



مؤتمرو ومعرض البحار العربية Offshore Arabia Conference & Exhibition

28 February – 1 March 2018

Sheikh Rashid Hall F and C
Dubai International Convention & Exhibition Centre, United Arab Emirates

RULES & REGULATIONS

1. DISPLAY OF MATERIALS

The display or distribution of any material, in any form, from any area within the Exhibition Halls, other than within the boundary of your stand is strictly prohibited.

2. OCCUPATION OF STAND

The stand must be occupied by **27th February 2018** otherwise the organisers will reserve the space or deal with it in any way they think it will fit and retain any sum of money already paid.

3. ELECTRICAL SUPPLY

The power supply at the Exhibition Hall is Single Phase, 220V, 50Hz, or Three Phase, 380V, 50Hz. Electricity is also protected by 30MA ELCB.

Please ensure you order a sufficient number of sockets to prevent overloading. 24 hour electricity supply must be ordered separately through the official stand contractor.

Electricity supply is brought to the stands from underneath the flooring thus it is not possible to install or alter mains connections after commencement of stand construction. Please ensure you order electrical connections in advance to avoid delays onsite.

It is duty of the Official Contractor to check all connections of the (Space Only) Stands, before switching the power on.

4. GENERAL INFORMATION ABOUT STANDS

Exhibitors must ensure that the aisles adjoining the stands are not blocked during build up and break down, to a degree, which inhibits the movement of other exhibitors and freight. Exhibitors must also ensure that the aisles adjacent to their stand are unobstructed throughout the opening hours of the exhibition. The organisers reserve the right to restrict the area of scaffolding or equipment and limit the times during which they shall remain in the halls or on the stand.

No part of the stand or exhibit including the fascia, signs, lighting, corner posts or other fittings, shall project into or overhang any aisle or adjacent stands or obscure any fire exit or exit signs, or be suspended from the roof.

It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to the floor, walls, ceilings, or any other parts of the exhibition halls.

Exhibitors are not allowed to paste, exhibit, or otherwise affix advertisements anywhere in the exhibition halls except on their own stand. The Exhibitor may not distribute handbills, advertisements, photographs or any other printed material from the aisles and outside areas of the exhibition.

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Exhibitors are not permitted to connect or otherwise interfere with the electrical, gas, or water fittings of the halls and shall not introduce into or use in the halls any supplementary equipment for the generation and supply of electricity, or for other means of artificial lighting and generating power.

It will not be possible for exhibitors to obtain on-site services or labour for the erection of their stands and displays unless prior arrangements have been made. If on-site services or labour is required, please contact the official stand contractor for the rates. Advanced notice of at least one month must be given.

SHELL SCHEME

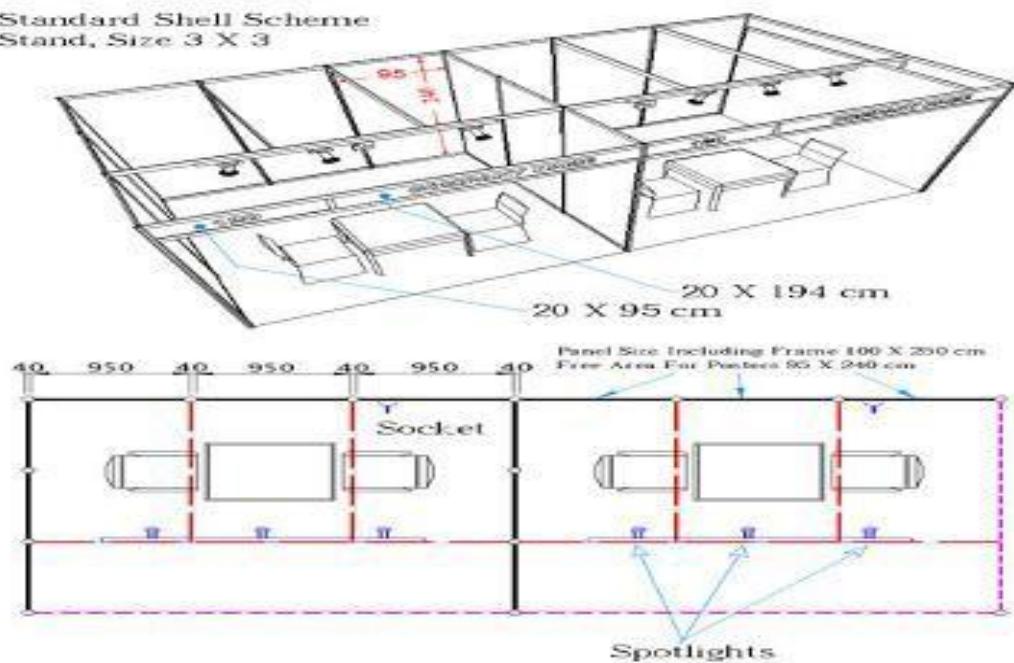
Most booths have a standard size of 3x3 meters. Any additional space will be provided as per the Exhibitors request.

