



# ADNEC Organiser Handbook

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2015



### **Dear Event Organiser,**

We are delighted you have chosen ADNEC as the venue to host your event and very much look forward to working with you and your teams to deliver a memorable experience for all involved.

The contents of this Organisers' Handbook are arranged alphabetically and are designed to guide and assist you with all aspects of planning and staging your event at ADNEC.

This handbook is by no means a replacement for our personal assistance from our highly experienced Event Planning Team who remain dedicated to making your experience here as easy and smooth as possible. It should act as its title suggests, a 'handbook' for you to refer to regarding all services and operational aspects here at ADNEC.

We regularly update this document so, if you have any suggestions for additional subjects to be addressed then please feel free to forward these to either your appointed Sales or Event Planning Manager within the Commercial Department at ADNEC

Wishing you every success,

### **The ADNEC Team**

#### **Note:**

- *Any details of external contractors or services are provided in an information advisory capacity only and does not constitute ADNEC's recommendation.*
- *Information was correct at time of publishing document  
A TO Z Organisers Handbook issued by ADNEC's Event Planning Department  
Issue No. 8 - Dated June 2015*

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## HEALTH AND SAFETY GUIDELINES



### NO PPE, NO WORK

The Organizers are required to clearly inform all the contractors that NO work will be allowed without adequate PPE for the job / task. This includes Halls and Loading Bays.

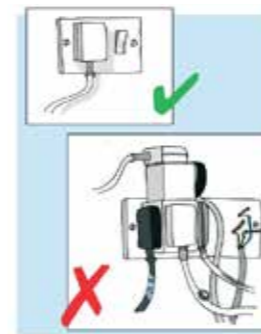
Minimum requirement includes (Steel Toe Safety Shoes, Gloves, High Vis jackets and Hard hat). However the requirement varies as per the task.

PPE can be purchased in ADNEC from the Grocery in the grandstand opposite NBAD bank.



### WORKING AT HEIGHT

Work at height (Ladders, scaffolds) must be in maintained and assembled in good condition. Any unsafe equipment will not be allowed and will be removed from site.



### CORRECT WIRING

Electrical works, wirings and connections must be as per ADNEC Rules and Regulations. Any Unsafe electrical works will be removed and the contractor issued non-compliance warnings.



### VALID LICENCES

Forklift / MEWP (Cherry pickers and Scissor Lift) Operators must have VALID LICENSE and training certificate to operate (IPAF etc.) Anyone found operating them without license will be held and may be referred to authorities.



### NO MANUAL SANDING OR GRINDING

Dusting / Sanding / Grinding work to be carried out in the designated areas and outside. Only essential and final touch-ups will be allowed inside.

All such machinery must be equipped with built-in suction to extract dust immediately.



### SUPERVISED VEHICLE MOVEMENT

Vehicle drivers must not exceed the venue speed limits or in any case to exceed 10 kph in external areas and 0 kph in the halls whichever is lower. Vehicles within the halls should not leave engines running.

All vehicle movement should be supervised.



### NO BLOCKAGES

Emergency Exits, Gangways and Fire hose cabinets must NOT be BLOCKED and be kept clear and available at all times.



### HOT WORK PERMIT

Any hot work on site requires a HOT work permit issued from ADNEC Facilities Management and ADNEC Health and Safety.



**NO SMOKING IN THE VENUE**

## The Tenancy Agreement and the Health and Safety Rules and Regulations

ADNEC Health and Safety Rules and Regulations shall be observed and enforced, at all times by tenants, exhibition organisers, exhibitors, contractors, sub-contractors and visitors. These rules and regulations form part of the tenancy agreement contract.

### Responsibilities and Duties under Law

Under Ministerial Order No. 32 (Article 1 and other subsequent articles) and OSHAD Regulatory framework, it is the duty of every employer to protect the health and safety of their employees during the course of their work.

UAE Federal Law No. 8 requires each employer to provide appropriate safety measures to protect workers against hazards. It is the employer's duty to ensure that work is safe for employees and non-employees who may be affected the work activity.

Under the definitions provided within AD EHSMS (OSHAD), the exhibition floor and temporary structures under build-up and break-down is defined as an area of construction' and the requirements of OSHAD Temporary Structures and AD Municipality Code of Construction Safety Practice applies at all times. It is mandatory that the organizer and any one involved in the construction and design of the exhibition reviews all such documentation. [www.oshad.ae](http://www.oshad.ae)

Authorised ADNEC staff reserve the right to request the removal of persons from the premises who demonstrate a blatant disregard for their own safety or the safety of others, as permitted by the employer under UAE Federal Law No 8 of 1980, article 120(d) and OSAHD Roles and Responsibilities Code of Practice

It is the duty of every contractor and sub-contractor to comply with the rules of the health and safety regulations and legislation in force in the UAE and the Emirate of Abu Dhabi (OSHAD).

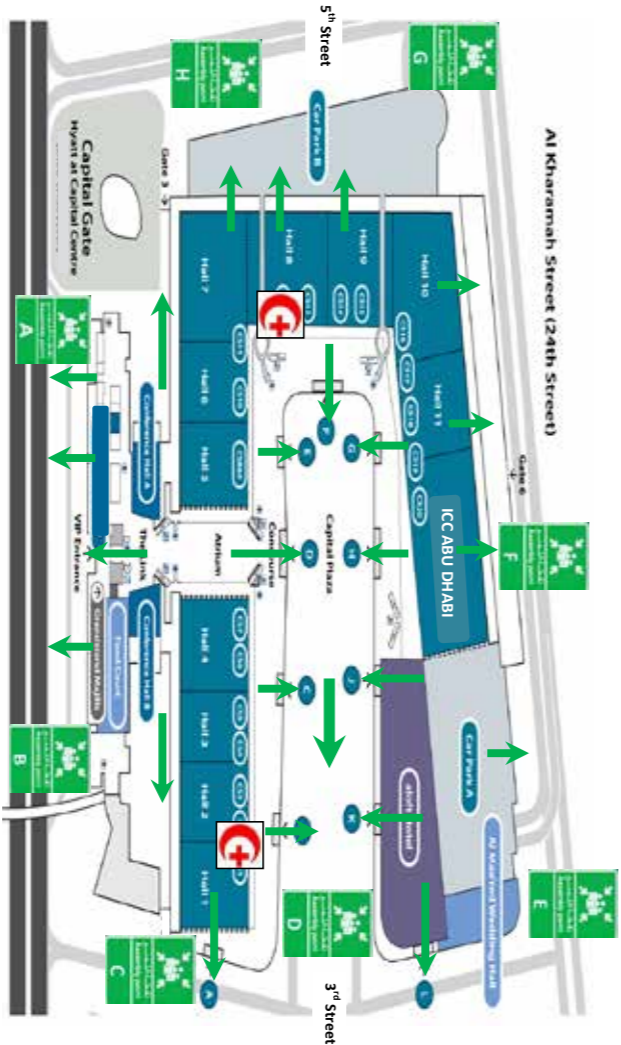
Contractors should be aware of the requirements of ADNEC and Abu Dhabi Health and Safety that exist in relation to the construction, design and execution of the exhibitions and events. Further detail is available on ADNEC website ([www.adnec.ae](http://www.adnec.ae)) and [www.oshad.ae](http://www.oshad.ae) AD EHSMS RF - TG - Management of Contractors-V2.0-February 2012.

ADNEC has developed Regulatory codes of practices (RCops) for the guidance of all persons involved in the design, planning, construction, demolition of the exhibitions, weddings, events and conferences. For more information, please visit

<http://www.adnec.ae/organising/useful-information/organisor-guide/>



# EMERGENCY EVACUATION ROUTE PLAN



**نقطة التجمع في هذا الموقع هو**  
**THE DESIGNATED ASSEMBLY**  
**POINT FOR THIS LOCATION IS**

Review your departmental evacuation plans and contact your departmental fire marshals

في حالة الطوارئ يرجى الاتصال على  
 هذا الرقم **02-406-4444**  
**IN CASE OF ANY EMERGENCY**  
**PLEASE CALL 02-406-4444**

<b>IN CASE OF EMERGENCY STAY CALM.</b> CALL 02-406-4444	
	<b>Fire Alarm Control / Extinguisher</b>
	<b>Break Glass Fire Alarm Point</b>
	<b>Primary Exit Route</b>
	<b>Secondary Exit Route</b>
	<b>Fire Exit Door</b>
	<b>First Aid Kit</b>

<b>IN CASE OF FIRE</b>	
	1. Immediately activate the nearest break glass fire alarm point
	2. Call ADNEC Security Control on 02-406-4444
	3. Give them the location of the fire and your name. Also explain what is burning.
	4. If requested the security control will call the civil defense.
	5. Alert all other people in the immediate vicinity
	6. If you are trained, use the nearest available portable fire extinguisher to tackle the fire.
	7. If required, evacuate the area to the nearest assembly point.

	<b>DO NOT USE LIFTS IN CASE OF FIRE OR EARTH QUAKE EMERGENCY</b>
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<b>في حالة نشوب حريق</b>	
	1. توجه فوراً لتنفيذ إنذار الحريق عبر الواجهة
	2. اتصل فوراً بمكتب المراقبة على التورنية أو 02-406-4444
	3. بلغ عن موقع الحريق وعن إسمك مع توضيح طبيعة الحريق.
	4. إذا أذن الأمر ستقوم مكتب المراقبة بإستخدام النافذ المسموح.
	5. في بعض الأحيان يجب الإلتفات للمخاضين من حوله.
	6. توجه إلى أقرب نقطة حريق متاحة وحاول إطفاء الحريق، إذا سبق وأن تعلمت كيفية القيام بذلك.
	7. إذا وصل على إحداه المنطقة وتوجه إلى أقرب نقطة لتجمع، إذا أذن الأمر بذلك.

	<b>لا تستخدم المصعد في حالة نشوب حريق أو زلزال</b>
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## Access to / Vacating of Halls

{Please also refer to "Labour Law" & "UAE Labour Card"}

### Access - Traffic Management

- It is essential that a traffic management schedule for all delivery vehicles is devised to ensure that traffic movement is as smooth as possible.
- Scheduling of vehicles is the responsibility of the organiser. Please pass this information to your Planning Manager once completed.
- The venue provides a traffic marshaling service and your Event Planning Manager will be pleased to provide you with a detailed traffic management plan for the entire event.
- Drivers need to know the relevant stand number and hall number, and access gate number.
- It is recommended that you produce vehicle passes on colored paper to differentiate vehicles for your event from others and recommend that you print "break down" procedures on the reverse.
- Samples of passes should be forwarded to your Event Planning Manager, for approval, no later than 14 days prior to your first day of build in order that Traffic and Security staff may be briefed.
- We recommend that you advise exhibitors and contractors to bring trolleys as this will reduce the time it takes to load and unload.
- If requested ADNEC can provide a trolley service, bookable via the Customer Services. Please refer to the Customer Services Services order form downloadable from the Order Form section of the web site.
- No vehicles other than forklifts and access equipment are allowed in the halls. (Please also refer to 'Access Equipment' section regarding IPAF licenses).
- Private cars are allowed loading and unloading zones for the purpose of delivery of goods only. Not more than 30 minutes. (Thirty minutes only)
- Driving license +car registration card should be handed over at the security gate
- The car driver pay amount of AED 50 for each hour for car parking violation in the area of loading and unloading.

### Build Up

- During build-up, vehicles requiring access will be directed to the relevant vehicle entry/service doors entrance(s).
- Please ensure your Event Planning Manager is sent a copy of your vehicle and that all drivers display this pass clearly in the windscreen of every vehicle.
- Vehicles not displaying a valid pass may be excluded from entry into the loading bay areas.
- There is limited access to the rear of the halls, so vehicles may be parked away from the loading bays and called when access is available. Overnight parking is NOT permitted anywhere on-site.
- Children aged 16 and under are not permitted in the halls during the buildup or break down for health and safety reasons. This is non-negotiable.

## Access to halls

### Access to the Hall when the Show Close

The objective of this is to identify who will enter ADNEC premises and in the Halls after working hours. This access to the Venue limits for ADNEC Staff, Contractors, Organizers, Tenants, and Visitors.

1. When the Show Close and Before the Show Open

Any person who wants to enter the Hall and the Hall has been rented to Organizers, he / she must take permission from Organizers through Planners.

The following information must be submitted for allowing access inside the Hall:

- Name
- Company Name
- Mobile Number
- Timing
- Other information required (in case)

2. When the Show Open

The Organizers will be responsible for their Show and its visitors and contractors unless there are Security instructions for the Show.

3. Contractors Entrance

Contractors who access ADNEC must follow the following procedures:

- Proceed to the Badge issuance location situated at the Gates (2, 4, and 7).
- Submit necessary documents like Labour Card or other valid identification to collect the badge.
- Contractors must follow ADNEC Contractor Procedures upon entering ADNEC premises.

***Any badges for the show open we need at least names on it.***

### Open Period

- Vehicles delivering stock during the open period may arrive 1 hour prior to show opening each open day or as otherwise specified in your venue hire agreement.
- Deliveries will only be allowed up to 15 minutes before the event opening time.
- All goods entrances and loading areas must be clear of vehicles prior to the event opening.
- No goods will be allowed through the main entrances of the halls.
- No deliveries are permitted once the event is open.
- No breakdown of any stands or areas within the licensed area is permitted during any part of the open period duration.

### Breakdown

- No access to halls for contractors or other staff assisting in the breakdown of stands is allowed until the hall is clear of visitors.
- There is limited access to the rear of the halls, so vehicles will NOT be allowed into the Loading Bays until the show has officially closed. All vehicles MUST be parked away from the loading bays and called when access is available
- Vehicles may not enter the vicinity of the back of the halls until directed by the traffic marshals.
- The hall must be cleared of all stands, materials, contractors, exhibitors and waste, by the agreed time on your last day of tenancy as specified in your contract, normally 17:00. R Additional charges may be incurred if this is not achieved.
- Children aged 16 and under are not permitted in the halls during the buildup or break down for health and safety reasons. This is non-negotiable.
- Private cars are allowed loading and unloading zones for the purpose of delivery of goods only. Not more than 30 minutes. (Thirty minutes only)

- Driving license +car registration card should be handed over at the security gate
- The car driver pay amount of AED 50 for each hour for car parking violation in the area of loading and unloading.

#### Visitors

- For information regarding 'How to Get to the Venue' and all other Marketing opportunities please see the "Access and Parking Section of the manual, alternatively access our website [www.adnec.ae](http://www.adnec.ae)

#### Access Gates & Goods Entrances

- For all information regarding the location of the access gates, loading bays and Vehicle Entry Doors (VE doors) please contact your Event Planning Manager.

### Access Equipment

{Please also refer to 'Scaffold Towers'}

- Access equipment includes scaffold towers, mobile elevating work platforms (MEWPS) and lifting tables (scissor lifts). This equipment may be operating on the premises so long as it conforms to the requirements of the Provision and Use of Work Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- ADNEC requires all operators working on access equipment to wear head protection and harnesses and to be attached to the equipment by means of a safety harness. All equipment must be visibly marked with the name of the company using it. A valid operator's license must be available for inspection on demand.
- Since January 2011 any company wishing to operate equipment on site must hold and be able to produce on site an IPAF License.
- NO contractor will be permitted to operate without producing this licence.
- This is to ensure the safe operation of access equipment and to reduce damage to the fabric of the building.

### Accidents

- Licensees are obliged to report any accident, incident or dangerous occurrence and 'near miss' which occurs on the premises to the Event Planning Manager and to provide ADNEC with copies of any reports on investigations or remedial action taken by them or their contractors as a result.
- Any accident or incident involving a contractor or exhibitor, which occurs within the Licensed Area, is to be investigated and reported as necessary by the licensee's representative.
- ADNEC Health and Safety Manager will investigate any accident or incident involving a visitor to an event.
- ADNEC reserves the right to call in the relevant authority or to take over the investigation of any accident or incident or to preserve or impound any materials, plant, equipment or structure involved in, or contributing to an accident or incident, until investigations are completed.

### Accommodation

There are a variety of hotels and serviced apartments to suit every budget within close proximity of the venue, including:-

- Aloft Hotel, +971 (0)2 654 5000
- Beach Rotana Hotel and Towers, +971 (0) 2 644 3000
- Hilton International Abu Dhabi, +971 (0) 2 681 1900

- Intercontinental Abu Dhabi, +971 (0) 2 666 6888
- Premier Inn, Abu Dhabi Capital Gate, +971 (0) 2 813 1999
- Shangri La, +971 (0) 2 509 8888
- The Armed Forces Officers Club, +971 (0) 2 441 5900
- The Hyatt Hotel, Capital Gate – +971 (0) 2 596 1234

**For alternative hotels located nearby please refer to [www.exploreabudhabi.com](http://www.exploreabudhabi.com)**

### ADNEC Media

ADNEC Media manage all of the media and advertising sites situated at the venue.

ADNEC Hall Entrance Boards - The size specifications for the Hall Entrance Boards can be found below:

- |                             |                           |
|-----------------------------|---------------------------|
| 1. Hall(s) 16- : H1 x W11 m | 5. Hall 10 : H1 x W4.2 m  |
| 2. Hall 7 : H1 x W5.4 m     | 6. Hall 11 : H1 x W10.3 m |
| 3. Hall 8 : H1 x W10.3 m    | 7. AD Hall : H1 x W10.3 m |
| 4. Hall 9 : H1 x W10.3 m    |                           |

- **Advertising Opportunities** - Please contact Michelle Higgins, ADNEC Media on +971 (0) 2 406 3361 or by email: [michelle.higgins@adnec.ae](mailto:michelle.higgins@adnec.ae) for further information, media guides and booking enquiries.
- **Installation of advertising** - Installation of advertising is strictly the remit of ADNEC. The organiser cannot erect any exhibition, stands or displays in the facilities or any other part of the Exhibition Centre or fix any items to the walls or floors of the Hall or suspend them from the ceilings, or any other part of the structure of the Licensed Areas or the Exhibition Centre without first obtaining the ADNEC's prior consent in writing.

Any damage to the fabric of the building caused by any unofficial posters, stickers, badges etc will be charged to the organiser who will then charge back to their exhibitors. Also, any person found to be unofficially leafleting on site will be asked to leave the Centre and will be charged for the relevant cleanup operation.

**Organiser Media purchases** - Organisers can buy additional media sites to publicise their event via ADNEC Media.

- **Organiser Commission** - ADNEC Media will provide a revenue commission to Organisers provided that they aid ADNEC media in the sales process. For further details please contact Michelle Higgins, ADNEC Media on +971 (0) 2 406 3361 or by email: [michelle.higgins@adnec.ae](mailto:michelle.higgins@adnec.ae)
- **Organiser Promotional Media**

#### Mega Panels

All organisers will be offered an external mega panel for "show branding" and promotion at production costs only. Please note this is subject to availability. Any organiser taking full site tenancy will be offered two mega panels for production cost only.

#### Digital Screens

Organisers are free to use the ADNEC Media Channel to promote their events at no commercial charge, other than their own production fees. The following conditions apply:

- The screens must be used for event promotion only
- These screens cannot be moved from their current locations
- No sponsors appear on promotions before the beginning of the tenancy

- Sponsors can appear in the form of a standard logo quilt during the tenancy periods

1. Internal Landscape 1360 pixels (w) x 768 pixels (h)
2. Internal Portrait 768 pixels (h) x 1360 pixels (w)
3. External Portrait 924 pixels (h) x 528 pixels (w)

No sponsors appear on promotions before the beginning of the tenancy

- Sponsors can appear in the form of a standard logo quilt during the tenancy periods.

There are three difference resolutions. Creative executions should be supplied in both English and Arabic and in all of the formats specified below.

4. Internal Landscape 1360 pixels (w) x 768 pixels (h)
5. Internal Portrait 768 pixels (h) x 1360 pixels (w)
6. External Portrait 924 pixels (h) x 528 pixels (w)

Moving imagery is not permitted on the External Screen facing Khaleej Al Arabi Street. Minimum font recommendation for the external screen is 42 pixels (height).

### Concourse Flags

Organisers are able to purchase ADNEC Concourse Flags to promote their events on the following conditions:

- A minimum of 50% flags will remain ADNEC branded
- Event flags will be placed in an alternating sequence with ADNEC flags (event / ADNEC / event / ADNEC etc)
- Flags can be used for show promotion only
- They are not used to promote sponsors or partners
- Event branding will only be permitted during event tenancy
- Flags will be "zoned" to match the location of an event. Flags promoting one event will not be permitted to enter the "zone" of another event unless prior agreement with all parties has been made.
- The organiser must use an approved ADNEC supplier and must remove, store and replace all ADNEC flags. Any damage to the flags will be charged to the organiser.
- The flags must be double sided printed and must be 200 cm (h) x 85 cm (w)

### Stands on the Concourse

When an organiser builds stands on the Concourse they will not be permitted to build stands in front of the Mega panels without prior written consent from the ADNEC Media Department.

### The Atrium

Media sites within the Atrium area do not form part of your tenancy package. Please contact ADNEC Media if you have any interest in booking these sites.

### Catering Outlets

Catering outlets are subject to alteration and do NOT form part of an organiser's tenancy. They cannot be used to display any signage, advertising or sponsorship, either within the areas or over any existing signage. It may be possible for branded goods to be distributed from some outlets with prior permission from ADNEC. Charges may apply for this service. Please contact ADNEC Media – Michelle Higgins for further details +971 2 406 3361 or by email: [michelle.higgins@adnec.ae](mailto:michelle.higgins@adnec.ae)

## Advertising in the Hall or Licensed Area

Advertisements which relate exclusively to the exhibition (or which relate to other exhibitions with which your organisation is associated) may be placed within each hall of the Licensed area, provided that: -

- No damage is caused to the walls or any other part of the hall including damage to their decorative condition;
- No advertisements or posters, program or other matter relating to the exhibition:-
  - May display content or text or copy which is undesirable, inappropriate, harmful including harmful to the commercial interests of the Company or others, offensive, obscene or otherwise illegal.
  - May be issued unless ADNEC has first approved in writing a proof copy. Any such approval shall not imply that the proof in question complies with any laws or codes applicable to such adverts;
  - May not include a reference to any other activity taking place at ADNEC whether at the same time as your exhibition or at any other time without the written consent of the Company.

## Advertising / Promotion of Exhibition

*Promotion of the Exhibition is subject to the following conditions: -*

- No advertisements or any other publicity material may contain any mention of the Abu Dhabi National Exhibition Company or other venue owned or managed by the Company including Al Ain which does not comply in all respects with local planning legislation and regulation made under that legislation from time to time in force.
- No advertisements or any other publicity material may be displayed or issued via any medium which contravenes legislation concerning Trading Standards whether regarding pricing or additional charges for car parking, or otherwise.
- No advertisements to be placed outside of the Exhibition Centre unless they comply in all respects to the local municipality legislation and all regulations there under including any legislation protecting street furniture from unauthorised hanging of posters or any other publicity material.
- When sponsors' items are sold they must be purchased and sold at a fair price in line with the Company's policies.

## Air Conditioning and Ventilation

- A reasonable amount of air conditioning and ventilation is included within your tenancy on the pre-opening day and open period. ADNEC endeavor to provide the optimum temperature of 23 degrees Celsius throughout the exhibition center, halls, conference rooms and public areas. The cooling system provides over 2000 cubic meters per hour of cooled water piped throughout to over 500 cooling units with the latest technology available to adjust and monitor in order to provide a comfortable environment. In addition temperatures can be lowered or raised to suit. However please note that this adjustment can take a few minutes to several hours depending on the positive or negative conditions i.e. during build up and breakdown when hall doors are open.
- During both build up and breakdown the AC cooling capacity is reduced to the halls as during "build up" there is a large amount of wood dust in the air that "clogs" up the filter cleaning system cooling system which reduces the cooling capacity considerable and compromises the system.

## Airports and check in from ADNEC

There are two main airports that serve the cities of Abu Dhabi and Dubai. These are Abu Dhabi International Airport and Dubai International Airport.

Abu Dhabi International Airport can be contacted on +971 (0) 2 575 7500 or [www.abudhabiairport.ae](http://www.abudhabiairport.ae)

Dubai International Airport can be contacted on +971 (0) 4 224 5555 or [www.dubaiairport.com](http://www.dubaiairport.com)

Abu Dhabi International Airport Expo Check-in facility is located on the ground floor of Car Park A between Exits J & K near the Aloft Hotel entrance. This facility provides full passenger and baggage check-in for passengers flying from Abu Dhabi International Airport



on the following airlines:

- |                   |  |                   |
|-------------------|--|-------------------|
| a. Etihad Airways | e. Air India Express                     | i. Air Berlin     |
| b. Gulf Air       | f. PIA (Pakistan International Airlines) | J. Air Seychelles |
| c. Egypt Air      | g. Sudan Airways                         |                   |
| d. Air India      | h. Jet Airways                           |                   |

#### Abu Dhabi International Airport – Expo Check-in

The Abu Dhabi International Airport Expo Check-In facility ADNEC offers both passenger and full baggage check-in.

The facility is the only fully operational airport check-in facility to be operated in an exhibition center in the Middle East and the second city check-in facility for Abu Dhabi Airports Company (ADAC) in operation.

