



arabplast 2021

**15th International Trade Show for
Plastics, Petrochemical, Packaging & Rubber Industry**

15 - 18 November, 2021
Monday - Thursday

HALL # 7, 8 & THE PAVILION HALL

DUBAI INTERNATIONAL CONVENTION AND EXHIBITION CENTRE

EXHIBITION OPEN HOURS

15 - 17 November
18 November

11.00hrs to 19.00hrs
11.00hrs to 17.00hrs

NOTE: Please be informed that on the exhibition open days, the exhibitors shall be permitted to enter the exhibition hall 1 hour prior to the opening time and, depart 1 hour upon closure of the exhibition. If an exhibitor has a meeting that will run beyond the permitted 1 hour after the scheduled closure time kindly inform the organizers office accordingly.

Organizer



Al Fajer Information & Services

P.O. Box: 11183, Dubai,
United Arab Emirates
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Fax: +971 4 3403608
www.alfajer.net

Rasheed Mbayed
Exhibition Manager
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Overseas Associate



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International Exhibition Management
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EXHIBITOR MANUAL INDEX

• Official Service Providers	Page 3
• Exhibition Timetable	Page 4
• Exhibitor Check List & Order Form	Page 5
• Participation Guidelines.....	Page 6
• Show Rules	Page 12
• COVID - 19 GUIDELINES (Exhibitors and Contractors).....	Page 13
• Fascia	Page 19
• Exhibitor Admission Passes	Page 20
• Catalogue Entry	Page 21
• Catalogue Advertisement	Page 22
• Exhibitor Banner	Page 23
• Freight Forwarder	Page 24
• Indemnity and Waiver	Page 25
• Rental for Furniture & Optional Displays	Page 26
• Audio Visual	Page 35
• Electrical Items	Page 36
• Electrical Supply Form (Space Only).....	Page 38
• Electrical Supply Form (Space Only During Build-Up)	Page 39
• Electrical Grid Plan Form	Page 40
• Electrical Supply Form For Ceiling (Space Only)	Page 41
• Water Supply & Drainage	Page 42
• Compressed Air	Page 43
• Superior Shell Scheme	Page 44
• Graphic Form.....	Page 45
• Banner Advertising Form.....	Page 46
• Carpet Order Form (Needle Punch)	Page 49
• Carpet Order Form (Cut Pile).....	Page 50
• Designing Brief Form	Page 51
• Stand Building Contracting & Stand Design Approval	Page 52



OFFICIAL SERVICE PROVIDERS

Dear Exhibitors,

This Exhibitor Manual will assist you in your participation. Exhibitors are requested to read the manual carefully in order to familiarize themselves with the preparations and procedures for the event. Should you require any further information or assistance, please contact the concerned person in the key contacts below. During the open days of the exhibition please get in touch with the Organizer's Office on the fairgrounds.

Key contacts as listed below:

EXHIBITION ORGANIZER, SALES & MARKETING	
<p>Rasheed Mbayed (Mr.) Exhibition Manager Mob: +971 55 9555982 / Tel: +971 4 3406888 ext. 240 Email: rasheed@alfajer.net</p>	<p>Felnor Aguirre (Ms.) / Geo Curay (Ms.) Exhibition Coordinators Tel: +971 4 3406888 ext. 224/226 Email: felnor@alfajer.net / geo.c@alfajer.net</p>
STAND CONSTRUCTION	
<p>Houssain Ali (Mr.) Head of Operations Tel: +971 4 3406888 ext. 230 Email: houssain@alfajer.net</p> <p>Mary Grace (Ms.) Secretary Tel: +971 4 3406888 ext. 201 Email: mary@alfajer.net</p>	<p>Sanjay Kumar (Mr.) Project Coordinator Tel: +971 4 3406888 ext. 245 Email: sanjay@alfajer.net</p> <p>Mohan Yalangi (Mr.) Production Coordinator Tel: +971 4 3406888 ext. 248 Email: mohan@alfajer.net</p>
ADVERTISING & GRAPHIC	EXHIBITION FREIGHT & LOGISTICS
<p>Furqan Subhani (Mr.) Graphic In-charge Tel: +971 4 3406888 ext. 219 Email: furqan@alfajer.net</p>	<p>Bridgeway Shipping & Clearing Services LLC Plot No. 89, Street 24-b, Al Quoz Industrial Area-2, Behind Emirates Printing Press, Po. Box. 8109, Dubai, UAE Tel: +971 4 3474150 / Fax: +971 4 3474930</p> <p>Waki Rais (Mr.) Shibin Aslam (Mr.) Mob: +971 55 4720310 Mob: +971 55 4720780 E-mail: waki@filslogistic.com Email: shibin.aslam@filslogistic.com</p>
TRAVEL AGENT	DWTC Service Department
<p>Muhammad Irfan (Mr.) Al Fajer Travels, Tourism and Cargo P.O. Box 25755, Dubai UAE Tel: +971 4 3869721 Fax: +9714 2869438 Email: ifran@afttc.ae</p>	<p>Customer Contact Center Help Line For all exhibition related services Helpline: +971 4 3086333 E-mail: exhibitors@dwtc.com</p>

We look forward to the pleasure of welcoming you at ARABPLAST 2021.

With best regards

Nadhal Mohamed
Manager

Rasheed Mbayed
Exhibition Manager



EXHIBITION TIMETABLE

Build Up Schedule

Saturday, 13th November 2021	00:01hrs – 23:00hrs 05:00hrs – 23:00hrs	Official Stand Contractor Space Only Exhibitors
Sunday, 14th November 2021	08:00hrs – 22:00hrs	Space Only Exhibitors
		All exhibit and displays to be completed on or before 22:00hrs

Show Timing

Monday, 15th November 2021	11:00hrs	Opening Ceremony
	11:00hrs – 19:00hrs	Open to Business Visitors
Tuesday, 16th November 2021	11:00hrs – 19:00hrs	Open to Business Visitors
Wednesday, 17th November 2021	11:00hrs – 19:00hrs	Open to Business Visitors
Thursday, 18th November 2021	11:00hrs – 17:00hrs	Open to Business Visitors

Teardown

Thursday 18th November 2021 Halls 6 to 8 and The Pavilion Hall	17:00hrs onwards	Product Removal & Shell Scheme Dismantling of the Shell Scheme stands will begin at 17:00 hrs. Shell Scheme exhibitors must ensure that their products & displays are removed promptly
Friday 19th November 2021 Halls 6 to 8 and The Pavilion Hall	08:00hrs – 20:00hrs	Space Only Stand fitting materials, machinery equipment & all exhibits items should be cleared no later than 08:00 pm to avoid penalty charges

The Organizer's Office will be functioning at The Dubai International Exhibition Centre effective Wednesday, 13th November 2021 until 19th November 2021.



EXHIBITOR CHECK LIST & ORDER FORM

S No.	EXHIBITOR CHECK LIST & ORDER FORM	CONTACT	FORM	DEADLINE
1	Fascia	geo.c@alfajer.net / felnor@alfajer.net	1	30 Sep. 2021
2	Exhibitor Admission Passes	geo.c@alfajer.net / felnor@alfajer.net	2	30 Sep. 2021
3	Catalogue Entry	felnor@alfajer.net / geo.c@alfajer.net	3	12 Aug. 2021
4	Catalogue Advertisement	felnor@alfajer.net / geo.c@alfajer.net	4	30 Sep. 2021
5	Exhibitor Banner	felnor@alfajer.net / geo.c@alfajer.net	5	30 Sep. 2021
6	Freight Forwarder	waki@filslogistic.com / shibin.aslam@filslogistic.com	6	10 Sep. 2021
7	Indemnity and Waiver	felnor@alfajer.net / geo.c@alfajer.net	7	30 Sep. 2021
8	Furniture Rentals	mohan@alfajer.net	8	17 Oct. 2021
9	Audio Visual	mohan@alfajer.net	9	17 Oct. 2021
10	Electrical Items	mohan@alfajer.net	10	17 Oct. 2021
11	Electrical Supply Form (Exhibitors Space Only)	mohan@alfajer.net	10A	17 Oct. 2021
12	Electrical Supply (Space Only During Build-Up)	mohan@alfajer.net	10B	17 Oct. 2021
13	Electrical Grid Plan Form (also Water and Compressed Air)	mohan@alfajer.net	10C	17 Oct. 2021
14	Electrical Supply For Ceiling (Space Only)	mohan@alfajer.net	10D	17 Oct. 2021
15	Water Supply & Drainage	mohan@alfajer.net	11	17 Oct. 2021
16	Compressed Air	mohan@alfajer.net	12	17 Oct. 2021
17	Superior Shell Scheme Form	mohan@alfajer.net	13	17 Oct. 2021
18	Graphic Form	mohan@alfajer.net	14	17 Oct. 2021
19	Banner Advertising Form	mohan@alfajer.net	14A	17 Oct. 2021
20	Carpet Order Form (Needle Punch)	mohan@alfajer.net	15	17 Oct. 2021
21	Carpet Order Form (Cut Pile)	mohan@alfajer.net	15A	17 Oct. 2021
22	Designing Brief Form	mohan@alfajer.net	16	IMMEDIATE
23	Stand Building Contracting & Stand Design Approval	mohan@alfajer.net	17	17 Oct. 2021

PLEASE NOTE:

All Forms must be returned to the concerned persons mentioned here above within the stipulated deadline in order to expedite requirements, please enclose all the necessary design plans, publicity materials and receipts of payments made to the concerned persons.

Exhibitors booking their space after the deadline stated on the space booking form, are requested to submit ALL the necessary FORMS immediately.



PARTICIPATION GUIDELINES

As per Dubai Municipality, the DWTC is a non-smoking venue. Smoking is allowed outdoor in designated areas only.

Contract for Space: The contract for space is signed between the exhibitor and the organizer to confirm the exhibitor's interest of participating in the exhibition and acceptance to the terms and conditions mentioned therein and the organizer's approval to the same.

Condition for Space Reservation: Space must be reserved via the Space Contract Form which must be completed, stamped and signed before submitting to the organizer. The organizer reserves the right to reject applications for space if the exhibit items do not comply with the theme of the exhibition.

Space Assignment: Space assignment will be indicated on the accepted contract. However, should conditions or situations warrant, the organizer has the unqualified right to reassign space for the best interest of the exhibition. Exhibitors must rent sufficient space to contain their exhibit completely within the confines of booth lines. Exhibitors may take photos or videos of their display, however, they are not permitted to directly take pictures of any other display or instruct other to take such pictures, without written permission from the organizer and the exhibitor whose display is being photographed. Exhibitors must respect the privacy of other exhibitors and not intrude or disrupt another exhibitor while they are conducting business on the show floor.

Sharing/Subletting Space: No Exhibitor shall assign, sublet, or apportion the whole or any part of the space allotted, or have representatives, equipment or materials from other than their own firm in the said space.

Payment Schedule/Cancellation/Reduction of Space: Exhibitors must adhere to the payment details mentioned in the Space Contract Form. Cancellation of the space or reduction of space must be in writing stating valid reason for such cancellation or reduction of space and sharing authentic proofs of such reasons, and by mutual consent of the exhibitor and the organizer, except the organizer may unilaterally cancel the contract for non-payment of balance due as stipulated in the contract. Cancellation will be acceptable and paid money refunded to the exhibitor less a prorated share of all the expenses incurred for the exhibition up to the date of required cancellation. If cancellation or reduction of space is agreed on authentic grounds by the organizer, the exhibitor will be entitled to a refund based on the following schedule:

- On or before 1st August 2021 will be subject to a service charge of AED750.00 per SQMs on the net cost of the original space.
- After 1st August 2021 the full amount paid will be forfeited.

Accounts: All outstanding accounts must be settled DURING THE COURSE OF THE EXHIBITION. Gate passes for removal of Exhibits will be issued by the Accounts Department upon full and final settlement of the account.

Floor Plan: All measurements shown on the floor plan are approximate and the organizer reserves the right to make modifications as deemed necessary making equitable adjustment with any exhibitor or exhibitors thereby affected. The organizer also reserves the right to adjust the floor plan to meet the needs of the exhibition.

Floor Capacity: Under no circumstances may the weight of any exhibit materials will be permitted to exceed the specified maximum floor load as specified by the DWTC. Exhibitors accept full and sole responsibility for any injury or damage to persons or property resulting from failure to distribute the placement of his exhibit material to align with the floor loading specifications.

Safety Norms: Exhibitor's must comply with DWTC facilities and safety regulations in terms of their display exhibits. Violation to the facilities or safety norms will entail a heavy penalty as well as corrections affected will be made at Exhibitor's expense. If corrections cannot be made, exhibit shall be removed from the hall at Exhibitor's cost with no liability to the organizer. Under no circumstances may the weight of any exhibit materials exceed the specified maximum floor load of the exhibit hall. Exhibitors accepts full and sole responsibility for any injury or damage to persons or property resulting from failure to distribute the placement of his exhibit material to conform with the floor loading specifications.

Admission of Stand Personnel: For convenience the organizer will issue Exhibitor badge for use. For security reasons it is mandatory to wear the badge at all times during the buildup, open days and teardown. A limited number of 3 Passes/12 sqm. will be issued "FREE OF COST" to each Exhibitor. Each Exhibitor shall submit to the organizer the names and contact number of the personnel who will man the booth. All Exhibitors are requested to collect their passes from the Organizer's Office on arrival at the fair ground and prior to the opening of the Exhibition. Each exhibitor will also present the name and contact details of the person to be contacted in case of emergency. The organizer will provide the personnel with an Exhibitor badge with their name and company name printed. The exhibitor badge is non-transferable and subject to confiscation and penalty of AED500.00 each transferred badge.

Admission of Contractor's Personnel: "Contractors Badges" permitting the non-official contractors and their workmen to enter the exhibition hall to execute construction of the stand during the build-up and teardown period will be issued by the DWTC. The contractor will need to get in touch with the authorities to ensure that they have the contractors badges before the buildup day. Each contractor badge will be charged AED20.00 and is valid for a day (from 00:01hrs to 24:00hrs). A fee of AED100.00 will be levied for loss of a contractor badge and must be payable at the cashier's cabin at the Za'abeel service yard. Details of the Non-Official Contractors should be submitted before being granted such badges, the Non-Official Contractor will be required to pay a refundable "Performance Bond" of Dhs 150/- per square meter or a maximum of Dhs 10,000/- to the Official Stand Building Contractor. This is to ensure completion of work, complete removal of debris and to cover any damages done by the Non-Official Contractors to the Exhibition Halls and exhibits. It is mandatory for all workmen/contractors wear their badge at all times during the build-up and dismantling periods while working on their stands. Workmen without their identification passes may be denied access to the Exhibition Hall by the on-duty Security Personnel.



Construction of Stand and Delivery of Exhibits: Delivery of freight, construction of stand and completion of display/exhibits will take place on the dates specified. The exhibits must be ready for inspection not later than 08:00hrs of the show opening day. Should an exhibit not be set by 11:00hrs of the opening day, the organizer reserves the right to remove unopened freight at the expense of the exhibitor. Exhibits should only be delivered to the exhibition hall when the stand is constructed and ready. However, in the case of huge machines and other similar exhibits, delivery must be arranged right after the floor markings as carpets will be laid only when the machine or similar Exhibits are brought and placed as desired by the Exhibitor. The Exhibitor must arrange for an Authorized Representative to be present at the stand to receive the exhibits as the Organizer shall not accept delivery on behalf of the exhibitor, nor will the Organizer be held responsible for the subsequent safe keeping of any items. It is mandatory for machines or similar heavy exhibits to be placed within the stand on the first day of the build-up and not brought in at any time during the exhibition period.

Demonstration and Display of Exhibits: Exhibit displays and demonstrations must be within the confines of the exhibit space. Aisles must not be obstructed at any time by exhibitor personnel or attendees. The organizer reserves the right to unilaterally determine and levy a penalty fine if a demonstration interferes with adjacent exhibit spaces and may, if necessary order its discontinuations. Exhibitors must present their Exhibits throughout the period of the Exhibition. No Exhibitor will be allowed to remove Exhibits from the stand, prior to the official termination of the Exhibition. No cash sales will be permitted on the exhibition floor. Giveaways, demonstration, and/or entertaining attendees, must be arranged within the reserved space so as not to block aisles or overlap into adjacent stand. The operation of equipment indoors will not be permitted on a continuous basis. Operation of equipment may be approved for demonstration purposes for short periods approximately one to five minutes, provided the Organizer is notified in writing thirty (30) days prior to the opening of the exhibition. Stands must be policed by each exhibitor so disruption or level from any demonstration or sound produced by the equipment is kept to a minimum and does not interfere with others. Please note, the use of sound systems or sound producing equipment is an exception to the rule, not a right. The organizer reserves the exclusive right to determine at what point a disruption or sound level constitutes interference with other exhibits and must be discontinued. All property of the exhibitor is understood to remain in the exhibitor's custody and control in transit to or from or within the confines of the exhibit hall and subject to the rules and regulations for the exhibition. If unusual equipment is to be installed, the exhibitor must communicate with the organizer for information concerning the facility or applicable regulations and seek written approval for the same.

