

Dubai World Dermatology and Laser
Conference & Exhibition

Dubai Derma[®]
Skin Health is Our Concern 2012

27 – 29 March 2012

Dubai International Convention & Exhibition Centre

EXHIBITOR MANUAL



INDEX[®] Conferences & Exhibitions Organisation Est.
P.O. Box: 13616, Dubai - United Arab Emirates
Em-Sina Medical Complex #27 Block B, Office 201, Dubai Healthcare City
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www.dubaiderma.com

Welcome to **Dubai Derma 2012**

Dear Exhibitor,

On behalf of **INDEX® Conferences & Exhibitions Organisation Est.**, we would like to welcome and thank you for your participation in the **Dubai Derma 2012**.

The Exhibitor Manual will guide you in order to have a successful participation in **Dubai Derma 2012**. Kindly go through the Manual carefully and complete the necessary forms.

The Manual contains a checklist of dates for returning the required forms. To ensure that the services required could be provided with the maximum of ease, these forms must be returned on, or before the date specified.

Wishing you a successful participation at **Dubai Derma 2012**.

Yours sincerely,

Paul Wilson
Executive Director

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EXHIBITION TIMETABLE

Build – up Days for Official and Private Contractors		
SUNDAY	MARCH 25, 2012	8:00 – 23:00
MONDAY	MARCH 26, 2012	8:00 – 23:00
Exhibitors Stand Preparation & Display of Exhibits		
MONDAY	MARCH 26, 2012	8:00 – 23:00
EVENT - 2011 Official Opening Hours		
TUESDAY	MARCH 27, 2012	10:00 – 18:00
WEDNESDAY	MARCH 28, 2012	10:00 – 18:00
THURSDAY	MARCH 29, 2012	10:00 – 18:00
Removal of Exhibits and Dismantling of Stands		
THURSDAY	MARCH 29, 2012	18:00 – 23:00
Final Dismantling of Stands		
FRIDAY	MARCH 30, 2012	8:00 – 23:00

Important note:

- Exhibitors who have booked shell scheme stands are not allowed to access into the halls during the build up days for the Official and Private Contractors. Unloading of goods and display of exhibit must be done after the build-up period. To ensure smooth operations on-site the exhibitors are requested to follow the above-mentioned schedule.
- For “Space Only” Exhibitors who will have their stands built by Private Contractors are requested to coordinate with our Official Stand Contractors for the exact time of their build-up and tear-down.
- The stand must be occupied by MARCH 26, 2012 otherwise the organiser will reserve the space or deal with it in any way they think it will fit and retain any sum of money already paid.
- Exhibitors are allowed to access into the halls one hour before the official opening hours for any work completion.
- The exhibition halls will close at the exact given time.

OFFICIAL ORGANIZER CONTACTS

For Catalogue Entry, Badges & Other Exhibition Inquiries, please contact:

Name: Ms. Mitzie Ague
Mob: +971 50 2562780
E-mail: mitzie.ague@index.ae

For Hotel Reservations, please contact: Hospitality Manager

Name: Mr. Bruno Britto
Mob: +971 50 2957927
E-mail: bruno.britto@index.ae

For Exhibition, Sponsorship & Advertisement Bookings, please contact:

Name : Dr. Matios Tcholakian
Mob: +971 50 7851076
Email : matios.tcholakian@index.ae

INDEX Conferences & Exhibitions Organisation Est.
Address: P.O. Box: 13636, Dubai-UAE
Tel: +971 4 3624717
Fax: +971 4 3624718

OFFICIAL CONTRACTOR CONTACTS

For Audio Visuals, please contact:

AV Concepts

Ms. Rekha Sanjeev
AV Concepts LLC
P.O. Box 119072
Tel: +971 4 3470714
Fax: +971 4 3470725
Cell: +971 50 7884416
Email: rekha@avc.ae

For Custom-made Stands, please contact:

Bigdot

Address: P.O. Box: 13636, Dubai-UAE
Tel: +971 4 3635355
Fax: +971 4 3635356
Email: contact@big.ae
Website : www.big.ae

For Shell Scheme Stands, Stand Fittings, Fascia, Electrical Requirements, Furniture & Display items, please contact:

Mr. Marwan Merhi

Top Exhibitions Organiser

Tel: +971 4 2894470
Mob: +971 50 6548607
Fax: +971 4 2894480
E-mail: topex@emirates.net.ae

For Telecommunication, Data Services & Satellite Cable Requirements, Stand Catering and Cleaning Services, Rigging Services, Security Stand Coverage, please contact:

Customer Contact Centre

Dubai World Trade Center

Helpline: +971 4 3086333
Fax: +971 4 3188741
E-mail: c3@dwtc.com

For Shipping & Transportation of Exhibits, please contact:

Mr. Marvyn Mathias/Ms. Beth Madrid

DB Schenker Exhibition Department

Address: P O Box 62532, Deira, Dubai-UAE
Tel: +971 4 2956111
Fax: +971 4 2941045
E-mail: marvyn.mathias@dbschenker.com
beth.madrid@dbschenker.com

For Insurance Services, please contact:

Mr. Prakash K. Naik

Oman Insurance Company (P.S.C.)

Tel: +971 4 2624000
Fax: +971 4 2690110
E-mail: oicem@oicem.com
Website: www.oicem.com

For Flowers / Plants Hire, please contact:

Ms. Leena Mostafa

BLOOMS

Tel: +971 4 3440912
Mob: +971 50 4517286
Fax: +971 4 344 7990

GENERAL INFORMATION

1. ORGANISER

INDEX® Conferences & Exhibitions Organisation Est.

Address: P.O. Box: 13636, Dubai-United Arab Emirates
Ibn Sina Bldg., Block B, Office 203 - Dubai Healthcare City
Tel: +971 4 3624717; Fax: +971 4 3624718
E-mail: index@emirates.net.ae / derma@index.ae / info@dubaiderma.com
Website: www.index.ae / www.dubaiderma.com

2. ORGANISER'S OFFICE

The Organiser's Office is fully operational throughout the exhibition including build up & tear down, which is located in the main entrance of Sheik Rashid Hall of the Dubai International Convention & Exhibition Centre (DICEC).

3. THE VENUE

Dubai International Convention & Exhibition Centre (DICEC) – Sheikh Rashid Hall
P.O. Box: 9292, Sheikh Zayed Road, Dubai – United Arab Emirates

4. EXHIBITION OFFICIAL INAUGURATION

DUBAI DERMA 2012 Exhibition will be officially inaugurated on Tuesday, March 27, 2012 at 10:00am.

During the inauguration, the exhibition hall will be sealed off for security purposes and exhibitors will be subject to a security search. Please note that only exhibitors wearing badges will be allowed to enter at this time.

5. EXHIBITION DATES & TIMINGS

The opening hours will be:

TUESDAY	MARCH 27, 2011	10:00 – 18:00
WEDNESDAY	MARCH 28, 2011	10:00 – 18:00
THURSDAY	MARCH 29, 2011	10:00 – 18:00

6. CONFERENCE DATES & TIMINGS

The opening hours will be:

TUESDAY	MARCH 27, 2011	9:00 – 17:30
WEDNESDAY	MARCH 28, 2011	9:00 – 17:30
THURSDAY	MARCH 29, 2011	8:30 – 17:00

7. AUTHORISED SIGNATORIES

The Exhibitor must undertake to indemnify the Organiser from any payment, which the Organiser are called upon to make to the local authorities on the Exhibitor's behalf in respect of any customs levy, tax, fine or other monies due from the Exhibitor. The organiser requires a list of personnel authorised to place orders on behalf of the exhibitor with **INDEX[®] Conferences & Exhibitions Organisation Est.**, their contractors and sub-contractors. Two specimen signatures are required from each authorised signatory. Please refer to **Form 1**.

8. EXHIBITOR BADGES

Identification badges will be issued free to all stand personnel. These are not transferable. Strict security will be maintained at the exhibition site and exhibitors without their badges are not allowed to enter the exhibition hall. Badges can be collected at the Organiser's Office. If a badge is lost or misplaced, please report to the Organiser's Office. Please refer to **Form 2**.

Note: These badges do not permit entry to the Conference Halls.

9. CONTRACTOR BADGES

All contractors must follow the procedure below for access to the halls during build-up and tear down:

Individual/ Group 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 Organization 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. 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 identification (as stated above).

Each contractor badge will be charged AED 20.00 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. AED 200.00 will be charged per badge including an entrance fee of AED 100.00 and a refundable deposit of AED 100.00. 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.

Note: This policy is applicable to exhibition and conference contractors.

10. EXHIBITOR'S PACKAGE

Exhibitors will be provided an exhibition package which contains useful information such as the official show catalogue, opening ceremony invitation cards and exhibitor badges. Please collect your package on arrival at the Exhibition site - Organiser's Office.

11. EXHIBITION CATALOGUE

The Official Catalogue will comprise of alphabetical list of exhibiting companies, general information about the conference and exhibition, product and services index. Exhibitors are entitled to one complimentary entry, which will include their name, address, and the contact details plus official logo of the company, their brands, products & services. Form and high-resolution logos should be submitted on or before the date specified on the form.

Copies of the Catalogue will be distributed to all exhibitors, visitors and conference delegates of the event. Please refer to **Form 3**.

12. EXHIBITOR PRODUCTS & SERVICES INDEX

All exhibitors are entitled to a complementary listing in the products and services index of Dubai Derma 2012 official catalogue, which is compulsory to return on or before the date specified on the form. Please refer to **Form 3**.

13. FASCIA NAME PANEL

All exhibitors taking “Shell Scheme” stands must send their fascia name panel to the organizer on or before the date specified on the form. If you wish to add your company logo on the fascia panel, please send your logo by e-mail for further quotation. Please refer to **Form 4**.

14. ADVERTISING – OFFICIAL CATALOGUE

If you wish to advertise in the event’s Official Catalogue, please contact the Organizer or refer to **Form 5**.

15. PRACTICAL WORKSHOPS

Exhibitors will have the opportunity to make a presentation on new equipments, products, processes or technology at a series of demos being organized in parallel with the exhibition. Please refer to **Form 6**.

Venue & Facilities

The demonstration room is located inside Sheikh Rashid Hall. The demo room will be provided with the following facilities:

- Seating of up to 20 seats and top table with 3 chairs for the speakers.
- Audio Visual Aids
 - Flip Chart
 - Television and VCR
 - LCD Projector
- Proper signage will be placed in strategic points around the exhibition complex.

Timings

Each demo will run during the opening hours of the exhibition. Exhibitors can have more than one demo per day. All the demos will be allocated on a priority basis.

Promotion

The demos program will be promoted in Dubai Derma 2011 official catalogue and Dubai Derma website.

16. SPONSORSHIP & PROMOTIONAL OPPORTUNITIES

To increase your visibility and promotion of your company and products, a series of

sponsorship and promotional opportunities are on offer. We would be delighted discuss any other ideas, which you believe would enhance the image and perception of your company and products. Please contact the Organizers.

17. HOTEL RESERVATION

INDEX Hospitality offer special rates on selected hotels in Dubai for the duration of the event for any hotel inquiries please contact our hospitality coordinator or refer to **Form 7**.

18. VISA APPLICATION

Visas are required for all nationalities except nationals from GCC countries (Saudi Arabia, Oman, Kuwait, Qatar and Bahrain), Western European countries (UK, France, Italy, Germany, Holland, Belgium, Luxembourg, Switzerland, Austria, Sweden, Norway, Denmark, Portugal, Ireland, Greece, Finland, Spain, Monaco, Vatican City, Iceland, Andorra, San Marino and Liechtenstein) as well as (USA, Australia, New Zealand, Japan, Brunei, Singapore, Malaysia, Hong Kong and South Korea).

If your country of citizenship is not mentioned above, the organisers can assist you in acquiring a visa for the duration of the event. Please be informed that as per the new directives issued by the Dubai Immigration Authorities, Medical Insurance is mandatory for any person travelling to the United Arab Emirates. Please refer to **Form No. 8**.

19. STAND CONSTRUCTION

- a. The organisers have appointed TOP EXHIBITION as the **OFFICIAL STAND CONTRACTOR** for shell scheme stand construction and technical services at the Exhibition. TOP EXHIBITION will be responsible for the supervision and erection of Shell Scheme exhibition stands and will provide full on-site technical services. They are also responsible for stand servicing and maintenance through their contractors or sub-contractors for the whole period of the exhibition.
- b. The Organisers have selected BIGDOT as the **PREFERRED & RECOMMENDED STAND CONTRACTOR** for space only stands.

20. FURNITURE & DISPLAY REQUIREMENT

The Official Stand Contractor offers furniture and display equipment on a rental basis for the duration of the exhibition. Please refer to **Form 9**.

21. ELECTRICAL REQUIREMENT

All electrical requirements must be undertaken and approved by the Official Contractor. Please refer to **Form 10**.

22. NOTICE OF INTENTION TO ERECT A STAND AND/OR CARRY OUT ELECTRICAL INSTALLATIONS

Exhibitors, who wish to erect their stand and/or carry out electrical installations on their own, may do so. Exhibitors must provide details of works to be carried out including dimensional drawings showing the front, side & back perspectives, elevation and floor layout of the stand. Please refer to **Form No. 11, 12 & 13**.

23. AUDIO VISUAL REQUIREMENT

A range of audiovisual equipment is available on a rental basis for the duration of the exhibition. Please refer to **Form 14**.

24. FREIGHT & SHIPPING SERVICES

The organisers have appointed and authorised DB SCHENKER as the Official Freight Forwarder and Site Handling Agent for the event. Please refer to **Form 15** for freight and shipping services.

25. INSURANCE SERVICES

The exhibitors shall indemnify and hold harmless INDEX Conferences & Exhibitions Organisation Est., its personnel, agents, etc. against and from all liabilities, losses, damages, costs, charges, expenses, actions, proceedings, claims and demands incurred by it and them as a result of or in connection with any loss, injury (including death) or damage directly or indirectly resulting from any act or omission of the exhibitor or any of its personnel, agents, contractors, and sub-contractors.

