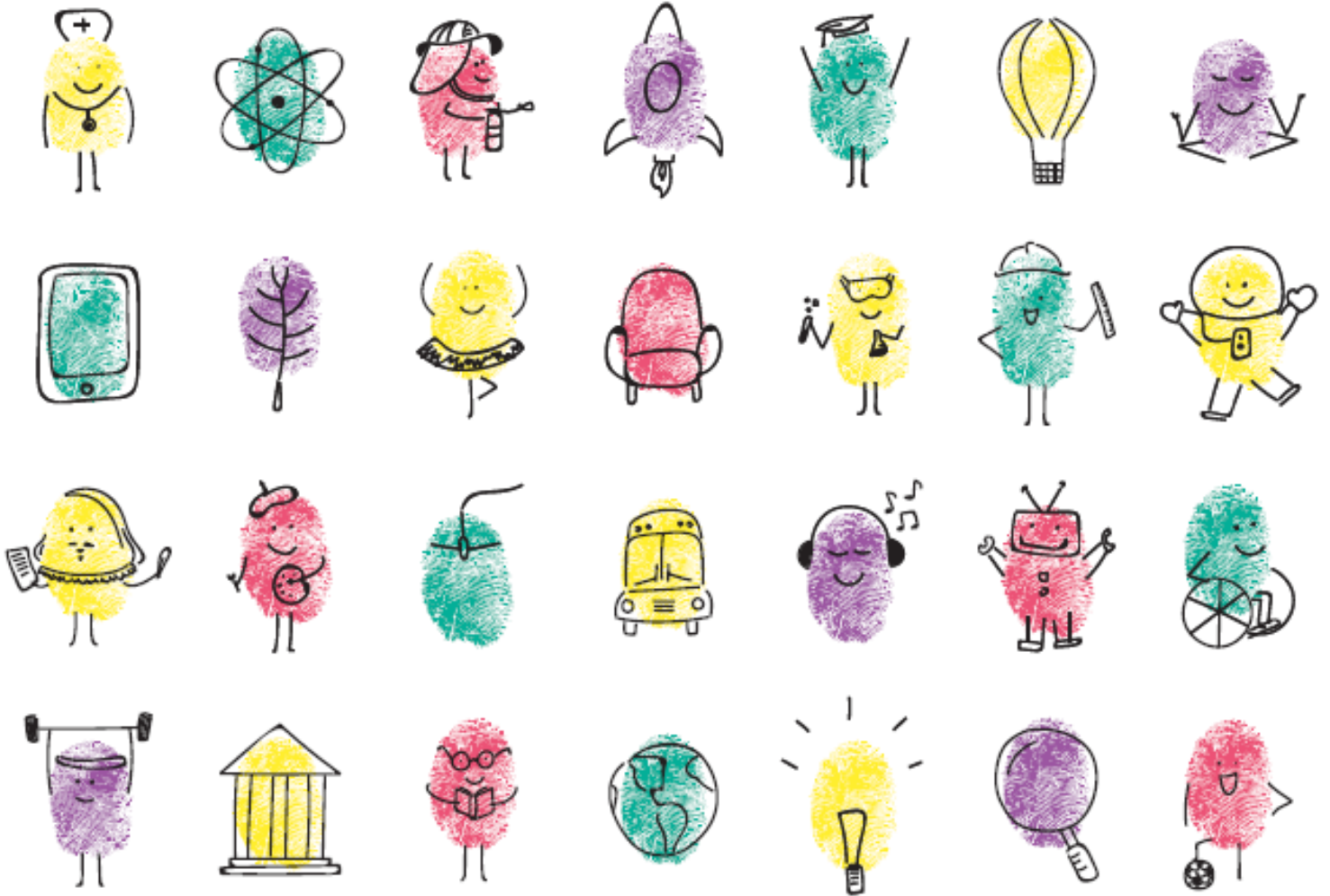


MAKE YOUR MARK



EXHIBITOR MANUAL

Dubai World Trade Centre, Sheikh Saeed Halls

25.02.20 – 27.02.20

WWW.GESSDUBAI.COM

Regional Partners:



Education Partner:



Knowledge Partner:



Platinum Sponsor:



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Supported by:





**Dubai World Trade Centre
Sheikh Saeed Halls 1-2-3**

Organised by:



Dubai Office
PO Box 371391
Dubai UAE
Tel: +971 4 603 3300

Operations Enquiries: pbooth@tarsus.com
Sponsorship & Sales Enquiries: jwicks@tarsus.com
Marketing Enquiries: spalmer@tarsus.com
General Show Enquiries (Tarsus Support): help@tarsussupport.com
www.gessdubai.com

EXHIBITION SCHEDULE

EXHIBITION BUILD UP

Access to Site for Space Only Stands	08:00 – 23:59 08:00 - 20:00	Sunday 23 February Monday 24 February
Access to Site for Shell Scheme Exhibitors & Exhibitors with Pods	12:00 – 20:00	Monday 24 February
ALL STAND CONSTRUCTION MUST BE COMPLETED BY 20:00 ON MONDAY 24 FEBRUARY. EXHIBIT SET UP SHOULD ALSO BE COMPLETED BY 20:00HRS ON MONDAY 24 FEBRUARY. FAILURE TO MEET THESE DEADLINES WILL RESULT IN A PENALTY FEE.		

SHOW OPEN DAYS

	EXHIBITOR ACCESS	SHOW TIMES
Tuesday 25 February	08:00 - 18:00	10:00 – 18:00
Wednesday 26 February	08:00 – 18:00	10:00 – 18:00
Thursday 27 February	08:00 – 18:00	10:00 – 17:00

SHOW EVENTS

Tuesday 25 February	10:00	Opening Ceremony
Wednesday 26 February	TBC	GESS Awards

BREAKDOWN

Thursday 27 February	17:00 – 17:30	Removal of hand held goods only
Thursday 27 February	18:00 – 22:00	Breakdown Period
Friday 28 February	08:00 – 18:00	ALL EXHIBITS, STAND FITTINGS, AND WASTE MUST BE CLEARED FROM THE SITE
ALL EXHIBITS, STAND FITTINGS AND WASTE MUST BE CLEARED FROM THE SITE BY 18:00pm ON FRIDAY 28 FEBRUARY. FAILURE TO MEET THIS DEADLINE WILL RESULT IN A PENALTY FEE.		

CONTRACTOR CONTACT LIST

Audio Visual Supplier	ALMOE AV Productions / Rentals Address: Plot 597-730 Dubai Investment Park 2 Dubai Tel: +971 (0) 4 885 5300 Contact: Samuel.dias Email: samuel.dias@almoe.com
Catering Contractors	Dubai World Trade Centre Stand Catering Enquiries Tel: +971 (0) 4 389 3999 UAE Toll Free 8000 3982 Live Chat: www.eventplus.com e-mail: support@eventplus.ae
Cleaning Contractors	Dubai World Trade Centre Exhibitor Services Tel: +971 (0) 4 389 3999 UAE Toll Free 8000 3982 Live Chat: www.eventplus.com e-mail: support@eventplus.ae
Electrics, Shell Scheme , Graphics & Furniture	Global Experience Specialists (GES) Dubai Investments Park Dubai Tel: +971 (0) 4 885 9336 Service Centre: +971 (0) 4 885 5448 Contact: GES UAE Service Centre e-mail: GESS@ges.com
Floral Hire	Blooms PO Box 51980 Dubai United Arab Emirates Tel: +971 (0) 4 394 6094 Fax: +971 (0) 4 394 6093 Contact: Romeo Baguio e-mail: blooms@emirates.net.ae
Freight & Goods Handling Co-ordinator Recommended Shipping & Freight Forwarding Contractor	GT Exhibitions Ltd GT House, 25-27 Blackwell Drive Springwood Industrial Estate Braintree, Essex, CM7 2PU United Kingdom Tel: +44 (0) 1376 567567 Fax: +44 (0) 1376 335034 Contact: Andrew Wiens e-mail: andrewwiens@gtexhibitions.com

