605.00	785.00						
SUBTOTAL								

GRAND TOTAL								
-------------	--	--	--	--	--	--	--	--

^a Please note the number of lines by the type of access for each line:

L	Local - applies to all landline to landline calls within the UAE.
N	National - applies to all calls within the UAE to landline and mobile numbers.
I	International - applies to all international calls to both landlines and mobile numbers.

^b UAE exhibitors can forego the deposit and have calls charged to their ETISALAT account by providing the following:

ETISALAT Subscriber name	
ETISALAT Subscriber number	



Data & Telecom Services Form_2012

Contd

Points to note:

1) Wired internet:

- a. A computer or device with a RJ45 network interface and a web browser is required to use DWTC wired internet connections.
- b. Each line will be provided with a unique user ID and password which will require authentication using a web browser.
- c. Each line will allow for a maximum number of simultaneous users depending on the connection speed purchased.
- d. DWTC enforces a clean-air policy and no unauthorised wireless routers are permitted. Internet connections to such devices will automatically be blocked. Wireless internet access is available throughout the venue when purchased with wired internet.
- e. A fair usage allowance of 4GB per 1 MB line will be monitored and exhibitors exceeding this limit will be informed accordingly.
- f. Internet lines are activated on the last day of build-up. Please advise if you require the service prior to this date.

2) Wireless internet:

- a. Wireless internet is best suited for light web browsing and e-mail checking. It is not recommended for any special use of internet or downloading large files.
- b. A computer or device with wireless a, b or g compatible network adaptor and a web browser is required to use DWTC wireless internet connections.
- c. Users will be provided with a unique user ID and password which will require authentication using a web browser.
- d. DWTC does not provide any warranties regarding connection availability and speed will vary depending on the number of users simultaneously using this system.
- e. Once the wireless internet expires or the fair usage of 4 GB is consumed the connection will automatically be blocked until additional access is purchased.
- f. DWTC wireless internet is available throughout the halls and concourses only.

3) Telecoms:

- a. Telephone lines such as direct external lines (DEL), point of sale lines (POS) and ISDN do not include per unit call charges which will be deducted from the deposit after the event.
- b. ISDN lines are supplied without the required ISDN modem.
- c. A UAE bank account is required for a point of sale (POS) lines which are supplied without the required credit card machine.
- d. A power socket is required for fax and credit card machines.

4) General:

- a. It is essential that you inform your stand contractor that telecommunication or data lines have been ordered.
- b. Any equipment supplied is the responsibility of the exhibitor during the event and should be returned on the last day of the event. Any loss or damage incurred will be charged to the exhibitor.



Audio-Visual Form_2012

Please Return to DWTC's Customer Contact Centre:

Helpline: +971 4 308 6333 • Fax: +971 4 318 8741 • E-mail: c3@dwtc.com • v07.11_29E

**THE DEADLINE TO RETURN THIS FORM IS 3 WEEKS PRIOR TO THE START OF THE EVENT
ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO AVAILABILITY**



Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name			Exhibition Date	
Hall No.		Stand No.	Stand Name	

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name				
Last Name			Job Title	
Company Name				
Company Address				
Company City	Postal Code		Country	
Direct No.	Mobile No.		Fax No.	
E-mail (important service information will be sent to this address)				
On-site Contact Name			On-site Contact No.	

Ways to Pay:

✓ (Please select)

CREDIT CARD - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

COMPANY CHEQUE - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.

BANK TRANSFER - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.

Conditions of Sale:

- 1) Dubai World Trade Centre holds the exclusive rights to all satellite feeds as part of the audio-visual services within DWTC.
- 2) All audio-visual orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams and are inclusive of installation and tear-down. Cancellations or amendments to confirmed and paid orders are not permitted.
- 3) **"More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event** Items must be paid within 5 days of

Audio-Visual Form_2012

ordering or will be automatically cancelled.

- 4) "Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event. Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing c3@dwtc.com.

A World of Possibilities:

Dubai World Trade Centre's Event Services division is expert in delivering all your audio-visual requirements during the exhibition. For ease you can order directly using this form. However if you have more elaborate requirements such as stand design and construction, lighting effects and specialist satellite feeds then please contact us and we will be delighted to quote for you.

Please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at c3@dwtc.com

AUDIO – VISUAL SERVICES				
Description	More than 3 weeks prior	Less than 3 weeks prior	Quantity	Total
DATA MONITOR				
20" LCD flat screen	350.00	350.00		
42" Plasma screen with stand	1,200.00	1,200.00		
50" Plasma screen with stand	2,000.00	2,000.00		
Wall mounting plasma screen installation	500.00	500.00		
Professional Video Player				
Multi – region DVD player	150.00	150.00		
P.A. SYSTEM				
1 Mackie 12 channels audio mixer	900.00	900.00		
2 Speakers 150 watts with tripod stand				
1 Microphone with cord				
SOUND SYSTEM				
1 Mackie 12 channels audio mixer	3,000.00	3,000.00		
2 Speakers 250 watts with tripod stand				
1 Microphone cordless handheld or lapel				
3 Table microphones				
ADDITIONAL EQUIPMENT FOR SOUND SYSTEM				
Microphone with cord	200.00	200.00		
Wireless hand held microphone	720.00	720.00		
Wireless lapel microphone	720.00	720.00		
CD Player	100.00	100.00		
LIGHTING SYSTEM				
Moving heads wash light 600 watts	1,000.00	1,000.00		
Moving heads wash light 2000 watts	2,000.00	2,000.00		
Lighting controller	3,000.00	3,000.00		
400 watt metal naride	250.00	250.00		
SATELLITE CABLE SERVICES				
LED Parcan RGBW	900.00	900.00		
COMMUNAL SATELLITE FEEDS				
ARABSAT	2000.00	2600.00		
Moving heads wash light 250 watts	750.00	750.00		
COMMUNAL SATELLITE FEEDS Description (DIGITAL)				



Audio-Visual Form_2012

HOTBIRD	2000.00	2600.00		
NILESAT	2000.00	2600.00		
GRAND TOTAL				

Points to note:

- 1) All rates quoted are per event based on a maximum 7 day hire.
- 2) Any equipment supplied is the responsibility of the exhibitor during the event and should be returned on the last day of the event. Any loss or damage incurred will be charged to the exhibitor.
- 3) A power supply for any equipment must be arranged by the exhibitor.
- 4) A detailed layout of the exhibition stand must be supplied clearly showing the position of the equipment.



Utilities Form_2012

Please Return to DWTC's Customer Contact Centre:

Helpline: +971 4 308 6333 • Fax: +971 4 318 8741 • E-mail: c3@dwtc.com • v07.11_31E

**THE DEADLINE TO RETURN THIS FORM IS 3 WEEKS PRIOR TO THE START OF THE EVENT
ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO AVAILABILITY**



Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name			Exhibition Date	
Hall No.	Stand No.		Stand Name	

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name				
Last Name			Job Title	
Company Name				
Company Address				
Company City	Postal Code		Country	
Direct No.	Mobile No.		Fax No.	
E-mail (important service information will be sent to this address)				
On-site Contact Name	On-site Contact No.			

Ways to Pay:

✓ (Please select)

CREDIT CARD - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

COMPANY CHEQUE - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.

BANK TRANSFER - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.

Conditions of Sale:

- 1) Dubai World Trade Centre holds the exclusive rights to all utility services within DWTC.
- 2) All utility orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
- 3) **"More than 3 weeks prior"** rates are charged 3 weeks and more prior to the start date of the event. Items must be paid within 5 days of ordering or will be automatically cancelled.



Utilities Form_2012

- 4) "Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event. Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing c3@dwtc.com.

A World of Possibilities:

Dubai World Trade Centre's Event Services division is expert in delivering all your utility requirements during the exhibition. For ease you can order directly using this form. However if you have more elaborate requirements then please contact us and we will be delighted to quote for you.

Please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at c3@dwtc.com

MAINS POWER SERVICES				
Item Description	More than 3 weeks prior	Less than 3 weeks prior	Quantity	Total
15 Amps single phase main including consumption	480.00	625.00		
30 Amps single phase main including consumption	850.00	1,105.00		
15 Amps three phase main including consumption	1,330.00	1,730.00		
30 Amps three phase main including consumption	2,400.00	3,120.00		
60 Amps three phase main including consumption	3,880.00	5,045.00		
100 Amps three phase main including consumption	6,790.00	8,825.00		
Single phase distribution board	615.00	800.00		
3 Phase 60 Amps distribution board	1,030.00	1,340.00		
24 Hour supply	+30%	+30%		
ELECTRICAL ACCESSORIES (unconnected)				
13 Amps extension lead 3 pin socket	120.00	155.00		
4 way extension bar	150.00	195.00		
15 Amps CEE form socket	60.00	80.00		
30 Amps CEE form socket	80.00	105.00		
60 Amps CEE form socket	120.00	155.00		
32 Amps 3 phase isolator	130.00	170.00		
80 Amps 3 phase isolator	180.00	235.00		
SUB TOTAL				
WATER & DRAINAGE SERVICES				
Water and waste	2,980.00	3,875.00		
Water and waste partial filling	1,490.00	1,935.00		
SUB TOTAL				
COMPRESSED AIR SERVICES				
Air flow – Litre /PM	Pressure			
50-100	6	2,115.00	2,750.00	
100-300	8	2,490.00	3,235.00	
300-500	10	2,995.00	3,895.00	
500-750	10	3,345.00	4,350.00	
Additional (split) connection		+50%	+50%	
SUB TOTAL				
GRAND TOTAL				



Utilities Form_2012

Points to note:

1) Mains Power

- a. The rates quoted include consumption.

