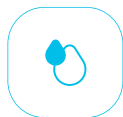


Under the patronage of HH Sheikh Ahmed bin Saeed Al Maktoum,
Chairman of the Dubai Supreme Council of Energy

WETEX 2021 DUBAI SOLAR SHOW 5-7 OCT

The Region's Largest Sustainability & Clean
Energy Technology Exhibition



EXHIBITOR MANUAL



DEWA IS THE OFFICIAL SUSTAINABLE ENERGY PARTNER OF EXPO 2020 DUBAI





MESSAGE FROM MD & CEO OF DEWA



Under the directives of His Highness Sheikh Mohammed bin Rashid Al Maktoum, Vice President and Prime Minister of the UAE and Ruler of Dubai, and the patronage of His Highness Sheikh Ahmed bin Saeed Al Maktoum, Chairman of the Dubai Supreme Council of Energy, DEWA organises the Water, Energy, Technology, and Environment Exhibition (WETEX) and Dubai Solar Show. This supports the vision of the wise leadership to promote the sustainable development of the UAE and consolidate Dubai's position as a global hub for green economy.

The 23rd exhibition, which DEWA organises from 5-7 October 2021 at Dubai Exhibition Centre – Expo 2020 Dubai, is an exceptional opportunity for exhibitors and visitors from all over the world. They will be part of the first international Expo in the Middle East, Africa and South Asia and one of the first major events in the world since the start of the COVID-19 pandemic. The UAE, thanks to the vision of the wise leadership, has become one of the most successful countries in recovering from the pandemic.

Over 22 years, WETEX has become one of the largest and most important specialised exhibitions and an annual event awaited by organisations from the energy, water, environment, oil, gas, green development and related sectors from the region and the world. They can present products and solutions, as well as discuss the best practices and the latest technologies and innovations. The exhibition is an opportunity to reach thousands of exhibitors to make deals, build partnerships, and view the latest technologies and innovations in the energy, water, renewable energy, and environment sectors, as well as learn about market needs, especially in view of the increased adoption of renewable energy technologies in the UAE and the region. Visitors can take part in the busy schedule of specialised seminars and workshops by experts and professionals in the green economy, smart cities, innovation, and sustainable development.

I look forward to welcoming you to WETEX and Dubai Solar Show 2021 and take this opportunity to thank our partners, sponsors, and exhibitors. I wish you a very successful participation in this exceptional exhibition.

HE Saeed Mohammed Al Tayer

MD & CEO of DEWA and Founder and Chairman of WETEX

Dear Exhibitor,

Dubai Electricity & Water Authority (DEWA) has specially prepared this Exhibitor Manual to assist you in your participation. Exhibitors are requested to read the manual carefully and thoroughly in order to familiarize themselves with the preparations and procedures for the event.

Some of prices such as Water, Electricity, Internet, Cleaning, Telecommunication and main charges are subject to change in case the Venue owners - Dubai Exhibition Centre change their prices. Also, amendment / changes, if any, will be notified separately by DXB Live with approval of WETEX - DEWA organizing committee.

Should you require any further information or assistance, please contact the concerned person in the key contacts below or at the Organiser's Office during the exhibition period.

Your key contacts are listed below:

The Organiser

DUBAI ELECTRICITY AND WATER AUTHORITY

P.O. Box: 564, Dubai, U.A.E.

Contact: **Branly Nassour**

Vice President

Email: branlyn@dewa.gov.ae

Tel: +971 4 3220003 / +971 4 3220607

MARKETING	SEMINARS
<p>Ms. Khuloud Alali Dubai Electricity & Water Authority PO Box 564, Dubai – UAE Mob: 0505520507 Email : media@wetex.ae / khuloud.alali@dewa.gov.ae</p>	<p>Shahla Ahmed Mohd Bin Suleiman Dubai Electricity and Water Authority P.O. Box: 564, Dubai, U.A.E. Tel: +971-4-3222403 E-mail: shahla.binsuleiman@dewa.gov.ae</p>

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

With Best Regards,

**WETEX ORGANIZING COMMITTEE,
DUBAI ELECTRICITY AND WATER AUTHORITY**

EXHIBITOR MANUAL

**WETEX 2021 DUBAI SOLAR
SHOW 5-7 OCT**

Dubai Exhibition Centre EXPO 2020 Dubai

North Halls : 1A, 1B, 1C, 2A, 2B

South Halls : 1A, 1B, 1C

<https://www.wetex.ae/>

**Organised by:
Dubai Electricity & Water Authority (DEWA)**

The contents of this manual is subject for review by the Organiser

INDEX

EXHIBITION OVERVIEW/ GENERAL INFORMATION	
DEC Access and RSA QR Code Map	5
Exhibition Timetable.....	6-7
CONTACTS.....	
OFFICIAL SERVICE PROVIDERS	
DXB LIVE - Official Contractor	8
Airlink International UAE - Shipping & Freight Forwarding.....	8
Blue Lemon Group – Floor Management Team (Stand Approvals).....	8
24/7 Contact Centre.....	8
Event Plus Shop.....	8
EXHIBITOR CHECKLIST & ORDER FORM.....	9
LOGISTICS	
Logistics Details and Shipping Guidelines	10
Airlink International – Official Freight Forwarder	11-16
BADGES POLICY	
Access Control - Badges	16-17
EXPO 2020 Accreditation	18
Contractor Accreditation during Build-up and Tear-down.....	35
Delivery Passes	35
Branded Vehicles	35
Security and Screening.....	35
Entry and Exit Inspection.....	35
Delivery Passes	35
Removal and Waste	36
Cleaning	36
Rigging.....	36
Covid-19 Guidelines.....	37
OFFICIAL CONTRACTOR SERVICES	
Stand Package & Perspective (9sqm).....	38
Stand Graphics Guidelines.....	39
Standard Stand Package – Shell Scheme Stand	40
Guidelines for Shell Scheme Exhibitors	42
Guidelines for Space Only Stands.....	43-48
GENERAL RULES.....	
Presentation of Exhibits	49

Delivery of Exhibits	49
Removal of Exhibits.....	50
Manning of Stand.....	50
Collection of Rented Furniture.....	50
Electrical Guidelines	50
INSURANCE AND PERFORMANCE BOND	
Insurance	51
Performance Bond.....	51
Letter of Undertaking	51
VENUE GUIDELINES AND POLICIES	
Health and Safety and Regulations and COVID Guidelines	51
Risk Assessment and Method Statement	51
Special Effects / High Risk Equipment and Substance Approvals / Vehicles Display on Stands	51
Emergency Procedures and Evacuation Plan	51
Telecommunication Services	51
Data & Telecoms Services	51
Live Entertainment.....	52
Gifts & Giveaways I Products Display	52
Raffles and Draws	53
Service and Display of Licenced Beverages.....	53
Parking Facilities	54
Accessibility for People of Determination at DEC	54
Wheelchairs	55
Stand Catering	55
Lost and Found.....	55
Emergency Medical Services (EMS)	55
Prayer Rooms.....	55
Food Outlets.....	55
APPENDICES	56
ORDER FORMS.....	57-75

This Manual includes information with PDF links which can be downloaded online

If you are unable to download the PDF, please contact us at dxblivecc@dwtc.com or please refer to your Online Manual for further information.

EXHIBITION OVERVIEW/ GENERAL INFORMATION

DEC Access and RSA QR Code Map



SCAN QR CODE
OR TYPE URL
BELOW TO GET
DIRECTIONS

https://tpthub.com/expo2020_RSA



EXHIBITION TIMETABLE

BUILD UP

Item	Date	Timing (From)	Timing (To)
Official Contractor	3 rd October 2021	00:01	23:00
Access for Space Only Contractors / Exhibitors	3 rd October 2021	06:00	23:00
Access for Space Only Contractors / Exhibitors All stand build to be completed by 21:00hrs	4 th October 2021	00:01	21:00
Access for Shell Scheme Exhibitors (No private vehicle access to loading bay areas)	4 th October 2021	11:00	18:00
<ul style="list-style-type: none"> Branded vehicles are NOT allowed within the EXPO complex. <i>(please see page 15 for further information on access procedures)</i> NO Private Vehicles are allowed at the Loading Bay at any time. Delivery of Heavy Equipment will not be allowed from 4th October. Please contact Blue Lemon Group for further assistance. <p>(All exhibits and displays to be completed on or before 21:00 hrs due to sanitization of the halls)</p>			

SHOW TIMING

Item	Date	Timing (From)	Timing (To)
Inauguration Ceremony / Show Opening	Tuesday, 5 th October 2021	10:00	18:00
Open to Business Visitors	Tuesday, 5 th October 2021	10:00	18:00
Open to Business Visitors	Wednesday, 6 th October 2021	10:00	18:00
Open to Business Visitors	Thursday, 7 th October 2021	10:00	18:00

BREAKDOWN / TEARDOWN

Item	Date	Timing (From)	Timing (To)
Product Removal & Shell Scheme Shell Scheme Stands will start dismantling from 19:00 hrs and exhibitors occupying shell scheme should ensure that their products & displays are removed promptly	Thursday, 7 th October 2021	18:00	23:59
Space Only Stand fitting materials, machinery equipment & all exhibits items should be cleared no later than 15:00hrs	Friday, 8 th October 2021	00:01	15:00
<ul style="list-style-type: none"> Branded vehicles are NOT allowed within the EXPO complex (please see page 15 for further information on access procedures). NO Private Vehicles are allowed at the Loading Bay at any time. <p>(All exhibits and displays must be removed on or before 15:00 hrs and ensure to vacate and clear the halls before 20:00 PM of 8th October 2021)</p>			

Goods left unattended at the end of the exhibition with no written instruction to Organiser will be moved from the halls at 16.00 hrs of 8th October 2021. The Organiser 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 Organiser reserves the right to remove any exhibit after 20:00 hrs on the break down date.

CONTACTS

OFFICIAL SERVICE PROVIDERS

Official Stand Contractor – DXB LIVE

Krystelle Macasero Exhibitor Services Manager Tel: +971 4 389 3901 +971 4 306 4713 Email: dxblivecc@dwtc.com	Jennifer Abustan Event Account Manager Tel: +971 4 308 6279 Mobile: +971 50 398 5301 Jennifer.Abustan@dwtc.com
--	---

Shipping & Freight Forwarding – Airlink International UAE

William Lobo Manager - Exhibitions Tel.: + 971 4 332 5334 Mobile: +971 55 2206547 Email: william@airlink.ae	Mohamed Tantawy Assistant Manager – Exhibitions Tel: +971 4 332 5334 Mobile: +971 55 1070772 Email: Mohamed@airlink.ae
--	---

Blue Lemon Group – Floor Management Team (Stand Approvals)

Heinrich Grebenstein Senior Technical Safety Officer BLG Event Management Mobile: +971 50 3073132 Email: wetex.design-submissions@blg-events.com	
--	--

DEC (Venue Management)

Emergency Numbers

24/7 Contact Centre Call: UAE Toll-free: 800Event (38368) Email: support@eventplus.ae Website: DEC Website: www.expo2020dubai.com/DEC Event Plus Shop Located respectively in the North and South Concourses, the Event Plus Shops ensure 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.	In an emergency dial the following DEC numbers: Fire: 997 Ambulance: 998 Police: 999 Alternatively, an alarm of an emergency can be raised through any security guard.
--	---

EXHIBITOR CHECKLIST & ORDER FORM

Form No.	EXHIBITOR CHECKLIST & ORDER FORM	RETURN TO	FORM	DEADLINE	ACTIONED ✓
1	Fascia (Mandatory for Upgraded Shell Scheme Exhibitors ONLY)	DXB Live dxblivecc@dwtc.com	1	15 th September 2021	
2	Catalogue Entry (Mandatory to all Exhibitors)	DXB Live dxblivecc@dwtc.com	2	15 th September 2021	
3	Catalogue Advertisement	DEWA media@wetex.ae	3	15 th September 2021	
4	Visitor Invitation	DEWA semar.kamaluddin@dewa.gov.ae	4	15 th September 2021	
5	Public Relations	DEWA media@wetex.ae	5	15 th September 2021	
6	Temporary Booth Attendant	DXB Live dxblivecc@dwtc.com	6	15 th September 2021	
7	Indemnity and Waiver	DXB Live dxblivecc@dwtc.com	7	15 th September 2021	
8	Stand Design Brief	DXB Live dxblivecc@dwtc.com	8	31 st August 2021	
9	Stand Structure Form/Stand Design Approval (Mandatory for all Space only/Custom Stands) Performance Bond***	Blue Lemon wetex.design-submissions@blq-events.com	9	31 st August 2021	
10	Risk Assessment		10	31 st August 2021	
11	Method Statement		11	31 st August 2021	
12A	Letter of Undertaking (For International Contractors)	DEWA afreen.eqbal@dewa.gov.ae	12A	31 st August 2021	
12B	Letter of Undertaking (For Local Contractors)		12B	31 st August 2021	
13	Freight Forwarder	Airlink International william@airlink.ae	13	1 st September 2021	
	Official Contractor Services (DXB Live):				
	Banners & Graphics (Optional)	Event Plus https://www.eventplus.ae/wetex	Online		
	Shell Scheme Furniture (Optional)		Online		
	Technical Production (Audio Visual) (Optional)		Online		
	Utilities/Main Power Supply (Mandatory for all Space only stands)		Online		
	Rigging (Mandatory for all Stands having Hanging Elements)		Online		
	DEC Venue Services:				
	Data & Telecom (Wifi) (Optional)		Online		
	Catering (Optional)		Online		
	Cleaning (Optional)		Online		

PLEASE NOTE:

All Forms must be returned to the representative bodies within the stipulated deadline. In order to expedite requirements, please enclose all the necessary design plans, publicity materials and payments to the parties concerned. Exhibitors participating in the exhibition after the stipulated deadline are requested to submit ALL the necessary FORMS immediately.

LOGISTICS DETAILS AND SHIPPING GUIDELINES

AIRLINK INTERNATIONAL – OFFICIAL FREIGHT FORWARDER

1) Consignee Instructions

Kindly arrange to ship all shipments **"Freight Pre-paid"** consigned as mentioned below:

Consignments should be sent to Dubai ports (DXB or DWC Airports or Jebel Ali Seaport)

Consignee : Airlink International UAE
C/O WETEX 2021
P. O. Box 10466,
Dubai, United Arab Emirates
Attn: Mr. William Lobo
Tel: +9714 3325334. Fax: +9714 3325155.

Notify Party : (Exhibitor's Name)
WETEX 2021
(Hall and Stand No)
Dubai International Convention and Exhibition Centre

Note: -The air waybill / sea waybill / bill of lading / truck waybill must mention **"In transit to Dubai, UAE for WETEX 2021, and for re-export at the end of the exhibition"**.

The total number of packages, total gross weight & total volume of the freight must be indicated on the waybill and the same details must tally / match with the commercial invoice.

Separate house waybills must be issued for each individual exhibitor, when consolidated.

Please ensure you send a full pre-alert to Airlink International U.A.E

2) Cargo Arrival Deadlines and Port of Destination

- | | |
|--|--|
| ○ Sea freight arrival at Jebel Ali Seaport | 10 working days prior to exhibitor move-in date |
| ○ Airfreight arrival at DXB or DWC Airports | 8 working days prior to exhibitor move-in date |
| ○ Road freight arrival at UAE Border | 5 working days prior to exhibitor move-in date |
| ○ Courier shipment arrival at Airlink Office | 5 working days prior to exhibitor move-in date |

We strongly recommend that you ship on a direct service to the UAE port in order to avoid delays at transshipment ports.

Airlink International UAE cannot be held responsible for the late or non-delivery of goods, including additional surcharges incurred for shipments that fail to comply with the above mentioned arrival deadlines. Cargo arriving after the deadline dates as mentioned above will be subject to a minimum **25% late arrival surcharge** on the basic handling tariff.

3) Shipping Documentation

Documentation Required

The following documents are required for the temporary import clearance of goods in the UAE.

