



VICENZAORO DUBAI

April 23-26, 2015

THE DEFINITIVE GLOBAL JEWELLERY SHOW

TECHNICAL MANUAL

TECHNICAL MANUAL CONTENTS

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2.0 Contractor Information

Contractors are advised to read the whole of the Exhibitor Manual and the Technical Manual so that they are full conversant with all elements of working at the Venue. From a Contractor perspective please pay particular attention to **Contractor Information, Electrical Information, Standfitting Information, Health & Safety Information** as well as the **Technical Information**.

2.1 Badges – Contractor

The following regulation has been introduced by DWTC Protocol and Security Department as required by the Dubai Naturalisation and Residency Department.

Temporary Contractor Badges

• **Local Contractors (UAE Based)**

Individual Application

All contractor staff must report to the cashier's cabin at the EO Land Entrance Cabin to avail of a temporary contractor badge in exchange of a valid proof of identity which can be either a UAE labour card or a UAE national ID card or a UAE driving license or a UAE government organisation ID card.

This proof of identity will be kept at the cashier's cabin at the EO Land Entrance Cabin until the contractor badge is returned. As of 1 September 2011, each of these contractor badges will be charged AED 20.00 and is valid for a day (from 00:01 to 24:00). A fee of AED 100.00 will be payable at the cashier's cabin at the EO Land Entrance Cabin for any lost contractor badge.

Group Application

A contractor may also apply for DWTC contractor badges for the company's entire team any time before the build-up starts. A representative of the company should submit the application at the cashier's cabin at the EO Land Entrance Cabin along with each staff's original proof of identity (a UAE labour card or a UAE national ID card or a UAE driving license or a UAE government organisation ID card) that will be kept at the cashier's cabin at the EO Land Entrance Cabin until the contractor badges are returned.

As of 1 September 2011, each of these contractor badges will be charged AED 20.00 and is valid for a day (from 00:01 to 24:00). A fee of AED 100.00 will be payable at the cashier's cabin at the EO Land Entrance Cabin for any lost contractor badge.

• **International Contractor Badges (non-UAE based)**

All contractor staff must report to either the cashier's cabin at the Al Wasl reception to avail of a temporary contractor badge in exchange of a passport copy. The badge will be valid for a maximum of 15 days. AED 200.00 will be charged per badge; this AED 200.00 represents an entrance fee of AED100.00 and a refundable deposit of AED100.00. The refundable deposit can be claimed upon returning the badge within 15 days from the date of payment. In the event the badge is not returned at the cashier's cabin at the Al Wasl reception, the deposit will not be refunded.

Annual Contractor Badges

Annual contractor badges can be issued for regular contractors working at DWTC. The validity of these badges is 12 months from the time of purchase. The price of each badge depends on the total number of badges issued for the same company.

As of 1 September 2011, the prices are as follows:

- 0 – 99 badges AED 500.00 per badge
- 100 – 149 badges AED 450.00 per badge
- 150 – 199 badges AED 400.00 per badge
- 200 – 249 badges AED 350.00 per badge
- 250 and above AED 300.00 per badge

In order to apply for annual contractor badges, the contractor's company should provide a soft copy of the following documents:

- A request letter on company letterhead
- A copy of the company trade license
- A copy of the valid visa and passport (on one page) of each applicant
- A photo (JPEG format) of each applicant
- A staff list using the format shown below

Card Number (for DWTC use)	Full Name	Passport Number	Visa Number	Nationality	Remarks (New or Remarks)

A company representative should submit all the applications to the FM Protocol and Security Department located on level 1 of DWTC Management Offices. Once the badges are issued, the representative should make the payment in advance to DWTC Finance Department Cashier's Office located at Al Wasl Building, level 1 and collect the badges.

The company is responsible for returning the badge to DWTC when the applicant is no longer under their sponsorship. The individual or the company will have to pay a fee of AED 500.00 against a lost badge.

Collection Points

DWTC contractor badges can be collected at:

- Al Wasl reception for international contractor badges (this facility will be in operations upon prior approval)
- Loading docks of Sheikh Saeed Halls for pick-up drivers delivering goods (this facility will be in operations upon prior approval)

2.2 **CONTRACTOR INFORMATION**

The Organisers must be informed by at least by 19 March 2015, to give their written approval, where any of the following is proposed:

- Any material, exhibit or substances that are of a hazardous, dangerous, noxious, explosive or objectionable nature.
- Exhibits that produce fumes, exhaust and smoke
- Operating machinery and apparatus
- Use or display of radioactive materials
- Use or display of pyrotechnics and lasers
- Use or display of firearms, weapons and ammunition whether replica or fully functional
- Use or display of flammable liquids, oils and gases
- Welding or similar processes where acetylene or compressed gas is being used
- Any use of compressed air
- Any recording, broadcasting or use of radios (two way or for microphones), film sound, music or video or any other presentation likely to generate excessive noise.
- The use of balloons
- Public entertainment including fairground, amusements, displays and live performances

All Contractors to note:

All work must be carried out in accordance with the Rules and Regulations, which form part of the Operating Manual issued by DWTC as part of the Exhibition Licence Agreement and are shown in short-form below.

All Contractors carrying out work shall observe the 'Safe Working Practices' as follows:

Licensee's staff and Contractors shall be vigilant regarding health and safety of themselves and others in the Halls, and they shall observe the following practices, which will be monitored and enforced, as necessary by the Company:

- The understanding of the Fire, Emergency and Accidents Procedures.
- The need to maintain emergency gangways, through the Centre and the Halls in build-up and breakdown situation.
- The use of hard hats when working beneath or near overhead working or if this be impracticable, restricting access in such areas.
- The need of operatives to wear suitable protective clothing relevant to their job which includes eye, hearing, foot and hand protection.
- The safe use and storage of flammable liquids and substances and segregation from waste and other risk areas.
- Ensuring that portable power equipment is used for the purpose for which it was designed and those safety guards are correctly fitted and used.
- Ensuring that portable electric tools are used with the minimum length of trailing leads and that such equipment is not left unattended with a live power supply to it.
- That stacker trucks are not used by other than fully trained personnel.
- That chemicals and flammable liquids are, after use, removed from the Exhibition Halls by the user for safe and proper disposal. Such products must not be placed in general rubbish bins or skips.
- That any work area is maintained free from general waste materials which could hazard operatives.
- That proper scaffolding is used during the construction of any building within the Halls, safety features of the scaffolding are provided, in acceptance with established standards and that any tower scaffold in use is properly established and propped.
- Use of 3-pin adaptors with earth clips to connect European sockets to British sockets and never to use a 2-pin plug in a 3-pin socket or vice versa.

Unforeseen Occurrences:

In the event of any occurrences not foreseen in these Rules and Regulations, the decision of the Organiser shall be final.

2.3 **Letter of Undertaking/Performance Bond**

The Letter of Undertaking is a compulsory document that is required from the Contractor. It is required before any work may start at the build of the show. It is also important that the Contractor fully understands and reads all sections of the Exhibitor Manual before completing the letter.

A copy of the Letter of Understanding is on the following pages. Once completed the Letter of Understanding is to be returned to the Senior Operations Manager – DWTC Exhibitions; along with the Performance Bond.

See Performance Bond – Contractor Information

2.4 **Performance Bond/Letter of Undertaking**

In our constant efforts to improve our service delivery to our clients, we have implemented a Performance Bond requirement for all stand Contractors, working on all shows organised by Dubai World Trade Centre.

This is compulsory for all stand Contractors working in the exhibition halls or any off-site venues to complete the Performance document.

A copy of the Performance Bond is on the following pages. Once completed the Performance Bond is to be returned to the Senior Operations Manager – DWTC Exhibitions; along with the required Managers Cheque or Bank Guarantee and the Letter of Understanding. ***See Letter of Understanding – Contractor Information***

LETTER OF UNDERTAKING

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 & Standfitting Manuals.
2. Strictly adhere to the attached published Exhibition Time Table for **VOD 2015**
3. Ensure all the stand building will be ready by the deadline if not earlier.
4. Ensure all standfitting 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.
5. Ensure proper conduct of their work force.
6. 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 as pontoons, corporate decks or any premises' facilities.
7. Ensure that all manpower is adequately trained and legally authorized to carry out works.
8. Ensure compliance with all Governmental Health & Safety Standards in relation to any potential hazard or danger to visitors/Exhibitors.
9. Maintain responsibility for any and all Sub-Contractors it subcontracts.

The Organiser reserves the right, at its sole discretion to apply penalties, in the event of any breach by the Contractor, of the above Undertaking.

Exhibition Name: _____

Company Name: _____

Address: _____ Tel: _____

City/Country: _____ Fax: _____

Email: _____ Mobile: _____

Contact Person with designation: _____ Signature: _____

Date: _____ Official Company Stamp: _____

This document must be returned together with the Performance Bond

PERFORMANCE BOND

All Contractors are required to issue a Performance Bond in favour of Dubai World Trade Centre (LLC). Only when this Performance Bond is placed and the Letter of Undertaking signed, will the Contractor be allowed to commence work in the exhibition halls or any off-site venues.

The Performance Bond must be paid either as a Manager's Cheque or Bank Guarantee, in favour of Dubai World Trade Centre (LLC) as follows. **Company or Personal Cheques will be deposited upon submission (no exceptions):**

AED 10,000: per Stand / Pavilion contracted.

The Performance Bond will be refunded to the Contractor, 3 weeks after the end of the exhibition, subject to any breach of the conditions stipulated in the Undertaking.

The Contractor is required to provide the Organiser with full bank details for refund purposes, so that this refund can be processed accordingly.

The deadline to submit the Performance Bond is 19 March 2015. Contractors failing to submit the bond will be prohibited from starting to build the stand.

Refundable Performance Bond

Exhibition Stand: _____

Contractor Name: _____

Address: _____ Tel: _____

City/Country: _____ Fax: _____

Email: _____ Mobile: _____

Contact Person with designation: _____ Signature: _____

Date: _____ Official Company Stamp: _____

Stand Number(s) : _____

Total number of stand(s): _____

Manager's Cheque / Bank Guarantee No. / Personal / Company Cheque: _____

Value: _____ (Please note Personal or Company Cheques will be deposited)

For Official Use only:

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

This document must be returned together with the Letter of Undertaking

3.0 Electrical Information

3.1 Batteries

- (a) **General**
Charged batteries may only be exhibited as part of electric lighting, small demonstration, house lighting, plants or other small working devices. No Stand lighting shall be connected thereto. The use of approved purpose made self-contained secondary lighting fittings both of a maintained and non-maintained pattern will be permitted provided they are connected to a 24-hour supply.
- (b) **Terminals**
All terminals of charged batteries, whether in use or not, shall be fitted with a cover of non-conducting incombustible material.
- (c) **Switches and Fuses**
A double pole metal clad switch with suitable fuses shall be fitted and shall control all connections serving such appliances.
- (d) **Charging**
- 1) **Current Regulation**
The battery charging unit shall be fitted with an automatic current regulator which cuts off the mains supply to the rectifier when the battery is fully charged and is otherwise of an approved type.
 - 2) **Times for Charging**
The battery may only be charged on the Stand at times when the Public is not in the Hall.
 - 3) **Charger Isolation**
The circuit to the charger unit shall be directly connected to DWTC's supply with its own isolator, separate from all other circuits, to permit the isolation of these other circuits without affecting the charging circuit.
 - 4) **Enclosure**
The equipment and its charger must stand in a free and enclosed space, the battery box cover shall be removed and the gas vents of the cells shall be cleared and inspected daily.
 - 5) **No Smoking Signs**
"No Smoking" signs shall be displayed in the vicinity of the charging operation.
- (e) **Batteries Not in Use**
Charged batteries on exhibit vehicle or other exhibits shall be disconnected at both terminals.

3.2 Chokes and Capacitors

- (a) **Location**
Choke and capacitor for fluorescent lighting shall be fixed in accessible and well ventilated positions away from combustible material and shall be spaced at least 10mm there from by an air gap or by non-combustible material.
- (b) **Connecting Wiring**
Where choke and capacitor equipment for fluorescent lighting is not contained within the lighting fitting, any connecting wiring exceeding 1m in length shall be of PVC sheathed. PVC insulated flexible construction, placed well away from readily flammable articles and shall not be installed under flooring or in spaces enclosed by Stand construction.

3.3 Electric Cookers/Kettles/Irons etc

- (a) **General**
The use of exhibits with exposed elements is not permitted. Any apparatus which has a hot surface and all electrical appliances such as electric kettles, irons etc., shall be guarded where necessary and stood or mounted on incombustible material. All appliances under this heading which are liable to exceed a surface temperature of 70° C shall be supplied from a socket outlet having a pilot lamp indicating whether the appliance is switched on or not. Kettles, irons and similar appliances shall not be connected to the lighting circuit; they shall be separately connected to the electrical supply.
- (b) **Electric Kettles**
Electric kettles shall be fitted with an automatic safety device whereby in the event of boiling dry, the kettle will be automatically disconnected.
- (c) **Adjacent Construction**
Walls adjacent to all electrical cookers, irons, kettles, hot plates, etc., shall be protected with non-combustible material. Shelves are not allowed immediately above any of the appliances and adequate ventilation shall be provided.

3.4 Electric Discharge Lamp Installations

Installations of any type of high voltage luminous tube sign or lamp as an illuminated unit on a Stand, or as an exhibit, shall confirm to the following conditions:

- (a) **Location**
The sign or lamp exhibit shall be installed out of reach of or shall be adequately protected from the Public.

