

XPOSURE

المهرجان الدولي للتصوير
INTERNATIONAL PHOTOGRAPHY FESTIVAL

INTERNATIONAL PHOTOGRAPHY FESTIVAL
15-12 OCTOBER 2016, SHARJAH

XPOSURE EXHIBITOR MANUAL

www.xposure.ae

Welcome to XPOSURE

The International Photography Festival

Dear Exhibitor,

It is our pleasure to welcome you to XPOSURE – THE INTERNATIONAL PHOTOGRAPHY FESTIVAL, the largest gathering of photography professional & photographic trade equipment manufacturers and suppliers in the Middle East.

The Online Exhibitor Manual contains all the important information that exhibitors will need to successfully exhibit at XPF 2016.

All service orders necessary for participation at XPF 2016 are available and **MUST** be submitted via online manual, no other form of applications will be processed.

- It is possible to order the following services online:

- Official Catalogue Entry
- Official Catalogue Advertising
- Sub Exhibitors / Stand shared / Additional Catalogue Entry requirements
- Stand Fitting Extras
- Furniture Requirements
- Stand Designs Submission Audio Visual & Communication Equipment
- Telecommunications and Data Requirements
- Rigging Requirements
- All Badging Requirements (Exhibitors, Contractors, Sub-Contractors)
- Lead Retrieval Devices
- Temporary Staff Requirements
- Stand Hosts / Hostesses
- Compressed Air Requirements

Each exhibitor will be provided with a personalized account that allows them to access the exhibition rules and regulations, view the mandatory forms relevant to them, place orders, pay for orders and generate paid invoices. Individual exhibitor online manual accounts must be accessed using a unique username and password. These will be issued by email to the primary exhibition contact within the company.

Exhibitors should pay particular attention to the form deadlines to avoid disappointment and late order surcharges. Many of the deadlines fall weeks in advance of the show dates so it is recommended that exhibitors log into the manual and place their orders as soon as they receive their logon details. Orders will not be processed until payment has been received in full by the Organizers.

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

Should you need any help or further information or clarifications, do write in to info@xposure.ae, we will be glad to assist.

CONTENTS



1. CONTACTS	1
1.1 ORGANIZER'S INFORMATION & CONTACTS	
1.2 ORGANIZER'S OFFICE KEY CONTACTS	
1.3 OFFICIAL CONTRACTORS DETAILS	
2. EXHIBITIONS INFORMATION	10
2.1 SHOW ADMISSION	
2.2 INDOOR EVENT	
2.3 SHOW PERIOD	
3. STANDARD STANDS	12
3.1 STANDARD STAND PACKAGE INCLUSIONS	
3.2 TYPES OF STANDARD STANDS	
3.3 DECORATING OF STAND: REGULATIONS	
3.4 REQUESTING FOR LABOR ASSISTANCE FOR STAND SET-UP	
3.5 FASCIA	
3.6 FASCIA ORDER DEADLINE	
3.7 LIGHTING AND ELECTRICS	
3.8 FLOORING AND CARPETS	
3.9 FURNITURE AND ADDITIONS	
3.10 GRID PLAN	
4. SPACE ONLY STANDS	16
4.1 SPACE ONLY STAND	
4.2 COMPLEX STRUCTURE	
4.3 DOUBLE STOREY STANDS	
4.4 STAND PLAN SUBMISSION	
4.5 RISK ASSESSMENT AND METHOD STATEMENT	
4.6 ELECTRICAL INSTALLATIONS	
4.7 EXHIBITOR POWER CONNECTIONS	
4.8 FURINTURE AND ADDITIONS	
4.9 SPECIAL CUSTOMIZED STAND CONTRACTOR	
5. HOW TO PLACE ORDER FOR STAND	21
5.1 STANDARD STAND EXHIBITORS ORDERS	
5.2 SPACE ONLY EXHIBITORS ORDERS	
5.3 IMPORTANT DETAILS	
5.4 CANCELLATION POLICY	
5.5 PAYMENT PROCEDURE	

6. SPACE ONLY STAND CONSTRUCTION 23

- 6.1 ENCLOSED STANDS
- 6.2 WALLING IN ON OPEN SIDE
- 6.3 DIVIDING WALL
- 6.4 RIGGING
- 6.5 LIFTING EQUIPMENT
- 6.6 COMPRESSED AIR
- 6.7 AUDIO VISUAL AND COMMUNICATION EQUIPMENTS HIRE
- 6.8 FURNITURE HIRE AND STAND FITTING EXTRAS
- 6.9 BANNERS
- 6.10 FREIGHT SERVICES
- 6.11 UNLOADING OF EQUIPMENT
- 6.12 REMOVAL OF EXHIBITS
- 6.13 WORK EQUIPMENT AND TOOLS
- 6.14 WATER DISPLAYS AND FEATURES
- 6.15 WASTE MANAGEMENT
- 6.16 EXHIBITOR BADGES & CONTRACTOR BADGES
- 6.17 ACCESSING THE ORDERING SYSTEM
- 6.18 DELIVERIES TO SITE
- 6.19 CONTRACTOR BADGES
- 6.20 CONTRACTORS
- 6.21 CLEANING SERVICES
- 6.22 FLORAL / PLANT HIRE
- 6.23 TELECOMMUNICATIONS FACILITIES / DATA SERVICES
- 6.24 TEMPORARY STAFF
- 6.25 SPONSORSHIP & ON-SITE BRANDING