The exhibitor shall ensure that the Public Liability Policy referred to above, contains a waiver by the insurers of any and all rights of subrogation. They might otherwise be able to exercise against the Organisers or any of its directors, officers, employees and agents. The Organiser shall be entitled to inspect the aforementioned policy. Please refer to **Form 16**.

26. TELECOMMUNICATION SERVICES

Telephone and facsimile services are provided by Dubai World Trade, please refer to **Form 17**.

27. DATA SERVICES

For any requirement for data services please refer to **Form 17**.

28. RIGGING

For any requirement for rigging please refer to **Form 18**.

29. STAND CLEANING SERVICES

The organizers will arrange for the general cleaning of the exhibition halls. For daily stand cleaning, please refer to **Form 19**.

30. STAND CATERING SERVICES

For stand catering services, please refer to **Form 20**.

31. CATERING DISCLAIMER

For stand catering disclaimer, please refer to **Form 21**.

32. SECURITY STAND COVERAGE

For security stand coverage, please refer to **Form 22**.

33. VEHICLE DISPLAY

For authorization of vehicles that need to be displayed, please refer to **Form 23**.

34. RAFFLE DRAW

For guidelines to conduct a raffle draw during the event, please refer to **Form 24**.

35. STORAGE OF EMPTY CRATES AND BOXES

The Exhibitors are not allowed to store boxes or crates within the exhibition halls. It is the exhibitor's responsibility to ensure that crates and boxes are quickly disposed or stored until required for reshipment at the end of the exhibition.

Exhibitors should avail of the services provided by the appointed Official Freight Forwarder/On-site handling agent, please contact Clarion Shipping Services for assistance.

36. BANKS /CREDIT CARDS/CURRENCY

Most International Banks are available in Dubai. Foreign currencies, cash, or traveler's cheque can be exchanged in Dubai. Visa, Master Card, American Express, and other International Cards are good for purchases at all outlets in Dubai. The official currency is the UAE Dirham (AED) and the exchange rate is 1 US Dollar = 3.685 Dirhams.

37. TELEPHONE, FAX & INTERNET FACILITIES

Local telephone and fax facilities are available at the organiser's office. However, international calls can be done through personal mobile phones or through Etisalat phone booths, telephone cards can be purchased from the Etisalat outlet located between concourse 5 & 6. Faxes can be received at the organiser's office. However, sending international faxes and using Internet can be arranged at the business centre (DICEC).

38. CAR PARKING FACILITIES

Paid and Free Car park areas are available within the venue.

39. TRANSPORTATION

Public transports are widely available and offer a safe and convenient mode of transport.

RULES & REGULATIONS

1. DISPLAY OF MATERIAL

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

2. OCCUPATION OF STAND

The stand must be occupied by MARCH 26, 2011 otherwise the organisers will reserve the space or deal with it in any way they think it will fit and retain any sum of money already paid.

3. ELECTRICAL SUPPLY

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

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

4. GENERAL INFORMATION ABOUT STANDS

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

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

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

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

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

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

A. SPACE ONLY

Exhibitors who wish to erect their own stand may do so, provided prior indication should be made on signing the application form. "Space Only" exhibitors, must provide the layout, elevation & the perspective drawings of their proposed design for approval, at least two months before the event in order to obtain approval from the Dubai World Trade Centre.

No carpet or power supply will be provided for space only stands.

Main supply must be ordered from the official contractor – Top Exhibitions (Please refer to Form no. 9), a month before the event, and it is their responsibility to terminate the power line with distribution board, and ELCB.

The Dubai World Trade Centre reserves the right to reject any design, likely to unreasonably obscure or affect nearby exhibitors sites, or safety. The Maximum height allowed for single storey space stands is 4 meters and for double decker stands is 6 meters.

All space-only contractors must provide a refundable performance bond of Dhs. 500/sqm, paid to organizers – INDEX Conferences & Exhibitions Org. Est. This amount will be used towards any damages caused by the contractor during the buildup or teardown of stands. Any costs borne by the official contractor will be deducted from the bond without prior notice and/or approval. This includes (but is not restricted to) non-completion of work, unpaid orders and venue fees/fines. Contractors may not commence build-up before the bond is handed over to organizers – INDEX Conferences & Exhibitions Org. Est.

All exhibitors who wish to erect a double-decker stand are required to pay a processing fee of AED1000 charged by the Dubai World Trade Centre in a form of a non-refundable current dated check to INDEX Conferences & Exhibitions Org. Est.

The maximum height for dividing walls of single-storey stands is 4m

Peripheral Walling: Long runs of walling along open perimeters of stands (facing the aisles) are not permitted. Where long runs of walling need to be present along open sides they must be presented by display items and not left in plain colors. If perimeter walling is more than 1m high, it must not occupy more than one-third of any one side. If long runs of walling are essential they must be recessed by 0.5m from the perimeters of the occupied space and will be subject to written approval by the Organizers.

Dividing Walls: On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must

be clad and decorated on both sides, with the reverse side being decorated from 2.4m upwards by the exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only. The minimum height for dividing walls is 2.5m.

B. SHELL SCHEME

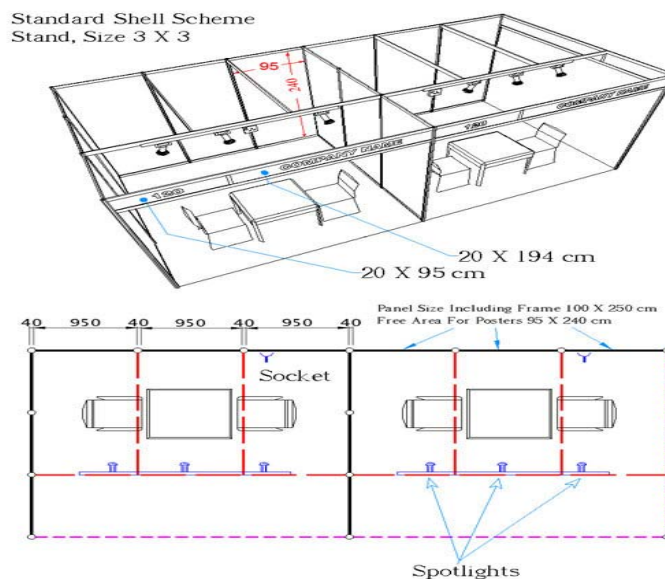
Most booths have a standard size of 3x3 meters. Any additional space will be provided as per the Exhibitors request.

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

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

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

Shell Scheme Drawing



SEPARATE MEETING SPACE

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

5. HAZARDOUS GOODS

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

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

6. FIRE PRECAUTIONS

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

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

7. STAND AREA LIMITATIONS

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

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

8. SECURITY

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

9. EXHIBITOR ADMISSION TO THE HALLS

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

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

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

10. NO SMOKING IN THE VENUES

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

11. STORAGE AND UNPACKING OF STAND MATERIAL

The Exhibitors are not allowed to store boxes or crates within the exhibition hall or behind the exhibition stand/s. It is the exhibitor's responsibility to ensure that crates are quickly disposed or stored until required for reshipment at the end of the exhibition.

Exhibitors should avail of the services provided by the appointed Official Freight Forwarder/On-site handling agent for any assistance. Please refer to Freight & Shipping Services.

12. HOUSEKEEPING AND DISCARDING OF MATERIALS

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

13. TROLLEYS IN THE CONCOURSE

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

EXHIBITORS' CHECKLIST OF IMPORTANT FORMS AND DATES

COMPULSORY FORMS FOR ALL			
Form	Item	Page	Cut-off date
1	Authorized Signatories	17	15 February 2012
2	Exhibitor Badges	18	15 February 2012
3	Exhibition Catalogue and Products & Services Index	19	25 February 2012
COMPULSORY FORM FOR SHELL-SCHEME STANDS			
4	Fascia Name Panel	22	25 February 2012
COMPULSORY FORMS FOR SPACE-ONLY STANDS			
11	Space Only Stand Form (To be filled up by Exhibitor)	33	1 February 2012
12	Exhibition Stand Structure	34	25 February 2012
13	Space Only Stand Approval Form (To be filled up by Contractor)	36	25 February 2012

REQUISITION FORMS			
Form	Item	Page	Cut-off date
5	Advertising-Official Catalogue	23	25 February 2012
6	Practical Workshop	24	10 February 2012
7	Hotel Reservation	25	15 February 2012
8	Visa Application	26	15 February 2012
9	Furniture / Display Requirement	28	15 February 2012
10	Electrical Requirement	32	15 February 2012
14	Audio Visual Requirement	37	15 February 2012
15	Freight and Shipping Services	39	25 February 2012
16	Insurance Services	54	25 February 2012
17	Telecommunications & Data Services	56	20 February 2012
18	Rigging	59	20 February 2012
19	Stand Cleaning	63	20 February 2012
20	Stand Catering	65	20 February 2012
21	Catering Disclaimer	70	20 February 2012
22	Security Stand Coverage	74	20 February 2012
23	Vehicle Display	76	25 February 2012
24	Raffle Draw	77	20 February 2012

Please note:

- All compulsory forms must be returned to INDEX Conferences & Exhibitions Organisation Est. within the stipulated cut-off dates.
- In order to avoid any delay on the services, please follow the instructions and submit requirements on time.
- Exhibitors who have booked their space after the original cut-off date should submit all the required forms within 7 days of signing the contract.

Form 1

AUTHORIZED SIGNATORIES
Cut-off-date: 15 February 2012

Please complete and return this form to:
INDEX® Conferences & Exhibitions Organisation Est.
Address: P.O. Box: 13636, Dubai-United Arab Emirates
Tel: +971 4 3624717 – Fax: +971 4 3624718
E-mail: info@dubaiderma.com - Website: www.dubaiderma.com

Company Name: _____

Contact Person: _____

Stand No.: _____ **Hall No.:** _____

Tel: _____ **Fax:** _____

P.O. Box: _____ **Address:** _____

E-mail: _____ **Website:** _____

The name/s of the following personnel are authorised to place orders on behalf of the above-mentioned company with **INDEX CONFERENCES & EXHIBITIONS ORGANISATION EST.**, their contractors and sub-contractors throughout **AEEDC DUBAI 2011**.

- This form may only be signed by a Director or Partner of the Exhibiting Company.
- Specimen signature/s is required from each authorised signatory.

NAME	SIGNATURE	SIGNATURE

Name: _____ Position: _____

Signature: _____ Date: _____

Form 3

EXHIBITION CATALOGUE ENTRY AND
PRODUCTS & SERVICES INDEX
Cut-off-date: 25 February 2012

Please complete and return this form to:
INDEX[®] Conferences & Exhibitions Organisation Est.
Address: P.O. Box: 13636, Dubai-United Arab Emirates
Tel: +971 4 3624717 – Fax: +971 4 3624718
E-mail: E-mail: info@dubaiderma.com - Website: www.dubaiderma.com

Company Name:	_____	
Contact Person:	_____	
Stand No.:	_____ Hall No.:	_____
Tel:	_____ Mob:	_____
Fax:	_____ P.O. Box:	_____
Address:	_____	
E-mail:	_____ Website:	_____

(The above-mentioned address will be printed in the official catalogue)

Each exhibitor is entitled to a Catalogue entry which consists of the address, contact details and logo/s of the company &/or the brands it is distributing and the products & services list. The information provided above will be printed in the official catalogue along with a high resolution logo/s of the company &/or the brands it is distributing and the products & services list. Catalogue entry must be sent by e-mail to info@dubaiderma.com on or before the deadline date mentioned above.

Exhibitors are entitled to a complimentary listing of their company products and services. Please Mark the category in which your company should be placed.

- 01 Acne Medicines & Treatments
- 02 AHA Products
- 03 Anti-Aging Products
- 04 Anti-Inflammatory Treatments
- 05 Anti-Microbial Washes & Gels
- 06 Anti-Wrinkles
- 07 Aroma Body Care
- 08 Astringent
- 09 Baby Skin Care Products
- 10 Balms & Ointments
- 11 Beauty Services

- 12 Body Exfoliates
- 13 Body Hygiene
- 14 Body Oils & Aromatherapy
- 15 Cellulite Treatments
- 16 Chemical Skin Peels
- 17 Collagen Treatments
- 18 Curing Lasers/Lights
- 19 Dermatology Associations
- 20 Dermatology & Skin Disease Detectors
- 21 Detergents & Disinfectants
- 22 Educational Institution
- 23 Electrosurgical Equipments
- 24 Enhancers
- 25 Essential Oils
- 26 Facial Masks, Enzymes, Scrubs
- 27 Facial Moisturizers
- 28 Fitness Instruments
- 29 Foot Care Products
- 30 Glycolic Acid Products
- 31 Hair Care Products
- 32 Hair Inhibitors
- 33 Hair Loss Treatments
- 34 Hair Removal Equipments & Treatments
- 35 Hair Transplantation
- 36 Hand & Body Moisturizers
- 37 Herbal Medicines
- 38 Herbal Products
- 39 Hormones
- 40 Hydrators
- 41 Instruments & Apparatus for Dermatology
- 42 Internal Skin Care
- 43 Irritations
- 44 Laser Delivery Devices
- 45 Laser Equipment & Accessories
- 46 Laser Surgical Instruments & Equipments
- 47 Laser System & Platforms
- 48 Laser Therapy Equipment
- 49 Laser Treatment
- 50 Massage System
- 51 Medical Beauty Equipment
- 52 Medical Implants
- 53 Mineral Baths & Salts