2) Water and Waste

- a. DWTC does not supply sinks.

3) Compressed Air

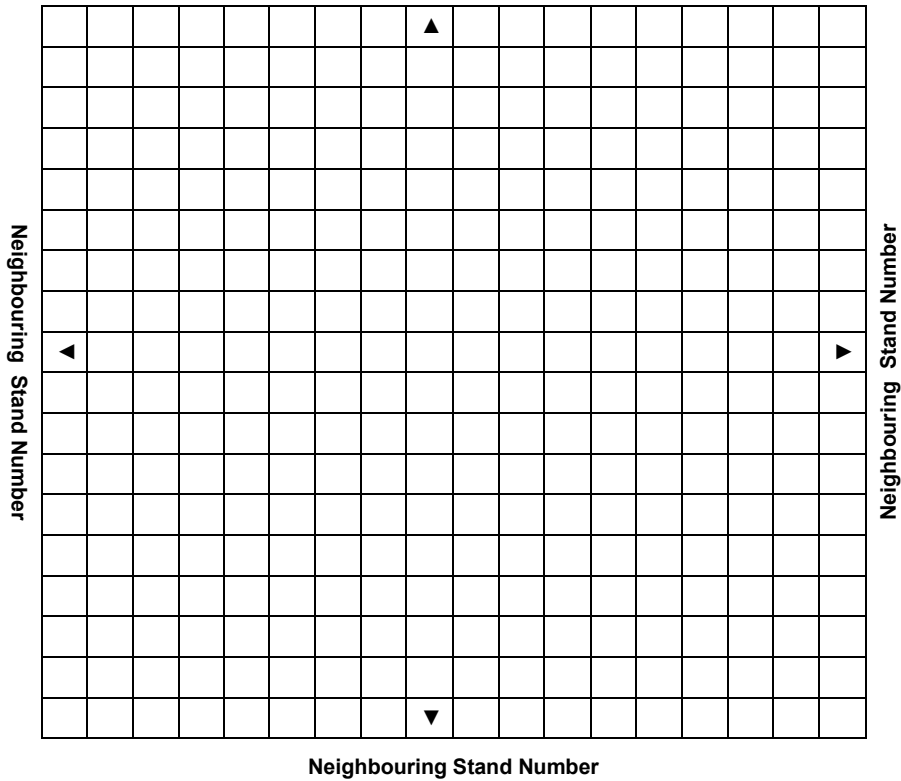
- a. Air compressors are not permitted in the exhibition halls and a hose will be provided from outside.
- b. Filters must be supplied by the exhibitor if 100% clean dry air is required. The supplied air is approximately 4% humidity and 100ppm oil content.
- c. The exhibitor must drain off the water each day as the supplied compressor is without a dryer.
- d. It is the responsibility of the stand contractor to connect the hose to the exhibit.

4) General

- a. All orders for utilities must follow the required guidelines and be submitted with a clear and precise grid plan at the time of ordering.
- b. Any changes required due to incorrect grid plans will be subject to a surcharge.
- c. The rates quoted are per event based on a maximum 7 day rental basis only.

STAND ORIENTATION GRID

Hall Entrance



PLEASE SPECIFY THE FOLLOWING:	
Position of the ordered utilities:	
Stand on left side:	
Stand on right side:	



Utilities Form_2012

Stand at rear:



Rigging, Banners & Graphics Form_2012

Please Return to DWTC's Customer Contact Centre:

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Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name				Exhibition Date	
Hall No.		Stand No.		Stand Name	

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name					
Last Name				Job Title	
Company Name					
Company Address					
Company City		Postal Code		Country	
Direct No.		Mobile No.		Fax No.	
E-mail (important service information will be sent to this address)					
On-site Contact Name			On-site Contact No.		

Ways to Pay:



(Please select)

CREDIT CARD - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

COMPANY CHEQUE - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.

BANK TRANSFER - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.

Conditions of Sale:

- 1) Dubai World Trade Centre holds the exclusive rights to all primary rigging services within DWTC.
- 2) All rigging orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams and are inclusive of installation and tear-down. Cancellations or amendments to confirmed and paid orders are not permitted.



Rigging, Banners & Graphics Form_2012

- 3) "More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event. Items must be paid within 5 days of ordering or will be automatically cancelled.
- 4) "Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event. Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing c3@dwtc.com.

A World of Possibilities:

Dubai World Trade Centre's Event Services division is expert in delivering all your banner and graphic printing and rigging requirements during the exhibition. For ease you can order directly using this form. However if you have more elaborate requirements such as trussing, lighting rigs and complex banner installations then please contact us and we will be delighted to quote for you.

Please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at c3@dwtc.com

BANNER AND GRAPHIC PRINTING					
Item Description	More than 3 weeks prior	Less than 3 weeks prior	Quantity	Total	
Roll up banner of size 85cm x 200cm	550.00	550.00			
Roll up banner of size 150cm x 200cm	875.00	875.00			
Pop up banner of size 400cm x 300cm	3,950.00	3,950.00			
Pop up banner of size 300cm x 300cm	2,750.00	2,750.00			
Free standing direction sign A3 size (vertical or horizontal)	175.00	175.00			
Digital printed Flexpro banners					
Single sided: 2m x 1m	250.00	250.00			
Double sided: 2m x 1m	400.00	400.00			
Single sided: 3m x 1.5m	550.00	550.00			
Double sided: 3m x 1.5m	900.00	900.00			
Single sided: 4m x 2m	1,000.00	1,000.00			
Double sided: 4m x 2m	1,600.00	1,600.00			
Single sided: 5m x 2.5m	1,550.00	1,550.00			
Double sided: 5m x 2.5m	2,500.00	2,500.00			
Single sided: 6m x 2.5m	1,850.00	1,850.00			
Box banners (4 single sided banners fixed to form a square)					
Size: 3m x 1.5m	2,700.00	2,700.00			
Size: 2m x 1m	1,200.00	1,200.00			
Digital printed graphics (single sided, minimum of 10 per order)					
Pole width above 2000mm to 5000mm	750.00	975.00			
Pole width above 5000mm to 6000mm	1,000.00	1,300.00			
Pole width above 6000mm to 7000mm	1,200.00	1,560.00			
1) Up to 2m ² lightweight box / circular banner	1,000.00	1,300.00			
2) Up to 4m ² lightweight box / circular banner	1,500.00	1,950.00			
3) Greater than 4m ² lightweight box / circular banner	P.O.A.	P.O.A.			
SUBTOTAL					
BANNERS – RIGGING INSTALLATION AND REMOVAL CHARGES					
Banner Size	More than 3 weeks prior	Less than 3 weeks prior	Quantity	Weight	Total Cost
Pole width up to 2000mm	500.00	650.00			



Rigging, Banners & Graphics Form_2012

SUBTOTAL				
PRIMARY RIGGING CHARGE				
Description	More than 3 weeks prior	Less than 3 weeks prior	Quantity	Total Cost
Drop wire	350.00	455.00		
Drop wire – hoist & fix	450.00	585.00		
Roof point (30-250kg)	650.00	845.00		
6mm catenary wires	40.00	50.00		
Special roof point (change from standard height)	850.00	1,105.00		
Please specify the exact weight of each roof point				Kg
Please specify the total weight of the structure				Kg
SECONDARY RIGGING CHARGES				
Description	More than 3 weeks prior	Less than 3 weeks prior	Quantity	Total Cost
Electric chain hoist (CM Lodestar with safety) per event	1,000.00	1,300.00		
Manual chain hoist (Yale/Vittal) per event	400.00	520.00		
Light duty truss - per metre per event – 30 x 30cm ²	200.00	260.00		
Medium duty truss - per metre per event – 40 x 40cm ²	300.00	390.00		
SUBTOTAL				
GRAND TOTAL				

RIGGING PLANS

(Please select)

- Drop wire – 6 mm wire rope fitted with a quick term connector. The wire will be left for the contractor to lift the item to the desired height (for banners, lightweight pieces and truss weighting 30 kg or less).
- Drop wire (hoist & fix) – 6mm wire rope fitted with a quick term connector. DWTC will hoist and fix your trussing, banners or set pieces to the desired height and later will be responsible for the tear-down.
- Roof point (30 kg to 250 kg) – For heavy items weighing more than 30 kg. DWTC will supply a roof point for the contractor to attach their own manual or electric hoist.
- All roof points will be installed at approximately 40cm below the bottom roof truss within the halls. Any request for a change of standard height will be classed as a special roof point.