Shipments arriving by Sea freight: -

- | | |
|---------------------------------------|--|
| a. Commercial Invoice / Packing List: | 2 Originals and 3 Copies |
| b. Certificate of Origin: | 1 Original and 3 Copies |
| c. Bill of Lading: | 1 Original B/L or
1 Copy of Express Release Waybill |

- | | |
|---------------------------------------|---|
| d. H.S. Code Summary Sheet: | For shipments with more than one country of origin |
| e. *MSDS (Material Safety Data Sheet) | For shipments with lithium ion batteries or hazardous goods |

Shipments arriving by Air freight: -

- | | |
|---------------------------------------|--|
| a. Commercial Invoice / Packing List: | 2 Originals and 3 Copies |
| b. Airway Bill: | 1 Original and 2 Non-Negotiable Copies |
| c. H.S. Code Summary Sheet: | For shipments with more than one country of origin |
| d. *MSDS (Material Safety Data Sheet) | For shipment with lithium ion batteries or hazardous goods |

Shipments arriving by Road freight: -

- | | |
|---------------------------------------|--|
| a. Commercial Invoice / Packing List: | 2 Originals and 3 Copies |
| b. Certificate of Origin: | 1 Original and 3 Copies |
| c. Truck Waybill: | 1 Original and 2 Non-Negotiable Copies |
| d. H.S. Code Summary Sheet: | For shipments with more than one country of origin |
| e. *MSDS (Material Safety Data Sheet) | shipment with lithium ion batteries or hazardous goods |

* For Lithium ion batteries shipments being returned by air, please see section 11 for more details.

Commercial Invoice/Packing List

Please ensure the commercial invoice issued complies to the below requirements:

- Invoice has to be Commercial Invoice and not 'Pro-forma'
- Invoice has to be on shipper's original letterhead and should contain original company stamp in non-black ink and signed
- Invoice should have a date and an invoice number
- Invoice should be consigned as per consignee instructions mentioned on page 2
- Invoice should contain individual CIF values of all items and a total CIF Value
- Items cannot have a 'zero' or 'nil' value and must reflect true CIF values
- There should be total Gross weight and total CIF value at the end of the invoice
- Total Gross weight and total piece count on the invoice/packing list and Airway bill should tally
- If there are multiple page invoices, each page to contain a subtotal and the last page to contain the TOTAL Values.
- All individual weights and values to add up to the total gross weight and total CIF value of the shipment.

Certificate of Origin

This document is required for sea freight shipments and must be sent as an original, issued and attested by the Chamber of Commerce at origin. Please adhere to the below requirements:-

- Certificate of Origin must be addressed/consigned in exactly the same way as the Commercial Invoice/packing List above
- The document must clearly mention the total CIF value of the goods, total number of packages, total gross weight and volume of the shipment.

Important: Documents failing to meet the above requirements will result in Customs fines and possible delays in customs clearance.

For All Shipments

The original shipping documents must be sent to Airlink International, Dubai office 10 days prior to the arrival of the vessel if sent by sea freight or attached to the original AWB if the goods are sent by air.

A full pre-advice, with copy of all the above mentioned documents, should be sent to Airlink International prior to dispatch for pre-approval.

4) ATA Carnet Procedure

The requirements for processing importation using the ATA Carnet are mentioned below:

- All equipment (each and every item) which you are intending to ship under the ATA Carnet system must have engraved serial / identification numbers clearly visible. The same serial / identification numbers must also be mentioned in the ATA Carnet and Commercial Invoice and must match 100%.
- An invoice will need to be attached along with the ATA Carnet, as required by UAE Customs for import. The weight of the shipment on import must match exactly on re-export.
- Customs will check each item/piece of equipment during examination and if the numbers cannot be found or do not correlate to what is mentioned in the documents, the temporary importation of the shipment will/may be rejected and the ATA carnet will not be used or stamped
- The ATA Carnet number must be clearly mentioned on the air or sea waybill
- It should clearly list the country UAE, Dubai or Abu Dhabi on the front page
- Cargo and exhibits being shipped under ATA Carnet cannot be combined with any other permanent or temporary import goods not included in the ATA Carnet. This must be shipped on an individual and separate waybill. **Only 1 x ATA Carnet should be sent per waybill.**
- It should clearly mention the returning destination for the freight out of the UAE
- A copy of the commercial invoice must accompany the ATA Carnet as required by UAE Customs

The cargo details such as piece count, gross weights and CIF values mentioned on the Carnet should match with the details mentioned on the commercial invoice and air or sea waybill.

5) Restricted Cargo

United Arab Emirates regulations impose some restrictions on the importation of certain commodities into the country. If you are not sure if your product falls under this category, this can be checked and confirmed with the relevant UAE Embassy or Consulate at origin. We can also assist you in this matter.

Listed below are a few main restrictions:

- Importation of commodities such as alcohol or pork and products containing alcohol or pork or any of its by-products this is strictly restricted for import into the UAE
- Importation of products such as food items, live plants/flowers, tiles/marbles, wireless/radio, telecommunication/defense equipment and radioactive materials of hazardous nature, Cosmetics, Hazardous/Class rated cargo, etc. may have restrictions for importation into the UAE.
- Importation of exhibits such as weapons, ammunition, explosives or any other military equipment is strictly forbidden for import into the UAE.

However some commodities can be imported after obtaining prior approvals and special permissions from the necessary ministries. Import permissions are solely subject to approvals from the respective ministry and such goods must be shipped only after receipt of these import permits and our confirmation. Additional charges are applicable to secure such permissions and can be quoted upon request.

If you intend to ship any such items, please contact Airlink International at least 90 days prior to shipping.

6) Packing and Case Marking

Exhibits and cargo should be well packed and designed with internal padding and battens, suitable to the nature of the goods and the mode of transportation intended. The packaging should be able to withstand the entire journey, in case of temporary import the return journey also.

It should be capable of easy unpacking and re-packing, the use of screws and clips is highly recommended instead of nails which can damage the packaging.

All packages, shipped using any mode of transport, must be clearly marked for identification on arrival showing the below information:

Name of Exhibitor : _____
 Stand & Hall Number : _____
 Name of the Show : _____
C/o Airlink International UAE
 Dimensions : _____ Gross/Net Weight: _____
 Case Number : (i.e. 1 of 3, 2 of 3, etc) _____

7) Courier shipments, Digital Videos, CD-ROMs and Films

Courier companies generally cannot clear exhibits and equipment being sent for exhibitions in the UAE. Courier shipments are normally held with Customs when the volume or value is high. We therefore recommend you contact your courier company and ensure they are able to Customs clear and handle exhibition goods. In such cases we will try to assist but cannot be held responsible for late or non-delivery.

Please DO NOT send courier shipments addressed direct to your hall or stand/booth number. All courier shipments (up to 50 Kg / 0.3 CBM maximum) should be sent and addressed as follows: -

Airlink International UAE

Hall no 2, Dubai International Convention Centre
 Sheikh Zayed Road, P.O. Box 10466
 Dubai, United Arab Emirates
 Tel: +971 4 332 5334

Attn: Mr. William Lobo

A commercial invoice must accompany all courier shipments and a full pre-advance including a copy of the export courier waybill must be sent to Airlink International U.A.E **Attn: Mr. William Lobo by email: william@airlink.ae**

Exhibitors should get in touch with Airlink via William Lobo and pay cash for the handling charges incurred. The goods will then be delivered to your stand.

Shipments that require an advanced payment of Customs Duty or any freight charges will be refused, unless agreed in advance. Courier shipments must therefore be sent on a delivered Duty paid basis. All films, videos, slides, DVD and CD's are subject to UAE censorship, we request one copy of each DVD/CD-ROM to be couriered to us at least 30 days prior to the event for censorship processing. Clearance of such items is solely subject to approval of the UAE government authorities.

8) Temporary Importation, Customs Duties and Taxes

Temporary importation of goods is solely subject to the approval by the applicable Customs authorities. If Customs reject the application for clearance on a temporary importation basis, the goods will have to be imported permanently and the assessed Customs Duties and taxes will be applicable.

Goods intended for temporary importation must clearly bear serial numbers wherever possible and the same must match the commercial invoice. Customs may reject temporary importation and force permanent import when this information is not available.

All Customs Duty assessments are solely up to the discretion of UAE Customs. UAE Customs can re-evaluate the value declared on the commercial invoices and the Duty is calculated based on this revised value. In the event than an exhibitor wishing to dispose/sell his goods during the exhibition, the permanent importation of these items can be processed subject to approval from UAE Customs. However, Customs Duties and taxes will be applicable on these items in addition to an import conversion fee.

Any Customs Duties applicable to shipments that are sold during the event will be for the account of the respective freight agent or exhibitor. **Airlink will not collect duties and taxes from the local buyer.** The exhibitor should include the duties (5% of CIF value or as assessed by UAE Customs) and V.A.T (5.25% of CIF value) in their invoice to the buyer. An advancement fee of 15% of the paid Customs Duties and taxes amount will also apply, as per our tariff.

All exhibition shipments, including those for permanent import, are first Customs cleared on a temporary import basis and have to be re-exported within 90 days from the date of arrival into the UAE.

Otherwise a conversion entry is made and Customs duty will be applicable on a permanent import basis.

Please note that if shipments are re-exported to any GCC (Gulf Cooperation Council) Country then Customs duty & V.A.T has to be paid in the UAE (first port of entry) prior to re-export, which will take a minimum of 2 weeks.

9) Insurance

You are strongly recommended to check with your all risk Insurer that you are fully covered for all the work we may undertake on your behalf and to advise them of our conditions. As our tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor/client to arrange a Full Marine (Transport) Insurance covering transport of your goods from your domicile to the exhibition, and the return of the same back to your domicile at the end of the show, including the period your exhibits/goods are handled by Airlink International. Please also ensure that the Marine (Transport) Insurance is arranged for the exhibits/goods sold locally during the exhibition.

Airlink International will not accept any liability towards any loss/damage of your exhibits/goods.

10) Return Shipping

Full return shipping instructions must be given, in writing, to Airlink on-site staff during the show.

If requirements change after receipt of your return instructions, all updated requests must be submitted in writing. Additional costs may be incurred and charged accordingly. All return shipments are sent on a freight pre-paid basis. For any bookings made directly with airlines or shipping lines, an administration fee will be levied.

Bookings for FCL (full container loads) shipments must be given in writing by latest the opening day of the show.

This then allows us sufficient time to make the necessary booking with the shipping line. For any FCL bookings received after this date, the goods will have to be taken back to a warehouse in Dubai for loading and extra costs will be incurred.

We normally do not allow the handover of goods to another agent for return shipping, as the goods are under our temporary bond and the process can be very complicated and time consuming. If a shipment has to be handed over to another local freight agent for them to export out of the UAE we will require a security cheque from that agent for the full duties and taxes amount. Once the agent completes the export formalities correctly, fulfilling all the Customs requirements and after we have obtained the refund for the duties, the security cheque will be returned to the local agent. A handover fee will be applicable in such cases.

Return Shipping of goods containing Lithium Batteries

Any shipments returning from an event in the UAE, that contain Lithium batteries, the shipper must apply to the Dubai Civil Aviation Authority for a "No Objection Certificate".

Along with that application, an up to date MSDS (Material Safety Data Sheet) must be submitted.

Whether it's Lithium Ion or Metal, standalone or contained in equipment/packed with equipment. It will require a NOC (No Objection Certificate) from DCAA (Dubai Civil Aviation Authority).

The fee for the NOA application will be **\$75.00** per shipment in addition to the DGR Handling fees in cases where applicable.

11) Special Handling

For any package box or crate, which exceeds more than 2 tons per piece or with dimensions that exceed 2m x 2m x 1.5m (LxWxH), where special handling is required, we request exhibitors/clients to contact us, providing a detailed description of the goods in order for us to check and quote our handling charges on a case by case basis. For manpower or any equipment, which may be required to assist exhibitors, additional cost will be quoted upon request.

12) Special Notes

The show site yard is not a covered area, therefore all freight and empties moving in and out of the halls during the show are exposed to climatic conditions. Whilst we will do our utmost to cover freight and empties, we cannot be held responsible for any damage caused by climatic conditions. **Please note that there are no onsite storage facilities.**

All work carried out is subject to Airlink International standard terms and conditions of trading, copies of which are available upon request.

Deliveries and Storage

DEC cannot accept any deliveries on behalf of organisers nor exhibitors. Deliveries shipped directly to the Venue and not through the organiser's official freight forwarder can only be received and signed for by yourself or the freight forwarder during the tenancy.

DEC does NOT provide storage facilities. Please contact your freight forwarder for alternative solutions. Please note that all shipments must be delivered via the marshalling yards and loading docks as DEC does not allow any deliveries to the exhibition halls via the main entrances.

The following address format is to be used for all delivery purposes:

Dubai Exhibition Centre
Dubai UAE
Exhibitor Name
Exhibitor Hall & Stand Number

The shipment should always carry stickers with the following details:

- **Event name**
- **Event dates**
- **Exhibitor's company name, stand number, hall number / name**
- **Exhibitor's onsite contact name and contact details**
- **Description of shipment items and total number of items**

For offsite storage, please contact the official freight forwarder for assistance.

Any additional information on customs rules and regulations in Dubai can be found
www.dubaicustoms.gov.ae/en/Pages/default.aspx

Contractor Access

All contractors to adhere to EXPO 2020 Accreditation process. **Please refer to the DEC Access and RSA QR Code Map**

Important Notes:

- Contractors enter the venue at their own risk. DEC does not hold responsibility for any injuries caused or for any damage to a vehicle or property.
- Access for contractors is restricted to the tenanted hall(s) during build-up and tear-down.
- Access for stand equipment and contractors is only allowed via the back of the halls through the service yard. No materials or industrial trolleys are permitted through the front doors of the halls.
- All contractors are obliged to comply with the DEC's mandatory PPE regulations.

Access Control – Badges

1. Exhibitor

As an entrance control will be implemented for the exhibition area, digital badge must be requested for booth staff and other persons involved. Exhibitor staff wishing access to the exhibition outside the official exhibition hours, e.g. in the mornings to prepare the exhibit, must be in possession of an exhibitor badge. Each exhibitor is entitled to 5 free badges per exhibit space as below:

SN	Description	Size Occupied	No of Badges Max.
1.	Schell Scheme/ Open Space	9 sqm – 15 sqm	5
		16 sqm – 30 sqm	10
		31 sqm – 60 sqm	15
		61 sqm – 100sqm	20
		101 sqm – 150sqm	30
		151sqm - 200 sqm	40

- An email will be sent to the registered email address of all the confirmed exhibitors prior the event where you will be receiving a **username and password to access the WETEX system**.
- Exhibitors will be able to register the personnel details, edit, save and submit for issuance of the digital badges.
- Each email address can only be used once.**
- The individual confirmation with some general information and the barcode will be sent out immediately upon submission of the Exhibitor Badges through WETEX system.
- Digital badges will be issued to the email of the respective personnel.

Note: Prior submission of the Exhibitor personnel details, kindly ensure of the following:-

- Name, Designation and other details are correct and in order.
- Mobile and email id has to be unique for individual personnel.
- Changes can be made as long as the badge are not issued otherwise it cannot be change.**
- You can add personnel if the limit permits.

For Pavilions, Individual Exhibitor email id to be provided to have company/ exhibitor wise username and password.

2. VIP

For VIP Badges, to fill the Excel format below and send the list to Ms HEND Al Tamimi vide email add: hend.awadh@dewa.gov.ae

First Name	Last Name	Designation	Company Name	PHONE	MOBILE	E MAIL	Country Of Residence	Nationality

3. Visitor

For Visitors Badges, individuals are advised to register directly online through the following <https://www.wetex.ae/Registration> while for group attendees (25 nos. and above) to fill the Excel format below and send the list to Ms. Shaikha Al Balooshi vide email add: wetex2021-visitors12021@dewa.gov.ae

First Name	Last Name	Designation	Company Name	PHONE	MOBILE	E MAIL	Country Of Residence	Nationality

4. Media Badges

For Media Badges, to fill the Excel format below and send the list to our Media team:

Ms. Shaikha Awadh Al Meheiri @ shaikha.almheiri@dewa.gov.ae

Ms. Iman Al Marri @ iman.saeed@dewa.gov.ae

First Name	Last Name	Designation	Company Name	PHONE	MOBILE	E MAIL	Country Of Residence	Nationality

For General inquiries concerning badges, you may please contact Ms Monette Milar on mobile no +97155 2234916 and email id: Monette.milar@dewa.gov.ae

EXPO 2020 Accreditation

All event stakeholders (including but not limited to organisers, exhibitors, local dignitaries, VIP guests, media, speakers, entertainers/performers, hostesses/promoters/ushers, contractors and sub-contractors) should be accredited to enter Expo 2020 secure site which includes DEC.



