

Outdoor Structure Building Guidelines: Space Only Stands

1. General Overview & Introduction:

Outdoor pavilion exhibitors are responsible for their own stand design and construction. No outdoor stand construction elements or fittings will be provided by Concept Zone Exhibitions. All outdoor pavilion designs must be approved by the Organisers before exhibitors will be allowed access to the site and permitted to commence build.

Outdoor pavilion working drawings (including all dimensions and elevations), risk assessment, method statement & insurance documentation must be submitted by 15th March 2020. Failure to submit outdoor pavilion designs by this date will result in USD 250 late submission fee and may result in delays on-site.

No outdoor pavilion build will be permitted to commence without the Organisers' written approval.

It is the responsibility of the exhibitor or their appointed contractor to examine the area allocated to them in order to avoid costly adjustments to outdoor pavilion structures. Where possible the Organisers will provide, on request detailed outdoor pavilion plots however; please be aware that minor obstructions or height restrictions cannot always be indicated on these plans. Due to the nature and scale of the BTME site, each outdoor pavilion area is subject to differing restrictions, it is imperative that exhibitors and their contractors contact our operations team directly to ensure they are aware of any and all restrictions applicable to their particular site. Please contact the Operations Team at production@conceptzone.net

Outdoor pavilion fitting regulations contained within this guide must be observed when planning outdoor pavilion design and layout. We are pleased to offer advice and guidance where required. Please feel free to contact the operations team with any enquiries.

Please note the Organisers have the right to reject any outdoor pavilion plan that they deem to be:

- a) Structurally unsafe.
- b) A health & safety risk.
- c) Considered to be too difficult to be completed in the time specified.
- d) Does not conform to the specifications listed in the manual.
- e) Likely to unreasonably affect nearby exhibitor's sites in any way.

No major structural or design changes will be permitted to the outdoor pavilion once approval has been given. Note there will be a charge for the independent engineer's approval set at USD 250 per stand design.

Space Only Stands Specifications:

Construction of static park pavilions can commence on **Monday 6th April 2020**, only when permission has been granted by the Organisers

The height restriction for space only stands is **2.5mtrs**; under no circumstances may construction exceed this height. The structure may not occupy any space in excess of that contracted for, this includes all air conditioning units but does not include generators. No fixing to the static park surface is allowed under any circumstance.

There is no provision of mains electricity on the static park. Power is supplied by generators. All generators must be ordered through the Organisers at info@conceptzone.net by **1st March 2020**. Failure to do so by this date will incur a 25% surcharge.

Due to being an outdoor venue, Truss support must be used on all four corners of the booth to insure stability, with a canopy cover on top as mandatory.

Fire extinguishers must be provided by your contractor, a minimum of 1 extinguisher per 100sqm is required. Fire exits must be clearly indicated on all plans submitted and internationally recognised signs must be used.

2. Documentation Required For Design Submission: *Important - Please note that pavilion designs submitted for approval at BTME 2020 will not be considered or approval process started, unless/until all the below requirements and documentation are fulfilled and received by organisers who then send on for independent structural review.*

All pavilion designs submitted for approval must include:

- Heights of pavilion/structure
- Widths of pavilion/structure
- Lengths of pavilion/structure
- Full visuals of pavilion/structure, inside and outside including details of all stairways if required
- Emergency evacuation routes highlighted
- Risk Assessment (RA)
- Method Statement (MS)
- Contractors Insurance PLI (Public Liability Insurance) copy to the value of USD 2,000,000
- STAAD files to accompany the steel work frame structure
- Full Structural Calculations: load bearing & wind, working to the venue codes. Refer to section 7 below.

All calculations of loading and strength must be in English, and all drawings must be to scale. All pavilion calculations will be subject to an independent engineer's review & inspection with an administration fee of USD 300 payable by the contractor.

All complex structures are subject to a pre-show plan approval and on-site inspection & monitoring by Concept Zone Exhibitions appointed structural engineers and DAEP venue engineers.

In the case of particularly complex pavilion the Organisers may require additional structural calculations, method statements or technical detail in order to process the pavilion approval. It is the responsibility of individual exhibitors and their appointed contractor to provide this additional information upon request and any associated costs will be charged to the exhibitor.

Please note permission to enter the exhibition premises and commence construction will not be permitted without the full approval of the appointed independent structural engineer and receipt of signed contractors undertaking form.

Pavilion build progress will be monitored continually by on-site Health & Safety officers who reserve the right to halt stand build progress should any Health or Safety issues arise. The Organisers reserve the right to deny access and prevent work being carried out by, or on behalf of, any exhibitor who has not submitted pavilion design drawings in accordance with these regulations.

3. Hot-Working (Grinding & Welding):

Hot-working on temporary structures/pavilions although not encouraged onsite, is allowed if necessary and as an integral part of design. Before undertaking hot-work, a permit to work (PTW) will have to be applied for at least 24 hours in advance from the organisers office.

The PTW application will need to include the following information and below procedure must be met before work can be carried out:

- A risk assessment will have to be submitted to accompany the task carried out
- Upto date and valid certificates of the equipment to be used will have to be submitted for inspection
- The PTW will then be signed off by competent person undertaking the task & counter signed by a certified fire safety officer at both the start of work and completion.
- All fire prevention methods will have to be adhered to (extinguishers & blankets supplied and all housekeeping in place).
- All correct hot-work PPE will have to be worn.
- Task will then be monitored on site by fire watchman and/or an appointed safety officer from the organisers or venue.

4. PPE (Personal Protection Equipment) Requirements:

All health & safety guidelines and safe working practices must be adhered to at all times during BTME 2020. Failure to do so will result in suspension of work until the H&S team are satisfied that control measures have been put in place for you to carry on.

The below PPE clothing and equipment are compulsory and must be used and worn at all times. Failure to do so will also lead to work being suspended.