- 54 Nail Treatments
- 55 Natural Product & Fruit Acids
- 56 Personal Care
- 57 Pharmaceuticals & Drugs
- 58 Pigment Control Products
- 59 Pigmentation / Hyperpigmentation Treatments
- 60 Photo Equipment
- 61 Plastic Surgery Equipments
- 62 Post Peel Products
- 63 Publishers & Magazines
- 64 Restoring Moisture
- 65 Retinoid & Other Anti-Aging Products
- 66 Scars & Stretch Marks Treatment
- 67 Self – Tanners
- 68 Shampoos & Conditioners
- 69 Silicon Products
- 70 Skin Cleansing / Toning
- 71 Skin Fillers
- 72 Skin Healing
- 73 Skin Peeling Products
- 74 Skin Rejuvenation Products
- 75 Skin Treatment Equipments
- 76 Skin Whitening & Bleaching
- 77 Soaps & Soap Kits
- 78 Soft Peel
- 79 Spa Treatments
- 80 Sun Protection
- 81 Tissue Enhancement Products
- 82 Vitamin Therapies
- 83 Well-Being Products
- 84 Wound Care
- 85 Wrinkles & Hydration Treatments

Name: _____ Position: _____

Signature: _____ Date: _____

Form 5

ADVERTISING – OFFICIAL CATALOGUE
Cut-off-date: 25 February 2012

Please complete and return this form to:
INDEX[®] Conferences & Exhibitions Organisation Est.
Address: P.O. Box: 13636, Dubai-United Arab Emirates
Tel: +971 4 3624717 – Fax: +971 4 3624718
E-mail: info@dubaiderma.com - Website: www.dubaiderma.com

Company Name: _____

Contact Person: _____

Stand No.: _____ Hall No.: _____

Tel: _____ Mob: _____

Fax: _____ P.O. Box: _____

Address: _____

E-mail: _____ Website: _____

- | | |
|---|------|
| <input type="checkbox"/> Front Cover – Outside Double | US\$ |
| <input type="checkbox"/> Front Cover -Inside | US\$ |
| <input type="checkbox"/> Back Cover - Inside | US\$ |
| <input type="checkbox"/> Back Cover - Outside | US\$ |
| <input type="checkbox"/> Full Page - Inside | US\$ |

Technical Specifications

Publication Size: Full page Trim (28.5 cm x 21 cm)

Printed: Offset, CPC

Binding: Saddle Stitched

Cd-Rom, Compatible with Mac computers in the following formats:

Mac, Eps, Tiff, JPEG, Ai. Images in high resolution, 300 dpi.

Programs: Adobe Photoshop, Quark X-press, Adobe Illustrator.

Film Positives: Four color separations should be supplied, as one piece per color and identified by color.

Right reading emulsion side down.

Line Screen: 133 dots x line or 50-55 lines x cm.

Color proof: Please provide color progressive, Match print or Cromalin.

Name: _____ Position: _____

Signature: _____ Date: _____

Form 6

PRACTICAL WOKSHOP
Cut-off-date: 10 February 2012

Please complete and return this form to:
INDEX® Conferences & Exhibitions Organisation Est.
Address: P.O. Box: 13636, Dubai-United Arab Emirates
Tel: +971 4 3624717 – Fax: +971 4 3624718
E-mail: info@dubaiderma.com - Website: www.dubaiderma.com

Company Name: _____ Contact Person: _____ Stand No.: _____ Hall No.: _____ Tel: _____ Mob: _____ Fax: _____ P.O. Box: _____ Address: _____ E-mail: _____ Website: _____
--

Please tick your option below:

27 March	28 March	29 March
<input type="checkbox"/> 14:00 – 15:30	<input type="checkbox"/> 09:00 – 10:30	<input type="checkbox"/> 09:00 – 10:30
<input type="checkbox"/> 16:00 – 17:30	<input type="checkbox"/> 11:00 – 12:30	<input type="checkbox"/> 11:00 – 12:30
	<input type="checkbox"/> 14:00 – 15:30	<input type="checkbox"/> 14:00 – 15:30
	<input type="checkbox"/> 16:00 – 17:30	<input type="checkbox"/> 16:00 – 17:30

- Each session costs AED 5000 / \$ 1370
- Please note that lasers and injections are not allowed as per the rules and regulations imposed by the Ministry of Health.

Complete the following in **BLOCK** letters:

DEMO 1

Company	
Title of Demonstration	
Speaker	

Brief description: _____

DEMO 2

Company	
Title of Demonstration	
Speaker	

Brief description: _____

Name: _____ Position: _____
 Signature: _____ Date: _____

not cover chronic illnesses that already exist but will cover treatment if serious complications occur while in the UAE. In the case of a death, the policy will cover up to Dhs. 7,000 of the cost of repatriating a body.

2. For those who have a valid international medical insurance, kindly send along with this form for verification.
3. To issue the visa, you should enclose a clear copy of your passport and passport size photo in Jpeg file along with this form. The passport copy should specify the information mentioned above.
4. Any discrepancies between the passport contents and the information above mentioned will hinder your visa issuing process.
5. Visa will be issued only for a valid passport (at least for six months validity).
6. Issuing of Visa is governed by the United Arab Emirates Authorities and this application does not guarantee the issuing of the visa.
7. Nationals from the following countries will be issued a visit visa upon arrival: GCC countries (Saudi Arabia, Oman, Kuwait, Qatar and Bahrain), Western European countries (UK, France, Italy, Germany, Holland, Belgium, Luxembourg, Switzerland, Austria, Sweden, Norway, Denmark, Portugal, Ireland, Greece, Finland, Spain, Monaco, Vatican City, Iceland, Andorra, San Marino and Liechtenstein) as well as (USA, Australia, New Zealand, Japan, Brunei, Singapore, Malaysia, Hong Kong and South Korea)

Note: The list of the countries mentioned above is subject to change as per the rules of the Government of Dubai, United Arab Emirates.

Medical Insurance Fee:

60 AED.

PAYMENT can be made either by cash or credit card to: INDEX® Conferences & Exhibitions Organisation Est.

PAYMENT DETAILS: Cash Visa Master Card

Credit Card No.

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiry Date ___ ___ / ___ ___
Month Year

Name on Card _____

AUTHORIZATION NOTE

Please debit my credit card with an amount of AED _____ I, _____ the card holder will honor this transaction and not hold INDEX Conferences & Exhibitions Organisation Est. responsible if the credit card number has been compromised

CANCELLATION POLICY

I understand that the above mentioned medical insurance fee will be non-refundable.

Signature: _____ Date: _____

Form 9

FURNITURE & DISPLAY REQUIREMENT
Cut-off-date: 15 February 2012

Please complete and return this form to:
Top Exhibitions
P.O. Box: 10931, Dubai-United Arab Emirates
Tel: +971 4 2895958 / 2894470
Fax: +971 4 2894480
E-mail: topex@emirates.net.ae

Company Name: _____

Contact Person: _____

Stand No.: _____ Hall No.: _____

Tel: _____ Mob: _____

Fax: _____ P.O. Box: _____

Address: _____

E-mail: _____ Website: _____

S/N	ITEM	SIZE CM	PRICE US\$	QTY	TOTAL PRICE
A1	Information Counter	200x50x100	104		
A2	Lockable Counter	100x50x90	58		
A3	Reception Counter	100x50x105	69		
A4	Curved Counter	R=100, H=90	87		
B1	High Stool - Chrome		41		
B2	Adjustable Stool		55		
B4	Low Stool		35		
C1	Upholstered Chair		23		
C2	Sofa Seat		57		
D1	Round Table – Chrome	D= 80 x H=75	46		
D2	a) Square Table – Chrome, White	80x80x75	45		
	b) Square Table – White	70x70x75	41		
D3	Adjustable Table	D= 60 x H= 70-90	55		
D4	Bar Table - Chrome	D= 60 x H= 120	52		
D5	Coffee Table	50x50x45	29		
D6	Large Table	120x70x75	58		
E1	Low Showcase	100x50x100	115		
E2	Tall Showcase	85x45x190	138		
E3	Octanorm Showcase	100x50x90	104		
F1	Exhibit Base	a) 50x50x50	35		
		b) 50x50x75	41		
		c) 50x50x100	52		
G1	a) Flat Shelf Wooden	100x30x1.8	12		

	b) Flat Shelf Glass	100x30x0.8	35		
G2	Slope Shelf	100x30x0.9	14		
H1	Folding Door	100x200	81		
H2	Garment Hanger	L= 130 x H= 170	52		
H3	Brochure Holder Table Top	3 levels - Prespex	35		
H4	Brochure Holder Free standing	10 pocket	46		
H5	a) Small Pegboard + 6 Hooks	90x120	46		
	b) Small Pegboard + 6 Hooks	45x120	35		
H6	a) Big Pegboard + 12 Hooks	90x240	69		
	b) Big Pegboard + 8 Hooks	45x240	46		
H7	Grid Panel (70x70 holes)	90x180 + 10 Hooks	58		
H8	Waste Basket		6		
J5	TV Stand	50x50x120	58		
J6	Coffee Machine		41		
J8	Refrigerator	48x53x82	92		
				TOTAL US\$	

IMPORTANT NOTE

1. *Orders are valid only when accompanied by full remittance*
2. *Transfers should be made **Net of all bank Charges**, to*

Top Exhibitions

A/C No. 102 238 577 1401

Emirates NBD, Rashidiya Branch, Dubai - UAE

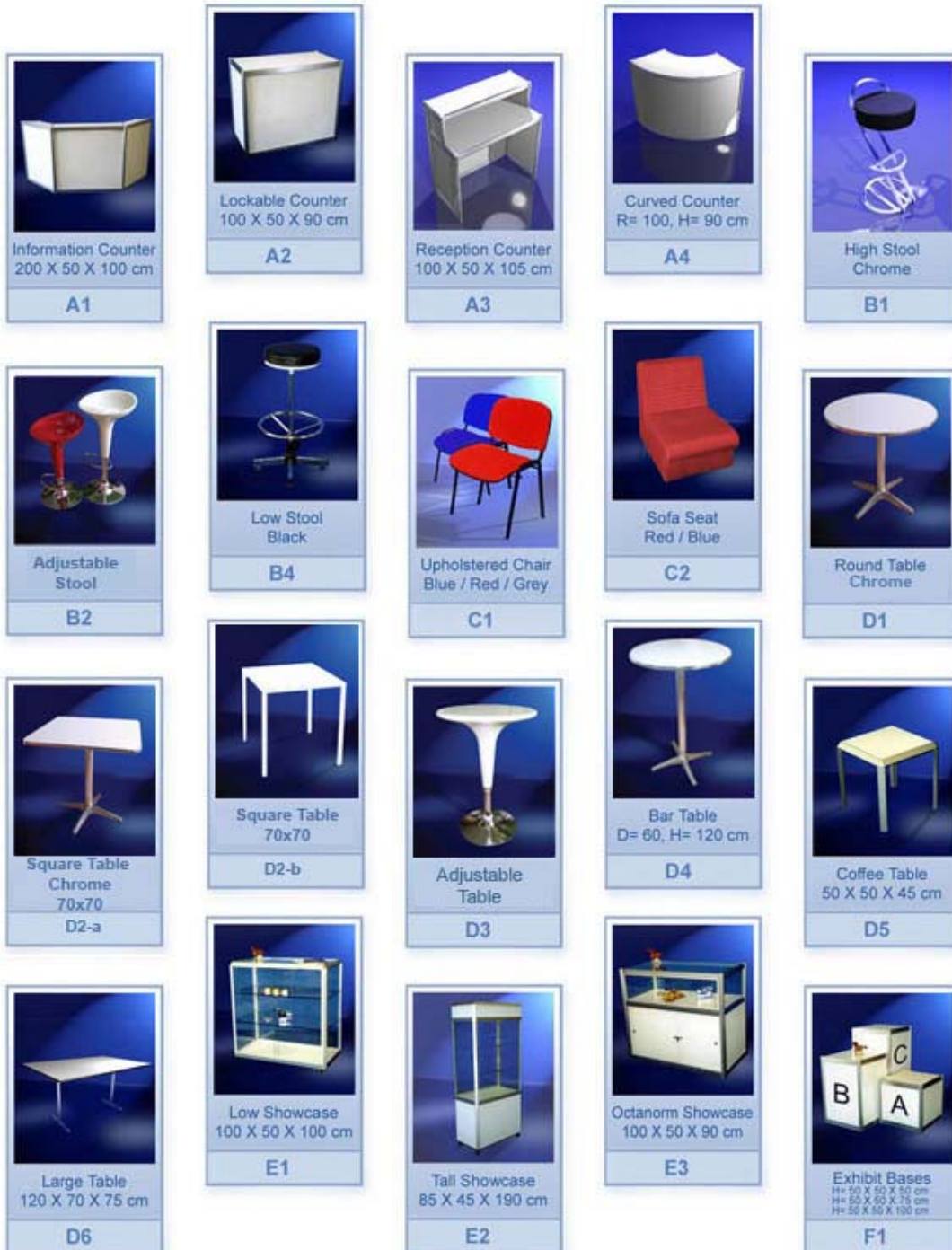
Swift Code: EBILAEAD

IBAN: AE 4902 6000 102 238 577 1401

3. *Late orders will be subject to availability and to 30% surcharge.*
4. *Prices are for the entire duration of the show.*
5. *Only local cheques are accepted.*

Name: _____ Position: _____

Signature: _____ Date: _____





Flat Shelf
100 X 30 cm

G1



Slope Shelf
100 X 30 cm

G2



Folding Door
200 X 100 cm

H1



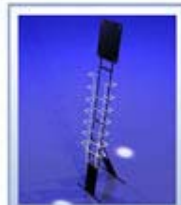
Garment Hanger

H2



Brochure Holder
Table Top

H3



Brochure Rack
Free Standing

H4



Small Pegboard
90 X 120 cm

H5



Big Pegboard
90 X 240 cm

H6



Grid Panel
90 X 180 cm

H7



Wast Basket

H8



Coffee Machine

J6



Refrigerator
48 X 53 X 82 cm

J8



TV Stand
50 X 50 X 120 cm

J5

Form 10

ELECTRICAL REQUIREMENT
Cut-off-date: 15 February 2012

Please complete and return this form to:
Top Exhibitions
P.O. Box: 10931, Dubai-United Arab Emirates
Tel: +971 4 2895958 / 2894470
Fax: +971 4 2894480
E-mail: topex@emirates.net.ae