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

Communication Pack

Accreditation, DMS and VAPP Process

Version 1 | issued on 12 September 2021



CONTENT

Organisers, Exhibitors, Speakers, Performers, Temporary Staff, Contractors and Volunteers Accreditation Process	3
Application Submission	4
DMS - Delivery Management System	9
VAAP - Vehicle Access and/or Parking Permit	16

Organisers, Exhibitors, Speakers, Performers, Temporary Staff, Contractors and Volunteers Accreditation Process

GENERAL NOTES

1. The Organiser completes the Accreditation Form (Bulk Upload Template) for all workforce (Organisers, Exhibitors, Speakers, Performers, Temporary Staff, Contractors and Volunteers) working on the event and returns it into a single zip folder to the DEC Accreditation Team (DECAccreditationTeam@dwtc.com) at the early stage of the event planning phase and no later than 15 calendar days prior to the workforce's arrival on site.
1. The validity of the badge is restricted to 15 calendar days per event.
2. Once the delegation has been confirmed, the bulk pass production is scheduled. The DEC Accreditation Liaison Officers (ALO) are notified when passes are ready to be collected from the Main Accreditation Centre (MAC), by scheduled appointment only. One representative only must collect their team's passes by providing their Emirates ID.
3. The DEC desk at the MAC is located at the entrance of 2020 Plaza, just below the EXPO2020 Dubai metro station.
5. In the event of an accreditation request being rejected, a notification will be sent to the Organiser by the DEC Accreditation team.

STEP 1 - Submitting Application for Accreditation Pass

BULK UPLOAD

All necessary fields in the Bulk Upload Template must be completed correctly. The following guidelines will assist you in ensuring the files are completed accurately including the Bulk Upload Template, the photos and the passport scanned copies.

	Family Name	First Name	Country of Nationality	Does the applicant have an Emirates ID ? (UAE Resident) Yes or No	ID Type	EID or Passport Number	ID Expiry Date	ID Issue Date	Passport Country of Issue	Passport Type	Name in Passport	Name in Pas (Arabic)
	Enter the Family Name as shown on the identity document.	Enter the First Name as shown on the identity document.	Select the applicant's Nationality as per their identity document.	Does the applicant have an Emirates ID ? (UAE Resident) Yes or No	Which type of identity document is the applicant providing?	Identity Document Number, without any spaces or dashes. (Emirates ID number is 15 digits in length)	Enter the Expiry Date as shown on the identity Document. Format: dd-mm-yyyy	Enter the Issue Date as shown on the Passport Format: dd-mm-yyyy	Select the Country of Issue for the Passport	Select the Passport Type from the list	Enter the Full Name as shown on the Passport	If able, enter Full Arabic Name shown on the Passport
	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory	Mandatory for Passport	Mandatory for Passport	Mandatory for Passport	Mandatory for Passport	Mandatory for
Sample 1	TAYLOR-THOMAS	CHLOE	United Kingdom (Britia	NO	Passport	555556789	31-Dec-2022	31-Dec-2012	United Kingdom (Britia	Normal	CHLOE GEORGIA TAYLOR-THOMAS	
Sample 1	ALAWADHI	EMAN	United Arab Emirates	YES	Emirates ID	777888123456789	06-May-2023					
1	SMITH	GEORGIA	ALGERIA	NO	Passport				ALGERIA		GEORGIA CHARLOTTE SMI	
2	ALAWADHI	EMAN	ALGERIA	YES	Emirates ID	435-3453453-3453						
3	AVALLONE	WILLIAM	ANDORRA	YES	EMIRATES ID	123456789012345			BELGIUM			
4	SDSAD	SADSAD	ANGOLA	NO	Passport	34 324 3234223 2344			BANGLADESH		SADSAD SDSAD	
5	SMITH	JOHN	ANTIGUA	NO	Passport	11-22			BARBADOS		JOHN SMITH	
...						11-22						
...												
199												
200						xx						

1. Enter all of the mandatory information using English letters only
2. Use the correct file names. Please refer to the example within the *Bulk Form for photos and passport scanned copies*
3. When saving scanned photos and passports, file names must match what is in the Bulk Upload Template.
4. Use the following date of birth format: DD/MM/YYYY
5. Make sure the Emirates ID fields are correctly completed. It should have 15 digits and should not contain any special characters including spaces, dashes or hyphens.
6. Make sure the passport number and the issue and expiry dates are exactly as they are in the passport.
7. Confirm that the scanned passport matches the information in the Bulk Upload Template.

Note: Once the file has been completed, SAVE the Bulk Upload Template in a separate folder along with all of the scanned photos and passports.

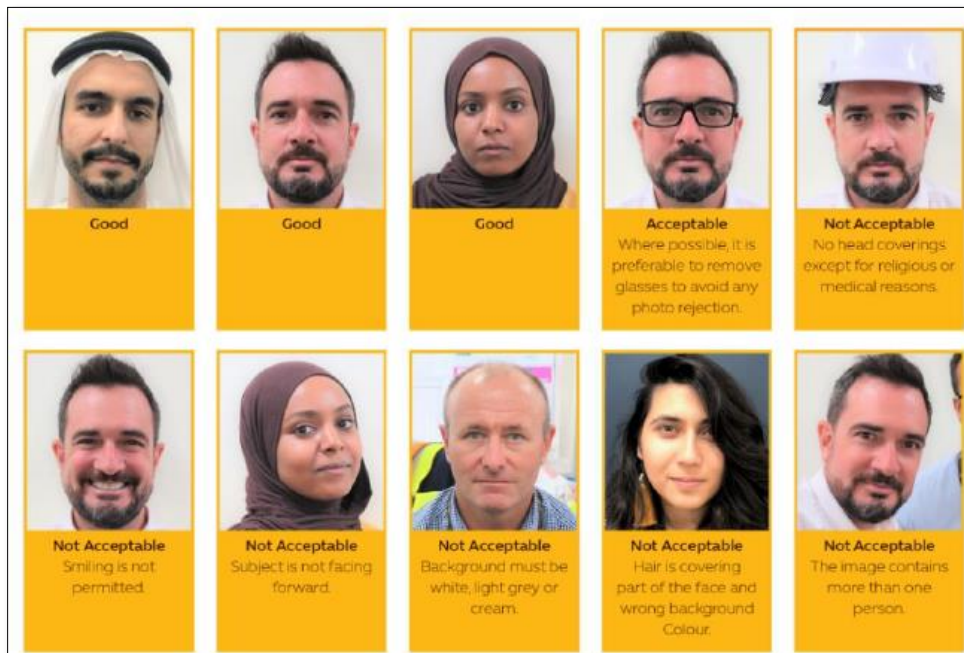
STEP 1 - Submitting Application for Accreditation Pass

PHOTO REQUIREMENTS

Standards of acceptable photos:

1. Photo file formats can be: .jpeg, .jpg, .png. The file name entered into the Bulk Upload Template should be: **firstname_lastname_photo.jpg**
2. It is necessary to specify the format type in the file name that is saved in the Bulk Upload Template.

Note: The photo must be full face, with light color background and neutral facial expression. Please remove head coverings except for religious or medical reasons. Ensure eyes are not obstructed by glasses. Photos taken on mobile devices are acceptable as long as they meet the photo specifications. Acceptable formats are .jpg and .png and a maximum of 4mb file size.



Headshot Photo (Filename)

Enter the complete **File Name and extension** to upload the image to be displayed on the Accreditation Pass. Acceptable file types are .jpeg .jpg .png
(format: **oliver_miller_photo.jpg** or **oliver_miller_photo.png**)
MANDATORY

example_lastname_photo.jpg

firstname_example_photo.jpg

firstname_lastname_photo.jpg

STEP 1 - Submitting Application for Accreditation Pass

IDENTIFICATION DOCUMENTS

UAE citizens and residents including UAE nationals, GCC nationals and expatriate residents

1. Each application must be supported by an identity document like an Emirates ID as the identification. The Emirates ID number and expiry date must be entered into the Bulk Upload Template.
2. Make sure the Emirates ID field is correctly completed. It should have 15 digits and should not contain any special characters including spaces, dashes or hyphens.

Note: The nationality entered in the Bulk Upload Template must match the Emirates ID. Failure to do so will delay the processing of the application for Accreditation.



Non UAE Residents: A passport is the only acceptable form of identification




1. For applicants using a passport, a scanned copy of the passport biographical information page is necessary. Acceptable file formats are: .jpeg, .jpg, .png, and .pdf.
2. The file name entered into the Bulk Upload Template should be in the following format: **firstname_lastname_passport.jpg**.
3. Make sure the passport number and the issue and expiry dates are exactly as they are in the passport.
4. Confirm that the scanned passport matches the information in the Bulk Upload Template.

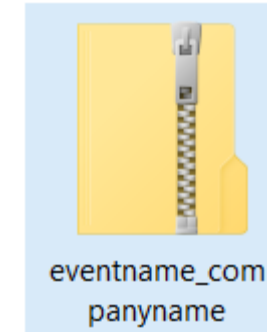
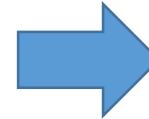
Passport Scan Filename
Enter the full file name and extension to upload the applicant's passport biometric page scan . Acceptable file types are .jpeg .jpg .png .pdf (e.g. oliver_miller_passport.jpg or oliver_miller_passport.pdf) MANDATORY FOR PASSPORT
example_lastname_passport.jpg
firstname_example_passport.jpg
firstname_lastname_passport.jpg

STEP 2 - Submitting Application for Accreditation Pass

COMPRESS THE FILE IN A ZIP FOLDER

1. After checking for accuracy, **the Bulk Upload Template, scanned photos and passports (where applicable)** must be saved into a single zip folder with no sub-folders.
2. When saving the scanned passports and photos, the file format should not be used as it is already a part of the file name. Refer to the below as an example.
3. Only 4mb files are accepted to process the accreditation. It should be sent through email (no wetransfer).
4. The Responsible Organization (RO) will fill the Bulk Upload Template Excel spreadsheet with all the necessary fields required and send it to DECAccreditationTeam@dwtc.com

 mohamed_yasir_passport	1/26/2020 5:13 PM	JPG File	654 KB
 Contact_Bulk_Upload_Template-GA_ACR...	9/5/2021 3:56 PM	Microsoft Excel W...	3,683 KB
 mohamed_yasir_photo	2/1/2021 11:59 AM	JPG File	7,644 KB



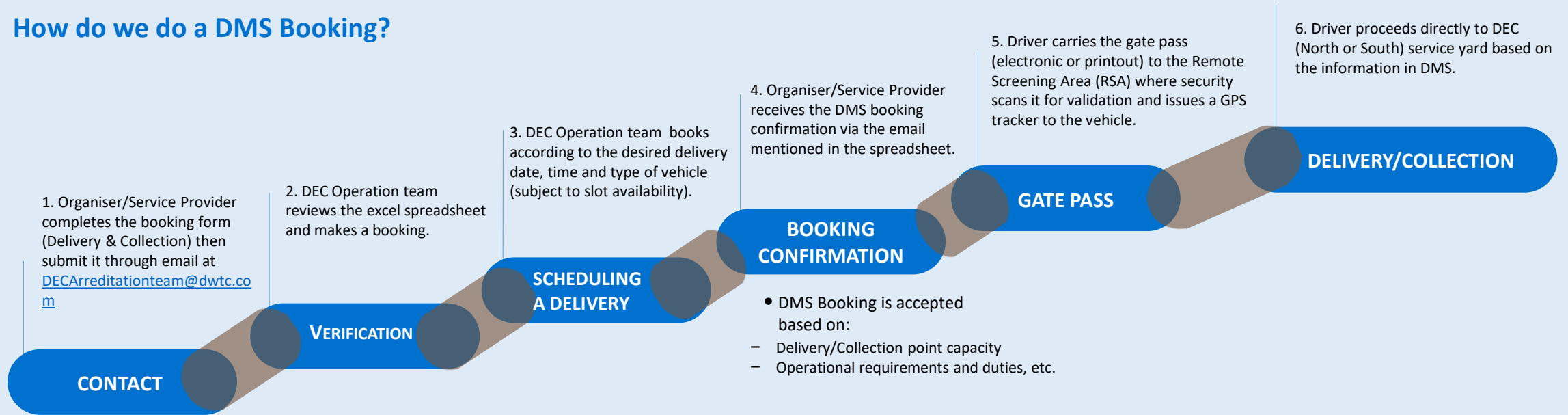
example_lastname_photo	Type: JPG File Dimensions: 768 x 1024
firstname_example_photo	Type: JPG File Dimensions: 768 x 1024
firstname_lastname_photo	Type: JPG File Dimensions: 768 x 1024

example_lastname_passport	Type: JPG File Dimensions: 1154 x 691
firstname_example_pasport	Type: JPG File Dimensions: 1154 x 691
firstname_lastname_passport	Type: JPG File Dimensions: 1154 x 691

Delivery Management System (DMS)

DMS is a centralized online scheduling system utilized by Organizers, Service Providers and Contractors and Internal DEC departments that regulates the flow of all vehicles carrying goods and vehicles performing services (such as stand builds, event logistics, maintenance) entering the DEC North and South service yards.

How do we do a DMS Booking?



When can I book a delivery/collection?

Early booking recommended to get your desired time slot(s). If the slot is not available you will be given the next available slot.

Where will I receive my Gate Pass?

You will receive a soft copy of the Gate Pass on the registered email.

GUIDELINES

1. Organisers, Service Providers and Contractors should complete the DMS form and submit it to DECAccreditationTeam@dwtc.com for verification and booking.
2. Slots for DEC North or South is 1 hour. **We do advise to arrive 15 minutes in advance and no later than 15 minutes after your assigned slot.**
3. If you have missed the slot booked for your company, you need to go to the RSA holding area DEC desk (Security cabin).
4. Assigned timing for each vehicle type to off load in the service yard are:

Vehicle Type	Off-Load Time Limit
40ft and above vehicle	1 hour
3.5T -13.5T vehicles	45 minutes
Pick-ups and small vehicles	30 minutes

Note: Vehicles will not be permitted to stay longer than the above time limit.