The Expo Check-In serves passengers of Etihad Airways, Gulf Air, Egypt Air, Air India, Air India Express, Pakistan International Airlines, Sudan Airways Jet Airways, Air Berlin and Air Seychelles with more airlines expected to be added throughout the course of the year. Passengers also use the 'left-luggage' service that provides storage for hand and other luggage.

Passengers travelling from Abu Dhabi International Airport can check-in at the counters located on the ground floor of the exhibition center near the ICC Hall, within 4 to 24 hours prior to departure.

Once checked in, you can take advantage of promotional offers on food, beverages and even room rates at the Aloft Hotel. Alternatively you can use the hotel swimming pool, gym and showers at discounted rates, just by showing your boarding card.

The following airlines offer check-in at ADNEC:

Airline	Check-in opening time	Check-in closing time
Etihad Airways	hours before flight 24	hours before flight 5
Gulf Air	hours before flight 24	hours before flight 4
Egypt Air	hours before flight 24	hours before flight 4
Sudan Airways	hours before flight 15	hours before flight 4
Air India	hours before flight 12	hours before flight 4
Air India Express	hours before flight 12	hours before flight 4
Jet Airways	hours before flight 20	hours before flight 4
Pakistan International Airlines	hours before flight 24	hours before flight 4
Air Berlin	hours before flight 24	hours before flight 4
Air Seychelles	hours before flight 24	hours before flight 4

#### Airships, blimps & balloons

this section refers toy Balloons, Helium Balloons and Blimps and Airships

The use of airships, blimps and balloons within the venue is strictly regulated. Applications for permission to use them must be submitted to the venue in writing, together with a risk assessment, at least 28 days prior to the event.

The following must be considered when carrying out the risk assessment:

- The use of gas or batteries
- Obstacles within the exhibition, including drop wires, cables, truss, stands and signage
- The possibility of items falling from them
- Compliance with the venue's specific regulations

Any fixing to a stand structure shall be of such nature as not to cause excessive stress on the structure and shall be of sufficient strength and durability to ensure continuous safety and stability.

The arrangement for tethering shall be of such a means as not to allow accidental or inadvertent escape of the balloon(s).

Spare gas cylinders are required to be stored in a suitable secure area outside the exhibition hall. (Refer to ADNEC Guidance Note No.1 - Requirements for Compressed Gas Cylinders)

Refilling the balloon(s) with compressed gas may not take place during the time an exhibition is open to visitors.

Organisers are advised that they will be held responsible for any costs incurred for repairing damage to the air-handling units within the halls due to gas filled balloons being drawn into the units, and for removing balloons from the roof structures.

Operators must remain in visual contact with the airship at all times and within radio range.

Exit signs must not be obscured at any time.

A suitable take-off and landing area must be planned into the floor layout.

The venue may, for safety and security reasons, request that airships are monitored from the floor by a second person whilst in operation.

Blimps must be tethered, at all times, to a secure weight that is placed so as not to cause a hazard to exhibitors, their staff and visitors.

All balloons and blimps must be secured by suitable means and approved by a competent person. A charge will be made for retrieval if any escape to the roof or for any damage to the air-handling units.

#### Alcohol

- The consumption of alcohol is not permitted during the build-up and break down periods of the event.
- Alcohol must be provided by the official caterer ADN/Compass.
- In order to serve alcohol at ADNEC exhibitors/organisers must apply in writing to the ADNEC Catering Manager at least 1 month -
- prior to the event in order for ADNEC to apply for a temporary alcohol license. The following information is required for the
- Alcohol License application: Date of Event, Exact Location Alcohol is to be served, estimated numbers of visitors / guests to be
- served and timing of the event. -
- Currently any exhibitor wishing to offer visitors alcohol sampling must arrange for this to be implemented in a "closed"
- environment but are still subject to the above and a corkage fee will apply to cover the license fee. -any exhibitor wishing to offer visitors alcohol must be delivered by ADNEC following temporary alcohol licence
- The above procedures are currently under review and are subject to change. Please consult your Event Planning Manager before
- agreeing to any alcohol served or sampled at your event.

#### Ambulance

{Please also refer to "First Aid"}

- Should you need an ambulance, please contact First Aid on extension number 4444, or +971 02 406 4444 if calling from a mobile or external phone.

#### Animal Welfare and Safety

- No wild or domestic animals, shall be permitted on the Premises without the prior written consent of ADNEC. Written application to display livestock must be made to the ADNEC Event Planning Department at least 1 month prior to the start of the tenancy.
- No animal welfare facilities are provided by the venue, therefore pets, except assistance animals, are not permitted unless they form part of an exhibit or display associated with an exhibition and are approved by the venue. Pets must not be left in vehicles.

- Exhibitions involving numbers of livestock may have to comply with specific authority regulations "Agricultural Food Production or Abu Dhabi Food Control Authority (ADFCA)".
- Guidance on animal welfare and appropriate safety measures shall be obtained by the organiser from a suitably qualified veterinary officer, who may deem it necessary to carry out an on-site inspection.
- A copy of a veterinary officer's report shall be submitted to the venue for licensing authority approval (if applicable). Any costs incurred are the responsibility of the person seeking guidance/consent.
- Animals must be appropriately supervised and sufficient welfare arrangements must be maintained, to the venue's satisfaction. These arrangements should be detailed in a risk assessment and include the following:
  - Transport to and from site
  - Feeding
  - Housing
  - Security
  - Environment
  - Exercise
  - Cleaning and sanitary arrangements
  - Sleep/rest
  - Protection from pain, injury, suffering and disease
  - Evacuation in an emergency
- In order to ensure the safety of visitors, suitable guards /enclosures must be provided and warning notices prominently displayed where appropriate. Livestock must be properly contained when a stand is unattended and if exhibited outside an enclosure, must be adequately tethered or suitably controlled.
- A sign should be in place advising visitors to wash their hands after touching animals or their enclosures.
- Signs should also be displayed at the entrance to the exhibition indicating that animals are present and that people with allergies may be affected.
- All potentially dangerous exhibits shall be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure continuous safety and stability.
- A sign or notice must be prominently displayed to avoid persons becoming accidentally injured.
- A keeper must be present at all times including event closed periods to ensure the continuous welfare of the livestock and continued safety and stability of enclosures.
- Where wild or dangerous animals are displayed on a stand they shall be contained within enclosures of such construction so as to avoid injury to exhibition visitors.
- Livestock exhibited outside an enclosure is required to be adequately tethered or otherwise suitably controlled to ensure safety of visitors.

## Atrium / Concourse

*{Please also refer to "Hall Entrances"}*

Stand building within these areas is only permitted if your Sales Manager has previously agreed this with you in writing and forms part of your tenancy contract. The following applies when building within these areas.

- Floor protection must be put on the marble floor before ANY materials are placed there
- 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 buildup and break down.
- No cutting of materials is allowed on the floor – all cutting must take place on the grey floor in either halls 4 or 5
- Exhibitors must be advised that there are limitations as to the power, internet, and water & waste provision in this area.
- Please note areas utilised on the Atrium or Concourse will be calculated on a gross square meter basis, just as in the rest of the venue, and will therefore include a minimum of 3 meter gangway around the stands.
- There are height restrictions in some areas of the Concourse and Atrium. (please see ceiling heights)
- Access for buildup and breakdown in the Atrium and Concourse needs to be carefully considered as stand fittings will have to

be bought in through the VE Doors in Halls 4 or 5 subject to availability. This could impact on the wider build-up and break-down of the exhibition as a whole and may impact on other exhibitors or contractors.

- No stands are to be built in front of the Media Sites located within the Atrium or Concourse unless prior written agreement is obtained from ADNEC Media Department.
- There are no rigging opportunities available throughout the Atrium or Concourse.
- The flow of visitors around these areas must be taken into consideration when designing the layout of your registration/entrance area. It may be necessary to utilize tensor barriers/ropes and posts or active visitor management on the Atrium/Concourse to assist with visitor flow in these areas.
- Use of these areas for whatever purpose must be agreed in writing prior to your tenancy with your Event Planning Manager.

## ATRIUM AND THE LINK

- The Atrium and Link areas is an open area which was not designed specifically for hosting events/exhibitions that require large stand construction and multiple services.
- There are no services available in the Atrium – this means that power has to be obtained and supplied from either Halls 4 or 5.
- If either Hall 4 or Hall 5 is not being used in conjunction with Atrium the cables have to run across the width of the Atrium creating a safety hazard for exhibitors, organisers, ADNEC staff and visitors
- As a result of the points mentioned above, the Atrium cannot be sold on its own as exhibition space – it can be sold for events only in conjunction with Hall 4 and Hall 5.
- NOTE:
  - Events with large builds/break downs taking place in the Atrium create a huge amount of noise and dust, making our Conference Rooms unsuitable for most event types during such periods.
  - Full written approval is required from ADNEC Account Management prior to any utilisation of the Atrium and Link areas which may require escalation to the Group CEO, subject to proposed usage.

## Auctions

The sale of goods by competitive bidding may require an auction license; however auctions that are carried out in aid of charitable organisations may be exempt.

The definition of a "charitable auction" is as follows:

- Any sale for the purposes of assisting in the funding of a voluntary organisation if the whole, or a substantial amount, of the proceeds of the sale is donated to the funds of the organisation.
- Voluntary organisation means a body, the activities of which are carried out on a not-for-profit basis, but does not include any public or local authority.
- Organisers of charitable auctions will need to provide details of the charitable status of the organisation and the charity number.

*Please contact your Event Planning Manager for further details.*

## Audio Visual Services

The ADNEC Customer Services has a range of basic AV equipment packages available for hire. Please contact the Customer Services on

+971 (0) 406 3645 / 3646 / 3647 for further details or download the order form from the order form section of the ADNEC web site..

## Auto Cad Services

ADNEC can offer a variety of drawing types / event layouts in AutoCad format. All drawing requests (events / exhibitions layout / Conference Room layouts / Capital Suite layouts) requested by organisers are chargeable. To request a quote the CAD Service Order Form must be completed and submitted before the commencement of a job. Please request the relevant form from your Planning Manager.

## Baby Changing Facilities

These are located in all disabled toilets.

## Badges / Passes

It is a requirement of ADNEC that organisers supply their Event Planning Manager with sample copies of all official passes – contractor, exhibitor, visitor, organiser etc – at the Team meeting operational normally held 3 months prior to the event).

Your Event Planning Manager will need to be fully briefed regarding access times relating to each different type of badge or pass together with any other relevant information regarding access into the exhibition halls or conference facilities.

- Adnec issue contractor badges after review the documents for the contractors.
- If the organizer have his own badges, ADNEC security only will distribute it on behalf of the organizer.

There is two type of contractors:

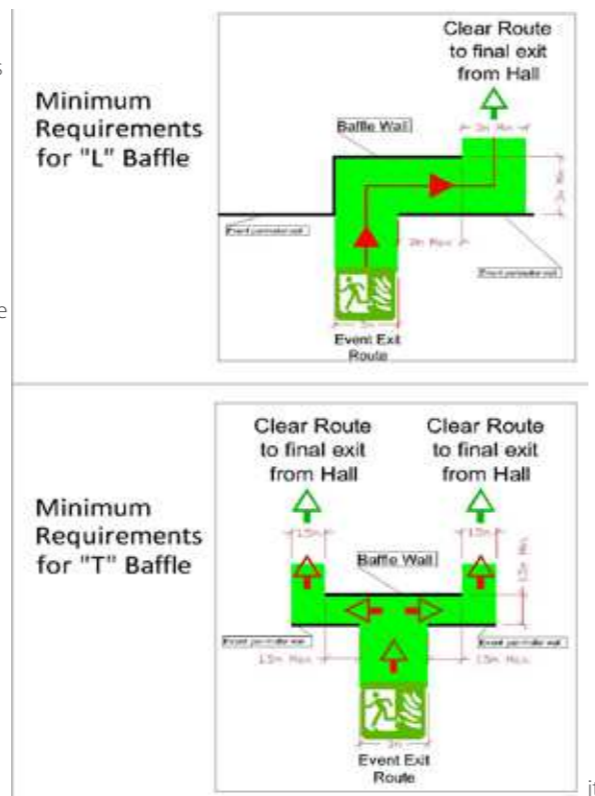
1. ADNEC contractor – who's doing job for FM, security....etc
2. Event contractors for build-up/break down for the show.

## Baffle Walling and Exit Routes

The following guidelines shall apply to all baffle wall exits installed at exhibitions and events held at Abu Dhabi National Exhibitions Centre

- Baffle wall exit routes are not a mandatory requirement for events at Abu Dhabi Exhibition Centre.
- Where baffle wall exits are installed, at all times the total event exit route width leading to the baffle exit shall be maintained throughout the overall baffle route.
- At all times the baffle wall exit route shall lead directly to a final exit from the building.
- At all times the exit route from the baffle exit to the final exit route from the building shall remain clear of all obstructions.
- The maximum baffle wall exit routes shall not exceed two in number .
- Where two baffle wall exit routes are installed, these shall not be less than half the total event exit route leading to the baffle exit, subject to a minimum width of 1.500 m .
- Where single baffle wall exit routes are installed, these shall not be less than the total event exit route leading to the baffle wall exit.

Illustrated examples of baffle Wall exits are displayed next, showing minimum requirements for "L" baffle and "T" baffle



## Bakhoor Safety Guidelines

In ADNEC, the use of bakhoor is very controlled and restricted as poses several health and safety issues such as fire hazard, activation of the smoke / fire alarms and respiratory problems to people with respiratory medical conditions.

Following are some of the guidelines that must be followed in order to use the bakhoor in ADNEC.

1. Please note that only ELECTRICAL Bakhoor / Electrical incense burner is and will be allowed in ADNEC. The charcoal bakhoor will no longer be allowed given its high risk of fire.
2. The Bakhoor must NOT be placed in the gangway area where there is movement of general public as it can be hit and fallen down resulting in serious fire and burn hazard.

3. The exhibitor must have a water bucket / container to cool down or extinguish the burning incense.
4. A fire extinguisher (Dry Powder) must be provided and clearly accessible in the stand.
5. The bakhoor must never be kept unattended and without supervision at any time. In case of non-compliance the stand might not be allowed to use bakhoor.
6. The quantity of the bakhoor incense used must be kept as low and minimum as possible to avoid activation of the smoke alarms.
7. No combustibles must be stored in the surrounding area near to the bakhoor.
8. The base plate where the bakhoor is kept must be of steel or non-combustible and fire retardant material.
9. Keep the bakhoor out of reach and access to children
10. The burner must be unplugged when not in use.
11. The fumes can cause respiratory symptoms, including asthma, headaches and worsen symptoms for those who suffer from allergies.



## Banking Facilities

- National Bank of Abu Dhabi
  - ATM facilities and counter services
  - Located in the Grandstand near VIP Entrance
- Abu Dhabi Commercial Bank - ATM Located in the Grandstand near VIP Entrance
- Abu Dhabi Islamic Bank – ATM –Located in the Grandstand near Food Court.
- Abu Dhabi Islamic Bank – ATM – Located in H Door

## Banner Sites

{Please refer to "ADNEC Media "}

## Betting and Gaming

ADNEC shall not be used for Betting and Gaming.

## Bottled Gas

{Please refer to "Gases "}

## Break-Down

{Please refer to "Access to/Vacating of halls"}

## Building Works and Fixings

- No fixings or attachments to or penetration of the fabric, structure or floors of the Centre shall be carried out except by ADNEC's authorised representatives at the expense of the licensee, sub-licensee or contractor requiring these services. This shall include the attachment to the structural steelwork for any purpose to any part of the building fabric and structure, whether interior or exterior. **Bolting down is not permitted under any circumstances.**
- The Organiser will be responsible for ensuring that adhesive tapes used to fix carpets or other materials to the floor areas are removed after use without damaging to the floor.
- ADNEC requires the use of 3M low tack tape, which is a kind that can be easily removed. A higher rate will be charged for the removal of tapes not approved by ADNEC.
- Plastic packing tape, gaffer tape, masking tape or drafting tape, all of which are difficult tapes to remove from floors, are not to be used.

- Any tapes not removed by the contractors will be removed by ADNEC at the Organiser's expense.
- No Fixing will be permitted to the duct covers.
- Fixing to the surface of the floors other than by use of adhesive tapes to secure margin boards, cable clips and similar items of stand fittings is not permitted. Drilling into the floor, nailing, screws and fixings of any sort will not be permitted.
- Suspended stand fittings are not permitted. ADNEC may permit suspension from the hall roof of banners, lighting, fittings or other decorative materials (the work being carried out by ADNEC at the expense of the Organiser) or by the ADNEC rigging contractor provided that:
  - They form part of an overall scheme of decoration proposed by the Organiser.
  - There are no locking arrangements to the main body of the stand (including electric wiring or decorative materials).
  - Application is made to ADNEC at least 6 weeks prior to the first day of the rental period.
  - The proposed suspended units to not overstress the roof structure max 70kg/r/m.
- Time is available after the beginning and before the end of the rental term for ADNEC.
- Rigging Contractor to remove the suspension wires, with free unobstructed access at floor level for hoist vehicles, cranes etc as may be required.
- Persons proposing to erect brick, stone or block walls, etc. shall lay heavy duty building paper or similar material on the floors under the walls, etc. to protect the floor surfaces from any mortar damage. The cost of repairing any damage caused to floors by the erection or dismantling of this work will be charged to the Organiser.

## Bus Stop

- There is a bus stop located at the back of ICC Hall, on route 40 of the Abu Dhabi bus network. Full information can be found within the travel section of the official ADNEC website.

## Candles

- The use of candles or equipment which uses naked flames at the venue is controlled by ADNEC. Any Organiser wishing to use candles are required to provide written detail of the candles and table layout, indicating any combustible materials that may be in the location of the candles.
- The use of tall candles which have the ability to fall over is restricted and evidence of the fixing arrangements for all candles is required.

## Capital Suites

*{Please refer to "Conference Facilities"}*

## Car Parking

- There are 2 multi-storey car parks at ADNEC, with over 6283 spaces that have direct access into the exhibition centre. A traffic management plan will be devised for your event indicating the location and access to the parking. Please note that this may be on or off-site.
- The car parks are normally open from 0800hrs to 1800hrs or until 1 hour after the close of show.
- Overnight parking is not permitted without approval. Any vehicles left more than 48 hours will be removed by police.
- These car parking facilities are chargeable.
- ADNEC permits the facility to hire a level of the car parks for specific guests and VIP's for further information please contact your Event Planning Manager.

## Carpet

- ADNEC is an uncarpeted venue and you should make your own arrangements for carpet to be laid and removed within the halls.
- Capital Suites and Conference Room A and B are carpeted.
- Please ensure that all carpet, including (shell scheme and space ONLY) stand carpets and carpet tape are removed completely after the event and before the end of your tenancy period.
- Organisers will be charged for the non removal of carpet and tape, or if any damage is cause to the fabric of the building because of its removal.

## Carpet Fixing Tape

The Organiser is responsible for ensuring that adhesive tapes used to fix carpets or other materials to the floor areas are removed after use without damaging to the floor.

- ADNEC requires the use of 3M low tack tape, which is a kind that can be easily removed.
- The recommended double-sided fixing tape to be used is code B7 and comes in 50m x 50mm reels.
- Plastic packing tape, gaffer tape, masking tape or drafting tape, all of which are difficult tapes to remove from floors, are not to be used.
- Any tape not removed by the contractors will be removed by ADNEC at the Organiser's expense.
- The use of carpet spray adhesive or glue is not permitted.
- Please ensure that all carpet tape is removed after your event and before the end of your tenancy period. A charge will be made for the removal of any remaining carpet tape.
- Additionally should the removal of the carpet tape cause any damage to the fabric of the building, the cost of "making good" will be charged to the organiser.

## Car Rental

National Car Rental is located on-site on the ground level beneath the Aloft Hotel      Tel : 02 642 5115

## Cash Point Facilities

*{Please refer to "Banking Facilities"}*

## Catering

- ADNEC provides a broad range of catering services within the venue and have entered into agreements with a number of
- external suppliers to provide retail based options.

## Fixed Catering Outlets are:

- Deli marche Coffee Shop -
- Food Court offering and International Buffet –
- MANGIAMO Italian Restaurant
- Coffee Shops (outside hall 6 &9)
- A number of in-hall catering units incorporate small seating areas. These are located within the Vehicle Entry Doors. If an event
- organiser wishes to increase this seating, they are welcome to do so at their cost.
- Please ensure that your floor plan includes all catering areas within your licensed area and that access to these areas is

- maintained. The final catering offer will be subject to discussions between the organiser and the appointed Catering Manager.
- It is a requirement that ADNEC provides all catering offered on site. Please ensure that your contractors and exhibitors are aware of this.
- The operating hours of the catering units are subject to change and are determined by the opening hours of an event. A detailed catering schedule will be provided prior to the event confirming the operating hours of all ADNEC catering facilities. -
- Catering outlets are subject to alteration and do NOT form part of an organiser's tenancy. They cannot be used to display any signage, advertising or sponsorship, either within the areas or over any existing signage. It may be possible for branded goods to be distributed from some outlets with prior permission from ADNEC. Charges may apply for this service.

**Please contact ADNEC**

Media – Michelle Higgins for further details +971 2 406 3361 or by email to: michelle.higgins@adnec.ae

### Catering Concession Fees

- The use of external caterers is not permitted within the venue. However if a 3rd party caterer is bought on site to provide catering
- a corkage fee will be charged by ADNEC and will need to be paid before service can begin or continue – this is calculated by the catering manager.

### Catering/Hospitality

- ADNEC provides a wide range of hospitality services to meet your needs and those of your exhibitors and visitors.
- For further information regarding private hospitality please ask your Catering Manager for your event.

### Catering / Stand Catering Services

- Your Event Planning Manager will issue you with the Stand Catering Forms to insert into your Exhibitor Manual. The order form can be
- downloaded from the Order Form section of the ADNEC web site.

### Catering Units (Temporary)

- ADNEC can offer coffee carts or kiosks on the exhibition floor. If this service is required and considered commercially viable, the catering department may provide it free of charge. Otherwise an underwriting fee and electrical connection fees may be charged to the organiser.
- ADNEC caterers regularly service custom-built areas on the exhibition floor, providing VIP lounges, themed restaurants, internet cafes, etc. The cost of building these areas is borne by the organisers.

### Food and Drink Sampling

- The sampling of food and/or drink from exhibition stands may be permitted on certain events, however this is dependent on the nature and profile of the exhibition and must be fully discussed and agreed with your Sales Manager.

- Any proposed sampling activity must be notified to your Event Planning Manager no later than one month prior to the start of the event licence period for approval unless agreed, the standard sampling sizes are:
- Unwrapped food – bite size portions
- Individually wrapped items
- Drink – 85 ml (3fl oz.) container
- This only applies where samples are free of charge; otherwise the operation will be treated as retailing activity, and will be subject to a concession fee and must be carried out in accordance with ADNEC venue hire agreement.
- All food safety and hygiene regulations must be complied with and random checks may be made at any time.
- Abu Dhabi Food Control Authority can be contacted as per the below info:
- <http://www.adfca.ae/english/Pages/Home.aspx>
- Address Mohamed bin Zayed City opposite Mezyed Mall
- P.O Box 52150
- Phone Number +971 2 818 1111
- Fax Number +971 2 588 7777
- Contact Centre 800555

### Food Hygiene

- Where it is agreed that an event provides samples, or the use of a 3rd party caterer (after the corkage fee has been paid) the event
- organiser must provide their own food hygiene inspector to ensure that all relevant food hygiene regulations are adhered to. This cost is borne by the organisers.
- All Abu Dhabi Food Control Authority (ADFCA) regulations regarding food storage, preparation, cooking, heating and service must be followed and complied with, failure to do so may result in a fine or closure by ADFCA.
- All food handlers must wear clean uniforms and hair nets when in a food preparation or service area.
- All suppliers of foods must be licensed in Abu Dhabi
- All food sold must be approved for sale in the UAE by Abu Dhabi Government.
- All food outlet on site must have ADFCA certification

### CCTV

The control room is located on ADNEC's premises and is staffed 24 hours a day. The venue CCTV is monitored from this location.

- Please contact extension 4444, (or 02 406 4444 if calling from a mobile or outside line) for assistance outside tenancy hours or if you are unable to contact your Event Planning Manager.
- In the event of an emergency (including requests for ambulances), please call extension 4444 (or 02 406 4444 if calling from a mobile or outside line).
- The system will not be played unless there is official letter from police.

## Ceiling Heights

- The ceiling height in Halls 1 – 11 is 10 meters to underside of beam/truss.
- The ceiling height in The ICC Hall is 13 meters high.
- Please note that there are certain areas within the venue where the ceiling height is less than 10 meters. These are detailed on the dwg CAD file supplied by ADNEC.
- Gallery Height between Hall 4 & Atrium and Hall 5 & Atrium is 4.5 meters high. It is essential that you have written approval from your Sales Manager prior to commencement build within this area.
- Sample Capital Suite plans can be downloaded via the ADNEC web site. For individual room plans please contact your Event Planning Manager.
- The Ceiling height of the Conference Rooms 7 meters. Plans can be downloaded via the ADNEC web site.
- Please note there are no rigging opportunities throughout the Concourse, Atrium, Link, Conference Rooms A and B or any of the Capital Suite rooms.

