



# ADNEC Organiser Handbook

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2020

Dear Event Organiser,

We are delighted you have chosen ADNEC as the venue to host your event and very much look forward to working with you and your teams to deliver a remarkable experience for all involved.

The contents of this Organisers' Handbook are arranged alphabetically and are designed to guide and assist you with all aspects of planning and staging your event at ADNEC.

This handbook is by no means a replacement for our personal assistance from our highly experienced Event Management who remain dedicated to making your experience here as easy and smooth as possible. It should act as its title suggests, a 'handbook' for you to refer to regarding all services and operational aspects here at ADNEC.

We regularly update this document so, if you have any suggestions for additional subjects to be addressed then please feel free to forward these to either your appointed Sales or Event Planning Manager within the Commercial Department at ADNEC.

Wishing you every success,

The ADNEC Team

Note:

- *Any details of external contractors or services are provided in an information advisory capacity only and does not constitute ADNEC's recommendation.*
- *Information was correct at the time of publishing document*
- *ADNEC Organiser Handbook is issued by ADNEC Event Management*
- *Issue Date: February 2020*

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## Health & Safety Guidelines



### NO PPE, NO WORK

The Organizers are required to clearly inform all the contractors that NO work will be allowed without adequate PPE for the job / task. This includes Halls and Loading Bays.

Minimum requirement includes (Steel Toe Safety Shoes, Gloves, High Vis jackets and Hard hat). However the requirement varies as per the task.

PPE can be purchased in ADNEC from the Grocery in the grandstand opposite of the Innovation Lab.



### WORKING AT HEIGHT

Work at height (Ladders, scaffolds) must be in maintained and assembled in good condition. An unsafe equipment will not be allowed and will be removed from site.



### CORRECT WIRING

Electrical works, wirings and connections must be as per ADNEC Rules and Regulations. Any Unsafe electrical works will be removed and the contractor issued non-compliance warnings.



### VALID LICENCES

Forklift / MEWP (Cherry pickers and Scissor Lift) Operators must have VALID LICENSE and training certificate to operate (IPAF etc.) Anyone found operating them without license will be held and m be referred to authorities.



### NO MANUAL SANDING OR GRINDING

Dusting / Sanding / Grinding work to be carried out in the designated areas and outside. Only essential and final touch-ups will be allowed inside. All such machinery must be equipped with built-in suction to extract dust immediately.



### SUPERVISED VEHICLE MOVEMENT

Vehicle drivers must not exceed the venue speed limit or in any case to exceed 10 kph in external areas or 5 kph in the halls whichever is lower. Vehicles within the halls should not leave engines running.



### NO BLOCKAGES

Emergency Exits, Gangways and Fire hose cabinets must NOT be BLOCKED and be kept clear and available at all times.



### HOT WORK PERMIT

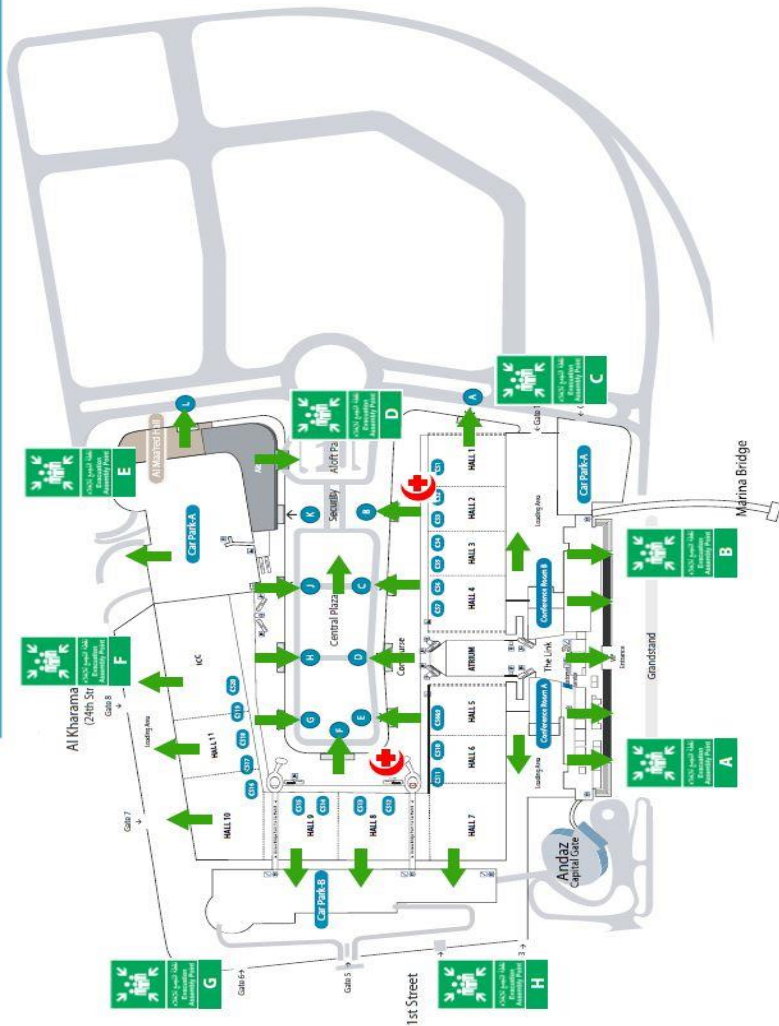
Any hot work on site requires a HOT work permit issued from ADNEC Facilities Management and ADNEC Health and Safety.



**NO SMOKING IN THE VENUE**

Emergency Evacuation Route Plan

# EMERGENCY EVACUATION ROUTE PLAN



في حالة الطوارئ يرجى الإتصال على  
هذا الرقم **02-406-4444**  
**IN CASE OF ANY EMERGENCY**  
**PLEASE CALL 02-406-4444**

نقطة التجمع في هذا الموقع هو  
**THE DESIGNATED ASSEMBLY**  
**POINT FOR THIS LOCATION IS**

Review your departmental evacuation plans  
and contact your departmental fire marshals

في حالة نشوب حريق	في حالة الطوارئ 02-406-4444
1. توجه فوراً لتنشيط إنذار الحريق بكمز الزجاج.	مطافئ حريق
2. اتصل فوراً بمكتب التحكم على التتوية رقم 02-406-4444	نقطة إنذار حريق
3. بلغ عن موقع الحريق وعن إسهامك مع توضيح طبيعة الحريق.	طريق خروج إنذاري
4. انا إنذار الأمر سيقوم مكتب التحكم بالتنسيق مع إطفاء الدفاع المدني.	طريق خروج ثانوي
5. قم بتخزين جميع الأشخاص المتواجدين مع إطفاء الحريق.	مخرج طوارئ
6. توجه إلى أقرب مطافئ حريق متاحة وحاول إطفاء الحريق، انا سبق أن تثبتت كونها القيام بذلك.	مستوى الإسعافات الأولية
7. إصل على إطفاء المنطقة وتوجه إلى أقرب نقطة تجمع، انا إنذار الأمر	

تذكر يوماً  
لا تستخدم المصعد في حالة نشوب حريق أو زلزال

IN CASE OF EMERGENCY STAY CALM: CALL 02-406-4444	IN CASE OF FIRE
Fire Hose Cabinet / Extinguisher	1. Immediately activate the nearest break glass fire alarm point
Break Glass Fire Alarm Point	2. Call ADNEC Security Control on 02-406-4444
Primary Exit Route	3. Give them the location of the fire and your name. Also explain what is burning.
Secondary Exit Route	4. If required the security control will call the civil defense.
Fire Exit Door	5. Alert all other people in the immediate vicinity
First Aid Kit	6. If you are trained, use the nearest available portable fire extinguisher to tackle the fire.
	7. If required, evacuate the area to the nearest assembly point.

REMEMBER  
DO NOT USE LIFTS IN CASE OF FIRE OR EARTH QUAKE EMERGENCY

## The Tenancy Agreement and the Health and Safety Rules and Regulations

ADNEC Health and Safety Rules and Regulations shall be observed and enforced, at all times by tenants, exhibition organisers, exhibitors, contractors, sub-contractors and visitors. These rules and regulations form part of the tenancy agreement contract.

### Responsibilities and Duties under Law

Under Ministerial Order No. 32 (Article 1 and other subsequent articles) and OSHAD Regulatory framework, it is the duty of every employer to protect the health and safety of their employees during the course of their work.

UAE Federal Law No. 8 requires each employer to provide appropriate safety measures to protect workers against hazards. It is the employer's duty to ensure that work is safe for employees and non-employees who may be affected by work activity.

Under the definitions provided within AD EHSMS (OSHAD), the exhibition floor and temporary structures under build-up and break-down is defined as an area of construction' and the requirements of OSHAD Temporary Structures and AD Municipality Code of Construction Safety Practice applies at all times. It is mandatory that the organiser and anyone involved in the construction and design of the exhibition reviews all such documentation. [www.oshad.ae](http://www.oshad.ae)

Authorised ADNEC staff reserve the right to request the removal of persons from the premises who demonstrate a blatant disregard for their own safety or the safety of others, as permitted by the employer under UAE Federal Law No 8 of 1980, article 120(d) and OSAHD Roles and Responsibilities Code of Practice.

It is the duty of every contractor and sub-contractor to comply with the rules of the health and safety regulations and legislation in force in the UAE and the Emirate of Abu Dhabi (OSHAD).

Contractors should be aware of the requirements of ADNEC and Abu Dhabi Health and Safety that exist in relation to the construction, design and execution of the exhibitions and events. Further detail is available on ADNEC website ([www.adnec.ae](http://www.adnec.ae)) and [www.oshad.ae](http://www.oshad.ae) AD EHSMS RF - TG - Management of Contractors-V2.0-February 2012.

ADNEC has developed Regulatory codes of practices (RCops) for the guidance of all persons involved in the design, planning, construction, demolition of the exhibitions, weddings, events and conferences. For more information, please visit <https://adnec.ae/organising/organiser-services>.

## Abu Dhabi Event Permit / License

As an event organiser, you have a legal obligation to ensure that you obtain a valid Event Permit for your exhibition or conference. Please make your application to the licensing authority, Abu Dhabi Tourism and Culture Authority (TCA) change it into Department of Culture and Tourism. Please note that the Conference Event Permit requires you to submit additional information on each of your conference speakers.

Your application can be made on line via the DCT's web page portal: <https://tcaabudhabi.ae/en/e.services/events.licensing.system.aspx>

Should you have any questions relating to the process, please direct these to the following email address: [info@dctabudhabi.ae](mailto:info@dctabudhabi.ae)

## Access Control Card

Access Control Card for the organiser's office will be handed-over to the Event Organisers during the Tenancy.

#### Capital Suites Tenancy

- Capital Suites are protected with Access Control System.
- During the Tenancy of the Capital Suite/s, Security will program the Access Control Card based on the e-mail confirmation from Event Planner with the Tenancy duration and will hand-over to Event Organiser only.
- ADNEC Security Key Control Room will hand-over the Access Control Card. After the Tenancy duration, the Event Organiser is responsible to return the Access Control Card to ADNEC Security Key Control Room.
- The Access Control Card will be valid until the last day of the Breakdown. In case of extension, inform ADNEC Security Control Room: (02) 406 4444.
- The Access Control Card must be returned to ADNEC Security Key Control Room within 1 day after the Tenancy period. Failure to return the Access Control Card or in case of Card lost, the Event Organiser will be charged at prevailing cost per card.
- In case of Emergency or any other Security related matter, call ADNEC Security Control Room: (02) 406 4444.

#### Organiser Offices Tenancy

- Organiser Offices are protected with Access Control System.
- During the Tenancy of the Organiser Office/s, Security will program the Access Control Card based on the e-mail confirmation from Event Planner with the Tenancy duration and will hand-over to Event Organiser only.
- ADNEC Security Key Control Room will hand-over the Access Control Card. After the Tenancy duration, the Event Organiser is responsible to return the Access Control Card to ADNEC Security Key Control Room.
- The Access Control Card will be valid until the last day of the Breakdown. In case of extension, inform ADNEC Security Control Room: (02) 406 4444.
- The Access Control Card must be returned to ADNEC Security Key Control Room within 1 day after the Tenancy period. Failure to return the Access Control Card or in case of Card lost, the Event Organiser will be charged at prevailing cost per card.
- In case of Emergency or any other Security related matter, call ADNEC Security Control Room: (02) 406 4444.

## Access – Contractors and Vehicles Access

Effective 1<sup>st</sup> January 2020, ADNEC implemented a formalised and chargeable Contractor and Vehicle Access Process.

All contractors and vehicles which present themselves to the ADNEC Holding Areas, Access Gates or Loading Bays will be required to adhere to the process and will be liable for any subsequent charges.

ADNEC Security and Traffic teams will administer the access process which will be directly linked with the Ministry of Immigration in order to ensure individuals are legally entitled to work within the United Arab Emirates. The process and charges will apply to all vehicles and individuals without exception.

The process will:

- Ensure that contractors accessing the ADNEC venue are legal, legitimate and operating within the laws of the United Arab Emirates
- Provide an accurate data-base of who is working within ADNEC and their reason for being in the venue
- Increase and enhance the overall level of site security and surveillance
- Raise awareness amongst contractors and vehicle operators to be mindful and accountable with regards to their operating standards (specifically Health and Safety considerations) and the potential impact of their work-activity when onsite
- Allow greater control of the Loading Bays and Access Gates ensuring that build-up and breakdown periods operate with greater efficiency
- Ensure that vehicles and contractors adhere to the stipulated access timings and rules/regulations of the venue

#### Contractor's Wristband

- All contractors must present a valid Emirates ID (for UAE residents) or Passport and Visa copy (for International contractors) at the designated Security Gate
- Contractor's wristband together with the official receipt will be issued upon payment of the applicable fee. Cash or credit card payment is accepted.
- All contractors must wear proper PPE prior to entering the loading bay. Minimum requirement includes (steel toe safety shoes, gloves, high-vis jackets and hard hat)
- All contractors must wear their wristband at all times while in ADNEC location. ADNEC Security must be informed in case of a lost wristband. Contractor will be charged AED 25 for re-issue of a wristband

Contractor's Pass is issued at the following Security Gates:

- Security Gate 1 (located behind Hall 1) for stands located in Halls 1 to 4, CP1, Grandstand, Marina
- Security Gate 4 (located behind Hall 7) for stands located in Halls 5, 6, 7, 8, 9 & 10
- Security Gate 7 (located behind Hall 10) for stands located in Halls 10, 11 & ICC

#### Vehicle Access Pass

- All trucks must go to the Holding Area located under the bridge near the ADNEC Grandstand on arrival to obtain Vehicle Access Pass for accessing the loading bay.
- All drivers are to submit their valid vehicle registration card and driving licence
- Vehicle Access Pass will be issued upon payment of the applicable fees
- Vehicle Access Pass will be stamped with the current time upon entry at the Security Gate
- Additional charges will be imposed for vehicles parked in the loading bay beyond the allocated time limit
- Vehicle Access Pass is valid for single entry only.
- Please ensure your contractors are informed on the correct stand number and hall number
- Space will be allocated on a first come first served basis
- Parking is prohibited in front of the VE doors, emergency exits, lifts and yellow hashed areas.
- Vehicles accessing the loading bays must adhere to all ADNEC rules & regulations

Applicable charges are shown in the table below:

DESCRIPTION	RATE (AED)
<b>Contractor Access</b>	
1 Day (per pax)	20
3 Days (per pax)	50
5 Days (per pax)	80
3 months	300
Annual	500
Show contractor (during and after the open days)	200
<b>Vehicle Access</b>	
Car (30 minutes)	20
Pick-up 3 Tonne (45 minutes)	30
7.5 Tonne (60 minutes)	40
40 foot trailer 18.5 tonne / Artic (60 minutes)	50
Exceeding Hours (Regardless of the size of vehicles)	20 per hour

#### Access to Halls

The objective of this is to identify who will enter ADNEC premises and in the Halls during tenancy. This access to the hall limits for ADNEC Staff, Contractors, Organisers, Exhibitors and Visitors.

- Outside event open hours  
Any person who wants to enter the Hall and the Hall has been rented to Organisers, he/she must take permission from Organisers through Planners.

The following information must be submitted for allowing access inside the Hall:

- Name
- Company Name

- Mobile Number
- Timing
- Other information required (in case)
  
- During event open hours  
The Organisers is responsible for their Show and its visitors and contractors unless there are Security instructions for the Show
  
- Contractors Access  
Contractors who access ADNEC must follow the following procedures:
  - Proceed to the Badge issuance location situated at the Gates (1, 4, and 7).
  - Submit necessary documents or other valid identification to collect the badge.
  - Contractors must follow ADNEC Contractor Procedures upon entering ADNEC premises.
  
- Open Period
  - Vehicles delivering stock during the open period may arrive 1 hour prior to show opening each open day or as otherwise specified in your venue hire agreement.
  - Deliveries will only be allowed up to 15 minutes before the event opening time.
  - All goods entrances and loading areas must be clear of vehicles prior to the event opening.
  - No goods will be allowed through the main entrances of the halls.
  - No deliveries are permitted once the event is open.
  - No contractor works or breakdown of any stands or areas within the licensed area is permitted during any part of the open period duration.
  
- Breakdown
  - No access to halls for contractors or other staff assisting in the breakdown of stands is allowed until the hall is clear of visitors.
  - There is limited access to the rear of the halls, so vehicles will NOT be allowed into the Loading Bays until the show has officially closed. All vehicles MUST be parked away from the loading bays and called when access is available
  - Vehicles may not enter the vicinity of the back of the halls until directed by the traffic marshals.
  - The hall must be cleared of all stands, materials, contractors, exhibitors and waste, by the agreed time on your last day of tenancy as specified in your contract, normally 17:00. Additional charges may be incurred if this is not achieved.
  - Children aged 16 and under are not permitted in the halls during the build-up or break down for health and safety reasons. This is non-negotiable.
  - Private cars are allowed in the loading and unloading zones for the purpose of delivery of goods only. Not more than 30 minutes.
  - Driving license + car registration card should be handed over at the security gate
  - The car driver pay the amount of AED 50 for each hour for car parking violation in the area of loading and unloading.
  
- Visitors
  - For information regarding 'How to Get to the Venue' please see the "Access and Parking Section of the manual, alternatively access our website [www.adnec.ae](http://www.adnec.ae)
  
- Access Gates & Goods Entrances
  - For all information regarding the location of the access gates, loading bays and Vehicle Entry Doors (VE doors) please contact your Event Planning Manager.

## Access Equipment

*{Please also refer to 'Scaffold Towers'}*

- Access equipment includes scaffold towers, mobile elevating work platforms (MEWPS) and lifting tables (scissor lifts). This equipment may be operated on the premises so long as it conforms to the requirements of the Provision and Use of Work
- Equipment Regulations 1998 (PUWER) and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER).
- ADNEC requires all operators working on access equipment to wear head protection and harnesses and to be attached to the equipment by means of a safety harness. All equipment must be visibly marked with the name of the company using it. A valid operator's license must be available for inspection on demand.
- Since January 2011 any company wishing to operate equipment on site must hold and be able to produce on site an IPAF License.
- No contractor will be permitted to operate without producing this licence.
- This is to ensure the safe operation of access equipment and to reduce damage to the fabric of the building.

## Accidents

- Licensees are obliged to report any accident, incident or dangerous occurrence and 'near-miss' which occurs on the premises to the Event Planning Manager and to provide ADNEC with copies of any reports on investigations or remedial action taken by them or their contractors as a result.
- Any accident or incident involving a contractor or exhibitor, which occurs within the Licensed Area, is to be investigated and reported as necessary by the licensee's representative.
- ADNEC Health and Safety Manager will investigate any accident or incident involving a visitor to an event.
- ADNEC reserves the right to call in the relevant authority or to take over the investigation of any accident or incident or to preserve or impound any materials, plant, equipment or structure involved in, or contributing to an accident or incident, until investigations are completed.

## Accommodation

There are a variety of hotels and serviced apartments to suit every budget within close proximity of the venue.

- Aloft Hotel, +971 (0)2 654 5000
- Premier Inn, Abu Dhabi Capital Gate, +971 (0) 2 813 1999
- Andaz Hotel, Capital Gate – +971 (0) 2 596 1234

For hotels located nearby please refer to <https://visitabudhabi.ae/en/explore.aspx>

## ADNEC Health & Safety

ADNEC continually strives to maintain the highest level of Health and Safety standards in line with EHSMS and international best practice. In order to ensure that we strengthen the monitoring of activities taking place on site, particularly during build-up, open and breakdown periods, we now require all organisers and other parties working within the venue to submit full details/company profiles of their official contractors to ADNEC Health and safety prior to tenancy.

Organisers are also obligated to hold full information of all stand-contractors working within their Halls. Should an incident occur or unsafe working practice be observed, the Organiser will be expected to produce full details of the contractor and exhibitor in question for inspection by the ADNEC Health and safety team and external agencies where applicable.

Full rules and regulations along with mandatory required standards are available on the ADNEC website: <https://adnec.ae/organising/useful-information/ehsms/health-and-safety>

## ADNEC Media

ADNEC Media manages all of the media and advertising sites situated at the venue.

Advertising Opportunities - Please contact Michelle Higgins, ADNEC Media on +971 (0) 2 406 3361 or by email: [michelle.higgins@adnec.ae](mailto:michelle.higgins@adnec.ae) for further information, media guides and booking enquiries.

Installation of advertising - Installation of advertising is strictly the remit of ADNEC. The organiser cannot erect any exhibition, stands or displays in the facilities or any other part of the Exhibition Centre or fix any items to the walls or floors of the Hall or suspend them from the ceilings, or any other part of the structure of the Licensed Areas or the Exhibition Centre without first obtaining the ADNEC's prior consent in writing.

Any damage to the fabric of the building caused by any unofficial posters, stickers, badges etc. will be charged to the organiser who will then charge back to their exhibitors. Also, any person found to be unofficially leafleting on site will be asked to leave the Centre and will be charged for the relevant clean-up operation.

Organiser Media purchases - Organisers can buy additional media sites to publicise their event via ADNEC Media.

- Organiser Commission - ADNEC Media will provide a revenue commission to Organisers provided that they aid ADNEC media in the sales process. For further details please contact Michelle Higgins, ADNEC Media on +971 (0) 2 406 3361 or by email: [michelle.higgins@adnec.ae](mailto:michelle.higgins@adnec.ae)
- Organiser Promotional Media

#### Mega Panels

All organisers will be offered an external mega panel for "show branding" and promotion at production costs only. Please note this is subject to availability. Any organiser taking full site tenancy will be offered two mega panels for production cost only.

#### Digital Screens

Organisers are free to use the ADNEC Media Channel to promote their events at no commercial charge, other than their own production fees. The following conditions apply:

- The screens must be used for event promotion only
- These screens cannot be moved from their current locations
- No sponsors appear on promotions before the beginning of the tenancy
- Sponsors can appear in the form of a standard logo quilt during the tenancy periods
  1. Internal Landscape: 1360 pixels (w) x 768 pixels (h)
  2. Internal Portrait: 768 pixels (h) x 1360 pixels (w)
  3. External Portrait: 924 pixels (h) x 528 pixels (w)

No sponsors appear on promotions before the beginning of the tenancy
- Sponsors can appear in the form of a standard logo quilt during the tenancy periods. There are three different resolutions. Creative executions should be supplied in both English and Arabic and in all of the formats specified below.
  4. Internal Landscape: 1360 pixels (w) x 768 pixels (h)
  5. Internal Portrait: 768 pixels (h) x 1360 pixels (w)
  6. External Portrait: 924 pixels (h) x 528 pixels (w)

Moving imagery is not permitted on the External Screen facing Khaleej Al Arabi Street. Minimum font recommendation for the external screen is 42 pixels (height).

#### Concourse Flags

Organisers are able to purchase ADNEC Concourse Flags to promote their events on the following conditions:

- A minimum of 50% flags will remain ADNEC branded
- Event flags will be placed in an alternating sequence with ADNEC flags (event / ADNEC / event / ADNEC etc.)
- Flags can be used for show promotion only
- They are not used to promote sponsors or partners
- Event branding will only be permitted during event tenancy
- Flags will be "zoned" to match the location of an event. Flags promoting one event will not be permitted to enter the "zone" of another event unless prior agreement with all parties has been made.
- The organiser must use an approved ADNEC supplier and must remove, store and replace all ADNEC flags. Any damage to the flags will be charged to the organiser.
- The flags must be double sided printed and must be 200 cm (h) x 85 cm (w)

#### Stands on the Concourse

When an organiser builds stands on the Concourse they will not be permitted to build stands in front of the Mega panels without prior written consent from the ADNEC Media Department.



### The Atrium

Media sites within the Atrium area do not form part of your tenancy package. Please contact ADNEC Media if you have any interest in booking these sites.

