

EXHIBITORS' MANUAL

**JW Marriot Hotel
16-18 March
2105**

ISS Dubai Manual 2015

16-18 March 2015

JW Marriot, Dubai UAE

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GENERAL INFORMATION

THE EXHIBITION

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EXHIBITION PERIOD

17 March 2014 --Daily Opening Hours: 10.00am- 5.00pm

18 March 2014 - Daily Opening Hours: 10.00am-12.30pm

VENUE

JW Marriot Hotel, Dubai

THE ORGANISER

TELESTRATEGIES, INC

6845 Elm Street, Suite 310, Mc Lean, VA 22102, USA, United States of America

OFFICIAL CONTRACTOR

Emirates Exhibition Services

P.O. Box 43697 Abu Dhabi – UAE Tel. 971 2 6795 444

CONTRACTOR BUILD UP

Official Contractor Move-in & Set-up: 16 MARCH 2015 (MON) ; 0700 hrs – 1600 hrs

Non Official Contractor Move-in & Set-up: 17 MARCH 2015 (MON) ; 1000 hrs – 1600 hrs

EXHIBITOR

Move-in: 16 MARCH 2015 (MON) ; 1600 hrs – 2000 hrs

DISMANTLING

Exhibitors: 18 MARCH 2015 (WED) ; after exhibition ends at 1230pm

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RULES & REGULATIONS

1. ADMISSION

Professional trade and business visitors only. Minors and members of the general public will not be admitted.

2. EXHIBITORS' BADGES

Badges are issued by organizer. Different visitors will receive different type of badges to access specific room/place only

3. FAILURE TO EXHIBIT

In the event where any of the exhibitors, having confirmed and fully paid to participate in the exhibition; but fails to exhibit, due to no fault of the Organiser, payment submitted would be forfeited. These terms cannot be varied under any circumstances.

4. LIMITATION OF LIABILITY

Security will be arranged throughout the duration of the exhibition 16-18 March 2015. Organizer will do its utmost to ensure the security of the area. The Organizer shall not be liable for the safety and security of Exhibitors, their employees, representatives, servants, agents, contractors or invitees, nor for any exhibit materials, articles, documents or other property of whatever kind, brought into the exhibition venue at any time during the exhibition.

5. EXHIBITOR'S INSURANCE

Exhibitors shall make sure that they are fully covered by insurance including, but not restricted to, all risks on their property, exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstances whatsoever whether by reason of fire, water, theft, accident or any other cause. If the Organizer so demands the Exhibitor shall provide the proof to the Organizer that the Exhibitor has adequate insurance cover.

Exhibitor must ensure that all their staff and the staff servants, agents or contractors are insecure against claims for workman's compensation. The period for which such insurance's shall be maintained shall run from the time the Exhibitor or any of his servants, agents or contractors first enters the exhibition grounds, and to continue until he has vacated the exhibition grounds and all his exhibits and property has been removed.

6. BOOTH / SPACE ALLOCATION

Exhibitors would only receive their desired booth on the first come first serve basis. Exhibition organizer reserves the right to make changes if deemed necessary.

7. SUBLETTING OF BOOTHS

The Exhibitor must not transfer, dispose of, part with or otherwise sublet the whole or part of his site, whatever for financial consideration or otherwise. The exhibitor must, if he is an agent, distributor or licensee, state at the time of contract the name of the principle to be represented. This does not prohibit and Exhibitor displaying the products of a principle for whom he becomes agent, distributor or license after the time of contract, with the prior written permission from the organizer.

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8. PROMOTION DURING EXHIBITION

Exhibitors are reminded not to place stickers, signs or posters anywhere in the ballroom other than within their own booth space. Likewise, exhibitors' representatives are not allowed to distribute brochures, invitations, etc, along the gangway or near the entrances. This is unfair to the other Exhibitors and an inconvenience to visitors.

9. INFRINGEMENT OF COMMON AREAS

All equipment, promotional material, furniture or exhibits are to be placed within the perimeters of exhibitor's own booth/space. Exhibitors are NOT allowed to put up any posters or promotional material in common area; e.g.; pillars, walls, partitions, panel, etc.

