

EXPO CENTRE SHARJAH
EXHIBITOR'S MANUAL
BOOK 1



**STEEL
FAB**
MACHINERY
TECHNOLOGY
EQUIPMENT



LETTER

FROM THE MANAGEMENT



Dear Exhibitor,

Please take some time to read this manual as it provides important and useful information to all your queries.

All exhibitors must complete all necessary Forms and return them to the respective departments and contact persons as per the deadline dates.

Proper use of the Show Manual ensures that exhibitors derive maximum benefit from their participation. The Organizers cannot undertake to provide full service for exhibitors unless this manual is properly read and all instructions are carried out.

Sincerely,

The Management
Expo Centre Sharjah

SHARJAH

CROSSROAD OF MIDDLE EAST



Geographically, Sharjah overlooks the Arabian Gulf from the West and the Gulf of Oman from the East. One part of the Emirate is surrounded by Dubai and Ajman, while the other extends east to the Gulf of Oman. The Emirate, however, borders all the other Emirates of the UAE. It is located between 55.21° East longitude and 25.25° North latitude. Located in the centre of the country, Sharjah is just a 15-minute drive (approximately 15 kms) from Dubai and a 90-minute drive (approximately 200 kms) from the capital Abu Dhabi.

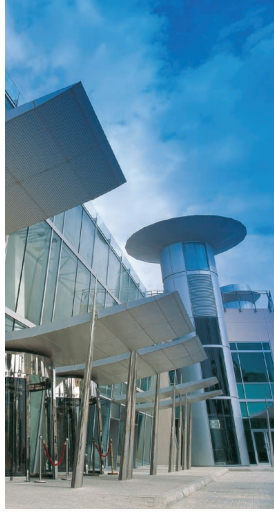
With the world's second largest sea-air cargo airport, Sharjah now handles over 60% of the UAE's sea-air business. It is flanked by two modern seaports (one on each of the Arabian Gulf's West and East coasts) and has two dynamic investor-friendly free zones.

Besides featuring world class infrastructure, Sharjah is also known as a leading industrial base in the region. It houses over 46% of UAE's industries.

Labour and accommodation costs are low compared with other emirates (by around 35 per cent). The Sharjah Government is also working on providing utilities at reasonable prices, as it shoulders 70 per cent of the actual costs of energy and water production.

A vibrant, cosmopolitan city, with many Arabian museums, forts, waterfronts, islands and gardens, Sharjah is an ideal manufacturing, marketing and distributing base for the Middle East and neighbouring region.

EXPO CENTRE SHARJAH



Expo Centre Sharjah is a premier exhibition facility in the UAE that acts as a gateway to the entire Middle East and CIS regions and the Subcontinents. It is the first established trade fair centre in the country and is considered a pioneer in its field.

Since its establishment in 1977, Expo Centre Sharjah has placed the emirate of Sharjah on the map of International Exhibitions Industry and has been a focal point of international trade.

Over the years, the centre has become one of the region's most popular Trade Exhibition venues , and hosts some of the top-of -the-range, highly focused B2B and B2C shows.

In September 2002, sensing the technological and increasing space demands of its trade partners and customers, Expo Centre Sharjah moved to its present location, where state-of-the-art facilities added a cutting edge to the centre.

The Centre, the exhibition wing of the Sharjah Chamber of Commerce and Industry, now is a prime meeting destination that offers the perfect combination of sophisticated technical facilities and professional services across a broad spectrum of events.

Expo Centre Sharjah is well equipped to meet the technical and communication technology requirements of today's trade fairs. With 128,000 square meters of Indoor and Outdoor floor space, it is an ideal venue for meetings, conventions, exhibitions and presentations.

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CONTACTS



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P.O. Box 3222, Al Taawun Road Opposite Al Taawun Mall
Sharjah, United Arab Emirates
Phone: +971-6-5770000 Fax: +971-6-5770111
e-mail: info@expo-centre.ae web: www.expo-centre.ae

CONTACT:

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Director Support Services & Venue Management (Operations)
Expo Centre Sharjah
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Sharjah, United Arab Emirates
Phone: +971-6-5991199 Fax: +971-6-5770111
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web: www.expo-centre.ae

EMERGENCY NUMBERS:

FIRE DEPARTMENT	:	997
POLICE & AMBULANCE	:	998 or 999
ANJAD	:	+971 6 5512222
Expo Operations Manager	:	+971 6 5991199



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A. ORGANISER'S and CUSTOMER SERVICE OFFICES

The Organizer's and Customer Service Offices are located along the Central Boulevard, near the main entrances of Expo Centre Sharjah.

The Organizer's Office are staffed during build-up, exhibition and dismantling days only.

B. BUILD-UP PERIOD

The Exhibition halls are open for Build-up according to the schedule given by each show. Exact timings for move-in are indicated in the show manual given to the exhibitor.

The halls will be closed to all contractors and exhibitors from 9.00 pm to 12.00 midnight prior to the day of the opening for cleaning and maintenance operations.

Contractors need to strictly follow the build-up procedures of Expo Centre Sharjah. Extra time taken for booth construction and stand completion will be charged by the Operations Department depending on the delay caused for the opening day preparations .

C. OPENING DAY

Access to the Exhibition Halls during the Official Opening Day will be restricted to VIPs, invited guests and members of the Press only. Visitors will be granted access to the halls only after the departure of the VIPs.

During the VIPs tour of the halls, all exhibitors are requested to remain at their respective stands.

The halls will be open to Exhibitors and Contractors two hours prior to the Official Opening time. Exhibitors are requested to arrive at the venue, one hour prior to the Official Opening.