7. GENERAL CONDITIONS 29

- 7.1 FLOOR LOADING RESTRICTIONS
- 9.2 BASE PLATES
- 9.3 EXHIBITIONS TIMETABLE
- 9.4 EARLY/LATE WORKING
- 9.5 SIGNAGE
- 9.6 HEIGHT LIMIT
- 9.7 VEHICLE (EXHIBITS & DISPLAYS)
- 9.8 INSURANCE
- 9.9 DISABILITY DISCRIMINATION
- 9.10 WORKING AT HEIGHT

8. FACILITIES SERVICES 32

- 8.1 BADGES & PASSES
- 8.2 SITE FACILITIES ADDITIONAL SERVICES
- 8.3 EXHIBITOR INFORMATION DESKS
- 8.4 FIRE APPLICATIONS AND INFORMATION
- 8.5 MEDIA CENTER
- 8.6 SECURITY
- 8.7 OFFICIAL CONTRACTORS OFFICES
- 8.8 STORAGE

9. GENERAL INFORMATION 34

- 9.1 ORGANISER'S RIGHT TO CHANGE STANDS AND FLOOR PLAN LAYOUT
- 9.2 VENUE AND LOCAL AUTHORITY
- 9.3 GANGWAYS AND EMERGENCY EXIT
- 9.4 BALLOONS
- 9.5 MAINTENANCE
- 9.6 ANIMALS
- 9.7 PROMOTIONAL MATERIAL
- 9.8 CHILDREN
- 9.10 DISTRIBUTION OF MATERIAL / CANVASSING
- 9.11 IMPORTANT LABOR UAE GOVERNMENT LAW NOTICE
- 9.12 COLUMN / PILLARS
- 9.13 FABRICS USED IN DISPLAYS
- 9.14 TIMBER USED IN STAND CONSTRUCTION & DISPLAY
- 9.15 REGIONAL CURRENCY / RATES
- 9.16 REGIONAL INFORMATION CONT
- 9.17 SMOKING POLICY
- 9.18 VISA REGULATIONS
- 9.19 DOCUMENTATION AND RESTRICTED ITEMS
- 9.20 VENUE INFORMATION
- 9.21 VISITOR ENTRANCE
- 9.22 PLASTICS / STAND DRESSING
- 9.23 LPG - LIQUEFIED PETROLEUM GASES (PROPANE, BUTANE, ETC...)

10. SERVICE ORDER FORMS 38

- 10.1 INDEMNITY & WAIVER
- 10.2 BADGES: EXHIBITOR / CONTRACTORS
- 10.3 STAND FASCIA NAME
- 10.4 ADDITIONAL FURNITURE REQUIREMENTS
- 10.5 ELECTRICAL REQUIREMENTS
- 10.6 POWER SUPPLY FORM (MANDATORY FOR SPACE ONLY)
- 10.7 GRID PLAN
- 10.8 CUSTOM STAND CONTRACTOR DETAILS (MANDATORY FOR SPACE ONLY)
- 10.9 CUSTOM STAND DESIGN DETAILS (MANDATORY FOR SPACE ONLY)
- 10.10 PERFORMANCE BOND (MANDATORY FOR SPACE ONLY)
- 10.11 AUDIO - VISUAL REQUIREMENTS
- 10.12 IT, TELECOMMUNICATIONS & DATA REQUIREMENTS
- 10.13 TEMPORARY STAFF (HOSTESSES / INTERPRETERS)
- 10.14 FLORAL DÉCOR / PLANT HIRE AT STAND
- 10.15 SHOW CATALOGUE ENTRY
- 10.16 SHOW CATALOGUE ADVERTISING
- 10.17 CARPET & FLOORING

1. CONTACTS



1.1 ORGANIZER'S INFORMATION & CONTACTS

Xposure, the International Photography Festival is organized by Sharjah Media Centre, Government of Sharjah.

Al Majaz – Amphitheater – Sharjah, UAE

Telephone No.: +97165123440

Email: info@xposure.ae

Website: w w w . x p o s u r e . a e

1.2 ORGANIZER'S OFFICE KEY CONTACTS

The team will be available at all times to answer your queries and will be on hand, in case you need anything throughout the Buildup, Show Open Days & Breakdown.

SALEH GHORBEL

T. +971502219390

E. saleh@xposure.ae

ALYA AL SUWAIDI

T. +971552590005

E. alya@xposure.ae

SIMON NEWTON

T. +971502026189

E. simon@xposure.ae

1.3 OFFICIAL CONTRACTORS DEALS

SHIPPING & FREIGHT FORWARDING

HAMSA MAHMOOD

Tel: +97165123436

Fax: +97165123444

Mob: +971526905269

Email: hamsa@xposure.ae

MEDIA RELATIONS

AMANI AL NAQBI

Tel: +97165123436

Fax: +97165123444

Mob: 971503911666

Email: amani@xposure.ae

FLIGHTS & HOTEL BOOKING

HAMSA MAHMOOD

Tel: +97165123436

Fax: +97165123444

Mob: +971526905269

Email: hamsa@xposure.ae

FLORAL DECOR / PLANT HIRE AT STAND

LEAH MAY FUENTESFINA

Tel: +97144531157

Fax: 97144531137

Mob: +971521057114

Email: spb@xposure.ae

STAND FITTING, SHELL SCHEME, ELECTRICALS

JOVANNA ABILLAMA

Tel: +97144531157

Fax: 97144531137

Mob: +971526403710

Email: jovanna@xposure.ae

AV, LIGHTING

MAYAR ABBAS

Tel: +97143344811

Fax: +97143344711

Mob: +971506231326

Email: da@xposure.ae

TEMPORARY STAFF & ADDITIONAL SERVICES

LEAH MAY FUENTESFINA

Tel: +97144531157

Fax: 97144531137

Mob: +971521057114

Email: spb@xposure.ae



2. EXHIBITION INFORMATION

Xposure International Photography Festival (XPF), is the official photography educational, imaging, and trade show that will take place for the first time in October 2016, and will become an annual feature in the calendar of professional photographers, photography enthusiasts, filmmakers, students and educators from around the world.