### Catering Outlets

Catering outlets are subject to alteration and do NOT form part of an organiser's tenancy. They cannot be used to display any signage, advertising or sponsorship, either within the areas or over any existing signage. It may be possible for branded goods to be distributed from some outlets with prior permission from ADNEC. Charges may apply for this service. Please contact ADNEC Media – Michelle Higgins for further details +971 2 406 3361 or by email: [michelle.higgins@adnec.ae](mailto:michelle.higgins@adnec.ae)

## Advertising in the Hall or Licensed Area

Advertisements which relate exclusively to the exhibition (or which relate to other exhibitions with which your organisation is associated) may be placed within each hall of the Licenced area, provided that:

- No damage is caused to the walls or any other part of the hall including damage to their decorative condition;
- No advertisements or posters, program or other matter relating to the exhibition:
  - May display content or text or copy which is undesirable, inappropriate, harmful including harmful to the commercial interests of the Company or others, offensive, obscene or otherwise illegal.
  - May be issued unless ADNEC has first approved in writing a proof copy. Any such approval shall not imply that the proof in question complies with any laws or codes applicable to such adverts;
  - May not include a reference to any other activity taking place at ADNEC whether at the same time as your exhibition or at any other time without the written consent of the Company.

## Advertising / Promotion of Exhibition

*Promotion of the Exhibition is subject to the following conditions:*

- No advertisements or any other publicity material may contain any mention of the Abu Dhabi National Exhibition Company or other venue owned or managed by the Company including Al Ain which does not comply in all respects with local planning legislation and regulation made under that legislation from time to time in force.
- No advertisements or any other publicity material may be displayed or issued via any medium which contravenes legislation concerning Trading Standards whether regarding pricing or additional charges for car parking, or otherwise.
- No advertisements to be placed outside of the Exhibition Centre unless they comply in all respects to the local municipality legislation and all regulations there under including any legislation protecting street furniture from unauthorised hanging of posters or any other publicity material.
- When sponsors' items are sold they must be purchased and sold at a fair price in line with the Company's policies.

## Air Conditioning and Ventilation

- A reasonable amount of air conditioning and ventilation is included within your tenancy on the pre-opening day and open period. ADNEC endeavour to provide the optimum temperature of 23 degrees Celsius throughout the exhibition centre, halls, conference rooms and public areas. The cooling system provides over 2000 cubic meters per hour of cooled water piped throughout to over 500 cooling units with the latest technology available to adjust and monitor in order to provide a comfortable environment. In addition temperatures can be lowered or raised to suit. However please note that this adjustment can take a few minutes to several hours depending on the positive or negative conditions i.e. during build up and breakdown when hall doors are open.

- During both build up and breakdown the AC cooling capacity is reduced to the halls as during “build up” there is a large amount of wood dust in the air that “clogs” up the filter cleaning system cooling system which reduces the cooling capacity considerably and compromises the system.

## Airports and Check-in from ADNEC

There are two main airports that serve the cities of Abu Dhabi and Dubai. These are Abu Dhabi International Airport and Dubai International Airport.

- Abu Dhabi International Airport can be contacted on +971 (0) 2 575 7500 or [www.abudhabiairport.ae](http://www.abudhabiairport.ae)
- Dubai International Airport can be contacted on +971 (0) 4 224 5555 or [www.dubaiairport.com](http://www.dubaiairport.com)

Abu Dhabi International Airport Expo Check-in facility is located on the ground floor of Car Park A between Exits J & K near the Aloft Hotel entrance. This facility provides full passenger and baggage check-in for passengers flying from Abu Dhabi International Airport on the following airlines:

- Airlines Accepted
  - Etihad
  - Air India
  - Air India Express
  - Egypt Airways (MS 915 only)
- Hours of Operation at ADNEC: 09:00hrs – 20:00hrs
- Applicable Fees: AED30 - Adult | AED30 for Child | Infant below 2 years free

Please note:

- Check in will close 5 hrs before departure.
- Egypt Airways MS 915 (Egyptian nationality only)

## Airships, Blimps & Balloons

This section refers to Toy Balloons, Helium Balloons and Blimps and Airships

- The use of airships, blimps and balloons within the venue is strictly regulated. Applications for permission to use them must be submitted to the venue in writing, together with a risk assessment, at least 28 days prior to the event.
- The following must be considered when carrying out the risk assessment:
  - The use of gas or batteries
  - Obstacles within the exhibition, including drop wires, cables, truss, stands and signage
  - The possibility of items falling from them
  - Compliance with the venue’s specific regulations
- Any fixing to a stand structure shall be of such nature as not to cause excessive stress on the structure and shall be of sufficient strength and durability to ensure continuous safety and stability.
- The arrangement for tethering shall be of such a means as not to allow accidental or inadvertent escape of the balloon(s).
- Spare gas cylinders are required to be stored in a suitable secure area outside the exhibition hall. (Refer to ADNEC Guidance Note No.1 - Requirements for Compressed Gas Cylinders)
- Refilling the balloon(s) with compressed gas may not take place during the time an exhibition is open to visitors.
- Organisers are advised that they will be held responsible for any costs incurred for repairing damage to the air-handling units within the halls due to gas filled balloons being drawn into the units, and for removing balloons from the roof structures.
- Operators must remain in visual contact with the airship at all times and within radio range.
- Exit signs must not be obscured at any time.

- A suitable take-off and landing area must be planned into the floor layout.
- The venue may, for safety and security reasons, request that airships are monitored from the floor by a second person whilst in operation.
- Blimps must be tethered, at all times, to a secure weight that is placed so as not to cause a hazard to exhibitors, their staff and visitors.
- All balloons and blimps must be secured by suitable means and approved by a competent person. A charge will be made for retrieval if any escape to the roof or for any damage to the air-handling units.

## Alcohol

- The consumption of alcohol is not permitted during the build-up and break down periods of the event.
- Alcohol must be provided by the official caterer Capital Hospitality.
- In order to serve alcohol at ADNEC exhibitors/organisers must apply in writing to the ADNEC Capital Hospitality Manager at least 1 month prior to the event in order for ADNEC to apply for a temporary alcohol license. The following information is required for the alcohol license application: Date of Event, Exact Location Alcohol is to be served, estimated numbers of visitors / guests to be served and timing of the event.
- Currently any exhibitor wishing to offer visitors alcohol sampling must arrange for this to be implemented in a "closed" environment but are still subject to the above and a corkage fee will apply to cover the license fee. – any exhibitor wishing to offer visitors alcohol must be delivered by ADNEC following temporary alcohol licence
- The above procedures are currently under review and are subject to change. Please consult your Event Planning Manager before agreeing to any alcohol served or sam

## Ambulance

*{Please also refer to "First Aid"}*

Should you need an ambulance, please contact First Aid on extension number 4444, or +971 02 406 4444 if calling from a mobile or external phone.

## Animal Welfare and Safety

- No wild or domestic animals, shall be permitted on the Premises without the prior written consent of ADNEC. Written application to display livestock must be made to the ADNEC Event Planning Department at least 1 month prior to the start of the tenancy.
- No animal welfare facilities are provided by the venue, therefore pets, except assistance animals, are not permitted unless they form part of an exhibit or display associated with an exhibition and are approved by the venue. Pets must not be left in vehicles.
- Exhibitions involving numbers of livestock may have to comply with specific authority regulations "Agricultural Food Production or Abu Dhabi Food Control Authority (ADFCA)".
- Guidance on animal welfare and appropriate safety measures shall be obtained by the organiser from a suitably qualified veterinary officer, who may deem it necessary to carry out an on-site inspection.
- A copy of a veterinary officer's report shall be submitted to the venue for licensing authority approval (if applicable). Any costs incurred are the responsibility of the person seeking guidance/consent.
- Animals must be appropriately supervised and sufficient welfare arrangements must be maintained, to the venue's satisfaction.

These arrangements should be detailed in a risk assessment and include the following:

- Transport to and from site
- Feeding
- Housing
- Security
- Environment
- Exercise
- Cleaning and sanitary arrangements
- Sleep/rest
- Protection from pain, injury, suffering and disease
- Evacuation in an emergency

- In order to ensure the safety of visitors, suitable guards /enclosures must be provided and warning notices prominently displayed where appropriate. Livestock must be properly contained when a stand is unattended and if exhibited outside an enclosure, must be adequately tethered or suitably controlled.
- A sign should be in place advising visitors to wash their hands after touching animals or their enclosures.
- Signs should also be displayed at the entrance to the exhibition indicating that animals are present and that people with allergies may be affected.
- All potentially dangerous exhibits shall be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure continuous safety and stability.
- A sign or notice must be prominently displayed to avoid persons becoming accidentally injured.
- A keeper must be present at all times including event closed periods to ensure the continuous welfare of the livestock and continued safety and stability of enclosures.
- Where wild or dangerous animals are displayed on a stand they shall be contained within enclosures of such construction so as to avoid injury to exhibition visitors.
- Livestock exhibited outside an enclosure is required to be adequately tethered or otherwise suitably controlled to ensure safety of visitors.

## Atrium / Concourse

*{Please also refer to "Hall Entrances"}*

Stand building within these areas is only permitted if your Sales Manager has previously agreed this with you in writing and forms part of your tenancy contract. The following applies when building within these areas.

- Floor protection must be put on the marble floor before ANY materials are placed there
- All stands must be built on carpet to protect the marble floor including the stand area.
- Carpet must also be laid around the footprint of the stand to house materials and stand fitting required for build-up and break down.
- No cutting of materials is allowed on the floor.
- Exhibitors must be advised that there are limitations as to the power, internet, and water & waste provision in this area.
- Please note areas utilised on the Atrium or Concourse will be calculated on a gross square meter basis, just as in the rest of the venue, and will therefore include a minimum of 3 meter gangway around the stands.
- There are height restrictions in some areas of the Concourse and Atrium. (please see ceiling heights)
- Access for build-up and breakdown in the Atrium and Concourse needs to be carefully considered as stand fittings will have to be bought in through the VE Doors in Halls 4 or 5 subject to availability. This could impact on the wider build-up and breakdown of the exhibition as a whole and may impact on other exhibitors or contractors.
- No stands are to be built in front of the Media Sites located within the Atrium or Concourse unless prior written agreement is obtained from ADNEC Media Department.
- There are no rigging opportunities available throughout the Atrium or Concourse.
- The flow of visitors around these areas must be taken into consideration when designing the layout of your registration/entrance area. It may be necessary to utilize tensor barriers/ropes and posts or active visitor management on the Atrium/Concourse to assist with visitor flow in these areas.
- Use of these areas for whatever purpose must be agreed in writing prior to your tenancy with your Account Manager.

## Atrium and The Link

- The Atrium and Link areas is an open area which was not designed specifically for hosting events/exhibitions that require large stand construction and multiple services.
- There are no services available in the Atrium – this means that power has to be obtained and supplied from either Halls 4 or 5.
- If either Hall 4 or Hall 5 is not being used in conjunction with Atrium the cables have to run across the width of the Atrium creating a safety hazard for exhibitors, organisers, ADNEC staff and visitors
- As a result of the points mentioned above, the Atrium cannot be sold on its own as exhibition space – it can be sold for events only in conjunction with Hall 4 and Hall 5.
- NOTE:

- Events with large builds/break downs taking place in the Atrium create a huge amount of noise and dust, making our Conference Rooms unsuitable for most event types during such periods.
- Full written approval is required from ADNEC Account Management prior to any utilisation of the Atrium and Link areas which may require escalation to the Group CEO, subject to proposed usage.

## Auctions

The sale of goods by competitive bidding may require an auction license; however auctions that are carried out in aid of charitable organisations may be exempt.

The definition of a “charitable auction” is as follows:

- Any sale for the purposes of assisting in the funding of a voluntary organisation if the whole, or a substantial amount, of the proceeds of the sale is donated to the funds of the organisation.
- Voluntary organisation means a body, the activities of which are carried out on a not-for-profit basis, but does not include any public or local authority.
- Organisers of charitable auctions will need to provide details of the charitable status of the organisation and the charity number.

## Audio Visual Services

The ADNEC Customer Services has a range of basic AV equipment packages available for hire. Please contact the Customer Services on +971 (0) 406 3666 for further details.

## AutoCAD Services

ADNEC can offer a variety of drawing types / event layouts in AutoCAD format. All drawing requests (events / exhibitions layout /Conference Room layouts / Capital Suite layouts) requested by organisers are chargeable. To request a quote the CAD Service Order. Form must be completed and submitted before the commencement of a job. Please request the relevant form from your Event Planning Manager.

## Baby Changing Facilities

These are located in all disabled toilets.

## Badges / Passes

It is a requirement of ADNEC that organisers supply their Event Planning Manager with sample copies of all official passes – organiser, exhibitor, visitor, media, contractor, etc. – at the Team meeting operational normally held 3 months prior to the event).

Your Event Planning Manager will need to be fully briefed regarding access times relating to each different type of badge or pass together with any other relevant information regarding access into the exhibition halls or conference facilities.

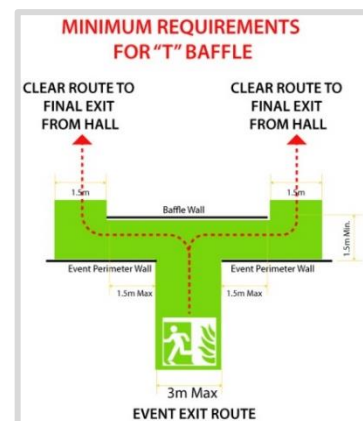
## Baffle Walling and Exit Routes

The following guidelines shall apply to all baffle wall exits installed at exhibitions and events held at Abu Dhabi National Exhibitions Centre

- Baffle wall exit routes are not a mandatory requirement for events at Abu Dhabi National Exhibition Centre.
- Where baffle wall exits are installed, at all times the total event exit route width leading to the baffle exit shall be maintained throughout the overall baffle route.

- At all times the baffle wall exit route shall lead directly to a final exit from the building.
- At all times the exit route from the baffle exit to the final exit route from the building shall remain clear of all obstructions.
- The maximum baffle wall exit routes shall not exceed two in number.
- Where two baffle wall exit routes are installed, these shall not be less than half the total event exit route leading to the baffle exit, subject to a minimum width of 1.500 m.
- Where single baffle wall exit routes are installed, these shall not be less than the total event exit route leading to the baffle wall exit.

Illustrated examples of baffle Wall exits are displayed next, showing minimum requirements for "L" baffle and "T" baffle



## Bakhoor Safety Guidelines

In ADNEC, the use of bakhoor is very controlled and restricted as it poses several health and safety issues such as fire hazard, activation of the smoke / fire alarms and respiratory problems to people with respiratory medical conditions.

Following are some of the guidelines that must be followed in order to use the bakhoor in ADNEC.

- Please note that only ELECTRICAL Bakhoor / Electrical incense burner is and will be allowed in ADNEC. The charcoal bakhoor will no longer be allowed given its high risk of fire.
- The Bakhoor must NOT be placed in the gangway area where there is movement of general public as it can be knocked resulting in serious fire and burn hazard.
- The exhibitor must have a water bucket / container to cool down or extinguish the burning incense.
- A fire extinguisher (Dry Powder) must be provided and clearly accessible in the stand.
- The bakhoor must never be kept unattended and without supervision at any time. In case of non-compliance the stand might not be allowed to use bakhoor.
- The quantity of the bakhoor incense used must be kept as low and minimum as possible to avoid activation of the smoke alarms.
- No combustibles must be stored in the surrounding area near to the bakhoor.
- The base plate where the bakhoor is kept must be of steel or non-combustible and fire retardant material.
- Keep the bakhoor out of reach and access to children
- The burner must be unplugged when not in use.
- The fumes can cause respiratory symptoms, including asthma, headaches and worsen symptoms for those who suffer from allergies.

## Banking Facilities

- First Abu Dhabi Bank – ATM located in the Grandstand near Customer Services
- Emirates NBD - ATM located in the Concourse near Hall 3

- Abu Dhabi Islamic Bank – ATM located in the Grandstand near Food Court
- Union National Bank - ATM located near Aloft Hotel entrance

## Banner Sites

*{Please refer to "ADNEC Media"}*

## Betting and Gaming

ADNEC shall not be used for Betting and Gaming.

## Bottled Gas

*{Please refer to "Gases"}*

## Break-Down

*{Please refer to "Access to/Vacating of halls"}*

## Building Works and Fixings

- No fixings or attachments to or penetration of the fabric, structure or floors of the Centre shall be carried out except by ADNEC's authorised representatives at the expense of the licensee, sub-licensee or contractor requiring these services. This shall include the attachment to the structural steelwork for any purpose to any part of the building fabric and structure, whether interior or exterior. Bolting down is not permitted under any circumstances.
- The Organiser will be responsible for ensuring that adhesive tapes used to fix carpets or other materials to the floor areas are removed after use without damage to the floor.
- ADNEC requires the use of 3M low tack tape, which is a kind that can be easily removed. A higher rate will be charged for the removal of tapes not approved by ADNEC.
- Plastic packing tape, gaffer tape, masking tape or drafting tape, all of which are difficult tapes to remove from floors, are not to be used.
- Any tapes not removed by the contractors will be removed by ADNEC at the Organiser's expense.
- No Fixing will be permitted to the duct covers.
- Fixing to the surface of the floors other than by use of adhesive tapes to secure margin boards, cable clips and similar items of stand fittings is not permitted. Drilling into the floor, nailing, screws and fixings of any sort will not be permitted.
- Suspended stand fittings are not permitted. ADNEC may permit suspension from the hall roof of banners, lighting, fittings or other decorative materials (the work being carried out by ADNEC at the expense of the Organiser) or by the ADNEC rigging contractor provided that:
  - They form part of an overall scheme of decoration proposed by the Organiser.
  - There are no locking arrangements to the main body of the stand (including electric wiring or decorative materials).
  - Application is made to ADNEC at least 6 weeks prior to the first day of the rental period.
  - The proposed suspended units to not overstress the roof structure max 70kg/r/m.
- Time is available after the beginning and before the end of the rental term for ADNEC.
- Rigging Contractor to remove the suspension wires, with free unobstructed access at floor level for hoist vehicles, cranes etc. as may be required.
- Persons proposing to erect brick, stone or block walls, etc. shall lay heavy duty building paper or similar material on the floors under the walls, etc. to protect the floor surfaces from any mortar damage. The cost of repairing any damage caused to floors by the erection or dismantling of this work will be charged to the Organiser.

## Bus Stop

There are bus stops located around the venue. Full information can be found within the travel section of the official ADNEC website or DOT website.

## Candles

- The use of candles or equipment which uses naked flames at the venue is controlled by ADNEC. Any Organiser wishing to use candles are required to provide written detail of the candles and table layout, indicating any combustible materials that may be in the location of the candles.
- The use of tall candles which have the ability to fall over is restricted and evidence of the fixing arrangements for all candles is required.

## Capital Suites

*{Please refer to "Conference Facilities"}*

## Car Parking

- There are 2 multi-storey car parks at ADNEC, with over 6283 spaces that have direct access into the exhibition centre. A traffic management plan will be devised for your event indicating the location and access to the parking. Please note that this may be on or off-site.
- Overnight parking is not permitted without approval. Any vehicles left more than 48 hours will be removed by police.
- These car parking facilities are chargeable.
- ADNEC permits the facility to hire a level of the car parks for specific guests and VIP's for further information please contact your Event Planning Manager.

## Carpet

- ADNEC is an uncarpeted venue and you should make your own arrangements for carpet to be laid and removed within the halls.
- Capital Suites, Conference Room A and B and Al Maa`red Hall are carpeted.
- Please ensure that all carpet, including (Shell Scheme and Space only) stand carpets and carpet tape are removed completely after the event and before the end of your tenancy period.
- Organisers will be charged for the non-removal of carpet and tape, or if any damage is cause to the fabric of the building because of its removal.

## Carpet Fixing Tape

The Organiser is responsible for ensuring that adhesive tapes used to fix carpets or other materials to the floor areas are removed after use without damaging to the floor.

- ADNEC requires the use of 3M low tack tape, which is a kind that can be easily removed.
- The recommended double-sided fixing tape to be used is code B7 and comes in 50m x 50mm reels.
- Plastic packing tape, gaffer tape, masking tape or drafting tape, all of which are difficult tapes to remove from floors, are not to be used.
- Any tape not removed by the contractors will be removed by ADNEC at the Organiser's expense.
- The use of carpet spray adhesive or glue is not permitted.
- Please ensure that all carpet tape is removed after your event and before the end of your tenancy period. A charge will be made for the removal of any remaining carpet tape.
- Additionally should the removal of the carpet tape cause any damage to the fabric of the building, the cost of "making good" will be charged to the organiser.



## Cash Point Facilities

{Please refer to “Banking Facilities”}

## Catering - Capital Hospitality

ADNEC provides a broad range of catering services within the venue and have entered into agreements with a number of external suppliers to provide retail based options.

- Fixed Catering Outlets are:
  - Coffee Shop
  - Food Court offering an International Buffet
  - Coffee Shops (outside Hall 6, Hall 9 and next to the Pod D entrance)
- A number of in-hall catering units incorporate small seating areas. These are located within the Vehicle Entry Doors. If an event organiser wishes to increase this seating, they are welcome to do so at their cost.
- Please ensure that your floor plan includes all catering areas within your licensed area and that access to these areas is maintained. The final catering offer will be subject to discussions between the organiser and the appointed Catering Manager.
- It is a requirement that Capital Hospitality provides all catering offered on site. Please ensure that your contractors and exhibitors are aware of this.
- The operating hours of the catering units are subject to change and are determined by the opening hours of an event. A detailed catering schedule will be provided prior to the event confirming the operating hours of all ADNEC catering facilities.
- Catering outlets are subject to alteration and do NOT form part of an organiser’s tenancy. They cannot be used to display any signage, advertising or sponsorship, either within the areas or over any existing signage. It may be possible for branded goods to be distributed from some outlets with prior permission from ADNEC. Charges may apply for this service. Please contact ADNEC Media – Michelle Higgins for further details +971 2 406 3361 or by email to: [michelle.higgins@adnec.ae](mailto:michelle.higgins@adnec.ae)

## Catering Concession Fees / Corkage Fee Policy

1.1 All food and beverages served within ADNEC venues (Abu Dhabi National Exhibition Centre and Al Ain Convention Centre) is done so under the license of ADNEC Services. Capital Hospitality is the sole supplier of all food and beverages within the venue. Any client or exhibitor wishing to supply food and/or beverages within the venue may only offer such products when purchased from Capital Hospitality. The supply of food or beverages from any other source, subject of prior approval, will attract a corkage-fee. This will be payable by the Client in advance of supply.

2.1 Capital Hospitality reserves the right to refuse authorization for the supply of food and/or beverages that do not meet the venue authorization criteria.

3.1 A written authorization agreement (NOC) is required from Capital Hospitality seven working days in advance of any planned event. This is non-negotiable. Failure to produce such documentation will result in any food or beverages being removed or disposed of. Capital Hospitality will also instruct that the client’s caterers, equipment and products are removed from site.

4.1 No food and/or beverages may be delivered, exhibited, consumed, sold or offered free-of-charge without: prior written permission from Capital Hospitality; the advance payment of a corkage-fee; valid and relevant food-safety documentation (ADFCA license etc.); confirmation of the location of the service area.

5.1 Permission to supply food or beverages as per the application will only be granted once all of the criteria shown in section 3.1 and 4.1 have been met.

6.1 Capital Hospitality reserves the right to remove the supply of food and beverages authorization at any time.

7.1 In accordance with ADFCA Regulations and Guidelines, it is the client's responsibility to ensure that delivery, storage, preparation and servicing of all food and beverages from third-parties/external complies with the mandatory catering industry best-practice.

8.1 Capital Hospitality will accept no liability for any breach of legislative, ADFCA policies or health and safety by the Client or third-party distributor within the "Corkage Fee policy"; liability will be the sole responsibility of the Client.

Exemptions:

1. Sampling and displays: on all catering-themed events taking place within the venue, Capital Hospitality will allow, exempt of corkage-fee, the display of food and/or beverages and distribution of samples. Sample-sizes are defined by Capital Hospitality as follows:

- 28g (Bite-size) for food/snacks
- 50ml for all beverages (hot or cold)

All corkage-fees must be paid for in full by the Client later than 7 days in advance of the event, based on estimated charges.

Should you require further clarification please contact our Sales Representatives at sales@capitalhospitality.ae or +971 02 406 3777.

Signed Agreement

The client signature is acceptance of responsibility for payment of the corkage fee and the adherence to ADNEC's policies for all food and beverages being supplied, distributed, consumed, sold or offered free of charge within the Venue.

## Catering/Hospitality

ADNEC provides a wide range of hospitality services to meet your needs and those of your exhibitors and visitors. For further information regarding private hospitality, please ask your Catering Manager for your event.

## Catering / Stand Catering Services

Your Event Planning Manager will issue you with the Stand Catering Forms to insert into your Exhibitor Manual. The order form can be downloaded from the Order Form section of the ADNEC website.

## Catering Units (Temporary)

- ADNEC can offer coffee carts or kiosks on the exhibition floor. If this service is required and considered commercially viable, the catering department may provide it free of charge. Otherwise an underwriting fee and electrical connection fees may be charged to the organiser.
- ADNEC caterers regularly service custom-built areas on the exhibition floor, providing VIP lounges, themed restaurants, internet cafes, etc. The cost of building these areas is borne by the organisers.

## CCTV

The control room is located on ADNEC's premises and is staffed 24 hours a day. The venue CCTV is monitored from this location.

- Please contact extension 4444, (or 02 406 4444 if calling from a mobile or outside line) for assistance outside tenancy hours or if you are unable to contact your Event Planning Manager.
- In the event of an emergency (including requests for ambulances), please call extension 4444 or 02 406 4444 if calling from a mobile or outside line).
- The system will not be played unless there is official letter from police.

