

Rigging, Banners & Graphics Form_2016 Form No. 19A

31ST INTERNATIONAL
AUTUMN TRADE FAIR



SMART
LIVING 2016

14 - 16 December 2016
Dubai World Trade Centre Dubai, UAE
www.dubaiautumnfair.com

Please Return Completed Forms to DWTC's Exhibitor Services:

Helpline: +971 4 308 6333 • E-mail: exhibitors@dwtc.com

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			Contractor	Exhibitor	Agent
Company Address					
Company City		Postal Code		Country	
Direct No.		Mobile No.			
E-mail (important service information will be sent to this address)					
On-site Contact Name		On-site Contact No.			

PAYMENT DEADLINES:

<p>4 weeks or more</p> <p>UP TO 30% OFF</p> <p>Pay 4 weeks or more before the show to get up to 30% discount.</p>	<p>4 weeks or less</p> <p>STANDARD RATE</p> <p>Pay 4 weeks or less before the show and enjoy standard rates.</p>	<p>On-site</p> <p>50% SURCHARGE</p> <p>Pay on-site once build-up has started and add a 50% surcharge.</p>
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METHODS OF PAYMENT:

<p>Now</p> <p>CREDIT CARD</p> <p>Pay online using Visa or Mastercard for instant confirmation.</p>	<p>5 days prior</p> <p>COMPANY CHEQUE</p> <p>Make cheque payments, 5 working days prior to deadline at the Exhibitor Services Shop.</p>	<p>10 days prior</p> <p>BANK TRANSFER</p> <p>Make a bank transfer, 10 working days prior to deadline.</p>
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Rigging, Banners & Graphics Form_2016 Form No. 19 B

A World of Possibilities:



Associate Member

Dubai World Trade Centre's Rigging team are a highly experienced provider of rigging solutions and have one of the largest portfolios of primary and secondary rigging in the Middle East. We can supply BGV C1 and CAT A electric hoists; variable speed chain hoists with Kinesys automation software; load cells and load monitoring systems; truss specials such as ground support systems, hinged corners, truss circles and spacers; as well as consultancy and CAD design. For ease you can order directly using this form, however for more elaborate requirements, please contact us and we will be delighted to quote for you.

The Exhibitor Services Catalogue is now available containing full product descriptions and imagery: Contact us on +971 4 308 6333 or e-mail us at exhibitors@dwtc.com

BANNER AND GRAPHIC PRINTING						
Item Description	PAYMENT DEADLINES:			Quantity	Weight	Total Cost
	4 weeks or more	4 weeks or less	On-site			
Roll up banner of size 85cm x 200cm	550.00					
Roll up banner of size 150cm x 200cm	875.00					
Pop up banner of size 300cm x 300cm	3,900.00					
Pop up banner of size 400cm x 300cm	4,680.00					
Free standing direction sign 50cm x 70cm double sided	350.00					
Digital printed Flexpro banners						
With hanging rods (per m ² on a min 2m ²)	150.00					
With application (per m ² on a min 2m ²)	150.00					
One way vision graphics (per m ² on a min 2m ²)	175.00					
Framed shell scheme graphics (per m ² on a min 2m ²)	250.00					
Shell scheme graphics (900mm x 2400mm)	360.00					

Item Description	PAYMENT DEADLINES:			Quantity	Weight	Total Cost
	4 weeks or more	4 weeks or less	On-site			
Banner Rigging – Installation & Removal						
Pole width up to 2000mm	-20%	650.00	+50%			
Pole width above 2000mm to 5000mm	-20%	975.00	+50%			
Pole width above 5000mm to 6000mm	-20%	1,300.00	+50%			
Pole width above 6000mm to 7000mm	-20%	1,560.00	+50%			
1) Up to 2m ² lightweight box / circular banner	-20%	1,300.00	+50%			
2) Up to 4m ² lightweight box / circular banner	-20%	1,950.00	+50%			

Item Description	PAYMENT DEADLINES:			Quantity	Total Cost
	4 weeks or more	4 weeks or less	On-site		
PRIMARY RIGGING CHARGES					
Drop wire (for items with total weight of 20kg or less)	-20%	455.00	+50%		
Drop wire – hoist & fix (for items with total weight of 20kg or less)	-20%	585.00	+50%		
Roof point (30-250kg) excluding installation of 3 rd party hoists	-20%	1,025.00	+50%		
Special roof point (change from standard height) excluding installation of 3 rd party hoists	-20%	1,215.00	+50%		

Rigging, Banners & Graphics Form_2016 Form No. 19 C

Mandatory Information					
Please specify the exact weight of each roof point	Kg				
Please specify the total weight of the structure	Kg				
SUB TOTAL					
Item Description	PAYMENT DEADLINES:			Quantity	Total Cost
	4weeks or more	4weeks or less	On-site		
SECONDARY RIGGING CHARGES					
Electric chain hoist per event	-20%	1,000.00	+50%		
Manual chain hoist per event	-20%	500.00	+50%		
Light duty truss - per metre per event – 30 x 30cm ²	-20%	200.00	+50%		
Medium duty truss - per metre per event – 40 x 40cm ²	-20%	300.00	+50%		
Circular truss (30cm ²) 2m diameter	-20%	2,000.00	+50%		
Circular truss (30cm ²) 4m diameter	-20%	3,500.00	+50%		
Circular truss (30cm ²) 6m diameter	-20%	5,000.00	+50%		
Circular truss (30cm ²) 8m diameter	-20%	7,000.00	+50%		
Circular truss (30cm ²) 10m diameter	-20%	8,000.00	+50%		
Circular truss (30cm ²) 16m diameter	-20%	20,000.00	+50%		
Lighting					
Single Parcan 64 lights 1000 watts with dimmer <small>(Power not included)</small>	-30%	160.00	n/a		
400 Watt metal halide <small>(Power not included)</small>	-30%	250.00	n/a		
GRAND TOTAL in United Arab Emirates Dirham (AED)					