AVAILABLE RIGGING POINT HEIGHTS IN THE HALLS	
Exhibition Halls 1 and 2	7100 mm
Rigging points under the air wall (between Exhibition Halls)	6800 mm
Rigging points under the bulk head (between Exhibition Halls 2 and 3)	4800 mm
Exhibition Halls 3 and 4	9700 mm
Rigging points under the air wall (between Exhibition Halls)	9580 mm
Exhibition Halls 5, 6, 7 & 8	7100 mm
Rigging points under the air wall (between Exhibition Halls)	6700 mm
Za'abeel Hall 1	6450 mm
Za'abeel Hall 2 and 3	7000 mm
Sheikh Rashid Hall	12250 mm



Rigging, Banners & Graphics Form_2012

Sheikh Maktoum Hall	6500 mm
Sheikh Saeed Hall 1, 2 & 3	9600 mm
Trade Centre Arena	13600 mm

Points to note:

1. Banner & Graphic Printing:

- All orders must be accompanied with the artwork detailing the CMYK / Pantone references and sizes of the items.
- Artwork can be supplied in the following files: Adobe Illustrator; EPS; High Res PDF or TIF.
- Banner printing does not include rigging.
- Any amendments and changes on-site to the approved and agreed artwork will be subject to a surcharge

2. Banner Rigging:

- All banners need to be supplied with poles in vinyl welded or sewn sleeves.
- All banners must be delivered two days prior to the build-up of the event. Delivery should be made to DWTC, Saturday to Thursday 08:00 until 17:00 hours.
- All banners will be disposed of immediately after the last day of tear-down.
- Dubai World Trade Centre is not liable for the loss or damage to banners during transportation, storage, installation and de-rig.

3. Rigging Plans:

- All orders for rigging must follow the required guidelines and be submitted with a clear and precise rigging plan at the time of ordering. Any changes required due to incorrect rigging plans will be subject to a surcharge.
- All rigging plans must show the location of each rigging point in relation to the stand using metric measurements.
- All rigging must be within the perimeter of the stand.
- The exact weight of each rigging point must be detailed in kilograms in addition to the total weight in kilograms of the structure.
- The type of structure or banner material must be detailed along with the metric width, height and length.
- The stand orientation must be detailed by showing the location of the main entrance and by the stands or walls on the other neighboring three sides.
- The height from the floor to the bottom of the structure or banner when fully suspended must be shown using metric measurements.

4. Installation:

- DWTC rigging hours are Saturday to Thursday 08:00 until 17:00. Any requests outside these hours are subject to availability and surcharge.
- Rigging not ready for completion by 17:00 on the last day of build-up will be the responsibility of the contractor to install.
- Any damage to DWTC equipment by third party contractors will be charged.

5. Health and Safety:

- DWTC's Rigging team is not liable for secondary rigging installed by third party contractors.
- During build-up, gangways must be kept clear to allow access by the Rigging team.
- No stand structure is allowed to be attached to the DWTC ceiling as either a precautionary, or as an added safety, measure.
- Any bottom rigging lifting equipment or lifting eyes that are not stamped, rated, approved with a valid test certificate will not be accepted.



3 Day Event Stand Cleaning Form_2012

Please Return to DWTC's Customer Contact Centre:

Helpline: +971 4 308 6333 • Fax: +971 4 318 8741 • E-mail: c3@dwtc.com • v07.11_34E

**THE DEADLINE TO RETURN THIS FORM IS 3 WEEKS PRIOR TO THE START OF THE EVENT
ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO AVAILABILITY**



Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name			Exhibition Date	
Hall No.	Stand No.		Stand Name	

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name				
Last Name			Job Title	
Company Name				
Company Address				
Company City	Postal Code		Country	
Direct No.	Mobile No.		Fax No.	
E-mail (important service information will be sent to this address)				
On-site Contact Name			On-site Contact No.	

Ways to Pay:

✓ (Please select)

CREDIT CARD - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

COMPANY CHEQUE - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.

BANK TRANSFER - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.

Conditions of Sale:

- 1) Dubai World Trade Centre holds the exclusive rights to all cleaning services within DWTC.
- 2) All cleaning orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
- 3) **"More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event.** Items must be paid within 5 days of



3 Day Event Stand Cleaning Form_2012

ordering or will be automatically cancelled.

- 4) **“Less than 3 weeks prior” rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing c3@dwtc.com.

A World of Possibilities:

Dubai World Trade Centre's Cleaning division is expert in providing all your cleaning requirements during the exhibition. For ease you can order directly using this form. However if you have more elaborate requirements such as floor refinishing, carpet shampooing, laundry and dry cleaning then we will be delighted to provide a quote for you.

Please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at c3@dwtc.com

Item description	Stand Size of up to	More than 3 weeks prior	Less than 3 weeks prior	No. of stands	Total Cost
3 Day Event Cleaning package	12 m ²	170.00	220.00		
	20 m ²	290.00	375.00		
	30 m ²	435.00	565.00		
	40 m ²	580.00	755.00		
	60 m ²	870.00	1,130.00		
SUBTOTAL					

Item description		More than 3 weeks prior	Less than 3 weeks prior	Area in m ²	No. of days	Total Cost
Complete Cleaning Solution per m ² per day	1 – 2,999 m ²	8.00	10.50		3 days	
	3,000 – 7,999 m ²	6.50	8.50			
	8,000 – 14,999 m ²	6.00	8.00			
Basic Cleaning Solution per m ² per day	1 – 2,999 m ²	4.00	5.00			
	3,000 – 7,999 m ²	3.00	4.00			
	8,000 – 14,999 m ²	2.50	3.00			
SUBTOTAL						

Item description	More than 3 weeks prior	Less than 3 weeks prior	No. of hours	No. of days	Total Cost
Stand-by cleaner (min 8 hours)	50.00	65.00			
Bulk waste removal (per 18m ³ skip)	750.00	975.00	--		
SUBTOTAL					
GRAND TOTAL					

Points to note:

- 1) The **Event Cleaning Package** includes vacuuming or wet mopping of floors; dusting of counter tops and furniture and emptying of bins.
- 2) The **Complete Cleaning Solution** includes vacuuming or wet mopping of floors; dusting of counter tops and furniture; emptying of bins, cleaning of walls, glass and partitions (except clear acrylic partitions).
- 3) The **Basic Cleaning Solution** includes vacuuming or wet mopping of floors; dusting of counter tops and furniture and emptying of bins.
- 4) All cleaning is carried out at night, not during the exhibition open hours to ensure the stands are ready prior to the opening of the exhibition. It will be performed on the night before the opening day of the event and each night thereafter.
- 5) Double decker stands will be charged on the total floor space per m².
- 6) The role of the Stand-by Cleaner is to ensure that your stand is kept clean and presentable at all times and free from the accumulation of waste.
- 7) The bulk waste removal skip is for the removal of waste materials generated during the build-up and tear-down of the exhibition.
- 8) DWTC's Cleaning division unfortunately is unable to clean exhibits.



3 Day Event Stand Cleaning Form_2012

- 9) DWTC's Cleaning division cannot be held liable for any loss or damage related to the cleaning of the exhibition stand.
- 10) DWTC's Cleaning division does not supply cleaning materials to exhibitors or their contractors.
- 11) In order to guarantee quality of service, exhibition stands must be clear of all contractors' work and materials by midnight on the last day of build-up.



Stand Catering Form_2012

Please Return to DWTC's Customer Contact Centre:

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**THE DEADLINE TO RETURN THIS FORM IS 3 WEEKS PRIOR TO THE START OF THE EVENT
ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO AVAILABILITY**



Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name				Exhibition Date	
Hall No.		Stand No.		Stand Name	

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name					
Last Name				Job Title	
Company Name					
Company Address					
Company City		Postal Code		Country	
Direct No.		Mobile No.		Fax No.	
E-mail (important service information will be sent to this address)					
On-site Contact Name			On-site Contact No.		

Ways to Pay:



(Please select)

CREDIT CARD - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

COMPANY CHEQUE - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.

BANK TRANSFER - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.

Conditions of Sale:

- 1) Dubai World Trade Centre holds the exclusive rights to all catering services within DWTC. Food and beverage, logo bottled water and samples are not permitted to be brought into DWTC by any organiser, exhibitor, contractor or other entity hired as part of the event.
- 2) All catering orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
- 3) **"More than 3 weeks prior"** rates are charged 3 weeks and more prior to the start date of the event. Items must be paid within 5 days of



Stand Catering Form_2012

ordering or will be automatically cancelled.

- 4) "Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event. Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 5) Successful delivery of your order is dependent on the correct stand number and name of the exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing c3@dwtc.com.

