

SPACE ONLY STAND CONSTRUCTION

4.1 Stand Space and Exhibitors' Responsibilities

Space only exhibitors are responsible for their own stand design and construction. No stand fittings or carpet is provided by IDEX organisers on space only sites. All space only stand designs must be approved by the organisers through the relevant form in the Online Exhibitor Manual before exhibitors will be allowed access to the site and permitted to commence build.

It is the responsibility of the exhibitor to examine the area and site allocated to them in order to avoid costly adjustments to stand structures. Where possible the organisers will provide on request detailed stand plots indicating the position of service ducts and pillars. Minor obstructions or height restrictions cannot always be indicated on the plans of the exhibition.

Stand fitting regulations contained within this section must be observed when planning stand design and layout.

All Space only exhibitors, including those planning to erect Clip, Nomadic or Pop-Up structures within their allocated space, are required to construct freestanding partition walls between their own and adjoining stands. Exhibitors erecting Clip, Nomadic or Pop-Up structures may wish to consider taking a Shell Scheme package as this incorporates back walls and carpet. Please contact your IDEX Sales contact person; to discuss this option.

We are pleased to offer advice and guidance where required. Please feel free to contact the operations team with any enquiries.

Please note the organisers have the right to reject any stand plan that they deem to be:

- a. Structurally unsafe
- b. Considered to be too complex to be completed in the time specified
- c. Does not conform to the specifications listed in the manual
- d. Likely to unreasonably affect nearby exhibitor's sites in any way

No major structural changes will be permitted to the stand once approval has been given.

4.2 Complex Structures

A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide significant risk. Structures over 4 metres in height, multi-level stands, raised platforms and all suspended items are generally considered to be complex structures. In addition to this, any stand with a travel distance to a main show gateway or exit from the stand exceeding 10m will be considered a complex structure. Furthermore; Sound/Lighting towers, Temporary tiered seating i.e.

Grandstands, Platforms and stages over 0.6m in height and all platforms and stages for public use, Cantilevers, Long spans and Seminar Theatres with 15 or more seats, all are considered complex structures.

For all stands exceeding 4m in height, with two-storeys, with a platform exceeding 600mm in height, or deemed by us to be complex structures, drawings must be submitted in English in duplicate (2 copies) to the operations team for approval. These may be submitted electronically as DWG, JPEG or PDF format through the relevant form via the online manual.

These drawings must show the form and dimension of every structural member with appropriate general arrangement plan, sections and elevations, including full details of stairways. All calculations of loading and strength must be in English, and all drawings must be to scale. A risk assessment and method statement are also required.

All complex structures are subject to a pre-show plan approval and onsite inspection by IDEX 2017 appointed structural engineers.

In the case of particularly complex stands the organisers may require additional structural calculations, method statements or technical detail in order to process the stand approval. It is the responsibility of the individual exhibitor and their appointed contractor to provide this additional information upon request and any associated costs will be charged to the exhibitor.

PLEASE NOTE: PERMISSION TO ENTER THE EXHIBITION PREMISES AND COMMENCE CONSTRUCTION WILL NOT BE PERMITTED WITHOUT THE FULL APPROVAL OF THE IDEX 2017 STRUCTURAL ENGINEER.

Stand build progress will be monitored continually by onsite Health & Safety officers who reserve the right to halt stand build progress should any Health or Safety issues arise.

The organisers reserve the right to deny access and prevent work being carried out by, or on behalf of, any exhibitor who has not submitted stand design drawings in accordance with these regulations.

Failure to submit your proposals by the due date means that the following restrictions may be imposed:

- Delay to your contractors receiving their IDEX Contractor Badges – NO site access
- Your stand could face delays in obtaining approval
- Your stand could incur financial penalties
- The Local Authority could prohibit your company from exhibiting at the show

4.3 Double Storey Stands

Written application for permission to design stands of two-storeys must be made directly to the Operations Team and must have been booked and paid for directly with the relevant IDEX Sales Manager. Such stands may be built to a maximum height of 6m (including any name sign or trade mark). No foundations may be drilled into the floor and suitable anchorage must be installed.

Double Story Stand construction is only permitted on island sites unless otherwise authorised by the Organisers.