Character of Exhibits: It is the exhibitor's responsibility to create an attractive display area. The exhibitor is required to provide carpet to cover the area contracted. The Organizer reserves the right to approve or disapprove the character of the display and to prohibit any display which, because of noise or other objectionable features, detracts from the general character of the exhibition. Exhibits must be in good taste as determined by the Organizer. Any part of an exhibit space which does not compliment the purpose of the exhibition will be corrected by the organizer at the exhibitor's expense.

Storage Boxes and Packing Crates: Exhibitors will not be permitted to store boxes or packing crates in or behind exhibit booths. Prior to 08:00hrs of the exhibition opening day all boxes, cartons and crates will be removed from the stand.

Soliciting-Access to List, Samples & Prizes: No soliciting of registrants shall be permitted in the aisles or in other exhibitor's stand. Samples, catalogues, pamphlets, publications, souvenirs, etc. may be distributed by exhibitors and their representatives (including hosts and hostesses) only within their own stand space. No exhibitor will be permitted to conduct any prize draws, awards for signing of name and addresses, etc. without prior written approval of the Organizer. Sign showing the price of items is strictly prohibited.

Other Exhibits: The Exhibitor agrees that neither they nor their distributors or agents, will distribute publications or conduct any other display or exhibit any equipment hearing their trademark within a three mile radius of the exhibition covered by this contract or its officially designated hotel properties during the dates of said exhibition. This limitation does not apply to participation in other trade association exhibitor's regular place of business or showroom. Violation of this provision by an exhibitor will constitute a breach of the contract and the Organizer may, in its sole discretion, cancel this contract and exhibitor will remove their display and any equipment contained in the exhibit hall and all payments made towards participation shall be forfeited.

Flammable Material: Flammable fluids, substances, or materials of any nature are prohibited in the stand and in the storage area, if any, within the stand. All decorative materials must be flame proofed before being taken into the exhibit hall, and must comply with local fire regulations. Transferring of flammable liquids while in the exhibit hall is strictly prohibited.

Liability: Neither the Organizer, the Official Contractor, DWTC management, Security, nor any of the officers or employees of the above will be responsible for safety of property of exhibitors from theft, strikes, damage by fire, water, storm, or vandalism or other causes. The organizer will take reasonable precautions through the employment of security personnel to protect exhibits from such loss. All property of the exhibitor is understood to remain in the exhibitor's custody and control in transit to or from or within the confines of the exhibit hall and subject to the rules and regulations of the exhibition.

Damage: The exhibitor will be liable for any damage caused by fastening fixtures to the floors, walls, columns, or ceilings of the exhibition hall and for any damage to equipment furnished by the Organizer or the service suppliers designated by them.

Violation: The interpretation and application of these rules and regulations are the responsibility of the Organizer. Any violation by the exhibitor of any of the terms or conditions herein shall subject a penalty fine and cancellation of the stand contract to occupy booth space plus forfeit of all monies paid on account thereof. Upon written notice of such cancellation, the Organizer shall have the right to take possession of the exhibitor's space, remove all persons and properties of the exhibitor and hold the exhibitor accountable for all risks and expenses incurred in such removal.

Social Functions/Special Events: Any social function or special event during the exhibition is reserved for exhibiting companies only and must be approved by the Organizer.



Re-stocking/Maintenance: Normally, re-stocking can be done during the lunch hours. However, all exhibitors are requested to check with the Organizer's Office on-site, for activities related to restocking. Under special circumstances, permission may be granted for maintenance or repair work after the Exhibition closes. However, the Organizer's Office on-site must be notified at least 1 hour before the closing time. This will enable arrangements for the admission of workmen and the provision of lighting, etc. Any changes to the norms for restocking and maintenance by the DWTC will be applied to all exhibitors participating in the show.

Dismantling Stand and Removal of Exhibits: Goods and materials used in any display shall not be removed from the exhibit hall until the exhibition is officially closed. Teardown shall commence on the close of exhibition on the last day post 17:00hrs and on Friday, 19th November from 08:00hrs to 19:00hrs. Exhibitors are advised to remove small, portable items immediately upon close of the exhibition on 18th November 2021. The removal of heavy Exhibits and the dismantling of stand fittings and electrical installations will commence at 08:00hrs until 19:00hrs on the 19th of November 2021. Any exception to this rule must have written approval of Organizer. Teardown must be completed and all exhibit materials removed by the stipulated deadline on the 19th of November. No mechanical lifting or handling equipment will be permitted to enter the Exhibition Halls for the removal of these heavy Exhibits except those used by the Official Contractor or Freight Forwarder. To avoid congestion and to ensure smooth clearance at exit points, all Exhibitors and Contractors dismantling the stands and removing exhibits, equipment or materials, are required to fill a Gate-pass (that must be endorsed by the Organizer) to be handed to the Gate Security Officer, before leaving the fairground. The Gate-pass can be obtained from the Organizer's Office on-site. The removal charges for empty packages, use of forklift, transportation, labor etc. can be obtained from the Official Freight Forwarder. No Gate-pass is needed if your exhibits are removed by the Official Freight Forwarder. Exhibitors must ensure that heavy exhibits and other goods are properly packed and marked to be removed on Friday, 19th November 2021 before 19:00hrs. The Official Freight Forwarder will assist you in re-packing heavy Exhibits upon your request, charges for the same will be borne by the Exhibitor. The Organizers and their Official service provider are not responsible for any of the unattended items at the stands during the build-up or breakdown period. The organizer reserves the right to remove any exhibit after 20:00hrs on the break down date. Those items/goods left unattended at the end of the exhibition with no written instruction for the freight forwarder will be moved from the halls at 20.00hrs on Friday, 19th November 2021.

Collection of Rented Items: Exhibitors are requested to ensure that nothing is left inside drawers or cabinets when rented furniture is returned to the Official Contractor. The Contractor will collect the rented items half an hour after the Exhibition closes on the last day. All rented items and equipment should be collected by the appropriate suppliers. The organizer is not responsible for any loss of furniture or any items bought by the Exhibitors or his contractor.

Insurance and Indemnity: Exhibitors must carry an insurance policy that covers the exhibit materials against damage and loss and public liability insurance against injury to the person and property of others. By executing the Contract for Exhibit Space, Exhibitor warrants that there is in effect said insurance policy covering the Exhibitor, with coverage remaining current through Exhibitor's occupancy. The organizer shall not be held responsible for the loss or damage to any property or injury to personnel of the Exhibitor that is not within the Organizer's control or for any loss or damage sustained in the event, due to postponement of exhibition or if the Hall becomes totally or partially unavailable for showcasing the Exhibition due to any natural or unnatural cause. The Organizer shall be safe and harmless from all losses and damages to person or property of the Exhibitor. The Exhibitor is advised to take an insurance cover for the purpose of indemnifying the Organizer and also to cover himself against all risks.

Exhibitor agrees to indemnify, defend, and hold harmless the Organizer, its officers, employees and agents from and against any and all third party claims and other liabilities (including reasonable attorney's fees) that are caused by, or arisen from the negligent acts or omissions of the Exhibitors, its agents, officers, employees, representatives, servants, invites, patrons, or guests. The exhibitor is charged with knowledge of all local laws, ordinances, and regulations pertaining to business licenses, health, fire prevention, and public safety affecting his participation in the exhibition. Compliance with such law is mandatory for all exhibitors and is the sole responsibility of the exhibitor.

Public Liability Insurance Cover: All stand fitting contractors must hold a Public Liability Insurance Policy.

Freight Forwarder: Bridgeway Shipping & Clearing Services LLC) has been appointed by the organizer as the sole official freight forwarder of the show. No other freight forwarder besides the appointed official forwarder only will be allowed to operate within the exhibition premises and the exhibition halls. For on-site logistics please inform your freight forwarder to contact the official freight forwarder for guidance. Please keep the official freight forwarder informed at least 2 months prior to the build-up day with complete contact details of your freight forwarder and inform your freight forwarder to liaise with the official freight forwarder once they are on-site. Off-loading, re-loading and moving of heavy exhibits should be under Bridgeway Shipping & Clearing Services LLC supervision. Exhibitors are, therefore, advised to use the services of Bridgeway Shipping & Clearing Services LLC during the build-up and teardown days. Any damage or injury caused without Bridgeway Shipping & Clearing Services LLC supervision is the sole responsibility of the exhibitor and may result in penalty charges.

Hotel, Accommodation & Visa Assistance: The organizer has appointed an official travel to assist with your hotel reservations.

Security: The organizer will make all arrangements for common hall security. The organizer shall not be held responsible for theft, loss or damage to items on display caused by fire, water, storm or vandalism or any other cause. The exhibitor will be solely responsible for the security of his own stand, its contents and belongings including personal effects. Appropriate insurance cover must be taken by the exhibitor to secure his goods.

Event Plus Shop: Located on Concourse 1, the Event Plus Shop ensures that all DWTC products and services (pre-ordered or new orders) placed by exhibitors and contractor are delivered during the event. It is open during build-up and throughout the opening hours of the exhibition. The team can advise exhibitors and contractors on existing orders and help them place additional orders.

Exhibitors are welcome to use DWTC's In-hall cafés and trolley services inside the exhibition halls.



Food and Beverage: DWTC is the exclusive supplier of food and beverage to all exhibitors at the Venue. As per DWTC's policy and Dubai Municipality's Hygiene and Food Safety regulations, it is not allowed to bring any food or beverages from external sources into the premises during build-up, event days and tear-down. DWTC can prepare custom-made menus to accommodate your special requirements. All our food is strictly halal and does not contain any pork products or licensed beverages. Exhibitors are welcome to use DWTC's In-hall cafés and trolley services inside the exhibition halls.

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

For orders, please reach out to 24/7 Contact Centre on:

Call: UAE Toll-free: 800DWTC (3982) – Global Helpline: +971 (0)4 389 3999

Exhibitors - Orders and Support: www.eventplus.ae/arabplast

Email: support@eventplus.ae

General Lighting: Will be provided by the Organizer. Supply to stands will normally be switched off at source 30 minutes after the Exhibition closes each evening. However, 24 hours supply can be provided by arrangement with the Official Contractor. Any cost involved must be paid by the Exhibitor.

Housekeeping: Dubai World Trade Centre (L.L.C.) has the exclusive rights for housekeeping services inside the halls. Stand cleaning are not part of the stand rental cost. Stand cleaning services will have to be ordered separately from our House keeping Department. Cleaning for exhibitor stands must be ordered directly from Event Plus. All exhibitors are required to book for daily stand sanitisation through eventplus. Orders for products and services provided by Event Plus can be found on:

Call: UAE Toll-free: 800DWTC (3982) – Global Helpline: +971 (0)4 389 3999

Exhibitors - Orders and Support: www.eventplus.ae/arabplast

Email: support@eventplus.ae

Emergency Medical Services: Tel: +971 (0)4 306 4040 The EMS station is located in the main concourse (Concourse 2) between Exhibition Halls 4 and 5. If you have no telephone, you can speak to the nearest member of the DWTC security staff who will assist you. This service is available from 08:00hrs to 22:00hrs during build-up, open days and tear-down. During event days, this service is operational from 1 hour prior to the start of the event until 1 hour after the event closure.

Lost and Found: Tel: +971 (0)4 306 4600 The Lost and Found office is located on Level 1, above Hall 8 and is responsible for the safekeeping of items that have been found at the premises. Items will be returned to the rightful owner upon presentation of reasonable proof of ownership. The Lost and Found office operates 24 hours, 7 days a week. DWTC assumes no responsibility for the care and/or protection of any personal belongings left unattended on DWTC property or for the loss, under any circumstance including theft, vandalism, or malicious mischief of any such belonging. Anybody losing property should report the details to the Lost and Found office as soon as they become aware of the loss. Losses may be reported by phone to the Lost and Found office or in person and must be followed up with an official report of loss, theft or disappearance.

Air-conditioning: The air-conditioner will be switched on only on the last day of build-up till the last day of the event.

Water Supply and Drainage: Water supply is only available at perimeter stands in Halls 6 to 8 and the Pavilion Hall. If water supply is essential to Exhibits, details must be given to the Official Stand Building Contractor.

Compressed Air: Compressed air will be provided by the Organizer for any Exhibits that require air inflation. The same must be informed to the organizer by the exhibitor at least 3 months prior to the buildup date. The exact location of supply will be known to Exhibitors closer to the exhibition date.

Waste Disposal: The DWTC offers cleaning and waste disposal services for all areas of the exhibition halls. Their fully trained staff can advise for all services viz. carpet cleaning, glass cleaning, to special waste removal, etc.

Fire Precautions: The Exhibition Halls are equipped with fire extinguishers, fire hoses, sprinklers and fire alarm system. Exhibitors, who, because of the nature of their Exhibits, require special types of fire extinguishers, must make arrangements at their own cost for the provision of such equipment. Note: All Exhibits and construction material should be of non-flammable materials. Should you discover a fire:

- Break the glass on the nearest fire alarm point. These are located at each Goods and exit / Entry doors and strategically placed around the Centre;
- Telephone the DWTC Control Room on (+971 4) 308 6700, or Exhibition Security Control Room on (+971 4) 308 6199 /6299 giving the location and nature of the incident.
- Calmly notify adjoining Exhibitors of the situation and, only if safe to do so. DWTC Fire Team tackles fire, where others should immediately evacuate.
- Emergency Announcements: In the event of an emergency, a pre-recorded voice message will be sounded confirming that the alarm has been activated and that the situation is currently being investigated. If it is established that there is no need to evacuate the building then the message will confirm this.
- Evacuation Procedure: If it becomes necessary to evacuate the building, a pre-recorded voice message will be activated instructing everyone to leave the building by the nearest exit. Security staff will assist Exhibition staff and visitors to the nearest exit. Please make your way to one of the assembly points.



Exhibition Catalogue: A comprehensive Exhibition catalogue will be published, containing a listing of Exhibitors, description of their Exhibits and general information about the Exhibition. The Exhibition catalogue will be widely circulated in and around the UAE. It would be extremely advantageous to Exhibitors to advertise in the catalogue. The catalogue will become a permanent reference work used by Trade Buyers. Exhibitors must furnish accurate information to be published in the catalogue.

Audio Visual: Audio-Visual equipment may be brought in by the Exhibitor himself, or hired from the Official Stand Building Contractor. When in operation, such equipment must not cause annoyance to Visitors or other Exhibitors through excessive sound or by virtue of its location. The Organizer reserves the right to stop any such audiovisual presentation which, in their opinion, may violate the above.

Children: For health and safety reasons, no children under the age of 16 are allowed to enter the exhibition halls during build-up, show opening and breakdown.

Force Majeure: The Organizer will not be liable for the fulfillment of this contract as to the delivery of space if non-delivery is due to any natural and unavoidable causes, Acts of God, public enemy; strikes; authority of law; or any other cause beyond the control of the Organizer. In the event of not being able to hold the exhibition for any of these reasons, the Organizer will refund the amount paid by each individual exhibitor towards their space.

Important Regulations

- * Unless pre-approved by DWTC, no fixing, attachment or penetration of any part of the fabric, structure or floors of the stand is permitted.
- * Exhibitor will ensure that his stand and its display are clear of all fire and exit signs.
- * Suspension of stand fitting is strictly prohibited. However approval may be granted by the DWTC after an email with full details of the contractor and the specifications of the suspension of banners or overhead light banks from the hall roof is submitted to the Customer Contact Centre at exhibitors@dwtc.com. Such approval must be available in writing before any such work is executed. If such approval is not taken, and the exhibitor or his contractor proceeds with the job, there will be a heavy penalty levied to the individual exhibitor payable to the DWTC.
- * Trenches in the floor are not to be used except by authorized personnel of DWTC.
- * The exhibitor is not permitted to connect or otherwise interfere with the electrical, gas, water or other fittings of the hall and shall not introduce or use in the Hall any supplementary plant for the generation or supply of electricity or any other means of artificial lighting or generating power.
- * Exhibitors providing their own display must ensure that these are completely finished including pre-mounting of samples, exhibits, lettering, photographs, etc., on plywood or other suitable board before delivery to site.
- * It will not be possible for exhibitors to obtain on-site labour services for the erection of their stands and displays unless prior arrangements have been made.
- * If an exhibitor requires on-site service, please contact the Official Stand fitting Contractor for the per hour rate based on the type of blue-collared workman needed. Approval must be taken at least 1 month before the buildup day. On-site requests for such services will be subject to a 20% surcharge as well as the workman will be subject to availability.
 - The Exhibitor shall not without the express consent of the Organizer:
 - Fix or permit to be placed any nails, hooks, tacks, screws or other similar items on to any of the premises.
 - Paint any part of the premises.
 - Make alterations, additions or improvements to the premises.
 - Bring any animal into the Trade Centre.
 - Perform any such act or acts which might damage the premises of the DWTC or be a nuisance to other exhibitors.
 - Shall not use any loudspeaker systems or other apparatus to transmit and amplify voice and/or music sounds in such a manner as would disturb or cause a nuisance to other exhibitors.
- * Usage of Adhesives: The floor is an important factor for creating an impression and overall experience of the show. Therefore, with the intention of ensuring that the floors of the exhibition halls are maintained at their optimum appearance, the below mentioned types of adhesives have been approved by the Organizer and DWTC for use in the halls.
- * The only approved type of tapes to be used are Euro tape / Eurocel / Advance tape.
- * Plastic packing tape, gaffer tape, masking tape or drafting tape, which are the most difficult to remove from floors, are strictly prohibited.
- * The Contractor is responsible for ensuring that adhesive tapes used to fix carpets or other materials to floor areas are removed after use, without damages to the floor.
- * The official contractor and DWTC officials will examine floors after the removal of tapes and if floor surface is found to be damaged particularly from tapes other than those approved will entail in a heavy fine for the removal at the exhibitors expense.