A World of Possibilities:

Dubai World Trade Centre's Catering division is expert in delivering all your catering requirements during the exhibition. For ease you can order directly using this form by filling out the quantities you require on each day and at what time. However if you have more elaborate plans, such as a lavish breakfast buffet, sumptuous lunch or sophisticated evening cocktail reception, then please contact us and we will be delighted to create a bespoke menu for you for one day or for the entire event. Some examples are shown below:

e.g. All day reception menus from AED 230.00 per person based on a minimum of 25 people, ideal for refreshments throughout the day:

Breakfast Menu	Lunch	Dessert	Afternoon Tea
Croissants, Danish pastries Pastrami sandwich Chicken mayonnaise sandwich Cheese & tomato sandwich Orange juice Tea and coffee	Crudités Chicken breast on peach & vanilla chutney Quail egg with chive mousse Asian marinated duck breast Goats cheese with shallot compote Smoked turkey breast mousse with chutney	Orange tarts with almonds crunch Cheese cake Strawberry tartlets Mini Paris-Brest French chocolate éclairs	Assorted luxury sandwiches English cake Broccoli and cheese quiches French pastries Fruit kebabs

e.g. Buffet lunch menus from AED 180.00 per person based on a minimum of 25 people, ideal for a more substantial lunch:

Belgium endives salad, yoghurt and orange dressing Mediterranean salad with Romaine lettuce, Grilled halloumi cheese Glass noodle salad with shrimps and lemongrass Hommous Fattoush Roasted baby eggplants and tahina Garden greens, vinaigrette	Kebab selection: Shish tawook, lamb kofta, jojo kebab Emincé of veal in mushroom cream sauce Toulouse fish stew with mussels Vietnamese wok fried beef with broccoli Vegetable rigatoni with tomato sugo Basmati rice	New York carrot cake Chocolate truffle mousse Passion fruit yoghurt cake Vanilla cream profiterole on raspberry sauce
--	---	--

e.g. Canapé collections from AED 220.00 per person based on a minimum of 25 people, ideal for cocktail receptions:

Cold Canapés Crudités Smoked turkey breast & pomegranate Quail egg with chive velvet cream Gulf prawns with coriander dip Hommous on crispy mini Arabic bread Tabouleh in cherry tomato Chervil cream cheese and avocado with capsicum relish	Hot Canapés Teriyaki chicken skewers with soy chive glaze Vegetable samosa Mini kofta kebab Leek and blue cheese tartlets Pepper crusted beef mignons Lamb kebbeh	Dessert Canapés Assorted Arabic sweets and pastries Mini fruit tartlets Lemon curd tarts Apple jalousie Crème caramel
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e.g. Light buffet lunches from AED 125.00 per person based on a minimum of 25 people, ideal for entertaining clients on your stand:

The Thai Collection	The Italian Collection	The Indian Collection	The Chinese Collection
Thai style open sandwiches King prawn and pineapple skewers Schezwan crusted salmon Skewered lemongrass chicken Phad Thai style stirfried noodles Sticky chicken wings Assorted savouries	Buffalo mozzarella on ciabatta croûte Cocktail assorted bruschetta Mediterranean quiche with fresh basil Salami of meat & fruits Melon & turkey ham Prawn & penne pasta salad Roasted bell peppers	Punjabi vegetable samosa Shahi paneer tikka kebabs Tandoori chicken, royal chaat Hara bhara salads, coriander dips Luckhnawi chicken biryani Adraki chaamp Mahi tikka hasrati Navratan pulao Kashmiri sabzi kofte Gulab jamuns Fruit platter	Fried shrimps on iceberg lettuce Chinese cabbage and bean sprout salad Green beans and peppers with sesame oil Cantonese roast duck Chinese broccoli, cauliflower with oyster sauce Sweet and sour chicken Wok fried rice with tofu Shanghai fried noodles with mushroom Sago coconut milk with fruits Lychee and mandarin mousse
The Arabic Collection	The English Collection	The Turkish Collection	



Stand Catering Form_2012

<p>Feta cheese and plum potato Mini cheese manakish Lamb kebbeh</p> <p>Lebanese chicken cutlets Hammour saydah Oriental rice</p> <p>Fattoush Hommous</p> <p>Fresh fruit platter</p>	<p>Duck tartlets Assorted savory scones</p> <p>Platter of bloomer sandwiches Huntsmen pie with chutney Minted new potatoes</p> <p>Fresh garden salad Strawberry tartlets English cheese board</p>	<p>Antep Ezme - Finely chopped tomato with Bodrum chili paste and capsicum Haydari - Labneh with golden brown sautéed butter and dry mint Kasik Salata - Diced tomato, cucumber, red onion, capsicum, walnut and pomegranate syrup Coban Salata - Sun ripened tomato, red cabbage, onion, with fresh lemon and olive oil</p> <p>Sulu Kofta – Boiled Turkish kofta and carrot and yoghurt Burghul Pilav - Burghul sautéed with onion, capsicum, tomato paste and dry mint Bezalya - Sautéed minced lamb cooked with green beans Imam Bayildi - Eggplant stuffed with minced lamb and baked in the oven with tomato sauce</p> <p>Sutlac - Rice slowly cooked in fresh milk with cinnamon then baked in the oven and served cold Keskul - Milk simmered with vanilla and fresh eggs topped with sliced almond</p>
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Please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at c3@dwtc.com.

Item	Unit	More than 3 weeks prior	Less than 3 weeks prior	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
BAKERY				Please write the quantity of items in the days columns							
Khidri stuffed dates	400gms	160.00	210.00								
Kholas large stuffed dates	400gms	190.00	245.00								
Assorted Danish pastries	20pcs	100.00	130.00								
Assorted croissants	20pcs	100.00	130.00								
Assorted muffins	15pcs	120.00	155.00								
Assorted donuts	15pcs	120.00	155.00								
Banana puffs	15pcs	150.00	195.00								
Sliced tea cake	10pcs	110.00	145.00								
Assorted small cakes	30pcs	190.00	245.00								
Butter cookies	50pcs	120.00	155.00								
American cookies	25pcs	140.00	180.00								
Chocolate brownies	15pcs	120.00	155.00								
CONFECTIONARY											
Wrapped mint candy	1kg	160.00	210.00								
Chocolate truffles	20pcs	140.00	180.00								
Quality Street chocolate box 370g	1pc	70.00	90.00								
Bateel date chocolates	322g	130.00	170.00								
Bateel praline chocolates	220g	125.00	160.00								
Traditional Arabic sweets	400g	170.00	220.00								
Chocolate bars (Mars, Snickers, etc)	1pc	5.00	6.00								
FRUIT											
Sliced fruit platter	30pcs	120.00	155.00								
Seasonal fruit basket	4kg	150.00	195.00								
SANDWICH PLATTERS											
Classic sandwiches	30pcs	190.00	245.00								
Luxury sandwiches	30pcs	220.00	285.00								
Vegetarian sandwiches	30pcs	190.00	245.00								
Mixed sandwiches	30pcs	200.00	260.00								
Savory mixed bagels	15pcs	230.00	300.00								
Savory mixed wraps	30pcs	195.00	255.00								
COLD CANAPÉS											



Stand Catering Form_2012

Smoked salmon & cream cheese	30pcs	230.00	300.00									
Guacamole & lollo rosso	30pcs	210.00	275.00									
Tiger prawns with thyme & lemon	30pcs	230.00	300.00									
Fresh tuna & pesto	30pcs	230.00	300.00									
Smoked turkey & pineapple	30pcs	190.00	245.00									
Brie & pear	30pcs	190.00	245.00									
Quail eggs & spicy mayonnaise	30pcs	170.00	220.00									
Duck breast with orange & ginger	30pcs	210.00	275.00									
Teriyaki chicken with plum dip	30pcs	210.00	275.00									
Item	Unit	More than 3 weeks prior	Less than 3 weeks prior	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time	
HOT CANAPÉS				Please write the quantity of items in the days columns								
Thai green curried prawns	30pcs	220.00	285.00									
Tandoori chicken & mango salsa	30pcs	210.00	275.00									
BBQ chicken dumplings	30pcs	210.00	275.00									
Lamb kebbeh	30pcs	195.00	255.00									
Chicken satay with peanut dip	30pcs	210.00	275.00									
Steamed seafood wonton	30pcs	220.00	285.00									
Leek & potato quiche	30pcs	170.00	220.00									
Crispy duck spring rolls	30pcs	210.00	275.00									
Cheese burrek	30pcs	210.00	275.00									
Sausage rolls	30pcs	170.00	220.00									
DESSERT CANAPÉS												
Chocolate éclair	30pcs	190.00	245.00									
Passion fruit tartlets	30pcs	170.00	220.00									
Chocolate mousse cups	20pcs	180.00	235.00									
Lemon meringue	30pcs	170.00	220.00									
Apple pie	30pcs	160.00	210.00									
Mandarin lychee mousse with ginger	30pcs	190.00	245.00									
Fruit kebabs	30pcs	180.00	235.00									
White chocolate cheese cake	30pcs	190.00	245.00									
French pastries	30pcs	170.00	220.00									
Assorted French macaroons	20pcs	210.00	275.00									
COLD DRINKS												
Pepsi	24cans	110.00	145.00									
Diet Pepsi	24cans	110.00	145.00									
7up	24cans	110.00	145.00									
Mirinda	24cans	110.00	145.00									
Perrier	24btlts	295.00	385.00									
Red Bull	24cans	350.00	455.00									
Club soda	24cans	110.00	145.00									
Flavoured iced tea	24cans	190.00	245.00									
Local mineral water (1.5ltr)	12btlts	110.00	145.00									
Evian still mineral water (500ml)	24btlts	250.00	325.00									
Acqua Panna still water (500ml)	24btlts	250.00	325.00									