- (b) **Installation**
- (1) **Signs**
The fascia or stand fitting material behind luminous signs of this nature shall be incombustible material and protected as required by BS 7671 (IEC364)
- (2) **High Voltage Gear**
High voltage gear shall be mounted on incombustible material and protected as required by BS7671 (IEC364)
- (c) **Fireman's Switch**
A separate electric circuit must be used to supply such signs or lamp exhibits and shall be controlled by an approved pattern Fireman's emergency switch located in an accessible and visible position and labelled "Fireman's Switch" in accordance with the Authority's requirements.
- (d) **Approval**
DWTC shall be advised by persons responsible for installing this type of apparatus of their proposals prior to installation on site. No installation of this type will be permitted unless approved by DWTC's Engineering in writing.

3.5 Electric Motors

- (a) **Isolators**
Every motor shall be provided with an effective means of isolation on all poles and such isolators shall be adjacent to the motor which they control.
- (b) **Starting**
Motors in excess of 7.5 kW (10 hp) shall be fitted with current limiting devices for starting, i.e. shall not be started "direct-on-line". Where, however, the "direct-on-line" starting of a motor is essential to the satisfactory operation of the machine, details of such requirements shall be submitted in advance to DWTC for dispensation.
- (c) **Overload and No Volt Release**
Every motor in excess of 0.375 kW (1/2 hp) shall be fitted with a starter having an overload release in each phase line. Every motor shall be provided with means to prevent automatic restarting after a stoppage, to a drop in voltage or a failure of supply, where the unexpected restarting of the motor might cause danger.

3.6 Electrical Contractor

The Official Electrical Contractor for the event is as follows:

Dubai World Trade Centre
P.O. Box 9292
Dubai, United Arab Emirates
Customer Contact Centre – **Exhibitor Services**
Telephone: +971 43086333
Fax: +971 4 3188741
E-mail: exhibitors@dwtc.com

Orders for electrical installations should be returned to the Official Electrical Contractor by no later than **6 November 2014** (*see FORM 12 Utility Order Form – Exhibitor Service Forms Section*).

- 1) All utility orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
- 2) **The advance "More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event.** Items must be paid within 5 days of ordering or will be automatically cancelled.
- 3) **The standard "Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 4) Orders placed **on-site** once build-up has commenced are charged at the **standard "Less than 3 weeks prior"** rates plus **50%** subject to availability.

3.7 Electrical Wiring

Earthing

Earth Leakage

Each Exhibitor shall provide exact details of earth leakage to prevent tripping and shall have provided by the Contractors, earth leakage (RCD/ELCB) protection (30 mA for lighting and 100mA for exhibit power) suitably positioned beyond the termination point of the supplied mains cable.

Regulations and Codes of Practice

Metal conduit, metal casing of apparatus, frames of motors, etc., shall be efficiently bonded to earth using the earthing system provided within DWTC's permanent electrical distribution system. This Regulation shall apply to all matters covered by BS 7671. Where separate special Regulations and codes of practice have been prepared and approved by the Authorities (i.e. electrical installations and electro-medical equipment, "all insulated" apparatus, and appliances, which conform to the Standards of double insulation,) the current edition of these special Regulations shall apply.

Lighting Fittings

At every lighting point an earth terminal shall be provided and connected to the earth continuity conductor of the final sub-circuit.

Metal Framework, etc.

Where the electrical bonding to earth of metal framed Stands, metal water pipes, sinks and other items is necessary, this shall be to an earth conductor, which terminates at DWTC's electrical supply. The bonding conductor shall have a minimum cross-section area of 6mm². Under no circumstances shall any of these items be used as the sole means of earthing an electrical installation. Where block mains are employed on metal framed Stands, the Stand framework shall be bonded at the incoming main position and also at the termination point of every submain. The bonding conductor shall have a minimum cross section area of 6mm².

Insulation Sleeving

Every earth continuity conductor shall, wherever exposed, including within all termination enclosures, be totally insulated using green and yellow PVC sleeving.

Residual Current Devices/ ELCB

Where a residual current device ELCB is installed this shall only be considered a secondary means of protection.

Wiring

Material Specification

Stand wiring may be PVC, elastomeric or other plastic sheathed cable, not less than 1.5mm² cross sectional area and 300/500 volt grade.

Joints

Joints shall not be made in cables except where necessary as a connection into the circuit. In such cases insulated screwed connectors shall be used, and shall be totally enclosed in insulated enclosures.

Excess Current Protection

All circuits must be separately protected for excess current with fuses or other means of excess current protection.

Lighting Circuits

(a) Maximum Capacity

Lighting circuits, serving more than one fitting, shall not carry more than 1200 VA and all sections of the wiring system shall be capable of carrying its circuit full load current. Where discharge lighting is connected then the appropriate reduction shall be made (normally to 800 VA). All apparatus over 1000 VA shall be individually fused.

(b) Main Load

Where the lighting load of any Stand or feature is in excess of 14000 VA, the circuit shall be arranged to be suitable for connection to a 3 phase supply with neutral and phase conductors being of equal size.

Flexible Cords

(a) Limitations

The use of flexible cords for Stand wiring is generally prohibited other than where forming part of a manufactured system, and then fully in accordance with Special Lighting Systems Section below.

(b) Construction

Flexible cords shall be of circular section, fully insulated and sheathed, and the only form of jointing shall be purpose made non-reversible flex connectors, being shrouded and having an earth terminal.

(c) Length

For static appliances, flexible cords shall not exceed 2m in length.

(d) Position

They shall be installed remote from textile fabrics.

Lamp holders

Lamp holders in lighting systems must have screw clamp or screw terminal connections between the conductors and the plungers of the lamp holders. Lamp holders using spikes for connections shall not be used.

Special Lighting Systems

Must comply with all Regulations and are subject to testing and spot checks.

(a) Track Lighting Systems

These may be used provided the track and all the accessories are of the same make, and also provided the loading on the system is compatible with the rating of the sub-circuit wiring and fuse, and complies with the requirements of Earthing section and Protection of Wiring section.

(b) Other Lighting Systems

Only systems designed and manufactured to suit their intended use shall be permitted and these must comply with all other relevant aspects of these Regulations.

(c) **Client's Own Equipment**

Where "client's own" equipment is used this must comply with all Regulations and is subject to testing and spot checks.

Safety Extra Low Voltage Lighting Systems

(a) **Transformers**

Multiple connections Safety Extra Low Voltage (SELV) Transformers shall be of an isolating type providing a high degree of safety and having a fused primary connection. Every secondary connection shall be individually fused to its appropriate rating or shall be fitted with a manual re-set protective device approved by DWTC's Engineering. Transformers shall be clearly labelled indicating the precise details of any integral secondary circuit protective device: that they are manual re-set and shall include the rated transformer power output in VA.

(b) **Positioning**

Care shall be taken when installing SELV transformers, which shall be fixed at high level, allowing adequate ventilation and access for testing/fuse replacement.

(c) **Cable Sizing**

Selection of cabling for SELV circuits shall take into consideration both volt drop and current carrying restraints subject to a maximum volt drop on 12v supplies of 0.6 volts. Cabling from a SELV transformer supplying extra low voltage track shall be of sufficient size for the full current rating of the transformer.

(d) **Catenary/Uninsulated Pole Low Voltage Systems**

The use of uninsulated catenary or uninsulated pole low voltage systems is prohibited.

(e) **Earthing of SELV Equipment**

Secondary windings of SELV transformers, fittings and lighting track connected to it shall not be earthed.

Power Circuits

Circuits feeding 13 amp socket outlets shall be radials. Where there is more than one socket per circuit, maximum rating of overcurrent protective device shall be 15 amps. Total load shall not exceed 3000 watts and not more than 3 sockets shall be permitted on that circuit.

Coils/Reels of Flexible Cord/Cable

Coils of flexible cord or cable loose or on reels and forming part of the circuit shall not be permitted.

3.8 Electricity Supply

A separate mains cable will be supplied to each stand and each stand should have separate circuits for lighting and mains. It is the responsibility of the stand electrical Contractor to supply a distribution board, fused isolator or circuit breaker, fitted with an earth leakage protector of not more than 30mA for power and 100mA for lighting, suitably positioned in an accessible position and clearly labelled.

Single Phase 240V:

50 cycles per second AC supply, earthed neutral between 2 and 30 amps with 100 mA RCD/ELCB protection any one supply.

Three Phase 380V:

50 cycles per second AC supply, earthed neutral between 10 and 60 amps with 100 mA RCD/ELCB protection any one supply.

a) Neutrals are earthed by DWTC.

b) DWTC's standard supplies are normally acceptable as "clean" and suitable for use for computers and data processing equipment. However, it is recommended that the Exhibitor arranges a suitable UPS or line conditioner as protection for all electrical systems requiring clean supplies. DWTC (LLC) will not be held responsible for any damage to Exhibitors equipment.

24 Hour Supplies

Where continuity of supply is required this should be indicated by ordering a 24-hour supply. The continuous supply will be from the opening morning until the close of the Exhibition. During the build-up period the supply will normally be switched on and off as for Standard supplies. All 24-hour supplies must be clearly identified and a drawing provided showing the routing of cabling and wiring.

3.9 Electro Magnetic Compatibility

Any electrical equipment radiating a magnetic field could cause problems for DWTC and other Exhibitors in the halls. This equipment may only be used if adequate precautions and suitable screens are provided. Any extra costs involved to overcome the magnetic problems will be the responsibility of the installer and liability for any costs/damage DWTC's electrical supply and/or others equipment lies with the installer. DWTC reserves the right to refuse to connect up any suspect equipment and disconnect any equipment known to cause a problem.

3.10 Guarding of Electrical Equipment

(a) **Electrical Equipment and Exhibits**

Electrical equipment and exhibits shall be guarded as necessary to prevent accidental contact with live metal, moving parts, live terminals, etc., and accidental short circuiting.

- (b) **Conditions of Operation**
Proper consideration shall be given to the conditions under which the equipment is being demonstrated, which may well differ from the conditions under which it is normally installed and for which the normal safeguards may not be appropriate.
- (c) **Lighting Fittings**
Lighting fittings mounted below 2m from floor level or otherwise accessible to accidental contact shall be firmly and adequately fixed and so sited or guarded as to prevent risk of injury to persons or materials.
- (d) **Heat Generation**
Incandescent lamps and other apparatus or appliances with high temperature surfaces shall, in addition to being suitably guarded, be arranged well away from combustible exhibits and in such a manner as would prevent contact therewith. Stands containing a concentration of electrical apparatus, lighting fittings or lamps liable to generate abnormal heat shall be well ventilated.

3.11 **Harmonic Distortion**

DWTC electrical mains normally provide an acceptably “clean” supply. No protection is incorporated in the mains to counteract interference produced by other Exhibitor’s equipment connected to the same source of supply. All sensitive/vulnerable equipment should be protected by filters, etc. Electrical equipment which produces harmonic distortion can cause problems for the local area supply board, DWTC and other Exhibitors in the halls. This equipment may only be used if adequate precautions and harmonic filters are used. Any costs involved to overcome the harmonic problems will be the responsibility of the installer and liability for any costs/damage to DWTC’s supply equipment and/or others equipment lies with the installer. DWTC reserves the right to refuse to connect up any suspect equipment and disconnect any equipment known to cause a problem.

3.12 **Lighting & Machinery Mains**

Separate mains will be supplied for Exhibitors’ machinery and equipment from those used for the provision of lighting.

- (a) **Connection of machinery to lighting mains**
Connection of machinery to lighting mains will NOT be permitted.
- (b) **Connection of lighting or small power to machinery mains**
Connection of lighting or small power to machinery mains is prohibited. If any such connections are made, then the party responsible for placing the order for electrical supplies to that Stand will be required to order and have installed an appropriate lighting main. Where this is not practical the Stand will be subject to a surcharge equivalent to the late order cost of the lighting main which would otherwise have been installed.
Mains will not be connected until this is rectified

3.13 **Lighting of Showcases**

- (a) **Externally**
Unless the exhibits are of an incombustible nature, showcases shall be illuminated from the outside only.
- (b) **Internally**
Internally illuminated showcases shall be constructed of approved materials and wired in approved type cables (not flexible cords) and adequately ventilated.

3.14 **Lighting of Signs**

- (a) **Fixing**
Electrically operated or illuminated signs shall not be fixed on woodwork or cloth unless effectively protected by non-combustible material.
- (b) **Construction and Wiring**
Internally illuminated signs shall be constructed of approved materials and wired in approved type cables (not flexible cords) which are related to the expected internal ambient temperature and adequately ventilated.
- (c) **Location**
Illuminated signs, which in any way resemble exit notices and similar mandatory signs shall not be positioned in such a way as to cause confusion to the Public.

3.15 **Load Limitation (Electrical)**

DWTC at its own discretion will limit the electrical supply or supplies where, in its opinion, the load or combination of loads requested may have an adverse effect on the supplies to Exhibitors.

3.16 **Local Switches & Socket Outlets**

- (a) **Local Switches**
Local switches shall be fixed out of reach of the Public and shall be mounted and protected in a similar way to distribution fuse boards.
- (b) **Socket Outlets** - It is recommended that double socket outlets be installed.
 - (1) **Construction**
Socket outlets shall be to BS 1363 (1984) industrial type for mechanical protection and be suitable so that in normal use their performance is reliable and without danger.