SHELL SCHEME EXHIBITORS

The official stand contractors will begin construction on Saturday, 13th of November 2021. Exhibitors are not allowed to enter the Halls on the build-up day i.e. Saturday, 13th of November 2021. It is advised that Exhibitors unload their goods and arrange their displays on Sunday, 14th November 2021 only after the stands have been erected. This will greatly facilitate onsite operations. Exhibitors would be given time until 22:00hrs on Sunday, 14th November 2021 to arrange their exhibits for display. The furniture and electrical items requested in your order forms will be placed at your stand on the first day of build-up. Additional items can be ordered at the Organizer's Office on-site. However such orders will be available at a 20% surcharge and will be subject to availability. The Official Contractor will be solely responsible for the installation of electrical cables and necessary switchgear between the main supply and each individual exhibitor's requirements. The organizers reserved the right to disconnect any installation which in their opinion is dangerous or likely to cause annoyance to visitors or other exhibitors. Should action be required by the Official Contractor to render any installation safe for use, the exhibitor may be charged for this service.

SPACE ONLY EXHIBITORS

* Notification by the exhibitor to use an outside independent contractor (s) must be sent to the Organizer and the Official Contractor. Exhibitor must get an 'Official' Clearance in writing from the official Stand Contractors or the Organizers, before starting the work. The decision by the Organizers will be final & binding on the exhibitor & the appointed contractor by the exhibitor.



- * Design and dimensional drawings in scale 1:200, must be sent to the Organizers for DWTC approval, 60 days prior to the show buildup date.
- * Height Limits: The maximum height allowed for any form of single storey stand build, including floor platforms, is [4] m, where the height limit permits.
- * The design plan must include:
 - The form and dimensions of every structural member of the stand.
 - The materials to be used in the construction of the stand.
 - The form and dimensions of every staircase including balustrades and method of fixing.
 - The width and position of any fire or emergency exit and escape route within the stand.
 - The width and position of every gangway within the stand.
 - The provision made in the structure of the stand for protection against fire and the spread of flame.
 - All contractors carrying out work shall observe the Safe Working Practices and hold a Public Liability Insurance Policy.
- * The following additional drawings and particulars must be submitted:
 - Specification of any materials proposed to be used.
 - Calculations of loading and strength.
 - A certificate or details of the result of any relevant test carried out in any materials or other substance.
- * No part of any stand shall be suspended/supported by the Halls ceiling structure, only lightweight items may be suspended from the ceiling after permission has been granted from DWTC Halls Operations.
- * All stand built with a raised platform MUST have WHEELCHAIR access and have rounded corners to prevent injury.
- * All contractors must finish work and vacate the exhibition halls by 22:00hrs on the night before the opening day to allow Master Clean and Bomb Squad uninterrupted access.
- * No Stand Building Contractor is allowed to carry out construction of stands until necessary permission is obtained from the Organizer. The organizer reserves the "right to refuse" such permission without assigning any reasons.
- * Construction of stand can commence once the hall marking has been completed, i.e. Saturday, 13th November 2021, 05.00hrs onwards. It is however requested to check with our stand construction team for the exact time when they can move in to construct.
- * All materials used in construction or any items of stand fitting or display work must be fireproofed or of non-flammable materials. They must be pre-fabricated and decorated prior to arrival at the halls. Oil-based paints and glue are strictly forbidden. Double-decker stands are permitted, provided the stand is inspected and approved by DWTC & the Organizer. All stands should be free standing. Drilling holes, nails and screws either to the stand structure, unless approved by the concerned authorities for the submitted design or panels or the hall floor and walls is strictly prohibited.
- * If an exhibitor opts to use any contractor other than the official contractors assigned by the organizer, please note that the organizer shall not intercede on behalf of the exhibitor in case of any disputes.

ISLAND LOCATION

Space Only exhibitors, who have an island site (four sides open), are reminded that the use of walls is restricted, to the minimum. We expect island site exhibitors to provide access to their stand on all sides.

DOUBLE DECKER STAND APPROVAL POLICY

The fees for the approval is AED1000 (273\$ US). The stand drawing should include the followings:

- * Design calculation for beam columns and base plate.
- * Connections detail and design.
- * General layout and location of the structure Staircase details.
- * Total load structure detail (material).
- * The exhibitor shall submit a method statement for building the stand.
- * The exhibitor shall submit structure details.
- * Late submission (Within the last 14 days before the opening date) is subject to Surcharges with an amount not exceeding 50% of the standard charge.
- * The installment shall be paid along with the request submission.
- * All the measurements in the submitted drawings shall be as per Standard International (SI) Unite system.
- * The exhibitor shall submit the drawings four (8) weeks before the construction date.
- * The exhibitor shall submit two drawings for approval.
- * The feedback from the DWTC Seemly located at the cargo ensnare gate
- * The stand construction shall be completed 24 hours before the opening of the event.

CONTRACTORS GUIDELINES

Height Limits The maximum height allowed for any form of single storey stand build, including floor platforms, is [4] m, where the height limit permits.

For double storey stands, the maximum height allowed is [5m], where the height limit permits.

The DWTC has some height restrictions:

- Country Pavilion height limit to build is 4m (Including hanging structure
- Hall 6,7, 8 and the pavilion

Obstructing Gangways No part of any stand or exhibit, including fascia, signs, lighting, corner posts, etc., shall project into or over the gangway or obscure any fire or exit signs and the Organiser reserve the right to remove any such item.

It is strictly forbidden to build across gangways. Emergency gangways must always be kept clear.



The general height should not exceed 100mm and must include a ramp for disabled access.

All corners of the raised flooring must be rounded off or protected.

Walling Long runs of walling must be avoided along sides open to gangways. Only 50% of any open side to an aisle can be constructed with solid walling or fixings – 50% must be accessible. The only exception to this is 100% clear panelling or glazing – this may not be tinted, frosted, have graphics or blinds and must remain clear for the duration of the event.

Where the stand is adjacent to another, a dividing wall between your neighbouring stand must be built. The minimum height for a dividing wall is 2.5m and maximum is 4m high.

- Walls above 2.5m which overlook adjoining stands must be finished neatly to the satisfaction of the Organiser, in a plain and neutral white colour with no advertising or branding
- All Space Only stands must provide their own solid back wall and / or side wall. Use of existing venue wall or neighbouring stand wall will not be permitted.
- Enclosed meeting rooms of more than 50% length at a gangway open side of the stand are not allowed, with or without clear panelling or glazing as they still obstruct the view. Contractors should ensure that the correct social distancing stickers and COVID-19 signage are incorporated into the stand design. Maximum capacity signage is also required to be displayed on the stand along with clear acrylic shields at all reception desks. Reception desks need to be set back 1m from the aisle if the stand has more than 4m depth
- All stand builders need to revise working practices to bring pre-fabricated stands to assemble rather than build on site. Sanding and painting should be limited to touch-ups and final finishing.
- All work must be carried out in accordance with the Rules and Regulation. All contractors carrying out work shall observe the 'Safe Working Practices' as follows: Licensee's staff and contractors shall be vigilant regarding health and safety of themselves and others in the Halls, and they shall observe the following practices, which will be monitored and enforced, as necessary.
- The understanding of the Fire and Accidents Procedures.
- The use of hard hats when working beneath or near overhead working or if this be impracticable, restricting access in such areas.
- The needs of operatives to wear suitable protective clothing relevant to their job which includes eye, head, foot and hand protection.
- The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- Ensure that the portable power equipment is used for the purpose or which it was designed and those safety guards are correctly fitted and used.
- Ensure that the portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
- That stacker trucks are not used other than by fully trained personnel.
- That chemicals and flammable liquids are, after use, removed from the Exhibition Halls by the user for safe and proper disposal. Such products must not be placed in general rubbish bins or skip.
- That any work area is maintained free from general waste materials which could hazard operatives.
- That proper scaffolding is used during the construction of any building within the Halls, safety features of the scaffolding are provided, in acceptance with established standards and that any tower scaffold in use is properly established and propped.
- Use of 3-pin adaptor with earth clips to connect European sockets to British sockets and never to use a 2-pin plug in a 3-pin socket or vice versa.

GENERAL STAND BUILDING NORMS

Material Used: All materials used in constructing any wall or floor or ceiling shall be:

- * Non-combustible materials
- * Flame resisting plastic
- * Flame resisting boarding
- * Timber of any thickness, treat so as to be flame resisting
- * Timber of thickness more than 25mm
- * Chipboard or blackboard more than 18 mm thick

Material used for Decorative Finishes:

- * Able to pass a test for flammability or for surface spread of flame
- * Be fixed taut or in tight pleats to a solid backing
- * Be secure at floor level Shall not ignite when subjected to a flame for 10 seconds
- * Shall not have an afterglow when subjected to a heat source for 10 seconds
- * Any paint used shall be water based and the use of paints sprayer in the Halls is not permitted.

Structural Stability of the Stand: The structure of a stand shall safely sustain and transmit to the floor the combined "dead" and "imposed" loads without any deflection or deformation as will impair stability. Any beams and or flooring that are for the purpose of lateral distribution shall be designed to carry a uniformly distributed load per square meter of not less than 1KN/m. Any imposed loads shall be calculated as being equivalent to a uniformly distributed load per square meter of area measured on plan of not less than 5KN/m.

Electrical Installation: For safety reasons, all electrical installations on stands must be carried out by the Official Contractor . No other contractors are allowed to carry out electrical installation on the stands.

Electrical Requirement: During the open days, for electrical requirement other than the standard provided for a 12m2 shell scheme stand, kindly send request to the Official Contractor 24 hours prior to the closing time of the Exhibition. Such supply cannot be arranged at short notice. Electrical installations of shell scheme stands require special fastenings, clips and brackets to fit the aluminum extrusions. Under no circumstances may exhibitors modify this work or carry out their own installations.



Earth Leakage: Each Exhibitor shall provide exact details of earth leakage to prevent tripping and shall have provided by the contractors, earth leakage (RCD/ ELCB) protection (30mA for lighting and 100mA for exhibit power) suitable positioned beyond the termination point of the supplied mains cable. To avoid any power supply tripping/disruption to your stand and to neighboring stands, please check with Official Stand Contractor if you require extra power supply for the equipment that you are demonstrating /using at the site. Contractor/Organizer will not be responsible for insufficient power supply that causes power tripping.

Electrical Guidelines:

- * Each installation shall be effectively bonded to earth.
- * Wiring shall be 3 cores twin and earth not less than 1.5mm cross sectional and be in PVC, electrometric or other plastic sheathing.
- * Joints shall not be made except when connecting into a circuit and insulated screwed connectors shall be used and totally enclosed in insulated enclosures.
- * All wiring shall be effectively protected and fixed to prevent damage and risk of injury.
- * Cables placed under carpets are prohibited.
- * Power circuits for exhibits are to be designed with consideration taken for earth leakage and suitable protected.
- * Test equipment and check wiring connections before connecting to stand circuits.
- * The use of one socket per piece of equipment is recommended.
- * Extension leads are not to be used.
- * Adaptors should not be used.
- * Never put 2-pin plugs into 3-pin sockets.

Show Rules:

- * If unforeseen events or circumstances make it necessary, the Organizer reserves the right to amend these rules and delegations or make additions thereto and all such amendments or additions shall be made known promptly to each exhibitor.
- * Kindly review the COVID-19 guidelines below for regulations to be followed when travel, within the country and on the fairgrounds. Non-adherence to the rules will be subjected to heavy fines and action taken by the concerned authorities with no liability to the organizer.
- * Please note that COVID- 19 guidelines are subject to periodical update and we shall keep you informed.

COVID - 19 GUIDELINES

Dear All,

Due to the ongoing COVID-19, there is a protocol that strictly needs to be followed by all who will attend **ARABPLAST 2021**.

Kindly adhere to the guidelines laid to avoid any fines or legal implications.

Failure to comply with the new regulations will result in individuals and/or companies being denied future access by Dubai World Trade Centre.

From the Arabplast Desk

GENERAL SAFETY MEASURES

1. Face mask is mandatory at all times
2. Medical exemption of face mask requires prior approval by Dubai Police and Dubai Health Authority. The same must be presented prior to entering the premise and must be kept on person at all times. Applications can be made at www.dxbpermit.gov.ae Categories of people eligible for face mask exemption include:
 - 2.1. Those suffering from fungal dermatitis, especially if they have severe symptoms in the face like bleeding, itching and scaly skin.
 - 2.2. Those allergic to any component of a mask (allergic dermatitis, contact dermatitis, contact urticarial).
 - 2.3. Individuals with severe herpes simplex infections that affects the mouth, nose or face.
 - 2.4. Individuals with acute and uncontrolled asthma.
 - 2.5. People of determination who have mental and psychological conditions.
3. Social distancing is mandatory
4. Frequent hand wash and use of sanitizers is recommended
5. Avoid shaking hands, hugging and public display of affection
6. Signages have been installed at key locations across the premises to spread awareness about safety regulations.
7. Digital screens across the venue display messaging related to safety measures.
8. Floor stickers and other guides are installed to support social distancing measures as outlined in the Government guidelines. These are installed at strategic locations across the venue i.e. elevators, escalators, at restrooms, at F&B outlets, venue entrances and along concourse areas.



9. Sanitizers have been installed at key locations: at entrances to the premises, at entrances to halls and meeting rooms, in F&B outlets, in washrooms, within parking areas, in service yard restrooms and in all meeting rooms used for internal and external meetings
10. Isolation rooms have been designated at the venue.
11. A dedicated and trained 'Venue Safe Team' has been assigned to carry out regular internal checks to ensure strict compliance to Government health and safety guidelines
12. Tannoy/PA systems are being utilized to make pre-recorded announcements on social distancing inside the halls during build-up, open days and tear-down which need to be strictly followed
13. All emergency evacuation routes and assembly points remain the same, social distancing will be implemented in case of an evacuation. You will be guided through if the need arises.
14. All elevators at DWTC are operating at 30% capacity or to hold a maximum of 4 persons
15. DWTC's Customer Experience team will be available throughout the event to assist all exhibitors and visitors at the venue and to provide information on health and safety measures.
16. All attendees are requested to look after their personal hygiene and make themselves aware of the COVID-19 safety guidelines
17. Any person(s) found with symptoms of COVID-19 while entering the venue will be refused access and the Venue Security and EMS teams will advise the next course of action.
18. Communal water bottles and meals are not allowed. Only sealed water bottles and re-packed meals with disposable cutlery are to be used by all present on-site.
19. Hand-sanitizers should be readily available during build-up, open days and tear down.

EXHIBITORS RESPONSIBILITIES

1. Face mask is mandatory at all given times
2. Acrylic sheets in front of the counters or face shields while meeting visitors is recommended
3. Your stand must have a sticker for the number of persons to be present at a given time
4. It is recommended to sanitize your stand. You may contact EventPlus for the rates for sanitization inside your stand, if you wish to avail the service on a daily basis.
5. Common area sanitization will be taken care of by the organizers of ArabPlast 2021
6. Please be informed that you will have to ensure that you have a hand sanitizer at all times on your stand, table and counter
7. If you are building your stand by an outside contractor, please ensure that your contractor lays a single use carpet/exhibition carpet during the event.
8. The permitted venue capacity inside the stand is 1 person per 4 sqm gross space
9. Adhere to 2m social distancing at all given times
10. Product displays must be sanitized after every visit
11. Giveaways must be sanitized and individually wrapped
12. Brochures and product catalogues are recommended to be provided digitally. If physically handed out these should be individually wrapped and sanitized beforehand.
13. Touch screen product displays need to be sanitized after each use. It is recommended that a staff member be assigned to sanitize all touchscreen and product displays
14. It is highly recommended not to exchange business cards
15. It is recommended by the venue not to construct double decker stands due to the time constrain, however, if your contractor is extremely sure of being able to deliver your stand by 10pm on the last night of the build-up, then you may do so

CONTRACTORS RESPONSIBILITIES

PROTOCOL FOR CONTRACTOS

- All vendors/contractors/suppliers are requested to only send healthy staff to work.
- Before departure to DWTC, all vendors/contractors/ suppliers are requested to debrief their staff about strict adherence to guidelines for accessing the venue/locations/zones.
- All staff must be aware of safety measures and follow social distancing guidelines at all times.
- All staff are requested to look after their personal hygiene and make themselves aware of the COVID-19 safety guidelines.
- Any person(s) found with symptoms of COVID-19 while entering the venue (DWTC) will be refused access and the Venue Security and EMS teams will advise on the next action.
- Contractors should ensure that the correct social distancing stickers and COVID-19 signage are incorporated into the stand design. Maximum capacity signage is also required to be displayed on the stand along with with clear acrylic shields at all reception desks. Reception desks need to be set back 1m from the aisle if the stand has more than 4m depth.
- NO access to halls will be given without a contractors badge, PPE badge and wearing the correct PPE.
- As part of government guidelines, all material entering the venue is required to be sanitized prior to accessing the yards. Please contact the organizer to clarify this process. Failure to comply with this will result in delays in entering the service yard.
- All stand builders need to revise working practices to bring pre-fabricated stands to assemble rather than build on site. Sanding and painting should be limited to touch-ups and final finishing.
- Organizers/contractors should promote 'keep it simple' with their stand designs during COVID-19 times. Modular stands or basic custom build that is prefabricated should be used where possible, to establish the safest possible environment with limited manpower and time. There will be



no opportunity to work past 10pm on the last night of build-up.

