EXHIBITOR MANUAL

14-18 NOVEMBER 2021

DWC, DUBAI AIRSHOW SITE

www.dubaiairshow.aero

@dubaiairshow

14th – 18th November 2021
DWC, Dubai Airshow Site

Organised By:

Tarsus
F&E LLC MIDDLE EAST

Dubai Office
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Dubai
UAE
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THE OPERATIONS TEAM

Senior Operations Manager	Sarah Dunne	sarah.dunne@dubai.aero
Operations Manager	Paul Booth	pbooth@tarsus.co.uk
Senior Operations Executive	Savitha Abreo	sabreo@tarsus.co.uk

EXHIBITION SCHEDULE

EXHIBITION BUILD UP		
Access to Site for Double Storey Chalets & Chalet Line Pavilions	08:00 – 18:00	24th October 2021
Access to Site for Static Park Pavilions	08:00 – 18:00	24th October 2021
Access to Site for Single Storey Chalets	08:00 – 18:00	31st October 2021
Heavy Lift Day & Pre-rig Day	08:00 – 18:00	4th & 5th November 2021
Access to Site for Double Deck Space Only Stands (Hot Work Day)	08:00 – 18:00	6th & 7th November 2021
Access to Site for Space Only Stands	08:00 – 18:00	8th November 2021
Access to Site for Space, Chalet & Pavilion Exhibitors	08:00 – 18:00	8th November 2021
Access to Site for Shell Scheme Exhibitors	08:00 – 18:00	11th November 2021
All freight and debris to be cleared from Static Area	16:00 – 18:00	10th November 2021
Stand construction must be completed	18:00	12th November 2021
Security Sweep – All personnel must vacate the show site***	16:00	13th November 2021

All stand, chalet & pavilion construction must be completed by 18:00 on Friday 12th November. Exhibit set up should be completed by 16:00 on Saturday 13th November. Failure to meet these deadlines will result in a penalty fee.

***** Please note after this time no re-admittance to the venue will be allowed until 08:00 on Sunday 14th November (show opening day). When vacating the site for the security sweep, please ensure all chalet and stand doors, cupboards, cabinets are left open/unlocked for inspection access. Any doors not left unlocked will be forcibly opened.**

SHOW OPEN DAYS		
	EXHIBITOR ACCESS	**SHOW TIMES**
Sunday 14th November	08:00 – 18:00	10:00 – 17:30
Monday 15th November	08:00 – 18:00	10:00 – 17:30
Tuesday 16th November	08:00 – 18:00	10:00 – 17:30
Wednesday 17th November	08:00 – 18:00	10:00 – 17:30
Thursday 18th November	08:00 – 18:00	10:00 – 17:30

SHOW EVENTS		
Sunday 14th November	10:00	Opening Ceremony
Sunday 14th November	10:00 – 14:00	Royal Tour
Wednesday 17th November	TBC	Gala Dinner

BREAKDOWN		
Thursday 18th November	18:00 – 22:00	Removal of handheld goods only
Thursday 18th November	18:00 – 22:00	Vacate All Shell Scheme Stands
Friday 19th November – Saturday 20th November	08:00 – 18:00	Dismantling & Removal of Stands
Friday 19th November – Tuesday 23rd November	08:00 – 18:00	Dismantling & Removal of Chalets & Pavilions
All exhibits stand fittings and waste must be cleared from the exhibition hall by 18:00 on Saturday 20th November 2021. Any items left in the hall after this time will be treated as waste. Failure to meet this deadline will result in a penalty fee.		

OFFICIAL CONTRACTOR CONTACT

Audio Visual Equipment	**Dubai World Trade Centre** United Arab Emirates Tel: +971 4 389 3999 UAE Toll-free 800 3982 Live Chat www.eventplus.com Contact Jennifer Abustan E-mail: support@eventplus.ae
Catering Contractors **** OFFICIAL CONTRACTOR MUST BE USED FOR THIS SERVICE ****	**Dubai World Trade Centre** **Chalet & Outdoor Pavilion Catering** Tel: +971 4 389 3999 UAE Toll-free 800 3982 Live Chat www.dwtc.com E-mail: airshowhospitalitysales@dwtc.com **Stand Catering Enquiries** Tel: +971 4 389 3999 UAE Toll-free 800 3982 Live Chat www.eventplus.com E-mail: support@eventplus.ae
Chalet Catering Contractor **(Chalet line only)**	**The Westin Mina Seyahi – Marriott International** PO Box 213084 T: +971 56 216 0374 E-mail: ahmed.khan@marriotthotels.com
Official Chalet Fit Out Contractor	**GES Middle East** Dubai Investments Park 2, Plot 597, Street 3, Dubai, P.O. Box 282786 Tel: + 971 4 88 59 336 Mobile: + 971 58 178 4723 Contact: Jessica Semblante E-mail: jsemblante@ges.com
Cleaning Contractor	**Berkeley** Dubai Contact: Satheesan Bhaskaran Tel: +971 4 339 3111 On-Site Tel: +971 56 174 2807 E-mail: airshow@berkeleyuae.com
Electrics, Shell Scheme & Furniture **(General Services contractor, Graphics)**	**GES Middle East** Dubai Investments Park 2, Plot 597, Street 3, Dubai, P.O. Box 282786 Tel: + 971 (0)4 885 5448 Contact: GES UAE Service Centre E-mail: das@ges.com

Floral Hire	**Blooms** PO Box 51980 Dubai, United Arab Emirates Tel: + 971 (0)4 394 6094 Fax: + 971 (0)4 394 6093 Contact: Romeo Baguio E-mail: blooms@emirates.net.ae

Freight & Goods Handling Co-ordinator Recommended Shipping & Freight Forwarding Contractor **** OFFICIAL CONTRACTOR MUST BE USED FOR THIS SERVICE ****	**GT Exhibitions Ltd** GT House, 25-27 Blackwell Drive Springwood Industrial Estate Braintree, Essex, CM7 2PU United Kingdom Tel: +44 (0) 1376 567567 Fax: +44 (0) 1376 335034 Contact: Matt Cross/ Simon Peak E-mail: Mattcross@gtexhibitions.com simonpeak@gtexhibitions.com

Freight & On-Site Goods Handling Agent in Dubai **** OFFICIAL CONTRACTOR MUST BE USED FOR THIS SERVICE ****	**Airlink International** PO Box 10466 Dubai, United Arab Emirates Tel: + 971 (0)4 332 5334 Fax: + 971 (0)4 332 5155 Contact: William Lobo E-mail: william@airlink.ae