- (2) **Location**
Socket outlet enclosures shall be securely fixed to Stand floors, walls or partitioning in such a way that they shall not be subject to mechanical damage and shall be located not less than 2m (measured horizontally) from any sink unit, unless where this is unavoidable, 100 mA RCD protection is installed. Wall sockets shall be a minimum of 300mm above floor or work surface level.
- (3) **Water Heaters**
Water heaters shall be connected via fused spur outlets - not socket outlets.
- (4) **Floor Sockets**
Where a floor mounted socket outlet is essential it shall be securely fixed, not in a gangway and shall be adequately protected from the accidental ingress of water, and be of surface mounted pattern.
- (c) **Plugs**
 - (1) **Multiple Connections**
Not more than one flexible cord shall be connected to one plug.
 - (2) **Fuses**
The rating of fuses in fused plugs shall be appropriate for both the equipment and flexible cord connected thereto. Non-flexible cords shall not be connected into plugs.
- (d) **Adaptors**
 - (1) Multi-way plug-in type and bayonet adaptors shall not be used.
 - (2) The use of Trailing-Block type, 4 way fused sockets shall not be used.
 - (3) Extension cables shall not be used.

3.17 Location of Boards

Distribution boards and similar equipment shall be installed adjacent to the fused isolators. Switch and fuse gear, motor controls, starters, etc., shall be readily accessible, suitably connected and out of reach of Public Gangways. The electrical Contractor responsible for the Stand installation shall supply suitable service mains to connect his/her installation to the main supply cables supplied by DWTC.

3.18 Mains Supply Cables & Distribution

Every Stand shall be supplied by a separate mains cable except where, by approval of DWTC, a single mains cable may be installed to supply a block of up to six adjoining Stands. This approval will only be given where the electrical installation on all Stands within the block is the responsibility of a single Contractor.

Note: The crossing of Gangways with mains cables via fascias and floors is prohibited.

Termination

Mains cables supplied to stands will not be terminated. A distribution board, fused isolator or circuit breaker shall be supplied by the Contractor building the Stand and shall be situated in an accessible position on the Stand and be clearly labelled.

Isolation

- (a) Each of the Stands on a block fed from a single supply shall have its own means of isolation situated in an accessible position on the Stand and be clearly labelled.
- (b) Where a Stand is to be sub-divided into sections then this shall constitute a block of Stands and shall have a separate means of isolation for each individual section.

Minimum Cable Size (Sub-Mains)

The minimum acceptable cable size should be sufficient for the proposed loading, where sub-mains are required on a block of Stands.

Proliferation of Mains supplies

Where installation of a number of small supplies would, in the opinion of DWTC, lead to an unacceptable proliferation of supplies, then DWTC may, at its discretion, either itself install a larger supply and provide the supply ordered by sub-distribution within the block, or instruct the nominated Contractor that only a single main will be installed to the group of Stands.

Access for Installation

The mains supply to Stands or exhibits will be installed on 30 November 2014, provided that the supply has been ordered before the deadline. Before occupying the Stand, Exhibitors and their Contractors must check that the supply has been installed and, if not, shall only occupy areas of the Stand site permitted by DWTC until such time as the supply is installed.

3.19 Ordering of Electrical Supplies

Placing of Orders

Orders will only be accepted when made in writing using the Electrical Mains order FORM 12 in the Exhibitor Service Forms Section.

Supply will be a cable only to the stand. The position of the cable on the stand will depend on the position of the Service Duct serving the stand. Any other termination required should be ordered.

Deadline for Orders

Orders for mains electrical supplies shall be placed not later than **15th March 2015**

Orders for mains electrical supplies received after **15th March 2015** will incur a surcharge (Refer to Form 12).

Payment

The Official Stand fitting and Electrical Contractor reserve the right to refuse to connect a supply until payment has been received.

Routing and Termination Positions

The mains electrical supply shall be brought onto the Stand from the Service Duct within the area of the Stand. Connections from a Duct on an adjacent Stand shall not be permitted unless there is no trench on the Stand, or the organisers and adjacent Stand holder have given their prior permission.

Only authorised personnel are allowed to enter the Service Ducts or remove Duct covers.

The crossing of Gangways with mains electrical supplies via fascia and floors is prohibited.

Note: Persons responsible for designing the layout of Stands should acquaint themselves with the location of the under floor Service Ducts in the Halls used for installing Stand services to ensure that Stand layouts can, or are designed to, permit the termination of main cables over the Service Duct.

Alterations to Orders

(a) Termination Position

Where the termination position of a mains supply is altered after the deadline date for placing orders, this will be treated by DWTC as a late order and will be subject to surcharge (Refer to Form 12).

(b) Rating

Where the rating of a mains supply is changed after the deadline date for placing orders, the new mains supply will be treated as a late order and will be subject to surcharge (Refer to Form 12).

3.20 Power Supply

See Electricity Supply – Electrical Information

3.21 Protection of Wiring

Platform floors must be provided in cases of the extraordinary amount of cabling that an exhibition of this type necessitates.

However, any cable laid across the floor of a Stand shall be effectively protected and fixed to such floor in such a manner as to prevent risk of injury and where liable to mechanical damage or interference, shall be tough overall sheathed or armoured or enclosed in protective conduit, trunking or cladding. Conductive materials used to provide mechanical protection should be efficiently bonded to earth. Where tough overall sheathed cables are used without further protection, i.e. without armour or protective conduit trunking or cladding, such cables shall have stranded conductors and shall have a degree of flexibility. In circumstances where full mechanical protection is impracticable a supply will only be provided if the circuit has a 100mA RCD/ELCB installed.

Cables should not be placed under carpets.

3.22 Space for Working

Electrical apparatus (other than exhibits and portable equipment) shall be fixed in position with adequate space for operation and maintenance.

3.23 Supply & Use of Electricity

Electrical supply

DWTC will not supply electricity to any Stand, feature, display or exhibit, which does not comply with these Regulations or its reasonable requirements.

Electrical installations

The electrical installation including any temporary installations in connection with the provision of electricity to Stands and other parts of the Centre shall be of such a nature as to ensure safety in the utilisation of electricity. Installations within Stands shall be carried out in a competent manner and any installation found to be unsatisfactory would not be connected to the mains supply until DWTC is satisfied. Where a connection is made and a fault becomes apparent the equipment shall not be used until the fault has been rectified.

3.24 Testing of Stand Installations

- (a) To verify compliance, DWTC and its representatives will inspect and test all installations. The person responsible for the installation, only when it is complete and ready for inspection and testing, must complete and hand Form "Request for Connection and Energising of Utility Supply to Stand". Where found to be satisfactory, power will be supplied. Where the installation is found to be unsatisfactory the power will not be supplied and the person responsible must rectify any faults and advise when the installation is ready for re-inspecting and re-testing by re-submission of the test form. It is the responsibility of the person undertaking an installation to carry out the

appropriate testing to ensure compliance with Regulations prior to the submission of Form "Request for Connection and Energising of Utility Supply to Stand".

- (b) **Modification or Addition to Stand Installations**
If, after initial inspection and supplying of mains utility supplies, modifications or additions are made to the Stand installations, these must be notified to DWTC's Engineering for inspection or re-testing.
- (c) **Appliances**
A competent person must have tested any electrical appliance connected to a socket before it is plugged in and energised. The responsibility for ensuring this testing is carried out is that of the person, or persons, responsible for bringing the equipment into the Hall.
- (d) **Responsibility**
DWTC will not accept responsibility for:
 - (1) **Delays**
Delays in supplying power to installations found to be unsatisfactory or where insufficient time has been allowed for testing.
 - (2) **Faults**
Any faults discovered in installations after testing by DWTC. No approval, after testing or otherwise, shall absolve the Exhibitor of its obligation to comply in all respects with these Regulations.

3.25 Time of Operation of Electrical Supplies

- (a) **During Build-Up**
During the build-up period for the Exhibition, supplies which have been tested and connected will normally be switched on within half an hour after the official opening times of the Hall and off within half an hour before the official closing time of the Hall each day. Additionally, there may be interruptions to the supply to allow DWTC to make extra connections.
- (b) **During Exhibition Open Days**
Electrical supplies to Stands will normally be switched on, one hour before opening and off half an hour after the close of the Exhibition each day. All Stands not requiring continuous supplies should be switched off using the Stand isolator as soon as possible after the close of each Exhibition open period.
- (c) **During Breakdown**
All electrical supplies will be switched off 30 minutes after the closing time of the Exhibition on the last day. Where an Exhibitor requires a supply after the close of the Exhibition, a request for such supply should be made through the organiser 24 hours before the final closing of the Exhibition. The supply may be reinstated after the close of the Exhibition once essential safety work has been completed.
For details on 24 hour Electrical Supply, *see Electricity Supply – Electrical Information*

3.26 Transformers and Frequency Converters

- (a) **Step-Up Transformers**
Step-up transformers shall not be installed without the written permission of DWTC's Engineering. Where such permission is required, drawings and full details shall be submitted at the time of application. Where, however, step-up transformers are used as an integral part of any electronic or similar apparatus, appliance or equipment, and providing the use of such step-up transformers conforms to the customary practice within a particular industry, no such permission will be required.
- (b) **Step-Down Transformers**
Step-down transformers shall have separately wound primary and secondary windings. The iron core and frame shall be connected to earth. In addition to the normal fuse protection on the phase line(s) of the primary circuit, the secondary circuit shall be fitted with fuse protection in the phase line(s) and with three phase transformers, the neutral connected to earth.
- (c) **Auto-Transformers**
Auto-transformers shall not be used, except as an integral part of motor starters, unless the written permission of DWTC has been obtained.
- (d) **Location**
Transformers shall be placed in positions out of reach of the Public and shall be adequately ventilated.
- (e) **Oil Filled Transformers**
Oil filled transformers containing more than 20 litres of oil shall be mounted in a suitable catch-pit or tray capable of containing the entire quantity of oil plus a margin of 10%.
- (f) **Frequency Converters**
DWTC shall be notified in advance of the intention to provide apparatus to convert the frequency of the electrical supply to any machine or exhibit.

4.0 **Health & Safety Information**

4.1 **DWTC's H&S Policy Statement**

High standards of health and safety applied by users of the facilities should be maintained at all times and every effort must be made by all parties to ensure that those standards provide a safe and healthy environment for all involved with exhibitions and events at the venue. Our objective is to ensure that all persons attending the facility have a safe and enjoyable experience. To achieve this we will require the full co-operation of everyone involved in the exhibition process. Health and safety is everyone's concern so please be diligent and enjoy your visit to the Dubai World Trade Centre.

4.2 **DWTC's H&S Responsibilities and Duties under Law**

Under Dubai Municipality Local Order 61 of 1991 and codes adopted under this order, it is the duty of every employer to protect the health and safety of employees.

UAE Federal Law No. 8 requires each employer to provide appropriate safety measures to protect workers against hazards. It is the employer's duty to ensure that work is safe for employees and non-employees who may be affected the work activity. Under the definitions provided within Local Order 61, the exhibition floor under build-up and tear-down is defined as an area of 'construction' and the requirements of Dubai Municipality Code of Construction Safety Practice applies at all times. It is **highly recommended** that persons or companies involved in this construction process obtain a copy of this publication which is available through the Dubai Municipality Building and Environment Departments.

Dubai Municipality Technical Guidelines also apply at the venues. They can be obtained through the Dubai Municipality website at www.dm.gov.ae.

Authorised Dubai World Trade Centre staff reserve the right to request the removal of persons from the premises who demonstrate a blatant disregard for their own safety or the safety of others, as permitted by the employer under UAE Federal Law No 8 of 1980, article 120(d). Authorised staff will be the Director General, Senior Vice Presidents and Health and Safety Managers of the company.

It is the duty of every Contractor and Sub-Contractor to comply with the rules of the health and safety regulations and legislation in force in the UAE and the Emirate of Dubai. Under Dubai Local Orders it is the condition of each contract that no Contractor or Sub-Contractor, for any part of the contract work, shall require any worker employed in the performance of the contract to work in surroundings or working conditions which are unsanitary, hazardous or dangerous to his health or safety.

Contractors should be aware of the requirements that exist in relation to the appointment of a company safety officer or supervisor, the requirement to inform the Municipality of such appointees and the status of experience and qualification of these individuals. Further detail is available in the Code of Construction Safety Practice mentioned in paragraph 2 above.

Contactors and employers also have accident prevention responsibilities under this 'code of practice' which should be understood and applied at the venues. These include advising employees in writing of exposure to risks within their work, instruction or training in the recognition and avoidance of unsafe condition towards the elimination of hazards and exposure to injury and the formal notification of accidents to the authorities of the Municipality.

4.3 **Access for Children and Young Persons**

No person under the age of eighteen (18) is allowed into the Halls during the Build-up or Breakdown of an exhibition. DWTC Venue Health & Safety and Security Teams have instructions not to allow anyone under the age of sixteen years into the halls during these construction periods (build-up & tear-down) for safety reasons.

4.4 **Alcohol and Drugs**

The influence of alcohol whilst working on the build-up or tear-down of stands and displays is not permitted, in accord with the rules of construction sites in developed countries. Persons taking or suspected of being under the influence of non-prescription drugs will be asked to leave the venues and may be subject to police action.

4.5 **Contractor Responsibilities**

Contractors must work in accordance with the rules and regulations of the venues at all times. Failure to meet these requirements, which are born out of Dubai Municipality legal requirements, may result in Dubai Police or Dubai Municipality Ministry of Health involvement and / or expulsion from the venues.

It is the duty of every Contractor and Sub-Contractor to comply with the health and safety rules and regulations enforce in the Emirate of Dubai. It is the condition of each contract that no Contractor or Sub-Contractor, for any part of the contract work, shall require any worker employed in the performance of the contract of work in surroundings or working conditions which are unsanitary, hazardous or dangerous to his health or safety.

All Contractors must provide adequate supervision of their works whilst at the venues. This is a mandatory requirement and requires a supervisor to be on site and available at the request of the venues at all times where issues relating to health and safety or other operational matters exist.