- Contractors are reminded to prepare stand material several days in advance and deep clean/sanitize the material before it is loaded onto the vehicles
- For build-up, contractors will be given a scheduled time to be at Al Warsan holding area based on their stand size and design.
- Contractor vehicles and access may be scheduled by the organizers (as deemed necessary) to ensure contractors can build and break-down their stands whilst maintaining social distancing.
- Contractors must ensure that the stand design can be completed within the allocated time with the limited permitted manpower.
- All contractors will be required to wear masks at all times. Gloves are optional as per government regulations.
- The manpower at stand will be determined by the organizers and the venue prior to tenancy. The manpower will be restricted to 1 person per 4sqm of floor space. Contractors must maintain social distancing throughout the build-up.
- Contractors will need to schedule their workforce to ensure that the maximum number per stand is not exceeded.
- Aisle carpets will need to be laid earlier than normal and all stand building materials must be kept off the aisles as much as possible.
- Contractors need to maintain social distancing during build-up, including at meal times.
- No communal water or meals can be supplied; only sealed water bottles and pre-packed meals with disposable cutlery are allowed.
- Hand sanitizers need to be readily available to all contractors and participants during build-up and break-down and should be provided by the contracting company.
- Your client's stand needs to be completed by 10pm on the last night of the build-up phase. NO access will be provided to the halls after 10pm on the last day of build and this needs to be strictly adhered to. No late night or overnight work will be permitted as the remaining time is required for deep cleaning, sanitization and fumigation of halls, before opening.
- Contractors badges will go through UV sanitization process before they are issued at the contractor badge cabins. Social distancing stickers and Covid-19 guidelines will be in place to remind all contractors of the strict rules to follow.
- Gangways should be kept clear of building materials to help maintain social distancing and for gangway carpet to be laid. This step needs to be completed earlier in the build-up stage in order to ensure the build-up is completed on time for master cleaning and sanitization of the halls.
- Throughout the build-up and tear-down, DWTC in coordination with the organizer will carry out announcements in English, Arabic, Urdu and Hindi to remind all contractors to sanitize, wear PPE and maintain social distancing
- The DWTC housekeeping team will carry out regular cleaning and sanitization of the contractor restrooms in the service yards.
- All contractors need to acknowledge DWTC's updated guidelines in response to COVID-19 and brief their teams accordingly. This acknowledgement should be sent to the organizer at the time of stand design submission.

OPENING MORNING

- There will be strictly no access to contractors on the opening morning, except for 'stand by' electrical, AV/light technicians and project managers. No building construction work, graphic replacement, or touch-ups can be done at this time.
- A maximum of 2 stand contractors will be permitted per stand unless agreed prior to the event with the event organizers. A DWTC contractors badge and organizers numbered standby badge will be required during this time for access.
- Stand cleaning can only be done during the event period by DWTC housekeeping staff booked through EventPlus.
- Official contractors will only be permitted with a DWTC Contractors badge and a numbered official badge with the contracting company's name on it. Random checks will be carried out to ensure official contractors are not passing badges to other contractors.
- Any event build that is not complete or requiring changes will need to obtain special permission from the organizer and DWTC to carry out pending work after the show closes on the first day.

BREAK-DOWN

- Contractors with vehicles above 3.5 tons will not be permitted into Al Warsan until after midnight (unless the tenancy dictates otherwise) and should arrive only 2 hours before their stand is dismantled. Limited numbers will be permitted in Al Warsan during this time.
- All social distancing regulations must be observed.
- All waste materials need to be removed offsite by the contractors.

EMERGENCY MEDICAL SERVICES

DWTC maintains a safe and healthy environment for everyone on the premises at all times.

1. DWTC's Emergency Medical Services (EMS) division includes professionally certified and onsite medical team who will be available from 8am to 10pm during build-up and tear-down.
2. During event days, this service is operational from 1 hour prior to the start of the event to 1 hour after the event closes to provide rapid emergency response for immediate medical care.
3. Isolation/quarantine rooms have been installed where suspected or confirmed cases will be admitted for further examination as per the Dubai Health Authority (DHA) guidelines. The EMS team will follow the DHA guidelines if a positive case is detected at the venue



PARKING FACILITIES, TAXI & SHUTTLE BUS STATIONS

Working closely with Dubai Police and the Road & Transport Authority (RTA), DWTC's traffic management team will ensure that the traffic flow for the event is managed in keeping with all health and safety guidelines, ensuring seamless access for visitors and minimum interruption to vehicular traffic.

1. As part of DWTC's updated regulations, the following have been implemented:
 - 1.1. Sign boards will be located at both taxi ranks and shuttle bus stops outlining venue regulations.
 - 1.2. DWTC traffic marshals will be positioned to ensure safe distancing is adhered to at taxi and shuttle bus stations.
 - 1.3. Sanitization of frequently touched parking areas like payment machines and attendant booths will be conducted.
 - 1.4. Sanitizers will be provided at key indoor public areas and elevators.
 - 1.5. Social distancing stickers have been placed in all elevators and walkways from the parking facilities and at all taxi and shuttle bus stations.
 - 1.6. Social distancing is mandatory on each shuttle bus with social distancing stickers placed on alternating seats.
 - 1.7. During events, shuttle buses are sanitized in the morning and in the afternoon.
2. We appreciate many visitors, delegates and visitors to training courses and exams utilize the DWTC Metro Station.
3. Details on the COVID-19 operation of the Metro can be found on their website. <https://www.rta.ae/wps/portal/rta/ae/home/public-transport-and-services-updates?lang=en>
4. Valet parking services are not operational until further notice

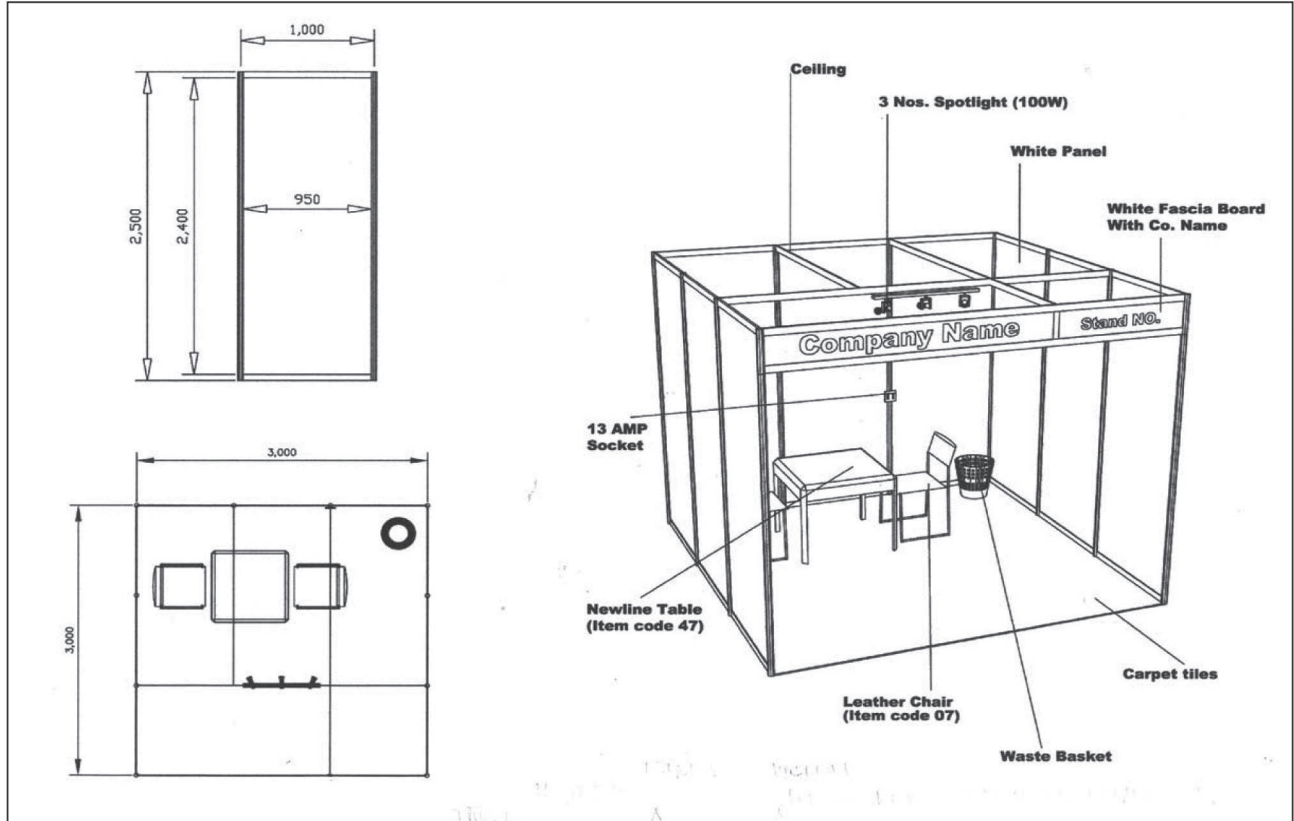
PRAYER ROOM SAFETY

1. It is recommended to download the Al Hosn App before entering the prayer room.
2. Face mask is mandatory
3. A distance of 1.5m from others during prayers must be maintained
4. Handshakes are not allowed
5. It is strictly forbidden to touch the copies of the Qur'an placed inside the prayer rooms. Worshippers are advised to bring their own copies of Qur'an/religious literature or access them via personal electronic devices
6. Distribution of food and other items is strictly prohibited
7. Disposable mats are available in the prayer rooms. However, worshippers are welcome to bring their own.
8. Prayer rooms will be open for the duration of the event. The rooms and the ablution areas will be sanitized daily

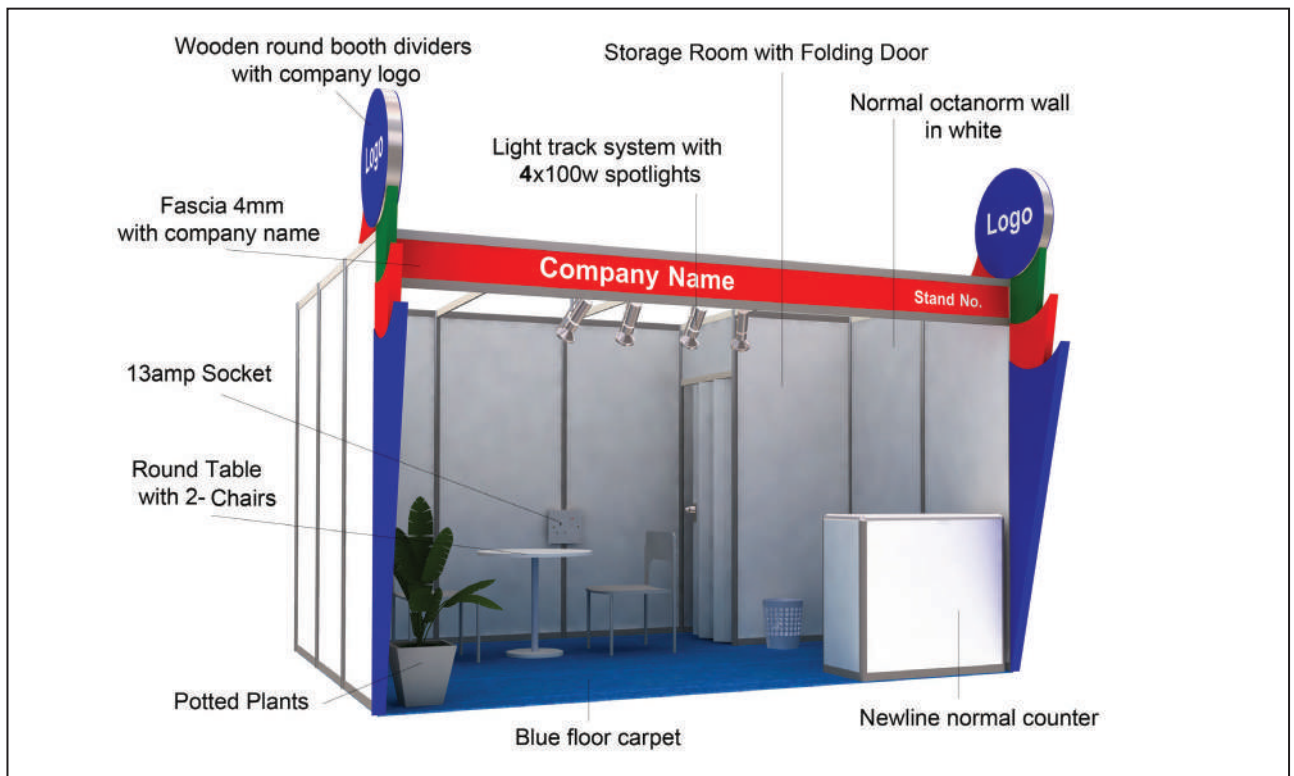
ORDER FORMS



SHELL SCHEME - BASIC



SUPERIOR SHELL SCHEME





Deadline: 30th September 2021

Exhibitor Admission Passes

To ArabPlast 2021
Al Fajer Information & Services
P.O. Box 11183, Dubai United Arab Emirates
Tel: +9714 3406888 Fax: +9714 3403608
Email: geo.c@alfajer.net / felnor@alfajer.net

.....
Company Name _____ Stand No _____

Address _____

Telephone _____ Fax _____

Email _____

Contact Person _____ Position _____
.....

Name of Stand Representative:

- 01. _____
- 02. _____
- 03. _____
- 04. _____
- 05. _____
- 06. _____
- 07. _____
- 08. _____
- 09. _____
- 10. _____
- 11. _____
- 12. _____
- 13. _____

Signature _____

Date _____

NOTE:

- * AS per the COVID-19 regulations each 12sqm stand will be permitted only 3 personnel
- * Passes can be collected from the Organizer's Office on-site before the exhibition opens.
- * Passes should be worn on site at all times by the exhibitors



Deadline: 12th August 2021

Catalogue Entry

To ArabPlast 2021
Al Fajer Information & Services
P.O. Box 11183, Dubai United Arab Emirates
Tel: +9714 3406888 Fax: +9714 3403608
Email: felnor@alfajer.net / geo.c@alfajer.net

Exhibitors are reminded that only the completion of the catalogue entry qualifies the exhibiting company for a free listing in the exhibition catalogue. The Organizer takes no responsibility any omissions or errors resulting from insufficient, unclear or company listing sent after the above deadline. Exhibitor is requested to kindly send a separate word file with the following details to avoid any misinterpretation/misprint.