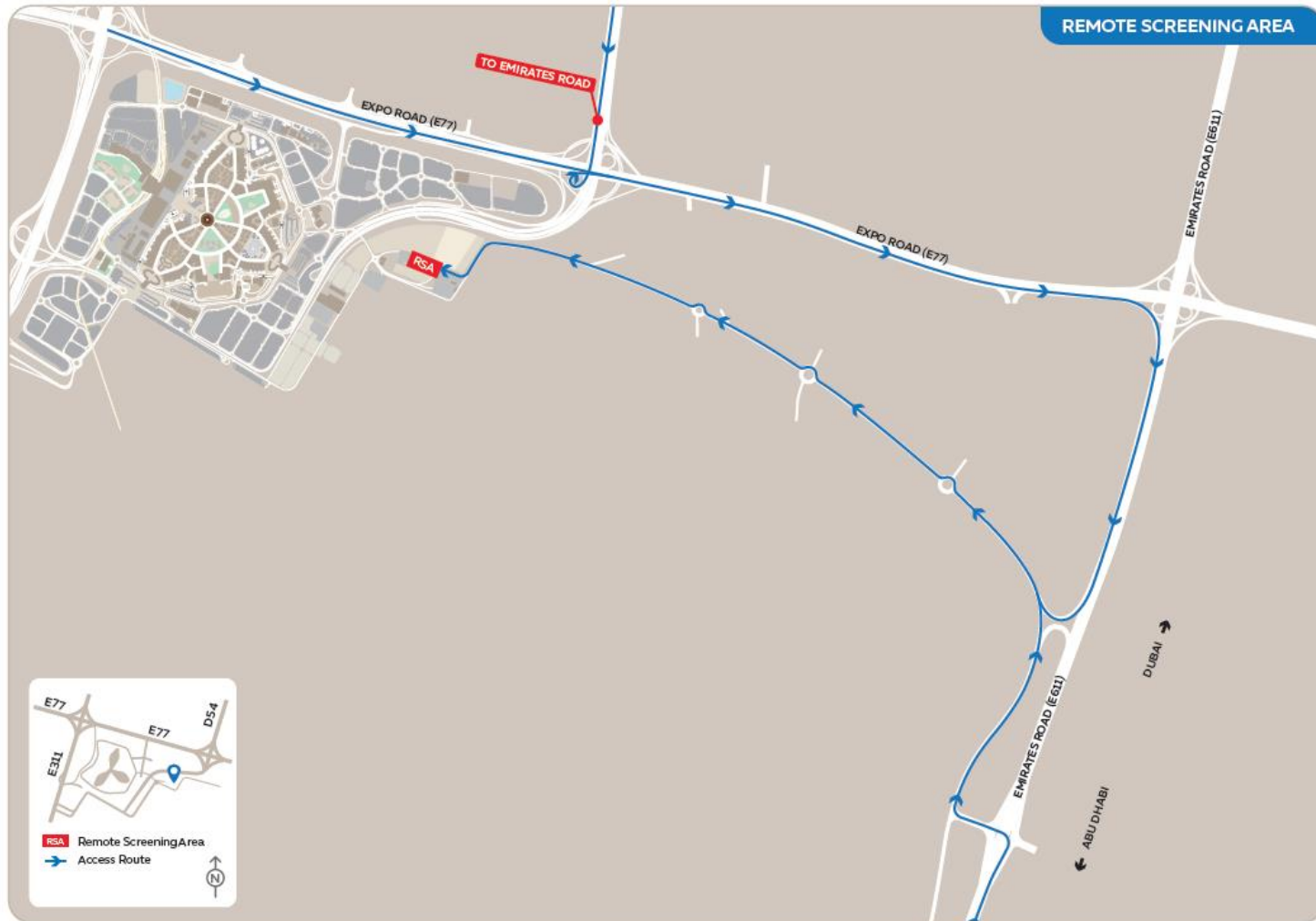
DMS Restrictions

GUIDELINES

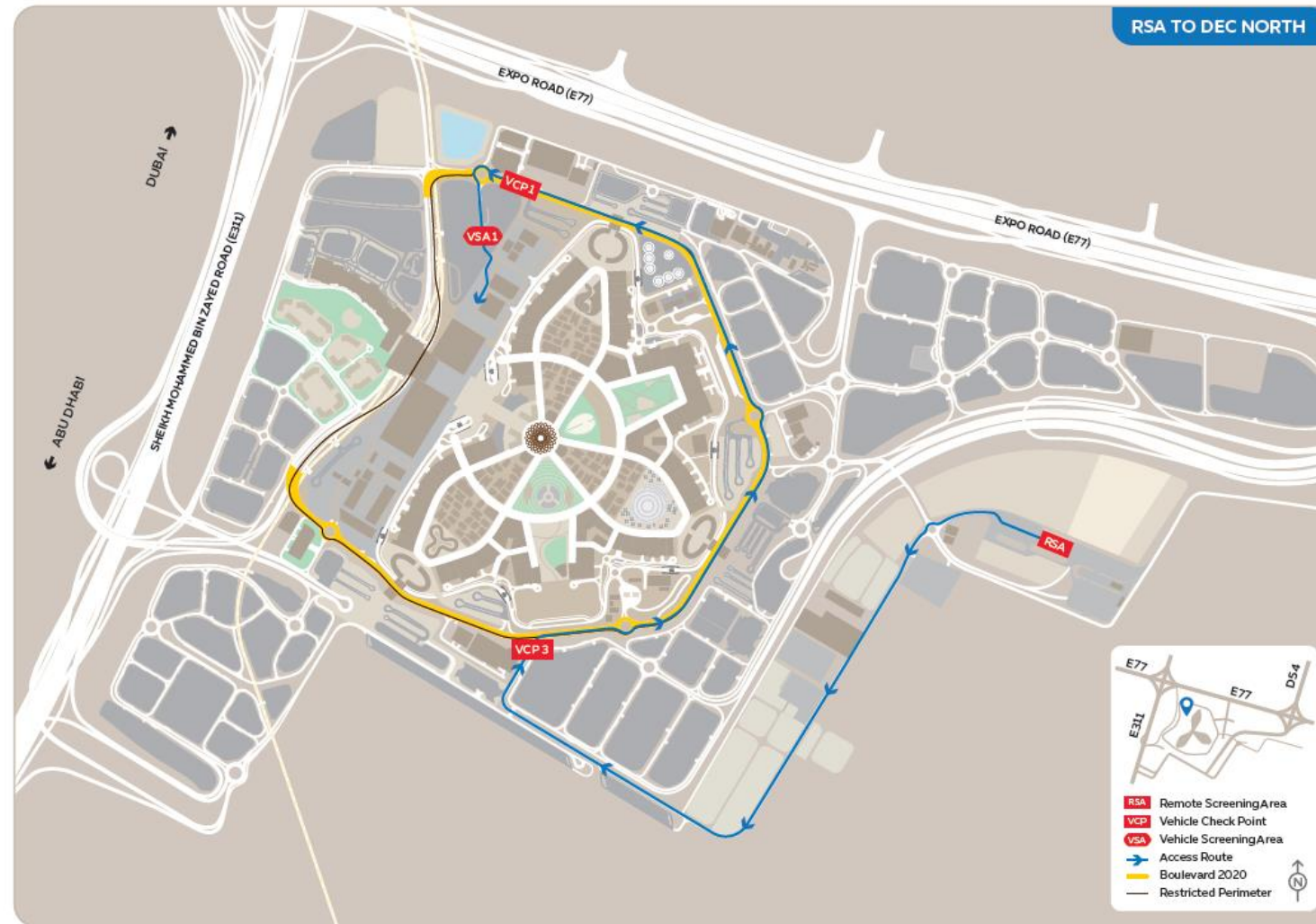
1. If any delivery is required in both the South and the North service yards, a separate vehicle and DMS is required.
2. Multiple slots booked at the same time by a company will be rejected. First attempt: a warning letter will be issued to the company. Second attempt: the company could be banned or restrictions could enforced to the company.
5. To avoid warnings, the bookings that are not used should be cancelled immediately by notifying us by email to DECAccreditationTeam@dwtc.com

Note: The DMS booking is valid only for one day, the pass is not transferable and cannot be shared with another vehicle.

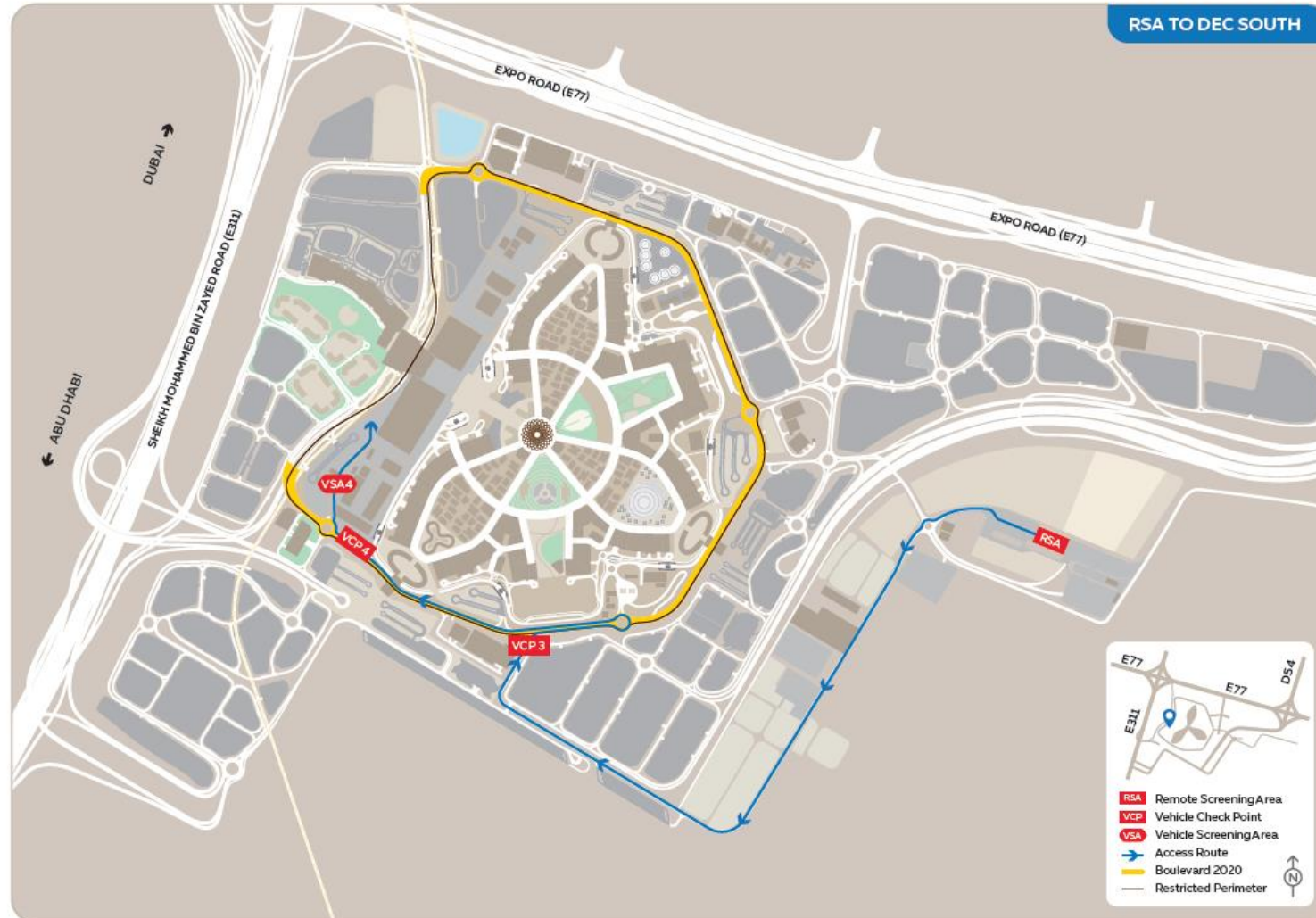
Transport Maps



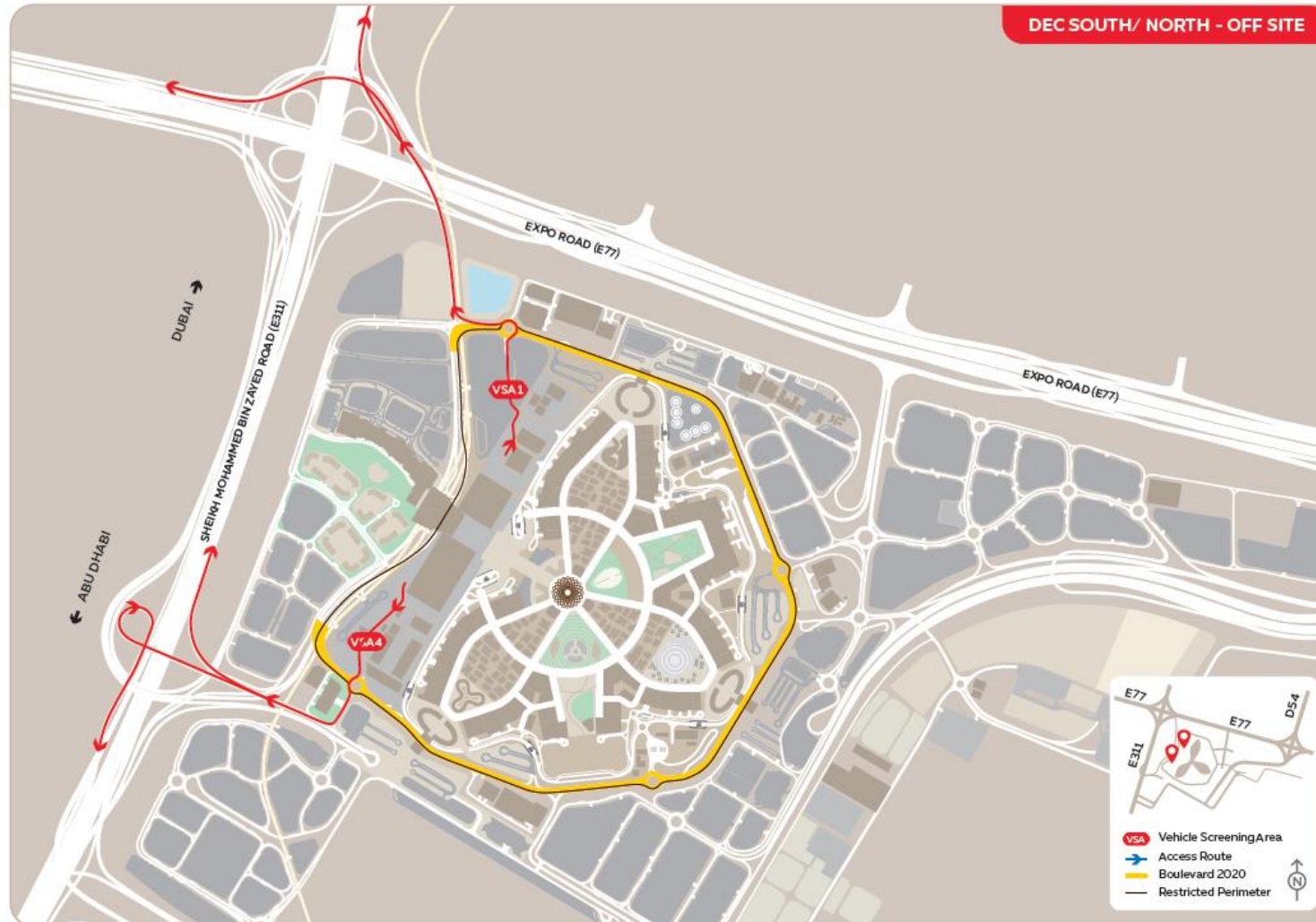
Transport Maps



Transport Maps



Transport Maps



Vehicle Access and Parking Permit (VAPP)

VAPP is a control mechanism to regulate vehicle access to the EXPO 2020 secure site and/or restricted zones. VAPP is the equivalent of an accreditation for vehicles defining the access and/or parking privileges of each vehicle.

VAPP ensures the efficient control and monitoring of all vehicle access and traffic flow to EXPO 2020 secure site.

GUIDELINES

There are 2 kinds of VAPPs that contractors may get: A Day Pass or a Season Pass.

- The **Day Pass** is valid for one day only and must be collected before arrival at the EXPO 2020 Remote Screening Area (RSA).
- The **Season Pass** is for delivery/service vehicles with a validity throughout the event and can be used by contractors delivering goods or providing services to support the event time operations. This pass can be collected from 2 locations: The first location is from the RSA and the second location is at the DEC desk at the Expo Accreditation Centre, located at the entrance of the 2020 Arrival Plaza, below the EXPO2020 Dubai metro station.

Vehicle Access and Parking Permit (VAPP)

In accordance with the Delivery Access Protocols, vehicles must comply with three main components to access the EXPO 2020 secure site:

- Display an official and valid VAPP on the dashboard of the vehicle.
- Have a valid DMS booking.
- Have an accredited driver and passenger(s).

Note: The VAPP type is applicable to heavy vehicles, cargo vans and pick-up trucks.

This VAPP must NOT be used for passenger vehicles.

VAPP samples



Contractor Accreditation during Build-up and Tear-down

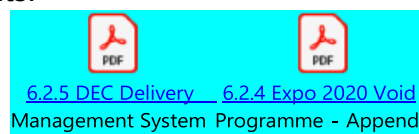
Accreditation is required for everyone accessing the Expo 2020 secure site which includes DEC. All contractors allow sufficient time for the accreditation and access process.

Delivery Passes

Contractors delivering goods or providing services will require a specific delivery pass to support event time operations. The delivery pass allows vehicles to access the Expo 2020 secure site through the Remote Screening Area (RSA) only, to load and unload in DEC compounds and DEC service yards.

Please ensure that you are familiar and follow the Delivery Management System (DMS) process to access the venue by referring to the DMS Management System Process and be aware of the Expo 2020 Void Programme for deliveries.

Please click below to view and download **Delivery Management System** and the **EXPO 2020 Void Programme** for deliveries documents.



In order to ensure smooth operations of the service yard, please note that a policy has been put in place. Please contact the Organisers for more details.

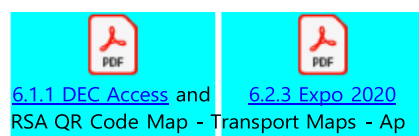
Branded Vehicles

As per the Expo 2020 Brand Protection Guidelines, please note that branded logistics vehicles during Expo 2020 are not allowed apart from UPS vehicles.

Security and Screening

All vehicles and people that require access to the Expo 2020 secure site will be screened prior to gaining access.

Please click below to view and download **the DEC Access and RSA QR Code Map for location of the Remote Screening Area (RSA), Vehicle Screening Area (VSA) and Pedestrian Screening Area (PSA).**



Entry and Exit Inspection

Exhibitors are liable for any damage they may cause to buildings, floors, walls, columns or to any shell scheme equipment or any other exhibitor's property. Exhibitors are also responsible for any damage caused by their agents or contractors.

No exhibitor may apply paint, lacquer, adhesives or coating to the building or shell scheme panels nor drill holes into the floor.

The organiser will inspect the halls before build-up and after dismantling of the stands and any damage caused will be charged directly to the exhibitor. This includes a charge for removing any carpet tape or heavy building waste left behind.