## Central Plaza FAQ's

### CP1 (Central Plaza) Use of the Area

- Central Archway – is it possible to use for signage? eg a fixed sign board? (Question)
  - Not permissible due to structural implications of Wind Loading(Answer)
  - Street lamps within the area –can they be removed? (Question)
  - Street lamps are located on the terrace area within the plaza therefore lighting from the perimeter to an average of 20lux throughout. They cannot be removed. (Answer)
- Are there any issues with temporary landscaping eg half pipes, dirt tracks, sand hills etc for off-roading demonstrations/ live events etc - tier marks burnt into surfaces? (Question)
  - The surface is predominantly precast concrete block pavers, therefore a substantial protective layer would be required before building up with sand/soil. Rubber marks would be difficult (Answer)
- Can the tree planters can be moved & stored? If so by whom and are there any costs? (Question)
  - It is possible to move/ remove the tree planters and would be moved only by ADNEC's FM department. Please request this via your Event Planner if required. A minimum of 10 days notice is required. (Answer)
- Are there electrical trenches available similar to those in the halls? (Question)
- There are 24 pop up points in the central plaza which should be sufficient to cater for most events. On special occasions there are DB boards can be strategically place offering spare capacity for additional power. (Answer)
- Maximum power available? (Question)
  - 24 No. Pop up points
  - Each with:
    - 1 x 63 amp 3 Phase
    - 1 x 16 amp 3 Phase
    - Total of 20 or 30Kw power from each pop up...see detailed plan supplied for the location of each pop-up.
  - There are 6No. Feeder pillars in the Plaza with additional supply up to 24Kw, each varies. (Answer)
- Ground penetration - how far - if allowed on CP1? (Question)
  - Absolutely no Ground Penetration is permitted. (Answer)

- Is there Water & Waste available? (Question)
  - Yes, storm water gullies are available for grey water discharge.
  - 24No. 1/2" Bibtap points evenly distributed adjacent the Power Pop up box.
  - Back up pressure minimum 1-15 Bar
  - Floor Rate 0.1-0.15L/Sec (Answer)
- Is there IT / DATA available? (Question)
  - Full WIFI coverage - from 6 units on light columns
  - 24 No. Pop up points - Each with - 11 x RJ45 Outlets (8x CAT6 and 3x Fiber Optic) (Answer)
- Lighting during build? (Question)
  - Terrace lights can be manually controlled. (Answer)
- Are there any fixed Cafes or Restaurants on CP1(Question)
  - None currently, it is possible to install temporary units to be coordinated in full by the ADNEC Catering team. (Answer)
- How is the Parking / WIP Parking managed? (Question)
  - All entrances is managed by the security gate house (Answer)
- Are any Permissions required for exhibits / activities on CP1? (Question)
  - All necessary permissions are to be undertaken by the client and all associated costs settled by the client direct with the issuing authority. (Answer)
- What is the maximum permitted floor loading? (Question)
  - The maximum permitted loading to the area is 10tonnes per SQ.M UDL (Uniformly Distributed Load). This does not apply to direct loading on to manhole covers or frames which we recommend are never loaded. Generally a spreader is recommended to be used to both protect the underlying block saviors from mechanical damage as well as spreading the load being applied such as the foot of a steel column or similar. Minimum spreader recommended would be a piece of good quality 19mm thick ply wood measuring 1m X 1m. (Answer)

## Children / Crèches

- Children aged 16 and under are not permitted in the halls during the buildup or break down for health and safety reasons. This is non-negotiable.
- ADNEC does not have a facility to look after children.
- Please ensure that your exhibitors and contractors are fully aware of this regulation to avoid issues on site.
- Your Event Planning Manager must be informed in writing two months before your tenancy if you are intending to use child performers during the open period of the exhibition.
- If you plan to have a crèche in your exhibition, please inform your Event Planning Manager at least two months prior to your event, with the following information:
  - Name of operator
  - Location of crèche – it must be next emergency exists and toilet facilities
  - Detailed layout of crèche
  - Dates and Opening times
  - Ages and number of children attending
  - A risk assessment and method statement from the operating company.
  - It is the organiser's responsibility to provide signage directing visitors to the crèche facility.
  - Documentation of relevant insurance



## Cleaning

- The cleaning of gangways, organiser's offices, permanent staircases and peripheral areas is included in your tenancy fee and is undertaken by ADNEC.
- The Organiser must ensure that the exhibitors and contractors vacate the Licensed Area by 2200hrs on the last night of build in order that ADNEC can provide this service.
- Stand cleaning is included in your tenancy on single storey stands. (Exhibits not included).
- The cleaning of upper decks on double-decker stands is not included within your tenancy and is subject to an additional charge. Please ask your Event Planning Manager for prices.
- Removal of any abandoned stand fitting materials, carpet, pallets and excessive rubbish will be subject to an additional charge to cover the cost of skip hire and labour.
- The following is not included in the tenancy contract:
  - Cleaning of exhibits
  - Where specialised cleaning is required by the Organiser
  - Where waste is generated during the operation of an exhibit i.e. product samples.
  - Cleaning of the upper floors of multi-storey stands
  - Removal of the protective plastic covering from exhibition carpet.
  - Removal of wooden packing cases.
  - Separate charges will be made by ADNEC for these items.
- With the exception of 'specialised cleaning', ADNEC will, if requested by the Organiser, quote in advance of the first day of the open period for the provision of these services as a separate item.
- In the case of 'specialised cleaning' requirements, ADNEC will, if requested by the Organiser, quote in advance of the first day of the Open Period for the provision of these services as a separate item provided that such specialist cleaning can be safely carried out by the company.

- The Organiser must ensure that the exhibitors and contractors vacate the Licensed Area by 2200hrs on the last night of build in order that ADNEC can provide this service.
- All vehicles, plant, ladders, trestles, access platforms, scaffolds, trolleys, spare materials and other items used in connection with the construction and erection of stands must be removed from the Halls.
- At the same time all exhibits and exhibitors materials required for the Exhibition must be removed from the Gangways in the halls and placed on stand areas to allow the ADNEC Cleaning Staff to sweep the Gangways and clear refuse from the halls.
- 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.
- At the end of the Exhibition or Event, the Organiser must ensure all contractors' equipment has been removed prior to the termination of the Licence Period in order for a thorough cleaning operation to take place prior to the end of the Licence Period. Abandoned equipment will be removed by the Company at the expense of the Organiser. A cost for labour and skip hire will be calculated and recharged to the Organiser.
- Washbasins and WC's within the toilets throughout the Exhibition Centre are not to be used for disposing of waste food etc or the cleaning of paint brushes or contractors equipment. The cost of clearing blockages in the drainage system through this cause will be charged to the Organiser.
- Stand cleaning and additional cleaning services order forms can be downloaded via the Order Form section of the ADNEC web site.

## Cloakrooms

- ADNEC does not have permanent cloakrooms. Should this be a requirement please contact your Event Planning Manager. A charge will be made for the provision of a cloakroom.
- Organisers wishing to construct temporary cloakrooms should provide the necessary counters, garment rails, hangers, signage, and chairs. Please liaise with your Event Planning Manager regarding location of cloakroom. The Planning Manager will advise you of the cost to supply temporary staff.

## Communication with ADNEC

In order to ensure the smooth running of your event, prior to the commencement of tenancy, all communication should be directed to your Sales Manager or Event Planning Manager. This will enable us to understand your exact requirements and avoid anything being missed or duplication of tasks. On site during tenancy a point of contact for each service provider will be given to organisers to contact the service providers directly for any additional services.

## Complex Structures / Stand Plans

*{Please also refer to 'Construction Materials', 'Rigging', 'Stand Construction' and 'Temporary Seating'}*

The organiser has full responsibility to ensure the structural integrity of all structures built by their exhibitors and / or contractors at their event and are advised to employ an independent structural engineer to review and approve all complex structure plans, then sign off once built on site.

ADNEC are to be notified of any complex structure proposal at all events and organiser must follow the below procedure.

### ADNEC's Definition of a Complex Structure:

- Double Decker stands
- Any part of a stand or exhibit which exceeds more than four metres in height
- Certain suspended items, e.g., lighting rigs or signs over 400 kg
- Sound/Lighting towers
- Temporary tiered seating i.e. Grandstands
- Platforms and stages over 0.6m in height and all platfo

- rms and stages for public use
- Cantilevers

### Submission Procedures

Licensees are responsible for submitting full details of all complex structures no later than 10 days before the licence period begins.

The following is required:

*Please note that ADNEC is now Abu Dhabi EHSMS (www.adehms.ae) compliant and any companies working or operating in Abu Dhabi must comply with the AD EHSMS laws and regulations / codes of practice.*

- Structural Design Calculations stamped by professional Engineer / Company accompanied by undertaking and indemnity letter on company's letter head.
- Load per square meter on the ground
- Structural Drawings
- Full Stand Dimension
- Plan Layout Drawing
- Architectural Plan
- Elevation Drawings (Front, back and side)
- Sections ( Where necessary)
- Handrail & Staircase Detail
- Connection Details
- Base Plate Sizes – spreaders must be 1mx1m.
- Structure Material Detail - The construction materials shall be non-flammable or fire retardant.
- Any Special Display Loading Allowance
- Accessible Ramp detail
- Risk Assessment
- Method Statement
- For Double decker stand – provide adequate number of fire extinguishers on mezzanine / first floor.
- Maximum travel distance from any part of the stand to the nearest exit should not be more than 10 meter.
- Totally enclosed ceilings are strictly prohibited. Exhibition stand ceilings must not obstruct the sprinklers and shall have an open space of over 50% of the total stand area to ensure fire prevention safety.
- The structure of all exhibition stands must be reasonably designed so as to ensure safety and security.
- The designed structural strengths of all exhibition stands shall meet the strength required by the load. During the construction period, efforts shall be made to ensure the overall strength, stiffness, stability and local stability of the exhibition stand structure.
- All exhibitors should select the contractor with proven qualifications (for UAE based – must be registered with Municipality) to construct their booth and are obliged to require the contractor to implement the construction in light of the relevant regulations and construction specifications and carry out corresponding safety measures.

Any complex structure that is modified after its initial submission to ADNEC must be resubmitted by the Licensee with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

### Onsite Management

All stand construction must be monitored during build up by the Licensee appointed floor management team. Stands which appear to be complex, which have not been submitted for approval, will be challenged and construction may be stopped until satisfactory information has been received.

ADNEC reserve the right to monitor all construction activity and to challenge risk assessments and the methods employed.

### Compressed Gases

*{Please also refer to 'Gases' section}*

- The use of compressed gas within the venue is strictly regulated.

### Conference Facilities / Capital Suites

- There are 19 meeting / conference rooms (called Capital Suites) located within the venue that offer a contemporary design and business-like ambience.
- Location of the Capital Suites is on the mezzanine level above the concourse.
- These versatile rooms are an ideal location for conferences, seminars, training courses, examinations, presentations and/or product launches. Please contact your Sales Manager for room specifications and charges.
- Also available are Conference Rooms A (1,150m<sup>2</sup>) and B (765m<sup>2</sup>) offering state of the art conference facilities.

Sample plans of the Capital Suites and Conference Rooms A and B can be downloaded via the ADNEC web site.

### Construction Heights within the Halls

The maximum headroom in each hall is listed under "ceiling heights" and also detailed within the Plans section downloadable via the ADNEC web site.

### Construction Materials

*{Please also refer to 'Complex Stands' and 'Stand Fitting Regulations'}*

Any materials used in the erection or construction of an exhibition or stand shall be suitable for purpose.

- **Timber** - All timber less than nominal 25mm (1") in thickness and plywood, hardboard, Blackboard and chipboard less than 18mm (3/4") must be rendered flame resistant by a recognized process to a Class 1 standard when tested in accordance with BS 476 Part 7. Ply-hard and pulp boards which have been rendered flame resisting in a manner approved shall be branded with a recognised mark.
- **Plastic** - The use of plastic of a grade less than Class 1, BS 476 Part 7, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted and approved prior to construction. Artificial plants and flowers must not be used for stand dressing.
- **Textile fabric and other decorative** material used for stand dressing must be flame proofed and comply with BS 476 Part 7 Class 1. Any fabric – unless incombustible – may not be used for partitioning stands, forming offices or the back or sides of stands, except that treated fabric may be permitted as a ceiling, to single storey stands, where not exposed to the risk of fire from lighted articles dropped from above. When used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not Less than 75mm deep. Curtains on exit routes must hang not less than 75mm clear of the floor and be parted in the centre.
- **Upholstered seating** - must meet the pass criteria for smouldering ignition source 0, Flaming ignition source 1 and crib ignition source 5 when tested in accordance with SBS 58521990.



- **Paints** - All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on site. This must be carried out off site.
- **Paint Spraying** – will be permitted subject to the following conditions:
  - Advance notification in writing is provided to the Event Planning Manager.
  - Only water based paints are used.
  - Adequate arrangements are made by the operator to ensure that no paint is spilt on the hall floors or sprayed or splashed on the walls, columns or other parts of the building structure or equipment.
  - The operation of the sprayer shall not cause a nuisance to other persons in the vicinity of the operation.
  - Any paint deposited on the building structure, floors, or equipment, in the course of decorating or by spillage or any other means, will be removed by the ADNEC at the expense of the Organiser.
- **Carpets** - and other textile floor-coverings must comply with BS 4790 and shall be secured and maintained so as not to cause a hazard. Only ADNEC recommended adhesive tapes may be used to fix carpets the exhibition floors.
- **Glazing** - All glazing must comply with current UK Building Regulations including BS 6206 and BS 6262. Any large areas of clear glazing shall be indicated with warning stripes or dots etc. Overhead glazing shall be of wired glass, laminated glass or be otherwise adequately protected from shattering. Glazing shall not be permitted to the perimeter of stands adjacent to public gangways.
- **Night Sheets** - It is recommended that only night sheets made of netting or transparent material should be used. These must be flame proofed to BS 476 Class 1. Arrangements must be made for the storage of the night sheets within the area of the stand during the hours the show is open. They may not be left, although rolled, in any position where they will cause an obstruction or interrupt line of sight.

**Cooking on Stands**

- Exhibitors cooking on stands for demonstration purposes (e.g. to demonstrate the benefits of a specific cooker) will be required to comply with Food Safety and Hygiene Regulations.
- A full risk assessment, including methods of storage, washing facilities, stand layout and type of appliance to be used for cooking must be submitted to your Event Planning Manager at least one month prior to tenancy for authorisation.
- Organisers are responsible for bringing their own food hygiene inspector, or ADNEC can provide an inspector. The cost will be borne by the organiser.
- The use of LPG (Liquefied petroleum gas) is restricted on site. (please see Gases Section)
- Exhibitors may not cook and/or distribute their own food from their stands to visitors, other than for the purposes of sampling. Individual cases need to be authorised at least one month prior to the tenancy.
- A food hygiene inspector may visit the relevant stand to inspect facilities. The cost lies with the Organiser.

**Corkage Fee Policy**

1. All food and beverages served within ADNEC venues (Abu Dhabi and Al Ain) is done so under the license of ADNEC. ADNEC is the sole supplier of all food and beverages within the venue. Any client or exhibitor wishing to supply food and/or beverages within the venue may only offer such products when purchased from ADNEC (subject to prior approval). The supply of food or beverages from any other source, if approved, will attract a corkage-fee. This will be payable by the Client in advance of supply.
2. ADNEC reserves the right to refuse authorization for the supply of food and/or beverages that do not meet the venue authorization criteria.
3. A written authorization agreement (NOC) is required from ADNEC 7 working days in advance of any planned event. This is non-negotiable. Failure to produce such documentation will result in any food or beverages being removed or disposed of. ADNEC will also instruct that the client’s caterers, equipment and products are removed from site.

4. No food and/or beverages may be delivered, exhibited, consumed, sold or offered free-of-charge without: prior written permission from ADNEC; the advance payment of a corkage-fee (as stipulated by ADNEC); valid and relevant food-safety documentation (ADFCA license etc.); ADNEC catering authorization documentation; confirmation of the location of the service area.
5. Permission to supply food or beverages as per the application will only be granted once all of the criteria shown in section 3.1 and 4.1 have been met.
6. ADNEC reserves the right to remove the supply of food and beverages authorization at any time.

<b>Corkage Fees:</b>	<b>price perday</b>
Coffee machine - domestic.....	<b>AED750</b>
Coffee machine – barista (bean to cup).....	<b>AED3000</b>
Serviced events for up to 100 people (coffee breaks, lunches, cocktail reception, etc.).....	<b>AED2500</b>
Serviced events for above 100 people (coffee breaks, lunches, cocktail reception, etc.) .....	<b>on request</b>

**Exceptions:**

1. On cultural grounds, the Company will allow clients to distribute/retail to their guests and visitors, exempt of corkage-fee, Arabic coffee, dates, small single chocolates and traditional single Emirati sweets.
2. For all Consumer Shows the Company will allow clients to distribute/retail to their guests and visitors, exempt of corkage-fee, honey, olives in a box, bottles of olive oil, pre-packaged cheeses
3. Sampling and displays: on all catering-themed events taking place within the venue (Abu Dhabi or Al Ain), ADNEC will allow, exempt of corkage-fee, the display of food and/or beverages and distribution of samples (as per the ADNEC sampling guidelines). Sample-sizes are defined by ADNEC as follows:
  - 28g (Bite size) for food /snacks
  - 50ml for all beverages (hot or cold)
4. In accordance with ADFCA Regulations and Guidelines, it is the client’s responsibility to ensure that delivery, storage, preparation and servicing of all food and beverages from third-parties/external complies with the mandatory catering industry best-practice.
5. ADNEC will accept no liability for any breach of legislative, ADFCA policies or health and safety by the Client or third-party distributor within the “Corkage Fee policy”; liability will be the sole responsibility of the Client.
6. All corkage costs must be paid for in full by the Client later than 7 days in advance of the event, based on estimated charges.

Should you require further clarification please contact our Sales Representatives at [catering@adnec.ae](mailto:catering@adnec.ae) or +971 02 406 4225.

**Signed Agreement**

The client signature is acceptance of responsibility for payment of the corkage fee and the adherence to ADNEC’s policies for all food and beverages being supplied, distributed, consumed, sold or offered free of charge within the Venue.

**Eventname**

Stand name : ..... Standnumber:.....  
 Client Signature: ..... Print Name:.....

**Signed on behalf of ADNEC:**

Print Name: ..... Date:.....

**Counterfeit Goods**

With the continuous coordination and collaboration with the Ministry of Economy and other governmental entities, the Department of Economic Development in the Emirate of Abu Dhabi enforced a set of measures and restrictions in the Emirate in order to combat commercial fraud and put an end to some companies’ trading of counterfeit or fraudulent goods.

Such measures are in accordance with the Federal Law of fighting fraud and counterfeit in business transactions, which also tightens penalties for fraudulent companies.

With this in mind, and in accordance with the UAE law:-

- Exhibitors shall not exhibit at ADNEC any counterfeit goods or, any goods which infringe any third party's intellectual property rights or any goods which are prohibited or restricted by local laws or regulations.
- UAE Inspectors have the right without recourse, to physically remove any goods which it or any relevant authority deems to be Infringing Goods or Prohibited Goods.
- If counterfeit goods are found, this could result in the cancellation of the Exhibitor's right of participation within the exhibition, prosecution, penalty fine, imprisonment and/or the closure of the Exhibitor's exhibition stand

## Couriers

Federal Express, 800 4050, [www.fedex.com](http://www.fedex.com) | DHL, 800 4004, [www.dhluae.com](http://www.dhluae.com)

- TNT, 800 2222, [www.tnt.com](http://www.tnt.com) | UPS, 800 4774, [www.ups.com](http://www.ups.com)

- Abu Dhabi National Exhibitions Centre's address is:

- ADNEC (Abu Dhabi National Exhibition Centre)
- P O Box 5546 - Mussafah Road Nr. Zayed Military Hospital
- Abu Dhabi UAE - Telephone: +971 (0)2 444 6900 | Fax: +971 (0)2 444 6135

*{Please state event name, hall number and contact info of who the package is for on all packages.}*

## Crowd Management

*Please also refer to 'Hall Capacity', 'Risk Assessment' and 'Security and Stewarding'.*

- Public awaiting admission, or waiting to buy tickets to an event, may only congregate in the parts of the premises, at times and in locations previously agreed with ADNEC. In all cases, ADNEC will need to be satisfied that the licensee's measures for crowd control on and off the Premises are adequate. Provision for this should be included in the event risk assessment.

## Customer Satisfaction Surveys

ADNEC shall have the right at any time or times to carry out customer satisfaction surveys in respect of all events held at the Abu Dhabi National Exhibition Centre and/or the Al Ain Convention Centre (which shall include the right to interview all visitors, delegates, speakers, suppliers, contractors and/or exhibitors in respect of such events at any part or parts of Abu Dhabi National Exhibition Centre and/or the Al Ain Convention Centre (including halls)). The Organiser and its representatives shall co-operate fully with ADNEC in respect of such surveys and provide ADNEC with such assistance and support as ADNEC may require in order to carry out such surveys.

## Customs Clearance for Goods

- Customs clearance of goods takes place at the port of entry. For further information please see [www.auhcustoms.gov.ae](http://www.auhcustoms.gov.ae)
- No customs duty is levied on personal effects entering the UAE.
- Please be aware there are very strict rules as to what can be brought into the country.

## Dangerous Exhibits (Weapons, Knives, Tools)

- Any exhibitor proposing to display dangerous items must carry out a risk assessment to ensure that suitable control measures are in place to avoid misuse by or injury to exhibition visitors.
- A copy of this risk assessment must be readily available on site. The display and sale of weapons and ammunition is closely controlled by the Authorities and a suitable license must be lodged with ADNEC prior to the bringing of exhibits. Suitable and sufficient safety precaution to safeguard weapons must be taken during both open and closed periods.

## Deadline Checklist

In order to ensure the smooth planning of your event, it is essential that deadlines are met. The following grid may help you:-

Event	Organiser :		
	Due	Action Date	Completion
3 x 1:200 scale floor plans prior to stand selling for initial check by the venue Marketing information including : • Event opening hours • Estimated attendance • Audience profile • Web site Information & link • Draft copy of exhibitor manual for checking of venue details	Immediately Draft ASAP     ASAP		
Briefing meeting discuss event requirements and your event risk assessment Obtain music licences as necessary	3 months prior to Tenancy		
3 X 1:200 scale and 1 x A3 copy of the final floor plans The layout of gangways/stand blocks must not alter after this. 2 copies of scaled plans and structural calculations for double deck or stands over 4 metres, complex structures and tiered seating, plus method statements and risk assessments. Details of special effects (e.g. Lasers, smokes machines, real flame) Crèche notification Details of suspended loads and floor loading Details of any wild or domesticated animals Health and Safety proforma Health and safety policy and signed risk assessment Application for liquor licence for temporary bar areas Application for special licenses	21 days prior to Tenancy           Minimum 3 weeks before tenancy		
Copy of security and traffic marshalling schedules Signed event requirements	20 days before tenancy		
8 X 1:200 scale plans, plus 1 x A3 copy of the final floor plan for our internal distribution.	3 weeks before tenancy		
TV and film requirements Example vehicle passes and all badge passes Copies of local authority certificates for any child performers	7 days before tenancy		
Certification of : Complex structures Temporary seating installation Special effects	Must be presented prior to the Event Opening		
Electrical orders Rigging orders Opening ceremony package	21 days before tenancy		
Exhibition Manual	3 Months before tenancy		

## Deliveries

- All deliveries must be made during, and not before, contractual tenancy dates, and hours and be addressed as follows:

- Addressee
- Name of Exhibition
- Organiser's Office or Stand Number
- Hall Number(s)

ADNEC (Abu Dhabi National Exhibition Centre)

P O Box 5546

Mussafah Road Nr. Zayed Military Hospital

Abu Dhabi, UAE

Telephone: +971 (0)2 444 6900 / Fax: +971 (0)2 444 6135

- All deliveries should be directed to the organiser's office.
- The venue cannot take any responsibility for any deliveries and will not sign for any item.
- During the open hours of the event deliveries are only permitted from 1 hour prior to the show opening up until 15 minutes up until the show actually opens. Only under exception circumstances can deliveries be made during event open hours.
- ADNEC staff are not permitted to sign for deliveries on behalf of a third party.

## Demonstrations

*{Please also refer to 'Feature Areas'}*

- All features and activities or demonstrations may require special permissions from external licensing authorities outside of ADNEC. You should be aware that there may be restrictions regarding certain types of activity that can be permitted on the ADNEC site.
- All proposals will be considered on a case-by-case basis and only if they are submitted with all of the required documentation. Full risk assessments, method statements, insurance details etc. are required as a minimum in all cases. This is especially important if there is a public participation element.
- To confirm, for any feature areas that have an element of public participation or could pose a risk to the visitor, you should provide the following information:
  - Risk Assessment
  - Health and Safety Pro-forma
  - Plan of the area in question
  - Details of the nature of the activity
  - Participation restrictions such as age limits etc. and the management thereof
  - Details of how the operation will function
  - Proof of insurance against accident, injury, damage (public liability insurance)
- Any dangerous activities such as climbing walls, zip lines, bungee jumps etc must be built, operated and managed by a recognised competent company specialising in this field. All staff operating the equipment, must be able to show that they are fully trained in the operation of the equipment, and are fully experienced/qualified to do so, to the satisfaction of ADNEC.
- You should ensure that all relevant documentation regarding insurances are sent to your Sales Manager. The onus is on you to supply this information and you may be asked provide evidence of such insurance whilst on-site.

