International Defence Exhibition & Conference
17 - 21 February 2013
Abu Dhabi National Exhibition Centre (ADNEC)
Abu Dhabi - United Arab Emirates

IDEX 2013

معـــرض ومـــؤتـمـر الـــدفاع الـــدولي
١٧ – ٢١ فبراير ٢٠١٣
مـركـــز أبـوظبـــي الـوطنـــي للمعـــارض
أبـوظبـــي – الإمـــارات العـربية المتحـدة

Welcome

Welcome

EXHIBITION SCHEDULE

ADDRESS FOR ALL ONSITE DELIVERIES **Please note deliveries must NOT be made before 06th February 2013**
Contact Name ***Company Name, Hall & Stand Number, Contact Number*** **IDEX 2013** **ADNEC** **Abu Dhabi, United Arab Emirates** ***Company telephone number:**

EXHIBITION BUILD UP		
Heavy Lift Day & Pre-rig Day	**08:00 – 18:00**	06th & 07th February
Access to Site for Space Only Stands	**08:00 – 18:00**	08th February
Access to Site for Shell Scheme Exhibitors	**08:00 – 18:00**	13th February
All stand construction must be completed by 16.00 on Friday 15th February **Exhibit set up should be completed by 10:00 on Saturday 16th February** **Failure to meet these deadlines may result in a penalty fee** **THE IDEX SITE WILL BE CLEARED FOR THE FINAL SECURITY SWEEP AT 10:00 ON SATURDAY 16TH FEBRUARY. ALL EXHIBITORS AND CONRTACTORS WILL BE REQUIRED TO LEAVE SITE BY THE SECURITY FORCES! THERE WILL BE NO RE-ENTRY AFTER THIS TIME!**		

SHOW OPEN DAYS		
DATE	**TIME**	**INSTRUCTION**
Sunday 17th February	**09:00 – 17:00**	**Restricted Exhibitor Access NO Contractor or Visitor Access**
Monday 18th February	**09:00 – 17:00**	**Exhibitor Access**
	10:00 – 17:00	**Visitor Access**
Tuesday 19th February	**09:00 – 17:00**	**Exhibitor Access**
	10:00 – 17:00	**Visitor Access**
Wednesday 20th February	**09:00 – 17:00**	**Exhibitor Access**
	10:00 – 17:00	**Visitor Access**
Thursday 21st February	**09:00 – 17:00**	**Exhibitor Access**
	10:00 – 17:00	**Visitor Access**

SHOW EVENTS		
Saturday 16th February	**TBC**	Gulf Defence Conference (TBC)
Sunday 17th February	**10:00**	Opening Ceremony
Sunday 17th February	**10:00 – 13:00**	Royal Tour
Monday 18th February	**19:30**	Gala Event

BREAKDOWN		
Thursday 21st February	**18:00 – 22:00**	**Removal of hand held goods only**
Thursday 21st February	**22:00**	**Vacate All Shell Scheme Stands**
Friday 22nd February – Monday 25th February	**08:00 – 18:00**	**Dismantling & Removal of stands**
ALL EXHIBITS, STAND FITTINGS AND WASTE MUST BE CLEARED FROM THE SITE BY 18.00 HRS ON MONDAY 25th FEBRUARY 2013 FAILURE TO MEET THIS DEADLINE WILL RESULT IN A PENALTY FEE		

OFFICIAL CONTRACTORS

Audio Visual
Company Name: MediaPro
Contact: Mr. Bassam Barakat
T: +971 (0)4 338 6835
F: +971 (0)4 338 6834
E: bassam@mediaproav.com

Badges / Registration Company
Company Name: EAS - Event Advantage Solutions Middle East
Contact: Mr. Mark Elliott
T:+971 (0)2 406 4295
E: idex2013@eventadv.com

Carpet & Floorcoverin
Company Name: Melville Middle East
Contact: Mr. Jamie Macdonald
E: idex@melville.ae
United Arab Emirates: +971 2 406 4458
UK: +44 2476 380 185

Dubai Office: T :+971 (0)4 885 9336
F: +971 (0)4 885 9337

Catering
Company Name: ADNEC
Contact: Mr. Reda Sebbar
T: +971 (0)2 406 3248
E: catering@adnec.ae

Cleaning
Company Name: ADNEC
Contact: Mr. Nabil Al Yafeai
T: +971 (0)2 406 3367
E: Nabil.alyafeai@adnec.ae

Customs Clearance
Company Name: GT Exhibitions Ltd

Contact: Simon Peak OR Steve Andrews
T: + 44 1376 567567
E: simonpeak@gtexhibitions.com OR steveandrews@gtexhibitions.com
W: www.gtexhibitions.com

Company Name: Juma Airlink LLC
Contact: Jamil Khatib
T: +971 2 634 9597
E: jamil@airlinkauh.ae
W: www.airlinkuae.com

Electrics (Mains & Space Only Stands)
Company Name: Melville
Contact: Mr. David Mckean
T: +971 (0)2 406 4451
F: +971 (0)2 449 6402
E: idexvenueservices@melville.ae

Flowers & Plants
Company Name: Blooms
Contact: Ms. Lena Mostafa
T: + 971 (0)4 394 6094
F: + 971 (0)4 394 6093
E: blooms@emirates.net.ae

Freight Forwarding & Onsite Handling (Forklifts, Cranes, Storage etc)
Company Name: GT Exhibitions Ltd

Contact: Simon Peak OR Steve Andrews
T: + 44 1376 567567
E: simonpeak@gtexhibitions.com OR steveandrews@gtexhibitions.com
W: www.gtexhibitions.com

Company Name: Juma Airlink LLC
Contact: Jamil Khatib
T: +971 2 634 9597
E: jamil@airlinkauh.ae
W: www.airlinkuae.com

Furniture
Company Name: Melville Middle East
Contact: Mr. Jamie MacDonald
E: idex@melville.ae

United Arab Emirates: +971 2 406 4458
UK: +44 2476 380 185

DUBAI OFFICE
T: +971 (0)4 885 9336
F: +971 (0)4 885 9337

IT & Communications
Company Name: ADNEC
Contact: IT Orders
T: +971 (0)2 406 3777
E: itorders@adnec.ae

Rigging
Company Name: Melville
Contact: Mr. Colin Silvers
T: +971 (0) 2 406 4450
F: +971 (0) 2 449 6402
E: idexvenueservices@melville.ae

Shell Scheme, Shell Scheme Electrics, Furniture and Floor Covering

Company Name: Melville Middle East
Contact: Mr. Jamie MacDonald

E: idex@melville.ae

United Arab Emirates: +971 2 406 4458
UK: +44 2476 380 185

DUBAI OFFICE
T: +971 (0)4 885 9336
F: +971 (0)4 885 9337

Travel Bureau
Official Travel Agent - Al Masaood Travel & Services, Abu Dhabi
Contact: Ramesh Brahmanandan
Direct Line: +971 2 6521828
Fax No: +971 2 6316944
Mobile: +971 56 6025179
Email: ramesh@almasaoodtravel.com

Visa Applications
Company Name: ADNEC
http://eservice.adnec.ae/services/visa/

Temporary Staff

Official Agent - Vibes Events & Promotions
Contact: Berthe Tachajian
T: +971 2 643 4440
E.mail : berthe@vibes.ae

IMPORTANT INFORMATION FOR 2013

Important Information for 2013

1.1 Control of the Exhibition

ADNEC has vested control of IDEX as organisers, whose decisions shall be final and binding on all exhibitors and contractors.

1.2 Online Exhibitor Manual

All service orders necessary for participation at IDEX 2013 are available and MUST be submitted via the online manual, no other form of applications will be processed. It is possible to order the following services online:

Operational Requirements:

- Accommodation/ Hotel Reservation
- Audio Visual & Communication Equipment
- Badging Requirements (Exhibitor, Contractors, Sub-Contractors)
- Car Hire Reservation
- Car Park Passes
- Catering Services Order
- Compressed Air Requirements
- End User Certificates
- Exhibit Removal & Clearance
- Floral
- Freight Forwarding & Lifting
- Furniture Requirements
- Live Mobility Display Application
- Mains (Space Only), Water & Waste
- Outdoor Static Display Space
- Photography
- Rigging Requirements
- Stand Cleaning Requirements
- Stand Designs Submission & Authorised Contractors (Mandatory for Space only Exhibitors)
- Stand Fitting Extras
- Shell Scheme & Space only Electrical Requirements (Mandatory for all Shell Scheme exhibitors)
- Shell Scheme Name Panel (Mandatory for Shell Scheme Exhibitors)
- Skip Order
- Telecommunications and Data Requirements
- Temporary Staff Requirements
- Vehicle,MobileUnits, Helicopter & Aquatic Craft Exhibits
- Visitor Ticket Requirements

Marketing & PR Requirements:

- Enhanced Guide Entry
- Exhibitor Web Listing / Official Show Guide Entry
- Logo (IDEX) request
- Meeting / Briefing Room Hire
- Official Delegation Requests
- Product Press Release Submission
- Show Daily / Show Guide Advertising
- Sponsorship Enquiry
- Visitor Email Invitation

Each exhibitor will be provided with a personalised account that allows them to access the exhibition rules and regulations, view the mandatory forms relevant to them, place orders and pay for orders.

Individual exhibitor online manual accounts must be accessed using a unique username and password. These will be issued by email to the primary exhibition contact within the company in August 2012.

Exhibitors should pay particular attention to the form deadlines to avoid disappointment and late order surcharges. Many of the deadlines fall weeks in advance of the show dates so it is recommended that exhibitors log into the manual and place their orders as soon as they receive their login details.

Orders will not be processed until payment has been received in full by the suppliers.

PLEASE NOTE: There are numerous mandatory forms that MUST be submitted in order for participation at the exhibition to

be possible.

1.3 Payment for Additional Services Ordered via the Online Manual

Numerous additional services are available via the online manual. These must be paid for online with a credit card. Please note that orders will not be processed until payment is received.

1.4 Security Badges & Passes

- A strict security system will be in place at IDEX 2013 which will apply to all personnel entering the venue/event.
- Photo Badges are required for all exhibitors, contractors, sub-contractors and official contractors, as well as all visitors.
- Badges for the following categories must be applied for via the online registration system:
    - Exhibitor
    - Contractor
    - Sub-contractor
    - Official contractor
- The online registration system will be available via the online manual. Exhibitors will be notified by email when this system is open/live.
- Before any badge is issued, each application will go through a security approval process and once approved the badge will be issued.
- Badge collection
    - No badges will be sent prior to the event.
    - Badges must be collected onsite at ADNEC.
    - Individuals will be required to show photographic identification upon collection of their badge (National ID Card; Passport; Drivers Licence)
    - Individuals will be notified of the date/location that they can collect their badge.
- Please note: All badges will be associated with the individual and are strictly non-transferable due to the high security access control system for the event.

1.5 Composition of the Exhibition

IDEX is comprised of an indoor exhibition; outdoor display area, outdoor pavilions, a live mobility display area and NAVDEX including visiting naval vessels and on water demonstrations.

1.6 Prohibited and Hazardous Items

COMPLIANCE AND ELIGIBILITY TO EXHIBIT

A.UK Export Control Act 2002

This act covers the exportation of goods, the transfer of technology, the provision of technical assistance overseas and activities connected with trade in controlled goods. Exhibitors whose activities may be impacted by this Act and associated control orders are to ensure they have the necessary licenses and mechanisms in place.

Further information can be found at: http://www.businesslink.gov.uk/bdotg/action/layer?r.s=tl&r.l1=1079717544&r.lc=en&r.l2=1084228483&topicId=1084561899

B. Equipment, services and documentation exhibited or promoted

1. Equipment, services, documentation and all other forms of visual promotion and display, exhibited or proposed, must comply with UK Law and the UK's international undertakings, EU/UN Law and EU/UN international undertakings.
2. The following equipment and services are prohibited at IDEX:
    a. Restraints specifically designed for restraining human beings, as follows:
        i. Leg irons, gang chains, shackles[1] and individual cuffs or shackle bracelets except those that are ordinary hand cuffs[2]
        ii. Restraint chairs unless designed for disabled persons
        iii. Thumb cuffs and thumbscrews including serrated thumb cuffs.
        iv. Electric shock belts
    b. Portable devices designed or modified for the purpose of riot control or self-protection by the administration of an electric shock, including electric-shock batons, electric-shock shield, stun guns and electric shock dart guns[4] (including Tasers) and components specifically designed or modified for such purposes
    c. Landmines, anti-personnel mines and anti-material cartridges
    d. All cluster and non-unitary munitions with the exception of those specified atPara3 below.
3. The only non-unitary munitions permitted to be promoted or displayed at IDEX are those which comply with the provisions of the Oslo Accord. Specifically they must have all of the following characteristics:
    a. each munition contains fewer than ten explosive sub-munitions
    b. each explosive sub-munition weighs more than four kilograms
    c. each explosive sub-munition is designed to detect and engage a single target object
    d. each explosive sub-munition is equipped with an electronic self-destruction mechanism
    e. each explosive sub-munition is equipped with an electronic self-deactivating feature

4. All other non-unitary munitions, explosive sub-munitions and explosive bomblets, together with components specifically designed for such cluster munitions[5], explosive sub-munitions[6] or explosive bomblets[7] are prohibited. This exclusion does not, however, apply to conventional munitions which are designed to dispense flares, smoke, pyrotechnics or chaff, electrical or electronic effects or which are designed exclusively for an air defence role.

DEFINITIONS:

1. Shackles designed for restraining human beings having an overall dimension including chain when measured from the outer edge of one cuff to the outer edge of the other cuff of between 240mm and 280mm when locked.
2. Ordinary handcuffs are handcuffs which have a dimension, including chain, measured from the outer edge of one cuff to the outer edge of the other cuff of between 150mm and 240mm when locked and which have not been modified to cause physical pain or suffering.
3. Electric-shock belts designed for restraining human beings by the administration of an electric shock.
4. All electric-shock dart guns.
5. Cluster munitions means conventional munitions designed to disperse or release explosive sub-munitions.
6. Explosive sub-munitions means conventional munitions, weighing less than 20 kilograms each, which, in order to perform their task, are dispersed or released from another conventional munition and which are designed to function by detonating an explosive charge prior to, on or after impact. The organisers reserve the right to make the final decision concerning the eligibility of exhibits and matters of compliance.
7. Explosive bomblets means conventional munitions, weighing less than 20 kilograms each, which are not self-propelled and which, in order to perform their task, are specifically designed to be dispersed or released by a dispenser affixed to an aircraft, and are designed to function by detonating an explosive charge prior to, on or after impact.

