

IMPORTANT SCHEDULE

Halls 2, 3 & 4

2 Days Build-up Only

Build – up Schedule for Space Only / Customized Stands 3 - 4 February 2019		
SUNDAY	3 February 2019	08:00 – 22:00
MONDAY	4 February 2019	08:00 – 20:00

Halls 5, 6, 7, 8 & Sheikh Rashid Halls

3 Days Build-up Only

Build – up Schedule for Space Only / Customized Stands 2 - 4 February 2019		
SATURDAY	2 February 2019	08:00 – 22:00
SUNDAY	3 February 2019	08:00 – 22:00
MONDAY	4 February 2019	08:00 – 20:00

Note: All contractors are requested to finalize their work on 4 February 2019 at 20:00 otherwise fine will be charged.

Collection of Exhibitors Package (Sheikh Rashid Hall opposite Hall 7)		
SUNDAY	3 February 2019	15:00 – 20:00
MONDAY	4 February 2019	08:00 – 20:00

Note: Kindly ensure to collect the exhibition package and badges in order to get an access to the exhibition halls.

Exhibitors Stand Preparation & Display of Exhibits for Shell Scheme and Space Only Exhibitors		
MONDAY	4 February 2019	08:00 – 20:00

Exhibition Official Opening Hours		
TUESDAY	5 February 2019	10:00 – 18:00
WEDNESDAY	6 February 2019	10:00 – 18:00
THURSDAY	7 February 2019	10:00 – 18:00

Removal of Exhibits and Dismantling of Stands		
THURSDAY	7 February 2019	18:00 – 23:00
Final Dismantling of Stands		
FRIDAY	8 February 2019	08:00 – 23:00

Important note:

- Exhibitors who have booked shell scheme stand are not allowed to access into the halls during the build-up days for the Official and Private Contractors. Unloading of goods and display of exhibit must be done after the build-up period, **4th February 2019**. To ensure smooth operations on-site the exhibitors are requested to follow the above-mentioned schedule.
- For “Space Only” Exhibitors who will have their stands built by Private Contractors are requested to coordinate with our Official Stand Contractors (Top Exhibition) for the exact time of their build-up and tear-down.
- The stand must be occupied by **4th February 2019**, otherwise the organiser will reserve the space or deal with it in any way they think it will fit and retain any sum of money already paid.
- Exhibitors are allowed to access into the halls one hour before the official opening hours for any work completion.
- The exhibition halls will close at the exact given time.



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5 - 7 February 2019

Dubai International Convention and Exhibition Centre, Dubai - UAE

GENERAL INFORMATION

1. ORGANISER'S OFFICE

The Organiser's Office is fully operational throughout the exhibition including build up & tear down, which is located adjacent to the main entrance of Hall 7, Room 7.1, Dubai International Convention & Exhibition Centre (DICEC).

2. THE VENUE

Venue Address: Dubai International Convention & Exhibition Centre (DICEC)

P.O. Box: 9292, Sheikh Zayed Road, Dubai – United Arab Emirates

Tel: +971 4 3321000; Website: www.dwtc.com

Conference Halls: Sheikh Maktoum Hall A, B, C, and Sheikh Rashid Hall D, E, F.

Exhibition Halls: 2, 3, 4, 5, 6, 7, 8, Sheikh Maktoum Hall and Sheikh Rashid Hall.

3. EXHIBITION OFFICIAL INAUGURATION

AEEDC Dubai 2019 Exhibition will be officially inaugurated on **Tuesday, 5th February 2019 at 10:00**. During the inauguration, the exhibition halls will be sealed off for security purposes and exhibitors will be subject to a security search. Please note that only exhibitors wearing badges will be allowed to enter at this time.

4. EXHIBITOR BADGES

Identification badges will be issued to all stand personnel. Strict security will be maintained at the exhibition site and exhibitors without their badges are not allowed to enter the exhibition hall(s). A number of exhibitor badges will be issued free according to the size of the exhibitor's stand. These are not transferable.

BOOTH SIZE	NUMBER OF EXHIBITOR BADGE
9sqm – 15sqm	3 badges
18sqm – 24sqm	4 badges
27sqm – 34sqm	6 badges
36sqm – 48sqm	8 badges
54sqm – 72sqm	15 badges
74sqm – 90sqm	25 badges
91sqm & above	30 badges



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* For additional request of badges, a fee of 210 AED for each extra badge is applicable. You may also pay at the Exhibitors Package Collection Counter.