5. Electrical Requirements (Outside Structures):

No private or outside generators shall be permitted for use at BTME 2020 only those hired through the official supplier. All these gen-sets are then subject to final inspection on site by the H&S team prior to energising.

All temporary installation and distribution must be inspected and tested by a competent person. A suitable testing and inspection result sheet may need to be produced on request by the venue and organisers.

The following arrangements shall also apply as applicable:

No person shall work on any electrical system unless they are proved competent to do so.

Contractors may be required to provide written method statements before work commences or conform to permit to work (PTW) systems as part of the agreed work method.

Electrical distribution cabling leads and tails must be terminated in the correct method with safeguards against direct contact. All outdoor cabling be resistant to water ingress with the correct IP rated connection and fittings.

Temporary installations from a generator must first be installed into a distribution board that is protected by the main switch rated with a 30mA RCD and each locally distributed circuit protected by a suitably rated MCB, it is not permissible to connect items directly to any industrial generator or any other source of electrical distribution which is not protected by a suitably rated RCD.

Any main switch or deviation from this will need to be reviewed and approved by the organiser and venue.

Portable electrical equipment must be in good order and be fit for purpose, only authorized and trained staff will be allowed to use this equipment with evidence of suitable (PAT) portable appliance test available on request.

Portable equipment that is used at BTME 2020 must be tested with an approved (PAT) portable appliance tester as indicated below and indicate tested date with a sticker on each appliance

Outdoor use – 3 monthly Indoor use – 6
monthly

Dangerous equipment or those that are deemed to be unsafe will be removed from the site and if necessary, destroyed by the organisers or the venue.

Portable distribution boards and ancillary equipment provided by the venue, exhibitor, exhibitors principle contractor or subcontractor including, cabling and plugs are the responsibility of their appointed technical electrician; no person may interfere with or attempt any repair of electrical equipment. Interference or attempted repair of electrical equipment by anyone other than their licensed technical electrician is reportable as a criminal offence.

If a fault is suspected in any circuit or apparatus e.g. because of a repeated blowing fuse, the organisers should be contacted, the appointed technical electrician be called, and the appliance taken out of use.

Circuit breakers must be used, and sockets must never be overloaded. All structures must be earth bonded prior to installation of electrical items; this must be inspected prior to use by the venue/organisers technical H&S team.

Emergency lighting and fire alarms within all complex structures must have been installed and tested in accordance to the UAE Fire & Life Safety Policy prior to the event.

Cables that run above head height must be tied neatly and secured to anchor points where they cannot impede emergency exits or cause injury. Cables must be at least 2m high. Cable ramps must be used wherever cables will cross floors.

6. Structural Performance Specifications BTME 2020:

PART 1 - Quality Assurance

A. Comply with applicable provisions of the following specifications and documents:

1. ASCE/SEI 7-05, Minimum Design Loads for Buildings and Other Structures, 2005"
2. AISC "Manual of Steel Construction American Institute of Steel Construction Inc. 14th edition
3. AISI "Cold-Formed Steel Design Manual American Iron and Steel Institute" edition 2008
4. AISC 360-10 "Specification for Structural Steel Buildings"
5. AISC 303-10 "Code of Standard Practice for Steel Buildings and Bridges"
6. Research Council on Structural Connections (RCSC) "Specification for Structural Joints Using ASTM A325 or A490 Bolts." edition 2009
7. ASTM A6 (ASTM A6M) "Specification for General Requirements for Rolled Steel Plates, Shapes, Sheet Piling, and Bars for Structural Use"
8. American Welding Society ANSI/AWS DI.1-2008" Structural Welding Code - Steel"
9. "AA-ADM 2015, Aluminum Design Manual, 2015 Edition"
10. "ANSI/AWC NDS-2015 National Design Specification (NDS) for Wood Construction"
11. BS 5974:1990 Temporarily installed suspended scaffolds and access equipment
12. BS 5975: 2008 Code of practice for temporary works procedures and the permissible stress design of falsework
13. BS EN 12811-1:2003 Temporary works equipment: Scaffolds - Performance requirements and general design

B. Professional Engineer Qualifications:

A professional engineer who is legally authorized to practice in the jurisdiction where Project is located and who is experienced in providing engineering services of the kind indicated. Engineering services are defined as those performed for projects with structural framing that are similar to that indicated for this Project in material, design, and extent.

PART 2 - Performance Requirements, Loads & Load Combinations

A. Structural Performance:

Extent of the structural framing and, their connections work shown in the drawings required to be fully designed by the contractor to withstand design loadings indicated.

B. Design Calculations:

The contractor is to submit design criteria, reference codes and loads used, fully detailed computer analysis and design including input data file, analysis model, end restraints and the associated output diagrams of all straining actions, support reactions, stresses and code checking in addition to design calculations for all connections.

Loads:

Dead Load	- Self weight of all components - Weight of roof cladding and side walls - Any additional permanent loads.
Live Load	- ASCE 7-05 - Areas of Public Assembly : Uniform load = 4.79 KN/m ² - Minimum roof live load/ sand = 0.6 KN/m ²
Wind Loads	- ASCE 7-05– Exposure C – basic wind speed V=135 Km/hr (3 sec. Gust)
Temperature Variation	- Uniform -25 °C or +25 °C
Indoor Pressure	25Kg/m ² minimum pressure

Load Combinations:

- The load combinations are to be accordance with ASCE 7-05.

7. Performance Bond

A refundable amount of AED 10,000/- must be provided by the contractor for every booth under construction as a current dated cheque which shall be deposited into the bank by the organiser. Failure to provide the same shall lead to disqualification from buildup and contractor shall only be granted access to the venue once all financial requirements are met. This amount shall be reversed back to the contractor after 30 Days of successful completion of the event. The organiser reserves the right to deduct any fees outstanding from the refundable amount based on Invoices shared for admin costs etc.