Company Name:	_____
Contact Person:	_____
Stand No.:	_____ Hall No.: _____
Tel:	_____ Mob: _____
Fax:	_____ P.O. Box: _____
Address:	_____
E-mail:	_____ Website: _____

ELECTRICAL FITTINGS

C/N	ITEM	COST US\$	QTY	TOTAL US \$
EF1	100W Standard Spotlight	35		
EF2	100W Arm Spotlight	41		
EF3	300W Halogen Floodlight	57		
EF4 a	13A Socket Outlet	40		
EF4 b	13A Socket Outlet on 24 Hours	150		
EF5	15A Socket Outlet	46		
EF6	40W Fluorescent Fixture	35		
EF7	Extension Cord	20		
EF8	Multi-pin Adaptor	6		

MAIN SUPPLY

C/N	ITEM	COST US\$	QTY	TOTAL US \$
MS1	24 Hour Supply	+ 30% of Below Prices		
MS2	15A Single Phase Main	220.00		
MS3	30A Single Phase Main	360.00		
MS5	15A Three Phase Main	480.00		
MS6	30A Three Phase Main	740.00		
MS7	60A Three Phase Main	1300.00		
MS7a	100A Three Phase Main	2400.00		
MS8	Single Phase Distribution Board	150.00		
MS9	Three Phase Distribution Board	250.00		
MS10	Water and Waste	1300.00		
	TOTAL			

IMPORTANT NOTE

- Orders are valid only when accompanied by full remittance
- Transfers should be made **Net of all bank Charges**, to
Top Exhibitions
A/C No. 102 238 577 1401
Emirates NBD, Rashidiya Branch, Dubai - UAE
Swift Code: EBILAEAD
IBAN: AE 4902 6000 102 238 577 1401
- Late orders will be subject to availability and to 30% surcharge.
- Prices are for the entire duration of the show.
- Only local cheques are accepted.

Form 11

"SPACE ONLY" STAND FORM
(To be filled up by the Exhibitor)
Cut-off-date: 1 February 2012

Please complete and return this form to:
INDEX® Conferences & Exhibitions Organisation Est.
Address: P.O. Box: 13636, Dubai-United Arab Emirates
Tel: +971 4 3624717 – Fax: +971 4 3624718
E-mail: info@dubaiderma.com - Website: www.dubaiderma.com

Company Name:	_____	
Contact Person:	_____	
Stand No.:	_____ Hall No.:	_____
Tel:	_____ Mob:	_____
Fax:	_____ P.O. Box:	_____
Address:	_____	
E-mail:	_____ Website:	_____

We advise that the following contractor has been appointed to erect the above stand at the above exhibition. We also confirm that they have read and understood the relevant regulations as issued by Index Conferences & Exhibitions Organisation Est. and, therefore, agree to abide the same by submitting **Form No. 13**. It is the responsibility of the exhibitor to ensure that their contractors adhere to the regulations set by the organizers.

Appointed Contracting Company:	_____		
Contact Person/s:	_____		
Tel:	_____ Mobile:	_____ Fax:	_____
Address:	_____		

Email:	_____ Website:	_____	

Signed by the Exhibitor: _____ Date: _____

Form 12

STAND STRUCTURE FORM
(To be filled up by the Contractor)
Cut-off-date: 25 February 2012

Please Return to DWTC's Customer Contact Centre:

Helpline: +971 4 308 6333 •

Fax: +971 4 318 8741 •

E-mail: c3@dwtc.com • V11.10_27E



THE DEADLINE TO RETURN THIS FORM IS 2 WEEKS PRIOR TO THE START OF BUILD-UP AND ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO A SURCHARGE OR MAY NOT BE PROCESSED.

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 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	
Email (important service information will be sent to this address!)					
Signature			Account ID		

Space-only Stands

Space-only stands, stands with a ceiling, stands incorporating a mezzanine level or raised area above 300mm
All the following information MUST be provided (USE TICK BOX)

	YES	NO		YES	NO
Perspective Drawing	<input type="checkbox"/>	<input type="checkbox"/>	Height of Stand	<input type="checkbox"/>	<input type="checkbox"/>
Full Stand Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	Glass Partition / Glazing	<input type="checkbox"/>	<input type="checkbox"/>
Elevations Drawings (front, side and back)	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling / Roof	<input type="checkbox"/>	<input type="checkbox"/>
Plan (Layout) Drawing	<input type="checkbox"/>	<input type="checkbox"/>	Use of Fabric / Material (fire certificate must be provided)	<input type="checkbox"/>	<input type="checkbox"/>
Structural Material Details	<input type="checkbox"/>	<input type="checkbox"/>	Storage Space	<input type="checkbox"/>	<input type="checkbox"/>
Connection Details	<input type="checkbox"/>	<input type="checkbox"/>	Mezzanine Details (above 300mm)	<input type="checkbox"/>	<input type="checkbox"/>
Base Plate Sizes and Specifications (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>			
Any Special Display Loading Allowance	<input type="checkbox"/>	<input type="checkbox"/>			
Accessible Ramp	<input type="checkbox"/>	<input type="checkbox"/>			
Undertaking Letter (refer to note below)	<input type="checkbox"/>	<input type="checkbox"/>			
Corners of Stands Rounded	<input type="checkbox"/>	<input type="checkbox"/>			

Double Decker Stands

All the following information MUST be provide (USE TICK BOX)

	YES	NO
Structural Drawings, Design Calculations and General Arrangement of Structure	<input type="checkbox"/>	<input type="checkbox"/>
Design of Members / Elements (beam, column, slab)	<input type="checkbox"/>	<input type="checkbox"/>
Design of Connections and Base Plate (considering anchor of base plate with permanent flooring is not allowed)	<input type="checkbox"/>	<input type="checkbox"/>

- Architectural Drawings i.e. Plan, Elevation, Sections
- Elevations Drawing (front, side and back)
- Sections (where necessary)
- Design of Handrail and Staircase Details
- Connection Details
- Base Plate Sizes (Use min 400 x 400 x 12mm Mild Steel Plate)
- Structural Materials Details
- Undertaking Letter (Refer to note below)

A charge of AED 1000.000 applies to each submission and will be charged to the organiser accordingly

NOTE: FOR UNCONVENTIONAL STANDS/SPACE FRAME (E.G. WHERE THE STRUCTURAL MATERIALS USED ARE OTHER THAN HOT ROLLED SECTIONS/STANDARD STEEL SECTIONS AVAILABLE IN THE MARKET) **OR** IF REQUESTED BY DWTC, THE CONTRACTOR/EXHIBITOR HAS TO SUBMIT AN UNDERTAKING LETTER TO DWTC ENGINEERING FOR ITS STRUCTURAL RIGIDITY, STABILITY AND SAFE DESIGN STATING THE STRUCTURE IS "FIT FOR PURPOSE"

- DWTC will review this submission (provided the complete information required has been provided) and get back to the organiser as follows:
- 10 working days for space-only stands from the date of submission was received
 - 15 working days for double-storey stands from the date the submission was received

CONDITIONS

- Submission documentation should explain the method of building the stand
- Submissions for double-decker stand – note 50% charges will be applied if the submission is incomplete
- Drawings/details should be submitted at least 30 days before the start of the tenancy
- The main beam erection shall be completed 24 hours before the opening of the event
- All measurements in the submitted drawings shall be as per standard international (IS) unit system
- Regardless of an NOC from DWTC, the organiser and the contractor will be fully responsible for the stability of the structure
- Any late submission is subject to 100% surcharge
- All requirements should be routed through the event organiser

For DWTC use only

Approved	<input type="checkbox"/>	Engineering comments
Approved with comments	<input type="checkbox"/>	
Rejected	<input type="checkbox"/>	
Incomplete submission	<input type="checkbox"/>	
Re-submit	<input type="checkbox"/>	
Signature On behalf of the Exhibitor	<input style="width: 100%; height: 30px;" type="text"/>	
Signature On behalf of Engineering	<input style="width: 100%; height: 30px;" type="text"/>	
Signature On behalf of Hall Operations	<input style="width: 100%; height: 30px;" type="text"/>	

Form 13

“SPACE ONLY” STAND APPROVAL FORM
(To be filled up by the Contractor)
Cut-off-date: 25 February 2012

Please complete and return this form to:
INDEX® Conferences & Exhibitions Organisation Est.
Address: P.O. Box: 13636, Dubai-United Arab Emirates
Tel: +971 4 3624717 – Fax: +971 4 3624718
E-mail: info@dubaiderma.com - Website: www.dubaiderma.com

Contractor (Company Name): _____

Contact Person: _____

Tel: _____ **Mob:** _____

Fax: _____ **P.O. Box:** _____

Address: _____

E-mail: _____ **Website:** _____

Client (Exhibitor Name): _____

Stand No.: _____ **Hall No.:** _____ **Sqm:** _____

No. of sqm: _____ **x 500 AED =** _____ **AED**

Notes:

1) The performance bond is to be in the form of a current-dated cheque, made out to **INDEX Conferences & Exhibitions Org. Est.** The maximum amount of this bond is Dhs. 50,000. Should there be any further fines incurred, the exhibitor and their contractor will be informed accordingly.

2) Details of works to be carried out including dimensional drawings showing the front, side & back perspectives, elevation and floor layout of the stand should be submitted 2 months prior to the exhibition in order to obtain approval from the Dubai World Trade Centre.

3) Electrical Installations shall be of a nature to ensure safety in the utilisation of electricity and shall be carried out in a competent manner.

4) All exhibitors who wish to erect a double-decker stand are required to pay a processing fee of AED. 1000 charged by the Dubai World Trade Centre in a form of a non-refundable current dated cheque to INDEX Conferences & Exhibitions Org. Est.

All space-only contractors must provide a refundable performance bond of AED. 500/sqm, paid to organizers – INDEX Conferences & Exhibitions Org. Est. This amount will be used towards any damages caused by the contractor during the build-up or tear-down of stands. Any costs borne by the official contractor will be deducted from the bond without prior notice and/or approval. This includes (but is not restricted to) non-completion of work, unpaid orders and venue fees/fines. Contractors may not commence build-up before the bond is handed over to organizers – INDEX Conferences & Exhibitions Org. Est.

Signed by the Contractor: _____ Date: _____

Form 14

AUDIO VISUAL REQUIREMENT
Cut-off-date: 15 February 2012



Please complete and return this form to:
AV Concepts
Address: P.O. Box: 13636, Dubai-United Arab Emirates
Tel: +971 4 3470714 Fax: +971 4 3470725
Mob.: +971 50 7884416
E-mail: rekha@avc.ae

Company Name: _____
Contact Person: _____
Stand No.: _____ Hall No.: _____
Tel: _____ Mob: _____
Fax: _____ P.O. Box: _____
Address: _____
E-mail: _____ Website: _____

Item	Qty	US \$	AED
LCD Projectors			
2100 Ansi Lumens - XGA		345	1258
3200 Ansi Lumens - XGA		670	2446
5200 Ansi Lumens - XGA		1378	5030
10000 Ansi Lumens - XGA		2010	7336
Projection Screens			
6' x 6' Tripod		134	490
6' x 8' Projection Screen		345	1258
7.5' x 10' Fast Fold Screen		460	1677
9' x 12' Fast Fold Screen		517	1887
10.5' x 14' Fast Fold Screen		574	2096
15' x 20' Fast Fold Screen		1340	4890
LCD TV			
26" LCD TV (HD Ready) - 1366 x 768 Resolution		230	838
32" LCD TV (HD Ready) - 1366 x 768 Resolution		287	1049
42" LCD TV (Full HD) - 1920 x 1080p Resolution		345	1258
50" LCD TV (Full HD) - 1920 x 1080p Resolution		1148	4192
60" LCD TV (Full HD) - 1920 x 1080p Resolution		1723	6288
Data & LCD Screens			
15" LCD Screens		52	188
17" LCD Screens		67	244
19" LCD Screens		115	419
20.1" LCD Screens		172	629
17" LCD Touch Screen		517	1887
Computers			

Pentium IV- 3GIGA , DVD / CD Drive ,Windows XP - ACER	172	629
P IV Laptop – 60GB, 512 MB RAM	211	769
Sound System		
Option A: 2 x Mackie SRM 450 Self Powered Speakers + Stands + 1 x 4 Channel Mixer + 1 x Shure SM 58 Wireless Microphone	766	2795
Option B: 2 x Mackie SRM 450 Self Powered Speakers + Stands + 1 x 4 Channel Mixer + 1 x Shure SM 58 Wireless Microphone + 1 x Lapel Microphone	919	3353
Video Accessories		
DVD / VHS Player	52	188
Betacam Player	766	2795
S-VHS Player	211	769
Video Splitter	211	769
Analogway OPTO FX Switcher	517	1887
Extron DA RGBHV Splitter	345	1258
LED Screens		
Barco Dlite screens (per sq mtr) - OUTDOOR	2105	7685
AOTO Screens (per sq mtr) - INDOOR	383	1397
Truss & Lighting (Prices based on design)		
* Ground & overhead support system		
* Square & Circular trussing available		
*Ambeince Lighting		
*Generic Lighting		

Payment Instructions:

The order is valid only if accompanied by 100% payment in Advance by Bank Transfer (3% bank transfer charges to be included)

Bank Details: AV Concepts LLC,

Account No. 0014859041001

Emirates Islamic Bank, Bur Dubai Branch, U.A.E

Swift Code: **MEBLAED**

Terms & Conditions:

*Confirmation 1 week in advance against 100% payment only.

*Unless otherwise specified, all the above prices are per exhibition

*Prices quoted are based on duration of not more than 6 days, including Installation & De-installation

*AVC reserves the right to revise the equipment rental rates for any orders received less than a week

before the exhibition.

