



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

5 - 7 March 2018

Dubai International Convention and Exhibition Centre, Dubai - UAE

FORM # 1

SPACE ONLY STAND FORM

(To be filled by the Exhibitor)

DEADLINE 7 January 2018

Please complete and return this form to:

INDEX® Conferences & Exhibitions Organisation Est.

INDEX Holding Headquarters | Road # D-62, Opposite Nad Al Hamar

P.O. Box: 13636, Dubai, United Arab Emirates | Tel + 971 4 520 8888 | Fax + 971 4 338 4193

E-mail: saad.houssami@index.ae | Website: dihad.org

Company Name: _____ Stand No.: _____

Contact Person: _____ Designation: _____

Address: _____

P.O. Box: _____ City/ Country: _____ Email: _____

Tel: _____ Mobile: _____

Fax: _____ Website: _____

We advise that the following contractor has been appointed to erect the above stand at the above exhibition. We also confirm that they have read and understood the relevant regulations as issued by INDEX Conferences & Exhibitions Organisation Est. and, therefore, agree to abide the same by submitting the Space only form to be filled-up by the Contractor. It is the responsibility of the exhibitor to ensure that their contractors adhere to the regulations set by the organizers.

Appointed Contracting Company: _____

Contact Person: _____ Designation: _____

Address: _____

P.O. Box: _____ City/ Country: _____ Email: _____

Tel: _____ Mobile: _____ Fax: _____

Signature: _____ Date: _____ Company Stamp: _____



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FORM # 2

PERFORMANCE BOND

(To be filled by the Contractor)

DEADLINE 7 January 2018

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

- The Performance Bond is to be in the form of a current –dated cheque made out to INDEX & Conferences and Exhibitions Org. Est. The maximum amount of this bond is AED 50,000. Should there be any further fines incurred, the exhibitor and their contractor will be informed accordingly.
- **The contractor shall be allowed to start the work in exhibition halls or any other venues only when this performance bond is in place and the letter of undertaking has been signed and returned to the organizer accordingly.**

REFUND PROCESS:

- The Performance Bond is refundable after 3 weeks from the end of the exhibition. However, the refundable amount will be subject to the application of penalties for any breach of the conditions mentioned in the Letter of Undertaking.
- The deadline to submit the Performance Bond is on January 7, you can send this form along with the cheque to the Organizer's office (Index Conferences & Exhibitions) between hours of 14:00 – 17:00 Sunday to Thursday only.

Company Name: _____

Contact Person: _____ Designation: _____

Address: _____

P.O. Box: _____ City/ Country: _____ Email: _____

Tel: _____ Mobile: _____ Fax: _____

Signature: _____ Date: _____ Company Stamp: _____

* This Document must be returned together with the Letter of Undertaking Form # 3



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FORM # 3

LETTER OF UNDERTAKING

(To be filled by the Contractor)

DEADLINE 7 January 2018

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The contractor hereby undertakes to the organizer that it shall:

1. Carry out all work in accordance with the rules and regulations as laid down in the Exhibitor and Technical Manuals and in accordance with professional standards of care and diligence.
2. Strictly adhere to the published Exhibition Time Table for the Exhibition.
3. Ensure all stand building will be ready by the deadline communicated by the organizer if not earlier.
4. Ensure all stand fitting materials including scaffolding; lifting equipment, waste materials, etc. will be cleared from the halls/venue by the given deadline, before the show opens and after the show closes.
5. Ensure proper conduct of their work force.
6. Ensure no damage or loss is caused to other stands, the venue property which includes floor/tarmac, ceiling truss, walls lighting fixtures/cables or any other fitment such as pontoons, corporate decks or any premises facilities or to any person or property.
7. Ensure that all manpower is adequately trained and legally authorized and licensed to carry out the works.
8. Ensure compliance with all Governmental Health & Safety standards in relation to any potential hazard or danger to visitor /exhibitors.
9. Assume responsibility for any and all sub-contractors it subcontracts.

The organizer has the right to individually and at its own preference apply penalties in the event of any breach by the contractor or in case the contractor failed to adhere to any of the above mentioned points.

Company Name: _____

Contact Person: _____ Designation: _____

Address: _____

P.O. Box: _____ City/ Country: _____ Email: _____

Tel: _____ Mobile: _____ Fax: _____

Signature: _____ Date: _____ Company Stamp: _____

* This Document must be returned together with the Performance Bond Form 2



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FORM # 4

BANNER ADVERTISING FORM

(To be filled by the Contractor)

DEADLINE 7 January 2018

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NOTE: ALL Exhibitors that who have a banner suspended above their stand are subject to Banner Advertising Fees. This Fee covers the whole size of the banner not just the logos. Please take this in consideration when designing your stand.