In the interests of the exhibition as a whole we reserve the right to determine the position of any two-storey structure within a stand. All two storey stands are classified as complex stands and must abide by the same regulations.

Double Storey design submission guidelines:

- Design calculation for beam columns and base plate
- Connection detail and design
- General layout and location of the structures
- Staircase details including handrail details
- Total load
- Structure detail (material)
- ONLY a minimum 400mm x 400mm x 12mm mild steel base plates will be accepted

All stand designs will be subject to the resident engineer's inspection

Exhibitors must provide proof of suitable insurance for the organisers before construction can commence.

4.4 Outdoor Pavilion Specific Regulations

The height restriction for outdoor pavilions is **8m**; under no circumstances may construction exceed this height. Should you need to secure the structure to the site, your contractor must submit scale drawings with the exact fixing position, before permission will be granted. Any damage to the site incurred through securing the structure must be repaired after the show

All double storey structures must provide exterior fire escape staircases. Fire extinguishers must be provided by your contractor, a minimum of 1 extinguisher per 100sqm is required. Fire exits must be clearly indicated on all plans submitted and internationally recognised signs must be used.

Please note: NO live cooking or naked flames are permitted

Should you require telecoms and/or internet, there are provisions available for both, behind the chalet line. Telecoms orders should be placed via the online manual. All air conditioning units must be sighted so as not to cause a visual or audio nuisance to other exhibitors.

If you are planning on using cranes or lifting during construction, these must be ordered from the organisers' official freight handling agent Agility Fairs & Events. No other contractor will be able to operate during the build-up or breakdown.

Cranes may not be used without the express permission of the organisers. Notice of the intended use of cranes must be received by the organisers no later than 05th January 2017. Details of the maximum height of the jib is required as well as the gross weight of the vehicle.

Pinning & Drilling directly to the Venue outdoor floor is Prohibited. Please arrange for alternative means to erect your outdoor stand structure.

4.5 Height Limit

Single-Storey Space Only Stands: The overall height of stand fitting for single-storey stands including cladding of columns is 4m from the floor level.

Peripheral walling, if more than 1m high, must not occupy more than one-third of any one side. If long runs of walling are essential they must be recessed by 0.5m from the stand periphery.

Double-Decker Space Only Stands: A maximum height of 6m. Please note that double story construction is only permitted on island sites. Please note that these must have been booked and paid for directly with the relevant IDEX sales manager. Exhibitors who have not booked a double-decker stand will not be permitted to build two-storey or exceed the 4metre height limit without the operations team's approval.

Outdoor Pavilions: A Maximum height of 8m

4.6 Enclosed Stands

The inclusion of large enclosed areas within a stand can only be permitted with the organisers' prior written permission, please also refer to section 4.6 'Walling in on Open Sides'.

4.7 Dividing Wall

On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.4m upwards by the exhibitor who

has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only. The minimum height for dividing walls is 2.5m.

The maximum height for dividing walls of single-storey stands is 4m

Double Story Stand construction is NOT permitted on divided sites.

4.8 Walling in on Open Sides

Long runs of walling along open perimeters of stands are not permitted.

Only one third of any open side is permitted to be a solid wall. Where long runs of walling are present along open sides they must be relieved by display items and not left in plain colours – if perimeter walling is more than 1m high, it must not occupy more than one-third of any one side. If long runs of walling are essential they must be recessed by 0.5m from the main perimeter of the site and will be subject to written approval by the organisers.

4.9 Stand Plan Submission

Full dimensional drawings for all space only stands - showing all proposed constructional details and positions and dimensions of machinery exhibits - must be submitted and approved by the organisers before any work can commence. A Risk Assessment and Method Statement are also required to be submitted in conjunction with the stand plans.

For space only stands detailed drawings (including all dimensions and elevations), Risk Assessment and Method Statement must be submitted to the operations team for Double Story Structure and for Single Story Structure. No stand build will be permitted to commence without the organisers written approval.

Failure to submit your proposals by the due date means that the following restrictions may be imposed:

- Delay to your contractors receiving their IDEX Contractor Badges – NO site access
- Your stand could face delays in obtaining approval
- Your stand could incur financial penalties
- The Local Authority could prohibit your company from exhibiting at the show

4.10 Risk Assessment and Method Statement

All contractors/exhibitors are required to submit a full risk assessment for the design, construction and arrangement of their stand. If required please contact the organisers for further information.