8. Waste Management

All exhibition stand booth material must be removed from the premises upon breakdown on the 10th of April 2020, by the contractors. A separate charge of USD 500 per booth shall be chargeable to the contractors for waste management services during the event.

All exhibitors and contractors must ensure that they do not discard sharp objects and must ensure that nails and screws are not left sticking out of waste wood – these must be removed or hammered flat. Concept Zone is committed to ensuring that the exhibition is as environmentally responsible as possible. Please help us by keeping waste to a minimum, recycling waste where possible and reporting any incidents of fly tipping to the Organiser. If you are a shell scheme exhibitor, your stand will be delivered to you in a clean state in readiness of the show opening. Any waste generated during the dressing of your shell scheme stand should be placed in the gangways for the cleaning contractor to remove prior to the show opening.

All waste must be removed from the exhibition hall. Any items of waste or stand fitting left in the hall at the end of the show will be treated as waste and disposed of. Any removal costs will be charged to the exhibitor in question.

9. Aisles & Gangways

Exhibitors must ensure that for health & safety reasons and to aid the access of other exhibitors, gangways are kept clear of all items including stand fitting materials and exhibits during build-up and breakdown. Please be aware: Emergency gangways MUST be kept clear at all times.

10. Animals

Animals are not permitted during build-up, open & breakdown periods. However, exceptions may be made for accredited 'assistance' animals. Please contact production@conceptszone.net if you require assistance.

11. Banking Services

The following facilities are available at the BTME Site: ATM Machines will be located at the front by the main entrance of the JA Beach Hotel.

12. Balloons

The use of helium balloons (Blimps) and toy balloons is not permitted.

13. Water and Waste

Please be aware that a water supply is not available within the exhibition hall or on the static park.

14. Working at Height

Ground access to areas in the vicinity of any work at height must be controlled to prevent persons walking or working directly beneath the area in question. Ground workers in the vicinity must not work directly underneath and must wear suitable head protection (e.g. hard hats). Ladders must be footed or tied off and used in accordance with construction regulations. The use of domestic ladders and steps is strictly forbidden.

15. Work Equipment and Tools

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

16. Carpeting

Space only stands are not carpeted and it is the responsibility of all space only exhibitors to lay their own appropriate floor covering. Please note that space only stands supplying their own floor-covering are responsible for its removal and disposal at the end of the event (together with any carpet tape/or tape residue). Please be aware that significant charges will be levied on exhibitors who fail to remove any of the above.

17. Car Parking

Please see allocation table above for FOC and purchasable allocations at the BTME site.

18. Catering Facilities

JA Beach Hotel has been appointed as the official caterer for BTME 2020. For all catering requirements in the exhibition hall please contact them directly, their contact details can be found in the official contractors list.

Please note that JA Beach Hotel is the only company permitted to provide food and beverage services within the exhibition hall. No external catering contractors are permitted in the Exhibition Hall.

19. Children

Local Authority regulations prohibit the presence of children under 21 in the halls during build up, event days and breakdown children will be refused access under all circumstances.

The exhibition is a trade event and the nature of the exhibits during the open period will reflect this, as such it is not a suitable environment for children. There are no crèche facilities at this event.

20. Cleaning Services

It is the exhibitor's responsibility to maintain their stand and to make sure it is in a clean condition at all times. If you are a shell scheme exhibitor your stand will be delivered to you in a clean state in the readiness of the show opening. Space only exhibitors will be responsible for the cleaning of their areas.

A cleaning contractor has been appointed for general cleaning of the exhibition grounds, buildings and internal aisles during the show; however the cleaning of stands and exhibits is the exhibitor's responsibility.

Additional cleaning services can be arranged if required. Please contact the [Official Cleaning Contractor](#) for a list of their services.

During the build-up and breakdown period, exhibitors and their contractors are responsible for their own waste materials. For health & safety reasons it is essential that all aisles are kept clear of rubbish and other obstructions at all times.

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

21. Compressed Air

Exhibitors may not have generators or compressed air units on their stands.

22. Contractor Traffic Management (Build Up and Breakdown)

Due to ongoing development of the BTME site and the high volume of vehicles passing through the venue during build up and breakdown, it has become necessary for us to introduce a new traffic management plan. This is to help control over crowding in the loading yards, maintain a safe working environment & to monitor security at the venue.

Please note there will be a charge of AED500 per truck per day.

Please communicate the following procedures to any contractors or delivery companies you may be using during build up and breakdown:

- All vehicles must report to the marshalling yard using the contractor gate marked Grandstand.
- Drivers must register their vehicle with the Traffic Management Team - they will then be issued with a gate pass which will allow access to the loading yards.
- As soon as space becomes available in the loading yards, vehicles will be called forward and directed to the area closest to the stand or chalet they are servicing.
- Vehicles must be removed from the loading areas as soon as they have been unloaded to allow other vehicles to be processed.

23. Currency

The local currency is the dirham (Dhs) also known as the Arab Emirate Dirham (AED). The currency is pegged to the US Dollar 1USD=Dhs 3.67. Coins include Dhs 1, 50 fils and 25 fils. Notes are of Dhs 5, 10, 20, 50, 100, 200, 500 and 1000 denominations.

24. Damage & Theft

Please ensure that all valuables are kept safe at all times. It is your responsibility to ensure the safety of valuables during all periods of the event. In particular laptops, mobile phones and other electronic items are attractive to thieves and therefore please pay particular attention to the security of these items.

In the event of a theft or damage, we must ask you to report all incidents to the Organiser's Office and to Venue Security within 24 hours of the event occurring or coming to light. The Organiser's will not be responsible for any loss or damage to stands or exhibits.