FOOTNOTES:

1. Compliance audits will take place before and throughout IDEX to ensure that equipment, services, documentation and all other forms of visual promotion and display exhibited comply with the above-mentioned undertakings.
2. Exhibitors promoting or exhibiting prohibited items, either overtly or covertly during the exhibition, will be in breach of their contract with the organisers and will forfeit their right to exhibit at IDEX. The organisers will take appropriate action which may involve the removal of equipment, documentation and/or visual promotional material from the stand into safe custody. The stand may be closed immediately and the exhibitor will have no claim for redress against the organisers, nor any refund for loss of fees.

Note: Services in respect of the list of prohibited equipment are also prohibited.

1.7 Space Only Stands & Pavilion Designs

Designs for all space only stands and outdoor pavilions must be submitted to the operations team for approval. All designs must be approved before exhibitors will be allowed access to the site and permitted to commence build. All stand and pavilion fitting regulations contained within this manual must be adhered to when planning designs.

A full set of working drawings illustrating constructional details and specifications; including dimensions, elevations, materials, columns, beams, electrical details and suspended structures are required. These must be submitted to the organisers along with a full risk assessment and method statement in English prior to the 18th November 2012 for Double Story Structure and 30th December 2012 for Single Story Structure**.** Designs must be submitted using the relevant form.

The organisers reserve the right to prevent work being carried out by, or on behalf of, any exhibitor who has not obtained design approval from the organisers.

1.8 Height Restrictions

The stated height restrictions apply to the structures themselves and any items within the designated area.

- Organisers Shell Scheme: A maximum height of 2.4m
- Self Build Shell Scheme: A maximum height of 2.5m
- Single-Storey Space Only Stands: A maximum height of 4m
- Peripheral walling, if more than 1m high, must not occupy more than one-third of any one side. If long runs of walling are essential they must be recessed by 0.5m from the stand periphery.
- Double-Decker Space Only Stands: A maximum height of 6m. Please note that double story construction is only permitted on island sites unless otherwise authorised by the Organisers.
- Outdoor Pavilions: A Maximum height of 8m

Construction of all stands should be carried out in accordance with the applicable building regulations. Please refer to **Section 4** for Space Only Stand Construction, **Section 5** for Shell Scheme Specifications, Rules and Regulations, and **Section 7** for Outdoor Pavilion Construction.

1.9 Rigging

Melville Middle East is the official rigging contractor for IDEX 2013, rigging requirements can be ordered via the online manual. Rigging requirements must be submitted along with images of the banner design and a grid scale drawing illustrating the position of the banner in relation to the exhibitor's stand. Please include any rigged items in space only stand designs, risk assessments and method statements

All rigging orders must be placed by 04th January 2013. Any orders submitted after the deadline will be subject to a 20% surcharge.

The official pre-rig day will be on 07th February 2013, therefore please ensure that all banners and trusses are delivered onsite for this date. For Health & Safety reasons no rigging can take place after this date. It is the exhibitors' responsibility to ensure all items for rigging are delivered to site and prepared for fixing on this day.

Melville is the only contractor authorised to rig any items within the exhibition halls.

All rigging equipment supplied by the exhibitor must be certified (i.e. shackle and truss wraps). If not, **Melville** will supply replacement equipment at an additional cost.

Access to any truss during build-up, open period and breakdown will be by mobile elevation working platform only; **Melville** is the only company allowed to operate this.

Please note: All stand fitting equipment must be supported from the ground. Stand fitting is not permitted to be rigged from the ceiling under any circumstances. Please complete the relevant form to order services

Should you require any assistance please contact Melville, their contact details can be found in the Official Contractor List.

1.10 Heavy Exhibits & Outsized items

06th & 07th February 2013 are the dedicated heavy lift days designated for the movement of heavy or outsized items. Exhibits in excess of 2000kg or measuring more than 2.5m in length, width or height will need to be positioned on these days. This includes display vehicles, vessels or aircraft. It is the exhibitor's responsibility to make provision to ensure that these items are onsite and positioned on this day. Please liaise with the official freight handling contractor, **GT Airlink**, for further details.

Any heavy or outsized items arriving onsite after this date will not be permitted entrance into the halls. This is for the safety of the exhibitors and contractors working in the halls during the build-up period.

1.11 Lifting Equipment (Including Forklifts)

The only contractors permitted to operate lifting equipment and forklift trucks within the IDEX Site will be the official goods & freight handling contractor and the official rigging contractor. Stand build contractors and exhibitors will not be permitted to operate any lifting equipment under any circumstances.

Freight Forwarding, Lifting and Custom Clearance

The official freight-forwarder and onsite freight handling contractor appointed for the exhibition is GT Airlink. Please contact GT Airlink directly to complete relevant forms by 1st of December 2012 to ensure you meet all the freight deadlines. *There are no forms listed in the manual for Freight- forwarding.*

They are responsible for:

- The receipt /return of freight from/to sea/airport/border customs
- Custom Clearance
- The transportation of freight from the seaport /airport to the exhibition site and back
- Onsite handling of freight
- All deliveries into site however small
- Management of site including empty storage

Freight Forwarding & Onsite Handling (Forklifts, Cranes, Storage etc)

Company Name: GT Exhibitions Ltd

Contact: Simon Peak OR Steve Andrews
T: + 44 1376 567567
E: simonpeak@gtexhibitions.com OR steveandrews@gtexhibitions.com
W: www.gtexhibitions.com

Company Name: Juma Airlink LLC
Contact: Jamil Khatib
T: +971 2 634 9597
E: jamil@airlinkauh.ae
W: www.airlinkuae.com

Document deadlines:

- 10th January 2013 Documentation & specifications of weapons, ammunition, explosives and radio communication equipment

- 10th January 2013 Films and Videotapes by Airfreight for Censorship submission
- 10th January 2013 End User Certificates
- 20th January 2013 Documentation for Sea Freight shipments
- 30th January 2013 Documentation for Air Freight shipments
- 30th January 2013 Documentation for Road Freight shipments

Cargo arrival deadline:

- 30th January 2013 LCL Sea freight shipments at Abu Dhabi Seaport
- 30th January 2013 FCL Sea freight shipments at Abu Dhabi Seaport
- 30th January 2013 Videos / Films at Abu Dhabi Airport
- 5th February 2013 Air freight shipments at Abu Dhabi Airport
- 5th February 2013 Road freight shipments at Abu Dhabi Border Customs
- 6th February 2013 Courier shipments at ADNEC site

Please note:

- The storage of cases, packing materials etc, is not allowed at the exhibition centre.
- All material coming from abroad for IDEX 2013 will be subject to customs inspection by the custom authorities / Military Permission & Escort. All exhibits arriving via Abu Dhabi airport/seaport/border customs for IDEX 2013 are exempt from customs duty.
- All films and videocassettes must be censored by the Ministry of Information and Culture, a process that normally takes 10+ days to clear each item. Exhibitor must pass their materials to the official freight-forwarder ahead of time to arrange clearance on their behalf.

GENERAL INFO

GENERAL INFORMATION

2.1 Accommodation & Travel

The official travel agent, **Al Masaood Travel & Services**, is on hand to help with all accommodation, travel and regional enquiries. They are able to provide exhibitors with competitive rates for both accommodation and travel before and during IDEX 2013. Please see the official contractors list for their contact details.

Please refer to the **Section 3** for information on travel to and from the exhibition site.

2.2 Animals

We regret that ONLY Guide Dogs are permitted in the Halls during the show open period.

2.3 Promotional Material

Please be sensitive to the content of any promotional material that you are planning to use at the exhibition. It is important that such material is not offensive to the Cultural and/or Religious values and sensitivities of the people of the United Arab Emirates. If in doubt about any material that you are considering using please do not hesitate to contact the operations team and they will be able to provide clarification on this if necessary.

2.4 Children

No person under 16 years of age can be admitted to the exhibition during the build-up, open period or breakdown. This rule applies to exhibitors, contractors and visitors and will be rigidly enforced to comply with safety regulations. Please note that no child-care facilities are located onsite.

2.5 Distribution of Material / Canvassing

It is strictly prohibited for exhibitors (or staff members working on behalf of exhibitors) to display or distribute any material (in any form) from any other areas other than within the boundary of their stand. This restriction also applies to the gangways surrounding your stand.

2.6 Documentation and Restricted Items

The preparation of documents must be in accordance with the regulations laid down by the United Arab Emirates Customs Authorities. All relevant information will be contained in the official contractor's letter to exhibitors.

Companies who are in doubt as to whether the importation of their goods to the UAE is restricted should contact the relevant Government Trade Office from the country of origin. Additionally, any goods of a hazardous nature should be separately listed on invoice forms and full particulars given (i.e. IMCO Classifications etc.) in order that suitable stowage can be arranged.

2.7 Exhibitor Pack

Exhibitors will be provided with an Exhibitor Pack upon arrival. This will incorporate:

- Welcome Letter
- General Show Information
- Stand Catering Form
- Stand Cleaning Form
- Emergency Evacuation Procedures
- Health & Safety Regulations
- Gala Event Information
- Pass-Out forms for removal of goods during breakdown

2.8 Live Mobility Display

A Live Mobility display will take place each day. Please check our website for the updated display times and vehicle listings nearer the show.

2.9 Gala Event

The IDEX Gala Event will be held on Monday 18th Feb 2013. The dinner is available to exhibitors and strictly by invitation only. Please check our website for further details.

2.10 Important Labour UAE Government Law Notice

As per UAE law, it is the responsibility of the exhibitor/contractor to ensure that all personnel working onsite, during build-up / show days and breakdown carry their Labour Card or relevant documentation, as proof of position in your company.

UAE labour law prohibits the hire or contract of any illegal labourers. Violation of this law may result in a jail sentence or up to a 10,000 Dhs + fine. It is essential that all labourers employed either by exhibitors, contractors or sub-contractors are made aware of this law. ADNEC's surveillance section will be present at all times to ensure that those working onsite and within the halls comply with the employment laws of the UAE.

2.11 Insurance

i. The Organiser shall insure the Exhibition Hall, and any other adjoining constructions against fire risk, and shall insure third party (visitors to the Exhibition) against accidents that may occur during the hours that the Exhibition is officially open to visitors.
ii. The Exhibitor is solely responsible for damage which may occur to his exhibits, equipment, decorations, his stock or his stand or any other of his possessions due to fire, theft, deterioration, loss or damage, by water or damage suffered during any fire-fighting operations.
iii. The Exhibitor is responsible for all accidents that may occur to staff (including the Organiser's personnel), technicians, employees or exhibitors on duty on his own or neighbouring stands, together with any visitors on his stand or neighbouring stands, due to the use by him or anyone else delegated by him of machines, motors or other appliances or electric power.
iv. The Exhibitor is responsible for all other damages, injuries or accidents other than those already mentioned or those that he himself may foresee, and any other damage which may result from his participation in the Exhibition, whether directly through his own fault or through the fault of a third party under the Exhibitor's instructions, and effecting the possessions, furniture or building belonging to either, the Organiser or to another party.
v. The Organiser disclaims all responsibilities for risks as mentioned in paragraphs above and the Exhibitor shall not be entitled to make claim, whatever the factors causing such risks.
vi. Exhibitors will have to obtain third party liability insurance from a local insurance company of good standing. This compulsory insurance will have to cover accidents suffered possibly by third parties in the buildings or on the grounds of the Exhibition Premises and that involves the liability of the Exhibitor or any of the employees.
vii. Exhibitors will have to take out with an insurance company of good standing, an "allrisks" insurance policy covering the stand equipment and the articles exhibited by them if this equipment or these articles are their property or not.
viii. Each Exhibitor is reminded that he is responsible for effecting insurance cover for expenses incurred due to abandonment or postponement of the Exhibition for any reason.
ix. The insurance policies mentioned above will have to include insurer's renunciation of any recourse against the parties below, in the event of damages, or accidents:
- ADNEC – Abu Dhabi National Exhibitions Company
- UAE Armed Forces GHQ
- Municipality of Abu Dhabi
- Executives, representatives, directors and employees of all these persons or organisations.
x. The period of liability of the Exhibitor shall be deemed to run from the time the Exhibitor or any of his servants, agents or contractors first enters the Exhibition site and to continue until all his exhibits and properties have been removed.
ix. The Exhibitor shall insure, indemnify and hold the Organiser harmless in respect of all cost, claims, demands and expenses to which the Organiser may in any way be subject as a result of any loss or injury arising to any person (including members of the delegations, visitors, public, Organiser's staff, agents or contractors) howsoever caused as a result of any act or default of the Exhibitor, his servants, agents, contractors or invitees. If the Organiser finds it necessary, the Exhibitor shall provide proof that he has adequate insurance cover. The Organiser shall not in any event be held responsible for any restriction or condition which prevents the construction, erection, completion, alteration, dismantling of stands or for the entry, sitting, removal of exhibits, or for the failure of any service amenities provided by the hall landlord, for the cancellation of part-time opening of Exhibition either as a whole or in part, or for amendments or alterations to all or any of the Rules and Regulations caused by circumstances not under their control

2.12 Official Delegations Programme

VIP delegations from more than 150 countries worldwide will be invited to the IDEX by Abu Dhabi GHQ.

In order to take advantage of the Delegation Programme process you are invited to indicate a maximum of 10 priority target countries or organisations you wish to see at IDEX 2013 through the relevant form in the online manual.

The organisers will make every effort to ensure the VIP delegations visit all exhibitors.

2.13 Regional Information

At the time of the show, the UAE will be four hours ahead of GMT. There is no daylight saving in the UAE.