10. FORCE MAJEURE

The Organizer shall not be liable to the Exhibitors for any delay, cancellation or non-performance of their obligations under the contract, in each case to the extent that such Occurrence is due to strikes, war, riot, floods, fire or any ACT of God or any other circumstances not within their control.

11. SECURITY

Exhibitors and their staffs will not be allowed in the exhibition hall after the show hours. If your displays are very valuable or sensitive and you wish to hire security personnel to attend to your stand exclusively during off show hours, please contact the Official Contractor. **Please note that you may not use personnel from other security agency.**

All personnel in the exhibition hall and conference room must wear identification badges at all time. Additional Exhibitor badges can be obtained from the registration counter.

For security and safety reasons, exhibit movement in or out of the exhibition during show hours is not permitted without the written consent of the Organiser.

Organiser reserves the right to request any of the Exhibitors, their employees, representatives, servants, agent, contractors or invitees, to leave and vacate the Exhibitor venue as well as remove their Exhibition materials, if they should in any way cause chaos, discomfort, or threaten the safety and smooth proceedings of the Exhibition in any manner whatsoever.

12. NO SMOKING

Smoking is not permitted except smoking areas stated with signboard.

13. FIRE REGULATIONS

All materials used in stand construction must be properly fire proofed to international standards and also in accordance with local regulations.

14. FASCIA NAME FOR SHELL SCHEME

Exhibitors using shell scheme booths must submit the name to appear on the fascia board before deadline **11 Feb 2014**

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15. SPECIAL BOOTH DESIGN / UPGRADED BOOTH

Special Booth Design Requirement:

- a) Height limit allowed for booth construction is 3m except specific area advised.
- b) Exhibitors are responsible and liable for any such contractor's observance of all Rules and Regulations, including the strict observance of build-up and tear-down schedules.

16. POWER SUPPLY & LIGHTING

Lighting connection's work in all ISS Middle East 2015. Without any exception, Exhibitors including those who provide their own lighting fixtures will be charged the lighting connection fees according to the rates in Order Form 4 (Electrical form)

- a) Lighting connections are charged according to the number of tubes and bulbs lighted on stand.
- b) Light Boxes are charged according to the number of tubes in each light box, using the lighting hook-up or connection rate, whichever applicable. Exhibitors are encouraged to use tubes of higher watt (maximum 100 watt) wherever possible.
- c) Exhibitors who provide their own lighting fixtures containing wiring installation must comply to the following
 - Submit detailed drawings of such installation to Official Contractor.
- d) Exhibitors whose lighting fixtures are found to have been the cause of trips in power supply will be responsible for all re-energisation charges.
- e) One power point is assigned to one machine only. No multi purpose plug and / or extension are allowed.

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EXHIBITOR'S CHECKLIST

STANDARD PROCEDURE FOR ORDER FORM

1. Exhibitors are requested to RETURN ALL FORMS to the relevant addresses by the deadlines indicated on each form, WHETHER OR NOT THE SERVICES IS REQUIRED.
2. When a service is not required, please endorse 'NOT APPLICABLE' on the form and fill in your Company's name (Or Company Stamp) and booth number.
3. PLEASE NOTE THAT ORDERS ARE NOT VALID UNTIL PAYMENT IS MADE (unless otherwise approved)

For your reference, the details of the official contractor and venue provider are listed below.

Contractor:

Paul Mendoza
Emirates Exhibition Services
P.O. Box 43697 Abu Dhabi UAE Tel. 971 2 6795 444 paul.mendoza@ees.co.ae

JW Marriot Hotel ,Dubai

Abu Baker Al Siddique Rd, Deira, next to
Hamarain Shopping Center,P.O. Box
16590 · Dubai, United Arab Emirates

Ahmad Khan
Events Executive
Tel: +971 4 607 7764 | Fax: +971 4 607 7774|
Email: mhrs.dxbae.events3@marriotthotels.com

Kindly send the shipment or Internet booking to the venue provide

Furniture & Accessories Rental Form

Please complete and fax to: +971 (2) 6795 136, or email to: info@ees.co.ae

Place your order here

Actual furniture could vary slightly from those shown in the pictures
All prices are net prices and on rental basis for the duration of the exhibition.