Exhibitors are requested to ensure that their exhibit materials are in the halls a day before the Official Opening to avoid the rush the next day. Exhibit materials, including brochures, posters, samples, etc. being brought to the halls on the opening day will not be permitted through the front main entrance doors. A Service door at the rear of the halls will be allotted for this purpose only before and after the opening ceremony.

D. SHARJAH POLICE SECURITY CHECKS

A Security check by the Sharjah Police will take place in the morning of the Opening Day, prior to the Inaugural Ceremony at 10.00 am. The check includes:

- A full search of the Exhibition area
- The use of electronic detection equipment for individuals entering the premises
- A physical search of all hand baggage

Some delays may be expected so you are therefore advised to arrive at the venue in advance. For your own convenience and in order to assist Sharjah Police in carrying out their check, you are requested to ensure the following before leaving the premises the night before the official opening:

- * **Leave all the cupboards, doors and cases unlocked after the completion of work on the evening before the Opening day.**
- * **Vehicles that are part of the Exhibition should be left unlocked, including the engine compartment and rear storage area.**
- * **Personal valuables should not be left in the stand. Should you need to lock a certain area in the stand, ensure that a clearly marked key is deposited with the Operation Department.**
- * **Ensure that all the staff in the stand have obtained their Exhibitor Badges for the next day.**

For the Official Opening

- Wear your Exhibitor Badge at all times
- Restrict your hand baggage to one piece per person
- Arrive at least one hour before the Official Opening ceremony
- Keep your baggage unlocked and any metal object easily accessible
- Check your own area and report anything unusual about security of the venue

E. EXHIBITION HOURS

Each exhibition has its own hours reserved for either the public or trade only. Please refer to the brochure or contact the respective Project Manager for the exact timings.

F. PACKING MATERIALS

Empty packing cases placed outside the stand area and gangways during the build-up period, would be automatically cleared by the cleaning staff, on a regular basis. Empty packaging materials are not allowed inside the halls anytime during the exhibition period.

Additional service for the removal and storage of empty packages and boxes as well as rental of forklift, transportation, labour and re-packing services, can be obtained from the Official Freight Forwarder for a fee.

G. FREIGHT FORWARDER

Exhibitors may choose to send their cargo through their own shipping channels, however the exhibitor must inform their own Transport Agent to contact the Official Freight Forwarder for lifting and handling requirements on site. For quotation, please contact the Official Freight Forwarder on the following link.

<http://www.expoctr Sharjah.org/Exhibition/freight.html>

The contractor can also arrange for the complete movement of your cargo, and they can assist you with their agents/associates in various countries. Please contact the official freight forwarder directly for a quote.

H. RE-STOCKING AND REPAIR

Deliveries or collection of exhibits as well as major stand and display alterations SHOULD NOT BE carried out during the exhibition hours.

For security reasons, re-stocking can ONLY be done daily during the specified hours mentioned in the respective exhibition move-in schedules.

Under special circumstances, permission from the Operations Manager may be granted for maintenance or repair work only after exhibition hours.

Gate Passes are required should the exhibitor plan to remove any goods from the Exhibition Hall. These passes are available either at the Customer Service office or the Organizer's office, located at the Central Boulevard.

I. TELE-COMMUNICATIONS

Exhibitors wishing to avail of telephone or other communication facilities should place their order using the Tele-Communications Equipment Form.

Those who have requested a telephone line must note that all the instruments have an optional code lock to bar chargeable calls. However, calls free-of-charge can be made within Sharjah (local calls).

Please contact the Customer Service should you require the code to your instrument.

Remember to keep it locked at all times to prevent misuse.

The exhibitor is responsible for the instrument and any damage to it will be charged accordingly.

The telephone instrument will be collected before the end of the show.

J. PLANTS AND FLOWERS

OFFICIAL PLANT AND FLOWER SUPPLIER/ARRANGER:

BLOOMS INTERIORS

P.O. BOX 51980, Dubai, United Arab Emirates

Contact Person: Mr. Romeo Baguio

Tel: +971 4 3946094 Fax: +971 4 3946093

Cell: +971 50 7251169 Email: blooms@emirates.net.ae

K. PHOTOGRAPHY

The Official Exhibition Photographer will be present during the opening ceremony.

Exhibitors who require stand photography are advised to contact us at least four working days, prior to the opening of the Exhibition.

OFFICIAL PHOTOGRAPHER:

EXPO MARKETING SERVICES-EXPO CENTRE SHARJAH

P.O. BOX 3222, Sharjah, United Arab Emirates

Contact Person: Mr. Sadaqat Pervaiz

Tel: +971 6 5991140 Fax: +971 6 5770111

Email: sadaqat@expo-centre.ae

L. RESTAURANT SERVICES

Refreshments and snacks will be on sale during the build-up period and full cafeteria facilities will be available during the show. The Organizers have arranged an on-site catering service for daily delivery to exhibitor's stands. Exhibitors wishing to offer food and beverages of any kind to their visitors must obtain all supplies from the Official Caterers on site. As a policy, food brought from outside other than provided by the official caterer is not allowed inside the exhibition premises.

M. NO SMOKING POLICY

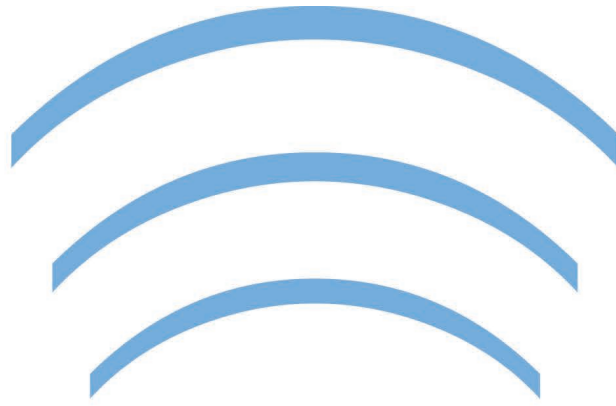
Expo Centre Sharjah is a **No Smoking Zone**. Smoking areas are allotted outside the centre where ample ashtrays are available to keep the area clean.