Contractors should also be aware of the requirements that exist in relation to the appointment of company safety officers or supervisors, the requirement to inform Dubai Municipality of such appointees and the status of experience and qualification of

these individuals. Further detail is available in the Code of Construction Safety Practice referred to in section 1.2 of the DTWC Health & Safety Rules & Regulations document. Available on request from the Organiser.

Contractors and employers also have accident prevention responsibilities under this 'code of practice' which should be understood and applied at the venues. These include advising employees in writing of exposure to risks within their work, instruction or training in the recognition and avoidance of unsafe condition towards the elimination of hazards and exposure to injury and the formal notification of accidents to the authorities of the Municipality.

Persons taking or under suspicion of being under the influence of non-prescription drugs will be asked to leave the venues and may be subject to Dubai Police action. The influence of alcohol whilst working on the build-up or tear-down of stands and displays is not permitted, in accord with the rules of construction sites in developed countries and local laws during non-licensed tenure hours.

Contractor health and safety performance is monitored at the venues and repeat offenders will be denied access, without recourse, to the venues if their track record is below standard.

4.6 **Emergency Access Gangways**

Contractors are requested not to block walkways, fire exits, Shutter doors and road routes during the build-up, operation and tear-down of exhibitions, inside and outside the halls. Should an accident or emergency arise it may be necessary to utilise these routes to evacuate persons, including on wheeled stretchers.

4.7 **Emergency Procedures**

The Dubai World Trade Centre is protected by a sprinkler and fire alarm system. Should you discover a fire:

- 1) Break the glass on the nearest fire alarm point. These are located at each Goods and Exit / Entry doors and strategically placed around the Centre;
- 2) Telephone the DWTC Control Room on (+971 4) 308 6700, or Exhibition Security Control Room on (+971 4) 308 6199 / 6299 giving the location and nature of the incident.
- 3) Calmly notify adjoining Exhibitors of the situation and, only if safe to do so, tackle the fire with the appropriate fire extinguisher.

EMERGENCY ANNOUNCEMENTS

In the event of an emergency, a pre-recorded voice message will be sounded confirming that the alarm has been activated and that the situation is currently being investigated.

If it is established that there is no need to evacuate the building then the message will confirm this.

EVACUATION PROCEDURE

If it becomes necessary to evacuate the building, a pre-recorded voice message will be activated instructing everyone to leave the building by the nearest exit.

Security staff will assist Exhibition staff and visitors to the nearest exit. Please make your way to one of the following assembly points (kindly refer to document Emergency Procedures and Evacuation Plan.pdf for complete procedures).

EMERGENCY MEDICAL SERVICES

DWTC provides an emergency service for persons who may become injured or ill whilst at the Exhibition Centre. In case of medical emergency, please call our First Aid clinic on (971 4) 308 6541/ 3086199 giving the exact location of the casualty and details of the injury sustained. The Emergency Medical Centre is located at the Exhibition Gate Reception next to Hall 5.

4.8 **Fire Precautions**

It is in the interests of everyone using the venues to act in a manner that reduces risk of fire within the complex, therefore a number of requirements have been established which will help reduce that risk. We would remind Contractors that the venues are a non-smoking environment at all times.

Contractors can assist in making the halls and exhibition areas safe by **not blocking fire exits/routes and walkways with signs or materials**. Furthermore, we do not allow the general storage of combustible goods behind stands within the halls in order that access for wall mounted fire fighting equipment and electrical cupboards is made possible by giving 1 meter clear gap between the stands and the walls.

Contractors must not store thinners and industrial spirits other than in a sealed container and in small volumes. Such substances must not be stored in an un-labelled bottle that can be mistaken for drinking water.

Where permission is given by DWTC Venue Health & Safety Division for external cooking or heating using charcoals, fire gels and equivalent, they must not be placed in any skips until given suitable time to cool. It may not be sufficient to douse the material in water as it may continue to radiate heat which can cause fire when mixed with other material.

Contractors are requested not to block walkways, fire exits, Shutter doors and road routes during the build-up, operation and tear-down of exhibitions, inside and outside the halls. Should an accident or emergency arise it may be necessary to utilise these routes to evacuate persons, including on wheeled stretchers.

Fire Rating of Materials

Materials used for the construction of exhibition stands, staging and events infrastructure should meet with international standards of material fire acceptability. Materials must be non-combustible & inherently non-flammable.

Materials should meet NFPA standards as a minimum. Equivalent standards include the German 'B' rating or British standard 476 part 7 Class 1 rating.

4.9 Fire Procedures

See Emergency Procedures – Health & Safety Information

4.10 Flammable & Specialist Liquids & Gases

No flammable liquid or liquid petroleum gas shall be used within the venues without the prior written consent of DWTC Venue Health & Safety Division and approval of Dubai Civil Defence and Dubai Municipality.

Please note that LPG cylinders within the Venues are subject to approval by Dubai Civil Defence. If the approval is granted, the cylinders must be placed outside the halls. The burning of charcoal or smoking fuels is not permitted within the venues.

If it is determined by the company that gas (including pressurised air) is an essential part of a particular event, then an application can be made to consider the option of piping from an external source or DWTC in-house, which must be stored safely to open air. Where bottles are provided for this use they must be stored in a cage with signage and LPG must not be mixed with oxygen bottles. The use of non-flammable specialist or rare gases such as argon, nitrogen and helium is permitted in the exhibition halls provided that information on the volume, storage and an assessment of risk are provided in advance for approval. It is obligatory for the Exhibitor to provide a fire extinguisher at their stand if a gas supply is provided or if a potentially hazardous material is introduced in the halls. If the Exhibitor or the organiser fails to provide such equipment, DWTC will provide the required fire fighting equipment and charge the cost to the organiser accordingly.

Compressed Gas Cylinders

Compressed gas cylinders shall be constructed in accordance with international standards in relation to colour Identification of content. Vessels containing liquids or gases under pressure shall be fitted with safety valves of an approved type, and a certificate in respect of a recent pressure test of each vessel shall be available for inspection upon reasonable request. Cylinders must be stored in a bottle cage.

Storage of Hazardous Substances

Compressed gas cylinders or vessels containing liquids or gas under pressure should be stored in a safe manner. It will be the responsibility of the Exhibitor to inform the organiser and to ensure that it is stored and used safely by obtaining health & safety approval for the location. Any pressurised cylinders, flammable gas cylinders or equipment producing pressurised gas (including air), such as a compressor, shall be situated at least three meters away from the external skin of the building. The location of equipment must also be clear of any fire exit, including any fire hoses. It shall be the responsibility of that any equipment used to produce, supply or transfer gases (including air) is switched off and without risk, at the close of daily exhibition activities, where a 24 hour requirement is not provided.

4.11 Guarding Equipment

Where there is a risk to safety from moving parts on machinery and tools, whether provided for exhibition or work purposes, they must be suitably guarded to protect persons from injury.

Where guarding is not practical or possible, barriers must be installed by the Exhibitor or organiser which prevents persons accessing dangerous areas. Suitable warning signage must also be provided.

4.12 Hazardous Substances

Exhibitors who require the use of potentially harmful chemicals must advise the organiser in advance so that the venues can consider the risks involved in the use of such chemicals. All such material is not permitted into the venues until approval has been given in writing by DWTC Venue Health & Safety Division.

All chemicals approved for use at the venues must be stored safely and used so as not to cause harm to persons at the venues. Such chemicals must also be labelled in accordance with internationally accepted substance symbol and chemical labelling in case of incident or emergency. The material safety data sheet must also be provided and retained at the stand location in case of an emergency.

Designers must try and eliminate hazardous substances during design or alternatively seek to replace hazardous substances with lower hazard alternatives.

Bottles utilised for carrying chemicals, for example thinners, in liquid form must be labelled so that persons cannot mistake the contents as drinkable liquid.

If in any case there is a need to use chemicals inside the Venue, the Exhibitor or Contractor to submit COSHH assessment, Control of Substance Hazardous to Health, to DWTC Venue Health & Safety Division.

4.13 Hot Works at the Venue

All welding, gas burning, brazing, grinding and other operations generating heat and sparks **are not allowed to be carried out inside the halls.**

Where welding, gas burning, brazing, grinding and other operations generating heat and sparks are carried out outside the halls, either during the build-up, operation or tear-down periods of an exhibition or as part of a demonstration, Exhibitors and organisers must ensure that adequate precautions against damage to property or injury to persons by radiation, fire or hot metal are taken.

The organiser must advise DWTC Venue Health & Safety Division in advance and secure approval of the nature of the work or demonstrations and to obtain a hot work permit issued by DWTC Venue Health & Safety Division. The organizer or Contractor will be responsible for providing fire fighting equipment and for surveillance where there is a fire hazard. **The use of the Dubai World Trade Centre fire fighting equipment will not be permitted.**

4.14 Ladders & Step-ladders

Dubai World Trade Centre requires a safe and sensible approach to the use of ladders and step-ladders at the venues.

Stepladders

- All stepladders must be suitably sized so that standing on the top two rungs is not necessary
- It is not permitted to stand on the top rung of a step ladder, even when held stable by another person
- Ladders and stepladders must be in good working condition. Ladders not maintained will not be permitted for use and may be removed without recourse
- Home-made step ladders will not be permitted for use
- Step ladders are designed for use by one person only. Multiple person use is not permitted unless the step ladder is specially designed for such use
- Step ladders should be used for access and should not have material stored on top which can alter the centre of gravity and create hazard of falling objects

Ladders

- Ladders must be fixed firmly when in use. They should usually be tied or footed at the base by another person
- Ladders should be used at an angle of 1 in 4 (75 degrees to the horizontal) to be suitably stable
- Ladders should be used as a means of access rather than as a working platform
- The ladder must not be damaged and must be maintained. Ladders in poor condition will not be permitted for use
- Home-made ladders will not be permitted for use

4.15 Method Statement

It is vital that an Exhibitor and its appointed agents/Contractors undertakes a suitable Method Statement and submits it at the same time as the stand design.

- Please note that the requirement to produce a Risk Assessment will assist you when preparing the Method Statement.
- For your convenience, an example Method Statement is included at the end of the H&S Section.

4.16 Personal Protective Equipment (PPE)

High visibility vests will be a mandatory requirement from September 2008 in all work areas at the venues. The only exception will be dedicated pedestrian walkways and unrestricted public areas.

Hard hats will be a mandatory requirement at the venues for persons working on the construction of exhibition stands or similar work from January 2009.

Persons working on the build-up and tear-down within the halls will be required to wear footwear that protects the toes from injury. Persons with open-toe sandals will not be permitted to enter work areas from September 2008.

Subject to the mandatory PPE requirements above, the use of personal protective equipment will be mandatory where there is a foreseeable risk of a requirement to prevent injury. Such PPE must include but not limited to the following:

- A hard hat for protecting the head from injury
- Steel toe-cap boots to protect the feet
- Gloves to protect hands and forearms
- High visibility vests
- Dust masks to protect from breathing hazardous or irritable particles
- Eye protection
- Hearing protection
- Harnesses & safety belts
- Wear coverall

This is not an exhaustive list of items and the duty to assess that the correct type of PPE is applied to a work situation shall be that of the employer. The standard adopted for personal protective equipment is in accordance with Dubai Municipality local orders and technical guidelines which apply in full at the venues.

4.17 Pyrotechnics, Smoke Machines and Specialist Equipment

The demonstration or use of pyrotechnics or laser beams must be conducted in such manner as will prevent injury or danger to the public and risk of fire to the venues.

Pyrotechnics

It is important that reference is made to section 2.7 regarding approvals by Dubai Police and Civil Defence authorities. All pyrotechnic work will need to be carried out by a Dubai Police approved Contractor.

Smoke Machines

The use of smoke machines is subject to prior approval by the venues and DWTC Venue Health & Safety Division. Smoke machines can cause smoke detection systems to be triggered at the venues and arrangements need to be made during the use of such equipment by venues engineering to protect from this.

Organisers must request permission for the use of such equipment at least ten (10) days prior to Build Up intended use. Failure to advise may result in use of the equipment being denied. The venues require information on the location of the intended use and the timing of the use so that detection equipment can be switched off or monitored. Where such monitoring is required, it may be necessary to ensure the attendance of DWTC Venue Health & Safety staff which will be charged accordingly.

Lasers

Due to the large variation in pulse length, energy content and wavelength, the hazards associated with lasers varies widely. Three aspects of laser application may influence hazard evaluation and therefore influence control measures, these being;

- capability of injuring persons, which may include burns or eye damage
- the environment in which the laser is used
- the persons operating the laser (if not computer controlled) and the persons who may be exposed

The varying classes of laser, under BS EN 60825 are as follows:

- Class 1: Safe under all viewing conditions
- Class 2: Should be terminated at the end of its useful path, where practicable, and should not be aimed at persons
- Class 3A: Competent persons to oversee use of equipment, areas of use should be controlled, avoid reflecting surfaces such as mirrors and lenses
- Class 3B: Hazardous to the eye, assess risk to persons and consider physical barriers and personal protective equipment.
- Class 4: Hazardous to the eye, assess risk to persons and consider physical barriers and personal protective equipment.

Only Class 1 and Class 2 lasers will be considered for approval by DWTC Venue Health & Safety Division

Failure to advise may result in the equipment only being used as an un-powered static display item, where risks to persons are evident. Risk Assessment to be submitted together with Laser Arrival Schedule is ten (10) days prior to Build-Up.