- On-site orders will be limited to availability of stocks







Code	Image	Items	Description	Rate (AED)	Qty.	Subtotal (AED)
A1		Black Folding Chair	Black, Plastic			
A2		Chrome Chair	Grey, Fabric, With Chrome Legs			
A3		Arm Chair	Leather, Black or White			
A4		Round Coffee Table	Glass top			
A5		Sofa Chair	White Fabric			




الإمارات لخدمات المعارض
EMIRATES EXHIBITION SERVICES

A6		Easy Sofa Chair	White with Chrome Base			
A7		Stool	Black with Chrome legs			
A8		Bar Stool	Grey, White			
A9		Round Table	Wooden white top with system holder			
A10		Square Table	Size(cm): H: 75 L: 75 W: 75			
A11		Round Table	Grey - White			
A12		Rectangular Table	Wooden white top with system holder			

A13		High Table - TV Stand	Wooden white top with system holder			
A14		Literature Rack - Free Standing	Size(cm): H: 100 L: 100 W: 30			
A15		Shelf - Flat Or Slope	Size:100x30 cm			
A16		Reception Counter	Size(cm): H: 100 L: 100 W: 50			
A17		Information Counter	Size(cm): H: 125 L: 100 W: 50			
A18		Reception Counter-Lockable	Size (cm): H: 125 L: 101 W: 50			
A19		Exhibit Base	Size (cm): H: 50 L: 50 W: 50			

A20		Horizontal Glass Showcase	Size (cm): H: 100 L: 100 W: 50			
A21		Vertical Glass Showcase	Size (cm): H: 180 L: 100 W: 50 2 Spot Lights			
A22		Vertical Glass Showcase Lockable	Size (cm): H: 180 L: 100 W: 50 2 H. Lights			
A23		Showcase - wooden side board with glass top	Size (cm): H: 100 L: 100 W: 50			
A24		Showcase - wooden side board with fl. Light	Size (cm): H: 100 L: 100 W: 50			
A25		Brochure Rack	A4 Size			
A26		Spot Light	100 Watt			
A27		Power Socket	13 Amp			

A28		LCD 42 Inch With DVD Player	42 Inch - Wall Mounted / Free Standing			
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Please fill up below details

GRAND TOTAL

Applicant Information

Company Name:			
Contact Person:			
Email:			
Mobile:		Stand No.:	
Phone:		Fax:	
Venue:		Exhibition:	
Date		Signature	

Note: All our prices are in UAE Dirhams and is valid for the whole duration of the show.

Kindly send us the filled in form with your requirements to:

Email: info@ees.co.ae

Fax: 02-6795136

For inquiries, please contact: phone. +971 (2) 6795 444 Fax. +971 (2) 6795 136 Email. info@ees.co.ae

Shell Scheme Stand Specifications

3m X 3m center stand



Details

Exhibitors who have booked a shell scheme stand will receive a stand erected to the following specifications:

Construction:	Octanorm Modular Aluminum System
Walls:	White Laminate Infill Panels
Roof Beams:	70mm deep Aluminum Beams from the Ceiling Grid
Height of Stand:	2.5meters total height
Floor Covering:	Grey Carpet
Name Board:	White with Exhibitor's name and Stand Number in Black lettering
Lighting:	3 x Spotlights per 9m ² area
Electrical Sockets:	1 x 13amp (Standard British Square 3 pin) per 9m ² area