25. Deliveries to Site

Deliveries will not be accepted on-site before the following deadlines:

- **7th April 2020 for space only and shell scheme stands**

All deliveries must be marked up clearly, as follows:

Exhibitor Contact & Company Name, Hall & Stand Number, Exhibitor Contact Number

Beverage And Tobacco Middle East 2020

BTME Site,

JA Beach Hotel, Jebel Ali,

Dubai, United Arab Emirates

Please ensure that your exhibit materials are in the hall at least 24 hours prior to the official opening of the show. Exhibit materials, including brochures, posters and samples etc. being brought to the halls after this time will not be permitted through the front main entrance doors. Only hand carried items may be brought into the hall during show open hours. Any items requiring a trolley or pallet truck must wait until after the show has closed.

Please ensure that anyone delivering goods to you knows your stand number, hall name and that they deliver them at an appropriate time when someone is on the stand to receive the goods.

Charles and Kendall have been appointed as the official logistics contractors for the BTME 2020 and we strongly advise you to contact one of these companies when shipping your deliveries to site to avoid any delays or additional charges onsite.

For security reasons the Organisers are not able to accept deliveries on behalf of exhibitors. This is especially applicable to courier services that require a signature; all couriers will be held within the reception building where exhibitors will have to meet them in order to sign and receive their delivery.

Deliveries to the stand during the exhibition open period may be made before 09:00 each morning. Throughout the course of the day only hand-carried items will be permitted entry and will be subject to security screening.

26. Demonstrations

As a matter of safety and courtesy to others, exhibitors should conduct sales presentations and product demonstrations in a manner which assures all exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighbouring exhibits. It is the responsibility of each exhibitor to arrange displays, product presentation and demonstration areas to ensure compliance.

Special caution should be taken when demonstrating machinery or equipment that has moving parts, or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 1m and/or install barriers as necessary to prevent accidental injury to spectators. Sound demonstrations should not exceed 85 decibels. Additionally, demonstrations should only be conducted by qualified personnel.

27. Dilapidations

Exhibitors and their contractors are advised that no fixings, alteration or damage must be made to any part of the premises, except by JA Hotel's own staff. Any damage to walls, columns, floor, shell schemes, hired accessories or other parts of the premises will be charged to exhibitors and you should be aware that costs for this are likely to be very substantial. Please ensure that any contractors that you may employ are aware of this as well as those found to be connected to your presence at the show may incur costs that will be levied directly to you.

28. Disabled Facilities

The exhibition hall, meeting rooms and public areas will have disabled access. There are also disabled toilets on site which are clearly signposted. An allocation of parking bays will be reserved for disabled drivers, please note that parking passes are still required for access to these bays. For further information please contact the Operations Team.

29. Distribution of Material & Canvassing

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

30. Employment of Labour

UAE Federal Law requires each employer to provide appropriate safety measures to protect workers against all hazards. It is the employer's duty to ensure that work is safe for employees and non-employees who may be affected by that work activity.

UAE Labour Law – adherence by all

- You must have an Emirates ID together with a photocopy of the UAE visa showing your sponsor name.
- UAE Labour Law prohibits the hiring or contracting of any illegal labourers.
- Organisers, Exhibitors and Contractors violating this law can be sentenced to one month jail and fined up to AED 50,000 per person.
- Venue Security are responsible for the access control to the building, and access will only be granted to those carrying the correct Emirates ID.
- International guests will be required to supply a copy of their temporary visa.

Sub-contracting: It is extremely important that the rules and regulations are adhered to.

Any contractors, who sub-contract, must have an official agreement in writing between the two parties, under the official agreement of "Subcontract Agreement" To ensure this document will be accepted by the venue's access control areas, the two parties must have both their company stamps shown on the documentation. All labourers must provide a labour card that endorses their employment with either the contractor or sub-contractor.

NO EMIRATES ID OR RELEVANT DOCUMENTATION = NO ACCESS

31. Fabrics Used In Displays

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

32. Fire Appliances and Information

The venue will be providing fire patrols during all phases of the event. Fire extinguishers of approved pattern and capacity can be found at various locations around the site according to the risk involved. Instructions will also be supplied, please locate your nearest extinguisher. Exhibitors will be given instructions regarding fire, emergency and accident procedures prior to the show opening, please ensure all personnel read these carefully.

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

33. First Aid Services

Emergency medical assistance for exhibitors and contractors can be obtained from the JA Beach Hotel located in the walkway leading from central exit of the exhibition hall to the main lobby.

34. Floral / Plant Hire

The Organisers have appointed Blooms as the official floral supplier for BTME 2020. Please contact them directly for further information about their products and to place an order. Their contact details can be found in the official contractor list. Blooms will also be located on-site throughout build-up should exhibitors require to place last minute orders. However, please note that only a limited supply will be available on-site.

35. Freight

The official on-site freight handler for BTME 2020 is Charles Kendall, their contact details can be found in the [official contractor list](#). For further information on delivery, transportation and removal of exhibits please contact them directly. Please note the following deadlines:

1. The latest date of arrival for LCL shipments or conventional cargo: **15th March 2020**
2. The latest date of arrival for FCL containers at Jebel Ali port, Dubai: **15th March 2020**
3. The latest date of arrival for Air Freight at Dubai Int'l Airport - DXB: **15th March 2020**

36. Furniture Hire and Stand Fitting Extras

Concept Zone are able to offer a range of quality furniture and stand fitting extras for hire to exhibitors.

A picture of furniture items are shown with the furniture order form. Orders may be made using the relevant form and should be made early to avoid disappointment. Orders received after 1st March 2020 will be subject to a 30% surcharge.

37. Gala Dinner

The BTME Gala Dinner will be held on **Thursday 9th April 2020**. It is organised by Concept Zone. The dinner is strictly by invitation only. A limited number of invitations will be available to exhibitors. Further information will follow.