Furthermore, the following are required to meet Standards for Laser Safety:

- Presence of competent Laser Safety Officer
- Beam exit window height is greater than 2.70 meter.
- The persons operating the laser machine is certified and competent.
- Laser area marked and close off.
- Sufficient Laser warning signs.
- Emergency and Key switch at the control unit

Requirements for the Use of Drapes

- Drapes are treated to be retardant to fire in accordance with NFPA 701.
- Drapes Test Certificate duly approved and signed by Civil Defence must be submitted to DWTC Venue Health & Safety Division
- Sample of Drape to be provided for Health and Safety submittal to Civil Defence.
- Every Fire exit doors, Toilet doors and Shutter doors covered by wall drapes shall be provided with luminous fire exit signage.
- Every Fire Points covered by wall drapes shall be provided with corresponding fire point luminous signage

Radioactive Materials

Radioactive materials must not be brought into the Dubai World Trade Centre without prior written permission by the DWTC Venue Health & Safety Division, via the Event Planner. The Exhibitor must provide details of the product to the Event Planner at least 2 weeks prior to the event. These details will then be forwarded DWTC Venue Health & Safety Division. Following due consideration, approval will either be given or denied. Radioactive goods will not be permitted at the venues until an approval has been received from DWTC Venue Health & Safety Division. Where such materials are to be used, it is the organiser's responsibility to ensure that it is controlled by competent persons. With such hazardous material, it is recommended that the organiser ensures that control measures, competent persons and contingency plans are considered and provided in advance of the event.

4.18 Risk Assessment

It is a requirement that each Exhibitor and its appointed agents/Contractors undertakes a suitable and sufficient Risk Assessment prior to the Show, listing the tasks and identifying the main hazards that each presents on site and devising ways to eliminate, reduce, isolate or control those hazards.

- An Exhibitor is liable to heavy fines, prosecution and even imprisonment should it be found to be negligent in the event of an accident to its staff and visitors if suitable safety control measures are not in place.
- A Risk Assessment should cover all hazards arising from work practices on site including lifting, PPE, fire controls, exhibits and/or demonstrations, COSHH, hazchems, noise, etc, especially as it would affect neighbouring stands, visitors, etc.
- All In Package Exhibitors are required to undertake a suitable and sufficient Risk Assessment which should include all work practices, hazardous exhibits and the risks to be found on site.
- A sample Risk Assessment Form is included at the end of the H&S Section and below are some notes for guidance:

Question: 'So, how do I go about undertaking a Risk Assessment?'

Answer: It must be 'suitable and sufficient' – but it must also be simple to understand, implement and communicate to all your staff and Contractors....

Step 1: Look for the hazards: What equipment, materials and chemicals will be used? How much noise and dirt will there be? What are the ground conditions? What vehicle movements and lifting operations have to be considered? Do you need to schedule a 'Late Working Rota' to avoid tiredness and accidents? How will you be disposing of waste? Are there any electrical installations? What hazardous vehicles/exhibits do you have? Can visitors fall from a height?

Step 2: Decide who could be harmed and how: Who will be affected by your work and most at risk? Think of your employees, Contractors or Exhibitors on or near your stand, through to the visitors themselves. Safe working depends on co-operation and exchange of information between firms on site, so take this into account and consider necessary precautions on every aspect of the work being carried out, which may include training and the provision of relevant information.

Step 3: Evaluate the risks and write down Control Measures: Once you have done this adequately, you can then decide on the appropriate action you are going to take to eliminate them. Ask yourself

- a) Can the hazard or risk be removed completely or done in a different way;
- b) If the risk cannot be eliminated, can it be isolated, controlled or reduced and how;
- c) Can protective measures be taken that will protect the entire workforce on site? Protective work-wear should be considered as the last step to take and may not be the only solution.

Step 4: Record and notify the findings: Write down the findings of your Risk Assessment. Pass on information about significant risks to those people identified in **Step 2** and record what measures you have taken to control those risks. Write it all down, then do it on site and remember to keep it simple.

Step 5: Review your findings: This allows you to learn by experience and take account of any unusual conditions or changes that occur on site. The Stand Manager and/or Principal Contractor should draw up the Risk Assessment as well as a specific Method Statement and go through it with all relevant parties in advance of the Show. Update the Risk Assessment as and when required, such as if new work practices are brought in or new staff employed or the working environment changes in any way. Ordinary hand-written changes are quite acceptable, but remember to implement the changes required for next time.

4.19 Vehicles and Static Equipments in the Halls and Concourses

Motor Vehicles at the Venues: Provision of information

All motor vehicles requiring access to the venues for participation in events must be advised to the Event Planner at least **ten (10) days prior to Build-Up**. All vehicles arrivals & access must be pre-approved by DWTC Venue Health & Safety Division.

The following information should be provided using the Vehicle Arrival Schedule Form: (Ask the Organiser for this form.)

- Name of event
- Date & approximate time of arrival
- Vehicle type & number plate
- Contact name and number (usually the driver)

Requirements for static display of vehicles

The following requirements exist for vehicles entering the venues for static display purpose:

- **Petrol fuelled vehicles** and equipment must contain a maximum of one-quarter tank of fuel when entering the buildings or where parked within 3 meters of the building, whether temporary or otherwise. Diesel vehicles are not subject to this requirement, however, where possible fuel levels must be reduced to a minimum
- Fuel tanks on vehicles and equipment must be sealed with a lockable fuel cap
- Batteries should be disconnected
- Keys or equivalent starting device must be handed over to security staff after inspection

General notes for organisers & Exhibitors

Please note that following during the open hours of the event:

- Combustion engines are not permitted to be run at any time during the event
- It is advisable to use a drip tray where is a risk of damage to the venues floor. Damage identified during the dilapidation survey will be charged in
- The refuelling or transfer of any fuels is not permitted at the venues

Transportation vehicles use within the venues

The use of any vehicles within the venues to move from one area to another is subject to strict pre-approval by the DWTC Venue Health & Safety Division. This includes motor scooter, scooters, bicycles, motor bikes, golf buggies & similar vehicles. Skateboarding and leisure vehicles are not permitted for use in internal and external locations without permission.

Static Equipments within the venues

Heavy Machineries intended for static display inside the halls are required to submit the machine specifications seven (7) days prior to build up. Such Specifications shall include but not limited to weight, height, width and length.

Golf Buggies

Where an approval has been granted to use golf buggies or equivalent transportation devices, including in relation to wedding activities, a number of requirements exist.

- The speed of the vehicle must be restricted to 14 Km/h maximum and must be operated at walking pace, with lights on and noise warning sounder active
- The operator must have a valid driving licence and be an experienced driver

- A driver briefing must take place prior to the use of the vehicle by the protocol & security department relating to these requirements
- No overloading of the vehicle or unsafe practices such as the risk of clothing become entangled in the wheels
- Suitable warning signage in the area of use
- A suitable check of the vehicle prior to use to ensure all health and safety and required features are functioning correctly
- Vehicles not in good working order must be taken out of use and repaired immediately

4.20 Water Butts, Water Systems and Legionellosis

Exhibitors proposing to have water displays involving water tanks or butts must ensure that the tanks are suitably constructed so as not to leak. The choice of material must be considered to ensure that water cannot leak into areas of the hall which carry electrical services, such as the utility ducts.

Exhibitors must provide detail of the tank or butt design to the Organiser so that approval can be given by the Dubai World Trade Centre. It is the Exhibitor's responsibility to ensure that the design is produced by a competent person and is safe.

Exhibitors bringing equipment to the venues which either stores water or emits water in spray or small droplet form must comply with internationally accepted standards relating to the control and prevention of legionellosis bacteria. Evidence must be provided to the organiser, and be available to the venues upon request, that measures have been taken to eliminate harmful water born bacteria such as legionellosis.

Necessary cleaning and disinfection of the water system should be carried out by a competent person or company who can issue a certificate as proof. **Where evidence is not provided the Exhibitor will be required to use the equipment as a 'static display' only.** The full requirements of the L8 approvals code of practice and guidance document published by Health & Safety Executive. UK (ISBN 07176 17726) will apply at the venues.

Exhibitor's Health & Safety Check List

<input type="checkbox"/>	Read the Health & Safety Section.
<input type="checkbox"/>	Appoint a Planning Supervisor for build-up, open and breakdown periods. This could be the stand manager to co-ordinate all the stand activities and safety management throughout the tenancy and start to compile a Safety File.
<input type="checkbox"/>	Undertake a suitable and sufficient Risk Assessment.
<input type="checkbox"/>	At the tender stage, ask to see your Principal Contractors Risk Assessment specifically designed for the work in hand and the unique exhibition environment. Also ask to see his staff training records, accident statistics, take up references - satisfy yourself that the people you employ are Contractors that are competent.
<input type="checkbox"/>	Eliminate (or reduce to an acceptable level) those risks and hazards.
<input type="checkbox"/>	Notify all your staff and Contractors, as well as the Senior Operations Manager - Exhibitions, of any significant findings/risks that they might encounter on site due to your work activities. Provide them with suitable training, information and rest breaks in order for them to carry out their task competently. It is suggested that health and safety matters are covered in a daily pre-show meeting or training session.
<input type="checkbox"/>	Distribute copies of DWTC's Emergency Procedures.
<input type="checkbox"/>	Plan your time for build-up and breakdown. Schedule a late working rota.
<input type="checkbox"/>	Undertake a Method Statement (only applies to complex stands or demonstrations).
<input type="checkbox"/>	Send a copy of the Exhibitor Manual, especially the Health & Safety Section, to all your Contractors.
<input type="checkbox"/>	Submit all plans, forms and structural calculations to the right person by the due date.
<input type="checkbox"/>	After the Show, review your Risk Assessment and accident records to find out where your safety management can be approved and take the appropriate action for the future.
<input type="checkbox"/>	Notify DWTC as to any area where you think health and safety can be improved.

Method Statement - Example

PLEASE NOTE THAT THIS FORM IS FOR EXAMPLE ONLY.

PLEASE DO NOT RETURN THIS FORM AS YOUR METHOD STATEMENT

Submitted by Managing Director/Senior Manager (in block capitals please)	
Signed by Managing Director/Senior Manager	
Exhibitor (in block capitals please)	
Stand No	Date

ITEM	RESPONSE REQUIRED
Responsible Person(s):	<i>Name of person(s) who will be responsible for the construction and breakdown of your stand.</i>
Details of the Stand:	<i>Hall stand number..... surface total m², any unusual stand features.</i>
Access:	<i>Estimate the number of vehicles making deliveries and whether there will be any abnormal deliveries.</i>
Erection:	<i>The sequence and schedule in which all the stand elements will be built, including alignment, electrical connections, etc.</i>
Scheduling:	<i>Estimate the number of hours and personnel needed within the time allowed to safely complete the stand.</i>
Stability:	<i>Methods of ensuring adequate structural support of any stand element that requires cross bracing, with calculations and inspection certificate from an independent structural engineer.</i>
Lifting:	<i>If a forklift truck is required for erection, what lifting capacity needs to be provided locally.</i>
Scaffolding:	<i>Include details of temporary and mobile scaffolds, access towers and other work at height which you intend to carry out.</i>
COSHH:	<i>Advise of any proposed use of hazardous and toxic substances to the venue; outline the protection provided for employees and workers on adjacent stands.</i>
Environment:	<i>Consider any abnormal noise level that may be present, or work which may create dust or fumes; what ventilation and other control measures will be provided?</i>
Services:	<i>Note where electrical work will be carried out and where welding gases, compressed air, water or waste services will be brought onto site.</i>
Safety features:	<i>Identify the safety equipment and precautions that you will be providing on site, including protective measures that you will be implementing for all of the above and areas of risk as highlighted from your Risk Assessment.</i>
Exhibits:	<i>Provide DWTC with any/all details on exhibits which may present a risk to the public and/or the operator; how will this exhibit be delivered onto your stand?; what guarding or any other special requirements are there?; what hazardous waste will be produced and what measures will be employed to dispose of that waste?</i>

NB: This Method Statement Form is not usually applicable to All In Package Exhibitors

RISK ASSESSMENT FORM - EXAMPLE

PLEASE NOTE THAT THIS FORM IS AN EXAMPLE ONLY– DO NOT RETURN THIS FORM AS YOUR RISK ASSESSMENT FORM

RISK ASSESSMENT		For show period (✓): BU OPEN BD		Date this RA undertaken:
Show:		RA undertaken by: (BLOCK CAPS: FOR CONTRACTOR)		RA undertaken by: (BLOCK CAPS: FOR EXHIBITOR)
Venue & Hall	 (signed: FOR CONTRACTOR)	 (signed: FOR EXHIBITOR)
Task: NB: Samples only – use your own! 2 pages are normal for a small stand, complex stands may require 20 or more.	Hazard: List ALL here – but only the major ones. 'None' is usually insufficient.	Who's at risk (NAME): Exhibitors / Contractors / Sub-Contractors / Visitors / Young, New or inexperienced staff / General Public / Disabled / Lone Workers / Children / Other (name)	Risk level: Frequency x Severity x Max loss x Probability	Precautions (Control Measures): NB: If the existing control measures are adequate, set them out. If more precautions need to be taken then prioritise the 'High/Very High Risk' hazards and implement their control measures first.
Working at height (ie: constructing and dismantling stands and working higher than 2m from the hall floor).	Falls of men and equipment causing injuries or death	Contractors; Exhibitors; New staff; Visitors	Medium	<ol style="list-style-type: none"> 1. Hard hats & harnesses to be worn in appropriate areas; 2. Ensure temporary guardrails are fitted when constructing the upper deck; 3. Ensure only experienced staff are permitted to work at height; 4. Restrict access to stand by cordoning off areas where there is overhead working & erect warning signs.
The car/engine exhibit must be craned into position.	Crane collapse, sling failure resulting in crushing, death, damage to property	Contractors; Exhibitors; Visitors	High	<ol style="list-style-type: none"> 1. Ensure only the official lifters lift items; 2. Ensure they know correct weight of item to be lifted; 3. Cordon off area whilst positioning, erect warning signage and use banksman; 4. Check condition of slings, equipment, operators license and inspection certificates.
Moving engine demo on stand.	Nips and trapped fingers due to poorly fitted guard	Children; Visitors	High	<ol style="list-style-type: none"> 1. Fit Lexan or polycarbonate guard; 2. Ensure 2mm gap maximum around all moving parts; 3. Fit warning sign.