- Organisers must ensure that demonstrations do not constitute a fire or safety hazard and must submit in writing full details, with a risk assessment of such activities to their Event Planning Manager.
- ADNEC reserves the right to curtail any activity it considers detrimental to public safety.
- Additional security/visitor management may be required on popular demonstrations to ensure crowd safety. Costs for this are to be borne by the organiser.

## Dentists

- British Dental Clinic 02 677 3308
- American Dental Clinic 02 681 2921
- Gulf Diagnostic Centre 02 665 8090

## Dilapidation Charges

- An ADNEC representative will carry out a dilapidation inspection at the beginning and the end of tenancy.
- Any damage over and above normal wear and tear will be charged accordingly.
- Nothing may be fixed to the fabric of the building or bolted to the floor.

## Disabled Facilities

- If you are expecting a large number of disabled visitors to your event, please advise your Event Planning Manager.
- Please ask your Event Planning Manager for the evacuation procedures for disabled visitors.
- Parking – The exact location of these spaces will be confirmed closer to the commencement of your tenancy.
- ADNEC has a limited number of wheelchairs for hire for visitors. (Please refer to the Wheel Chair Section) Please advise your exhibitors that they should make provision for access to stands and services for people with disabilities.

## Doctors

*{Please refer to 'Hospitals'}*

## Dry Cleaners

- Sparkle Dry-cleaning 02 554 7080
- Golden Touch Dry-cleaning 02 626 0100

## Early Access

The decision has been made to end the offer of Early Access to clients renting ADNEC. This will be totally phased out by December 31st 2014.

From January 1st 2015, clients will need to make a judgement on the spaces they require and the appropriate amount of time to build and break the event. This will all be captured in the venue rental contract.

Should clients find they need to access the venue early, this will be subject to availability and charged at full price.

Clients will never be allowed to build before the start of their tenancy as per the venue hire contract.

Should clients request space to store items, they will be advised that this is not possible except in exceptional circumstances and by agreement from the sales director.

In order to assist clients make this transition, we will apply the existing rules for 2014, thereby giving clients ample warning about the new rule, or an additional presentation of their show with the early access rules applied as per below (from Sales and Marketing Price List)

2014 Early access (Exhibitors Only) Early access can only be granted if Space is available:

- Venue and Operations are in full agreement
- Mark out and mains power plans are received according to your given deadline (i.e 21 days prior to your first day of EARLY ACCESS)
- Early access is charged per exhibitor, for a maximum of 6 exhibitors or 25% of the gross space (whichever comes sooner). This does not include security, which will be added to your security schedule for sign off. Over 25% usage constitutes a full day of build-up and standard charges apply.
- Access is provided between 08:00hrs – 18:00hrs and a member of the organisers team must be onsite for early access. The list of exhibitors and contractors must be provided for billing and to the planner for access into the site

## Electrical Power and Inspection – Regulations

All temporary Electrical installations are required to comply with the requirements prescribed in the AD EHSMS Regulatory Framework and the ADNEC Regulatory Codes of Practice. R Cop 01 – Temporary Electrical Installations and Mains Supplies (ADNEC-EHSMS-RCoP-1501-), available upon request from your Event Planning Manager.

This Code of Practice (RCoP) applies to all employers and employees involved in work on temporary electrical systems installed for the purposes of exhibitions and events at Abu Dhabi National Exhibitions Centre.

ADNEC and Abu Dhabi EHSMS requirements are to be incorporated into all procedures.

- Organisers MUST appoint an electrical contractor of their choice who have satisfactorily demonstrated the required level of competency to undertake temporary electrical installations for exhibition and event purposes at ADNECR (If you are unsure of the competency status of your proposed electrical contractor please contact your Event Planning Manager)
- All temporary electrical installations for exhibitions and events shall be tested and inspected prior to energisation. Any installations found to be sub-standard or not passing the inspection and test will not be energized until the appropriate remedial action has been taken to rectify any faults identified and the installation has been re-tested and inspected.
- Neither ADNEC or its nominated Venue Mains Service provider will accept responsibility for:
  - Delays in energisation to any installation found to be unsatisfactory or where insufficient time has been allowed for test and inspection
  - Any faults discovered in the exhibition or event temporary electrical installations of electrical contractors after testing & energisation
- The connection of all appliances to electrical circuits shall only be permitted by means of plugs and sockets as defined in “Temporary Electrical Installations and Mains Supplies RCoP”.
- All joints, connections, terminations and fixings, etc., must be made using accessories, which are specifically designed for use with the type of cable installed. In ALL such cases insulated screwed connections shall be used, and shall be fully enclosed in totally insulated enclosures.
- Electrical contractors MUST ensure that all distribution boards and fused isolator switchgear are installed in areas that are easily accessible and conspicuous. This is essential to allow inspection and quick isolation of final circuits in the event of any fault developing that requires rectification. Smoke or other problems may go unnoticed if these units are concealed in any way which can delay emergency response if not readily accessible. Such isolating switchgear must not be positioned in a box, on top of shell scheme, or in any other inaccessible locations that makes access difficult.
- Organisers nominated electrical contractors have a legal responsibility to ensure the integrity of their electrical installations at the venue which includes connections by exhibitors and other users to the final circuits installed by them.
- Any electrical installation considered unsafe by ADNEC or it’s nominated Venue Mains Service provider – at their sole discretion, will not be energised until the appropriate remedial action is completed.
- Electrical mains supply cables must be ordered from ADNEC or it’s nominated Venue Mains Service provider by exhibition or event organisers, their nominated electrical contractors, or other nominated representatives. Electrical orders will only be accepted in writing and should be submitted using the standard ADNEC mains order form, copies of which are available from your Event Planning Manager. All orders should be accompanied by a dimensional plan showing the location and orientation

within the halls of the required supplies. Neither ADNEC or it’s nominated Venue Mains Service provider, will accept responsibility for any costs incurred for the re-location of mains supply cables unless an adequate location plan is submitted with the order.

- Persons responsible for the design and layout of the exhibition or event should acquaint themselves with the location of the floor electrical service trenches or service pits in the halls used to install mains supplies. These service ducts/pits are shown on the floorplan layout. ADNEC cannot guarantee the availability of mains electrical services to areas not served by these service trenches or pits.

## Electrical Power

- The nominal electrical supply at ADNEC for use on temporary exhibition and event installations is 230V single phase / 400V three phase at 50Hz frequency
- Any exhibited appliance which falls outside the Venues standard tariff electrical supply ratings, must be clearly and unambiguously marked.
- Appropriate temporary supplies for build-up and breakdown should be ordered.
- Cables may not be plugged into venue sockets and / or trailed across gangways during show open periods.
- It is important to note that once a show has ended, stand power will be turned off half an hour after the show closes and will not be turned back on. This is to ensure the safety of all persons working in the halls. Please communicate this to all exhibitors and contractors. If power is required later than the scheduled time this MUST be ordered in advance, charges may apply.

*Please see below the ADNEC operating procedure for access to exhibition and event power supplies:*

- Fused isolator switch boxes are used as a point of isolation between the point of supply at the Distribution Board and each end user.
- Each box has it’s own ON/OFF switch as well as fuse holder.
- During build up, the supply cable is left energised with the fuses removed and the switch in the off position.
- Once the contactor has asked for energisation the installation will be tested and inspected.
- If satisfactory we will install the fuses and turn the switch on.
- This switch must be accessible at all times in case of emergencies, where we can isolate the power supply as soon as possible.
- It is not acceptable to do this via the distribution board as it may not be obvious as to which distribution board is supplying the stand.
- Please refer to the full and detailed document ADNEC Regulatory Codes of Practice RCoP 01 – Temporary Electrical Installations and Mains Supplies (ADNEC-EHSMS-RCoP-15-01) for the full set of regulations to ensure you and your contractors are in full compliance.

## Emergency Gangways

Certain gangways must be designated ‘emergency gangways’ during the build up and breakdown of an event. These should be identified to all personnel within the exhibition hall and maintained clear at all times.

## Emergency Procedures

Please ensure that all exhibitors and contractors receive a copy of the ‘Abu Dhabi National Exhibition Centres Emergency Procedures.’ Copies of the Emergency Procedures in both English and Arabic are downloadable via the Organiser Guide section of the ADNEC web site together with the ‘Evacuation Site Plan’.

## Energy and the Environment

- ADNEC is committed to reducing the impact on the environment caused by events and exhibitions and has a dedicated recycling program.

- It actively encourages organisers, suppliers, contractors and the public to work together with ADNEC to achieve this, by reducing emissions, waste, and noise and keeping energy consumption to a minimum.
- A copy of the ADNEC Environmental Policy will be available shortly on the ADNEC website.

### Environment, Health & Safety Policy

Abu Dhabi National Exhibitions Company (ADNEC) acknowledges and respects our responsibility and obligation with regard to the preservation of the health and safety of our employees, partners, exhibitors, contractors, visitors and all other stakeholders throughout our operations and activities. We understand, and are committed to, the protection of the environment and our natural resources in the Emirate of Abu Dhabi for both current and future generations. We are dedicated to a proactive, preventative approach to the management of Environment, Health & Safety (EHS) and will implement and maintain the highest internationally recognised standards within all our operations and activities as we constantly and consistently strive to achieve our vision of establishing ADNEC as the leading exhibition company and facility in the world.

**We will:**

- Implement effective prevention control measures and proactively work with our management, employees, partners, exhibitors, contractors, and all other stakeholders to reduce and eliminate occupational health and safety hazards, injuries, illness, and prevent environmental damage and pollution.
- Sustain a cycle of continual improvement in EHS practice throughout all our operations and activities.
- Continuously improve the health and well-being of our employees and those working on our behalf.
- Provide the necessary support, resources, training, tools, and mechanisms to improve our Environment, Health and Safety performance.
- Monitor, audit, and report EHS performance against all applicable regulatory requirements and industry best practices.
- Develop and foster a culture of compliance with applicable environmental, health and safety legislation, Abu Dhabi EHS Policies, and internationally recognised best practice.
- Establish, monitor, report and continually review EHS targets and objectives specific to ADNEC operations and activities.
- Empower, encourage and support all employees and stakeholders to achieve our vision.
- Maintain and improve appropriate EHS professional competency.
- Raise EHS awareness amongst our employees, partners, exhibitors, contractors, visitors and all other stakeholders.
- Review this policy and all ADNEC EHS components as necessary, and at least annually.

**Our EHS goals:**

- Attain and preserve a safe, injury and incident free, healthy workplace throughout each of our operations and activities.
- Utilize the Hierarchy of Controls principles in all measures to eliminate, isolate, reduce and control unsafe acts and unsafe conditions throughout each of our operations and activities.
- Implement and maintain effective prevention control measures to reduce, and eliminate, occupational health and safety incidents and injuries.
- The senior management team will act as environmental ambassadors, meeting and exceeding best industry practices to reduce our ecological footprint, specifically:
  - Reduce water and energy consumption and optimize efficiency
  - Reduce and manage waste by avoidance, re-use and recycling

- Reduce our resource consumption and maximize resource efficiency
- Protect, maintain and/or improve the quality of the natural, built and cultural environment in line with relevant national values, policies and laws.
- Continuously coordinate and improve our emergency management and response to safeguard our employees, partners, exhibitors, contractors, visitors, and all other stakeholders

Demonstrate progression and continued improvements in our Environmental, Health and Safety performance.

### Exhibitors Information & Services

- Order forms for exhibitor services, including security, cleaning, IT are available to download via the Organiser Guide section of the ADNEC web site. Exhibitors are encouraged to pre-order any services prior to the deadline date to avoid any surcharges and to ensure delivery.
- Last minute orders can be placed on site at the Customer Services.
- Please refer to our website [www.adnec.ae](http://www.adnec.ae) , for information regarding the venue and local services.

### Exhibitor Manual

If you are producing an exhibitor manual for your exhibition please ensure a copy of it is sent to your Event Planning Manager for venue related checking BEFORE publishing.

### Exhibitors Property Insurance

Exhibitors should make their own insurance arrangements for their stands and exhibits. All exhibitors of jewellery should have a block insurance policy covering their goods where ever situated.

### Exhibition Hall Sizes

Area	Gross m <sup>2</sup>
Hall 1	3,522
Hall 2	3,156
Hall 3	3,168
Hall 4	3,607
Atrium	3,079
Hall 5	3,610
Hall 6	3,167

Area	Gross m <sup>2</sup>
Hall 7	5,143
Hall 8	5,183
Hall 9	4,409
Hall 10	5,344
Hall 11	3,959
AD Hall	7,920
Concourse	Up to 21,000

### Exhibiting Outside

Should you wish to utilise the outside exhibition space please contact your appointed Sales Manager.

Please note there are limited services in the outdoor areas. Please contact your Event Planning Manager with your request for services.

Full details of the use of outdoor space needs to be authorised in writing at least 21 days prior to the event. Please forward full details to your Event Planning Manager including a detailed floorplan, relevant risk assessments and method statements plus details of any activities, demonstrations or public participation.

This may also entail permissions from government agencies, such as MOI, Police, municipality, DOT, civil defence which our External Services department can assist with.

## Fairground Rides

- The use of simulators or other rides within the halls will only be considered for approval on submission of detailed layout drawings and specifications etc., one month prior to your event beginning.
- Fairgrounds rides and simulators must have a valid mechanical inspection certificate, risk assessment and adequate public liability insurance before operating. Copies of this information must be submitted to the Event Planning Manager at least 5 days prior to the start of the License Period.
- Simulators and fairground rides shall be under the control of a competent and experienced person, who is able to recognise any dangers associated with the apparatus and is authorised to take any immediate and necessary action to prevent danger.
- The licensee must confirm that each ride has been tested each day by a competent person and is safe for public use, prior to opening each day. Daily checks must be carried out by a relevant qualified operator and written confirmation that simulators, rides etc., are fit for use must be provided. The cost of the relevant qualified operator daily checks and reports must be borne by the organiser.
- A full Risk Assessment and Method Statement must be supplied before a ride or simulator is used.
- The owner of the ride or simulator must also be able to demonstrate a sufficient level of Public Liability and Indemnity insurance. These need to be sent to your Event Planning Manager.

## Fax Machines

Fax lines and machines can be provided by ADNEC IT Department. The appropriate order forms are available to download from the Organiser Guide section of the ADNEC web site.

## Feature Areas

### Submission Information for Features at ADNEC

Please find below a list of considerations that must be addressed within the associated Risk Assessment together with control measures and submitted for approval by ADNEC.

- All proposed features must be submitted with a full detailed technical floor plan highlighting not only the location and layout but also the barriers, spectator area/ queuing system. Please also note that any proposed feature areas or activities that fall within CP1, Grandstand and ADNEC Marina or indeed any external areas of ADNEC may entail permissions from government agencies, such as MOI, Police, municipality, DOT, civil defence.
- Any dangerous activities such as climbing walls, zip lines, bungee jumps etc must be built, operated and managed by a recognised competent company specialising in this field. All staff operating the equipment, must be able to show that they are fully trained in the operation of the equipment, and are fully experienced/qualified to do so, to the satisfaction of ADNEC.

### 1. Motorized Sports

- Licenses
- Type & Style of Barriers (must be fit for purpose)
- Distance of activity from Spectators
- Disclaimers
- First Aid Provision
- Re - fuelling Process
- Quantity of Marshals
- Qualifications/competencies of Marshals/

### Demonstrators

- Age Restrictions
- Changing rooms
- Cleaning requirements
- Smoke Machines
- Lasers
- Harmful substances
- Exhaust fumes
- Warning Signage

- Noise
- Evacuation Procedures
- Personal Protective Equipment
- Provision for weather conditions, i.e. heat/dust/wind/ rain etc . . . .
- Lighting Provision (evening)

### 2. Animals

- Provision of Animal Welfare
  - Handlers
  - Habitat /Cages
  - Hand washing facilities
  - Spectator
  - Taping of ducts
  - Carpeting to area
  - Cleaning/waste removal
  - On site VET
  - Food Storage
  - 24 hour power (e.g. fish)
  - Licenses
  - Personal Protective Equipment
- ### 3. Weapons
- Licenses
  - CID
  - Overnight storage
  - Transportation

### Public Participation & Demonstrations & Live Music

- Licenses
- Type & Style of Barriers (must be fit for purpose)
- Distance of activity from Spectators
- Disclaimers
- First Aid Provision
- Personal Protective Equipment
- Age restrictions
- Qualifications/competencies of Marshals/ Demonstrators
- Lighting Provision (evening)

- Age Restrictions
- Usage
- Personal Protective Equipment

### 4. Water Sports

- Licenses
- Type & Style of Barriers (must be fit for purpose)
- Distance of activity from Spectators
- Disclaimers
- First Aid Provision
- Re - fuelling Process
- Quantity of Marshals
- Qualifications/competencies of Marshals/ Demonstrators
- Age Restrictions
- Full detailed technical floor plan highlighting demonstration area, barriers, spectator/queue system
- Changing rooms
- Cleaning requirements
- Warning Signage
- Evacuation Procedures
- Life saving equipment
- Personal Protective Equipment
- Provision for weather conditions i.e. heat/dust/wind/ rain etc . . .
- Lighting provision (evening).

- Hazardous Chemicals & storage
- Smoke Machines
- Lasers
- Strobe Lighting
- Noise
- Noise pollution to other events/activities
- Evacuation Procedures
- Access/Egress Procedures
- Provision for queue's /spectators

## 5. Fairground Rides

- Certification (ADPIS)
- Daily Check sheet by competent person
- Suitable barriers fit for purpose
- Harnesses
- Age & Height restrictions
- Re-fueling process
- Power
- Emergency shut down procedures
- Contingency plans for ride breaking down

- Marshalls

- Queue System

## 6. Seated Audiences

- Detailed Seating Layout
- Rear/front loading
- Structural Calculations
- Ticketed
- Quantity of stewards
- Emergency egress
- Lighting Provision

## Filming / Television & Recording

Please inform your Event Planning Manager if you or an exhibitor are planning on:

- Filming
- Recording for Television
- Radio, etc
- A written risk assessment must be provided and safety precautions adhered to for the use of any equipment which is not hand-help during press and or preview days.
- Full details of proposed equipment, camera rostrum positions and cable runs should be submitted for approval.
- During the event open, only hand-held, battery-operated equipment may be used in the hall. Gangways must be clear of dollies, tripods, cables and any other accessories.
- Please note that all material recorded within the confines of ADNEC must not be used in any way that might be to the detriment of the venue, its owner or the event, or that might bring them into disrepute.

## Fire Exits

- Fire exits must be kept clear of obstructions at all times both inside the hall and outside.
- Abu Dhabi Civil Defence has the right to close any event down if these regulations are not adhered to.
- Any items found blocking a fire exit will be deemed as rubbish and disposed of without notice.
- If the event floor plan necessitates the provision of temporary fire exits, e.g. from walled off areas of the halls, seminar theatres, other enclosed areas, or where the layout dictates that additional exit signs are required, illuminated exit signs must be provided at the Licensee's expense. These must be pictogram only. In certain circumstances, non illuminated signs may be acceptable, but this must be agreed by the Event Planning Manager.
- Curtains or drapes hung across fire exits must hang at least 75mm clear of the ground, be parted in the centre and should not conceal any exit signs / or must provide additional temporary back lit emergency exit signs.

## Fire Extinguishers

- The fire access points in the halls, which are clearly marked, must be kept accessible at all times.
- Any extra costs incurred by ADNEC in providing special types of extinguishers will be charged to the exhibitor.
- The Licensee will indemnify ADNEC against the loss or damage to extinguishers during the License Period.

## Fire and Safety Regulations

- Fire regulations for stand building and dressing can be found in the 'Stand Fitting Regulations' section of the handbook.
- Prior to the commencement of the License Period discussions will take place between the Organiser and ADNEC as to the requirement for Fire Safety and Security staff in the Premises during the Licensed Period. Special arrangements such as static stand security, stewarding and additional Fire and Medical cover may be provided at an additional cost.
- The Organiser shall conduct a Fire Risk Assessment, focusing on the safety of all persons and paying particular attention to those at special risk, such as the disabled and those with special needs. The assessment shall include consideration of any dangerous substances on the Premises.
- The Licensee must at all times abide by these requirements and follow the procedures laid down by ADNEC. Licensees must ensure that their staff, exhibitors and contractors are fully conversant with ADNEC's emergency procedures, including actions to be taken on discovery of a fire or an unattended package, on the sounding of the Evacuation Alarm and the location of assembly points. These procedures are available to download via the Organiser Guide section of the ADNEC web site. Should you require translations in other languages please contact your Event Planning Manager.
- Sufficient access shall be maintained at all times to allow fire appliances to approach all parts of the Centre.
- The fire points situated around the Exhibition Centre are distinctively marked, and must be kept unobstructed at all times.
- It is the responsibility of the organiser to ensure that prior to the opening of the event each day a representative from the organizing team carry out an inspection before the opening of your event to ensure that all fire exits, fire fighting equipment and exit routes are clear.
- Blocked or impeded access may result in non opening of the event.

## First Aid

- First Aid point is located between Halls 7 & 8.
- To contact First Aid please call Ext: 4444 (or 02 406 4444 if dialing from a mobile or outside line)
- In an emergency - including requesting an ambulance - please telephone the Security Control Centre Ext: 4444. Their knowledge can save vital time in the event of an emergency. Please state clearly:
  - The name of the exhibition
  - The location and the number of the nearest stand to the incident
  - Your name
  - The type of accident or emergency, e.g. heart, broken limb,
  - Stay with casualty until help arrives
- First Aid cover for specific 'high risk' features within the exhibition/event should be arranged by the organiser. The ADNEC First Aid cover is for general visitors, exhibitors and ADNEC Staff and does not cover injury as a result of accidents on or involving features. Should you arrange your own first aid cover for such areas, you must notify ADNEC Health & Safety manager of the first aid provider's details, their operating times and their location on site.
- Operating hours will match the event open times during the show open period. For build / break days standard operating hours are 08:00hrs to 18:00hrs
- It is the organisers responsibility to pre-book a HAAD registered medic or nurse to cover all build / breakdown hours outside the stand operating hours (i.e from 1800 – 0800).

## Flags (International)

All International flags and placement locations need to be checked by the ADNEC Protocol and Logistics teams prior to placing in their respective locations.

ADNEC holds the latest rules and regulations obtained from each relevant Embassy/Consulate in UAE thus maintaining the latest correct flag catalogue.

Organisers are also able to purchase ADNEC Concourse Flags to promote their events on the following conditions – please see Concourse Flags within the ‘ADNEC Media’ section.

## Floor Loadings

MAXIMUM load in all Halls and external areas is restricted to no greater than 1,000 kg/m<sup>2</sup>, including duct/trench covers. This is not negotiable.

Please ensure the appropriate precautions are made, i.e. 1m x 1m load spreaders must be used, no point load jacking points, loads are kept off the perimeter shaded areas.

Licensees are requested to inform your Event Planning Manager in advance of especially heavy loads.

## Floor Management

- Organisers must nominate / appoint a suitably qualified and competent representative to coordinate all on-site safety issues.
- The task of Floor Management can be an individual either within your organisation or contracted independently who is solely dedicated to this role for the full duration of the tenancy.
- The Floor Manager ensures all rules and regulations and terms of your venue hire agreement are adhered to at all times with any health and safety issues.
- The Floor Manager should be present for the duration of hall working hours ‘including any overnight working’ during your event and should have suitable health and safety knowledge to control issues relating to stand construction, the maintenance of clear escape routes, exhibitor queries etc.
- If you do not have the expertise or resource within your organisation, then ADNEC can recommend a number of contractors that can offer this service to you.

## Floor Plans – General

- The latest and most upto date ADNEC master drawing of the venue (in AutoCad) should be downloaded from the ADNEC web site.
- Please ensure that a draft of your proposed floor plan is sent to your Sales Manager prior to you starting to sell your exhibition. This will allow the Sales Manager to validate your proposed floor plan layout ensuring that it meets all relevant EHSMS and ADNEC Health & Safety regulations.
- Please ensure that electronic 1:200 scale AutoCAD drawings of your hall plan showing the up to date exhibition floor plan layout with any requested amendments received from ADNEC on inspection of your submitted first draft plan (at least 3 months prior to the event)
- Please ensure that your drawings include the following information. Failure to do so may result in your plan not being considered for approval. A copy of the ADNEC Floor Plan Guidelines can be below;
- The drawings should:
  - Be drawn to scale (1:200)
  - Include the location of floor duct covers

- Contain no dog-leg gangways
- Have gangways that are of 3 metres wide (minimum)
- Have gangways and stand dimensions
- Have unobstructed gangways adjacent to any stand or stage used for demonstrations or performances and must provide adequate seating or standing viewing areas within the confines of the stand or stage area.
- Show all exits and exit routes
- Show seating areas e.g. seminar, catering areas etc. These must not encroach into the dedicated gangways or exit routes
- Define hospitality areas, (exits, gangways and any seating also to be marked).
- Define and name all feature areas.
- Show any curtains or baffles to exits and illuminated exit signs.
- Show designated storage areas.
- Be clearly marked with the event name, open dates and hall number(s)
- Include areas showing fire fighting equipment.
- Include a drawing issue number and an issue/drawing/revision date
- Do not obscure any ADNEC Emergency Exits, Toilet signs. Catering signage etc.
- Consideration should be paid when positioning stands to the toilet access from within the halls. Organisers are advised to ensure suitable access to these facilities is available.