The risk assessment is to be submitted along with stand plans. If you require help with producing a risk assessment, please contact IDEX Operations Team on operations@idexuae.ae

4.11 On Site Inspection

On receipt of a compliance notice you will also receive a Stand Construction Certificate of Completion that must be completed by both the contractor and the exhibitor before 09:00hrs 18^h February 2017. This will certify that the construction of the stand and the materials used are in full accordance with the approved drawings and comply with the venues rules and regulations. It will further certify that the works are fit for the purpose for which they are intended. As a result if there are any structural/material changes they must be communicated to the organisers immediately for an updated compliance notice to be sent. In addition to the above, a structural engineer will be onsite during build-up to approve all stands considered to be complex structures, and issue the necessary inspection certificates.

4.12 Electrical Installations

Mains supply to space only sites is not included and must be ordered via the online manual prior to the exhibition.

Mains supply to space only sites is not included within the space rental charge, only the cost of power consumed is included. The official contractor appointed by the organisers are the only individuals permitted to carry out electrical installations. The official contractor for electrics to space only stands is ADNEC Services; please refer to the relevant form for their details. Orders must be placed via the relevant form prior to the exhibition. Please note that your order will not be processed until payment is received.

When completing the relevant form, the location of the items should be clearly marked on the grid plan, if you haven't submitted a grid plan your electrics will be placed at the discretion of the electricians, if you subsequently require these to be moved, you will be charged.

Please note due to a limited supply available in the hall we highly recommend that you book your electrics by the deadline in order to avoid disappointment. We cannot guarantee to meet your exact requirements on orders issued after this date.

Orders received after the deadline date or placed onsite will be subject to a 20% surcharge.

Exhibitors installing their own power connections to their displays for general lighting and power sockets must ensure that:

- The main cable is connected to a suitable type distribution box

- The main switch should be an ELCB
- All wire joints are in connectors and concealed in junction boxes. No twisted wire joints are permitted
- All wires in exposed areas are protected in PVC trunking. Running wires under the carpet or across open areas is not permitted.

If the power supply ordered is to be connected to machines and equipment, exhibitors must ensure that:

- A suitable type of isolator or ELCB is provided between the main cable and the cable from the machine / equipment
- If the machine / equipment has its own isolator, then the main cable can be directly connected to it

Exhibitors installing their own power connections to their displays must also ensure such installations conform to the IEE Regulations and will be subject to inspection and approval by the official electrical contractor before connections to the mains supply.

The organisers reserve the right to disconnect any installation that, in their opinion, is dangerous or likely to cause annoyance to visitors or other exhibitors.

Due to the high risk nature of electrical work, ADNEC reserves the right to check the competence of electrical contractor's personnel on site.

Electrical Contractors will submit an Electrical Completion Certificate to ADNEC's appointed representative prior to connection to the mains supply.

ADNEC will monitor electrical installations and will not permit any connection where the installation is deemed unsatisfactory.

The standard supplies of electrical current available in the exhibition halls are:

Single phase 220 volts 50HZ

Three phase 415 volts 50Hz

The provision of a single phase mains supply terminal by suitable switchgear is included only in the shell scheme contract.

Three phase supplies and 24 hour connection will be an extra charge and can be ordered on the relevant form.

Prices for fitting will cover power consumption, installation, maintenance and removal at the close of the exhibition.

General lighting is provided in the halls but is not powerful enough to provide adequate stand illumination. Exhibitors are advised that specific illumination of their stands is considered essential to achieve an effective display. Lighting is available and can be ordered online.

Please note that electrics to stands are switched off 30 minutes after the exhibition closes, please contact the organisers to arrange 24 hour power, should you need it.

4.13 Compressed Air

Exhibitors may not have generators or compressed air units on their stands. If compressed air is required it must be applied for through the relevant form, no later than the deadline.

Please note due to the limited supply available in the hall we highly recommend that you book your compressed air by the deadline in order to avoid disappointment. We cannot guarantee to meet your exact requirements on orders issued after this deadline.

4.14 Columns

If you have a column on your stand and wish to clad it you must ensure the cladding is self-supporting and that access is available to any services on the column.