N. FURNITURE & ELECTRICAL REQUIREMENTS

A team for the extra furniture and electrical items will be at service during build-up to assist Exhibitors with extra service orders and will be available at the Customer Service office located along the Central Boulevard beside the main entrance.

Any changes/adjustments in furniture will be allowed only until the day before the opening of the show and their supply will only be according to availability.

A 20% surcharge will apply to all late or new on-site orders of furniture & electrical items.



BREAK FREE

YOU ARE IN A WIRELESS INTERNET ZONE

Expo Centre is equipped with a wireless connection that allows you to hook up to the internet. Take advantage of a great service, get a cup of coffee and surf the net.



COMMUNICATION FACILITIES



2

Employing cutting-edge communications technology, the column-free exhibition halls technical capabilities include such advanced features as wireless data, Internet and telephone connectivity and an online lead retrieval system for its participants.

Public telephones (card operated) and ATM machines are available along the central boulevard for use of Exhibitors and Visitors.

Temporary telephone or facsimile lines with worldwide access and code-barring facility can be installed at your stand during the Exhibition period. Exhibitors wishing to avail of these facilities, should place their order using the Tele-Communication Equipment form, at least seven days prior to the event. A security deposit of USD 200 (Dhs. 736) should be made when ordering a telecommunication equipment. A statement, including a printout of line usage, and any refund will be given to Exhibitors on the last hour of the last day of the event. Should the usage exceed the units allocated under the advance bond, Exhibitors will have to pay the amount on the spot. Facsimile and photocopying services are available at the Customer Service located along the Central Boulevard beside the main entrance.

Internet Wireless access is available in the Exhibition Halls and in the Central Boulevard, using a Pre-paid Hotspots card from Etisalat. These Pre-paid Hotspots card are available in any Etisalat outlet.

SECURITY



3

The Organizer engages a security agency to ensure the security at the Exhibition Halls. While we make all reasonable arrangements for security coverage, we are not responsible for the security of a stand, its exhibits and contents (that includes personal property). The mentioned items will be the sole responsibility of the Exhibitor.

All Exhibitors must arrange their own insurance to cover all risks and stages (right from the shipment date till the re-shipment of goods).

It is also recommended that one booth attendant should be present on the stand at least half an hour before the Exhibition opens and again until all visitors have left the halls. The stand should not be left unmanned at any time during the open periods.

In the interest of security, goods may not be removed from the Exhibition Halls without a security clearance form or Out Pass. A Goods and Materials Movement Authority form or Out Pass, which is available at the Customer Service office, must be completed, signed by the Project Manager and attached to all goods leaving the exhibition. Person removing the goods must be wearing their exhibition badge.

Should you require special security guard service, arrangements can be made by contacting the Project Manager on site.

TEMPORARY PERSONNEL



4

The Organizer can make arrangements for temporary staff including interpreters, receptionist, secretaries and general booth attendants using the Miscellaneous Services Form. Costs are as follows:

- Interpreters @Dhs736 per day = USD200
- Secretaries @Dhs644 per day = USD175
- Receptionists/General Booth Attendant @Dhs552 per day = USD150

Exhibitors requiring above staff should contact the Organizer and arrangements will be made as requested. Payment for such services should be made directly by Exhibitors to the hired Staff.

CAR PARKING



5

Ample car parking spaces that could accommodate 1600 cars are available within the premises of Expo Centre Sharjah - FREE OF COST.

There is a designated car parking space available to our Momayaz (VIP) visitors.

ADMISSION OF PERSONNEL



6

It is essential that you submit the Exhibitor Badge form, to ensure your name Badges are available at the registration desk or at the Customer Service. No personnel will be allowed to enter the exhibition area without the appropriate badge, during build-up, exhibition hours and dismantling periods. All guest visiting the exhibition need to be registered at the visitor registration and obtain an entry badge.

“Contractor Badges” permitting Non-Official Contractors and their workmen to enter the Exhibition

Halls for the purpose of construction and dismantling during the build-up and dismantling periods, will be issued only upon direct application to the Operations Manager of Expo Centre Sharjah. Please refer to the Stand Building Contractor Form for the said badges.

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 Badges will be denied access to the Exhibition Hall by our Security Personnel.

INSURANCE



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The organizer shall not be held responsible for the loss or damage to any property of the exhibitor or any other person caused by theft, fire, defect in the Expo Centre Sharjah Exhibition Halls, storm, tempest, lightning, national emergency, civil unrest, war, labour disputes, lockouts, explosions, acts of Nature and general cases of force majeure whether or not ejustrem 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 organizer safe and harmless from all loss and damage to person or property and all claims arising out of the exhibitors stand fittings and for the exhibitors 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 organizer as aforesaid and also to cover itself all risks in respect of the organizer is expressed not to be responsible in these conditions.