## Floor Plan Layout Regulations

These regulations form part of ‘The Abu Dhabi EHSMS Regulatory Framework’, (AD EHSMS) and are therefore non negotiable. Please ask your planning manager for a full and detailed copy of the full ADNEC Regulatory Code of Practice (ADNEC-EHSMS-RcoP-1502-) which offers further information and detailed illustrations of each regulatory point.

## General Requirements:

All layout plans shall be prepared with due regard to maintaining safe access to means of emergency egress from the Venue in a manner that does not present Danger or risk of Injury.

Layout plans shall be drafted using Safe Systems of Work and shall give due consideration to:

- Emergency evacuation, fire prevention, planning and control
- Visitor flow, circulation & management
- Sightlines
- Travel distances
- Service, registration and ticketing areas
- Barriers & partitions
- Drapes, walling and other aesthetic dressing
- Seminar, conference or presentation areas
- Seating layouts
- Catering areas & table layouts
- Feature viewing areas



- Any other item within the exhibition or event design that may impact upon unobstructed direct access to emergency egress routes or fire fighting equipment.

Layout plans shall be prepared using recognised technical drawing techniques, in metric units and to a recognised metric engineering scale, typically 1:200.

Layout plans shall clearly identify:

- Exhibition / event name
- Open dates
- Issue or revision date
- Hall(s) / area in use
- Person responsible for plan production
- Should be drafted using the current layout plan that is downloadable from the Venue website or supplied by the Venue.
- Due consideration shall be given to the location of service trenches and service pits within the Venue supplying electrical, water, waste, IT and other services.
- Exhibition stands, features and other entities requiring access to such services shall be located in such a manner that ensures access to such service supplies is within the boundaries of the stand or feature requiring them.
- The arrangement of gangways and pedestrian access routes shall be such that alternative routes to emergency egress and exit are maintained.
- A minimum headroom clearance of 2.2m shall be maintained to all gangways and pedestrian access routes.
- Layouts must be designed such that they do not obstruct any permanent emergency related Venue signage or notices.
- Should this prove unavoidable written dispensation must be obtained from the Venue and users must ensure that measures are taken to provide suitable and sufficient additional signage as required by the Venue and that such signage meets the requirements of AD EHSMS.

For the purposes of these regulations, each hall within the venue shall be treated as if it were in tenancy in a sole occupancy situation. Where multiple hall occupancy occurs, specific conditions shall apply as detailed in appendix "A" of the full document ADNEC-EHSMS-RCoP-1502-. Please request a copy from your Planning Manager.

#### Exhibition and Event Floorplan Layout Regulations

- A 1.5m wide unobstructed utilities access route shall be maintained to the front and rear face perimeter walls of the exhibition halls, (see page 8 of the ADNEC- EHSMS- RcoP document for illustrated example).
- A 0.5m wide unobstructed utilities access route shall be maintained to all in use hall partition panels, (see page 9 of the ADNEC- EHSMS- RcoP document for illustrated example).
- The lines formed by regulations 1 & 2 above shall form the perimeter build line of the hall, (see page 10 of the ADNEC- EHSMS- RcoP document for illustrated example).
- Each hall shall have a designated perimeter gangway of not less than 3.0m width. Where this gangway does not meet the perimeter build line of the hall, it shall be the nearest continuous gangway route to the perimeter build line of the hall, (see page 11 of the ADNEC- EHSMS- RcoP document for illustrated example).
- A 1.0m wide unobstructed access route shall be maintained from each fire hydrant and extinguisher point located on the hall perimeter walls perpendicular to the designated perimeter gangway, (see page 12 of the ADNEC- EHSMS- RcoP document for illustrated example).
- A 2.0m wide unobstructed access route shall be maintained from each V.I.P. Entrance Lobby, (adjacent to the organisers office Halls 1 - 7), perpendicular to the designated perimeter gangway, in line with the emergency exit doors, (see page 15 of the ADNEC- EHSMS- RcoP document for illustrated example).

- A 3.0m deep unobstructed clear area shall be maintained across the full width of the loading door bays at the rear of the hall, to include adjacent pedestrian exit routes, (see page 15 of the ADNEC- EHSMS- RcoP document for illustrated example).
- A 6.0m wide unobstructed access route shall be maintained from multiple loading doors at the perimeter of the hall, (to include the adjacent pedestrian exit routes), and a 3.0m wide unobstructed access route shall be maintained from single loading doors at the perimeter of the hall, perpendicular to the designated perimeter gangway. Where a 6.0m wide access route is required this may be achieved via two separate routes each of 3.0m width, (see page 16 of the ADNEC- EHSMS- RcoP document for illustrated example).
- A clear unobstructed area shall be maintained equivalent to 50% of the total main hall entrance width from the line of the hall main entrance doors for a distance of 3.0m into the hall and to the front of the hall main entrance lobby, (see page 17 of the ADNEC- EHSMS- RcoP document for illustrated example).
- A minimum of one 3.0m wide main entrance gangway shall be maintained from the main entrance of the hall through to the rear edge of the designated perimeter gangway. The direction of this gangway shall not deviate throughout its full length, (see page 18 of the ADNEC- EHSMS- RcoP document for illustrated example).
- For each Hall of gross areas in excess of 4500m<sup>2</sup> a minimum of one additional 3.0m wide unobstructed secondary lateral gangway shall be maintained, parallel to the main entrance gangway designated at reg. 10 connected to the designated perimeter gangway. The centreline of this secondary lateral gangway should be not more than 45.0m from the centreline of the main entrance gangway designated at reg. 10, (see page 20 of the ADNEC- EHSMS- RcoP document for illustrated example).
- A minimum of 1xNo unobstructed primary transverse gangway, of width 3.0m, shall be maintained, perpendicular to the main entrance gangway designated at reg. 10 connected to the designated perimeter gangway, (see page 19 of the ADNEC- EHSMS- RcoP document for illustrated example).
- For each Hall of gross areas in excess of 4,500m<sup>2</sup> a minimum of one additional 3.0m wide unobstructed secondary transverse gangway shall be maintained, perpendicular to the main entrance gangway designated at reg. 10 connected to the designated perimeter gangway. The centreline of this secondary transverse gangway should be not more than 30.0m from the centreline of the primary transverse gangway designated at reg. 12, (see page 20 of the ADNEC- EHSMS- RcoP document for illustrated example).
- All other gangways shall be 3.0m wide.
- At all times, unobstructed access shall be maintained to emergency exit routes.
- All gangways shall be arranged so as to provide alternative routes to hall exits. The maximum traversable clear travel distance to any such alternative route shall not exceed 45.0m.
- Gangways adjacent to any stand, stage or feature area used for demonstrations or performances must be maintained clear of obstruction. Additional space for audience viewing must be planned into the floor layout to avoid people congregating in designated gangways.
- The area allocated to stand space shall not be greater than twice the area allocated to gangways.
- Gangways containing any venue support column or pillar shall maintain a minimum clear unobstructed route around the column or pillar of 2.0m

#### Florists

Blooms (on site at ADNEC)

+971 (0) 50 514 4921

#### Food and Drink Sampling

The sampling of food and/or drink from exhibition stands may be permitted on certain events, however this is dependant on the nature and profile of the exhibition and must be fully discussed and agreed with your Sales Manager.

Any proposed sampling activity must be notified to your Event Planning Manager no later than one month prior to the start of the event licence period for approval unless agreed, the standard sampling sizes are:

- Unwrapped food – bite size portions
- Individually wrapped items
- Drink – 85 ml (3fl oz) container

This only applies where samples are free of charge; otherwise the operation will be treated as retailing activity, and will be subject to a concession fee and must be carried out in accordance with ADNEC venue hire agreement.

All food safety and hygiene regulations must be complied with and random checks may be made at any time.

Abu Dhabi Food Control Authority can be contacted as per the below info:

<http://www.adfca.ae/english/Pages/Home.aspx>

Address	Mohamed bin Zayed City opposite Mezyed Mall
P.O Box	52150
Phone Number	+971 2 818 1111
Fax Number	+971 2 588 7777
Contact Centre	800555

## Food Hygiene

Where it is agreed that an event provides samples, or the use of a 3rd party caterer (after the corkage fee has been paid) the event organiser must provide their own food hygiene inspector to ensure that all relevant food hygiene regulations are adhered to. This cost is borne by the organisers.

All Abu Dhabi Food Control Authority (ADFCA) regulations regarding food storage, preparation, cooking, heating and service must be followed and complied with, failure to do so may result in a fine or closure by ADFCA.

All food handlers must wear clean uniforms and hair nets when in a food preparation or service area.

All suppliers of foods must be licensed in Abu Dhabi.

All food sold must be approved for sale in the UAE by Abu Dhabi Government.

## Foot Protection

*{Please also refer to 'Personal Protective Equipment'}*

Persons working on the build up and breakdown within the exhibition halls are required to wear footwear that protects the toes and soles of feet from injury. Persons in open-toe sandals will not be allowed into the halls during these periods.

## Forecourts and Other External Areas including loading bays

- Unless otherwise stated these areas are not included within your tenancy.
- For use of any/all these areas please contact your Sales Manager for approval.

## Furniture

As part of the tenancy agreement there will be 2 X trestle tables and 4 X banquet chairs supplied in each Organizer Offices, if additional tables or chairs are required then these will need to be ordered and will be charged for.

## Gambling

*{Gambling in the UAE is strictly forbidden}*

According to law No 414 of the UAE Penal Code - "Each person who gambles is punished by imprisonment for a term not exceeding two years or a fine not exceeding Dh20,000. The punishment shall be imprisonment or a fine if the crime occurred in a public place or a place open to the public or in a store or house prepared for gambling."

## Gangways

*{Please also refer to 'Floor Plan Layout Regulations'}*

- Certain gangways must be designated 'emergency gangways' during build-up and breakdown of your event.
- All gangways must be 3 metres in width
- Each hall must have two unobstructed 3 metre gangways leading to an emergency exit
- There must always be a 1.5 metre width between the venue wall and the start of the exhibition or stands R
- 0.5 metre must be kept clear from all partition walls

Rigid check barriers shall not be placed across any gangway, route of escape or final exit. Any requirement for the use of temporary barriers in exit ways for check or controlling admission must be identified by risk assessment and approved by ADNEC. If approved, they must be arranged so that they will open, upon pressure being applied, in the direction of exit. Any such barriers must be opened as soon as possible after the public has been admitted.

Rope and post may be used, provided the posts are fettle with slip connections, the fittings do not project into the gangway and ropes can be arranged so as not to trail on the floor when parted. Under no circumstances shall exhibits, stand dressings, tables and chairs etc be allowed to encroach into gangways.

Please ensure that a draft of your proposed floor plan is sent to your Sales Manager prior to you starting to sell your exhibition. This is to validate your proposed floor plan layout and ensure that it meets with the ADNEC EHSMS relevant regulatory code of practice.

## Gas (including LPG & Compressed Gases)

- There is no mains gas at ADNEC.
- The use of LPG is restricted at ADNEC
- The use of LPG will only be considered if it forms an integral part of a product or exhibit being offered for sale as a whole unit and where the use of alternative fuels have been thoroughly investigated and proven to be unsuitable.
- LPG may only be used with the prior written confirmation of consent from ADNEC Health & Safety Department
- Submissions of requests for use must be submitted using the ADNEC "Special Application for Authorisation of use of LPG" to ADNEC Health & Safety Department NO LATER than 35 days prior to the first day of tenancy. (NOTE: requests received after this deadline may not be considered or receive approval)
- LPG cylinder supplies may only be obtained from, removed and installed by ADNEC approved and registered suppliers. R All LPG cylinder installations and parts including valves and pipe work shall be in accordance with Abu Dhabi Civil Defence Rules and Regulations.
- In consideration of responsibilities for the comprehensive management of the facility in totality, ADNEC reserves the sole right to restrict the use of LPG due to the overall quantity involved or in case of regulatory guidance breach.
- All LPG appliances must be accompanied by a valid, current certificate of test and inspection confirming gas soundness, suitability for purpose and safety of each such appliance. Such certificates shall be made available to and collated by the show organiser prior to connection.
- Only the minimum quantity of LPG necessary to effect demonstration purposes will be allowed. Spare LPG cylinders shall be taken off site or stored in accordance with Abu Dhabi Civil Defence Rules and Regulations within a locked steel cage facility, suitably protected from the effects of direct sunlight, at a location agreed by ADNEC Health & Safety Department prior to installation.
- Appropriate warning signs shall be fitted to the designated storage facility, as shown, and one key shall be deposited with the ADNEC Health & Safety Department at installation. A minimum of one additional key shall be held by a nominated competent client representative who shall register with the ADNEC Health & Safety Department at installation .



- When connected to appliances ready for use, all LPG cylinders shall be suitably protected from accidental collision contact with any powered mobile machinery having cause to operate within the venue. (e.g.: forklift trucks, cleaning machinery, mobile access work platforms etc).

## Hall Access Hours

{Please also refer to 'Access to / Vacating Halls'}

- Hall operating hours are detailed in your Venue Hire Agreement and will be reconfirmed to you by your Event Planning Manager
- Any alterations to these contracted times need to be put in writing and approved by your Sales Manager.
- A standard contract inclusion would be as below.
  - Build Up: from 0800 hrs (24 hr basis) to 2200 hrs on the final day of build up
  - Event Open: from 1hr before the event opens to 30 mins after the event closes
  - Breakdown: from the close of the event (once all visitors are clear of the hall), 24 hrs to 1700 hrs on the final day of breakdown.
  - It is a contractual requirement that a representative from the organising company is present at all times there are contractors or exhibitors on site.

## Hall Capacity Numbers

Particular attention must be given to guidance capacity levels detailed in the initial exhibition proposal. The capacity level should not be exceeded unless the appropriate evaluation of risk has been carried out and a satisfactory method of reducing risks to as low as is reasonably practicable is in place, such arrangements must be agreeable with the venue.

The provisional hall capacity figure will be agreed at the licensing stage by the Sales Team based on the profile of the show and the layout. Organisers must ensure that they are aware of the level set for their event and have a system in place to verify this at any time. This control measure should be detailed in the event risk assessment. In general the formula applied for estimating total number of people allowed in the licenced halls at any one time is:-

1.5 m2 gross x per anticipated exhibition attendee (exhibitors + visitors)

Clearly the numbers may be reduced depending on the nature of the exhibition and many things need to be considered including:- R

- Public Show
- Feature Areas
- In Hall Theatre
- Visitors Profile e.g. Parents with children in pushchairs
- Layout of Hall

Capacity figures include all occupants in the hall including visitors and exhibitors. Each event will be considered separately and its maximum capacity will be based on the event profile and floor plan layout.

It is the organiser's responsibility to ensure that the capacity figure is not exceeded. On certain shows you may be asked to demonstrate how you plan to monitor capacity figures within the Halls.

Arrangements for logging, monitoring and controlling must be included in the organiser's event risk assessment.

If at any time ADNEC has to intervene in-order to maintain the safety of people within the halls, then the organiser may incur additional costs. Additionally, ADNEC may decide to temporarily suspend entrance if the safety of people is in question.

## Hall Dividing System

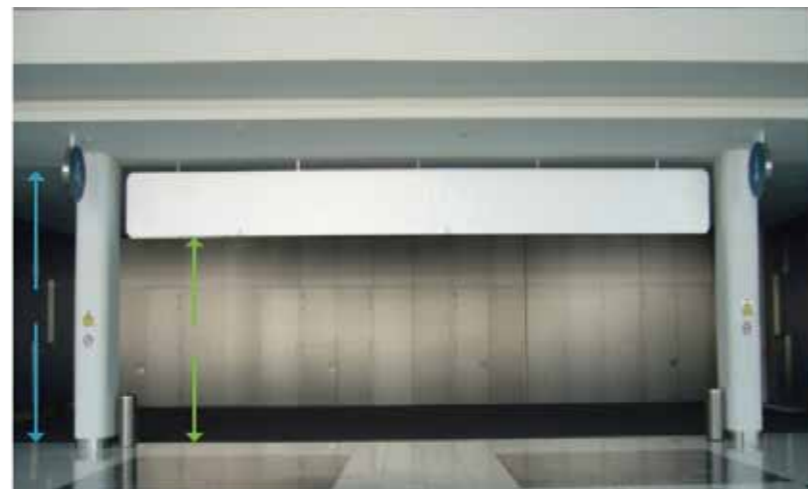
The halls have the ability to be able to extend i.e. increase space within a particular hall area, with the use of moving partition walls. Please contact your Sales Manager should you wish to increase your hall square metreage (subject to additional space being available).

## Hall Entrances

Where hall entrances are utilised for registration or ticket checking purposes 50% of the overall width must be available for emergency access and a layout plan of what you propose to construct should be submitted to your Event Planning Manager no later than 20 days prior to your first day of build.

- All entrance pedestrian doors are 1950 mm in width
- Detailed dimensional plans of each hall entrance area can be provided by your Event Planning Manager.
- Hall Entrance boards should only contain the name, dates and times of the show.
- Hall Entrance boards may not be sold as a commercial opportunity.
- The organiser is responsible for the design, printing, installation and de-rig of any hall entrance signage. ADNEC
- reserve the right to recharge the organiser for any signage that is not removed or any damage caused to the building.

Hall	From Flooring to Hanging Sign Board	From Flooring to Ceiling
1	3.2	4.3
2	3.2	4.3
3	3.2	4.3
4	3.18	4.3
5	3.2	4.3
6	3.2	4.3
7	2.8	3.9
8	3.2	4.3
9	3.2	4.3
10	3.2	4.3
11	3.2	4.3
Hall 12	See illustration below:	
a	3.12	4.3
b	2.5	3.29
c	2.58	3.27
d	3.6	4.36



### Hall Lighting

Lighting for all halls are 400 w high bay lighting, apart from the Abu Dhabi Hall which is 150w & 230w bulbs designed to give a white light to the desired lux levels appropriate for a comfortable lighting level for customers whilst at an exhibition.

Due to the large amount of power required to control this lighting they are controlled from an energy efficient Building Management System (BMS) situated and manned in a control room at the back of house.

If standard lighting is not required within an exhibition/event/conference then it is imperative that this is discussed with the Event Planning Manager at the first operational meeting. The control of the lighting can take several minutes to achieve if required to be switched on or off during the open period of an exhibition/event as the BMS has to go through a programmed process that once started cannot be stopped or changed at short notice.

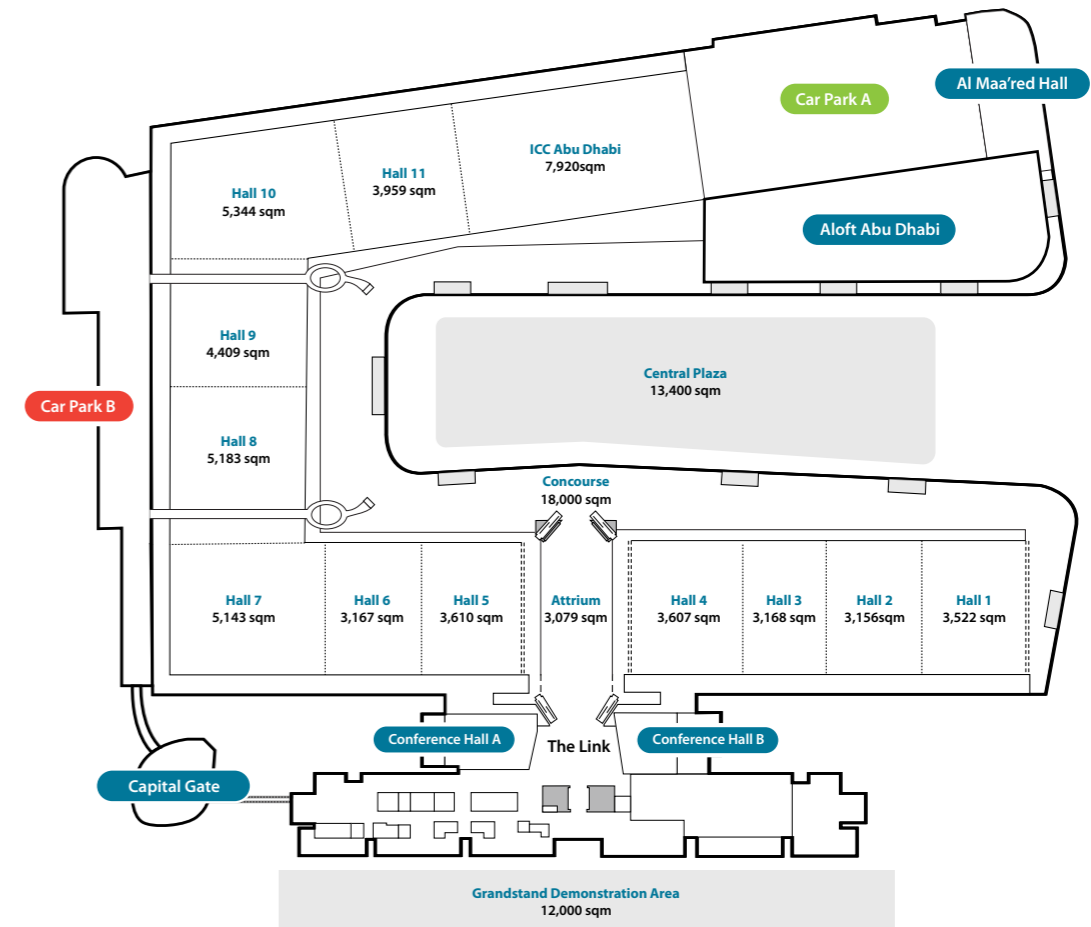
The lighting is controlled in rows of lights (front to rear of the hall). If individual lights need to be switched off this needs to be done prior to the build up as this has to be done manually with the disconnection of an electrical switch at the light source via a cherry picker.

It is not recommended or possible is lighting to be switched on and off in quick succession. At this results in high failure rates to the bulbs and electronic control equipment and results lower lighting levels whilst a show or exhibition is on that cannot be accessed.

Abu Dhabi hall has localised lighting at the back of the hall and front to control the hall lights in part and full however these control need manual input.

It is standard practice for the lighting levels within the Halls to be set at 50% of the maximum available for Build-up and Breakdown. If you wish to have 100% lighting other than for the Open period of your event, please let your Event Planning Manager know.

### Hall Locations



### Hazardous Items

In addressing this subject, ADNEC is working to British Standards.

No material, exhibits or substance which in the opinion of ADNEC is of a hazardous, dangerous or explosive nature may be brought onto the Premises without the prior written approval of ADNEC. No material, exhibit or substance of an objectionable nature may be brought onto the Premises.

**Acetylene** - Cylinders of acetylene or similar products must comply with the arrangements as detailed in the Gases Section.

**Compressed gases & installation**- Compressed Gas Cylinders shall be used in accordance with the arrangements detailed in the Gases Section.

**Dangerous and Noxious Substances** - Full details of any substances are required to be submitted to ADNEC with appropriate COSHH data sheets at least 60 days prior to tenancy. No substances, which in the opinion of ADNEC are of a dangerous, explosive or objectionable nature, shall be brought onto the Premises without the formal approval of ADNEC. Where it is proposed to use toxic material or fluids, the disposal of which requires notification to statutory authorities, ADNEC shall be advised in writing at least 60 days prior to the start of the tenancy of the nature of the material or fluid and the quantities involved. Not more than one day's supply shall be stored on the stand or within the halls at any time, the remainder being stored in closed containers in a location agreed with and under the control of the ADNEC Health and Safety Manager.

**Films** - Where self contained cabinets are used for audio-visual displays, the placing of the equipment shall be arranged in such a way that obstruction of gangways is not caused by persons viewing the display.

**Flammable liquids & Gases** - No flammable liquid or petroleum gas shall be used within the Exhibition Centre without the prior written consent of ADNEC. Applications for use should be made 35 days prior to the first day of tenancy, giving details of materials quantity and purpose for which the materials are required.

**Flammable oils** - Fuel and Mineral Oils shall be used in accordance with arrangements detailed separately on a Risk Assessment.

**Fumes, Exhaust & Smoke** – Exhibits or processes which are likely to generate and blow out or otherwise emit noxious fumes, exhaust or smoke into the halls shall not be permitted in the exhibition halls. Other emissions will only be permitted where the show Organiser provides ADNEC with a written statement giving the chemical composition, quantities, concentrations and rate of discharge of the emission and a signed declaration that these emissions can be classified as safe when judged against the Control of Substances Hazardous to Health Regulations 1988.