38. Stand construction permits

All stand structures and constructions require approval from the Operations Team. Email the stand drawing to: production@conceptzone.net

39. Alterations to stand structures in non-compliance with regulations

Stand structures that have not been approved or fail to comply with these Technical Guidelines or other regulations in force from time-to-time shall be altered or removed from the premises. In the event that said alterations or removal shall not have been concluded by the appointed time, the Organisers shall be entitled to make the required alterations or removal at exhibitors' expense.

40. Limits of liability

The Organisers shall not be held liable for theft or deterioration of, or damage to, drawings, models, or other items of documentation submitted, regardless of any legal grounds that might apply.

41. Advertising media/presentations

Stand and exhibit lettering and company and brand logos shall not exceed the maximum construction height and should have an attractive appearance.

Presentations, visual advertising media, slow-moving and acoustic advertising media, and playback of recorded music shall be allowed, provided that visitors and neighbours shall not be disturbed thereby, no traffic jams shall occur in walkways, and the Organiser's own public address system shall not be drowned out. Sound pressure levels at the boundaries of the stands involved shall not exceed 60 dB(A) in a 2.5 meter area surrounding each stand.

In the event of violations of that regulation, the Organiser shall be entitled to take action against offenders and, if necessary, demand that the offending equipment be shut down.

The Organiser shall be notified if any shows or product presentations involving shows are to be put on.

Distribution of printed matter and employment of advertising media by exhibitors is allowed on their own stands only.

42. Operational Safety & Technical Safety Provisions

General regulations

Exhibitors are responsible for operational safety and maintaining compliance with occupational health and safety and accident prevention regulations on their stands. All set-up and dismantling work shall comply with applicable occupational health and safety and industrial regulations.

Employment of tools and other equipment

- Use of stud-driving guns is prohibited.
- Employment of woodworking machinery that lacks sawdust/chip extraction systems is prohibited.

43. Health & Safety

This section is designed to give you guidance to assist you in discharging your legal responsibilities to ensure the health, safety and welfare of you, your colleagues and contractors, as well as everyone involved with the event. Please remember that failing to do may lead to prosecution, other legal sanctions and very significant financial penalties. More importantly, however, it may also lead to people being badly hurt or worse. If you are unsure you are urged to contact the Operations Team. Please do not leave health and safety issues to the last minute. The earlier we have your information the better the support we can give you.

44. Risk Assessment

General risks associated with any exhibition are as follows:

- Trip hazards.
- Multiple contractors working in a single workplace.
- Fall from working at heights and working on a live edge.
- Objects falling from height or loads falling from vehicles.
- Impact injury from moving vehicles.
- Structural collapse of seating or an exhibition stand.
- Outbreak of water-borne disease - e.g. Legionnaires disease from a water feature.
- Food poisoning incident - e.g. from temporary catering outlet.
- Fire.
- Major incident and/ or civil emergency.
- Excessive working hours.

This is an overview and by no means a comprehensive account of the risks involved at this event. In general terms, emphasis should always be placed on eliminating or reducing risk at source. It must be remembered that personal protective equipment is usually a control of last resort.

Documents to be Submitted by Exhibitors and by Contractors

Exhibitors

- The name of your nominated health and safety representative on site.
- A copy of your stand plans (not shell scheme).
- Notification and supporting risk assessments for any activity on your stand which represents a significant risk. This includes but is not limited to the following:
 - Flammable substances or naked flame
 - Pressurised gases such as LPG
 - Hazardous chemicals and substances
 - Ionising radiation
 - Water features
 - Demonstrations
 - Visitor treatments - e.g. massage

Contractors

- A copy of risk assessments and method statements covering the build-up and breakdown of the stand.
- A suitable and sufficient risk assessment of activities on site supported by relevant documentation. Note this must be specific to the show, i.e. not generic, and specific to the work activities performed by the contractor
- Name of nominated health and safety representative on site.
- Organiser's contractors involved in stand construction activities such as feature building should comply with the requirements for exhibitors with regards to stand building.

45. Heavy Exhibits & Outsized items

7th April 2020 is the time designated for the movement and installation of heavy or outsized items. Exhibits in excess of 2000kg or measuring more than 2.5m in length, width or height will need to be positioned during this time period. It is the exhibitor's responsibility to make provision to ensure that these items are on-site and positioned during this time. Please liaise with the official freight handling contractor - Charles Kendall for further details.

Any heavy or outsized items arriving on-site after this time will not be permitted entrance into the halls. This is for the safety of the exhibitors and contractors working in the halls during the build-up period.

46. Height Restrictions

The below height restrictions apply to the structures themselves and any items within the designated area. Please be aware that areas of stand build above these height limits will be subject to the Organiser's structural engineer's approval and will incur additional charges.

- Single-Storey Space Only Stands: A maximum height of 2.5m
- Double- Decker Space Only Stands are not permitted.
- Walling in on open sides - Long runs of walling along open perimeters of stands are not permitted. Only 30% of any open side is permitted to be a solid wall. Where long runs of walling are present along open sides they must be relieved by display items and not left in plain colours – if perimeter walling is more than 1m high, it must not occupy more than 30% of any one side. If long runs of walling are essential and over 30% of the length they must be recessed by 0.5m from the perimeter of the site and will be subject to written approval by the Organisers

47. Information Desk

The exhibitor information desk will be open from the first day of build-up for general enquiries and information. The desk will be located in the registration area.

48. Insurance

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

Exhibitor and the Stand Contractor Insurance cover should include:

- PLI (Public Liability Insurance to the value of USD2,000,000)
- Personal Injury
- Third Party Claims
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition
- Medical expenses and baggage cover
- Value of the stand, including the fittings

Please be aware that both exhibitors and stand contractors will be required to provide the Organisers with proof of this insurance before they will be permitted to access the show site. Alternatively, exhibitors only can purchase insurance through our approved vendor. This insurance is also available for contractors.