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 20 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 (20 kg to 250 kg) – For heavy items weighing more than 20 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	
Rigging points under the air wall (between Exhibition Halls)	7100 mm
Rigging points under the bulk head (between Exhibition Halls 2 and 3)	6800 mm
Rigging points under the bulk head (between Exhibition Halls 2 and 3)	4400 mm
Exhibition Halls 3 and 4	
Rigging points under the air wall (between Exhibition Halls)	9700 mm
Rigging points under the air wall (between Exhibition Halls)	9580 mm
Exhibition Halls 5, 6, 7 & 8	
Rigging points under the air wall (between Exhibition Halls)	7100 mm
Rigging points under the air wall (between Exhibition Halls)	6700 mm
Za'abeel Hall 1	
Rigging points under the air wall (between Exhibition Halls)	6450 mm
Za'abeel Hall 2 and 3	
Rigging points under the air wall (between Exhibition Halls)	7000 mm
Sheikh Rashid Hall	
Rigging points under the air wall (between Exhibition Halls)	12250 mm
Sheikh Maktoum Hall	
Rigging points under the air wall (between Exhibition Halls)	6500 mm
Sheikh Saeed Hall 1, 2 & 3	
Rigging points under the air wall (between Exhibition Halls)	9600 mm
Trade Centre Arena	
Rigging points under the air wall (between Exhibition Halls)	13600 mm

Rigging, Banners & Graphics Form_2016 **Form No. 19 D**

Points to note:

1. Banner & Graphic Printing:

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

2. Banner Rigging:

- a. All banners need to be supplied with poles in vinyl welded or sewn sleeves.
- b. 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.
- c. All banners will be disposed of immediately after the last day of tear-down.
- d. Dubai World Trade Centre is not liable for the loss or damage to banners during transportation, storage, installation and de-rig.

3. Rigging Plans:

- a. 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.
- b. All rigging plans must show the location of each rigging point in relation to the stand using metric measurements.
- c. All rigging must be within the perimeter of the stand.
- d. The exact weight of each rigging point must be detailed in kilograms in addition to the total weight in kilograms of the structure.
- e. The type of structure or banner material must be detailed along with the metric width, height and length.
- f. 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.
- g. The height from the floor to the top of the structure or banner when fully suspended must be shown using metric measurements.

4. Installation:

- a. DWTC rigging hours are Saturday to Thursday 08:00 until 17:00. Any requests outside these hours are subject to availability and surcharge.
- b. Rigging not ready for completion by 15:00 on the last day of build-up will be the responsibility of the contractor to install.
- c. Any damage to DWTC equipment by third party contractors will be charged.

5. Health and Safety:

- a. DWTC's Rigging team is not liable for secondary rigging installed by third party contractors.
- b. During build-up, gangways must be kept clear to allow access by the Rigging team.
- c. No stand structure is allowed to be attached to the DWTC ceiling as either a precautionary, or as an added safety, measure.
- d. Any bottom rigging lifting equipment or lifting eyes that are not stamped, rated, approved with a valid test certificate will not be accepted.
- e. Any box banner, circular or straight greater than 1m in length, square or diameter, must be suspended on a minimum of two suspension points.

Stand Catering Form_2016 V02.09.15_MST

Form No. 20 A

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Introducing:



New

Our new additions for 2016.



Signature Dish

Particularly delicious items created by DWTC.



Healthy Option

Healthier options packed with flavour.



Reduced Price

Better value items for 2016.

No Outside Food Policy

Dubai World Trade Centre holds the exclusive rights to all catering services within DWTC and as per the regulations laid down by Dubai Municipality, food and beverage may not be brought from outside the venue for consumption by organisers, contractors, exhibitors or visitors.

All food and beverage from outside the venue is prohibited and any violations will be charged at an equivalent loss of sale with the items confiscated. This includes but is not limited to:

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

Additionally, in accordance with local Islamic customs, the display and distribution of pork and alcohol is strictly forbidden.

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Form No. 20 B

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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 / Type			Contractor	Exhibitor	Agent
Company Address					
Company City	Postal Code			Country	
Direct No.	Mobile No.				
E-mail (important service information will be sent to this address)					
On-site Contact Name			On-site Contact No.		

PAYMENT DEADLINES:

 <p>UP TO 20% OFF</p> <p>4 weeks or more</p> <p>Pay 4 weeks or more before the show to get up to 20% discount.</p>	 <p>STANDARD RATE</p> <p>4 weeks or less</p> <p>Pay 4 weeks or less before the show and enjoy standard rates.</p>
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Catering Excellence On Every Scale:

DWTC is the exclusive provider of all onsite catering. Our stand catering service lets you relax, knowing that refreshments will always be on hand for visitors to your stand. Presenting the right food at the right time, from tempting snacks to fully catered meals, not only attracts more visitors – it's one less detail to worry about.

Hospitality

BY DUBAI WORLD TRADE CENTRE

Our award-winning kitchen can serve up a wide range of food and beverage according to dietary needs, cultural expectations and time of day. To keep your team fuelled during setup and tear down, we also provide pre-packaged contractor meals – at extremely attractive prices. Additionally we have fully bespoke menus that can cater to your exact requirements such as:

All day reception menus – Designed to offer an evolving selection of fare throughout the day such as hearty breakfasts, tempting lunches and wonderful afternoon teas complimented with a wide range of complimenting hot and cold beverages.