The dirham (pronounced dir-ham) is the official currency of the UAE; Dirham notes are in 5, 10, 20, 50, 100, 200, 500 and 1000 denominations. The dirham is divided into 100 fils, coins include Dh1, 50, 25, 10, and 5 fils (10 and 5 fils are rarely used).

There are no currency regulations and foreign currency of almost any denomination is readily exchanged in the UAE. The dirham is index linked to the dollar and the official exchange rate is Dh3.671 = US$1.00. The best exchange rates are generally available at private moneychangers found throughout the UAE, but especially in the more popular souqs and

shopping centres.

The UAE's working week is different to that of western countries. In the UAE the normal working week is Sunday to Thursday with the weekend being Friday and Saturday.

Government offices are open from 07:30 to 14:00 Sunday to Thursday.

Embassies and Consulates open from 08:00 to 13:30; most are closed Friday and Saturday.

Islam is the official religion of the UAE; however Abu Dhabi's tolerant of the customs and religions of its visitors.

2.14 Smoking Policy
In accordance with UAE law, smoking is strictly prohibited throughout the venue. There will be a smoke free policy implemented during all stages of the exhibition.

2.15 Sponsorship & Onsite Branding
There are numerous opportunities for sponsorship and onsite branding at IDEX 2013. For further details, including illustrations of the sites and rates please visit the website.

2.16 Storage
There is no facility for you to store unwanted goods such as crates and packing materials onsite, so please ensure you arrange for the removal from site of any items you do not wish to keep on your stand. Our Official Freight Forwarder, **GT Airlink**, can help with your storage requirements, please visit their onsite office.

2.17 Visa Regulations
Nationals of the following countries will be issued, free of charge, with an entry visa valid for 30 days at passport control upon arrival in the UAE:

Australia	Denmark	Iceland	Malaysia	San Marino	United Kingdom
Andorra	Finland	Ireland	Monaco	Singapore	USA
Austria	France	Italy	Netherlands	South Korea	Vatican
Brunei	Germany	Japan	New Zealand	Spain	All GCC Countries
Belgium	Greece	Liechtenstein	Norway	Sweden	
Canada	Hong Kong	Luxembourg,	Portugal	Switzerland	

Please note that a visit visa does not entitle the visitor to take up permanent work in the UAE.

Other nationalities are solely responsible for obtaining visas for themselves, their representatives and invitees. The organisers are not in a position to sponsor visa applications.

Visas can be arranged through travel agents and hotels, provided sufficient time is given for the application to be processed. Please be aware that the issuing of visas can be quite a lengthy process and that you must have a passport that is valid of at least 6 months from departure.

It is essential that all working personnel check, prior to departure from their homeland, that they do not require a visa.

Visa processing can be applied for via Registration Online.

Visa online (www.adnec.ae) or to your nearest UAE Embassy

2.18 Security Badges & Passes
No individual will be permitted entrance to the show site without the correct security badge. Badge applications must be placed via the online manual. No other form of application will be processed. Please refer to **Section 8** for further information on visitor badges, exhibitor badges and contractor badges.

2.19 Venue Information
IDEX 2013 will take place at ADNEC which is positioned in the Capital City's Diplomatic District between Khaleej Al Arabi Street and Airport Road.

ADNEC is conveniently located 20 minutes from Abu Dhabi City Centre / Corniche, 15 minutes from the Abu Dhabi International Airport and 45 minutes from Jebel Ali,Dubai.

For further information about ADNEC please visit www.adnec.ae

Venue Map & Directions www.idexuae/travel

2.20 Visitor Entrance

Visitor entry is restricted to trade visitors only. Visitors must present a badge and business card in order to gain entry, please refer to **Section 8** for further information.

No under 16's are allowed entry.

SITE FACILITIES

SITE FACILITIES, SUPPLEMENTARY SERVICES & SITE ACCESS

3.1 Site Facilities

- Exhibitors Information Desk
- Official Contractors Offices
- Official Delegation Lounge
- Visitor Reception & Visitor Registration
- Media Centre
- Press Conference Rooms
- Business Centre
- Exhibition Security
- Car Parking
- Car Hire Services
- International Courier
- Internet Access
- Medical Centre
- Prayer Facilities
- Post Office
- Restaurants
- Taxi Services
- Travel Desk (Al Masaood Travel & Services)
- Toilets
- First Aid

3.2 Banking / ATM's

Banking facilities and Cash Points/ ATM's are able in the Grandstand Area at ADNEC

3.3 Business Centre

A Business Centre will be located on site. ADNEC Business Centre is situated on level one opposite entrance door 'D'.

The centre will be available during show hours and provide the following range of services:

- Colour and Black/White Copying
- Binding
- Lamination
- Arabic/English translations – on request
- Telephone/Fax Machines
- Internet Link
- Printing

3.4 Catering Facilities

ADNEC Catering has been appointed official caterer for IDEX 2013. For all catering requirements please contact them directly, their contact details can be found in the official contractors list.

A brochure listing all the available catering services will be sent to exhibitors by the official caterer prior to the exhibition.

The official caterer will operate several restaurants and other catering outlets throughout the exhibition site. These services will be open from 09:30 hrs –17.30 hrs for refreshments. Lunch will be served from 12:00 hrs – 15:00 hrs daily.

Please note that ADNEC Catering is the only company permitted to provide food and beverage services within the exhibition venue. No external catering contractors are permitted on site.

3.5 Courier Service

FedEx will operate all courier services from their office which is located on site in the grandstand opposite the National Bank of Abu Dhabi.

3.6 Disabled Facilities

All exhibition halls, meeting rooms and public areas will have disabled access. There are also disabled toilets on site which are clearly signposted.

An allocation of parking bays will be reserved for disabled drivers.

Please contact the venue directly for more information +971 (0)2 444 6900 ask for Venue & Operations or visit their website: www.adnec.ae

3.7 Fire Appliances and Information

Fire extinguishers of approved pattern and capacity can be found at various locations around the site according to the risk involved – instructions will also be supplied, please locate your nearest extinguisher. Exhibitors will be given instructions regarding fire, emergency and accident procedures prior to the show opening, please ensure all personnel read these carefully.

- Please ensure that you familiarise yourself with the Fire and Emergency Procedures in the Health & Safety section.
- In accordance with regulations and standard procedures, fire extinguishers will be distributed at the Fire Officer's discretion.
- These may not be moved under any circumstance – Exhibitors will be charged for loss or damage to these extinguishers
- Please ensure that at least two stand personnel are familiar with the use of Fire Extinguishers.
- Fire Exits and Extinguishers / Fire Hose points must never be blocked
- No paint or paint thinner can be placed near the electrical distribution boxes
- Empty cartons/boxes, catalogue boxes, stand materials and combustible waste must be disposed of and not stored behind stands.

3.8 First Aid Services

The First Aid point(s) are located

1. First Aid point - Hall 9
2. First Aid point - Hall 2 - Organisers office no: 2

In the event of an emergency at any time please call the Control Room; +971 (0) 2 406 4444

3.9 Media Centre

Press facilities will be available for all attending media in the media centre which is located in the Central Plaza.

Press Briefing Rooms & Meeting rooms are available for hire and can be booked via the online manual. Please refer to **Section 9** for more information on Press facilities at IDEX 2013.

3.10 Security

All personnel entering the exhibition grounds must hold an IDEX 2013 badge. Badges and Passes must be ordered using the relevant form, please see Section 8 for further information. Failure to order badges online prior to arrival will result in delays on site.

Passes can be collected upon arrival at ADNEC, they MUST be worn at all times when in the exhibition site. In addition, Photographic I.D. should be carried at all times (National ID Cards, Passport or Driver Licence).

All persons and their hand held goods, entering the exhibition site may be subject to security screening. Whilst every effort is made to make this procedure smooth and efficient, delays may occur during busy periods – your patience and understanding is greatly appreciated.

Whilst every precaution is taken to ensure the safety and security of personnel and equipment and whilst the premises are patrolled, we cannot accept any responsibility for any injury, loss, damage or any consequential losses to either your personnel or their property. Exhibitors are responsible for the security of their stand, exhibits and contents (including personal property and personnel) and must ensure that appropriate insurance cover is arranged.

It is strongly recommended that small items of equipment and personal effects are not left unattended while on site. Exhibitors are reminded that insurance protection for exhibits, display material and personnel/personal effects must cover the full show period, including the build and breakdown periods.

Hand-held exhibits should be removed from the exhibition site immediately after the exhibition closes on Thursday 21st February 2013. Please note that security "Pass-Out" forms listing all handheld goods to be removed must be signed and stamped by the organisers. Copies of these can be found in your exhibitor packs, additional copies can be obtained from the Exhibitor Information Desks.

3.11 Water and Waste

Please be aware that a water supply is only available within the exhibition halls. No Water Supply is available to external exhibition sites in the Central Plaza area.

3.12 Official Contractor Offices

The organisers and official contractors will have temporary onsite service offices to assist exhibitors and non-official contractors with enquiries. The following services will be available:

- Organiser office
- Shell scheme contractor
- Furniture provider
- Electrical contractors
- Freight forwarders & onsite freight handlers
- Rigging
- Florist
- Telecommunications
- Travel Agents
- Audio Visual & Communications Equipment rental contractor

3.13 Audio Visual and Communication Equipment Hire

A list of AV and communication equipment can be found and ordered through the online manual. If you should have any further queries please contact **MediaPro**, the official contractor. Their details can be found in the official contractors list.

3.14 Cleaning Services

During the build-up and breakdown period, exhibitors and their contractors are responsible for ensuring all waste materials are deposited in the rubbish bins and skips provided. For Health and Safety reasons it is essential that all aisles are kept clear of rubbish and other obstructions at all times.

It is the responsibility of the exhibitor and/or their contractor to identify their waste materials to the cleaners and to make arrangements with the official onsite freight handler to have crates and packing materials stored if they are required at the end of the exhibition.

IDEX are committed to ensuring that the exhibition is as environmentally responsible as possible. Please help us by keeping waste to a minimum, recycling waste where possible and reporting any incidence of fly tipping to the organiser.

During the exhibition open period:

- All stands will be cleaned on the night/morning of Sunday 17th February in preparation for the OPENING DAY – see Timetable.
- Stands will be cleaned on a daily basis with the exception of actual exhibits or the second level of a double decker stand.
- If you require these to be cleaned please complete the relevant form**.**
- Duplicate keys for all stand interiors/offices & Capital Suites should be left with the organisers, marked with the stand number and/or capital suite number, contact name and mobile number so that the cleaners may gain access to clean these areas.
- Cleaners will only be allowed access to the building for the purposes of cleaning at the same time as exhibitors from; 09:00hrs – 17:00hrs – this is a GHQ ruling, so please be patient with the cleaners, they will get round to you.
- After each Exhibition open period, stand holders must place any dry refuse from their stands into plastic bags, provided by the Cleaning Contractor. The plastic bags must then be placed in the Gangways within one hour after closure of the Exhibition for removal by cleaning staff. Under no circumstances must refuse be placed in the gangways other than in plastic sacks, or at other times than as stipulated above.
- Remember to order your skips for waste disposal during build up and breakdown – The disposal of any materials or debris left by stand contractors will be charged to the exhibitor at a premium. See: Stand Waste

Contractor: ADNEC Cleaning Services

Please refer to IDEX 2013 contractors list for full contact details

3.15 Floral / Plant Hire

The organisers have appointed **Blooms** as the official floral supplier for IDEX 2013. Please contact them directly for further information about their products and to place an order. Their contact details can be found in the official contractor list. **Blooms** will also be located onsite throughout build-up should exhibitors require to place last minute orders. However, please note that only a limited supply will be available onsite.

3.16 Furniture Hire

A limited range of furniture and stand fitting extras can be hired through the official shell scheme contractor, **Melville**. The furniture products on offer can be viewed and ordered via the relevant form.

Orders received after the form deadline will be subject to a 20% surcharge.

Melville will have an onsite service office located within ADNEC, this will be manned throughout build-up should last minute furniture orders and stand fitting extras be required. However, please note that there will only be a limited stock available and all orders placed on site with be subjected to a 20% surcharge. Therefore, we encourage you to place your orders as early as possible via the online manual.

3.17 Freight

The official onsite freight handler for IDEX 2013 is **GT Airlink**, their contact details can be found in the official contractor list. Please refer to **Section 7** for further information on delivery, transportation and removal of exhibits.

3.18 Telecommunications Facilities / Data Services

ADNEC provides the following telecommunications and data services:

- International Phone Line & Set
- International Fax Line with machine
- Internet connection

All of the above services can be ordered through the relevant form. Orders received after the deadline will be subjected to a 20% surcharge. Orders received 14 days or less before the start of the exhibition will be subject to a 100% surcharge and may not be processed.

Please complete the relevant form by the 1st February 2013, with your requirements and include a detailed drawing indicating the exact location/position you require the lines to be installed.

Space ONLY stands which are putting a platform flooring down must ensure that they have ordered these services well in advance and have a confirmation of order. This will ensure that there will be no delays to build up.

Please note that no orders can be carried out until full payment has been received by ADNEC.

Charges for the above items will cover all installation, supply and rental of lines, equipment and calls.

All line and equipment usage during the period of hire is the responsibility of the exhibitor.

"Top Up" cards are provided by Etisalat and will be available for purchase onsite.

3.19 Temporary Staff

Vibes has been appointed to provide a service for the hire of temporary staff, including receptionists, secretaries, interpreters and security personnel.

Exhibitors wishing to hire staff through the appointed agency should complete the relevant form and submit it prior to the deadline. A member of staff from the agency will contact the exhibitor on receipt of the form.

3.20 Access by Car

ADNEC is easily accessible by car. It is positioned in the Capital City's Diplomatic District between Khaleej Al Arabi Street and Airport Road. There will be clear roadside signage to the ADNEC site. A location map can be found on the website.
Please note that there will be limited parking on the site. It is strongly recommended that you use alternative means of transportation.

Car parks are available onsite at ADNEC. Car Park Passes are required to gain access to the car parks. Exhibitors are provided with a free allocation of car park passes which must be ordered via the online manual, no additional car park passes can be purchased. Please refer to **Section 8** for further details on how to obtain car park passes.