Adhesive Tapes used for Stand Mark-out

In an effort to keep the hall floors at an optimum standard of cleanliness and appearance, contractors must use specific tapes for hall mark-out and exhibition carpet, i.e. easily removable double-sided tapes which do not leave any residues.

The following guidelines should be adhered to:

- No chalk should be used in any permanently carpeted areas.
- Only 3 types of tape are permitted: Euro tape, Eurocel and Advance tape.
- Do not use plastic packing tape, gaffer tape, masking tape or drafting tape.
- Ensure timely removal of all adhesive tapes used to fix carpets or other materials after the event.

DEC will examine the floors after the removal of tapes. If the floor surface is damaged, particularly from non-approved tapes, DEC reserves the right to charge the organiser for the repair works. Any left-over tape not removed by the contractor will be discarded by DEC at the organiser's expense.

Please note that you are responsible for ensuring that adhesive tapes used to fix carpets or other materials to floor areas are removed after use, without damage to the floor.

Removal and Waste

Exhibitors are responsible for their own waste removal during build-up and tear-down. Your contractor(s) should remove the build-up material outside DEC premises and not inside the service yards. The paint cans should not be thrown inside the skips and should be removed from DEC premises instead. The skips area must be kept free at all times to allow uninterrupted access for DEC.

The tenanted space must be vacated with all adhesive tapes, paint and similar traces completely removed.

Cleaning

Cleaning for exhibitor stands must be ordered directly from Event Plus. Order forms for products and services provided by DEC can be found in our Event Plus Online Shop through <https://www.eventplus.ae/wetex>.

For shell scheme stands, preliminary cleaning will be provided by the Official Contractor. For nightly / daily cleaning requirements, please order Cleaning Services on EventPlus (<https://www.eventplus.ae/wetex>)

Rigging

DWTC holds the exclusive right to all primary rigging services (roof points) within the Venue. However secondary rigging services (trusses, banners, etc.) can also be ordered through Event Plus ((<https://www.eventplus.ae/wetex>))

COVID GUIDELINES

As part of a comprehensive COVID-19 risk management plan, all workforce involved in an event taking place at DEC must have two doses of the vaccine by 1 October.

Vaccine status will be validated during the accreditation process and those without two doses will not be accredited to access the Expo2020 site after 1 October.

Please note, Expo defines workforce personnel as below:

- o **Organiser's staff**
- o **Exhibitors**
- o **Speakers and Performers**
- o **Contractors and Service Providers**
- o **Ushers and Volunteers**
- o **DWTC staff**

Short-term workforce (less than 7 days) hired by contractors, exhibitors or sub-contractors from the UAE must have two doses of the vaccine.

Short-term workforce (less than 7 days) that come from abroad for specific exhibitions should also be vaccinated. Requests for exemptions to the vaccine mandate for this group should be submitted in advance. This applies only to specialised workforce that are part of a short-term exhibition, stall or event and coming from abroad - not UAE-based workforce or workforce here longer than 7 days.

Delegations from outside the UAE are strongly encouraged to be vaccinated. Those that are not vaccinated may be requested to take PCR tests, details around PCR requirements for delegations will be communicated in advance of their arrival. Such groups will receive temporary accreditation which they will be required to show, along with their PCR test result for entry to the Expo site.

PCR testing protocols will be communicated in advance of the event. We kindly ask our partners to be understanding that PCR testing requirements may change during the event – we will communicate all testing protocols in advance.

Vaccine status will be validated during the accreditation process and those without two doses will not be accredited to access the Expo2020 site after 1 October.

Visitors and delegates are not required to provide proof of vaccination to enter DEC however Expo 2020 retains the flexibility to introduce measures in accordance with changes in UAE legal requirements.

Please ensure you have downloaded and reviewed the below documents indicating important VENUE COVID guidelines to ensure the health and safety of everyone on our premises in the post COVID-19 World.



NOTE: The above COVID-19 Guidelines are based on DWTC which are the same as DEC, however these could be subject to change accordingly to DTCM regulations

1. All Exhibitors must provide their own COVID related stickers indicating social distancing and maximum number of visitors permitted on the stand. The stickers need to be a minimum of 50cm by 30cm in size.
2. The calculation of the maximum number of people on a stand at any given time and as defined by the social distancing norms should include exhibitors, visitors and staff.
3. Capacities should be calculated with a minimum of 2m social distancing which corresponds to 1 person per 4sqm gross.
4. You can order the COVID stickers through DXB LIVE at an additional cost. Below are some options and samples (but not limited to) for your reference or please contact dxblivecc@dwtc.com for further assistance.

Sticker Size	Sticker Type	Rate (AED) (VAT Exclusive)	Sample Visual
55cm Diameter	Floor Sticker Social Distancing	AED110.00 per sticker	
55cm Diameter	Floor Sticker Social Distancing (Foot)	AED110.00 per sticker	
18cm Diameter	Capacity Tag	AED40.00 per sticker	

OFFICIAL CONTRACTOR SERVICES






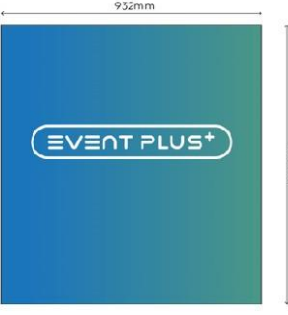
STAND PACKAGE & PERSPECTIVE (9SQM)

Please note the below visual is for reference only. The fascia board color may differ based on the location of the stand space booked with the Organiser, according to the various industry sectors. Some larger stands may require more additional support.

<p>WETEX</p> <p>SHELL SCHEME STANDS</p>	<p>DUBAI SOLAR</p> <p>SHELL SCHEME STANDS</p>
	

Please refer to the floor plan for the number of open sides for your shell scheme stand.
Kindly contact DXB Live should you require clarifications.

STAND GRAPHICS GUIDELINES

<p>Panel Branding</p>	<p>Per panel sizes: 984mm x 2394mm Vinyl Graphics on each panel</p> <p>High-quality, digital-printed vinyl graphics that is applied directly to the shell scheme panel</p> <p>Exhibitor must provide ready to print artwork files in AI/EPS format using Adobe Illustrator. The resolution has to be 300 DPI for artwork. 5cm bleed is required on all sides.</p> <p><i>For graphics orders, please log on to https://www.eventplus.ae/wetex</i></p>		
<p>Seamless Branding</p>	<p>Per panel sizes : 1000mm x 2400mm Banner Graphics on each panel</p> <p>High-quality, digital-printed seamless banner graphics that is applied directly to a shell scheme. Exhibitor must provide ready to print artwork files in AI/EPS format using Adobe Illustrator. The resolution has to be 300 DPI for artwork. 5cm bleed is required on all sides.</p> <p><i>For graphics orders, please log on to https://www.eventplus.ae/wetex</i></p>		
<p>Counter Branding</p>	<p>Front side: 932mmW x 989mmH</p> <p>High-quality, digital-printed vinyl graphics that is applied directly to the shell scheme panel</p> <p>Exhibitor must provide ready to print artwork files in AI/EPS format using Adobe Illustrator. The resolution has to be 300 DPI for artwork. 5cm bleed is required on all sides.</p> <p><i>For graphics orders, please log on to https://www.eventplus.ae/wetex</i></p>		

Artwork guidelines for graphics orders submitted and paid online via Eventplus:

- The ready to print files should be in an illustrator (.ai) format.
- Submit artwork files to SignGraphics@dwtc.com immediately once order has been submitted and paid. The title should contain the order ID of the order.
- If the whole artwork consists of one image then a Photoshop eps file. provided, all colors saved as CMYK and Pantone reference for the same should be provided if required.
- All images should be in high resolution and saved as eps files. These then should be the illustrator artwork. The Resolution to be 300 DPI for artwork.
- Payment made prior to the build-up of the exhibition will ensure your stand is ready on your arrival. Graphics will not be printed until payment has been received.
- Any graphic applied on our panels has to be removed on the last day of the show. Failing to do so will incur a charge of AED 75 per panel. Any damage done to the panel will incur a charge of AED 100 per panel. For more information on the service, please log on to <https://www.eventplus.ae/gulfoodmanufacturing>

STANDARD STAND PACKAGE –SHELL SCHEME STAND								
Stand Size	Carpet	Fascia (excludes logo)	Lockable Counter (excludes logo)	White Table	Chair	Waste Bin	Spotlight	Socket
8 SQM	✓	✓	N/A	1	2	1	2	1
9 SQM	✓	✓	1	1	2	1	3	1
12 SQM	✓	✓	1	1	2	1	4	1
15 SQM	✓	✓	1	1	3	1	5	1
18 SQM	✓	✓	2	2	4	2	6	2
21 SQM	✓	✓	2	2	4	2	7	2
24 SQM / 25 SQM	✓	✓	2	2	5	2	8	2
27 SQM	✓	✓	3	3	6	3	9	3
30 SQM	✓	✓	3	3	7	3	10	3
36 SQM	✓	✓	4	4	8	4	12	4

Note:

- Package items cannot be changed or substituted by any other items.
- Main power supply (of 200Watts) provided is only for the spotlight & socket. Any exhibitor that will requires more power for their stand equipment or electrical display / materials, will need to order separate line through our online shop at <https://www.eventplus.ae/wetex> to ensure there is no power trip.
- Any Exhibitor occupying a corner booth are **NOT** permitted to close any part of the corner, unless approved by the Organiser. Exhibitor should notify the Organiser/DXB Live at least one week before the event. Any onsite changes is subject to availability.

GUIDELINES FOR SHELL SCHEME EXHIBITORS

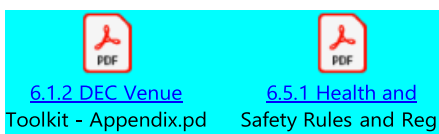
5. Exhibitors are **NOT** allowed to change the booth format by dismantling the Shell scheme or removing any integral part of it without prior written approval from Organiser or DXB LIVE.
6. All Exhibitors who avail of the shell scheme package must submit the fascia name on or **before 15th September 2021**.
7. No additional stand fitting or display items may be attached to the shell scheme stand structure.
8. No free standing structure may exceed the height of 2.5 meters or extend beyond the boundaries of the site allocated.
9. Any change to the type or color of the floor covering provided in the shell scheme package, exhibitor must place the order through our online shop.
10. If Shell Scheme Exhibitor will be building their own stand, please note that spotlights will not be provided. The installation of spotlights on a track is suitable only for the shell scheme stand structure. If you are building a stand within the shell scheme, a stand design must be provided and send to wetex.design-submissions@blg-events.com for approval.
11. The use of nails, drilling, and painting are **NOT** allowed on the system panel. Any damage panel/s will be charge to the Exhibiting Company at a rate of AED 100 per panel.
12. Exhibitors may affix lightweight posters, printed graphics mounted in forex or foam board only. Exhibitors are NOT allowed to use heavy duty double sided tape as this damage our system. Any damage made to the panels will be charged back to the Exhibitor at a rate of AED 100 per panel.
13. **Exhibitors are NOT allowed to fix any graphics directly pasting to our shell scheme panel.** Any damage made to the panels will be charged back to the Exhibitor at a rate of AED 100 per panel.
14. Any graphics applied on our panels by a **Non-DXB LIVE / DEC company/supplier**, will have to remove the graphics on the last day of the event after the show closes. Any glue residue left on the panel will have to be cleaned or a AED125/Panel will be charged. This will be monitor onsite by DXB Live team.
15. **NO** financial credit will be given by DXB LIVE for any items in the shell scheme package not utilized.
16. Package items cannot be changed or substituted by other items.
17. Any panels requested beyond the shell scheme package allocation are available at an additional cost and must be ordered prior to the move-in date. Any onsite orders are subject to availability.

Please ensure you have reviewed the below **DEC Health and Safety Rules and Regulations**.



GUIDELINES FOR SPACE ONLY STANDS

Please ensure you have downloaded and reviewed the below documents indicating important information and guidelines for Space only Stand Exhibitors and in building your stand.



Exhibitors will be required to submit plan drawings showing elevation, plan views and measurements so these can be approved by the organiser and the Venue.

If you require further clarification please contact **Heinrich Grebenstein**
(wetex.design-submissions@blq-events.com)

Stand Plan submission:

In order to verify that your stand conforms to local, venue and show regulations and in terms of Health and safety regulations, below is a list of the mandatory documents to send us as soon as possible:

We kindly ask you to return the documents indicated below to the following email address wetex.design-submissions@blq-events.com by the deadline, failure might incur financial penalties

- Contractors Undertaking
- Risk assessment must contain a section on covid-19 management (signed, stamped and on company letterhead)
- Method statement Must contain a section on covid-19 management (signed, stamped and on company letterhead)
- Trade License (if you are using a UAE contractor)
- Contractors all risk insurance with public liability
- 3d render of design in pdf format (maximum 10MB per file)
- Technical cad drawing in pdf format with all measurements and Elevations (maximum 10MB per file)
- Space only Covid-19 submission form

For complex stands (ground structures above 4metre in height, multilevel structures, raised platforms above 600mm, rigging, tiered seating all outside structures):

- Static Structural calculation (outside structures must include calculations for adverse weather conditions for the region and clearly indicate measures taken to secure the structure the risk assessment and method statement must include adverse weather condition contingency planning)

Please note all rigging/hanging structures will be agreed by the Rigging team, we will only agree the visual of such, we do not guarantee that the rigging proposed will be agreed by the rigging team.

All stands Must have the following Covid-19 measures in place as part of their design:

- Have Covid-19 safety screens on all main reception desks (reception desks must be recessed by 1metre from the aisle/boundary of stand where the depth/width of the stand is more than 6metre)
 - Have hand sanitizing stations
 - Display capacity sign calculated on the open areas of the stand as 4sqm per person
 - Display social distancing signs
1. Exhibitors appointing outside Stand Contractor (other than the Official Contractor) should submit a copy of the plan to the organiser at least 6 weeks prior to the show scaled drawing at least 1:200. Non submission of the plan for approval could result in stopping of stand work by the Organiser. The plan should have:
 - a. The form and dimensions of every structural member of the stand
 - b. The materials to be used in the construction of the stand
 - c. The form and dimensions of every staircase including balustrades and method of fixing

- d. The width and position of any fire or emergency exit and escape route within the stand
- e. The width and position of every gangway within the stand
- f. The provision made in the structure of the stand for protection against fire and the spread of flame
- g. All contractors carrying out work shall observe the Safe Working Practices and hold a Public Liability Insurance Policy
2. The following additional drawings and particulars must be submitted:
 - a. Specification of any materials proposed to be used
 - b. Calculations of loading and strength
 - c. A certificate or details of the result of any relevant test carried out in any materials or other substance
3. 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 DEC Halls Operations and Floor management Team
4. All stand built with a raised platform **MUST have WHEELCHAIR access** and have rounded corners to prevent injury.
5. All contractors **must finish work and vacate the exhibition halls by 22:00 PM** on the night before the opening day to allow Master Clean, Sanitisation of the halls and Bomb Squad uninterrupted access.
6. Stand Structure rules & regulations: The rules and regulations stipulated herein are for security and safety reasons. Exhibitors and Contractors must observe the rules and regulations to ensure smooth operation.

DUBAI EXHIBITION CENTRE

- CONCOURSE AREA - Maximum height allowed – 2.5 meters
- SOUTH HALL - Maximum height allowed - 6 meters
- NORTH HALL - Maximum height allowed - 6 meters

All stands on maximum height are subject to Dubai Civil Defense and DWTC H&S approval and must be able to be completed within the time frame given.

Please note: As per Dubai Municipality law, the entire complex has been declared non-smoking venue. Smoking is allowed outdoor in designated areas.

Guidelines for exhibition/event stand fabrication / build in all DEC Concourses

These mandatory guidelines are designed to reduce the volume of dust, fumes and potentially hazardous conditions for all users of the facility.

These points relate to the erection of stands within the concourse and registration areas of DEC:

- Stands should be prefabricated off-site in workshops and transported to our site in a mostly complete state. This will reduce the need to undertake a major component of construction of the stand onsite and thus result in less plastering, sanding and painting within the venue. Dry sanding in the concourse is permitted only with an electric sander fitted with a vacuum bag.
- **The height limit for stands in the concourses is 2.5m** only and subject to health and safety approval.
- Double-deckers are not allowed. The floor loading in the concourses is 300kg/m² maximum. Stands must be plotted on the DEC Master Plan within the predefined build zones and must not, in any circumstance, impede the predefined 'keep clear' ways nor be built on either part of the keep-clear ways and linked by any structure.
- Only the assembly of the main components and the application of lettering and graphics are allowed onsite.
- Only minor touch-up painting will be permitted onsite.
- Special care should be taken when handling materials and tools to avoid any damage to the marble flooring. Any damages will be charged as assessed by DEC.