Buffet lunch menus – If you have the space, more substantial buffet lunch menus can be served on your stand. The menus, inspired by five continents, can be of Asian, Indian, Arabic or Western themes.

Canapé collections – Creative hot and cold canapés. The perfect accompaniment to gatherings on your stand regardless of the time of day and served with a wide selection of non-alcoholic cocktails.

Premium menus – Specially created for upscale and elaborate exhibition stands, we'll customize our menus in close consultation with you so that any individual lifestyle or dietary need can be met. Each menu is presented using stylized crockery, cutlery and glassware in addition to service staff to make sure that your guests are fully catered for.

The following pages offer a wide range of catering items that can be simply ordered by filling out the form. You can also refer to the **Exhibitor Services Catalogue** which details product descriptions in addition to photographs of each item. More options are available on request and to create something more tailored to your needs then please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at exhibitors@dwtc.com.












Stand Catering Form_2016 V02.09.15_MST

Form No. 20 D

	Item	Unit	PAYMENT DEADLINES:		Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
			4 weeks or more	4 weeks or less								
BAKERY					Please write the quantity of items in the days columns							
	Khidri stuffed dates	400g	-20%	220.00								
	Kholas large stuffed dates	400g	-20%	250.00								
	Assorted Danish pastries	20pcs	-20%	140.00								
	Assorted croissants	20pcs	-20%	140.00								
	Assorted muffins	15pcs	-20%	165.00								
	Assorted donuts	20pcs	-20%	165.00								
	Cherry crumble	15pcs	-20%	150.00								
	Sliced tea cake	10pcs	-20%	245.00								
	Butter cookies	50pcs	-20%	170.00								
	American cookies	20pcs	-20%	185.00								
	Chocolate fudge brownies	20pcs	-20%	165.00								
CONFECTIONARY												
	Wrapped mint candy	1kg	-20%	210.00								
	Chocolate truffles	20pcs	-20%	185.00								
	Quality Street chocolate box	370g	-20%	110.00								
	Bateel date chocolates	320g	-20%	190.00								
	Traditional Arabic sweets	400g	-20%	220.00								
	Turkish baklava	600g	-20%	210.00								
	Reception package <small>Including assorted Lays crisps (15), Best salted peanuts (15), assorted chocolate bars (15) & Quality Street chocolate box (1)</small>	1	-20%	340.00								











Stand Catering Form_2016 V02.09.15_MST

Form No. 20 E

	Item	Unit	PAYMENT DEADLINES:		Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
			4 weeks or more	4 weeks or less								
FRUIT					Please write the quantity of items in the days columns							
	Sliced fruit platter	30pcs	-20%	155.00								
	Seasonal fruit basket	4kg	-20%	195.00								
SANDWICH PLATTERS												
	Classic sandwiches	30pcs	-20%	245.00								
	Luxury sandwiches	30pcs	-20%	375.00								
	Vegetarian sandwiches	30pcs	-20%	245.00								
	Mixed sandwiches	30pcs	-20%	260.00								
	Savory mixed bagels	20pcs	-20%	300.00								
	Savory wraps	30pcs	-20%	260.00								
COLD CANAPÉS												
	Smoked salmon & cream cheese	30pcs	-20%	300.00								
	Tomato & mozzarella skewers	30pcs	-20%	300.00								
	Tiger prawns with ginger	30pcs	-20%	300.00								
	Fresh tuna & pesto	30pcs	-20%	300.00								
	Quail eggs, spicy mayo on focaccia	30pcs	-20%	220.00								
	Brie & pear	30pcs	-20%	245.00								
	Assorted maki	18pcs	-20%	375.00								
	Crab & celery	30pcs	-20%	300.00								
	Chicken mousse	30pcs	-20%	245.00								
	Stuffed vine leaves wrapped in pastry	30pcs	-20%	250.00								
	Antipasti platter	1.2kg	-20%	310.00								
	International cheese platter	1kg	-20%	310.00								




Stand Catering Form_2016 V02.09.15_MST

Form No. 20 F

	Item	Unit	PAYMENT DEADLINES:		Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
			4 weeks or more	4 weeks or less								
HOT CANAPÉS					Please write the quantity of items in the days columns							
	Thai green curried prawns	30pcs	-20%	285.00								
	Tandoori chicken & mango salsa	30pcs	-20%	275.00								
	Thai crab cake & sweet chili sauce	30pcs	-20%	245.00								
	Lamb kebbeh	30pcs	-20%	255.00								
	Chicken satay with peanut dip	30pcs	-20%	275.00								
	Chinese dumplings	30pcs	-20%	275.00								
	Punjabi samosas	30pcs	-20%	220.00								
	Tomato & goats cheese quiche	30pcs	-20%	250.00								
	Sausage rolls	30pcs	-20%	255.00								
	Cheese burek	30pcs	-20%	245.00								
DESSERT CANAPÉS												
	Opera cake	30pcs	-20%	245.00								
	Green tea chocolate cake	30pcs	-20%	245.00								
	Lemon & bergamot cream tartlets	30pcs	-20%	245.00								
	Passion fruit tartlets	30pcs	-20%	225.00								
	Rhubarb panna cotta	30pcs	-20%	195.00								
	Raspberry & banana cake	30pcs	-20%	245.00								
	Coconut & chocolate cake	30pcs	-20%	245.00								
	Fruit kebabs	30pcs	-20%	235.00								
	Apple & almond jalousie	30pcs	-20%	195.00								
	Hazelnut pear tart	20pcs	-20%	150.00								
	Mini white chocolate cheesecake	30pcs	-20%	220.00								
	Assorted French macaroons	20pcs	-20%	275.00								