Please note that car parking spaces are limited at ADNEC. The organisers highly recommend using the park and ride or other forms of transport; please refer to point 3.23 for transportation alternatives. The organisers have arranged a number of complimentary transportation options.

During the open period all car parks will be managed by GHQ.

3.21 Transport Services

Hotel Coaches - A complimentary coach service running from most of the major hotels to the exhibition site will be running throughout the course of the exhibition. Further details on the Coach routes will be available on the website as soon as more information is available.

Taxis – Taxis are a common method of public transport around Abu Dhabi, official taxis are operated by The Centre for Regulation of Transport by Hire Cars (Trans AD) for a reasonable fare. A taxi rank will be located at the front of ADNEC throughout the week of the exhibition. However we would advise you to order in advance; taxis, chauffeur driven cars, and shuttle buses.

- Taxi Numbers +971 (0)2 417 3888
- Chauffeur Driven Cars +971 (0)2 652 1800

Taxis and chauffeur driven cars are readily available from most major hotels in and around Abu Dhabi.

When using local taxis please be advised that it is best to remember structures within the vicinity of your destinations or your hotel as taxi drivers are more conversant with landmarks and building names rather than with street or building numbers.

Renting a car is also an option for those with an international driving licence. To hire a car please complete the relevant form.

Contractor: Al Masaood Travel & Services
Please refer to IDEX 2013 contractors list for full contact details

SPACE ONLY STAND CONSTRUCTION

SPACE ONLY STAND CONSTRUCTION

4.1 Stand Space and Exhibitors' Responsibilities

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

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

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

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

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

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

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

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

All Space only stands allocated within the Atrium, Concourse and Hall entrance areas – must ensure carpet is laid to protect the marble venue floor prior to commencement of build. If there is any damage to any part of the building, costs for repair will be met by the exhibitor.

Stand building within these areas is only permitted if your Commercial Account Manager has previously agreed this with you in writing. The following applies when building within these areas.

- All stands must be built on carpet to protect the marble floor including the stand area.
- Carpet must also be laid around the footprint of the stand to house materials and stand fitting required for build up and break down.
- Exhibitors must be advised that there are limitations as to the power, internet, and water & waste provision in this area.
- There are height restrictions in some areas of the Concourse and Atrium. (please contact the operations team for further info operations@idexuae.ae

4.2 Complex Structures

A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide significant risk. Structures over 4 metres in height, multi-level stands, raised platforms and all suspended items are generally considered to be complex structures. In addition to this, any stand with a travel distance to a main show gateway or exit from the stand exceeding 10m will be considered a complex structure. Furthermore; Sound/Lighting towers, Temporary tiered seating i.e. Grandstands, Platforms and stages over 0.6m in height and all platforms and stages for public use, Cantilevers, Long spans and Seminar Theatres with 15 or more seats, all are considered complex structures.

For all stands exceeding 4m in height, with two-storeys, with a platform exceeding 600mm in height, or deemed by us to be complex structures, drawings must be submitted in English in duplicate (2 copies) to the operations team for approval by the deadline on 18th November 2012. These may be submitted electronically as DWG, JPEG or PDF format through the relevant form via the online manual.

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

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

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

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

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

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

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

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

4.3 Double Storey Stands

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

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

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

Double Storey design submission guidelines

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

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

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

4.4 Enclosed Stands

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

4.5 Dividing Wall

On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.4m upwards by the exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only. The minimum height for dividing walls is 2.5m.

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

Double Story Stand construction is not permitted on divided sites.

4.6 Walling in on Open Sides

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

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

4.7 Stand Plan Submission

Full dimensional drawings for all space only stands - showing all proposed constructional details and positions and

dimensions of machinery exhibits - must be submitted and approved by the organisers before any work can commence. A Risk Assessment and Method Statement are also required to be submitted in conjunction with the stand plans.

For space only stands detailed drawings (including all dimensions and elevations), Risk Assessment and Method Statement must be submitted to the operations team by using the relevant form by the 18th November 2012 for Double Story Structure and 30th December 2012 for Single Story Structure. Failure to submit stand designs by this date may results in delays onsite. No stand build will be permitted to commence without the organisers written approval.

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

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

4.8 Risk Assessment and Method Statement

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

The risk assessment is to be submitted along with stand plans. If you require help with producing a risk assessment, please contact the organisers.

4.9 On Site Inspection

On receipt of a compliance notice you will also receive a Stand Construction Certificate of Completion that must be completed by both the contractor and the exhibitor before 09:00hrs 17th February 2013. This will certify that the construction of the stand and the materials used are in full accordance with the approved drawings and comply with the venues rules and regulations. It will further certify that the works are fit for the purpose for which they are intended. As a result if there are any structural/material changes they must be communicated to IDEX immediately for an updated compliance notice to be sent. In addition to the above, a structural engineer will be onsite during build-up to approve all stands considered to be complex structures, and issue the necessary inspection certificates.

4.10 Electrical Installations

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

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

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

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

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

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

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

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

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

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

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

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

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

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

The regulations for Stand Electrical Installations, as detailed in Appendix A of ADNEC's Rules and Regulations can be obtained from the operations team: operations@idexuae.ae govern all temporary electrical installations on the premises and must be observed by all licensees, exhibitors, franchises and other sub licensees and their contractors, sub contractors, agent and staff.

The standard supplies of electrical current available in the exhibition halls are:
Single phase 220 volts 50HZ
Three phase 415 volts 50Hz

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

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

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

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

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

4.11 Compressed Air

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

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

4.12 Columns

If you have a column on your stand and wish to clad it you must ensure the cladding is self-supporting and that access is available to any services on the column. We highly recommend that you conduct a site visit prior to finalisation of your designs.

4.13 Fabrics Used In Displays

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

4.14 Timber Used In Stand Construction & Displays

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

4.15 Plastics / Stand Dressing

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

4.16 LPG - Liquefied Petroleum Gases (Propane, Butane, etc)

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

4.17 Flooring

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

venue floor with approved carpet tape.

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

- EUROTAPE
- EUROCEL
- ADVANCE TAPE

Damage to the floor from poor quality adhesive tapes will be charged at US$5.00 per m^2

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

4.18 Floor Loading Restrictions
The hall floors are concrete covered with carpet. Please contact the operations team with details of heavy exhibits, as special arrangements may need to be made. The exhibition hall and site floor must not be damaged in any way. The ADNEC Hall Floors, including duct/trench covers can withstand a loading of 4,000 kg/m2

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

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

4.20 Furniture Hire
Melville is able to offer a limited range of quality furniture and stand fitting extras for hire to exhibitors.

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

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

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

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

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

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

4.22 Height Limit
The overall height of stand fitting for single-storey stands including cladding of columns is 4m from the floor level.

The overall height of stand fitting for double-decker stands is 6 metres. Please note that these must have been booked and paid for directly with the relevant IDEX sales manager. Exhibitors who have not booked a double-decker stand will not be permitted to build two-storey or exceed the 4metre height limit without the operations team's approval.

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

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

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

exhibitor.

4.25 Balloons

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

4.26 Banners

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

All rigging orders must be placed via the online manual by 04 Jan 2013. A 20% surcharge will be added to any late orders.

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

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

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

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

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

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

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

4.27 Rigging and Suspended items

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

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

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

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

In the interests of Health and Safety, the organisers will require all banners, graphics etc. to be pre-rigged before the first official day of build. Therefore please ensure that all banners and trusses are onsite for the Pre-rig day on Wednesday the 06th February 2013. It is the responsibility of the individual exhibitor or contractor to ensure that all items for rigging are onsite at this time; we cannot guarantee that it will be possible to rig items arriving after 07th February. This is for the safety of the exhibitors and contractors working in the halls during the build-up period.

Rigging orders should be placed with the service provider no later than 04th January 2013 prior to the start of the license period (late orders will be subject to a surcharge). The following details should be provided with the order:

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

4.28 Vehicles (Exhibits & Displays)

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

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

- The vehicle must be static and have its engine switched off for the duration of the exhibition
- The fuel tank must be drained
- The vehicle must have a lockable fuel cap
- The vehicle must have a drip tray placed under the engine
- The battery must be disconnected
- A 24hr contact name and number must be given to the organisers
- The vehicle keys must be left with the organisers in case removal is necessary
- The organisers accept no responsibility for any vehicle that is damaged when being brought into or out of the hall or once in its final position
- Any damage caused to the venue as a result of vehicle movement will be charged back to the exhibitor as part of the dilapidation costs
- You must work closely with the organisers when arranging to bring the vehicle into the exhibition, as it will be required to enter the halls before the build due to the logistics of building the exhibition around the vehicle. The agreed days for positioning of vehicles within the exhibition halls are 06th and 07th February 2013. It is the responsibility of the exhibitor to ensure that all vehicles are scheduled to arrive in these days. Any vehicles arriving after this time will NOT be permitted to enter the exhibition halls.

4.29 Freight

See **Section 7** for information on shipping and onsite freight handling.

4.30 Storage

NO excess stock, literature or packing cases may be stored around or behind your stand, due to the materials being a fire risk.

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

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

4.31 Lifting and Logistics

GT Airlink has been appointed as the official lifting contractors for IDEX 2013 and will be the only company authorised to perform lifting and fork lifting in the halls. If you require lifting and fork lifting services, please contact one of the official contractors.

PLEASE BE AWARE THAT NO PERSON OTHER THAN EMPLOYEES OF THE OFFICIAL LIFTING CONTRACTOR OR VENUE WILL BE PERMITTED TO OPERATE FORKLIFTS OR ACCESS EQUIPMENT AT IDEX 2013. FAILURE TO COMPLY THIS RULE WILL RESULT IN REMOVAL FROM SITE.

Exhibitors planning to transport their goods through an international courier are recommended to use the services of the official freight contractor who has special facilities in place for the event. Please refer to **Section 7** for further details.

4.32 Seated Audiences

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

4.33 Water Supply

Please be aware that a water supply is only available within the exhibition halls. No Water Supply is available to external exhibition sites in the Capital Plaza area.

4.34 Water Displays and Features

Exhibitors wishing to have water displays or features on their stand must confirm the details in writing to the operations team by 23rd December 2012, so that written approval can be given. Contractors / exhibitors must include full details of any water tank or butts necessary in their written application.

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

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

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

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

4.35 Waste Management

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

If you are a shell scheme exhibitor, your stand will be delivered to you in a clean state. Any waste generated during the dressing of your shell scheme should be placed in the gangways for the cleaning contractor to remove prior to the show opening.

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

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

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

4.36 Exhibition Timetable

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

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

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

4.37 Early/Late Working

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

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

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

4.38 Maintenance

Under no circumstances will maintenance work be permitted on stands during the exhibition open hours.

If at any time during the exhibition open days you need to carry out maintenance work on your stand after the exhibition has closed please apply to the organisers by 14:00 hrs on the same day for authorisation.

4.39 Working at Height

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

Ladders must be footed or tied off and used in accordance with construction regulations.

The use of domestic ladders and steps is strictly forbidden

4.40 Work Equipment and Tools

Exhibitors and contractors have a duty to ensure that all tools are fit for purpose and safe to use. All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use.

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

4.41 Organisers' Right to Change Stands and Floor Plan Layout

In the interests of the exhibition as a whole, it may be necessary to remove or alter anything in - or forming part of - any stand. If we feel this action must be taken this would have to be at the expense of the exhibitor concerned.

The exhibition floor plan is subject to change at the discretion of the organisers. Please contact the organisers to obtain the latest version of the exhibition floor plan.

4.42 Venue and Local Authority Regulations

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

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

4.43 Insurance Regulations

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

Insurance cover should include:

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

4.44 Disability Discrimination

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

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

SHELL SCHEME RULES & REGS

SHELL SCHEME SPECIFICATIONS, RULES & REGULATIONS

5.1 Shell Scheme Exhibitors

If you have contracted for a shell scheme stand please find what is included within that package below, for every complete 12 square metres (e.g. if your stand is 18 square metres you are entitled to a 12sqm package etc.). 9 square metre stands do not contain a cubicle.

Shell scheme stand package:
For every 12sqm up to a maximum of 30sqm (for stands less than 12sqm no 1m x 1m cubicle)

- Shell scheme walling
- Height 2.50 metres
- Carpet
- 3 x spot lights
- 1 x 13amp socket (220V)
- Fascia Name board (additional charges to any changes to Name Board)
- Lockable Counter
- 1 x Stool
- 1 x table
- 2 x chairs
- 1m x 1m cubicle (store/ room) with lockable door
- 1 x literature rack (free standing)
- 1 x Waste bin

Optional extras to shell scheme packages
Should you require optional extras to your stand; e.g. more lights, shelves, furniture please contact the shell scheme contractor or complete the relevant form.

5.2 Visual & Dimensions of a Shell Scheme Stand

The official contractor, Melville, is appointed by the organisers and will be responsible for the erection of the official shell scheme. A full management and technical service will be provided onsite at all times.

Exhibitors occupying shell scheme stands must ensure that all internal stand fitting and displays are contained within the shell scheme structure and do not exceed 2.4 metres in height.

No display materials or logos may be fixed to the shell scheme fascia panel.

No fixings may be made to the walls but brackets are available for exhibitors display panels and signs.

Exhibitors may affix lightweight photographs and technical information sheets etc. direct to the shell scheme walls with good

quality double-sided adhesive pads or similar, provided such material can be removed without damage to the wall panels, any damage made to the panels will result in a charge.

Shell scheme stands will be available to exhibitors to take possession from 08:00 on 13th February 2013.

5.3 Shell Scheme Stands (Perimeter and Divided Sites)

- Constructed from the Sodem Modular Aluminium System
- White vinyl covered infill panels
- 70mm deep aluminium beams form the ceiling grid
- Height 2.5m (2.43m to the underside of the ceiling beams)
- Carpet
- Three spotlights per 12m2
- One 13 amp socket per 12m2 (standard British square 3 pin)

5.4 Shell Scheme Stands (Island)

Wall panels are not generally provided for island sites. If wall panels are required the allowance is 1 panel per 3 m^2 at no additional cost.