Hotel Agent for International Exhibitors & Visitors	**HotelMap** 90 Long Acre Covent Garden London, WC2E 9RA Tel: +44 (0) 20 7420 4972 Contact: Jessica E-mail: jessica@HotelMap.com

Platform & Flooring Contractor	**Eco Flooring** Dubai Investments Park PO Box 31362, Dubai Tel: + 971 (0)4 320 4065 Fax: + 971 (0)4 320 4067 E-mail: ecofloor@projexuae.com

Rigging Contractors **** OFFICIAL CONTRACTOR MUST BE USED FOR THIS SERVICE ****	**Unusual Rigging & Engineering** FNC Warehouses, Building 6 Unit/WH9 Dubai Investments Park, Dubai United Arab Emirates Tel: +971 (0)4 885 9009 Mob: +971 56 1169 749 Contact: Denis Bramhall / Joie Salazar E-mail: Denis.bramhall@unusualrigging.com / joie.salazar@unusualrigging.com

Security Contractor	**Berkeley** Dubai Contact: Satheesan Bhaskaran Tel: +971 4 339 3111 On-Site Tel: +971 56 174 2807 E-mail: airshow@berkeleyuae.com

Temporary Staff Agency	**Vibes Events** PO Box 37010 Abu Dhabi Contact: Valentine Fernandes Tel: +971 2 643 4440 Tel: +971 2 643 4464 E-mail: valentine@vibes.ae

Transportation and Limousines Service	**Communicor Ltd** Stonebridge House 577a Bath Road Longford UB70EW United Kingdom Contact: Marta Ferreira Tel: +44 (0)208 283 1950 Fax: +44 (0)208 282 1951 E-mail: marta@communicoruk.com info@communicoruk.com

EXHIBITOR CHECKLIST

CHALET AND PAVILION EXHIBITORS CHECKLIST

ITEM	DEADLINE
Chalet Alterations	16th August 2021
Chalet & Pavilion Design and Authorized Contractors	26th September 2021
Chalet Utilities	19th September 2021
Generator Orders	19th September 2021
Internet and Telephones (Optional)	16th October 2021
Official Show Guide	2nd October 2021

SPACE ONLY EXHIBITORS CHECKLIST

ITEM	DEADLINE
Furniture (Optional)	12th October 2021
Internet and Telephones (Optional)	16th October 2021
Rigging (Optional)	30th August 2021
Space Only Electrical Requirements	12th October 2021
Stand Design and Authorized Contractors	26th September 2021
Official Show Guide	2nd October 2021

SHELL SCHEME EXHIBITORS CHECKLIST

ITEM	DEADLINE
Furniture and Stand Fittings (Optional)	12th October 2021
Internet and Telephones (Optional)	16th October 2021
Shell Scheme Additional Electrical Requirements (Optional)	12th October 2021
Shell Scheme Name Panel	12th October 2021
Official Show Guide	2nd October 2021

A-Z Guide

Accommodation & Travel Agents
The official travel agent **HotelMap** are 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 for Dubai Airshow 2021. Please see the official contractors list for their contact details.

Aisles & Gangways
Exhibitors must ensure that for health & safety reasons and to aid the access of other exhibitors, gangways are kept clear of all items including stand fitting materials and exhibits during build-up and breakdown.
Please be aware: Emergency gangways MUST be kept clear at all times.

Animals
Animals are not permitted during build-up, open & breakdown periods. However, exceptions may be made for accredited 'assistance' animals . Please contact operations@dubai.aero if you require assistance.

Audio Visual Equipment Hire
Dubai World Trade Centre has been appointed the official supplier of AV equipment for Dubai Airshow 2021. If you should have any further queries please contact Dubai World Trade Centre directly, their details can be found in the official contractors list.

Badge Application Requirements
To apply for badges, exhibitors must log in to the Exhibitor Ordering System (EOS) with their unique company username and password. Please see Exhibitor Ordering System section

Both Exhibitor and Contractor badges are photo passes which must comply with international standards for passport photographs:-
All pass holders must carry a photographic form of ID at all times, i.e. passport, drivers licence or national ID card.

Badges can only be collected from the registration area at the show entrance. A company representative may collect all relevant badges; however they will need to prove their identity before the badges can be released.

Essential Maintenance Badge allows access for a pre-registered contractor to the venue during show opening period only. This badge must be worn with a pre-registered Contractor Badge.

Essential Maintenance badges will be included in the Exhibitor pack and can be collected from the registration desk along with the Exhibitor Passes for the show.

The following table is a summary of both FOC and purchasable badges and passes for Dubai Airshow, GATM, Cargo Connect, Space, Tech Zone, and Start Up Zone 2021. All prices are exclusive of VAT.

Category Description	**A** 12-24 sqm	**B** 25-49 sqm	**C** 50-99 sqm	**D** 100sqm and over	**E** Single Chalet	**F** Double Chalet	**G** Aircraft	**H** Start Up Pod
2Exhibitor badge allocation Additional exhibitor badge USD85 each	5	7	10	20	5	20	5	2
Priority pass allocation Additional priority passes, USD265 each	0	1	2	3	1	3	0	0
Visitor invite allocation Additional visitor invites, USD85 each	50	75	100	150	50	150	0	50

Contractor badge allocation Additional contractor badge USD85 each	4	5	8	16	4	16	2	0
Essential Maintenance Badge Additional Essential Maintenance badge USD75 each	1	2	2	4	1	4	1	0
Drop off pass allocation Additional drop off passes, USD415 each	0	1	2	3	1	3	0	0
Car park pass allocation additional car park passes USD360 each	0	1	2	4	1	4	0	0
Priority car park pass allocation Additional Priority Parking Pass USD415	0	0	0	0	0	0	0	0
Platinum Priority car park pass allocation additional Platinum Priority car park pass USD610	0	0	0	0	0	0	0	0

For stands under 12sqm please use the below for free allocation. Costs of additional passes as per above table.

- **Exhibitor badges – 3 badges**
- **Visitor Invites – 50 invites**
- **Contractor badges – 2 badges**

Balloons

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

Banking Services

The following facilities are available at the Airshow Site: 2 ATM Machines will be located in the exhibition hall, 1 at the front by the main entrance and 1 near the Duty Free Shop.