5.0 **Stand Fitting Information**

Fully Furnished Booth – All-In Package

5.1 **Fully Furnished Booth – All-In Package Contractor**

DANDL EVENTS LLC are the Official Pre Fitted Stand Contractor for VOD 2015.

They are responsible for stand servicing and maintenance All-In Package stands throughout the whole period of the exhibition. Please find below their contact details:

DANDL EVENTS LLC
Contact name: ALESSANDRO GALANTE
E-MAIL: INFO@DL-EVENTS.COM
TEL. 00971 44276642
MOB. 00971569326472

5.2 **Facility Package for Fully Furnished Booth – All-In Package**

Since the cost for providing cleaning, wi.fi connection and electricity (including energy consumed) to All-In Package stands is not covered by the stand rental charges, the Organisation provides Facility Packages (a bundle designed for standards booths, in order to have fixed prices).

Facility Package are mandatory for the Fully Furnished Booth, therefore Exhibitors who booked this typology of booths must fill and return FORM 5 – FACILITY PACKAGE before 15 March 2015.

5.3 **All-In Package Name Board (Fascia)**

Those Exhibitors taking an All-In Package stand have a Name Board provided. It is a graphical element, 400mm wide, set at about 2.2mtrs to the underside, one for each open elevation. The Exhibitors Name and Stand Number will be in standard font, Capital lettering and fixed directly to panels. The Exhibitor must complete and return FORM 3.1 before 06 March 2015 to ensure that the Name Board is installed before the show opens.

5.4 **All-In-Package Services & Regulations**

For complete details and specifications on All-In Package stands, please refer to the Exhibitor Service Form.

All additional stand fitting and display must be contained within the All-In Package structure and may not exceed 3 meters in height. No projections into gangways will be permitted; neither may additional display materials be fitted to the All-In Package Fascia.

Space Only

5.5 **Adjoining Walls**

Any Exhibitor whose stand area joins another on any side may agree with any such adjoining Exhibitor not to build a dividing wall, or agree to share the cost of any division required. Failure to agree will result in both Exhibitors being responsible for erecting, within the boundaries of their stands, a form of division. Exhibitors are responsible for erecting and decorating side and back walls facing onto their stand areas to a height of 3 meters. Any such division that exceeds the height of the wall of an adjoining stand must be decorated in a plain, single, neutral colour finish with no branding or graphics. All walls on a stand must be of one level only. Graphics, branding and logos are not to be placed on towers or other structures at the rear of the stand so as to blatantly overshadow an adjoining stand and must be shown on all drawings submitted for approval. All walls overlooking neighbouring exhibitors must be clad and finished in plain color and must maintain a uniform height. The Senior Operations Manager reserves the right to arbitrate in any dispute and their decision is final. In the interest of the Exhibition as a whole, it may be necessary to remove or alter part of a stand. If we feel this action must be taken, this will be at the expense of the Exhibitor concerned.

See Height Regulations – Space Only – Stand fitting Information.

5.6 **Columns/Light Poles/Pillars/Totems**

These are allowed to be positioned on stands.

- The dimensions of any one side of such structures should not exceed 1.5 mtrs in width.
- Multiple structures should have a minimum distance of five linear meters between them.

5.7 **Emergency Access Gangways**

Clear access is required through each hall during build-up and breakdown to ensure that in the event of an emergency, fire and ambulance service personnel are not restricted in any way. This is achieved with the allocation of emergency access gangways which will be clearly defined on all floor plans. Exhibitors must therefore ensure that all gangways adjoining the stand are not blocked during

build-up and break-down to an extent 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. It is the Exhibitor's responsibility to ensure that all Contractors, delivery drivers and other staff involved in the build-up and breakdown of its stand:-

- are aware of the existence and importance of the emergency gangways; and
- ensure that they do not obstruct the gangways in any way whatsoever.

DWTC reserves the right to enforce these gangways in such ways as it sees fit; including the right to restrict the area of scaffolding or plant and limit the times during which it shall remain in the Halls or on the stand.

5.8 **Emergency Lighting**

The illumination provided by normal lighting and by the emergency lighting should each be sufficient to enable the public, performers and staff to see their way out of the premises, stands, seminar rooms and theatres at all times. The horizontal luminance at floor level provided from either source along the centre line of defined escape routes should nowhere be less than 1 lux. This need not apply to seatways leading directly to gangways.

- Care should be exercised so that the failure of a single lamp on either supply will not cause a hazard.
- Any battery used for emergency lighting should be capable of maintaining the full load connected to it for a minimum of three hours after the failure of the normal supply.
- All rooms beneath multi-storey stands and any other rooms with solid ceilings must have emergency lighting incorporated.
- Rooms with fabric or muslin type ceilings must allow adequate light through should the hall lights dim in the event of an emergency and all exits must have a battery operated emergency exit sign.

5.9 **Floor Coverings**

- The entire space of all allocated Space Only stands must be covered with a suitable floor covering.
- Floor coverings may only be fixed to the floor using an industry recommended type of carpet tape, we recommend Euro tape, Eurocel and Advance tape.
- Areas of stands on the perimeter that are not sufficiently covered will be carpeted in the gangway carpet and this area will be charged to the Exhibitor.
- Exhibitors wishing to incorporate flooring with a metal finish must arrange with the appointed electrical Contractor to have the area adequately bonded to earth if necessary.

5.10 **Height Regulations**

The maximum height for Space Only stands is as follows, including name sign or trademark. All Space Only Exhibitors must follow the height grading system:

- Sheikh Saeed halls 1, 2 and 3 and the Arena
The maximum height allowed is 4 meters. No Double Storey Stands are allowed in VOD 2015.

In order to provide a neater image to the show, the recommended height for Space Only is 3 meters.

5.11 **Notice of Intention to Erect a Stand and/or Carry Out Electrical Installations**

All Space Only Exhibitors shall submit FORM 3. Details of work to be carried out including dimensional drawings showing the front, side and back perspectives, elevation and floor layout of the stand must accompany this form. This form is to be submitted with all required information by **Thursday 19 March**.

See Stand Design Submission & Approval – Space Only – Standfitting Information.

5.12 **Ramps**

See Stairways and Ramps to Stands – Space Only – Standfitting Information

5.13 **Stairways & Ramps to Stands**

- 1) Any stairway having a total rise of more than 600mm shall comply with the following requirements:
 - a) there shall be clear headroom of not less than 2m over the whole width of the stairway;
 - b) the width shall be not less than 1m;
 - c) there shall not be fewer than three nor more than sixteen risers per flight;
 - d) the height of the riser shall be not be less than 75mm nor more than 180mm;
 - e) the going shall be not less than 280mm and the aggregate of the going and twice the riser shall be not less than 550mm nor more than 700mm;
 - f) the going of the landing shall be not less than the width of the stairway;
 - g) where tapered steps are constructed, the angle formed by the nosing of the tread and the nosing of the tread or landing immediately above it shall be not more than 15 degrees;

- h) a handrail shall be -
 - i. provided on each side of a flight of the stairway and where the stairway exceeds 1.9m in width
 - ii. a handrail shall be provided so as to divide the flight equally
 - iii. designed as to afford adequate means of support to persons using the flight, continuous for the length of the flight, and
 - iv. securely fixed at a height of not less than 840mm or more than 1m (measured vertically above the line of pitch of the flight).
 - i) the treads and landings shall not be constructed of slats or perforated material.
 - j) each tread shall be level and the nosing of each tread shall overlap the back edge of the tread below it by not less than 15mm.
 - k) consecutive tapered treads shall each have the same going and rate of taper.
- 2) Cupboards formed beneath stairways and ramps shall be lined throughout with non-combustible material.
 - 3) Any stairway to a Multi-storey Stand shall discharge directly to a Gangway or to the ground floor of a stand, which provides unobstructed access to a Gangway.
 - 4) Any ramp having a total rise of more than 600mm shall comply with the following requirements:
 - a) the requirements of paragraphs (1) (a), (b) and (h) above.
 - b) the slope of the ramp shall not exceed 1:12 gradient.

5.14 Stand Area

The Organiser will issue full details of the space to be allocated to an Exhibitor indicating the stand size, area and boundaries, *see Fig 1*:

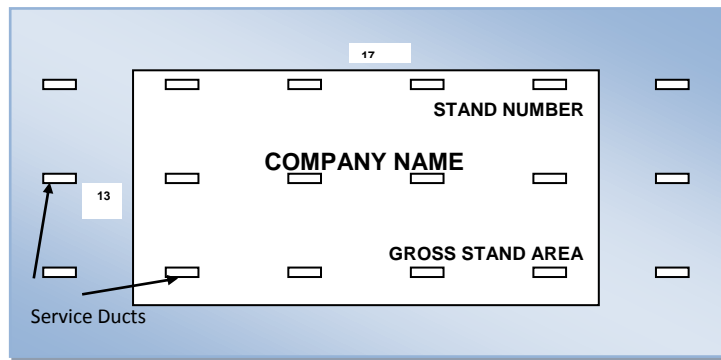


Fig 1

An Exhibitor must keep its design and construction of any stand fittings, features, exhibits or lighting rigs within the boundaries of its allocated stand area. Under no circumstances may any element, at any height, infringe the gangways or adjacent stands or obscure any fire or exit signs, or be suspended from the roof or facility structure.

Every effort will be made to ensure that all details contained within the floor plan are accurate. The Exhibitor, however, is responsible for inspecting the hall for restrictions prior to designing any stand.

Exhibitors must not use any area behind rear walls for storage under any circumstances.

An Exhibitor is not allowed to paste or otherwise to affix or exhibit advertisements anywhere in the exhibition Halls except on his own stand. The Exhibitor may not distribute handbills, advertisements, photographs or other printed matter from the gangways and outside areas of the exhibition. They **must** remain within the stand area allocated to the Exhibitor only as must stand personnel including demonstrators/hostesses.

5.15 Stand Design Submission & Approval

It is a strict condition of exhibiting that each "Space Only" Exhibitor submits FORM 4 "Notice of Intention to Erect a Stand and/or carry out Electrical Installations. This must be accompanied by details of work to be carried out including dimensional drawings showing the front, side and back perspectives, elevation and floor layout of the stand. This is not only essential to ascertain compliance with the Organisers and Venue regulations, but also ensure that no errors have been made in the interpretation of stand area, size and position. This form is to be submitted with all required information by **Thursday 19 March, 2015**.

FORM 4 and all stand designs and drawings must be sent to the Exhibition Operations Team; Zelena.Joy@dwtc.com

All drawings **must** be in English and clearly state:-

- Exhibiting Company Name
- Stand Number

- Designer's details and contact name
- The scale used - at least 1:200

All Stands

Non-Complex "Space Only" Stands

- Copies of a plan view, clearly showing the overall dimensions of the stand, position of major exhibits, all walling and audio visual equipment must be submitted via email.
- Copies of each open elevation, clearly showing the dimensions of all heights, graphics, logos, etc. must be submitted via email

Complex "Space Only" Stands

Inspection and approval of this type of stand is a long and involved process. With the need for each design and element of the stand to be inspected by the Organiser, as well as copies lodged with DWTC, structural engineers and if required the Local Authorities, it is essential that the following is adhered to:-

- Initial submissions of stand designs to be submitted via email.
- **FULL SETS** of the proposed stand design as detailed below should be submitted no later than **Thursday 19 March, 2015**:-
 - i. dimensional plan views of each floor, clearly showing planned construction, the position of major exhibits and audio visual equipment;
 - ii. detailed elevation drawings taken from each open side and any appropriate sections;
 - iii. plan and elevation drawings of each stairwell, ramp, balustrade and infill showing compliance to rules and regulations;
 - iv. copies of a simple plan view of the upper deck showing dimensional walkways, public access areas and means of escape, all with less than 15m travel distance to the top of any stairwells;
 - v. structural drawings and calculations (in English) including any design certificates, load tests to comply with good design practice and will only be accepted where provided by competent, qualified experienced structural engineers.
 - vi. the materials to be used in the construction of the Stand,
 - vii. the width and position of any fire or emergency exit and escape routes within the Stand, and
 - viii. the provision made in the structure of the Stand for protection against fire and spread of flame
 - ix. Copies of the Method Statement and Risk Assessment. **See Health & Safety Information.**

Failure to meet any of the deadlines stipulated could result in the stand not being approved and therefore not built. Hereto no work is to commence in the Halls until written approval is obtained from the Operations Manager - Dubai World Trade Centre (L.L.C)

5.16 Walling Regulations

Perimeter Walling

Where a stand edge faces directly or in part onto another stand, all construction must be arranged so that:

- walling in excess of 6 linear metres in length must be broken up with transparent glazing, openings or other such features so as to create an open feel to the stand
- all external walling must be finished in a decorative and attractive manner and may not utilise the side/back walls overlooking neighbouring exhibitors for branding purposes

Where stand edges face directly onto a DWTC wall, or officially designated catering/seating area, no walling restrictions apply other than Clause c) above. **See Restricted Access to Stands – Space only – Standfitting Information.**

Other walling/Rooms on stand

Solid running walls on stands should be confined to the central area of the stand. The total length of walling should not be more than 30% of the corresponding side (width or depth) of the stand. Any meeting / store rooms should be confined to the central area of the back / side walls and should in no way, obstruct the view of the immediate neighbouring stands.