<p>Freight & On-Site Goods Handling Agent in Dubai ** OFFICIAL CONTRACTOR MUST BE USED FOR THIS SERVICE**</p>	<p>Airlink International PO Box 10466 Dubai United Arab Emirates Tel: + 971 (0) 4 332 5334 Fax: + 971 (0) 4 332 5155 Contact: William Lobo e-mail: william@airlink.ae</p>
<p>IT & Telecommunications Contractors</p>	<p>Dubai World Trade Centre IT/Telecommunications Services Tel: +971 (0) 4 389 3999 UAE Toll Free: 8000 3982 Live Chat: www.dwtc.com e-mail: support@eventplus.ae</p>
<p>Press & Public Relations Consultant</p>	<p>Design Unlimited Dubai UAE Tel: +971 (0) 50 139 8661 Contact: Anthon Garcia e-mail: press@fegroup.ae</p>
<p>Rigging Contractors</p>	<p>Dubai World Trade Centre Rigging Dept. Tel: +971 (0) 4 389 3999 UAE Toll Free: 8000 3982 Live Chat: www.dwtc.com e-mail: support@eventplus.ae</p>
<p>Temporary Staff Agency</p>	<p>Vibes Events Abu Dhabi Tel: +971 (0) 2 643 4440 Mob: +971 50 800 9225 Contact: Liliane Tachajian e-mail: info@vibes.ae , liliane@vibes.ae</p>
<p>Travel Partner</p>	<p>Travelex Travels & Tours LLC Name: Fasil CP Contact : + 971 04 379 7570 email: sales@travelexdubai.com Website: www.travelex.ae</p>

EXHIBITOR CHECKLIST

SPACE ONLY & SHELL SCHEME EXHIBITORS VITAL CHECKLIST

Forms Name	Deadline Date	Who Will Need Them
Exhibitor Badges	27 th Jan 2020	All Exhibitors
Furniture and Stand Fittings (Optional)	3 rd Feb 2020	Shell Scheme Exhibitors
Insurance Coverage & Public Liability Insurance (PLI)	20 th Feb 2020	All Exhibitors
Internet and Telephones (Optional)	27 th Jan2020	All Exhibitors
Name Board/Fascia	3 rd Feb 2020	Shell Scheme Exhibitors
Rigging (Optional)	27 th Jan2020	Space Only Exhibitors
Shell Scheme Electrical Requirements Extras (Optional)	3 rd Feb 2020	Shell Scheme Exhibitors
Space Only Electrical Requirements	3 rd Feb 2020	Space Only Exhibitors
Stand Design and Authorized Contractors	16 th Jan 2020	Space Only Exhibitors

INDEX

Accommodation & Travel	Page 8
Aisles	
Alcohol	
Animals	
Audio Visual and Communication Equipment Hire	
Badge Application Requirements	
Balloons	Page 9
Banking Services	
Banners	
Business Centre	
Car Parking	
Carpeting	
Catering Facilities	
Children	Page 12
Cleaning Services	
Compressed Air	
Deliveries to Site	
Damage & Theft	
Dilapidations	
Disabled Facilities	
Distribution of Material & Canvassing	
Electrical Installations	Page 14
Employment of Labour	
Exhibitor Ordering System (EOS)	
Fabrics Used In Displays	Page 15
Fire Appliances and Information	
First Aid Services	
Flooring & Platforms	
Floral Hire	Page 16
Freight	
Furniture Hire and Stand Fitting Extras	
Height Restrictions	
Information Desks	
Insurance	
Internet and Telephone Services	
Late Working	Page 18
Lifting and Logistics	
LPG (Propane, Butane, etc)	

Maintenance	
Name Board (Fascia)	
Noise Levels	
Open Flames	
Organisers' Right to Change Floorplan Layout	
Promotional Materials	
Press Office	
Publicity & Promotion	Page 20
Regional Information	
Removal of Exhibits	
Restricted Items	
Rigging	
Risk Assessment and Method Statement	Page 21
Security	
Shell Scheme Stands	
Site Facilities	Page 22
Smoking Policy	
Space Only Stands	
Sponsorship & On-site Branding	Page 24
Storage	
Temporary Staff	
Vehicles (Exhibits & Displays)	
Venue and Local Authority Regulations	
Venue Access	
Visa regulations	
Visitor Entrance	Page 26
Waste Management	
Water and Waste	
Work Equipment and Tools	
Working at Height	
Appendix A Health & Safety	Page 27

A-Z Guide

Accommodation & Travel Agents

The official travel agent, Travelex Travels are on hand to help with all accommodation, travel and regional enquiries. They are able to provide exhibitors with competitive rates for both accommodation and travel for GESS 2020. Please see the [official contractors list](#) for their contact details.

Aisles

Exhibitors must ensure that for health & safety reasons and to aid the access of other exhibitors, please keep gangways 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.

Alcohol

Consumption of alcohol during the event (build-up, open days and breakdown) is strictly forbidden.

Animals

Animals are not permitted during build-up, opening & breakdown periods. ONLY Guide Dogs are permitted in the Halls during the show open days, please ensure you notify the [Operations Team](#) if you do plan to bring a Guide Dog.

Audio Visual and Communication Equipment Hire

ALMOE AV Productions / Rentals have been appointed the official supplier for AV equipment at GESS 2020. If you should have any further queries please contact ALMOE directly, their details can be found in the [official contractors list](#).

Badge Application Requirements

To apply for Badges, exhibitors must log in to the Exhibitor Ordering System (EOS) with their unique company username and password.

Each exhibiting company has an allocation of complimentary badges based on the total amount of space occupied. Please refer to the table below:

Exhibitor Badges Allocation Table

12 – 20 Sqm Stand	10
21 – 50 Sqm Stand	15
51 – 100 Sqm Stand	25
Over 100 Sqm Stand	30

Contractor Badges

Contractor Badges are issued by Dubai World Trade Centre directly and are not available from the GESS 2020 organisers.

Contractors will be allowed access into the halls during the show open days if they have been asked to attend to a stand due to an urgent or safety situation. Otherwise any other work must be carried out after opening hours. The moving of vehicles, including contractor vehicles such as forklifts and general plant vehicles (other than those being given special approval or operated by health & safety staff) will not be allowed access into halls or the goods area while the show is open.

A temporary maintenance contractor badge will be issued by the DWTC upon request. Please contact the on-site Operations Team in the Organisers office located at the Entrance of Sheikh Saeed Hall 2 for assistance or directly at the DWTC contractor badge office found in room 6.1 at the entrance of hall 6 on the concourse of DWTC.

Temporary Contractor Badges

Local Contractors (UAE Based) Individual Application

All contractor staff must report to the cashier's cabin at either the main marshalling yard OR room 6.1 found at the entrance of hall 6 on the concourse of DWTC to receive a temporary contractor badge in exchange of a valid proof of identity. This can either be a UAE labour or UAE national ID card, UAE driving licence or a UAE government organisation ID card which will be kept at the cashier's cabin until the contractor badge is returned.

Each contractor badge costs AED 20.00 and is valid for one day only (from 00:01 to 24:00). A fee of AED 250.00 will be charged for any lost contractor badge.

Group Application

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

Each contractor badge costs AED 20.00 and is valid for one day only (from 00:01 to 24:00). A fee of AED 250.00 will be charged for any lost contractor badge.

International Contractor Badges (non-UAE based)

All contractor staff must report to the cashier's cabin at the marshalling yard OR room 6.1 found at the entrance of hall 6 on the concourse of DWTC to obtain a temporary contractor badge in exchange of a passport copy. The badge will be valid for a maximum of 15 days. A charge of AED 200.00 per badge applies; these AED 200.00 represent an entrance fee of AED100.00 and a refundable deposit of AED100.00. The refundable deposit can only be claimed upon returning the badge within 15 days from the date of payment. Should you need to copy your passport on arrival, please visit the Business Centre.

Annual DWTC Contractor Badges

To apply for Annual DWTC Contractor Badges, please email contractorbadges@dwtc.com

Contractor Badge Collection Points

DWTC contractor badges can be collected at the Cashier's cabin at the entrance gate of the marshalling/goods yard.

Loading docks of Sheikh Maktoum, Sheikh Rashid and Sheikh Saeed Halls are for pick-up drivers delivering goods.

This facility will only be in operation upon prior approval and applies to local contractors only.

Badges must be visible at all times. Access for stand equipment and contractors is only allowed via the back of the halls through the marshalling yard. No materials or industrial trolleys are permitted through the front doors of the halls.

Balloons

The use of helium balloons (Blimps) and toy balloons is not permitted anywhere inside the exhibition halls.

Banking Services

Banks and ATM facilities are available at DWTC at Concourses 1 & 2

Banners

Exhibitors wishing to display hanging signs or banners above their stands must forward adequate drawings showing the design, artwork, dimensions and location to the [Operations Team](#) for approval and to ensure that all rigging is ordered accordingly. Please ensure that all banners are illustrated on stand design when submitted for approval.

Please note there will be an exposure fee of US\$75 per sqm per side, for hanging banners, with a minimum fee of US\$500 in addition to the rigging charges.

Business Centre

There is a Business Centre located on site:

DESCO PRINTING

Concourse 1, Between Exhibition Halls 2 and 3

Tel: + 971 (0)4 223 4277

Web: www.descoonline.com

Open hours 8:00am to 08:00pm; Sunday to Thursday

Carpeting

All Shell Scheme stands will receive standard colour carpet. Please refer to the Carpet Colour Form to choose a different colour carpet for your stand.