49. Late Working

If you have appointed a stand contractor to build your open space stand, you must be assured that the design of the stand is such that it can be built within the specified times as stated in this manual. If you need to continue working outside the publicised hours, you will need to inform the Organisers Office situated at the front right hand side of the main exhibition hall by 14:00 on that day. You will also need to supply the names of all employees working and a main contact number.

The following charges will apply: 00:00 - 11:59 - AED 500 p/h per stand/chalet per day. Please note that all payments must be made and a late working permit obtained before out of hours working can commence.

50. Lifting and Logistics

Charles Kendall have been appointed as the official lifting contractors for the BTME 2020 and will be the only companies authorised to perform lifting and fork lifting in the hall. If you require lifting and fork lifting services, please contact one of the official contractors.

The use of powered mechanical handling and access equipment is strictly controlled. The official on-site freight handlers & rigging contractor are the only persons authorised to operate lifting and access equipment and forklift trucks within the BTME 2020 site. This appointment provides the necessary levels of competence and controls over all heavy lifting operations, required to satisfy Health & Safety Regulations. Charles Kendall are the only companies permitted to provide lifting services at BTME 2020. Stand build contractors and exhibitors will not be permitted to operate any lifting or access equipment. Any unauthorised lifting or access equipment will be removed from site.

51. Limits of liability

The Organisers shall not be held liable for theft or deterioration of, or damage to, drawings, models, or other items of documentation submitted, regardless of any legal grounds that might apply.

52. LPG - Liquefied Petroleum Gases (Propane, Butane, etc.)

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

53. Maintenance

Under no circumstances will maintenance work be permitted on stands during the exhibition open hours. If at any time during the exhibition open days you need to carry out maintenance work on your stand after the exhibition has closed please apply to the Organisers office by 14:00 on the same day for authorisation.

54. Meeting rooms

Meeting rooms are available for hire and can be booked via the JA Beach Hotel directly.

55. Noise Levels

Exhibitors are requested to keep noise / volume levels down on music systems, audio-visual displays, amplifiers, videos etc. Volume levels should not interfere with normal conversation on neighbouring stands. Any excessive noise emitted within the venue must not be of a noise level that prevents the visitor from hearing the emergency announcements.

Noise level guideline:

1. A maximum of 55dB between 07:00 and 20:00
2. A maximum of 45dB between 20:00 and 07:00

56. Opening Ceremony

The Exhibition will be officially opened at **15:00 on 8th April 2020.**

Please ensure that you have a representative from your company present at your stand for the VIP Tour as the dignitary may wish to visit your stand.

57. Open Flames

Flames from open fires or candles will NOT be permitted.

58. Organisers' Right to Change Stands and Floor Plan Layout

In the interests of the exhibition as a whole, it may be necessary to remove or alter anything in - or forming part of - any stand. If we feel this action must be taken this would be at the expense of the exhibitor concerned. The exhibition floor plan is subject to change and consolidation at any time without notification at the discretion of the Organisers.

59. Promotional Material

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

60. Exhibition Show Guide

Concept Zone is responsible for co-ordinating and publishing the exhibition's official Show Guide. As a result, the publication receives first hand show information and benefits from first class distribution and exposure. A copy of the Show Guide is distributed to every exhibitor and visitors can purchase it. In addition copies will be distributed to media representatives, VIPs, delegations leading decision makers and other outlets likely to further promote the exhibition to ensure maximum coverage.

The Show Guide will be published containing an alphabetical list of exhibitors, a description of the exhibits and general information about the exhibition, together with advertisements.

Each exhibiting company is provided with a complimentary entry which incorporates their company details, stand number and a free 75 word editorial describing the companies proposed exhibits. Show Guide entries can be submitted via the Exhibitor Portal, if no entry is submitted the company name, stand number and contact details (as displayed on the exhibition contract) will be entered as default. Company logos and enhanced editorials can be added to basic Show Guide entries for an additional charge, please get in touch with the organisers for further information.

Sharing exhibitors can purchase additional entries; these can be purchased at a cost of USD200 per entry. Such orders can be placed via Official Show Guide - Additional Show Guide Entry via mail.

All exhibitors are given the opportunity to promote their products or services by advertising within the official Show Guide. Placing an advertisement will ensure that your products are seen by the visitors which could increase the number of buyers to your stand. For advertising rates and order forms please contact the organisers.

61. Exhibitor Co-operation

It is an established fact that exhibitors who take steps on their own account to supplement the Organisers' publicity as described above will obtain far greater value from participation than those who neglect the opportunity.

By conducting their own separate mailing, mounting a specific publicity campaign and paying special attention to the distribution of promotional material, exhibitors can greatly increase the level of response they receive from local visitors.

Concept Zone will be continually adding to and updating its media database to ensure industry contacts are relevant. A list of media who have preregistered to attend will be available to exhibitors and their PR agencies as the event draws closer.

62. Exhibitors' PR Agency Support

Official PR agencies retained by exhibitors at the BTME show are welcome to request the registered media database as above. In addition, they can book press conference rooms on behalf of their clients.

Please note that PR Agency staff are not eligible for Press Badges and will not be granted access to the show, or the press centre as media. **If you work with a PR Agency and would like their staff to attend, then please ensure that they are provided with exhibitor passes from your allocation, or alternatively they can register as visitors.**

63. Regional Information

At the time of the show, the UAE will be four hours ahead of GMT. There is no daylight saving in the UAE. The local currency is the 'Dirham' (Dhs) which is divided into 100 'fils'. The currency is often referred to as AED (Arab Emirates Dirham). The Dirham has been tied to the US dollar at a mid-rate of USD1 – AED3.67.