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

Just one third of any open side is permitted to be a solid wall. Where long runs of walling are present along open sides they must be relieved by display items and not left in plain colours. Any walling exceeding one third of any open side should be set back 0.5m from the open perimeter of the site.

5.5 Electrical Installation, Supply & Lighting

- The standard supplies of electrical current available in the exhibition halls are:
  - **Single phase 220 volts 50Hz**
  - **Three phase 415 volts 50Hz**
- If you require three phase supply and 24hr power connection, please contact the official space only electrical contractor, **Melville**.
- General hall lighting will be provided in the halls
- A range of lighting and electrical fittings are available for hire, check the **Relevant Form** for products, prices and to place orders.
- Cables may not be plugged into the venue sockets and/or trailed across the gangways.

5.6 Power Supply

All shell scheme stands will be supplied with a single phase mains terminal by suitable switchgear, 1 x 13amp socket and 3 x spotlights per 12sq m, should you require additional electrics to what is included please refer to relevant form.

POWER will be turned off 30 minutes after the show closes, should you require 24 hour power please contact the operations team.

As the exhibitor, it is your responsibility to order adequate power supply for your stand. Failure to do this will result in delays on site and could be a fire risk. On site spot checks will be carried out by the organisers. This includes appropriate temporary power supplies required for the build-up and breakdown periods.

If you require additional electrics over and above those supplied as part of your package, we highly recommend that you book your electrics early via the online manual, due to a limited supply available at the venue. We cannot guarantee to meet your exact requirements on orders issued after the form deadline.

Orders received after the deadline specified on the form will be subject to a 20% surcharge

5.7 Compressed Air

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

5.8 LPG - Liquefied Petroleum Gases (Propane, Butane, etc)

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

5.9 Plastics / Stand Dressing

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

5.10 Fire Regulations

- All stand construction and displays must be **FIRE RETARDANT**. Any goods attached to your stand will constitute as part of your stand and will be subject to these regulations.
- Smoke Machines, naked flames and gases are subject to approval from Abu Dhabi Municipality; please contact the organisers for venue approval, at least 5 weeks prior to when the show opens to the public.

5.11 Open Flames

Fumes from open fires or candles will NOT be permitted.

5.12 Gangways and Emergency Exits

It is imperative that the venue emergency access gangways and fire escapes remain clear at all times. Plans showing emergency routes can be obtained from the organisers' Office and will be included in the exhibitor pack.

During the build up and breakdown periods of the exhibition the gangways can become extremely congested with packing cases, equipment and general waste – in the interests of health & safety, we request that all exhibitors and contractors cooperate with our floor managers and official show contractors to help maintain the emergency access points and gangways at all times.

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

5.13 Aisles

All aisles must be kept clear of obstruction, please ensure that all objects, e.g., furniture, roll up banners, display units etc. are kept within the boundaries of your stand. It is imperative that exhibitors do not extend into the aisles, as this can cause a tripping hazard to visitors.

5.14 Name Board

The name board sits at the top of your stand and will carry your Company Name and Stand Number; this will identify your company to the visitors. Please ensure that you complete and return the **Relevant Form** with the company name you wish to appear, if the form is not received before the deadline the company name which appears on your contract will be used.

5.15 Furniture Hire & Stand fitting extras

A limited range of furniture and stand fitting extras can be hired through the official furniture contractor, **Melville**. The furniture products on offer can be viewed and ordered via the **Relevant Form** . The stand fitting extras can be ordered via the **Relevant Form** .

Orders received after the form deadline will be subject to a 20% surcharge.

Melville will have an onsite service office located within ADNEC reception building throughout build-up should last minute furniture orders and stand fitting extras be required. However, please note that there will only be a limited stock available and all orders placed on site with be subjected to a 20% surcharge. Therefore, we encourage orders to be placed as early as possible via the online manual.

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

5.16 Banners

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

All rigging orders must be placed via the online manual by 04 Jan 2013. A 20% surcharge will be added to any late orders.

All rigging within ADNEC must be carried out by the Official Rigging Contractor, Melville. Please either order rigging requirements via the relevant form or alternatively contact Melville if you are unsure of the exact equipment and services required.

Please note that banners must not project on to the aisles or a neighbouring stand they must be hung within the perimeter of your stand.

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

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

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

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

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

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

5.17 Rigging and Suspended items

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

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

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

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

In the interests of Health and Safety, the organisers will require all banners, graphics etc to be pre-rigged before the first official day of build. Therefore please ensure that all banners and trusses are onsite for the Pre-rig day on Wednesday the 06th February 2013. It is the responsibility of the individual exhibitor or contractor to ensure that all items for rigging are onsite at this time; we cannot guarantee that it will be possible to rig items arriving after 10th February. This is for the safety of the exhibitors and contractors working in the halls during the build-up period.

Rigging orders should be placed with the service provider no later than 04th January 2013 prior to the start of the license period (late orders will be subject to a surcharge). The following details should be provided with the order:

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

5.18 Vehicles (Exhibits & Displays)

If you which to display vehicles on your stand, you must receive approval from the operations team. All shell scheme exhibitors must email the vehicle details to the operations team in order to obtain permission to display this item. Display vehicles will not be allowed access to site without written confirmation from the organisers.

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

- The vehicle must be static and have its engine switched off for the duration of the exhibition
- The fuel tank must be drained
- The vehicle must have a lockable fuel cap
- The vehicle must have a drip tray placed under the engine
- The battery must be disconnected
- A 24hr Contact name and number must be given to the organisers
- The vehicle keys must be left with the organisers in case removal is necessary
- The organisers accept no responsibility for any vehicle that is damaged when being brought into or out of the Hall or once in its final position
- Any damage caused to the venue as a result of vehicle movement will be charged back to the exhibitor as part of the dilapidation costs
- You must work closely with the organisers when arranging to bring the vehicle into the exhibition, as it will be required to enter the halls before the build due to the logistics of building the exhibition around the vehicle. The agreed days for positioning of vehicles within the exhibition halls are 10th and 11th February. It is the responsibility of the exhibitor to ensure that all vehicles are scheduled to arrive in these days. Any vehicles arriving after this time will NOT be permitted to enter the exhibition halls.

If these rules are not adhered to, the organisers have the right to refuse entry. Please refer to **section 7** for information on

delivery, transportation and removal of outsized exhibits.

5.19 Balloons

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

5.20 Night Sheets

Any night sheets used for securing your stand should be of inherently non-flammable material or material that has been treated to render it non-flammable.

If you have night sheets on your stand but wish to have your stand cleaned overnight, please supply a copy of the night sheet key to the organisers' office for collection of the cleaning supervisor. The key will be returned once the cleaning has been completed.

5.21 Water Supply

Please be aware that a water supply is only available within the exhibition halls. No Water Supply is available to external exhibition sites in the Capital Plaza area.

5.22 Water Displays and Features

Exhibitors wishing to have water displays or features on their stand must confirm the details in writing to the operations team by 23rd December 2012, so that written approval can be given. Contractors/exhibitors must include full details of any water tank of butts necessary in their written application.

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

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

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

Water displays will be forbidden if not approved by the organisers, as it is vital

5.23 Maintenance of Exhibits

Under no circumstances will maintenance work be permitted on stands during the exhibition open hours.

If at any time during the exhibition open days you need to carry out maintenance work on your stand after the exhibition has closed, please apply to the organisers by 14:00hrs on the same day.

5.24 Storage

No excess stock, literature or packing cases may be stored around or behind your stand, due to fire risk.

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

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

5.25 Waste Management

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

If you are a shell scheme exhibitor, your stand will be delivered to you in a clean state. Any waste generated during the dressing of your shell scheme should be placed in the gangways for the cleaning contractor to remove prior to the show opening.

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

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

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

5.26 Breakdown of Stands and Exhibits

Exhibits or stand fittings must NOT be removed or dismantled before 18:00hrs on Thursday 21st February 2013.

Storage of crates/boxes kept with the official onsite freight contractor, will be brought back to the stands from 18:00hrs on Thursday 21st February 2013 onwards.

Exhibitors are responsible for removing all materials from their shell scheme stand by 22:00hrs on Thursday 21st February 2013. A charge will be made should the organisers have to arrange the removal of any items. This also applies to materials left in the loading yard – photographic evidence will be taken. Shell scheme stands will be dismantled from 22.00hrs Thursday 21st February 2013.

THE ORGANISERS WILL NOT BE HELD RESPONSIBLE FOR ANY ITEMS LEFT IN THE HALLS AT ANY TIME.

5.27 Damage to the Venue

Damage caused to the fabric of the exhibition building by an exhibitor / contractor will be charged by the venue via IDEX Ltd. Under no circumstances should an exhibitor / contractor attempt to repair any damages caused.

It is strictly prohibited to affix nails, tacks, screws, adhesives, paint or similar items to the floor, walls, ceiling, shell scheme structure and other parts of the premises.

5.28 Insurance Regulations

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

Insurance cover should include:

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

5.29 Organiser's Right to Change Stands and Floorplan Layout

In the interest of the exhibition as a whole, it may be necessary to remove or alter anything in – or forming part of – any stand. If we feel this action must be taken this would be at the expense of the exhibitor concerned.

The floor plan is subject to change at the discretion of the organisers.

5.30 Venue and Local Authority Regulations

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

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

OUTDOOR PAVILION

OUTDOOR PAVILION CONSTRUCTION

6.1 Outdoor Stands and Exhibitors' Responsibility

Outdoor pavilion exhibitors are responsible for their own pavilion design and construction. No outdoor pavilion construction elements or fittings will be provided by IDEX. All outdoor pavilion designs must be approved by the organisers and by Civil Defence before exhibitors will be allowed access to the site and permitted to commence build.

Outdoor pavilion working drawings (including all dimensions and elevations), risk assessment and method statement must be submitted by email to operations@idexuae.ae by the 18th November 2012 for Double Story Structure and 30th December 2012 for Single Story Structure. Failure to submit outdoor pavilion designs by this date may result in delays onsite. No outdoor pavilion build will be permitted to commence build without the organisers' written approval.

It is the responsibility of the exhibitor or their appointed contractor to examine the area and site allocated to them in order to avoid costly adjustments to outdoor pavilion structures. Where possible the organisers will provide, on request, detailed outdoor pavilion plots however, please be aware that minor obstructions or height restrictions cannot always be indicated on these plans. Due to the nature and scale of the IDEX site, each outdoor pavilion area is subject to differing restrictions, it is imperative that exhibitors and their contractors contact our operations team directly to ensure they are aware of any and all restrictions applicable to their particular site. Please contact the operations team at: operations@idexuae.ae

Outdoor pavilion fitting regulations contained within this section must be observed when planning outdoor pavilion design and layout.

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

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

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

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

6.2 Outdoor Stand Specific Regulations

Construction pavilions can commence on Wednesday 06th February 2013**,** only when permission has been granted by the organisers

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

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

Please note: NO live cooking or naked flames are permitted

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

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

Cranes may not be used without the express permission of the organisers. Notice of the intended use of cranes must be received by the organisers no later than 30th December 2012. Details of the maximum height of the jib is required as well as the gross weight of the vehicle.

6.3 Complex Structures

A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide significant risk. Structures over 4 metres in height, multi-level stands, raised platforms and all suspended items are generally considered to be complex structures. In addition to this, any stand

with a travel distance to a main show gateway or exist from the stand exceeding 10m will be considered a complex structure. Furthermore; Sound/Lighting towers, Temporary tiered seating i.e. Grandstands, Platforms and stages over 0.6m in height and all platforms and stages for public use, Cantilevers, Long spans and Seminar Theatres with 15 or more seats, are all considered complex structure.

For all outdoor pavilions exceeding 4m in height, with two-storeys, a platform exceeding 600mm in height, or deemed by the organiser to be complex structures, drawings must be submitted in duplicate (2 copies) in English to the team for approval by the deadline of 18th November 2012. These maybe submitted electronically as DWG, JPEG or PDF format to: operations@idexuae.ae

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

All complex structures are subject to a pre-show plan approval and onsite inspection by Civil Defence.

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

PLEASE NOTE: PERMISSION TO ENTER THE SHOW SITE AND COMMENCE CONSTRUCTION WILL NOT BE PERMITTED WITHOUT THE FULL APPROVAL OF THE STRUCTURAL ENGINEER.

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

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

6.4 Multiple Deck Outdoor Stands

Written application for permission to design outdoor pavilions of two-storeys or more must be made directly to the operations team and must have been booked and paid for directly with the relevant IDEX sales manager. Build restrictions including height limits and anchorage points for outdoor pavilions vary widely dependant upon the exact location of the site - it is the responsibility of the exhibitor or their appointed contractor to contact the operations team to gain a thorough understanding of any restrictions specific to their particular site.

In the interests of the event as a whole we reserve the right to determine the position of any multi-storey structure within an outdoor pavilion. All multi-storey outdoor pavilions are classified as complex structures and must abide by the same regulations.

Multi storey design submission guidelines:

- Design calculation for beam columns and base plate
- Connection detail and design
- General layout and location of the structures
- Staircase details including handrail details
- Total load – including proposed anchorage details
- Structure detail (material)

DESIGNS MUST BE SUBMITTED TO operations@idexuae.ae NO LATER THAN 18TH NOVEMBER 2012.

All outdoor pavilion designs will be subject to the official structural engineer's inspection

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

6.5 Mobile Exhibition Units/Trailers

Mobile exhibition units, caravans or similar vehicles are not permitted without prior written consent from the organisers.

6.6 Electrical Installations

Electrical supply to outdoor pavilion sites is not included within the space rental charge. Due to the stringent security restrictions which apply to the show site during the tenancy period, all generators for use on outdoor pavilions must be ordered via the organisers. For further details please contact our operations team.

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

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

permitted.

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

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

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

6.7 Fabrics Used In Displays

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

6.8 Plastics / Outdoor Stand Dressing

Lexan and Macralon are acceptable. PERSPEX MUST NOT BE USED. Artificial plants and flowers which are combustible and give off toxic fumes must not be used for outdoor stand dressing.