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 and/or tape residue). Please be aware that significant charges will be levied on exhibitors who fail to remove any of the above.

Global Experience Specialists (GES) Ltd are able to supply a variety of floor-coverings and this may well be the most convenient method for you. For more details, please contact Global Experience Specialists (GES) directly.

Car Parking

Visitors can choose between paid and free parking at DWTC. Valet parking is also available at the main entrances: Convention Gate (Location: Convention Tower), Exhibition Gate (Location: Exhibition Plaza opposite ibis hotel) and Trade Centre Arena (Location: Arena Plaza 1 and 2). Valet parking is a chargeable service and subject to availability.

Car parks are available for organisers, exhibitors, sponsors and visitors and operate on a first-come, first-served basis.



Free Car Parking

- Car Park 1a: Free, opposite Convention Gate (capacity: 425 cars)
- Car Park 1b: Free, opposite Convention Gate (capacity: 540 cars)
- Car Park 1c: Free, opposite Convention Gate (capacity: 1,490 cars)

Paid Car Parking

- Multi-Storey Car Park: Behind Sheikh Rashid Hall (capacity: 1,385 cars)
- Sheikh Rashid Tower Car Park: Next to Arena Hall (capacity: 885 cars)

Catering Facilities

DWTC is the official caterer for GESS 2020. For all catering requirements please contact them directly, their contact details can be found in the [official contractors list](#).

The official caterer will operate several restaurants and other catering outlets throughout the exhibition site. These services will be open from 09:30 hrs – 17:30 hrs for refreshments. Normal hours to purchase lunch will be from 12:00 hrs – 15:00 hrs daily.

Please note that the Official Contractor is the only company permitted to provide food and beverage services within the exhibition venue. No external catering contractors are permitted on-site and no food and beverage can be hand carried on-site.

Food outlets within the complex (opening times are subject to change)

Blue Bar (Novotel)	14:00 – 02:00 (Sat – Wed) and 14:00 – 03:00 (Thu – Fri)
Café Arena (Concourse 1)	08:00 – 17:00 (Sun – Thu)
Café Cream (Novotel)	07:00 – 23:30 (daily)
Chianti's (ibis)	09:00 – 15:00 and 19:00 – 23:00 (daily)
Chills (Novotel)	09:00 – 21:00 (daily)
Cubo (ibis)	06:30 – 15:00 and 19:00 – 23:00 (daily)
Entre Nous (Novotel)	06:00 – 23:30 (daily)
I Love Juice (Concourse 1)	08:00 – 19:00 (daily)
Latte Bistro Café (Concourse 1)	08:30 – 20:00 (daily)
Options (Convention Tower ground floor)	12:00 – 14:30 and 19:00 – 23:30 (daily)
Pool Bar (The Apartments)	07:30 – 24:00 (daily)
Round Table Pizza (Concourse 1)	11:30 - 24:00 (daily)
Restaurant at World Trade Club (Sheikh Rashid Tower, 33rd floor)	08:00 – 23:00 (Sun – Thu)
Sublime (ibis)	12:00 – 02:00 (Fri – Wed) and 12:00 – 03:00 (Thu)
The Club Restaurant and Bar Lounge (The Apartments)	08:00 – 24:00 (daily)
The Hub (Concourse 2)	08:00 – 18:00 (Sun – Thu)
China Xpress, India Xpress, Noodle Xpress, Sandwich Xpress (Concourse 1 or 2)	DWTC will operate these themed food counters at its discretion. Their locations and opening times will depend on the exhibitions. According to the number of visitors expected for a said period, Open only during exhibitions as per the exhibition timings
In Hall Cafés (not available in all halls)	Open only during exhibitions as per the exhibition timings

Food outlets outside the complex (opening times are subject to change)

Burger Fuel	11:00 – 24:00 (daily)
Caffe Nero	06:00 – 22:00 (Sun – Thu) and 08:00 – 17:00 (Fri – Sat)
Chez Michel	08:00 - 03:00 (daily)
Circle Café	08:00 - 22:30 (daily)
Hattam	12:00 noon - 21:00 (daily)
Japengo Café	08:00 - 23:00 (daily)
McGettigan's DWTC	12:00 noon - 02:00 (Sun - Wed) and 14:00 - 02:00 (Fri - Sat)
Pizza Express	12:00 – 23:00 (daily)
Sasha's Café	12:00 noon - 21:00 (daily)
Sushi Counter	08:00 - 22:30 (daily)

Children (And Under 16's Admission Policy)

No person under 16 years of age can be admitted to the GESS2020 trade exhibition during the build-up, open period or breakdown as it is a B2B trade only event. This rule applies to exhibitors, contractors and visitors and will be rigidly enforced to comply with venue health & safety regulations. Please note that no child-care facilities are located on-site. Only children who are part of a pre-approved MOE chaperoned school activity or pre-arranged school visit may be allowed entrance to GESS2020 during show days.

On rare occasions that children may be taking part in pre-arranged exhibitor demonstrations or conference presentations, the organisers may allow escorted siblings into GESS2020 on a case-by-case scenario for that period of time only, as long as the parents or guardians of the siblings report to the organisers office at least one (1) day beforehand or apply in writing one (1) day in advance so arrangements for security badges and venue clearance can be arranged. This option is not confirmed though and is still at the organisers discretion and final decision, subject to parent and/or guardian submitting a disclaimer that Tarsus F&E LLC FZE are not responsible for the welfare of said child while onsite.

Also note that GESS2020 is a B2B trade event and the dress code is business attire and cultural clothing sensitivities must be adhered to at all times.

Cleaning Services

It is the exhibitor's responsibility to maintain their stand or pavilion 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 (DWTC) 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](#) (DWTC) 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 H&S 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.

Compressed Air & Air Conditioning

Air-conditioning units may only be placed on stands when they are being used to cool an enclosed area or IT equipment. Under no circumstances must the units exhaust system expel hot air into the halls. The Organisers reserve the right to have units removed if they are considered to interfere with the cooling system in the hall. Locations of the units must be clearly marked on all drawings submitted for approval.

Exhibitors may not have generators or compressed air units on their stands. If compressed air is required, it must be applied for through Global Experience Specialists (GES) at GESS@ges.com no later than **3rd February 2020**.

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

Damage & Theft

Please ensure that all valuables are kept safe at all times. Tarsus F&E LLC FZE has a dedicated and experienced security contractor (DWTC) who will ensure the security of the event as a whole, however it is your responsibility to ensure and insure 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 within 24 hours of the incident occurring or coming to light.

Dilapidations

Exhibitors and their contractors are advised that no fixings, alteration or damage must be made to any part of the premises, except by DWTC 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. Note all contractors have to remove their floor tape post event to avoid DWTC dilaps charges.

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](#). Visitor wheelchairs are available from the Emergency Medical Services Centre and are subject to availability.

Deliveries to Site (Contractors & Exhibitors)

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

- **23 February 2020** for space only exhibitors
- **24 February 2020** for shell scheme exhibitors

Please note: Under new DWTC regulations, anyone wishing to have any vehicle access (both large & small) and make deliveries to the goods yard at the rear of the halls for GESS2020 both contractors & exhibitors, must adhere to and follow the DWTC Al Warsan queuing procedure as outlined below. Access to the goods area is limited, so a vehicle holding area is in operation from where you can then gain your numbered vehicle pass and join the queuing system.

Note: No private vehicles are allowed into the goods area during the build-up & breakdown periods due to Health & Safety regulations.

DWTC's holding area has now shifted to Al Warsan with immediate effect for GESS2020 – please see here for location maps

DIRECTIONS TO NEW HOLDING AREA - AL WARSAN



DIRECTIONS:

FROM EMIRATES ROAD:

1. Take the exit 60 heading towards Ras Al Khor Road.
2. Take the U-turn from the first roundabout.
3. Take the first exit after the ENOC petrol station (approx. 700 meters after the petrol station exit).
4. Continue straight and your destination will be on the left.

FROM ACADEMIC CITY ROAD:

1. Take the exit towards Hatta from the roundabout on Ras Al Khor Road (E44).
2. Take the first exit after the ENOC petrol station (approx. 700 meters after the petrol station exit).
3. Continue straight and your destination will be on the left.

FROM DRAGON MART 2:

1. Follow the directions towards Hatta on Ras Al Khor Road (E44).
2. Go straight from the academic city road roundabout follow the signs of Hatta.
3. Take the first exit after the ENOC petrol station (approx. 700 meters after the petrol station exit).
4. Continue straight and your destination will be on the left.