A consumer product trade show will host leading photographic brands who will showcase the latest cameras, accessories and equipment to the public, and photographers from enthusiasts to professional, trade associations and retailers.

Photography training workshops, seminars, demonstrations and behind the lens screening sessions will make up an extensive education programme.

Xposure welcomes acclaimed award winning International photographers and industry experts from across the globe to present their work and share knowledge and techniques. A host of engaging events and presentations that will take place in the auditorium, include live stage demonstration of Wet Plate Collodion with the worlds largest camera, the A-Z of a magazine cover shot and engaging talks from leading photographers and experts.

Shoot Sharjah, which will gather photographers in and around the UAE and host a series, photo-walks from 7th October 2016, leading up to the main event that commences on 12th October 2016 Sharjah Media Centre, launched the concept of Xposure as an International photographic festival to develop skills through awareness and training. Xposure will provide opportunity to learn a range of skills and understand what makes a good photograph and how to develop skills from basic camera handling, composition and light, through to post processing. to these guidelines is important.

2.1 SHOW ADMISSION

The show is open to Trade and Public

2.2 INDOOR EVENT

Show Period & Timings & Event

OPEN (DAYS)	DATE	OPENING TIME	CLOSING TIME	TOTAL HOURS
Official Opening	12 Oct 2016	10:00 AM	10:00 PM	12 Hours
Day 2	13 Oct 2016	10:00 AM	10:00 PM	12 Hours
Day 3	14 Oct 2016	4:00 PM	11:00 PM	7 Hours
Day 4	15 Oct 2016	10:00 AM	10:00 PM	12 Hours

2.3 SHOW PERIOD

Buildup Period

STAND TYPE	DATE	OPENING TIME	CLOSING TIME
'Space Only' Exhibitors & Official Contractors to erect stands at the venue.	07 - 10 October 2016	10:00 AM	12:00 PM
Standard Stands Set -Up for Contractors	09 - 11 October 2016	10:00 AM	12:00 AM
Moving-in of Exhibits	11 October 2016	10:00 AM	10:00 PM

Dismantling Period

	DATE	OPENING TIME	CLOSING TIME
Removal of all exhibits. (Big exhibits subject to extension)	15 - 17 October 2016	11:00 PM	12:00 PM
Disconnection of all Utilities/Internet	15 October 2016	10:00 PM	06:00 AM
Collection of Rented Items	15 October 2016	10:00 PM	06:00 PM
Dismantling of all Stand Fittings	15 - 16 October 2016	11:00 PM	10:00 PM
Halls to be cleared by	17 October 2016	12:00 NOON	

3. STANDARD STANDS



3.1 STANDARD STAND PACKAGE INCLUSIONS

A Standard Stand includes:

- Wooden wall panels
- Company Fascia Name
- Carpet in Stand
- 1 Table
- 2 Chairs
- 3 Spotlights (100 watts)
- 15 AMP power supply
- 1 13 Amp -3Pin socket point
- 1 Waste bin

Stand Number:

A stand number will be displayed on every open side of the stand.

3.2 STANDARD STAND TYPES

Standard stands can be of 2 types:

Perimeter Stand – This type comes with 1 ,2 or 3 sides open.

Technical Info: Constructed from MDF wooden panels, roll painted (color to be determined by the Organizer)

Island Stand/Stand Alone Stand – This type comes open from all 4 sides.

3.3 DECORATING THE STAND: REGULATIONS

We understand that you would like to make your space stand out amongst the others and likely intend to decorate it with your own branding. We ask that you please to submit your design to the operation team

saleh@xposure.ae for approval as per the deadline Thursday 1st of Sept 2016.

3.4 REQUEST FOR LABOR ASSISTANCE FOR STAND SET-UP

It is possible for exhibitors to obtain on-site labor to assistance in the erection of their displays. We cannot guarantee availability unless this service is requested in advance. Please make all requests for assistance via Order Form available online for temporary staff for these tasks deadline is 15th September 2016, subject to availability and request.

3.5 FASCIA

Lettering for fascia signs are applied with the exhibitor's name in English and the stand number. Please complete the Fascia Order Form available online and return it to our official contractor at

spb@xposure.ae

3.6 FASCIA ORDER DEADLINE

By 30 September 2016 exhibitors are required to complete the Fascia Order Form with the exact spelling of their company name that will be printed on their fascia sign and send it to spb@xposure.ae. Failure to complete and send in this form on time will result in the fascia name being printed as per the exhibitor list provided by the Organizer. Any illegible forms will be disregarded and the information from the exhibitors list will be used. Any orders for fascia name requests that are received after the deadline will incur a cost of AED 150 to be paid before the first day of build-up.

Fascia Print Deadline: All fascia printing requests must be received by 30 September 2016 in order to ensure that the printing and installation will be completed before the show opening.

3.7 LIGHTING & ELECTRICS

As part of your package, you are provided with a set number of spotlights and 13 amp sockets. The quantity of both are set and determined by the organizer. Otherwise if specified by you **a request should be sent and approved by the organizer** otherwise, we will follow our standard design for all electrics.

Additional lighting or power points may be ordered by completing the Electrical Order Form available online and send it to spb@xposure.ae. If you require lighting or power points to be positioned in specific locations on your stand, please **use the Grid Plan**. If you do not indicate positions, we shall place your electrics as per the Sharjah Media standard design.