*100% of the invoice value will be charged for cancellation once the equipment is delivered on site.

*Equipment ordered onsite may be subject to an additional charge.

*Insurance of 10% will be charged on Hire Value.

For further clarifications, please contact:

Ms. Rekha Sanjeev
AV Concepts LLC
P.O. Box 119072
Tel: +971 4 3470714
Fax: +971 4 3470725
Cell: +971 50 7884416
Email: rekha@avc.ae

Form 15

FREIGHT & SHIPPING SERVICES
Cut-off-date: 25 February 2012

Shipping Instructions & Handling Tariff



Dear Exhibitor/Contractor,

We kindly ask you to read these important shipping instructions carefully concerning freight logistics for the “**Dubai World Dermatology & Laser Conference & Exhibition – DUBAI DERMA 2012**”, in order to avoid any problems with the clearance, handling and transportation of your materials.

Schenker LLC is the **Sole appointed Official Freight Agent** for Customs formalities and On-Site Handling for the **Dubai World Dermatology & Laser Conference & Exhibition – DUBAI DERMA 2012** exhibition, being held from **March 27-29, 2012**

For Safety and Security purposes the official contractor is responsible for the movement and co-ordination of all exhibits and freight on the Exhibition site, including the provisions of labour and handling equipment.

No other contractor or company will be permitted to operate any heavy equipment or handle any goods or freight on site for this show. All goods movement will be managed and administered by Schenker LLC personnel only.

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Shipping Instructions

Contact Details	<p>Schenker LLC Al Masood Tower, Office 702, Airport Road, Tel: 009714 2956111 P O Box 62532, Deira, Fax: 009714 2941045 Dubai, United Arab Emirates. Ctc: Marvyn Mathias Email: marvyn.mathias@dbschenker.com Ctc: Beth Madrid Email: beth.madrid@dbschenker.com</p>
Documentation	<p>The following documents are required for the temporary import clearance of goods Ex-Arrival Dubai.</p> <p>Cargo arriving by Seafreight: -</p> <ol style="list-style-type: none"> Commercial Invoice – 02 Originals and 03 Copies. Packing List – 02 Originals and 03 Copies. Certificate of Origin – 01 Original and 04 Copies. Bill of Lading – 01 Original and 03 Non-Negotiable Copies. HS Code Summery – 01 Original and 02 Copies. <p>Cargo Arriving by Airfreight: -</p> <ol style="list-style-type: none"> Commercial Invoice – 02 Originals and 03 Copies. Packing List – 02 Originals and 03 Copies. Certificate of Origin – 01 Original and 04 Copies. Airway Bill – 02 Originals and 02 Non-Negotiable Copies. HS Code Summery – 01 Original and 02 Copies. <p>Cargo arriving by Landfreight: -</p> <ol style="list-style-type: none"> Commercial Invoice – 03 Originals and 03 Copies. Packing List – 03 Originals and 03 Copies. Certificate of Origin – 01 Original and 04 Copies. Truck way Bill – 01 Original and 03 Non-Negotiable Copies. HS Code Summery – 01 Original and 02 Copies. <p><u>Bill of Lading/ Airway Bills –</u> Must be consigned as per details mentioned below in the name of “Schenker LLC” only – Failing which we will not be able to process customs clearance. Separate House Airway bills (HAWB) or Forwarders Bill of Ladings (FBL) must be issued for individual Exhibitors per consignment stating the correct weights and measures.</p> <p><u>Certificate of Origin –</u> This Document must be sent in Original issued and attested by the Chamber of Commerce at origin only.</p> <p><u>Commercial Invoice/ Packing List –</u> This Document must be duly Typed in English and only on the front side of the paper on An Original Company Letter Head with an Original Company Stamp embossed along with an Authorized Signature. Computer Print Outs of invoices or Agents Invoice formats are not acceptable.</p>

Documentation

The invoice must be itemized, clearly detailing each item in your consignment specifying the description of each item with its Individual Value and Weight. We also require separate Invoices for Temporary and Permanent goods. Goods under Permanent Import such as giveaways, brochures, consumables, gift items, etc – must be mentioned separately on a Separate Invoice detailing all the information as mentioned above. The same should also be packed separately as a physically separate/individual package. This is a must to ensure accurate calculation of Customs Duty during re-exportation.

The Commercial Invoice must clearly mention the Total Number of Packages, Total Gross Weight of the Consignment and the Total Value of the Goods. The packing details must tally the details mentioned on the Airway / Seaway / Truck way bill.

The same must also show the below declaration:

“We hereby guarantee that this is a true and correct invoice, and that the goods referred to are the origin, manufacture and production of (Country)”

As an addendum to your invoice you should declare all names and addresses of companies responsible for the manufacture of items within your consignment.

HS Code Summary –

Very Important: The invoice must clearly mention the HS Codes related to the actual items being shipped. In case of multiple HS Codes you will also need to provide us with a Data Sheet clearly mentioning the individual weight and value per HS Code applicable for each consignment.

For Land Freight consignments, all the items being shipped must have serial numbers clearly embossed on each item/piece and the same must also reflect in the commercial invoice. If the serial numbers are not properly embossed or differ to the declaration customs may not accept these markings in which case customs duties will apply. Importation basis Temporary import of goods arriving via Landfreight is totally up to the discretion of Border customs.

Failing to provide us with Original Documents fulfilling the above requirements in detail will invite Customs Fines, Excess Duty Assessment and delays with Customs Clearance, hence making it difficult and at times not possible for customs clearance.

Any Customs Fines and Excess Duty Assessments – caused due to incorrect/improper/missing documents will be billed to the respective Freight Agent/Client

For All Shipments

The Original Shipping documents as specified above must be sent to Schenker LLC, in Dubai at least 8 days prior to the arrival of the vessel if sent by seafreight or attached to the Original Airway Bill if the goods are sent by airfreight.

A Full Pre-advance of dispatch should be sent to Schenker LLC in Dubai much in advance prior to the arrival of the freight providing all shipping details along with a copy of the shipping documents.

Restricted Cargo

UAE customs do not permit import of some commodities such as Alcohol or Pork and products containing alcohol or pork or any of its by products this is strictly restricted for import into the UAE.

Importation of products such as food items, liver plants/flowers, tiles/marbles, wireless/radio, telecommunication/defence equipment and radioactive materials of hazardous nature, Cosmetics, Class rated cargo, etc are very Restricted for import into UAE.

However these goods can be imported after obtaining prior approvals and special permissions from the necessary ministries.

In order for us to arrange for such import permissions, we suggest you send us complete details and information of such items at least 45 to 50 days in advance prior to the shipping. Import permissions are solely subject to approvals from the respective ministry and must be shipped only after receipt of these import permits. Charges applicable to secure these permissions will be additional on the account of the exhibitor in addition to our processing fees of USD 125.00 per permission.

Importation of exhibits such as weapons, ammunition, explosives or any other military equipment is strictly restricted for import into the UAE. If you intend to ship any such items, please contact Schenker LLC well in advance at least 4 months prior to the actual shipping of the goods. Note the Goods must not be shipped until you receive a confirmation or a go ahead from Schenker LLC.

Consigning Instructions

Consignee: Schenker LLC

C/O (Dubai World Dermatology & Laser Conference & Exhibition – DUBAI DERMA 2012)

P. O. Box 62532,

Dubai, United Arab Emirates.

Tel: 009714 2956111.

Fax: 009714 2941045.

“ In Transit to Dubai to the (Name of the Exhibition) for re-export at the end of the exhibition”.

Dubai World Dermatology & Laser Conference & Exhibition – DUBAI DERMA 2012

Sheikh Rashid Hall – **Stand No. _____**

Dubai International Convention & Exhibition Centre

Sheikh Zayed Road, Dubai – UAE

Seafreight Consignments

Port of Discharge: Jebel Ali Port Seaport Only.

Shipments arriving either by FCL or LCL should arrive Dubai Port 10 working days before the exhibition.

Airfreight Consignments

Airport of Discharge: Dubai Airport Only.

Shipments should arrive Dubai Airport 8 working days before the exhibition

Cargo Arrival
Deadlines & POD

RoadfreightConsignments

Airport of Discharge: Silaa Border, Abu Dhabi Only.
Trucks/Shipments should arrive at the UAE border at least 6 working days before the exhibition.

We would suggest that you ship on direct service to Dubai to avoid delays in transshipment, etc.

Failure to comply with the arrival deadlines may result in non-delivery, late arrival and additional charges which Schenker LLC cannot be held responsible for. At the same time, any port storage and demurrage incurred as a result of this shall be additional for account of the freight agent/exhibitor.

Cargo arriving after the deadlines dates as mentioned above will be subject to a 20% late arrival surcharge on the basic tariff.

Packing/Case
Markings

All packages shipped either by airfreight, seafreight, Road freight or courier service must be properly marked for identification on arrival, as follows:

Name of Exhibitor : _____
Stand & Hall Number : _____

Name of the Show : _____
Date of the Show : _____

Dimensions : _____
Case Number : _____ of _____
Gross/Net Weight : _____

Courier
Shipments
Audio Visual
Films and
Cassettes

Do not send courier shipments addressed to exhibition hall or hotel as it will probably not arrive on time if held by Customs and is beyond our control.

Films, Videos, Slides, DVD and CD's are subject to censorship in the UAE. All Such items must be in English and must be sent to Dubai much in advance to enable Censorship to be completed prior to the exhibitions. Clearance of such items is solely subject to approval of the Dubai Government Authorities.

These items and all Courier shipments should be sent to the below address:
Schenker LLC
Fairs & Exhibitions Dept.
702, Al Masood Tower, Airport
Road, P O Box 62532, Dubai,
UAE.

To arrive with Schenker LLC at least 30days before the exhibition.

The Shipment should be moved along with a Commercial invoice to cover the dispatch of these items. Copy of the Courier Waybill along with the Commercial Invoice must be sent to us in advance prior to the arrival of the goods in UAE.

Customs Duty	<p>The “Port & Custom Authorities” of Dubai levy a 5% customs duty on goods, which are sold/consumed/destroyed and not re-exported at the end of the show, based on (C.I.F.) Cost, Insurance, Freight value of the goods as assessed by Dubai Customs.</p> <p>All Customs Duty assessments are solely up to the discretion by UAE Customs. UAE customs can re-evaluate the value declared on the invoices and the duty is calculated and outlayed as assessed by the UAE customs.</p> <p>Before the close of the show Schenker LLC representatives will be on-site during the show to help exhibitors with the re-export, disposal or giveaways. In the event if the exhibitor would like to dispose/sell his goods during the exhibition, the permanent importation of these items can be process subject to approval from the Dubai Customs. However Customs Duty will be applicable on these items.</p> <p>All customs duty (Part or Full Duty) applicable towards shipments being sent to Dubai will be bill to the respective freight agent or client as assessed by Dubai Customs. An Outlay fee of 3 % of the customs duty will be charged additionally towards this service.</p>
Insurance	<p>You are strongly recommended to check with your All Risk Insurer that you are fully covered for all the work we may undertake on your behalf and to advise them of our conditions.</p> <p>As our Tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges. It is the responsibility of each exhibitor to arrange a Full Marine (Transport) Insurance covering transport of your goods from your domicile to the exhibition, and the return of the same back to your domicile at the end of the show, including the period your exhibits/goods are handled by us. Please also ensure that the Marine (Transport) Insurance is arranged for the exhibits/goods sold locally during the exhibition.</p> <p>Schenker LLC will not accept any liability towards any loss or damage of your exhibits/goods.</p>
Special Handling	<p>For any Box or Crate, which exceeds more than 2 tons a piece or with dimensions that exceed 2m x 2m x 1.5m where special handling is required, we will quote our handling charges on a case to case basis.</p> <p>For manpower or equipment, which may be required to assist exhibitors, additional cost will be quoted on request.</p>
Terms of Payment	<p>Inward: Upon uplift of goods, prior to delivery to stand. Outward: Upon presentation of invoice/prior to delivery to premises.</p> <p>All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset.</p> <p>Personal or foreign cheques are not acceptable. Payment can be made by Bank Draft or Telegraphic Transfer to our account as follows:</p>

Terms of Payment

Payable to:

Beneficiary Name: SCHENKER L.L.C.
Account No. 2.28.01.340
(USD): Swift Code: ABNAAEAD

THE ROYAL BANK OF SCOTLAND
KHALID BIN WALEED ROAD
P O BOX 2567
DUBAI, UNITED ARAB EMIRATES

(Remitting bank charges are to be borne by the exhibitor)

Seafreight

1) Shipments Arriving By FCL – Full Container Load Service.

a) From arrival vessel in Jebel Ali Port up to Delivery at the Booth in Showsite.

Inbound Handling Charges: USD 80.00 per CBM or 1000 Kgs whichever is higher.

Minimum for 20' Dry Container	20 CBM
Minimum for 40' Dry Container	40 CBM
Minimum for 40' High Cube Container	45 CBM

- Customs clearance and import documentation for temporary importation.
- Port/terminal handling and delivery to Exhibition site.
- Unloading and/or De-stuffing of the containers and delivery to Stand
- Positioning on Stand (First Time Spotting).
- Removal of Empty packing material and storage of the same during the exhibition.

Extras:

UAE Customs Inspection Fees: USD 70.00 per Exhibitor/Container/Consignment.

Customs Outlay Fees : 3 % of outlaid Customs Duty Deposit amount.
Minimum of USD 75.00 per consignment.

ATA Carnet Intervention : USD 175.00 per consignment.

HS Code Fees : USD 10.00 per item (If not specified)

Customs Fine (No Original Docs) : USD 300.00 per document.

Customs Fine (No Certificate of Origin) : USD 300.00 per document.

b) From collected exhibition stand to F.O.B. Vessel Jebel Ali / Abu Dhabi Seaport.