Dubai's working week is different to that of western countries. In Dubai, the normal working week is Sunday to Thursday with the weekend being Friday and Saturday. Government offices are open from 07:30 to 14:00 Sunday to Thursday. Embassies and Consulates open from 08:00 to 13:30; most are closed Friday and Saturday.

Islam is the official religion of the UAE; however Dubai is tolerant of the customs and religions of its visitors. Dubai has a variety of places of worship, including two inter-denominational churches, Holy Trinity and United Church of Dubai (UCCD), and one Roman Catholic Church (St Mary's). **13 | Page**

64. Removal of Exhibits

All exhibits and materials must be cleared from the site by **23:59 on Friday 10th April 2020**. All outsized items, heavy items and items requiring rigging will be the last items to leave the hall for Health & Safety Reasons.

All other items must be removed in accordance with the below deadlines:

BREAKDOWN:		
Thursday 9 th April 2020	22:00 – 00:00	Removal of all handheld goods only
Friday 10 th April 2020	06:00 – 23:59	Vacate all shell scheme stands
Friday 10 th April 2020	06:00 – 23:59	Dismantling & Removal of stands
ALL EXHIBITS STAND FITTINGS AND WASTE MUST BE CLEARED FROM THE EXHIBITION HALL BY 23:59 ON FRIDAY 10th APRIL 2020. ANY ITEMS LEFT IN THE HALL AFTER THE EXHIBITION WILL BE TREATED AS WASTE. FAILURE TO MEET THIS DEADLINE WILL RESULT IN A PENALTY FEE.		

65. Restricted Items

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

66. Security

The Organisers have arranged for 24 hour security guards through the JA Beach Hotel. However, exhibitors should remember that exhibition halls are vulnerable places and should take appropriate precautions against theft.

Any incidents of theft must be reported to the Organisers immediately as it will be necessary to complete a security form and report the incident to the police.

Please note that most hired cabinets have common locks and should NOT be regarded as secure units. The Organiser's will not be responsible for any loss or damage to stands or exhibits.

67. Signage

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

Where illuminated fascia boards are used on stands, the lighting of them must be of sufficient power to light the fascia board only, and must not cause any spill of light onto neighbouring stands. No flashing lights will be permitted. We reserve the right to disconnect the electrical supply to any illuminated fascia, which, in our opinion, is causing a nuisance to any other exhibitor.

Site Facilities

- ATMs
- Business Centre
- Car Parking
- Exhibitors Information Desk
- First Aid
- Gala Dinner Ticket Desk
- Media Centre & Lounge
- Medical Centre
- Meeting Rooms
- Official Contractors Offices
- Prayer Facilities
- Restaurants
- Taxi Services
- Toilets
- Travel Desk (RW Events)
- Visitor Registration

68. Storage

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

If you require storage on-site, you should contact Charles Kendall, who have storage facilities available. If you need a place to store empty cartons, boxes, literature etc. please contact Charles Kendall, who will collect these from your stand, store them and deliver them back to you during breakdown.

Alternatively, you need to make the provision to build a store room into your stand design.

69. Sponsorship & On-site Branding

There are numerous opportunities for sponsorship and on-site branding at BTME 2020. For further details, including illustrations of the sites and rates please contact your Sales Manager.

70. Temporary Staff

An Events company has been appointed to provide a service for the hire of temporary staff, including models, hostesses and promoters. Exhibitors wishing to hire staff through the appointed agency should contact them directly. You can find their contact details in the official contactor list.

71. Venue Access

The BTME show will take place at JA Beach Hotel, BTME Site. The site is easily accessible from Sheikh Zayed Road, Sheikh Mohammed bin Zayed Road (Old Emirates Road) and the Emirates Road – approximate travel times from key areas (depending on traffic) are listed below:

Dubai Marina	20 mins (Hotels such as Grosvenor House, Royal Meridien, Ritz Carlton)
Jumeirah	25 mins (Hotels such as Royal Mirage, Westin, Jumeirah Beach Hotel)
Downtown	35 mins (Hotels such as Al Manzil, Armarni, Address, The Palace)
Dubai International Airport	45 mins

72. Venue and Local Authority Regulations

All work must be carried out in compliance with the regulations of the venue. If exhibitor erects a stand which does not conform fully and in all respects to the requirements of the Organiser, Venue and Dubai Municipality, the Organisers reserve the right to alter, demolish or reconstruct the stand at the exhibitor's expense and to make it conform to the regulations and requirements.

73. Visa regulations

Nationals of various countries will be issued, free of charge, with an entry visa valid for 30 days at passport control upon arrival in the UAE:

Please note that a visit visa does not entitle the visitor to take up permanent work in the UAE. Other nationalities are solely responsible for obtaining visas for themselves, their representatives and invitees. The Organisers are not in a position to sponsor visa applications. Visas can be arranged through travel agents and hotels, provided sufficient time is given for the application to be processed. Please be aware that the issuing of visas can be quite a lengthy process and that you must have a passport that is valid of at least 6 months from departure. Please contact the official travel agent should you require further details on the visa application process Please, note Concept Zone is unable to obtain or apply for visas on anyone's behalf.

Please click the following link for more detailed information on UAE visas:

http://www.emirates.com/uk/english/plan_book/essential_information/visa_passport_information/uae_visas.aspx

74. Visitor Entrance

Visitor entry to the show is restricted to trade visitors only. Visitors must present a visitor ticket / E-ticket or their printed email registration confirmation. Visitors must have passport / Emirates ID and business card in order to gain entry.

No under 21's are allowed entry to the event.