Catalogue entry format:

Company _____

Stand No. _____ Hall No. _____

Address _____

Tel / Fax _____ Mobile _____

Email _____ Website _____

Contact _____

Products on display _____

Profile (not more than 250 words)



Form **4**

Deadline: 30th September 2021

Catalogue Advertisement

To ArabPlast 2021

Al Fajer Information & Services
P.O. Box 11183, Dubai United Arab Emirates
Tel: +9714 3406888 Fax: +9714 3403608
Email: felnor@alfajer.net / geo.c@alfajer.net

Company Name _____ Stand No _____

Address _____

Telephone _____ Fax _____

Email _____

Contact Person _____ Position _____

(please tick wherever applicable)

- | | | | |
|--------------------------|-------------------------------------|---|--------------------|
| <input type="checkbox"/> | FRONT COVER STRIP AD (color) | - | US\$ 10,000 |
| <input type="checkbox"/> | BACK OUTSIDE COVER (color) | - | US\$ 8,000 |
| <input type="checkbox"/> | FRONT INSIDE COVER (color) | - | US\$ 6,000 |
| <input type="checkbox"/> | BACK INSIDE COVER (color) | - | US\$ 5,000 |
| <input type="checkbox"/> | INSIDE PAGES (color) | - | US\$ 4,000 |

Information:

- * **Size Trim** 135mm x 210mm **Print** 110mm x 190mm **Bleed** 141mm x 216mm
- * **Materials required:** Illustrator, Illustrator PDF or high resolution PDF, PSD. Format. All fonts: encapsulated or vectorised where possible. All data separated for process printing. Pictures: 300dpi (120 dpcm). Logos: vectored artwork where possible.
- * **Distribution:** Exhibitors, Trade Visitors, Office Delegates, Trade Centre, Chamber of Commerce, Commercial Consulates and Embassies within UAE.
- * **Payment:** Payment should be made in favor of **Al Fajer Information & Services** in US\$ Bank Draft, net of bank charges or by telex transfer to our account: **HSBC Bank Middle East**, Main Branch, P.O. Box 66 Dubai UAE, Account No. 020-581880-001, Swift Code: BBMEAEAD
- * 5% VAT shall be applicable on all services

Signature _____

Date _____



Deadline: 30th September 2021

Exhibitor Banner

To ArabPlast 2021
Al Fajer Information & Services
P.O. Box 11183, Dubai United Arab Emirates
Tel: +9714 3406888 Fax: +9714 3403608
Email: felnor@alfajer.net / geo.c@alfajer.net

Company Name _____ Stand No _____

Address _____

Telephone _____ Fax _____

Email _____

Contact Person _____ Position _____

Banner Size	Material	Required	Cost / banner
2 x 3 meters (2 sides)	PVC		US\$ 6000
		Total Cost US\$	

- The hanging banners will be placed inside the exhibition halls from the ceiling
- The banners will carry the image, logo and name of the company
- The cost includes fixing and dismantling

Materials:

- 2, 3 & 4 colour digital artwork of the design with a colour proof in a CD Rom or in ZIP drive.
- All artwork should be in the same size as per the banner.
- Preferred in Adobe Illustrator, Photoshop or in Macromedia FreeHand .EPS file format, all text should be in outline. Photoshop EPS should be in 100 dpi in same size as the banner.

Payment: Payment should be made in favor of **Al Fajer Information & Services** in US\$ Bank Draft, net of bank charges or by telex transfer to our account: **HSBC Bank Middle East, Main Branch, P.O Box 66 Dubai UAE, Accto No. 020-581880- 001, Swift Code: BBMEAEAD.** Please state your Company Name and **ArabPlast 2021** as reference.

* 5% VAT shall be applicable on all services

Signature _____

Date _____



Deadline: 10th September 2021

Freight Forwarder

To BRIDGEWAY SHIPPING & CLEARING SERVICES LLC
Plot No. 89, Street 24-b, Al Quoz Industrial Area-2, Behind Emirates Printing Press,
PO. Box. 8109, Dubai, UAE Tel: +971 4 3474150 / Fax: +971 4 3474930

Waki Rais
Mob: +971 55 4720310
E-mail: waki@filslogistic.com

Shibin Aslam
Mob: +971 55 4720780
Email: shibin.aslam@filslogistic.com

Company Name _____ Stand No _____

Address _____

Telephone _____ Fax _____

Email _____

Contact Person _____ Position _____

Please provide the following information if you are using your own transport/shipping agent:

Name of the Forwarding Agent: _____

Contact Person: _____ Designation: _____

Tel: _____ Fax: _____

Email: _____

No. of Pieces	Description of Contents	Dimension in Meters	Weight/KGS.

NOTE:

- Only the Official Freight Forwarder will be allowed to operate within the Exhibition Hall
- Exhibitors must inform their own transport agent to contact the Office Freight Forwarder for lifting and handling requirement on site.

Signature _____

Date _____



Deadline: 30th September 2021

Indemnity and Waiver

To ArabPlast 2021

Al Fajer Information & Services
P.O. Box 11183, Dubai United Arab Emirates
Tel: +9714 3406888 Fax: +9714 3403608
Email: felnor@alfajer.net / geo.c@alfajer.net

Please complete by printing in **CAPITAL letters** only (we cannot be held responsible for mistakes from illegible handwriting).

Company Name _____ Stand No _____

Address _____

Telephone _____ Fax _____

Email _____

Contact Person _____ Position _____

In exchange for good and valuable consideration, including, inter alia, Dubai World Trade Centre (L.L.C.) entering into a license agreement with us, the receipt and sufficiency of which is hereby acknowledged;

INDEMNITY

We hereby indemnify Dubai World Trade Centre (L.L.C.) from and against any and all customs levy, tax, fine or any other payments which Dubai World Trade Centre (L.L.C.) are called upon to pay to the authorities in Dubai on our behalf in any way connected with ArabPlast 2021.

WAIVER

We hereby waive any and all claims that we may have against Dubai World Trade Centre (L.L.C.) of any kind whatsoever, in anyway related to the storage and display of exhibits/equipment during ArabPlast 2021 whether during, before or after regular show hours. We also acknowledge we are solely responsible for the security and safekeeping of all our aforementioned possessions during, before and after regular show hours.

Signature _____

Date _____

Name _____

Title _____

Seal of the Company _____

This form may only be signed by a Director or Partner of the exhibiting company

**PLEASE PROVIDE ALL DATE REQUESTED TO ENABLE US TO ACTION YOUR ORDER
PLEASE KEEP A COPY FOR YOUR RECORDS.**



Deadline: 17 October 2021

System Form-8

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone #: _____ Fax #: _____ E-mail: _____

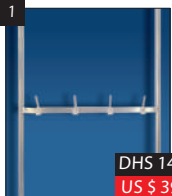


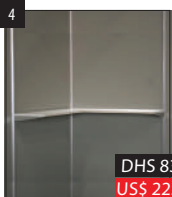

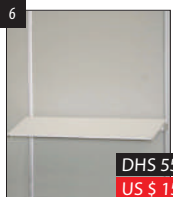
Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

• Late orders will be subject to availability +20% surcharges.

Exhibitors please ensure that the keys of doors & furnitures are returned and nothing is left behind when rented furnitures are handed back to us on the last event day. Rental rates quoted hereunder are for the entire duration of the Exhibition.
 * 5% VAT shall be applicable on all services

Rental for System Displays

 1	COAT STAND (Wall Mounted) (1 meter length)	 2	LITERATURE RACK (Wall Mounted) 4x44 (1 meter length)	 3	RAISED PLATFORM (Wooden) Size in mm: W1000 D1000 H100
DHS 143 US \$ 39	Qty <input type="text"/>	Cost <input type="text"/>	DHS 201 US \$ 55	Qty <input type="text"/>	Cost <input type="text"/>
 4	FLAT SHELF (Corner / L.Shape) Size in mm: W1000 D1000 H18	 5	FLAT SHELF Size in mm: W1000 D300 H18	 6	SLOPED SHELF Size in mm: W1000 D300 H18
DHS 83 US\$ 22.5	Qty <input type="text"/>	Cost <input type="text"/>	DHS 46 US\$ 12.5	Qty <input type="text"/>	Cost <input type="text"/>
DHS 55 US \$ 15	Qty <input type="text"/>	Cost <input type="text"/>			

Total Amount _____

PAYMENT DETAILS

Amount in Words _____

Orders are valid only when accompanied by full remittance. Payment should be made in favor of AL FAJER INFORMATION & SERVICES in US Dollars Bank Draft or by Telex transfer to our Account.

HSBC BANK MIDDLE EAST
 P.O. Box: 66, Dubai, Main Branch Dubai, U.A.E.
 Account No. 020-581880-001
 Swift Code: BBMEAEAD
IBAN: AE97020000020581880001

Please mention IBAN code as it is mandatory for all inward transfers to U.A.E.
 Quotation can be provided separately for items not listed hereunder.



Deadline: 17 October 2021

System Form-8

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____




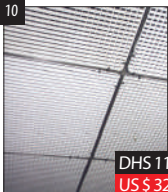


Signature: _____ Company Stamp: _____

• **Late orders will be subject to availability +20% surcharges.**

Exhibitors please ensure that the keys of doors & furnitures are returned and nothing is left behind when rented furnitures are handed back to us on the last event day. Rental rates quoted hereunder are for the entire duration of the Exhibition.

* 5% VAT shall be applicable on all services

Rental for System Displays

<p>7</p>  <p>FOLDING DOOR Size in mm: W1000 H2000</p> <p>DHS 239 US \$ 65</p> <p>Qty <input type="text"/> Cost <input type="text"/></p>	<p>8</p>  <p>NORMAL DOOR (Wooden) Size in mm: W1000 H2000</p> <p>DHS 376 US \$ 102.5</p> <p>Qty <input type="text"/> Cost <input type="text"/></p>	<p>9</p>  <p>DHS 121 US \$ 37.5</p> <p>STEEL GRID (With 20 Hooks) Size in mm: W1830 H610</p> <p>DHS 206 US \$ 56</p> <p>STEEL GRID (With 30 Hooks) Size in mm: W 1830 H920</p> <p>Qty <input type="text"/> Cost <input type="text"/></p>
<p>10</p>  <p>ALUMINIUM CEILING GRID Size in mm: W965 D965</p> <p>DHS 119 US \$ 32.5</p> <p>Qty <input type="text"/> Cost <input type="text"/></p>	<p>11</p>  <p>WALL PANEL Size in mm: W1000 H2500</p> <p>DHS 139 US \$ 38</p> <p>Qty <input type="text"/> Cost <input type="text"/></p>	<p>12</p>  <p>DHS 121 US \$ 37.5</p> <p>PEG BOARD (With 20 hooks) Size in mm: W900 H1200</p> <p>DHS 229 US \$ 62.5</p> <p>PEG BOARD (With 30 hooks) Size in mm: W900 H2400</p> <p>Qty <input type="text"/> Cost <input type="text"/></p>

Total Amount _____

PAYMENT DETAILS

Amount in Words _____

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HSBC BANK MIDDLE EAST
P.O. Box: 66, Dubai, Main Branch Dubai, U.A.E.
Account No. 020-581880-001
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Please mention IBAN code as it is mandatory for all inward transfers to U.A.E.

Quotation can be provided separately for items not listed hereunder.



Deadline: 17 October 2021

Furniture Form-8

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

• **Late orders will be subject to availability +20% surcharges.**

Exhibitors please ensure that the keys of doors & furnitures are returned and nothing is left behind when rented furnitures are handed back to us on the last event day. Rental rates quoted hereunder are for the entire duration of the Exhibition.

* 5% VAT shall be applicable on all services

Rental for Furniture & Optional Displays

1		DHS 229 US \$ 62.5 HIGH STOOL LARGE (White) HIGH STOOL SMALL (White & Black)	Qty <input type="text"/>	Cost <input type="text"/>
2		DHS 114 US \$ 31 STOOL BLACK (Low)	Qty <input type="text"/>	Cost <input type="text"/>
3		DHS 70 US \$ 19 HIGH STOOL Plastic (White & Black)	Qty <input type="text"/>	Cost <input type="text"/>
4		DHS 206 US \$ 56 LEM STOOL (White & Woodden)	Qty <input type="text"/>	Cost <input type="text"/>
5		DHS 125 US \$ 34 LEATHER CHAIR (Black)	Qty <input type="text"/>	Cost <input type="text"/>
6		DHS 138 US \$ 37.5 VISITOR'S CHAIR (Red Fabric)	Qty <input type="text"/>	Cost <input type="text"/>
7		DHS 138 US \$ 37.5 WHITE CHAIR (Gilbert)	Qty <input type="text"/>	Cost <input type="text"/>
8		DHS 138 US \$ 37.5 WOODEN STOOL	Qty <input type="text"/>	Cost <input type="text"/>
9		DHS 138 US \$ 37.5 DELTA CHAIR (Black)	Qty <input type="text"/>	Cost <input type="text"/>

Total Amount _____

PAYMENT DETAILS

Amount in Words _____

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HSBC BANK MIDDLE EAST

P.O. Box: 66, Dubai, Main Branch Dubai, U.A.E.

Account No. 020-581880-001

Swift Code: BBMEAEAD

IBAN: AE97020000020581880001

Please mention IBAN code as it is mandatory for all inward transfers to U.A.E.

Quotation can be provided separately for items not listed hereunder.

Return To: **Exhibitions & more**

P. O. Box 50162, Dubai, UAE, Tel: +971 4 3406888 Fax: +971 4 3403608 Email: mohan@alfajer.net



Deadline: 17 October 2021

Furniture Form-8

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

• **Late orders will be subject to availability +20% surcharges.**

Exhibitors please ensure that the keys of doors & furnitures are returned and nothing is left behind when rented furnitures are handed back to us on the last event day. Rental rates quoted hereunder are for the entire duration of the Exhibition.

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Rental for Furniture & Optional Displays


10  **EASY CHAIR**
 (Black)
 DHS 138
 US\$ 37.5 Qty Cost

11  **SINGLE SOFA**
 (Blue, Red & Gray)
 DHS 229
 US\$ 62.5 Qty Cost

12  **SOFA FABRIC**
 SINGLE (Black)
 Semi Round
 DHS 345
 US\$ 94 Qty Cost

13  **SOFA FABRIC**
 DOUBLE (Black)
 Semi Round
 DHS 550
 US\$ 150 Qty Cost

14  **SOFA SINGLE**
 (White)
 DHS 345
 US\$ 94 Qty Cost

15  **RECTANGULAR**
 TABLE
 Size in mm:
 W1200 D800 H750
 DHS 242
 US\$ 66 Qty Cost

16  **NEW LINE**
 SQUARE TABLE
 Size in mm:
 W700 D700 H750
 DHS 193
 US\$ 52.5 Qty Cost

17  **ROUND TABLE**
 (Black & White)
 Size in mm: W800 H750
SMALL ROUND TABLE
 (Black & White)
 Size in mm: H520 W400
 DHS 200
 US\$ 55 Qty Cost
 DHS 128
 US\$ 35 Qty Cost

18  **BAR TABLE**
 (High) Black Top
 Size in mm:
 W600 H1200
 DHS 229
 US\$ 62.5 Qty Cost

Total Amount _____

PAYMENT DETAILS

Amount in Words _____

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HSBC BANK MIDDLE EAST

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IBAN: AE970200000020581880001

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Return To: **Exhibitions & more**

P. O. Box 50162, Dubai, UAE, Tel: +971 4 3406888 Fax: +971 4 3403608 Email: mohan@alfajer.net



Deadline: 17 October 2021

Furniture Form-8

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

• **Late orders will be subject to availability +20% surcharges.**

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Rental for Furniture & Optional Displays

19  **SQUARE TABLE**
(White)
Size in mm:
W750 D750 H750

DHS 200 Qty Cost
US\$ 55

20  **ROUND TABLE**
(Glass)
Size mm:
Dia720 H700

DHS 242 Qty Cost
US\$ 66

21  **COFFEE TABLE**
(With Glass Top)
Size in mm:
W650 D650 H465

DHS 125 Qty Cost
US\$ 34

22  **INFORMATION COUNTER**
Size in mm:
W1000 D500 H1000
INFORMATION COUNTER
Size in mm:
W1000 D500 H750

DHS 206 Qty Cost
US\$ 56

23  **INFORMATION COUNTER**
Size in mm:
W1000 D500 H1100

DHS 275 Qty Cost
US\$ 75

24  **INFORMATION COUNTER**
Size in mm:
W2500 D500 H1100

DHS 400 Qty Cost
US\$ 109

25  **OCTANORM LOCKABLE COUNTER**
Size in mm:W1000 D500 H1000
LOCKABLE COUNTER
Size in mm:W1000 D500 H750

DHS 206 Qty Cost
US\$ 56

26  **LOCKABLE CUPBOARD**
Size in mm:
W1000 D500 H900

DHS 206 Qty Cost
US\$ 56

27  **NEW LINE TALL SHOWCASE**
(With Storage)
Size in mm:
W800 D500 H2000

DHS 395 Qty Cost
US\$107.5

Total Amount _____

PAYMENT DETAILS

Amount in Words _____

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HSBC BANK MIDDLE EAST
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Quotation can be provided separately for items not listed hereunder.



Deadline: 17 October 2021

Furniture Form- 8

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

• **Late orders will be subject to availability +20% surcharges.**

Exhibitors please ensure that the keys of doors & furnitures are returned and nothing is left behind when rented furnitures are handed back to us on the last event day. Rental rates quoted hereunder are for the entire duration of the Exhibition.