If you would like to insure your goods while they are at Expo site, please contact the following:

AL BUHAIRA NATIONAL INSURANCE COMPANY

Contact: Mr. Issam Mehdawi

P.O. Box 6000, Sharjah UAE

Phone: +971 65355411

Fax: +971 65355223

Email: abnich@albuha.com

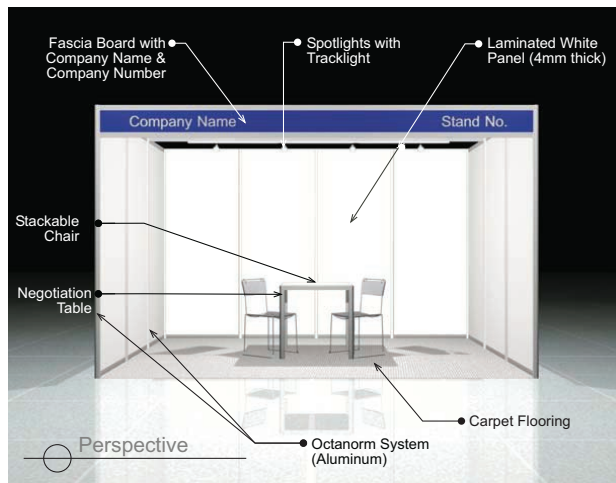
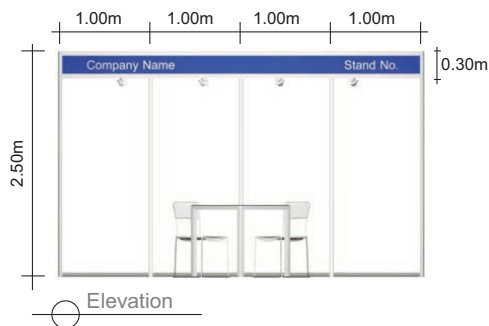
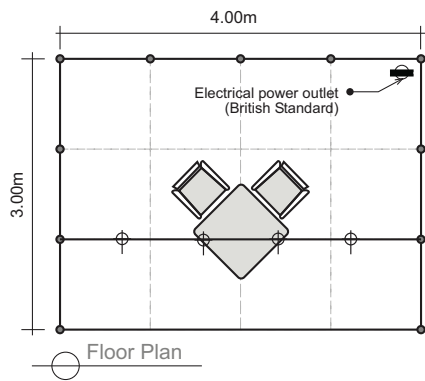
Website: albuha.com

STAND FITTING



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SHELL SCHEME



The SHELL SCHEME package includes the following:

- The Rear and Side Walls in Octanorm system aluminium profile with 3.5mm thick white polycarbonate panels.
- The Fascia board in Octanorm system aluminium profile and 3.5mm thick wood or polycarbonate panels covered with colored vinyl or painted and with company name and number, on sides without walls.
- 1 unit of 100 watts Spotlight per 3 square meter area, attached to a 230mm length track and installed 1.0 meter away from the fascia board, as the standard location.
- 1 unit of Power Socket of upto 13 Amperes, 3-pin British Standard, 220 volts. Single phase.
- 1 unit Standard Square Table, 700mm length x 700mm width x 750mm height
- 2 units Standard Stackable Chair in chrome and leatherette
- 1 unit Waste basket
- Carpet tile flooring as per area of the stand

SHELL SCHEME stand fitting and display must be contained within the shell scheme structure and may not exceed 2.5 meters in height. No projections into gangways will be permitted.

UPGRADED SHELL SCHEME packages are available and can be provided on request by using the Upgraded Stands form . The charges given per square meter coverage would be added to the charges of "Space Only" booking

ie: "Space Only" booking charge + Upgraded Shell Scheme package charge = Stand Building Charges.

Shell Scheme and Upgraded Shell Scheme stands do not provide Electrical & Mechanical Service connections for machinery so it is important to check your electricity, compressed air, water & other technical requirements and order well in advance.

Please provide a separate sketch of your stand with exact locations for power supply, compressed air, water supply, drainage etc. to enable ease of our operation. Please indicate neighboring aisles and stands to enable us to understand your sketched requirements accurately.

SPACE ONLY

Stand fitting and display work to (Space Only) stands inside the Hall may not exceed 6.00 meters in height without the written permission from the Organizers or the Operations Department of Expo Centre Sharjah.

Where Exhibitors who are making their own arrangements for the erection of a stand are informed that, where their stand abuts another stand area, they are responsible for providing their own free-standing dividing wall. Exhibitors should not use the walls of the adjacent stand to avoid accidents. They should ensure that the back of any dividing wall, panels or display that are visually exposed are painted in white or are masked to ensure a neat appearance. The full amount of the shell scheme rental will be charged to those found not following this requirement.

All "Space Only" exhibitors are responsible for ensuring that their name and number are clearly displayed.

Dimensioned drawings of all Space Only stands must be sent to the Organizers or the Operations Department of Expo Centre Sharjah for approval, not later than 30 days prior to the show. The Organizers reserve the right to reject a design likely to unreasonably affect nearby Exhibitors sites in any way.

The Organizers or the Official Stand Building Contractor may be contacted for assistance required on stand building.

ORGANIZER:

EXPO CENTRE SHARJAH

P.O. BOX 3222, Sharjah, United Arab Emirates

Tel: +971 6 5770000

Fax: +971 6 5770111

Email: info@expo-centre.ae

Website: expo-centre.ae

OPERATIONS DEPARTMENT::

Mr. Mohammad Al Mazrouei

Director Support Services & Venue Management (Operations)

Expo Centre Sharjah

P.O. Box 3222, Al Taawun Road Opposite Al Taawun Mall

Sharjah, United Arab Emirates

Phone: +971-6-5991199 Fax: +971-6-5770111

e-mail: m.almazrouei@expo-centre.ae

web: www.expo-centre.ae



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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.

9.1. STAND FITTING REGULATIONS

I. SHELL SCHEME and UPGRADED SHELL SCHEME STANDS

All stand fitting and display must be contained within the shell scheme structure and should not exceed 2.5 meters in height. No projections into gangways will be permitted.

