



WOODSHOW

Dubai International Wood & Wood Machinery Show

www.dubaiwoodshow.com

Exhibitor's Manual

3 - 5, April 2012

**Dubai International Convention and
Exhibition Centre**

Hall 2 & 3

Organized by:

strategic
MARKETING • EXHIBITIONS • CONFERENCES

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Dear Exhibitor,

On behalf of the WoodShow Organizing Team, I am pleased to welcome you to the Dubai International Wood & Wood Machinery Show 2012.

The aim of the Exhibitor's Manual is to make your participation to the Dubai WoodShow 2012 smooth and uncomplicated. Please read the information contained herein carefully as it is essential to your participation. However, if you need any information which is not covered in this manual, please feel free to contact us.

Certain services are provided by official appointed partners who have already been informed of your participation and will contact you separately regarding specific details. Our partners' contact information are also included in the manual.

For all forms and related requirements, please fill them out and submit them before the set deadline so that we can provide the best possible service.

We wish you success at the Dubai International Wood & Wood Machinery Show 2012.

Kind regards,

Dawood Al Shezawi
Chief Executive Officer
WoodShow Organizing Team

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MAIN CONTACTS

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Official Contractor

<p>Al Fajer Information & Services</p> <p>Tel: 00 971 4 340 6888 Fax: 00 971 4 340 7758</p>	<p>Mr. T.J. Vijayaraj Sales Manager</p> <p>Mobile: 00 971 50 553 5736 E-mail: vijay@alfajer.net</p>
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Official Freight Forwarders / Logistics Partners

<p>Agility Fairs and Events Mr. George Jacob Regional Manager – Middle East</p> <p>Tel: 00 971 4 813 1197 Fax: 00 971 4 283 4882 Mobile: 00 971 50 551 8954 E-mail: gjacob@agilitylogistics.com</p>	<p>Kinetic Event Logistics / Melville Lee Alford General Manager</p> <p>Mobile: 00 971 50 557 8989 E-mail: lee@kineticgroup.tv</p>
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Official Travel & Hotel Partners

<p>Arabian Oryx Travel & Tourism L.L.C.</p> <p>Mr. Darshana Cabraal Operations Manager</p> <p>Tel: 00 971 4 273 5799 Fax: 00 971 4 273 5795 Mobile: 00 971 50 454 3208 E-mail: darshana@aoryx.ae</p>	<p>Holiday Inn Express</p> <p>Ms. Diana Chung Sales Executive</p> <p>Tel: 00 971 4 313 3333 Fax: 00 971 4 317 4444 Mobile: 00 971 50 5054712 E-mail: diana.chung@hiexdubai.ae</p>
<p>Ibis Al Barsha</p> <p>Mr. Khadija Rachdad Director of Sales</p> <p>Tel: 00 971 4 515 6620 Fax: 00 971 4 515 6669 Mobile: 00 971 50 451 2658 E-mail: h6540-sl@accor.com</p>	<p>Novotel/Ibis Dubai World Trade Centre</p> <p>Frances S. Arpafo MICE Manager</p> <p>Tel: 00 971 4 310 8121 Fax: 00 971 4 310 8310 Mobile: 00 971 56 682 4338 E-mail: frances.arpafo@accor.com</p>
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General Information

About Dubai

Dubai is one of the seven emirates of the United Arab Emirates and is ruled by His Highness Sheikh Mohammed bin Rashid Al Maktoum. The emirate has made rapid growth in the past years and is now one of the top financial cities as well as economic and tourism hubs in the Gulf Region.

Located at the crossroads of Asia, Africa and Europe, Dubai enjoys a strategic location which lends it a crucial role in economic affairs in the region. Banking and financial centers are based in the port area, which has one of the largest man-made harbors in the world and supports considerable container traffic. Service industries also have a heavy presence, with industry-specific areas or free zones throughout the city. Property market development has led to the construction of projects such as the Burj Khalifa, the tallest structure in the world, Burj Al Arab and the Palm Islands.

The city is also a thriving tourism and retail hub. Dubai has more than 70 shopping malls and souk districts and attracts shoppers from the Gulf countries, South Asia, Africa and Eastern Europe. It hosts an annual shopping festival participated in by shopping centers and establishments.

For more information about Dubai, please check the following link: www.dubaitourism.ae.

About the Dubai International Convention and Exhibition Centre

Since its inception in 1979, the Dubai World Trade Centre has been instrumental in establishing Dubai's position as a global financial and commercial hub and remains a vibrant business epicenter for the region.

The historic landmark on Dubai's dynamic skyscraper corridor of Sheikh Zayed Road is the DWTC's iconic 37-storey office tower commissioned as the first property of the Dubai World Trade Centre. DWTC facilities have expanded since to comprise the Dubai International Convention and Exhibition Centre, the Convention Tower office building, on-site accommodation at the Novotel and Ibis Hotels and serviced accommodation at the Dubai International Hotel Apartments. The DWTC also manages Dubai Airport Expo Centre, adjacent to the international airport which provides additional exhibition and meeting space and which has been the venue for the Dubai WoodShow for the past editions.

With a vision to make Dubai the world's leading destination for all major exhibitions, conferences and events, DWTC has evolved from being the forerunner of the fast-growing exhibitions industry into a multi-dimensional business catalyst, focusing on venues, events and real estate management. Complimentary to the product offerings is a suite of value-added services ranging from wedding organizing, media/advertising, technical, engineering and security services to its award-winning hospitality portfolio.

Exhibition Time Table

Sunday, 1 April 2012	<p>12:00 AM Site mark-out by official contractor</p> <p>10:00 AM All stand contractors can start build-up</p>
Monday, 2 April 2012	<p>7:00 AM All shell scheme stands can start build-up</p> <p>1:00 PM All shell scheme exhibitors will have access to their stands</p> <p>8:00 PM Build-up should be completed, contractors and exhibitors will be asked to leave</p>
Tuesday, 3 April 2012	<p>10:00 AM Official exhibition opening</p> <p>6:00 PM End of exhibition timing</p>
Wednesday, 4 April 2012	<p>10:00 AM Exhibition opens</p> <p>6:00 PM End of exhibition timing</p>
Thursday, 5 April 2012	<p>10:00 AM Exhibition opens</p> <p>6:00 PM End of exhibition timing</p> <p>7:00 PM Contractors can start dismantling the stands</p>
Friday, April 6 2012	Clearance of the halls

Please note:

All exhibitors who do not clear their stands or surrounding aisles by the deadline date and who dump all their discarded materials at the Dubai World Trade Centre complex including the marshalling yard will be charged a fine as deemed appropriate by DWTC authorities.

The Organizer's Office will be located at the main entrance and will be operating from 8:00 am to 8:00 pm starting on 1st April 2012 until 6th April 2012. For more information or clarifications, please call **+971 4 392 3232**.

Payment Procedure

The exhibitor shall be allowed to participate against the contract with the exhibition organizer and shall be bound by the conditions, rules and regulations and requirements for holding events at DICEC.

The participation charges shall be determined with the application date, rental rate as of the application date and the size of the contracted exhibit space taken into consideration. Registration fee shall form part of the participation charges.

Exhibitors who do not settle their space or stand payment before the exhibition build-up dates will not be allowed inside the exhibition halls. Please also be advised that all payments for your stand must be cleared and reflected in the bank account of the organizers. Any post-dated / un-cleared cheques or transfer will be considered as non-payment.

Other payment procedure options for the participation charges shall be defined by the contract.

The payment for additional services shall be effected 100% advanced payment in accordance with the tariffs set forth in the Exhibitors' Manual for services provided by DICEC and other official contractors and service providers.

Note:

All bank charges are the responsibility of the exhibitor along with any charges related to the transfer of these funds. In order that you may not incur a double charge from the bank, we advise that you pay the amount due in full.

Indemnity and Waiver

The organizers may be held responsible by the authorities in Dubai for the payment of any customs levy, tax, fine or other monies due from an exhibitor. Accordingly, exhibitors must undertake to indemnify the organizers from any payment they are called upon to make to the authorities on the exhibitor's behalf.

The exhibitors also waive any and all claims that they may have against the organizers and Dubai World Trade Centre (L.L.C.) of any kind whatsoever, in anyway related to the storage and display of exhibits/equipment, at Dubai International Wood and Wood Machinery Show 2012 whether during, before or after regular show hours.

Exhibitor Badges

Only employees and official representatives of the exhibitor are authorized to work at the exhibitor's stand. All stand attendants must have exhibitor badges issued by the organizer. The exhibitor badges provide admittance to the exhibition area during build-up/break-down and exhibition periods. The exhibitor badges are personal and shall not be handed over to another person. The Security of the exhibition centre shall be entitled to inspect at random the rightfulness of the exhibitor badge and, in case of revealed violation, the Security shall be entitled to exhibitor badge requisitioning.

Each exhibitor is requested to submit a list of the names and designation of the staff who will be at the stand during the build-up / break-down and regular show hours.

Visitors' Admittance and Invitations

The show will be open to trade visitors from April 3rd – 5th 2012. Admission to the exhibition is **free of charge for professional visitors** who may re-enter at any time during the open days of the exhibition using the visitor badge. All visitors must complete a registration form and also present their business card to receive a badge. **Please note that children under 16 years old will not be admitted to the exhibition as per Dubai World Trade Centre rules.**

Each exhibitor will receive a specified number of invitations prior to the event to send to their clients & business associates whom they wish to invite to the show. Additional invitations may be requested from the organizer free of charge.

Logistics / Freight Forwarding

The organizers have appointed **Agility Fairs and Events and Kinetic Event Logistics / Melville** as the official freight forwarder and on-site handling contractor. Please see logistics / freight forwarder contact details on the main contacts page.

The logistics provider / freight forwarder will, through their agents worldwide, coordinate the movement of exhibits from their various points of origin through to either the Port of Dubai or Dubai Airport. Full details will be forwarded to each exhibitor individually advising the name of the agent in the particular country from which the consignments are shipped.

Failure to comply with deadline dates set may result in additional charges being incurred over and above the general handling tariff.

Documentation: Full details of the documentation requirements for the UAE and consignee details will be circulated to all exhibitors by **Agility Fairs and Events and Kinetic Event Logistics / Melville**. Please note, however, that goods require legalized certificates of origin and must be forwarded with the shipping documents to enable clearance to be effected without delays.

Exhibitors who are in doubt as to whether the export of their goods to Dubai is restricted should contact the relevant Government or Trade Office of the country of origin. Additionally, any goods of a hazardous nature and/or containing radioactive materials should be separately listed on invoice forms and full particulars should be supplied to the official freight forwarder so that suitable storage can be arranged.