Payment of the Additional lighting or power points shall be paid to organizers via available way of payments showing in the form.

Please note that electrical items and assistance are to be hired from the official contractor, **Space Builders**. Items not supplied and fitted by **Space Builders LLC** may be removed from your stand. Additional costs may occur if additional power is required for you stand.

Organizers keep the right to amend and reject any request that deem to be unapplicable and unsafe.

3.8 FLOORING AND CARPETS

Depending on the package that you have booked from the Organizer, you may have one of the three carpet selections:

- Standard Package: Included in your package and consists of exhibition carpet- Color to be specified in the form, upon availability and request.
 - Custom Flooring/Carpet: Ordered directly from **Space Builders** and can be customized as you wish.
- Orders for custom carpet and flooring or changes in your current package can be accommodated by Space Builders. You may place your orders and requests for custom flooring and carpet or changes to your current package via Order Form available online which can send to spb@xposure.ae.

Payment for the customized Carpet or special request shall be paid to organizer via available way of payment showing in the form.

With the package that you have booked from the Organizer, you may have furniture included in your stand order. Please refer to your package details provided by the Organizer to confirm what you already have before booking furniture and additions with us.

Should you wish to add to your package, we have a limited range of furniture and stand fitting extras can be hired through the official contractor. Order Form available online in the manual, complete form to be sent to spb@xposure.ae by the deadline of 10th September 2016.

Payment of the Additional Furniture shall be paid to organizers via available way of payments showing in the form.

3.10 GRID PLAN

The Grid Plan Order Form included in this manual is available online. We encourage all exhibitors to utilize this Grid Plan to order Rigging point not later than 8th September 2016. The same Grid Plan is used for any detail and special design requests in reference to the construction of their stands, placement of furniture or installation of electrics no later than 15th September 2016 to accommodate your requests.

4. SPACE ONLY STANDS



'Space Only' Stand will be marked and available to the exhibitors.

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

It is the responsibility of the exhibitor to examine the area and site allocated to them in order to avoid costly adjustments to stand structures. Where possible the Organizers will provide on request detailed stand plots indicating the position of service ducts and pillars. Minor obstructions or height restrictions cannot always be indicated on the plans of the exhibition. Stand fitting regulations contained within this section must be observed when planning stand design and layout. We are pleased to offer advice and guidance where required.

Please feel free to contact the operations team for any enquiries at saleh@xposure.ae

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

- Structurally unsafe
 - Considered to be too complex to be completed in the time specified
 - Does not conform to the specifications listed in the manual
 - Likely to unreasonably affect nearby exhibitor's sites in any way
- Minor structural changes will be permitted to the stand.

These stands will have **no power supply whatsoever**. All power supply for the stand **must be ordered by the exhibitor** or their special stand contractors. This power supply must be ordered through **Space Builders** only. 'Space Only' stands may also order furniture, electrical and graphics if they need. However, **POWER SUPPLY ORDER IS MANDATORY**.

4.2 COMPLEX STRUCTURE

The complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide significant risk. Structures over 4.5m meters in height, multi-level stands, raised platforms and all suspended items are generally considered to be complex structures. **For all double decker stands exceeding 4.5m in height, or deemed by us to be complex structures, drawings must be submitted in English to the operations team saleh@xposure.ae for approval by the deadline on Thursday 1st September 2016.**

These may be submitted electronically as DWG, JPEG or PDF format through the relevant order form available online manual.

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

4.3 DOUBLE STOREY STANDS

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

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

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

All drawings and details to be submitted to saleh@xposure.ae by 1st of September 2016 deadline.

4.4 STAND PLAN SUBMISSION

- Full dimensional drawings for stands - showing all proposed constructional details and positions and dimensions of machinery exhibits - must be submitted and approved by the Organizers before any work can commence.
- A Method Statement and Risk Assessment are also required to be submitted in conjunction with the stand plans.
- Detailed drawings (including all dimensions and elevations), Risk Assessment & Method Statement must be submitted to the operations team by using the Stand Design & Authorized Contractor form available via the online manual by the Thursday 1st September 2016.
- Failure to submit stand designs by this date may results in delays on-site. No stand build will be permitted to commence without the Organizers written approval.

4.5 RISK ASSESSMENT AND METHOD STATEMENT

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

The risk assessment is to be submitted along with stand plans. If you require help with producing a risk assessment, please contact the **Operation Team** : saleh@xposure.ae

4.6 ELECTRICAL INSTALLATIONS

Mains supply to Space Only sites is not included and must be ordered from On-site Services prior to the exhibition. The official contractor appointed by the Organizers are the only individuals permitted to carry out electrical supply installations. The official contractor for electrics to space only stands is spb@xposure.ae. Please refer to the official contractor list for their details. Orders must be placed via Order Form available online in manual prior to the exhibition.

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

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

The deadline date for all electrical orders is **Thursday 8th September 2016**. Orders received after the due date or placed on-site will be subject to a 50 % surcharge.

Organizer keeps the right to amend and reject any request that deem to be unapplicable and unsafe.

4.7 EXHIBITORS POWER CONNECTIONS

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

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

Exhibitors installing their own power connections to their displays must also ensure such installations conform to the IEE Regulations.

The standard supplies of electrical current available in the exhibition halls are:

- Single phase 220 volts 50Hz
- Three phase 415 volts 50Hz

Three phase supplies and -24hour connection will be an extra charge and can be ordered through the Order Form available online in manual.