4.15 Fabrics Used In Displays

Textile fabrics used for interior display purposes on the stand must be FIRE RETARDENT or purchased already treated by use of approved chemicals. Certain fabrics need not be fire proofed, i.e., wool, twill or felt. Textile fabrics used for interior decorative purposes within stands must be fixed taut and or in tight pleats (not draped) to a solid backing and secured 3 inches above floor level and not touching any light fittings. Cellulose paints are flammable and must not be used for stand dressing. Water based paints must be used.

4.16 Timber Used In Stand Construction & Displays

All timber under 1 inch thick must be impregnated (pressure process). Boards, plywood, chipboard etc. must be treated in the same way if they are less than 18mm thick. Timber over 1 inch thick need not be treated & M.D.F. is acceptable in most cases.

4.17 Plastics / Stand Dressing

Lexan and Macralon are acceptable. PERSPEX MUST NOT BE USED. Artificial plants and flowers which are combustible and give off toxic fumes must not be used for stand dressing. Plastic security night sheets are also not permitted.

4.18 LPG - Liquefied Petroleum Gases (Propane, Butane, etc.)

All flammable gas including compressed gas & LPG is prohibited on the premises at all times unless the organiser is satisfied that exceptional circumstances apply and its prior consent is obtained.

4.19.1 Flooring

Space only sites are not carpeted by the organiser - exhibitors must provide their own floor covering. Exhibitors with adjoining blocks of stands will not be permitted to place their own carpet in the gangways unless prior permission is given in writing by the organisers. Nothing may be structurally attached to the floor of the Exhibition premises. Carpet may only be fixed to the venue floor with approved carpet tape.

Only the following brands of double sided carpet adhesive tapes are recommended:

- EUROTAPE
- EUROCEL
- ADVANCE TAPE

Damage to the floor from poor quality adhesive tapes will be charged at US\$10.00 per m²

All carpet tape must be removed and any charges for the removal of carpet tape left on the floor at the end of breakdown will be passed direct to exhibitors.

4.19.2 Raised Floor

The Maximum height of a raised floor is 100mm. It is a compulsory requirement for a stand with a raised floor higher than 40mm to have an incorporated ramp or sloping stand edges as part of its integral stand design to create easy access for wheelchair users. When designing raised platforms, minimising tripping hazards is essential and applying a visible warning if a tripping hazard should exist is key.

4.19.3 Open Corners

Open corners of stand floors and platforms must be rounded or angled to avoid sharp corners and tripping hazards.

4.20 Floor Loading Restrictions

The hall floors are concrete covered with carpet. Please contact the operations team with details of heavy exhibits, as special arrangements may need to be made. The exhibition hall and site floor must not be damaged in any way. The ADNEC Hall Floors including duct/trench covers can withstand a loading of 1,000 kg/m².

If you are exhibiting any heavy items please inform the operations team as soon as possible to arrange delivery.

4.21 Base Plates

Where base plates are being used, they must be on solid ground and not on raised flooring. The minimum_size of the base plates should be 400mm x 400mm x 12mm thick

4.22 Furniture Hire and Stand Fitting Extras

IDEX Furniture Hire and Stand Fitting Extras will offer a limited range of quality furniture and stand fitting extras for hire to exhibitors.

An illustration of furniture items are shown in the relevant form. Orders may be made using the relevant form and should be made early to avoid disappointment.

Orders received after the due date will be subject to a 20% surcharge.

4.23 Gangways and Emergency Exits

It is imperative that the venue emergency access gangways and fire escapes remain clear at all times. Plans showing emergency routes can be obtained from the organisers' Office. During the build-up and breakdown periods of the exhibition the gangways can become extremely congested with packing cases, equipment and general waste – in the interests of health & safety, we request that all exhibitors and contractors cooperate with our floor managers and official show contractors to help maintain the emergency access points and gangways at all times.

The gangways used in this venue are the minimum permissible by law. Under no circumstances will exhibits, stand dressings, tables & chairs etc. be allowed to encroach into gangways. Please keep your exhibits inside your stands at all times.

Doors and gates forming part of an escape shall be provided with a vision panel of clear glazing at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways. Where necessary doors must be recessed so as not to open onto or obstruct the required width of any gangway or other escape route. Such doors shall be free from fastenings other than panic bolts.