UAE import customs duty will be liable on all items not re-exported again at the close of the exhibition and will be invoiced at the prevailing rate.

Travel and Accommodation

The Organizers have appointed the following as travel and hotel partners for Dubai WoodShow 2012:

Arabian Oryx Travel & Tourism L.L.C.
Holiday Inn Express Dubai
Ibis Al Barsha & Ibis Trade Centre
Novotel Trade Centre
Dubai Trade Centre Hotel Apartments

For booking, kindly contact the abovementioned travel partners directly on the numbers stated in the **main contacts page**.

Important note: Dubai is a very popular destination for both business travelers and tourists. We strongly recommend that you make your travel reservations as early as possible.

Event Regulations

Exhibitors are entitled only to events approved by the exhibition organizer. The exhibition organizer has the right to revoke the approval at any time and demand abolishment of the event in case of violations of the exhibition terms and in case the event attracts visitors in excess in the hallways or if other exhibitors are being annoyed.

Following the event schedule set forth by the contract, the organizer shall ensure the due closing of the event and compliance with the regulations enforced at the DICEC.

Onsite Services

Photography

An official exhibition photographer will be in attendance during the exhibition..

Public Address System

The public address system will be used for exhibitors' messages during build-up and break-down. During the exhibition, its use has to be restricted to emergencies only.

Onsite Facilities

Banks, business centers, post office, travel companies, freight forwarders, car rental, pharmacy, international money exchange, mobile telephones, photo processing, restaurants and other food outlets, business center and business lounges are available within the Trade Centre.

Fire and Accident Procedures

Fire Alarm

There is a fire alarm adjacent to each goods and exit/entry door inside the halls and others are located around the perimeter of the halls as well as at strategic positions within the Centre, which are clearly identifiable.

Extinguishers

In case of fire, try to confine it by the use of extinguishers and/or removal of goods, etc. in the vicinity. Avoid doing anything likely to create panic or danger to yourself or others.

Telephone Numbers In Case of Fire

Either dial 6299 on the nearest internal telephone (located adjacent to the goods and entry/exit doors as well as strategically placed around the Centre) or dial 997 on a public telephone, and afterwards notify a Security Officer or telephone 308 6299, giving the location of the fire to enable the security staff to direct the Fire Brigade by the most direct route.

Telephone Numbers In Case of Personal Injury

Dial 6199 on the nearest internal telephone and located adjacent to the goods and entry/exit doors as well as strategically placed around the Centre or dial 308 6199 on a public telephone and inform the Security Officer of the location of the incident.

Remain with the injured person until the arrival of the medical staff in order to give them any information they may require about the incident

Security

The organizers control the general security arrangements for the exhibition together with the DICEC and the local authorities.

Whilst the organizers make all reasonable arrangements for security coverage, they will not take responsibility for any loss or damage that may occur. The responsibility for stand security, its exhibits and contents (including personal property) is that of the exhibitor, and suitable insurance cover should be affected.

Food and Beverages in the Exhibition Halls

The Dubai International Convention & Exhibition Centre (DICEC) is the sole concessionaire for food and beverage services within the Trade Centre Exhibition complex.

According to the licenses issued by the Ministry of Health and DWTC health and safety regulations, all food to be consumed during the open hours of the exhibition must be supplied by the Dubai International Catering Centre only. The opening hours of the exhibition are defined from 10:00 AM on 3rd April until 5th April 2012. For your catering requirements, you can contact them by telephone +971 4 308 6333 or fax: +971 4 318 8741 or email: c3@dwtc.com.

During build-up and break-down of the exhibition, outside hours stated above, stand contractors and stand personnel may bring their own food and non-alcoholic drinks into the exhibition.

Please ensure that all your staff or contractors are aware of these regulations.

Additional Stand Services

Stand Cleaning

Exhibitors must also complete the Stand Cleaning Form to arrange for their stands to have a master clean prior to the opening of the exhibition and daily throughout the exhibition. The official contractor, Al Fajer, will be cleaning the shell-scheme stands only once before the opening ceremony.

Catering

Stand catering can be ordered only through the Exhibition Centre. It is strictly not allowed to bring food and beverages from another supplier.

Temporary Personnel

During the event, services such as hostess, translators (Arabic / English), interpreters, models, etc. will be provided upon exhibitor's request. Exhibitors have to complete the Promoters and Translators Request Form. Payment should be settled in full before the exhibition.

Audio Visual Equipment/Computer Equipment & Supplies

A comprehensive list is available in the Technical Service Manual provided by the officially appointed contractor.

Telecommunications

Telephone and fax facilities are provided by the Exhibition Center. This facility flows from a highly sophisticated PABX system. Any network connections (to any hosts with or outside UAE or Internet) made using the PABX extension is entirely your decision.

System can provide telephone and fax at local, national (UAE) or international levels. All phones can be locked to prevent unauthorized use.

Orders through PABX. Charges must be paid in full in advance. This payment covers installation, connection, line rental, equipment rental and purchase of units for line usage. If line usage exceeds deposit during Exhibition, additional units can be purchased. (After the exhibition, a statement will be sent to you showing line usage and a refund where appropriate). No service will be provided without payment in advance.

Orders received after the deadline date will be subject to a 100% surcharge and may not be processed.

Devices attached to Etisalat line requires "type approved" by Etisalat. Devices which are not "type approved" cannot be guaranteed to operate. Installation of exhibitor-provided equipment is entirely at the exhibitor's risk and DWTC is unable to take any responsibility for malfunction or failure to operate.

DWTC will only provide telecommunication lines to exhibitors' stands. DWTC is unable to provide any modem (dial-up and ISDN) or set-up support. If the exhibitor wishes to order an ISDN Line, an ISDN modem or a terminal adaptor is a must. All line and equipment usage during the period of hire is the responsibility of the exhibitor.

Once handed over, the equipment becomes the responsibility of the hirer and must be returned to the organizer's office within 1 hour of the close of the last day of the show.

It is advisable that the exhibitor insures the equipment hired.

Remember to order a power point for the fax machine.

Tell your stand contractor that you have ordered telecommunications.

It is the responsibility of the exhibitor to cancel their Internet account at the end of the exhibition.

Missing or lost telecommunication instruments will be charged for as follows:

Telephone sets - Dhs. 120 each

Fax machines - Dhs 1,100 each

Order requirements received after the deadline will be subject to surcharge and cannot be guaranteed.

Shell Scheme and Deluxe Shell Scheme

Services and Regulations

All shell scheme stands are provided with 1x13-amp 3-pin socket and 3x100W spotlights mounted on one track per 12 sq. meters. Lights will be fitted behind the fascia or to the roof support beams and one 13-amp socket outlet at the floor level on the rear wall. Additional lighting or power points may be ordered using the shell scheme electrical order.

All electrical work on a shell scheme stand should be carried out by our official contractor and items not supplied and fitted by our official contractor may be removed from your stand.

For complete details on shell scheme stands, a copy of the Official Technical Service Manual will be sent to you under a separate cover.

All additional stand fitting and display must be contained within the Shell Scheme structure and may not exceed 2.40 meters in height.

No projection into gangways will be permitted; neither may additional display materials be fitted in to the shell scheme options.

Exhibitors who book a shell scheme stand and then get their own contractor to build a special stand within must advise the contractor that the total height of the stand must not be more than 2.4 meters. Proposed stand designs must be submitted to the Organizer for approval **AS SOON AS POSSIBLE**.

Electrical installations of shell scheme stands require special fastenings, clips and brackets to fit the aluminum extrusions. Under no circumstances may exhibitors modify this work or carry out their own installations.

The official contractor offer for-rent furniture such as counters, shelf units, display panels and plinths for the duration of the exhibition. Full details and costs are available in their Technical Service Manual, which is sent to you under separate cover. Please ensure that all stand fittings and furniture are ordered only through official stand fitters.

The cost for providing single-phase mains supply and connection, including energy consumed for shell scheme stands, is covered by stand rental cost. Installation of three-phase supplies and connections on 24-hour supply, however, will be charged extra. Full details are in the Technical Service Manual.

Stand Fitting and Electrical Contractor

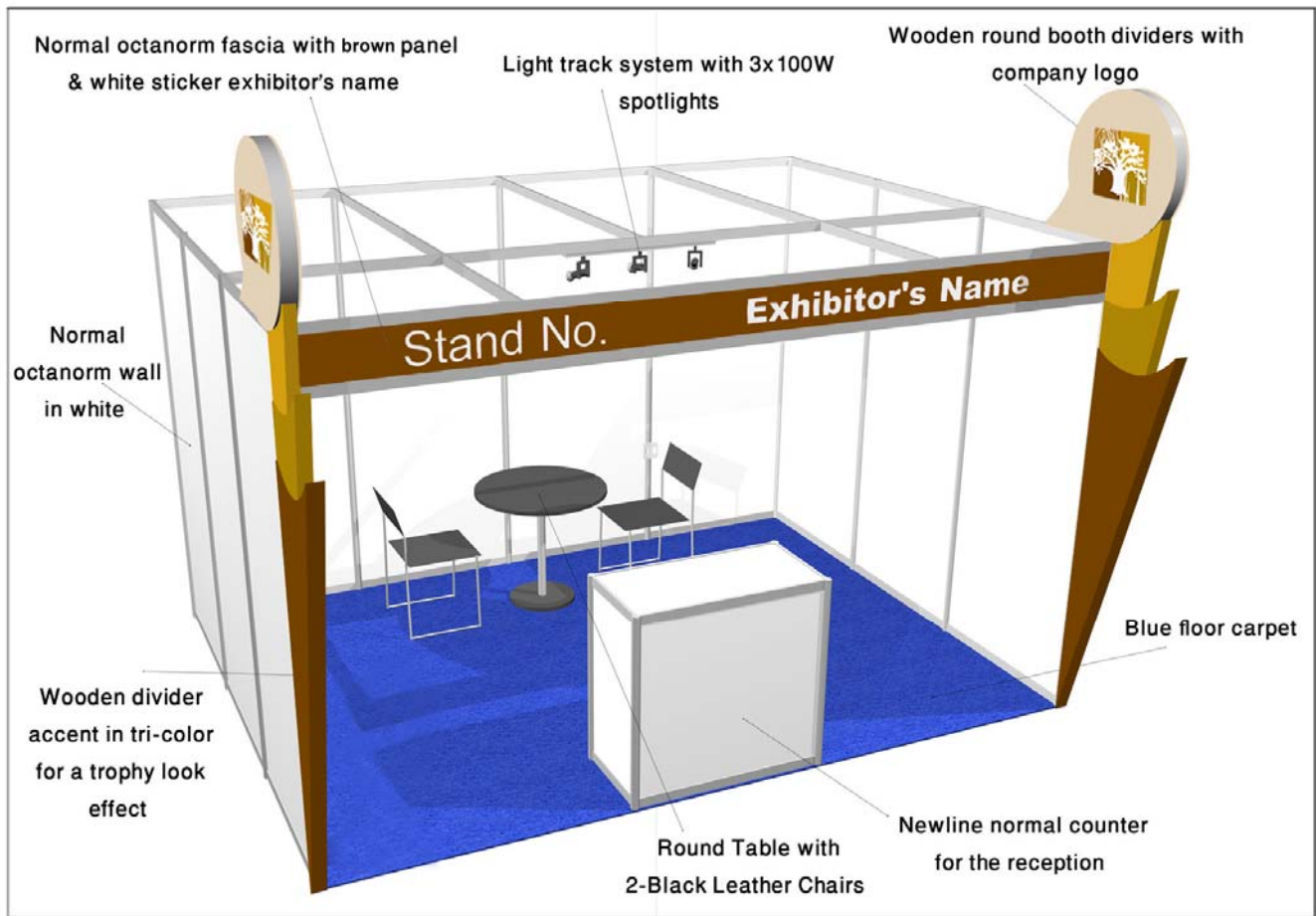
The official stand fitting and electrical contractors for the WoodShow 2012 are Al Fajer Information and Services. They are responsible for stand servicing and maintenance of shell scheme stands throughout the period of the exhibition. Please see **Technical Manual** from Al Fajer Information and Services sent under a separate cover.