Banners

Exhibitors wishing to display hanging signs or banners above their stands must illustrate these on their stand designs uploaded via the online manual. Please ensure that the design, artwork, dimensions and location of the banner in relation to the stand perimeter is illustrated to the operations team for approval and to ensure that all rigging is ordered accordingly. All rigging within Airshow venue must be carried out by the Official Rigging Contractor, Unusual Rigging. Please order your rigging requirements by emailing joie.salazar@unusualrigging.com and ensure that images illustrating the banner specifications are uploaded to guarantee the rigging requirements ordered are suitable.

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.

All Rigging orders must be placed by 30th August 2021. A 50% surcharge will be added to any late orders. The trim height for all signage banners at Dubai Airshow is 6 metres (meaning the underside of all signage banners must be trimmed at 6m). For rigged stand design elements, these will be reviewed & assessed on a stand-by-stand, design-by-design basis

Please note there will be an exposure fee of USD80 per sqm, with a minimum fee of USD500 in addition to the rigging charges.

Carpeting

All shell scheme stands will receive standard grey coloured carpet. Please refer to the Carpet Colour Form to choose a different colour carpet for your stand at an additional cost.

Space only stands are not carpeted and it is the responsibility of all space only exhibitors to lay their own appropriate floor covering. Please note that space only stands supplying their own floor-covering are responsible for its removal and disposal at the end of the event (together with any carpet tape/or tape residue). Please be aware that significant charges will be levied on exhibitors who fail to remove any of the above.

Car Parking

Please see allocation table above for FOC and purchasable allocations at the Airshow site.

Catering Facilities (Exhibition Hall and Chalet Line)

Dubai World Trade Centre has been appointed as the official caterer for Dubai Airshow 2021. For all catering requirements in the exhibition hall please contact them directly, their contact details can be found in the official contractors list. A brochure listing of all the available catering services will be sent to exhibitors by the official caterer prior to the exhibition.

Please note that Dubai World Trade Centre is the only company permitted to provide food and beverage services within the exhibition hall. No external catering contractors are permitted in the exhibition hall. For the alternative chalet line caterer The Westin Mina Seyahi – Marriott International, please refer to the official contractor list for their contact details.

Children

Local Authority regulations prohibit the presence of Children under 16 in the halls during build up, event days and breakdown children will be refused access under all circumstances. The exhibition is a trade event and the nature of the exhibits during the open period will reflect this, as such it is not a suitable environment for children. There are no crèche facilities at this event.

Cleaning Services

It is the exhibitor's responsibility to maintain their stand, chalet or pavilion and to make sure it is in a clean condition at all times. If you are a shell scheme exhibitor your stand will be delivered to you in a clean state in the readiness of the show opening. Space only exhibitors will be responsible for the cleaning of their areas.

A cleaning contractor has been appointed for general cleaning of the exhibition grounds, buildings and internal aisles during the show; however the cleaning of stands and exhibits is the exhibitor's responsibility.

Additional cleaning services can be arranged if required. Please contact the Official Cleaning Contractor for a list of their services.

During the build-up and breakdown period, exhibitors and their contractors are responsible for their own waste materials. For health & 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 on-site freight handler to have crates and packing materials stored if they are required at the end of the exhibition.

Compressed Air

Exhibitors may not have generators or compressed air units on their stands.

Contractor Traffic Management (Build Up and Breakdown)

Due to ongoing development of the exhibition venue and the high volume of vehicles passing through during build up and breakdown, it has become necessary for us to introduce a new traffic management plan. This is to help control over crowding in the loading yards, maintain a safe working environment & to monitor security at the venue.

Please note there will be a charge of AED500 per truck per day.

Please communicate the following procedures to any contractors or delivery companies you may be using during build up and breakdown:

- All vehicles must report to the marshalling yard using the contractor gate marked Grandstand.
- Drivers must register their vehicle with the Traffic Management Team - they will then be issued with a gate pass which will allow access to the loading yards.
- As soon as space becomes available in the loading yards, vehicles will be called forward and directed to the area closest to the stand or chalet they are servicing.
- Vehicles must be removed from the loading areas as soon as they have been unloaded to allow other vehicles to be processed.

Colour coded vehicles passes will be issued each day. No stand construction deliveries will be allowed after 18:00 or before 08:00. If you have any queries concerning either traffic marshalling or parking, do not hesitate in contacting the operations team

Covid – 19 Safety Measures Implemented by the venue

- If you or any of your team members feel unwell please do not proceed to the show site.
- If you or any of your team members begin to feel unwell on site, please proceed immediately to the Medical Centre located in the walkway leading from central exit of the exhibition hall to the static park.
- Thermal cameras have been installed at all entry points to screen visitors, exhibitors, organisers, employee's and contractors prior to entering the venue premises. Screening is conducted through contactless temperature checks
- It is always mandatory to wear face masks in the venue
- Signage has been installed at key locations across the premises to spread awareness about safety regulations. Digital screens across the venue display messaging related to safety measures
- Sanitisers have been installed at key locations in the venue.
- Isolation/quarantine rooms have been designated at the venue.
- Additional housekeeping attendants will be placed in restrooms during events to ensure social distancing is adhered to and to ensure strict hygiene.
- Washroom facilities cleaning and sanitisation will be conducted every hour for all areas of the toilets, during events.
- Frequent sanitisation of all high touch public areas – ATMs, handrails, elevators, garbage bins, counter tops, parking machines/counters and similar is carried out in line with the Dubai Municipality health and safety guidelines.
- Pre-Opening deep cleaning, sanitisation and fumigation of all facilities will be conducted on the last night of build-up.
- we are liaising closely with UAE government entities and will update all information via the event website as and when the situation or regulations change.

Currency

The local currency is the dirham (Dhs) also known as the Arab Emirate Dirham (AED). The currency is pegged to the US Dollar 1USD=Dhr 3.67. Coins include Dhs 1, 50 fils and 25 fils. Notes are of Dhs 5, 10, 20, 50, 100, 200, 500 and 1000 denominations.

Damage & Theft

Please ensure that all valuables are kept safe at all times. Tarsus F&E LLC Middle East has a dedicated and experienced security contactor who will ensure the security of the event as a whole; however, it is your responsibility to ensure the safety of valuables during all periods of the event. In particular laptops, mobile phones and other electronic items are attractive to thieves and therefore please pay particular attention to the security of these items.

In the event of a theft or damage, we must ask you to report all incidents to the Organiser's Office and to Venue Security within 24 hours of the event occurring or coming to light. The Organiser's will not be responsible for any loss or damage to stands or exhibits.