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

- The main cable is connected to a suitable type distribution box
- The main switch should be an ELCB
- All wire joints are in connectors and concealed in junction boxes. No twisted wire joints are permitted
- All wires in exposed areas are protected in PVC trunking.

General lighting is provided in the halls but is not powerful enough to provide adequate stand illumination. Exhibitors are advised that specific illumination of their stands is considered essential to achieve an effective display. Lighting is available through Order Form available online for Additional lighting in manual. Please note that electrics to stands are switched off 30 minutes after the exhibition.

Please contact the Organizers to arrange -24hour power, should you need it. Please send your request to spb@xposure.ae

4.8 FURNITURE & ADDITIONS

With the package that you have booked from the Organizer, you may have furniture included in your stand order. Please refer to your package details provided by the Organizer to confirm what you already have before booking furniture and additions with us.

Should you wish to add to your package, we have a limited range of furniture and stand fitting extras can be hired through the official contractor. The furniture products on offer can be viewed and ordered as per requirement. Order form available online in the manual, complete form to be sent to spb@xposure.ae on or before **10th September 2016**.

4.9 SPECIAL CUSTOMIZED STAND CONTRACTOR

'Space Only' Stands will be marked and available to the exhibitors. We understand you would like to create or build special customized stands in your 'Space Only' marked space.

The events division of **Space Builders** would be delighted to offer you services for special stands:

Space Builders

P.O. Box 116737, Dubai, UAE

Tel: 0097144531157

Fax: 0097144531137

Ms. Jovanna Abillama

Mob: 00971526403710

jovanna@xposure.ae

5. HOW TO PLACE AN ORDE FOR A STAND

Space Builders is able to accommodate your orders and requests from the time you receive this manual up to and throughout the show, however, restrictions and deadlines on services and items may apply.



5.1 STANDARD STAND EXHIBITOR ORDERS

To place an order for standard stand additions and/or to provide instructions on stand construction and placement, you will need to complete submit the appropriate Order Forms by the deadline to spb@xposure.ae

Numerous additional services are available via online manual. These must be paid by cash or credit card.

5.2 SPACE ONLY EXHIBITORS ORDERS

'Space Only' stands may also order furnitures and electricals if they need. However, **POWER SUPPLY ORDER IS MANDATORY.**

5.3 IMPORTANT DETAILS

Orders & Payments Deadlines: Please return forms and place orders for all services with payment as per the mentioned deadlines to avoid any unnecessary surcharges or disappointment.

Orders received without payment will not be considered valid orders. Services and items will not be delivered to exhibitors without valid orders.

Surcharge for All Orders Received After the mentioned Deadlines:

All orders received after the mentioned Deadlines will all be subject to a surcharge of %30. All invalid orders, (orders received without payment), will be subject to a surcharge of %30 if payment is received after the mentioned Deadlines.

All orders or requests submitted on site, during build-up, cannot be guaranteed and confirmed but subject to availability.

5.4 CANCELLATION POLICY

Cancellation on or after 7 days of form submission: %50 Fee is applicable

Cancellation on or 1 week prior 1st day of build up" %100 Fee is applicable

5.5 PAYMENT PROCEDURE

We are able to accept payments by credit card or cash, (restrictions apply).

Payment Deadline: All payments for additional requirements that have not been reported as received before the first day of build-up will be deemed as unpaid and payment will need to be received by cash or credit card, (Visa or MasterCard only), onsite.

Payments via Credit Card

We are able to accept payment via credit card, but Visa and MasterCard only. We are only able to accept cards that are physically present. We accept cards onsite.

Payments via Cash

We are able to accept payments made in cash at our main office in Sharjah, and at our onsite office during build up and the show opening. We accept currency in AED and USD only.

6. SPACE ONLY STAND CONSTRUCTION



6.1 ENCLOSED STANDS

The inclusions of large enclosed areas within a stand can only be permitted with the Organizers' prior written permission.

6.2 WALLING IN ON OPEN SIDE

Long runs of walling along open perimeters of stands should be avoided. Only 50 % of any open side is permitted to be a solid wall. Where long runs of walling are present along open sides they must be relieved by display items and not left in plain colors – if perimeter walling is more than 1m high, it must not occupy more than 50 % of any one side. If long runs of walling are essential and over 50 % of the length they must be recessed by 0.5m from the perimeter of the site and will be subject to written approval by the Organizers.

6.3 DIVIDING WALL

On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas. Walls above the height of a neighboring stand must be clad and decorated on both sides. Such walls overlooking adjoining stands must be finished in a plain color only. The minimum height for dividing walls is 2.5m. The maximum height for dividing walls of single-storey stands is 4.5m

6.4 RIGGING

For the rigging order Grid Plan form can be downloaded via the online manual. To place the order please email the form to da@xposure.ae. Rigging requirements must be submitted along with images of the banner design and a grid scale drawing illustrating the position of the banner in relation to the exhibitor's stand. Please include any rigged items in Space Only Stand designs, risk assessments and method statements. All rigging orders must be placed by **Thursday 8th September 2016**. Please be aware that all rigging within Halls 5-6 must be carried out by the Official Rigging Contractors.

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

Organizers keep the right to reject or amend any submitted forms subject to availability of rigging point of access.

Payment for the Rigging point shall be paid to organizers via available way of payment showing in the form.

6.5 LIFTING EQUIPMENT (INCLUDING FORKLIFTS)

The only contractors permitted to operate lifting equipment and forklift trucks within XPF 2016 will be the official goods & freight handling contractor and the official rigging contractor. Stand building contractors and exhibitors will not be permitted to operate any lifting equipment. If you require this service, please contact spb@xposure.ae directly (their contact details can be found under the Official Contractor list).