Electrical Supplies

The standard electrical mains supply at the exhibition is a single-phase main 220 Volts 50 Hz and three-phase main 380 Volts 50 Hz. General lighting is provided in the halls.

The official electrical contractor will be solely responsible for the installation of electrical cables and necessary switchgear between the mains supply and each individual exhibitor's requirements. The organizers reserve the right to disconnect any installations which in their opinion is dangerous or likely to cause annoyance to visitors and/or other exhibitors. Should action be required by the official contractor to render and installation safe for use, the exhibitor may be charged for this service.

Deluxe Shell Scheme Package



Guidelines for Space Only Stands

All exhibitors taking Space Only space option must provide the organizer with the dimensional drawings showing the front, side, back side, elevations and floor layout of their proposed stand design for approval by Dubai World Trade Centre. Exhibitors and their contractors are responsible for the construction and decoration of their stands. Stands must conform to basic safety standards and must not present danger to occupants/visitors.

Construction details must also be submitted where it is intended to:

- Erect a multi-storey stand, platform floor or stage
- Provide for a closely-seated audience of 15 or more persons
- Construct a stand exceeding 4 meters in height
- Construct a stand where there is greater than 10 meters from any part of the stand to a gangway
- Details required where applicable:
 - The form and dimensions of every structural member of the construction
 - The materials to be used in the construction
 - The forms and dimensions of every staircase
 - The width and position of every escape and exit route within the stand
 - The provision made in the construction of the stand for protection against fire and spread of flame
- Structural calculations and a construction method statement proving that the multi-storey stand are inherently stable and fit for intended use
- There are specific regulations concerning stairways, ramps, exits and means of escape. Please see the Technical Service Manual.
- These plans, sections, specifications and written particulars shall be submitted on suitable materials in a clear and intelligible manner and to a scale of at least 1:200.

An additional 25% surcharge will be applicable on the booked space upon approval of all double-decker stand designs.

Details must be provided immediately and accompanied by Form 6 (Notice of Intention to Erect a Stand and/or Carry Out Electrical Installations) prior to the deadline dates.

Regulations Regarding Construction of "Space Only" Stands

Space Only exhibitors who have an island site are reminded that **THE USE OF WALLS IS RESTRICTED**. We expect island site exhibitors to provide access to their stands on all sides. The following guidelines must be observed.

Any walling shall only:

- Be a minimum of 2 meters from the perimeter of their stand
- Be located as centrally as possible
- Occupy a maximum of 20% of the total stand area
- Be transparent

On divided sites, exhibitors are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5 meters. Walls (above the height of 2.5 meters) overlooking adjoining stands must be clad on both sides and finished in plain color only by the exhibitor who had them erected. Exposed walls must not display copy, logos or graphics or other advertising on the neighbor's side.

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

It is the responsibility of exhibitors taking Space Only space option to make their own arrangements for the provision of platform for their stand area, which would facilitate passage of cables. The platform should have timber-finished edging and all corners should be rounded.

Provision for a special ramp for the handicapped visitors in stands with a platform is **MUST** and we ask exhibitors to adhere to this requirement.

The above rules will be closely monitored.

All work must be carried out in accordance with the Rules and Regulations detailed here and in the Technical Service Manual.

Materials

Materials to construct the stand shall be of a suitable nature and quantity in relation to the purposes for and conditions in which they are used, adequately mixed or prepared and supplied, used or fixed as to adequately perform the function for which they are designed for.

Fire Precautions

All materials used in constructing any wall, floor, or ceiling shall be made of materials with the below qualities:

- Non-combustible material
- Flame-resisting plastic
- Flame-resisting boarding
- Timber of any thickness treated so as to be flame-resisting
- Timber of thickness more than 25 mm
- Chipboard or blockboard more than 18 mm thick.
- All materials used for decorative finishes to stands shall be:

- Able to pass a test for flammability for surface spread of flame
- Be fixed taut or in tight pleats to a solid backing
- Be secured at floor level
- Shall not ignite when subjected to a flame for 10 seconds and shall not have an afterglow when subjected to a heat source for 10 seconds
- Any paint used shall be water-based and the use of paint sprayers in the Halls is not permitted. Cavities and spaced around stands shall not be used for storage of empty crates, cartons, boxes or packaging materials.

Electrical

Electrical installations shall be of a nature to ensure safety in the utilization of electricity and shall be carried out in a competent manner. When a fault becomes apparent, the equipment shall not be used until the fault has been rectified.

A separate main cable will be supplied to each stand and each stand should have separate circuits for lighting and mains. It is the responsibility of the stand electrical contractor to supply a distribution board, fused isolator or circuit breaker, fitted with an earth leakage protector of not more than 30 mA for power and 100 mA for lighting, suitably positioned in an accessible position and clearly labeled.

Guidelines Regarding Electricity at Exhibitions

- Each installation shall be effectively bonded to earth
- Wiring shall be 3 core twin and earth not less than 1.5 mm cross sectional and be in PVC, elastomeric and other plastic sheathing
- Joints shall not be made except when connecting into a circuit and insulated screwed connectors shall be used and totally enclosed in insulated enclosures
- All wiring shall be effectively protected and fixed to prevent damage and risk of injury
- Cables placed under carpets are prohibited
- Power circuits for exhibits are to be designed with consideration taken for earth leakage and suitably protected
- Test equipment and wiring connections before connecting to stand circuits
- The use of one socket per piece of equipment is recommended
- Extension leads are not to be used
- Adaptors should not be used
- Never put 2-pin plugs into 3-pin sockets

Height Grading System

All Space Only exhibitors must follow the height grading system. The maximum height for Space Only stand is as follows, including name sign or trademark:

Maximum Height Allowed: 6 meters

Please Note: All structural designs with scaling of stand design needs to be submitted to DICEC (Dubai International Convention & Exhibition Centre) for approvals at least 1 month prior to the show.

General Rules and Guidelines

Exhibitors must ensure that all gangways adjoining the stand are not blocked during build-up and break-down to a degree which inhibits the movement of other exhibitors and freight. The exhibitor is also responsible for ensuring that no obstruction is placed in the aisle adjacent to his stand throughout the open hours of the exhibition. The organizers reserve the right to restrict the area of scaffolding or plant and limit the times during which it shall remain in the halls or on the stand.

No part of any stand or exhibits including fascia, signs, lighting, corner posts or other fittings shall project into or overhang any gangway or adjacent stands or obscure any fire or exit signs or be suspended from the roof or facility structure. Additionally, any display or other items attached must not project over the frontage of space taken by another exhibitor. However, if you have a requirement for overhead suspended light banks, please refer to the organizers.

Logos flashing lights, lasers and similar may not be used outside the contracted stand (i.e. exhibitors cannot shine logos on ceilings or walls of the hall).

It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to the floor, wall, ceiling or other parts of the premises.

Cinematographs, photographic slides, amplifiers, videos and neon signs may only be used with the organizers' prior written consent. Exhibitors are requested to keep the noise levels of videos, music systems, etc. down. As a rule of thumb regarding noise levels, they should not interfere with normal conversation in neighboring stands.

The exhibitor is not allowed to paste or otherwise to affix or exhibit advertisements anywhere in the exhibition halls except in his own stand. The exhibitor may not distribute handbills, advertisements, photographs or other printed matter from the gangways and outside the areas of the exhibition.

The exhibitor is not permitted and shall not permit others to connect or otherwise interfere with the electrical, gas, water or other fittings of the halls and shall not introduce into or use in the halls any supplementary plant for the generation or supply of electricity or other means of artificial lighting or generating power.

Exhibitors providing their own displays must ensure that these are completely finished including pre-mounting of samples, exhibits, lettering, photographs etc. on plywood or other suitable board before delivery to site.

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

The floor loading capacity is 1,500 kgs. per sq. m. on all main floor areas in the halls. Exhibitors with heavier exhibits should provide the organizers with details of the exhibits together with their exact position so that they can ascertain whether special weight spreading facilities are necessary.

No equipment, stand personnel, including demonstrators/hostesses or display materials are permitted to be extended into the aisle or in any way beyond the limits of the stand.

Maintenance of stands and delivery stock, catalogues, etc. during the exhibition period should be carried out before the exhibition opens or after it closes to visitors.

Time of Operation of Electricity Supplies

During Build-Up: During this period, supplies which have been tested and connected will normally be switched on within half an hour after the official opening times of the halls and switched off within half an hour before the official closing time of the halls each day. Additionally, there may be interruptions to the supply to allow Dubai World Trade Centre (L.L.C.) to make extra connections.

During Exhibition Open Days: Electrical supplies to stands will normally be switched on one hour before opening and switched off half an hour after the close of the exhibition each day. All stands not requiring continuous supply of electricity should be switched off using the stand isolator as soon as possible after the close of each exhibition open period.

During Break-Down: All electrical supplies will be switched off 30 minutes after the close of the exhibition on the last day. Where an exhibitor requires a supply after the close of the exhibition, a request for such supply should be made through the organizer 24 hours before the final closing of the exhibition. The supply may be reinstated after the close of the exhibition once essential safety work has been completed.

Public Liability Insurance Cover: All Stand Fitting Contractors must hold a Public Liability Insurance Policy.