Delegations Programme

VIP delegations, representing both the civil and military sectors from more than 80 countries worldwide, will be invited to the Dubai Airshow by the Government of Dubai.

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 Dubai Airshow 2021 through the 'Official Delegations Requests' form available on EOS (EXHIBITOR ORDERING SYSTEM).

Deliveries to Site

Deliveries will not be accepted on-site before the following deadlines:

- **24th October 2021 for chalets & pavilions**
- **4th November 2021 for all heavy or outsized items & items requiring rigging**
- **6th November 2021 double deck stands**
- **8th November 2021 for space only**
- **11th November 2021 for shell scheme stands**

All deliveries must be marked up clearly, as follows:

Exhibitor Contact & Company Name, Chalet, Pavilion or Stand Number, Exhibitor Contact Number
Dubai Airshow 2021
Airshow Site
Dubai World Central,
Dubai, United Arab Emirates

Please ensure that your exhibit materials are in the hall at least 24 hours prior to the official opening of the show. 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, chalet or pavilion number and that they deliver them at an appropriate time when someone is on the stand to receive the goods.

GT Exhibitions and Airlink International have been appointed as the official logistics contractors for the show and we strongly advise you to contact one of these companies when shipping your deliveries to site to avoid any delays or additional charges onsite.

For security reasons the Organisers are not able 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 before 09:00 each morning. Throughout the course of the day only hand-carried items will be permitted entry and will be subject to security screening.

Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighbouring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation and demonstration areas to ensure compliance.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 1m and/or install barriers as necessary to prevent accidental injury to spectators. Sound demonstrations should not exceed 85 decibels. Additionally, demonstrations should only be conducted by qualified personnel

Dilapidations

Exhibitors and their contractors are advised that no fixings, alteration or damage must be made to any part of the premises, except by Dubai Airport's own staff. Any damage to walls, columns, floor, shell schemes, hired accessories or other parts of the premises will be charged to exhibitors and you should be aware that costs for this are likely to be very substantial. Please ensure that any contractors that you may employ are aware of this as well as those found to be connected to your presence at the show may incur costs that will be levied directly to you.

Disabled Facilities

The exhibition hall, press conference 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 note that parking passes are still required for access to these bays. For further information please contact the Operations Team. Visitor wheelchairs are available from the Emergency Medical Services Centre located outside the hall near the control tower and are subject to availability.

Distribution of Material & Canvassing

Due to Covid regulations it is strictly prohibited for exhibitors (or staff members working on behalf of exhibitors) to display, distribute or handout 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.

Employment of Labour

UAE Federal Law requires each employer to provide appropriate safety measures to protect workers against all hazards. It is the employer's duty to ensure that work is safe for employees and non-employees who may be affected by that work activity.

UAE Labour Law – adherence by all

- You must have an Emirates ID together with a photocopy of the UAE visa showing your sponsor name.
- UAE Labour Law prohibits the hiring or contracting of any illegal labourers.
- Organisers, Exhibitors and Contractors violating this law can be sentenced to one month jail and fined up to AED 50,000 per person.
- The UAE Immigrations Control Department make regular inspections at the venue.
- Venue Security are responsible for the access control to the building, and access will only be granted to those carrying the correct Emirates ID.
- International guests will be required to supply a copy of their temporary visa.

Sub –contracting: It is extremely important that the rules and regulations are adhered to.

Any contractors, who sub-contract, must have an official agreement in writing between the two parties, under the official agreement of "Subcontract Agreement" To ensure this document will be accepted by the venue's access control areas, the two parties must have both their company stamps shown on the documentation. All labourers must provide a labour card that endorses their employment with either the contractor or sub-contractor.

NO EMIRATES ID OR RELEVANT DOCUMENTATION = NO ACCESS

Exhibitor Ordering System (EOS)

All service orders necessary for participation at the Dubai Airshow 2021 are available and **must** be submitted via EOS (Exhibitor Ordering System) no other form of applications will be processed. It is possible to order the following services online:

- All Badging Requirements (Exhibitor, Contractors, Sub-Contractors, Priority)
- Car Park passes, Drop Off Passes
- Chalet and Outdoor Pavilion Designs Submission (Mandatory for Chalet & Pavilion Holders)
- Double & Single Storey Chalet Electrical Requirements (Mandatory for Chalet Exhibitors)
- Double Storey Chalet Water & Waste Requirements (Mandatory for Chalet Exhibitors)
- Electronic Press Box access
- Furniture & Stand Fitting Extras
- Official Delegation Request
- Press Conference Rooms
- Shell Scheme Name Panel (Mandatory for Shell Scheme Exhibitors)
- Shell Scheme Electrical Requirements
- Space Only Electrical Requirements (Mandatory for Space Only Exhibitors)
- Stand Designs Submission (Mandatory for Space Only Exhibitors)
- Subsidiary and Associated companies
- Temporary Staff
- Telecommunications and Data Requirements
- Visitor Ticket Requirements

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, pay for orders and generate paid invoices.

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.

Fire Appliances and Information

The venue will be providing fire patrols during all phases of the event. 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.

- 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, stand materials and combustible waste must be disposed of and not stored behind stands.

First Aid Services

Emergency medical assistance for exhibitors and contractors can be obtained from the Medical Centre located in the walkway leading from central exit of the exhibition hall to the static park. Medical assistance will also be available from mobile practitioners around the site.

Floral / Plant Hire

The Organisers have appointed Blooms as the official floral supplier for Dubai Airshow 2021. 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 on-site throughout build-up should exhibitors require to place last minute orders. However, please note that only a limited supply will be available on-site.

Freight

The official on-site freight handler for Dubai Airshow 2021 is GT Exhibitions Ltd / Airlink, their contact details can be found in the official contractor list. For further information on delivery, transportation and removal of exhibits please contact them directly. Please note the following deadlines:

1. The latest date of arrival for LCL shipments or conventional cargo: **Thursday 28th October 2021**
2. The latest date of arrival for FCL containers at Jebel Ali port, Dubai: **Thursday 28th October 2021**
3. The latest date of arrival for Air Freight at Dubai Int'l Airport - DXB: **Saturday 30th October 2021**

Furniture Hire and Stand Fitting Extras

GES are able to offer a range of quality furniture and stand fitting extras for hire to exhibitors. A picture of furniture items are shown with the furniture order form. Orders may be made using the relevant form and should be made early to avoid disappointment. Orders received after 12th October 2021 will be subject to a 30% surcharge.