Note: These badges do not permit entry to the Conference Halls.

5. EXHIBITOR'S PACKAGE

Exhibitors will be provided an exhibition package which contains useful information and exhibitor badges. Please collect your package on **3rd or 4th February 2019** at the Exhibition site.

6. STAND CONSTRUCTION

a. The Organiser's have appointed **Top Exhibition** as the **Official Stand Contractor** for shell scheme stand construction and technical services at the Exhibition. **Top Exhibition** will be responsible for the supervision

and erection of Shell Scheme exhibition stands and will provide full on-site technical services. They are also responsible for stand servicing and maintenance through their contractors or sub-contractors for the whole period of the exhibition.

b. The Organiser's have selected **Bigdot** as the **Preferred & Recommended Stand Contractor** for space only stands.

7. FURNITURE & DISPLAY AIDS REQUIREMENT

The Official Stand Contractor offers furniture and display equipment on a rental basis for the duration of the exhibition. Please refer to Furniture / Display Aids Order Form 6.

8. ELECTRICAL REQUIREMENT

All electrical requirements must be undertaken and approved by the Official Contractor. Please refer to Electrical Order Form 7.

9. NOTICE OF INTENTION TO ERECT A STAND AND/OR CARRY OUT ELECTRICAL INSTALLATIONS

Exhibitors, who wish to build their stand and/or carry out electrical installations on their own, may do so. Exhibitors must provide details of works to be carried out including dimensional drawings showing the front, side & back perspectives, elevation and floor layout of the stand. Please refer to Forms 1 to 5.

10. CONTRACTOR ACCESS & BADGES

All contractors must follow the procedure below for access to the halls during build-up and tear down:

Contractors' Access during build up and tear down:

The below rules and regulations have been introduced by DWTC's Protocol and Security and are required by the Dubai Naturalization and Residency Department. For smooth build-up and tear-down access, please ensure that all your contractors follow the rules and regulations.

Temporary Contractor Badge

- **Local Contractors (UAE Based)**

Individual Application

All contractor staff must report to the cashier's cabin at either the Za'abeel or main marshaling yard to receive a temporary contractor badge in exchange of a valid proof of identity. This can either be a UAE Labor or UAE National ID card, UAE driving license or a UAE government organization ID card which will be kept at the cashier's cabin until the contractor badge is returned.

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

Group Application

A contractor may also apply for DWTC's contractor badges for the company's entire team one hour before the build-up/tear-down starts. A representative of the company should submit the application at the cashier's cabin at either the Zabeel or main marshaling yard along with each staff's original proof of identity (UAE Labor or UAE National ID, UAE driving license or a UAE government organisation ID) which will be kept at the cashier's cabin until the contractor badges are returned.

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

- **International Contractors (Non-UAE Based)**

All contractor staff must report to either the cashier's cabin at the Za'abeel marshaling yard to obtain a temporary contractor badge in exchange of a passport copy. The badge will be valid for a maximum of 15 days. A charge of AED 200.00 per badge applies; these AED 200.00 represent an entrance fee of AED 100.00 and a refundable deposit of AED 100.00. The refundable deposit can only be claimed upon returning the badge within 15 dates from the date of payment.



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Collection Points

DWTC contractor badges can be collected at:

- * International and local contractor badges: Cashiers cabin at the Zabeel marshalling yard
- * Local Contractor badges only: Cashiers cabin either the Za'abeel or the main marshalling yard
- * Loading docks of Sheikh Maktoum, Sheikh Rashid and Sheik Saeed Halls for pick-up drivers delivering goods. This facility will only be in operations upon prior approval and applies to local contractors only

Badges must be visible at all times.

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

Notes:

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

This policy is applicable to exhibition and conference contractors.

11. AUDIO VISUAL REQUIREMENT

A range of audiovisual equipment is available on a rental basis for the duration of the exhibition. Please refer to Audio Visual Requirement Order Form 8.

12. FREIGHT & SHIPPING SERVICES

The Organiser's have appointed and authorized **Schenker LLC** as the Official Freight Forwarder and Site Handling Agent for the event. Please refer to Shipping Instructions and Handling Tariff Form 9.