LOCATION ON GOOGLE MAPS
<https://goo.gl/maps/F5Xjs2gzvR2>

COORDINATES
25°07'46.0"N 55°29'03.5"E
25.162767, 55.484311



SCAN HERE
To open the location on your Google Maps or Web Browser.

For more information, please contact the DWTC Customer Service team on **04 332 1000** or info@dwtc.com

Note that the Al Jafiliya holding area, Car Park E and Car Park C will no longer be in use as holding areas. All vehicles attempting to go to these areas or directly to DWTC Marshalling Yards will be refused access. This holding area will be mandatory for all Exhibitions, irrelevant of space occupied by the show and is necessary as DWTC need to support the local authorities by streamlining the traffic on all roads surrounding the venue.

Kindly communicate this information and the new Holding Area location (Al Warsan) within all your relevant show team.

AL WARSAN HOLDING AREA – PROCESS

Dear Organisers and Contractors,

The Al Warsan Holding Area is a 44,000 square metre area being operated by the Dubai World Trade Centre to register, filter and manage vehicle accessing the Dubai World Trade Centre Service Yards.

The area (available on google maps as Al Warsan Holding Area) is located 24kms or 23minutes from the Dubai World Trade Centre, on the E-44 Al Awir Road just past Dragon Mart and the Dubai Ambulance Centre – Location map is attached.

The Holding area process at Al Warsan (attached) aims to simplify the information for your drivers and we have also created a simple poster to explain the steps. We request you to communicate this information with all relevant parties.

Al Warsan - The Process

- Drivers follow the attached map to reach Al Warsan.
- The **official contractors** should have already received an 'Official Contractor Pass' from the organisers and this allows them to enter the holding area where they are issued a queuing token (for the official contractor queue) and directed to the respective area.
- **All other contractors** will be issued a queuing token based on the hall that the stand will be built in and directed to the respective area to wait.
- The driver will be called to the registration point and will be requested to present his/her Emirates ID card.
- The driver is then issued with a Drivers badge for AED 21.00 and released from holding area.

At the Venue

- DWTC Security checks that the vehicle driver possesses the correct vehicle pass at the service yard gate.
 - If the badge is verified, access is given.
 - If the badge is not verified, access is denied and the driver will be redirected back to Al Warsan.
- Any vehicle attempting to access the DWTC Service Yards without a badge will be sent back to the holding area at Al Warsan to register.
- At the time of exiting the service yard, the Driver's vehicle pass will be collected by DWTC Security.

For information regarding Vehicle/Contractor badges, please refer to the DWTC Contractor Badge Guidelines.

For further information, please contact the DWTC Customer Service team on **800DWTC (3982)** or info@dwtc.com

Thank you,

The Management,
Dubai World Trade Centre

For more information, please
call our 24/7 contact centre at

800DWTC (3982)
or info@dwtc.com

نظام العمل في منطقة الورسان AL WARSAN HOLDING AREA – PROCESS

1



الوصول إلى الورسان
Arrive at Al Warsan

2



استلم رقم الانتظار
عند البوابة
Receive queueing token
at gate

3



صف الشاحنة في
المنطقة المحددة
Park in the
respective zone

4



انتظر الإعلان عن رقمك لدفع الرسوم
(رسوم التسجيل: 21 درهم)
Await number to be called and pay
(Registration Fee = 21 AED)

5



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

توجه إلى ساحة التحميل والتنزيل المحددة في مركز دبي التجاري العالمي
Leave for assigned DWTC Service Yard

For more information, please
call our 24/7 contact centre at

800DWTC (3982)
or info@dwtc.com

لمزيد من المعلومات، اتصل بنا
على مركز الاتصال على مدار 24/7

If you decide to use the official freight handlers and have your shipment delivered directly to the GESS 2020 show site, please mark up your consignment clearly as written below:

Airlink International
Dubai World Trade Centre
Hall 2, PO Box 10466
Dubai, United Arab Emirates
Your Contact Name
Your Company Name, Your Stand No, Your Contact No
GESS 2020 Exhibition

Please ensure that your exhibit materials are in the hall at least 2 hours prior to the official opening. Exhibit materials, including brochures, posters and samples etc. being brought to the hall 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 and that they deliver them at an appropriate time when someone is on the stand to receive the goods.

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 9am each morning. Throughout the course of the day only hand-carried items will be permitted entry and will be subject to a security check.

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.

Electrical Installations

Mains supply to space only sites and build up power is not included and must be ordered via EOS (EXHIBITOR ORDERING SYSTEM) prior to the exhibition. Orders will not be processed until payment is received.

If you require power during the build-up, please order this through [GES](#).

The official contractor appointed by the Organisers are the only individuals permitted to carry out electrical installations. The official contractor for electrics to space only stands is GES; please refer to the [official contractor list](#) for their details. Orders must be placed via EOS (EXHIBITOR ORDERING SYSTEM) prior to the exhibition. Please note that your order will not be processed until payment is received.

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

Orders placed after **3rd February 2020** will be subject to a surcharge.

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

- The main cable is connected to a suitable type distribution box
- The main switch should be an ELCB
- All wire joints are in connectors and concealed in junction boxes. No twisted wire joints are permitted
- All wires in exposed areas are protected in PVC trunking. Running wires under the carpet or across open areas is not permitted.

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

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

Exhibitors installing their own power connections to their displays must also ensure such installations conform to the IEE Regulations and will be subject to inspection and approval by the official electrical contractor before connections to the mains supply.

The Organisers reserve the right to disconnect any installation that, in their opinion, is dangerous or likely to cause annoyance to visitors or other exhibitors.

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

Single phase 220 volts 50Hz.

Three phase 415 volts 50Hz

The provision of a single phase mains supply terminal by suitable switchgear is included only in the shell scheme contract. Three phase supplies and 24-hour connection will be an extra charge and can be ordered on the relevant form through EOS (EXHIBITOR ORDERING SYSTEM).

General lighting is provided in the hall but is not powerful enough to provide adequate stand illumination. Exhibitors are advised that specific illumination of their stands is considered essential to achieve an effective display. For additional lighting please order this through [GES](#).

Please note that electrics to stands are switched on 30 minutes before and 30 minutes after the exhibition, please contact the official contractor Global Experience Specialists (GES) to arrange 24-hour power, should you need it.

Employment of Labour

UAE Federal Law requires each employer to provide appropriate safety measures to protect workers against all hazards. It is in 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 card together with a photocopy of the UAE visa showing their 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 in jail and fined up to AED. 50,000 per person.
- The UAE Immigrations Control Department make regular inspections at the venue.
- Venue Security are responsible for the access control to the building, and access will only be granted to those carrying the correct Emirates ID and/or valid GESS2020 show badge
- 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 stamp shown on the documentation.

All labourers must provide a labour card that endorses their employment with either the contract or sub-contractor.

NO EMIRATES ID OR RELEVANT DOCUMENTATION = NO ACCESS

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.

Fire Appliances and Information

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

First Aid Services

DWTC maintains a safe and healthy environment for everyone on our premises at all times, provided by our dedicated Emergency Medical Services (EMS) division. Our professionally certified and highly skilled medical team provides rapid emergency response, from immediate care for trauma, injuries and medical conditions, to speedy hospital transport.

During large events, our EMS station is located in the main concourse between Halls 4 and 5, near the Visitor Information Desk by Exhibition Gate entrance and depending on the scale of the exhibition, the Zabeel Concourse.

Operating hours: The EMS team is available from 08:00 to 22:00 during build-up and breakdown. During event days, this service is operational from 1 hour prior to the start of the event to 1 hour after the event closes.

Contact details: If you need assistance during your time at DWTC, please visit the Organiser’s Office located at the entrance of Sheikh Saeed Hall 2. In an emergency please call +971 4 306 4040 to speak to the on-duty medic or call Command Control Centre on +971 4 306 4600 / +971 4 308 6212 for assistance. If you have no telephone, you can speak to the nearest member of the security staff, who will assist you.

Hospital Information:

For insured patients who choose to go to a private hospital, the nearest one is the American Hospital (Tel: +971 4 377 6699). Patients who wish to be brought to a private facility will have to coordinate with the said hospital if they will accept the case / patient. A transportation fee will be applicable.

The nearest government trauma centre is the Rashid Trauma Centre which is about 7-10 minutes from the venue subject to traffic conditions.

Medical patients via ambulance (those who aren’t emergency cases) are normally taken to Dubai Hospital in Deira side which is 10 – 15 minutes away.

Emergency cases to government hospitals are transferred free of charge.