## Ceiling Heights

- The ceiling height in Halls 1 – 11 is 9.5 meters to underside of beam/truss.
- The ceiling height in the ICC Hall is 13 meters high.
- Please note that there are certain areas within the venue where the ceiling height is less than 10 meters. These are detailed on the dwg CAD file supplied by ADNEC.
- Gallery Height between Hall 4 & Atrium and Hall 5 & Atrium is 4.25 meters high. It is essential that you have written approval from your Sales Manager prior to commencement build within this area.
- Sample Capital Suite plans can be downloaded via the ADNEC web site. For individual room plans please contact your Event Planning Manager.
- The Ceiling height of the Conference Rooms is 7 meters. Plans can be downloaded via the ADNEC web site.
- Please note there are no rigging opportunities throughout the Concourse, Atrium, Link, Conference Rooms A and B, Al Maa' red Hall or any of the Capital Suite rooms.

## Central Plaza FAQ's

### CP1 (Central Plaza) Use of the Area

- Central Archway – is it possible to use for signage? E.g. a fixed sign board? (Question)
  - Not permissible due to structural implications of Wind Loading (Answer)
- Street lamps within the area –can they be removed? (Question)
  - Street lamps are located on the terrace area within the plaza therefore lighting from the perimeter to an average of 20lux throughout. They cannot be removed. (Answer)
- Are there any issues with temporary landscaping e.g. half pipes, dirt tracks, sand hills etc. for off-roading demonstrations/ live events etc. - tier marks burnt into surfaces? (Question)
  - The surface is predominantly precast concrete block pavers, therefore a substantial protective layer would be required before building up with sand/soil. Rubber marks would be difficult (Answer)
- Can the tree planters be moved & stored? If so, by whom and are there any costs? (Question)
  - It is possible to move/ remove the tree planters and would be moved only by ADNEC's FM department. Please request this via your Event Planner if required. A minimum of 10-day notice is required. (Answer)
- Are there electrical trenches available similar to those in the halls? (Question)
  - There are 24 pop up points in the central plaza which should be sufficient to cater for most events. On special occasions there are DB boards can be strategically place offering spare capacity for additional power. (Answer)
- Maximum power available? (Question)
  - 24 No. Pop up points
  - Each with:
    - 1 x 63 amp 3 Phase
    - 1 x 16 amp 3 Phase
    - Total of 20 or 30Kw power from each pop up
  - There are 6 nos. feeder pillars in the Plaza with additional supply up to 24Kw, each varies. (Answer)
- Ground penetration - how far - if allowed on CP1? (Question)
  - Absolutely no Ground Penetration is permitted. (Answer)
- Is there Water & Waste available? (Question)
  - Yes, storm water gullies are available for grey water discharge.
  - 24No. 1/2" Bibtap points evenly distributed adjacent the Power Pop up box.
  - Back up pressure minimum 1-15 Bar
  - Floor Rate 0.1-0.15L/Sec (Answer)
- Is there IT / DATA available? (Question)
  - Full WIFI coverage - from 6 units on light columns
  - 24 No. Pop up points - Each with - 11 x RJ45 Outlets (8x CAT6 and 3x Fibre Optic) (Answer)
- Lighting during build? (Question)
  - Terrace lights can be manually controlled. (Answer)
- Are there any fixed Cafes or Restaurants on CP1(Question)
  - None currently, it is possible to install temporary units to be coordinated in full by the Capital Hospitality. (Answer)
- How is the Parking / WVIP Parking managed? (Question)

- All entrances are managed by the security gate house (Answer)
- Are any Permissions required for exhibits / activities on CP1? (Question)
  - All necessary permissions are to be undertaken by the client and all associated costs settled by the client direct with the issuing authority. (Answer)
- What is the maximum permitted floor loading? (Question)
  - The maximum permitted loading to the area is 10tonnes per SQ.M UDL (Uniformly Distributed Load). This does not apply to direct loading on to manhole covers or frames which we recommend are never loaded. Generally a spreader is recommended to be used to both protect the underlying block saviors from mechanical damage as well as spreading the load being applied such as the foot of a steel column or similar. Minimum spreader recommended would be a piece of good quality 19mm thick ply wood measuring 1m x 1m. (Answer)



## Children / Crèches

- Children aged 16 and under are not permitted in the halls during the build-up or break down for health and safety reasons. This is non-negotiable.
- ADNEC does not have a facility to look after children.
- Please ensure that your exhibitors and contractors are fully aware of this regulation to avoid issues on site.
- Your Event Planning Manager must be informed in writing two months before your tenancy if you are intending to use child performers during the open period of the exhibition.
- If you plan to have a crèche in your exhibition, please inform your Event Planning Manager at least two months prior to your event, with the following information:
  - Name of operator
  - Location of crèche – it must be next to emergency exits and toilet facilities
  - Detailed layout of crèche
  - Dates and Opening times
  - Ages and number of children attending
  - A risk assessment and method statement from the operating company.
  - It is the organiser's responsibility to provide signage directing visitors to the crèche facility.
  - Documentation of relevant insurance

## Cleaning

- The cleaning of gangways, organiser's offices, permanent staircases and peripheral areas is included in your tenancy fee and is undertaken by ADNEC.
- The Organiser must ensure that the exhibitors and contractors vacate the Licensed Area by 2200hrs on the last night of build in order that ADNEC can provide this service.
- Stand cleaning is included in your tenancy on single storey stands. (Exhibits not included).
- The cleaning of upper decks on double-decker stands is not included within your tenancy and is subject to an additional charge. Please ask your Event Planning Manager for prices.
- Removal of any abandoned stand fitting materials, carpet, pallets and excessive rubbish will be subject to an additional charge to cover the cost of skip hire and labour.

- The following is not included in the tenancy contract:
  - Cleaning of exhibits
  - Where specialised cleaning is required by the Organiser
  - Where waste is generated during the operation of an exhibit i.e. product samples.
  - Cleaning of the upper floors of multi-storey stands
  - Removal of the protective plastic covering from exhibition carpet.
  - Removal of wooden packing cases.
  - Separate charges will be made by ADNEC for these items.
  - With the exception of 'specialised cleaning', ADNEC will, if requested by the Organiser, quote in advance of the first day of the open period for the provision of these services as a separate item.
  - In the case of 'specialised cleaning' requirements, ADNEC will, if requested by the Organiser, quote in advance of the first day of the Open Period for the provision of these services as a separate item provided that such specialised cleaning can be safely carried out by the company.
- The Organiser must ensure that the exhibitors and contractors vacate the Licensed Area by 2200hrs on the last night of build in order that ADNEC can provide this service.
- All vehicles, plant, ladders, trestles, access platforms, scaffolds, trolleys, spare materials and other items used in connection with the construction and erection of stands must be removed from the Halls.
- At the same time all exhibits and exhibitors materials required for the Exhibition must be removed from the Gangways in the halls and placed on stand areas to allow the ADNEC Cleaning Staff to sweep the Gangways and clear refuse from the halls.
- After each Exhibition open period, stand holders must place any dry refuse from their stands into plastic bags, provided by the Cleaning Contractor. The plastic bags must then be placed in the Gangways within one hour after closure of the Exhibition for removal by cleaning staff. Under no circumstances must refuse be placed in the gangways other than in plastic sacks, or at other times than as stipulated above.
- At the end of the Exhibition or Event, the Organiser must ensure all contractors' equipment has been removed prior to the termination of the Licence Period in order for a thorough cleaning operation to take place prior to the end of the Licence Period. Abandoned equipment will be removed by the Company at the expense of the Organiser. A cost for labour and skip hire will be calculated and recharged to the Organiser.
- Washbasins and WC's within the toilets throughout the Exhibition Centre are not to be used for disposing of waste food etc. or the cleaning of paint brushes or contractors equipment. The cost of clearing blockages in the drainage system through this cause will be charged to the Organiser.
- Stand cleaning and additional cleaning services order forms can be downloaded via the Order Form section of the ADNEC web site.

## Cloakrooms

- ADNEC does not have permanent cloakrooms. Should this be a requirement please contact your Event Planning Manager. A charge will be made for the provision of a cloakroom.
- Organisers wishing to construct temporary cloakrooms should provide the necessary counters, garment rails, hangers, signage, and chairs. Please liaise with your Event Planning Manager regarding location of cloakroom. The Planning Manager will advise you of the cost to supply temporary staff.

## Communication with ADNEC

In order to ensure the smooth running of your event, prior to the commencement of tenancy, all communication should be directed to your Sales Manager or Event Planning Manager. This will enable us to understand your exact requirements and avoid anything being missed or duplication of tasks. On site during tenancy a point of contact for each service provider will be given to organisers to contact the service providers directly for any additional services.

## Complex Structures / Stand Plans

*{Please also refer to 'Construction Materials', 'Rigging', 'Stand Construction' and 'Temporary Seating'}*

- The organiser has full responsibility to ensure the structural integrity of all structures built by their exhibitors and / or contractors at their event and are advised to employ an independent structural engineer to review and approve all complex structure plans, then sign off once built on site.
- Effective 1st January 2019, ADNEC will apply a charge of AED 1,500 per Complex Structure submission. In-line with the provision of other services supplied by ADNEC, charges for Complex Structure submissions will be invoiced to the Organiser. ADNEC will not invoice exhibitors or contractors directly for this service.
- Please note that only stands which are classed as 'Complex Structures' will be reviewed and assessed by the ADNEC Structural Engineer prior to the commencement of the tenancy. There is currently no requirement to submit plans and designs for stands, booths or features that will be in use during an event if they do not fall within the 'Complex Structure' definition.
- Complex Structures are purpose-built stands, structures, booths or features which are over 4 meters in height; double-decker in design; have a platform of 600mm or more or which have a complex design which is deemed to be 'non-standard' with a complicated construction process.
- ADNEC's Definition of a Complex Structure:
  - Double Decker stands
  - Any part of a stand or exhibit which exceeds more than four metres in height
  - Certain suspended items, e.g., lighting rigs or signs over 400 kg
  - Sound/Lighting towers
  - Temporary tiered seating i.e. Grandstands
  - Platforms and stages over 0.6m in height and all platforms and stages for public use
  - Cantilevers
- Should you have any questions or queries regarding whether a submission falls within the 'Complex Structure' definition, please contact your ADNEC Event Planning Manager or the ADNEC Structural Engineer.
- ADNEC are to be notified of any complex structure proposal at all events and organiser must follow the below procedures.

Licensees are responsible for submitting full details of all complex structures no later than 10 days before the licence period begins.

The following is required:

*Please note that ADNEC is now Abu Dhabi EHSMS ([www.adehsmis.ae](http://www.adehsmis.ae)) compliant and any companies working or operating in Abu Dhabi must comply with the AD EHSMS laws and regulations / codes of practice.*

- Structural Design Calculations stamped by professional Engineer / Company accompanied by undertaking and indemnity letter on company's letter head.
- Load per square meter on the ground
- Structural Drawings
- Full Stand Dimension
- Plan Layout Drawing
- Architectural Plan
- Elevation Drawings (Front, back and side)
- Sections (where necessary)
- Handrail & Staircase Detail
- Connection Details
- Base Plate Sizes – spreaders must be 1mx1m.
- Structure Material Detail - The construction materials shall be non-flammable or fire retardant.
- Any Special Display Loading Allowance
- Accessible Ramp detail
- Risk Assessment
- Method Statement
- For Double decker stand – provide adequate number of fire extinguishers on mezzanine / first floor.
- Maximum travel distance from any part of the stand to the nearest exit should not be more than 10 meter.
- Totally enclosed ceilings are strictly prohibited. Exhibition stand ceilings must not obstruct the sprinklers and shall have an open space of over 50% of the total stand area to ensure fire prevention safety.
- The structure of all exhibition stands must be reasonably designed so as to ensure safety and security.

- The designed structural strengths of all exhibition stands shall meet the strength required by the load. During the construction period, efforts shall be made to ensure the overall strength, stiffness, stability and local stability of the exhibition stand structure.
  - All exhibitors should select the contractor with proven qualifications (for UAE based – must be registered with Municipality) to construct their booth and are obliged to require the contractor to implement the construction in light of the relevant regulations and construction specifications and carry out corresponding safety measures.
  - Any complex structure that is modified after its initial submission to ADNEC must be resubmitted by the Licensee with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.
- Onsite Management
 

All stand construction must be monitored during build up by the Licensee appointed floor management team. Stands which appear to be complex, which have not been submitted for approval, will be challenged and construction may be stopped until satisfactory information has been received.

ADNEC reserve the right to monitor all construction activity and to challenge risk assessments and the methods employed.

## Compliance Documents

On 1st February 2010, the Executive Council of Abu Dhabi Emirate issued a Decree approving the establishment of Abu Dhabi EHS Centre. The Centre aims to ensure the implementation of Abu Dhabi Emirate Environment, Health and Safety Management System (AD EHSMS) through provision of an integrated regulatory framework for management of all issues related to occupational health and safety and through control of negative impacts resulting from working practices.

As stated in Clause 5 of Schedule 3 'ADNEC Standard Contractual Terms' to the Venue Hire Agreement for your event, in addition to its obligations under the Agreement regarding health and safety, the Organiser will comply, at its own expense, with all reasonable requirements of ADNEC regarding the health and safety of persons working at the Licenced Areas and/or visiting the venue.

Event Organisers are contractually obliged to provide ADNEC with certain key documentation – henceforth known as 'Compliance Documents' - in relation to matters concerning Health and Safety prior to the commencement of your tenancy with us. Failure to provide valid documentation may result in access to the venue being prohibited until such documents are received.

The minimum required documentation for submission are:

- Company Business License: to be submitted with signed contract
- Event Permit & Speakers Permit
- Event-specific Risk Assessment - completed by a competent person and submitted no later than 30 days prior to tenancy
- Company Health and Safety Policy: to be submitted with signed contract
- Public Liability Insurance: to be submitted with signed contract. Minimum AED 5 million per claim

We require the inclusion of the following insurance clauses in order for the PL Insurance to be compliant:

ADNEC to be named as additional Insured  
 Indemnity to Principal  
 Waiver of Subrogation  
 Cross Liability  
 Primary Insurance

Please note that this list is not exhaustive. You may be required to submit further documentation as determined by the profile, nature or planned activities within your event:

It is ADNEC's aim to align itself with Government policy in order to achieve an improved level of compliance and to ensure continuous improvement in health and safety within the venue.

The Compliance Document process will also allow all parties to review on a regular basis how health and safety legislation is implemented, organised and controlled and to draw up robust arrangements ensuring that all users of the facility are proactive in controlling risks.

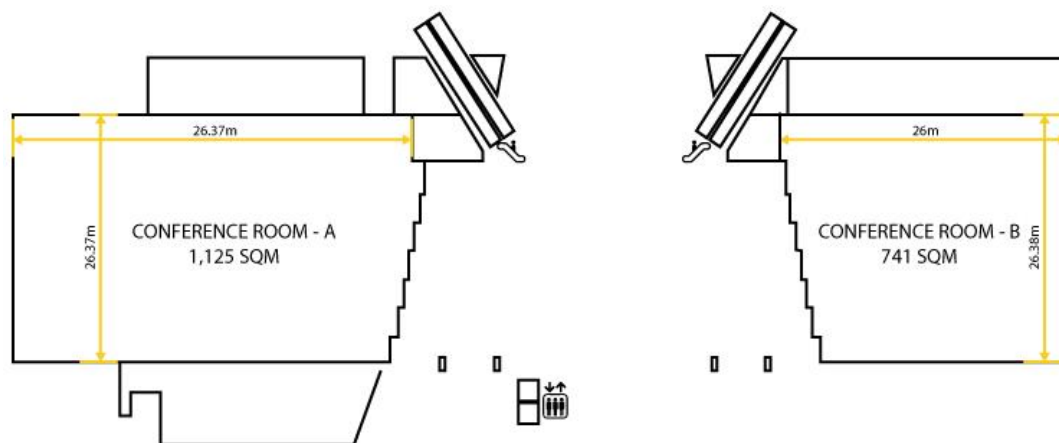
## Compressed Gases

*{Please also refer to 'Gases' section}*

The use of compressed gas within the venue is strictly regulated.

## Conference Facilities / Capital Suites

- There are 21 meeting/conference rooms (called Capital Suites) located within the venue that offer a contemporary design and business-like ambience.
- Location of the Capital Suites is on the mezzanine level above the concourse.
- These versatile rooms are an ideal location for conferences, seminars, training courses, examinations, presentations and/or product launches. Please contact your Sales Manager for room specifications and charges.
- Also available are Conference Rooms A (1,125 m<sup>2</sup>) and B (741 m<sup>2</sup>) offering state of the art conference facilities.
- Sample plans of the Capital Suites and Conference Rooms A and B can be downloaded via the ADNEC web site.



## Construction Heights within the Halls

The maximum headroom in each hall is listed under "ceiling heights" and also detailed within the Plans section downloadable via the ADNEC web site.

## Construction Materials

*{Please also refer to 'Complex Stands' and 'Stand Fitting Regulations'}*

Any materials used in the erection or construction of an exhibition or stand shall be suitable for purpose.

- Timber - All timber less than nominal 25mm (1") in thickness and plywood, hardboard, Blackboard and chipboard less than 18mm (3/4") must be rendered flame resistant by a recognized process to a Class 1



standard when tested in accordance with BS 476 Part 7. Ply-hard and pulp boards which have been rendered flame resisting in a manner approved shall be branded with a recognised mark.

- Plastic - The use of plastic of a grade less than Class 1, BS 476 Part 7, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted and approved prior to construction. Artificial plants and flowers must not be used for stand dressing.
- Textile fabric and other decorative material used for stand dressing must be flame proofed and comply with BS 476 Part 7 Class 1. Any fabric – unless incombustible – may not be used for partitioning stands, forming offices or the back or sides of stands, except that treated fabric may be permitted as a ceiling, to single storey stands, where not exposed to the risk of fire from lighted articles dropped from above. When used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75mm deep. Curtains on exit routes must hang not less than 75mm clear of the floor and be parted in the centre.
- Upholstered seating - must meet the pass criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with BS 5852:1990.
- Paints - All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on site. This must be carried out off site.
- Paint Spraying – will be permitted subject to the following conditions:
  - Advance notification in writing is provided to the Event Planning Manager.
  - Only water based paints are used.
  - Adequate arrangements are made by the operator to ensure that no paint is spilt on the hall floors or sprayed or splashed on the walls, columns or other parts of the building structure or equipment.
  - The operation of the sprayer shall not cause a nuisance to other persons in the vicinity of the operation.
  - Any paint deposited on the building structure, floors, or equipment, in the course of decorating or by spillage or any other means, will be removed by the ADNEC at the expense of the Organiser.
- Carpets - and other textile floor-coverings must comply with BS 4790 and shall be secured and maintained so as not to cause a hazard. Only ADNEC recommended adhesive tapes may be used to fix carpets to the exhibition floors.
- Glazing - All glazing must comply with current UK Building Regulations including BS 6206 and BS 6262. Any large areas of clear glazing shall be indicated with warning stripes or dots etc. Overhead glazing shall be of wired glass, laminated glass or be otherwise adequately protected from shattering. Glazing shall not be permitted to the perimeter of stands adjacent to public gangways.
- Night Sheets - It is recommended that only night sheets made of netting or transparent material should be used. These must be flame proofed to BS 476 Class 1. Arrangements must be made for the storage of the night sheets within the area of the stand during the hours the show is open. They may not be left, although rolled, in any position where they will cause an obstruction or interrupt line of sight.

## Cooking on Stands

- Exhibitors cooking on stands for demonstration purposes (e.g. to demonstrate the benefits of a specific cooker) will be required to comply with Food Safety and Hygiene Regulations.
- A full risk assessment, including methods of storage, washing facilities, stand layout and type of appliance to be used for cooking must be submitted to your Event Planning Manager at least one month prior to tenancy for authorisation.
- Organisers are responsible for bringing their own food hygiene inspector, or ADNEC can provide an inspector. The cost will be borne by the organiser.
- The use of LPG (Liquefied petroleum gas) is restricted on site. (please see Gases Section)
- Exhibitors may not cook and/or distribute their own food from their stands to visitors, other than for the purposes of sampling. Individual cases need to be authorised at least one month prior to the tenancy.
- A food hygiene inspector may visit the relevant stand to inspect facilities. The cost lies with the Organiser.

## Counterfeit Goods

With the continuous coordination and collaboration with the Ministry of Economy and other governmental entities, the Department of Economic Development in the Emirate of Abu Dhabi enforced a set of measures and restrictions in the Emirate in order to combat commercial fraud and put an end to some companies' trading of counterfeit or fraudulent goods. Such measures are in accordance with the Federal Law of fighting fraud and counterfeit in business transactions, which also tightens penalties for fraudulent companies. With this in mind, and in accordance with the UAE law:

- Exhibitors shall not exhibit at ADNEC any counterfeit goods or, any goods which infringe any third party's intellectual property rights or any goods which are prohibited or restricted by local laws or regulations.
- UAE Inspectors have the right without recourse, to physically remove any goods which it or any relevant authority deems to be Infringing Goods or Prohibited Goods.
- If counterfeit goods are found, this could result in the cancellation of the Exhibitor's right of participation within the exhibition, prosecution, penalty fine, imprisonment and/or the closure of the Exhibitor's exhibition stand

## Couriers

*{Please also refer to 'Deliveries' }*

Federal Express, 800 4050, [www.fedex.com](http://www.fedex.com)

DHL, 800 4004, [www.dhluae.com](http://www.dhluae.com)

UPS, 800 4774, [www.ups.com](http://www.ups.com)

TNT, 800 2222, [www.tnt.com](http://www.tnt.com)

Abu Dhabi National Exhibitions Centre's address is:

ADNEC (Abu Dhabi National Exhibition Centre)

P O Box 5546 - Mussafah Road Nr. Zayed Military Hospital

Abu Dhabi UAE - Telephone: +971 (0)2 444 6900 | Fax: +971 (0)2 444 6135

*{Please state event name, hall number and contact info of who the package is for on all packages.}*

## Crowd Management

*Please also refer to 'Hall Capacity', 'Risk Assessment' and 'Security and Stewarding'.*

Public awaiting admission, or waiting to buy tickets to an event, may only congregate in the parts of the premises, at times and in locations previously agreed with ADNEC. In all cases, ADNEC will need to be satisfied that the licensee's measures for crowd control on and off the Premises are adequate. Provision for this should be included in the event risk assessment.

## Customer Satisfaction Surveys

ADNEC shall have the right at any time or times to carry out customer satisfaction surveys in respect of all events held at the Abu Dhabi National Exhibition Centre and/or the Al Ain Convention Centre (which shall include the right to interview all visitors, delegates, speakers, suppliers, contractors and/or exhibitors in respect of such events at any part or parts of Abu Dhabi National Exhibition Centre and/or the Al Ain Convention Centre (including halls). The Organiser and its representatives shall co-operate fully with ADNEC in respect of such surveys and provide ADNEC with such assistance and support as ADNEC may require in order to carry out such surveys.

## Customs Clearance for Goods

- Customs clearance of goods takes place at the port of entry. For further information please see [www.auhcustoms.gov.ae](http://www.auhcustoms.gov.ae)
- No customs duty is levied on personal effects entering the UAE.
- Please be aware there are very strict rules as to what can be brought into the country.

## Dangerous Exhibits (Weapons, Knives, Tools)

- Any exhibitor proposing to display dangerous items must carry out a risk assessment to ensure that suitable control measures are in place to avoid misuse by or injury to exhibition visitors.
- A copy of this risk assessment must be readily available on site. The display and sale of weapons and ammunition is closely controlled by the Authorities and a suitable license must be lodged with ADNEC prior to the bringing of exhibits. Suitable and sufficient safety precaution to safeguard weapons must be taken during both open and closed periods.

## Deliveries

- All deliveries must be made during, and not before, contractual tenancy dates, and hours and be addressed as follows:
  - Addressee
  - Name of Exhibition
  - Organiser's Office or Stand Number
  - Hall Number(s)

ADNEC (Abu Dhabi National Exhibition Centre)  
 P O Box 5546  
 Mussafah Road Nr. Zayed Military Hospital  
 Abu Dhabi, UAE  
 Telephone: +971 (0)2 444 6900 / Fax: +971 (0)2 444 6135

- All deliveries should be directed to the organiser's office.
- The venue cannot take any responsibility for any deliveries and will not sign for any item.
- During the open hours of the event deliveries are only permitted from 1 hour prior to the show opening up until 15 minutes up until the show actually opens. Only under exception circumstances can deliveries be made during event open hours.
- ADNEC staff are not permitted to sign for deliveries on behalf of a third party.

## Demonstrations

*{Please also refer to 'Feature Areas'}*

- All features and activities or demonstrations may require special permissions from external licensing authorities outside of ADNEC. You should be aware that there may be restrictions regarding certain types of activity that can be permitted on the ADNEC site.
- All proposals will be considered on a case-by-case basis and only if they are submitted with all of the required documentation. Full risk assessments, method statements, insurance details etc. are required as a minimum in all cases. This is especially important if there is a public participation element.
- To confirm, for any feature areas that have an element of public participation or could pose a risk to the visitor, you should provide the following information:
  - Risk Assessment
  - Health and Safety Pro-forma
  - Plan of the area in question
  - Details of the nature of the activity
  - Participation restrictions such as age limits etc. and the management thereof
  - Details of how the operation will function
  - Proof of insurance against accident, injury, damage (public liability insurance)
- Any dangerous activities such as climbing walls, zip lines, bungee jumps etc. must be built, operated and managed by a recognised competent company specialising in this field. All staff operating the equipment, must be able to show that they are fully trained in the operation of the equipment, and are fully experienced/qualified to do so, to the satisfaction of ADNEC.