13. STORAGE OF EMPTY CRATES AND BOXES

The Exhibitors are not allowed to store boxes or crates within the exhibition halls. It is the exhibitor's responsibility to ensure that crates and boxes are quickly disposed or stored until required for reshipment at the end of the exhibition.

Exhibitors should avail of the services provided by the appointed Official Freight.



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14. INSURANCE SERVICES

The exhibitors shall indemnify and hold harmless **INDEX Conferences & Exhibitions Organisation Est.**, its personnel, agents, etc. against and from all liabilities, losses, damages, costs, charges, expenses, actions,

proceedings, claims and demands incurred by it and them as a result of or in connection with any loss, injury (including death) or damage directly or indirectly resulting from any act or omission of the exhibitor or any of its personnel, agents, contractors, and sub-contractors.

The exhibitor shall ensure that the Public Liability Policy referred to above, contains a waiver by the insurers of any and all rights of subrogation. They might otherwise be able to exercise against the Organiser's or any of its directors, officers, employees and agents. The Organiser shall be entitled to inspect the aforementioned policy.

15. STAND CLEANING SERVICES

The organizers will arrange for the general cleaning of the exhibition halls. Please refer to Stand Cleaning Services Order - <https://exhibit.dwtc.com/aeedc2019>

16. STAND CATERING SERVICES

Stand catering services are provided by Dubai World Trade Centre. Please refer to Stand Catering Services Order - <https://exhibit.dwtc.com/aeedc2019>

17. DATA & TELECOMMUNICATION SERVICES

Telephone, facsimile and data services are provided by Dubai World Trade Centre. Please refer to Data & Telecommunication Services - <https://exhibit.dwtc.com/aeedc2019>

18. VEHICLE / EQUIPMENT ARRIVAL SCHEDULE

For authorization of vehicle / equipment that need to be displayed, please contact the Organiser.

18. STAND SECURITY COVERAGE

For stand security coverage, please refer to Stand Security Coverage - <https://exhibit.dwtc.com/aeedc2019>

19. RIGGING

For any requirement for rigging, please contact the Organiser. Please refer to Rigging Order - <https://exhibit.dwtc.com/aeedc2019>



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20. BANKS /CREDIT CARDS/CURRENCY

Most International Banks are available in Dubai. Foreign currencies, cash, or traveller's cheque can be exchanged in Dubai. Visa, Master Card, American Express, and other International Cards are good for purchases at all outlets in Dubai. The official currency is the UAE Dirham (AED) and the exchange rate is 1 US Dollar = 3.685 Dirhams.

21. TELEPHONE, FAX & INTERNET FACILITIES

Local telephone and fax facilities are available at the organiser's office. However, international calls can be done through personal mobile phones through Etisalat phone booths, telephone cards can be purchased from Etisalat outlet located between concourses 5 & 6. Faxes can be received at the organiser's office. However, sending international faxes and using Internet can be arranged at the business centre (DICEC).

22. CAR PARKING FACILITIES

Parking Access: The following car parks are available for organisers, exhibitors, sponsors and visitors and operate on a first-come, first-served basis:

- Happiness Street Car Park: This parking facility offers a total of 3,715 spaces including dedicated spot for Electric vehicles, People of Determination, and 140 bicycle storage racks. The car park uses a smart parking technology solution with bay availability indicators and floor counts detailing available spaces.
- Multi - Storey Car Park: Behind Sheikh Rashid Hall (capacity: 1,160 cars)
- Sheikh Rashid Tower Car Park: Next to Arena Hall (capacity: 863 cars)
- Za'abeel Plaza Parking: Front of Za'abeel Hall 6 (capacity: 300 cars)
- Exhibition Plaza (capacity: 150 cars)
- Arena Plaza: Valet service (capacity: 140 cars)

Paid Parking Policy

A nominal parking fee per hour is applicable from Saturdays to Fridays. A parking token is issued on arrival and must be submitted for payment on departure. Lost parking token will be charged in addition to the respective hourly parking charges and is not refundable.

Vehicles are not allowed to park overnight neither to park within the 'no parking zones. Any vehicle left overnight or parked incorrectly and / or causing obstruction to other road users will be charged a daily fee plus administration fees. DWTC reserves the right to remove all vehicles violating the above.