Hospital	Area	Contact Number	Address	Remarks
Rashid Trauma Centre / Rashid Hospital	Bur Dubai	+971 4 219 1000	P.O. Box 4545, Dubai, UAE Oud Metha Road, Umm Hurair Second	Medical & Trauma
Dubai Hospital	Deira	+971 4 219 5000	P.O. Box 4545, Dubai, UAE Al Khaleej Road	Medical & Trauma
Al Baraha Hospital	Deira	+971 4 271 0000	P.O. Box 22241, Dubai, UAE Al Khaleej Road	Medical & Trauma

Flooring & Platforms

Space only sites are not carpeted by the Organiser - exhibitors must provide their own floor covering. Exhibitors with adjoining blocks of stands will not be permitted to place their own carpet in the gangways unless prior permission is given in writing by the Organisers. Nothing may be structurally attached to the floor of the Exhibition premises. Carpet may only be fixed to the venue floor with approved carpet tape. Only the following brands of double sided carpet adhesive tapes are recommended:

- EUROTAPÉ
- EUROCEL
- ADVANCE TAPE

Damage to the floor from poor quality adhesive tapes will be charged at US\$10.00 per m2. All carpet tape must be removed and any charges for the removal of carpet tape left on the floor at the end of breakdown will be passed direct to exhibitors.

Floral / Plant Hire

The Organisers have appointed Blooms as the official floral supplier for GESS 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.

Freight

The official on-site freight handler for GESS 2020 is Airlink / GT Exhibitions Ltd, 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: **13 February 2020**
2. The latest date of arrival for FCL containers at Jebel Ali port, Dubai: **13 February 2020**
3. The latest date of arrival for Air Freight at Dubai Int'l Airport - DXB: **17 February 2020**

Furniture Hire and Stand Fitting Extras

Our official contractors Global Experience Specialists (GES) are able to offer a range of quality furniture and stand fitting extras for hire to exhibitors.

An illustration of furniture items are shown within the furniture order form on EOS (EXHIBITOR ORDERING SYSTEM). Orders may be made using the relevant form and should be made early to avoid disappointment. Orders received after **3 February 2020** will be subject to a surcharge.

Height Restrictions & Stands Over 4.0m In Height

The stated height restrictions apply to the structures themselves and any items within the designated area.

- Organisers Shell Scheme: A maximum overall height of 3.0m (walling 2.38m)
- Single-Storey Space Only Stands: A maximum height of 4.0m (for GESS 2020 note all stands of 4.0mets or higher are now considered complex build structures by the venue and are subject to a venue mandatory structural review & approval process) This process has a standard fee of 500AEDs for none double deck stands & 1000AEDs for double deck. All designs should be submitted 4 weeks pre show to DWTC via the exhibition organisers.
- Single deck stands over 4.0mets in height are subject to both the full structure calculation sign off procedure and will also have to pay additionally an exposure fee for the sqm difference set at \$75USD per m2 for all areas of stand that are over 4.0mets in height
- Walling in on open sides: Long runs of walling along open perimeters of stands are not permitted. Only 50% of any open side is permitted to be a solid wall. Where long runs of walling are present along open sides they must be relieved by display items and not left in plain colours. If perimeter walling is more than 1m high, it must not occupy more than 50% length of any one side. If long runs of walling are essential and are over 50% of the length of stand, they must be recessed by 0.5m from the perimeter of the stand and will be subject to written approval by the Organisers
- Double-Decker Space Only Stands: A maximum height of 6.0m

Health & Safety (PPE Personal Protective Equipment):

For all health & safety matters, concerns and details please refer to APPENDIX A within this GESS2020 manual. The APPENDIX A section applies to both Exhibitors & Contractors and outlines the minimum venue requirements for both build-up & breakdown periods.

Information Desks

Exhibitor information desks will be open from the first day of build-up for general enquiries and information. The Desks will be located in the Registration Area

Insurance (PLI Public Liability Insurance) Exhibitors & Contractors

Exhibitors & Contractors are responsible for obtaining PLI insurance protection for their stand build (Contractors), exhibits, property and personnel against all risks as stated in the General Conditions for GESS2020. Equipment should be insured both in transit and on location at the exhibition site for the entire period of the exhibition.

All copies of insurance policies must be uploaded onto the online system before deadline **23 February 2020**. Failure to do so will result in exhibitor passes not being issued and accesses the halls being denied, likewise Contractors access for build-up to start production.

Contractors must submit their company PLI copy to the value of US\$2,000,000 to the organisers as part of the stand design submission process. Without this no stand will be granted permission to build and access to halls granted.

Exhibitors are fully responsible for obtaining Public Liability Insurance to value of US\$2,000,000. If your coverage does not meet our regulations we can issue a policy that is valid from **23 - 28 February 2020** through our Tarsus support team (This service is offered to Exhibitors only)

- The cost of the policy is \$195USD and the payment is acceptable by credit card only
- This insurance is available to exhibiting companies only; contractors must obtain their own insurance to the required level of cover

Please note Exhibitors are only covered from the day payment is received. For details of the Tarsus support dept, please see the Tarsus support section within these A-Z manual listings

Insurance cover should include:

- PLI (Public Liability Insurance to the value of US\$2,000,000)
- 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 the order form. This insurance is not available for contractors.

Internet and Telephone Services

Orders for Internet and Telephone Services must be done via the forms.

Wired Internet

A computer or device with a RJ45 network interface is required to use DWTC wired internet connections. Internet lines are activated on the last day of build-up. Please advise your Event Planner if you require the service prior to this date.

Wi-Fi Limitation

Wireless packages are only for light internet browsing and email checking. The wireless network should be viewed as augmenting the wired network and to provide more flexible network use. Applications that require large amounts of bandwidth or are sensitive to changes in signal quality and strength may not be appropriate for wireless access.

DWTC can only offer support for those devices that are compatible with the 5GHz wireless frequency therefore please ensure that your device supports this band. To know if your device supports 5GHz radio you can search www.gsmarena.com to see the specifications of your smartphone or tablet under DATA _ WLAN. If it has "Wi-Fi 802.11 b/g/n" then it only supports 2.4GHz, if it has "Wi-Fi 802.11 a/b/g/n" then it supports 5GHz.

Visitors' Access

DWTC provides free WIFI access for visitors on the public areas, like concourses, outlets plazas and restaurants; this access is valid for two hours only per day.

You need to self-register for this network and it's a must that you have a working mobile number for verifications purposes.

Exhibitors' / Sponsors' Access

Due to the variability of wireless network signals within the exhibition environment, DWTC operates the following:

- Wireless internet networks installed by exhibitors / sponsors and their contractors can only function on 2.4GHz, however DWTC does not recommend this for product demonstration due to interference from multiple networks and is unable to offer any technical support on this frequency.
- DWTC operates a "Clean Air" policy on wireless internet networks functioning on 5GHz and will reserve the right to switch off any unauthorised 5GHz wireless networks.
- The "5GHz Wireless Internet Access" product only operates on the 5GHz wireless band. To know if your device supports 5GHz radio you can search www.gsmarena.com to see the specifications of your smartphone or tablet under DATA _ WLAN. If it has "Wi-Fi 802.11 b/g/n" then it only supports 2.4GHz, if it has "Wi-Fi 802.11 a/b/g/n" then it supports 5GHz.

Late/Early 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.

Please inform the [Organisers](#) if you believe you will have any issues keeping to the exhibition build/breakdown schedule.

Lifting and Logistics

GT Exhibitions and Airlink International have been appointed as the official lifting contractors for GESS 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 GESS 2020 Site. This appointment provides the necessary levels of competence and controls over all heavy lifting operations, required to satisfy Health & Safety Regulations. Airlink International / GT Exhibitions are the only companies permitted to provide lifting services at GESS 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.

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.

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 visit the Organiser's Office located just outside Sheikh Saeed Hall 2 to apply by 14:00 hrs on the same day for authorisation.

Name Board (Fascia's)

The name board sits at the top of your stand and will carry your Company Name and Stand Number; this will identify your company to the visitors. Please ensure that you complete (IN CAPITALS) and return the Name Panel Form in the Order Forms section of EOS (EXHIBITOR ORDERING SYSTEM) with the company name you wish to appear, if the form is not received before **3 February 2020** the company name which appears on your contract will be used. Should you wish to make any amends after the deadline there will be a fee of US\$25.00 per panel.

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.

Exhibitor Ordering System (EOS)

All service orders necessary for participation at GESS 2020 are available and **must** be submitted via EOS (EXHIBITOR ORDERING SYSTEM), no other form of applications will be processed. It is possible to order the following services online:

- Additional Show Guide Entry
- Exhibitor Badges
- Furniture & Stand Fitting Extras
- Internet and Telephone Requirements
- Shell Scheme Electrical Requirements
- Shell Scheme Name Panel (Mandatory for Shell Scheme Exhibitors)
- Space Only Electrical Requirements (Mandatory for Space Only Exhibitors)
- Stand Designs Submission (Mandatory for Space Only Exhibitors)
- Temporary Staff

Each exhibitor will be provided with a personalised account that allows them to access the exhibition rules and regulations, view the mandatory forms relevant to them, place orders, pay for orders and generate paid invoices.

