

معرض ومؤتمر دبي الدولي للإغاثة والتطوير  
Dubai International Humanitarian Aid & Development  
Conference & Exhibition

**DIHAD**®

21 - 23 March 2017

Dubai International Convention and Exhibition Centre, Dubai - UAE

FORM # 16

**RIGGING FORM 2017**

**Please Return Completed Forms to DWTC's Exhibitor Services:**

Helpline: +971 4 308 6333 • E-mail: exhibitors@dwtc.com

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

**EXHIBITION DETAILS**

Exhibition Name			Exhibition Date		
Hall Name/No.		Stand No.		Stand Name	

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

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

**PAYMENT DEADLINES:**

<p><b>4 weeks or more</b></p> <p><b>UP TO 30% OFF</b></p> <p>Pay 4 weeks or more before the show to get up to 30% discount.</p>	<p><b>4 weeks or less</b></p> <p><b>STANDARD RATE</b></p> <p>Pay 4 weeks or less before the show and enjoy standard rates.</p>	<p><b>On-site</b></p> <p><b>50% SURCHARGE</b></p> <p>Pay on-site once build-up has started and add a 50% surcharge.</p>
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**METHODS OF PAYMENT:**

<p><b>Now</b></p> <p><b>CREDIT CARD</b></p> <p>Pay online using Visa or Mastercard for instant confirmation.</p>	<p><b>5 days prior</b></p> <p><b>COMPANY CHEQUE</b></p> <p>Make cheque payments, 5 working days prior to deadline at the Exhibitor Services Shop.</p>	<p><b>10 days prior</b></p> <p><b>BANK TRANSFER</b></p> <p>Make a bank transfer, 10 working days prior to deadline.</p>
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## A World of Possibilities:



Associate Member

Dubai World Trade Centre's Rigging team are a highly experienced provider of rigging solutions and have one of the largest portfolios of primary and secondary rigging in the Middle East. We can supply BGV C1 and CAT A electric hoists; variable speed chain hoists with Kinesys automation software; load cells and load monitoring systems; truss specials such as ground support systems, hinged corners, truss circles and spacers; as well as consultancy and CAD design. For ease you can order directly using this form, however for more elaborate requirements, please contact us and we will be delighted to quote for you.

The Exhibitor Services Catalogue is now available containing full product descriptions and imagery: Contact us on +971 4 308 6333 or e-mail us at exhibitors@dwtc.com

BANNER AND GRAPHIC PRINTING						
Item Description	PAYMENT DEADLINES:			Quantity	Weight	Total Cost
	4 weeks or more	4 weeks or less	On-site			
Roll up banner of size 85cm x 200cm	250.00					
Pop up banner of size 300cm x 300cm	3,900.00					
Pop up banner of size 400cm x 300cm	4,680.00					
Free standing direction sign 50cm x 70cm double sided	350.00					
<b>Digital printed banners</b>						
With hanging rods (per m <sup>2</sup> on a min 2m <sup>2</sup> )	150.00					
With application (per m <sup>2</sup> on a min 2m <sup>2</sup> )	100.00					
One way vision graphics (per m <sup>2</sup> on a min 2m <sup>2</sup> )	125.00					
Framed shell scheme graphics (per m <sup>2</sup> on a min 2m <sup>2</sup> )	250.00					
Shell scheme graphics (900mm x 2400mm)	360.00					

Item Description	PAYMENT DEADLINES:			Quantity	Weight	Total Cost
	4 weeks or more	4 weeks or less	On-site			
<b>Banner Rigging – Installation &amp; Removal</b>						
Pole width up to 2000mm	-20%	650.00	+50%			
Pole width above 2000mm to 5000mm	-20%	975.00	+50%			
Pole width above 5000mm to 6000mm	-20%	1,300.00	+50%			
Pole width above 6000mm to 7000mm	-20%	1,560.00	+50%			
1) Up to 2m <sup>2</sup> lightweight box / circular banner	-20%	1,300.00	+50%			

Item Description	PAYMENT DEADLINES:			Quantity	Total Cost
	4 weeks or more	4 weeks or less	On-site		
<b>PRIMARY RIGGING CHARGES</b>					
Drop wire (for items with total weight of 20kg or less)	-20%	455.00	+50%		
Drop wire – hoist & fix (for items with total weight of 20kg or less)	-20%	585.00	+50%		
Roof point (30-250kg) excluding installation of 3 <sup>rd</sup> party hoists	-20%	1,025.00	+50%		
Special roof point (change from standard height) excluding installation of 3 <sup>rd</sup> party hoists	-20%	1,215.00	+50%		

Mandatory Information	
Please specify the exact weight of each roof point	Kg
Please specify the total weight of the structure	Kg
SUB TOTAL	

Item Description	PAYMENT DEADLINES:			Quantity	Total Cost
	4 weeks or more	4 weeks or less	On-site		
<b>SECONDARY RIGGING CHARGES ( Subject to availability)</b>					
Electric chain hoist per event	-20%	1,100.00	+50%		
Manual chain hoist per event	-20%	500.00	+50%		
Light duty truss - per metre per event- 30 x 30cm <sup>2</sup>	-20%	150.00	+50%		
Medium duty truss - per metre per event – 40 x 40cm <sup>2</sup>	-20%	250.00	+50%		
Circular truss (30cm <sup>2</sup> ) 2m diameter	-20%	2,000.00	+50%		
Circular truss (30cm <sup>2</sup> ) 4m diameter	-20%	3,500.00	+50%		
Circular truss (30cm <sup>2</sup> ) 6m diameter	-20%	5,000.00	+50%		
Circular truss (30cm <sup>2</sup> ) 8m diameter	-20%	7,000.00	+50%		
Circular truss (30cm <sup>2</sup> ) 10m diameter	-20%	8,000.00	+50%		
Circular truss (30cm <sup>2</sup> ) 12m diameter	-20%	9,000.00	+50%		
Circular truss (30cm <sup>2</sup> ) 16m diameter	-20%	20,000.00	+50%		
48.3mm Tube and clamp – per metre	-20%	20.00	+50%		
<b>Lighting</b>					
Single Parcan 64 lights 1000 watts with dimmer (Power not included)	-30%	160.00	n/a		
400 Watt metal halide (Power not included)	-30%	250.00	n/a		
GRAND TOTAL in United Arab Emirates Dirham (AED)					

## RIGGING PLANS



(Please select)

Drop wire – 6 mm wire rope fitted with a quick term connector. The wire will be left for the contractor to lift the item to the desired height (for banners, lightweight pieces and truss weighting 20 kg or less).