Gala Dinner

The Dubai Airshow Gala Dinner will be held on **Wednesday 17th November**. It is organised by Dubai Airports. The dinner is strictly by invitation only. A limited number of invitations will be available to exhibitors. Further information will follow.

General Rules

Important Notice

The Organisers and their official contractors reserve the right to prohibit the use of any material or process that they consider to be contrary to health, safety and welfare of the event as a whole. Likewise, we expressly prohibit the use or display of any material or process that we consider contrary to the overall good or that we consider might bring the good name of the event into disrepute. Where actions or omissions by exhibitors, contractors or their agents are considered to be detrimental to the event as a whole (e.g. failure to complete stand construction in the given time or failure to remove said exhibition stand). The Organisers or their appointed contractor reserve the right to take such remedial action that they consider to be necessary (e.g. alteration or termination of the stand building process or removal and disposal of any remaining stand elements without liability) and all costs associated with this will be passed on to the exhibitor. The Organisers reserve the right to make any amendments, additions or deletions to these Technical Guidelines as they may consider necessary from time-to-time or that they feel appropriate and affirm that these Technical Guidelines and any such changes form part of exhibitors' and sponsors' contractual obligations.

The Organisers have issued these guidelines for attending Dubai Airshow 2021 in order that all exhibitors at the show will have optimum opportunities to present their exhibits, attract attendees and interested parties to visit their stands.

These guidelines are binding upon all exhibitors.

Please note that it may be necessary to make amendments, revisions or other alterations to these Rules, Regulations and Guidelines.

- **They incorporate safety regulations that are intended to provide a high degree of health, safety and welfare for all persons involved with the event.**
- **The Building Provisions, Fire Protection Regulations and other Safety Regulations involved have been coordinated with the responsible agencies of DWC, Airshow Site**
- **As part of your contract to exhibit at the event, you should be aware that checking systems are in place and it is vital that you implement all of the measures in this manual at all times. Furthermore, the applicable legal regulations, as amended from time-to-time, must be observed at all times.**
- **Please note that the Organisers reserve the right to prohibit the opening of an exhibition stand or commencement of an event if defects previously identified, or of immediate concern, have not been remedied by the start of the event.**
- **The Organisers retain the right to issue further or amend existing safety regulations and stand construction standards at any time.**
- **Forms for ordering services will be accessible online and must be completed in good time – please note that many contactors may charge an increased rate for late submission (i.e. after the highlighted deadline) or that certain services may no longer be available unless ordered on time. The Organisers cannot take any responsibility where late ordering results in any of the above.**
- **These Technical Guidelines must be forwarded to all your contractors without delay.**

Complex Stand & Outdoor Pavilion Regulations

Please refer to the **Space Only** & **Outdoor Chalet Line & Static Pavilion** section in this manual.

Stand construction permits

All stand structures, mobile stands, two-storey stands, and special structures and constructions require approval from the Operations Team. Email the stand drawing to: operations@dubai.aero

Alterations to stand structures in non-compliance with regulations

Stand structures that have not been approved or fail to comply with these Technical Guidelines or other regulations in force from time-to-time shall be altered or removed from the premises. In the event that said alterations or removal shall not have been concluded by the appointed time, the Organisers shall be entitled to make the required alterations or removal at exhibitors' expense.

Limits of liability
The Organisers shall not be held liable for theft or deterioration of, or damage to, drawings, models, or other items of documentation submitted, regardless of any legal grounds that might apply.

Stand design

Suspensions from hall ceilings

- Rigging is possible in the exhibition hall; however, there may be specific physical or regulatory restrictions in place in parts of the hall.
- Rigging is only permitted above your space only stand and must comply with the maximum building height of your stand.
- For the sake of clarity, this is measured to the top of the truss, including any projections above it. Truss heights will be checked via laser-measure.

Advertising media/presentations
Stand and exhibit lettering and company and brand logos shall not exceed the maximum construction height and should have an attractive appearance. Presentations, visual advertising media, slow-moving and acoustic advertising media, and playback of recorded music shall be allowed, provided that visitors and neighbours shall not be disturbed thereby, no traffic jams shall occur in walkways, and the Organiser's own public address system shall not be drowned out. Sound pressure levels at the boundaries of the stands involved shall not exceed 60 dB(A) in a 2.5-meter area surrounding each stand. In the event of violations of that regulation, the Organiser shall be entitled to take action against offenders and, if necessary, demand that the offending equipment be shut down. The Organiser shall be notified if any shows or product presentations involving shows are to be put on. Distribution of printed matter and employment of advertising media by exhibitors is allowed on their own stands only.

Operational Safety & Technical Safety Provisions

General regulations
Exhibitors are responsible for operational safety and maintaining compliance with occupational health and safety and accident prevention regulations on their stands. All set-up and dismantling work shall comply with applicable occupational health and safety and industrial regulations.

Employment of tools and other equipment

- Use of stud-driving guns is prohibited.
- Employment of woodworking machinery that lacks sawdust/chip extraction systems is prohibited.

Health & Safety
This section is designed to give you guidance to assist you in discharging your legal responsibilities to ensure the health, safety and welfare of you, your colleagues and contractors, as well as everyone involved with the event. Please remember that failing to do may lead to prosecution, other legal sanctions and very significant financial penalties. More importantly, however, it may also lead to people being badly hurt or worse. If you are unsure you are urged to contact the Operations Team. Please do not leave health and safety issues to the last minute. The earlier we have your information the better the support we can give you.

Policy Statement
The Organiser recognises that our exhibitors rely on us to provide a trading environment on the exhibition floor which is safe and without risks to health. We also recognise that running a public event places a special responsibility on us and extends our duty of care not only to our staff but to exhibitors, contractors, venue staff and visitors. The Aerospace Director is ultimately responsible for health and safety at the show. To ensure that all health and safety obligations are met, the Aerospace Director supported by the Operations Team will:

- Allocate sufficient resources to meet health and safety objectives.
- Provide adequate control of health and safety risks arising from our work activities.
- Consult with the venue, exhibitors and contractors on matters affecting health and safety.
- Provide relevant health and safety information to employees and others.
- Ensure all employees are competent to do their tasks particularly with regard to health and safety training.
- Ensure that the contractors we engage for the show are competent, so far as is reasonably practicable.
- Prevent accidents and cases of work-related ill-health and maintain safe and healthy working conditions, again so far as is reasonably practical.