Please complete by printing in CAPITAL letters only (we cannot be held responsible for mistakes from Illegible handwriting).

Company Name: _____ Stand No.: _____

Contact Person: _____ Designation: _____

Address: _____

P.O. Box: _____ City/ Country: _____ Email: _____

Tel: _____ Mobile: _____ Fax: _____

Signature: _____ Date: _____ Company Stamp: _____

Banner above the Stands:

- ANY Banner above an Exhibitor Stand is subject to Banner Advertising Fees (with or without logo).
- Please provide the organizers with the proposed dimensions of the advertising above your stand for prior approval. All details are to be submitted along with form 5 and the stand design.
- This banner will be provided by the Exhibitor.
- The cost for banner advertising is AED 1,500 per sqm.
- Double sided, three sided and four sided (box or ring banner) will be charged as per number of sides and the total sqm shall be used to calculate the cost.
- The banner must be confined within the borders of the space contracted for by the exhibitors.
- The advertising must not overlook a neighboring stand.

PLEASE INDICATE YOUR REQUIREMENTS:

Banner Advertising Dimension	Quantity	Total Size	Rate (Per sqmtr)	Total Cost (AED)
			AED 1,500/-	
			AED 1,500/-	
			AED 1,500/-	

No order will be entertained after the deadline of January 7,

PLEASE PROVIDE ALL THE REQUIRED INFORMATION AND KEEP A COPY FOR YOUR RECORDS.



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FORM # 4A

DOUBLE DECKER FORM

(To be filled by the Contractor)

DEADLINE 7 January 2018

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NOTE: ALL Exhibitors that who have a double decker stand are subject to Space Fees. Please take this in consideration when designing your stand.

Please complete by printing in CAPITAL letters only (we cannot be held responsible for mistakes from Illegible handwriting).

Company Name: _____ Stand No.: _____

Contact Person: _____ Designation: _____

Address: _____

P.O. Box: _____ City/ Country: _____ Email: _____

Tel: _____ Mobile: _____ Fax: _____

Signature: _____ Date: _____ Company Stamp: _____

Double Decker Stands:

- Double Decker is only allowed for 72sqm space and above
- Mezzanine floor size should not exceed 40% of the allocated space.
- The Double Decker Height should not be more than 6M.
- The fee for the Double Decker Stand is AED 1,440 per sqm.
- An additional amount of AED 1,000 will be charged for processing the approval of the stand.

PLEASE INDICATE YOUR REQUIREMENTS:

Mezzanine Floor Dimension	Size	Rate: 1,440 AED Per sqmtr	Total Cost (AED)

No order will be entertained after the deadline of January 7,

PLEASE PROVIDE ALL THE REQUIRED INFORMATION AND KEEP A COPY FOR YOUR RECORDS.



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FORM # 5

EXHIBITION STAND STRUCTURE FORM

(To be filled by the Contractor)

DEADLINE 7 January 2018

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NOTE: The deadline to return this form is 7 January 2018 and orders received after this date may not be processed.

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

Exhibition Details

Hall No.: _____ Stand No.: _____ Stand Name: _____

Contractor's Contact Details

Company Name: _____

Contact Person: _____ Designation: _____

Address: _____

P.O. Box: _____ City/ Country: _____ Email: _____

Tel: _____ Mobile: _____ Fax: _____

Signature: _____ Date: _____ Company Stamp: _____

Space-only Stands

Space-only stands, stands with a ceiling, stands incorporating a mezzanine level or raised area above 300mm, stands above 4m high.