**Machinery & Apparatus** - ADNEC reserves the right to terminate any equipment demonstration at any time.

All potentially dangerous exhibits intended to be operated, shall be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure continuous safety and stability.

The machinery or apparatus must only be demonstrated or operated by persons authorised by the exhibitor and shall not be left running in the absence of such persons.

A sign or notice must be prominently displayed to avoid persons becoming accidentally injured.

Exhibits must be positioned so that, at no time, do they intrude into the gangway or cause a hazard to visitors.

Starting devices on machines should be isolated to prevent visitors operating unattended exhibits.

Proper consideration should be given to the conditions under which the equipment is being demonstrated which may well differ considerably from the conditions under which it is normally installed and for which the normal safeguards will no longer be appropriate.

The use of compressors, sprayers and similar plant powered by internal combustion engines is prohibited when visitors are in the halls.

Emergency cut off button in a visible and accessible location.

All supplies of fuel are to be kept outside of the Hall in a controlled store located at least 10 metres from the Hall.

**Petrol fuelled Motor Exhibits** - ADNEC must be advised by the show Organiser of all stands where there are petrol fuelled motor vehicles or other petrol engine equipment fitted with a fuel tank, including boats, plant or machinery. These exhibits must comply with the following:

- The fuel tanks of motor vehicles must contain only sufficient fuel to move the vehicle out of the hall.
- The fuel tanks on all other petrol-engine equipment must be empty. The fuel tank must be sealed with a locked cap.
- All batteries within vehicles must be removed, disconnected on all terminals or permanently isolated and made safe before the public is admitted to the Hall and not reconnected until after the final closure of the exhibition.
- All vehicles must be provided with a drip tray and shall be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc, do not infringe the stand perimeter.
- The running of internal combustion engines during the open period of the Show is strictly prohibited.
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at any time.

**Radioactive Materials** - Radioactive substances shall not be brought onto the Centre.

**Welding & Similar Processes** - Where welding, metal burning, brazing and other operations generating heat are intended to be carried out, either during the build-up or breakdown periods of an exhibition, or as part of a demonstration, the show Organisers must advise ADNEC in advance of the nature of the work and must obtain a hot work permit by applying to the Event Planning Manager.

The Organiser shall be responsible for any charges made by ADNEC for the provision of additional fire fighting equipment, extinguishers and surveillance by the ADNEC fire staff necessitated by the additional.

The show Organiser must ensure that adequate precautions against damage to property or injury to persons by fire or hot metal are taken.

## Health and Safety

*{Please also refer to 'Risk Assessment'}*

- All employers including ADNEC, event Organisers, contractors and exhibitors, have a duty of care under the UAE Federal Labour Law No 8 to ensure that work activities are carried out with proper regard to safety.
- In addition, ADNEC is governed by a specific Licensing Authority conditions and its own Safe Working Practices. Licensees are required to comply with all of the above and to ensure that all contractors engaged by them, their agents and exhibitors in turn, comply with them .
- ADNEC also operates its own health and safety policy, a copy is available upon request.
- ADNEC promotes the use of the 'Guide to Managing Health & Safety at Exhibitions and Events' published by the AEO, EVA and BECA and recommends that this publication be used to aid event health and safety planning.
- ADNEC recognizes its' responsibility for the impact on the environment and its activities and those of its' customers, Licensees, exhibitors, contractors and the public are actively encouraged to work with ADNEC to promote best practice and reduce the environmental impact caused by events.
- ADNEC reserves the right to stop any activity if it is deemed to be unsafe, or does not comply with relevant legislation or best working practice. Advice can be obtained from ADNEC's Health and Safety Manager.
- It is the organiser's responsibility to carry out accident investigations with the ADNEC Health and Safety team and to report these as necessary.
- Please ensure that the following principal areas are brought to the attention of exhibitors and contractors;
- Location of the First Aid Centre
- Fire and emergency procedures
  - The need to maintain clear gangways.
  - Minimise risks
  - Utilise suitable equipment
  - All powered access equipment should only be operated by fully trained personnel.
  - Organisers must have a competent and qualified health and safety representative on site throughout the hours that work is being carried out in the venue.
  - During build up and break down full shoes are to be worn - no sandals.
- 60 days prior to the commencement of the Licence Period the Licensee shall provide his Health and Safety Policy which shall include the following:
  - Details of how Health and Safety shall be managed, in particular the methods of ensuring Exhibitors, Contractors and Sub-Contractors are aware of and comply with their responsibilities in respect of Health and Safety.
  - Details of the management structure in respect of Health and Safety, specifically the areas of responsibility of managers, supervisors and other members of the management team who have Health and Safety responsibilities.
  - Details of the name, position or designation of the Licensees representative on site who will have overall responsibility for ensuring the Licensees Health and Safety policy is implemented.
  - Details of the name, position and designation (if different to above) of the person who is responsible for dealing with Health and Safety matters on site throughout the license period and his contact point.

## Health, Safety and Environment Policy

- Please ensure that you forward a copy of your own policy to your Event Planning Manager. This should cover your on-site activities and responsibilities whilst at the venue, and give details of the lines of responsibility within your organization.

## Heat Generating Displays & Hot Surfaces

*Please also refer to 'Hazardous items'*

- Any heat generating exhibits, such as fires and boilers if permitted by ADNEC, must be guarded. Emissions produced by such exhibits shall be vented to an open area outside the stand.
- Your Event Planning Manager must be informed of any exhibitor demonstrating equipment that generates high levels of heat at least one month before tenancy. This can include cooking demonstrations, lighting, heating systems and laser technology. This is not an exhaustive list and should be used as a guide only. Any heat generating exhibits, such as fires and boilers if permitted by ADNEC, must be guarded. Emissions produced by such exhibits shall be vented to an open area outside the stand.
- A risk assessment is required for any heat generating works or exhibits.

## Helicopter Landings/Helipad

ADNEC does not currently have a helipad.

## Helium

Although helium is a non-toxic and non-flammable gas, it is however an asphyxiant gas, which reduces or displaces the normal oxygen concentration in breathing air.

The organizer are required to submit the following details to the ADNEC their preparedness and controls of the hazards associated with Helium balloons and cylinders:

1. Location to be agreed where the gas filling will be carried out
2. Number of cylinders / sizes of the cylinders (Please note that the cylinders must be properly labelled and the condition must be good and undamaged)
3. Mode of carrying / transporting the gas cylinders (No dragging on the ground or rolling).
4. The organizer must have MSDS (Material Safety Data Sheet) with them for the Helium gas cylinders.
5. Ensure NO smoking or heat sources near to the cylinders especially while filling.
6. Balloons must be affixed securely to prevent from flying high in the ceiling and getting in contact with the overhead services.

## Helium Balloons

*Please also refer to 'Airships / blimps and balloons'*

- Helium balloons must be secured. A dilapidation charge will be made to cover the cost of retrieval if they become loose and float to the roof.
- There are strict conditions regarding the storage and use of pressurised gases within the venue. Please contact your Event Planning Manager for further information.

## Hospitals

- |  |                     |             |
|--|---------------------|-------------|
| ● Al Noor Hospital (Private)           | (10 minutes by car) | 02 552 0777 |
| ● American Crescent Health Care Center | (20 minutes by car) | 02 632 5000 |
| ● American European Medical Center     | (20 minutes by car) | 02 445 5477 |
| ● Corniche Hospital (Government)       | (25 minutes by car) | 02 672 4900 |
| ● Gulf Diagnostic                      | (15 minutes by car) | 02 665 8090 |
| ● New Medical Centre (Private)         | (20 minutes by car) | 02 633 2255 |

## Hoists

ADNEC currently has no hoisting machines

## Hospitality Rooms

*{Please refer to 'Conference Facilities'}*

## Hotels

*{Please refer to 'Accommodation'}*

## Hot Working

*{Please also refer to 'Health & Safety'}*

- Hot working is defined as welding, grinding etc. No such activity will be permitted on the ADNEC site without the full approval from your Event Planning Manager and can not take place in the halls.
- There is a Hot Working Permit process in operation on the ADNEC site. For further information on this process, please contact your Event Planning Manager.

## Insurance

ADNEC insures its premises and own property against certain risks.

The Organiser is responsible for putting in place insurance as stated in the Venue Hire Agreement which includes insuring the Organiser's property once on site.

You should also consider arranging abandonment/cancellation insurance. Your own broker should be able to advise you. However, you may wish to contact one of the following brokers, who specialize in this type of insurance:

- Abu Dhabi National Insurance Co.
- AL Dhafra National Insurance Co.
- Oman Insurance Co.
- Emirates National Insurance Co.
- Al Wathba National Insurance Co.
- Al Khazna National Insurance Co.
- Al Ain Ahlia National Insurance Co.
- Takaful National Insurance Co.

- Please note that other insurance companies are also available and this list does not constitute a recommendation by ADNEC.
- If you are an 'International Organiser' and you already have insurance that covers you for the region of the Middle East, please send your Certificate of Insurance to your Sales Manager for validation at the time of contract signature. There is a minimum insurance requirement so please refer to your Sales Manager for further details.

## Internet and IT Communications

The IT order forms can be downloaded via the Organiser Guide section of the ADNEC web site for the following IT services:-

- High Speed Internet Access.
- Telephones, including handset, internet access and PDQ lines but not machines.
- Fax Lines and machines.
- ISDN for broadcasting, radio interviews and internet access.
- Organisers should place their IT order requirements through to their Event Planning Manager who will provide a quotation. Please remember to include provision for call charges, which will be charged back to the Organiser after the event.

### Wireless Broadcast Prohibition at ADNEC

- Private wireless routers and broadcasts (IEEE 802.11) are not permitted within ADNEC. Private wireless networks are often unstable and do not function as intended during exhibitions. This is due to the myriad of competing and overlapping wireless broadcasts operating in close proximity to each other. The more wireless broadcasts in operation in a given area, the more interference is generated resulting in less stable wireless connections for all parties. For this reason Non-ADNEC wireless broadcasts will be ceased in order to mitigate wireless interference problems and ensure service stability and continuity for all exhibitors.

Please refer to the IT Order Form if wireless internet connectivity or networking is required. Several wireless and internet connection options are available which will cater to small or large wireless internet requirements.

Please contact ADNEC IT Orders via email via [itorders@adnec.ae](mailto:itorders@adnec.ae) or by phone on +971 (0) 2 406 3777 should any clarification be required.

### Keys

- Keys will be issued to the Organiser via the Security Key Control Office (located on level 1 by Car Park B, next to Capital Suite 11) at 08:00 hours on the first day of tenancy, and must be returned by 17:00 hours on the last day of tenancy. Failure to do so will result in a fine of AED 3,500 per key per day. Keys must be signed out from the Security Key Office which is located on the Gallery Level above Hall 7 main entrance.

Security Key Control Office can be contacted on 02 406 4164 or 4158 (or internally via ext: 4164 / 4158)

Please discuss your requirements or concerns with your Event Planning Manager before arriving on site to take tenancy. This will avoid delays in accessing your rooms on arrival.

### Labourers

Should you, your exhibitors or their contractors require the use of labourers then please contact your Event Planning Manager who will provide you with the relevant information.

### Labour Law (UAE)

{Please also refer to 'UAE Labour Card'}

#### UAE Labour Law – adherence by all

- The UAE government is phasing out Labour cards, effective from 2015. Therefore ALL labourers must be able to produce their Emirates ID card together with a photocopy of their UAE visa showing their 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 50,000/-Dhs, per person.
- The UAE Immigration Control Department make regular inspections at ADNEC.
- ADNEC Security are responsible for the access control to the building.
- Only a valid Emirates ID card together with a copy of the visa will permit access into ADNEC.
- 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 No:" ( this official form can be found in any UAE book shop). To ensure this document will be accepted by ADNEC access Control Areas – the two parties must have both their company stamp shown on the documentation.



### Lasers

Please refer to 'Pyrotechnics / Lasers / Smoke Machines / Special Effects'

### Licensing Authority

Under United Arab Emirates Law, special licences are normally required for competitions/raffles etc.. Please ask your Event Planning Manager for further information.

Licenses include all of the temporary activities which are not inserted in ADNEC activities license such as Concerts , buildings / temporary structures outside of the halls halls, events outside of the halls ... , etc.

- The following information is required in order to apply for the Licenses.
- Name, address and contract details of the organizer.
- Location of the activity ( and the site plan in buildings out of halls case ).
- license must be requested 30 days prior of the activity.
- A standard fee of AED 3000 ( Payable to ADNEC ) is applicable and is required in advance.

**Note :** The actual procedure must be carried out by ADNEC External Services, acting on the information received from the organiser and or Planning Dept.

### Lifts

There are a number of lifts to take both goods and passengers to the mezzanine level where the Capital Suites can be found. Please check with your Event Planning Manager to ensure that goods will fit into the lifts provided.

Lifts should not be used in the event of a fire.

Loading Bay Private Vehicle Terms & Conditions

Private cars are allowed loading and unloading zones for the purpose of delivery of goods only. Not more than 30 minutes. (Thirty minutes only)

- Driving license +car registration card should be handed over at the security gate
- The car driver pay amount of AED 50 for each hour for car parking violation in the area of loading and unloading.

### Lost Property

- Any lost property should be handed in to the ADNEC Security Office located level 1 by Car Park B.
- All items received by ADNEC Security will be logged then stored in a vault at the Security Office.

- In order to claim an item the person needs to complete a Lost and Found Receipt form and submit a copy of their photo ID
- Items will be kept for 6 months only then passed to Abu Dhabi Police.
- If a lost item is reported but not received by ADNEC Security then personal details will be taken (name, mobile no, full description of the item), and they will be contacted should the item be handed in.
- Lost Property can be contacted via the Security Office on 02 406 4164 or 4158 (or internally via ext: 4164 / 4158)

#### Lost Children

- In case of a missing child found, ADNEC's Security Staff will accompany the child to Organiser Office.
- Organiser Offices are located next to each Hall Entrance. The organiser will announce by Public Announcement System the details of the child asking for the parent or guardian to come forward.
- In the case of a missing child reported, all venue Security Staff will immediately be notified via radio regarding the missing child with the child's description (color of clothes, age, nationality, name). The child's companion who is looking for him or her will be guided to and asked to wait at the Organiser Office until the child is found.

#### Marketing Services

- ADNEC will be pleased to help you promote your event, and ensure exhibitors and visitors have access to all of the information required to make the most of their participation.
- These services include an entry for your event on the ADNEC website, the provision of travel maps, venue logos and access to our photographic library.

*{For further details please contact your appointed Sales Manager}*

#### Mark Out

- Initial Mark Out is included in your tenancy contract.
- An electronic 1:200 scale AutoCAD drawing of the hall plan for mark-out must be received by your Event Planning Manager 3 weeks prior to the event. The plan should include all dimensional measurements and technical information including the location of the floor ducts.
- Please also ensure that your plan is marked with the event title and dates and please also indicate that this is your "Mark Out" plan.
- Datum points are used to translate the measurements from the plan onto the Hall floor. It is therefore essential that datums and ducts are clearly shown on the final markout plan. Failure to supply this information may result in your exhibition not being marked out correctly if at all.
- A charge will be made to the Organiser if the Mark Out plan changes once the mark out has been completed.
- Your Event Planning Manager will advise you of the colour of your Mark Out.

#### Motorised Vehicles & Non-Motorised Vehicles

- It is strictly forbidden for any type of wheeled vehicle to be used within the exhibition halls or any public areas. This includes but is not limited to – Golf Buggies, Segway's, Scooters, Bicycles etc

#### Night Sheets

- Please ensure that your exhibitors are informed that night sheets should be of inherently non-flammable material or material that has been treated to render it non-flammable.

- Night sheets should be safely stored away during the open period of the event. They should not be left next to or behind stands, where they may protrude into gangways or impede emergency exit routes.
- Should an exhibitor with a night sheet wish to have their stand cleaned overnight by ADNEC Cleaning, they should hand one copy of the night sheet key into the organiser's office for collection by the Cleaning Supervisor. This key will then be returned once the cleaning has been completed.

#### Opening Ceremony

- ADNEC Protocol Department will allocate a dedicated Protocol Manager who will oversee and assist with any event Opening Ceremony. ADNEC's Protocol Department, with its expertise, diplomacy and traditional knowledge, strives to strengthen the interface between Abu Dhabi's governmental departments and ADNEC's event organisers, ultimately raising their profile within the city and maximizing their potential success and growth within the UAE.
- A dedicated Protocol Manager will be allocated to each event to assist with all Protocol requirements for individual events/exhibitions.

#### Order Forms & Price Lists

The following order forms are available from your Event Planning Manager

- |  |                              |
|--|------------------------------|
| ● Customer Services                      | ● Stand Cleaning             |
| ● IT & Telecommunications                | ● Waste Skips                |
| ● Mains Power, Water & Drainage Supplies | ● Material Removal           |
| ● Rental Equipment / Furniture           | ● Visa application form      |
| ● Parking                                | ● ENTERTAINMENT PERMIT       |
| ● Rigging                                | ● FIRST AID SERVICE          |
| ● Stand Catering                         | ● PROTOCOL                   |
| ● Security (additional) – organiser      | ● RAFFLE DRAW PERMIT         |
| ● Security – exhibitor                   | ● TEMPORARY STRUCTURE PERMIT |

#### Organisers Offices

- Detailed Plans for Organising Offices can be provided by your Event Planning Manager. As part of the tenancy agreement there will be 2 X trestle tables and 4 X banquet chairs supplied in each Organizer Offices, if additional tables or chairs are required then these will need to be ordered and will be charged for.
- Additional rooms (Capital Suites – refer to Conference Facilities) are available for hire. Please contact your Sales Manger for further details.

#### PA System

- Your organiser office will be equipped with a Public Address system. This should be used by you to communicate with your exhibitors and visitors. However, many organisers choose not to use the PA system during the open period of a show except in the event of an emergency.
- Please also note that in the event of a major incident, the ADNEC PA will override your PA and broadcast a pre-recorded message to all. This message will override any broadcasts being made from the organiser's office PA system.

#### Payment

**Organisers:** The Payment schedule for the tenancy is detailed within your Venue Hire Agreement. Prior to coming on-site please provide your Event Planning Manager with an agreed list of "authorised" signatures from your organisation stating who is eligible to place an order with us whilst on site.

**Exhibitors and Visitors:** ADNEC accepts cash, VISA Cards and Master cards as methods of payment.



## Performing Rights / Permissions

- Anyone wishing to play music, videos etc on their stands should inform the organiser who should then tell the Event Planning Manager who will advise whether any special licenses are required.

## Personal Protective Equipment (PPE)

The use of personal protective equipment is mandatory where there is a foreseeable risk of a requirement to prevent injury. Such PPE may include the following:

- A hard hat for protecting the head and face from injury
- Steel toe-cap and soled boots to protect the feet
- Gloves to protect the hands and forearms
- High visibility vests
- Dust masks to protect from breathing hazardous or irritable particles
- Eye protection
- Hearing protection
- Harness and Safety belts.

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

## Pharmacies

Pharmacies can be found at:

- New National Medical Centre - 02 552 0110

## Photography

The ADNEC Customer Services offers a pre-bookable photography service. Please contact the Customer Services on +971 (0) 406 3645 / 3646 / 3647 for further details, or email [customerservices@adnec.ae](mailto:customerservices@adnec.ae)

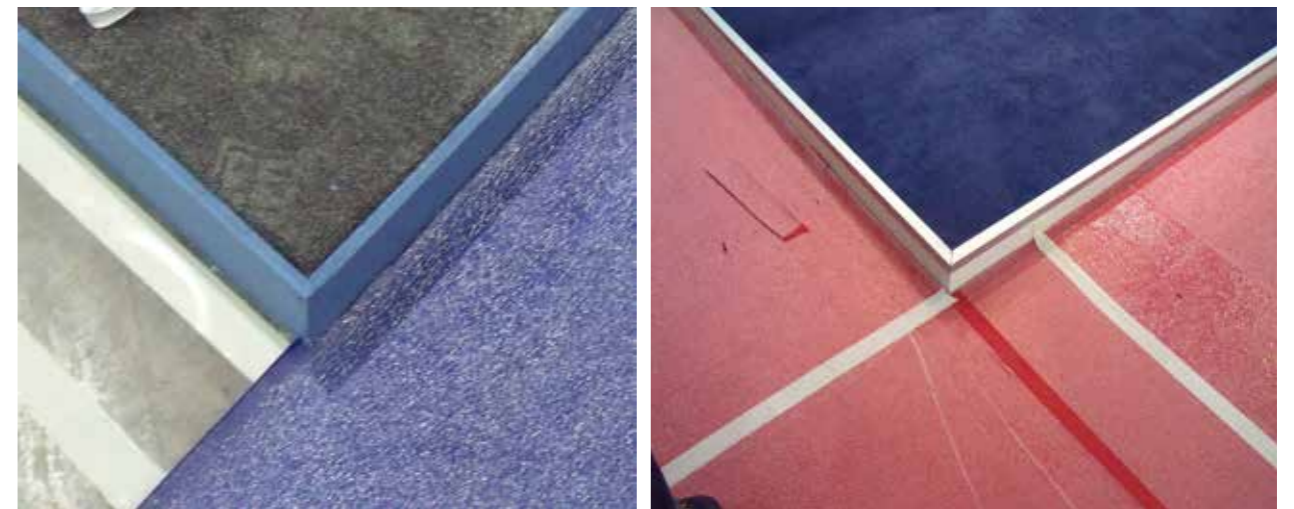
## Platforms and stages

- Platforms or stages that exceed 0.6 metres in height are treated as complex structures. (refer to complex structures)
- 90° corners are not permitted at ADNEC. Failure to adhere to this rule will incur costs to organisers as stand alterations will have to be made to fulfill the rule.
- You are advised to include this in exhibition manuals for all future shows at ADNEC and to communicate to your preferred contractors.
- Corner protectors can be purchased from the ADNEC Customer Services, please contact the Customer Services on +971 (0) 406 3645 / 3646 / 3647 for further details or email [customerservices@adnec.ae](mailto:customerservices@adnec.ae)

CORRECT



INCORRECT



## Police

- (Direct to Police) Emergency number: 999 For any Police requirement whilst on the ADNEC premises please in the first instance call our security control room (02 406 4444) who will coordinate directly with the Police. This will expedite the Police being directed to the exact location they are needed on site.
- Car Accidents: 999 or 4462462 (If involved in a car accident it is essential you call the police for a clearance form for insurance. Never leave the scene of an accident in the UAE.
- Website: [www.adpolice.gov.ae](http://www.adpolice.gov.ae)

## Post Office

- There is a Post Office located in the Grandstand Retail Area.

The Central Post Office is located at: East Road, Madinat Zayed area 02 621 1611

Opening hours: Saturday- Thursday 0800hrs- 2000hrs

## Poster Sites

*{Please refer to 'A DNEC Media'}*

## Prayer Facilities

ADNEC has designated Male and Female prayer rooms with washing facilities.

The Prayer Rooms are located on Level 1 above hall 4 & 5, and on Level 1 by the Aloft Hotel.

## Press Days

Please also refer to 'Filming'

Press days are treated as normal event open days and all regulations apply.

## Prize (Raffle) Draws

The following guidelines shall apply to all raffle prizes draws taking place at exhibition and events held at ADNEC.

The following information shall be conveyed to ADNEC External Services a minimum of 14 working days prior to the start of tenancy. Applications received after 14 working days' notice period cannot be guaranteed.

The following information is required in order to apply for the permit.

1. Name, address and contract details of raffle draw organizer.
2. Location, time and date of raffle draw (all applicable dates).
3. Details of event where raffle draw is being staged.
4. Details of entry (business card or raffle coupon).
5. Copy of the raffle coupon (raffle coupon should have "Terms & Conditions" in English & Arabic).

A standard fee of AED 3000 (Payable to ADNEC) is applicable and is required in advance.

Following receipt of the above information together with payment, a license request will be drafted by ES – ADNEC to Abu Dhabi Department of economic development.

Once the draw has taken place the following information is to be returned to the ADNEC planning manager or the ES – ADNEC within 48 hrs., failure to do so may result in fines or penalties imposed by the Abu Dhabi Economic Development Department.

A form will be provided in which to record the prize winners details, this must be submitted completed together with a copy of winning ticket and a copy of the winners photo ID.

**Note** : raffle draws ticket must not be sold for money.

## Protocol

- Culture and tradition are critical aspects of UAE hospitality; therefore it is vital that the welcome extended to VIP guests and visitors reflects the essence of UAE culture.
- As Abu Dhabi's premier event destination, VIP visits are a regular occurrence at ADNEC; whether it is to inaugurate or simply to visit an event.

- Protocol is the accumulation of customs and regulations involving etiquette and procedures. Protocol is not just a show of ceremony; it is about mutual respect and consideration between individuals as well as organisations.
- While good manners are the rules followed in everyday contact with other people, protocol is the set of rules which prescribes behavior relating to Royalty and other VIPs.
- One of the most important tasks when a VIP arrives at ADNEC to attend an event is to provide professional assistance and a comfortable environment to make them feel welcome.
- ADNEC Protocol Division is experienced and expert in ensuring that the visit of a VIP goes exactly to plan. A dedicated Protocol Manager will be allocated to each event.