PLEASE BE AWARE THAT NO PERSON OTHER THAN EMPLOYEES OF THE OFFICIAL LIFTING CONTRACTOR OR VENUE WILL BE PERMITTED TO OPERATE FORKLIFTS OR ACCESS EQUIPMENT AT XPF 2016. FAILURE TO COMPLY WITH THIS RULE WILL RESULT IN REMOVAL FROM SITE.

Exhibitors planning to transport their goods through an international courier are recommended to use the services of the official freight contractor who has special facilities in place for the event spb@xposure.ae have been appointed as the official lifting contractors for XPF 2016 and will be the only companies authorized to perform lifting and fork lifting in the halls. If you require lifting and fork lifting services, please contact one of the official contractors.

6.6 COMPRESSED AIR

Exhibitors may not have generators or compressed air units on their stands. These need to be ordered through our official contractor Space Builders.

Please note due to the limited supply available in the hall, we highly recommend that you book your compressed air by the deadline in order to avoid disappointment. We cannot guarantee to meet your exact requirements on orders issued after this date. The deadline for compressed air orders is **Thursday 15th September, 2016**.

6.7 AUDIO VISUAL AND COMMUNICATION EQUIPMENTS HIRE

A list of AV and communication equipment can be found in the manual and the Order Form available online. If you should have any further queries, please contact spb@xposure.ae the official contractor. Their details can be found in the official contractors list at the front of this manual.

6.8 FURNITURE HIRE AND STAND FITTING EXTRAS

On-Site Services are able to offer a limited range of quality furniture and stand fitting extras for hire to exhibitors. Furniture order form is available online.

The deadline date for all furniture & stand fitting extra orders is Thursday **10th September, 2016**. Orders received after the due date will be subject to a 30 % surcharge.

6.9 BANNERS

Exhibitors wishing to display hanging signs or banners above their stands must forward adequate drawings showing the design, artwork, dimensions and location to the operations team saleh@xposure.ae for approval and to ensure that all rigging is ordered accordingly. Please ensure that all banners are illustrated on stand design when submitted for approval.

All banner designs must be submitted by **Thursday 8th September, 2016** and all rigging orders must be placed in writing to da@xposure.ae via Form 7# Grid Plan by Thursday 8th September, 2016.

All rigging within Halls 5-6 must be carried out by the Official Rigging Contractor da@xposure.ae Please either order rigging requirements via the relevant form on the online manual or alternatively contact the Rigging Department if you are unsure of the exact equipment and services required.

Late orders for banners and rigging cannot be guaranteed.

Organizers keep the right to reject or amend any submitted forms for banners upon availability of rigging point.

6.10 FREIGHT SERVICES

For Sea/Air Freight and deliveries kindly send all requirements to hamsa@xposure.ae before the deadline of *1st of September 2016*.

6.11 UNLOADING OF EQUIPMENT

The use of powered mechanical handling and access equipment is strictly controlled. The official on-site freight handlers & rigging contractor are the only persons authorized to operate lifting and access equipment and forklift trucks within the XPF 2016 Site. This appointment provides the necessary levels of competence and controls over all heavy lifting operations, required to satisfy Health & Safety Regulations, Stand Build contractors and exhibitors will not be permitted to operate any lifting or access equipment. Any unauthorized lifting or access equipment will be removed from site.

6.12 REMOVAL OF EXHIBITS

All exhibits must be cleared from the site by 12.00 p.m. Monday, 17th October 2016. All outsized items, heavy items and items requiring rigging will be the last items to leave the halls for Health & Safety Reasons. All other items must be removed in accordance with the below deadlines:

- Saturday 15th October 23:59
- Sunday 16th / Monday 17 th Dismantling of Stands and removal from site

FAILURE TO MEET THIS DEADLIN MAY RESULT IN A PENALTY FEE.

6.13 WORK EQUIPMENT AND TOOLS

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

6.14 WATER DISPLAYS AND FEATURES

Exhibitors wishing to have water displays or features on their stand must confirm the details in writing to the operations team: saleh@xposure.ae by **Thursday 8th September, 2016**, to confirm availability and a written approval can be given. Contractors / exhibitors must include full details of any water tank or butts necessary in their written application. Water displays that involve water tanks or butts must ensure that the tanks are constructed so they do not leak.

Approval remains subject to organizer study.

6.15 WASTE MANAGEMENT

All exhibitors and contractors must ensure that they do not discard sharp objects and must ensure that nails and screws are not left sticking out of waste wood – these must be removed or hammered flat. We are committed to ensuring that the exhibition is as environmentally responsible as possible. Please help us by keeping waste to a minimum, recycling waste where possible and reporting any incidence of fly tipping to the Organizer. All waste must be removed from the exhibition halls. Any items of waste or stand fitting left in the halls at the end of the show will be treated as waste and disposed of. Any removal costs will be charged to the exhibitor in question.

6.16 EXHIBITOR AND CONTRACTOR BADGES

Types of Badges

- Exhibitor Badges
- Contractor Badges

6.17 ACCESSING THE ORDERING SYSTEM

To access the online manual, exhibitors must login using their unique company username and password. These details are issued to the primary exhibition contact within the company. If login details are not known, please email operations@xposure.ae to request a copy of the company login details. The request will then be forwarded to the primary exhibition contact; it is then their responsibility to pass on the login details. Please understand that the Organizers are not able to handout company login details for security reasons.

Once logged in to the exhibitor manual, exhibitors should proceed to the ticketing and badging section of the manual, where all remaining free allowances can be viewed and orders can be placed. The Organizers recommend that exhibitors keep their login details confidential as anybody with these login details can effectively use your allocation of passes without you being aware.