All the following information **MUST** be provided (USE TICK BOX)

- | | |
|---|--------------------------|
| ↘ Perspective Drawing | <input type="checkbox"/> |
| ↘ Full Stand Dimensions | <input type="checkbox"/> |
| ↘ Elevations Drawings (front, side, and back) | <input type="checkbox"/> |
| ↘ Architectural Plan (layout) Drawing | <input type="checkbox"/> |
| ↘ Structural Material Details | <input type="checkbox"/> |
| ↘ Structural Connection Details | <input type="checkbox"/> |
| ↘ Base Plate Sizes & Specifications (if applicable) | <input type="checkbox"/> |

↘ Any Special Display Loading Allowance	<input type="checkbox"/>
↘ Accessible Ramp on Platform	<input type="checkbox"/>
↘ Undertaking Letter	<input type="checkbox"/>
↘ Height of Stand	<input type="checkbox"/>
↘ Glass Partition/ Glazing (must be 12mm thick, tempered with anti-shatter film)	<input type="checkbox"/>
↘ Ceiling/ Roof (if yes, please provide structural details)	<input type="checkbox"/>
↘ Use fabric/ material (fire certificate must be provided)	<input type="checkbox"/>
↘ Mezzanine Details (above 300mm)	<input type="checkbox"/>
↘ Storage Space (if yes, please indicate the storage location in the stand design. The storage door must not have a lock)	<input type="checkbox"/>
↘ Provision for aluminum corner for all exposed corner edges on raised platform.	<input type="checkbox"/>
↘ Items of special risk (if yes, please complete the submission forms for high risk equipment & substance).	<input type="checkbox"/>

Double Decker Stands

All the following information **MUST** be provided (USE TICK BOX)

↘ Structural Drawings, Design Calculations and General Arrangement of Structure	<input type="checkbox"/>
↘ Design of Members/ Elements (beam, column, slab)	<input type="checkbox"/>
↘ Design of Connections & Base Plate (considering anchor of base plate with permanent flooring is not allowed)	<input type="checkbox"/>
↘ Architectural Drawings i.e. Plan, elevation, Sections	<input type="checkbox"/>
↘ Elevations Drawing (front, side and back)	<input type="checkbox"/>
↘ Design/ Detail of handrail and Staircase Details	<input type="checkbox"/>
↘ Structural Connection Details of Members	<input type="checkbox"/>
↘ Base Plate Sizes (Use min 400x400x12mm Mild Steel Plate)	<input type="checkbox"/>
↘ Structural Materials Details	<input type="checkbox"/>
↘ Undertaking Letter	<input type="checkbox"/>
↘ Items of special risk (if yes, please complete the submission forms for high risk equipment & substance)	<input type="checkbox"/>

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

DWTC will review this submission (provided the complete information required has been provided) and get back to the organizer as follows:

- ↘ 10 working days for space-only stands from the date of submission was received
- ↘ 15 working days for double- decker stands from the date the submission was received

CONDITIONS

- ↘ Submission documentation should explain the method of building the stand
- ↘ Submissions for double-decker stand- note 50% charges will be applied if the submission is incomplete

- Any late submission is subject to 100% surcharge
- All requirements should be routed through the event organizer
- Electrical supply should be ordered separately for build –up and event days by the contractor before the cut off date to avoid penalties. (Pls. Refer to the Electrical Order Form)
- Drawings/ details should be submitted at least 30 days before the start of the tenancy
- The main beam erection shall be completed 24 hours before the opening for the event
- All measurements in the submitted drawings shall be as per standard international (IS) unit system
- The Contractor will be fully responsible for the design, stability and workmanship of the structure
- Any free standing wall of a stand exceeding 4m in height requires a metal framing with base plate and stability design calculation
- Any stand exceeding 4m in height requires complete structural drawing including its design calculation
- Any canopy must be reinforced with a metal section and must be supported from the ground with a minimum 3 inch (7.62cm) diameter tube or equivalent support having sufficient section
- Any custom design rigging to be used must be certified and industry approved trusses
- Banners/ logos attached to a hanging truss must be fabricated by using metal tubes with bolted connections and must be submitted along with the design calculations for approval
- A shell scheme stands must be braced from all four sides (top portion) to control the stability especially octononm pole/ panel
- The stability and safety of all display items within the stand shall be the sole responsibility of the supplier (Exhibitor/ Contractor)
- Stands should not impede on any aisles
- Nor fixing or adjusting structures above aisles are allowed
- No stand carpeting over aisle carpet is allowed in order to join stands opposite each other
- All approved stand designs will be monitored by Health and Safety team of DWTC.

Signature on behalf of the
Contractor

Company stamp

ATTACHMENT

- The contractor of the stand is required to sign the documents attached to this submission. Copy of the signed documents shall be presented to INDEX® Conferences & Exhibitions Organisation Est. before entering the marshaling yard. Before the start of the build up, the same documents must be made available in the area where the stand will be built for inspection purposes. Failure to do so will lead for the works to be temporarily stopped until the documents are provided.