Complex Stands

This section is ONLY for Exhibitors who intend to construct a "Complex" stand which is defined as one that falls into one or more of the following categories:-

- any item that requires cross-bracing
- stand fitting over 4m in height;
- staging or platforms over 600mm and viewing/service platforms
- tiered seating;
- purpose built or fixed step/stairs of any height
- any stand over 100 m²
- Sound/lighting towers
- Provide for a "Closely Seated Audience" of 15 or more chairs "theatre style"
- The travel distance from any part of a Stand to an open side or exit or to a Gangway is greater than 10m

5.17 Auditoria & Seminar Areas

Requirements where Provision is made for a Closely Seated Audience

- (1) This Regulation shall apply where provision is made for a Closely Seated Audience of more than fifteen persons, theatre style within a Stand.
- (2) The maximum number of persons, which may be accommodated, shall be displayed and calculated in relation to the area, utilised by such audience at the rate of 0.5m² per person; this number should be prominently displayed.
- (3) Emergency lighting from a source other than that supplying the normal lighting in the Centre.
- (4) The number of exits shall not be less than the number shown in the second column of Table A in this regulation and the minimum width of exit shall be not less than the width shown in the third column of that table in each case having regard to the number of persons shown in the first column of that Table, provided that each exit shall be remote from any other.
- (5) Each exit shall deliver to a Gangway terminating at one or both ends at an exit door on the perimeter of a Hall and the Gangway shall not be less width than the combined minimum widths of each exit discharging to that Gangway.
- (6) Any notices regarding means of escape shall;
 - a) Be sited in a conspicuous position above or adjacent to all exits,
 - b) Where necessary be positioned to indicate the route of escape
 - c) Have no other markings except means of escape in Arabic and English
 - d) Have all lettering and markings in Arabic and English
 - (i) Clearly distinctive against their background
 - (ii) At least 125mm in size
 - (iii) Clearly visible when either normal or emergency lighting is in use.
- (7) Where a stage is provided:
 - a) Not less than half the exits for the audience shall be sited remote from the stage;
 - b) Two exits one of which must be other than by way of any stage, shall be provided from each dressing room in either of the following cases -
 - (i) Where the travel distance from any point in such room to the exit doorway there from exceeds 7.5m,
 - (ii) Where there is direct access to a stage or platform or stage basement.
- (8) Seats and Gangways in the auditorium shall be so arranged that:
 - Free and ready access is direct to each exit;
 - No portion of any Gangway shall be more than 18m from an exit from the auditorium measured along the line of the Gangway;
 - The seating area assigned to each person shall not be less than : -
 - (i) 750mm in depth where backs are provided or 600mm in any other case;
 - (ii) 500mm in width where arms are provided or 450mm in any other case;
 - A clear seatway of at least 300mm measured perpendicularly from the back of one unit to the front of the unit immediately behind shall be provided;
 - The number of seats in a row shall not exceed twelve if there is a Gangway at one end of the row and twenty-four, where there is a Gangway at each row end;
 - All chairs or other single seats shall be secured together in lengths of not fewer than four seats;
 - Provision shall be made for fixing to the floor the rows of seating flanking the front, back and cross Gangways and seats near exits, but if all the seats in each row or length are secured together, only the end seats of such row or length shall be fixed to the floor;
- (9) Notwithstanding the provisions of paragraph (8) (g) of this Regulation where it is impracticable to fix such seating and the seating is not of a permanent nature, floor bars may be used. Such bars shall have a cambered top surface and shall extend from the row to be fixed to at least two adjacent rows but shall not extend across Gangways.

(10) No area beneath a stage, tiered seating, or a stairway to such stage or tiered seating shall be used for storage purposes.

TABLE A TO REGULATION (4)

Number of persons	Minimum number of exits	Minimum width of exits (m)
Up to 200	2	1.0
200 -300	2	1.2
300 – 400	2	1.4
400 -500	2	1.6
Over 500	2	
Plus 1 additional exit of minimum width 1.6m for every additional 250 persons or part of 250 persons.		

5.18 Balustrades & Handrails

Handrails -Design Considerations

People who have physical difficulty in negotiating changes of level need the help of a handrail that can be gripped easily, is comfortable to touch and, preferably, provides good forearm support.

Handrails should be spaced away from the wall and rigidly supported in a way that avoids impeding finger grip.

Handrails should be set at heights that are convenient for all users and should extend safely beyond the top and bottom of flights of steps, or a ramp, to give both stability and warning of presence of a change of level.

- A continuous handrail must be provided across the flights and landings of ramped or stepped access.
- The vertical height to the top of the upper handrail from the pitch line of the surface of a ramp, or a flight of steps, must be between 900 and 1000mm. From the surface of a landing it must be between 900 and 1100mm.
- Where there is a full height structural guarding, the vertical height to the top of a second lower handrail from the pitch line of the surface of a ramp, or a flight of steps, is 600mm, where provided.
- Handrails shall be non-climbable, i.e. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals.
- Handrails must extend at least 300mm horizontally beyond the top and bottom of a ramped access, or the top and bottom nosing of a flight or flights of steps, while not projecting into an access route.
- Handrails should contrast visually with the background against which it is seen, without being highly reflective.
- The surface of a handrail should be slip resistant and not cold to touch
- A handrail must terminate in a way that reduces the risk of clothing being caught.
- If the profile is circular its diameter must be between 40 and 45mm. If it is oval the width should preferably be 50mm.
- There must be a clearance of between 60 and 75mm between the handrail and any adjacent wall surface.
- There must be a clearance of at least 50mm between a cranked support and the underside of the handrail.
- The inner rail of a handrail must be located no more than 50mm beyond the surface width of the width of the ramped or stepped access.

Barriers (Balustrades)

Barriers shall be provided to protect exposed edges of landings, balconies and any other changes of levels exceeding 320mm.

Barriers shall be non-climbable, i.e. with solid infills or vertical guardrails, which should be no more than 100mm apart and without horizontal members between verticals.

5.19 Base Plates

The floor loading capacity is 1500kgs per sq/m on all main floor areas in the Halls, the maximum floor loading capacity within the concourse is 500kgs per sq/m. 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.

Any structures in DWTC that are lying over the Service Ducts must have base plates of a minimum area of 1m² (i.e. must have a length of 1m and a width of 1m x 12mm thick Grade 43a steel). **See Service Ducts – Technical Information**

Building paper must be provided between the base plate and the floor.

The position of all base plates must be clearly shown on all drawings. No fixings whatsoever may be made to the Hall Floors.

5.20 Double Storey Stands

NO DOUBLE STOREY STANDS ARE ALLOWED IN VOD 2015.

Rigging

No Riggings is allowed in VOD 2015.

6.0 Technical Information

6.1 Adhesive tapes

Adhesive tapes used to fix carpets or other materials to floor areas must be removed after use without damage to the floor.

Plastic packing tape, gaffer tape, masking tape or drafting tape, which are the most difficult tapes to remove from floors, is not to be used. DWTC recommend that the following tapes are used – Euro tape, Eurocel and Advance tape.

DWTC will examine the hall floors after the removal of tapes and if the floor surface is found to be damaged a charge will be made for repairs. Any tapes not removed by the Contractor will be removed by DWTC and a charge of AED 100.00 per metre will be made.

6.2 Audio Visual Equipment

The use of PA systems, video monitors and walls etc, is ONLY permitted provided the following is observed:-

All speakers are to be positioned within the boundaries of the stand and angled so that they face inwards towards the centre point of the stand.

Video equipment must be placed so as not to blatantly face other stands, or so as to cause restrictions in the flow of visitors down any gangways. Sufficient space must be allocated within the boundaries of the stand for the viewing of any such video features.

The use of super high intensity bass systems, strobe lighting or any other such type of audio visual equipment, is prohibited without the written permission of the Senior Operations Manager

All lights, projectors and reflectors etc, must be positioned to ensure that the beam projected is contained within the boundaries of an Exhibitor's allotted stand area at all times.

All such equipment must be clearly indicated on the submitted stand design.

6.3 Dilapidations

The Exhibitor is responsible for any damage to the fabric of the Premises caused by it, its agents or its Contractors. This includes incorrect use of carpet tape on the hall floor; we recommend Euro tape, Eurocel and Advance tape.

See Adhesive Tapes – Technical Information.

- On arrival at the Venue, the Exhibitor or its appointed Contractor is required to report to the Organiser who will inspect the stand area for dilapidations.
- During breakdown, and once the stand area has been cleared of all stand fittings, exhibits and waste materials, the Exhibitor or its appointed Contractor will be required to sign a clearance form (confirming any dilapidations) issued by the Organiser.
- Failure to obtain a clearance form will result in the loss of right of appeal against any dilapidation charges made.

Before the end of the tenancy, the Premises will be inspected by DWTC and, in accordance with the Licence, any damage to the building structure occasioned by an Exhibitor or its Contractor will be notified to the Organiser who will invoice the Exhibitor for the cost of any repairs.

6.4 Disabled Access

Exhibitors should ensure that they have considered all features that may make it unreasonably difficult for a disabled person to access their stand.

Any Exhibitor incorporating a platform that exceeds 38mm in height or a part platform that exceeds 20m² AND 38mm in height, MUST ensure that it is accessible to the disabled visitor and should contain clear and specified access and constructed in such a way as to conform to the following:-

- bevelled with a ramp of no more than 5° (1:12 gradient);
- a minimum of 1000mm wide; and
- Fitted with a handrail on each side or other such division to avoid any trip hazard resulting from the change of floor levels.

See Balustrades & Handrails –Complex Stands – Stand fitting Information

6.5 Early Access for Suspended Lighting and/or steelwork Erection and Power

Early entry for suspended lighting rigging purposes and/or steelwork erection is not always available.

Application for this facility must be made to the Senior Operations Manager at least 6 weeks prior to the show. If Early Access is available the Venues Department will notify the Exhibitor/Contractor of the dates available and the associated cost.

If any electrical power is required then this will have to be ordered from the Electrical Contractor. Charges may be made for this extra facility and will be invoiced directly by the Electrical Contractor.

6.6 **Fixing to Building Structures**

It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to the floor, walls, ceilings or other parts of the premises. This shall include the fixing of holding down bolts, attachments to the structural steel work, and the anchorage of guy ropes, wires, cramps or tackle for any purpose to any part of the building fabric and structure, whether to the interior or exterior. **See Rigging – Standfitting Information**

Suspended stand fittings will not be permitted. However the Company may permit suspension from the Hall roof of banners or other decorative materials provided that:

- They form part of an overall scheme of decoration approved by the organiser.
- Application is made to the Operations Manager by Thursday 19 March
- The proposed suspended units do not overstress the roof structure.
- Full details are submitted at the time of application.
- Work is carried out by the Exhibitor's Contractor.
- Sufficient time is available during the tenancy to install and remove.

6.7 **Fixings to Floors**

Fixings to the surface of the hall floor to secure margin boards, cable clips and similar items of Stand fittings will not be permitted. Any damage to the floor will be repaired by DWTC and charged to the Exhibitor accordingly.

6.8 **Floor Loadings**

The Hall floors, not including trench covers, can withstand a loading of 1500kg per square meter.

See Base Plates – Complex Stands – Standfitting Information

6.9 **Gas and Compressed Air**

Exhibitors requiring compressed air should contact the Organiser for assistance and complete the Air Compressor Schedule Form. The form must be returned to DWTC **at least 2 weeks** prior to the start of the build-up for approval by DWTC Venue Health & Safety Division.

All compressor pipe installation will be inside the floor trenches.

Organisers or Exhibitors requiring compressed air at higher bar ratings than can be provided through technical services Contractors **must locate their compressor outside the building** and request technical services assistance in the provision of the supply through the utility ducts in the venues.

If there is a genuine reason why the compressor must be located within the halls; and not because the location of the compressor was overlooked by the Exhibitor. It may be possible to use an electric compressor; provided the following requirements are met:

- The compressor is super-silence and not a noise nuisance
- The equipment was tested & inspected during the previous year, or the equipment is less than a year old and in good working order and condition.

Exhibitors requiring Gas should contact the Organiser for assistance and complete the Gas Connection Form. The form must be returned to the DWTC **at least 2 weeks** prior to the start of the tenancy for approval by DWTC Venue Health & Safety Division.

6.10 **IT & Communication Services**

Telephone and facsimile services are provided by Dubai World Trade (L.L.C.). The telecommunication facility will flow from state of the art technology provided by a highly sophisticated PABX system. Any network connections (to any hosts within or outside UAE or Internet) made using the PABX extension is entirely your decision.

- The system can provide telephone and facsimile connections at local, national (UAE) and international levels as required. Please indicate your choice on the order form. Each telephone can be code locked to prevent un-authorized use.
- Orders through PABX - Charges are payable 100% in advance and cover installation, connection, line rental, equipment rental and purchase of units against line usage. Should your line usage exceed your deposit during the exhibition, the option to purchase additional units is available. (A statement, including a printout of line usage and any refund will be sent to you following the exhibition). Service will not be provided without payment.
- Orders received 14 days or less before the start of the exhibition will be subject to a 100% surcharge and may not be processed.
- Devices attached to an Etisalat line require to be 'type approved' by Etisalat. Devices which are not 'type approved' cannot be guaranteed to operate. Installation of Exhibitor-provided equipment is entirely at the Exhibitor's risk and DWTC is unable to take any responsibility for malfunction or failure to operate.
- If at any time during the exhibition a virus has infected one or more of the Exhibitors' computers, the DWTC will not be held responsible.
- DWTC will only provide telecommunication lines to Exhibitor stands. DWTC is unable to provide any modem or set-up support. An ISDN Modem is must for ISDN Line.