Bridging and carpeting over gangways have specific rules and you should contact the Organisers for further information before any arrangements for your stand are made.

4.24 Stand Number

A stand number must be displayed on every open side of the stand.

4.25 Signage

Signage and graphics are not permitted to overlook other stands where there is a dividing wall or to overhang in the gangways.

Where illuminated fascia boards are used on stands, the lighting of them must be of sufficient power to light the fascia board only, and must not cause any spill of light onto neighbouring stands. No flashing lights will be permitted. We reserve the right to disconnect the electrical supply to any illuminated fascia, which, in our opinion, is causing a nuisance to any other exhibitor.

4.26 Balloons

The use of helium balloons (Blimps) and toy balloons is not permitted at IDEX.

4.27 Banners

Exhibitors must forward adequate drawings showing the design, artwork, dimensions and location to the operations team for approval and to ensure that all rigging is ordered accordingly. Please ensure that all banners are illustrated on stand design when submitted for approval.

All rigging orders must be placed before 6th January 2017. A 20% surcharge will be added to any late orders.

All rigging within ADNEC must be carried out by the Official Rigging Contractor, ADNEC Services. Please either order rigging requirements via the relevant form in the Online Exhibitor Manual or alternatively contact ADNEC Services if you are unsure of the exact equipment and services required. Please note that banners must not project on to the aisles or a neighbouring stand it must be hung within the perimeter of your stand.

Banners and signs should be delivered to the rigging service provider no later than ten days prior to the start of the event and must be delivered in a complete identifiable state, fit for suspension. The suppliers of the signage are responsible for its integrity and that of its suspension points.

Metal or timber-framed signs may only be rigged if fitted with fully captive lifting points bolted through the full depth of the sign, the capacity of which must be sufficient to support the load completely on any individual point. Screw-in eyes are not acceptable for this purpose and IDEX organisers reserve the right to refuse to allow the suspension of any signs where the suspension lifting points are inadequate.

Due to their flimsy nature, paper signs may only be suspended if constructed from 'Tyvec', or a similar material approved by IDEX.

Flown banners should have a 100mm sleeve at the top pocket to carry a 50mm diameter aluminium scaffold tube to be passed through or a suitable width for provided poles. Any weight at the bottom of the banner must be captive. All pockets and captivities to be a vinyl weld construct. Glued and or taped pockets are not permitted.

IDEX organisers undertake to ensure that the suspension of signs is carried out in a safe manner and reserves the right to alter suspension fittings whenever considered necessary. Any additional cost incurred in such actions will be payable by the Exhibitors.

For health and safety reasons, banners will only be de-rigged at the end of the Exhibition period. They must be collected immediately; otherwise they will be disposed of.

4.28 Rigging and Suspended items

Please be aware that all rigging within ADNEC must be carried out by the Official Rigging Contractors, ADNEC Services. It is not possible for exhibitors or their contractors to carry out their own rigging.

Exhibitors wishing to rig banners/hanging signs or lighting above their stands must complete the relevant form. Adequate drawings showing the design, dimensions and location of the suspended item must be attached to this order to ensure that the order is suitable for the item which requires rigging.

Direct support and suspension of structures to the hall roof structure is NOT permitted. All suspended items including lighting rigs and suspended ceilings are permitted provided they do not exceed the permitted load of the venue's roof beams.

All rigging must be an integral part of the stand design and should be confined within the limits of your stand area. Please note that banners and hanging signs must not project on to the aisles or a neighbouring stand and they must be within the perimeter of your stand.

In the interests of Health and Safety, the organisers will require all banners, graphics etc. to be pre-rigged before the first official day of build. Therefore please ensure that all banners and trusses are onsite for the Pre-rig day on 7th & 8th Feb 2017. It is the responsibility of the individual exhibitor or contractor to ensure that all items for rigging are onsite at this time; we cannot guarantee that it will be possible to rig items arriving after 8th Feb. This is for the safety of the exhibitors and contractors working in the halls during the build-up period.

Rigging orders should be placed with the service provider no later than 6th January 2017 prior to the start of the license period (late orders will be subject to a surcharge). The following details should be provided with the order:

- A fully dimensioned, to-scale drawing indicating the orientation of the stand in relation to the building.
- Description and number of items to be rigged.
- Load on each suspension point.
- Preferred suspension height from the floor and hook height (taking into account any bridling which may be required).