Stand Catering Form_2012

Item	Unit	More than 3 weeks prior	Less than 3 weeks prior	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
San Pellegrino sparkling water (500ml)	24btl	310.00	405.00								
Local mineral water (500ml)	24btl	110.00	145.00								
Granini orange juice	24btl	170.00	220.00								
Granini pineapple juice	24btl	170.00	220.00								
Fresh orange juice	1.5 l	165.00	215.00								
Fresh cocktail juice	1.5 l	175.00	225.00								
Fresh mango juice	1.5 l	210.00	275.00								
Fresh watermelon juice	1.5 l	160.00	210.00								
Fresh lemon and mint juice	1.5 l	160.00	210.00								
Fresh pineapple juice	1.5 l	160.00	210.00								
HOT DRINKS				Please write the quantity of items in the days columns							
Tea flask	1.8 l	100.00	130.00								
Suleimani tea flask	1.0 l	95.00	125.00								
Coffee flask	1.8 l	115.00	150.00								
Arabic coffee flask	1.0 l	100.00	130.00								
Hot water flask	1.8 l	75.00	95.00								
Coffee Machine – Dallmayr Kaffee (per day)	1	500.00	650.00								
The following ingredients are recommended for the coffee machine											
Dallmayr coffee packet	100 cups	900.00	1170.00								
Dallmayr milk packet	100 cups	250.00	325.00								
Flavoured tea packet	100 cups	250.00	325.00								
Dallmayr chocolate powder	100 cups	250.00	325.00								
BAR SNACKS											
Lays crisps	40g	5.00	6.00								
Best salted peanuts	30g	5.00	6.00								
SUNDRY ITEMS											
Disposable cups	25	20.00	25.00								
Disposable tumblers	25	20.00	25.00								
Disposable knives	25	10.00	15.00								
Disposable forks	25	10.00	15.00								
Disposable teaspoons	25	10.00	15.00								
Disposable dessert spoons	25	10.00	15.00								
Disposable stirrers	100	10.00	15.00								
Disposable plates (small)	25	20.00	25.00								
Disposable plates (large)	10	20.00	25.00								
Paper napkins	50	15.00	20.00								
Refuse bags	10	20.00	25.00								
Electric cold water dispenser	1	125.00	160.00								
Mineral water (refill)	5gallon	40.00	50.00								
Ice cubes	2.5kg	30.00	40.00								
Service personnel	8hrs	450.00	585.00								
Stewarding	8hrs	250.00	325.00								
EXHIBITOR MEAL OPTIONS											
Sit-in meal voucher	1person	75.00	95.00								



Stand Catering Form_2012

Stand delivery boxed meal												
Hot, vegetarian meal and water	1person	40.00	50.00									
Hot, non-veg meal and water	1person	45.00	60.00									
Luxury sandwich and water	1person	35.00	45.00									



Stand Security Coverage Form_2012

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Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name				Exhibition Date	
Hall No.		Stand No.		Stand Name	

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name					
Last Name				Job Title	
Company Name					
Company Address					
Company City		Postal Code		Country	
Direct No.		Mobile No.		Fax No.	
E-mail (important service information will be sent to this address)					
On-site Contact Name			On-site Contact No.		

Ways to Pay:

✓ (Please select)

CREDIT CARD - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

COMPANY CHEQUE - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.

BANK TRANSFER - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.

Conditions of Sale:

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- 3) **"More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event.** Items must be paid within 5 days of



Stand Security Coverage Form_2012

ordering or will be automatically cancelled.

- 4) **“Less than 3 weeks prior” rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing c3@dwtc.com.

A World of Possibilities:

Dubai World Trade Centre's Security division is expert in delivering all your security requirements during the exhibition. For ease you can order directly using this form. However if you have more elaborate requirements in securing your stand then please call us and we will be delighted to quote for you.

Please contact us on +971 4 308 6333 or e-mail us at c3@dwtc.com

Item Description	More than 3 weeks prior	Less than 3 weeks prior	Duration				
			Quantity	Start date	Start time	End date	End time
Security personnel – Female (8 hours minimum)	105.00	135.00					
Security personnel – Male (8 hours minimum)	90.00	115.00					
GRAND TOTAL							

EXHIBITION TERMS AND CONDITIONS
Middle East Coatings Show 2012
12th – 14th March 2012
Dubai Int'l Convention & Exhibition Centre, UAE

1. Definitions

In these Terms and Conditions the following definitions apply:-

“**the Exhibition Space Contract**” means the Organisers’ form of agreement for the allotment of a stand at the Exhibition;

“**the Authorities**” means the relevant local, county and other public authorities and bodies relevant to the Exhibition;

“**the Contract**” means the Exhibition Space Contract, these Terms and Conditions and the Exhibitors’ Manual (where in this available from);

“**the Exhibition**” means Middle East Coatings Show 2012

“**the Exhibitor**” means the person, firm or company agreeing to take a stand at the Exhibition under the Exhibition Space Contract;

“**the Exhibitors’ Manual**” means the manual produced by the Organisers in relation to the Exhibition;

“**the Licence Fee**” means the amount shown as the total price payable by the Exhibitor in the Exhibition Space Contract;

“**the Organisers**” means Quartz Business Media Ltd;

“**the Venue**” means the venue where the Exhibition will take place.

2. Rules and Regulations

The Exhibitor must comply with the requirements of all Authorities and where applicable with all rules and regulations issued by the owner of the Venue in force at the time of the Exhibition.

The Exhibitor undertakes to comply with the obligations and duties contained or referred to in the Contract including (without limitation) those contained or to be contained in the Exhibitors’ Manual. Exemptions from any of these obligations and duties may be granted at the Organisers’ discretion. No exemption given by the Organisers will be effective unless in writing.

The Contract comprises these Terms and Conditions, the Exhibition Space Contract and the Exhibitors’ Manual) except as varied in writing signed by the parties.

3. Stand Allotment

- (a) A stand will be held as let for 21 days after the date shown on the Exhibition Space Contract issued by the Organisers for that stand, subject to these Terms and Conditions. If the signed Exhibition Space Contract together with the deposit is not received by the Organisers within that period, the Organisers may allocate the stand elsewhere without notice to the Exhibitor.
- (b) The Contract constitutes a licence to exhibit and not a tenancy. The Organisers reserve the right at any time to make such alterations in the floor plan of the Exhibition as may in their opinion be necessary in the best interests of the Exhibition as a whole and to alter either or both of the shape and size of the space allotted to the Exhibitor. If, as a result, the space allotted to the Exhibitor shall be reduced, a proportionate allowance will be made to the Exhibitor by adjustment of the Licence Fee. No alteration to the space allotted will impose on the Exhibitor any greater Licence Fee than that undertaken in the Exhibition Space Contract.
- (c) The Organisers further reserve the right at any time to substitute for the stand allotted a different stand.
- (d) Allotment of space by the Organisers shall not imply that they accept the proposed exhibits, and the Exhibitor must ensure that exhibits on the allotted stand comply with these Terms and Conditions. The Organisers reserve the right to exclude and/or require to be removed any exhibit which in their opinion is not germane to the Exhibition. The decision of the Organisers as to the eligibility of the exhibits will be absolutely final and binding.
- (e) The Contract is personal to the Exhibitor and may not be assigned, subcontracted or sublet by him. Neither may the Exhibitor, without having first obtained the consent in writing of the Organisers:-
 - (i) have or display on the stand or at the Exhibition the goods of any other person, firm or company; or
 - (ii) display or permit to be displayed on the stand or at the Exhibition the name or mark of any other person, firm or company or literature or other items relating to the goods or services of any such other person, firm or company.
- (f) Notwithstanding the allocation of a stand to the Exhibitor, the Organisers reserve the right to forbid the Exhibitor to erect or occupy that or any other stand if, on the date of the opening of the Exhibition, there is subsisting any material breach of the obligations of the Exhibitor under the Contract including (without limitation) failure to pay any instalment of the Licence Fee or if there then remains outstanding any notice served by the Organisers under Rule 5(b) or Rule 6 of these Terms and Conditions .

4. Cancellation of the Contract by the Exhibitor

The Exhibitor may cancel the Contract, by giving not less than 30 days' notice to expire not later than the next cancellation date. Such notice must be given in writing and sent by recorded delivery to the Organisers. The Organisers shall be entitled to retain or (if not already paid) require payment forthwith of the deposit together with any further payment due under the cancellation dates and fees listed in this clause.

Cancellation dates and Fees.

Initial deposit 25% non refundable plus the appropriate cancellation fee shown below:

Cancellation fee after 12th May 2011 is 25% of stand space cost.

Cancellation fee after 12th July 2011 is 50% of stand space cost.

Cancellation fee after 12th September 2011 is 75% of stand space cost.

For the avoidance of doubt, but save as set out in clause 6 below, the above dates and fees cannot be changed and do not relate to, and are not affected by, any payment plan that may have been agreed by the Exhibitor with the organisers for the purpose of assisting the Exhibitor with payment for their Exhibition stand space.