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Rental for Furniture & Optional Displays

28  **NEWLINE OCTACASE**
 Size in mm:
 W800 D800 H2000
 DHS 505
 US\$ 137.5 Qty Cost

29  **NEWLINE SHOWCASE (Slanted)**
 Size in mm:
 W1000 D500 H1000
 DHS 345
 US \$ 94 Qty Cost

30  **NEWLINE T-CASE**
 Size in mm:
 W1000 D600 H1000
 DHS 304
 US \$ 83 Qty Cost

31  **NEW LINE SLIM TALL SHOWCASE (With Storage)**
 Size in mm:
 W500 D500 H2000
 DHS 345
 US \$ 95 Qty Cost

32  **NEW LINE SHOWCASE (Full Glass)**
 Size in mm:
 W1000 D400 H1000
 DHS 316
 US \$ 86 Qty Cost

33  **NEW LINE HEXACASE**
 Size in mm:
 W800 D600 H2000
 DHS 422
 US\$ 115 Qty Cost

34  **OCTANORM SHOWCASE**
 Size in mm:
 W1000 D500 H1000
 DHS 345
 US \$ 94 Qty Cost

35  **SHELF UNIT - 4SHELVES**
 Size in mm:
 W1000 D350 H2000
 DHS 248
 US\$ 67.5 Qty Cost

36  **SHELF UNIT - 4SHELVES**
 Size in mm:
 W1000 D500 H2000
 DHS 297
 US \$ 81 Qty Cost

Total Amount _____

PAYMENT DETAILS

Amount in Words _____

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HSBC BANK MIDDLE EAST
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 Account No. 020-581880-001
 Swift Code: BBMEAEAD
IBAN: AE970200000020581880001

Please mention IBAN code as it is mandatory for all inward transfers to U.A.E.

Quotation can be provided separately for items not listed hereunder.



Deadline: 17 October 2021

Furniture Form-8

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone #: _____ Fax #: _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____










Signature: _____ Company Stamp: _____

• **Late orders will be subject to availability +20% surcharges.**

Exhibitors please ensure that the keys of doors & furnitures are returned and nothing is left behind when rented furnitures are handed back to us on the last event day. Rental rates quoted hereunder are for the entire duration of the Exhibition.

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Rental for Furniture & Optional Displays

<p>37</p>  <p>TV & VIDEO STAND Size in mm: W500 D500 H1200</p> <p>DHS 239 US \$ 65</p> <p>Qty <input type="text"/> Cost <input type="text"/></p>	<p>38</p>  <p>EXHIBIT BASE (Newline) Size in mm: W500 D500 H250</p> <p>DHS 92 US \$ 25</p> <p>Qty <input type="text"/> Cost <input type="text"/></p>	<p>39</p>  <p>EXHIBIT BASE (Newline) Size in mm: W500 D500 H500</p> <p>DHS 125 US \$ 34</p> <p>Qty <input type="text"/> Cost <input type="text"/></p>
<p>40</p>  <p>EXHIBIT BASE (Newline) Size in mm: W500 D500 H750</p> <p>DHS 161 US \$ 44</p> <p>Qty <input type="text"/> Cost <input type="text"/></p>	<p>41</p>  <p>EXHIBIT BASE (Newline) Size in mm: W500 D500 H1000</p> <p>DHS 206 US \$ 56</p> <p>Qty <input type="text"/> Cost <input type="text"/></p>	<p>42</p>  <p>PODIUM (Newline) Size in mm: W1000 D1000 H250</p> <p>DHS 114 US \$ 31</p> <p>Qty <input type="text"/> Cost <input type="text"/></p>
<p>43</p>  <p>PODIUM (Newline) Size in mm: W1000 D1000 H500</p> <p>DHS 161 US \$ 44</p> <p>Qty <input type="text"/> Cost <input type="text"/></p>	<p>44</p>  <p>PODIUM (Newline) Size in mm: W1000 D1000 H750</p> <p>DHS 206 US \$ 56</p> <p>Qty <input type="text"/> Cost <input type="text"/></p>	<p>45</p>  <p>PODIUM (Newline) Size in mm: W1000 D1000 H1000</p> <p>DHS 253 US \$ 69</p> <p>Qty <input type="text"/> Cost <input type="text"/></p>

Total Amount _____

PAYMENT DETAILS

Amount in Words _____

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HSBC BANK MIDDLE EAST

P.O. Box: 66, Dubai, Main Branch Dubai, U.A.E.

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Return To: **Exhibitions & more**

P. O. Box 50162, Dubai, UAE, Tel: +971 4 3406888 Fax: +971 4 3403608 Email: mohan@alfajer.net



Deadline: 17 October 2021

Furniture Form-8

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

• Late orders will be subject to availability +20% surcharges.

Exhibitors please ensure that the keys of doors & furnitures are returned and nothing is left behind when rented furnitures are handed back to us on the last event day. Rental rates quoted hereunder are for the entire duration of the Exhibition.

Please note that coffee machines as well as water coolers are not allowed inside the hall, unless DWTC are the providers.

* 5% VAT shall be applicable on all services

Rental for Furniture & Optional Displays

46  **REFRIGERATOR**
 (120ltr. Small)
 Size in mm:
 W490 D460 H830

DHS 316 Qty Cost
 US \$ 86

47  **REFRIGERATOR**
 (180ltr. Medium)
 Size in mm:
 W590 D530 H1400

DHS 376 Qty Cost
 US \$ 102.5

48  **FREEZER (366 L)**
 21Kg Freezing
 Capacity

DHS 963 Qty Cost
 US \$ 262.5

49  **COFFEE MACHINE**

DHS 119 Qty Cost
 US \$ 32.5

50  **LITERATURE RACK DESKTOP**
 (Acrylic single A4)

DHS 70 Qty Cost
 US \$ 19

51  **LITERATURE RACK**
 (Free Standing) 3xA4

DHS 184 Qty Cost
 US \$ 50

52  **LITERATURE RACK**
 (Free Standing) 6xA4

DHS 275 Qty Cost
 US \$ 75

53  **ARTIFICIAL PLANT**

DHS 138 Qty Cost
 US \$ 37.5

54  **GARMENT RAIL**
 (With wheel)

DHS 184 Qty Cost
 US \$ 50

Total Amount _____

PAYMENT DETAILS

Amount in Words _____

Orders are valid only when accompanied by full remittance. Payment should be made in favor of AL FAJER INFORMATION & SERVICES in US Dollars Bank Draft or by Telex transfer to our Account.

HSBC BANK MIDDLE EAST
 P.O. Box: 66, Dubai, Main Branch Dubai, U.A.E.
 Account No. 020-581880-001
 Swift Code: BBMEAEAD
 IBAN: AE970200000020581880001

Please mention IBAN code as it is mandatory for all inward transfers to U.A.E.

Quotation can be provided separately for items not listed hereunder.



Deadline: 17 October 2021

Furniture Form-8

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

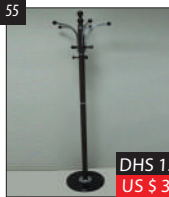
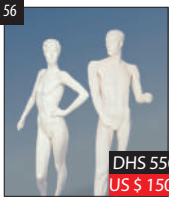



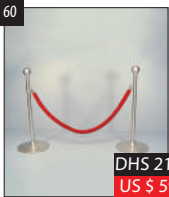


Signature: _____ Company Stamp: _____

• Late orders will be subject to availability +20% surcharges.

Exhibitors please ensure that the keys of doors & furnitures are returned and nothing is left behind when rented furnitures are handed back to us on the last event day. Rental rates quoted hereunder are for the entire duration of the Exhibition.

* 5% VAT shall be applicable on all services

Rental for Furniture & Optional Displays

 55 COAT STAND (Free Standing) DHS 132 US \$ 36 Qty <input type="text"/> Cost <input type="text"/>	 56 MANNEQUINS ADULT (Male/ Female) DHS 550 US \$ 150 Qty <input type="text"/> Cost <input type="text"/>	 57 WASTE BASKET DHS 28 US \$ 7.5 Qty <input type="text"/> Cost <input type="text"/>
 58 WALL DISPLAY PANEL (Red, Blue) Size in mm: W1200 H900 DHS 125 US \$ 34 Qty <input type="text"/> Cost <input type="text"/>	 59 SAFETY BOX Size in mm: W350 D390 H460 DHS 459 US \$ 125 Qty <input type="text"/> Cost <input type="text"/>	 60 BARRIER (2 post +1 meter rope) DHS 217 US \$ 59 Qty <input type="text"/> Cost <input type="text"/>
 60 SAFETY LOCKER Size in mm: W590 D540 H950 DHS 940 US \$ 256 Qty <input type="text"/> Cost <input type="text"/>	 61 PANTONE CHAIR DHS 138 US \$ 37.5 Qty <input type="text"/> Cost <input type="text"/>	

Total Amount _____

PAYMENT DETAILS

Amount in Words _____

Orders are valid only when accompanied by full remittance. Payment should be made in favor of AL FAJER INFORMATION & SERVICES in US Dollars Bank Draft or by Telex transfer to our Account.

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 Account No. 020-581880-001
 Swift Code: BBMEAEAD
IBAN: AE97020000020581880001

Please mention IBAN code as it is mandatory for all inward transfers to U.A.E.

Quotation can be provided separately for items not listed hereunder.



Deadline: 17 October 2021

Audio Visual Form-9

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

* Please keep a copy for your records on site. Rental rates quoted hereunder are for the entire duration of the Exhibition.

Sr.	No.	DESCRIPTION	Till 17th Oct 2021 Rates in US\$	Till 17th Oct 2021 Rates in Dhs	From 18th Oct to 11th Nov 2021 Rates in US\$	From 18th Oct to 11th Nov 2021 Rates in Dhs	Quantity	Cost
A		PROJECTOR						
	1)	LCD PROJECTOR						
	1.2	Multimedia Projector XGA 2500 ANSI Lumens	446.00	1632.00	535.00	1958.00		
	1.3	Multimedia Projector XGA 2500 ANSI Lumens (3000)	737.00	2697.00	884.00	3236.00		
B		SCREEN						
	1)	TRIPOD SCREEN						
	1.1	Tripod Screen 160 cm. x 160 cm.	50.00	183.00	60.00	220.00		
	1.2	Tripod Screen 160 cm. x 180 cm.	77.00	282.00	92.00	994.00		
	2)	LCD SCREEN						
	2.1	40" LED Screen - Free Standing	350.00	1280.00	420.00	1536.00		
	2.2	46" LED Screen - Free Standing	550.00	2010.00	660.00	2412.00		
	2.3	55" LED Screen - Free Standing	1300.00	4760.00	1560.00	5712.00		
	2.4	65" LED Screen - Free Standing	1700.00	6220.00	2040.00	7464.00		
	3.1	37" LCD Screen	297.00	1090.00	356.00	1308.00		
	3.2	32" LED Screen	260.00	950.00	312.00	1140.00		
	3.3	23/24" LCD Screen	220.00	805.00	264.00	250.00		
C		LAPTOP/DESKTOP COMPUTERS						
	1	Note Book Computer P4	352.00	1288.00	422.00	1545.00		
	2	Desk Top Computers P4 With 17" LCD Screen	275.00	1007.00	330.00	1208.00		
Total Cost								

PAYMENT DETAILS

* 5% VAT shall be applicable on all services

Orders are valid only when accompanied by full remittance. Payment should be made in favor of AL FAJER INFORMATION & SERVICES in US Dollars Bank Draft or by Telex transfer to our Account.

HSBC BANK MIDDLE EAST

P.O. Box: 66, Dubai, Main Branch Dubai, U.A.E.

Account No. 020-581880-001

Swift Code: BBMEAEAD

IBAN: AE97020000020581880001

Please mention IBAN code as it is mandatory for all inward transfers to U.A.E.

Quotation can be provided separately for items not listed hereunder.

Return To: **Exhibitions & more**

P. O. Box 50162, Dubai, UAE, Tel: +971 4 3406888 Fax: +971 4 3403608 Email: mohan@alfajer.net



Deadline: 17 October 2021

Electrical Items Form-10

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

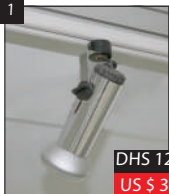





Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

For extra power supply please refer Electrical Supply Form.

- **Late orders will be subject to availability +20% surcharges.**
- Exhibitors will be held responsible for any loss or damages.
- All electrical connections will be standard 3 phase for the machinery. In order to distribute the electric load, orders should be clear, correct and should reach the Organizer's Office well in advance.
- Rates quoted are for the entire duration of the Exhibition.
 Rental rates quoted hereunder are for the entire duration of the Exhibition.

* 5% VAT shall be applicable on all services

1		SPOT LIGHT 100 W	DHS 125 US \$ 34	Qty	Cost	<input type="text"/>	<input type="text"/>
2		ARM LIGHT 100 W	DHS 143 US \$ 39	Qty	Cost	<input type="text"/>	<input type="text"/>
3		LOW VOLTAGE ARM LIGHT 50 W	DHS 176 US \$ 48	Qty	Cost	<input type="text"/>	<input type="text"/>
4		METAL HALIDE (HQI) 70 W	DHS 215 US \$ 58.5	Qty	Cost	<input type="text"/>	<input type="text"/>
5		LONG ARM HALOGEN 300 W	DHS 242 US \$ 66	Qty	Cost	<input type="text"/>	<input type="text"/>
6		FLOOD LIGHT 300 W	DHS 242 US \$ 66	Qty	Cost	<input type="text"/>	<input type="text"/>

Total Amount _____

PAYMENT DETAILS

Amount in Words _____

Orders are valid only when accompanied by full remittance. Payment should be made in favor of AL FAJER INFORMATION & SERVICES in US Dollars Bank Draft or by Telex transfer to our Account.

HSBC BANK MIDDLE EAST
 P.O. Box: 66, Dubai, Main Branch Dubai, U.A.E.
 Account No. 020-581880-001
 Swift Code: BBMEAEAD
IBAN: AE970200000020581880001

Please mention IBAN code as it is mandatory for all inward transfers to U.A.E.

Quotation can be provided separately for items not listed hereunder.



Deadline: 17 October 2021

Electrical Items Form-10






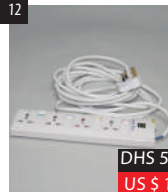



Show Name: _____
 Company Name: _____ Stand No: _____ Hall No: _____
 Telephone #: _____ Fax #: _____ E-mail: _____
 Contact Person: _____ Position: _____ Date: _____
 Signature: _____ Company Stamp: _____

For extra power supply please refer Electrical Supply Form.

• **Late orders will be subject to availability +20% surcharges.**

- Exhibitors will be held responsible for any loss or damages.
- All electrical connections will be standard 3 phase for the machinery. In order to distribute the electric load, orders should be clear, correct and should reach the Organizer's Office well in advance.
- Rates quoted are for the entire duration of the Exhibition.

Rental rates quoted hereunder are for the entire duration of the Exhibition. * 5% VAT shall be applicable on all services

7		FLOOD LIGHT 500 W	DHS 338 US \$ 92	Qty <input type="text"/>	Cost <input type="text"/>
8		FLOURESCENT (4FT) Light 40 W	DHS 154 US \$ 42	Qty <input type="text"/>	Cost <input type="text"/>
9		FLOURESCENT (2FT) Light 20 W	DHS 154 US \$ 38	Qty <input type="text"/>	Cost <input type="text"/>
10		SOCKET 13 AMP	DHS 125 US \$ 34	Qty <input type="text"/>	Cost <input type="text"/>
11		SOCKET 15 AMP	DHS 161 US \$ 44	Qty <input type="text"/>	Cost <input type="text"/>
12		EXTENSION CORD	DHS 55 US \$ 15	Qty <input type="text"/>	Cost <input type="text"/>
13		MULTI PIN ADAPTOR	DHS 15 US \$ 4	Qty <input type="text"/>	Cost <input type="text"/>
14		SINGLE PHASE DISTRIBUTION BOARD Price in Form No 9A			
15		THREE PHASE DISTRIBUTION BOARD Price in Form No 9A			

PAYMENT DETAILS

Total Amount _____

Amount in Words _____

Orders are valid only when accompanied by full remittance. Payment should be made in favor of AL FAJER INFORMATION & SERVICES in US Dollars Bank Draft or by Telex transfer to our Account.

HSBC BANK MIDDLE EAST
 P.O. Box: 66, Dubai, Main Branch Dubai, U.A.E.
 Account No. 020-581880-001
 Swift Code: BBMEAEAD
IBAN: AE97020000020581880001

Please mention IBAN code as it is mandatory for all inward transfers to U.A.E.

Quotation can be provided separately for items not listed hereunder.



Deadline: 17 October 2021

Electrical Supply Form(Space Only) 10A

During Exhibition days only, not applicable for Built up days

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

- Late orders will be subject to availability +50% surcharge, 100% Surcharge is applicable on all orders received after the start of build-up. (After 11th Nov 2021 surcharge will be 100%)
- Exhibitors will be held responsible for any loss or damages.
- Orders are valid only when accompanied by full remittance
- All electrical connections will be standard 3 phase for the machinery. In order to distribute the electric load, orders should be clear, correct and should reach us well in advance.
- For Shell Scheme exhibitors using machinery products please fill this form for additional power supply.
- For Raw Space exhibitors, an Earth Leakage Circuit Breaker (ELCB) and Distribution Board (DB) is required.

Rental rates quoted hereunder are for the entire duration of the Exhibition.