- Non-compliance to this policy will mean that any breach that may occur will be stopped onsite and may impact the ability for the stand to continue construction and jeopardise participation in the event with no recourse to DEC.
- Contractors and exhibitors found to breach these requirements will be recorded and may face a ban and not be permitted to operate within the venue for a period of time at the discretion of DEC.
- Registration desks, event signage and structures should not obstruct DEC event calendar screens placed in the concourses or any advertising and branding areas.
- The dismantling of stands in concourse areas must be subject to consideration of the risk to persons within this area. Whilst the exhibition halls clear relatively quickly at the closing of an event, the concourses remain active for a longer period or on occasions have other events still open. This can result in delays to the breakdown in these areas to reduce the risk to people in this area.
- Works in the concourse areas must be subject to suitable partitioning/proper barricade to protect persons in this public area of the venue, which is the responsibility of the Organiser. Works will be stopped if suitable separation is not in place.
- Adequate warning signage must be in place to warn people of the hazards at the entrances. Specific permanent locations of stands in the concourse have been specified and agreed to by DEC Venue Management after approval from Civil Defence.
- The dismantling of stands in concourse areas must be subject to consideration of the risk to persons within this area. Whilst the exhibition halls clear relatively quickly at the closing of an event, the concourses remain active for a longer period or on occasions have other events still open. This can result in delays to the breakdown in these areas to reduce the risk to people in this area.
- The venue floor must be protected under the build to avoid damage to the marble (heavy duty plastic sheeting or carpet), any damages will be charged back. The covering is also applicable for build and breakdown for placing the materials whilst building / dismantling the stand, to also protect the floor.

REGULATIONS FOR USE

The Organiser will endeavor to inform the exhibitor of changes to rules, regulations, by-laws and ordinances that would affect the Exhibition.

Subject to the clause above, the Organiser will not permit anything in or near the venue (DEC) which in any way conflicts with any regulation of the Fire, Police or Health Department or with any rules, regulations, by-laws or ordinances of the Municipality of Dubai or of any other government authority having jurisdiction over DEC or the business conducted therein, and the License shall prohibit any such act. The Exhibitor shall take care of the premises and shall observe and comply with the Regulations for Use prevailing at the time the Exhibition is held. The Exhibitor is always notified by the Organiser in due time of said regulations.

Thus, the Exhibitor shall not without the express consent of the Organiser:

- 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
 - Apply any adhesives to the floor, walls, ceilings or other parts of the premises.
 - Place or permit to be placed any signs on any walls or in any passageways of the premises.
 - Make alterations, additions or improvements to the premises.
 - Bring any animals into the Dubai Exhibition Centre.
 - Perform any such act or acts which might damage the premises of the venue or be a nuisance to the exhibitors in the Trade Centre and in particular (but without prejudice to the generality of the foregoing) 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 in the Trade Centre.
7. All Space only exhibitors also have the option to order for carpet, furniture and electrical fittings through our online shop at <https://www.eventplus.ae/wetex>.
 8. It is the responsibility of the exhibitors taking space only to make their own flooring (i.e. carpet/platform) for their stand area.
 9. All booth areas must have either carpet or other suitable floor covering. The use of paint or glue on the floor of the exhibition hall is strictly prohibited. Digging holes nails and screws are **NOT** allowed within the Halls. Exhibitors are liable for any damage caused.
 10. For Utilities/Electrical and Waste & Water, kindly place your order through our Event Plus Online shop & indicate in the grid plan the approximate location of each item. If grid plan is not completed, DXB LIVE will position the items at a default position. Any onsite relocation will be subject to a relocation fee. Payment needs to be settled before we do the relocation.
 11. To avoid any power supply tripping/disruption, please order the required power supply for your stand. DXB Live/Organiser will not be responsible for insufficient power supply that may cause power tripping.
 12. For safety reasons, please do not use the back space of stand to keep any empty boxes or any other hazardous material that may cause fire.
 13. All raw space exhibitors and their contractors are responsible for ensuring that at the end of build/dismantling; their area should be clear from any rubbish or litter and no damage to the occupied space/area.
 14. Removal of construction waste and packaging materials is the responsibility of the exhibitors and their appointed contractors. The Organiser reserves the right to charge the exhibitors for the removal of excessive waste and garbage.
 15. DXB LIVE can offer a cost-effective Design & Build solution to make any Exhibit success, whether large or small scale. We can provide you the following:
 - ✓ Free Stand Designs
 - ✓ Creative solution for unrivalled value for money
 - ✓ Full project management and customer care

We are delighted to discuss your requirements or you may us at dxblivecc@dwtc.com for more details/information. Otherwise, please fill-in the Stand Design Brief Form.

Submission for "SPECIAL DESIGN STAND"

Exhibitors are required to submit plan drawings showing elevation, plan views and measurements so these can be approved by the organiser and Venue H&S.

It is required that the design details of all space-only stands are submitted to DXB Live using the '**Exhibition Stand Structure Form, Risk Assessment and Method of Statement**'.

The submission format (with detailed information on stand structure, perspectives, materials used and event/stand/company/ contact details) should be submitted at one time.

Fully dimensioned drawings in triplicate, showing the proposed design of the stand must be submitted for approval to the Organiser at least **6 weeks prior to the event**, before any work is allocated. One copy of the drawings will be return authorizing construction to proceed, if the design is acceptable and conforms to the rules and regulations. Failure to obtain approval can result in costly alterations on site being required by the Organiser/Authorities concerned.

The Organiser will have the right to take down the stand/ or disallow participation without any compensation as a result of failure to submit the design for approval or unsafe method of construction or unsafe material/ design even though approved by DWTC.

Exhibitors appointing their own Stand Contractor must get an 'Official' Clearance in writing from the official Stand Contractors or the Organisers, before starting the work. The decision by the Organisers will be final & binding on the exhibitor & the appointed contractor by the exhibitor and also they shall deposit the approval fee to DEWA.

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 charging fees for the approval is AED1,000 or USD 273.

The stand drawing should include the followings:

1. 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)
2. The client shall submit a method statement for building the stand.
3. The client shall submit structure details.
4. 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.
5. The installment shall be paid along with the request submission.
6. All the measurements in the submitted drawings shall be as per Standard International (IS) Unit system.

DOUBLE DECKER STAND APPROVAL PROCEDURE.

- The client shall submit the drawings (6) weeks before the construction date.
- The client shall submit two drawings for approval.
- The stand erection shall be completed 24 hours before the opening of the event.
- The installment shall be paid along with the submission.

MATERIAL

All materials used in constructing any wall, floor, or ceiling shall be either:

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

All materials used for decorative finished to stand shall be:

- 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 paint sprayers in the Halls is not permitted.
- Cavities and spaces around stand shall not be used for storage of empty crates, cartons ,boxes or packaging material.

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

GENERAL RULES

1. Exhibitors must ensure that all gangways adjoining the stand are not blocked during build-up and break-down to a degree ,which inhibits the movement of other exhibitors and freight. The exhibitor is also responsible for ensuring that no obstruction is placed in the aisle adjacent to his stand throughout the open hours of the exhibition. The organisers reserve the right to restrict the area of scaffolding or plan and limit the times during which it shall remain in the Halls or on the stand.
2. No part of any stand or exhibits including fascia, signs, lighting, corner post or other fitting shall project into or overhang any gangway or adjacent stands or obscure any fire or exit signs, or be suspended from the roof. Additionally ,any display or other items attached must not project over the frontage of space taken by another exhibitor.
3. It is strictly prohibited to affix nails, hook, tacks, screws, adhesives, paint or similar items to the floor, walls, ceiling or other parts of the premises.
4. Cinematographs ,photographic slides, amplifiers, videos and neon signs may only be used with Organiser's prior written consent. Exhibitors are requested to keep the noise levels of videos, music systems, etc., down. As a rule of thumb to volume levels, they should not interfere with normal conversation on neighboring stands.
5. The exhibitor is not allowed to paste or otherwise to affix or exhibit advertisements anywhere in the exhibition Halls except on his own stand. The exhibitors may take prior permission to distribute handbills, advertisements ,photographs or other printed matter from the gangway and outside areas of the exhibition.
6. The exhibitor is not permitted, and shall not permit others, to connect or otherwise interfere with the electrical, gas, water or other fittings of the Halls and shall not introduce into or use in the Halls any supplementary plant for the generation or supply of electricity or of other means of artificial lighting or generating power.
7. 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.
8. It will not be possible for exhibitors to obtain on-site services or labour for the erection of their stands and displays unless prior arrangements have been made. If on-site service or labour is required, please contact the Official Stand fitting Contractor for the rates. Advance notice of at least one month must be given.
9. Exhibitors with heavier exhibits should provide the Organisers with details of the exhibits together with their exact position so that they can ascertain whether special weight spreading facilities are necessary.
10. Maintenance of stands and delivery of stock, catalogue, etc., during the exhibition period ,should be carried out before the exhibition opens or after it is closed to visitors .
11. Public Liability Insurance Cover All stand fitting contractors must hold a Public Liability Insurance Policy.

PRESENTATION OF EXHIBITS

Exhibitors must present their Exhibits throughout the period of the Exhibition. No Exhibitor will be allowed to remove Exhibits from the Exhibition floor, prior to the official termination of the Exhibition.

DELIVERY OF EXHIBITS

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 in 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 Organiser is unable to accept delivery on his behalf, nor can the Organiser be held responsible for the subsequent safe keeping of such items. Machines or similar heavy Exhibits **MUST BE IN POSITION** on the first day of the build-up period and not brought in at any time during the exhibition period.

REMOVAL OF EXHIBITS

Light Exhibits may be removed from the Exhibition Hall after the official closing time of the Exhibition on the last day, while heavy exhibits may be removed on the following **day from 0800 hours to 1500 hours**.

While the Organiser will maintain security surveillance at all times, Exhibitors are reminded that goods will be

most at risk at this time and the stands should not be dismantled. All rented items and equipment should be collected by the appropriate suppliers. DXB LIVE is not responsible for any loss of furniture or any items bought by the Exhibitors.

The removal of heavy Exhibits and the dismantling of stand fittings and electrical installations will commence **at 0800 hours** the following day. 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 removing Exhibits, equipment or materials, are required to fill in Removal Chits (that must be endorsed by the Organiser) to be handed to the Gate Security Officer, before leaving the Exhibition site. Removal Chits can be obtained from the Organiser's Office on site.

The removal charge for empty packages including forklift, transportation, labor etc. can be obtained from the Official Freight Forwarder. The empty packages can be re-used for re-packing of goods for reshipment. Re-packing charges with same boxes and with new boxes can also be obtained from our Official Freight Forwarder.

Note: No Removal Chit is needed if your Exhibits are removed by the Official Freight Forwarder.

MANNING OF STAND

The stand must be fully staffed and the Exhibits displayed throughout the Exhibition hours. All activities of the Exhibitor and his staff must be conducted within the allocated Exhibit space. The Exhibitor may not undertake, or cause to be undertaken, any activity which, in the opinion of the Organiser is likely to cause any annoyance to Visitors or other Exhibitors.

No Exhibits are allowed to be brought in or taken out from the stand during the Exhibition hours.

COLLECTION OF RENTED FURNITURE

Exhibitors are requested to ensure that nothing is left inside drawers or cabinets when rented furniture is returned to the Official Stand Building Contractor. The Contractor will collect the rented furniture half an hour after the Exhibition closes on the last day.

ELECTRICAL GUIDELINES

For safety reasons, all electrical installations on stands must be carried out by **DXB Live as the Official Stand Building Contractor. NO OTHER CONTRACTORS are allowed to carry out electrical installation.**

Mains power supply does not come with a Distribution Board; it should be provided by the Exhibitor/Contractor or ordered through our Event Plus at <https://www.eventplus.ae/wetex>. Please ensure that all connections are deemed safe before asking our Utility team to switch them on.

Any cable relocations onsite due to the incorrect grid plan submitted, will incur a surcharge.

Please ensure you order a sufficient number of sockets to prevent overloading. 24hour electricity supply must be ordered separately through our Event Plus online shop.

Electricity supply is brought to the stands from underneath the flooring thus it is not possible to install or alter mains connections after commencement of stand construction. Please ensure you order electrical connections in advance to avoid delays onsite. Energizing of stand will be done our DWTC utility team only once the order is paid and all stand connections are ready.

INSURANCE AND PERFORMANCE BOND

Insurance

The Organiser shall not be responsible for the loss or damage to any property of the Exhibitor or any other person caused by theft, fire, defect in the Dubai Exhibition Centre Halls, tempest, storm, lightning, national emergency, civil unrest, war, labor disputes, lockouts, explosions, acts of God and general cases of force majeure whether or not ejusdem generis with the foregoing or any cause not within the Organizer's control or for any loss or damage sustained in the event that the opening or holding of the Exhibition is prevented, postponed or abandoned or if the Hall becomes totally or partially unavailable for the holding of the Exhibition due to any of the foregoing causes. The Exhibitor shall indemnify and hold the Organiser safe and harmless from all loss and damage to person or property and all claims arising out of the Exhibitor's stand fittings and for the exhibitor's portion of the shell scheme and for any loss or damage to the basic shell scheme stand. The Exhibitor is advised to take out insurance cover for the purpose of indemnifying the Organiser as a foresaid and also to cover itself against all risks in respect of the Organiser is expressed not to be responsible in these conditions.

Performance Bond

The Non-Official Contractor will be required to pay a refundable "Performance Bond" of **Dhs 100/- per square meter or a maximum of Dhs 10,000/- to the Organiser (DEWA)**. Please contact Afreen Egbal (afreen.egbal@dewa.gov.ae) for further assistance. 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. Please ensure that all your workmen/contractors wear their badges 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 our Security Personnel

Before permission is granted by the Organiser for a Contractor to work at the Exhibition and the necessary entry passes issued, the Contractor will be required to sign an undertaking guaranteeing his observance of the Exhibition Regulations.

Letter of Undertaking

For all space only stands not build by the official Contractor (DXB LIVE), please ensure that you have completed and submitted the form along with the stand design, risk assessment and method statement before the stipulated deadline date. Forms can be downloaded on the online manual or you may use the below:

		
09 - Stand Structure & Stand Design Appr	6.5.3 Risk Assessment Form - Appendix.pdf	6.5.4 Method Statement Form - App

VENUE GUIDELINES AND POLICIES

Health and Safety Rules and Regulations and COVID Guidelines

We advise you to read our complete health and safety guidelines and include relevant information for exhibitions in this section.



The full 'DEC Health and Safety Rules and Regulations' are available in Appendix of the DEC Organiser Manual

Risk Assessment and Method Statement

It is required that the design details of all space-only stands are submitted to DXB Live using the below downloadable forms:

- 'Exhibition Stand Structure Form,
- Risk Assessment and Method of Statement - to identify work related hazards and to evaluate whether enough precautions have been taken.



Special Effects / High Risk Equipment and Substance Approvals / Vehicles Display on Stands

If you plan to have special effects such as pyrotechnics, haze, laser or smoke machines, compressed gas, aquariums, fountains, water screens, electrical fat fryers (for food related events only), balloons, candles or flames on your stand, please complete the 'Submission Forms for High Risk Equipment and Substance Approvals' in Appendix A to get the required approvals from DEC's Health and Safety team and if necessary from Dubai Police and/or Dubai Civil Defence.

The deadline for submitting the documents is at least 4 weeks prior to the use of the equipment.

Emergency Procedures and Evacuation Plan

For the Venue's full Emergency Procedures and Evacuation Plan, please refer to below downloadable file:



Telecommunication Services

Wireless and wired internet services as well as telephone lines and telecom services for exhibitors must be ordered through Event Plus.

Complimentary Expo Guest Wi-Fi is available at the venue and dedicated SSID can be arranged for your event.

Data & Telecoms Services

Telecommunication services are crucial business needs for shaping the industry in this digital era. DWTC Information & Communication services is a one-stop shop for voice, data, Internet services and all sorts of IT peripherals.

Our services include:

- Wired and wireless Internet services
- Telephone services
- ISDN and POS connections
- IT solutions
- Video and audio conferencing solutions

We offer shared and dedicated wired Internet services, which are popular choices because of their high quality, flexibility and reliable connection. There are options available to select these services in the fixed bandwidths as per the requirements. For multiple devices, you can communicate and exchange data through a protected, personalised

network enabled by our additional network ports. Internet lines are activated on the last day of build-up. Please advise your Venue Planner if you require the service prior to this date.