Stand Catering Form_2016 V02.09.15_MST

Form No. 20 G

	Item	Unit	PAYMENT DEADLINES:		Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
			4 weeks or more	4 weeks or less								
COLD DRINKS: Please note that refrigerators should be ordered through your stand contractor												
	Soft drinks package Including 6 cases of soft drinks	144 cans	-20%	700.00								
	Pepsi	24cans	-20%	150.00								
	Diet Pepsi	24cans	-20%	150.00								
	7up	24cans	-20%	150.00								
	Mirinda	24cans	-20%	150.00								
	Perrier	24btls	-20%	330.00								
	Red Bull	24cans	-20%	425.00								
	Club soda	24cans	-20%	150.00								
	Flavoured iced tea	24cans	-20%	225.00								
	Local mineral water (1.5ltr)	12btls	-20%	135.00								
	Local mineral water (500ml)	24btls	-20%	135.00								
	Local mineral water (300ml)	24btls	-20%	155.00								
	Evian still mineral water (500ml)	24btls	-20%	305.00								
	Acqua Panna still water (500ml)	24btls	-20%	305.00								
	Badoit sparkling water (330ml)	20btls	-20%	385.00								
	Granini orange juice	24btls	-20%	225.00								
	Granini pineapple juice	24btls	-20%	225.00								
	Fresh orange juice	1.5 l	-20%	195.00								
	Fresh cocktail juice	1.5 l	-20%	195.00								
	Fresh mango juice	1.5 l	-20%	235.00								
	Fresh watermelon juice	1.5 l	-20%	195.00								
	Fresh lemon and mint juice	1.5 l	-20%	195.00								
	Fresh pineapple juice	1.5 l	-20%	195.00								



Stand Catering Form_2016 V02.09.15_MST

Form No. 20 H

Item	Unit	PAYMENT DEADLINES:		Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
		4 weeks or more	4 weeks or less								
HOT DRINKS				Please write the quantity of items in the days columns							
Tea flask	1.8 l	-20%	140.00								
 Suleimani tea flask	1.0 l	-20%	130.00								
Hot water flask	1.8 l	-20%	80.00								
Twinnings tea bags	25	-20%	75.00								
Twinnings tea package A selection of Twinnings tea bags (25), flasks of hot water (2) and platter of butter cookies (1)	1	-20%	400.00								
Coffee flask	1.8 l	-20%	150.00								
 Arabic coffee flask	1.0 l	-20%	130.00								
 Arabian hospitality package Traditional Arabic coffee server (8hrs, 10 flasks), Khidri stuffed dates & Arabic sweets (4 platters each)	1	-20%	4,250.00								
Traditional Arabic coffee server	8hrs	-20%	2,200.00								
Dallmayr coffee machine (per day)	1	-10%	650.00								
Dallmayr coffee packet	100 cups	-10%	945.00								
Dallmayr milk packet	100 cups	-10%	270.00								
Dallmayr tea packet	100 cups	-10%	350.00								
Dallmayr chocolate powder	100 cups	-10%	270.00								
Nespresso single pour coffee machine with coffee capsules, sugar, milk & cups (excluding water)	200 cups	-10%	2,650.00								
Nespresso double pour coffee machine with coffee capsules, sugar, milk & cups (excluding water)	350 cups	-10%	4,650.00								
Nespresso coffee capsules with sugar, milk & cups	100 cups	-10%	1,150.00								
Carimali professional coffee machine staffed by one barista including fresh coffee beans, fresh milk, sugar, cups & stirrers for 200 cups per day (installation, technical support & water included)	1 day	-10%	3,900.00								
	3 days	-10%	11,400.00								
	4 days	-10%	14,900.00								
Carimali fresh coffee beans with fresh milk, sugar, cups & stirrers	100 cups	-10%	1,250.00								
Fresh milk	2 l	-10%	55.00								
Additional barista	8hrs	-20%	2,050.00								

Stand Catering Form_2016 V02.09.15_MST

Form No. 20 I

Item	Unit	PAYMENT DEADLINES:		Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
		4 weeks or more	4 weeks or less								
SUNDRY ITEMS				Please write the quantity of items in the days columns							
Crockery, cutlery & glassware		Priced by quotation									
Disposable cups	25	-10%	30.00								
Disposable tumblers	25	-10%	35.00								
Disposable teaspoons	25	-10%	25.00								
Eco-line disposable knives	25	-10%	25.00								
Eco-line disposable forks	25	-10%	25.00								
Eco-line disposable dessert spoons	25	-10%	25.00								
Eco-line disposable stirrers	100	-10%	40.00								
Eco-line disposable plates (small)	25	-10%	35.00								
Eco-line disposable plates (large)	10	-10%	25.00								
Paper napkins	50	-10%	25.00								
Refuse bags	10	-10%	30.00								
Cold water dispenser including two 5 gallon water bottles, 100 disposable cups (requires a 13amp socket)	1	-10%	290.00								
 Basic water dispenser including one 5 gallon water bottle, 100 disposable cups (no socket required)	1	-10%	70.00								
 Basic water dispenser including two 5 gallon water bottles, 100 disposable cups	1	-10%	80.00								
Water (refill)	5gallon	-10%	35.00								
Ice cubes	2.5kg	-10%	35.00								
Service personnel	8hrs	-20%	800.00								
Hostess (meet, greet & order taker)	8hrs	-20%	2,940.00								
Stewarding (back of house staff)	8hrs	-20%	680.00								
EXHIBITOR MEAL OPTIONS:											
Hot, vegetarian meal and water	1person	-20%	55.00								
Hot, non-veg meal and water	1person	-20%	60.00								
Luxury sandwich and water	1person	-20%	45.00								
Sit-in meal voucher	1person	95.00									
GRAND TOTAL in United Arab Emirates Dirham (AED)											