Outbound Handling Charges: USD 80.00 per CBM or 1000 Kgs whichever is higher.

Minimum for 20' Dry Container	20 CBM
Minimum for 40' Dry Container	40 CBM
Minimum for 40' High Cube Container	45 CBM

The above includes: -

- Return of empty packing material to the stand on the last day of the show.
- UAE customs clearance and export documentation for Re-exportation or Permanent importation.
- Collection of the goods from the stand and Loading and/or Stuffing of the containers.
- Transportation to Port and port/terminal handling.

Extras:

UAE Customs Inspection Fees: USD 70.00 per Exhibitor/Container/Consignment.

ATA Carnet Intervention : USD 175.00 per consignment.

Export Bill of Lading Fees : USD 85.00 per waybill.

c) Crane for Grounding Containers On-Site (If Required).

20' /40' Empty Container : USD 225.00 per lift per container.

20' /40' Loaded Container : USD 325.00 per lift. Per container.

Seafreight

2) Shipments Arriving By LCL – Loose Container Load / Part Container Load Service.

a) From arrival vessel Jebel Ali up to delivered Booth at the show site.

Inbound Handling Charges: USD 80.00 per CBM or 1000 Kgs whichever is higher.
Minimum per Shipment : 4 CBM.

The above includes: -

- Customs clearance and import documentation for temporary importation.
- Dubai port handling and delivery to Exhibition site.
- Unloading at the show site and delivery to Stand
- Positioning on Stand (First Time Spotting).
- Removal of Empty packing material and storage of the same during the exhibition.

Extras:

UAE Customs Inspection Fees: USD 70.00 per Exhibitor/Consignment/Waybill.

Customs Outlay Fees : 3 % of outlaid Customs Duty Deposit amount.

Minimum of USD 75.00 per consignment.

ATA Carnet Intervention : USD 175.00 per consignment.

HS Code Fees : USD 10.00 per item (If not specified)

Customs Fine (No Original Docs) : USD 300.00 per document.

Customs Fine (No Certificate of Origin): USD 300.00 per document.

b) From collected exhibition stand to F.O.B. Vessel Jebel Ali / Abu Dhabi Seaport.

Outbound Handling Charges: USD 80.00 per CBM or 1000 Kgs whichever is higher.
Minimum per Shipment : 4 CBM.

The above includes: -

- Return of empty packing material to the stand on the last day of the show.
- Customs clearance and export documentation for Re-exportation or Permanent importation.
- Collection of the goods from the stand.
- Transportation to Dubai Port Rashid or Jebel Ali Port and port/terminal handling.

Extras:

UAE Customs Inspection Fees: USD 70.00 per Exhibitor/Consignment/Waybill.

ATA Carnet Intervention : USD 175.00 per consignment.

Export Bill of Lading Fees : USD 85.00 per waybill.

Airfreight

1) Shipments Arriving by Airfreight.

a) From arrival Aircraft Dubai airport to delivered booth at the Show site.

Inbound Handling Charges : USD 0.80 per Kg

Minimum per Shipment : 250 Kgs.

– Weight / Volume ratio @ 1:6 or as per the chargeable weight declared on the Airway bill whichever is higher.

The above includes: -

- Airport handling.
- Customs clearance and import documentation for temporary importation.
- Delivery to Show site.
- Unloading at the show site and delivery to the stand.
- Positioning on Stand (First Time Spotting).
- Removal of Empty packing material and storage of the same during the exhibition.

Extras:

UAE Customs Inspection Fees: USD 70.00 per Exhibitor/Consignment/Waybill.

Customs Outlay Fees : 3 % of outlaid Customs Duty Deposit amount.
Minimum of USD 75.00 per consignment.

ATA Carnet Intervention : USD 175.00 per consignment.

HS Code Fees : USD 10.00 per item (If not specified)

Customs Fine (No Original Docs) : USD 300.00 per document.

Customs Fine (No Certificate of Origin): USD 300.00 per document.

b) From collected Exhibition stand to F.O.B. Aircraft Dubai airport.

Outbound Handling Charges: USD 0.80 per Kg

Minimum per Shipment : 250 Kgs.

– Weight / Volume ratio @ 1:6 or as per the chargeable weight declared on the Airway bill whichever is higher.

The above includes: -

- Return of empty packing material to the stand on the last day of the show.
- Customs clearance.
- Export documentation for Re-exportation or Permanent importation.
- Collection of the goods from the stand.
- Loading on Vehicle at the show site.
- Delivery to Dubai airport and airport handling.

Extras:

UAE Customs Inspection Fees: USD 70.00 per Exhibitor/Consignment/Waybill.

ATA Carnet Intervention : USD 175.00 per consignment.

Export Airway Bill Fees : USD 50.00 per waybill.

Landfreight

1) Shipments Arriving by Landfreight.

a) From customs cleared UAE Border (Silaa), arrival truck F.O.T. venue to delivered booth at the Show site.

Inbound Handling Charges: USD 80.00 per CBM or 1000 Kgs whichever is higher.

Minimum per Loose Trailer Load	8 CBM.
Minimum for 40' Trailer	40 CBM

The above includes: -

- UAE border customs clearance and import documentation for temporary importation.
- Unloading at the show site and delivery to the stand.
- Positioning on Stand (First Time Spotting).
- Removal of Empty packing material and storage of the same during the exhibition.

Extras:

UAE Customs Inspection Fees: USD 70.00 per Exhibitor/Container/Consignment.
 Customs Outlay Fees : 3 % of outlaid Customs Duty Deposit amount.
 Minimum of USD 75.00 per consignment.
 HS Code Fees : USD 10.00 per item (If not specified)
 Customs Fine (No Original Docs) : USD 300.00 per document.
 Customs Fine (No Certificate of Origin): USD 300.00 per document.

b) From collected Exhibition stand to loaded F.O.T. Truck at the Marshalling yard including Export customs clearance at the UAE Border (Silla).

Outbound Handling Charges: USD 80.00 per CBM or 1000 Kgs whichever is higher.

Minimum per Loose Trailer Load	8 CBM.
Minimum for 40' Trailer	40 CBM

The above includes: -

- Return of empty packing material to the stand on the last day of the show.
- UAE border customs clearance, Export customs documentation for Re-exportation or Permanent importation.
- Collection of the goods from the stand.
- Loading onto the Vehicle at the show site.

Extras:

UAE Customs Inspection Fees: USD 70.00 per Exhibitor/Container/Consignment.
 Export Truck waybill Fees : USD 50.00 per waybill.

Courier Shipments	<p>Shipments being sent by Courier Service.</p> <p>a) Courier Handling Charges: Minimum USD 75.00 per Consignment (1st package) thereafter USD 15.00 per each additional package. Each package with a Maximum of 15 kgs in weight. (Shipments over 30 Kgs will be charged as per our Airfreight handling tariff).</p>
Video Tapes, CDs	<p>b) Censorship Fees for Videos: Minimum USD 75.00 (1st Video) thereafter USD 15.00 per each addition Video/CD. (Shipments over 30 Kgs will be charged as per our Airfreight handling tariff).</p> <p>Any Customs Duty Charges applicable on ay courier shipments will be charged additionally at actual as assessed by UAE Customs.</p> <p>The above does not include any additional fees/charges that may be levied in securing the required permissions from necessary government / airport authorities required for the customs clearance of the consignment. Charges shown above are one way only (In or Out bound). Outbound rates will be the same in the reverse order.</p> <p>b) Censorship Fees for Videos: Minimum USD 75.00 (1st Video) thereafter USD 15.00 per each addition Video/CD. (Shipments over 30 Kgs will be charged as per our Airfreight handling tariff).</p> <p>Any Customs Duty Charges applicable on ay courier shipments will be charged additionally at actual as assessed by UAE Customs.</p> <p>The above does not include any additional fees/charges that may be levied in securing the required permissions from necessary government / airport authorities required for the customs clearance of the consignment. Charges shown above are one way only (In or Out bound). Outbound rates will be the same in the reverse order.</p>
Miscellaneous Remarks	<p>All other rates quoted herein exclude: -</p> <ul style="list-style-type: none"> - Cargo & Transport Insurance. - Airline/Port Storage or Demurrage, Detention, Exchange BL fees, Free Zone documentation, Hire of any equipment, overtime surcharge, Holiday surcharge or any other special handling, which if applicable will be charged additional. - Abnormal/unforeseen charges, such as unloading of the container at port for customs inspection. - Special Handling of oversized or heavy lift pieces (For any Box or Crate, which exceeds more than 2 tons a piece or with dimensions that exceed 2.5m x 2.5m x 1.5m where special handling is required, we will quote our handling charges on a case to case basis). - * Storage of Empty Cases is based on the Storage space availability near the exhibition site. If this is to be arranged at a distant area, then additional handling and Transportation Charges will apply. - Stand Dressing, assembly of display panels or exhibits or machinery or decoration of any kind. - Storage charges (before and after the event) or re-export freight charges. - Cargo subject to approval from any Government department or Ministry for importation licenses shall be additional and subject to approval. Charges towards which will be additional. - 10 % outlay fee will be applicable to all freight collect shipments.

- Tariff is based on general cargo only, Non dangerous, prohibited or perishable goods.
 - Refund of Customs Fine for no original documents is refundable upon presentation of original document within 20 days from the date of arrival. However a customs charge of USD 25.00 will be applicable per document.
 - UAE Customs Duty, Taxes and Outlay fees are excluded.
 - Brochures and Printed Materials are subject to approval from UAE Ministry of Information, Charges applicable towards securing such approval will be additional.
 - Provision of Hire of Equipment – Fork Lift, Crane, Pallet Truck, etc..
 - Provision of Packing materials and Supply of Labour for assistance on the Stand.
 - For additional services not listed above, an individual quotation will be given upon receipt of your requirements
- Rates quoted basis current Rates and Tariffs, subject to changes with/without prior notice.

**International
Offices and
Agents**

Please see below a list of our international recommended agents. Please contact the local agent in your area for a door-to-stand freight forwarding service.

Please contact Schenker LLC, Fairs and Events if you do not see an agent listed for your area.

Argentina

Trade Show Logistics SA, Ctc: Sergio Zenere, Tel: +54 11 4342 4254, Fax: +54 11 4331 7020, szener@tslsa.com

Australia + New Zealand

Schenker Australia Pty Ltd, Ctc: Steven Yin, Tel: +61 2 9333 0353, Fax: +61 2 9333 0470, steven.yin@dbschenker.com

Austria

Schenker & Co AG, Ctc: Matthias Holek, Tel: +43 5 7686 211525, Fax: +43 5 7686 211529, matthias.holek@dbschenker.com

Bahrain

Almoayed Wilhelmsen Ltd, Ctc: Pragna Menon, Tel: +973 1781 3000, Fax: +973 1781 0360, pragna.menon@wilhelmsen.com

Belgium

Schenker, Ctc: Annick Smeulders, Tel: +32 3543 6221, Fax: +32 3543 6444, annick.smeulders@dbschenker.com

Brazil

Interlog Ltda, Ctc: Natan Lerner Tesler, Tel: +55 11 3218 8182, Fax: +55 11 3218 8199, natanlerner@fiorde.com.br

Canada

Schenker of Canada Ltd, Ctc: Peter Elek, Tel: +1 905 293 8660, Fax: +1 905 678 9708, peter.elek@dbschenker.com

Airways Freight, Ctc : Bob Stinson, Tel +1 479 442 6301, Fax +1 479 442 6080, bobs@airwaysfreight.com

China, Hong Kong + Macau

Schenker (HK) Ltd, Ctc : Raymond Ho, Tel : +852 2585 9688, Fax : +852 2824 0328, raymond.ho@dbschenker.com

Cyprus

GAP Vassilopoulos Limited, Ctc: Fairs and Exhibitions Dept, Tel: +357 2 710 000, Fax: +357 2 514 081, info@gapgroup.com

Czech Republic

Schenker spol s.r.o., Fairs and Exhibitions Dept, Ctc: Petr Slaby, Tel: +420 266 706 258, Fax: +420 266 710 290, petr.slaby@dbschenker.com

Denmark

Schenker A/S, Fairs and Exhibitions Dept, Ctc: Anders Rishoj, Tel: +45 9630 2701, Fax: +45 7022 7572, anders.rishoeji@dbschenker.com

Egypt

Intl Transport Services Ltd, Ctc: Yasmin Gabarty, Tel: +20 2 2268 3214, Fax: +20 2 2268 4021, yasmin.gabarty@its-egy.com

Finland

Schenker Oy, Ctc: Tanja Lehtinen, Tel: +358 10 520 4240, Fax: +358 10 520 4230, tanja.lehtinen@dbschenker.com

France

Schenker France Events Department, Ctc: Marilyn Mouillard, Tel: +33 1 4184 3745, Fax: +33 1 4184 3751, marilyn.mouillard@schenker.fr

Germany

Schenker Deutschland AG, Ctc: Sonja Kirchner-Rohr, Tel: +49 6107 74553, Fax: +49 6107 74556, sonja.kirchner-rohr@dbschenker.com

Greece

Schenker AE, Ctc: Dimitris Skafidas, Tel: +30 210 9494 253, Fax: +30 210 94 09 504, dimitris.skafidas@schenker.gr

India

Schenker India Pvt Ltd, Ctc: Yogendra Vaychal, Tel: +91 22 4039 3515, Fax: +91 22 2823 8322, yogendra.vaychal@dbschenker.com

Indonesia

PT Schenker Petrolog Utama, Exhibitions Dept, Ctc: Diar Dwiputra, Tel: +62 21 788 43 788, Fax: +62 21 788 33 369, diar.dwiputra@dbschenker.com

Italy

Schenker Italiana Spa, Ctc: Matteo Bajetta, Tel: +39 02 5166 6235, Fax: +39 02 5166 6514, matteo.bajetta@schenkerit.com

