



Breakdown Procedure

IMPORTANT : JA Beach Club – One Day Breakdown

To : The Stand Manager
From : The Organisers Office
Subject : BEVERAGE AND TOBACCO MIDDLE EAST 2020 -
Breakdown Procedures

We request our Exhibitors to kindly adhere to the following procedures to ensure that the dismantling of all exhibits and stands proceed smoothly and effectively.

Friday, 10th April 2020

Please start packing your exhibits and clearing your stands only after all the visitors have left the venue at 06.00hrs. Please be advised that exhibitors DO NOT require any Security Passes to take their exhibits out from the hall after 06.00hrs.

All Exhibitors are requested to clear the contents of lockable cupboards, counters and shelves, provided by the Stand fitting Contractors, as they will remove these from 06.00hrs on Friday, 10 April 2019. Therefore, it is of extreme importance that all your expensive items and promotional materials (photographs, posters, product literature, etc.) are removed by this time.

Stand Power will be terminated to the stands at 03.00hrs – Please contact Exhibitor Services if you require power after this time.

Please ensure that at least one responsible person from your company is present at all times on your stand, when the show closes, as we are not responsible for the security of any items/goods.

Once the show closes, the organisers will control the traffic route to the Marshalling Yard outside the JA resort gate and all vehicles will only be given access at 06.00hrs.

CONTRACTORS – TRUCK ACCESS AT 06:00HRS

24hrs Teardown for all halls

Charles Kendall are the Official Freight Forwarders and On-site Handling Agents and who will be available on site to ensure that packing of exhibits can commence without any undue delay. In case you require assistance or manpower for re-packing your exhibits on your stand, you have to make pre-arrangements with Charles Kendall, so that they can dedicate people. Please contact; Selvaraj R.N. (General Manager) +97150 5503268, Main Office: +9714 299 6554



Saturday, 11th April 2020

Space Only Exhibitors must ensure that their appointed contractors have dismantled their stands and removed all stand fitting materials from the Venue. Please advise your contractors that any stand fitting materials left at the Exhibition Complex after the deadline will be removed and disposed of by our Venue Management and a fee of US\$ 5,000 will be charged to the concerned exhibitor/stand fitting contractor.

The marshalling yard should not be treated as a dumping site for waste products. Complete removal of all stand fitting/ waste products from Venue is a must. Any contractor that does not fulfil their obligations as per the signed Letter of Undertaking will forfeit the Performance Bond and be permanently blacklisted from working with the organisers.

Thank you for your support and co-operation. It was a pleasure working with you and we look forward to welcoming you to Beverage and Tobacco Middle East 2021.

Kind regards,

Concept Zone Operations Team