## Public Participation and Adventurous Activities

*Please also refer to 'Feature Areas' and 'Special Licenses'*

Written application to carry out activities of any adventurous nature or involving public participation must be made to ADNEC at least 2 months prior to the start of tenancy. In case of doubt whether activities are considered to be adventurous contact the Event Planning Manager for advice. Public participation in any 'adventurous activity' must be covered by a minimum public liability insurance cover of 35million dhs and have a risk assessment.

## Pyrotechnics / Lasers / Smoke Machines / Special Effects

- Your Event Planning Manager must be notified if you propose to use any special effects (lasers, smoke machines, pyrotechnics, etc) at least one month before tenancy.
- It is essential to inform your Event Planning Managers if smoke machines are to be used as this will affect the Fire Alarm systems at ADNEC.
- You will need to supply details of the operator, the manufacturers' details of the equipment to be used and a risk assessment of the operation.
- In some instances, an on-site inspection may be carried out and certification from an independent specialist may be required. Any costs associated with this will be passed on to the organiser.
- The Event Planning Manager must be notified at least 35 days in advance of any proposed use of Pyrotechnics. The following information is required to be submitted to ADNEC:
  - The Organiser is required to obtain, and submit copies to ADNEC of its No Objection Certificates (letters) from:
    - Abu Dhabi Police
    - Abu Dhabi Municipality
    - Abu Dhabi Civil Defense / Civil Aviation
  - Exhibition/event dates and details.
  - Whether it is indoor or outdoor.
  - Pyrotechnic supplier details including contact name and telephone.
  - Quantity, make and type of pyrotechnic devices.
  - Type of effect and position of each device when in use, including the manufacturers with recommended horizontal and vertical safety distance.
  - Storage location when devices are not in use.
  - Fire safety precautions in place
  - Person responsible for setting up and firing including qualifications and experience.

- Position of person firing devices indicating a direct view of all devices at all times.
- A No Objection Certificate may be required from ADNEC, at least 7 working days notice is required to provide this official letter.

Note that the control box is required to be purpose made and operated by a key to be kept with the person responsible for firing at all times. The key must not remain in the control box when unattended.

## Radio Frequencies

- Persons proposing to use radio transmitting equipment either as microphones or for two way speech communication or for any other reason should apply to the Ministry of Communications for a license.
- All organisers' radio frequencies should be roaming or temporary and should not interfere in any way with ADNEC's radio frequencies
- The radio frequency range of ADNEC radios is 380MHZ – 480MHZ.

## Reception

There are a number of ADNEC reception areas staffed daily between 0830hrs – 1600hrs Sunday to Thursday and during published show times.

## Restaurants

ALOFT Hotel Restaurants are listed below. Reservations tel no: 02 654 5000

### Dine @ Aloft Hotel 1st Floor

Live-cooked international-style cuisine. Breakfast / Lunch / Dinner

### Re:Fuel @ Aloft Hotel, 1st Floor

Self-serve gourmet eatery full of mix-and-match meals, salads, sandwiches, make-your-own cappuccinos, and snacks galore. Available 24x7.

### Mai Café @ Aloft Hotel, 5th Floor, Pool Area

International flavors await at Mai Café, featuring Arabic delights, fresh healthy bites and all-time classics. Mai Café is the perfect spot for a leisurely lunch, relaxing dinner or a quick snack at anytime of the day

### WXYZ Bar @ Aloft Hotel, 1st Floor

Mix and mingle over mood music, signature sips, a snack-attack menu, video walls and can't-miss events.

### Relax @ 12, Aloft Hotel Rooftop

Oriental bites, tapas and a sushi selection plus DJ.

### Some offsite suggestions are as follows:

Zen- Al Ain Palace hotel (Japanese)	02 679 4777
Al Safina Dhow Restaurant Breakwater (Arabic)	02 681 6085
Bam Bu! Marina and Yacht Club(Chinese)	02 645 6373
Al Fanar Royal Meridian (French) Revolving Restaurant.	02 674 2020
Maharaja- Le Meridian (Indian)	02 644 6666
Fins- Beach Rotana Hotel (Seafood)	02 644 3000
Brauhaus- Beach Rotana Hotel (German)	02 644 3000
Pappagallo- Le Meridian	02 644 6666

## Retail

There are numerous retail and services located at both ends of the ADNEC building, listed next.

## Grandstand Retail Units

- **Abu Dhabi Airport** Telephone: +917 (0)2 449 9051 Service: Travel Service Centre
- Abu Dhabi Business Centre Telephone: +971 (0)2 403 1111 Service: Government Business Services
- Agility - Global Integrated Logistics Telephone: +971 (0)2 449 6311 Service: Freight & Logistics
- Artaj Events Telephone: +971 (0)2 449 0011 Service: Event Management
- Baqala (Fair Mart) Telephone: +971 (0)2 441 4433 Service: Convenience Store
- Blooms Trading Telephone: +971 (0)50 725 1169 Service: Florist
- Emirates Post Telephone: +971 (0)2 449 0416 Service: Postal Services
- Etihad Ground Services Telephone: +971 (0)2 449 9051 Service: Airport Terminal Check in & Services
- Gulf News Broadcasting Telephone: +971 (0)2 651 0700 Service: Radio Station
- Knights & Walker Middle East LLC Telephone: +971 (0)2 444 3963 Service: Leather Products
- Kurban Tours Telephone: +971 (0)2 555 0566 Service: Tours, Excursions & Transportation Services
- La Dolce Vita Beauty Lounge Telephone: +971 (0)2 491 4900 Service: Beauty Salon / Hair Stylist (Ladies & Gents)
- La Fete Wedding & Events Telephone: +971 (0)2 448 9000 Service: Wedding Services
- Medicina Pharmacy Telephone: +971 (0)2 446 9300 Service: Pharmacy
- Mint Event Rentals Telephone: +971 (0)50 381 0130 Service: Event rental services
- National Bank of Abu Dhabi Telephone: +971 (0)2 449 4996 Service: Banking
- National Car Rental Telephone: +971 (0)2 449 1091 Service: Car Rental
- Oasis Car Wash Telephone: +971 (0)52 911 3536 Service: Dry Car Cleaning
- Thrifty Car Rental Telephone: +971 (0)2 650 0200 Service: Car Rental
- Vanila Gifts & Events Below Aloft Hotel Telephone: +971 (0)50 274 0401 Service: Gift Items

## Rigging

*{See also refer to 'Access Equipment', 'Complex Structures', 'Risk Assessment' and 'Working at Height'}*

- All rigging at the venue, will be undertaken solely by ADNEC services. Rigging of banners, etc, above individual stands or rigging of stand structures from the hall roof will only be permitted at ADNEC's discretion.
- Licensees must, therefore, advise ADNEC services of their rigging policy (i.e., whether rigging is permitted above individual stands or limited to certain areas) and include such advice in their exhibitor manual.
- Rigging will be subject to sufficient time and access being available to carry out such operations safely and must be carried out within the license period, unless otherwise agreed by ADNEC.
- Floor to ceiling rigging is not permitted. R
- Rigging orders should be placed with the service provider no later than 20 working days 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).
  - Dates and times of lifting and lowering operations.

All rigging shall comply with ADNEC's Rigging Code of Practice.

- Lighting battens, trusses and flown equipment - Any exhibitor ordering lighting battens of five metres and over in length must order drop wires to support the centre, regardless of the weight hanging on the batten. R
- If lighting trusses, specially designed flown items, or any items weighing over 250kg are to be suspended, due to venue weight restrictions, drawings and load information must be supplied to ADNEC no later than 35 days prior to the license period.
- Timber structures must be appropriately bolted and braced. Timber cladding attached to trusses must be fixed using a clamp or hanging bracket which supports the underside of the structure. Free climbing of flown equipment is prohibited. Equipment to be accessed at height must have a suitable safety system, providing a constant means of attachment. A plan for the rescue of people working at height must be in place, in the event of any emergency.
- Fascia's - Where fascia's are suspended, each individual section of fascia must be supported. Fascia's of five meters and over in length must be supported at three points on each section from securely attached brackets. The weight of the fascia must be supported from the underside.
- Banners and signs - 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 aluminum 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. R

- 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 license period. They must be collected immediately; otherwise they may be disposed of.
- Hoist and fix - Contractors undertaking hoist and fix operations must submit suitable risk assessments, method statements and confirmation of compliance with LOLER and PUWER. For further advice please contact the Event Planning Manager.
- Rigging is not permitted in the Atrium, Concourse, Capital Suites, Conference Rooms or Hall Main Entrances.

## Risk Assessment

*{Please also refer to 'Health & Safety' and 'Public Participation and Adventurous Activities'}*

- Please submit your risk assessment to your Event Planning Manager with the final submission plan and event dates, no later than two months before the license period begins.
- Your Event Planning Manager will be able to supply you with risk assessment guidance and a template if required.
- Licensees are reminded of their duty to ensure that the activities of contractors and exhibitors are safe. The Licensee should collect risk assessments from them, in order to assess properly the overall risk profile of the event.
- It is the Licensee's responsibility to notify ADNEC of any hazardous activity, exhibit or demonstration to be held or brought into the event.
- The Licensee should inspect and provide ADNEC with a copy of the specific contractor's or exhibitor's risk assessment for such activities.

## Roof Access

- The ADNEC roofs and roof voids are restricted areas. Access is governed by the ADNEC Code of Practice for Roof and Rigging Work.

## Rubbish Removal

*{Please refer to 'Waste'}*

## Satellite Dishes

- Satellite dishes may be installed in certain positions on the roof of ADNEC subject to on-site activity at the time. Full written details including cabling required must be submitted to your Event Planning Manager at least one month before the start of your tenancy. The installation of cabling must be carried out by ADNEC's appointed contractor for safety reasons and to avoid damage to the fabric of the building. R

## Scaffold Towers

*{Please also refer to 'Access Equipment' }*

- The use of scaffold towers must be in accordance with the manufacturer's recommendations. Scaffold towers must be fully erected when in use, with a double handrail, sufficient working platform areas, a safe method of access and egress and not exceeding a height of 3.5 times the shortest width of the tower for internal use and 3 times externally.
- Outriggers must be used or stability achieved through an alternative means.
- Scaffold towers must not be moved whilst persons are situated on the tower.
- All Scaffolds must be designed to withstand the loading that is required. The tower must only be used for work and not be used as a base for lifting.
- Towers must be locked off and level when in use.

- Persons involved in scaffolding work must be competent for the erection and design of scaffolding. It is the employer's duty to ensure that the persons carrying out the work are competent to do so and the manner of work is safe.
- Scaffold erectors must adopt a working method that is safe to themselves and others. They must be protected from falls at all time. This can be through handrails or harness use or a combination of both.
- Materials shall be stored and moved without risk to persons below and should be suitably signed to warn of overhead activities.
- As per Abu Dhabi Municipality it is the organisers and contractors responsibility to ensure all scaffold towers (fixed and Mobile) display a 'Scarf Tag' carrying the following information:
  - Date erected
  - Use
  - Loading
  - Last inspection and inspected by



## Seating

{Please also refer to 'Temporary Seating (Tiered Structures and Flat Floor)}

If you are providing seating for seminar areas on the exhibition floor, regulations apply. The following is a summary of the main points to be considered:

- The width of gangway required between blocks of seats depends on the total number of seats and their layout. HOWEVER, the minimum gangway required will be 1.1 metres. A minimum gap (seat-way) of 30 cm must be provided between the back of one seat and the front of the seat immediately behind.

- The maximum number of seats allowed in a row is:
  - 7 seats where there is a gangway at one end only (except that up to 12 seats are allowed if the seat-way is increased by 2.5 cm for each additional seat over 7)
  - 14 seats where there is a gangway at each end (except that up to 28 seats are allowed with a gangway at each end if the seat-way is increased by 2.5 cm for each additional seat over 14)

No fixing to ADNEC floor is allowed for the purpose of fixing rows of seating.

If tiered seating is used, it must be installed by a licensed supplier and certified on site by an structural engineer.

Detailed layout drawings and specifications must be forwarded to your Event Planning Manager no later than one month before your tenancy begins. Daily checks must be carried out by a structural engineer and written confirmation that the seats are fit for use must be provided.

## Security

- All security at ADNEC must be provided by ADNEC appointed Security Services Provider.
- Schedule 1 of the ADNEC contract details any security that may be included in the Tenancy Contract. It should be noted that these Security Guards are for securing of the hall(s) and the venue, and bear no relationship to visitor management requirements or any other requirements, which is an additional service attracting a separate charge.
- If the nature of the exhibition requires additional levels of security, then this will be discussed between ADNEC and the Organiser at team meetings for the exhibition/event. Both parties shall aim to reach an agreement on the levels of additional security required. ADNEC may in its sole and absolute discretion appoint such numbers or additional security guards as it thinks is appropriate taking into account its past experiences at the Venue and having as its paramount concern the safety of all visitors to the Venue. All such additional security shall attract a separate charge at ADNEC's standard rates, which will be chargeable to the clients.
- The cost for security must be agreed before the opening of the show.
- ADNEC shall not be liable to the Organiser, Exhibitors or any third party for any act or omission of any security personnel supplied by ADNEC resulting in damage or loss to the exhibits or any property save where such security personnel have been proven to have been grossly negligent.
- The following services may be provided at the published rate(s). These rates will be reviewed annually. These services must be signed off prior to the first day of tenancy. The responsibility for obtaining client sign off is with the Event Planning Manager.
  - Early Access
  - FOH (Front Of House Manning)
  - Badge Checking
  - Ticket Tearing
  - Static Security Guards - Form to be supplied to Organiser for inclusion within Exhibitor Manual – indicating ONLY ADNEC service providers to be used
  - X-Ray Machines to include all equipment required e.g. power
  - Security Arches to include all equipment required e.g. booths, tables, chairs
  - Handbag searches
  - Stewards
  - Ushers
  - Police Liaison
  - Onsite Police to include subsistence
  - Radios
  - Visitor Management – Trade/Public events

- Government permissions and paperwork
  - Visible or low key security presence
  - Secure Stores
  - Personal Security
- Please submit to your Event Planning Manager one month before the tenancy begins, a brief outline of your event with 3 x copies of each of your badges/vehicle passes. Also detail any security that you may require over and above the manning of doors.
  - Each Event will be appointed a security point of contact for the duration of the event.

The Additional Security Services Order Form is available from your Event Planning Manager.

## Security Goods Passes for Material Removal

Rules and Regulations for Material Removal

- Outside build up or breakdown periods no material or equipment may be removed from ADNEC without a Material Removal Permit signed by an authorised person.
- Material Removal Permits are only issued by ADNEC Head of Security.
- The form is to be completed with the details of the equipments which require removing.
- During the show, organiser must submit the details of the exhibitor and the removable equipment.
- Date and time duration should be mentioned.
- Vehicle details and the place from where the goods are to be removed from should be mentioned.
- The Material Removal Permit is to be shown to security upon exit.
- Contact 02 406 4444 if you need any assistance.

## Segways

The use of Segway's within ADNEC site is not permitted.

## Seminar Theatres

*{Please also refer to 'Seating'}*

- If you intend to have seminar theatres on the exhibition floor, certain regulations will apply, depending on their location. The following points should be considered when designing the layout of your theatre:
  - **Emergency Exits** – In most circumstances it is a requirement to have a minimum of two emergency exits from the Seminar area. The size and the capacity of the theatres will dictate the number of exits and whether double or single doors are required. Your Planning Manager can advise you on this. All exit doors should open outwards into a recess so that the surrounding gangways remain unobstructed.
  - **Illuminated Exit Signs** – All exit doors should be equipped with an illuminated exit sign. This is only applicable if there is a temporary ceiling fitted thus reducing hall lighting levels.
  - **Seating Layout**– Please remember that event noise levels, and hall lighting (which cannot always be turned off) may affect seminar theatres and exhibitors on the exhibition floor. Please contact your Event Planning Manager if you have any queries.
  - **Cleaning** – if you have any special cleaning requirements before or after any theatre sessions please contact your Event Planning Manager. Please supply your Event Planning Manager with a theatre/seminar timetable and the Cleaning Department will be instructed to clean the area between sessions.

## Service Ducts

At regular intervals across the exhibition Halls, there are service ducts within the floor which house the electricity supply. Only ADNEC staff are permitted access to these ducts.

## Shell Scheme Stands

Your Event Planning Manager may require a copy of the certificate stating that the stands have been assembled according to the manufacturers instructions before the event opens to visitors.

## Shuttle Buses/Buses

*{Please contact your Event Planning Manager if you are intending to operate a shuttle bus service or are expecting coaches.}*

- Your Event Planning Manager can provide a quote should you wish ADNEC to operate a shuttle bus service on your behalf.

## Signage in Hall

- ADNEC halls have permanent signage indicating exits, toilets, telephones, catering units and permanent advertising sites.
- If the layout of your event obstructs the permanent signage, you will be required to provide sufficient alternative signage as seen fit by ADNEC. All associated costs are to be met by the organiser.
- Please note that catering areas do not form part of your tenancy and cannot be used to display signage, branding or advertising. This applies to all areas associated with the catering operation. No catering signage can be obscured in any way.
- Please make your Event Planning Manager aware if you are putting out temporary road signs as they may need to have Municipality approval. You will be asked to submit the number of signs, type of sign, size of signs and location of signs.

## Signage Policy and Signage Plans

*{Please also refer to 'ADNEC Media' }*

### Public areas

Public areas are defined as any area outside of your tenancy. Hall tenancy starts from behind the hall shutter doors, if there is any confusion please contact your Sales Manager.

All of the items listed below should form part of your signage plan submission which needs to be agreed in writing prior to the show opening.

### Items permitted in the concourse

Sponsorship items which are permitted in the concourse, subject to approvals from the Media Department:

You are here boards – 1 per hall rented.

Registration desks

Form filling out desks

All other items require approval, this includes any items placed in the entrance foyers.

### Welcome signage

- The mega panel which is offered to the Organiser at production cost is provided for welcome signage, as are the Hall Boards.
- Organisers are permitted to have a 'welcome to' and 'see you next year' sign. Any branding on the welcome signage must follow the show advertising campaign

This should form part of your signage plan, which needs to be agreed in writing.

Above Hall Entrance Boards (see below)

### Directional signage

Directional signage placement is free and can highlight all key features of the show, these items should follow show creative. It is permitted to have a logo or credit the sponsor of a feature area on the directional signage, however the Organiser is requested to send through a mock-up of any signage for approval. Excessive directional signage or signage deemed to just be placed to fulfill sponsorship agreements will be subject to a media charge.

A signage plan must be produced and submitted to ADNEC at least 1 month before the event. This plan must be agreed and signed off by your Event Planning Manager. ADNEC reserves the right to remove any signage which has not been previously agreed, either by its location and or content.

### Information signage

Definition of Information signage, is that which carries; conference programmes and timetables, pick-up and drop off points, exhibition timetable, and office designations.

ADNEC reserves the right to remove any signage which has not been previously agreed, either by its location and or content.

### Hall Entrance Boards

Hall Entrance boards should only contain the name, dates and times of the show

Hall Entrance boards may not be sold as a commercial opportunity.

If show sponsors are to be shown on the hall boards, as a standard quilt – the quilt should not exceed more than 25%

The organiser is responsible for the design, printing, installation and de-rig of any hall entrance signage. ADNEC reserve the right to recharge the organiser for any signage that is not removed or any damage caused to the building.

For dimensions of the hall entrance boards please refer to the “Hall Entrances” section.

### Information booths

These are not permitted in the concourse without prior agreement from ADNEC. Any information booth outside of the contracted area must follow the show advertising creative and /or brand and be agreed in advance with the planning manager

Any of the above signage which does not follow the event’s show creative or highlights one sponsor will be deemed to be a branding opportunity and will be subject to a media charge.

### Signage Plan Attachments

A final layout of all proposed directional and information signage with dimensions must be provided for venue approval.

A final layout of any other signage which will be placed outside of the contracted halls which includes, but is not limited to, information booths, welcome signage and card completions desks.

ADNEC reserves the right to remove any signage which has not been previously agreed, either by its location and or content.

### Important Information

Any signage which does not follow the event’s show creative, or carries advertising, will be deemed to be a branding opportunity and will be subject to a media charge at prevailing rates.

### Signage ADNEC Marina

Any show which incorporates the Marina Area within their tenancy must abide by the generic signage policy.

A full signage plan must be submitted for this area at least one month in advance for ADNEC to review and if necessary for Abu Dhabi Municipality to give their approval.

In addition to this, any signage must be fit for purpose; any signage deemed unsafe will be removed immediately, and the Organiser will be responsible for any relevant costs.

### Branding in Conference Room A or B

During an event, as we cannot provide a hallboard, we do permit Organisers to have some welcome sign branding.

The proposal of what the client would like to place there should be sent through to the ADNEC Media Department for sign off.

## Smoke Machines

Smoke machines may be used, provided a risk assessment is completed and copies submitted to ADNEC, 35 days prior to the start of the licence period. Any costs involved in testing the machine are to be borne by the LicenseeR.

Operation of the smoke generator shall be restricted to the minimum amount of time required to achieve the approved density of smoke. The time factor will be determined by ADNEC at a demonstration, which must be given 24 hours before the event opens to the public. Account will be taken of the visibility and CO2 levels, which must not adversely affect public safety.

A suitable notice, warning the public of the use of smoke machines, must be displayed at all entrances to the event.

## SMOKING POLICY

ADNEC is a non smoking venue.

## Special Licences

*{See also refer to ‘Feature Areas’}*

Some activities may require special licences. Examples of these are as follows:

- Prize Draws
- Animals
- Child Performers
- Temporary Structures

If you are in any doubt, please contact your Event Planning Manager for further information.

## Sponsorship

Please contact the ADNEC Media Department for relevant sponsorship opportunities that ADNEC currently have or that you may wish to consider.

## Square Meterage

*{Please also refer to ‘Hall Capacity’ Section}*

Your Sales Manager will require details of your floor space at the event briefing meeting in order to calculate the maximum visitor/ capacity figure and any ‘take-up’ figure. This information should be submitted with your final floor plan.

## Stand Fitting Regulations

*{Please also refer to ‘Complex Structures’ and ‘Construction Materials’}*

- All work must be carried out in conformity with the requirements of the Rules and Regulations of ADNEC.
  - It is the duty of all services providers, to take reasonable steps to ensure that people (visitors) with disabilities are able to access and make use of those services.
  - It is the duty of all those providing services to visitors, to take reasonable steps to remove, alter or provide a reasonable means of avoiding physical features that make it unreasonably difficult or impossible for disabled people to make use of their services.
  - All stand structures, signs, notices, etc, must be confined within the area allocated and must not project into or over the gangways.
  - No suspension may be made from the roof of the exhibition halls, nor may any fixings be made to the structure of the building.

#### Platforms

- Platforms are not essential even with floor electrical or plumbing services. Where a platform is to be provided it is necessary to make proper provision for access for disabled persons. The general height may not exceed 100mm (4") but areas may be super-elevated for display purposes. Details of super-elevated platforms, above the height of 600mm (24") to which persons have access are regarded as a multi-storey structure and must be submitted with proof of structural integrity to ADNEC for approval.
- The flooring must not be less than a nominal 25mm (1") thick. Flooring must, in any case be laid with close joints. Wood chipboard or blackboard used for a floor shall be of minimum thickness of 18mm. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting
- All platform floors MUST have rounded corners (please refer to Platforms and Stages)

#### Partitions

- Partitions separating stands may be erected up to 4m (13'0") high, but where a wall abuts an adjoining stand and projects above the partition, it must be clad and decorated.
- It is the responsibility of Exhibitors who have taken "SPACE ONLY" sites to supply, erect and decorate freestanding single clad partitioning to the periphery of their sites where they adjoin an adjacent stand.
- The minimum height of the partitioning must be 2.50m (8'3") with a maximum height of 4m (13'0) of which the area above 2.50m (8'3") must be of double sided cladding and decorated to the choice of colour and material as agreed by the adjacent exhibitor.

#### Suspended Fittings

- Suspended stand fittings are not permitted. ADNEC may permit suspension from the hall roof of banners, lighting, fittings or other decorative materials (the work being carried out by ADNEC at the expense of the Organiser) or by the ADNEC rigging Contractor provided that:
  - They form part of an overall scheme of decoration proposed by the Organiser.
  - There are no locking arrangements to the main body of the stand (including electric wiring or decorative materials).
  - The proposed suspended units to not overstress the roof structure max 70kg/r/m.
  - Time is available after the beginning and before the end of the rental term for ADNEC.
  - Rigging Contractor to remove the suspension wires, with free unobstructed access at floor level for hoist vehicles, cranes etc as may be required.