Stand Security Coverage Form_2016 **Form No. 21 A**

31ST INTERNATIONAL
AUTUMN TRADE FAIR



**SMART
LIVING 2016**

14 - 16 December 2016
Dubai World Trade Centre Dubai, UAE
www.dubaiautumnfair.com

Please Return Completed Forms to DWTC's Exhibitor Services:

Helpline: +971 4 308 6333 • E-mail: exhibitors@dwtc.com

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 / Type				Contractor	Exhibitor	Agent
Company Address						
Company City		Postal Code		Country		
Direct No.		Mobile No.				
E-mail (important service information will be sent to this address)						
On-site Contact Name			On-site Contact No.			

PAYMENT DEADLINES:

STANDARD RATE

METHODS OF PAYMENT:



Now

CREDIT CARD

Pay online using Visa or Mastercard for instant confirmation.



5 days prior

COMPANY CHEQUE

Make cheque payments, 5 working days prior to deadline at the Exhibitor Services Shop.



10 days prior

BANK TRANSFER

Make a bank transfer, 10 working days prior to deadline.

Stand Security Coverage Form_2016 **Form No. 21 B**

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.

The Exhibitor Services Catalogue is now available containing full product descriptions and imagery: Contact us on +971 4 308 6333 or e-mail us at exhibitors@dwtc.com

Item Description	PAYMENT DEADLINES:			Quantity	Start date	Start time	End date	End time
	4 weeks or more	4 weeks or less	On-site					
Female security personnel – (8 hours minimum)	140.00 per hour							
	Day 1							
	Day 2							
	Day 3							
	Day 4							
	Day 5							
Item Description	PAYMENT DEADLINES:			Quantity	Start date	Start time	End date	End time
	4 weeks or more	4 weeks or less	On-site					
Male security personnel – (8 hours minimum)	120.00 per hour							
	Day 1							
	Day 2							
	Day 3							
	Day 4							
	Day 5							
GRAND TOTAL in United Arab Emirates Dirham (AED)								

Contractor Badge Policy



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

The below rules and regulations have been introduced by DWTC's Protocol and Security and are 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 EO land entrance gate (located on the right-hand side when entering road number 5) to receive a temporary contractor badge in exchange of a valid proof of identity. This can either be a UAE labour or UAE national ID card, UAE driving licence or a UAE government organisation ID card which will be kept at the cashier's cabin until the contractor badge is returned.

Each contractor badge costs AED 20.00 and is valid for one day only (from 00:01 to 24:00). A fee of AED 250.00 will be charged for any lost contractor badge.

Group Application

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

Each contractor badge costs AED 20.00 and is valid for one day only (from 00:01 to 24:00). A fee of AED 250.00 will be charged for any lost contractor badge.

International Contractor Badges (non-UAE based)

All contractor staff must report to either the cashier's cabin at the EO land entrance gate (located on the right-hand side when entering road number 5) or at Al Wasl reception (next to Al Multaqua Ballroom on concourse 1) to obtain a temporary contractor badge in exchange of a passport copy. The badge will be valid for a maximum of 15 days. A charge of AED 200.00 per badge applies; these AED 200.00 represent an entrance fee of AED100.00 and a refundable deposit of AED100.00. The refundable deposit can only be claimed upon returning the badge within 15 days from the date of payment.

Annual Contractor Badges

Stand contractors working regularly within DWTC's venue can apply for an annual contractor badge.

The price for each badge depends on the total number of badges that are issued for the same company:

• 0 - 49 badges:	AED 500.00 per badge
• 50 - 99 badges:	AED 400.00 per badge
• 100 - 149 badges:	AED 350.00 per badge
• 150 - 199 badges:	AED 300.00 per badge
• 200 - 249 badges:	AED 250.00 per badge
• 250 and above:	AED 200.00 per badge

To apply for annual contractor badges a representative of the company should send the following documents to ContractorBadges@dwtc.com:

- Request letter on company letterhead
- Copy of the company's trade licence
- Copy of the passport and visa (on one page) for each applicant
- 2 recent photographs (in JPEG format) for each applicant
- Completed *Annual Contractor Badge Application Form*

Alternatively, all required documents can be submitted to the Command Control Centre of DWTC's Protocol & Security Department (above hall 8). Upon payment settlement with DWTC's Finance Department (located at Al Wasl Building next to Exhibition Gate entrance, level 1), the company's representative can collect the annual contractor badges from the same location they previously handed in all paper work.

If the applicant is no longer under the company's sponsorship and/or the badge has expired, the contractor badge must be returned to DWTC. The charge for lost badges is AED 250.00 each.

Contractor Badge Policy



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DUBAI WORLD TRADE CENTRE

Collection Points

DWTC contractor badges can be collected at:

- Cashier's cabin at the EO land entrance gate (located on the right-hand side when entering road number 5). This applies to temporary and international contractor badges.
- Al Wasl reception for international contractor badges. This facility will only be in operations upon prior approval.
- Loading docks of Sheikh Maktoum, Sheikh Rashid and Sheikh Saeed Halls for pick-up drivers delivering goods. This facility will only be in operations upon prior approval.

Badges must be visible at all times.

Access for stand equipment and contractors will only be via the rear marshalling yard access. No materials or industrial trolleys will be permitted through the front concourse entrances.