6.18 DELIVERIES TO SITE

Each exhibiting company has an allocation of badges based on the total amount of space occupied.

6.19 CONTRACTOR BADGES

Contractor Badges are issued by Organizers on site, however the 'Authorized Contractors' order form available online, exhibitor manual must be submitted prior to arrival on-site.

6.20 CONTRACTORS

All contractor staff must report to the Expo Centre Sharjah security to exchange a valid proof of identity which can be either a UAE labour card or a UAE national ID card or a UAE driving license or any government issued form of ID such as passport with the official badge access.

This proof of identity will be kept at the Security office until the contractor badge is returned. A fee of AED 100.00 will be payable in the case of any lost contractor badge.

6.21 CLEANING SERVICES

It is the exhibitor's responsibility to maintain their stand and to make sure it is in a clean condition at all times. Space Only exhibitors will be responsible for the cleaning of their areas. A cleaning contractor has been appointed for general cleaning of the exhibition grounds, buildings and internal aisles during the show; however the cleaning of stands and exhibits is the exhibitor's responsibility. Additional cleaning services can be arranged if required. Order Form available online. During the build-up and breakdown period, exhibitors and their contractors are responsible for ensuring all waste materials are deposited in the rubbish bins and skips provided. For Health & Safety reasons it is essential that all aisles are kept clear of rubbish and other obstructions at all times.

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

6.22 FLORAL / PLANT HIRE

The Organizers have appointed Space Builders as the official floral supplier for XPF 2016. Please contact them directly for further information about their products and to place an order through the Form available online . Their contact details can be found in the official contractor list at the front of the manual.

TELECOMMUNICATIONS FACILITIES / DATA SERVICES

The Organizers provide the following telecommunications and data services:

- International Phone Line & Set
- International Fax Line with machine
- Hard line Internet connection (ADSL)

Kindly send request to saleh@xposure.ae for any additional inquiry prior to **15th September 2016**.

6.23 TEMPORARY STAFF

Space Builders has been appointed to provide a service for the hire of temporary staff, including receptionists, hostess, interpreters and security personnel, cleaners, helpers...

Exhibitors wishing to hire staff should complete order form available online in manual and submit it to spb@xposure.ae prior to the deadline. A member of staff from the agency will contact the exhibitor on receipt of the form.

6.24 SPONSORSHIP & ON-SITE BRANDING

Xposure 2016 provides different sponsoring and on- site branding opportunities. For further details please refer to the sponsorship section at www.xposure.ae or Email alya@xposure.ae.

7. GENERAL CONDITIONS



7.1 FLOOR LOADING RESTRICTIONS

The hall floors are concrete covered with carpet. Please contact the operations team with details of heavy exhibits, as special arrangements may need to be made. The exhibition hall and site floor must not be damaged in any way. If you are exhibiting any heavy items please inform the operations team saleh@xposure.ae.

7.2 BASE PLATES

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

7.3 EXHIBITION TIMETABLE

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

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

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

7.4 EARLY / LATE WORKING

If you have appointed a stand contractor to build your open space stand, you must be assured that the design of the stand is such that it can be built within the specified times as stated in this manual. Early or late working outside the hours of the build up and breakdown timetable will not be permitted. Please inform the Organizers if you believe you will have any issues keeping to the exhibition build/breakdown schedule.

7.5 SIGNAGE

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

Where illuminated fascia boards are used on stands, the lighting of them must be of sufficient power to light the fascia board only, and must not cause any spill of light onto neighboring stands.

7.6 HEIGHT LIMIT

The overall height of stand fitting for single-storey stands including cladding of column/ pillars is 4.5m from the floor level.

The overall height of stand fitting for double-decker stands is 6 meters. Please note that these must have been booked and paid for directly with the relevant XPF Sales Manager. Exhibitors who have not booked a double-decker stand will not be permitted to build two-storey or exceed the 4.5 meters height limit without the operations team's approval.

7.7 VEHICLES (EXHIBITS & DISPLAYS)

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

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

- The vehicle must be static and have its engine switched off for the duration of the exhibition
- The vehicle must have a lockable fuel cap
- The vehicle must have a drip tray placed under the engine
- The battery must be disconnected
- A 24hr contact name and number must be given to the Organizers
- The vehicle keys must be left with the Organizers in case removal is necessary
- The Organizers accept no responsibility for any vehicle that is damaged when being brought into or out of the hall or once in its final position
- You must work closely with the Organizers when arranging to bring the vehicle into the exhibition, as it may be required to enter the halls before the build due to the logistics of building the exhibition around the vehicle

7.8 INSURANCE

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

Insurance cover should include:

- Personal Injury
- Third Party Claims
- PLI (Public Liability Insurance)
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition
- Medical expenses and baggage cover
- Value of the stand, including the fittings

7.9 DISABILITY DISCRIMINATION

Where exhibitors have a platform on a stand a reasonable adjustment is to incorporate a ramp into the platform on the stand. If this is not possible then a signed point should be created where disabled people can be served off the platform at ground level.

Whatever the content of the stand is to be accessible to all. Please note the following when designing your stand:

- Ensure that your stand incorporates enough space for wheelchair access - 1.2 metres aisle width is deemed sufficient – though only 750mm for an internal door – suggesting that 750mm would be enough.
- The gradient of any ramp should be no greater than 1:12.

7.10 WORKING AT HEIGHT

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

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



8.1 BADGES & PASSES

No individual will be permitted entrance to the show site without the correct security badge or pass. Badge applications must be placed via the online manual. No other form of application will be processed.