#### Use of Mortar

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

#### Multi-storey Stands and Stand fitting exceeding 4.0m in height (see also 'Complex Structures').

- Multi-storey stands, elevated gangways and stairways and stand fitting exceeding 4.0m in height must be constructed to the requirements of ADNEC. Details of multi-storey stands etc. must be submitted to ADNEC, with structural calculations, 60 days prior to the first day of tenancy.
- **Ceilings** – other than to the topmost storey shall be of solid construction of an inherently non-flammable fabric, except that treated fabric may be permitted to single storey portions of stands where not exposed to the risk of fire from lighted articles dropped from above.
- **Cupboards** - formed beneath the staircase shall be lined throughout with non- combustible material.
- **Adequate means of escape** - must be provided from the upper storey of any stand.
- **Staircases** - shall be at least 1m wide and if not subdivided by a central handrail, no more than 1.8m wide. Each step shall have an available tread, measured on plan, of 280mm; the risers between steps shall be unfilled and shall not exceed 180mm. Any handrail(s) or balustrades must have vertical railings not more than 100mm apart or solid infill.
- Staircases shall discharge to the ground floor at a point where unimpeded access to a public gangway is achieved. If the occupants of the upper storey have no choice but to exit by way of a single escape stair, the travel distance from any part of the storey to that stair must not exceed 10m.
- **Structural Calculations** - In all cases, calculations proving the strength and stability of structures will be required to demonstrate the following requirements of the ADNEC Regulations. In this context, the word "structure" means either a multi-storey stand or any part of a stand higher than 4m.
  - A loading analysis assuming an imposed load ('Live load') on upper floors of 5 kN per sqm. Dead loads should be individually assessed for each floor.
  - A stability check assuming a lateral load equal to 2.5% of the total vertical load applied at upper deck level.
  - Stress and deflection checks for all structural members.
  - Details of connections, bracing members and floor carcasing.
  - In all cases a wind load of 0.15 kNm<sup>2</sup> shall be accommodated.

**Note:** In certain circumstances when an upper area is not freely accessible to general exhibition visitors and the number of persons shall not exceed 1.5 sq m per person, a minimum imposed load of 3.5 kNm<sup>2</sup> will be accepted. On such occasions the stand-holder will be required to demonstrate a robust system of controlling access onto the upper area to avoid exceeding the stipulated number of persons. Structural calculations will be provided for handrails and balustrades.

#### Exits from stands

- The exit from any stand (or if there is more than one exit, each exit) shall discharge to a gangway.
- The maximum travel distance from any part of a stand to a gangway shall not exceed 10.0m.
- No floor shall be constructed having a slope in excess of 1 in 12.
- Each exit shall be indicated by an exit notice displayed as below:
- All exit notices shall be sited in conspicuous positions above or adjacent to all exitdoors and openings and directional signs and notices shall be provided and sited to indicate the route of escape.



- The size of letters of exit notices shall not be less than 125mm.
- In any part of the Centre or on any stand where the normal lighting may be dimmed or extinguished while the public are present, exit notices shall be illuminated internally and conform to the relevant UAE Standard.

**Doors and gates** - forming part of an escape route 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 in accordance with BS EN 1125.

## Stewards / Volunteers Procedure

### Volunteers

1. The Stewards must be secured via an official and recognised company (e.g. Takatof).
2. The Stewards minimum age is 18 years old and above.
3. The Stewards must wear clearly identifiable standard uniforms and and display a badge with his/her name and company name for identification by ADNEC staff.
4. Before the event opens on the first day, all stewards must receive a briefing from the ADNEC Security Department about the venue and it's emergency procedures.
5. In the case of an emergency, the ADNEC security department will handle the situation and the stewards will be treated as public.

### Agency

1. A copy of the agency's Trade License and Contract must be submitted to the Organiser.
2. The Stewards Visa must be under the Agency Name.
3. The Stewards must bring their Insurance Card and Emirates ID card together with a photocopy of their UAE visa showing their sponsor name..
4. The Stewards must wear Standard Uniforms and Badge with his/her name and Company Name for identification from ADNEC Staff.
5. Before the Event, the Stewards must get a briefing from the ADNEC Security Department about the Venue.
6. In case of Emergency, ADNEC Security Department will handle the situation and the Stewards will be treated as public.

## Storage Areas

- Excess stock, literature and packing cases may not be stored on, around or behind stands, unless contained within a lockable storeroom (the doors to which must have a vision panel).
- Any proposed store rooms must be shown on the final floor plan.

## Storage Containers

It is not permitted for an organiser, exhibitor or contractor to position a storage container outside the ADNEC building without prior written permission being received from your Sales Manager. Various factors will be considered before granting any such permission.

Once permission is granted full detailed location plans showing all dimensions will need to be submitted to your Event Planning Manager.

## Strobe Lighting

Where strobe lighting is installed, the equipment shall be arranged to operate at a fixed frequency not exceeding FIVE flashes per second and the control equipment must be in a locked-off position. A suitable notice must be displayed at all entrances to the event warning the public of the use of strobe lighting.

## Sub-Contracting

- 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 No:" ( this official form can be found in any UAE book shop). To ensure this document will be accepted by ADNEC access Control Areas – the two parties must have both their company stamp shown on the documentation.

## Temporary Seating (Tiered Structures and Flat Floor)

*{Please also refer to 'Seating' }*

All Temporary Demountable Structures erected and or installed at the ADNEC shall comply with the requirements detailed below:

### Tiered Seating Structures

All temporary seating shall comply with the ADNEC Guidance Sheet for Temporary Demountable Structures'. A copy of this can be obtained from the Event Planning Manager.

The following guidelines shall apply to all audience seated areas designed for use by more than 15 persons.

1. The total number of seats in a row shall be no more than twelve if there is a gangway at one end of the row only
2. The total number of seats in a row shall be no more than twenty four if there is a gangway at each end of the row
3. The total number of rows shall be no more than twelve to a gangway
4. The minimum number of exits shall be no less than two for audiences of up to 500 persons
5. The minimum gangway and exit widths shall be as per the following table:-

Number of persons	Minimum number of exits	Minimum width of gangway & exit
Up to 200	2	1.000 m
Above 200 up to 300	2	1.200m
Above 300 up to 400	2	1.400m
Above 400 up to 500	2	1.600m

*One additional gangway and exit, of minimum width 1.600m, shall be provided for every additional 250 persons, or part of 250persons, above 500*

6. The seating 'row to row' dimension shall be no less than 1.000m
7. All exit routes and gangways shall provide clear and unobstructed delivery to a gangway leading to an exit door on the perimeter of the hall
8. Audio visual and other equipment shall not be positioned in a manner that restricts, or impedes access to, gangways and exits
9. Doors or gates fitted to exits shall open outwards and shall be installed into a recess so as not to restrict or open onto surrounding gangways

10. Doors or gates installed to exits shall be fitted with a vision panel of clear material at sight level
11. Curtains fitted to exits shall be free flowing with the lower edge a minimum of 50mm above the hall floor
12. Each exit shall be clearly indicated by an exit notice, the letters of which shall be not less than 125mm in height. Where a reduction in lighting levels is created within the auditorium, such exit notices shall be internally illuminated with a maintained power supply in the event of external power failure

Seating structures are deemed complex structures. Please see 'Complex Structures' for full details of the requirements which must be fulfilled.

#### Flat Floor Seating In Seminar Theatres

The following is a summary of the main technical regulations to be followed for seating in seminar areas on the exhibition floor:

The width of gangway required between blocks of seats depends on the total number of seats and their layout. The minimum gangway required is 1.1 metres.

A minimum gap (seat way) of 300mm must be provided between the back of one seat and the front of the seat immediately behind.

The maximum number of seats allowed in a row is:

- 12 seats where there is a gangway at one end only.
- Up to 24 seats are allowed with a gangway at each end

If there are over four seats in a row the seats must be linked.

#### Tenancy Costs

- If your contract is based on a "minimum commitment" within the hall space, your Sales Manager will provide you with an estimated take-up figure at the team meeting based on the hall plan you provide at the meeting.
- We are aware that there are often last minute changes on site and the final take-up figure will be agreed with your Sales Manager once the event is open.

#### Tents & Marquees

- Tents and marquees should be capable of withstanding all forces that they may reasonably be expected to encounter. Of these, wind is the most important from a design point of view.
- The design of new large marquees should be carried out by a competent person and subject to an independent check by a chartered engineer. Particular attention should be given to the strength and soundness of guy ropes and anchors, keeping in mind that no ground penetration is permitted.
- Anchors are a critical aspect of marquee structures however anchoring into the ground at ADNEC is NOT PERMITTED. Please submit a fully scaled plan and details of any above ground anchoring to the Event Planning Manager for approval.
- After erection and before use, a tent or marquee should be thoroughly inspected by the supplier.
- It is not permitted to construct any outdoor temporary structure without gaining official Municipality permission. A copy of this permission certificate will need to be submitted to ADNEC before any construction work is allowed.

#### Toilets

- Ladies, gentlemen and disabled toilets are available in the centre. Also available are Baby Changing Facilities and
- Disabled Facilities.

#### Traffic

*{Please also refer to 'Access'}*

#### Traffic Access during Build-up and Breakdown

**PLEASE NOTE THAT THERE IS NO VEHICLE ACCESS INSIDE THE HALLS AT ANY TIME.**

- It is recommended that you produce vehicle passes on coloured paper to differentiate vehicles for your event from others and recommend that you print "break down" procedures on the reverse. Your Event Planning Manager can provide you with a template you can then tailor to your event.
- All deliveries are to be made from the VE Doors only which are located at the rear of the halls. No access will be granted via the public main entrances on the Concourse.
- Loading and unloading maybe carried out next to the halls, provided that no undue obstruction is caused to the free flow of traffic. The hatched areas must be kept clear at all times to allow clear emergency access in to or out of the halls. Access must be kept clear at all times to the rubbish compactor areas next to the halls.
- Once delivery has taken place then the vehicle is to be moved as instructed by ADNEC Security .

#### Traffic Control

- All Vehicles entering the road systems or the service bays of the Centre must conform to speed limits, road signs and instructions given by ADNEC Security. All private cars must be parked in designated areas except when loading and unloading.
- All roads, car parks and delivery areas in the Centre are private and use of them is entirely at the vehicles owner's own risk. Vehicles using roads, car parks and delivery areas are subject to the Abu Dhabi Traffic Regulations and any vehicle violating these regulations will be reported.

#### Travel and Transport/Taxis

"How to get here" guides are available online at [www.adnec.ae](http://www.adnec.ae)

- Al Ghazal (Taxi) 02 444 7787

#### Visitor Buses

As part of the CIVIL DEFENCE and the ADNEC evacuation process, please note that any exhibition or event that has school visits planned, must supply us with the following information:

- Name of School/Organisation/Hospital/Hospice/University, etc...
- Names of passengers including the age group
- Names of Supervisors
- Date & Time of Arrival and Departure

This mandatory information should be supplied to the organising company and then forwarded on to ADNEC Traffic/Security before access can be granted to the site. Without this information the traffic and evacuation plan will be invalid and the named school/organisation/hospital/hospice/university will not be granted access to site.

#### UAE Labour Card

*{Please also refer to 'Labour law'}*

The UAE government is phasing out Labour cards, effective from 2015. Therefore ALL labourers must be able to produce their Emirates ID card together with a photocopy of their UAE visa showing their sponsor name.

- Only a valid Emirates ID card together with a copy of the visa will permit access into ADNEC.
- Please ensure that all relevant contractors etc. are made aware of this fact to avoid delays and disappointment.

The adjacent card is a United Arab Emirates Identity Card and only when presented together with a photocopy of the workers visa from their passport will entry into ADNEC halls be permitted.

## Use of Exhibition Centre

The Centre shall not be used for any illegal or immoral purpose. ADNEC reserves the right to remove any materials or displays, which in its sole opinion may be considered offensive or obscene, or not appropriate to the accepted norms and customs of an Islamic Society.

## Vehicles

If vehicles are to be displayed at your event, please advise your Event Planning Manager. 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 event.
- Contain only a minimum amount of fuel.
- Have a lockable fuel cap.
- Have a drip tray placed under the engine.
- Battery to be disconnected.
- Keys to be left with organisers in case removal required.
- 24hr Contact Name and Number to be given to organisers.
- Delivery and Collection – organiser to be present during both.
- ADNEC accepts no responsibility for any vehicle that is damaged when being brought into or out of the Hall or once in its final position.
- ADNEC will also not clean any such vehicle. This is the responsibility of the exhibitor.
- Any damage caused to the venue as a result of vehicle movement will be charged back to the organiser as part of the dilapidation costs.

## Vehicle Entry Doors / Goods Entrances

The electronically operated Goods doors to the halls shall only be operated by ADNEC security officers or other such persons as ADNEC may designate in writing.

Wheeled vehicles, whether motor driven or hand propelled, must not be taken through any of the emergency pedestrian exit doors from the halls as it may cause damage.

## Loading Doors Information

HALLS	LOADING DOOR NUMBER	CLEAR HEIGHT (in meters)	CLEAR WIDTH (in meters)
1	1.1	4.20	4.40
	1.2	4.20	4.40
	1.3	4.20	4.40
2	2.1	4.20	4.40
	2.2	4.20	4.40
3	3.1	4.20	4.40
	3.2	4.20	4.40
4	4.1	4.20	4.30
	4.2	4.20	4.40
	4.3	4.20	3.50
5	5.1	4.20	3.50
	5.2	4.20	4.40
	5.3	4.27	4.45
6	6.1	4.20	4.45
	6.2	4.20	4.45
7	7.1	4.28	4.45
	7.2	4.29	4.40
	7.3	4.27	4.40
8	8.1	4.70	4.40
	8.2	4.80	4.40
	8.3	4.80	4.40
	8.4	4.70	4.40
9	9.1	4.70	4.40
	9.2	4.70	4.40
	9.3	4.80	4.40
10	10.1	4.70	4.40
	10.2	4.80	4.47
	10.3	4.80	4.48
	10.4	4.80	4.45
11	11.1	4.80	4.48
	11.2	4.80	4.46
ICC	12.1	7.90	4.40
	12.2	4.70	4.40
	12.3	4.70	4.50
	12.4	4.70	4.40
	12.5	4.70	4.40
	12.6	8.00	4.40
	12.7	7.80	4.40

## Venue Phone Directory

DEPARTMENT	TELEPHONE	FASCIMILE	EMAIL
Customer Services	+971 (0) 2 406 4775	+971 (0) 2 449 6258	<a href="mailto:customerservices@adnec.ae">customerservices@adnec.ae</a>
CATERING	+971 (0) 2 406 4210	+971 (0) 2 406 6214	<a href="mailto:catering@adnec.ae">catering@adnec.ae</a>
CLEANING	+971 (0) 2 406 3001	+971 (0) 2 449 6258	<a href="mailto:cleaning@adnec.ae">cleaning@adnec.ae</a>
FIRST AID	+971 (0) 2 406 3001	+971 (0) 2 449 6258	<a href="mailto:logistics@adnec.ae">logistics@adnec.ae</a>
FINANCE	+971 (0) 2 444 6900	+971 (2) 449 4182	<a href="mailto:receivables@adnec.ae">receivables@adnec.ae</a>
FURNITURE RENTAL	+971 (0) 2 406 3001	+971 (0) 2 449 6258	<a href="mailto:logistics@adnec.ae">logistics@adnec.ae</a>
GENERAL ENQUIRIES	+971 (0) 2 444 6900	+971 (0) 2 444 6135	<a href="mailto:feedback@adnec.ae">feedback@adnec.ae</a>
IT	+971 (0) 2 406 3777	n/a	<a href="mailto:itorders@adnec.ae">itorders@adnec.ae</a>
MARKETING	+971 (0) 2 444 6900	+971 (0) 2 444 6135	<a href="mailto:feedback@adnec.ae">feedback@adnec.ae</a>
ADNEC Services (Power/ Rigging)	+971 (0) 2 406 3811	+971 (0) 2 449 9662	<a href="mailto:adnecservices@adnec.ae">adnecservices@adnec.ae</a>
PLANNING TEAM	+971 (0) 2 406 3441	+971 (0) 2 449 6207	<a href="mailto:callcentre@adnec.ae">callcentre@adnec.ae</a>
SALES TEAM	+971 (0) 2 406 3441	+971 (0) 2 449 6207	<a href="mailto:callcentre@adnec.ae">callcentre@adnec.ae</a>
SECURITY	+971 (0) 2 406 3001	+971 (0) 2 449 6258	<a href="mailto:security.service@adnec.ae">security.service@adnec.ae</a>
TRAFFIC	+971 (0) 2 406 3001	+971 (0) 2 449 6258	<a href="mailto:traffic@adnec.ae">traffic@adnec.ae</a>

## VIP Visitors

- Please advise your Event Planning Manager and or Protocol Manager of any VIP visitors expected at your event, so that we can make the appropriate parking arrangements and ensure they are welcomed to the Abu Dhabi Exhibition Centre (ADNEC) in the appropriate manner.

## Visas

- Please note that a visit visa does not entitle the visitor to take up permanent work in the UAE.
- All 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 processed directly through External Services department of ADNEC, 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.

- Any events that have international visitors attending can apply for an entry visa via ADNEC's External Services Department ensuring a smooth transition into the country. Please note that it is up to the individual to ensure that they check whether they require a visa or not. To download the application form please visit: <http://www.adnec.ae/destinations/abu-dhabi/visa-information>

- Alternatively please contact your relevant embassy for information on requirements for a visa.

To apply on-line for a visa please go to: <http://www.adnec.ae/destinations/abu-dhabi/visa-information>

### Exhibition Visa :

The exhibition visa has been created by ADNEC and is fully approved by the Government / Abu Dhabi Immigration.

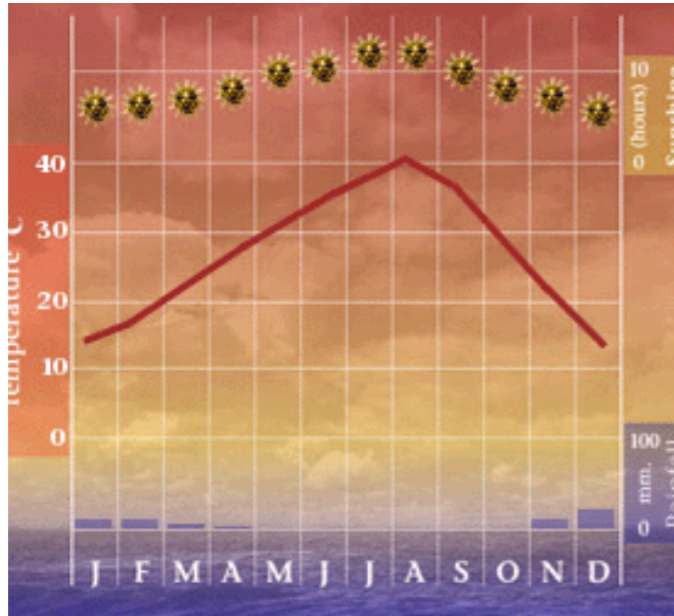
By the immigration law, this visa is issued to exhibitors whom will be attending (working at) exhibitions at ADNEC and includes the following categories:

- Exhibitors , Contractors , Guest Speakers , Production Managers , Producers, Crew , Entertainers , Dressers, Make up & hair artists, Film crews etc., who all require the exhibition visa by the immigration law. This visa states they will work temporary in UAE. There is no need for these categories to hold a UAE work permit, although a contract between them and the organiser is required.
- By the law please note the advantage of exhibition visa is allows the applicant a job title which will be mentioned on his/her visa as employee, unlike the tourism visa the holder can't work as an exhibitor or do any official activity in the exhibitions , conferences and shows in Abu Dhabi.

## Water & Waste

- Your Event Planning Manager will be able to supply you with the relevant forms for your Exhibitor Manual.
- Please ask your Event Planning Manager about locations of water & waste, there are some areas - Atrium and Concourse where this service is not possible.
- Water & waste is available at specific locations within the Venue halls from designated floor service pits. Water & waste is NOT available from the electrical service trenches.
- Persons responsible for the design and layout of the exhibition or event should acquaint themselves with the location of the water and waste service pits in the halls. These are shown on the venue floorplan provided to show organisers. Stands or features requiring water & waste service should be located such that one of the service pits is within the boundary of the stand or feature requiring the service. ADNEC cannot guarantee the availability of water & waste service to areas not served by these service pits. Water & waste supply pipes are not permitted to be installed across gangways or emergency routes.
- Stand exhibitors and contractors are responsible for the supply and installation of any aesthetic dressing required to water and waste pipes installed.
- All water & waste fittings must be accessible at all times in case of emergency.
- Water is supplied by ½" standard tap from standard municipal water mains at nominal pressure of 3.5bar.
- Waste is supplied by means of standard 38mm drain.
- Waste is suitable for liquid water disposal ONLY. Foodstuffs, oil (including edible oils), dyes, chemicals and other contaminants MUST NOT be disposed of via waste water drains.

## Weather – Abu Dhabi Weather and Climate



The weather in Abu Dhabi is coolest between November and April, but can reach over 40 degrees Celsius (105 degrees Fahrenheit) at other times of the year.

### Web Site

Please note prior to the publicising of your event, you must supply for ADNEC consideration, review and authorization your Website information in order for it to be included in the ADNEC website.

Please visit our website: [www.adnec.ae](http://www.adnec.ae)

### Wheelchair Access & Loan

- ADNEC requires disabled visitors to be afforded the same opportunities and access as able-bodied visitors enjoy, therefore ramps and lifts are provided at the entrances to ADNEC. Lifts operate between the floors.
- ADNEC retains a small number of wheelchairs available for daily or event hire for up to a maximum of 6 hours per day from the ADNEC First Aid Point adjacent to Hall 8 concourse.
- These wheel chairs are only to be loaned to visitors including exhibitors and VIP guests with the following conditions
  - Temporary or permanent disability
  - Non critical Medical conditions such as dizziness, tiredness or pain
- Wheelchairs are loaned on a first come first served basis and cannot be reserved in advance.
  - Any request to use the ADNEC wheel chairs to be directed to the ADNEC first aid Point in hall 8 concourse area via email [adnecfox@gmail.com](mailto:adnecfox@gmail.com) or telephone 02 406 4456.
  - ADNEC first aid staff will check the patient to ensure the patient is stable and does not require any medical treatment. The checks to include vital signs and visual check for any injuries.
  - Wheelchairs are hired free of charge but visitors will be asked to submit either one of the following to the ADNEC First aid Staff
    1. The original Emirates ID card,

2. Driving License card
  3. Labor Department ID Card
  4. Security Deposit of AED 1000.00 which will be charged if the wheelchair is not returned.
    - ADNEC first aid Staff will fill out the form that includes the pre-hire checks on the wheelchair.
    - The visitor will sign the wheelchair request form and agree to the terms and conditions that includes that any damage to the wheelchair or to the users during the hire period is not ADNEC's liability and will be a responsibility of the person hiring the wheelchair.
    - In case of an ADNEC staff hiring for self or on behalf of others, the staff shall submit one's ID (Emirates ID, driving license) to the first aid staff as per the procedure.
- Will be responsible for any damages incurred on the wheel chair including replacement if deemed necessary or ADNEC property.
  - Will be responsible to ensure the wheelchair is returned to the first aid in due time.
  - The wheel chair can be hired for up to a maximum of 6 hours, after which the user has to return the wheelchair and re-hire it following the same mentioned procedures a - i.

### Returning the wheelchair

The wheelchairs must be returned back to the ADNEC first aid point – hall 8 concourse.

ADNEC first aid staff will check the wheel chair for any defects / damages during the use. If the returned wheelchair is damaged the following points are to be followed. In case of no damage, continue to point c of this section.

The information will be communicated to the user and security control to investigate the cause and incident location.

Wheelchair user will fill out and sign the form section for the damaged wheelchair and agreeing to pay for any charged incurred to fix or replace the wheel chair.

The ID or security deposit shall be duly returned to the user once the wheelchair is returned to the first aid point.

Any cost for fixing or replacing the wheelchair will be charged back to the user at the details provided in the wheelchair lending form.

Once the checks are completed the ADNEC first aid staff will fill out the wheelchair lending form closing the form and returning all IDs or the deposit to the user.

### Wireless Internet Access

ADNEC has a wireless internet access facility, Open Air Cards can be purchased at the Customer Services to access the ADNEC Wi-Fi Service. Please contact the Customer Services on +971 (0) 406 3645 / 3646 / 3647 for further details or email [customerservices@adnec.ae](mailto:customerservices@adnec.ae)

### Wireless Broadcast Prohibition at ADNEC

Private wireless routers and broadcasts (IEEE 802.11) are not permitted within ADNEC. Private wireless networks are often unstable and do not function as intended during exhibitions. This is due to the myriad of competing and overlapping wireless broadcasts operating in close proximity to each other. The more wireless broadcasts in operation in a given area, the more interference is generated resulting in less stable wireless connections for all parties. For this reason Non-ADNEC wireless broadcasts will be ceased in order to mitigate wireless interference problems and ensure service stability and continuity for all exhibitors.

Please refer to the IT Order Form if wireless internet connectivity or networking is required. Several wireless and internet connection options are available which will cater to small or large wireless internet requirements.

Please contact ADNEC IT Orders via email via [itorders@adnec.ae](mailto:itorders@adnec.ae) or by phone on +971 (0) 2 406 3777 should any clarification be required.

### Working Machinery

Please also refer to 'Hazardous Items – Machinery and Apparatus', 'Simulators' and 'Vehicles'.

**ADNEC**   
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