Notes

- DWTC's contractor badge is the property of DWTC and must be used in accordance with the agreed terms and conditions
- Contractors without a valid DWTC contractor badge are not allowed to enter the halls
- Contractor badges cannot be transferred to another person. A fine of AED 250.00 applies for violating this rule.
- DWTC contractor badge holders enter the venue at their own risk. DWTC does not hold responsibility for any injuries caused or for any damage to a vehicle or property.
- Access for contractors is restricted to the tenanted hall(s) during build-up and tear-down.

Exhibition Stand Structure Form



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

Form No. 22 A

Please Return this form to your Event Planner

THE DEADLINE TO RETURN THIS FORM IS 2 WEEKS PRIOR TO THE START OF BUILD-UP AND ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO A SURCHARGE OR MAY NOT BE PROCESSED.

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14 - 16 December 2016

Dubai World Trade Centre Dubai, UAE
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Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

EXHIBITION DETAILS

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

CONTRACTOR'S CONTACT DETAILS

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

Space-only Stands

Space-only stands, stands with a ceiling, stands incorporating a mezzanine level or raised area above 300mm, stands above 4 m high

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

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

Exhibition Stand Structure Form



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

Form No. 22 B

Double Decker Stands

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

	YES	NO
Structural Drawings, Design Calculations and General Arrangement of Structure	<input type="checkbox"/>	<input type="checkbox"/>
Design of Members / Elements (beam, column, slab)	<input type="checkbox"/>	<input type="checkbox"/>
Design of Connections and Base Plate (considering anchor of base plate with permanent flooring is not allowed)	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Drawings i.e. Plan, Elevation, Sections	<input type="checkbox"/>	<input type="checkbox"/>
Elevations Drawing (front, side and back)	<input type="checkbox"/>	<input type="checkbox"/>
Design / Detail of Handrail and Staircase Details	<input type="checkbox"/>	<input type="checkbox"/>
Structural Connection Details of Members	<input type="checkbox"/>	<input type="checkbox"/>
Base Plate Sizes (Use min 400 x 400 x 12mm Mild Steel Plate)	<input type="checkbox"/>	<input type="checkbox"/>
Structural Materials Details	<input type="checkbox"/>	<input type="checkbox"/>
Undertaking Letter (Refer to note below)	<input type="checkbox"/>	<input type="checkbox"/>
Items of special risk (if yes, please complete the Submission Forms for High Risk Equipment and Substance)	<input type="checkbox"/>	<input type="checkbox"/>

A charge of AED 1,000.00 applies to each submission and will be charged to the organiser accordingly.

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

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

- 10 working days for space-only stands from the date of submission was received
- 15 working days for double-storey stands from the date the submission was received

CONDITIONS

- Submission documentation should explain the method of building the stand
- Submissions for double-decker stand – 50% charges will be applied if the submission is incomplete
- Any late submission is subject to 100% surcharge
- All requirements should be routed through the event organiser
- Drawings/details should be submitted at least 30 days before the start of the tenancy
- The main beam erection shall be completed 24 hours before the opening of the event
- All measurements in the submitted drawings shall be as per standard international (IS) unit system
- The contractor will be fully responsible for the design, stability and workmanship of the structure
- Any free standing wall of a stand exceeding 4 m in height requires a metal framing with base plate and stability design calculation
- Any stand exceeding 4 m in height requires complete structural drawing including its design calculation
- If DWTC's approval under specific circumstances has been received for a stand to be built in one of the concourses, the stand must not exceed 4 m in height. A special policy applies for the building of stands in the concourses. Double-decker stands are not allowed in the concourses
- Any canopy must be reinforced with a metal section and must be supported from the ground with a minimum 3 inch (7.62 cm diameter tube or equivalent support having sufficient section
- Any custom design rigging to be used must be certified and industry approved trusses
- Banners / logos attached to a hanging truss must be fabricated by using metal tubes with bolted connections and must be submitted along with the design calculations for approval
- All shell scheme stands must be braced from all four sides (top portion) to control the stability especially octonom pole / panel
- The stability and safety of all display items within the stand shall be the sole responsibility of the supplier (Exhibitor / Contractor)
- Stands should not impede on any aisles
- No fixing or adjoining structures above aisles are allowed
- No stand carpeting over aisle carpet is allowed in order to join stands opposite each other

Exhibition Stand Structure Form



Form No. 22 C

مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

Signature
On behalf of the Contractor

Company Stamp

Signature
On behalf of DWTC Operations

Signature
On behalf of DWTC Engineering

Signature
On behalf of DWTC Health and Safety

ATTACHMENT

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



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

Form No. 23 A

SUBMISSION FORMS FOR HIGH RISK EQUIPMENT AND SUBSTANCE APPROVALS

Contents

Form No. 23 B



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

Please complete the following forms if you are planning to place and or use in the halls any high risk equipment and substance.

- Vehicle / Equipment Arrival Schedule
- Laser Schedule
- Smoke and Haze Schedule
- Air Compressor Schedule
- Compressed Gas Schedule
- Aquarium Schedule
- Balloon Exhibit Schedule
- Candle / Flame Schedule
- Fountain and Water Screen Schedule
- Animal Schedule

Vehicle / Equipment Arrival Schedule

Form No. 23 C



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

- Please return to your Event Planner.
- The deadline to return this form is 2 weeks prior to the start of build-up and forms received after this date may not be processed.
- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

Event name: _____ Event date(s): _____

Exhibitor name: _____ Hall(s) no: _____

Exhibitor address: _____

City and country: _____ PO box / postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

Brand Name / Model / Equipment	Registration Number	Colour	Arrival Date / Time	Dimension	Location (Hall No. / Stand No.)	Weight	Contact Name and Number
01							
02							
03							
04							
05							
06							