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

Roof point (20 kg to 250 kg) – For heavy items weighing more than 20 kg. DWTC will supply a roof point for the contractor to attach their own manual or electric hoist.

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

AVAILABLE RIGGING POINT HEIGHTS IN THE HALLS	
<b>Exhibition Halls 1 and 2</b>	7100 mm
Rigging points under the air wall (between Exhibition Halls)	6800 mm
Rigging points under the bulk head (between Exhibition Halls 2 and 3)	4400 mm
<b>Exhibition Halls 3 and 4</b>	9700 mm
Rigging points under the air wall (between Exhibition Halls)	9580 mm
<b>Exhibition Halls 5, 6, 7 &amp; 8</b>	7100 mm
Rigging points under the air wall (between Exhibition Halls)	6700 mm
<b>Za'abeel Hall 1</b>	6450 mm
<b>Za'abeel Hall 2 and 3</b>	7000 mm
<b>Sheikh Rashid Hall</b>	12250 mm
<b>Sheikh Maktoum Hall</b>	6500 mm
<b>Sheikh Saeed Hall 1, 2 &amp; 3</b>	9600 mm
<b>Trade Centre Arena</b>	13600 mm

**Terms and Conditions:**

1. **All rigging orders must be paid in full at the time of ordering.** All rates are quoted in United Arab Emirates Dirhams and are inclusive of installation and tear-down. Cancellations or amendments to confirmed and paid orders are not permitted.
2. **The “4 Weeks or more” rates are charged 4 weeks and more prior to the start date of the event.** Items must be paid at the time of ordering or will be automatically cancelled.
3. **The “4 Weeks or less” rates are charged within 4 weeks and less prior to the start date of the event.** Items must be paid at the time of ordering or will be automatically cancelled.
4. **Rigging orders placed on-site once build-up has commenced are charged at the standard “4 Weeks or less” rates plus 50% subject to availability.**
5. **Successful delivery of your order is dependent on the correct stand number** and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing exhibitors@dwtc.com.
6. **Dubai World Trade Centre holds the exclusive** rights to all primary rigging services within DWTC.
7. **Banner & Graphic Printing:**
  - a. All orders must be accompanied with the artwork detailing the CMYK / Pantone references and sizes of the items.
  - b. Artwork can be supplied in the following files: Adobe Illustrator; EPS; High Res PDF or TIF.
  - c. Banner printing does not include rigging.
  - d. Any amendments and changes on-site to the approved and agreed artwork will be subject to a surcharge
8. **Banner Rigging:**
  - a. All banners need to be supplied with poles in vinyl welded or sewn sleeves.
  - b. All banners must be delivered two days prior to the build-up of the event. Delivery should be made to DWTC, Saturday to Thursday 08:00 until 17:00 hours.
  - c. All banners will be disposed of immediately after the last day of tear-down.
  - d. Dubai World Trade Centre is not liable for the loss or damage to banners during transportation, storage, installation and de-rig.
9. **Rigging Plans:**
  - a. All orders for rigging must follow the required guidelines and be submitted with a clear and precise rigging plan at the time of ordering. Any changes required due to incorrect rigging plans will be subject to a surcharge.
  - b. All rigging plans must show the location of each rigging point in relation to the stand using metric measurements.
  - c. All rigging must be within the perimeter of the stand.
  - d. The exact weight of each rigging point must be detailed in kilograms in addition to the total weight in kilograms of the structure.
  - e. The type of structure or banner material must be detailed along with the metric width, height and length.
  - f. The stand orientation must be detailed by showing the location of the main entrance and by the stands or walls on the other neighboring three sides.
  - g. The height from the floor to the top of the structure or banner when fully suspended must be shown using metric measurements.
10. **Installation:**
  - a. DWTC rigging hours are Saturday to Thursday 08:00 until 17:00. Any requests outside these hours are subject to availability and surcharge.
  - b. Rigging not ready for completion by 15:00 on the last day of build-up will be the responsibility of the contractor to finalize.
  - c. Any damage to DWTC equipment by third party contractors will be charged.
  - d. Once rigging has been finalized any changes will be subject to additional onsite charges.
11. **Health and Safety:**
  - a. DWTC’s Rigging team is not liable for secondary rigging installed by third party contractors.
  - b. During build-up, gangways must be kept clear to allow access by the Rigging team.
  - c. No stand structure is allowed to be attached to the DWTC ceiling as either a precautionary, or as an added safety, measure.
  - d. Any bottom rigging lifting equipment or lifting eyes that are not stamped, rated, approved with a valid test certificate will not be accepted.
  - e. Any box banner, circular or straight greater than 1m in length, square or diameter, must be suspended on a minimum of two suspension points.
  - f. All third party manual and electric chain hoists used in the UAE must have valid test certificates from an accredited inspection body, contractors must provide certificate copies prior to build of an event. DWTC reserves the right to condemn any rigging hoists or accessories that do not comply with municipality regulations.