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Disabled Access at the Venue

All exhibition halls, meeting rooms and public areas are accessible by wheelchair. Car park spaces are also reserved for the disabled. Toilets on the ground floor and above Exhibition Halls 6, 7 and 8 have disabled access, whilst all doorways and lifts accommodate standard wheelchairs and have low-level buttons. Visitor wheelchairs are subject to availability and can be borrowed from our Emergency Medical Services Station, located next to Exhibition Hall 5, by depositing an appropriate identification.

23. TRANSPORTATION

Public transports are widely available and offer a safe and convenient mode of transport.

The Dubai Metro station is located near the DWTC Exhibition Gates.

24. EXHIBITOR SERVICES SHOP

Located on Concourse 1, the Exhibitor Services Shop ensures that all DWTC products and services (pre-ordered or new orders) placed by exhibitors are delivered during the event. It is open during build-up and throughout the opening hours of the exhibition. The team can advise exhibitors on existing orders and help them place additional orders. The Exhibitor Services dedicated hotline number is +971 (0)4 308 6333 and their email is exhibitors@dwtc.com.

25. 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.



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26. EMERGENCY MEDICAL SERVICES (EMS)

The EMS station is located in the main concourse (Concourse 2) between Exhibition Halls 4 and 5. If you need assistance during your time at DWTC, please call +971 (0)4 306 4040 to speak to the on-duty medic or call the Command Control Centre on +971 (0)4 306 4600 / +971 (0)4 308 6212 for assistance. If you have no telephone, you can speak to the nearest member of the DWTC security staff who will assist you. The EMS team is available from 08:00 to 22:00 during build-up 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.

27. PRAYER ROOMS

The men's prayer room is located on level 2 opposite Exhibition Hall 5 and the ladies' prayer room is located on level 2 opposite Exhibition Hall 7. An additional ladies' prayer room is also available at the main entrance of Za'abeel Hall as well as in Sheikh Saeed Hall 3 when the hall is in operation.

28. RETAIL OUTLETS

There are a number of retail outlets available in Concourses 1 and 2 with most of them being operational from Saturdays to Thursdays. Please note that those shops are not managed by DWTC.

Spectrum – Digital Print

Concourse 1, between Halls 2 and 3

Tel: + 971 (0)4 327 5900

Fax: +971 (0)4 327 5166

Email: dwtc@spectrumdubai.com

FedEx – Courier Company

Concourse 1, next to Hall 7

Tel: +971 (0)4 331 4216

Fax: +971 (0)4 331 0714

Customer Care Centre: 800 40 50

Blooms Florist – Natural and Artificial for Sale or Rent

Concourse 1, next to Hall 3 Tel: +971 (0)4 332 1255 Fax: +971 (0)4 331 7289

Emirates Post Office

Concourse 2, opposite Hall 6



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Airlink International – Freight Services

Concourse 1, next to Hall 2

Tel: +971 (0)4 332 5334

Fax: +971 (0)4 332 5155

Email: info@airlink.ae

Car Rental Companies

Concourse 1

➤ Dollar Rent A Car

Mobile Phone Shops

➤ Etisalat: Concourse 2, between Halls 5 and 6

Last Minute Services – Exhibition Stand Rental Services

Concourse 2, next to Hall 7

Tel: +971 (0)50 6526590

Tel: +971 (0)55 8132 148

Email: mb@uniqueuae.com

Life Pharmacy

Concourse 2, next to Hall 5

Tel: +971 (0)4 329 1162

Fax: +971(0)4 329 0959

Al Rostamani International Money Exchange

Concourse 2, next to Hall 6

Tel: +971 (0)4 332 8339

Fax: +971(0)4 332 6726 Email: ariedwtc@alrostamanigroup.ae

Banks (opening hours are from 08:00 to 13:00, Saturday to Thursday)

➤ **Emirates National Bank of Dubai**

Concourse 2, opposite Hall 8 and Concourse 1, next to Hall 4

➤ **ATM Machines Concourses 1 and 2**

29. FOOD OUTLETS

DWTC has a vast variety of food outlets to offer in addition to the ones from the adjacent 'ibis' and 'Novotel' hotels with the majority operating from Saturdays to Thursdays. DWTC also operates several themed food counters on Concourse 1 and 2. Their locations and opening times depend on the number of concurrent exhibitions.