Vehicles at Venue Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- Fuels must be reduced to a quarter level
- Batteries should be disconnected
- All keys must be handed over to DWTC Security after inspection
- Once the event is in build-up stage where damage could be made to either vehicle upon entering or other stands, a no objection letter is required from the organiser to allow access
- Vehicle without engine and battery must be mentioned separately on the form
- For heavy vehicles, please submit together with this form the manufacturer's data sheet including weight and dimensions

Laser Schedule

Form No. 23 D



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

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

Event name: _____ Event date(s): _____

Exhibitor name: _____ Hall(s) no: _____

Exhibitor address: _____

City and country: _____ PO box / postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

	Brand Name	Arrival Date	Arrival Time	Location (Hall No. / Stand No.)	Grade of Laser	No. of Machines
01						
02						
03						
04						
05						
06						

Laser Machine Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- The varying classes of laser, under BS EN 60825 are as follows:
 - Class 1: Safe under all viewing conditions
 - Class 2: Should be terminated at the end of its useful path, where practicable, and should not be aimed at persons
 - Class 3A: Competent persons to oversee use of equipment, areas of use should be controlled, avoid reflecting surfaces such as mirrors and lenses
 - Class 3B: Hazardous to the eye, assess risk to persons and consider physical barriers and protective equipment
 - Class 4: Hazardous to the eye, assess risk to persons and consider physical barriers and protective equipment
 - Class 1 and Class 2 lasers will be considered for approval by DWTC Health and Safety team
 - Class 3A, 3B and 4 will be considered by DWTC Health and Safety team once approval is gained from Dubai Civil Defence
- A Laser Safety Officer is required for Class 3A, 3B and 4
- The laser beam projection height should not be less than 2.70 metres
- A Risk Assessment is required and needs to be attached to this form

Smoke and Haze Schedule

Form No. 23 E



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

- Please return to your Event Planner.
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- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

Event name: _____ Event date(s): _____

Exhibitor name: _____ Hall(s) no: _____

Exhibitor address: _____

City and country: _____ PO box / postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

	Brand Name	Arrival Date	Arrival Time	Location (Hall No. / Stand No.)	Liquid (Smoke and Haze) Certificate	No. of Machines
01						
02						
03						
04						
05						
06						

Smoke and Haze Machine Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- Dubai Municipality requires the liquid certificates for approval
- A copy of the Material Safety Data Sheet (MSDS) of the liquid must be provided
- A schedule of the smoke / haze machine's operating time(s) and duration must be submitted
- DWTC Health and Safety team will coordinate the smoke detector activation

Air Compressor Schedule

Form No. 23 F



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

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- The deadline to return this form is 2 weeks prior to the start of build-up and forms received after this date may not be processed.
- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

Event name: _____ Event date(s): _____

Exhibitor name: _____ Hall(s) no: _____

Exhibitor address: _____

City and country: _____ PO box / postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

Dubai World Trade Centre holds exclusive rights for cleaning services inside the halls. Additional event cleaning is not part of the cleaning services covered under the tenancy. Additional cleaning services have to be ordered separately from DWTC cleaning department.

Brand Name / Model	Arrival Date	Arrival Time	Capacity	Location (Hall No.)	No. of Machines
01					
02					
03					
04					
05					
06					

Air Compressor Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- The air compressor must be located outside the hall
- It must be super-silent and not a noise nuisance
- It should be tested and inspected during the previous year unless the equipment is less than a year old and in good working order and condition
- The location of the air compressor must be coordinated and approved by DWTC Health and Safety team

Aquarium Schedule

Form No. 23 G



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

- Please return to your Event Planner.
- The deadline to return this form is 2 weeks prior to the start of build-up and forms received after this date may not be processed.
- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

Event name: _____ Event date(s): _____

Exhibitor name: _____ Hall(s) no: _____

Exhibitor address: _____

City and country: _____ PO box / postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

Aquarium Description	Arrival Date	Arrival Time	Location (Hall No. / Stand No.)	Aquarium Capacity	Quantity
01					
02					
03					
04					
05					
06					

Aquarium at the Venues Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- Aquarium specifications must be provided for DWTC Health and Safety team's review and approval for display
- Details of support for the aquarium must be provided for DWTC Health and Safety team's review and approval
- Details of providing supply of water and return drainage system must be provided and coordinated with DWTC Engineering team
- Aquarium glass should be empty upon bringing to the hall. DWTC Health and Safety team will inspect it first before its installation on the stand.
- Electrical wire when putting water inside the aquarium must be unplugged
- The electric panel board must be put on a single power strip that can be unplugged or disconnected at one time
- The installation of power supply or cord should be above the height of the aquarium
- The contractor / exhibitor will assume full responsibility for any unwanted circumstances related to the display of aquarium

Balloon Exhibit Schedule

Form No. 23 H



مركز دبي التجاري العالمي
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- The deadline to return this form is 2 weeks prior to the start of build-up and forms received after this date may not be processed.
- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

Event name: _____ Event date(s): _____

Exhibitor name: _____ Hall(s) no: _____

Exhibitor address: _____

City and country: _____ PO box / postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

Balloon Description	Arrival Date and Time	Type of Filled Air	Size	Location (Hall No.)	Quantity
01					
02					
03					
04					
05					
06					

Use of Balloons Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- All balloons must be inflated outside the hall. This is to avoid any accidental bursting of the gas which might cause injuries or damage a nearby stand during the inflation process
- Compressed gas cylinder for filling the balloons is not allowed inside the halls
- The position and tethering of the balloon must not interface or interfere with any overhead utilities in the ceiling
- The tethering must be confined within the area of the stand. It is not allowed to be placed along the aisles and passageway
- Balloons to be placed in the concourses are not allowed
- It is the exhibitor and organiser's responsibility in case the balloons accidentally escape or fly loose onto the ceiling, triggering any alarm or sprinkler system in the hall.