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 have to be at the expense of the exhibitor concerned. The exhibition floor plan is subject to change at the discretion of the Organisers.

Open Flames

Flames from open fires or candles will NOT be permitted.

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 of using, please do not hesitate to contact the operations team and they will be able to provide clarification on this if necessary.

Publicity & Promotion

The Organisers have appointed Design Unlimited as Official Press and Public Relations Consultants. The company is based in Dubai and contact details can be found in the Official Contractors List.

A targeted public relations programme, predominantly in Arabic and English, has already commenced and involves the national daily press throughout the Gulf states, selected Pan-Arab magazines and regional and international publications for the education industry.

Design Unlimited continually adds to and updates its database to ensure its industry contacts are relevant. The public relations programme will ensure regular and extensive exposure throughout the region and is expected to include radio and television exposure. Key publications will also have assistance from Design Unlimited in the preparation of exhibition supplements and previews of the show.

Over 150 international and regional journalists and television reporters are expected to attend the exhibition (see below for details on the Press Office). Invitations, leaflets and other promotional material will be distributed throughout the region through trade and industry groups, government ministries, chambers of commerce, and direct to many thousands of potential visitors involved in all aspects of the industry.

Exhibitors' Publicity Material

Design Unlimited will send questionnaires to exhibitors to gather newsworthy information for content that will go into targeted press material. It is in the best interest of exhibitors to ensure the form is completed as comprehensively as possible and returned to the agency without delay.

Exhibitors are also advised to forward press releases, captioned photographs and other relevant information to Design Unlimited in good time for inclusion in special supplements and pre-exhibition publicity material.

- Content should preferably be sent in Word document format.
- Captioned photographs should not be less than 300dpi preferably in jpg/jpeg format for Windows.

Press materials should be sent by email to [Anthon Garcia](#) alternatively, press materials may be sent by courier to the address in the Official Contractors List.

Exhibitor Co-operation

Exhibitors who take the initiative to supplement the Organisers' publicity as described above will achieve greater results from their participation than those who neglect the opportunity.

By conducting your own separate mailing; launching a specific publicity campaign and paying special attention to the distribution of promotional material, you will greatly increase the level of response you receive from all visitors.

Design Unlimited can offer advice and assistance for exhibitors wishing to use its services directly and benefit from the agency's experience and extensive media database. For a detailed proposal, please contact the consultancy via the details provided in the [Official Contractors List](#).

Press Office

A Press Office will be fully operational throughout the exhibition managed by Design Unlimited. A 'Daily Events Diary' will be compiled for journalists and any information on exhibitor related events should be forwarded to Design Unlimited for inclusion.

Mailboxes will be reserved in the Press Office for individual registered publications in order that exhibitors can ensure their press releases get to the relevant media. Where possible, press releases should be in Arabic and English.

Any corporate public relations officer wishing to be accredited as Press should email [Anthon Garcia](#).

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 \$1 USD – 3.67 AED.

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).

Removal of Exhibits

All exhibits must be cleared from the site by 18:00hrs on Friday 28 February 2020. All outsized items, heavy items and items requiring rigging will be the last items to leave the halls for Health & Safety Reasons. All other items must be removed in accordance with the below deadlines:

BREAKDOWN:

Thursday 27 February 2020	17:00 – 17:30	Removal of all hand held goods only
Thursday 27 February 2020	18:00 – 22:00	Dismantling & Removal of stands
Friday 28 February 2020	08:00 – 18:00	Dismantling & Removal of stands

ALL EXHIBITS, STAND FITTINGS AND WASTE MUST BE CLEARED FROM THE SITE BY 18:00 HRS ON FRIDAY 28 February 2020 - FAILURE TO MEET THIS DEADLINE WILL RESULT IN A PENALTY FEE

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.

Rigging

DWTC Rigging Department is the official rigging contractor for GESS 2020. The rigging order form can be downloaded via the online manual. The Rigging Order Form is accessible from the Exhibitor Ordering System (EOS). For enquiries, you may email operations@gesseducation.com Rigging requirements must be submitted along with images of the banner design and a grid scale drawing illustrating the position of the banner in relation to the exhibitor’s stand. Please include any rigged items in space only stand designs, risk assessments and method statements.

All rigging orders must be placed by **27 January 2020** to take advantage of the early bird rate. Orders submitted after this will be charged on the standard rate and orders placed from **22 February 2020** onwards will incur 50% more of the standard rate.

The height for all hanging items across the site is 6.0 METRES. The bottom side of all rigged items will be hung at 6.0m.

DWTC Rigging Department are the only contractors authorised to rig any items within the exhibition halls.

All rigging equipment supplied by the exhibitor must be certified (i.e. shackle and truss wraps). If not, DWTC Rigging Department will supply replacement equipment at an additional cost.

Access to any truss during build-up, open period and breakdown will be by mobile elevation working platform only; the approved rigging company are the only company allowed to operate this.

Please note there will be an exposure fee of US\$75 per sqm per side for hanging banners, with a minimum fee of \$500 on top of rigging charges.

Note: To comply with Dubai Municipality lifting regulations as from *1st September 2016* any company using manual or electric chain hoist within the venue will be required to supply a valid test certificate.

Test certificates should be scanned and sent by email to Joshi.Das@dwtc.com and Prajith.Bhaskaran@dwtc.com at least 2 days prior to build-up.

Risk Assessment and Method Statement

All contractors/exhibitors are required to submit full risk assessments (RA) & method statements (MS) for the design, construction and arrangement of their stand. If required, please contact the Organisers for further information. The risk assessment & method statements are to be submitted along with stand plans for review before permission to build can be granted.

Security

All personnel entering the exhibition grounds must hold a GESS 2020 badge. Passes can be collected upon arrival at the entrance of Sheikh Saeed Hall 2, they **MUST** be worn at all times when in the exhibition grounds. Please note badges are not transferable.

The Organisers have arranged for 24-hour security guards to patrol the exhibition. 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.

Please note that neither the Organiser's nor DWTC can be held responsible for any loss or damage to stands or exhibits.

Shell Scheme Stands (Including Exhibitor Pods)

The official contractor GES, is appointed by the Organisers and will be responsible for the erection of the official shell scheme. A full management and technical service will be provided on-site at all times. Shell scheme stand fitting is compulsory to all stands up to 21m².

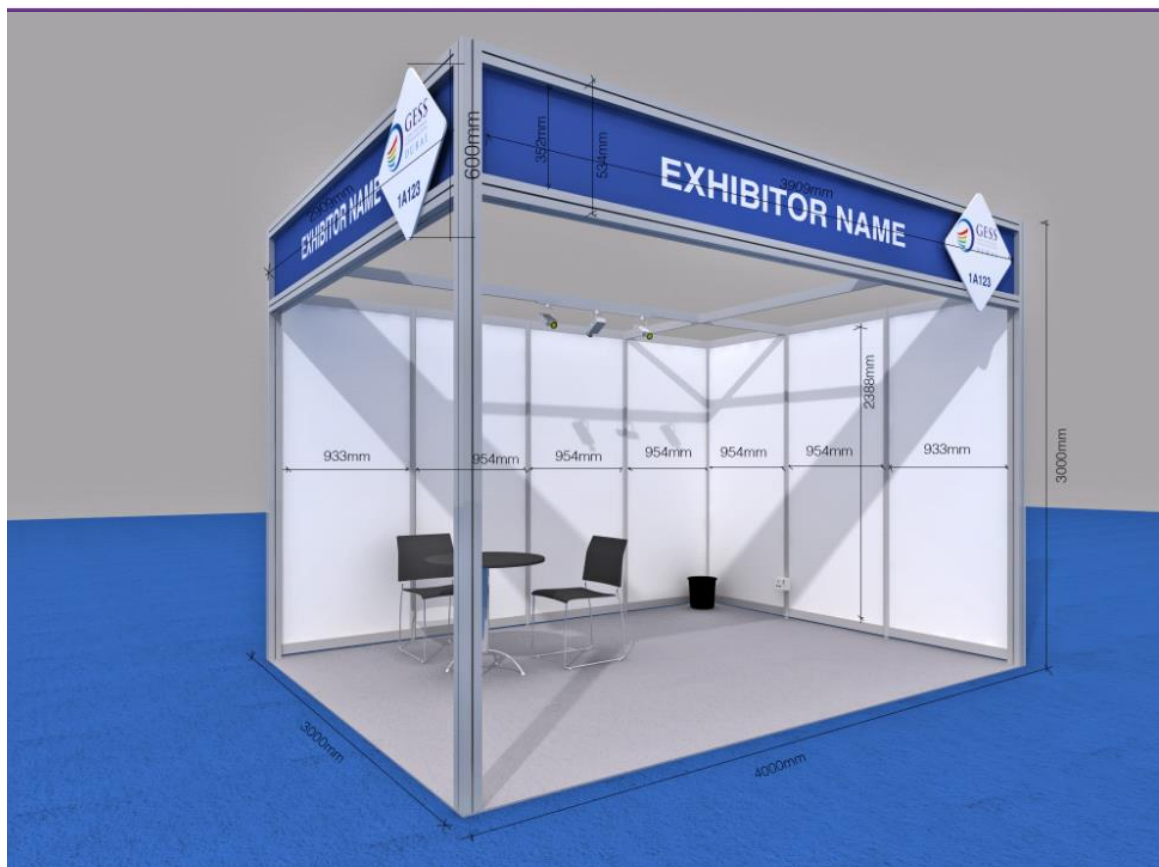
Exhibitors occupying shell scheme stands must ensure that all internal stand fitting and displays are contained within the shell scheme structure and do not exceed 3.0 metres in height. No display materials or logos may be fixed to the shell scheme fascia panel. No fixings may be made to the walls by piercing or screwing anything onto the panels or beams. Exhibitors will be charged for any damages to shell scheme panels.