Please Note: The organizers must be informed to give their written approval where any of the following proposed:

- Any material, exhibit or substances that are of a hazardous, dangerous, noxious, explosive or objectionable nature.
- Requirement for satellite dish and installation.
- Petrol-fuelled motor vehicles as exhibits.
- Exhibits that produce fumes, exhaust and smoke.
- Operating machinery and apparatus.
- Use or display of radioactive materials.
- Use or display of pyrotechnics and lasers.
- Use or display of firearms, weapons and ammunition, whether replica or fully functional.

- Use or display of flammable liquid, oils and gases.
- Welding or similar processes where acetylene or compressed gas is being used.
- Any use of compressed air.
- Any recording, broadcasting or use of radios (two-way or for microphones), film sound, music or video or any other presentation likely to generate excessive noise.
- Public entertaining including fairground, amusements, displays and live performances.

Contractor Badges

Temporary Contractor Badges

Local Contractors (UAE Based)

- Individual Application

All contractor staff must report to the cashier's cabin at the Za'abeel service yard to avail a temporary contractor badge in exchange of a valid proof of identity which can be either a UAE labour card or a UAE national ID card or a UAE driving licence or a UAE Government organisation ID card. This proof of identity will be kept at the cashier's cabin at the Za'abeel service yard until the contractor badge is returned.

Each contractor badge will be charged AED10.00 and is valid for a day (from 00:01 to 24:00). A fee of AED 100.00 will be payable at the cashier's cabin at the Za'abeel service yard for any lost contractor badge.

- Group Application

A contractor may also apply for DWTC contractor badges for the company's entire team anytime before the build-up starts. A representative of the company should submit the application at the cashier's cabin at the Za'abeel service yard along with each staff's original proof of identity (a UAE labour card or a UAE national ID card or a UAE driving licence or a UAE Government organisation ID card) that will be kept at the cashier's cabin at the Za'abeel service yard until the contractor badges are returned.

Each of these contractor badges will be charged AED10.00 and is valid for a day (from 00:01 to 24:00). A fee of AED 100.00 will be payable at the cashier's cabin at the Za'abeel service yard for any lost contractor badge.

International Contractors (Non UAE Based)

All contractor staff must report to either the cashier's cabin at the Za'abeel service yard or at Al Wasl reception to avail a temporary contractor badge in exchange of a passport copy. The badge will be valid for a maximum of 15 days. AED200.00 will be charged per badge including an entrance fee of AED100.00 and a refundable deposit of AED100.00. The refundable deposit can be claimed upon returning the badge within 15 days from the date of payment. In the event the badge is not returned at the cashier's cabin at the Za'abeel service yard or at Al Wasl reception, the deposit will not be refunded.

Annual Contractor Badges

Annual contractor badges can be issued for regular contractors working at DWTC. This annual badge is only valid for the current year (January to December), all badges expire on 31st December. Each badge costs AED500.00. In order to apply for annual contractor badges, the contractor's company should provide a soft copy of the following documents:

- A request letter on company letterhead
- A copy of the company trade license
- A copy of the valid visa and passport (on one page) of each applicant
- A photo (JPEG format) of each applicant
- A staff list using the format shown below

Card Nr (for DWTC use)	Full Name	Passport Nr	Visa Nr	Nationality	Remarks (New or Renewal)

A company representative should submit all the applications to the FM Protocol and Security Department located on level 1 of DWTC Management Offices. Once the badges are issued, the representative should make the payment in advance to DWTC Finance Department Cashier's Office located at Al Wasl Building, level 1 and collect the badges.

The company is responsible for returning the badge to DWTC when the applicant is no longer under their sponsorship. The individual or the company will have to pay a fee of AED500.00 against a lost badge.

Collection Points

DWTC contractor badges can be collected at:

- Cashier's cabin at the Za'abeel service yard for temporary and international contractor badges
- Al Wasl reception for international contractor badges (this facility will be in operations upon prior approval)
- Loading docks of Sheikh Maktoum, Sheikh Rashid and Sheikh Saeed Halls for pick-up drivers delivering goods (this facility will be in operations upon prior approval)
- Security office of the main reception building at Airport Expo Dubai for all temporary and international contractor badges and for pick up drivers

NOTES

- DWTC contractor badge is the property of DWTC and must be used in accordance with the agreed terms and conditions
- Under no circumstances can a contractor be admitted into the halls without showing a valid DWTC contractor badge
- DWTC contractor badge bearers enter the complex at their own risk and DWTC holds no responsibility for any injury to person or damage to a vehicle or property any profile so that we can include a brief description of your company.

Rigging Rules & Charges

DICEC has recently issued a new regulation regarding rigging works at the exhibition halls. For WoodShow 2012, all rigging work will be done only through DICEC against certain charges.

Rigging Plans

- All rigging plans submitted must be clear and concise.
- Rigging points must be plotted with metric measurements between each rigging point and from each side of the stand.
- Precise weight of each individual rigging point must be clearly mentioned in kilograms along with the total weight of structure.
- The stand orientation must be clearly shown by the direction of the main entrance and by the stands or the walls on the neighboring three sides.
- The desired metric height from the floor to the bottom of the structure when fully suspended must be shown.
- Type of structure along with the metric measurements of its width, length and height must be clearly stated.

Any rigging plans that do not match the above criteria will not be accepted.

Any bottom rigging, lifting equipment or lifting eyes that are not stamped, rated and approved with a valid test certificate will not be accepted.

Rigging points that have to be changed due to incorrect submitted rigging plans will be charged at the surcharge rate.

Contractors will be able to choose from the following four options.

- **Drop Wire** – 6 mm wire rope fitted with a quick term connector. Wire will be left for the contractor the item and set to desired height. (For banners, light weight set pieces, truss weighing 50 kg or less).

- **Drop Wire (Hoist & Fix)** – 6 mm wire rope fitted with a quick term connector. DWTC will hoist and fix your trussing, banners or set pieces to the desired height and later will be responsible for the tear down.
- **Roof Point (50 kg to 250 kg)** - For heavy items weighing more than 50 kg., DWTC will supply a roof point anywhere in the venue for the contractors to attach their own lifting equipment, either a manual or electric hoist.
- **Roof Point with Lifting Equipment** - DWTC will supply one roof and an electric or manual chain hoist. DWTC will be responsible for lifting the bottom rigging to the desired height.

Additional Information

All DWTC Rigging hardware is inspected and tested by municipality-approved agents and carries valid certification.

All DWTC Rigging personnel are certified in both rigging and the use of access equipment.

No stand structure is to be attached to DWTC ceiling (even as a precautionary or added safety measure). The stand must be self-supporting and under no circumstances is the structure to be attached in any way to the ceiling of the exhibition hall.

Storage of all Posters and Artwork

All posters, banners, etc. will be disposed of immediately after the last day of tenancy unless prior arrangement for collection of the same has been made and mutually agreed upon.

Any poster banners that are stored for collection by request but not collected after 28 days will incur a disposal fee by the client.

Liability

Where the clients provide their own graphics / signage for installation by DWTC whilst exercising all care, DWTC cannot accept any liability for loss or damage to graphics incurred during transportation, storage, installation or de-rig.

FORMS





WOODSHOW

Dubai International Wood & Wood Machinery Show

www.dubaiwoodshow.com

Please return this form to:

Ms. Juliete Cariso
Strategic Marketing & Exhibitions
P.O. Box 10161, Dubai, UAE
Tel : +971 4 392 3232
Fax : +971 4 392 3332
E-mail : juliete@strategic.ae

Deadline: January 31, 2012

Form 1: Exhibitor Main Contact

Please complete by printing in **BLOCK CAPITALS** only (we cannot be held responsible for mistakes from illegible handwriting)

Company Name: **Stand No.:**
Contact Name: **Position:**
Address: **Tel.:**
Fax: **E-mail:**

Please nominate one person here as your contact for all matters concerning your stand requirements. We shall send all information to this person, who can then forward it to others within your organization, if required.

Signature: **Date:**

Indemnity and Waiver

In exchange for good and valuable consideration, including inter alia, the Organizers entering into a license agreement with us, the receipt and sufficiency of this is hereby acknowledged.

INDEMNITY

I/We hereby indemnify the Organizers from and against any and all customs levy, tax, fine or any other payments which the Organizers are called upon to pay to the Authorities in Dubai on our behalf in any way connected with Dubai International Wood and Wood Machinery Show 2012.

WAIVER

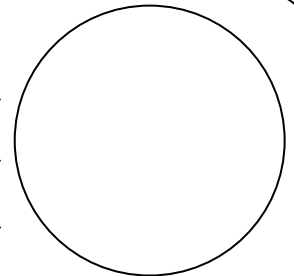
We hereby waive any and all claims that we may have against the Organizers of any kind whatsoever, in anyway related to the storage and display of exhibits/equipment during Dubai International Wood and Wood Machinery Show 2012 whether during, before or after regular hours. We acknowledge we are solely responsible for the security and safekeeping of all our aforementioned possessions during, before and after regular show hours.

This section may only be signed by a Director or Partner of the exhibiting company.

Signature: **Date:**

Name: **Title:**

Seal of the Company:



Please provide all the data requested to enable us to action your order. Please keep a copy for your records.



WOODSHOW

Dubai International Wood & Wood Machinery Show

www.dubaiwoodshow.com

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P.O. Box 10161, Dubai, UAE
Tel : +971 4 392 3232
Fax : +971 4 392 3332
E-mail : juliete@strategic.ae

FORM 2: Exhibitor's Badge Request Form

Deadline: January 31, 2012

Please complete by printing in **BLOCK CAPITALS** only (we cannot be held responsible for mistakes from illegible handwriting)

Company Name:

Stand Number: **Stand Area (in sqm):**

Total Number of Passes Required:

Type the names and designations of your stand attendees:

Name	Designation
1
2
3
4
5
6
7
8
9
10.....

On behalf of the Exhibitor:

Full Name: _____

Signature: _____

Date:



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Tel : +971 4 392 3232

Fax : +971 4 392 3332

E-mail : juliete@strategic.ae

Form 3: Visitors Invitation Request Form

Deadline: January 31, 2012

Please specify how many Visitor Invitations you would require to invite your clients to visit you at the show.

We require _____ number of Visitor Invitations.
(Please specify the number in digits)

Company Name: Date:

Name of Contact: Position in the Company:

Please provide all the data requested to enable us to action your order. Please keep a copy for your records.



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 Fax : +971 4 392 3332
 E-mail : juliete@strategic.ae

FORM 4A: Catalogue Editorial and Branding

Deadline: January 31, 2012

Please complete by printing in **BLOCK CAPITALS** only (we cannot be held responsible for mistakes from illegible handwriting)

Company Name: Stand No.:
 Contact Name: Position:
 Address: Tel.:
 Fax: E-mail:

ALL EXHIBITORS AUTOMATICALLY QUALIFY FOR A FREE EDITORIAL entry in the Exhibition Catalogue. However, if you wish to enhance your catalogue editorial, please tick either the "GOLD" or "PLATINUM" entry types.