No Nailing, Drilling or Painting on the Shell Scheme panels and aluminium components is allowed. Exhibitors who wish to have panels painted or with finishing treatment must order them in advance from the Organizer or the Official Stand Contractor. Any change to the type or color of the floor covering also requires a permission from the Organizer or the Official Stand Contractor. No financial credit will be given for any Standard amenity that is not utilized by the Exhibitor.

Any Exhibitor occupying an "Island" Shell scheme or Upgraded Stand is not permitted to block more than 50% of any side of the stand. Likewise, a corner booth is not permitted to fully close any part of the corner even if it is to be used for display, so as not to block the view of other stands.

IMPORTANT NOTE: ESSENTIAL BOOTH REQUIREMENT FOR SHELL SCHEME AND UPGRADED PACKAGE STANDS
Exhibitors participating as an individual stand or as part of a pavilion (shell scheme or upgraded packages), will not be allowed to source any additional services viz. furniture, electricals, audio-visual, rigging, telecom, etc from external suppliers/vendors.

Expo Centre Sharjah is the exclusive supplier for these exhibitor-booth requirements. In the event of a failure to do so, Expo Centre Sharjah reserves the right to remove all such goods/items from the exhibitor booth.

II. SPACE ONLY

Stand fitting and display work on "Space Only" stands inside the Hall should not exceed 6.00 meters in height in the Halls and 3.50 meters in the Central Boulevard without the written permission of the Organizers or the Operations Department of Expo Centre Sharjah.

For Stand Building Contractors

No Non-Official Contractor will be allowed to carry out construction or decoration of a "Space Only" stand without the written permission of the Organizer or the Operations Department of Expo Centre Sharjah.

A Non-Official Contractor will be required to pay a refundable "Performance Bond" of Dhs. 100 per square meter of a maximum of Dhs. 10,000 to the Operations Department of Expo Centre Sharjah, before the Contractor's Badges are issued to start work. This is to guarantee the observance of the Rules and Regulations of the venue and to ensure completion of work, complete removal of debris and to cover any damages done to the Exhibition halls and Exhibits.

Details of the Non-Official Contractor should be filled in the Stand Building Contractor form. This together with the stand design, layout and specifications which was approved at least 60 days prior to the move-in date and the performance bond, should be submitted to the Operations Department to obtain a permission to build. Non- Official Contractors must ensure that all their workmen wear their badges at all times during the build-up and dismantling periods while working on their stand or they may be denied access to the Exhibition Hall by the Security personnel.

For Exhibitors and Stand Building Contractors

Dimensioned drawings of all Space Only stands must be sent to the Organizer for approval, not later than 30 days prior to the show. The Organizers reserve the right to reject a design likely to unreasonably affect nearby Exhibitor sites in any way.

No part of the stand or exhibits including fascia, signs, lighting, beams and posts or other fittings shall project into or overhang any gangway or adjacent stands, that may obscure any fire or exit signs and exit facility or inhibits the movement of other exhibitors and freight.

Support or Suspension from the ceiling space frame of any structural part of a stand is not allowed without the clearance from the Organizer or the Operations Department.

Exhibitors and Contractors must ensure that all gangways adjoining the stand are not blocked during build-up, installation and dismantling to a degree that the Organizer reserves the right to restrict the area of scaffolding or large equipment and limit the times during which it shall remain in the halls or in the stand.

It is strictly prohibited to affix nails, hooks, tacks, screws, strong adhesive, paint or similar items to the floor, walls, ceilings or other parts of the premises.

No cement, mortar, resins or adhesives may be applied directly to the hall floors.

No excavation, drilling or fixing to the surface of the forecourt will be permitted.

All materials used in the construction of stand fittings and displays shall be either:

- * Non - combustible material
- * Flame resistant plastic
- * Flame resistant boarding
- * Timber of any thickness, treated so as to be flame resistant
- * Chipboard or block board more than 18mm thick

All materials used for decorative finishes to stands shall be:

- * Able to pass a test for flammability or for surface spread flame
- * Be fixed taut or in tight pleats to a solid backing
- * Be secured at floor level
- * Shall not ignite when subjected to a flame after 10 seconds
- * Shall not have an afterglow when subjected to a heat source for 10 seconds

All painted structures should be pre-finished (Eg. Puttied, Sanded and Primer-coated) upon delivery into the hall. **Any material to be used for finishing of the stand should be water-based.**

Sanding and the use of paint sprayers inside the halls are not permitted. The surrounding surface of the stand area must be protected by plastic sheeting if on-site finishing decorations are necessary.

Space Only ' Island" Stands should have access from all sides of the area. Continuous closed stand or wall structure of more than 3.0m length and 2.0m height is not allowed along the aisle unless permission is obtained from the Organizer.

The walls bordering the aisles should be of transparent material or designed to appear appealing by including showcases, display settings, graphic walls etc.

It is the responsibility of all Space Only stands located on divided areas to provide their own wall/dividing panels instead of using the back walls of the adjacent stand. Stands without their own dividing wall will not be provided with alternative panels by the Organizer.

Visible areas at the back of the stand must appear clean and in a uniform, neutral color. If the visible wall is adjacent to another stand, it should not display any logo or graphics that advertises on the adjacent side.

Provision for a special ramp for handicapped visitors in stands with a platform is a MUST for stand areas of more than 36 square meters.

Construction of Double Deck Stands

Stand fitting and display work on "Double Decker" Stands should not exceed 6.0m in height. No Stand Building Contractor is allowed to carry out construction of Double-Decker stands until necessary permission is obtained from the Organizer or the Operations Department of Expo Centre Sharjah.