Exhibitors may affix lightweight photographs and technical information sheets etc. direct to the shell scheme walls with good quality double-sided adhesive pads or similar, provided such material can be removed without damage to the wall panels, any damage made to the panels will result in a charge.

Shell scheme stands & exhibitor pods will be available to exhibitors to take possession from 12:00 noon on Monday 24 February 2020.

Shell Scheme Stands (Perimeter and Overleaf)

- Constructed from the Sodem Modular Aluminium System
- White vinyl covered infill panels
- 70mm deep aluminium beams form the ceiling grid
- Overall Height 3.0m
- Wall Height 2.388m (to the underside of the ceiling beams)
- Stand Carpet (Grey)
- Three spotlights per 9sqm
- One 13-amp socket 9sqm (standard British square 3 pin)
- A per stand starter pack of 1 table, 2 chairs and a waste bin is provided. You will be able to find the product codes of this on your Espresso homepage (the Global Experience Specialists services website).



Shell Scheme Stands (Island)

Wall panels are not generally provided for island sites. If wall panels are required, the allowance is 1 panel per 3 m² at no additional cost. Please contact the [Operations Team](#) to discuss.

Long runs of walling along open perimeters of stands are not permitted.

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

Site Facilities/Outlets

- Banks and ATMs
- Business Centre
- Car Hire Services
- Courier Services
- Exhibition Security
- Exhibitors Information Desk
- First Aid
- Florist
- Government Services
- International Money Exchange
- Meeting Rooms
- Official Contractors Offices
- Restaurants
- Taxi Services
- Toilets
- Visitor Registration
- Post Office
- Signage and Graphics (Spectrum)

Smoking Policy

Smoking within the DWTC complex is prohibited, but designated smoking areas are provided outside of the building, located at the Exhibition Gate Arena and Convention Gate entrances. A fine issued by the venue will be charged to all violators.

Space Only Stands

Space only exhibitors are responsible for their own stand design and construction. No stand fittings or carpet is provided by Tarsus F&E LLC FZE on space only sites. All space only stand designs must be approved by the Organisers before exhibitors will be allowed access to the site and permitted to commence build. Please submit your stand designs through the Exhibitor Ordering System (EOS) by **16th January 2020**.

It is the responsibility of the exhibitor to examine the area and site allocated to them in order to avoid costly adjustments to stand structures. Where possible the Organisers will provide on request detailed stand plots indicating the position of service ducts and pillars. Minor obstructions or height restrictions cannot always be indicated on the plans of the exhibition.

Stand fitting regulations contained within this section must be observed when planning stand design and layout.

We are pleased to offer advice and guidance where required. Please feel free to contact the operations team with any enquiries.

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

- a) Structurally unsafe
- b) Considered to be too complex to be completed in the time specified
- c) Does not conform to the specifications listed in the manual
- d) Likely to unreasonably affect nearby exhibitor's sites in any way

No major structural changes will be permitted to the stand once approval has been given.

Complex Structures & Stand Plan Submission (Stands over 4.0mets in height)

A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide significant risk. Structures over 4.0 metres in height, multi-level stands, raised platforms and all suspended items are generally considered to be complex structures

For all stands exceeding 4.0m in height, with or without two-storeys, with a platform exceeding 600mm in height, or deemed by us to be complex structures, drawings must be submitted in English via EOS (EXHIBITOR ORDERING SYSTEM) to the operations team for approval by the deadline on **16th January 2020**. These may be submitted electronically as DWG, JPEG or PDF format through the relevant form via EOS (EXHIBITOR ORDERING SYSTEM).

Documents & drawings required as part of submittal process must include:

- Height of stand
- Width of stand
- Length of stand
- Visual of stand, including full details of stairways if part of design
- Rigging requirements, with visual if part of design
- Risk Assessment (RA)
- Method Statement (MS)
- Contractors PLI Insurance policy copy to the value of USD\$2,000,000 (See insurance section for further details)

Note any stands over 4mets, or higher at GESS2020 are now considered complex build structures and are subject to the new venue mandatory structural review & approval process and costs attached (500AEDs for over 4m stands, 1000AEDs for double deck) All designs must be submitted 4 weeks pre-show to DWTC via the exhibition organisers. Please note these fees are implemented by the venue, not the organisers & will need to be paid before permission to build is granted.

Single deck stands over 4.0mets in height will also have to pay additionally an exposure fee for the sqm difference set at \$75USD per m2 for all areas of stand that are over 4.0mets in height

All calculations of loading and strength must be in English, and all drawings must be to scale. A method statement and risk assessment are also required.

All complex structures are subject to a pre-show plan approval and on-site inspection by DWTC structural engineers.

In the case of particularly complex stands the Organisers may require additional structural calculations, method statements or technical detail in order to process the stand 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 structural engineer and receipt of signed contractors undertaking form.

Stand 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 stand design drawings in accordance with these regulations.

Double Storey Stands

Written application for permission to design stands of two-storeys must be made directly to the Operations Team and must have been booked and paid for directly with the relevant Sales Manager. Such stands may be built to a maximum height of 6.0m (including any name sign or trade mark). No foundations may be drilled into the floor and suitable anchorage must be installed. Double storey stands are only permitted on island sites, unless agreed with the organisers.

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

Double Storey design submission guidelines & documents required:

- Design calculation for beam columns and base plate
- Connection detail and design
- General layout and location of the structures
- Staircase details including handrail details
- Total load
- Structure detail (material)
- ONLY a minimum 400mm x 400mm x 12mm mild steel base plates will be accepted
- All measurements listed (H x W x L)
- Risk Assessment (RA)
- Method Statement (MS)
- Contractors PLI Insurance policy copy. PLI to be to the value of USD\$2,000,000 (See insurance section for further details)

All stand designs will be subject to the DWTC resident engineer's inspection with an administration fee of 1000AEDs for double decker stands & 500AEDs for single deck over 4.0m and above.

Enclosed Stands

The inclusion of large enclosed areas within a stand can only be permitted with the Organisers' prior written permission, please also refer to the 'Height Restriction' section.

Dividing Wall

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.

Walling in on Open Sides

Long runs of walling along open perimeters of stands are not permitted.

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

The stand design submission process must include and clearly show all the following items:

- Height of stand
- Width of stand
- Length of stand
- Visual of stand, including full details of stairways if part of design
- Rigging requirements, with visual if part of design
- Risk Assessment (RA)
- Method Statement (MS)
- Contractors PLI Insurance policy copy. PLI to be to the value of USD\$2,000,000 (See insurance section for further details)

All calculations of loading and strength must be in English, and all drawings must be to scale. A method statement and risk assessment are also required.

All structures are subject to a pre-show plan approval and on-site inspection by the official structural engineers.

Please note, permission to enter the exhibition premises and commence construction will not be permitted without the full approval of the structural engineer and receipt of signed contractors undertaking form. Stand 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 stand design drawings in accordance with these regulations

Sponsorship & On-Site Branding

There are numerous opportunities for sponsorship and on-site branding at GESS 2020. For further details, including illustrations of the sites and rates please contact [Jonnie Wicks](#).