75. General Rules

Important Notice

The Organisers and their official contractors reserve the right to prohibit the use of any material or process that they consider to be contrary to health, safety and welfare of the event as a whole. Likewise, we expressly prohibit the use or display of any material or process that they consider contrary to the overall good or that they consider might bring the good name of the event into disrepute. Where actions or omissions by exhibitors, contractors or their agents are considered to be detrimental to the event as a whole (e.g. failure to complete stand construction in the given time or failure to remove said exhibition stand). The Organisers or their appointed contractor reserve the right to take such remedial action that they consider to be necessary (e.g. alteration or termination of the stand building process or removal and disposal of any remaining stand elements without liability) and all costs associated with this will be passed on to the exhibitor. The Organisers reserve the right to make any amendments, additions or deletions to these Technical Guidelines as they may consider necessary from time-to-time or that they feel appropriate and affirm that these Technical Guidelines and any such changes form part of exhibitors' and sponsors' contractual obligations.

The Organisers have issued these guidelines for attending BTME 2020 in order that all exhibitors at the show will have optimum opportunities to present their exhibits, attract attendees and interested parties to visit their stands.

These guidelines are binding upon all exhibitors.

Please note that it may be necessary to make amendments, revisions or other alterations to these Rules, Regulations and Guidelines.

- **They incorporate safety regulations that are intended to provide a high degree of health, safety and welfare for all persons involved with the event.**
- **The Building Provisions, Fire Protection Regulations and other Safety Regulations involved have been coordinated with the responsible agencies of JA Hotel, BTME Site**
- **As part of your contract to exhibit at the event, you should be aware that checking systems are in place and it is vital that you implement all of the measures in this manual at all times. Furthermore, the applicable legal regulations, as amended from time-to-time, must be observed at all times.**
- **Please note that the Organisers reserve the right to prohibit the opening of an exhibition stand or commencement of an event if defects previously identified, or of immediate concern, have not been remedied by the start of the event.**
- **The Organisers retain the right to issue further or amend existing safety regulations and stand construction standards at any time.**
- **Forms for ordering services will be accessible online and must be completed in good time – please note that many contactors may charge an increased rate for late submission (i.e. after the highlighted deadline) or that certain services may no longer be available unless ordered on time. The Organisers cannot take any responsibility where late ordering results in any of the above.**
- **These Technical Guidelines must be forwarded to all your contractors without delay.**

EXHIBITION SCHEDULE

EXHIBITION BUILD UP

Access to Site for Space Only Stands	06:00	6 th April 2020
Stand construction must be completed	18:00	7 th April 2020
Security Sweep – All personnel must vacate the show site	06:00	8 th April 2020

All stand construction must be completed by 18:00 on Tuesday 7th April 2020. Exhibit set up should be completed by 22:00 on Tuesday 7th April 2020. Failure to meet these deadlines will result in a penalty fee.

SHOW OPEN DAYS

	EXHIBITOR ACCESS	SHOW TIMES
Wednesday 8 th April 2020	14:00 – 23:00	15:00 – 22:00
Thursday 9 th April 2020	14:00 – 23:00	15:00 – 22:00






SHOW EVENTS



Wednesday 8 th April 2020	15:00	Opening Ceremony
Thursday 9 th April 2020	20:00	Concept Zone Awards
Thursday 9 th April 2020	22:00	Gala Dinner

BREAKDOWN

Thursday 9 th April 2020	22:00 – 23:59	Removal of hand held goods only
Friday 10 th April 2020	06:00 – 23:59	Dismantling & Removal of Stands

All exhibits stand fittings and waste must be cleared from the exhibition hall by 23:59 on Friday 10th April 2020. Any items left in the hall after this time will be treated as waste. Failure to meet this deadline will result in a penalty fee.

Hazard	Advice	PPE	Examples
<p>Slippery surfaces</p> <p>Nails and sharp objects on the floor</p> <p>Heavy items dropped during movement or fitting</p>	<p>Safe footwear should be worn to prevent slipping and foot injuries.</p> <p>Safe footwear is mandatory during the construction activities of buildup/breakdown for ALL personnel entering the halls.</p> <p>General recommendation: EU Approved to class EN345 (safety footwear)</p>	Safe footwear	
<p>Moving vehicles</p> <p>Vehicle/pedestrian interaction</p> <p>Poor visibility</p>	<p>Hi-visibility vests have highly reflective properties or a colour that is easily discernible from any background.</p> <p>Wearing Hi-visibility vests is mandatory during the construction activities of buildup/breakdown for ALL personnel entering the halls.</p> <p>General recommendation: EU approved to class EN 471</p>	Hi-Visibility jacket/ vest	
<p>Danger of falling objects or overhead work taking place</p>	<p>A hard hat should be worn to protect the head if an object falls from a height</p> <p>General recommendation: EU approved to class EN397</p>	Hard hat	
<p>Person working at a height</p>	<p>Persons working at height where there are no guard rails should be clipped on via a lanyard or wearing fall arrest equipment.</p> <p>General recommendation: EU approved to class EN361 (full body harness)</p>	Lanyard/fall arrest equipment	
<p>Contact with hazardous chemicals</p> <p>Contact with human fluids</p> <p>Dirty workplace</p> <p>Handling sharp objects</p> <p>Objects being moved (trapping)</p>	<p>Protect hands from harm using appropriate type of gloves (consider glove material, dexterity needs, performance)</p> <p>General recommendation: EU approved to class EN388 (mechanical) and EN 374 (chemical)</p>	Safety gloves	

<p>Inhalation of dust, gas or fumes</p>	<p>Protect the body from breathing or ingesting hazardous materials.</p> <p>General recommendation: EU approved to class EN149</p>	<p>Respirator</p>	
<p>Impact with moving objects Eye contact with chemicals</p>	<p>Protect eyes using suitable glasses</p> <p>General recommendation: EU approved to class EN166</p>	<p>Safety glasses</p>	
<p>Loud noise</p>	<p>Protect ears from noise using appropriate type of device with correct attenuation.</p> <p>General recommendation EU approved to class EN352-2 (earplugs)</p>	<p>Ear plugs</p>	