Cancellation Policy

- Cancellation of order prior to the deadline date - No charge
- Cancellation / Amendment of previous order after deadline date - 100% cancellation charges
- The standard of mains supplies at the exhibition hall is:
SINGLE PHASE MAIN 220 VOLTS 50Hz
THREE PHASE MAIN 380 VOLTS 50Hz

* 5% VAT shall be applicable on all services

Code	Main Supply	Till 17th Oct 2021 Rates in US\$	Till 17th Oct 2021 Rates in Dhs	From 18th Oct to 11th Nov 2021 Rates in US\$	From 18th Oct to 11th Nov 2021 Rates in Dhs	Quantity	Cost
SP15	15 Amps single phase main	266	976	400	1465		
SP30	30 Amps single phase main	493	1810	740	2715		
TP15	15 Amps three phase main	793	2910	1190	4365		
TP30	30 Amps three phase main	1330	4880	1995	7320		
TP60	60 Amps three phase main	2450	8990	3675	13,485		
TP100	100 Amps three phase main	4180	15,340	6270	23,010		
TP125	125 Amps three phase main	5510	20,222	8265	30,333		
TP160	160 Amps three phase main	6430	23,600	9645	35,400		
TP180	180 Amps three phase main	7760	28,480	11,640	42,720		
TP200	200 Amps three phase main	8364	30,700	12,546	46,050		
TP250	250 Amps three phase main	10,615	38,960	15,920	58,440		
SDB01	Single phase distribution board	210	770	252	925		
TDB01	3 Phase distribution board	358	1310	430	1575		
24HS	24 Hour power supply add 30% to the above rate	+30%	+30%	+30%	+30%		
MPB	Energizing event (Main) Power During build-up period	+30%	+30%	+30%	+30%		
TS	Transformer 110V	55	200	83	300		
Relocation of cable after deadline, there will be surcharge of 30% of the order placed.						Total cost	

PAYMENT DETAILS

Orders are valid only when accompanied by full remittance. Payment should be made in favor of AL FAJER INFORMATION & SERVICES in US Dollars or by Telex transfer to our Account.

HSBC BANK MIDDLE EAST

P.O. Box: 66, Dubai, Main Branch Dubai, U.A.E.

Account No. 020-581880-001, Swift Code: BBMEAEAD, **IBAN: AE970200000020581880001**

- Please mention the IBAN code, as it is mandatory for all inward transfers to U.A.E.

Quotation can be provided separately for items not listed hereunder.

Return To: **Exhibitions & more**

P. O. Box 50162, Dubai, UAE, Tel: +971 4 3406888 Fax: +971 4 3403608 Email: mohan@alfajer.net



Deadline: 17 October 2021

Electrical Supply (Space Only During Build-up) 10B

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

- **Late orders will be subject to availability +50% surcharge, 100% Surcharge is applicable on all orders received after the start of build-up. (After 11th Nov 2021 surcharge will be 100%)**
 - **Cancellation procedure: Within deadline date: No charges After Deadline: 100% charges. Orders received after deadline date: Exhibitors are liable to pay 100% of the invoice value, even if it is cancelled on a later date.**
 - **Also note for upgradation of power supply order, cancellation procedure will apply.**
 - **Exhibitors will be held responsible for any loss or damages.**
- In line with the ongoing Health and Safety initiative across the venue, it is now essential that specific stand power is ordered for during build up. Existing wall sockets will be inactive and power will be allocated from the hall distribution boards as ordered.**
- For Raw Space Exhibitors, an Earth Leakage Circuit Breaker (ELCB) and Distribution Board (DB) is required. * 5% VAT shall be applicable on all services**

Code	Main Supply	Till 17th Oct 2021 Rates in US\$	Till 17th Oct 2021 Rates in Dhs	From 18th Oct to 11th Nov 2021 Rates in US\$	From 18th Oct to 11th Nov 2021 Rates in Dhs	Quantity	Cost
SP15	15 Amps single phase main	165	606	248	909		
SP30	30 Amps single phase main	287	1053	430	1580		
TP15	15 Amps three phase main	452	1660	678	2490		
TP30	30 Amps three phase main	803	2950	1205	4425		
TP 60	60 Amps three phase main	1410	5160	2115	7740		
					Total Cost		

Note:

- The distribution boards for build-up power will be located in each of the 4 corners of the halls
 - Each hall will have four distribution boards
 - The contractor will connect their own equipment and cables to the distribution board
 - Each distribution board will consist of single phase & three phase female commando or CEE Form sockets and 13 Amps plug tops
 - For each order the contractor will be issued with a numbered socket
 - Contractor build-up power is only to be used for stand construction purposes and not for stand testing
 - Build-up power will be used for build-up only
 - Build-up power cannot be shared with other stand contractors
 - The contractor will need to order and pay the power with Exhibitor Services
 - DWTC utility services will provide a 24/7 duty technician for the build power
 - There will be a separate breaker for each socket, in case the power trips, the contractor needs to contact the duty electrician to reset the breaker
 - All extension cables should be protected by a 13 Amps fuse
 - For orders of more than 15 Amps single phase, the contractor needs to supply their own male CEE form socket
 - There will no other power source during build up, only the build- up power distribution boards will be live
 - During the event the build-up power Distribution Boards will be turned off
- Relocation of cable after deadline, there will be surcharge of 30% of the order placed.**



Deadline: 17 October 2021

Electrical Grid Plan (also Water and Compressed Air) Form - 10C

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

Please indicate in this grid plan (2cm = 1m) the approximate electrical layout you require for your stand. You should also indicate gangways and adjacent stands to ensure positive identification.



Deadline: 17 October 2021

Electrical Supply for Ceiling (Space Only) 10D

During Exhibition days only, not applicable for Build-up days

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

- **Late orders will be subject to availability with 50% surcharge, 100% surcharge is applicable on all orders received after the start of build-up. (After 11th Nov 2021 surcharge will be 100%)**
 - **Also note for upgradation of power supply order, cancellation procedure will apply.**
 - Exhibitors will be held responsible for any loss or damages.
 - Orders are valid only when accompanied by full remittance
 - All electrical connections will be standard 3 phase for the machinery. In order to distribute the electric load, orders should be clear, correct and should reach us well in advance.
 - For Shell Scheme exhibitors using machinery products please fill this form for additional power supply.
 - For Raw Space exhibitors, an Earth Leakage Circuit Breaker (ELCB) and Distribution Board (DB) is required.
- Rental rates quoted hereunder are for the entire duration of the Exhibition.**

Cancellation Policy

Within deadline date: No charges **After Deadline:** 100% charges.

Orders received after deadline date: Exhibitors are liable to pay 100% of the invoice value, even if it is cancelled on a later date.

Relocation of cable after deadline, there will be surcharge of 30% of the order placed.

* 5% VAT shall be applicable on all services

- **The standard of mains supplies at the exhibition hall is:**

SINGLE PHASE MAIN 220 VOLTS 50Hz

THREE PHASE MAIN 380 VOLTS 50Hz

Code	Main Supply	Till 17th Oct 2021 Rates in US\$	Till 17th Oct 2021 Rates in Dhs	From 18th Oct to 11th Nov 2021 Rates in US\$	From 18th Oct to 11th Nov 2021 Rates in Dhs	Quantity	Cost
SP15	15 Amps single phase main	890	3266	1335	4900		
SP30	30 Amps single phase main	1115	4092	1673	6138		
TP15	15 Amps three phase main	1410	5175	2115	7760		
TP30	30 Amps three phase main	1950	7155	2925	10,730		
SDB01	Single phase distribution board	210	770	252	925		
TDB01	3 Phase distribution board	358	1312	430	1575		
24HS	24 Hour power supply add 30%	+ 30%	+ 30%	+ 30%	+ 30%		
MPB	Energizing event (Main) Power During build-up period	+30%	+30%	+30%	+30%		
	to the above rate						
Total Cost							

Note: - Charges for Truss Lighting is inclusive of drop cable. This charge is only for provision of electric cable from distribution board to your stand. For your truss rigging points/ drop wire and for other purposes you may contact Trade Centre directly.

PAYMENT DETAILS

Orders are valid only when accompanied by full remittance. Payment should be made in favor of AL FAJER INFORMATION & SERVICES in US Dollars Bank Draft or by Telex transfer to our Account.

HSBC BANK MIDDLE EAST

P.O. Box: 66, Dubai, Main Branch Dubai, U.A.E.

Account No. 020-581880-001

Swift Code: BBMEAEAD

IBAN: AE97020000020581880001

Please mention IBAN code as it is mandatory for all inward transfers to U.A.E.

Quotation can be provided separately for items not listed hereunder.

Return To: **Exhibitions & more**

P. O. Box 50162, Dubai, UAE, Tel: +971 4 3406888 Fax: +971 4 3403608 Email: mohan@alfajer.net



Deadline: 17 October 2021

Water Supply & Drainage Form-11

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

Note:

- **Late orders will be subject to availability +50% surcharge, 100% Surcharge is applicable on all orders received after the start of build-up. (After 11th Nov 2021 surcharge will be 100%)**
 - **Cancellation procedure: Within deadline date:** No charges **After Deadline:** 100% charges.
Orders received after deadline date: Exhibitors are liable to pay 100% of the invoice value, even if it is cancelled on a later date.
 - **Also note any amendment/upgradation of previous order, cancellation procedure will apply.**
 - Exhibitors will be held responsible for any loss or damages.
 - The internal diameter of the water supply pipe is 1/2" and that of the drainage pipe is 1"-1/2" Exhibitors who require special plumbing should state details in the space provided below. Separate quotation will be sent for any additional charges depending on the stand location.
- Rental rates quoted hereunder are for the entire duration of the Exhibition.**
* 5% VAT shall be applicable on all services
Relocation of cable after deadline, there will be surcharge of 30% of the order placed.

Items	Till 17th Oct 2021 Rates in US\$	Till 17th Oct 2021 Rates in Dhs	From 18th Oct to 11th Nov 2021 Rates in US\$	From 18th Oct to 11th Nov 2021 Rates in Dhs	Quantity	Cost
Water inlet and outlet pipe inclusive of up to 3 meter length piping (without tap & sink)	1270	4660	1905	6990		
Additional per meter run of pipe	10	37	15	55		
Water inlet and outlet pipe inclusive of up to 3 meters length piping with tap & sink	1440	5285	2160	7928		
Water and Waste one time fill	635	2330	952	3495		
				Total Cost		

Any Special Requirement:

- 1
- 2
- 3

PAYMENT DETAILS

Orders are valid only when accompanied by full remittance. Payment should be made in favor of AL FAJER INFORMATION & SERVICES in US Dollars Bank Draft or by Telex transfer to our Account.

HSBC BANK MIDDLE EAST

P.O. Box: 66, Dubai, Main Branch Dubai, U.A.E.

Account No. 020-581880-001

Swift Code: BBMEAED

IBAN: AE970200000020581880001

Please mention IBAN code as it is mandatory for all inward transfers to U.A.E.

Quotation can be provided separately for items not listed hereunder.

Return To: **Exhibitions & more**

P. O. Box 50162, Dubai, UAE, Tel: +971 4 3406888 Fax: +971 4 3403608 Email: mohan@alfajer.net



Deadline: 17 October 2021

Compressed Air Form-12

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

Reminder:

- **Late orders will be subject to availability +50% surcharge, 100% Surcharge is applicable on all orders received after the start of build-up. (After 11th Nov 2021 surcharge will be 100%)**
- **Cancellation procedure: Within deadline date:** No charges **After Deadline:** 100% charges.
- **Orders received after deadline date:** Exhibitors are liable to pay 100% of the invoice value, even if it is cancelled on a later date.
- **Also note for upgradation/amendment of the previous order, cancellation procedure will apply.**
- Exhibitors will be held responsible for any loss or damages.
- The Price quoted below is exclusive of distributors board/ELCB.
- Supply is not totally clean and Exhibitors must provide their own filters, if 100% clean, dry air is needed. For your information, the percentage of humidity and oil contents is approximately 4% and 100 ppm, respectively.
- The above quote is for one piston compressor, without dryer. It is the responsibility of the exhibitors to drain off the water daily.
- If the standard supply is not suitable for your purpose, please contact us for a separate quotation.
- The Official Stand Building Contractor will make the connection to the exhibit, but this will be with the Exhibitor's connectors, under the Exhibitor's supervision and at the Exhibitor's risk.
- Prices quoted above are for the connection only. If more than one connection is required, additional amount per connection will be charged (please refer to the below price table).
- Location of the heavy Compressed Air Supply is limited and will lie within the perimeter of the Halls.
- Charges are inclusive of power supply.
- The installation and use of exhibitors' own compressors is not permitted.
- For safety reasons the compressed air supply will be switched off from one hour after the event closes on its last day, as will the water and power supply.

Note: Prior permission need to be taken from Organizers and Official Contractors with respect to Exhibitors bringing in their own compressors. The piping and electrical supply is to be ordered from Exhibition & More.

Rental rates quoted hereunder are for the entire duration of the Exhibition.

* 5% VAT shall be applicable on all services

Relocation of cable after deadline, there will be surcharge of 30% of the order placed.

Air flow – Litre /PM	Pressure	Till 17th Oct 2021 Rates in US\$	Till 17th Oct 2021 Rates in Dhs	From 18th Oct to 11th Nov 2021 Rates in US\$	From 18th Oct to 11th Nov 2021 Rates in Dhs	Quantity	Cost
50-100	6	1380	5065	2070	7597		
100-300	8	1490	5470	2235	8205		
300-500	10	1790	6570	2685	9855		
500-750	10	2010	7380	3015	11,070		
Additional (split) connection			+50%				
						GRAND TOTAL	

PAYMENT DETAILS

Orders are valid only when accompanied by full remittance. Payment should be made in favor of AL FAJER INFORMATION & SERVICES in US Dollars Bank Draft or by Telex transfer to our Account.

HSBC BANK MIDDLE EAST

P.O. Box: 66, Dubai, Main Branch Dubai, U.A.E.

Account No. 020-581880-001

Swift Code: BBMEAED

IBAN: AE97020000020581880001

Please mention IBAN code as it is mandatory for all inward transfers to U.A.E.

Quotation can be provided separately for items not listed hereunder.

Return To: **Exhibitions & more**

P. O. Box 50162, Dubai, UAE, Tel: +971 4 3406888 Fax: +971 4 3403608 Email: mohan@alfajer.net



Deadline: 17th October 2021

Superior Shell Scheme Form 13

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

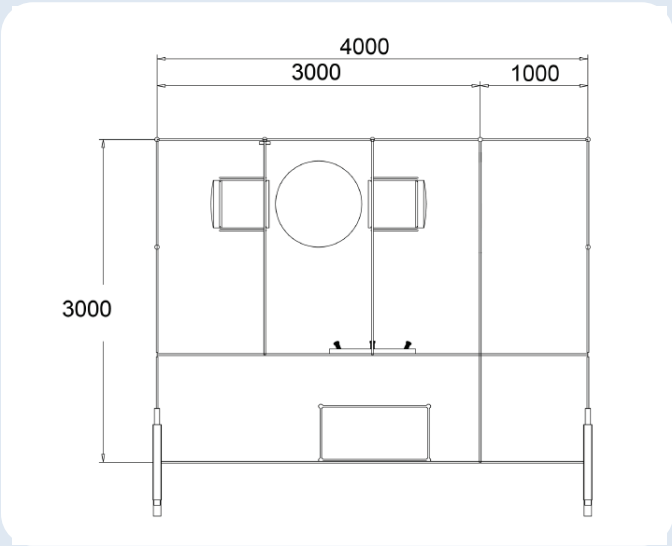
Signature: _____ Company Stamp: _____

Superior SHELL SCHEME OPTIONS

Upgraded options are only for Shell Scheme booked exhibitors NOT for the Raw Space exhibitors.

Note:

- Upgrade option will cost US\$ 80 Per sq.m or in Dhs 294 Per sq.m
Rate \$80 x Area = Total Cost
 - Please provide your company logo in Adobe Illustrator / EPS format at least two weeks prior to the event.
 - Orders are valid only when accompanied by full remittance. Payment should be made in favor of **AL FAJER INFORMATION & SERVICES** in US Dollars Bank Draft or by telex transfer to our account.
- Rental rates quoted hereunder are for the entire duration of the Exhibition.**
- * 5% VAT shall be applicable on all services



PAYMENT DETAILS

Orders are valid only when accompanied by full remittance. Payment should be made in favor of AL FAJER INFORMATION & SERVICES in US Dollars Bank Draft or by Telex transfer to our Account.

HSBC BANK MIDDLE EAST
 P.O. Box: 66, Dubai, Main Branch Dubai, U.A.E.
 Account No. 020-581880-001
 Swift Code: BBMEAED
IBAN: AE97020000020581880001

Please mention IBAN code as it is mandatory for all inward transfers to U.A.E.

Quotation can be provided separately for items not listed hereunder.



Deadline: 17th October 2021

Graphic Form-14

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

NOTE:

- **Late orders will be subject to availability +20% surcharges.**
- Advertisement charges levied by the Organizers are not included in the below prices.
- The hanging banners will be placed inside the exhibition halls from the ceiling.
- The banners will carry the image, logo and name of the company.
- The cost includes fixing, printing, installing, dismantling and rigging points.

Materials:

* 5% VAT shall be applicable on all services

- All artwork should be in the same size as mentioned.
- Preferred in Adobe Illustrator, Photoshop or in Adobe FreeHand .EPS file format, all text should be in outline. Photoshop EPS should be in 100 dpi in same size as the mention.