5. Payment

- (a) The Exhibitor shall pay the Licence Fee to the Organisers by the instalments and by the dates set out in the payment schedule on the Exhibition Space Contract.
- (b) If the Exhibitor fails to pay any Instalment on the due date for payment, the Organisers may at any time thereafter either:-
 - (i) by notice to the Exhibitor declare the balance remaining unpaid of the Licence Fee immediately payable, whereupon the Exhibitor shall pay such balance to the Organisers forthwith on demand; or
 - (ii) terminate the Contract forthwith by notice to the Exhibitor served at any time after the due date in clause 4 for payment.
- (c) If the Organisers terminate the Contract under Rule 5(b)(ii), the Exhibitor shall pay to the Organisers forthwith on demand by way of agreed liquidated damages for the loss of the Exhibitor's booking under the Contract (but without prejudice to the Organisers' other rights hereunder) a sum calculated as follows:-
 - (i) the Licence Fee less such parts thereof as may have already been paid to the Organisers; and
 - (ii) interest payable under Rule 5(e);
- (d) If the Contract is terminated by the Organisers under Rule 5(b)(ii), the Organisers shall further, against the sum payable under Clause 5(c), allow to the Exhibitor an amount equal to the net sum received by the Organisers from the reallocation of the stand allocated to the Exhibitor (after the deduction of all costs expended in relation to the reallocation of the stand) if such reallocation is made to an intending Exhibitor not otherwise exhibiting at the Exhibition. This allowance shall not exceed the balance of the Licence Fee unpaid and shall be allowed only after receipt by the Organisers of the sums due under Rule 5(c).
- (e) The Exhibitor shall pay to the Organisers on demand interest on all sums overdue, from the due date for payment set out in clause 4 until actual payment is made, at the rate of 2% per annum over Barclays Bank plc's base rate from time to time, as well after as before any judgement.
- (f) The Licence Fee is inclusive of value-added tax and may be varied by the Organisers at any time to take account of any increase or decrease in the rate of value-added tax applicable to the Contract and payments to be made thereunder.
- (g) By way of security for any sums from time to time due hereunder to the Organisers from the Exhibitor, the Organisers shall have a lien on all goods and other items of the Exhibitor from time to time in the possession of the Organisers or under their control. The Organisers shall be entitled, after giving notice to the Exhibitor, to sell all or any such goods or other items and to apply the proceeds of sale first in payment of the costs of sale and secondly in satisfaction or part satisfaction of such sums and the Organisers shall account to the Exhibitor for any balance remaining of such proceeds of sale.
- (h) We reserve the right to pass any outstanding debt by an Exhibitor over to our Legal Collections Agency. In this instance the full cost of the recovery of this money by the said Legal Collections Agency will be passed on in full to the Exhibitor and form part of the outstanding debt.

6. Alteration of Exhibition Dates

The Organiser reserves the right to alter the Exhibition Dates as set out in the Exhibition Space Contract at any time provided that:

- (i) any alteration does not result in the Exhibition being moved by more than 12 (twelve) months; and
- (ii) no alteration is made to the dates within 120 (one hundred and twenty) days of the first open day of the Exhibition.

In the event of an alteration of the Exhibition Dates, the Organisers may change to the cancellation dates set out in clause 4 and the instalments and dates for payment set out in the payment schedule of the Exhibition Space Contract [and will notify the Exhibitor accordingly]

7. Breach of Contract

- (a) Without prejudice to their rights under Rule 5(b), the Organisers may terminate the Contract forthwith by notice to the Exhibitor:-
 - (i) If the Exhibitor shall in the opinion of the Organisers become or threaten to become insolvent or shall commence or suffer the commencement of proceedings against it by reason of insolvency; or
 - (ii) if the Exhibitor shall fail to make payment of any Instalment on or before the due date for payment; or
 - (iii) if the Exhibitor shall be in breach of any other of its obligations under the Contract and, if the breach is capable of remedy, shall have failed to remedy the breach within 14 days after the service of notice upon it by the Organisers specifying the breach complained of and requiring it to be so remedied.
- (b) Termination under this Clause or Clause 5 shall be without prejudice to the rights of the parties in respect of any antecedent breach of contract or to those provisions of the Contract intended to subsist after termination.
- (c) If the Contract is terminated by the Organisers, the Organisers shall be entitled (without prejudice to their other rights) to:-
 - (i) require the Exhibitor to remove forthwith from the Venue all property of the Exhibitor or its contractors at a time stated by the Organisers or, at risk and cost of the Exhibitor, to remove such property and deliver or dispatch it to the address of the Exhibitor given in the Exhibition Space Contract; and
 - (ii) erect on the stand a board or other device carrying the name, title and/or marks of the Exhibitor.
- (d) The Exhibitor shall reimburse to the Organisers on demand all legal and other costs incurred by the Organisers in connection with the termination of the Contract or the enforcement of the Organisers' rights hereunder and any costs incurred by the Organisers in the dressing, furnishing or alteration of the stand vacated by the Exhibitor in order to maintain an orderly and visually pleasing Exhibition.

8. Cancellation of Exhibition

- (a) If the Exhibition is abandoned, cancelled or suspended in whole or in part by reason of war, fire, national emergency, labour dispute, strike, lockout, civil disturbance, inevitable accident, the non-availability of the Exhibition premises, or any other cause not within the control of the Organisers whether ejusdem generis or not, the Organisers shall be under no obligation to repay the whole or part of the Licence Fee, and shall be under no liability to the Exhibitor in respect of any such abandonment, cancellation or suspension. In such event, the Organisers reserve the right to change the Venue for the Exhibition and to substitute the new Venue for the Venue named in the Exhibition Space Contract.

If the Organisers come to believe at any time up to 14 days before the Exhibition that the holding of the Exhibition is unprofitable for the Organisers or not in the best interests of the industry concerned, the Organisers may cancel the Exhibition. If the Organisers cancel the Exhibition under this subclause, the Organisers shall promptly notify the Exhibitor of cancellation and shall within 30 days refund to the Exhibitor such part of the Licence Fee as may then have been paid, in full settlement of the Exhibitor's rights against the Organisers under the Contract or otherwise in relation to the Exhibition.

9. Failure of Services

The Organisers will endeavour to ensure the supply of the services of the Venue and of those mentioned in the Exhibitors' Manual but as the supply of such services is not within the control of the Organisers they shall not incur any liability to an Exhibitor for any loss or damage if any such services shall wholly or partially fail or cease to be available nor shall the Exhibitor be entitled to any allowance in respect of the Licence Fee due or paid under the Contract.

10. Intellectual Property Rights

The Organisers will not be liable for any damages, costs or other liabilities, the Exhibitor, his servants or agents may sustain in respect of the infringement of any intellectual property rights of the Exhibitor arising out of his participation in the Exhibition.

11. Rights of Organisers and Venue Owners

The Organisers and the owners of the Venue or of interests therein and those authorised by them respectively have the right to enter the Venue at any time to execute works, repairs and alterations and for other purposes. No compensation will be payable to the Exhibitor for damage, loss or inconvenience so caused.

12. Amendments, Applications and Interpretation of the Terms and Conditions

- (a) The Organisers reserve the right to add to, alter or expunge any of these Terms and Conditions at any time.
- (b) In the event of any dispute as to the interpretation of these Terms and Conditions as a result of their translation into a foreign language, the English version shall be taken as authentic.
- (c) Each Exhibitor must bring to the notice of all agents or contractors employed by him such of the provisions of these Terms and Conditions as may affect such agents or contractors, and any claim arising from the failure of the Exhibitor to give such notice shall be the sole responsibility of the Exhibitor concerned.
- (d) The Contract shall be constructed in accordance with and governed by English law and the parties submit to the exclusive jurisdiction of the English Courts.
- (e) All agreements, consents, notices, individual permits and special arrangements must be in writing, signed by the party or parties giving the same and, in the case of service on the Exhibitor, may be served by posting the same by first class post to the address given on the Allotment Form or by sending the same by facsimile transmission to the fax number so given. Any

communication so transmitted shall be deemed to be served on the day of transmission provided that a signed copy of the fax is sent by first class post on the same day to the person to be served. Any communication sent by first class post shall be deemed to be served on the day following the date of posting.

THE EXHIBITION

13. Opening Hours

- (a) The Exhibition will be open to visitors daily for the period and during the opening hours stated in the Exhibitors Manual.
- (b) All dust covers must be removed and stands ready for display purposes by the readiness time stated in the Exhibitors Manual on each open day. No exhibits shall be removed from their positions until the close of the Exhibition without the Organisers' permission in writing, nor shall any stand be covered up or closed during the Exhibition before the official closing time.

13. Admission to the Exhibition

- (a) The Organisers reserve the right to expel from or refuse to admit to the Exhibition premises any person at any time notwithstanding that person's possession of an official pass or ticket.
- (b) The Organisers will issue official tickets of admission and no other form of admission ticket will be valid.

14. Passes

No Exhibitor will be admitted to the Exhibition without producing to the gate officials the Exhibitor's pass issued to him by the Organisers, who reserve the right, at their discretion, to withdraw the pass issued to any person if complaints have been received concerning that person's conduct.

15. Gangways

It is the responsibility of the Exhibitor to ensure that gangways in front of the allocated stand are kept free from obstruction during the whole of the time the building is open for the purpose of the Exhibition.

16. Directional Signs

The Organisers reserve the right to affix stand numbers or directional signs on any stands in any position.

17. Advertising in the Venue

The Exhibitor is not allowed to place or affix advertisements anywhere in the building except on the allotted stand. Exhibitors should only distribute matter in relation to their own goods. Such matter may only be distributed from the allotted stand. Distribution of such matter from gangways or any areas outside the allotted stand is not permitted.