To ensure your organization is listed in the catalogue, please complete FORMS 4A and 4B and return to the organizer in the format specified below via **e-mail**. Please send text as an MS Word file and the logo in Illustrator (EPS or AI file) as attachments to the e-mail to juliete@strategic.ae

Please Tick the Box	Entry Type	Entitlement	Cost (US\$)	Requirement (what should you send?)
<input type="checkbox"/>	Silver Editorial	Company Contact Details Company Profile of up to 75 words	FREE	Form 4A Form 4B with details to be published
<input type="checkbox"/>	Gold Editorial	Color Logo Company Contact Details Company Profile of up to 150 words	US\$ 300	Form 4A Form 4B with details to be published 1 Company Logo
<input type="checkbox"/>	Platinum Editorial	Color Logo Company Contact Details Company Profile of up to 300 words	US\$ 500	Form 4A Form 4B with details to be published 1 Company Logo

Please provide all the data requested to enable us to action your order. Please keep a copy for your records.



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Please return this form to:

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P.O. Box 10161, Dubai, UAE

Tel : +971 4 392 3232

Fax : +971 4 392 3332

E-mail : juliete@strategic.ae

Form 4B: Catalogue Editorial — Text

Deadline: January 31, 2012

Please complete by printing in BLOCK CAPITALS only (we cannot be held responsible for mistakes from illegible handwriting).

EDITORIAL INFORMATION: Now that you have chosen your editorial type, please use this form to type your text, website and e-mail address to be published.

ALL EXHIBITORS: Please use this section to type your editorial to be published in the show catalogue.

KINDLY NOTE: NO HANDWRITTEN FORMS WILL BE ACCEPTED.

Please type the information you want to appear in the catalogue in the box provided below or you can send it to us via e-mail to juliete@strategic.ae

TEXT TO BE PUBLISHED

Stand No:

Company Name:

Contact Name:

Position:

Address:

Tel:

Fax:

E-mail:

Website

Profile:



WOODSHOW

Dubai International Wood & Wood Machinery Show

www.dubaiwoodshow.com

Please return this form to:

Ms. Juliete Cariso
Strategic Marketing & Exhibitions
 P.O. Box 10161, Dubai, UAE
 Tel : +971 4 392 3232
 Fax : +971 4 392 3332
 E-mail : juliete@strategic.ae

Form 4C: Catalogue Advertising

Deadline: January 31, 2012

Please complete by printing in **BLOCK CAPITALS** only (we cannot be held responsible for mistakes from illegible handwriting).

Company Name: Stand No.:
 Contact Name: Position:
 Address: Tel.:
 Fax: E-mail:

We would like to apply for the following catalogue advertising opportunities:

Please note the following:

These services will be invoiced IN ADVANCE and 100% payment will be required upon receipt of the invoice.

Tick (as required)	Four Color Format	USD
<input type="checkbox"/>	Full page	\$ 2,900.00
<input type="checkbox"/>	(1/2) Half Page	\$ 1,500.00
<input type="checkbox"/>	Page One Facing Inside Front Cover	\$ 2,100.00
<input type="checkbox"/>	Double Page Advertisement	\$ 4,900.00
<input type="checkbox"/>	Inside Front Cover	\$ 3,500.00
<input type="checkbox"/>	Inside Back Cover	\$ 3,300.00
<input type="checkbox"/>	Last Page Facing the Inside Back Cover	\$ 2,800.00
<input type="checkbox"/>	Outside Back Cover	\$ 4,100.00
<input type="checkbox"/>	A5 Insert	\$1,000.00
<input type="checkbox"/>	Bookmark	\$800.00
<input type="checkbox"/>	Branded Bellyband	\$900.00
	Total Amount	

Please provide all the data requested to enable us to action your order. Please keep a copy for your records.



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P.O. Box 10161, Dubai, UAE

Tel : +971 4 392 3232

Fax : +971 4 392 3332

E-mail : juliete@strategic.ae

FORM 5: Request for Promoters & Translators

Deadline: January 31, 2012

Please complete by printing in **BLOCK CAPITALS** only (we cannot be held responsible for mistakes from illegible handwriting).

Company Name: **Stand No.:**

Authorized Person:

Tel / Fax / E-mail (preferred form of contact):

A variety of temporary staff are available to represent your company at Dubai WoodShow 2012.

Temporary Staff	No. of Staff Needed	Specific Requirements (i.e., languages, skills, etc)	Prices
Hostess			USD 25 / hour
Translator (Arabic/English)			USD 350 / day
Sales			USD 25 / hour
Models			USD 75 / hour

Payment should be made in full on or before 10th March 2012.

Please provide all data requested to enable us to action your order. Please keep a copy for your records.

On behalf of the exhibitor:

Full Name: _____

Date: _____

Signature: _____



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Tel : +971 4 392 3232

Fax : +971 4 392 3332

E-mail : juliete@strategic.ae

Deadline: January 31, 2012

**Form 6: (Space Only) Notice of Intention
To Erect A Stand and Carry Out
Electrical Installations**

Please complete by printing in **BLOCK CAPITALS** only (we cannot be held responsible for mistakes from illegible handwriting).

Company Name: **Stand No.:**

Authorized Person:

Tel / Fax / E-mail:

We advise that the following contractor has been appointed to erect the above stand or install electrics at the above exhibition. We also confirm that they have read and understood the relevant regulations as issued by the Organizer and therefore agree to abide to the same.

Appointed Contracting Company:

Address:

Contact Person(s):

Tel: **Fax:**

E-mail: **Mobile:**

Details of work to be carried out, including dimensional drawing, should show the front, side and back perspectives, elevation and floor layout of the stand must accompany the form.

Constructional details shall also be submitted where it is intended to:

Erect a multi-storey stand, platform floor or storage.

Provide for a closely seated audience of 15 or more persons.

Construct a stand exceeding 4m in height.

Construct a stand where there is greater than 10mm from any part of the stand to a gangway.

There are specific regulations concerning stairways, ramps, exits and means of escape. For further clarification, please see section regarding Erection of Stands in the Exhibitor's Manual for Stand Fitting and Electrical Regulations.

Electrical Details

Electrical installations shall be of a nature to ensure safety in the utilization of electricity and shall be carried out in a competent manner. These plans, sections, specifications and written particulars shall be submitted on suitable materials in a clear and intelligible manner and to a **scale of at least 1:200**.

Signed:
(For and on behalf of the Exhibitor)

Date:.....

Signed:
(For and on behalf of the Contractor)

Date:.....

Signature: **Name in CAPS:**

Date:.....

Please provide all the data requested to enable us to action your order. Please keep a copy for your records. Please tell your stand contractor if you have ordered telecommunications.





Please return this form to:

(Please refer to page 7 for logistics partners)

Form 8: Logistics Form

Consignee:

(Please refer to page 7 for logistics partners)

Company Name: _____

Stand No.: _____ Hall No: _____

Tel: _____ Fax: _____

Remarks – Please TICK where applicable

- RE- Export
- Disposed Off / Consumed
- Given Away / Sold

	Dimensions LxBxH (cm)	Weight		Description of Goods (English)	Engraved Serial Number	International Harmonized Code	Quantity	CIF Value (US\$)		Remarks		
		NET	GROSS					Unit Value	Total Value	A	B	C
								Total CIF Value	US \$			

Total Number of Cases: _____

Total Weight: _____ kgs.

Total Volume: _____ CBM

The invoiced goods are of _____ origin and are intended for display only at the exhibition site. We declare that the information given above is **true and correct** and represent **fair market value** for the items described herein.

Above are for (temporary / permanent) import into UAE for Dubai WoodShow 2012 and will be re-exported after the exhibition. Page _____ of _____

(To be completed by the Exhibitor)

Signed for and on behalf of

Date _____ Company _____ Company Seal _____

Name in BLOCK LETTERS

Authorized Signatory

And a copy marked to the Organizer's office via juliete@strategic.ae or fax it +971 4 392 3332.

Signature: _____	Date: _____
Name: _____	Title: _____

Please provide all the data requested to enable us to action your order. Please keep a copy for your records.

DWTC FORMS



Data & Telecom Services Form_2012

Please Return to DWTC's Customer Contact Centre:

Helpline: +971 4 308 6333 • Fax: +971 4 318 8741 • E-mail: c3@dwtc.com • v07.11_26E

**THE DEADLINE TO RETURN THIS FORM IS 3 WEEKS PRIOR TO THE START OF THE EVENT
ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO AVAILABILITY**

Exhibition Logo

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name	#	Exhibition Date	#
Hall No.	#	Stand No.	#
		Stand Name	#

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)#

First Name			
Last Name	Job Title		
Company Name			
Company Address			
Company City	Postal Code	Country	
Direct No.	Mobile No.	Fax No.	
E-mail (important service information will be sent to this address)			
On-site Contact Name	On-site contact No.		

Ways to Pay:



(Please select)

CREDIT CARD - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

COMPANY CHEQUE - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.

BANK TRANSFER - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.

Conditions of Sale:

- 1) Dubai World Trade Centre holds the exclusive rights to all data and telecommunication services within DWTC.
- 2) All orders for data and telecom services must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
- 3) **"More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event.** Items must be paid within 5 days of ordering or will be automatically cancelled.
- 4) **"Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing c3@dwtc.com.

Data & Telecom Services Form_2012

A World of Possibilities:

Dubai World Trade Centre is expert in delivering all your telecommunication and data services requirements during the exhibition. For ease you can order directly using this form. However if you have more complex requirements such as direct external lines, leased lines, ADSL, IP addresses, wireless or wired networks then please contact us and we will be delighted to quote for you.