The Exhibitor or Stand building contractor should submit full structural drawings, the plan, front and side elevations and sections, and where necessary, details of the staircase, beams, columns and base plate showing the load bearing calculations. These should be submitted to obtain permission, at least 60 days before the scheduled move-in for the show.

The Double Decker stand should be completed at least 24 hours before the opening of the show to allow for inspection by the Operations Department of Expo Centre Sharjah.

The Stand Building contractor must hold an appropriate Public Liability Insurance policy.

9.2. FLOOR LOADING CAPACITY

The floor loading capacity in the Halls is 4,000 Kgs (4 tons) per square meter. Exhibitors with heavier exhibits should send full details, including the exact position of the exhibit, to the Organizer to ascertain whether special weight-spreading facilities are necessary to equalize the load. Individual load bearing columns should not be located on existing floor duct and trench covers of the hall.

The Central Boulevard Area flooring is not meant to support heavy equipment displays thus have a limited load capacity of 500kg per square meter. It is therefore necessary to obtain permission from the Organizer or the Operations Department of Expo Centre Sharjah., before work is done in the area.

Only Hydraulic manual or battery operated (not gas motor) lifts with rubber wheels are allowed to bring in items for display, at the Central Boulevard area. The use of weight spreading materials on passage areas where the load is to be moved should be arranged to prevent damage on tile flooring.

Any damage done to floor ducts and trench covers either by the exhibitor or by their contractor will be charged accordingly. A detailed plan showing floor ducts and trenches may be provided upon request.

9.3. OUTDOOR DISPLAY AREA

Care must be taken at all times to avoid damaging the brick ground surface. Exhibitors occupying more space than that reserved will be invoiced for the additional area taken.

The Organizer MUST approve equipment that requires placing either by forklift or by crane. No vehicles may be driven onto the forecourt of the Halls without specific authority from the Organizer or the Operations Manager.

Track laying vehicles for display may only be moved to their display area on timber or steel sheets to protect the forecourt surface from damage.

Drip trays or mats, sand or wood chip must be laid beneath all machinery/vehicles where there is any possibility of oil leakage.

Mains electrical services will be available to all external locations and only the Electrical Division of Expo Centre Sharjah is authorized to provide such services. Freestanding generators will not be permitted. Special arrangements must be made for the storage of diesel oil for machinery to be demonstrated in action and such fuel must be stored in approved bounded oil storage tanks.

9.4. ELECTRICAL REQUIREMENTS

1. General lighting is provided in the hall. However, if additional lighting in the stand is necessary, Exhibitors may order their additional requirement using the Electrical Services form.

2. All on-site electrical work must be carried out ONLY by Expo Centre Sharjah's Electrical Department. In the event of Exhibitors installing electrics to their own prefabricated displays, such installations MUST conform with IEE Regulations which will be subject to inspection and approval before connection to the mains supply. The Organizers reserve the right to disconnect any installation that, in their opinion, is dangerous or likely to cause accidents or annoyance to visitors or other Exhibitors.

3. Electricity provided for each SHELL SCHEME stand are:

- 1 number 100 watts Spotlight per 3 square meter area and
- 1 number 3-pin Power Socket of upto 13 Amperes British Standard, 220 Volts, Single Phase

These are already included in the cost of Shell Scheme Stands. Three Phase power supplies and connections however, are charged as Extra Service, and should be ordered.

4. Electrical installations to SHELL SCHEME stands require special fastening, clips and brackets to fit the aluminium extrusions. Under no circumstances may Exhibitors modify this work or carry out their own installation. Exhibitors are also advised to use only the bulbs provided by the Official Stand Contractor and not to change it to more powerful bulbs thereby exceeding the normal electrical load of a standard Shell Scheme stand.

5. The cost of Power supplies to "SPACE ONLY" stands are not included in the "space only" price. All exhibitors are required to submit their order for electrical power supply, 30 days prior to the scheduled move-in, using the Electrical Services form, together with its details and location to be indicated on the grid plan provided. This grid should clearly indicate the exact location of the power point and any connections required.

Orders without their location and payment are not valid and will not be supplied.

Orders received after the given deadline for Extra Services will be subjected to a 20% surcharge.

6. The standard mains supplies at the Exhibition Halls are:

Single phase 220 volts, 50Hz and Three phase 380 volts 50Hz

7. Exhibitors are not permitted and shall not permit others to connect or otherwise interfere with the electrical, gas, water or other fittings of the hall and shall not introduce into or use in the halls any supplementary plant to generate power.

8. The use of un-insulated pole low voltage lighting system is prohibited. All Electrical Equipment shall be guarded to prevent accidental contact with live metal, moving parts, live terminals and accidental short-circuiting.

9.5. FLAMMABLE GASES/TOXIC CHEMICALS

Exhibitors are requested to strictly comply with the following regulations when using flammable gases or toxic chemicals.

The use of cellulose thinners or other flammable solvents is prohibited within the halls, as is the use of paint sprayers. No flammable liquids or gasses, fuel or mineral oils shall be brought into the halls without written consent from the Organizers or Operations Manager.

Bottled gases may only be used if approved in advance, and only one bottle will be allowed in a stand at any time. Bottles may not be exchanged while the Exhibition is open to the public. Spare bottles must be stored in an approved secured store provided by the Organizer or Operations Department.

Exhibitors wishing to incorporate the use of flammable gases or toxic chemicals as part of their exhibits should check with the Organizers in advance, in order to establish the health and safety regulations and the restrictions which are placed by the Hall authorities regarding such usage.

The Exhibitor must have valid and adequate insurance cover against fire, public liability, damage to property, personal injury, third party loss, theft and such other risks normally insured against by exhibitors and /or as the Organizers may require.