We encourage and operate a Clean Air Policy, which directs the use of "5GHz wireless frequencies". Wireless Internet networks installed by exhibitors / sponsors and their contractors can only function on 2.4GHz, however we do not recommend this for product demonstrations due to interference from multiple networks and we are unable to offer any technical support on this frequency.

There are wireless packages available for light Internet browsing and we do customise the wireless services as per the requirements by assigning the dedicated wireless channels and even by creating SSID's on demands.

To facilitate your sales transactions, we also provide a dedicated point-of-sale line for credit card machines and we also have ISDN facilities if you need to stream video & data through a telephone line or broadcasts your radio channels.

We offer an unified communication platform which gathers everything your employees need to connect to work together on ideas in the same streamlined interface. Voice and video conferencing is mainstream content running in this era and we are equipped with these services. IP phones, meeting room conference phones and video conferencing solutions are part for it.

We are also equipped with the latest technologies which are best suited for business, exhibitions, conferences and events, such as laptops, MacBooks, printers, tablets, touchscreens etc.

All orders need to be placed well in advance to ensure availability.

Data and Telecom services can be pre-ordered through Event Plus.

Live Entertainment

Dubai Department of Tourism and Commerce Marketing's (DTCM) eTicketing and ePermit platforms centralise and oversee all procedures in relation to ticketing and licensing of events in Dubai. If you are planning any form of live entertainment such as singers, musicians, fashion show models, dancers, DJs or band players on your stand you must apply for an entertainer's permit.

Failure to apply on time (3 months up to 4 weeks before the show performance) or if you do not receive an approval and the event or the performance goes ahead, you will be subject to a fine issued by DTCM.

For more information about the event permit, speakers and performers submission and entertainment and ticketing procedure please visit the DTCM ePermit portal:

<https://epermits.dtcn.gov.ae/ePermit/Welcome.aspx>

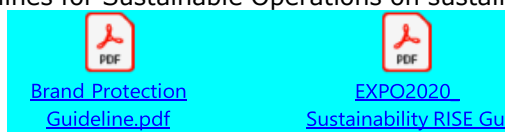
Or download the ePermit User Guide:

<https://epermits.dtcn.gov.ae/ePermit/pdfs/ePermitRegistrationProcessEN.pdf>

Please make sure that the entertainer's dress code and language on stage respect the local culture.

Gifts & Giveaways / Product Display

- Exhibition stand/conference giveaways are allowed only if individually sanitised and wrapped/packaged.
- Brochures are recommended to be provided digitally through QR codes. If physically handed, these should be individually sanitised and wrapped/packaged.
- Touch screen product displays need to be sanitised after each use. It is recommended that an usher or staff member be assigned to sanitise all touchscreen and product displays.
- Simulators or VAR equipment needs to be sanitised after each use. It is recommended that an usher or staff member be assigned to sanitise all simulators or VAR equipment.
- Any giveaways must be planned and distributed in accordance with the Expo 2020 Brand Protection Guidelines and the RISE Guidelines for Sustainable Operations on sustainable packaging.



Raffles and Draws

If you or your exhibitor/sponsor are planning to have a prize draw or a raffle during the event, you must follow the regulations issued by the Department of Economic Development, Government of Dubai (DED).

Definition

A Prize Draw is an act of selecting names randomly to decide winners of one or several prizes.

A Raffle is a means of raising money by selling numbered tickets, one or some of which are subsequently drawn at random and the holders of such tickets winning a prize.

Draw Rules and Regulations

If the total monetary market value of the award(s) or prize(s) of your Draw(s) is below AED 1,000.00 per item, the permission must be sent to DWTC in order to get the approval from Dubai Economy (Department of Economic Development – Government of Dubai).

If the total monetary market value of the award(s) or prize(s) of your Draw(s) is AED 1,000.00 or above per item, permission must be obtained directly from Dubai Economy.

The value of the prize should be based on the UAE market value at the time of the Draw. To apply for permission, please complete the Prize Draw Application Form that can be found in the Appendix.

Raffle Rules and Regulations

The permission to hold any Raffles must be obtained directly from Dubai Economy, irrespective of the value of the prize(s).

For further information on Prize Draw and Raffle rules and regulations, organisers and exhibitors are advised to contact the nearest DED office: https://dubaided.gov.ae/Contact_us.aspx

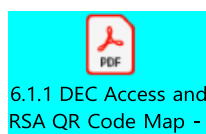
Service and Display of Licenced Beverages

As per the local regulations any kind of licenced beverages **service during an exhibition is not allowed** on stands or on the exhibition floor.

Parking Facilities

DEC offers 1,500 parking spaces, which is a mix of general parking and valet. Parking will be open to DEC guests during event time, on a first-come, first-serve basis. The parking is an approximate 700 m walk to the halls.

Please refer to the below downloadable file for DEC Access Map and RSA QR Code Map for the details of the parking facilities.



Accessibility for People of Determination at DEC

Expo 2020 is committed to supporting people of determination and ensuring the venue is as accessible and user friendly as possible, including braille signage, tactile flooring and hearing loop at DEC information desks.

For any information or to find the nearest accessible entrance for the event you are attending, please contact: UAE Toll-free: 800Event (38368).

Wheelchairs

DEC offers wheelchair access throughout the complex.

Wheelchairs are available free of charge from our information desks, located at the North and South Concourses as well as from the Emergency Medical Services station.

Please note that these wheelchairs are subject to availability and we are unable to offer pre-booking. A form of ID (such as a driving licence, passport or Emirates ID) will need to be presented upon collection.

Stand Catering

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 licenced beverages.

If you wish to provide hospitality at your stands, you can use the EventPlus Booking Platform and shop online for DWTC catering products. Please visit the link for further details - www.eventplus.ae/wetex.

For security reasons it is not permitted to organise a reception on a stand after the official exhibition hours however, a meeting room or a suite can be booked. The Organiser can advise you accordingly.

Lost and Found

All lost and found items found or reported within the premises of DEC must be reported to DEC Information Desks where information will be logged into the Dubai Police Lost and Found System. All items will be labelled with a registration number, sealed in a transparent plastic bag and stored by DWTC Security at the Main Lost and Found Claim Centre.

A Lost and Found business card will be given to the guest who has reported a lost item. Items can be claimed at the Main Lost and Found Claim Centre located on the lower ground level below the 2020 Plaza.

Claiming a lost item: Staff at the Main Lost and Found Claim Centre will request specific details about the item, location and date/time where it was lost before deciding the property's owner. A rightful owner will be responsible for specifying exact details about the lost item before it is returned to them. The claimant must provide photo identification which will be registered onto the Dubai Police Lost and Found System before handing the item to the owner. The Main Lost and Found Claim Centre will operate 7 days a week, as per event timings.

Emergency Medical Services (EMS)

Two EMS stations are available within DEC, one is located in the South Concourse and the second in the North Concourse.

Operating hours: Medical cover will be provided during the visitor open hours of your event.

Ambulances are on stand-by at the emergency station of Expo 2020 site 24/7, covering your event build-up and tear-down.

Prayer Rooms

Ladies' and men's prayer rooms are located on the Lower Ground Floor and are signposted from the concourses. Access is available via escalators and elevators.

Food Outlets

Concourse Coffee-Shops: 2 Trader's Express with a seating area are located in the concourses, 1 in the South Concourse and 1 in the North Concourse.

In-Hall Cafés: In-Hall Cafés are located in the following halls:

- South Trader's Express in Hall 1C South
- North Trader's Express in Hall 1C North
- North Trader's House in Hall 2B North

The operation of these In-Hall Cafés will be at the discretion of the DWTC Hospitality team.

APPENDICES

Please ensure you have read carefully the content of this manual and has thoroughly reviewed the below Appendices

If you are unable to download the PDF, please contact us at dxblivecc@dwtc.com or please refer to your Online Manual for further information

Venue Guidelines		
DEC Access & RSA QR Code Map	 6.1.1 DEC Access and RSA QR Code Map -	
DEC Venue Tool Kit	 6.1.2 DEC Venue Toolkit - Appendix.pdf	
Expo 2020 Transport	 6.2.3 Expo 2020 Transport Maps - Ap	
Expo 2020 VOID Programme	 6.2.4 Expo 2020 Void Programme - Append	
DEC Delivery Management System	 6.2.5 DEC Delivery Management System	
Health and Safety Guidelines		
Health and Safety Rules and Regulations	 6.5.1 Health and Safety Rules and Reg	
Submission Forms for High Risk Equipment & Substance Approvals	 6.5.2 Submission Forms for High Risk E	
Risk Assessment Form	 6.5.3 Risk Assessment Form - Appendix.pdf	
Method Statement Form	 6.5.4 Method Statement Form - App	
Stand Structure Form	 Stand Structure Form (WETEX 2021).pdf	
Evacuation Plan	 6.5.5 Evacuation Plan - Appendix.pdf	

ORDER FORMS

FASCIA FORM

FORM 1

(Mandatory to all Upgraded Shell Scheme Exhibitors Only)

Deadline: 15th September 2021

Return form to: DXB Live

Irene Tongco

Exhibitor Services

Tel: +971 4 389 3901

+971 4 306 4732

E-mail: dxblivecc@dwtc.com

Company Name			
Hall No.		Stand No.	
Contact Name		Telephone	
Mobile No.		Email	

- ☐ The cost of company name board / fascia panel(s) is covered by the space rental charges for your Upgraded Shell Scheme Stand.
- ☐ Your company name and stand number will be printed on a standard fascia panel and fixed to the side or edge of your stand at no additional cost.
- ☐ **Please complete this form to confirm the name you wish to appear on your name board(s).**
- ☐ **Please DO NOT complete this form if you are a Space Only Exhibitor.**

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

PLEASE TYPE OR WRITE CLEARLY BELOW IN CAPITAL LETTERS (maximum of 30 characters are included)

[illegible]

TERMS AND CONDITIONS

1. Receipt of this form cannot be confirmed due to the volume received.
2. Should this form not be returned by the deadline date, the name shown on your contract / exhibitor list will be that used for your name board(s).
3. Any changes to be made as a result of illegible handwriting and / or any alterations required onsite will be charged at AED 95 per fascia panel.
4. Company logos can be printed on the fascia at an additional cost. Please contact us for a quote / further information.

NAME		SIGNATURE	
POSITION		DATE	

Catalogue Entry (Mandatory) – Free of Cost

FORM 2

Deadline: 15th September 2021

Return form to: DXB Live

Irene Tongco

Exhibitor Services

Tel: +971 4 389 3901

+971 4 306 4732

E-mail: dxblivecc@dwtc.com

Company Name			
Hall No.		Stand No.	
Contact Name			
Telephone		Fax	
Mobile		Email	

This information will be used for the official listing of your company in WETEX 2021 Official Catalogue.

Exhibitors are reminded that only the completion of the catalogue entry qualifies the exhibiting company for a free entry in the exhibition catalogue. The Organizers takes **no** responsibility for any omission of any exhibitor who does not send their entries before the above deadline date or for any omissions or errors resulting from insufficient, unclear or late information received from the exhibitor.

FOR CATALOGUE ENTRY VIA EMAIL:

Please send your Catalogue Entry by email in MS Word format only with Company Name, Address, Telephone, Fax Email, Website, Contact Person, Designation and Local Agent Contact (if any) along with the Company profile/Profile/Product Information in maximum 200-250 words.

You may also use a separate catalogue entry and listing for your local agent's details as well. Kindly indicate Catalogue entry in the subject Line.

If you have any other queries about your catalogue entry, please contact us.

Catalogue entry format:

Company	
Address (Complete Details)	
Tel / Fax	
Email	
Contact	
Products on Display	
Profile (not more than 250 words)	
Upload your Logo here	(Logo artwork guidelines)

Catalogue Advertisement (Payable item)

FORM 3

Deadline: 15th September 2021

Return Form to: WETEX 2021

Ms. Khuloud Alali

Dubai Electricity & Water Authority, PO Box: 564, Dubai - UAE.

Tel: +974-4-515-0889

Mob: +971-55-223-4916

Email: Media@wetex.ae

Company Name			
Hall No.		Stand No.	
Contact Name			
Company Address			
Country		Postal Code	
Telephone		Fax	
Mobile		Email	

YES, we wish to reserve the following advertisement space to be publish in the show catalogue (please tick wherever applicable):

- ☐ **BACK OUTSIDE COVER (color) - US\$ 6,000**
- ☐ **FRONT INSIDE COVER (color) - US\$ 4,000**
- ☐ **BACK INSIDE COVER (color) - US\$ 3,000**
- ☐ **INSIDE PAGES (color) - US\$ 2,500**

Information:

- **Full Page Size Trim** H210mm x W150mm Print H190mm x W130mm, Bleed H230mm x W190mm
- **Materials required:** Illustrator, Illustrator PDF or high resolution PDF, PSD. Format. All fonts should be outlined and images embedded
- **Distribution:** Exhibitors, Trade Visitors, Office Delegates, Trade Centre, Chamber of Commerce, Commercial Consulates and Embassies within UAE.
- **Payment:** By Cheque in favour of **Dubai Electricity and Water Authority (DEWA)**

Or You may transfer the amount to:

Name of Beneficiary: Dubai Electricity & Water Authority

Name of Bank: Emirates NBD Bank (PJSC)

Address: P.O. Box No. 2923, Main Branch - Dubai - UAE

Account No.: IBAN: AE380260001011001486103

Swift Code: EBILAEAD

Transaction Type: WETEX 2021 - Company Name & Invoice No.:

NAME		SIGNATURE	
POSITION		DATE	

Visitor Invitation

FORM 4

Deadline: 15th September 2021

**Return Form to: WETEX ORGANIZING COMMITTEE
DUBAI ELECTRICITY & WATER AUTHORITY**

P.O. Box: 564, Dubai, U.A.E

Tel: +971 4 515 1431

Website: www.wetex.ae

E-mail: semar.kamaluddin@dewa.gov.ae

Company Name			
Hall No.		Stand No.	
Contact Name			
Company Address			
Country		Postal Code	
Telephone		Fax	
Mobile		Email	

Please indicate VISITOR INVITATION in the Subject line

Please indicate in the space below the number of free Visitor Invitation that you require, for inviting your customers at your stand. You can write/ filling your stand numbers / your company name in the invitation.

I/we will require

Mailing Address:

Note: All Visitors have to apply via the online registration prior to the show. Please contact the Organiser for further details.

NAME		SIGNATURE	
POSITION		DATE	

Public Relations

FORM 5

Deadline: 15th September 2021

Return Form To: DUBAI ELECTRICITY & WATER AUTHORITY

P.O. Box: 564, Dubai, U.A.E

For Media and Marketing Enquiries:

Tel: +971 4 307 2006

Email: media@wetex.ae

Company Name			
Hall No.		Stand No.	
Contact Name			
Company Address			
Country		Postal Code	
Telephone		Fax	
Mobile		Email	

Please indicate Public Relations in the Subject line:

Name:		
Company Name:		
Stand Number:		
Name of Person in Charge of Marketing:		
Contact details of the person in charge:	Tel No:	Email:
Do you have any appointed PR Agency? If yes, please provide details:	Name of PR Agency:	Address of PR Agency:
Are you launching any products or services at the show? If yes, please provide details:		
Are you demonstrating any products at the show? If please provide details:		

NAME		SIGNATURE	
POSITION		DATE	

Temporary Booth Attendant

FORM 6

Deadline: 15th September 2021

Return form to: DXB Live

Irene Tongco

Exhibitor Services

Tel: 800 – DWTC (3982)

+971 4 306 4732

E-mail: dxblivecc@dwtc.com

Company Name			
Hall No.		Stand No.	
Contact Name			
Company Address			
Country		Postal Code	
Telephone		Fax	
Mobile		Email	

We would like to confirm and order for the following requirements for Temporary Booth Attendant

Temporary Booth Attendant	Number of attendant required	Total Cost in USD
@USD320 per day (8 hours only)		

NAME		SIGNATURE	
POSITION		DATE	

Indemnity and Waiver

FORM 7

Deadline: 15th September 2021

Return form to: DXB Live

Irene Tongco

Exhibitor Services

Tel: +971 4 389 3901

+971 4 306 4732

E-mail: dxblivecc@dwtc.com

Company Name			
Hall No.		Stand No.	
Contact Name			
Company Address			
Country		Postal Code	
Telephone		Fax	
Mobile		Email	

Please indicate INDEMNITY AND WAIVER in the Subject line

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 WETEX 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 WETEX 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

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

NAME		SIGNATURE	
		COMPANY STAMP	
POSITION		DATE	

Stand Design Brief

FORM 8

Deadline: 31st August 2021

Return form to: DXB Live



Irene Tongco

Exhibitor Services

Tel: +971 4 389 3901

+971 4 306 4732

E-mail: dxblivecc@dwtc.com

 STAND DESIGN FORM		
Company name	What is the company name ?	
Client contact person	Who is the contact person?	
client Email	What is their email ID ?	
Client website	What is their website ?	
BUDGETS	how much they spent last year? Which contractor?	
EVENT/EXHIBITION DETAILS		
Event Name		
Event Date		
Build up dates		
Location (Hall & Stand #)		
Stand size	Single or Double deck	
STAND DESIGN AND BUILD DETAILS		
Project Concept		
Business Objectives		
Target Audience		
Brand Experience Requirements		
STAND BRIEF (flooring, walling areas, meeting room, storage, reception....)		
ADDITIONAL INFO	Orientation (sides open)	
	Products from client/ Display	
	Audio visual requirements	
	Other Services (Catering, Data and Telecom)	

Stand Structure/Stand Design Approval

FORM 9

Deadline: 31st August 2021 (COMPULSORY FOR ALL SPACE ONLY STANDS)

Return form to: Blue Lemon Group

Heinrich Grebenstein

Senior Technical Safety Officer

BLG Event Management

Mobile: +971 50 3073132

Email: wetex.design-submissions@blg-events.com

Company Name			
Hall No.		Stand No.	
Contact Name			
Company Address			
Country		Postal Code	
Telephone		Fax	
Mobile		Email	

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

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 abide the same.