Rental rates quoted hereunder are for the entire duration of the Exhibition.

Code	Graphic	Rates in US\$	Rates in Dhs	Quantity	Cost
(A)	DIGITAL PRINT ON PANEL Dimension of Graphic per Panel (W 950 mm x H 2400 mm)	200.00	736.00		
(B)	DIGITAL PRINT ON HARD WOODEN WALL Dimension of Graphics on Wooden Wall per Running meter (W 950 mm x H 2400 mm)	235.00	862.00		
(C)	DIGITAL PRINTING ON FOREX Dimension of Graphic on Forex (W 950 mm x H 2400 mm)	295.00	1083.00		
(D)	DIGITAL PRINT ON LIGHT BOX (BACKLIT) Dimension of Graphic for light box (W 950 mm x H 1000 mm)	200.00	736.00		
(E)	BANNER PRINTING ON PVC WITH FRAME Dimension of Graphic on PVC (W 296 mm x H 2400 mm)	450.00	1656.00		
(F)	DIGITAL PRINTING ON FASCIA Dimension for Fascia Name (W 2930 mm x H 300 mm)	195.00	715.00		
(G)	DIGITAL PRINTING OF LOGO ON FASCIA Dimension for Single Logo (W 963 mm x H 210 mm)	75.00	274.00		
(H)	DIGITAL PRINTING ON LOCKABLE COUNTER Dimension for Digital Printing-Front Area (W 930 mm x H 830 mm) Dimension for Digital Printing-Two Sides (W 430 mm x H 830 mm)	110.00 140.00	405.00 514.00		
(I)	DIGITAL PRINTING ON POP UP Dimension for Pop Up (W 4090 mm x H 2290 mm)	1890.00	6955.00		
(J)	DIGITAL PRINTING ON ROLL UP Dimension for Roll Up (W 850 mm x H 2000 mm)	270.00	994.00		
(K)	DIGITAL PRINTING FOR FREE STANDING Dimension for Free Standing (W 1000 mm x H 2000 mm)	144.00	530.00		
				Total Cost	

Total Amount _____

PAYMENT DETAILS

Amount in Words _____

Orders are valid only when accompanied by full remittance. Payment should be made in favor of AL FAJER INFORMATION & SERVICES in US Dollars Bank Draft or by Telex transfer to our Account.

HSBC BANK MIDDLE EAST

P.O. Box: 66, Dubai, Main Branch Dubai, U.A.E.

Account No. 020-581880-001

Swift Code: BBMEAEAD

IBAN: AE970200000020581880001

Please mention IBAN code as it is mandatory for all inward transfers to U.A.E.

Quotation can be provided separately for items not listed hereunder.

Return To: **Exhibitions & more**

P. O. Box 50162, Dubai, UAE, Tel: +971 4 3406888 Fax: +971 4 3403608 Email: mohan@alfajer.net



Deadline: 17th October 2021

Banner Advertising Form-14A

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

BANNER SITES ARE AVAILABLE FOR ADDITIONAL ADVERTISING PURPOSES:

ALL Exhibitors that have a banner suspended above their stand are subject to Banner Advertising fees. This fee covers the whole size of the banner not just the logos. Please take this into account when designing your stand.

A. Banner Sites above the Stands

ANY banner above an Exhibitors Stand is subject to Banner Advertising Fees.

- Please provide the Organizers with the proposed dimensions of the advertising above your stand for prior approval. All details are to be submitted along with form 13-13C and the stand design.
- This banner will be provided by the exhibitor.
- The cost of Banner Advertising AED 1,500 Per Sq/m.
- Double sided, three sided and four sided (box or ring banner) will be charge as per number of sides and the total sqm shall be used to calculate the cost.
- Roof points / dropwire / truss / installation to be ordered separately to DWTC does not include in the advertising changes.
- The banner must be confined within the borders of the space contracted for by the exhibitors.
- The advertising must not overlook a neighboring stand.

B. Banner Sites inside Exhibition Halls (Subject to availability of site)

- Banner site are available within the halls for Exhibitors to purchase to give additional advertising opportunities.
- Roof point / dropwire / truss / installation to be ordered separately to DWTC does not include in the advertising changes.
- The banner should be provided by the Exhibitor.
- The cost per banner site is AED 2,250 per sq/m the total sqm shall be used to calculate the cost.

PLEASE INDICATE YOUR REQUIREMENTS:

Banner Advertising Site(s)	Rate/Site (Per sq mtr)	Total Cost (AED)
A.	AED 1,500	
B.	AED 2,250	
	TOTAL	

No order will be entertained after the deadline of 10th October 2021

* 5% VAT shall be applicable on all services

PLEASE PROVIDE ALL THE REQUIRED INFORMATION TO ENABLE US TO ACTION YOUR REQUEST
PLEASE KEEP A COPY FOR YOUR RECORDS

PAYMENT DETAILS

Orders are valid only when accompanied by full remittance. Payment should be made in favor of AL FAJER INFORMATION & SERVICES in US Dollars Bank Draft or by Telex transfer to our Account.

HSBC BANK MIDDLE EAST

P.O. Box: 66, Dubai, Main Branch Dubai, U.A.E.

Account No. 020-581880-001

Swift Code: BBMEAEAD

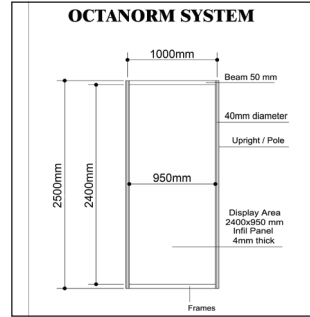
IBAN: AE970200000020581880001

Please mention IBAN code as it is mandatory for all inward transfers to U.A.E.

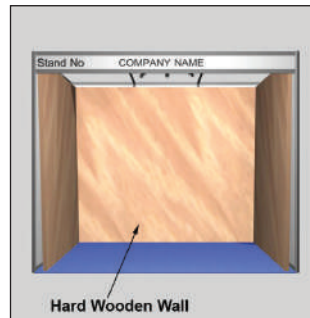
Quotation can be provided separately for items not listed hereunder.



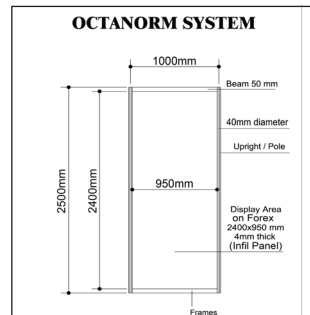
(A) DIGITAL PRINT ON PANEL



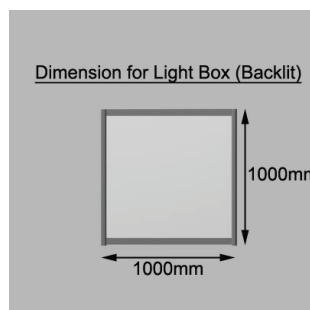
(B) DIGITAL PRINT ON HARD WOODEN WALL



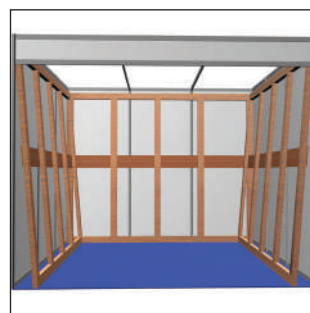
(C) DIGITAL PRINTING ON FOREX



(D) DIGITAL PRINT ON LIGHT BOX (BACKLIT)



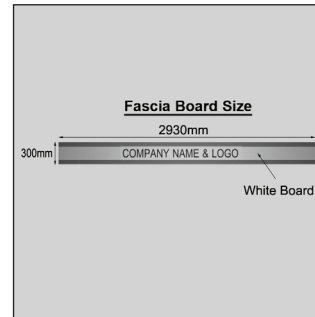
(E) BANNER PRINTING ON PVC WITH WOODEN FRAME
 (1) Wooden Frame on PVC Banner



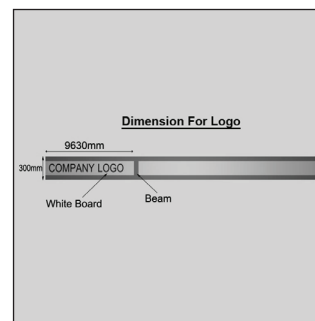
(E) BANNER PRINTING ON PVC WITH FRAME
 (2) Wooden Frame installation view



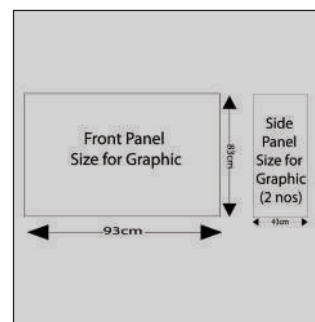
(F) DIGITAL PRINTING ON FASCIA



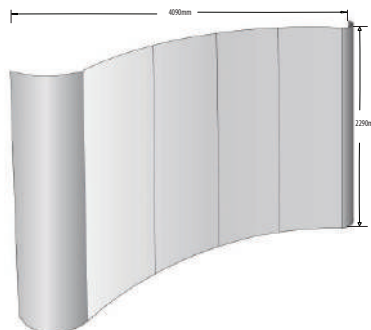
(G) DIGITAL PRINTING OF LOGO ON FASCIA



(H) DIGITAL PRINTING ON LOCKABLE COUNTER



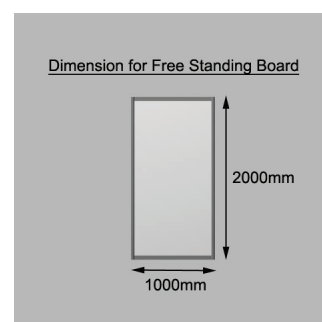
(I) DIGITAL PRINTING ON POP UP



(J) DIGITAL PRINTING ON ROLL UP



(K) DIGITAL PRINTING FOR FREE STANDING





Deadline: 17th October 2021

Carpet Order Form-15

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

Please Note: Before placing your carpet order please check what is the carpet colour provided by the organizer for Shell Scheme or Upgrade Shell Scheme and for passage carpet.

Specification: Needle Punch Carpet

Rate: USD 13 Per Sq Meter x Area Total Cost

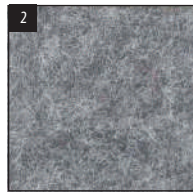
Please place a tick in the box below corresponding to the colour code you would like.

* 5% VAT shall be applicable on all services

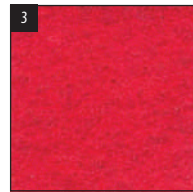
NEEDLE PUNCH CARPET



1038



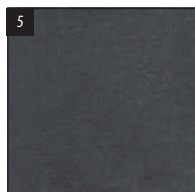
2020



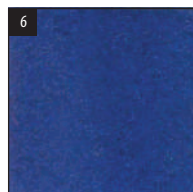
3039



5053



2021



5055

Any orders submitted after the deadline date are subject to availability and may incur a 20% surcharge.
 For any additional items requirement please contact Exhibitions & More



Deadline: 17th October 2021

Carpet Order Form -15A

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

• Late orders will be subject to availability +20% surcharges.

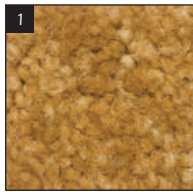
Rate: USD 25 Per Sq Meter x Area Total Cost

Note: Minimum Order Should be 30 Sq Meter or Above

Please place a tick in the box below corresponding to the colour code you would like.

* 5% VAT shall be applicable on all services

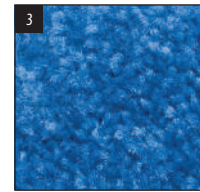
Cut Pile



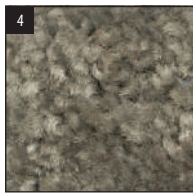
SFD-4156



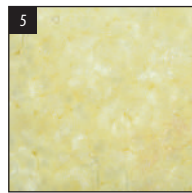
SFD-2133



SFD-511



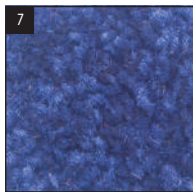
SFD-7233



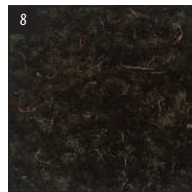
SFD-9288



SFD-822



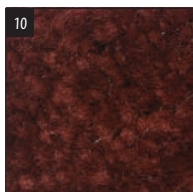
SFD-514



SFD-728



SFD-322



SFD-2166



Deadline: IMMEDIATE

DESIGNING BRIEF FORM-16

(Pls Print or Type)

Show Name: _____

Company Name: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ E-mail: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

EXHIBITION DETAILS

Exhibition Name: _____ Date: _____

Venue: _____ Stand no. _____ Area: _____

STAND CONSTRUCTION

Required for: Rental Purchase

Type: Modular Custom Upgraded Shell Scheme

Budget: <Dhs.30k Dhs.30k – Dhs.60k Dhs.60 – 100 Above 200k

Dhs.100 – 150k Dhs.150k – 200k

Specific requirement:

Flooring:	Walling:
Company Colour:	Electrical:
Furniture:	Graphics:
Audio Visual:	Stand Help:
Display items:	Dimensions and Weight:

Special construction: Platform Mezzanine High Tower

Other requirements:

	Big	Med	Small	Size	Nos.	Size	Type	Remarks
Reception					A/V Req.			
Meeting Area								
Storage								
Presentation								
Hospitality					Graphic Req.			
Catering Bar								
Pantry					Others			
Work Stations								

* 5% VAT shall be applicable on all services

Documents Available:
Rough Designs Photos Floor Plan Corporate Brochures

Submission Deadline: _____ Signature: _____



Deadline: 01 October 2021

Stand Building Contractor & Stand Design Approval (for Space Only Exhibitor) - 17

By Organizer:
 Al Fajer Information & Services

Return Copy to
 Al Fajer Information & Services
 P.O. Box: 11183, Dubai, United Arab Emirates
 Tel: +9714 3406888 Fax: +971 4 3407758
 Email: mohan@alfajer.net

Please indicate STAND CONTRACTOR (FOR SPACE ONLY EXHIBITOR) in the Subject line

Company Name _____ Stand No _____

Address _____

Telephone _____ Fax _____

Email _____

Contact Person _____ Position _____

We advise that the following contractor has been appointed to erect the above stand or install electrics at the above exhibition. We also confirm that they have read and understood the relevant regulations as issued by Dubai World Trade Centre (L.L.C.) and, therefore, agree to above the same.

Appointed Contracting Company : _____

Address : _____

Contact Person/s : _____

Tel : _____ Fax : _____

E-mail: _____ Mobile: _____

Details of works to be carried out including dimensional drawings showing the **front, side & back perspectives, elevation and floor** layout of the stand, must accompany this form. **All double storey stands must provide the necessary documentation in duplicate.**

Constructional details shall also be submitted, in duplicate, where it is intended to:

- Erect a multi-storey stand, platform floor or stage.
- Provide for a closely seated audience of 15 or more persons.
- Construct a stand exceeding 4m in height.
- Construct a stand where there is greater than 10m from any part of the stand to gangway.

There are specific regulations concerning stairway, ramps, exits and means of escape, for further clarification please see section regarding Erection of Stands in the manual for Stand fitting and Electrical Regulations.

Electrical Details

Electrical installations shall be of a nature to ensure safety in the utilization of electricity and shall be carried out in a competent manner.

These Plans, sections, specifications and written particulars shall be submitted on suitable materials in a clear and intelligible manner and to a **scale of at least 1:200**

Signed: _____
 For and on behalf of the Exhibitor

Date _____

Signed: _____
 For and on behalf of the Contractor

Date _____

Note: Please Read Page No. 6 - 17 (For contractors guidelines please refer page 11)

**PLEASE PROVIDE ALL DATE REQUESTED TO ENABLE US TO ACTION YOUR ORDER
 PLEASE KEEP A COPY FOR YOUR RECORDS.**

THIS FORM HAS TO BE SUBMITTED ALONGWITH YOUR STAND DESIGN.



Form No. 17 A

Exhibition Stand Structure Form



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.



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

EXHIBITION DETAILS

Event Name	ARAB PLAST 2021		Event date(s)	15 - 18 November 2021
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"/>		<input type="checkbox"/>	<input type="checkbox"/>



Exhibition Stand Structure Form



Double Decker Stands

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

- Structural Drawings, Design Calculations and General Arrangement of Structure
- Design of Members / Elements (beam, column, slab)
- Design of Connections and Base Plate (considering anchor of base plate with permanent flooring is not allowed)
- Architectural Drawings i.e. Plan, Elevation, Sections
- Elevations Drawing (front, side and back)
- Design / Detail of Handrail and Staircase Details
- Structural Connection Details of Members
- Base Plate Sizes (Use min 400 x 400 x 12mm Mild Steel Plate)
- Structural Materials Details
- Undertaking Letter (Refer to note below)
- Items of special risk (if yes, please complete the Submission Forms for High Risk Equipment and Substance)

YES	NO
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<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 octononm 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



Form No. 17 C

Exhibition Stand Structure Form



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.