8.2 SITE FACILITIES

Additional Services

Additional services not listed or covered in this manual may be available upon request. Should you require a specific service not listed please contact info@xposure.ae

8.3 EXHIBITOR INFORMATION DESKS

Exhibitor information desks will be open from the first day of build-up for general enquiries and information. These are located at the registration area at the entrance to the show.

8.4 FIRE APPLICATIONS AND INFORMATION

Fire extinguishers of approved pattern and capacity can be found at various locations around the site according to the risk involved – instructions will be on the extinguisher.

Please locate your nearest extinguisher. Exhibitors will be given instructions regarding fire, emergency and accident procedures prior to the show opening, please ensure all personnel read these carefully.

- Fire Exits and Extinguishers / Fire Hose points must never be blocked No paint or paint thinner can be placed near the electrical distribution boxes.
- Empty cartons/boxes, catalogue boxes, stand materials and combustible waste must be disposed of and not stored behind stands.

8.5 MEDIA CENTRE

A Media center will be available at the venue, and managed by Sharjah Media Centre. We encourage all exhibitors to submit exhibit packs and press releases to the press center. For further enquiries, please contact amani@xposure.ae

8.6 SECURITY

All personnel entering the exhibition halls outside of opening hours must hold a XPF 2016 badge. Badges and Passes must be ordered using the appropriate forms available via the online manual. Failure to order badges online prior to arrival may result in delays on site.

Passes can be collected upon arrival at the registration area at the entrance to the show. It **MUST** be worn at all times when in the exhibition center. In addition, Photographic I.D. should be carried at all times.

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

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

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

8.7 OFFICIAL CONTRACTOR OFFICES

The Organizers and official contractors will have temporary on-site service offices to assist exhibitors and non-official contractors.

8.8 STORAGE

There is no facility for you to store unwanted goods such as crates and packing materials on-site, so please ensure you arrange for the removal from site of any items you do not wish to keep on your stand.

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

9. GENERAL INFORMATION



9.1 ORGANISER'S RIGHT TO CHANGE STANDS AND FLOOR PLAN LAYOUT

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

Organizers keep the right to accept or reject any submitted forms by exhibitors or contractors.

9.2 VENUE AND LOCAL AUTHORITY REGULATIONS

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

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

9.3 GANGWAYS AND EMERGENCY EXITS

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

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

Doors and gates forming part of an escape shall be provided with a vision panel of clear glazing at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways.

9.4 BALLOONS

The use of helium balloons (Blimps) must be approved by the organizer.

9.5 MAINTENANCE

Under no circumstances maintenance work be permitted on stands during the exhibition open hours. If at any time during the exhibition open days you need to carry out maintenance work on your stand after the exhibition has closed please apply to the Operation team saleh@xposure.ae by 12:00 PM on the same day for authorization.

9.6 ANIMALS

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

9.7 PROMOTIONAL MATERIAL

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

No person under 16 years of age can be admitted to the exhibition during the build-up or breakdown period. This rule applies to exhibitors, contractors and visitors and will be rigidly enforced to comply with safety regulations.

9.9 DISTRIBUTION OF MATERIAL / CANVASING

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

9.10 IMPORTANT LABOUR UAE GOVERNMENT LAW NOTICE

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

9.11 COLUMN / PILLARS

If you have a column/pillar on your stand and wish to clad it you must ensure the cladding is self-supporting and that access is available to any services on the column/ pillar.

We highly recommend that you conduct a site visit prior to finalization of your design.

9.12 FABRICS USED IN DISPLAYS

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

9.13 TIMBER USED IN STAND CONSTRUCTION & DISPLAY

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

9.14 REGIONAL CURRENCY / RATES

At the time of the show, the UAE will be three hours ahead of GMT. There is no daylight saving in the UAE. The local currency is the 'Dirham' (Dhs) which is divided into 100 'fils'. The currency is often referred to as AED (Arab Emirates Dirham). The Dirham has been tied to the US dollar at a mid-rate of \$1 USD - 3.675 AED. Sharjah's working week is different to that of western countries. In Sharjah, the normal working week is Sunday to Thursday with the weekend being Friday and Saturday.

9.15 REGIONAL INFORMATION CONT/.

Government offices are open from 07:30 to 14:00 Sunday to Thursday. Embassies and Consulates open from 08:00 to 13:30, most are closed Friday and Saturday. Islam is the official religion of the UAE, however Sharjah is tolerant of the customs and religions of its visitors and places of worship are available.

9.16 SMOKING POLICY

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

9.15 VISA REGULATIONS

Please note that a visit visa does not entitle the visitor to take up permanent work in the UAE. Non-UAE nationals are solely responsible for obtaining visas for themselves, their representatives and invitees if not obtainable on arrival. The Organizers are not in a position to sponsor visa applications.

Visas can be arranged through travel agents and hotels, provided sufficient time is given for the application to be processed.

Please contact the official travel agent should you require further details on the visa application process.

9.16 DOCUMENTATION AND RESTRICTED ITEMS

The preparation of documents must be in accordance with the regulations laid down by the United Arab Emirates Customs Authorities. All relevant information will be supplied through the official contractor, upon request of this service.

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

9.17 VENUE INFORMATION

XPF 2016 will take place in Halls 5-6 of Expo Centre, Al Taawun Street, 3222, Sharjah, UAE Google Maps tel 0097165770000

9.18 VISITOR ENTRANCE

Visitor entry is unrestricted.

9.19 PLASTIC / STAND DRESSING

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

9.20 LPG- LIQUEFIED PETROLUUM GASES (PROPANE, BUTANE, ETC)

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

10. SERVICE ORDER FORMS