- You should ensure that all relevant documentation regarding insurances are sent to your Sales Manager. The onus is on you to supply this information and you may be asked provide evidence of such insurance whilst on-site.
- Organisers must ensure that demonstrations do not constitute a fire or safety hazard and must submit in writing full details, with a risk assessment of such activities to their Event Planning Manager.
- ADNEC reserves the right to curtail any activity it considers detrimental to public safety.
- Additional security/visitor management may be required on popular demonstrations to ensure crowd safety. Costs for this are to be borne by the organiser.

### Dilapidation Charges

- An ADNEC representative will carry out a dilapidation inspection at the beginning and the end of tenancy.
- Any damage over and above normal wear and tear will be charged accordingly.
- Nothing may be fixed to the fabric of the building or bolted to the floor.

### Disabled Facilities

- If you are expecting a large number of disabled visitors to your event, please advise your Event Planning Manager.
- Please ask your Event Planning Manager for the evacuation procedures for disabled visitors.
- Parking – The exact location of these spaces will be confirmed closer to the commencement of your tenancy.
- ADNEC has a limited number of wheelchairs for hire for visitors. (Please refer to the Wheel Chair Section) Please advise your exhibitors that they should make provision for access to stands and services for people with disabilities.

### Doctors

*{Please refer to 'Hospitals'}*

### Drones

*{Please also refer to "Unmanned Aerial Vehicles (UAV)"}*

### Early Access

The decision has been made to end the offer of Early Access to clients renting ADNEC. This will be totally phased out by December 31st 2014. From January 1st 2015, clients will need to make a judgement on the spaces they require and the appropriate amount of time to build and break the event. This will all be captured in the venue rental contract. Should clients find they need to access the venue early, this will be subject to availability and charged at full price.

Clients will never be allowed to build before the start of their tenancy as per the venue hire contract. Should clients request space to store items, they will be advised that this is not possible except in exceptional circumstances and by agreement from the sales director.

In order to assist clients make this transition, we will apply the existing rules for 2014, thereby giving clients ample warning about the new rule, or an additional presentation of their show with the early access rules applied as per below (from Sales and Marketing Price List) 2014 Early access (Exhibitors Only) Early access can only be granted if Space is available:

- Venue and Operations are in full agreement
- Mark out and mains power plans are received according to your given deadline (i.e. 21 days prior to your first day of EARLY ACCESS)

- Early access is charged per exhibitor, for a maximum of 6 exhibitors or 25% of the gross space (whichever comes sooner). This does not include security, which will be added to your security schedule for sign off. Over 25% usage constitutes a full day of build-up and standard charges apply.
- Access is provided between 08:00hrs – 18:00hrs and a member of the organiser’s team must be onsite for early access. The list of exhibitors and contractors must be provided for billing and to the planner for access into the site

## Electrical Power and Inspection – Regulations

All temporary Electrical installations are required to comply with the requirements prescribed in the AD EHSMS Regulatory Framework and the ADNEC Regulatory Codes of Practice. R Cop 01 – Temporary Electrical Installations and Mains Supplies (ADNEC-EHSMSRCoP-1501-), available upon request from your Event Planning Manager.

This Code of Practice (RCoP) applies to all employers and employees involved in work on temporary electrical systems installed for the purposes of exhibitions and events at Abu Dhabi National Exhibitions Centre.

ADNEC and Abu Dhabi EHSMS requirements are to be incorporated into all procedures.

- Organisers MUST appoint an electrical contractor of their choice who have satisfactorily demonstrated the required level of competency to undertake temporary electrical installations for exhibition and event purposes at ADNEC (If you are unsure of the competency status of your proposed electrical contractor please contact your Event Planning Manager)
- All temporary electrical installations for exhibitions and events shall be tested and inspected prior to energisation. Any installations found to be sub-standard or not passing the inspection and test will not be energized until the appropriate remedial action has been taken to rectify any faults identified and the installation has been re-tested and inspected.
- Neither ADNEC or its nominated Venue Mains Service provider will accept responsibility for:
  - Delays in energisation to any installation found to be unsatisfactory or where insufficient time has been allowed for test and inspection
  - Any faults discovered in the exhibition or event temporary electrical installations of electrical contractors after testing & energisation
- The connection of all appliances to electrical circuits shall only be permitted by means of plugs and sockets as defined in “Temporary Electrical Installations and Mains Supplies RCoP”.
- All joints, connections, terminations and fixings, etc., must be made using accessories, which are specifically designed for use with the type of cable installed. In ALL such cases insulated screwed connections shall be used, and shall be fully enclosed in totally insulated enclosures.
- Electrical contractors MUST ensure that all distribution boards and fused isolator switchgear are installed in areas that are easily accessible and conspicuous. This is essential to allow inspection and quick isolation of final circuits in the event of any fault developing that requires rectification. Smoke or other problems may go unnoticed if these units are concealed in any way which can delay emergency response if not readily accessible. Such isolating switchgear must not be positioned in a box, on top of shell scheme, or in any other inaccessible locations that makes access difficult.
- Organisers nominated electrical contractors have a legal responsibility to ensure the integrity of their electrical installations at the venue which includes connections by exhibitors and other users to the final circuits installed by them.
- Any electrical installation considered unsafe by ADNEC or its nominated Venue Mains Service provider – at their sole discretion, will not be energised until the appropriate remedial action is completed.
- Electrical mains supply cables must be ordered from ADNEC or its nominated Venue Mains Service provider by exhibition or event organisers, their nominated electrical contractors, or other nominated representatives. Electrical orders will only be accepted in writing and should be submitted using the standard ADNEC mains order form, copies of which are available from your Event Planning Manager. All orders should be accompanied by a dimensional plan showing the location and orientation within the halls of the required supplies. Neither ADNEC nor its nominated Venue Mains Service provider, will accept responsibility for any costs incurred for the re-location of mains supply cables unless an adequate location plan is submitted with the order.
- Persons responsible for the design and layout of the exhibition or event should acquaint themselves with the location of the floor electrical service trenches or service pits in the halls used to install mains supplies. These

service ducts/pits are shown on the floorplan layout. ADNEC cannot guarantee the availability of mains electrical services to areas not served by these service trenches or pits.

## Electrical Power

- The nominal electrical supply at ADNEC for use on temporary exhibition and event installations is 230V single phase / 400V three phase at 50Hz frequency
- Any exhibited appliance which falls outside the Venues standard tariff electrical supply ratings, must be clearly and unambiguously marked.
- Appropriate temporary supplies for build-up and breakdown should be ordered.
- Cables may not be plugged into venue sockets and / or trailed across gangways during show open periods.
- It is important to note that once a show has ended, stand power will be turned off half an hour after the show closes and will not be turned back on. This is to ensure the safety of all persons working in the halls. Please communicate this to all exhibitors and contractors. If power is required later than the scheduled time this MUST be ordered in advance, charges may apply.

*Please see below the ADNEC operating procedure for access to exhibition and event power supplies:*

- Fused isolator switch boxes are used as a point of isolation between the point of supply at the Distribution Board and each end user.
- Each box has its own ON/OFF switch as well as fuse holder.
- During build up, the supply cable is left energised with the fuses removed and the switch in the off position.
- Once the contractor has asked for energisation the installation will be tested and inspected.
- If satisfactory we will install the fuses and turn the switch on.
- This switch must be accessible at all times in case of emergencies, where we can isolate the power supply as soon as possible.
- It is not acceptable to do this via the distribution board as it may not be obvious as to which distribution board is supplying the stand.
- Please refer to the full and detailed document ADNEC Regulatory Codes of Practice RCoP 01 – Temporary Electrical
- Installations and Mains Supplies (ADNEC-EHSMS-RCoP-15-01) for the full set of regulations to ensure you and your contractors are in full compliance.

## Electrical Safety Guidelines for Safe and Uninterrupted Power

- ELECTRICAL SAFETY GUIDELINES FOR SAFE AND UNINTERRUPTED POWER
- In case of any emergency please contact 02 – 406 4444 (Ext. 4444) / 02 406 3997 (Ext 3997).
- Electrical Power distribution for the venue must be controlled by,
  - Exhibition related – ADNEC Services
  - All Other area (Non Exhibition) – ADNEC FM
- Catering Department / Exhibitor / Organiser etc. (Exhibition related power) must contact ADNEC Services through official channel for pre-approval and provision of electrical power prior to each exhibition / conference.
- Do not plug any equipment / accessories to normal wall plug unless approved by FM
- Using of extension cord is not recommended unless needed and consulted by FM with no objection.
- Restricted to use any kind of damaged extension, equipment, accessories etc.; FM approval is mandatory prior to plug in any extension cord
- Replace damaged or loose electrical cords immediately after identifying.
- Consider having additional circuits or outlets added by a qualified electrician so you do not have to use extension cords.
- Follow the manufacturer's instructions for plugging an appliance into a receptacle outlet.
- Avoid overloading outlets. Plug only one high-wattage appliance into each receptacle outlet at a time; compare the rating of appliance / equipment with our possible availability as mentioned below.

- If outlets or switches feel warm, frequent problems with blowing fuses or tripping circuits, or flickering or dimming lights, call a qualified electrician.
- Make sure your devices are protected with proper earthing and safe wiring as recommended by law.
- Maximum allowable power for a normal wall socket is limited to 10A / 2000W to ensure and prevent overloading.
- Make sure all connected device, extension cords, equipment etc. are tested and confirmed by ADNEC FM before plugging into any wall socket and security shall stop plugging if it is not confirmed by FM; contact ADNEC Security / FM Call centre for further assistance.

## Emergency Gangways

Certain gangways must be designated 'emergency gangways' during the build-up and breakdown of an event. These should be identified to all personnel within the exhibition hall and maintained clear at all times.

## Emergency Procedures

- Please ensure that all exhibitors and contractors receive a copy of the 'Abu Dhabi National Exhibition Centres Emergency Procedures.'
- Copies of the Emergency Procedures in both English and Arabic are downloadable via the Organiser Guide section of the ADNEC web site together with the 'Evacuation Site Plan'.

## Energy and the Environment

- ADNEC is committed to reducing the impact on the environment caused by events and exhibitions and has a dedicated recycling program.
- It actively encourages organisers, suppliers, contractors and the public to work together with ADNEC to achieve this, by reducing emissions, waste, and noise and keeping energy consumption to a minimum.
- A copy of the ADNEC Environmental Policy will be available shortly on the ADNEC website.

## Environment, Health & Safety Policy

Abu Dhabi National Exhibitions Company (ADNEC) acknowledges and respects our responsibility and obligation with regard to the preservation of the health and safety of our employees, partners, exhibitors, contractors, visitors and all other stakeholders throughout our operations and activities. We understand, and are committed to, the protection of the environment and our natural resources in the Emirate of Abu Dhabi for both current and future generations. We are dedicated to a proactive, preventative approach to the management of Environment, Health & Safety (EHS) and will implement and maintain the highest internationally recognised standards within all our operations and activities as we constantly and consistently strive to achieve our vision of establishing ADNEC as the leading exhibition company and facility in the world.

We will:

- Implement effective prevention control measures and proactively work with our management, employees, partners, exhibitors, contractors, and all other stakeholders to reduce and eliminate occupational health and safety hazards, injuries, illness, and prevent environmental damage and pollution.
- Sustain a cycle of continual improvement in EHS practice throughout all our operations and activities.
- Continuously improve the health and well-being of our employees and those working on our behalf.
- Provide the necessary support, resources, training, tools, and mechanisms to improve our Environment, Health and Safety performance.
- Monitor, audit, and report EHS performance against all applicable regulatory requirements and industry best practices.
- Develop and foster a culture of compliance with applicable environmental, health and safety legislation, Abu Dhabi EHS
- Policies, and internationally recognised best practice.

- Establish, monitor, report and continually review EHS targets and objectives specific to ADNEC operations and activities.
- Empower, encourage and support all employees and stakeholders to achieve our vision.
- Maintain and improve appropriate EHS professional competency.
- Raise EHS awareness amongst our employees, partners, exhibitors, contractors, visitors and all other stakeholders.
- Review this policy and all ADNEC EHS components as necessary, and at least annually.

#### Our EHS goals:

- Attain and preserve a safe, injury and incident free, healthy workplace throughout each of our operations and activities.
- Utilize the Hierarchy of Controls principles in all measures to eliminate, isolate, reduce and control unsafe acts and unsafe conditions throughout each of our operations and activities.
- Implement and maintain effective prevention control measures to reduce, and eliminate, occupational health and safety incidents and injuries.
- The senior management team will act as environmental ambassadors, meeting and exceeding best industry practices to reduce our ecological footprint, specifically:
  - Reduce water and energy consumption and optimize efficiency
  - Reduce and manage waste by avoidance, re-use and recycling
  - Reduce our resource consumption and maximize resource efficiency
- Protect, maintain and/or improve the quality of the natural, built and cultural environment in line with relevant national values, policies and laws.
- Continuously coordinate and improve our emergency management and response to safeguard our employees, partners, exhibitors, contractors, visitors, and all other stakeholders
- Demonstrate progression and continued improvements in our Environmental, Health and Safety performance.

## Exhibiting Outside

Should you wish to utilize the outside exhibition space please contact your appointed Sales Manager. Please note there are limited services in the outdoor areas. Please contact your Event Planning Manager with your request for services.

Full details of the use of outdoor space needs to be authorized in writing at least 90 days prior to the event. Please forward full details to your Event Planning Manager including a detailed floorplan, relevant risk assessments and method statements plus details of any activities, demonstrations or public participation.

This may also entail permissions from government agencies, such as MOI, Police, municipality, DOT, civil defence which our ADNEC Government Services Department can assist with.

All final plans and permissions must be received by your Event Planning Manager 21 days prior to the event tenancy commencing.

## Exhibition Hall Sizes

Area	Gross m <sup>2</sup>
Hall 1	3,522
Hall 2	3,169
Hall 3	3,168
Hall 4	3,607
Atrium	3,079
Hall 5	3,610
Hall 6	3,167

Area	Gross m <sup>2</sup>
Hall 7	5,143
Hall 8	5,183
Hall 9	4,409
Hall 10	5,344
Hall 11	3,959
ICC	7,919
Concourse	17,098



## Exhibitors Information & Services

- Order forms for exhibitor services, including security, cleaning, IT are available to download via the Organiser Guide section of the ADNEC web site. Exhibitors are encouraged to pre-order any services prior to the deadline date to avoid any surcharges and to ensure delivery.
- Last minute orders can be placed on site at the Customer Services, but delivery is not guaranteed and surcharges will be applied to delivered on-site orders.
- Please refer to our website [www.adnec.ae](http://www.adnec.ae) for information regarding the venue and local services.

## Exhibitor Manual

If you are producing an exhibitor manual for your exhibition please ensure a copy of it is sent to your Event Planning Manager for venue related checking before publishing.

## Exhibitors Property Insurance

Exhibitors should make their own insurance arrangements for their stands and exhibits. All exhibitors of jewellery should have a block insurance policy covering their goods where ever situated.

## External Road Signage – NOC

Please note that this No Objection letter only applies to the public roads around the city and wider Emirate of Abu Dhabi (subject to approval from the relevant external licensing authorities). It is not to be viewed as permission for you to place signage anywhere in or around the ADNEC premises without the permission or agreement of the ADNEC Media Sales team. For information on booking or placing signage around the ADNEC Venue, please contact [mariam.alali@adnec.ae](mailto:mariam.alali@adnec.ae)

## Fairground Rides

- The use of simulators or other rides within the halls will only be considered for approval on submission of detailed layout drawings and specifications etc., one month prior to your event beginning.
- Fairgrounds rides and simulators must have a valid mechanical inspection certificate, risk assessment and adequate public liability insurance before operating. Copies of this information must be submitted to the Event Planning Manager at least 5 days prior to the start of the License Period.
- Simulators and fairground rides shall be under the control of a competent and experienced person, who is able to recognise any dangers associated with the apparatus and is authorised to take any immediate and necessary action to prevent danger.
- The licensee must confirm that each ride has been tested each day by a competent person and is safe for public use, prior to opening each day. Daily checks must be carried out by a relevant qualified operator and written confirmation that simulators, rides etc., are fit for use must be provided. The cost of the relevant qualified operator daily checks and reports must be borne by the organiser.
- A full Risk Assessment and Method Statement must be supplied before a ride or simulator is used.
- The owner of the ride or simulator must also be able to demonstrate a sufficient level of Public Liability and Indemnity insurance. These need to be sent to your Event Planning Manager.

## Feature Areas

### *Submission Information for Features at ADNEC*

Please find below a list of considerations that must be addressed within the associated Risk Assessment together with control measures and submitted for approval by ADNEC.

- All proposed features must be submitted with a full detailed technical floor plan highlighting not only the location and layout but also the barriers, spectator area/ queuing system. Please also note that any proposed feature areas or activities that fall within CP1, Grandstand and ADNEC Marina or indeed any external areas of ADNEC may entail permissions from government agencies, such as MOI, Police, municipality, DOT, civil defence.
- Any dangerous activities such as climbing walls, zip lines, bungee jumps etc. must be built, operated and managed by a recognised competent company specialising in this field. All staff operating the equipment, must be able to show that they are fully trained in the operation of the equipment, and are fully experienced/qualified to do so, to the satisfaction of ADNEC.

#### 1. Motorized Sports

- Licenses
- Type & Style of Barriers (must be fit for purpose)
- Distance of activity from Spectators
- Disclaimers
- First Aid Provision
- Re-fuelling Process
- Quantity of Marshals
- Qualifications/competencies of Marshals/Demonstrators
- Age Restrictions
- Changing rooms
- Cleaning requirements
- Smoke Machines
- Lasers
- Harmful substances
- Exhaust fumes
- Warning Signage
- Noise
- Evacuation Procedures
- Personal Protective Equipment
- Provision for weather conditions, i.e. heat/dust/wind/rain etc.
- Lighting Provision (evening)

#### 2. Animals

- Provision of Animal Welfare
- Handlers
- Habitat /Cages
- Hand washing facilities
- Spectator
- Taping of ducts
- Carpeting to area
- Cleaning/waste removal
- On site VET
- Food Storage
- 24 hour power (e.g. fish)
- Licenses
- Personal Protective Equipment

#### 3. Weapons

- Licenses
- CID
- Overnight storage
- Transportation
- Age Restrictions
- Usage
- Personal Protective Equipment

#### 4. Water Sports

- Licenses

- Type & Style of Barriers (must be fit for purpose)
- Distance of activity from Spectators
- Disclaimers
- First Aid Provision
- Re-fuelling Process

#### 5. Public Participation & Demonstrations & Live Music

- Licenses
- Type & Style of Barriers (must be fit for purpose)
- Distance of activity from Spectators
- Disclaimers
- First Aid Provision
- Personal Protective Equipment
- Age restrictions
- Qualifications/competencies of Marshals/Demonstrators
- Lighting Provision (evening)
- Hazardous Chemicals & storage
- Smoke Machines
- Lasers
- Strobe Lighting
- Noise
- Noise pollution to other events/activities
- Evacuation Procedures
- Access/Egress Procedures
- Provision for queue's /spectators
- Quantity of Marshals
- Qualifications/competencies of Marshals/  
Demonstrators
- Age Restrictions
- Full detailed technical floor plan highlighting demonstration area, barriers, spectator/queue system
- Changing rooms
- Cleaning requirements
- Warning Signage
- Evacuation Procedures
- Life-saving equipment
- Personal Protective Equipment
- Provision for weather conditions i.e. heat/dust/wind/rain etc.
- Lighting provision (evening)

#### 6. Fairground Rides

- Certification (ADPIS)
- Daily Check sheet by competent person
- Suitable barriers fit for purpose
- Harnesses
- Age & Height restrictions
- Re-fuelling process
- Power
- Emergency shut down procedures
- Contingency plans for ride breaking down
- Marshalls
- Queue System

#### 7. Seated Audiences

- Detailed Seating Layout
- Rear/front loading
- Structural Calculations
- Ticketed
- Quantity of stewards
- Emergency egress

- Lighting Provision

## Filming / Photo-Shooting at ADNEC Guidelines

- **SCRIPT:** ADNEC should review the script prior shooting/ filming and modify it if needed.
- **RESERVATION:** The date of photography should be agreed upon by ADNEC and the Organiser / Exhibitor, in case of force majeure or weather the agreed upon date can be moved to another date. Where possible the Organiser / Exhibitor will be notified of this change.
- **EVENT SCHEDULE:** The Organiser / Exhibitor agrees to confirm the schedule one-week prior to the SHOOT. Notification of any changes in schedule or location must be made in a timely manner and confirmation of receipt must be obtained from ADNEC by the Organiser / Exhibitor.
- **HEALTH & SAFETY:** ADNEC reserves to right to terminate the SHOOT in event of inappropriate, threatening, hostile or offensive behaviour from person(s) at the SHOOT; or in the event that the safety of the SHOOT is in question.
- **SHOOTING TIME / ADDITIONS:** The Organiser / Exhibitor and the ADNEC agree that cooperation and punctuality are essential to accomplish the goals and wishes of all parties. Shooting commences at the scheduled start time and ends at the scheduled end time. If the Organiser / Exhibitor does not arrive at the appointed time for the SHOOT, ADNEC retains the right to cancel the SHOOT.
- **EXPENSES INCURRED:** When applicable, the Organiser / Exhibitor is responsible for all travel, accommodation, meal and transport costs of person(s) attending the SHOOT, unless prior agreement is in place between the Organiser / Exhibitor and ADNEC.
- **TRAVEL EXPENSES:** All travel expenses of person(s) attending the SHOOT are the responsibility of the Organiser / exhibitor.
- **RESPONSIBILITIES:** ADNEC is not responsible for compromised coverage due to causes beyond the control of ADNEC including but not limited to obtrusive guests, lateness of the Organiser / Exhibitor or guests, weather conditions, schedule complications, incorrect addresses provided to ADNEC, rendering of decorations, or restrictions of the locations. ADNEC is not responsible for backgrounds or lighting conditions which may negatively impact or restrict the photo coverage. ADNEC is not held liable for missed coverage of any part of the SHOOT. ADNEC will not be held accountable for failure to deliver images of any individuals or any objects at the SHOOT.
- **FILM and COPYRIGHTS:** The photographs produced by the Organiser / Exhibitor are protected by Copyright Law (all rights reserved) and may not be reproduced in any manner without the ADNEC's explicitly written permission. ADNEC grants the Organiser / Exhibitor permission to use the images on internal publications, internal internet sites, with co-workers, and on vendor websites as long as the images remain unaltered and textual credit is explicitly given to ADNEC. The Organiser / Exhibitor must obtain written permission from ADNEC prior to using the images outside this scope.
- **MODIFICATION & RETENTION:** The Organiser / Exhibitor agrees the original image of ADNEC building and or asset will remain intact and free from modification. The image(s) obtained from the SHOOT will remain in the same orientation and aspect as taken at the SHOOT. The Organiser / Exhibitor will be responsible for maintaining the image of ADNEC at all times. In the event that ADNEC wishes an image removed from use the Organiser / Exhibitor must delete and remove from circulation the photo or film.
- **FILM & PHOTO RELEASE:** The Organiser / Exhibitor hereby assigns ADNEC the irrevocable and unrestricted right to use and publish photographs of the Organiser / Exhibitor or in which the Organiser / Exhibitor may be included, for editorial, trade, advertising, educational and any other purpose and in any manner and medium; to alter the same without restriction; and to copyright the same without restriction.

- Contact:

ADNEC Marketing Department  
Rahma Al Junaibi

Manager - Marketing  
Ahlam Fathi  
Public Relations Manager

## Fire and Safety Regulations

- Fire regulations for stand building and dressing can be found in the 'Stand Fitting Regulations' section of the handbook.
- Prior to the commencement of the License Period discussions will take place between the Organiser and ADNEC as to the requirement for Fire Safety and Security staff in the Premises during the Licensed Period. Special arrangements such as static stand security, stewarding and additional Fire and Medical cover may be provided at an additional cost.
- The Organiser shall conduct a Fire Risk Assessment, focusing on the safety of all persons and paying particular attention to those at special risk, such as the disabled and those with special needs. The assessment shall include consideration of any dangerous substances on the Premises.
- The Licensee must at all times abide by these requirements and follow the procedures laid down by ADNEC. Licensees must ensure that their staff, exhibitors and contractors are fully conversant with ADNEC's emergency procedures, including actions to be taken on discovery of a fire or an unattended package, on the sounding of the Evacuation Alarm and the location of assembly points. These procedures are available to download via the Organiser Guide section of the ADNEC web site. Should you require translations in other languages please contact your Event Planning Manager.
- Sufficient access shall be maintained at all times to allow fire appliances to approach all parts of the Centre.
- The fire points situated around the Exhibition Centre are distinctively marked, and must be kept unobstructed at all times.
- It is the responsibility of the organiser to ensure that prior to the opening of the event each day a representative from the organizing team carry out an inspection before the opening of your event to ensure that all fire exits, fire-fighting equipment and exit routes are clear.
- Blocked or impeded access may result in not opening of the event.