The exhibitor is also required to have Fire Retardant Flooring in the area where gas or chemical is to be used as gypsum tiles/boards. Strictly no carpet, plastic or asbestos materials are allowed. In addition to this, the stand should have its own fire extinguisher of at least 2 units DCP and 1 unit CO2 in the stand for emergency purposes.

The schedule of demonstration and use of the gas or chemical is to be given to the organizer before the start of the show. Gas tanks are NOT to be stored inside the hall without the Organizer's permission and knowledge. All gas cylinders should follow safety norms and use quality fittings and pipes.

A safety chain around the gas cylinder is required at all times to prevent possible accidents and damages. Gas cylinders, both at the stand and storage area need to be in a vertical standing position, and not placed lying horizontally on the ground.

Welding, metal cutting, grinding and brazing may only take place within the halls if written consent has been obtained in advance, from the Organizer. Live Demonstration such as welding, cutting, grinding, bevelling and hydraulic pressing are not allowed at the Central Boulevard area.

All reasonable precautions must be taken by exhibitors with displays producing sparks, flames, or dust. Wherever applicable, dust extractors, fume extractors need to be employed and must be provided by the exhibitors themselves. Any complaint of discomfort to visitors or surrounding exhibitors will rule the machine as unsuitable for demonstration and the organizer can enforce stoppage of such displays. The organizer reserves the right to stop displays at any time, on their sole discretion and need not provide any reason or argument in doing so.

9.6. AIR - CONDITIONING

The indoor Exhibition Halls are fully air-conditioned. Air-conditioning will be provided on the last day of the build-up, throughout the exhibition period and the first hour of dismantling period.

9.7. COMPRESSED AIR

Compressed air is available and will be provided by sending the completed Mechanical Services form to the Organizer, 30 days before the scheduled move-in, together with the exact location of the outlet within the stand.

Orders without their location and payment are not valid and will not be supplied.

Orders received after the given deadline for Compressed Air will be subject to a 20% surcharge.

9.8. WATER SUPPLY AND DRAINAGE

Water supply is available and can be provided by sending the completed Mechanical Services form, to the Organizer, 30 days before the scheduled move-in, together with the exact location of the outlet within the stand.

Orders without their location and payment are not valid and will not be supplied.

Orders received after the given deadline for Water Supply and Drainage will be subjected to a 20% surcharge.

9.9. DISPLAY OF EXHIBITS

Exhibitors must display their exhibits throughout the period of the Exhibition. No Exhibitor will be allowed to remove exhibits from the Exhibition floor, prior to the official closing of the Exhibition, without a clearance from the Organizers.

Empty spaces or partitions in between stands cannot be utilized as storage or additional exhibit space unless permission from the Organizer is acquired. The use of these spaces without proper clearance will be considered as additional booked space which will be subject to additional space charges.

The Official Freight Forwarder should be contacted for storage of crates and other packaging material that would be re-used after the exhibition.

The display of any item suggesting their own religious affiliation, symbols, pictures or idols is discouraged as respect to everybody visiting the exhibition.

In demonstrating your machines, it is imperative to have safety barriers near all moving parts restricting visitors from coming closer than 2 meters to the running/moving parts of the machinery on display. The safety barriers should be provided by the exhibitors themselves or can be rented from the customer service.

9.10. DELIVERY OF EXHIBITS

Exhibits should only be delivered to the Exhibition Hall when the stand is constructed and ready.

However, in the case of heavy machines and other similar exhibits, move-in and assembly procedures given by the Organizer, should be strictly followed.

No forklifts or cranes will be allowed inside the hall after the aisles are carpetted.

The Exhibitor must arrange for an Authorized Representative to be present at the stand to receive the exhibits as the Organizer will not accept delivery on his/her behalf, nor can the Organizer 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.

On-site services of labour for delivery, erection, fabrication or refurbishing of stands and displays are not readily available unless prior arrangements have been made with the Official Stand Builder, a Non-Official Stand Builder or the Customer Service. Request for on-site services or labour should be sent at least 4 weeks before the scheduled move-in.

9.11. REMOVAL OF EXHIBITS

No Exhibits are allowed to be brought in or taken out from the stand during the Exhibition hours. 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 9 am to 5 pm. Please refer to the specific timings for the removal of goods given by the Organizer in the Move-Out Circular.

While the Organizer will maintain security surveillance at all times, Exhibitors are reminded that goods will be most at risk during dismantling. The Exhibitor is responsible for all their rented items and equipment and should return them to the respective suppliers.

Please be reminded that Expo Centre Sharjah will not be responsible for items that are left in the stands, during and after the official timings of the exhibition.

The Exhibitor and Contractor are responsible for ensuring that the adhesive tapes used to fix the carpet and other materials to the Exhibition floor are removed after use, without damages to the floor surface. Damages caused by adhesives that are not removed from the floor or the expense incurred for removing them will be charged to the Exhibitor or the Contractor.

The removal of heavy exhibits and the dismantling of stand fittings and electrical installations will commence at 9 am the following day. No mechanical lifting or handling equipment will be permitted to enter the Exhibition Halls on the last day of the show for the removal of these heavy materials.

To avoid congestion and to ensure smooth clearance at exit points, ALL Exhibitors and Contractors removing exhibits, equipment or materials, are required to fill up the GOODS & MATERIALS MOVEMENT AUTHORITY FORM or out pass (that must be endorsed by the Organizer) to be handed to the Gate Security Officer, before leaving the Exhibition site. This form can be obtained from the Customer Service or the Organizer's Office located at the Central Boulevard.