Japan

Schenker-Seino Co Ltd, Ctc: Takayuki Matsuzaki, Tel: +81 3 5769 7380, Fax: +81 3 5769 7381, takayuki.matsuzaki@schenker-seino.co.jp

**International
Offices
And Agents**

Jordan	Global Logistics Freight Services, Ctc: Imran Hetavkar, Tel: +96 26 566 2836, Fax: +96 26 566 2830, imran@glfs.com.io
Korea	Kemi-Lee Co Ltd, Ctc: Anna, Tel: +82 2 561 5269, Fax: +82 2 553 0731, anna@kemi-lee.co.kr
Kuwait	Alghanim Group & Shipping, Ctc: Tony Viegas, Tel: +965 2 421 1701, Fax: +965 2 428 678, tony.sales@alghanimgroup.com
Lebanon	Beirut Cargo Centre, Ctc: Imad Matta, Tel: +961 1 585 582, Fax: +961 1 585 580, exhibition@bcc.com.lb
Malaysia	RE Rogers (Malaysia) Sdn Bhd, Ctc: Ismail Hakeem, Tel: +603 5510 8611, Fax: +603 5510 6296, ismail@rerkul.com.my
Netherlands	Schenker International BV, Exhibitions Dept, Ctc: Sander van Bohemen, Tel: +31 20 50000 91, Fax: +31 20 5000595, sander.vanbohemen@dbschenker.com
Oman	Khimji Ramdas, Ctc: Shankar M, Tel: +968 99 330 176, shankar.m@khimjiramdas.com
Pakistan	Cargolink, Exhibitions Dept, Ctc: Naveed Khan, Tel: +92 321 3899 731, naveed@cargolink.com.pk
Qatar	Overseas Cargo LLC, Ctc: Mohammad Matalka, Tel: +974 499 5755, Fax: +974 499 5756, matalka@overseas-cargo.com
Saudi Arabia	Schenker Saudi Arabia LLC, Fairs and Exhibitions, Ctc: Javed Qureshi, Tel: +966 1 217 6035, Fax: +966 1 466 0792, javed.queshi@dbschenker.com
Singapore	Schenker Singapore (Pte) Ltd, Fairs and Exhibitions Dept, Ctc: Maree Goh, Tel: +65 6245 9788, Fax: +65 6245 5385, maree.goh@dbschenker.com
South Africa	Event Logistics Solutions, Ctc: Richard Harper, Tel: +27 11 284 1000, Fax: +27 11 608 0817, richard@elssa.co.za
Spain	Schenker Espana SA, Ctc: Silvia D Perez, Tel: +34 934 820 195, Fax: +34 934 820 173, silvia.perez@schenker.es
Sweden	Schenker AB, Fairs and Exhibitions Dept, Ctc: Hanna Englund, Tel: +46 70 5204 006, Fax: +46 31 3370 507, hanna.englund@dbschenker.com
Switzerland	Schenker Switzerland Ltd, Ctc: Alexandra Haller, Tel: +41 58 589 5113, Fax: +41 58 589 5973, alexandra.haller@dbschenker.com
Taiwan	Schenker Hong Kong (Taiwan Branch), Ctc: Terri Chang, Tel: +886 2 2503 0101, Fax: +886 2 2503 3128, terri.chang@dbschenker.com
Thailand	DB Schenker Thailand, Ctc: Permduan Sookphan, Tel: +66 2 269 6500 (x 6571), Fax: +66 2 367 5351, permduan.sookphan@dbschenker.com
Turkey	Schenker Arkas Nakliyat ve Tic AS, Fairs and Exhibitions, Ctc: Alper Dugun, Tel: +90 212 465 6145, Fax: +90 212 465 6135, alper.dugun@schengerarkas.com.tr
United Kingdom	Schenker Ltd, Fairs and Exhibitions, Ctc: Daniel Bird, Tel: +44 1268 632207, Fax: +44 1268 416490, daniel.bird@dbschenker.com
USA	Schenker Inc, Fairs and Exhibitions Dept (New York Branch), Ctc: Richard Gambuzza, Tel: +1 516 377 3146, Fax: +1 516 377 3111, richard.gambuzza@dbschenker.com

Form 16

INSURANCE SERVICES
Cut-off-date: 25 February 2012

Please complete and return this form to:
Mr. Prakash Naik
Oman Insurance Company P.S.C.
Address: P.O. Box: 5209, Dubai-United Arab Emirates
Tel: +971 4 2624000 – Fax: +971 4 2690110
E-mail: oicem@oicem.com

<p>Company Name: _____</p> <p>Contact Person: _____</p> <p>Stand No.: _____ Hall No.: _____</p> <p>Tel: _____ Mob: _____</p> <p>Fax: _____ P.O. Box: _____</p> <p>Address: _____</p> <p>E-mail: _____ Website: _____</p>

The Organizers of INDEX have the above authorized Insurance Company who can provide the exhibitors Comprehensive covers for Risks related to **AEEDC Dubai 2011** Exhibition. To obtain a quote, please fill the following: -

ALL RISK INSURANCE (Excluding Transit)

The above covers property owned by or held in custody of the participants, for which they are liable / responsible during the exhibition.

- | | | |
|-----|----------------------------|-----------|
| i) | Is this cover required | Yes/No |
| ii) | (a) Goods/Merchandise | Dhs./US\$ |
| | List the items here | |
| (b) | Stand/Furniture & Fixtures | Dhs./US\$ |
| | (Describe briefly) | |

COVER FOR ABANDONMENT

The above insurance covers loss of expenditure in the event of cancellation, rescheduling, curtailment of the exhibition.

- | | | |
|----|-----------------------|--------|
| i) | Is the cover required | Yes/No |
|----|-----------------------|--------|

We would require completed proposal form for Cancellation / Abandonment of event insurance from the client. At least 14 working days are required for arranging such cover after the receipt of the completed proposal form.

PUBLIC LIABILITY INSURANCE

The above is meant to cover the participants against all sums which the Insured may become legally liable to pay as compensation in respect of property damage or bodily injury caused to any Third Party.

Limit required	Dhs/US\$
i) Is this cover required	Yes/No
ii) Will the public be allowed? To use/test the equipments on display	Yes/No

General Questions

- A) Are you aware of any known circumstances which can give rise to a claim?
- B) Are there any circumstances based on previous claim experiences that are likely to affect acceptance of this proposal?

I/We declare that the above furnished details are true to the best of my / our knowledge.

Date:

Signature:

(Give name & Position of signatory)

Insurance will become effective only once the proposal has been accepted and Policy has been issued.

Form 17

TELECOMMUNICATION & DATA SERVICES
Cut-off-date: 20 February 201

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**

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.

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		
Network switch and configuration			1000.00	1300.00		
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	785.00	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	

Points to note:

1) Wired internet:

- A computer or device with a RJ45 network interface and a web browser is required to use DWTC wired internet connections.
- Each line will be provided with a unique user ID and password which will require authentication using a web browser.
- Each line will allow for a maximum number of simultaneous users depending on the connection speed purchased.
- 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.
- A fair usage allowance of 4GB per 1 MB line will be monitored and exhibitors exceeding this limit will be informed accordingly.
- 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:

- 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.
- 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.
- Users will be provided with a unique user ID and password which will require authentication using a web browser.
- 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.

Form 18

RIGGING SERVICES
Cut-off-date: 20 February 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

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.

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

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					
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 event	1,000.00	1,000.00			
Manual chain hoist (Yale/Vittal) per event	400.00	400.00			
Light duty truss - per metre per event– 30 x 30cm ²	200.00	200.00			
Medium duty truss - per metre per event – 40 x 40cm ²	300.00	300.00			
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

Points to note:

1. 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.

2. 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.

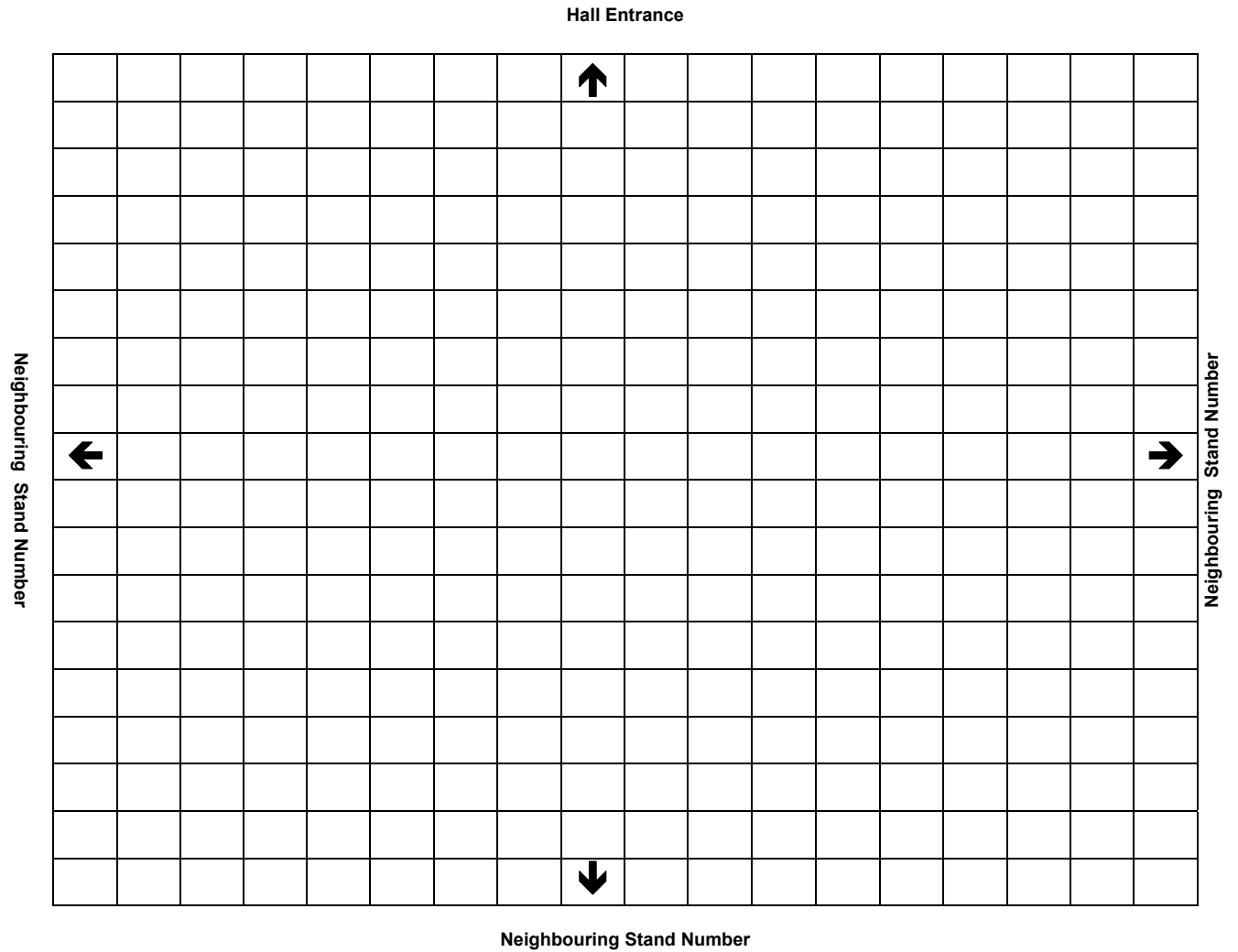
3. Installation:

- 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.

4. 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.

STAND ORIENTATION GRID



PLEASE SPECIFY THE FOLLOWING:	
Desired height from floor to the bottom of the structure or banner:	
Size of the structure or banner:	
Stand on left side:	
Stand on right side:	
Stand at rear:	

Form 19

STAND CLEANING SERVICES
Cut-off-date: 20 February 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**

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:

- 6) Dubai World Trade Centre holds the exclusive rights to all cleaning services within DWTC.
- 7) 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.
- 8) **"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.
- 9) **"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.
- 10) 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.

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.

Form 20

CATERING SERVICES
Cut-off-date: 20 February 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
ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO AVAILABILITY**

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.

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 kofte 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.

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									
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	24btl	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)	12btl	110.00	145.00									
Evian still mineral water (500ml)	24btl	250.00	325.00									
Acqua Panna still water (500ml)	24btl	250.00	325.00									
San Pellegrino sparkling water (500ml)	24btl	310.00	405.00									
Local mineral water (500ml)	24btl	110.00	145.00									
Granini orange juice	24btl	170.00	220.00									
Granini pineapple juice	24btl	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									
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									

Form 21

CATERING DISCLAIMER
Cut-off-date: 20 February 2012

Please Return to DWTC's Customer Contact Centre:

Helpline: +971 4 308 6333 •

Fax: +971 4 318 8741 •

E-mail: c3@dwtc.com • V11.10_27E

THE DEADLINE TO RETURN THIS FORM IS 2 WEEKS PRIOR TO THE START OF BUILD-UP AND ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO A SURCHARGE OR MAY NOT BE PROCESSED.



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 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	
Email (important service information will be sent to this address!)					
Signature		Account ID			

DUBAI WORLD TRADE CENTRE LLC CATERING DIVISION TAKES PRIDE IN PROVIDING A WIDE RANGE OF THE FINEST CATERING SERVICES IN OUR RESTAURANTS, BARS, CLUBS, BALLROOMS, EXHIBITION HALLS, MEETING ROOMS, CAFES AND OUTSIDE CATERING UNDER HIGHEST STANDARDS OF HYGIENE, HOWEVER, IF THERE IS A REQUIREMENT TO BRING ANY TRADITIONAL/SPECIALITY FOOD ITEMS WHICH CANNOT BE PREPARED BY DWTC FOR THEIR PERSONAL CONSUMPTION AT THE EVENT OR AT A STAND, IT WILL BE UNDER THEIR RESPONSIBILITY AND DWTC WILL NOT BE HELD RESPONSIBLE FOR ANY FOOD POISONING COMPLAINTS CAUSED BY THE ITEMS MENTIONED ON THIS FORM.