Risk Assessment

General risks associated with any exhibition are as follows:

- Trip hazards.
- Multiple contractors working in a single workplace.
- Fall from working at heights and working on a live edge.
- Objects falling from height or loads falling from vehicles.
- Impact injury from moving vehicles.

- Structural collapse of seating or an exhibition stand.
- Outbreak of water-borne disease - e.g. Legionnaires disease from a water feature.
- Food poisoning incident - e.g. from temporary catering outlet.
- Fire.
- Major incident and/ or civil emergency.
- Excessive working hours.

This is an overview and by no means a comprehensive account of the risks involved at this event. In general terms, emphasis should always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is usually a control of last resort.

Documents to be Submitted by Exhibitors and by Contractors

Exhibitors

- The name of your nominated health and safety representative on site.
- A copy of your stand plans (not shell scheme).
- Notification and supporting risk assessments for any activity on your stand which represents a significant risk. This includes but is not limited to the following:
    - Flammable substances or naked flame
    - Pressurised gases such as LPG
    - Hazardous chemicals and substances
    - Ionising radiation
    - Water features
    - Demonstrations
    - Visitor treatments - e.g. massage

Contractors

- A copy of risk assessments and method statements covering the build-up and breakdown of the stand.
- A suitable and sufficient risk assessment of activities on site supported by relevant documentation. Note this must be specific to the show, i.e. not generic, and specific to the work activities to be performed by the contractor.
- Name of nominated health and safety representative on site.
- Organiser's contractors involved in stand construction activities such as feature building should comply with the requirements for exhibitors with regards to stand building.

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Heavy Exhibits & Outsized items
4th & 5th November 2021 is the time designated for the movement and installation 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 during this time period. It is the exhibitor's responsibility to make provision to ensure that these items are on-site and positioned during this time. Please liaise with the official freight handling contractor - Airlink International / GT Exhibitions Ltd for further details.

Any heavy or outsized items arriving on-site after this time 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.

Height Restrictions
The below height restrictions apply to the structures themselves and any items within the designated area. Please be aware that areas of stand build above these height limits will be subject to the Organiser's structural engineer's approval and will incur additional charges.

- Organisers Shell Scheme: A maximum height of 2.5m
- Single-Storey Space Only Stands: A maximum height of 4m
- Double- Decker Space Only Stands: A maximum height of 6m
- Walling in on open sides - Long runs of walling along open perimeters of stands are not permitted. Only 30% 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 30% of any one side. If long runs of walling are essential and over 30% of the length they must be recessed by 0.5m from the perimeter of the site and will be subject to written approval by the Organisers
- Static Park Pavilions: A Maximum height of 4.5m
- Chalet Line Pavilions: A Maximum height of 9.0m, (**dependant on location)**. Please contact operations@dubai.aero if you require assistance.

Information Desk

The exhibitor information desk will be open from the first day of build-up for general enquiries and information. The desk will be located in the registration area.

Insurance

The exhibitor and the stand contractor are both fully responsible for obtaining their own insurance protection for their 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 site for the entire period of the exhibition.

Exhibitor and the Stand Contractor Insurance cover should include:

- PLI (Public Liability Insurance to the value of USD2,000,000)
- 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

Please be aware that both exhibitors and stand contractors will be required to provide the Organisers with proof of this insurance before they will be permitted to access the show site. Alternetively, exhibitors can purchase insurance through the order form. This insurance is not available for contractors.

Internet and Telephone Services

Dubai World Trade Centre provide the following telecommunications and data services:

- International phone line & set.
- International fax line with machine.
- Internet connection wired and wireless.

Please note that phone lines will not be available to Pavilions on the static park.

Unfortunately, it is not possible to have a communication link between the stands and the chalets, each individual point will be provided with a separate line.

Please note, at the time of going to print, Du network offers an inconsistent coverage of the Airshow site.

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. If you need to continue working outside the publicised hours, you will need to inform the Organisers Office situated at the front right hand side of the main exhibition hall by 14:00 on that day. You will also need to supply the names of all employees working and a main contact number.

A charge of AED 500 per hour (USD140) per structure per day from (18:00-22:00) will apply and no work can continue after 22:00 hrs. Please note that all payments must be made in advance and a late working permit obtained before out of hours working can commence.

Lifting and Logistics

Airlink International and GT Exhibitions have been appointed as the official lifting contractors for the Dubai Airshow 2021 and will be the only companies authorised to perform lifting and fork lifting in the hall. If you require lifting and fork lifting services, please contact one of the official contractors.

The use of powered mechanical handling and access equipment is strictly controlled. The official on-site freight handlers & rigging contractor are the only persons authorised to operate lifting and access equipment and forklift trucks within the Dubai Airshow 2021 site. This appointment provides the necessary levels of competence and controls over all heavy lifting operations, required to satisfy Health & Safety

Regulations. Airlink International / GJ Exhibitions are the only companies permitted to provide lifting services at Dubai Airshow 2021. 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.

Limits of liability

The Organisers shall not be held liable for theft or deterioration of, or damage to, drawings, models, or other items of documentation submitted, regardless of any legal grounds that might apply.

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

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

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 office by 14:00 on the same day for authorisation.

Noise Levels

Exhibitors are requested to keep noise / volume levels down on music systems, audio-visual displays, amplifiers, videos etc. Volume levels should not interfere with normal conversation on neighbouring stands. Any excessive noise emitted within the venue must not be of a noise level that prevents the visitor from hearing the emergency announcements.

Noise level guideline:

1. A maximum of 55dB between 07:00 and 20:00
2. A maximum of 45dB between 20:00 and 07:00

Opening Ceremony

The Exhibition will be officially opened at **10:00 on 14th November 2021.**

Please ensure that you have a representative from your company present at your stand for the VIP Tour as the dignitary may wish to visit your stand.

Open Flames

Flames from open fires or candles will NOT be permitted.

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 be at the expense of the exhibitor concerned. The exhibition floor plan is subject to change and consolidation at any time without notification at the discretion of the Organisers. The latest version of the exhibition floor plan can be found at www.dubaiairshow.aero/floorplans

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.

Publicity, Promotion and the Exhibition Show Guide

Exhibition Show Guide

Tarsus F&E LLC Middle East is responsible for co-ordinating and publishing the exhibition's official Show Guide. As a result, the publication receives first hand show information and benefits from first class distribution and exposure. A copy of the Show Guide is distributed to every exhibitor and visitors can purchase it. In addition copies will be distributed to media representatives, VIPs, delegations leading decision makers and other outlets likely to further promote the exhibition to ensure maximum coverage.