- All line and equipment usage during the period of hire is the responsibility of the person/company applying on relevant Form Numbers. Once handed over, the equipment becomes the responsibility of the hirer and must be returned to the organizers office within 1 hour of the close of the last day of the show.
- It is advisable that the Exhibitor insures the equipment hired.
- Remember to order a power point for the fax machine.
- Tell your stand Contractor that you have ordered telecommunications.
- Any equipment supplied is the responsibility of the exhibitor during the event and should be returned on the last day of the event. Any loss or damage incurred will be charged to the exhibitor.

Please refer to the following forms for more information and to place your order.

- FORM 13 – Data & Telecommunications Services
- FORM 14 – Audio/Visual & Satellite Services

6.11 Lifting, Handling & Transportation of Goods

The Official Freight Forwarder for jewellery, as partners of VOD, are Ferrari and Brinks and they will take care of the shipping and transportation requests of our Exhibitors. Their contact details are as follows:

Ferrari

please contact:

Mr. Alfredo Romero

phone +39 0131 208544

mobile + 39 340 001 1250

alfredo.romero@ferrarigroup.net

BRINKS

please contact:

Mr. Kashif Raqab

mob: + 971 50 553 7749

vicenzaorodubai@brinksglobal.com

We recommend that Exhibitors use the services of Ferrari and Brinks as they have experience in handling exhibition shipments and will supply comprehensive pre-exhibition, site and post-exhibition services, but each Exhibitor is totally free to contact the Freight Forwarder who prefers.

The Official Freight Forwarder and On-site Handling Agents are Airlink International UAE/ Agility Logistics and they will take care of the shipping and transportation requests of our Exhibitors.

Airlink International UAE

P. O. Box 10466

Dubai, United Arab Emirates

Telephone: +971 4 3325334

Fax: +971 4 3325155

E-mail: William@airlink.ae

Contact: William Sequeira

Agility Logistics

P. O. Box 52378

Dubai, United Arab Emirates

Telephone: +971 4 8131197

Fax: +971 4 8863795

E-mail: gjacob@agilitylogistics.com ; fairs-uae@agility.com

Contact: George Jacob

We recommend that Exhibitors use the services of Airlink International UAE/ Agility Logistics as they have experience in handling exhibition shipments and will supply comprehensive pre-exhibition, site and post-exhibition services.

Video Tapes, CD & DVD

Please note that the import of videocassettes, CD & DVD is subject to censorship by the Ministry of Information. Exhibitors proposing to use videotapes at Exhibition are recommended to obtain necessary clearance through Airlink International UAE/ Agility Logistics.

6.12 Materials

Fitness of Materials

All materials used in construction of stand, features and displays, including signs and fascias, shall be;

- Non-combustible, inherently non-flammable or durably flameproofed. Advice can be obtained from the Venue's Health and Safety department.
- Of a suitable nature and quality in relation to the purposes for and conditions in which they are used
- Adequately mixed or prepared before being brought to the Centre
- Applied, used or fixed so are adequate to perform the functions for which they are designed.

6.13 Means of Escape

Each and all stands must be designed in such a way as to ensure that the maximum travel distance from any part of the stand (offices, hospitality, auditoria, etc) to a gangway or unobstructed access to a gangway does not exceed 15m

6.14 Minimum Standfittings

All Space Only stands MUST, at the Exhibitor's expense, have a minimum standfitting requirement of floor covering to occupy the **whole** of the stand area and suitable dividing walls between stands including back walls, both to be a minimum height that relates to the height regulations.

All Space Only stands on the perimeter of the hall MUST have back walls and suitable dividing walls between stands to a minimum height that relates to the height regulations.

See Height Regulations – Standfitting Information.

6.15 Platforms

It is the responsibility of Exhibitors taking Space Only to make their own arrangements for the provision of platform for their stand area, which would facilitate the passage of cables.

An Exhibitor may incorporate platforms as part of its overall stand design provided they are constructed in such a way as to conform to the following:-

- Sharp metal edging must not be used. The platform should have timber finished edging and all corners should be rounded
- Corners of stand platforms must be fixed securely and flush with the floor, where practical, to prevent a trip hazard.
- If a Platform abuts an adjoining stand Exhibitors must agree with the adjacent Exhibitor/s on adjustments to be made to the height of the platform.
- Provision for a special ramp for handicapped visitors on stands with platform is a MUST, with sides clearly defined at not more than 1:12 gradient as described in **Disabled Access – Technical Information**
- Platforms in excess of 600mm must conform to: **See Structural Stability – Technical Information**
- Platforms and stages for public use over 320mm high shall require a suitable handrail. **See Balustrades & Handrails – Complex Stands – Standfitting Information**

Exhibitors occupying two or more stands as part of their corporate group strategy are allowed to platform the gangways between their stands subject to the following:-

- Written permission must be granted from the Organiser,
- The stands must be adjacent to each other, or
- The gangway must be clearly highlighted with studs or other means of identification.

6.16 Restricted Access to Stands

An Exhibitor may barrier the whole or part of its stand to control access to visitors provided it is constructed in compliance with the following:-

- a) Any barrier exceeding 1500mm in height must conform to **See Balustrades & Handrails – Complex Stands – Standfitting Information.**
- b) Any barrier must be designed for a horizontal load of 1.5kN calculated at a height of 1.1m from floor level unless prior dispensation has been given by the Technical Consultants.
- c) Barriers must be positioned at a minimum height of 500mm to ensure that they are not a trip hazard to visitors.
- d) Emergency exits must be incorporated at intervals at no less than every 20m of the perimeter of the barriered area, with a minimum of 2 such exits on any enclosed area irrespective of size.
- e) Clear and specified access and exit points, including provision for disabled visitors, must be incorporated. They must be a minimum of 1000mm wide and must be able to be opened immediately in an emergency.

- f) Unless an Exhibitor wishes to restrict access to invited guests only and not allow the general public access to the stand, then 5% or 10m² (whichever is the greater) of the available enclosed area must be incorporated within the stand area for the queuing of visitors.
- g) If access is to be limited to invited guests as detailed in **Clause (f)** this must be clearly indicated on the stand design submitted for approval.
- h) All exits including gates must not open into the gangway.

6.17 Safety of Working Exhibits

In order to offer some guidance to those Exhibitors planning to demonstrate equipment, the following should be noted:-

- All running machinery and other working apparatus must be efficiently guarded to the satisfaction of the relevant Authorities to prevent injury to persons.
- Exhibits must be positioned so that, at no time, do they intrude into the gangway or cause a hazard to visitors.
- Starting devices on machines should be isolated to prevent visitors operating unattended exhibits.
- Proper consideration should be given to the conditions under which the equipment is being demonstrated which may well differ considerably from the conditions under which it is normally installed and for which the normal safeguards will no longer be appropriate.
- Any exhibit or process that generates noxious or toxic fumes, exhausts or smoke of any kind is not permitted.
- The use of compressors, sprayers and similar plant powered by internal combustion engines is prohibited.
- All supplies of fuel are to be kept outside the Show in a controlled store for flammable items.
- The Organiser reserves the right to terminate an equipment demonstration at any time.

6.18 Service Ducts

- Exclusion - Access to and use of the Service Ducts (floor trenches) is limited to employees of DWTC, or Contractors employed by DWTC, for the purpose of installing main supply cables, piped services and telephone equipment.
- Limited Use - DWTC will consider limited use of the Service Ducts, for purposes other than those specified above provided that the installation in the duct is carried out by or under the supervision of DWTC and that such use has been agreed in writing prior to the commencement of tenancy. **See also Floor Loadings – Technical Information**

We recommend all stands to have a platform on the stand where extensive cabling is involved.

6.19 Smoke Alarms

All enclosed rooms beneath multi-storey stand and any other rooms with solid ceilings must have smoke alarms incorporated.

6.20 Smoke Machines

Smoke machines should not be used without the prior approval of DWTC H&S Dept.

Details of the type of smoke generator to be used must be submitted to the Organiser along with the stand design for submission to DWTC H&S Dept. Measures must also be taken to ensure that CO₂ levels do not adversely affect public safety. This must be accompanied by a risk assessment.

6.21 Specialised Lighting & Laser Displays

Specialised Lighting

All forms of Specialised Lighting (such as neons, to include visible fireman's switch, rotographics, interactive and laser imaging) must be produced in such a way as to be contained within the boundaries of the Exhibitor's allotted stand area at all times.

The bouncing of any projected images off or on to the fabric of the Premises or other adjoining stands is strictly prohibited.

Any use of specialist graphic equipment must be done in accordance with the Organisers Regulations.

Laserlight Shows

See Pyrotechnics, Smoke Machines and Specialist Equipment – Health & Safety Information

It is the Exhibitor's responsibility to ensure that all laser installations are fully inspected and approved by a competent person on site prior to the first open day. The Organisers are authorised to suspend any such installations regarded as dangerous or not complying with the Regulations.

Final approval will be given by the Organiser and DWTC Venue Health & Safety Division subject to the above regulations.

6.22 Standards

Each Exhibitor must undertake to erect a stand that is in keeping with the high reputation of the Show. Upon inspection, should an Exhibitor's stand, in the opinion of the Organiser, whose decision is final, fail to be of a quality that reflects the event as a whole, the Organiser has the authority to carry out any actions applicable, of which any costs or expenses are to be borne by the Exhibitor.

6.23 **Structural Stability**

Interpretation

"Dead load" means the force due to the static mass of all walls, partitions, floors, roofs and finishes and "imposed load" means the load assumed to be produced by the intended occupancy or use, including distributed, concentrated, impact, dynamic and inertia loads.

Calculation of Loading

In determining for the purpose of this part the loads to which any Stand will be subjected:

- "dead loads" shall be calculated from the actual known weights of the materials used. Any beams and/or flooring that are for the purpose of lateral distribution shall be designed to carry a uniformly distributed load per square metre of not less than 1 kN/m²
- "imposed loads" shall be calculated as being equivalent to a uniformly distributed load per square metre of area measured on plan of not less than 5 kN/m²

Structure of Stands

The structure of a Stand shall safely sustain and transmit to the floor of the Hall the combined "dead load" and "imposed load" without any deflection or deformation as will impair the stability of the Stand.

6.24 **Use of Mortar**

Persons proposing to erect brick, stone or block walls, etc., shall lay heavy duty building paper or similar material on the floors under the walls, etc., to protect the floor surfaces from mortar damage. The cost of repairing any damage caused to floors by the erection or dismantling of this work will be re-charged.

6.25 **Water & Waste**

All exhibits and ancillary equipment containing water shall be carefully drained down at the end of an exhibition, in such a way that water is not discharged onto the floor of the Halls. Any costs involved in dealing with water discharge onto the floors of the Halls, or into the service ducts, or any damage caused to mains services in the service ducts or tunnels under the Halls by the discharge of water, will be charged to the Licensee.

All pipe work used in the installations shall be suitable for the operating pressure of the mains service for which it is to be used.

No paint, oils, fats, waste food, spirits, chemicals or other noxious substances shall be discharged into the drainage system. These materials shall be discharged into closed containers manufactured of material suitable for this purpose. Full details of wastes of these types are to be submitted to the Company who will make arrangements for their disposal at the cost of the Exhibitor.

The cost of clearing or repairing the drainage system or making good any other damage caused by the stand effluent shall be the responsibility of the Exhibitor.

The Official Water & Waste Contractor for the event is as follows:

Dubai World Trade Centre

P.O. Box 9292

Dubai, United Arab Emirates

Customer Contact Centre

Telephone: +971 43086333

Fax: +971 4 3188741

E-mail: exhibitors@dwtc.com

This service is only available for 'Space Only' Exhibitors. Please refer to FORM 13 to place your Water & Waste Order.

Provision of platform from the exhibitor is a must for the above service.

6.26 **Water Features**

Full details of all vessels containing 250 litres or more of water or other liquids are to be submitted to DWTC for approval at least six weeks before the first day of the Licence Period.

All vessels of this type containing water are to be fitted with either a connection in the base to a waste pipe ordered from DWTC Event Services or a suitable connection incorporating a pump connected to a waste pipe ordered from DWTC Event Services. This is to ensure that means are always available to easily drain down the vessel in case of emergency and at the end of the exhibition.

DWTC Event Services will undertake to fill and empty vessels by means other than piped water supply and drain where the construction of the vessels will not permit the fitting of pipework. The cost of such work will be charged to the Exhibitor.

Enquiries regarding the supply of water and draining down of vessels of any type must be made to DWTC Event Services at least six weeks before the start of the Licence Period. DWTC Event Services will charge the applicant for the provision of this service, who will be advised of the cost before the work is put in hand.

If any Exhibitor intends to have a water feature on its stand, full details must be included when submitting a stand design.

An outbreak of Legionella is a risk associated with water features and an Exhibitor's Risk Assessment should also cover all the reasonable measures that will be taken to prevent an outbreak.

See Water Butts, Water Systems and Legionellosis - Health & Safety Information.

6.27 **Working in the Venue**

- Any grinding, cutting, welding machines are not allowed to be used in the exhibition halls.
- Any electrically operated wood cutting machines are not allowed to be used in the exhibition halls.
- Any type of spray paint (compressed paint) is not allowed to be used in the exhibition halls.
- Any type of air conditioning units are not allowed to be installed on stands inside the exhibition halls.
- Any erecting of scaffolding should be inspected by a Third Party inspector, appointed by DWTC Engineering.
- Any access equipment, used inside the exhibition halls, has to be electrically operated only.
- No boom lifts or scissor lifts are allowed to be used within the DWTC premises without approval.

All Contractors must advise the Organiser well in advance on the use of any Boom lift / Cranes etc, in the halls. Without prior approval access will be denied. Please advise on the type, duration and contact mobile no. of the responsible person.