Please contact us to discuss your requirements on +971 4 308 6333 or by e-mail at c3@dwtc.com

INTERNET						
Item Description	Connection Speed	No. of Users	More than 3 weeks prior	Less than 3 weeks prior	Quantity	Total cost
Wired internet	1 MB	2	2,930.00	3,810.00		
Wired internet	2 MB	4	3,530.00	4,590.00		
Wired internet	4 MB	8	4,730.00	6,150.00		
Wired internet with wireless access	1 MB	2	3,430.00	4,460.00		
Wired internet with wireless access	2 MB	4	4,430.00	5,760.00		
Wired internet with wireless access	4 MB	8	5,930.00	7,710.00		
Additional network ports / user ID's			250.00	250.00		
Wireless internet – per user per event			500.00	500.00		
SUBTOTAL						

TELECOM LINES									
Item Description	Deposit	More than 3 weeks prior	Less than 3 weeks prior	^a No. of lines by type of access					Total cost
Telephone line and handset through PABX	3,000.00	905.00	1,175.00	1	2	3	4	5	
Fax line and machine through PABX	3,000.00	965.00	1,255.00	1	2	3	4	5	
ISDN	3,000.00	1,100.00	1,430.00	1	2	3	4	5	
Point of sale line		1,100.00	1,430.00						
SUBTOTAL									

^b TELECOM LINES for UAE ETISALAT ACCOUNT HOLDERS								
Item Description	More than 3 weeks prior	Less than 3 weeks prior	^a No. of lines by type of access					Total cost
Telephone line and handset	605.00	1,175.00	1	2	3	4	5	
ISDN	605.00	785.00	1	2	3	4	5	
Point of sale line		605.00	785.00					
SUBTOTAL								
GRAND TOTAL								

^a Please note the number of lines by the type of access for each line:

L	Local - applies to all landline to landline calls within the UAE.
N	National - applies to all calls within the UAE to landline and mobile numbers.
I	International - applies to all international calls to both landlines and mobile numbers.

^b UAE exhibitors can forego the deposit and have calls charged to their ETISALAT account by providing the following:

ETISALAT Subscriber name	
ETISALAT Subscriber number	

Contd./

Data & Telecom Services Form_2012

Points to note:

1) Wired internet:

- a. A computer or device with a RJ45 network interface and a web browser is required to use DWTC wired internet connections.
- b. Each line will be provided with a unique user ID and password which will require authentication using a web browser.
- c. Each line will allow for a maximum number of simultaneous users depending on the connection speed purchased.
- d. DWTC enforces a clean-air policy and no unauthorised wireless routers are permitted. Internet connections to such devices will automatically be blocked. Wireless internet access is available throughout the venue when purchased with wired internet.
- e. A fair usage allowance of 4GB per 1 MB line will be monitored and exhibitors exceeding this limit will be informed accordingly.
- f. Internet lines are activated on the last day of build-up. Please advise if you require the service prior to this date.

2) Wireless internet:

- a. Wireless internet is best suited for light web browsing and e-mail checking. It is not recommended for any special use of internet or downloading large files.
- b. A computer or device with wireless a, b or g compatible network adaptor and a web browser is required to use DWTC wireless internet connections.
- c. Users will be provided with a unique user ID and password which will require authentication using a web browser.
- d. DWTC does not provide any warranties regarding connection availability and speed will vary depending on the number of users simultaneously using this system.
- e. Once the wireless internet expires or the fair usage of 4 GB is consumed the connection will automatically be blocked until additional access is purchased.
- f. DWTC wireless internet is available throughout the halls and concourses only.

3) Telecoms:

- a. Telephone lines such as direct external lines (DEL), point of sale lines (POS) and ISDN do not include per unit call charges which will be deducted from the deposit after the event.
- b. ISDN lines are supplied without the required ISDN modem.
- c. A UAE bank account is required for a point of sale (POS) lines which are supplied without the required credit card machine.
- d. A power socket is required for fax and credit card machines.

4) General:

- a. It is essential that you inform your stand contractor that telecommunication or data lines have been ordered.
- b. Any equipment supplied is the responsibility of the exhibitor during the event and should be returned on the last day of the event. Any loss or damage incurred will be charged to the exhibitor.

Rigging, Banners & Graphics Form_2012

Please Return to DWTC's Customer Contact Centre:

Helpline: +971 4 308 6333 • Fax: +971 4 318 8741 • E-mail: c3@dwtc.com • v07.11_33E

**THE DEADLINE TO RETURN THIS FORM IS 3 WEEKS PRIOR TO THE START OF THE EVENT
ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO AVAILABILITY**

Exhibition Logo

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name	#	Exhibition Date	#
Hall No.	#	Stand No.	#
		Stand Name	#

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)#

First Name				
Last Name			Job Title	
Company Name				
Company Address				
Company City	Postal Code		Country	
Direct No.	Mobile No.		Fax No.	
E-mail (important service information will be sent to this address)				
On-site Contact Name	On-site Contact No.			

Ways to Pay:



(Please select)

CREDIT CARD - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

COMPANY CHEQUE - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.

BANK TRANSFER - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.

Conditions of Sale:

- 1) Dubai World Trade Centre holds the exclusive rights to all primary rigging services within DWTC.
- 2) All rigging orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams and are inclusive of installation and tear-down. Cancellations or amendments to confirmed and paid orders are not permitted.
- 3) **"More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event.** Items must be paid within 5 days of ordering or will be automatically cancelled.
- 4) **"Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing c3@dwtc.com.

Rigging, Banners & Graphics Form_2012

A World of Possibilities:

Dubai World Trade Centre's Event Services division is expert in delivering all your banner and graphic printing and rigging requirements during the exhibition. For ease you can order directly using this form. However if you have more elaborate requirements such as trussing, lighting rigs and complex banner installations then please contact us and we will be delighted to quote for you.

Please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at c3@dwtc.com

BANNER AND GRAPHIC PRINTING					
Item Description	More than 3 weeks prior	Less than 3 weeks prior	Quantity	Total	
Roll up banner of size 85cm x 200cm	550.00	550.00			
Roll up banner of size 150cm x 200cm	875.00	875.00			
Pop up banner of size 400cm x 300cm	3,950.00	3,950.00			
Pop up banner of size 300cm x 300cm	2,750.00	2,750.00			
Free standing direction sign A3 size (vertical or horizontal)	175.00	175.00			
Digital printed Flexpro banners					
Single sided: 2m x 1m	250.00	250.00			
Double sided: 2m x 1m	400.00	400.00			
Single sided: 3m x 1.5m	550.00	550.00			
Double sided: 3m x 1.5m	900.00	900.00			
Single sided: 4m x 2m	1,000.00	1,000.00			
Double sided: 4m x 2m	1,600.00	1,600.00			
Single sided: 5m x 2.5m	1,550.00	1,550.00			
Double sided: 5m x 2.5m	2,500.00	2,500.00			
Single sided: 6m x 2.5m	1,850.00	1,850.00			
Box banners (4 single sided banners fixed to form a square)					
Size: 3m x 1.5m	2,700.00	2,700.00			
Size: 2m x 1m	1,200.00	1,200.00			
Digital printed graphics (single sided, minimum of 10 per order)					
Size: 70cm x 50cm	35.00	35.00			
Size: 1m x 1.2m	120.00	120.00			
Digital printed graphics mounted onto 3mm thick Forex					
Size: 70cm x 50cm	65.00	65.00			
Size: 1m x 2m	380.00	380.00			
SUBTOTAL					
BANNERS – RIGGING INSTALLATION AND REMOVAL CHARGES					
Banner Size	More than 3 weeks prior	Less than 3 weeks prior	Quantity	Weight	Total Cost
Pole width up to 2000mm	500.00	650.00			
Pole width above 2000mm to 5000mm	750.00	975.00			
Pole width above 5000mm to 6000mm	1,000.00	1,300.00			
Pole width above 6000mm to 7000mm	1,200.00	1,560.00			
1) Up to 2m ² lightweight box / circular banner	1,000.00	1,300.00			
2) Up to 4m ² lightweight box / circular banner	1,500.00	1,950.00			
3) Greater than 4m ² lightweight box / circular banner	P.O.A.	P.O.A.			
SUBTOTAL					

Rigging, Banners & Graphics Form_2012

PRIMARY RIGGING CHARGES				
Description	More than 3 weeks prior	Less than 3 weeks prior	Quantity	Total Cost
Drop wire	350.00	455.00		
Drop wire – hoist & fix	450.00	585.00		
Roof point (30-250kg)	650.00	845.00		
6mm catenary wires	40.00	50.00		
Special roof point (change from standard height)	850.00	1,105.00		
Please specify the exact weight of each roof point				Kg
Please specify the total weight of the structure				Kg
SECONDARY RIGGING CHARGES				
Description	More than 3 weeks prior	Less than 3 weeks prior	Quantity	Total Cost
Electric chain hoist (CM Lodestar with safety) per show day	1,000.00	1,300.00		
Manual chain hoist (Yale/Vittal) per show day	400.00	520.00		
Light duty truss - per metre per show day – 30 x 30cm ²	200.00	260.00		
Medium duty truss - per metre per show day – 40 x 40cm ²	300.00	390.00		
SUBTOTAL				
GRAND TOTAL				

RIGGING PLANS



(Please select)

Drop wire – 6 mm wire rope fitted with a quick term connector. The wire will be left for the contractor to lift the item to the desired height (for banners, lightweight pieces and truss weighting 30 kg or less).

Drop wire (hoist & fix) – 6mm wire rope fitted with a quick term connector. DWTC will hoist and fix your trussing, banners or set pieces to the desired height and later will be responsible for the tear-down.

Roof point (30 kg to 250 kg) – For heavy items weighing more than 30 kg. DWTC will supply a roof point for the contractor to attach their own manual or electric hoist.

All roof points will be installed at approximately 40cm below the bottom roof truss within the halls. Any request for a change of standard height will be classed as a special roof point.

AVAILABLE RIGGING POINT HEIGHTS IN THE HALLS	
Exhibition Halls 1 and 2	7100 mm
Rigging points under the air wall (between Exhibition Halls)	6800 mm
Rigging points under the bulk head (between Exhibition Halls 2 and 3)	4800 mm
Exhibition Halls 3 and 4	9700 mm
Rigging points under the air wall (between Exhibition Halls)	9580 mm
Exhibition Halls 5, 6, 7 & 8	7100 mm
Rigging points under the air wall (between Exhibition Halls)	6700 mm
Za'abeel Hall 1	6450 mm
Za'abeel Hall 2 and 3	7000 mm
Sheikh Rashid Hall	12250 mm
Sheikh Maktoum Hall	6500 mm
Sheikh Saeed Hall 1, 2 & 3	9600 mm
Trade Centre Arena	13600 mm

Rigging, Banners & Graphics Form_2012

Points to note:

1. Banner & Graphic Printing:

- a. All orders must be accompanied with the artwork detailing the CMYK / Pantone references and sizes of the items.
- b. Artwork can be supplied in the following files: Adobe Illustrator; EPS; High Res PDF or TIF.
- c. Banner printing does not include rigging.
- d. Any amendments and changes on-site to the approved and agreed artwork will be subject to a surcharge

2. Banner Rigging:

- a. All banners need to be supplied with poles in vinyl welded or sewn sleeves.
- b. All banners must be delivered two days prior to the build-up of the event. Delivery should be made to DWTC, Saturday to Thursday 08:00 until 17:00 hours.
- c. All banners will be disposed of immediately after the last day of tear-down.
- d. Dubai World Trade Centre is not liable for the loss or damage to banners during transportation, storage, installation and de-rig.