## Fire Exits

- Fire exits must be kept clear of obstructions at all times both inside the hall and outside.
- Abu Dhabi Civil Defence has the right to close any event down if these regulations are not adhered to.
- Any items found blocking a fire exit will be deemed as rubbish and disposed of without notice.
- If the event floor plan necessitates the provision of temporary fire exits, e.g. from walled off areas of the halls, seminar theatres, other enclosed areas, or where the layout dictates that additional exit signs are required, illuminated exit signs must be provided at the Licensee's expense. These must be pictogram only. In certain circumstances, non-illuminated signs may be acceptable, but this must be agreed by the Event Planning Manager.
- Curtains or drapes hung across fire exits must hang at least 75mm clear of the ground, be parted in the centre and should not conceal any exit signs / or must provide additional temporary back lit emergency exit signs.

## Fire Extinguishers

- The fire access points in the halls, which are clearly marked, must be kept accessible at all times.
- Any extra costs incurred by ADNEC in providing special types of extinguishers will be charged to the exhibitor.
- The Licensee will indemnify ADNEC against the loss or damage to extinguishers during the License Period.

## First Aid

- First Aid point is located between Halls 7 & 8.
- To contact First Aid please call Ext: 4444 (or 02 406 4444 if dialling from a mobile or outside line)
- In an emergency - including requesting an ambulance - please telephone the Security Control Centre Ext: 4444. Their knowledge can save vital time in the event of an emergency. Please state clearly:
  - The name of the exhibition
  - The location and the number of the nearest stand to the incident
  - Your name
  - The type of accident or emergency, e.g. heart, broken limb,
  - Stay with casualty until help arrives
- First Aid cover for specific 'high risk' features within the exhibition/event should be arranged by the organiser. The ADNEC First Aid cover is for general visitors, exhibitors and ADNEC Staff and does not cover injury as a result of accidents on or involving features. Should you arrange your own first aid cover for such areas, you must notify ADNEC Health & Safety manager of the first aid provider's details, their operating times and their location on site.
- Operating hours will match the event open times during the show open period. For build-up / breakdown period standard operating hours are 08:00hrs to 20:00hrs
- It is the organisers responsibility to pre-book a HAAD registered medic or nurse to cover all build / breakdown hours outside the stand operating hours (i.e. from 20:00 – 08:00).
- As per the OSHAD and HAAD requirements, it is mandatory to have at least one first aider per worksite per shift with less than 50 employees. If you have workers working during night you must have a first aider on site. If you wish to bring your own, please submit their HAAD license and CV to us and also the list of First aid equipment they will bring.
- For temporary structures, it is legal requirement to have an Ambulance and Fire truck present for the temporary structures, hence depending on the site and Marina, you would require them as per our plan for the day. Please refer to Code of Practice from OSHAD for Temporary Structures and First aid provision mainly clause 3.2.1. <https://www.oshad.ae/Lists/OshadSystemDocument/Attachments/22/4.0%20-%20First%20Aid%20and%20Medical%20Emergency%20Treatment%20v3.1%20English.pdf>
- For Night, if you don't need ambulance, please send us in writing that you wish to take it off and not have the ambulance during the night.
- Further there are two levels of first aid/medical cover that are put in place during overnight working.
- Heavy construction usually necessitates the provision of an ambulance and at least one nurse on site to cover the overnight working. The cost for this is chargeable to the Organiser/client.
- Lighter or less 'risky' work (non-construction) is generally covered by the provision of one or two nurses subject the total amount of space within which the working will take place. Again, the cost for this is chargeable to the Organiser.
- Medical/first aid cover is supplied on site between the core hours of 0800hrs and 2000hrs as standard at no cost to Organisers or clients aside from the last night of build of an event when cover is extended to 2359hrs. First aid/medical cover is required for any working outside of these times and this is chargeable to the Organiser. This applies to all events that take place within the ADNEC building except Marina.
- If first aid/medical cover for out of hours working is not booked in advance with signed confirmation that service will be paid for post-event, then overnight working will not be permitted. This is standard practice for all events held within the ADNEC venue.
- The Medical Service quotation will be shared with you upon your request.

## Flags (International)

- All International flags and placement locations need to be checked by the ADNEC Protocol and Logistics teams prior to placing in their respective locations.
- ADNEC holds the latest rules and regulations obtained from each relevant Embassy/Consulate in UAE thus maintaining the latest correct flag catalogue.
- Organisers are also able to purchase ADNEC Concourse Flags to promote their events on the following conditions – please see Concourse Flags within the 'ADNEC Media' section.

## Floor Loadings

- MAXIMUM load in all Halls and external areas is restricted to no greater than 1,000 kg/m<sup>2</sup>, including duct/trench covers. This is not negotiable.
- Please ensure the appropriate precautions are made, i.e. 1m x 1m load spreaders must be used, no point load jacking points loads are kept off the perimeter shaded areas.
- Licensees are requested to inform your Event Planning Manager in advance of especially heavy loads.

## Floor Management

- Organisers must nominate / appoint a suitably qualified and competent representative to coordinate all on-site safety issues.
- The task of Floor Management can be an individual either within your organisation or contracted independently who is solely dedicated to this role for the full duration of the tenancy.
- The Floor Manager ensures all rules and regulations and terms of your venue hire agreement are adhered to at all times with any health and safety issues.
- The Floor Manager should be present for the duration of hall working hours 'including any overnight working' during your event and should have suitable health and safety knowledge to control issues relating to stand construction, the maintenance of clear escape routes, exhibitor queries etc.
- If you do not have the expertise or resource within your organisation, then ADNEC can recommend a number of contractors that can offer this service to you.

## Floor Plans – General

- The latest and most up-to-date ADNEC master drawing of the venue (in AutoCAD) should be downloaded from the ADNEC web site.
- Please ensure that electronic 1:200 scale AutoCAD drawings of your hall plan showing the up to date exhibition floor plan layout with any requested amendments received from ADNEC on inspection of your submitted first draft plan (at least 3 months prior to the event) The final deadline for submission of the final floor plan, 21 days prior to tenancy commencing. No further changes to the floor plan will be permitted, from the 21 day dateline without written confirmation from ADNEC that the changes to the layout are acceptable.
- Please ensure that your drawings include the following information. Failure to do so may result in your plan not being considered for approval. A copy of the ADNEC Floor Plan Guidelines can be below;
- The drawings should:
  - Be drawn to scale (1:200)
  - Include the location of floor duct covers
  - Contain no dog-leg gangways
  - Have gangways that are of 3 metres wide (minimum)
  - Have gangways and stand dimensions
  - Have unobstructed gangways adjacent to any stand or stage used for demonstrations or performances and must provide adequate seating or standing viewing areas within the confines of the stand or stage area.
  - Show all exits and exit routes
  - Show seating areas e.g. seminar, catering areas etc. These must not encroach into the dedicated gangways or exit routes
  - Define hospitality areas, (exits, gangways and any seating also to be marked).
  - Define and name all feature areas.
  - Show any curtains or baffles to exits and illuminated exit signs.
  - Show designated storage areas.
  - Be clearly marked with the event name, open dates and hall number(s)
  - Include areas showing fire-fighting equipment.
  - Include a drawing issue number and an issue/drawing/revision date
  - Do not obscure any ADNEC Emergency Exits, Toilet signs. Catering signage etc.
  - Consideration should be paid when positioning stands to the toilet access from within the halls. Organisers are advised to ensure suitable access to these facilities is available.

## Floor Plan Layout Regulations

These regulations form part of 'The Abu Dhabi EHSMS Regulatory Framework', (AD EHSMS) and are therefore non-negotiable. Please ask your planning manager for a full and detailed copy of the full ADNEC Regulatory Code of Practice (ADNEC-EHSMS-RcOP-1502-) which offers further information and detailed illustrations of each regulatory point.

### General Requirements:

All layout plans shall be prepared with due regard to maintaining safe access to means of emergency egress from the Venue in a manner that does not present Danger or risk of Injury.

Layout plans shall be drafted using Safe Systems of Work and shall give due consideration to:

- Emergency evacuation, fire prevention, planning and control
- Visitor flow, circulation & management
- Sightlines
- Travel distances
- Service, registration and ticketing areas
- Barriers & partitions
- Drapes, walling and other aesthetic dressing
- Seminar, conference or presentation areas
- Seating layouts
- Catering areas & table layouts
- Feature viewing areas
- Any other item within the exhibition or event design that may impact upon unobstructed direct access to emergency egress routes or fire-fighting equipment.

Layout plans shall be prepared using recognised technical drawing techniques, in metric units and to a recognised metric engineering scale, typically 1:200.

Layout plans shall clearly identify:

- Exhibition / event name
- Open dates
- Issue or revision date
- Hall(s) / area in use
- Person responsible for plan production
- Should be drafted using the current layout plan that is downloadable from the Venue website or supplied by the Venue.
- Due consideration shall be given to the location of service trenches and service pits within the Venue supplying electrical, water, waste, IT and other services.
- Exhibition stands, features and other entities requiring access to such services shall be located in such a manner that ensures access to such service supplies is within the boundaries of the stand or feature requiring them.
- The arrangement of gangways and pedestrian access routes shall be such that alternative routes to emergency egress and exit are maintained.
- A minimum headroom clearance of 2.2m shall be maintained to all gangways and pedestrian access routes.
- Layouts must be designed such that they do not obstruct any permanent emergency related Venue signage or notices.
- Should this prove unavoidable written dispensation must be obtained from the Venue and users must ensure that measures are taken to provide suitable and sufficient additional signage as required by the Venue and that such signage meets the requirements of AD EHSMS.
- For the purposes of these regulations, each hall within the venue shall be treated as if it were in tenancy in a sole occupancy situation. Where multiple hall occupancy occurs, specific conditions shall apply as detailed in appendix "A" of the full document ADNEC-EHSMSRCoP-1502-. Please request a copy from your Planning Manager.

### Exhibition and Event Floorplan Layout Regulations



1. A 1.5m wide unobstructed utilities access route shall be maintained to the front and rear face perimeter walls of the exhibition halls, (see page 8 of the ADNEC- EHSMS- RcoP document for illustrated example).
2. A 0.5m wide unobstructed utilities access route shall be maintained to all in use hall partition panels, (see page 9 of the ADNECEHSMS-RcoP document for illustrated example).
3. The lines formed by regulations 1 & 2 above shall form the perimeter build line of the hall, (see page 10 of the ADNEC- EHSMSRcoP document for illustrated example).
4. Each hall shall have a designated perimeter gangway of not less than 3.0m width. Where this gangway does not meet the perimeter build line of the hall, it shall be the nearest continuous gangway route to the perimeter build line of the hall, (see page 11 of the ADNEC- EHSMS- RcoP document for illustrated example).
5. A 1.0m wide unobstructed access route shall be maintained from each fire hydrant and extinguisher point located on the hall perimeter walls perpendicular to the designated perimeter gangway, (see page 12 of the ADNEC- EHSMS- RcoP document for illustrated example).
6. A 2.0m wide unobstructed access route shall be maintained from each V.I.P. Entrance Lobby, (adjacent to the organisers office Halls 1 - 7), perpendicular to the designated perimeter gangway, in line with the emergency exit doors, (see page 15 of the ADNEC- EHSMS- RcoP document for illustrated example).
7. A 3.0m deep unobstructed clear area shall be maintained across the full width of the loading door bays at the rear of the hall, to include adjacent pedestrian exit routes, (see page 15 of the ADNEC- EHSMS- RcoP document for illustrated example).
8. A 6.0m wide unobstructed access route shall be maintained from multiple loading doors at the perimeter of the hall, (to include the adjacent pedestrian exit routes), and a 3.0m wide unobstructed access route shall be maintained from single loading doors at the perimeter of the hall, perpendicular to the designated perimeter gangway. Where a 6.0m wide access route is required this may be achieved via two separate routes each of 3.0m width, (see page 16 of the ADNEC- EHSMS- RcoP document for illustrated example).
9. A clear unobstructed area shall be maintained equivalent to 50% of the total main hall entrance width from the line of the hall main entrance doors for a distance of 3.0m into the hall and to the front of the hall main entrance lobby, (see page 17 of the ADNEC- EHSMS- RcoP document for illustrated example).
10. A minimum of one 3.0m wide main entrance gangway shall be maintained from the main entrance of the hall through to the rear edge of the designated perimeter gangway. The direction of this gangway shall not deviate throughout its full length, (see page 18 of the ADNEC- EHSMS- RcoP document for illustrated example).
11. For each Hall of gross areas in excess of 4500m<sup>2</sup> a minimum of one additional 3.0m wide unobstructed secondary lateral gangway shall be maintained, parallel to the main entrance gangway designated at reg. 10 connected to the designated perimeter gangway. The centreline of this secondary lateral gangway should be not more than 45.0m from the centreline of the main entrance gangway designated at reg. 10, (see page 20 of the ADNEC- EHSMS- RcoP document for illustrated example).
12. A minimum of 1xNo unobstructed primary transverse gangway, of width 3.0m, shall be maintained, perpendicular to the main entrance gangway designated at reg. 10 connected to the designated perimeter gangway, (see page 19 of the ADNEC- EHSMSRcoP document for illustrated example).
13. For each Hall of gross areas in excess of 4,500m<sup>2</sup> a minimum of one additional 3.0m wide unobstructed secondary transverse gangway shall be maintained, perpendicular to the main entrance gangway designated at reg. 10 connected to the designated perimeter gangway. The centreline of this secondary transverse gangway should be not more than 30.0m from the centreline of the primary transverse gangway designated at reg. 12, (see page 20 of the ADNEC- EHSMS- RcoP document for illustrated example).
14. All other gangways shall be 3.0m wide.
15. At all times, unobstructed access shall be maintained to emergency exit routes.
16. All gangways shall be arranged so as to provide alternative routes to hall exits. The maximum traversable clear travel distance to any such alternative route shall not exceed 45.0m.
17. Gangways adjacent to any stand, stage or feature area used for demonstrations or performances must be maintained clear of obstruction. Additional space for audience viewing must be planned into the floor layout to avoid people congregating in designated gangways.
18. The area allocated to stand space shall not be greater than twice the area allocated to gangways.
19. Gangways containing any venue support column or pillar shall maintain a minimum clear unobstructed route around the column or pillar of 2.0m

## Florists

Blooms (on site at ADNEC) +971 (0) 50 514 4921

## Food and Drink Sampling

- The sampling of food and/or drink from exhibition stands may be permitted on certain events, however this is dependent on the nature and profile of the exhibition and must be fully discussed and agreed with your Sales Manager.
- Any proposed sampling activity must be notified to your Event Planning Manager no later than one month prior to the start of the event licence period for approval unless agreed, the standard sampling sizes are:
  - Unwrapped food – bite size portions
  - Individually wrapped items
  - Drink – 85 ml (3fl oz.) container
- This only applies where samples are free of charge; otherwise the operation will be treated as retailing activity, and will be subject to a concession fee and must be carried out in accordance with ADNEC venue hire agreement.
- All food safety and hygiene regulations must be complied with and random checks may be made at any time.
- Abu Dhabi Food Control Authority can be contacted as per the below info:  
<http://www.adafsa.gov.ae/english/pages/default.aspx#>

## Food Hygiene

- Where it is agreed that an event provides samples, or the use of a third party caterer (after the corkage fee has been paid) the event organiser must provide their own food hygiene inspector to ensure that all relevant food hygiene regulations are adhered to. This cost is borne by the organisers.
- All Abu Dhabi Food Control Authority (ADFCA) regulations regarding food storage, preparation, cooking, heating and service must be followed and complied with. Failure to do so may result in a fine or closure by ADFCA.
- All food handlers must wear clean uniforms and hair nets when in a food preparation or service area.
- All suppliers of foods must be licensed in Abu Dhabi
- All food sold must be approved for sale in the UAE by Abu Dhabi Government.
- All food outlet on site must have ADFCA certification

## Foot Protection

*{Please also refer to 'Personal Protective Equipment'}*

Persons working on the build-up and breakdown within the exhibition halls are required to wear footwear that protects the toes and soles of feet from injury. Persons in open-toe sandals will not be allowed into the halls during these periods.

## Forecourts and Other External Areas including loading bays

- Unless otherwise stated these areas are not included within your tenancy.
- For use of any/all these areas please contact your Sales Manager for approval.

## Furniture

As part of the tenancy agreement there will be 2 X trestle tables and 4 X banquet chairs supplied in each Organiser Offices, if additional tables or chairs are required then these will need to be ordered and will be charged for.

## Gambling

*{Gambling in the UAE is strictly forbidden}*

According to law No 414 of the UAE Penal Code - "Each person who gambles is punished by imprisonment for a term not exceeding two years or a fine not exceeding AED20,000. The punishment shall be imprisonment or a fine if the crime occurred in a public place or a place open to the public or in a store or house prepared for gambling."

## Gangways

*{Please also refer to 'Floor Plan Layout Regulations'}*

- Certain gangways must be designated 'emergency gangways' during build-up and breakdown of your event.
- All gangways must be 3 metres in width
- Each hall must have two unobstructed 3 metre gangways leading to an emergency exit
- There must always be a 1.5 metre width between the venue wall and the start of the exhibition or stands
- 0.5 metre must be kept clear from all partition walls

Rigid check barriers shall not be placed across any gangway, route of escape or final exit. Any requirement for the use of temporary barriers in exit ways for check or controlling admission must be identified by risk assessment and approved by ADNEC. If approved, they must be arranged so that they will open, upon pressure being applied, in the direction of exit. Any such barriers must be opened as soon as possible after the public has been admitted.

Rope and post may be used, provided the posts are fettle with slip connections, the fittings do not project into the gangway and ropes can be arranged so as not to trail on the floor when parted. Under no circumstances shall exhibits, stand dressings, tables and chairs etc. be allowed to encroach into gangways.

Please ensure that a draft of your proposed floor plan is sent to your Sales Manager prior to you starting to sell your exhibition. This is to validate your proposed floor plan layout and ensure that it meets with the ADNEC EHSMS relevant regulatory code of practice.

## Gas (including LPG & Compressed Gases)

- There is no mains gas at ADNEC.
- The use of LPG is restricted at ADNEC
- The use of LPG will only be considered if it forms an integral part of a product or exhibit being offered for sale as a whole unit and where the use of alternative fuels have been thoroughly investigated and proven to be unsuitable.
- LPG may only be used with the prior written confirmation of consent from ADNEC Health & Safety Department
- Submissions of requests for use must be submitted using the ADNEC "Special Application for Authorisation of use of LPG" to ADNEC Health & Safety Department NO LATER than 35 days prior to the first day of tenancy. (NOTE: requests received after this deadline may not be considered or receive approval)
- LPG cylinder supplies may only be obtained from, removed and installed by ADNEC approved and registered suppliers. All LPG cylinder installations and parts including valves and pipe work shall be in accordance with Abu Dhabi Civil Defence Rules and Regulations.
- In consideration of responsibilities for the comprehensive management of the facility in totality, ADNEC reserves the sole right to restrict the use of LPG due to the overall quantity involved or in case of regulatory guidance breach.
- All LPG appliances must be accompanied by a valid, current certificate of test and inspection confirming gas soundness, suitability for purpose and safety of each such appliance. Such certificates shall be made available to and collated by the show organiser prior to connection.
- Only the minimum quantity of LPG necessary to effect demonstration purposes will be allowed. Spare LPG cylinders shall be taken off site or stored in accordance with Abu Dhabi Civil Defence Rules and Regulations within a locked steel cage facility, suitably protected from the effects of direct sunlight, at a location agreed by ADNEC Health & Safety Department prior to installation.
- Appropriate warning signs shall be fitted to the designated storage facility, as shown, and one key shall be deposited with the ADNEC Health & Safety Department at installation. A minimum of one additional key shall

be held by a nominated competent client representative who shall register with the ADNEC Health & Safety Department at installation.

- When connected to appliances ready for use, all LPG cylinders shall be suitably protected from accidental collision contact with any powered mobile machinery having cause to operate within the venue. (e.g.: forklift trucks, cleaning machinery, mobile access work platforms etc.).

## Hall Access Hours

*{Please also refer to 'Access to / Vacating Halls'}*

- Hall operating hours are detailed in your Venue Hire Agreement and will be reconfirmed to you by your Event Planning Manager
- Any alterations to these contracted times need to be put in writing and approved by your Sales Manager.
- A standard contract inclusion would be as below.
- Build Up: from 08:00hrs to 20:00hrs
- Event Open: from 1hr before the event opens to 30 minutes after the event closes
- Breakdown: from the close of the event (once all visitors are clear of the hall) up to 20:00hrs. Daily timings from 08:00hrs to 20:00hrs, up to 17:00hrs on the final day of breakdown.
- It is a contractual requirement that a representative from the organising company is present at all times there are contractors or exhibitors on site.

## Hall Capacity Numbers

Particular attention must be given to guidance capacity levels detailed in the initial exhibition proposal. The capacity level should not be exceeded unless the appropriate evaluation of risk has been carried out and a satisfactory method of reducing risks to as low as is reasonably practicable is in place, such arrangements must be agreeable with the venue.

The provisional hall capacity figure will be agreed at the licensing stage by the Sales Team based on the profile of the show and the layout. Organisers must ensure that they are aware of the level set for their event and have a system in place to verify this at any time.

This control measure should be detailed in the event risk assessment. In general the formula applied for estimating total number of people allowed in the licenced halls at any one time is:-

1.5 m<sup>2</sup> gross x per anticipated exhibition attendee (exhibitors + visitors)

Clearly the numbers may be reduced depending on the nature of the exhibition and many things need to be considered including:-

- Public Show
- Feature Areas
- In Hall Theatre
- Visitors Profile e.g. Parents with children in pushchairs
- Layout of Hall

Capacity figures include all occupants in the hall including visitors and exhibitors. Each event will be considered separately and its maximum capacity will be based on the event profile and floor plan layout.

It is the organiser's responsibility to ensure that the capacity figure is not exceeded. On certain shows you may be asked to demonstrate how you plan to monitor capacity figures within the Halls.

Arrangements for logging, monitoring and controlling must be included in the organiser's event risk assessment. If at any time ADNEC has to intervene in-order to maintain the safety of people within the halls, then the organiser may incur additional costs. Additionally, ADNEC may decide to temporarily suspend entrance if the safety of people is in question.

## Hall Dividing System

The halls have the ability to be able to extend i.e. increase space within a particular hall area, with the use of moving partition walls. Please contact your Sales Manager should you wish to increase your hall square metreage (subject to additional space being available).

## Hall Entrances

Where hall entrances are utilised for registration or ticket checking purposes 50% of the overall width must be available for emergency access and a layout plan of what you propose to construct should be submitted to your Event Planning Manager no later than 20 days prior to your first day of build.

- All entrance pedestrian doors are 1950 mm in width
- Detailed dimensional plans of each hall entrance area can be provided by your Event Planning Manager.
- Hall Entrance boards should only contain the name, dates and times of the show.
- Hall Entrance boards may not be sold as a commercial opportunity.
- The organiser is responsible for the design, printing, installation and de-rig of any hall entrance signage. ADNEC reserve the right to recharge the organiser for any signage that is not removed or any damage caused to the building.

## Hall Lighting

Lighting for all halls are 400 w high bay lighting, apart from the Abu Dhabi Hall which is 150w & 230w bulbs designed to give a white light to the desired lux levels appropriate for a comfortable lighting level for customers whilst at an exhibition.

Due to the large amount of power required to control this lighting they are controlled from an energy efficient Building Management System (BMS) situated and manned in a control room at the back of house.