The Show Guide will be published containing an alphabetical list of exhibitors, a description of the exhibits and general information about the exhibition, together with advertisements. Each exhibiting company is provided with a complimentary entry which incorporates their company details, stand and chalet number and a free 75 word editorial describing the companies proposed exhibits. Show Guide entries can be submitted via the Exhibitor Portal, if no entry is submitted the company name, stand number and contact details (as displayed on the exhibition contract) will be entered as default. Company logos and enhanced editorials can be added to basic Show Guide entries for an additional charge, please refer to the 'Official Show Guide' in EOS (EXHIBITOR ORDERING SYSTEM) to place such requests.

Sharing exhibitors can purchase additional entries via the Exhibitor Portal.

All exhibitors are given the opportunity to promote their products or services by advertising within the official Show Guide. Placing an advertisement will ensure that your products are seen by the visitors which could increase the number of buyers to your stand. For advertising rates and order forms please contact your account manager tor send a request to sales@dubai.aero

Publicity and Promotion

A targeted public relations programme, has already commenced and involves the national daily press throughout the Gulf states, selected Pan-Arab business and professional magazines and regional and international publications for the aerospace and aviation industries.

The public relations programme will ensure regular and extensive exposure throughout the world and is expected to include radio and television exposure.

Promotional material will be distributed throughout the region through trade and industry groups, government ministries, chambers of commerce, civil aviation authorities, airlines and embassies and direct to many thousands of potential visitors involved in all aspects of the industry.

Four Communications is our official PR agency for Dubai Airshow 2021. For any questions or concerns, Please contact: dubaiairshow@fourcommunications.com

Exhibitor Marketing

To ensure maximum returns from your participation, we strongly encourage exhibitors and sponsors to share their company success stories, launches and any other PR material on a regular basis leading up to the event. This information will be distributed via news media, social media and email database providing you with enhanced brand exposure.

In addition, we also have a variety of marketing assets such as web banners, email signature and personalized e-invites which can be used to conduct your own marketing campaigns and shared with your clients/prospects. For more information, please contact marketing@dubai.aero

Exhibitors' PR Agency Support

Official PR teams or agencies retained by exhibitors at the Dubai Airshow are encouraged to share news and content of their client(s) that will be published via Dubai Airshow communication channels. For any inquiries related to PR support, please contact us on dubaiairshow@fourcommunications.com.

Please note that PR Agency staff are not eligible for Press Badges and will not be granted access to the show, or the press centre as media**. If you work with a PR Agency and would like their staff to attend, then please ensure that they are provided with exhibitor passes from your allocation, or alternatively they can register as visitors.**

Press Conference Rooms

Press conference rooms of varying capacities are available at Dubai Airshow for exhibitors to hold their press conferences. The facilities provided include:

- A top table for up to four people.
- Theatre style Seating
- One screen, LCD projector, sound system and two roaming microphones (with standard connectors, adaptors are required for Apple items, for example).
- Shared AV technician will be floating between all press conference rooms on site (not individually assigned to each room).

Each press conference room at the Dubai Airshow has a capacity of 20pax and can be booked in 45 minutes slots for a cost of USD1,300

Press Conference room bookings can be made via the EOS (EXHIBITOR ORDERING SYSTEM) Order Forms. 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. Bookings will not be confirmed until full payment is received.

For press conferences that are held in the official Dubai Airshow press conference rooms booked through this system, the PR team will also assist with promotion including a daily email to journalists with the press conference schedule in the Press Centre.

Please Note: Refreshments are not provided. If refreshments are required exhibitors should book these directly with the Official Catering Contractor, Dubai World Trade Centre. Please see the official contractors list for further details.

Press Centre

The Press Centre will provide the following services for official Press Badge holders only:

- A Press Centre Reception Area.
- A Press Office (Includes computers, internet and printers).
- A Press Lounge and refreshments.

Please note: Press badges are strictly limited to members of the media e.g. Publishers, Editors, Journalists, Photographers & Broadcasters. Applicants will be required to supply accreditation details before an application is confirmed. Non-editorial staff (e.g. Sales, Marketing, Advertising, PR agency staff) does not qualify for press badges and should be provided for under your exhibitor pass allocation or register as a trade visitor to attend.

The Press Office will be fully operational throughout the exhibition managed by Four Communications and will have a supply of computers with internet access, WIFI and printing facilities.

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 local currency is the 'Dirham' (Dhs) which is divided into 100 'fils'. The currency is often referred to as AED (Arab Emirates Dirham). The Dirham has been tied to the US dollar at a mid-rate of USD1 – AED3.67.

Dubai's working week is different to that of western countries. In Dubai, 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 Dubai is tolerant of the customs and religions of its visitors. Dubai has a variety of places of worship, including two inter-denominational churches, Holy Trinity and United Church of Dubai (UCCD), and one Roman Catholic Church (St Mary's).

Removal of Exhibits

All exhibits and materials must be cleared from the site by **18:00 on Saturday 20th November 2021.** All outsized items, heavy items and items requiring rigging will be the last items to leave the hall for Health & Safety Reasons.

All other items must be removed in accordance with the below deadlines:

BREAKDOWN:		
Thursday 18th November	18:00 – 22:00	Removal of all handheld goods only
Thursday 18th November	18:00 – 22:00	Vacate all shell scheme stands
Friday 19th – Saturday 20th November	08:00 – 18:00	Dismantling & Removal of stands
Friday 19th – Tuesday 23rd November	08:00 – 18:00	Dismantling & Removal of Chalets & Pavilions
ALL EXHIBITS STAND FITTINGS AND WASTE MUST BE CLEARED FROM THE EXHIBITION HALL BY 18:00 ON SATURDAY 20th NOVEMBER 2021. ANY ITEMS LEFT IN THE HALL AFTER THE EXHIBITION WILL BE TREATED AS WASTE. FAILURE TO MEET THIS DEADLINE WILL RESULT IN A PENALTY FEE.		

Restricted Items

Companies who are in doubt as to whether import of their goods to Dubai 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 through Airlink and GT.

Rigging and Suspended Items

Unusual Rigging is the official rigging contractor for Dubai Airshow 2021, rigging requirements can be ordered directly with the official contractor. 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 email rigging requirements to operations@dubai.aero by 30th August 2021. Rigging requirements with adequate drawings showing with images of the banner design and a grid scale drawing illustrating the position of the banner, location of the suspended item, in relation to the exhibitor's stand. Please include any rigged items in space only stand designs, risk assessments and method statements. Unusual Rigging is the only contractor authorised to rig any items within the exhibition hall.