Appointed Stand Contractor Company Name:	
Contractor Address:	
Contractor Point of Contact Person Name:	
Contractor Point of Contact Person Mobile No:	
Contractor Point of Contact Person Email Address:	

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 Guideline for Space Only Stands for further details.

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**

Confirmed and Signed by (for and on behalf of the Exhibitor):		Date:	
Confirmed and Signed by (for and on behalf of the Contractor):		Date:	

PLEASE PROVIDE ALL DATE REQUESTED TO ENABLE US TO ACTION YOUR ORDER

Exhibition Stand Structure Form



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

Please return this form to your Event Planner

- The deadline to return this form is 3 weeks prior to the start of build-up for single decker stands and 4 weeks for double decker and triple decker stands.
- Forms received after this date will be subject to a surcharge or may not be processed and stands may not be permitted to be built.



WETEX 2021 DUBAI SOLAR SHOW



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

EXHIBITION DETAILS

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

CONTRACTOR'S CONTACT DETAILS

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

Please complete one of the three options below:

OPTION 1: SPACE ONLY STANDS OF 4 METRES AND BELOW

Stands that include a ceiling, mezzanine level or a raised area above 300mm.

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

	YES	NO		YES	NO
Perspective Drawing	<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"/>
Full Stand Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling / Roof (if yes, please provide structural details)	<input type="checkbox"/>	<input type="checkbox"/>
Elevations Drawings (front, side and back)	<input type="checkbox"/>	<input type="checkbox"/>	Use of Fabric / Material (fire certificate must be provided)	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Plan (Layout) Drawing	<input type="checkbox"/>	<input type="checkbox"/>	Mezzanine Details (above 300mm)	<input type="checkbox"/>	<input type="checkbox"/>
Structural Material Details	<input type="checkbox"/>	<input type="checkbox"/>	Storage Space (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"/>
Structural Connection Details	<input type="checkbox"/>	<input type="checkbox"/>	Provision for rounded/non-sharp corners for all exposed corner edges on a raised platform	<input type="checkbox"/>	<input type="checkbox"/>
Base Plate Sizes and Specifications (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	Submission Form for High Risk Equipment and Substance	<input type="checkbox"/>	<input type="checkbox"/>
Any Special Display Loading Allowance	<input type="checkbox"/>	<input type="checkbox"/>	Cantilever / Overhang Structure Details	<input type="checkbox"/>	<input type="checkbox"/>
Accessible Ramp on Platform	<input type="checkbox"/>	<input type="checkbox"/>			
Undertaking Letter (refer to note below)	<input type="checkbox"/>	<input type="checkbox"/>			
Stand Height	<input type="checkbox"/>	<input type="checkbox"/>			

Exhibition Stand Structure Form



OPTION 2: SPACE ONLY STANDS ABOVE 4 METERS

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

- Structural Drawings, Design Calculations and General Arrangement of Structure
- Design of Structural Main Frames (usage of a minimum 3 inches [7.62cm] diameter tube or equivalent support)
- Design of Connections and Base Plate (considering anchor of base plate with permanent flooring is not allowed)
- Architectural Drawings (e.g. 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)
- Submission Form for High Risk Equipment and Substance
- Cantilever / Overhang Structure Details

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"/>

OPTION 3: DOUBLE & TRIPLE DECKER STANDS

All of 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 (e.g. 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)
- Submission Form 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 (exclusive of any applicable VAT charges) 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:
- Up to 10 working days for space only stands below 4 metres from the date of submission was received
 - Up to 15 working days for space only stands of 4 metres and above, double and triple deckers from the date the submission was received



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

CONDITIONS

- It is the contractor's and exhibitor's responsibility to ensure they have DWTC's approval prior to commencing pre-fabrication of the stand.
- Submission documentation should explain the method of building the stand
- Submissions for double and triple decker stands: 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 3 weeks before the start of the tenancy for single decker stands and 4 weeks for double and triple decker stands.
- 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 of 4 metres and above requires a metal framing with base plate and stability design calculation
- Any stand of 4 metres and above 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 metres in height. A special policy applies for the building of stands in the concourses. Double and triple 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 inches (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 octanorm 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
- All Cantilever/overhang structure should 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.

STRUCTURAL CALCULATION: The designer shall submit detailed design criteria as well as design assumptions containing the following information (whenever possible):

- Stand name, stand number, contractor/designer/event name
- Applied standards in loading and design
- Materials properties: steel grades, modulus of elasticity, shear modulus, etc
- Durability requirements: deflection control and drift control.
- Robustness requirements as per relevant standards.
- Analysis and design software, spreadsheets used for design or/and verification, etc
- Detailed calculations shall include:
 - * Gravity loads correspond to different floors.
 - * Interconnection requirements, i.e. bolts grade and sizes, end plate thickness, etc.
 - * Notional loads applied to each floor level in both orthogonal directions.
 - * Basic load combinations for ultimate and service states design.
 - * Extracts from analysis outputs: Shear and moment diagram, axial forces, deflection.
 - * Design stress ratio (max = 0.95)
- The analysed computer model shall be free from any major warnings or errors.
- Capacity of the upper floor: 1person per 2m2. A warning letter, indicating the limitation of occupancy load, should be visibly placed at the bottom
- of the staircase. Maximum use overloads on the upper floor:
 - * Area with tables and chairs, lobbies, restaurants, cafes, w = 3 kPa
 - * Area with fixed seating, movie theatres, meeting rooms, offices, w = 4 kPa
 - * Area for public free circulation w = 5 kPa



Exhibition Stand Structure Form



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

Signature
On behalf of the Contractor

Company Stamp

Signature
On behalf of DWTC Operations

Signature
On behalf of DWTC Engineering

Signature
On behalf of DWTC Health and Safety

ATTACHMENT

- The contractor of the stand is required to sign the documents attached to this submission. Copies of the signed documents shall be presented to DWTC security before entering the service 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.

Letter of Undertaking

FORM12A

(FOR INTERNATIONAL CONTRACTORS ONLY AND EXHIBITORS BUILDING THEIR OWN STAND)

Deadline: 31st August 2021 (COMPULSORY FOR ALL SPACE ONLY STANDS)

**Return Form to: WETEX ORGANIZING COMMITTEE
DUBAI ELECTRICITY & WATER AUTHORITY**

P.O. Box: 564, Dubai, U.A.E

Tel: +971 4 322 0664

Website: www.wetex.ae

E-mail: afreen.eqbal@dewa.gov.ae

Please contact the Organiser for further details.

Company Name			
Hall No.		Stand No.	
Contact Name			
Company Address			
Country		Postal Code	
Mobile		Email	

Only when the following is submitted, will the contractor be allowed to commence work in the exhibition halls or any off-site venues.

- **This Letter of Undertaking (LOU) signed and stamped.**
- **Company's Trade License Copy/ Registration Copy**

The Contractor hereby undertakes to the Organiser that it shall:

1. Carry out all work in accordance with the Rules and Regulations as laid down in the Exhibitor and Technical & Stand fitting Manuals, Strictly adhere to the attached published Exhibition Time Table. Ensure all the stand building will be ready by the deadline if not earlier.
2. Ensure all Stand fitting materials including scaffolding; lifting equipment, waste materials, etc. will be cleared from the halls/venue by the given deadline, before the show opens and after the show closes.
3. Ensure proper conduct of their work force, manpower is adequately trained and legally authorized to carry out works in compliance with all Governmental Health & Safety Standards in relation to any potential hazard or danger to visitors/exhibitors.
4. Ensure no damage caused to other stands, the venue property which includes floor/tarmac, ceiling truss, walls lighting fixtures/cables or any other fitment such any premises' facilities.
5. Maintain responsibility for any and all sub-contractors it subcontracts.

Exhibitor (Company) Name:	
Appointed Stand Contractor Company Name:	
Contractor Address:	
Contractor Point of Contact Person Name:	
Contractor Point of Contact Person Mobile No:	
Contractor Point of Contact Person Email Address:	

Confirmed and Signed by (for and on behalf of the Exhibitor):		Date:	
Confirmed and Signed by (for and on behalf of the Contractor):		Date:	

PLEASE PROVIDE ALL DATE REQUESTED TO ENABLE US TO ACTION YOUR ORDER

Letter of Undertaking

FORM12B

(FOR LOCAL CONTRACTORS ONLY)

Deadline: 31st August 2021 (COMPULSORY FOR ALL SPACE ONLY STANDS)

**Return Form to: WETEX ORGANIZING
COMMITTEEDUBAI ELECTRICITY & WATER
AUTHORITY**

P.O. Box: 564, Dubai,
U.A.ETel: +971 4 3220
664 Website:

www.wetex.ae

E-mail: afreen.egbal@dewa.gov.ae

Please contact the Organiser for further details.

Company Name			
Hall No.		Stand No.	
Contact Name			
Company Address			
Country		Postal Code	
Mobile		Email	

Only when the following is submitted, will the contractor be allowed to commence work in the exhibition halls or any off-site venues.

- **Performance Bond & Letter of Undertaking (LOU) signed and stamped.**
- **Company's Trade License Copy/ Registration Copy**

The Performance Bond must be paid either as a Company/Personal Cheque, Manager's Cheque or Bank Guarantee, in favour of **DEWA** the Cheque will be held as a Security deposit amount and will NOT be deducted unless there is breach of any of the conditions stipulated below.

AED 10,000 or AED 20,000: Double Decker stand: per Stand Contracted. The Performance Bond will be returned to the contractor 3 weeks after the end of the exhibition unless there is breach of any of the conditions stipulated below.

The Contractor hereby undertakes to the Organiser that it shall:

1. **Conditions/ Rules and Regulations:** Carry out all work in accordance with the Rules and Regulations as laid down in the Exhibitor and Technical & Stand Fitting Manuals. Strictly adhere to the attached published Exhibition Timetable. Ensure all the stand building will be ready by the deadline, if not, earlier.
2. **Removal of Material:-** Ensure all Stand fitting materials including scaffolding; lifting equipment, waste materials, etc. will be cleared from the halls/venue by the given deadline, before the show opens and after the show closes.
3. **Workforce/ Health & Safety:** Ensure proper conduct of their work force, manpower is adequately trained and legally authorized to carry out works in compliance with all Governmental Health & Safety Standards in relation to any potential hazard or danger to visitors/exhibitors.
4. **Damage:** Ensure no damage caused to other stands, the venue property which includes floor/tarmac, ceiling truss, walls lighting fixtures/cables or any other fitment such any premises facilities.
5. Maintain responsibility for any and all sub-contractors it subcontracts.

Performance Bond Payment

Exhibitor Name:	
Appointed Contractor Name:	
Contractor Point of Contact Person Name:	
Contractor Point of Contact Person Mobile No:	

Contractor Point of Contact Person Email Address:	
Performance Bond Value in AED	

Confirmed and Signed by (for and on behalf of the Exhibitor):		Date:	
Confirmed and Signed by (for and on behalf of the Contractor):		Date:	
Official Contracting Company Stamp:			

PLEASE PROVIDE ALL DATE REQUESTED TO ENABLE US TO ACTION YOUR ORDER

NOTE:

For Official Use only: Refundable Performance Bond (if applicable only)

Managers Cheque / Bank Guarantee Received On:	Amount to be Refunded:
Penalties, if any:	Date of Refund:
Date of Return	Name & Signature

Freight Forwarder

FORM 13

Return by Email to:

FREIGHT HANDLING			
SHIPPING, CUSTOMS CLEARANCES, UAE DELIVERIES & ONSITE HANDLING			
DEADLINE : 1st September 2021			
Company Name		Country / City	
Hall / Stand No.		Contact Person	
Email ID		Tel No.	
William Lobo Manager - Exhibitions Tel: + 971 4 332 5334 Mobile: +971 55 2206547 Email: william@airlink.ae		Mohamed Tantawy Assistant Manager – Exhibitions Tel: +971 4 332 5334 Mobile: +971 55 1070772 Email: Mohamed@airlink.ae	

IMPORTANT NOTICE:

The official and Sole on-site Freight Company is **Airlink International UAE**, Please discuss your shipping requirements with Airlink International directly. Please ensure that you order all your onsite Handling requirements through Airlink International by completing this form or by Emailing directly to the above emails ID's

All onsite lifting and moving equipment (Pallet trolleys, forklifts & Cranes) can be provided by Airlink International ONLY. No other forwarder is authorized to provide such equipment onsite.

Please note if you are using your own freight forwarder / COURIER COMPANY for shipping or customs clearance and delivery to the show site, then Airlink International may not be permitted to intervene OR arrange for any customs clearance. This will have to be responsibility of the Freight forwarder you have chosen.

Please confirm your requirements by marking (X) on the below:

<input type="checkbox"/>	Pick up from your warehouse including shipping, customs clearances and delivery to your booth
<input type="checkbox"/>	Only customs clearance from Port / Airport and onsite handling
<input type="checkbox"/>	Onsite handling Unloading from truck, delivery to the stand and the same services on the outbound
<input type="checkbox"/>	Special services on the booth like Unpacking / Packing / Forklift & additional manpower

Fill in the below if Shipping required through Airlink International UAE:

Shipping By:	<input type="checkbox"/> Air-Freight	<input type="checkbox"/> Sea-Freight	<input type="checkbox"/> Ready For Pick Up on
--------------	--------------------------------------	--------------------------------------	---

Fill in the Details of Exhibits irrespective if using Airlink International or your preferred forwarder:

NO.	Description of Exhibits	Type of Packing	G. Weight (Kg)	Dimensions (C.M)
1				
2				
3				
4				

Name & Signature: _____ Date: _____

EVENT PLUS ONLINE ORDERING SERVICES

PLEASE REGISTER TO BELOW LINK AND FOLLOW THE ONLINE INSTRUCTIONS TO BOOK YOUR ORDER

<https://www.eventplus.ae/wetex>

How it works

Your stand's one-stop-shop for simple, convenient and 100% secure online booking



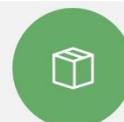
Step 1

Register and start shopping for your stand.



Step 2

Configure your services, order and pay securely.



Step 3

Have a successful show with on-time delivery and execution.

DXB Live Official Contractor Service

Our comprehensive services & products



WETEX & DUBAI SOLAR SHOW 2021 SPONSORS

JUBILEE SPONSORS

هيئة الطرق والمواصلات
ROADS & TRANSPORT AUTHORITY



SIEMENS

SIEMENS
energy



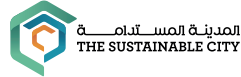
DIAMOND SPONSOR



TITANIUM SPONSORS

HITACHI

ABB



الاتحاد للماء والكهرباء
Etihad Water & Electricity



STRATEGIC SPONSORS



دوخاب
Ducab



STRATEGIC MEDIA SPONSORS



PLATINUM SPONSORS

L'ORÉAL
GROUPE



GOLD SPONSORS



MEDIA PARTNERS