18. Official Catalogue

An official catalogue will be issued. The Organisers will not accept responsibility for any omission, misquotations or other errors which may occur in the compilation of the catalogue.

EXHIBITING

19. Eligibility of Exhibits

- (a) Exhibits must fall within the defined scope of the Exhibition and may represent all forms of materials, machinery, plant equipment and ancillary services related to the Exhibition as approved by the Organisers and Authorities. Exhibitors may be asked to provide details of the types of products or service they intend to display.
- (b) Exhibitors are not allowed to sub-let the stand allotted to them nor to permit the stand to be utilised by any other person or company without the Organisers prior consent in writing.
- (c) Where Exhibitors wish to use borrowed equipment on the allotted stand to demonstrate their own products, the display of the name of the firm lending the equipment is not permitted without the written consent of the Organisers, unless that firm is also exhibiting.

20. Conduct of Exhibitors

Every Exhibitor shall ensure that the allotted stand is open to view and staffed by competent representatives during the Exhibition hours. In the event of an Exhibitor failing to open the allotted stand or uncover exhibits thereon, the Organisers may do so or arrange for the stand and exhibits to be removed and the Exhibitor shall be liable for any charges that may thereby be incurred. The Organisers will not be liable for any losses, including consequential losses, sustained by the Exhibitor as a result of this action.

Exhibitors and all persons for whom they may be considered responsible in any way whatsoever, must conduct themselves in such a manner as shall not be objectionable to any other Exhibitor, Exhibitor's employee, visitor or the Organisers, and shall not create any disturbance or obstruction. Any person who does not comply with these requirements shall be liable, at the discretion of the Organisers, to be removed from the Exhibition buildings and refused re-admission during the period of the Exhibition.

Exhibitors must conduct their business only from their stand and must not, under any circumstances, canvas visitors in the aisles, or in any other areas. Exhibitors should only distribute advertising matter in relation to their own goods. Such matter may only be distributed from the allotted stand. Distribution of such matter from gangways or any areas outside the allotted stand is not permitted.

No item of stand stock sold during the Exhibition may be removed before the Exhibition is finished, without the written permission of the Organisers.

21. Working Machinery and Exhibits

Moving machinery shall, at the expense of the Exhibitor, be installed and protected to the satisfaction of the Organisers, the Venue and the Authorities. If such machinery shall, in the opinion of the Organisers, be too noisy or cause annoyance to other Exhibitors or to visitors, it shall be switched off on request by the Organisers.

No motors, engines, furnaces, contrivances or power-driven machinery may be exhibited in operation without adequate protection against fire risks and without the written permission of the Organisers. Such permission may be withheld or withdrawn at any time should such operating exhibits be of a nature likely to cause danger, annoyance or inconvenience to other Exhibitors or visitors.

Safety devices may be removed only when the machines are not in operation and not connected to the source of power and only for the purpose of showing a visitor the design and construction of the uncovered part or parts. In such a case, however, the safety devices which are removed must be placed immediately beside the machine.

22. Video and Cinematograph Displays and Amplifiers

- (a) Cinematographs and Photographic slides may not be used without the written consent of the Organisers. Where permission is granted, the following conditions will apply:-
 - (i) Non-flammable film must be used.
 - (ii) The projector housing and covering must be of non-flammable material in accordance with the requirements of the Authorities and the Venue.
- (b) Where sound film or video is used, adequate soundproofing must be carried out so that no annoyance is caused to Exhibitors and visitors on adjacent stands.
- (c) Any seating must be in accordance with the all applicable regulations of the relevant Authorities.
- (d) The placing of the equipment shall be arranged in such a way the obstruction of gangways is not caused by persons viewing the display.

NB. See also 35(f)

23. Demonstrations

- (a) All efforts to advertise, promote sales and operate exhibits must be conducted so as not to cause any danger, annoyance or inconvenience to other Exhibitors and visitors. Any practice resulting in a complaint from a fellow Exhibitor or visitor which, in the opinion of the Organisers exposes them to annoyance or danger will be prohibited.
- (b) No competitions or the like may be held without the written permission of the Organisers.

24. Liability

- (a) The Exhibitor exhibits entirely at its own risk and the Organisers accept no liability, whether in contract or in tort (including negligence), to the Exhibitor arising out of or in connection with the Exhibition or the acts or omissions of the Organisers or its officers, servants, subcontractors, agents or visitors in relation thereto save as regards the contractual obligations of the Organisers hereunder. In particular (but without limitation) the Organisers do not accept responsibility for the performance by any Exhibition contractor in carrying out his obligations to the Exhibitor or for any other act or omission of any such contractor, whether or not the contractor has been appointed as the exclusive provider of any class of goods or services to the Exhibitor.
- (b) All conditions and warranties, express or implied, statutory or otherwise, in relation to the performance by the Organisers of its obligations hereunder are hereby excluded except as expressly stated herein. The Exhibitor acknowledges that, in entering into the Contract, it has not relied upon any representation made by or on behalf of the Organisers not contained in the Contract.
- (c) The liability of the Organisers, whether in contract or in tort (including negligence), and any liability the Organisers may have for the acts or omissions of its officers and servants in relation to such contractual obligations, arising out of or in connection with the performance of its contractual obligations hereunder shall not exceed one half of the Licence Fee actually paid by the Exhibitor to the Organisers under the Contract. The Organisers shall in no event be liable for any indirect or consequential loss of profit.
- (d) The Organisers have no liability to the Exhibitor for the performance by other persons at the Exhibition of their obligations to the Organisers.

- (e) The Exhibitor shall hold harmless and indemnify the Organisers from and against all actions, proceedings, losses, claims, demands and liabilities (including costs on an indemnity basis) suffered or incurred by the Organisers arising out of or in connection with any act or omission of the Exhibitor or its officers, servants, contractors, agents or visitors.
- (f) The provisions of this clause shall not apply to exclude or restrict the liability of the Organisers for death or personal injury resulting from negligence of the Organisers.

25. Insurance

- (a) It is the responsibility of the Exhibitor to ensure that it takes out and maintains insurance to cover its losses or liabilities arising out of or in connection with the Exhibition including:
 - (i) insurance of the Exhibitor's property;
 - (ii) liability for injury sustained by employees or third parties.
 - (iii) liability for loss or destruction of or damage to property of the Venue, the Organisers and any third party; and
 - (iii) insurance against losses arising out of the cancellation of the Exhibition due to causes beyond the control of the Organisers.
- (b) The Organisers have arranged for insurance to be made available to persons exhibiting at the Exhibition by the party named in the Exhibition Space Contract , such insurance to be at the request and cost of the person requiring insurance.
- (c) It is noted that the Exhibitors' Manual may include further provisions regarding the insurance obligations of the Exhibitor.

26. Character of Exhibits

The Organisers reserve the right to refuse accommodation for any exhibit the character of which, in the opinion of the Organisers and/or the Venue is unsuitable or unsafe for the site allocated to the Exhibitor or might constitute a health/safety hazard.

27. Dangerous Materials or Exhibits

- (a) No naked lights, oil lamps or temporary gas or electrical fittings may be used in the Exhibition building, unless agreed in writing by the Organisers in conjunction with the Venue and/or the Authorities.
- (b) No petrol, dangerous gases or highly flammable substances are allowed in the building, unless agreed in writing by the Organisers in conjunction with the Venue and/or Authorities.
- (c) The Exhibitor must conform to the conditions concerning explosives and dangerous combustible materials as laid down by the Authorities.
- (d) The Exhibitor shall do nothing to jeopardise the current insurance policies or the licences of the Venue or the Organisers and the Exhibitor shall in all cases comply with any requirements of the Fire Officer or other Authorities concerned.
- (e) Non-flammable material must be used for lamp shades. Celluloid or any other highly flammable exhibits may only be shown under special conditions approved by the Organisers and then only in limited quantities.
- (f) Equipment involving the use of lasers may not be exhibited without the prior written agreement of the Organisers. Such laser installations must comply with Guidance Note P.M. 19 "Use of Lasers for Display Purposes" from the Health and Safety Executive. A rehearsal before the Exhibition opens may also be required.
- (g) Sources of ionising radiations (e.g. X Ray equipment or any radio-active materials), shall not be brought on to the premises except with the prior consent of the Organisers and the Authorities, and shall comply with "Code of Practice for the Display of Sources of Ionising Radiation at Exhibitions."

28. Fire Precautions

The Exhibitor shall observe the following provisions:-

- (a) **Fireproofing.** All display material must be made from fireproofed materials to the satisfaction of the Authorities. Cloth materials used in the decoration of stands must be non-flammable and stretched against solid backing. Counter backs and curtains shall be cut off at least 150 mm (six inches) clear of the floor.
- (b) **Flammable Goods.** Explosives or highly flammable substances may not be exhibited or brought into the Exhibition unless agreed in writing by the Organisers beforehand, but celluloid or articles mainly consisting of that material may be shown in glass showcases or otherwise protected from risk of fire in an approved manner.
- (c) **Naked Lights.** No naked lights or lamps may be used during the period of the Exhibition or the periods of fitting up and dismantling, except when permission is given in writing by the Organisers after obtaining the approval of the Authorities and the Venue.
- (d) **Fire Extinguishers.** Fire Extinguishers are distributed throughout the Venue to meet statutory requirements. If required, Exhibitors must agree to have an Extinguisher in a prominent position on their stand. Exhibitors must acquaint themselves with the position of the nearest fire alarm station in the Exhibition building.