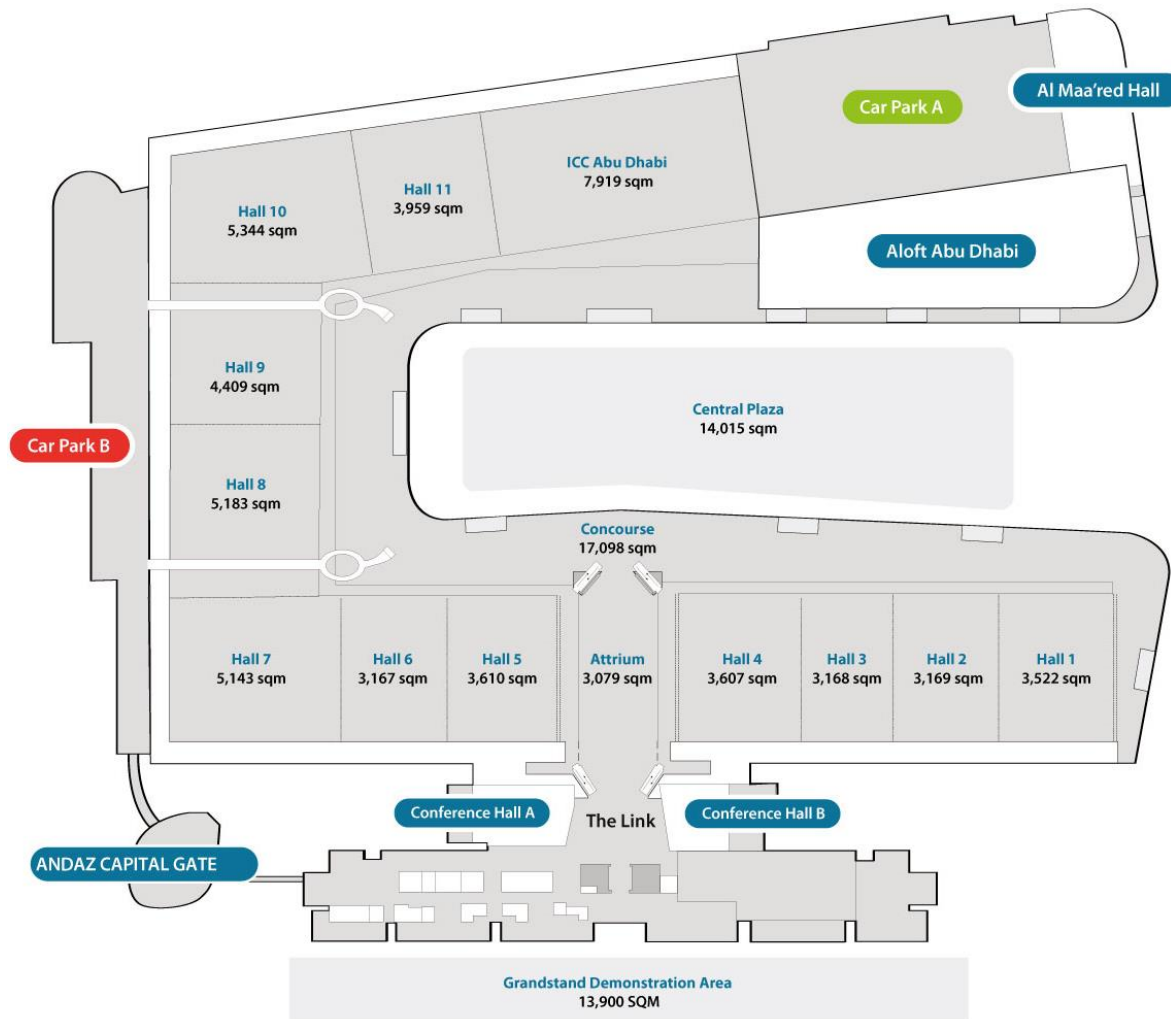
If standard lighting is not required within an exhibition/event/conference then it is imperative that this is discussed with the Event Planning Manager at the first operational meeting. The control of the lighting can take several minutes to achieve if required to be switched on or off during the open period of an exhibition/event as the BMS has to go through a programmed process that once started cannot be stopped or changed at short notice.

The lighting is controlled in rows of lights (front to rear of the hall). If individual lights need to be switched off this needs to be done prior to the build-up as this has to be done manually with the disconnection of an electrical switch at the light source via a cherry picker.

It is not recommended or possible that the lighting to be switched on and off in quick succession. As this results in high failure rates to the bulbs and electronic control equipment and results lower lighting levels whilst a show or exhibition is on that cannot be accessed. Abu Dhabi ICC Hall has localised lighting at the back of the hall and front to control the hall lights in part and full however these control need manual input.

It is standard practice for the lighting levels within the Halls to be set at 50% of the maximum available for Build-up and Breakdown. If you wish to have 100% lighting other than for the Open period of your event, please let your Event Planning Manager know.

## Hall Locations



## Hazardous Items

In addressing this subject, ADNEC is working to British Standards.

No material, exhibits or substance which in the opinion of ADNEC is of a hazardous, dangerous or explosive nature may be brought onto the Premises without the prior written approval of ADNEC. No material, exhibit or substance of an objectionable nature may be brought onto the Premises.

Acetylene - Cylinders of acetylene or similar products must comply with the arrangements as detailed in the Gases Section.

Compressed gases & installation - Compressed Gas Cylinders shall be used in accordance with the arrangements detailed in the Gases Section.

Dangerous and Noxious Substances - Full details of any substances are required to be submitted to ADNEC with appropriate COSHH data sheets at least 60 days prior to tenancy. No substances, which in the opinion of ADNEC are of a dangerous, explosive or objectionable nature, shall be brought onto the Premises without the formal approval of ADNEC. Where it is proposed to use toxic material or fluids, the disposal of which requires notification to statutory authorities, ADNEC shall be advised in writing at least 60 days prior to the start of the tenancy of the nature of the material or fluid and the quantities involved. Not more than one day's supply shall be stored on the stand or within the halls at any time, the remainder being stored in closed containers in a location agreed with and under the control of the ADNEC Health and Safety Manager.

Films - Where self-contained cabinets are used for audio-visual displays, the placing of the equipment shall be arranged in such a way that obstruction of gangways is not caused by persons viewing the display.

Flammable liquids & Gases - No flammable liquid or petroleum gas shall be used within the Exhibition Centre without the prior written consent of ADNEC. Applications for use should be made 35 days prior to the first day of tenancy, giving details of materials quantity and purpose for which the materials are required.

Flammable Oils - Fuel and Mineral Oils shall be used in accordance with arrangements detailed separately on a Risk Assessment.

Fumes, Exhaust & Smoke – Exhibits or processes which are likely to generate and blow out or otherwise emit noxious fumes, exhaust or smoke into the halls shall not be permitted in the exhibition halls. Other emissions will only be permitted where the show Organiser provides ADNEC with a written statement giving the chemical composition, quantities, concentrations and rate of discharge of the emission and a signed declaration that these emissions can be classified as safe when judged against the Control of Substances Hazardous to Health Regulations 1988.

Machinery & Apparatus - ADNEC reserves the right to terminate any equipment demonstration at any time. All potentially dangerous exhibits intended to be operated, shall be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure continuous safety and stability. The machinery or apparatus must only be demonstrated or operated by persons authorised by the exhibitor and shall not be left running in the absence of such persons.

A sign or notice must be prominently displayed to avoid persons becoming accidentally injured. Exhibits must be positioned so that, at no time, do they intrude into the gangway or cause a hazard to visitors. Starting devices on machines should be isolated to prevent visitors operating unattended exhibits. Proper consideration should be given to the conditions under which the equipment is being demonstrated which may well differ considerably from the conditions under which it is normally installed and for which the normal safeguards will no longer be appropriate.

The use of compressors, sprayers and similar plant powered by internal combustion engines is prohibited when visitors are in the halls.

Emergency cut off button in a visible and accessible location.

All supplies of fuel are to be kept outside of the Hall in a controlled store located at least 10 metres from the Hall.

Petrol fuelled Motor Exhibits - ADNEC must be advised by the show Organiser of all stands where there are petrol fuelled motor vehicles or other petrol engine equipment fitted with a fuel tank, including boats, plant or machinery. These exhibits must comply with the following:

- The fuel tanks of motor vehicles must contain only sufficient fuel to move the vehicle out of the hall.
- The fuel tanks on all other petrol-engine equipment must be empty. The fuel tank must be sealed with a locked cap.
- All batteries within vehicles must be removed, disconnected on all terminals or permanently isolated and made safe before the public is admitted to the Hall and not reconnected until after the final closure of the exhibition.
- All vehicles must be provided with a drip tray and shall be positioned within the boundaries of the stand so that any protrusions, doors, tail lifts etc. do not infringe the stand perimeter.
- The running of internal combustion engines during the open period of the Show is strictly prohibited.
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at any time.

Radioactive Materials - Radioactive substances shall not be brought onto the Centre.

Welding & Similar Processes - Where welding, metal burning, brazing and other operations generating heat are intended to be carried out, either during the build-up or breakdown periods of an exhibition, or as part of a demonstration, the show Organisers must advise ADNEC in advance of the nature of the work and must obtain a hot work permit by applying to the Event Planning Manager.

The Organiser shall be responsible for any charges made by ADNEC for the provision of additional fire-fighting equipment, extinguishers and surveillance by the ADNEC fire staff necessitated by the additional. The show Organiser must ensure that adequate precautions against damage to property or injury to persons by fire or hot metal are taken.

## Health and Safety

*{Please also refer to 'Risk Assessment'}*

- All employers including ADNEC, event organisers, contractors and exhibitors, have a duty of care under the UAE Federal Labour Law No 8 to ensure that work activities are carried out with proper regard to safety.
- In addition, ADNEC is governed by a specific Licensing Authority conditions and its own Safe Working Practices. Licensees are required to comply with all of the above and to ensure that all contractors engaged by them, their agents and exhibitors in turn, comply with them.
- ADNEC also operates its own health and safety policy, a copy is available upon request.
- ADNEC promotes the use of the 'Guide to Managing Health & Safety at Exhibitions and Events' published by the AEO, EVA and BECA and recommends that this publication be used to aid event health and safety planning.
- ADNEC recognizes its responsibility for the impact on the environment and its activities and those of its' customers, Licensees, exhibitors, contractors and the public are actively encouraged to work with ADNEC to promote best practice and reduce the environmental impact caused by events.
- ADNEC reserves the right to stop any activity if it is deemed to be unsafe, or does not comply with relevant legislation or best working practice. Advice can be obtained from ADNEC's Health and Safety Manager.
- It is the organiser's responsibility to carry out accident investigations with the ADNEC Health and Safety team and to report these as necessary.
- Please ensure that the following principal areas are brought to the attention of exhibitors and contractors:
  - Location of the First Aid Centre
  - Fire and emergency procedures
  - The need to maintain clear gangways.
  - Minimise risks
  - Utilise suitable equipment
  - All powered access equipment should only be operated by fully trained personnel.
  - Organisers must have a competent and qualified health and safety representative on site throughout the hours that work is being carried out in the venue.
  - During build up and break down full shoes are to be worn - no sandals.
- 60 days prior to the commencement of the Licence Period the Licensee shall provide his Health and Safety Policy which shall include the following:
  - Details of how Health and Safety shall be managed, in particular the methods of ensuring Exhibitors, Contractors and Sub-Contractors are aware of and comply with their responsibilities in respect of Health and Safety.
  - Details of the management structure in respect of Health and Safety, specifically the areas of responsibility of managers, supervisors and other members of the management team who have Health and Safety responsibilities.
  - Details of the name, position or designation of the Licensees representative on site who will have overall responsibility for ensuring the Licensees Health and Safety policy is implemented.
  - Details of the name, position and designation (if different to above) of the person who is responsible for dealing with Health and Safety matters on site throughout the license period and his contact point.

As per the Abu Dhabi Legal Obligations, ADNEC EHS Management System requirements and considering health and safety of its employees, contractors, visitors and all other stakeholders; ADNEC is implementing the following with immediate effect:

- Activities like wood / metal / plastic cutting that creates dust is completely prohibited in ADNEC exhibition halls;
- Hot work activities like welding & grinding etc. is not permitted in ADNEC halls;
- The hot work activities shall be carried out in designated areas with hot work permit;
- Dusting / sanding / grinding work to be carried out in the designated areas and outside the halls unless, the contractor uses a sanding machine where it extract dust immediately;



- Essential and final touch-ups will be allowed with ADNEC permission only when machinery is equipped with built-in suction to extract dust immediately;
- All contractors are advised to bring pre-fabricated structure that can only be allowed to install in ADNEC premises to avoid dust accumulation in halls;
- Spray paints, oil based paints and thinners are strictly prohibited in halls to avoid flammable vapours/ fumes accumulation in ADNEC halls;
- The designated hot work area must have Dust Suction Machine to avoid dust accumulation;
- Carpets must be installed under all stands to avoid floor/ marble damages especially in the Atrium, The Link & Concourse;
- The fuel tanks of display motor vehicles must contain only minimum fuel to move the vehicle out of the hall only. The fuel tank must be sealed with a locked cap;
- All batteries within vehicles must be removed, disconnected on all terminals or permanently isolated and made safe before the public is admitted to the Halls and not reconnected until /after the final closure of the exhibition;
- All vehicles must be provided with a drip tray and shall be positioned within the boundaries of the stand. So that any protrusions, doors, tail lifts etc., do not infringe the stand perimeter;
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at any time.

## Health, Safety and Environment Policy

Please ensure that you forward a copy of your own policy to your Event Planning Manager. This should cover your on-site activities and responsibilities whilst at the venue, and give details of the lines of responsibility within your organization.

## Heat Generating Displays & Hot Surfaces

*Please also refer to 'Hazardous items'*

- Any heat generating exhibits, such as fires and boilers if permitted by ADNEC, must be guarded. Emissions produced by such exhibits shall be vented to an open area outside the stand.
- Your Event Planning Manager must be informed of any exhibitor demonstrating equipment that generates high levels of heat at least one month before tenancy. This can include cooking demonstrations, lighting, heating systems and laser technology. This is not an exhaustive list and should be used as a guide only. Any heat generating exhibits, such as fires and boilers if permitted by ADNEC, must be guarded. Emissions produced by such exhibits shall be vented to an open area outside the stand.
- A risk assessment is required for any heat generating works or exhibits.

## Helicopter Landings/Helipad

ADNEC does not currently have a helipad.

## Helium

Although helium is a non-toxic and non-flammable gas, it is however an asphyxiated gas, which reduces or displaces the normal oxygen concentration in breathing air.

The organiser are required to submit the following details to the ADNEC their preparedness and controls of the hazards associated with Helium balloons and cylinders:

1. Location to be agreed where the gas filling will be carried out
2. Number of cylinders / sizes of the cylinders (Please note that the cylinders must be properly labelled and the condition must be good and undamaged)
3. Mode of carrying / transporting the gas cylinders (No dragging on the ground or rolling).
4. The organiser must have MSDS (Material Safety Data Sheet) with them for the Helium gas cylinders.

5. Ensure NO smoking or heat sources near to the cylinders especially while filling.
6. Balloons must be affixed securely to prevent from flying high in the ceiling and getting in contact with the overhead services.

## Helium Balloons

*Please also refer to 'Airships / blimps and balloons'*

- Helium balloons must be secured. A dilapidation charge will be made to cover the cost of retrieval if they become loose and float to the roof.
- There are strict conditions regarding the storage and use of pressurised gases within the venue. Please contact your Event Planning Manager for further information.

## Hospitals

- Al Noor Hospital (Private) (10 minutes by car) 02 552 0777
- American Crescent Health Care Centre (20 minutes by car) 02 632 5000
- American European Medical Centre (20 minutes by car) 02 445 5477
- Corniche Hospital (Government) (25 minutes by car) 02 672 4900
- Gulf Diagnostic (15 minutes by car) 02 665 8090
- New Medical Centre (Private) (20 minutes by car) 02 633 2255

## Hoists

ADNEC currently has no hoisting machines

## Hospitality Rooms

*{Please refer to 'Conference Facilities'}*

## Hotels

*{Please refer to 'Accommodation'}*

## Hot Working

*{Please also refer to 'Health & Safety'}*

- Hot working is defined as welding, grinding etc. No such activity will be permitted on the ADNEC site without the full approval from your Event Planning Manager and cannot take place in the halls.
- There is a Hot Working Permit process in operation on the ADNEC site. For further information on this process, please contact your Event Planning Manager.

## ICC Hall

ADNEC company policy is there will be NO food or drink allowed in the ICC when the Kotobuki chairs are in use.

## Insurance

ADNEC insures its premises and own property against certain risks.

The Organiser is responsible for putting in place insurance as stated in the Venue Hire Agreement which includes insuring the Organiser's property once on site.

You should also consider arranging abandonment/cancellation insurance. Your own broker should be able to advise you. However, you may wish to contact one of the following brokers, who specialize in this type of insurance:

- Abu Dhabi National Insurance Co.
- Al Dhafra National Insurance Co.
- Oman Insurance Co.
- Emirates National Insurance Co.
- Al Wathba National Insurance Co.
- Al Khazna National Insurance Co.
- Al Ain Ahlia National Insurance Co.
- Takaful National Insurance Co.

Please note that other insurance companies are also available and this list does not constitute a recommendation by ADNEC.

If you are an 'International Organiser' and you already have insurance that covers you for the region of the Middle East, please send your Certificate of Insurance to your Sales Manager for validation at the time of contract signature.

There is a minimum insurance requirement so please refer to your Sales Manager for further details.

## Internet and IT Communications

- The IT order forms can be downloaded via the Organiser Guide section of the ADNEC web site for the following IT services:
  - High Speed Internet Access.
  - Telephones, including handset, internet access and PDQ lines but not machines.
  - Fax Lines and machines.
  - ISDN for broadcasting, radio interviews and internet access.
  - Organisers should place their IT order requirements through to their Event Planning Manager who will provide a quotation.
  - Please remember to include provision for call charges, which will be charged back to the Organiser after the event.
- Wireless Broadcast Prohibition at ADNEC  
Private wireless routers and broadcasts (IEEE 802.11) are not permitted within ADNEC. Private wireless networks are often unstable and do not function as intended during exhibitions. This is due to the myriad of competing and overlapping wireless broadcasts operating in close proximity to each other. The more wireless broadcasts in operation in a given area, the more interference is generated resulting in less stable wireless connections for all parties. For this reason Non-ADNEC wireless broadcasts will be ceased in order to mitigate wireless interference problems and ensure service stability and continuity for all exhibitors.
- Please refer to the IT Order Form if wireless internet connectivity or networking is required. Several wireless and internet connection options are available which will cater to small or large wireless internet requirements.
- Please contact ADNEC IT Orders via email via [itorders@adnec.ae](mailto:itorders@adnec.ae) or by phone on +971 (0) 2 406 3777 should any clarification be required.

## Keys

- Keys will be issued to the Organiser via the Security Key Control Office (located on level 1 by Car Park B, next to Capital Suite 11) at 08:00 hours on the first day of tenancy, and must be returned by 17:00 hours on the last day of tenancy. Failure to do so will result in a fine of AED 3,500 per key per day. Keys must be signed out from the Security Key Office which is located on the Gallery Level above Hall 7 main entrance.
- Security Key Control Office can be contacted on 02 406 4164 or 4158 (or internally via ext.: 4164 / 4158)
- Please discuss your requirements or concerns with your Event Planning Manager before arriving on site to take tenancy. This will avoid delays in accessing your rooms on arrival.

## Labour Law (UAE)

*{Please also refer to 'UAE Labour Card'}*

UAE Labour Law – adherence by all

- The UAE government is phasing out Labour cards, effective from 2015. Therefore ALL labourers must be able to produce their Emirates ID card together with a photocopy of their 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 jail and fined up to AED 50,000 per person.
- The UAE Immigration Control Department make regular inspections at ADNEC.
- ADNEC Security are responsible for the access control to the building.
- Only a valid Emirates ID card together with a copy of the visa will permit access into ADNEC.
- 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 No:" (this official form can be found in any UAE book shop). To ensure this document will be accepted by ADNEC access Control Areas – the two parties must have both their company stamp shown on the documentation.

## Lasers

*Please refer to 'Pyrotechnics / Lasers / Smoke Machines / Special Effects'.*

## Licensing Authority

Under United Arab Emirates Law, special licences are normally required for competitions/raffles etc. Please ask your Event Planning Manager for further information.

Licenses include all of the temporary activities which are not inserted in ADNEC activities license such as concerts, buildings/temporary structures outside of the halls, events outside of the halls, etc.

1. The following information is required in order to apply for the Licenses.
2. Name, address and contract details of the organiser.
3. Location of the activity (and the site plan in buildings out of halls case).
4. License must be requested 30 days prior of the activity.
5. A standard fee of AED 3,418 (Payable to ADNEC) is applicable and is required in advance.

The actual procedure must be carried out by ADNEC Government Services, acting on the information received from the organiser.

## Lifts

There are a number of lifts to take both goods and passengers to the mezzanine level where the Capital Suites can be found. Please check with your Event Planning Manager to ensure that goods will fit into the lifts provided. Lifts should not be used in the event of a fire.

## Lost Children

- In case of a missing child found, ADNEC's Security Staff will accompany the child to Organiser Office.

- Organiser Offices are located next to each Hall Entrance. The organiser will announce by Public Announcement System the details of the child asking for the parent or guardian to come forward.
- In the case of a missing child reported, all venue Security Staff will immediately be notified via radio regarding the missing child with the child's description (colour of clothes, age, nationality, and name). The child's companion who is looking for him or her will be guided to and asked to wait at the Organiser Office until the child is found.

## Lost Property

- Any lost property should be handed in to the ADNEC Security Office located level 1 by Car Park B.
- All items received by ADNEC Security will be logged then stored in a vault at the Security Office.
- In order to claim an item the person needs to complete a Lost and Found Receipt form and submit a copy of their photo ID
- Items will be kept for 6 months only then passed to Abu Dhabi Police.
- If a lost item is reported but not received by ADNEC Security then personal details will be taken (name, mobile no., full description of the item), and they will be contacted should the item be handed in.
- Lost Property can be contacted via the Security Office on 02 406 4164 or 4158 (or internally via ext.: 4164 / 4158)

## Mark Out Plans

- It is important that your final mark out plans are received by your Event Planning Manager by the communicated deadline date as per this Operational Letter and the contractual Terms and Conditions.
- This allows our operational teams to prepare your tenanted space and plan resources in readiness for your build-up.
- Failure to supply the plans by the submission deadline date may result in delays in accessing the venue or the application of additional fees.
- Therefore, from 1st April 2020, the following shall apply:
- Plans received:
  - Before and up to 14 working days prior to tenancy – complimentary mark out (free of charge)
  - 8-14 days prior to tenancy – AED 2,500 per hall
  - 1-7 days prior to tenancy – AED 7,500 per hall
  - Charges apply for Halls 1 to ICC only. Grandstand, Marina, Central Plaza and Temporary Structures may attract separate different tariff.
- Please note that all floor plan submissions should be in AutoCAD (.dwg file) and contain the following information:
  - Show title
  - Issue/drawing number
  - Date of drawing
  - Show all floor ducts
  - Show all Hall entrances
  - Show all Hall delivery/VE doors
  - Show all stand and gangway dimensions
  - Show the entire hall including perimeter walls

## Marketing Support

- ADNEC will be pleased to help you promote your event, and ensure exhibitors and visitors have access to all of the information required to make the most of their participation.
- These services include an entry for your event on the ADNEC website, the provision of travel maps, venue logos and access to our photographic library.
- As an event's organiser at ADNEC, you are entitled to get our complimentary marketing support to promote your event so you gain the advantage of being exposed through our different media channels as well as Abu Dhabi Calendar's channels:

- A page on our "What's On?" section <https://adnec.ae/whatson> (Form below to be completed. Copy available with your Event Planning Manager)
- Introduction to Abu Dhabi Calendar team so your event is promoted by Abu Dhabi's official calendar channels (Form below to be completed. Copy available with your Event Planning Manager)
- Featuring your event at the Homepage of adnec.ae website. The specs of the image will be (2469(w) by 1508(h) pixels ) and kindly provide the text separately (headline and description of 140 characters) keep the logo and image to the left side of the artwork
- e-blast to our 200K database with a subject line
- Onsite digital screens & External digital screens (kindly find link for the specs [https://e.issuu.com/embed.html?d=guideline\\_for\\_digital\\_screens\\_2019\\_final&u=adnec](https://e.issuu.com/embed.html?d=guideline_for_digital_screens_2019_final&u=adnec))
- Social media posts. (Specs available in the below form)
- Exclusive discounts in Abu Dhabi for your ticket/badge holder through Capital plus program. For more information check [www.adnec.ae/capital-plus](http://www.adnec.ae/capital-plus) and the attached organiser guide
- You can use and share Careem promo code ADNEC with your event's visitors and exhibitors as well to get 30% discount for rides coming to and from ADNEC.
- ADNEC brand assets for the digital artworks <https://e.issuu.com/embed.html?d=adnec-quick-brand-sheet&u=adnec> (kindly use the ADNEC Centre logo)

Main Details معلومات أساسية	
عنوان الفعالية* Event Title*	
تاريخ وتوقيت الفعالية* Start Date & Time*	
اسم المؤسسة* Partner* (your organization)	-
الجهة المنظمة Organized by*	
تذاكر Ticketing Info* معلومات التذاكر*	
لغة* (اختر واحده) Category* (Choose One)	<input type="checkbox"/> Arts فنون <input type="checkbox"/> Lifestyle أسلوب الحياة <input type="checkbox"/> Culture ثقافة <input type="checkbox"/> Sports رياضة <input checked="" type="checkbox"/> Music موسيقى <input type="checkbox"/> Education تعليم <input type="checkbox"/> Business أعمال <input type="checkbox"/> Family العائلة
<b>Brief Description</b> وصف موجز ( A minimum of 150 words without repeating the event name. dates and location) (150 كلمة على الأقل، من دون ذكر لتاريخ، اسم أو مكان الفعالية)	
وصف الفعالية*	
Description*	

Contact Details تفاصيل الاتصال			
*معلومات الاتصال*			
Contact Info*			
Website الموقع الإلكتروني			
E-mail البريد الإلكتروني			
Phone الهاتف			
Social Media Handles قنوات التواصل الاجتماعي			
Facebook			
Instagram			
Twitter			
Contact Details تفاصيل الاتصال			
*الموقع* (اختر واحدة) Location* (Choose One)			
<input checked="" type="checkbox"/>	Abu Dhabi أبو ظبي	<input type="checkbox"/>	Al Ain العين
<input type="checkbox"/>	Al Fujairah الفجيرة	<input type="checkbox"/>	Al Dhayah الذهيان
*المكان*			
Venue*			
*العنوان*			
Address*			
Banner / Image Specifications مواصفات الصورة (attach with the Filled Form) (يرجى إرفاقها مع الطلب)			
Image/ Banner	Width (pixels)	Height (pixels)	Description
Image	2000	1500	Optional- main website gallery, try to avoid including text within the image for this zone. This Image will be required for featured events.
Image	900	600	Required, try to avoid including text within the image for this zone.