All Shell Scheme package will includes rear & dividing walls, carpet, company name, stand number, one table, two chairs and waste bin as well as will be provided 3-100W spotlight & 1-13A socket.

Nails pins, screws, glue, paint, etc. are strictly prohibited on the shell scheme partitions. It is not allowed also to change the colour of the partitions by using either paint or adhesive stickers. Quotation can be given by the official contractor.

It is strictly prohibited to use exhibitor's own lighting or make any connection directly to the shell scheme electrical wires. Exhibitors can use the socket on their stand for their purpose

Shell Scheme Drawing





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SHELL SCHEME SPECIFICATIONS

STAND CONSTRUCTION:	Modular aluminium system with white wall panels in aluminium framing with 70mm deep aluminium beams to form ceiling support.
NAME PANEL:	A name panel is fitted to each fascia, lettered in standard Helvetica Medium style, with exhibitors' company name and stand number.
FLOOR COVERING:	All stands are close carpeted in GREY.
ELECTRICS:	Each 12 sq metre unit is provided with 4 x 100w spotlights fitted behind the fascia and 1 x 13 amp socket outlet at floor level on rear wall.
FURNITURE:	1 Square Table, 2 Chairs & Waste Bin
STAND CLEANING:	All shell scheme stands will be cleaned daily.

SEPARATE MEETING SPACE

Exhibitors and sponsors who wish to book such space for their own exclusive use should contact the organizer for space availability and quote agreement.

5. HAZARDOUS GOODS

Exhibitors may not bring into the exhibition area, or have on their stands, any substances that may be a cause of harm to the public or be liable to start fire or explode. The Organisers may, at their absolute discretion, demand the removal of, or have removed, any such products at the exhibitor's expense.

The organisers reserve the right to alter any of the rules & regulations herein at any time as they consider necessary for the orderly operation of the exhibition. The exhibitor shall abide by the rules & regulations of the exhibition as they have been incorporated for the successful management of the event.

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6. FIRE PRECAUTIONS

All materials used in constructing any wall or floor or ceiling shall be either: Non-combustible material, Flame resistant plastic, Flame resistant boarding.

All materials used for decorative finishes for stands: ((1) shall be able to pass a test for flammability or for surface spread of flame, (2) shall be taut or in tight pleats to a solid backing, (3) shall be secured at floor level, (4) shall not ignite when subjected to a flame after 10 seconds, (5) shall not have an afterglow when subjected to a heat source for 10 seconds.

7. STAND AREA LIMITATIONS

The walkways around stand areas are not display space and must not be used for the display of signage and wares as it will prevent reasonable access for visitors and staff and may constitute a hazard under emergency situation. All tables and chairs must stay within the stand area.

Fire exits must not be blocked by exhibitor material and equipment. Access to wall mounted fire hoses and extinguishers must also be maintained and the storage of boxes and materials other than a limited amount of printed matter is not allowed behind stalls.

8. SECURITY

The Organizer in conjunction with the local authorities in Dubai will control general security arrangements for the Exhibition. It is recommended that exhibitors should occupy the exhibition stand at least half an hour before the Exhibition opens and until all visitors have left the exhibition hall. Whilst the Organizer will make all reasonable arrangements for security coverage, they are not responsible for any loss or damage which may occur and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personnel property.

9. EXHIBITOR ADMISSION TO THE HALLS

Exhibitors accessing the halls must present their badge for entry into the halls. Exhibitors without badge will not be allowed to enter.

Exhibitors setting up their display must only do so after completion of the stand. Exhibitors are given one day prior to the exhibition to set up their stand.

Exhibitors requiring access to the halls after the exhibition hours must contact the organizer to seek permission for access.

10. NO SMOKING IN THE VENUES

The Dubai World Trade Centre venues are no smoking – this is legal requirement within Dubai. Smoking is permitted outside the building only, away from the building entrances. Failure to comply with this legal



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requirement may result in a fine.

11. STORAGE AND UNPACKING OF STAND MATERIALS

The Exhibitors are not allowed to store boxes or crates within the exhibition hall or behind the exhibition stand/s. It is the exhibitor's responsibility to ensure that crates are quickly disposed or stored until required for reshipment at the end of the exhibition. Exhibitors should avail of the services provided by the appointed Official Freight Forwarder/On-site handling agent for any assistance. Please refer to Freight & Shipping Services.

12. HOUSEKEEPING AND DISCARDING OF MATERIALS

Exhibitors and Contractors must maintain clear and safe walkways around the halls during build up and tear down. Stand material and equipment must be kept in a reasonably orderly arrangement and any material that is to be discarded must not be left lying around the floors. We would request that discarded materials be bagged to enable a safe and efficient removal.

13. TROLLEYS IN THE CONCOURSE

The use of trolleys by contractors in the concourses is restricted to protect the marble flooring. The use of heavy duty industrial trolleys is not permitted within the concourse and any damage to the floor caused by contractor trolleys or equipment will be charged to the contractor.