Storage

There is no facility for you to store unwanted goods such as crates and packing materials on-site, so please ensure you arrange for the removal from site of any items you do not wish to keep on your stand. Our Official Freight Forwarder – Airlink International / GT Exhibitions Ltd. can help with your storage requirements, please visit their onsite office located on the main DWTC concourse between halls 2 & 3

Tarsus Support

Tarsus Support is a dedicated team whose main goal is to make your life easier while planning and participating at GESS Dubai. Please contact Tarsus Support with any queries you have in the lead up to the exhibition and take a look at their website which is full of easy to digest guides, training and advice.

Tarsus Support details:

Email: help@tarsussupport.com

Tel: +44 (0) 208 846 2717

Website: www.tarsussupport.com

Twitter: <https://twitter.com/TarsusSupport>

Instagram: <https://www.instagram.com/tarsussupport/>

Temporary Staff

Vibes Events have 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.

Vehicles (Exhibits & Displays)

If you wish to display vehicles on your stand, you must receive approval from the [Operations Team](#); the vehicle details should be included within your stand drawings. The following criteria must be adhered to when display a vehicle in the hall.

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

Venue and Local Authority Regulations

All work must be carried out in compliance with the regulations of the venue. If an exhibitor causes to be erected a stand which does not conform fully and in all respects to the requirements of the 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.

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 Tarsus F&E LLC FZE 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

Venue Access (Dubai)

Access by Aircraft

Dubai International Airport (DXB) is only 10km from DWTC and is the regional hub for air transport with over 150 passenger airlines serving over 200 destinations.

Neighbouring Sharjah Airport is a base for regional and international budget airlines and is a 40 minutes' drive from the city of Dubai.

Abu Dhabi International Airport is just over an hour's drive away and covers comprehensive regional and international services.

Access by Metro

The station 'Dubai World Trade Centre' is on the Red Line within Zone 5. Trains run every 7 minutes and with options such as Park and Ride or feeder buses connecting various neighbourhoods to the metro.

Using the metro not only saves you time and reduces traffic on the roads, but also lowers our carbon footprint, which helps us work towards a greener environment.

Station opening times (see over page):

- Saturday to Thursday: 06:00 to 23:00
- Friday: 10:00 – 22:00

The metro operational times are subject to change. For further details on Nol Cards and Nol tickets please visit www.nol.ae.

Access by Bus

For an up-to-date bus schedule that serves the area around DWTC please visit the Roads & Transport Authority (RTA) website or call RTA's call centre on +971 800 9090.

Access by Taxi

Metered taxis across the city are easy to find, well-regulated, clean and comfortable. Those that prefer to, can opt for ladies-only taxis driven by women. The taxi rank is located next to the ibis hotel at Exhibition Plaza.

More information on Dubai's taxis can be found on Dubai Taxi Corp, National Taxi and Cars Taxi.

Access by Car

If you're travelling by car, DWTC has direct access from the city's main highway, Sheikh Zayed Road. Within the DWTC complex, take advantage of our extensive multi-storey parking facilities for around 5,000 cars.

Both paid and free parking is available onsite at DWTC and the venue also provides a dedicated VIP and valet parking at the main entrance gates.

Visitor Entrance

Trade Visitors will be admitted to the exhibition on production of a visitor entrance ticket (and business card) or pre-registration confirmation email. These will be substituted for a visitor badge which will permit the individual to access the exhibition for the full course of the exhibition.

Each exhibiting company will be sent a complimentary visitor ticket via email. This can be forwarded to the exhibitor's entire client base which is relevant to the education sector; please ensure this is sent to trade visitors only.

Waste Management

All exhibitors and contractors must ensure that they do not discard sharp objects and must ensure that nails and screws are not left sticking out of waste wood – these must be removed or hammered flat. Tarsus F&E LLC FZE are committed to ensuring that the exhibition is as environmentally responsible as possible. Please help us by keeping waste to a minimum, recycling waste where possible and reporting any incidence of fly tipping to the Organiser. 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. Any waste generated during the dressing of your shell scheme 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.

Water and Waste

Water and Waste lines required for the stands should be ordered through the Electrical Form by **3rd February 2020**. For further details, please contact the official contractor [GES](#).

Tarsus F&E LLC FZE are committed to ensuring that the exhibition is as environmentally responsible as possible. Please help us by keeping waste to a minimum, recycling waste where possible and reporting any incidence of fly tipping to the Organiser. **Any excessive waste found in the halls will be photographed and a fine of US\$500 will be charged to the exhibitor.**

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 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.

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.

Appendix A: Health & Safety Venue Regulations (RA/MS & PPE)

This section is designed to give you guidance and assist you in adhering to your legal responsibilities to ensure the health, safety and welfare of you, your colleagues, your contractors as well as everyone involved with the event. It also outlines the venues compulsory stance on personal protective equipment (PPE) to be used by all those onsite during build up & breakdown at GESS 2020.

Please remember that failing to do so, may lead to prosecution, other legal sanctions and significant financial sanctions. More importantly it may also lead to people being seriously hurt or worse.

If you are unsure of your duty of care toward H&S please contact the GESS 2020 Operations Manager.

H&S Policy Statement

Tarsus F&E LLC FZE recognises that our exhibitors expect us to provide a trading environment on the exhibition floor which is safe and without risks to health. We also recognise that running an event places a special responsibility on Tarsus F&E LLC FZE and extends our duty of care not only to our staff but to exhibitors, contractors, venue staff and visitors.

To ensure that all Tarsus F&E LLC FZE health and safety obligations are met, the GESS 2020 team will:

- Allocate sufficient resources to meet health and safety objectives and advise accordingly both Exhibitors & Contractors of the expected levels of health & safety required including the minimum PPE provisions needed
- Provide adequate control of health and safety risks arising from our work activities
- Consult with the venue, exhibitors and contractors on matters affecting health and safety
- Provide relevant health and safety information to employees and others
- Ensure all employees are competent to do their tasks
- Ensure that the contractors we engage for the show are competent, as far as is reasonably practicable
- Prevent accidents and cases of work related ill-health and maintain safe and healthy working conditions, again so far as is reasonably practical

Risk Assessment

Tarsus F&E LLC FZE has carried out suitable and sufficient assessment of the hazards & risks associated with this event. Copies of this can be obtained from the organisers office on request. General risks associated with any exhibition are as follows:

- Trip & slip hazards
- Multiple contractors working in a single workplace
- Fall from working at heights and working on a live edges
- Objects falling from height or loads falling from vehicles
- Impact injury from moving vehicles
- Structural collapse of seating and/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 outlets
- Fire
- Major incident and/ or civil emergency
- Excessive working hours.

Tarsus F&E LLC FZE and the Venue have made the following arrangements for overall site safety and a safe working environment.

Health and Safety Floor Manager/Operations Floor Management

The operations floor manager will be patrolling the hall throughout the GESS 2020 tenancy. However, if you wish to make contact with them regarding something specific, then he can be summoned via the Organisers Office.

Fire

The venue will be providing fire coverage during all phases of the event. First response fire-fighting equipment is provided in the halls by the venue and additional fire extinguishers will be placed

First Aid

First aid cover is provided by the venue. If you have the need for first aid, please go to the show organisers office and arrangements can be made through the venue EMS dept.

PPE (Personal Protective Equipment)

All Exhibitors & Contractors must adhere to and wear at all times during build-up & breakdown the minimum DWTC Venue PPE requirements of:

- High visibility jackets
- Closed toe shoes
- Solid soled shoes or boots

The opportunity to hire high visibility jackets will be available onsite at GESS2020 through the Tarsus support help desk for a refundable deposit of AED 50 per jacket.

Security




Security is provided by the Venue. In addition to security duties the role security is also to assist with evacuation in emergencies should the need arise.





Health and Safety Advice

If you have any H&S queries while onsite at GESS 2020 please contact the operations department directly.

This is an overview and by no means a comprehensive account of the hazards & 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.

PPE Recommendations and Regulations for both Exhibitors & Contractors (imposed by DWTC for the period of build up & breakdown)

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><u>Safe footwear is mandatory during the construction activities of build up/breakdown for ALL personnel entering the halls.</u></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><u>Wearing Hi-visibility vests is mandatory during the construction activities of build up/breakdown for ALL personnel entering the halls.</u></p> <p>General recommendation: EU Approved to class EN 471</p>	High Visibility vest/jacket	
<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>Impact with moving objects</p> <p>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 the correct attenuation.</p> <p>General recommendation EU Approved to class EN352-2 (earplugs)</p>	<p>Ear plugs</p>	
<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>	<p>Lanyard/fall arrest equipment</p>	
<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) see further guidance section</p> <p>General recommendation: EU Approved to class EN388 (mechanical) and EN 374 (chemical)</p>	<p>Safety gloves</p>	
<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>	