3. Rigging Plans:

- a. All orders for rigging must follow the required guidelines and be submitted with a clear and precise rigging plan at the time of ordering. Any changes required due to incorrect rigging plans will be subject to a surcharge.
- b. All rigging plans must show the location of each rigging point in relation to the stand using metric measurements.
- c. All rigging must be within the perimeter of the stand.
- d. The exact weight of each rigging point must be detailed in kilograms in addition to the total weight in kilograms of the structure.
- e. The type of structure or banner material must be detailed along with the metric width, height and length.
- f. The stand orientation must be detailed by showing the location of the main entrance and by the stands or walls on the other neighboring three sides.
- g. The height from the floor to the bottom of the structure or banner when fully suspended must be shown using metric measurements.

4. Installation:

- a. DWTC rigging hours are Saturday to Thursday 08:00 until 17:00. Any requests outside these hours are subject to availability and surcharge.
- b. Rigging not ready for completion by 17:00 on the last day of build-up will be the responsibility of the contractor to install.
- c. Any damage to DWTC equipment by third party contractors will be charged.

5. Health and Safety:

- a. DWTC's Rigging team is not liable for secondary rigging installed by third party contractors.
- b. During build-up, gangways must be kept clear to allow access by the Rigging team.
- c. No stand structure is allowed to be attached to the DWTC ceiling as either a precautionary, or as an added safety, measure.
- d. Any bottom rigging lifting equipment or lifting eyes that are not stamped, rated, approved with a valid test certificate will not be accepted.

3 Day Event Stand Cleaning Form_2012

Please Return to DWTC's Customer Contact Centre:

Helpline: +971 4 308 6333 • Fax: +971 4 318 8741 • E-mail: c3@dwtc.com • v07.11_34E

**THE DEADLINE TO RETURN THIS FORM IS 3 WEEKS PRIOR TO THE START OF THE EVENT
ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO AVAILABILITY**

Exhibition Logo

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name	#	Exhibition Date	#
Hall No.	#	Stand No.	#
		Stand Name	#

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)#

First Name			
Last Name		Job Title	
Company Name			
Company Address			
Company City	Postal Code	Country	
Direct No.	Mobile No.	Fax No.	
E-mail (important service information will be sent to this address)			
On-site Contact Name	On-site Contact No.		

Ways to Pay:



(Please select)

CREDIT CARD - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

COMPANY CHEQUE - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.

BANK TRANSFER - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.

Conditions of Sale:

- 1) Dubai World Trade Centre holds the exclusive rights to all cleaning services within DWTC.
- 2) All cleaning orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
- 3) **"More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event.** Items must be paid within 5 days of ordering or will be automatically cancelled.
- 4) **"Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing c3@dwtc.com.

3 Day Event Stand Cleaning Form_2012

A World of Possibilities:

Dubai World Trade Centre's Cleaning division is expert in providing all your cleaning requirements during the exhibition. For ease you can order directly using this form. However if you have more elaborate requirements such as floor refinishing, carpet shampooing, laundry and dry cleaning then we will be delighted to provide a quote for you.

Please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at c3@dwtc.com

Item description	Stand Size of up to	More than 3 weeks prior	Less than 3 weeks prior	No. of stands	Total Cost
3 Day Event Cleaning package	12 m ²	170.00	220.00		
	20 m ²	290.00	375.00		
	30 m ²	435.00	565.00		
	40 m ²	580.00	755.00		
	60 m ²	870.00	1,130.00		
SUBTOTAL					

Item description		More than 3 weeks prior	Less than 3 weeks prior	Area in m ²	No. of days	Total Cost
Complete Cleaning Solution per m ² per day	1 – 2,999 m ²	8.00	10.50		3 days	
	3,000 – 7,999 m ²	6.50	8.50			
	8,000 – 14,999 m ²	6.00	8.00			
Basic Cleaning Solution per m ² per day	1 – 2,999 m ²	4.00	5.00			
	3,000 – 7,999 m ²	3.00	4.00			
	8,000 – 14,999 m ²	2.50	3.00			
SUBTOTAL						

Item description		More than 3 weeks prior	Less than 3 weeks prior	No. of hours	No. of days	Total Cost
Stand-by cleaner (min 8 hours)		50.00	65.00			
Bulk waste removal (per 18m ³ skip)		750.00	975.00	--		
SUBTOTAL						
GRAND TOTAL						

Points to note:

- 1) The **Event Cleaning Package** includes vacuuming or wet mopping of floors; dusting of counter tops and furniture and emptying of bins.
- 2) The **Complete Cleaning Solution** includes vacuuming or wet mopping of floors; dusting of counter tops and furniture; emptying of bins, cleaning of walls, glass and partitions (except clear acrylic partitions).
- 3) The **Basic Cleaning Solution** includes vacuuming or wet mopping of floors; dusting of counter tops and furniture and emptying of bins.
- 4) All cleaning is carried out at night, not during the exhibition open hours to ensure the stands are ready prior to the opening of the exhibition. It will be performed on the night before the opening day of the event and each night thereafter.
- 5) Double decker stands will be charged on the total floor space per m².
- 6) The role of the Stand-by Cleaner is to ensure that your stand is kept clean and presentable at all times and free from the accumulation of waste.
- 7) The bulk waste removal skip is for the removal of waste materials generated during the build-up and tear-down of the exhibition.
- 8) DWTC's Cleaning division unfortunately is unable to clean exhibits.
- 9) DWTC's Cleaning division cannot be held liable for any loss or damage related to the cleaning of the exhibition stand.
- 10) DWTC's Cleaning division does not supply cleaning materials to exhibitors or their contractors.
- 11) In order to guarantee quality of service, exhibition stands must be clear of all contractors' work and materials by midnight on the last day of build-up.

Stand Catering Form_2012

Please Return to DWTC's Customer Contact Centre:

Helpline: +971 4 308 6333 • Fax: +971 4 318 8741 • E-mail: c3@dwtc.com • v07.11_36E

**THE DEADLINE TO RETURN THIS FORM IS 3 WEEKS PRIOR TO THE START OF THE EVENT
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Exhibition Logo

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name	#	Exhibition Date	#
Hall No.	#	Stand No.	#
		Stand Name	#

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)#

First Name				
Last Name			Job Title	
Company Name				
Company Address				
Company City	Postal Code		Country	
Direct No.	Mobile No.		Fax No.	
E-mail (important service information will be sent to this address)				
On-site Contact Name			On-site Contact No.	

Ways to Pay:



(Please select)

CREDIT CARD - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

COMPANY CHEQUE - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.

BANK TRANSFER - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.

Conditions of Sale:

- Dubai World Trade Centre holds the exclusive rights to all catering services within DWTC. Food and beverage, logo bottled water and samples are not permitted to be brought into DWTC by any organiser, exhibitor, contractor or other entity hired as part of the event.
- All catering orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
- "More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event.** Items must be paid within 5 days of ordering or will be automatically cancelled.
- "Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
- Successful delivery of your order is dependent on the correct stand number and name of the exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing c3@dwtc.com.

Stand Catering Form_2012

A World of Possibilities:

Dubai World Trade Centre's Catering division is expert in delivering all your catering requirements during the exhibition. For ease you can order directly using this form by filling out the quantities you require on each day and at what time. However if you have more elaborate plans, such as a lavish breakfast buffet, sumptuous lunch or sophisticated evening cocktail reception, then please contact us and we will be delighted to create a bespoke menu for you for one day or for the entire event. Some examples are shown below:

e.g. All day reception menus from AED 230.00 per person based on a minimum of 25 people, ideal for refreshments throughout the day:

Breakfast Menu Croissants, Danish pastries Pastrami sandwich Chicken mayonnaise sandwich Cheese & tomato sandwich Orange juice Tea and coffee	Lunch Crudités Chicken breast on peach & vanilla chutney Quail egg with chive mousse Asian marinated duck breast Goats cheese with shallot compote Smoked turkey breast mousse with chutney	Dessert Orange tarts with almonds crunch Cheese cake Strawberry tartlets Mini Paris-Brest French chocolate éclairs	Afternoon Tea Assorted luxury sandwiches English cake Broccoli and cheese quiches French pastries Fruit kebabs
---	--	--	--

e.g. Buffet lunch menus from AED 180.00 per person based on a minimum of 25 people, ideal for a more substantial lunch:

Belgium endives salad, yoghurt and orange dressing Mediterranean salad with Romaine lettuce, Grilled halloumi cheese Glass noodle salad with shrimps and lemongrass Hommous Fattoush Roasted baby eggplants and tahina Garden greens, vinaigrette	Kebab selection: Shish tawook, lamb kofta, jojo kebab Emincé of veal in mushroom cream sauce Toulouse fish stew with mussels Vietnamese wok fried beef with broccoli Vegetable rigatoni with tomato sugo Basmati rice	New York carrot cake Chocolate truffle mousse Passion fruit yoghurt cake Vanilla cream profiterole on raspberry sauce
--	---	--

e.g. Canapé collections from AED 220.00 per person based on a minimum of 25 people, ideal for cocktail receptions:

Cold Canapés Crudités Smoked turkey breast & pomegranate Quail egg with chive velvet cream Gulf prawns with coriander dip Hommous on crispy mini Arabic bread Tabouleh in cherry tomato Chervil cream cheese and avocado with capsicum relish	Hot Canapés Teriyaki chicken skewers with soy chive glaze Vegetable samosa Mini kofta kebab Leek and blue cheese tartlets Pepper crusted beef mignons Lamb kebbeh	Dessert Canapés Assorted Arabic sweets and pastries Mini fruit tartlets Lemon curd tarts Apple jalousie Crème caramel
--	---	--

e.g. Light buffet lunches from AED 125.00 per person based on a minimum of 25 people, ideal for entertaining clients on your stand:

The Thai Collection	The Italian Collection	The Indian Collection	The Chinese Collection
Thai style open sandwiches King prawn and pineapple skewers Schezwan crusted salmon Skewered lemongrass chicken Phad Thai style stirfried noodles Sticky chicken wings Assorted savouries	Buffalo mozzarella on ciabatta croûte Cocktail assorted bruschetta Mediterranean quiche with fresh basil Salami of meat & fruits Melon & turkey ham Prawn & penne pasta salad Roasted bell peppers	Punjabi vegetable samosa Shahi paneer tikka kebabs Tandoori chicken, royal chaat Hara bhara salads, coriander dips Luckhnawi chicken biryani Adraki chaamp Mahi tikka hasrati Navratan pulao Kashmiri sabzi kofta Gulab jamuns Fruit platter	Fried shrimps on iceberg lettuce Chinese cabbage and bean sprout salad Green beans and peppers with sesame oil Cantonese roast duck Chinese broccoli, cauliflower with oyster sauce Sweet and sour chicken Wok fried rice with tofu Shanghai fried noodles with mushroom Sago coconut milk with fruits Lychee and mandarin mousse
The Arabic Collection	The English Collection	The Turkish Collection	
Feta cheese and plum potato Mini cheese manakish Lamb kebbeh Lebanese chicken cutlets Hammour sayadiah Oriental rice Fattoush Hommous Fresh fruit platter	Duck tartlets Assorted savory scones Platter of bloomer sandwiches Huntsmen pie with chutney Minted new potatoes Fresh garden salad Strawberry tartlets English cheese board	Antep Ezme - Finely chopped tomato with Bodrum chili paste and capsicum Haydari - Labneh with golden brown sautéed butter and dry mint Kasik Salata - Diced tomato, cucumber, red onion, capsicum, walnut and pomegranate syrup Coban Salata - Sun ripened tomato, red cabbage, onion, with fresh lemon and olive oil Sulu Kofta – Boiled Turkish kofta and carrot and yoghurt Burghul Pilav - Burghul sautéed with onion, capsicum, tomato paste and dry mint Bezalya - Sautéed minced lamb cooked with green beans Imam Bayildi - Eggplant stuffed with minced lamb and baked in the oven with tomato sauce Sutlac - Rice slowly cooked in fresh milk with cinnamon then baked in the oven and served cold Keskul - Milk simmered with vanilla and fresh eggs topped with sliced almond	

Please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at c3@dwtc.com.

Stand Catering Form_2012

Item	Unit	More than 3 weeks prior	Less than 3 weeks prior	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
BAKERY				Please write the quantity of items in the days columns							
Khidri stuffed dates	400gms	160.00	210.00								
Kholas large stuffed dates	400gms	190.00	245.00								
Assorted Danish pastries	20pcs	100.00	130.00								
Assorted croissants	20pcs	100.00	130.00								
Assorted muffins	15pcs	120.00	155.00								
Assorted donuts	15pcs	120.00	155.00								
Banana puffs	15pcs	150.00	195.00								
Sliced tea cake	10pcs	110.00	145.00								
Assorted small cakes	30pcs	190.00	245.00								
Butter cookies	50pcs	120.00	155.00								
American cookies	25pcs	140.00	180.00								
Chocolate brownies	15pcs	120.00	155.00								
CONFECTIONARY											
Wrapped mint candy	1kg	160.00	210.00								
Chocolate truffles	20pcs	140.00	180.00								
Quality Street chocolate box 370g	1pc	70.00	90.00								
Bateel date chocolates	322g	130.00	170.00								
Bateel praline chocolates	220g	125.00	160.00								
Traditional Arabic sweets	400g	170.00	220.00								
Chocolate bars (Mars, Snickers, etc)	1pc	5.00	6.00								
FRUIT											
Sliced fruit platter	30pcs	120.00	155.00								
Seasonal fruit basket	4kg	150.00	195.00								
SANDWICH PLATTERS											
Classic sandwiches	30pcs	190.00	245.00								
Luxury sandwiches	30pcs	220.00	285.00								
Vegetarian sandwiches	30pcs	190.00	245.00								
Mixed sandwiches	30pcs	200.00	260.00								
Savory mixed bagels	15pcs	230.00	300.00								
Savory mixed wraps	30pcs	195.00	255.00								
COLD CANAPÉS											
Smoked salmon & cream cheese	30pcs	230.00	300.00								
Guacamole & lollo rosso	30pcs	210.00	275.00								
Tiger prawns with thyme & lemon	30pcs	230.00	300.00								
Fresh tuna & pesto	30pcs	230.00	300.00								
Smoked turkey & pineapple	30pcs	190.00	245.00								
Brie & pear	30pcs	190.00	245.00								
Quail eggs & spicy mayonnaise	30pcs	170.00	220.00								
Duck breast with orange & ginger	30pcs	210.00	275.00								
Teriyaki chicken with plum dip	30pcs	210.00	275.00								

Stand Catering Form_2012

Item	Unit	More than 3 weeks prior	Less than 3 weeks prior	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
HOT CANAPÉS				Please write the quantity of items in the days columns							
Thai green curried prawns	30pcs	220.00	285.00								
Tandoori chicken & mango salsa	30pcs	210.00	275.00								
BBQ chicken dumplings	30pcs	210.00	275.00								
Lamb kebbeh	30pcs	195.00	255.00								
Chicken satay with peanut dip	30pcs	210.00	275.00								
Steamed seafood wonton	30pcs	220.00	285.00								
Leek & potato quiche	30pcs	170.00	220.00								
Crispy duck spring rolls	30pcs	210.00	275.00								
Cheese burrek	30pcs	210.00	275.00								
Sausage rolls	30pcs	170.00	220.00								
DESSERT CANAPÉS											
Chocolate éclair	30pcs	190.00	245.00								
Passion fruit tartlets	30pcs	170.00	220.00								
Chocolate mousse cups	20pcs	180.00	235.00								
Lemon meringue	30pcs	170.00	220.00								
Apple pie	30pcs	160.00	210.00								
Mandarin lychee mousse with ginger	30pcs	190.00	245.00								
Fruit kebabs	30pcs	180.00	235.00								
White chocolate cheese cake	30pcs	190.00	245.00								
French pastries	30pcs	170.00	220.00								
Assorted French macaroons	20pcs	210.00	275.00								
COLD DRINKS											
Pepsi	24cans	110.00	145.00								
Diet Pepsi	24cans	110.00	145.00								
7up	24cans	110.00	145.00								
Mirinda	24cans	110.00	145.00								
Perrier	24btls	295.00	385.00								
Red Bull	24cans	350.00	455.00								
Club soda	24cans	110.00	145.00								
Flavoured iced tea	24cans	190.00	245.00								
Local mineral water (1.5ltr)	12btls	110.00	145.00								
Evian still mineral water (500ml)	24btls	250.00	325.00								
Acqua Panna still water (500ml)	24btls	250.00	325.00								
San Pellegrino sparkling water (500ml)	24btls	310.00	405.00								
Local mineral water (500ml)	24btls	110.00	145.00								
Granini orange juice	24btls	170.00	220.00								
Granini pineapple juice	24btls	170.00	220.00								
Fresh orange juice	1.5 l	165.00	215.00								
Fresh cocktail juice	1.5 l	175.00	225.00								
Fresh mango juice	1.5 l	210.00	275.00								
Fresh watermelon juice	1.5 l	160.00	210.00								
Fresh lemon and mint juice	1.5 l	160.00	210.00								
Fresh pineapple juice	1.5 l	160.00	210.00								

Stand Catering Form_2012

Item	Unit	More than 3 weeks prior	Less than 3 weeks prior	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
HOT DRINKS				Please write the quantity of items in the days columns							
Tea flask	1.8 l	100.00	130.00								
Suleimani tea flask	1.0 l	95.00	125.00								
Coffee flask	1.8 l	115.00	150.00								
Arabic coffee flask	1.0 l	100.00	130.00								
Hot water flask	1.8 l	75.00	95.00								
Coffee Machine – Dallmayr Kaffee (per day)	1	500.00	650.00								
The following ingredients are recommended for the coffee machine											
Dallmayr coffee packet	100 cups	900.00	1170.00								
Dallmayr milk packet	100 cups	250.00	325.00								
Flavoured tea packet	100 cups	250.00	325.00								
Dallmayr chocolate powder	100 cups	250.00	325.00								
BAR SNACKS											
Lays crisps	40g	5.00	6.00								
Best salted peanuts	30g	5.00	6.00								
SUNDRY ITEMS											
Disposable cups	25	20.00	25.00								
Disposable tumblers	25	20.00	25.00								
Disposable knives	25	10.00	15.00								
Disposable forks	25	10.00	15.00								
Disposable teaspoons	25	10.00	15.00								
Disposable dessert spoons	25	10.00	15.00								
Disposable stirrers	100	10.00	15.00								
Disposable plates (small)	25	20.00	25.00								
Disposable plates (large)	10	20.00	25.00								
Paper napkins	50	15.00	20.00								
Refuse bags	10	20.00	25.00								
Electric cold water dispenser	1	125.00	160.00								
Mineral water (refill)	5gallon	40.00	50.00								
Ice cubes	2.5kg	30.00	40.00								
Service personnel	8hrs	450.00	585.00								
Stewarding	8hrs	250.00	325.00								
EXHIBITOR MEAL OPTIONS											
Sit-in meal voucher	1person	75.00	95.00								
Stand delivery boxed meal											
Hot, vegetarian meal and water	1person	40.00	50.00								
Hot, non-veg meal and water	1person	45.00	60.00								
Luxury sandwich and water	1person	35.00	45.00								

Stand Security Coverage Form_2012

Please Return to DWTC's Customer Contact Centre:

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**THE DEADLINE TO RETURN THIS FORM IS 3 WEEKS PRIOR TO THE START OF THE EVENT
ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO AVAILABILITY**

Exhibition Logo

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name	#	Exhibition Date	#
Hall No.	#	Stand No.	#
		Stand Name	#

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)#

First Name			
Last Name		Job Title	
Company Name			
Company Address			
Company City	Postal Code	Country	
Direct No.	Mobile No.	Fax No.	
E-mail (important service information will be sent to this address)			
On-site Contact Name	On-site Contact No.		

Ways to Pay:



(Please select)

CREDIT CARD - You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

COMPANY CHEQUE - If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted.

BANK TRANSFER - If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 7 working days to ensure that the funds have cleared on time.

Conditions of Sale:

- 1) Dubai World Trade Centre holds the exclusive rights to all security services within DWTC.
- 2) All security orders must be paid in full at the time of ordering. All rates are in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
- 3) **"More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event.** Items must be paid within 5 days of ordering or will be automatically cancelled.
- 4) **"Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
- 5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing c3@dwtc.com.

Stand Security Coverage Form_2012

A World of Possibilities:

Dubai World Trade Centre's Security division is expert in delivering all your security requirements during the exhibition. For ease you can order directly using this form. However if you have more elaborate requirements in securing your stand then please call us and we will be delighted to quote for you.

Please contact us on +971 4 308 6333 or e-mail us at c3@dwtc.com

Item Description	More than 3 weeks prior	Less than 3 weeks prior	Duration				
			Quantity	Start date	Start time	End date	End time
Security personnel – Female (8 hours minimum)	105.00#	135.00					
Security personnel – Male (8 hours minimum)	90.00	115.00					
GRAND TOTAL							

#