Function Reference No.					
Approved for DWTC by:					
Name					
Designation					
Date		Date			
Signature (Client)		Signature (DWTC)			

Name and Description of the Dish(es):

1.		19.	
2.		20.	
3.		21.	
4.		22.	
5.		23.	
6.		24.	

7.		25.	
8.		26.	
9.		27.	
10.		28.	
11.		29.	
12.		30.	
13.		31.	
14.		32.	
15.		33.	
16.		34.	
17.		35.	
18.		36.	

NOTE:

- The DWTC Catering Disclaimer Form must be completed by the exhibitor and sent to DWTC F&B Department in order for them to gain approval from the Dubai Municipality to bring food and beverages from outside into the exhibition halls. DWTC is the sole providers of generic beverages such as mineral water, canned juice, and soft drinks.
- DWTC will be the sole provider of alcoholic beverages within the venue.
- DWTC has the full right to approve or deny any disclaimers irrespective of the nature of the exhibition or event.
- Only exhibitors with approved catering disclaimer form will be allowed to bring food inside the exhibition hall and only during the times specified for that purpose.
- Every exhibitor must receive a copy of the attached Dubai Municipality Food Safety Guidelines.
- For any sampling related queries please contact our food and Beverage Department at:

Food & Beverage Department

DWTC
P.O. Box 9292
Dubai
UAE
Tel: +971 4 3086979
Fax: +971 4 3086955
Email: fb@dwtc.com



Dubai Municipality

Guidelines for Food Exhibitions

Food Safety Requirements issued by Food Control Department of Dubai Municipality

The company that is participating in food or related exhibitions has a legal obligation to ensure that all food workers involved in the exhibition are supervised and instructed and/or trained in food safety matters commensurate with their work activity.

Exhibitors are to ensure:

1. That food workers are supervised and instructed and/or trained in food hygiene matters commensurate with their work activity;
 2. Compliance with all requirements of Food Control Department of Dubai Municipality as mentioned below:
- The attached file of disclaimer letter is a form that shall be filled, and a copy of this disclaimer letter shall be submitted at the receiving time to the food inspector in charge.
 - Gate No 25, of Za'abeel Hall is the entrance and exit for Za'abeel 1, 2 & 3 & Hall No 1.
 - Gate No 11 of the DWTC Exhibition Complex is the entrance and exit for Halls 2, 3, 4, 5, 6 & 7.
 - Receiving Bay 2 at the back of the Shk Rashid Hall (MPH) is the entrance and exit for SRH.
 - High-risk food items requiring refrigeration shall not be served, as far as no chilling unit is provided.
 - High-risk food items shall not be kept at room temperature for more than 2 hours.
 - Temperature controlled food shall be kept safe out of the danger zone (5° to 65° C).
 - All chefs and food handlers shall carry thermometers with sanitizers in order to sanitize it before & after using to avoid cross-contamination. All food contact surfaces should be regularly sanitized.
 - Cooked products shall be kept separately and covered.
 - Pork products shall be clearly labeled and kept separately.
 - Muslim exhibitors and visitors shall be informed about pork products & if a product contains alcohol.
 - Expiry dates and production dates shall be clearly written and a copy of Dubai Municipality clearance certificate by Food Trade Unit for the food items released for this particular event & it shall be provided in the event.



- All food & beverage products shall be properly labeled and shall have the production and expiry dates clearly marked on them.
- No food preparation shall be conducted during the exhibition & it is strictly prohibited.
- Production dates for all prepared products at hotels/factories or catering companies shall be labeled clearly.
- High level of personal hygiene shall be observed for people involved in the transportation, storage, handling and serving of food (clean light coloured uniforms preferably white, no finger rings, no wrist watches, hair shall be covered with a hair net, no smoking).
- No food items or equipments, utensils shall come in contact with the floor, which could result in contamination of food.
- Food items shall be stored in containers with original pack sticker.
- Hot holding temperatures shall be 65 °C or above where Cold display shall be 5 °C or below.
- Temperatures of chillers, freezers and food shall be monitored and recorded every two hours.
- All food handlers shall pass a medical checkup conducted by a Medical Service Section of a competent authority (i.e. Dubai Municipality, Sharjah Municipality, Abu Dhabi Municipality etc from which Occupational Health Card should be issued and it must be available when it is requested by Food Inspectors or the Organizers.
- Food item, which is not cooked thoroughly (well-done), shall not be presented for consumption or the visitors shall be informed about it.
- Displayed food items shall not be given away for the public in the Final Day of the exhibition & the event organizers shall monitor the situation closely & inform Dubai Municipality – Food Control Section in case of non-compliance of any company.
- Food items of different categories i.e. cooked food, dairy products, eggs, vegetables, meat and poultry, etc that are stored in chillers or refrigerators shall be segregated from each other where they must be stored on different shelves.

1) Senior Food Inspection officer - Mr. Omer Al Hassan (050 3971159)

E.Mail: omermh@dm.gov.ae

Food Control Department
Dubai Municipality.

These requirements must be fully implemented to ensure the food hygiene and safety during the events.

Form 22

STAND SECURITY SERVICES
Cut-off-date: 20 February 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_38E

**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**

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:

- 6) Dubai World Trade Centre holds the exclusive rights to all security services within DWTC.
- 7) 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.
- 8) **"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.
- 9) **"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.
- 10) 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.

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							

Form 23

VEHICLE DISPLAY AUTHORIZATION
Cut-off-date: 25 February 2012

Company Name: _____
Contact Person: _____
Stand No.: _____ Hall No.: _____
Tel: _____ Mob: _____
Fax: _____ P.O. Box: _____
Address: _____
E-mail: _____ Website: _____

Kindly provide details of the vehicles/ equipment as mentioned below:

No.	Brand/ Model/ Equipment	Registration No.	Color	Arrival Date/ Time	Dimension	Location Stand no. / Hall no.	Weight	Contact no.
1								
2								
3								
4								

VEHICLES AT THE VENUE RULES AND REGULATIONS

- Permission must be requested at least 10 working days prior to the start of the tenancy
- Fuels must be reduced to a quarter level
- Batteries should be disconnected
- All keys must be handed over to DWTC Security after inspection
- Once the event is in build up stage where damage could be made to either vehicle upon entering or other stands, a no objection letter is required from the organizer to allow access
- Vehicle without engine and battery to be mentioned separately on the form

Form 24

RAFFLE DRAW
Cut-off-date: 20 February 2012

RAFFLE DRAW APPLICATION FORM

DEADLINE TO RETURN THE FORM TO THE EVENT ORGANISER: 3 WEEKS PRIOR TO BUILD-UP

To be completed by the Event Organiser:

Event Name:

Organiser Name:

Organiser Trade Licence Number (If UAE Based*):

يتم كتابة هذا المعلومات أنه من قبل منظم الحدث الرئيسي:

إسم المعرض:

إسم المنظم:

رقم الرخصة التجارية (داخل الإمارات*):

To be completed by the Draw Organiser/
Exhibitor:

Company Name:

Trade Licence Number (If UAE Based*):

Stand Nr / Hall Nr / Draw Location:

يتم كتابة هذا المعلومات أنه من قبل منظم فعالية السحب

على الجوائز/ المعارض:

إسم الشركة:

رقم الرخصة التجارية (داخل الإمارات*):

رقم منصة العرض/ رقم القاعة/ موقع السحب:

Draw # 1

السحب
الأول

تاريخ السحب Draw Date	موعد السحب Draw Time	كيفية الدخول بالسحب Entry Details	وصف الجائزة Description of the Prize - 1 description per row		العدد Quantity	قيمة الجائزة Prize Value
رقم الكوبون الرابع Coupon Nr	إسم الفائز Winner Name	بيانات الفائز التعريفية Winner ID Nr	بيانات الإتصال بالفائز Winner Contact Details	توقيع الفائز Winner Signature	توقيع المنظم للسحب Organiser Signature	أمن المركز DWTC Security

Draw # 2

السحب
الثاني

تاريخ السحب Draw Date	موعد السحب Draw Time	كيفية الدخول بالسحب Entry Details	وصف الجائزة Description of the Prize - 1 description per row		العدد Quantity	قيمة الجائزة Prize Value
رقم الكوبون الرابع Coupon Nr	إسم الفائز Winner Name	بيانات الفائز التعريفية Winner ID Nr	بيانات الإتصال بالفائز Winner Contact Details	توقيع الفائز Winner Signature	توقيع المنظم للسحب Organiser Signature	أمن المركز DWTC Security

Draw # 3

السحب
الثالث

تاريخ السحب Draw Date	موعد السحب Draw Time	كيفية الدخول بالسحب Entry Details	وصف الجائزة Description of the Prize- 1 description per row		العدد Quantity	قيمة الجائزة Prize Value
رقم الكوبون الرابع Coupon Nr	إسم الفائز Winner Name	بيانات الفائز التعريفية Winner ID Nr	بيانات الإتصال بالفائز Winner Contact Details	توقيع الفائز Winner Signature	توقيع المنظم للسحب Organiser Signature	أمن المركز DWTC Security

Total Value

/ القيمة الإجمالية لمجموع الجوائز
All Your Awards of

Note: If you intend to carry out more than three draws for the same event, please use multiple forms.

ملاحظة: إذا كنت تنوي القيام بأكثر من ثلاث سحبيات خلال نفس الحدث، يمكن استخدام نماذج إضافية

RAFFLE DRAW POLICY

Please complete this form accurately to comply with the rules and regulations of the Dubai Department of Economic Development (DED). This form must be completed for **any** raffle draw organised during an event. If a raffle draw is organised without prior approval or the delivery of the award(s) to the winner(s) is not in line with the policy detailed below, the draw Organiser will be fined.

If the total value of the award(s) or prize(s) of **your** raffle draw is **below AED 5,000.00** per event, the permission must be obtained from Dubai World Trade Centre (DWTC). The value of the prize should be based on the UAE market value at the time of the draw.

If the total value of the award(s) or prize(s) of **your** raffle draw is **above AED 5,000.00** per event, the permission must be obtained directly from DED and the applicable charges settled directly with DED. The value of the prize should be based on the UAE market value at the time of the draw.

If you are a non-UAE based company and require a permission from DED, you should apply through one of Dubai licensed PR/ Advertising Agency, or through the main Organiser if based in UAE.

The winner must receive his/ her award(s) from the draw Organiser within 10 days from the date of the draw. If the draw Organiser leaves the UAE before handing over all the awards to the winners within the 10 day-period, the prizes must remain with the main event Organiser till the 10 day- period expires. Passed this period, the prizes will be consigned with the DED. For more information, contact DED on 04-6069888 or 04- 2853161

If the draw prizes have not been collected or delivered within the 10 day-period, the draw Organiser (or in his/her absence the event Organiser if based in Dubai) must consign the prizes with DED. If the event Organiser is non-UAE based, then the appointed party (The Organiser or the PR/ Advertising Agency) will follow the same procedure on their behalf.

Raffle draw Organiser's employees and their family members are not entitled to participate in the raffle draw(s) in any way.

السياسة المتبعة لسحب الجوائز:

يرجى تعبئة المعلومات أعلاه بدقة إمتثالاً لأنظمة وقوانين دائرة التنمية الاقتصادية بدبي. يجب ملأ هذا النموذج في حال تنظيم أي سحب على الجوائز خلال الفعاليات. إن تنظيم السحب بدون موافقة مسبقة أو عدم التقيد بسياسة تسليم الجوائز الموضحة أدناه سوف يترتب عليه مخالفة وتغريم منظم الحملة.

إذا كان المجموع الإجمالي للجائزة (أو الجوائز) التي تنوي توزيعها خلال السحب **أقل من 5000 درهم إماراتي** خلال مشاركتك بالحدث، يتم الحصول على الموافقة من مركز دبي التجاري العالمي. قيمة الجائزة تتم وفق القيمة السوقية بالإمارات وقت إقامة السحب

إذا كان المجموع الإجمالي للجائزة (أو الجوائز) التي تنوي توزيعها خلال السحب **أكثر من 5000 درهم إماراتي** خلال مشاركتك بالحدث، يجب الحصول على الموافقة ودفع الرسوم المترتبة مباشرة مع دائرة التنمية الاقتصادية بدبي. قيمة الجائزة تتم وفق القيمة السوقية بالإمارات وقت إقامة السحب.

على العارضين من خارج الدولة والذين يتوجب عليهم الحصول على تصاريح مسبقة من دائرة التنمية الاقتصادية بدبي، تعيين شركة علاقات عامة/إعانة وإعلان مرخصة من إمارة دبي لإستصدار التصاريح اللازمة نيابة عنهم، أو من خلال المنظم الرئيسي المقيم في دبي

على الفائز التقدم بإستلام الجائزة خلال عشرة أيام من موعد السحب. في حال سفر منظم الحملة خارج الدولة مباشرة بعد السحب وقبل تسليم كافة الجوائز للفائزين، تترك الجوائز الغير مُستلمة بعهدة المنظم الرئيسي للفعالية حتى إنقضاء مدة العشرة أيام المحددة. بعد ذلك يتم تسليمها لدائرة التنمية الاقتصادية. لمزيد من المعلومات، يمكن الإتصال بالدائرة على: 04-6069888 أو 04-2853161

في حال عدم إستلام / تسليم كافة الجوائز للفائزين خلال مهلة العشر أيام، يقوم منظم الحملة (أو في حال غيابه يقوم منظم الحدث بالنيابة عنه) بتسليم الجوائز لدائرة التنمية الاقتصادية بدبي. إذا كان مقر المنظم الرئيسي للحدث من خارج الدولة، تقوم الجهة /الشركة التي تم تعيينها للحصول على الموافقة بهذا الإجراء بالنيابة عنهم.

لا يحق لموظفي الشركة المنظمة لحملة سحب الجوائز المشاركة بالسحوبات، وكذلك أي من أفراد عائلاتهم، بأي حال من الأحوال.