6.9 Height Limit

Height restriction for outdoor stands is 8m.

The organisers reserve the right to request full structural calculations for any structure over 4m which they deem to be complex.

6.10 Signage

Signage and graphics are not permitted to overlook other outdoor stands.

No flashing lights will be permitted. In addition to this, any outdoor banners or branding should be 80% wind permeable and eyeleted every 50cm along each edge – any rigged outdoor signage will be inspected and must be approved by the official onsite rigging contractor, Melville.

6.11 Balloons

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

6.12 Freight

See **Section 7** for information on shipping and onsite freight handling.

6.13 Lifting and Logistics

GT/ Airlink has been appointed as the official lifting contractors for IDEX 2013 and will be the only company authorised to perform lifting and fork lifting in the halls. If you require lifting and fork lifting services, please contact **GT/ Airlink**

PLEASE BE AWARE THAT NO PERSON OTHER THAN EMPLOYEES OF THE OFFICIAL LIFTING CONTRACTOR OR VENUE WILL BE PERMITTED TO OPERATE FORKLIFTS OR ACCESS EQUIPMENT AT IDEX 2013. FAILURE TO COMPLY WITH THIS RULE MAY RESULT IN REMOVAL FROM SITE.

Exhibitors planning to transport their goods through an international courier are recommended to use the services of the official Lifting and Logistics contractor who have special facilities in place for the event. Please refer to **Section 7** for further details.

6.14 LPG - Liquefied Petroleum Gases (Propane, Butane, etc)

All non-mains flammable gas including compressed gas & LPG is prohibited on the show site at all times unless the organisers are satisfied that exceptional circumstances apply and its prior consent is obtained.

6.15 Storage

No packing cases may be stored around or behind your outdoor pavilion. If you require storage onsite, you should contact **GT Airlink**, who has storage facilities available. If you need a place to store empty cartons, boxes, literature etc please contact **GT Airlink**, who will collect these from your outdoor pavilion, store them and deliver them back to you during breakdown.

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

6.16 Timber Use in Outdoor Stand Construction & Displays

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

cases.

6.17 Water & Waste Management

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

All waste must be removed from the show site. Any items of waste or outdoor stand fittings left on site at the end of the show will be treated as waste and disposed of. Any removal costs will be charged to the exhibitor in question. If you require a skip to dispose bulk waste, please contact ADNEC Cleaning Department.

Please be aware that a water supply is not readily available to outdoor stand sites.

6.18 Water Features

If you are intending to use a water feature in your outdoor stand please confirm the details in writing to the operations team so that written approval can be given. This is to ensure that the correct precautions are taken to minimise the risk of Legionnaires Disease.

All outdoor stand construction and displays must be made from fire retardant materials and installed to the satisfaction of the authorities.

Any goods attached to your outdoor stand will constitute part of your outdoor stand and will be subject to these regulations.

6.19 Working at Height

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

Ladders must be footed or tied off and used in accordance with construction regulations.

The use of domestic ladders and steps is strictly forbidden

6.20 Work Equipment and Tools

Exhibitors and contractors have a duty to ensure that all tools are fit for purpose and safe to use. All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use. The use of battery powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. Those using mains powered tools must ensure that cables are not trailed across work areas.

6.21 Exhibition Timetable

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

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

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

6.22 Early/Late Working

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

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

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

6.23 Outdoor Stand Plan Submission

Full dimensional drawings for all outdoor pavilions - showing all proposed constructional details - must be submitted to the organisers for approval by them and the Civil Defence before any work can commence. A risk assessment and method statement are also required to be submitted along with the outdoor pavilion plans.

Outdoor pavilion drawings (including all dimensions and elevations), risk assessment and method statement must be submitted to the operations team by the 18th November 2012 for Double Story Structure and 30th December 2012 for Single Story Structure. Failure to submit outdoor pavilion designs by this date may result in delays onsite. No outdoor pavilion build will be permitted to commence without the organisers written approval.

6.24 Risk Assessment and Method Statement

All contractors/exhibitors are required to submit a full risk assessment for the design, construction and arrangement of their outdoor stand.

The risk assessment is to be submitted **in English** along with outdoor stand plans. If you require help with producing a risk assessment, please contact the operations team.

6.25 The Organisers Rights

The organisers reserve the right to change outdoor stand locations and floor plan layout

In the interests of the event as a whole, it may be necessary to remove or alter anything in - or forming part of - any outdoor stand. If we feel this action must be taken this will be at the expense of the exhibitor concerned.

The event floor plan is subject to change at the discretion of the organisers. Please contact the organisers to obtain the latest version of the event floor plan.

6.26 Venue and Local Authority Regulations

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

6.27 Insurance Regulations

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

Insurance cover should include:

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

6.28 Maintenance

Under no circumstances will maintenance work be permitted on outdoor stands during the exhibition open hours.

If at any time during the event open days you need to carry out maintenance work on your outdoor stand after the show has closed please apply to the organisers by 14:00 hrs on the same day for authorisation.

DELIVERY

DELIVERY, TRANSPORTATION & REMOVAL OF EXHIBITS

7.1 Official Freight Contractors

GT Exhibitions Ltd and Juma Airlink LLC have been appointed as the exclusive official freight forwarders and on-site handling agent by the organiser of IDEX 2013. Together they will be providing a full customs and on-site handling service.

They have obtained approval from the relevant authorities for the temporary admission of exhibition material into Abu Dhabi for IDEX 2013 subject to it being consigned directly to us.

The End User Certificate is mandatory, along with all other shipping documents for the customs clearance of IDEX shipments. No shipments can be customs cleared without ADNEC and military approval of the End User Certificate. Please find the End User Certificate in the forms section of the manual.

All IDEX shipments will be escorted by the military from arrival port to the IDEX venue, and vice-versa for the outbound. Shipments should not be transferred from one Emirate to another by airlines or agents, other than GT / Airlink, as this will cause delays and complications with clearances and delivery.

Please read and adhere to the following shipping instructions and tariff. We will be pleased to assist you with any questions that you may have.

GT Exhibitions Ltd
GT House,
25-27 Blackwell Drive,
Springwood Industrial Estate
Braintree Essex CM7 2PU
Tel: + 44 1376 567567
www.gtexhibitions.com

Contact: Simon Peak – simonpeak@gtexhibitions.com
Steve Andrews – steveandrews@gtexhibitions.com

Juma Airlink LLC
Mubarak Bin Hamoodah Bldg,
Mezzanine Floor / Flat A, Al Nasar Street
PO Box 2737, Abu Dhabi, UAE
Tel: +971 2 634 9597
www.airlinkuae.com
Contact: Jamil Khatib – jamil@airlinkauh.ae

All business transacted in accordance with our General Trading Conditions, copy is available upon request. Business with third parties is made by the company as an agent of the company.

1) Consignee Details

- The corresponding bills of lading or airway bills should be consigned as follows for *Abu Dhabi*:-(Abu Dhabi airport, Abu Dhabi (Mina Zayed) and Kizad / New Khalifa seaports)

Juma Airlink L.L.C.
C/o IDEX 2013
PO Box 27374
Abu Dhabi - U.A.E.

Attn: **Mr. Jamil Khatib**
Manager – Exhibitions Logistics Tel: +971 2 634 9597

Notify Party: Exhibitor name…….. Stand No…….
IDEX 2013 – Abu Dhabi

- The corresponding bills of lading or airway bills should be consigned as follows for *Dubai*:- (Dubai airport and Jebel Ali seaport)

Airlink International UAE
C/o IDEX 2013
PO Box 10466
Dubai - U.A.E.

Attn: **Mr. Jihad Khoury**
Manager – Exhibitions Logistics Tel: +971 4 8838 111

Notify Party: Exhibitor name…….. Stand No…….
IDEX 2013 – Abu Dhabi

All documents should also bear the following declaration**: "In transit to IDEX 2013, Abu Dhabi for re-export after the exhibition"**

IMPORTANT – Please send a pre alert to GT Exhibitions Ltd:
Simon Peak – simonpeak@gtexhibitions.com or
Steve Andrews - steveandrews@gtexhibitions.com

This must be received before the shipment arrives into the UAE.

VERY IMPORTANT - Shipments must be booked on airlines flying into Abu Dhabi or Dubai. Airlines should NOT truck or transfer shipments from one Emirate to another, as this will cause problems with the IDEX committee / Customs and the local UAE Police, resulting in delays and additional charges. All items have to be under military escort from arrival port to show site.

We do NOT recommend hand carry shipments for this exhibition.

2) Documentation Requirements

For Sea freight shipments:-

- **Original** Certificate of Origin (1 set)
- **Original** Bill of Lading and 3 non-negotiable copies
- **Original** Commercial invoice / packing list (2 original + 4 copies)
- **Original** MSDS for DG shipments (1 set)
- 3 x End User Certificates

For Airfreight Shipments:-

- **Original** Certificate of Origin (1 set) (Optional for Dubai arrivals)
- **Original** Mawb and 3 non-negotiable copies
- **Original** Commercial invoice / packing list (2 original + 4 copies)
- **Original** MSDS for DG shipments (1 set)
- 3 x End User Certificates

A fine of **US$355 per document** will be applied for any shipment received without original documents:

- Certificate of Origin – US$355
- Invoice/packing list – US$355

ADDITIONAL IMPORTANT INFORMATION:

End Users Certificates are mandatory along with all other shipping documents for the Customs clearance. No shipments can be Customs cleared without ADNEC and Military approval of these Certificates and all shipments will be escorted by the military from arrival port / airport to the venue. Application forms are available on the IDEX on-line exhibitor manual.

Invoices and packing lists must be on EXHIBITOR'S ORIGINAL letter headed paper. A combined invoice/packing list will be accepted. Colour copies are NOT accepted. All documents must be signed in BLUE ink and stamped with shipper's company stamp. The weight / pieces should match the Mawb or Bill of Lading. Original documents must be attached to the Mawb, or couriered to Juma Airlink Abu Dhabi for sea freight shipments.

Invoices should be addressed as follows:

Name of Exhibitor
Hall and Stand Number
IDEX 2013, 17 – 21st Feb 2013
ADNEC
Abu Dhabi UAE

Invoice/packing list should show following information and be signed and stamped:-

Itemised description with serial number
Itemised HS code and weight/code breakdown
Itemised value ('no commercial' value will NOT be accepted)
Individual weights and dimensions per package
Total weight
Total CIF Value (duty and TIBs based on CIF value)
Itemised country of origin

Invoices to bear following two declarations:-

We hereby guarantee that this is a true and correct invoice, and that the goods referred to, originate from and are manufactured and produced in (insert country).
Signature…….. Designation…… Company Stamp

In transit to IDEX 2013, Abu Dhabi and will be re-exported after the exhibition.

PROFORMA invoices are NOT accepted, must be commercial invoice or simply invoice / packing list**.**

Temporary and Permanent shipments must be packed separately. Separate invoice/packing list is required for each.

All machinery, engines, weapons, vehicles, audio visual equipment and any high value item for temporary import must have visible engraved serial numbers on each individual piece and these must be mentioned on the invoice / packing list. If serial numbers are not available, then UAE Customs may not accept a temporary import. In this instance Customs duties will have to be paid based on the CIF value.

Hand written documents are not acceptable. The details on all documents MUST be in the English language and should tally with the shipment. All documents must be in accordance with Abu Dhabi/Dubai Customs Authority rules and regulations.

Country of origin should be declared correctly on the Certificate of Origin and Invoice/packing list. This should match the declared country of origin on the goods and packaging. ' EU / EC' is NOT accepted, the country must be shown. Certificate of Origin is required for **all** sea freight shipments and for airfreight shipments arriving into Abu Dhabi. The certificate must be issued by the local Chamber of Commerce at origin.

All exhibition shipments (AIR, SEA and ROAD) coming to the UAE must have an invoice clearly mentioning the

HS code for each item, along with the total weight of the items of that particular HS code and also the total value of items under that particular HS code. In the case of more than 1 HS code per invoice, a summary of the HS codes will be required along with the commercial invoice. The total weight, country of origin and value of the respective HS codes mentioned on the summary must match the total weight and value declared on the invoice.

The above is required in order to prepare the Customs Bill of entry through the Customs online system.

Wrong declaration of HS code will result in a Customs fine of **USD 355.00** plus any other penalties levied by UAE Customs. Documents provided without HS codes will be rejected for presentation to Customs.

Please be informed that there should be uniformity in the type of packaging mentioned on all shipping documents. i.e. If the B/L or AWB reads Cases then the Invoice, Packing list and Certificate of Origin should also reflect Cases – otherwise there will be customs penalties even if the documents provided are original.

Failure to comply with any of the above will result in a delay in Customs clearance of your consignments for which we will not be responsible.

3) Censorship

Please forward **all** copies of your CD/DVD/FILMS/VIDEOS to Airlink Abu Dhabi office by latest **7th January** in order that these can be submitted to UAE authorities for censorship. Each individual copy must be submitted for censorship.

Once censorship is complete we will arrange delivery to your stand.

Please note that the content of all brochures and video's etc must conform to the religious, cultural and social sensitivity of the region.

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4) Labelling

Please use the below format or include all of the below details when marking / labelling your packages:-

Name of Exhibitor:
Hall and Stand No:
IDEX 2013
ADNEC
Abu Dhabi UAE
Package #:_____ of _____ (for multiple-package shipments only)

5) Deadline Dates

- Censorship submission (DVD/CD) - **7th January**
- End User Certificate - **7th January**
- Sea - **27th January 2013**
- Air - **2nd February 2013**
- Road - **2nd February 2013**
- Courier - **4th February 2013** ***

***Courier shipments will only be accepted at the following address – (do not send to the venue)

Juma Airlink L.L.C
C/o IDEX 2013, Abu Dhabi
Al Nasr Street, Bin Hamoodah Bldg, Door no: M1

PO Box 27374, Abu Dhabi UAE
Tel: +971 2634 9597 Fax: +971 2639 1417
Fao: Jamil Khatib
Name of Exhibitor: Stand number:

Important Note : Even if the shipments arrive on or before the dead line dates instructed, we can only custom clear them and keep them ready at the airport / seaport customs bonded areas, the cargoes cannot be moved to the show site until and unless the show site is ready and we get the final green light from the Military / IDEX committee. Storage will be applicable and has to be billed to client.