Please note there will be an exposure fee of USD80 per sqm charged for hanging banners, with a minimum fee of USD500 on top of rigging charges.

All rigging orders must be placed with the official contractor by 30th August 2021. Any orders submitted after the deadline will be subject to a surcharge. Orders placed after 14th November cannot be guaranteed, but we will do our utmost to deliver these.

A pre-rig day will be held on **4th & 5th November 2021**, therefore please ensure that all banners and trusses are delivered on-site for this date. For Health & Safety reasons no rigging can take place after this date.

The trim height for all banners at Dubai Airshow is 6 metres (meaning the underside of all signage banners must be trimmed at 6m). For rigged stand design elements, these will be reviewed & assessed on a stand-by-stand, design-by-design basis.

All rigging equipment supplied by the exhibitor must be certified (i.e. shackle and truss wraps). If not, Unusual Rigging will supply replacement equipment at an additional cost. 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.
Access to any truss during build-up and breakdown will be by mobile elevation working platform only; the approved rigging company are the only company allowed to operate this. Should you require any assistance please contact Unusual Rigging, their contact details can be found in the Official Contractor List.

Royal Pavilion Access
This is only appropriate for CEO & Chairman level and is severely restricted. Please submit names and job title to your Sales Manager as soon as possible and well in advance of the show. We will then seek approval from Dubai Government, who reserves the right to refuse entry at any time.

If access is granted then the individual's exhibitor badge will have a hologram attached that grants access for the duration of the show. Please note that access to the Royal Pavilion is only possible from the static display area. Exhibitors holding a badge with a hologram are not permitted to enter the show site via the Royal Pavilion entrance.

Security
The Organisers have arranged for 24 hour security guards to patrol the exhibition. However, exhibitors should remember that exhibition halls are vulnerable places and should take appropriate precautions against theft.

Any incidents of theft must be reported to the Organisers immediately as it will be necessary to complete a security form and report the incident to the police.

Please note that most hired cabinets have common locks and should NOT be regarded as secure units. The Organiser's will not be responsible for any loss or damage to stands or exhibits.

All personnel entering the exhibition grounds must hold a Dubai Airshow 2021 badge**.** Badges and Passes must be ordered using the appropriate forms available via EOS (EXHIBITOR ORDERING SYSTEM). Failure to order badges online prior to arrival may result in delays on site. Passes can be collected upon arrival at the Airshow Site, they MUST be worn at all times when in the exhibition grounds. In addition, photographic I.D. must be carried at all times. Please note badges are not transferable.

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.

- **Site Facilities**
- ATMs
- Box Office
- Business Centre
- Car Parking
- Dubai Duty Free Shop
- Exhibitors Information Desk
- First Aid
- Gala Dinner Ticket Desk
- Ground Transportation (Communicor)
- Internet Zone
- Media Centre & Lounge
- Medical Centre
- Official Contractors Offices
- Official Delegation Office
- Official Delegations Welcome Desks
- Prayer Facilities
- Press Conference Rooms
- Restaurants
- Taxi Services
- Toilets
- Travel Desk (RW Events)
- Visitor Registration

Smoking Policy
In accordance with the UAE laws, smoking is strictly prohibited throughout the halls. There will be a smoke free policy implemented during all stages of the exhibition. There will be designated smoking areas outside at the back of the halls.

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 on-site, you should contact Airlink International / GT Exhibitions, who have storage facilities available. If you need a place to store empty cartons, boxes, literature etc. please contact Airlink International, 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.

Sponsorship & On-site Branding

There are numerous opportunities for sponsorship and on-site branding at Dubai Airshow 2021. For further details, including illustrations of the sites and rates please contact your Sales Manager.

Temporary Staff

Vibes Events have been appointed to provide a service for the hire of temporary staff, including models, hostesses and promoters. Exhibitors wishing to hire staff through the appointed agency should contact them directly. You can find their contact details in the official contactor list.

Vehicles (Exhibits & Displays)

If you wish to display vehicles on your stand, you must receive prior approval from the Operations Team; the vehicle details should be included within your stand drawings. The following criteria must be adhered to when display a vehicle in the hall.

- 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 may be required to enter the hall before the build due to the logistics of building the exhibition around the vehicle

Venue Access

The Dubai Airshow will take place at DWC, Dubai Airshow Site. The site is easily accessible from Sheikh Zayed Road, Sheikh Mohammed bin Zayed Road (Old Emirates Road) and the Emirates Road – approximate travel times from key areas (depending on traffic) are listed below:

Dubai Marina	20 mins (Hotels such as Grosvenor House, Royal Meridien, Ritz Carlton)
Jumeirah	25 mins (Hotels such as Royal Mirage, Westin, Jumeirah Beach Hotel)
Downtown	35 mins (Hotels such as Al Manzil, Armarni, Address, The Palace)
Dubai International Airport	45 mins

Venue and Local Authority Regulations

All work must be carried out in compliance with the regulations of the venue. If exhibitor erects a stand which does not conform fully and in all respects to the requirements of the Organiser, Venue and Dubai 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.

Visa regulations

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

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 lengthily process and that you must have a passport that is valid of at least 6 months from departure. Please contact the official travel agent RW Events should you require further details on the visa application process Please, note Tarsus F&E LLC Middle East is unable to obtain or apply for visas on anyone's behalf.

Please click the following link for more detailed information on UAE visas:
http://www.emirates.com/uk/english/plan_book/essential_information/visa_passport_information/uae_visas.aspx

Visitor Entrance

Visitor entry to the show is restricted to trade visitors only. Visitors must present a visitor ticket / E-ticket or their printed email registration confirmation. Visitors must have passport / Emirates ID and business card in order to gain entry.
No under 16's are allowed entry to the event.

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. Tarsus F&E LLC Middle East 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 incidents of fly tipping to the Organiser. If you are a shell scheme exhibitor, your stand will be delivered to you in a clean state in readiness of

the show opening. Any waste generated during the dressing of your shell scheme stand should be placed in the gangways for the cleaning contractor to remove prior to the show opening. All waste must be removed from the exhibition hall. Any items of waste or stand fitting left in the hall 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.

Water and Waste

Please be aware that a water supply is not available within the exhibition hall or on the static park.

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 must 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.

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.