

Dubai International Humanitarian Aid & Development
Conference & Exhibition



5 -7 March 2018

Dubai International Convention and Exhibition Centre, Dubai - UAE

FORM #14

VEHICLE / EQUIPMENT ARRIVAL SCHEDULE FORM

Please complete and return this form to:

INDEX® Conferences & Exhibitions Organisation Est.

INDEX Holding Headquarters, Road D-62, Opposite to Nad Al Hamar
P.O. Box: 13636, Dubai, United Arab Emirates | Tel: +971 4 520 8896 | Fax: +971 4
3384193 E-mail: saad.houssami@index.ae | Website: www.dihad.org

NOTE: • Please return to your Event Planner.

- The deadline to return this form is 2 weeks prior to the start of build-up. Forms received after this date may not be processed.
- 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: _____

Brand Name / Model / Equipment	Registration Number	Colour	Arrival Date / Time	Dimension	Location (Hall No. / Stand No.)	Weight	Contact Name and Number
01							
02							
03							
04							
05							
06							

Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- Fuels must be reduced to a quarter level
- Batteries should be disconnected
- All keys must be handed over to DWTC Security after inspection
- A no objection letter from the organiser is required to allow access during the build-up where damage could be done to either the vehicle when entering the hall or to other stands
- Vehicles without engine and battery must be mentioned separately on the form
- For heavy vehicles, the manufacturer's data sheet including weight and dimensions along with the completed vehicle form are required

Signature: _____ Date: _____ Company Stamp: _____