Candle / Flame Schedule

Form No. 23 I



مركز دبي التجاري العالمي
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- Please return to your Event Planner.
- The deadline to return this form is 2 weeks prior to the start of build-up and forms received after this date may not be processed.
- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

Event name: _____ Event date(s): _____

Exhibitor name: _____ Hall(s) no: _____

Exhibitor address: _____

City and country: _____ PO box / postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

Candle Specification	Arrival Date	Arrival Time	Location (Hall No. / Stand No.)	Size and Weight	Quantity of Candles
01					
02					
03					
04					
05					
06					

Candles Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy.
- Submission of a sample candle including details of its "burn time" should be submitted to the DWTC Health and Safety team for review.
- Contractor/exhibitor will assume full responsibility for any unwanted incidents related to the display of candles.

Fountain and Water Screen Schedule

Form No. 23 J



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

- Please return to your Event Planner.
- The deadline to return this form is 2 weeks prior to the start of build-up and forms received after this date may not be processed.
- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

Event name:		Event date(s):	
Exhibitor name:		Hall(s) no:	
Exhibitor address:			
City and country:		PO box / postcode:	
Authorised person:		Designation:	
Telephone:		Fax:	
Mobile:		Email:	

	Fountain / Water Screen Description	Arrival Date/Time	Water Screen Dimension	Location (Hall No/ Stand No.)	Fountain Capacity	Quantity
01						
02						
03						
04						
05						
06						

Fountain and Water Screen Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy.
- This form is intended for any fountain and water screen for display purposes.
- Fountain and water screen technical specifications must be provided for Health and Safety review and approval for display.
- A method statement and risk assessment must be submitted for the use of fountain and water screen.
- Details of support for the fountain and water screen must be provided for Health and Safety review and approval.
- Details of providing supply of water and return drainage system must be coordinated with DWTC Engineering department.
- Schematic diagram for electrical connection, if any, must be provided.
- Electrical wires must be unplugged when putting water inside the fountain or water screen.
- The type of water used – ie treated or desalinated - must be mentioned.
- The electric panel board must be put on a single power strip that can be unplugged or disconnected at any one time if required.
- Contractor / exhibitor will assume full responsibility for any unwanted circumstances related to the display of fountain and / or water screen.

Fountain and Water Screen Schedule

Form No. 23 K



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

- Please return to your Event Planner.
- The deadline to return this form is 2 weeks prior to the start of build-up and forms received after this date may not be processed.
- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

Event name:		Event date(s):	
Exhibitor name:		Hall(s) no:	
Exhibitor address:			
City and country:		PO box / postcode:	
Authorised person:		Designation:	
Telephone:		Fax:	
Mobile:		Email:	

	Fountain / Water Screen Description	Arrival Date/Time	Water Screen Dimension	Location (Hall No/ Stand No.)	Fountain Capacity	Quantity
01						
02						
03						
04						
05						
06						

Fountain and Water Screen Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy.
- This form is intended for any fountain and water screen for display purposes.
- Fountain and water screen technical specifications must be provided for Health and Safety review and approval for display.
- A method statement and risk assessment must be submitted for the use of fountain and water screen.
- Details of support for the fountain and water screen must be provided for Health and Safety review and approval.
- Details of providing supply of water and return drainage system must be coordinated with DWTC Engineering department.
- Schematic diagram for electrical connection, if any, must be provided.
- Electrical wires must be unplugged when putting water inside the fountain or water screen.
- The type of water used – ie treated or desalinated - must be mentioned.
- The electric panel board must be put on a single power strip that can be unplugged or disconnected at any one time if required.
- Contractor / exhibitor will assume full responsibility for any unwanted circumstances related to the display of fountain and / or water screen.

Animal Schedule

Form No. 23 L



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

This form must be completed for display purposes of any types of animals including but not restricted to birds, camels, horses, etc.

- Please return to your Event Planner.
- The deadline to return this form is 2 weeks prior to the start of build-up and forms received after this date may not be processed.
- Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

Event name:		Event date(s):	
Exhibitor name:		Hall(s) no:	
Exhibitor address:			
City and country:		PO box / postcode:	
Authorised person:		Designation:	
Telephone:		Fax:	
Mobile:		Email:	

	Description of Animal (s)	Arrival Date/Time	Quantity	Location (Hall No/ Stand No.)	Dubai Municipality Clearance	Caged or with Handler?
01						
02						
03						
04						
05						
06						

Animals display rules and regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy.
- No animals are allowed in the venues. The presence of animals is only allowed during animal related shows.
- Where animals are present, they shall be controlled so as not to be allowed to escape control, cause distress and danger to persons or other animals or cause damage to the venues.
- A Health Certificate from Dubai Municipality - Pet Animal Section is required for all animals intended for display purposes. The Exhibitor is required to obtain this Health Certificate to ensure that the animal(s) is/are in good conditions for display purposes and without any infections.
- Animals not provided with a cage or similar enclosure shall not be allowed to remain inside the hall overnight. They shall be brought outside the halls at the end of every exhibition day.
- Where the use of animals is seen as an essential part of an event, the Organiser must assess the hazards of introducing Animals. A Risk Assessment together with a Method Statement must be submitted to DWTC Health and Safety Division for review and approval.
- Any incident, injury or claims resulting from the introduction of animals at the venues will not be the responsibility of the venues.
- Approval from the Event Organiser must be secured by the exhibitor prior to any animals entering the venues.