4.29 Vehicles/ Mobile Unit (Exhibits & Displays)

If you wish to display vehicles on your stand, you must receive approval from the operations team; the vehicle details should be included within your stand drawings.

The following criteria must be adhered to when displaying a vehicle in the halls.

- The vehicle must be static and have its engine switched off for the duration of the exhibition
- The fuel tank must be drained
- The vehicle must have a lockable fuel cap
- The vehicle must have a drip tray placed under the engine
- The battery must be disconnected
- A 24hr contact name and number must be given to the organisers
- The vehicle keys must be left with the organisers in case removal is necessary
- The organisers accept no responsibility for any vehicle that is damaged when being brought into or out of the hall or once in its final position
- Any damage caused to the venue as a result of vehicle movement will be charged back to the exhibitor as part of the dilapidation costs
- You must work closely with the organisers when arranging to bring the vehicle into the exhibition, as it will be required to enter the halls before the build due to the logistics of building the exhibition around the vehicle. The agreed day for positioning of vehicles within the exhibition halls is 7th & 8th February 2017. It is the responsibility of the exhibitor to ensure that all vehicles are scheduled to arrive in these days. Any vehicles arriving after this time will risk NOT be permitted to enter the exhibition halls.

4.30 Storage

NO excess stock, literature or packing cases may be stored around or behind your stand, due to the materials being a fire risk. There is no facility for you to store unwanted goods such as crates and packing materials onsite, so please ensure you arrange for the removal from site of any items you do not wish to keep on your stand.

If you require storage onsite, you should contact Agility Fairs & Events, who has storage facilities available. If you need a place to store empty cartons, boxes, literature etc. please contact Agility Fairs & Events, who will collect these from your stand, store them and deliver them back to you during breakdown.

Alternatively, you need to make the provision to build a store room into your stand design.

4.31 Lifting and Logistics

Agility Fairs & Events has been appointed as the official lifting contractors for IDEX 2017 and will be the only company authorised to perform lifting and fork lifting in the halls. If you require lifting and fork lifting services, please contact the official contractor.

PLEASE BE AWARE THAT NO PERSON OTHER THAN EMPLOYEES OF THE OFFICIAL LIFTING CONTRACTOR OR VENUE WILL BE PERMITTED TO OPERATE FORKLIFTS OR ACCESS EQUIPMENT AT IDEX 2017. FAILURE TO COMPLY WITH THIS RULE WILL RESULT IN REMOVAL FROM SITE.

Exhibitors planning to transport their goods through an international courier are recommended to use the services of the official freight contractor who has special facilities in place for the event.

4.32 Seated Audiences

Any presentation/demonstration likely to interest groups of 10 or more people must be located towards the centre of the stand and clearly shown on stand drawings, if it causes obstruction within the gangway and/or nuisance to any other exhibitor, we reserve the right to cancel the presentation/demonstration or restrict the frequency.

4.33 Water Supply

Please be aware that a water supply is only available within the exhibition halls.

4.34 Water Displays and Features

Exhibitors wishing to have water displays or features on their stand must confirm the details in writing to the IDEX operations team, so that written approval can be given. Contractors / exhibitors must include full details of any water tank or butts necessary in their written application.

Water displays that involve water tanks or butts must ensure that the tanks are constructed so they do not leak. The choice of material must be considered to ensure that water cannot leak onto areas of the hall that carry electrical services, such as the utility ducts.

It is the exhibitor's responsibility to ensure that the design is produced by a competent person taking into consideration the technical and Health & Safety aspects.

As a contractor / exhibitor you must make arrangements for adequate water supply.

Water displays will not be permitted without written approval from the organisers.

4.35 Waste Management

All exhibitors and contractors must ensure that they do not discard sharp objects and must ensure that nails and screws are not left sticking out of waste wood – these must be removed or hammered flat. IDEX 2017 organisers are committed to ensuring that the exhibition is as environmentally responsible as possible. Please help us by keeping waste to a minimum, recycling waste where possible and reporting any incidence of fly tipping to the organiser.

In order to comply with the Regulations of the Environmental Agency in Abu Dhabi, waste stand fitting, exhibits, carpeting, paints, sodium lamps, fluorescent tubing and other materials shall not be abandoned in Exhibition Centre or deposited in the Exhibition Centres Skips by organisers, Exhibitors or Contractors.