**\*All fields are mandatory**

**\*يتوجب الإجابة على جميع الأسئلة**

## Mid-Day Break

The Ministry of Labour (MOL) in UAE issues a Decree every year concerning the mid-day break during the summer months for those working under the sun during the following period: between 12:30 – 15:00

ADNEC and Abu Dhabi Occupational Health and Safety Centre (OSHAD) support MOL by raising awareness on heat illnesses and injuries through the Safety in Heat Program.

Please communicate this information with your staff, contractors and sub-contractors so that they are aware of the heat stress prevention and the mid-day break rule.

## Motorised Vehicles & Non-Motorised Vehicles

- It is strictly forbidden for any type of wheeled vehicle to be used within the exhibition halls or any public areas. This includes but is not limited to – Golf Buggies, Segway's, Scooters, Bicycles, etc.

## Night Sheets

- Please ensure that your exhibitors are informed that night sheets should be of inherently non-flammable material or material that has been treated to render it non-flammable.
- Night sheets should be safely stored away during the open period of the event. They should not be left next to or behind stands, where they may protrude into gangways or impede emergency exit routes.
- Should an exhibitor with a night sheet wish to have their stand cleaned overnight by ADNEC Cleaning, they should hand one copy of the night sheet key into the organiser's office for collection by the Cleaning Supervisor. This key will then be returned once the cleaning has been completed.



## Opening Ceremony

- ADNEC Protocol Department will allocate a dedicated Protocol Manager who will oversee and assist with any event Opening Ceremony. ADNEC's Protocol Department, with its expertise, diplomacy and traditional knowledge, strives to strengthen the interface between Abu Dhabi's governmental departments and ADNEC's event organisers, ultimately raising their profile within the city and maximizing their potential success and growth within the UAE.
- A dedicated Protocol Manager will be allocated to each event to assist with all Protocol requirements for individual events/exhibitions.

## Venue Service Order Forms

The following order forms are available from your Event Planning Manager:

- AV Equipment Order Form
- CAD Services Order Form (Organiser)
- Complex Structure Inspection Form
- Entertainment Permit Form (Exhibitor)
- Entertainment Permit Form (Organiser)
- Event License Permit Form (Organiser)
- First Aid Service Request Form (Organiser)
- Furniture Order Form
- Hall Board Order Form (Organiser)
- IT & Telecommunications Order Form (Exhibitor)
- IT & Telecommunications Order Form (Organiser)
- Mains Power Water Drainage Supply Order Form (Organiser)
- Parking Order Form (Exhibitor)
- Parking Order Form (Organiser)
- Protocol Order Form (Organiser)
- Raffle Draw Form (Exhibitor)
- Raffle Draw Form (Organiser)
- Rigging Order Form
- Security Order Form (Organiser)
- Skip Order Form (Exhibitor)
- Skip Order Form (Organiser)
- Stand Cleaning Order Form (Exhibitor)
- Stand Cleaning Order Form (Organiser)
- Static Security Order Form (Exhibitor)
- Tent Permit Form (Exhibitor)
- Tent Permit Form (Organiser)
- Vehicle Cleaning Order Form (Exhibitor)
- Vehicle Cleaning Order Form (Organiser)
- VIP Parking Order Form (Organiser)
- Visa Form

## Organisers Offices

- Detailed Plans for Organising Offices can be provided by your Event Planning Manager. As part of the tenancy agreement there will be 2 X trestle tables and 4 X banquet chairs supplied in each Organiser Offices, if additional tables or chairs are required then these will need to be ordered and will be charged for.
- Additional rooms (Capital Suites – refer to Conference Facilities) are available for hire. Please contact your Sales Manager for further details.

## PA System

- Your organiser office will be equipped with a Public Address system. This should be used by you to communicate with your exhibitors and visitors. However, many organisers choose not to use the PA system during the open period of a show except in the event of an emergency.
- Please also note that in the event of a major incident, the ADNEC PA system will override your PA and broadcast a pre-recorded message to all. This message will override any broadcasts being made from the organiser's office PA system.

## Payment

Organisers: The Payment schedule for the tenancy is detailed within your Venue Hire Agreement. Prior to coming on-site please provide your Event Planning Manager with an agreed list of "authorised" signatures from your organisation stating who is eligible to place an order with us whilst on site.

Exhibitors and Visitors: ADNEC accepts cash, VISA Cards and Master cards as methods of payment.

## Performing Rights / Permissions

Anyone wishing to play music, videos etc. on their stands should inform the organiser who should then tell the Event Planning Manager who will advise whether any special licenses are required.

## Personal Protective Equipment (PPE)

The use of personal protective equipment is mandatory where there is a foreseeable risk of a requirement to prevent injury. Such PPE may include the following:

- A hard hat for protecting the head and face from injury
- Steel toe-cap and soled boots to protect the feet
- Gloves to protect the hands and forearms
- High visibility vests
- Dust masks to protect from breathing hazardous or irritable particles
- Eye protection
- Hearing protection
- Harness and Safety belts.

This is not an exhaustive list of items and the duty to assess that the correct type of PPE s applied to a work situation shall be that of an employer. The standard adopted for personal protective equipment is in accordance with British Standards and technical guidelines which apply in full at the venue.

## Pharmacies

Pharmacy can be found at the ADNEC Grandstand

## Photography

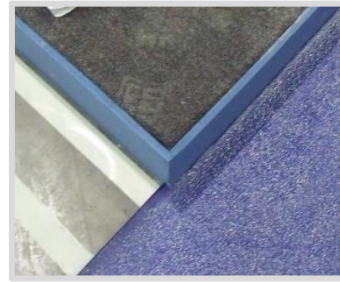
*Please also refer to 'Filming / Photo-Shooting at ADNEC Guidelines'*

## Platforms and Stages

- Platforms or stages that exceed 0.6 metres in height are treated as complex structures. (refer to complex structures)
- 90° corners are not permitted at ADNEC. Failure to adhere to this rule will incur costs to organisers as stand alterations will have to be made to fulfil the rule.
- You are advised to include this in exhibition manuals for all future shows at ADNEC and to communicate to your preferred contractors.
- Corner protectors can be purchased from the ADNEC Customer Services, please contact the Customer Services on +971 (0) 406 3645 for further details or email [customerservices@adnec.ae](mailto:customerservices@adnec.ae)
- All space only stands should be made to install a raised platform for cable management to avoid any cable ramps.
- All stands over 10m x 10m should have a slope on each side of the stand with clearly identifiable markings or contrasting colour.



CORRECT



INCORRECT

## Police

- (Direct to Police) Emergency number: 999 for any Police requirement whilst on the ADNEC premises please in the first instance call our security control room (02 406 4444) who will coordinate directly with the Police. This will expedite the Police being directed to the exact location they are needed on site.
- Car Accidents: 999 or 4462462 (If involved in a car accident it is essential you call the police for a clearance form for insurance. Never leave the scene of an accident in the UAE.
- Website: [www.adpolice.gov.ae](http://www.adpolice.gov.ae)

## Post Office

- There is a Post Office located in the Grandstand Retail Area.
- The Central Post Office is located at: East Road, Madinat Zayed area 02 621 1611  
Opening hours: Saturday- Thursday: 08:00hrs- 20:00hrs

## Poster Sites

*{Please refer to 'A DNEC Media'}*

## Prayer Facilities

ADNEC has designated Male and Female prayer rooms with washing facilities.  
The Prayer Rooms are located on Level 1 above Hall 4 & 5, and on Level 1 by the Aloft Hotel.

## Press Days

Please also refer to 'Filming / Photo-Shooting at ADNEC Guidelines'

Press days are treated as normal event open days and all regulations apply.

## Prize (Raffle) Draws / Permit

The following guidelines shall apply to all raffle prizes draws taking place at exhibition and events held at ADNEC.

The following information shall be conveyed to ADNEC Government Services a minimum of 14 working days prior to the start of tenancy.

Applications received after 14 working days' notice period cannot be guaranteed.

The following information is required in order to apply for the permit.

1. Name, address and contract details of raffle draw organizer.
2. Location, time and date of raffle draw (all applicable dates).
3. Details of event where raffle draw is being staged.
4. Details of entry (business card or raffle coupon).
5. Copy of the raffle coupon (raffle coupon should have "Terms & Conditions" in English & Arabic).
6. Copy of receipt of Raffle Prize
7. The Pledge

A standard fee of AED 3,418 (Payable to ADNEC) is applicable and is required in advance.

Following receipt of the above information together with payment, a license request will be drafted by GS – ADNEC to Abu Dhabi Department of economic development.

Once the draw has taken place the following information is to be returned to the ADNEC Event Planning Manager or the GS – ADNEC within 48 hrs. Failure to do so may result in fines or penalties imposed by the Abu Dhabi Economic Development Department.

A form will be provided in which to record the prize winner's details, this must be submitted completed together with a copy of winning ticket and a copy of the winners photo Emirates ID.

Note: raffle draws ticket must not be sold for money.

## Prohibited Activities within ADNEC Halls

The Following Activities are Strictly Prohibited within the ADNEC and Al Ain venues:

- The use of mechanised/electrical sanding equipment
- Grinding of metals, masonry, stone
- Welding
- The use of mechanical/electrical equipment for the cutting of wood (particularly MDF and chipboard)
- Other designated 'hot works'
- Spraying of aerosol or oil-based paints
- The use of glues, paints or adhesives with a high Volatile Organic Compound (VOC) content
- Any activity that may generate air pollutants, dust, gases or vapours that may be hazardous or harmful to human health or create airborne pollution

Please note the following:

- All materials required for the build-up of your stands or features should be prepared and pre-fabricated off-site

- Hot Works permits are available from the ADNEC Health and Safety and Facilities Management departments (subject to conditions being met)
- Approved Hot work activities should be carried out in designated areas as instructed by the FM or Safety Teams
- The use of mechanised sanding equipment may be permissible subject to it having an integral dust-removal/vacuum capability. Proof will be required that such power tools are fit for purpose and their usage will be closely monitored
- Protective carpet or sufficient strength must be laid on areas of the venue that have marble or ceramic flooring prior to the off-loading of materials or the commencement of any build-up or breakdown
- An additional layer of plastic may also be required subject to the nature of the activity taking place
- Motorised vehicles which form part of a display or exhibit should be safely drained of fuel and only contain minimal petrol or diesel
- The batteries of motorised vehicles should be disconnected and be positioned within the designated area of the stand or feature
- Tail lifts, doors, towing bars or any other part of the vehicle should not protrude or open into gangways or pose a risk to persons within the Halls
- All vehicles should have a drip-tray positioned underneath which should be located within the boundary of the stand
- The storage of fuel, flammable gases or other combustible substances is not permitted on the ADNEC site
- Re-fuelling of vehicles or machines is not permitted within the Halls or public circulation areas
- Exposed distribution boards located around the perimeter of the Halls should be covered by shell-scheme or other suitable screening/walling

It is the Organiser's responsibility to ensure that this information is communicated to their respective teams and exhibitors.

Fines may be applied to violators of the directive.

Power to tools and equipment will be disconnected should individuals ignore the directive.

In exceptional circumstances, contractors will be permanently removed from site for repeated failure to observe the directive.

All build-up, open period and breakdown activities will be closely monitored to ensure full compliance with the directive. A 'Stop Notice' will be issued to offending stands or contractors

## Protocol

- Culture and tradition are critical aspects of UAE hospitality; therefore it is vital that the welcome extended to VIP guests and visitors reflects the essence of UAE culture.
- As Abu Dhabi's premier event destination, VIP visits are a regular occurrence at ADNEC; whether it is to inaugurate or simply to visit an event.
- Protocol is the accumulation of customs and regulations involving etiquette and procedures. Protocol is not just a show off ceremony; it is about mutual respect and consideration between individuals as well as organisations.
- While good manners are the rules followed in everyday contact with other people, protocol is the set of rules which prescribes behaviour relating to Royalty and other VIPs.
- One of the most important tasks when a VIP arrives at ADNEC to attend an event is to provide professional assistance and a comfortable environment to make them feel welcome.
- ADNEC Protocol Division is experienced and expert in ensuring that the visit of a VIP goes exactly to plan. A dedicated Protocol Manager will be allocated to each event.

## Public Participation and Adventurous Activities

*Please also refer to 'Feature Areas' and 'Special Licenses'*

Written application to carry out activities of any adventurous nature or involving public participation must be made to ADNEC at least 2 months prior to the start of tenancy. In case of doubt whether activities are considered to be adventurous contact the Event Planning Manager for advice. Public participation in any 'adventurous activity' must be covered by a minimum public liability insurance cover of AED35million and have a risk assessment.

## Pyrotechnics / Lasers / Smoke Machines / Special Effects

- Your Event Planning Manager must be notified if you propose to use any special effects (lasers, smoke machines, pyrotechnics, etc.) at least one month before tenancy.
- It is essential to inform your Event Planning Managers if smoke machines are to be used as this will affect the Fire Alarm systems at ADNEC.
- You will need to supply details of the operator, the manufacturers' details of the equipment to be used and a risk assessment of the operation.
- In some instances, an on-site inspection may be carried out and certification from an independent specialist may be required. Any costs associated with this will be passed on to the organiser.
- The Event Planning Manager must be notified at least 35 days in advance of any proposed use of Pyrotechnics. The following information is required to be submitted to ADNEC:
- The Organiser is required to obtain, and submit copies to ADNEC of its No Objection Certificates (letters) from:
  - Abu Dhabi Police
  - Abu Dhabi Municipality
  - Abu Dhabi Civil Defence / Civil Aviation
- Exhibition/event dates and details.
- Whether it is indoor or outdoor.
- Pyrotechnic supplier details including contact name and telephone.
- Quantity, make and type of pyrotechnic devices.
- Type of effect and position of each device when in use, including the manufacturers with recommended horizontal and vertical safety distance.
- Storage location when devices are not in use.
- Fire safety precautions in place
- Person responsible for setting up and firing including qualifications and experience.
- Position of person firing devices indicating a direct view of all devices at all times.
- A No Objection Certificate may be required from ADNEC, at least 7-working day notice is required to provide this official letter. Note that the control box is required to be purpose made and operated by a key to be kept with the person responsible for firing at all times. The key must not remain in the control box when unattended.

## Radio Frequencies

- Persons proposing to use radio transmitting equipment either as microphones or for two way speech communication or for any other reason should apply to the Ministry of Communications for a license.
- All organisers' radio frequencies should be roaming or temporary and should not interfere in any way with ADNEC's radio frequencies
- The radio frequency range of ADNEC radios is 380MHZ – 480MHZ.

## Ramp Guidelines

Stands sold where a gangway is required to be driven through due its size must have a more defined gangway:

- Different colour carpet
- Where a gangway is driven through, each side of the stand should remain as a platform with the gangway at ground level
- Where a slope is required then ensure that the sides of the platform are easily identifiable with clearly defined rumble strips/contrasting colour or chevron on the slope i.e. Triangular contrasting colour carpet showing downward gradient

- Ramps have to be elaborated to be properly reviewed by the floor managers and H&S team during the build-up stage
- Communication to be sent out to all stakeholders about this policy and ensure that this is managed by the Organiser

## Reception

There are a number of ADNEC reception areas staffed daily between 08:00hrs – 16:00hrs Sunday to Thursday and during published show times.

## Rigging

*{See also refer to 'Access Equipment', 'Complex Structures', 'Risk Assessment' and 'Working at Height'}*

- All rigging at the venue, will be undertaken solely by ADNEC Services. Rigging of banners, etc. above individual stands or rigging of stand structures from the hall roof will only be permitted at ADNEC's discretion.
- Licensees must, therefore, advise ADNEC Services of their rigging policy (i.e., whether rigging is permitted above individual stands or limited to certain areas) and include such advice in their exhibitor manual.
- Rigging will be subject to sufficient time and access being available to carry out such operations safely and must be carried out within the license period, unless otherwise agreed by ADNEC.
- Floor to ceiling rigging is not permitted.
- Rigging orders should be placed with the service provider no later than 20 working days prior to the start of the license period (late orders will be subject to a surcharge). The following details should be provided with the order:
  - A fully dimensioned, to-scale drawing indicating the orientation of the stand in relation to the building.
  - Description and number of items to be rigged.
  - Load on each suspension point.
  - Preferred suspension height from the floor and hook height (taking into account any bridling which may be required).
  - Dates and times of lifting and lowering operations.

All rigging shall comply with ADNEC's Rigging Code of Practice.

- If lighting trusses, specially designed flown items, or any items weighing over 250kg are to be suspended, due to venue weight restrictions, drawings and load information must be supplied to ADNEC no later than 35 days prior to the license period. All submissions past this date will be subject to delivery and surcharges
- Timber structures must be appropriately bolted and braced. Timber cladding attached to trusses must be fixed using a clamp or hanging bracket which supports the underside of the structure. Free climbing of flown equipment is prohibited. Equipment to be accessed at height must have a suitable safety system, providing a constant means of attachment. A plan for the rescue of people working at height must be in place, in the event of any emergency.
- Fascia's - Where fascia are suspended, each individual section of fascia must be supported. Fascia's of five meters and over in length must be supported at three points on each section from securely attached brackets. The weight of the fascia must be supported from the underside.
- Banners and signs - Banners and signs should be delivered to the rigging service provider no later than ten days prior to the start of the license period and must be delivered in a complete identifiable state, fit for suspension. The suppliers of the signage are responsible for its integrity and that of its suspension points.
- Metal or timber-framed signs may only be rigged if fitted with fully captive lifting points bolted through the full depth of the sign, the capacity of which must be sufficient to support the load completely on any individual point. Screw-in eyes are not acceptable for this purpose and ADNEC reserves the right to refuse to allow the suspension of any signs where the suspension lifting points are inadequate.
- Due to their flimsy nature, paper signs may only be suspended if constructed from 'Tyvec', or a similar material approved by ADNEC.
- Flown banners should have a 100mm sleeve at the top pocket to carry a 50mm diameter aluminum scaffold tube to be passed through or a suitable width for provided poles. Any weight at the bottom of the banner

must be captive. All pockets and captivities to be a vinyl weld construct. Glued and or taped pockets are not permitted.

- ADNEC undertakes to ensure that the suspension of signs is carried out in a safe manner and reserves the right to alter suspension fittings whenever considered necessary. Any additional cost incurred in such actions will be payable by the licensee.
- For health and safety reasons, banners will only be de-rigged at the end of the license period. They must be collected immediately; otherwise they may be disposed of.
- Hoist and fix - Contractors undertaking hoist and fix operations must submit suitable risk assessments, method statements and confirmation of compliance with LOLER and PUWER. For further advice please contact the Event Planning Manager.
- Rigging is not permitted in the Atrium, Concourse, Capital Suites, Conference Rooms or Hall Main Entrances.

## Risk Assessment

*{Please also refer to 'Health & Safety' and 'Public Participation and Adventurous Activities'}*

- Please submit your risk assessment to your Event Planning Manager with the final submission plan and event dates, no later than two months before the license period begins.
- Your Event Planning Manager will be able to supply you with risk assessment guidance and a template if required.
- Licensees are reminded of their duty to ensure that the activities of contractors and exhibitors are safe. The Licensee should collect risk assessments from them, in order to assess properly the overall risk profile of the event.
- It is the Licensee's responsibility to notify ADNEC of any hazardous activity, exhibit or demonstration to be held or brought into the event.
- The Licensee should inspect and provide ADNEC with a copy of the specific contractor's or exhibitor's risk assessment for such activities.

## Roof Access

The ADNEC roofs and roof voids are restricted areas. Access is governed by the ADNEC Code of Practice for Roof and Rigging Work.

## Rubbish Removal

*{Please refer to 'Waste'}*

## Satellite Dishes

Satellite dishes may be installed in certain positions on the roof of ADNEC subject to on-site activity at the time. Full written details including cabling required must be submitted to your Event Planning Manager at least one month before the start of your tenancy. The installation of cabling must be carried out by ADNEC's appointed contractor for safety reasons and to avoid damage to the fabric of the building.

## Scaffold Towers

*{Please also refer to 'Access Equipment'}*

- The use of scaffold towers must be in accordance with the manufacturer's recommendations. Scaffold towers must be fully erected when in use, with a double handrail, sufficient working platform areas, a safe method of access and egress and not exceeding a height of 3.5 times the shortest width of the tower for internal use and 3 times externally.
- Outriggers must be used or stability achieved through an alternative means.
- Scaffold towers must not be moved whilst persons are situated on the tower.
- All Scaffolds must be designed to withstand the loading that is required. The tower must only be used for work and not be used as a base for lifting.



- Towers must be locked off and level when in use.
- Persons involved in scaffolding work must be competent for the erection and design of scaffolding. It is the employer's duty to ensure that the persons carrying out the work are competent to do so and the manner of work is safe.
- Scaffold erectors must adopt a working method that is safe to themselves and others. They must be protected from falls at all time. This can be through handrails or harness use or a combination of both.
- Materials shall be stored and moved without risk to persons below and should be suitably signed to warn of overhead activities.
- As per Abu Dhabi Municipality it is the organisers and contractors responsibility to ensure all scaffold towers (fixed and Mobile) display a 'Scarf Tag' carrying the following information:
  - Date erected
  - Use
  - Loading
  - Last inspection and inspected by

## Seating

*{Please also refer to Temporary Seating (Tiered Structures and Flat Floor)}*

If you are providing seating for seminar areas on the exhibition floor, regulations apply. The following is a summary of the main points to be considered:

- The width of gangway required between blocks of seats depends on the total number of seats and their layout. However, the minimum gangway required will be 1.1 metres. A minimum gap (seat-way) of 30 cm must be provided between the back of one seat and the front of the seat immediately behind.
- The maximum number of seats allowed in a row is:
  - 7 seats where there is a gangway at one end only (except that up to 12 seats are allowed if the seat-way is increased by 2.5 cm for each additional seat over 7)
  - 14 seats where there is a gangway at each end (except that up to 28 seats are allowed with a gangway at each end if the seat-way is increased by 2.5 cm for each additional seat over 14)

No fixing to ADNEC floor is allowed for the purpose of fixing rows of seating.

If tiered seating is used, it must be installed by a licensed supplier and certified on site by a structural engineer.

Detailed layout drawings and specifications must be forwarded to your Event Planning Manager no later than one month before your tenancy begins. Daily checks must be carried out by a structural engineer and written confirmation that the seats are fit for use must be provided.

## Security

- All security at ADNEC must be provided by ADNEC appointed Security Services Provider.
- Schedule 1 of the ADNEC contract details any security that may be included in the Tenancy Contract. It should be noted that these Security Guards are for securing of the hall(s) and the venue, and bear no relationship to visitor management requirements or any other requirements, which is an additional service attracting a separate charge.
- If the nature of the exhibition requires additional levels of security, then this will be discussed between ADNEC and the Organiser at team meetings for the exhibition/event. Both parties shall aim to reach an agreement on the levels of additional security required. ADNEC may in its sole and absolute discretion appoint such numbers or additional security guards as it thinks is appropriate taking into account its past experiences at the Venue and having as its paramount concern the safety of all visitors to the Venue. All such additional security shall attract a separate charge at ADNEC's standard rates, which will be chargeable to the clients.
- The cost for security must be agreed before the opening of the show.
- ADNEC shall not be liable to the Organiser, Exhibitors or any third party for any act or omission of any security personnel supplied by ADNEC resulting in damage or loss to the exhibits or any property save where such security personnel have been proven to have been grossly negligent.

- The following services may be provided at the published rate(s). These rates will be reviewed annually. These services must be signed off prior to the first day of tenancy. The responsibility for obtaining client sign off is with the Event Planning Manager.
  - Early Access
  - FOH (Front Of House Manning)
  - Badge Checking
  - Ticket Tearing
  - Static Security Guards - Form to be supplied to Organiser for inclusion within Exhibitor Manual – indicating ONLY ADNEC service providers to be used
  - X-Ray Machines to include all equipment required e.g. power
  - Security Arches to include all equipment required e.g. booths, tables, chairs
  - Handbag searches
  - Stewards
  - Ushers
  - Police Liaison
  - Onsite Police to include subsistence
  - Radios
  - Visitor Management – Trade/Public events
  - Government permissions and paperwork
  - Visible or low key security presence
  - Secure Stores
  - Personal Security
- Please submit to your Event Planning Manager one month before the tenancy begins, a brief outline of your event with 3 x copies of each of your badges/vehicle passes. Also detail any security that you may require over and above the manning of doors.
- Each Event will be appointed a security point of contact for the duration of the event.
- Additional Security Services Order Form is available from your Event Planning Manager.

## Segways

The use of Segway's within ADNEC site is not permitted.