6) Weapons, Ammunitions and Restricted Cargo

§ Any weapons, ammunition or explosives brought in for the exhibition must be either 'dummy' or 'inert'. Weapons must be made irreversibly inoperable. Missiles and rockets, whether actual size or scale models must either be a cutaway model or an inert item.

§ Import of alcohol or shipments with alcohol contents are NOT permitted

§ All items must be clearly detailed on your End User Certificate. It is the exhibitor's responsibility to ensure the End User Certificate is in place prior to export.

7) Return Shipments

§ At the close of the show, all exhibits must be exported out of Abu Dhabi. Full return shipping instructions must be given in writing to GT Exhibitions onsite staff. Failure to supply this information before the close of the show, may force us to transfer the freight to Dubai, as we have to clear the site. If this happens, please be aware that the Dubai handling rates will apply.

§ Shipments coming via Dubai port / airport must be exported from the same port of entry. Shipments imported into Abu Dhabi seaports (Mina Zayed or Khalifa/Kizad) and airport, can be re-exported from Dubai if required.

§ **Due to Military restrictions, no shipments can be handed over to another forwarder for export, or be transferred to another show / venue. Other forwarders are not able to clear goods in the name of IDEX and can NOT be involved with the re-export.**

8) Customs Duty

- The "Port and Custom authorities" of the UAE levy a **5% duty** on goods which are sold, giveaways and any non return items such as leaflets, brochures, catalogues etc. The duty is based on cost, insurance, and freight value declared. (C.I.F.) therefore, please issue detailed invoices showing C.I.F. values.

§ For shipments arriving directly into Abu Dhabi airport or seaport there are no temporary import fees.

§ Shipments arriving into Dubai airport or seaport will be Customs cleared in Dubai and are subject to a temporary import fee. This is based on the following calculation: 5% of CIF Value is declared as a 'duty deposit amount', the temporary import fee is based on 3% of this figure.

§ UAE Customs can, and often do, re-evaluate the value of invoices. GT Exhibitions / Airlink UAE will not be held responsible for an invoice value being increased by the authorities and the subsequent increase in charges relating to this value.

- It is essential, that the information mentioned on the documents matches with those mentioned on the AWB, B/L, packing list and Invoice

- All brochures, give aways, leaflets, samples which are not returning, must be on a separate detailed invoice showing the number of pieces, weight, dimensions, individual value per item, and total CIF price.

9) Insurance

- We would like to advise that it is the responsibility of each exhibitor to arrange Marine (transport) Insurance. This should cover transport to the exhibition, all handling by GT / Airlink, duration of the exhibition and the return/on-forwarding of the shipments.

- For shipments arriving in apparent damaged condition, the airport / seaport will not assist with surveys or provide any damage reports. The goods will need to be surveyed on site by the exhibitor's survey company to process any claims.

- The freight yards at the show site are open areas and have no protection from the elements. Whilst we will do our utmost to cover freight and empties in the holding areas, we cannot be held responsible for any damage caused by climatic conditions.

- Our tariff is computed on the basis of volume/weight and has no correlation with the value of exhibits. The cost of insurance cover is not included in our charges.

10) Terms of Payment

Inward: Upon uplift of goods, prior to delivery to stand.
Outward: Upon presentation of invoice, prior to dispatch of shipments

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset. Personal or foreign cheques are not acceptable.

Payment can be made by bank draft or by telegraphic transfer to our account as follows:

Account Name: GT Exhibitions Ltd
Bank Name: HSBC International Branch
Branch: London EC2P 2BX
US$ Account Number: 39948440
SWIFT CODE: MIDLGB22
IBAN Number: GB12MIDL40051539948440

(Remitting bank charges are to be borne by the exhibitor)

All business transacted in accordance with our General Trading Conditions, copy is available upon request. Business with third parties is made by the company as an agent of the company.

It is the responsibility of the exhibitor to advise the official onsite freight handler of their freight details and to ensure that they are aware of the costs of onsite handling charges.

FOR HEALTH & SAFETY AND SECURITY REASONS THE OFFICIAL CONTRACTOR HAS SOLE RESPONSIBILITY FOR THE MOVEMENT AND CO-ORDINATION OF ALL EXHIBITS ON THE EXHIBITION SITE, INCLUDING THE PROVISION OF LABOUR AND HANDLING EQUIPMENT. NO OTHER CONTRACTOR OR THEIR EQUIPMENT WILL BE ALLOWED TO OPERATE WITHIN THE EXHIBITION AREA

7.2 Deliveries to Site
Deliveries will not be accepted onsite before the following deadlines:

- 06th February 2013 for all heavy or outsized items & items requiring rigging
- 08th February 2013 for space only exhibitors
- 13th February 2013 for shell scheme exhibitors

All deliveries must be marked up clearly, as follows:

**Company Name, Stand Number, Hall & Contact Number **

IDEX 2013
ADNEC,Abu Dhabi
United Arab Emirates

Please ensure that your exhibit materials are in the hall at least 2 days prior to the official opening. Exhibit materials, including brochures, posters and samples etc. being brought to the halls after this time will not be permitted through the front main entrance doors. Only hand carried items may be brought into the hall during show open hours. Any items requiring a trolley or pallet truck must wait until after the show has closed.

Please ensure that anyone delivering goods to you knows your stand number, hall name and that they deliver them at an appropriate time when someone is on the stand to receive the goods.

For security reasons the organisers are not permitted to accept deliveries on behalf of exhibitors. This is especially applicable to courier services that require a signature; all couriers will be held within the reception building where exhibitors will have to meet them in order to sign and receive their delivery.

Deliveries to the stand during the exhibition open period may be made early each morning, more details to follow. Throughout the course of the day only hand-carried items will be permitted entry and will be subject to security screening.

7.3 Delivery Vehicles & Courier Access

All delivery drivers visiting the site during the show open period must follow the “Couriers & Show Deliveries” signage upon arrival at ADNEC. Delivery drivers will only be permitted to enter the venue if they are in possession of a photo ID pass which must be applied for in advance. Delivery drivers without a photo ID pass will not be able to enter the venue and exhibitors must make arrangements to collect deliveries themselves from the designated collection point near Hall 12. It is the responsibility of the exhibitor to ensure they have a representative on site to receive or collect any deliveries, the Organisers will not accept any deliveries on behalf of exhibitors.

For security reasons, no delivery drivers without photo ID passes will be able to enter the venue under any circumstances.

To avoid unnecessary delays, exhibitors and contractors making deliveries during the show open period are advised to give advance notification of intended dates of delivery to the operations team. This can be done by emailing: operations@idexuae.ae

Please note: All vehicles entering the exhibition site are liable to be searched

7.4 Documentation

The preparation of documents must be in accordance with the regulations laid down by the United Arab Emirates Customs Authorities. Please see Section 7.1

7.5 Onsite Goods Handling

For enquiries or information relating to shipments arriving at the exhibition hall marshalling yard for delivery to the stand, please contact **GT Airlink**, our official onsite freight handler.

06th and 07th February 2013 are designated heavy lift days. Exhibitors requiring a crane for positioning items in excess of 2000 KG or measuring more than 2.5m in length, width or height are responsible for liaising with **GT Airlink** to ensure that all heavy exhibits or outsized items are onsite and placed during these two days. Any heavy or outsize items arriving after this date will not be permitted entrance into the halls. This also applies to display vehicles. This is for the safety of the exhibitors and contractors working in the halls during the build up period

Exhibitors are advised to make sure that their contractors have all the contact details of the Official Onsite Freight Handler (GT Airlink).

7.6 Unloading of Equipment

The use of powered mechanical handling and access equipment is strictly controlled. The official onsite freight handlers & rigging contractor are the only persons authorised to operate lifting and access equipment and forklift trucks within the IDEX site. This appointment provides the necessary levels of competence and controls over all heavy lifting operations, required to satisfy Health & Safety regulations. **GT Airlink** is the only companies permitted to provide lifting services at IDEX 2013. Stand build contractors and exhibitors will not be permitted to operate any lifting or access equipment. Any unauthorised lifting or access equipment will be removed from site.

7.7 Removal of Exhibits

Stands and Exhibits must not be dismantled before the exhibition closes at 1800 hrs on Thursday 21st February 2013.

All exhibits must be cleared from the site by 18.00 hrs on Monday 25th February 2013. All outsized items, heavy items and items requiring rigging will be the last items to leave the halls for Health & Safety Reasons. All other items must be removed in accordance with the below deadlines:

Thursday 21st February	**18:00 – 22:00**	**Removal of hand held goods only**

Thursday 21st February	**22:00**	**Vacate All Shell Scheme Stands**
Friday 22nd February – Monday 25th February	**08:00 – 18:00**	**Dismantling & Removal of stands**

Exhibitors taking hand held and locally transported goods off site must complete a Security form listing items to be removed. Forms may be obtained from the Exhibitors Information Desk. They must be signed and stamped by the organisers and by the GHQ Logistics Committee. Security forms are not required for goods going out as air and sea freight.

7.8 Insurance

It is the responsibility of the exhibitor to carry full insurance cover from the point of leaving the warehouse up to the point of return to origin.

7.9 Restricted Items

Companies who are in doubt as to whether import of their goods to the UAE is restricted should contact the relevant Government Trade Office of the country of origin. Additionally, any goods of a hazardous nature should be separately listed on invoice forms and full particulars given (i.e. IMCO Classifications etc.) in order that suitable stowage can be arranged.

BADGES AND PASSES

EXHIBITOR BADGES, CONTRACTOR BADGES & CAR PARK PASSES

PLEASE NOTE: THIS SECTION IS FOR YOUR INFORMATION ONLY. THE DEADLINE FOR SUBMITTING BADGES IS THE 10TH OF JANUARY 2013.

Please note that an e-mail has been sent to the account manager with the link for your accreditation.
If you have not received it, please contact idex2013@eventadv.com with your company name and the contact person who should receive the link.

For contractors, please request your contractor badges directly from the exhibitor, they will set-up an account for you and you will be able to fill out the registration forms.

For any question or technical difficulties, please send your request to idex2013@eventadv.com

8.1 Types of Badges

As an exhibitor you have a complimentary allowance of:

- Exhibitor Badges
- Contractor Badges
- Car Park Passes

ORDERS CAN ONLY BE APPLIED FOR ONLINE. No other form of application can be processed.

8.2 Accessing the Ordering System

To access the on-line manual exhibitors must login using their unique company username and password. These details are issued to the primary exhibition contact within the company.

If login details are not known, please email operations@idexuae.ae to request a copy of the company login details. The request will then be forwarded to the primary exhibition contact; it is then their responsibility to pass on the login details. Please understand that the organisers are not able to handout company login details to anyone other than the primary exhibition contact for security reasons.

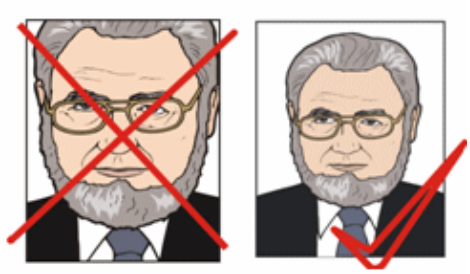
Once logged in to the exhibitor manual, exhibitors should proceed to the badging section of the manual, where all orders can be placed.

The organisers recommend that exhibitors keep their login details confidential as anybody with these login details can effectively use your allocation of passes without you being aware.

8.3 Badge Applications

Both Exhibitor and Contractor badges are photo passes. Photographs must comply with the following International standards for passport photographs:-

- Be of you on your own (no group or family photographs)
- Be a close-up of your head and shoulders so that your head, from the bottom of your chin to the crown of your head is in view.
- Be in colour
- Be in clear and sharp focus, with a clear distinction between face and background
- Be free from shadows
- Show your full head, without any head covering, unless you wear it for religious or medical reasons
- Be taken with nothing covering your face. Please make sure nothing covers the outline of your eyes, nose or mouth.
- Be taken against a plain cream or light grey background.
- Be taken with your eyes open and clearly visible (no sunglasses or tinted glass and no hair across your eyes)
- Be free from reflection or glare on your glasses, and the frames must not cover your eyes (where possible, we recommend that you remove your glasses)
- Show you with a neutral expression and your mouth closed (no grinning, frowning or raised eyebrows)



Photographs must be in JPEG or BITMAP (BMP) format and should be no larger that 2Mb and no smaller than 165 pixels wide by 225 pixels high.

Please note when completing your online application, you will be asked to upload a scanned copy of your passport. You may wish to prepare for this in advance.

All applications for passes are security cleared by the Abu Dhabi Authorities. This can take up to 72 hours and no applications can be proceed before this clearance is granted. The organisers will inform exhibitors of any rejected applications but will not be able to provide any further details.

The organisers strongly recommend that all pass holders carry a photographic form of ID at all times, i.e. Passports, drivers licence or national ID cards are recommended.

8.4 Exhibitor Badges

Badges can be collected on site at ADNEC.

Please Note proof of identity will be required in order to obtain exhibitor badges. A company representative may collect all relevant badges; however they will need to prove their identity before the badges can be released. The following forms of identity will be accepted:-

- Passport,
- Photographic ID card,
- Driving licence.

All collections must be signed for by a member of your company, this individual is then responsible for the distribution of the badges.

Please note exhibitor badges will not be mailed out in any instance.

8.5 Contractor Passes & Essential Maintenance Passes

Please Note: contractor passes do not allow access during the show period.

If exhibitors require their contractors to have access during the event then they must obtain an Essential Maintenance Pass in addition to a contractors pass. Both passes must be worn in conjunction in order for contractors to gain access to site during show days.

8.6 Car Park Passes

Exhibitors are provided with a free allocation of car park passes based on their participation.