Only Skips issued by ADNEC's appointed waste contactor are allowed in the Exhibition Halls. All unauthorised skips will be removed at the cost of the exhibitor. Skips can be provided on hire with 48 hours' notice.

All waste must be removed from the exhibition halls. Any items of waste or stand fitting left in the halls at the end of the show will be treated as waste and disposed of. Any removal costs will be charged to the exhibitor in question. If you require a skip to dispose of bulk waste, please contact Cleaning Official Contractor.

4.36 Exhibition Timetable

Please refer to the timetable for the build-up and breakdown schedule.

The design of your stand must be such that it can be erected and dismantled within the published build up and breakdown periods.

It is important you contact the operations team if you foresee any problems keeping to this schedule. It is the responsibility of the exhibitor or their appointed contractor to ensure the stand is being built to the correct floor markings. Please check with the organisers' office if you are in any doubt regarding your allotted floor space.

4.37 Early/Late Working

If you have appointed a stand contractor to build your open space stand, you must be assured that the design of the stand is such that it can be built within the specified times as stated in this manual.

Early or late working outside the hours of the build-up and breakdown timetable will not be permitted.

Please inform the organisers if you believe you will have any issues keeping to the exhibition build/breakdown schedule.

4.38 Maintenance

Under no circumstances will maintenance work be permitted on stands during the exhibition open hours. If at any time during the exhibition open days you need to carry out maintenance work on your stand after the exhibition has closed please apply to the organisers by 14:00 hrs on the same day for authorisation.

4.39 Working at Height

Ground access to areas in the vicinity of any work at height must be controlled to prevent persons walking or working directly beneath the area in question. Ground workers in the vicinity must not work directly underneath and wear suitable head protection (e.g. hard hats)

Ladders must be footed or tied off and used in accordance with construction regulations. The use of domestic ladders and steps is strictly forbidden.

4.40 Work Equipment and Tools

Exhibitors and contractors have a duty to ensure that all tools are fit for purpose and safe to use.

All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use.

The use of battery powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. Those using mains powered tools must ensure that cables are not trailed across aisles.

4.41 Organisers' Right to Change Stands and Floor Plan Layout

In the interests of the exhibition as a whole, it may be necessary to remove or alter anything in - or forming part of - any stand. If we feel this action must be taken this would have to be at the expense of the exhibitor concerned. The exhibition floor plan is subject to change at the discretion of the organisers. Please contact the organisers to obtain the latest version of the exhibition floor plan.

4.42 Venue and Local Authority Regulations

All work must be carried out in compliance with the regulations of the venue.

If an exhibitor causes to be erected a stand which does not conform fully and in all respects to the requirements of the organiser, venue and Abu Dhabi Municipality, the organisers reserve the right to alter, demolish or reconstruct the stand at the exhibitor's expense and to make it conform to the regulations and requirements.

4.43 Insurance Regulations

The exhibitor is totally responsible for obtaining insurance protection for his exhibits, property and personnel against all risks as stated in the Terms and Conditions. Equipment should be insured both in transit and on location at the exhibition for the entire period it is on the exhibition site.

Insurance cover should include:

- Personal injury
- Third party claims
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition
- Medical expenses and baggage cover
- Value of the stand, including the fittings
- Such insurance must be a minimum of 14,000,000.00Dhs.

4.44 Disability Discrimination

Where exhibitors have a platform on a stand a reasonable adjustment is to incorporate a ramp into the platform on the stand. If this is not possible then a signed point should be created where disabled people can be served off the platform at ground level. Whatever the content of the stand is needs to be accessible to all. Please note the following when designing your stand:

- Ensure that your stand incorporates enough space for wheelchair access - 1.2 metres aisle width is deemed sufficient – though only 750mm for an internal door – suggesting that 750mm would be enough.
- The gradient of any ramp should be no greater than 1:12.
- If a stand is a double-decker, then it is probably not practical to offer lifts. Therefore please ensure that any services – such as refreshments can be brought downstairs on a tray for those that need it.
- Serving counters should have a low access point no higher than 760mm or a lap tray should be provided for the convenience of disabled people.

Print