An Exhibitor committing a breach of any of the afore-mentioned provisions will be liable for all claims, loss and damage thereby caused and will indemnify the Company in respect thereof.

SERVICES

29. Photographs

An official Photographer will be appointed for Exhibitors who desire their stands or goods photographed. No other Photographer will be allowed to take photographs, draw, copy or reproduce any stand or article in the Venue without the permission of the Organisers.

30. Catering

All food and drink for serving on stands or to be consumed within the Venue must be obtained from the official Venue Caterer.

31. Cleaning

Exhibitors are responsible to the Organisers for seeing that their stand is maintained in a clean state throughout the period of the Exhibition. Exhibitors may not carry out their own stand cleaning and accordingly such stand cleaning will be carried out by the official Stand Cleaning Contractor. Cleaning of the stand is free of charge but cleaning of exhibits is extra. Cleaning charges for multi-storied stands are available on request.

32. Other Services

Other than Site-only stand construction and Shell stand interiors, Exhibitors may only use the official Contractors appointed by the Organisers for the services they may require. The Organisers reserve the right to change or appoint additional official Contractors as may be found necessary.

STAND DESIGN & CONSTRUCTION

33. Shell Stands

- (i) The stands, which will be provided by the Organisers, will be in accordance with the specification given in the Exhibitors' Manual which will be sent to all Exhibitors. The conditions governing all additional construction work are also contained in the Exhibitors' Manual.
- (ii) All additional stand fitting must be contained within the Shell stand structure, i.e. no fittings may exceed the height specified by the Organisers.

34. Space-only Sites

- (a) Exhibitors must make their own arrangements for stand design and construction. All stands on Space-only sites will be subject to the approval of the Organisers, although the Exhibitor has freedom of design and choice of stand fitting contractor provided that the contractor selected is party to the terms of the Working Rule Agreement for the Exhibition Industry currently in force.
- (b) Special permission must be obtained from the Authorities through the Organisers where an Exhibitor intends to:-
 - (i) Erect a multi-storied stand
 - (ii) Erect any stand of such construction or containing any area where:-
 - (a) Provision is made for a closely seated audience.
 - (b) Any part of the stand or exhibit exceeds (variable information) m in height.
 - (c) The travel distance from any part of a stand to an open side or exit or to a gangway on the stand is greater than 10 m.
 - (d) Foundation or cutting of the floor is required.

NB. Approval has to be given by the appropriate Authorities for the design, and for the structure. Approval of one does not imply approval of the other. Approval for the structure is conditional upon satisfactory inspection on site. In either case three copies of plans with structural calculations must be submitted to the Organisers, for distribution to the Authorities. Exhibitors are reminded that they must satisfy the Organisers that the erection and demolition of the stands can be safely carried out within the allotted time.

- (c) All standfitting is backed-up to present a clean appearance from gangways and adjoining stands. The Exhibitor erecting a stand over 2.5 m in height is responsible for ensuring that the rear of any dividing walls over this height is backed-up and decorated where visible from adjoining stands.

- (d) Long runs of walling should be avoided, particularly along open perimeters of stands. All such walling should be set back 1m from the perimeter of the stand; such walling should not be longer than 3m without either a 1m gap or a 1m see through panel.
- (e) Full dimensional drawings showing all constructional details and positions and dimensions of machinery exhibits must be submitted to the Organisers for approval before any work is put to hand.

For stands between 2.5 m (i.e. Shell stand height) and 4 m in height, drawings must be submitted in duplicate to the Organisers two months prior to the opening of the Exhibition.

- (f) The Organisers reserve the right to prevent work being carried out by, or on behalf of, any Exhibitor who has not complied with the se Terms and Conditions, including the requirement to submit stand design drawings in accordance with the terms above.
- (g) A stand number panel which must be of the uniform design (as specified by the Organisers) is to be displayed to each open side of the stand.
- (h) Only those modular systems which are being manufactured in accordance with the Working Rule Agreement for the Industry are acceptable.

35. All Stands

- (a) The approval of the Organisers, which will not be withheld unnecessarily, must be obtained for enclosed stands. Special attention should be given to the exterior design of partially or totally enclosed stands and generally, exteriors should have walls relieved by display items. Walls may not be left in plain colours and displays or other promotional items attached to stand walls must not project over the frontages of the space taken by the Exhibitor.
- (b) The Organisers may, at the expense of the Exhibitor, remove or alter anything in, on or forming part of any stand, if, in their opinion, it is desirable to do so in the interests of the Exhibition.
- (c) All electrical installations must be carried out by the Contractor appointed by the Organisers for the area in which the stand is situated.
- (d) Where illuminated fascia boards are used on stands, the lighting thereof shall be of sufficient power to light the fascia board only, and must not cause any spill of light on to neighbouring stands. No flashing lights will be permitted other than for safety reasons. The Organisers reserve the right to disconnect the electrical supply to any illuminated fascia which, in their opinion, is causing a nuisance to any other Exhibitor.
- (e) The Exhibitor will be responsible for any charges of the Authority should the stand design require such attention.
- (f) Exhibitors wishing to utilise any sound amplification equipment must seek permission of the Organisers and if necessary provide full details of the equipment to be employed.
- (g) Exhibitors must check that dimensions and positioning of their stand are correct before commencing construction as the stand sizes are approximate. The Organisers accept no responsibility or liability for small variations in the layout.

36. Delivery of Exhibits

Deliveries must be arranged to ensure that all exhibits (other than those which are small or have special values) are installed and arranged by 18.00 hours on the day before the Exhibition opens.

Exhibitors must comply with the Build-up Timetable and Delivery Schedule published in the Exhibitors' Manual.

In no circumstances will the Organisers accept or sign for any goods, exhibits or other material on behalf of an Exhibitor.

37. Removal of Exhibits

All exhibitors and other property of the Exhibitor, his servants, agents, employees and contractors, must be removed from the Exhibition premises before the time and date specified in the Exhibitors Manual and the Organisers shall be entitled, if, in their reasonable opinion, the Exhibitor will be unable for any reason to comply with this condition, to remove and despatch such exhibits and property at the risk and expense of the Exhibitor to the address of the Exhibitor stated on the Contract.

Immediately after the Exhibition closes, Exhibitors will be permitted to remove portable exhibits and personal effects from their stands under the supervision of authorised members of their staff. Portable exhibits should be removed that evening to ensure their safety.

Exhibitors, their agents or contractors, are responsible for the complete removal from the Venue and outside areas of all goods and materials used by them, together with all rubbish. Should any Exhibitor, agent or contractor fail to remove any exhibit, stand, wires, ropes, or any rubbish within the time stipulated, then the Exhibitor shall indemnify the Organisers in respect of any claim thereby occasioned for failure to give possession of any part of the Venue on the due date, and the Organisers shall be entitled but not obliged to remove such materials as they consider necessary. The Exhibitor shall be liable for all loss and costs thereby occasioned. The Organisers reserve the right to specify the time at which individual stands and exhibits shall be removed. Notwithstanding instructions issued specifically for the closing night of the Exhibition, the security of exhibits, stands, furniture, etc during the remaining days of the demolition period is wholly the responsibility of the Exhibitor, his agent or contractor and the Organisers will not be responsible for any loss or damage that occurs.

38. Dilapidations

Exhibitors are responsible for the cost of making good, restoring or renewing in all cases of damage or dilapidation to the Venue or any part thereof, whether caused by themselves, their agents or contractors or by any person or persons employed or engaged on their behalf by any such agent or contractor.

Exhibitors occupying Shell stands are also responsible for the cost of making good, restoring or renewing any damage or dilapidation to Shell stand structures, floor coverings, light fittings, or any part thereof, whether caused by themselves, their agents or contractors or by any person or persons employed or engaged on their behalf by any such agent or contractor. The cost of making good damage will be assessed by the Shell stand Contractor and charged to the Exhibitor. The Organisers in conjunction with the Venue, will inspect every site before erection and after demolition of the stand.

Dilapidations include (by way of example only) marks caused by paint, distemper, mortar or any other adhesive substance, bolt, screw or nail holes; battens, boarding, or any other material or substance attached or adhering to walls, floors or any parts of the building; loose wire or other things left behind. The cost of making good will be assessed by the Venue and charged to the Exhibitor by the Organisers. In their own interests, Exhibitors should satisfy themselves as to the condition of their site, both before erection and after clearance.

39. Labour Disputes

If the Organisers shall be of the opinion that any stand fitting, constructional or display work brought into the Exhibition or carried out at the Exhibition is being or may be or is proposed to be or has been carried out in such a manner or upon such terms or by such persons that there is a risk of a strike or stoppage of work by any persons or of any industrial dispute or labour difficulties the Organisers in their absolute discretion may, if the work is being or may be or is proposed to be carried out, require the Exhibitor to stop or not to carry out the work or to cause it to be carried out in a different manner and in any event the Organisers may terminate the licence of any Exhibitor by immediate notice to the said Exhibitor.