6 - 20 Sqm Stand	1 Car Park Pass
21 - 50 Sqm Stand	3 Car Park Pass
51 - 100 Sqm	6 Car Park Pass
Over 100 Sqm	10 Car Park Pass
Over 500 Sqm	20 Car Park Pass

In order to claim their complimentary car park passes exhibitors must apply via the online system.
NO CAR PARK PASSES WILL BE AVAILABLE TO EXHIBITORS WHO DO NOT PLACE ORDERS ONLINE.

Car park passes will be available for collection on site at ADNEC. Proof of identity will be required before the passes are released.

Due to the limited car parking at ADNEC we regret that no additional car parking passes are available. However, a park and ride service will be provided by the organisers. This facility will be clearly sign posted upon approaching the show site.

The organisers highly recommend that where possible other modes of transport are used. Please refer to **Section 3** for further details on alternative transport options.

Marketing

Marketing & PR Section

This section is designed to help you maximise your participation at IDEX 2013 and is split into 2 sections.

- Planning Ahead: Pre-Show Promotion
- Being There

IMPORTANT: Please complete your *Exhibitor Listing Entry* by 1 January 2013. For more information refer to section 9.1

9. Planning Ahead: Pre-Show Promotion

This section offers hints and tips on advance promotion for your participation at the show in February 2013 and the opportunities available to you in the run up to the show.

9.1 Exhibitor Listing Entry

All exhibitors are entitled to a complimentary Exhibitor Listing in the:

1. Online Exhibitor List
2. Official Show Guide (basic entry)
3. Official CD-ROM (basic entry)

Please complete your *Exhibitor Listing Entry* by **1 January 2013***.

* Information submitted after this date cannot be guaranteed to appear in the Official Show Guide or CD-ROM. If no entry is submitted your company name, stand number and contact details (as displayed in the participation contract) will be entered as default.

9.1 **How to submit your Exhibitor Listing Entry**

Log into the Exhibitor Zone (TBC); and select 'Exhibitor Listing Entry'
from the right hand menu titled 'Your Exhibitor Zone' and complete the following:

For your basic entry (that will appear in the Official Show Guide or CD-ROM) complete:

- Stand Information (for reference only)
- Add/Edit Company Contact Details
- Add/Edit Product Categories
- Add/Edit Company Profile

To enhance your entry (online only) please complete:

- Add/Edit Company Logo
- Add/Edit Press Releases
- Add/Edit Product Information
- Add/Edit Brochures

9.2 Official Show Guide

The Official Show Guide for IDEX 2013 will be published by IHS Jane's. Copies will be produced in print and CD-ROM. It will be distributed to VIPs, official delegations, exhibitors and media at the show and will also be sold to trade visitors.

9.2.1 Free basic entry
All exhibitors are entitled to a complimentary basic entry (displaying 150 word company profile, company name and contact details) in the Official Show Guide and CD-ROM. (To submit your entry see 9.1.1)

9.2.2 Enhanced entry
To enhance your entry within the Official Show Guide and CD-ROM your company can include up to 3 photographs and a company logo. To order an enhanced entry please complete the form: ***Show Guide – enhanced listing*** by 1 January 2013 or contact Paul Portnoi by email: pd.portnoi@virgin.net

9.2.3 Advertising
To advertise in Official Show Guide/CD-ROM please complete the form: ***Show Guide/Show Daily Advertising*** or contact

IHS Jane's:
UK/ROW Tel +44 (0) 20 32532289
US Advertisers Tel +1 (703) 236 2410
E-mail: magazines@ihs.com

9.3 PR

9.3.1 **Official PR agency**

Edelman are the official PR agency for IDEX and NAVDEX 2011. They are leading the PR campaign to drive awareness and build publicity for both events.

The PR campaign primarily targets the national daily Arabic and English press throughout the UAE and GCC; and the international trade publications for the defence industry.

Contact Edelman for any PR related enquiries.

Harrison Rice
Account Manager
Email: harrison.rice@edelman.com

Ghaith Nazzal
Account Manager
Email: ghaith.nazzal@edelman.com

9.3.2 **Daily Events Diary**

In order to keep a 'Daily Events Diary' we ask you to keep us informed and up to date with timings for any events, receptions and media announcements they may be planning over the exhibition period. Information may be sent to marketing@idexuae.ae entitled 'Daily Events Diary'.

9.3.3 **Press Releases / Product Information / Images**

As an exhibitor you can submit your latest press releases and product information onto the IDEX site, these will appear in your online exhibitor listing and will be available to media journalists to access from the Online Media Centre.

We recommend that all news is relevant to your presence at IDEX 2013, new product/technology launches or related to contracts with the UAE, or deals/ announcements.

To upload this information – please log into the Exhibitor Zone (TBC); and select the following options from the right hand menu titled 'Your Exhibitor Zone'

- Upload/Edit Press Releases
- Upload/Edit Product Information
- Upload/Edit Brochures

9.4 Pre-show promotion

The marketing campaign for IDEX and NAVDEX ensures pre-promotion of the show across a broad range of media locally and internationally. We recommend that as an exhibitor you promote your presence at IDEX using a number of communication methods.

9.5 Advertising and PR in Industry Media

IDEX recommends that exhibitors support the IDEX/NAVDEX advertising activity by submitting press releases to these industry publications. To see the list of industry media that we are working with please visit www.idexuae.ae/media and www.navdex.ae/media

In the run up to the events you are also probably planning to do some advertising to support your press releases and enhance the visibility of your company at IDEX.

Why not make sure that your ads tell readers that you'll be at IDEX 2013? Adding the show logo or stand number to your ads is an easy way to do this, click here to download the logos.

9.6 Local Advertising (in Abu Dhabi)

IDEX is a highly recognised and prominent event within the city of Abu Dhabi and across the GCC. Culturally it is common place for the show and its exhibitors to welcome the IDEX event to the region through advertising on local radio, in daily newspapers and around the city of Abu Dhabi (via outdoor media) at least two weeks prior to the event and during the show.

The results of this activity will reward companies with recognition from the local dignitaries and the international visitors to the show. For more information on this please email marketing@idexuae.ae

9.7 Direct Mail

Inviting your customers to see you at the show is an obvious, but an often overlooked activity. Between now and the show make sure that you include details of your participation in any mailing that you may be doing to your own list of clients. Remember you can download the event logos for use within the mailings by clicking here.

9.8 Email Activity

We have produced an email 'Invitation to attend IDEX 2013' that is free-of-charge for you to send out to your clients/prospects.

It is an ideal, low-cost way of ensuring that your customers and potential customers will visit you at the event. To request this complimentary email invitation please complete the marketing form "***Visitor Email Invitation".***

10 Being There

This section lists what PR/Marketing activities are being carried out by the team at IDEX and highlights which of these opportunities are available to you during the event.

10.1 Media Centre

The onsite Media Centre for IDEX will be located in the central plaza. This centre will provide full facilities for all the local and international journalists, TV and Radio reporters attending the exhibitions.

10.2 Press Conference Rooms

Two press conference rooms will be available in the Media Centre for exhibitors to hold their press conferences / media briefings. The facilities provided include

- A top table for up to four people
- Seating for 80 or 120 persons approx. (dependent on room)
- One screen, LCD projector, sound systems and three tables
- Two roaming microphones
- Translators
- Translation booths

To reserve a press conference room please complete the form "***Press Conference Room Reservation"***. As there are a limited number of slots, bookings are taken on a first come first served basis, therefore exhibitors are encouraged to book early.

Please Note: Refreshments are not provided, if refreshments are required exhibitors should book these directly with the Official Caterer.

10.3 Media kit and notice distribution

Exhibitors are encouraged to provide information to the media during the open days of the exhibition.

A notice board situated within the media centre can be used by exhibitors to post notices and to invite media to attend announcements. Please deliver these to the Media Centre reception for these notices to be put up.

Pigeon holes (one for each registered publication attending the event) will be located in the Media Centre. Exhibitors are welcome to distribute their press releases / company information to the media via these pigeon holes. Where possible, press releases should be in Arabic and English.

10.4 Show Daily (Printed & Online)

Four issues of the Official Show Daily will be produced and written on-site in English and Arabic by IHS Jane's. The Show Daily will be distributed FREE to all exhibitors, visitors, media and VIPs.

The IHS Jane's Show Daily office will be located inside the tented area, next to the media centre of the IDEX site.

IHS Jane's will also be producing the Official online show daily, which will be hosted on janes.com/idex. This site will go live during January 2013 and remain so until well into 2015. janes.com/idex displays comprehensive editorial coverage/imagery from the exhibition and conference.

9.1.1 Editorial Submission

Editorial content for the Show Daily and online portal can be submitted in English and/or Arabic two months prior to the show and daily throughout the event. Please send editorial and images through to showdaily@janes.com or contact Lynne Samuel on +44 (0)20 3253 2234 or lynne.samuel@ihs.com.

9.1.2 Advertising

To advertise in Official Show Dailies please complete the form: ***Show Guide/Show Daily Advertising*** or contact IHS Jane's: UK/ROW Tel +44 (0) 20 3253 2289

US Advertisers Tel +1 (703) 236 2410
E-mail: magazines@ihs.com

10.5 Sponsorship Opportunities

Sponsorship can play an integral part in achieving show objectives and increasing exposure for your company, brand and products.

IDEX offers a number of sponsorship opportunities to help:

- promote company presence at the show
- attract visitors to your stand
- increase brand/product awareness
- build sales leads
- drive product knowledge

For more information about these opportunities please contact Michelle Higgins by email michelle.higgins@adnec.ae

10.6 Onsite Advertising

10.6.1 **Media Sites at ADNEC**

A number of on-site advertising opportunities are available to exhibitors wishing to raise their profile. This media can be booked via Michelle Higgins, please contact her directly by email: michelle.higgins@adnec.ae

10.6.2 **Official Video Wall**

Your company is offered a great opportunity to let all attendees know:
(a.) You are here!
(b.) What you do!
(c.)Where to find you!
Maximize your presence with a video running on 4 Giant screens (Cube) throughout the entire course of IDEX 2013.

For more information contact: Global Media Applications Ltd. by tel: +44 (0)20 83475937 or email: info@global-media-applications.com or geoff@global-defence.com.

10.7 Meetings with Official Delegations

Over 100 Official Delegations from around the world are invited to attend IDEX 2013. There may be an opportunity for these delegations to visit your stand. If an exhibiting company would like apply for this opportunity please complete form: ***Meetings with Official Delegations.***

Whilst every effort will be made to meet your requirements please note that there will be time constraints on the delegations' availability. The programme may only allow each delegation five to ten minutes to visit each stand. In order to save time and ensure that the time given is used to its maximum efficiency it is recommended that exhibitors ensure that the relevant information is ready for presentation to the visiting delegation(s).

Checklist/ Order Forms

Forms / To Do List

To help with your organisation the table below shows a list of all deadlines, which must be adhered to. Late or on-site orders will incur surcharges for some services and choice of items such as furniture, floral etc may be limited.

The table below shows a number of tasks. The sort order can be changed by clicking on the column header. The status of a task should be changed as tasks are actioned, and can be done by selecting an alternative status from the drop down list. To view the full details for a task, click on the name. This also allows you to connect to on-line ordering websites, or download the associated forms. On the task detail page you can make your own notes about each task, which will be held for the next time you visit the task.

Please remember to complete your compulsory tasks.

You still have 4 compulsory tasks to complete.

Forms for all Stand Types

Name	Required	Due Date	Days Remaining	Status	History
Accomodation-Hotel Reservations IDEX 2013	Optional	n/a		Started	
AV Contractor	Optional	10-Jan-2013	49	Not Done	
Car Hire Reservations IDEX 2013	Optional	n/a		Not Done	
Demonstration Application 2013	Optional	07-Jan-2013	46	Not Done	
Electrical Orders (Shell Scheme)	Optional	10-Jan-2013	49	Not Done	
End User Certificate	Compulsory	10-Jan-2013	49	Not Done	
Floral/Plants Hire	Optional	10-Jan-2013	49	Not Done	
Furniture Order Form	Optional	10-Jan-2013	49	Not Done	
IDEX Rigging	Optional	04-Jan-2013	43	Not Done	
IT & Telecommunications Order Form	Optional	10-Jan-2013	49	Not Done	
Meetings with Official Delegations	Compulsory	01-Feb-2013	71	Not Done	
Parking Passes	Optional	07-Jan-2013	46	Not Done	
Press Conference Room Reservations	Optional	30-Jan-2013	69	Not Done	
Shell scheme extras and Standfitting Form	Optional	10-Jan-2013	49	Not Done	
Shell Scheme Nameboard	Compulsory	10-Jan-2013	49	Started	
Show Guide / Show Daily Advertising	Optional	04-Jan-2013	43	Not Done	
Show Guide Enhanced Listing	Optional	04-Jan-2013	43	Not Done	
Sightseeing - Tour Bookings IDEX 2013	Optional	n/a		Not Done	
Space Only And Outdoor Stands	Compulsory	18-Nov-2012	0	Not Done	
Stand Catering	Optional	20-Jan-2013	59	Not Done	
Stand Cleaning Order Form	Optional	27-Jan-2013	66	Not Done	
Vehicle (Motor), Mobile Units, Helicopters & Aquatic Craft		07-Jan-		Not	

Exhibits	Optional	2013	46	Done
Visitor Email Invitation	Optional	n/a		Not Done

Adobe Acrobat Reader

Many of the forms in this manual can be downloaded in the Adobe Acrobat PDF format. For these to be viewed you will need Adobe Acrobat viewer installed on your system. If you do not have this then click here to download this from the Adobe website.

Stand Details

Your Name:	Mrs. Ida De Mari
Company Name:	Ediconsult International
Address:	Piazza Fontane Marose 3, 16123 Genova ITALY
Postcode:	.
Telephone:	39 010 583 684
Fax:	39 010 566 578
Email:	fiere@ediconsult.com
Stand Number:	7

If these details are incorrect, then please email operations@idexuae.ae so they can be changed.

Contact Us

Contact Us

If you are having difficulty using this manual, please email your problem to the **webmaster** or call the Manual Hotline on + 44 (0) 844 557 2860.

The hotline is open from 8.30am until 5pm, Monday to Friday.