9.12. MANNING OF STAND

The stand must be fully staffed and the exhibits displayed throughout the Exhibition hours. All activities of the Exhibitor and 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 Organizer, is likely to cause any annoyance to Visitors and other Exhibitors.

9.13. STAND CLEANING

The Organizer will arrange for the general cleaning of the Exhibition premises and stand, but excluding exhibit displays. All stands will be cleaned twice daily - before the opening time and after the closing time of the exhibition.

9.14. COLLECTION OF RENTED FURNITURE AND TELECOMMUNICATION EQUIPMENT

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.

9.15. FILM AND AUDIO VISUAL DEMONSTRATION

Audio-Visual equipment may be brought in by the Exhibitor himself, or hired from the Official Stand Building Contractor. Please indicate your requirements in the Audio Visual Equipment form. When in operation,

such equipment must not cause annoyance to Visitors or other Exhibitors through excessive sound or by virtue of its location. The Organizer reserves the right to stop any such audio-visual presentation which, in their opinion, may violate the above.

9.16. FIRE PRECAUTIONS

The Exhibition Halls are equipped with fire extinguishers and fire hoses. Exhibitors, who because of the nature of their exhibits require special types of fire extinguishers, must make arrangements at their own cost for the provision of such equipment.

Note: ALL exhibits and construction materials should be non-flammable materials.

Display and equipment using naked flames, equipment involving any risk of fire or equipment creating fumes, exhaust or smoke may only be staged with prior written consent from the Organizers. All safety measures should be taken to prevent accidents to visitors or cause damage to the property.

9.17. EMERGENCY NUMBERS

In case of FIRE, set off a fire alarm adjacent to each goods and exit/entry door inside the halls and at the perimeter walls.

DIAL 997 on a public phone or INFORM Customer Service at +971-6-599131/391 or the Operations Manager at +971-6-5991199.

In case of PERSONAL INJURY, DIAL 998 or 999 on a public phone, or INFORM Customer Service at +971-6-599131/391 or the Operations Manager at +971-6-5991199.

Remain with the injured person until the arrival of the medical staff in order to give them any information they may require about the incident.

Refer to the list of contacts on page 7 for Police, Ambulance or Fire Department.

9.18. PUBLICITY

An extensive media and publicity campaign is planned by the Organizer in connection with the event. Exhibitors are strongly urged to assist in this campaign by publicizing the Exhibition in their own brochure, press releases and advertisements.

Press coverage will be maintained during the Exhibition, to pass on information, news items and photographs to newspapers in the Gulf Region. Exhibitors are invited to supply suitable publicity materials in Arabic and English (preferably not exceeding 200 words) together with photographs suitably captioned for display and distribution.

But, Exhibitors are not permitted to paste or otherwise affix or exhibit advertisements anywhere in the Exhibition halls except on their own stands. In addition, Exhibitors are discouraged to distribute hand bills, advertisements, photographs or other printed matter from the aisles and the outside areas of the Exhibition Hall.

9.19. EXHIBITION CATALOGUE

A comprehensive Exhibition Catalogue will be published, containing a listing of Exhibitors, description of their exhibits and general information about the exhibition. The Catalogue Entry form should be used to send the exhibitor's company profile. The Catalogue will be widely circulated in and around the UAE. It would be extremely advantageous for Exhibitors to advertise in the catalogue. Similarly, the Catalogue Advertising form can be used for this request.

The Catalogue will become a permanent reference work used by the Trade Buyers. Exhibitors must insure that all information supplied in the Catalogue Entry Form is accurate. No more than 2 entries will be accepted and printed, as we are limited to the number of pages.

Please note that all the text is to be proof read by the sending party.

9.20. CATALOGUE DISTRIBUTION

Copies of the catalogue will be available to visitors each day, while the Exhibition is open. Before the opening of the event, a quantity will be distributed to selected media, leading decision makers, principal Trade Associations and other outlets likely to further promote the Exhibition.



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The Organizer must be informed at least 4 weeks before the scheduled move-in, where any of the following is proposed:

1. Any material, exhibit or substances that are of hazardous, dangerous, noxious, explosive or objectionable in nature.
2. Requirement for satellite dish and its installation.
3. Petrol-fuelled motor vehicles as exhibits, as well as exhibits that produce fumes, exhaust and smoke.
4. Operating machinery and apparatus. and if given permission should be suitably guarded to ensure that members of the public are kept at a safe distance. Any equipment with hot surfaces should be guarded and should display notices warning "HOT SURFACE".
5. Use or display of pyrotechnics and lasers.
6. Use or display of flammable liquid, oils and gasses for welding or similar processes where acetylene or compressed gas is to be used.
7. Any use of compressed air or water.
8. Use or display of firearms, weapons and ammunition, whether replica or fully functional.
9. Display of unprocessed full animal hides. Display or sale of skin of any endangered animal is illegal in the UAE.
10. Any recording, broadcasting or radios (2-way or microphone), film, sound, music or video or any other presentations likely to generate excessive noise.
11. Display of live animals of any kind brought into the halls or incorporated in on-stand displays.
12. The display of any item suggesting their own religious affiliation, symbols, pictures or idols is discouraged as respect to everybody visiting the exhibition.
13. Display of equipment of any kind incorporating Radio-Active materials.
14. Any type of cooking and food tasting/sampling or distribution.
15. Gas filled balloons used on or distributed from Exhibitors stands. They may be allowed provided they are weighed down to give neutral buoyancy or are of rubber construction (as opposed to foil) to ensure limited life. Any damage to the air-handling units in the Halls caused by balloons will be charged directly to the Exhibitors concerned. These balloons should not interfere the function of network points or surveillance cameras.

Thank you for your participation and wishing you a very successful show.



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