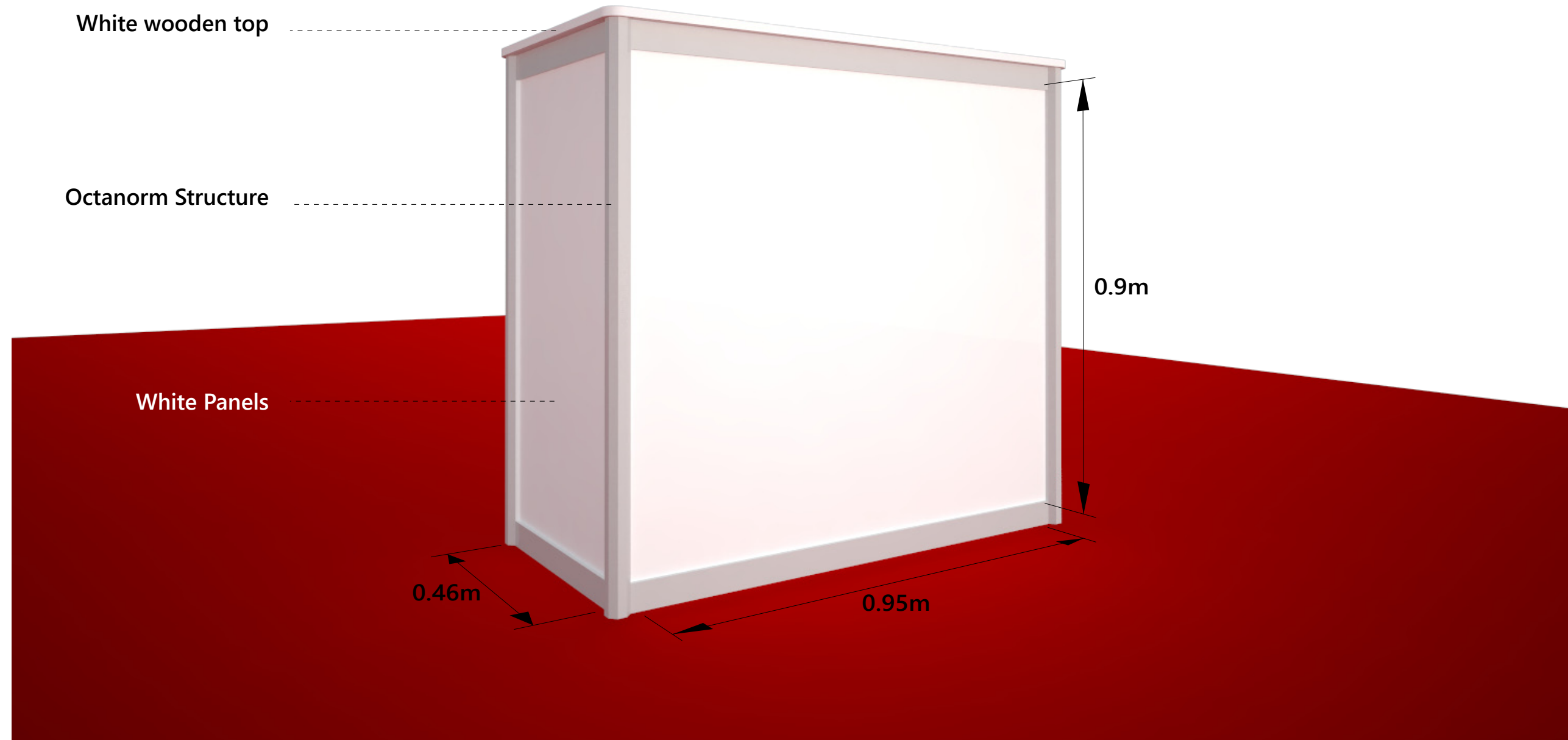
General Terms

The structures, including the wall panels are the property of Emirates Exhibition Services (EES), and are reused at different events, exhibitions and shows, therefore exhibitors/organizers are kindly requested not to apply paint, attach nails, screws, staples, tacks or any strong adhesive directly to the shell scheme stand walls or structures.

Please note that any damage to the walls or structure would be chargeable to the exhibitor/organizers at the rate of AED 367 (USD 100) per panel.

Reception Counter Specifications

1m X 1m X 0.5m



Details

Exhibitors who have booked a reception counter will receive a counter erected to the following specifications:

Construction:	Octanorm Modular Aluminum System
Walls:	White Laminate Infill Panels
Beams:	70mm high Aluminum Beams from the structure
Height of unit:	1meters total height
Floor Covering:	N/A
Name Board:	N/A
Lighting:	N/A
Electrical Sockets:	N?A

General Terms

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