## Seminar Theatres

*{Please also refer to 'Seating'}*

- If you intend to have seminar theatres on the exhibition floor, certain regulations will apply, depending on their location. The following points should be considered when designing the layout of your theatre:
  - Emergency Exits – In most circumstances it is a requirement to have a minimum of two emergency exits from the Seminar area. The size and the capacity of the theatres will dictate the number of exits and whether double or single doors are required. Your Planning Manager can advise you on this. All exit doors should open outwards into a recess so that the surrounding gangways remain unobstructed.
  - Illuminated Exit Signs – All exit doors should be equipped with an illuminated exit sign. This is only applicable if there is a temporary ceiling fitted thus reducing hall lighting levels.
  - Seating Layout – Please remember that event noise levels, and hall lighting (which cannot always be turned off) may affect seminar theatres and exhibitors on the exhibition floor. Please contact your Event Planning Manager if you have any queries.
  - Cleaning – if you have any special cleaning requirements before or after any theatre sessions please contact your Event Planning Manager. Please supply your Event Planning Manager with a theatre/seminar timetable and the Cleaning Department will be instructed to clean the area between sessions.

## Service Ducts

At regular intervals across the exhibition Halls, there are service ducts within the floor which house the electricity supply. Only ADNEC staff are permitted access to these ducts.

## Shell Scheme Stands

Your Event Planning Manager may require a copy of the certificate stating that the stands have been assembled according to the manufacturer's instructions before the event opens to visitors.

## Shuttle Buses/Buses

*{Please contact your Event Planning Manager if you are intending to operate a shuttle bus service or are expecting coaches.}*

- Your Event Planning Manager can provide a quote should you wish ADNEC to operate a shuttle bus service on your behalf.

## Signage in Hall

- ADNEC halls have permanent signage indicating exits, toilets, telephones, catering units and permanent advertising sites.
- If the layout of your event obstructs the permanent signage, you will be required to provide sufficient alternative signage as seen fit by ADNEC. All associated costs are to be met by the organiser.
- Please note that catering areas do not form part of your tenancy and cannot be used to display signage, branding or advertising.
- This applies to all areas associated with the catering operation. No catering signage can be obscured in any way.
- Please make your Event Planning Manager aware if you are putting out temporary road signs as they may need to have Municipality approval. You will be asked to submit the number of signs, type of sign, size of signs and location of signs.

## Signage Policy and Signage Plans

*{Please also refer to 'ADNEC Media'}*

### Public areas

Public areas are defined as any area outside of your tenancy. Hall tenancy starts from behind the hall shutter doors, if there is any confusion please contact your Sales Manager.

All of the items listed below should form part of your signage plan submission which needs to be agreed in writing prior to the show opening.

### Items permitted in the concourse

- Sponsorship items which are permitted in the concourse, subject to approvals from the Media Department:
- You are here boards – 1 per hall rented.
- Registration desks
- Form filling out desks
- All other items require approval, this includes any items placed in the entrance foyers.

### Welcome signage

- The mega panel which is offered to the Organiser at production cost is provided for welcome signage, as are the Hall Boards.
- Organisers are permitted to have a 'welcome to' and 'see you next year' sign. Any branding on the welcome signage must follow the show advertising campaign
- This should form part of your signage plan, which needs to be agreed in writing.

### Directional signage

Directional signage placement is free and can highlight all key features of the show, these items should follow show creative. It is permitted to have a logo or credit the sponsor of a feature area on the directional signage, however the Organiser is requested to send through a mock-up of any signage for approval. Excessive directional signage or signage deemed to just be placed to fulfil sponsorship agreements will be subject to a media charge.

A signage plan must be produced and submitted to ADNEC at least 1 month before the event. This plan must be agreed and signed off by your Event Planning Manager. ADNEC reserves the right to remove any signage which has not been previously agreed, either by its location and or content.

### Information signage

Definition of Information signage, is that which carries; conference programmes and timetables, pick-up and drop off points, exhibition timetable, and office designations.

ADNEC reserves the right to remove any signage which has not been previously agreed, either by its location and or content.

### Hall Entrance Boards

Hall Entrance boards should only contain the name, dates and times of the show

Hall Entrance boards may not be sold as a commercial opportunity.

If show sponsors are to be shown on the hall boards, as a standard quilt – the quilt should not exceed more than 25%.

All production of Hall boards must be undertaken by ADNEC Media. This will be for all events. The costs will be 2,000AED per board per side plus VAT. If you have any questions regarding the above, please feel free to contact ADNEC Media.

### Information booths

These are not permitted in the concourse without prior agreement from ADNEC. Any information booth outside of the contracted area must follow the show advertising creative and /or brand and be agreed in advance with the planning manager

Any of the above signage which does not follow the event's show creative or highlights one sponsor will be deemed to be a branding opportunity and will be subject to a media charge.

### Signage Plan Attachments

A final layout of all proposed directional and information signage with dimensions must be provided for venue approval.

A final layout of any other signage which will be placed outside of the contracted halls which includes, but is not limited to, information booths, welcome signage and card completions desks.

ADNEC reserves the right to remove any signage which has not been previously agreed, either by its location and or content.

### Important Information

Any signage which does not follow the event's show creative, or carries advertising, will be deemed to be a branding opportunity and will be subject to a media charge at prevailing rates.

### Signage ADNEC Marina

Any show which incorporates the Marina Area within their tenancy must abide by the generic signage policy.

A full signage plan must be submitted for this area at least one month in advance for ADNEC to review and if necessary for Abu Dhabi Municipality to give their approval.

In addition to this, any signage must be fit for purpose; any signage deemed unsafe will be removed immediately, and the Organiser will be responsible for any relevant costs.

### Branding in Conference Room A or B

During an event, as we cannot provide a hall board, we do permit Organisers to have some welcome sign branding. The proposal of what the client would like to place there should be sent through to the ADNEC Media Department for sign off.

## Smoke Machines

Smoke machines may be used, provided a risk assessment is completed and copies submitted to ADNEC, 35 days prior to the start of the licence period. Any costs involved in testing the machine are to be borne by the Licensee.

Operation of the smoke generator shall be restricted to the minimum amount of time required to achieve the approved density of smoke. The time factor will be determined by ADNEC at a demonstration, which must be given 24 hours before the event opens to the public. Account will be taken of the visibility and CO2 levels, which must not adversely affect public safety.

A suitable notice, warning the public of the use of smoke machines, must be displayed at all entrances to the event.

## Smoking Policy

ADNEC is a non-smoking venue this also includes all 'Vape' and electronic smoking devices.

## Special Licences

*{See also refer to 'Feature Areas'}*

Some activities may require special licences. Examples of these are as follows:

- Prize Draws
- Child Performers
- Animals
- Temporary Structures

If you are in any doubt, please contact your Event Planning Manager for further information.

## Sponsorship

Please contact the ADNEC Media Department for relevant sponsorship opportunities that ADNEC currently have or that you may wish to consider.

## Square Metrage

*{Please also refer to 'Hall Capacity' Section}*

Your Sales Manager will require details of your floor space at the event briefing meeting in order to calculate the maximum visitor/capacity figure and any 'take-up' figure. This information should be submitted with your final floor plan.

## Stand Fitting Regulations

*{Please also refer to 'Complex Structures' and 'Construction Materials'}*

- All work must be carried out in conformity with the requirements of the Rules and Regulations of ADNEC.
- It is the duty of all services providers, to take reasonable steps to ensure that people (visitors) with disabilities are able to access and make use of those services.
- It is the duty of all those providing services to visitors, to take reasonable steps to remove, alter or provide a reasonable means of avoiding physical features that make it unreasonably difficult or impossible for disabled people to make use of their services.
- All stand structures, signs, notices, etc. must be confined within the area allocated and must not project into or over the gangways.
- No suspension may be made from the roof of the exhibition halls, nor may any fixings be made to the structure of the building.

Platforms

- Platforms are not essential even with floor electrical or plumbing services. Where a platform is to be provided it is necessary to make proper provision for access for disabled persons. The general height may not exceed 100mm (4") but areas may be super-elevated for display purposes. Details of super-elevated platforms, above the height of 600mm (24") to which persons have access are regarded as a multi-storey structure and must be submitted with proof of structural integrity to ADNEC for approval.
- The flooring must not be less than a nominal 25mm (1") thick. Flooring must, in any case be laid with close joints. Wood chipboard or blackboard used for a floor shall be of minimum thickness of 18mm. Platforms must be of a strength and stability sufficient to carry and distribute the weight of the stand fitting
- All platform floors MUST have rounded corners (please refer to Platforms and Stages)

#### Partitions

- Partitions separating stands may be erected up to 4m (13'0") high, but where a wall abuts an adjoining stand and projects above the partition, it must be clad and decorated.
- It is the responsibility of Exhibitors who have taken "SPACE ONLY" sites to supply, erect and decorate freestanding single clad partitioning to the periphery of their sites where they adjoin an adjacent stand.
- The minimum height of the partitioning must be 2.50m (8'3") with a maximum height of 4m (13'0) of which the area above 2.50m (8'3") must be of double sided cladding and decorated to the choice of colour and material as agreed by the adjacent exhibitor.

#### Suspended Fittings

- Suspended stand fittings are not permitted. ADNEC may permit suspension from the hall roof of banners, lighting, fittings or other decorative materials (the work being carried out by ADNEC at the expense of the Organiser) or by the ADNEC rigging Contractor provided that:
  - They form part of an overall scheme of decoration proposed by the Organiser.
  - There are no locking arrangements to the main body of the stand (including electric wiring or decorative materials).
  - The proposed suspended units to not overstress the roof structure max 70kg/r/m.
  - Time is available after the beginning and before the end of the rental term for ADNEC.
  - Rigging Contractor to remove the suspension wires, with free unobstructed access at floor level for hoist vehicles, cranes etc. as may be required.

#### Use of Mortar

- Persons proposing to erect brick, stone or block walls, etc. shall lay heavy Duty building paper or similar material on the floors under the walls, etc. to protect the floor surfaces from any mortar damage. The cost of repairing any damage caused to floors by the erection or dismantling of this work will be charged to the Organiser.

#### Multi-storey Stands and Stand fitting exceeding 4.0m in height (see also 'Complex Structures').

- Multi-storey stands, elevated gangways and stairways and stand fitting exceeding 4.0m in height must be constructed to the requirements of ADNEC. Details of multi-storey stands etc. must be submitted to ADNEC, with structural calculations, 60 days prior to the first day of tenancy.
- Ceilings – other than to the topmost storey shall be of solid construction of an inherently non-flammable fabric, except that treated fabric may be permitted to single storey portions of stands where not exposed to the risk of fire from lighted articles dropped from above.
- Cupboards - formed beneath the staircase shall be lined throughout with non- combustible material.
- Adequate means of escape - must be provided from the upper storey of any stand.
- Staircases - shall be at least 1m wide and if not subdivided by a central handrail, no more than 1.8m wide. Each step shall have an available tread, measured on plan, of 280mm; the risers between steps shall be unfilled and shall not exceed 180mm. Any handrail(s) or balustrades must have vertical railings not more than 100mm apart or solid infill.
- Staircases shall discharge to the ground floor at a point where unimpeded access to a public gangway is achieved. If the occupants of the upper storey have no choice but to exit by way of a single escape stair, the travel distance from any part of the storey to that stair must not exceed 10m.
- Structural Calculations - In all cases, calculations proving the strength and stability of structures will be required to demonstrate the following requirements of the ADNEC Regulations. In this context, the word "structure" means either a multi-storey stand or any part of a stand higher than 4m.
  - A loading analysis assuming an imposed load ('Live load') on upper floors of 5 KN per sq. m. Dead loads should be individually assessed for each floor.

- A stability check assuming a lateral load equal to 2.5% of the total vertical load applied at upper deck level.
- Stress and deflection checks for all structural members.
- Details of connections, bracing members and floor carcasing.
- In all cases a wind load of 0.15 KNm<sup>2</sup> shall be accommodated.

Note: In certain circumstances when an upper area is not freely accessible to general exhibition visitors and the number of persons shall not exceed 1.5 s m per person, a minimum imposed load of 3.5 kNm<sup>2</sup> will be accepted. On such occasions the stand-holder will be required to demonstrate a robust system of controlling access onto the upper area to avoid exceeding the stipulated number of persons. Structural calculations will be provided for handrails and balustrades.

#### Exits from stands

- The exit from any stand (or if there is more than one exit, each exit) shall discharge to a gangway.
- The maximum travel distance from any part of a stand to a gangway shall not exceed 10.0m.
- No floor shall be constructed having a slope in excess of 1 in 12.
- Each exit shall be indicated by an exit notice displayed as below:
- All exit notices shall be sited in conspicuous positions above or adjacent to all exit doors and openings and directional signs and notices shall be provided and sited to indicate the route of escape.
- The size of letters of exit notices shall not be less than 125mm.
- In any part of the Centre or on any stand where the normal lighting may be dimmed or extinguished while the public are present, exit notices shall be illuminated internally and conform to the relevant UAE Standard.
- Doors and gates - forming part of an escape route shall be provided with a vision panel of clear glazing at sight level and must be hung to open in the direction of escape, clear of any steps, landings or gangways. Where necessary doors must be recessed so as not to open onto or obstruct the required width of any gangway or other escape route. Such doors shall be free from fastenings other than panic bolts in accordance with BS EN 1125.

## Stewards / Volunteers Procedure

#### Volunteers

- The Stewards must be secured via an official and recognised company (e.g. Takatof).
- The Stewards minimum age is 18 years old and above.
- The Stewards must wear clearly identifiable standard uniforms and display a badge with his/her name and company name for identification by ADNEC staff.
- Before the event opens on the first day, all stewards must receive a briefing from the ADNEC Security Department about the venue and its emergency procedures.
- In the case of an emergency, the ADNEC security department will handle the situation and the stewards will be treated as public.

#### Agency

- A copy of the agency's Trade License and Contract must be submitted to the Organiser.
- The Stewards Visa must be under the Agency Name.
- The Stewards must bring their Insurance Card and Emirates ID card together with a photocopy of their UAE visa showing their sponsor name.
- The Stewards must wear Standard Uniforms and Badge with his/her name and Company Name for identification from ADNEC Staff.
- Before the Event, the Stewards must get a briefing from the ADNEC Security Department about the Venue.
- In case of Emergency, ADNEC Security Department will handle the situation and the Stewards will be treated as public.

## Storage Areas

- ADNEC does not have any storage facilities. It is the responsibility of the organiser to ensure that no exhibitor stores any tools, goods, bags, boxes etc. behind their stands or in any other part of ADNEC's facility.

- Excess stock, literature and packing cases may not be stored on, around or behind stands, unless contained within a lockable storeroom (the doors to which must have a vision panel).
- Any proposed store rooms must be shown on the final floor plan.

## Storage Containers

It is not permitted for an organiser, exhibitor or contractor to position a storage container outside the ADNEC building without prior written permission being received from your Sales Manager. Various factors will be considered before granting any such permission.

Once permission is granted full detailed location plans showing all dimensions will need to be submitted to your Event Planning Manager.

## Strobe Lighting

Where strobe lighting is installed, the equipment shall be arranged to operate at a fixed frequency not exceeding FIVE flashes per second and the control equipment must be in a locked-off position. A suitable notice must be displayed at all entrances to the event warning the public of the use of strobe lighting.

## Sub-Contracting

- 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 No:" (this official form can be found in any UAE book shop). To ensure this document will be accepted by ADNEC access Control Areas – the two parties must have both their company stamp shown on the documentation.

## Surcharges

- Late-order surcharges are applicable to all organiser orders. Please refer to the individual ADNEC Venue Service Order Forms for details of when these are applicable.

## Temporary Seating (Tiered Structures and Flat Floor)

*{Please also refer to 'Seating'}*

All Temporary Demountable Structures erected and or installed at the ADNEC shall comply with the requirements detailed below:

### Tiered Seating Structures

All temporary seating shall comply with the ADNEC Guidance Sheet for Temporary Demountable Structures'. A copy of this can be obtained from the Event Planning Manager.

The following guidelines shall apply to all audience seated areas designed for use by more than 15 persons.

- The total number of seats in a row shall be no more than twelve if there is a gangway at one end of the row only
- The total number of seats in a row shall be no more than twenty four if there is a gangway at each end of the row
- The total number of rows shall be no more than twelve to a gangway
- The minimum number of exits shall be no less than two for audiences of up to 500 persons
- The minimum gangway and exit widths shall be as per the following table:-



- One additional gangway and exit, of minimum width 1.600m, shall be provided for every additional 250 persons, or part of 250persons, above 500

Number of persons	Minimum number of exits	Minimum width of gangway & exit
Up to 200	2	1.000 m
Above 200 up to 300	2	1.200m
Above 300 up to 400	2	1.400m
Above 400 up to 500	2	1.600m

- The seating 'row to row' dimension shall be no less than 1.000m
- All exit routes and gangways shall provide clear and unobstructed delivery to a gangway leading to an exit door on the perimeter of the hall
- Audio visual and other equipment shall not be positioned in a manner that restricts, or impedes access to, gangways and exits
- Doors or gates fitted to exits shall open outwards and shall be installed into a recess so as not to restrict or open onto surrounding gangways
- Doors or gates installed to exits shall be fitted with a vision panel of clear material at sight level
- Curtains fitted to exits shall be free flowing with the lower edge a minimum of 50mm above the hall floor
- Each exit shall be clearly indicated by an exit notice, the letters of which shall be not less than 125mm in height. Where a reduction in lighting levels is created within the auditorium, such exit notices shall be internally illuminated with a maintained power supply in the event of external power failure

Seating structures are deemed complex structures. Please see 'Complex Structures' for full details of the requirements which must be fulfilled.

#### Flat Floor Seating In Seminar Theatres

The following is a summary of the main technical regulations to be followed for seating in seminar areas on the exhibition floor:

The width of gangway required between blocks of seats depends on the total number of seats and their layout. The minimum gangway required is 1.1 metres.

A minimum gap (seat way) of 300mm must be provided between the back of one seat and the front of the seat immediately behind.

The maximum number of seats allowed in a row is:

- 12 seats where there is a gangway at one end only.
- Up to 24 seats are allowed with a gangway at each end

If there are over four seats in a row the seats must be linked.

#### Tenancy Costs

- If your contract is based on a "minimum commitment" within the hall space, your Sales Manager will provide you with an estimated take-up figure at the team meeting based on the hall plan you provide at the meeting.
- We are aware that there are often last minute changes on site and the final take-up figure will be agreed with your Sales Manager once the event is open.

#### Tents & Marquees

- Tents and marquees should be capable of withstanding all forces that they may reasonably be expected to encounter. Of these wind is the most important from a design point of view.

- The design of new large marquees should be carried out by a competent person and subject to an independent check by chartered engineer. Particular attention should be given to the strength and soundness of guy ropes and anchors, keeping in mind that no ground penetration is permitted.
- Anchors are a critical aspect of marquee structures however anchoring into the ground at ADNEC is NOT PERMITTED. NO staking for tents or temporary structures of any kind is allowed in any of the areas on ADNEC property, please use Ballast only.
- Please submit a fully scaled plan and details of any above ground anchoring to the Event Planning Manager for approval.
- After erection and before use, a tent or marquee should be thoroughly inspected by the supplier.
- It is not permitted to construct any outdoor temporary structure without gaining official Municipality

## Toilets

- Ladies, gentlemen and disabled toilets are available in the centre. Also available are Baby Changing Facilities and Disabled Facilities

## Traffic

*{Please also refer to 'Access'}*

Traffic Access during Build-up and Breakdown

## Traffic Control

- All Vehicles entering the road systems or the service bays of the Centre must conform to speed limits, road signs and instructions given by ADNEC Security. All private cars must be parked in designated areas except when loading and unloading.
- All roads, car parks and delivery areas in the Centre are private and use of them is entirely at the vehicles owner's own risk. Vehicles using roads, car parks and delivery areas are subject to the Abu Dhabi Traffic Regulations and any vehicle violating these regulations will be reported.

## Travel and Transport/Taxis

"How to get here" guides are available online at [www.adnec.ae](http://www.adnec.ae)

## Visitor Buses

As part of the CIVIL DEFENCE and the ADNEC evacuation process, please note that any exhibition or event that has school visits planned, must supply us with the following information:

- Name of School/Organisation/Hospital/Hospice/University, etc.
- Names of passengers including the age group
- Names of Supervisors
- Date & Time of Arrival and Departure

This mandatory information should be supplied to the organising company and then forwarded on to ADNEC Traffic/Security before access can be granted to the site. Without this information the traffic and evacuation plan will be invalid and the named school/organisation/hospital/hospice/university will not be granted access to site.

## UAE Labour Card

*{Please also refer to 'Labour law'}*

All labourers must produce a valid Emirates ID card together with a photocopy of their UAE visa showing their sponsor name.

- Only a valid Emirates ID card together with a copy of the visa will permit access into ADNEC.

- Please ensure that all relevant contractors etc. are made aware of this fact to avoid delays and disappointment.
- The Emirates ID card is a United Arab Emirates Identity Card and only when presented together with a photocopy of the workers visa from their passport will entry into ADNEC halls be permitted.

## Unmanned Aerial Vehicles (UAV) Operations Procedure

Please see below the requirements for approval and compliance while operating UAVs (drones) at ADNEC.

While operating inside ADNEC halls

- Line of Sight must be maintained with the UAV at all times.
- The UAV will at no time be operated over crowds of people.
- The UAV will at no time come within 30 metres of any body of people.
- The UAV operator will have a current & valid Operator License or Air Operator Certificate
- The UAV operator must retain Manual Control of the UAV at all times, UAV's under Autonomous Operation will not be allowed to operate within the ADNEC.
- Operating frequencies for UAV Data – Link control (and any other technical data) must be tendered to the IT Department prior to permission to operate being granted – to assess whether any standing or temporary communications infrastructure may constitute a sensitive receiver able to interrupt the UAV's telemetry or control link.
- UAV's must not be allowed to operate once they reach the 25% threshold for power.

### While exhibiting UAV's on a stand or an exhibition

- The drone needs to be isolated from the public.
- The drone needs to be tethered to the stand or the ground to prevent it from reaching the public.
- A risk assessment documenting these controls needs to be provided.

While operating externally on the stand inside the hall

- The UAV operator is responsible for incorporating a map of the Safe Flight Zone into the required UAV Flight Plan and for briefing their own team, Venue staff and other exhibitors on the Flight Plan before flight operations commence.
- The Safe Flight Zone must be such that the UAV at no time is operated over crowds of people.
- The Safe Flight Zone must be such that the UAV at no time comes within any body of people or venue buildings.
- The UAV shall at no time exceed an AGL (Altitude above Ground Level) of 11 Meters.
- Line of Sight must be maintained with the UAV at all times.
- The UAV Operator is, at all times, responsible for monitoring the Safe Flight Zone for risk both on the ground and in the airspace and is to abort flight operations immediately that a risk is identified by themselves.
- The UAV operator must retain Manual Control of the UAV at all times, UAV's under Autonomous Operation will not be allowed to operate within the ADNEC site.

Risk assessment

A detailed risk assessment is required detailing all safety measures in place to protect the people and building, including:

- Action to be followed in the event of engine failure;
- Action to be followed in the event of loss of data link;
- Action to be followed in the event of loss of control;
- Action to be followed in the event of failure of navigation;
- Action to be followed in the event of airframe damage;
- Action to be followed in the event of near miss and incident.

## Use of Exhibition Centre

The Centre shall not be used for any illegal or immoral purpose. ADNEC reserves the right to remove any materials or displays, which in its sole opinion may be considered offensive or obscene, or not appropriate to the accepted norms and customs of an Islamic Society.

## VAT (Value Added Tax)

- VAT was introduced in the UAE, along with other Gulf countries, from the beginning of 2018 at 5 per cent.
- Please refer to the Federal Tax Authority official website for details <https://www.tax.gov.ae/en>

## Vehicles

If vehicles are to be displayed at your event, please advise your Event Planning Manager. The following criteria must be adhered to when displaying a vehicle in the Halls:

- The vehicle must be static and have its engine switched off for the duration of the event.
- Contain only a minimum amount of fuel.
- Have a lockable fuel cap.
- Have a drip tray placed under the engine.
- Battery to be disconnected.
- Keys to be left with organisers in case removal required.
- 24hr Contact Name and Number to be given to organisers.
- Delivery and Collection – organiser to be present during both.
- ADNEC accepts no responsibility for any vehicle that is damaged when being brought into or out of the Hall or once in its final position.
- ADNEC will also not clean any such vehicle. This is the responsibility of the exhibitor.
- Any damage caused to the venue as a result of vehicle movement will be charged back to the organiser as part of the dilapidation costs.

## Vehicle Entry Doors / Goods Entrances

The electronically operated Goods doors to the halls shall only be operated by ADNEC security officers or other such persons as ADNEC may designate in writing.

Wheeled vehicles, whether motor driven or hand propelled, must not be taken through any of the emergency pedestrian exit doors from the halls as it may cause damage.

### Loading Door Information

HALLS	LOADING DOOR NUMBER	CLEAR HEIGHT (in meters)	CLEAR WIDTH (in meters)
1	1.1	4.20	4.40
	1.2	4.20	4.40
	1.3	4.20	4.40
2	2.1	4.20	4.40
	2.2	4.20	4.40
3	3.1	4.20	4.40
	3.2	4.20	4.40
4	4.1	4.20	4.30
	4.2	4.20	4.40
	4.3	4.20	3.50

5	5.1	4.20	3.50
	5.2	4.20	4.40
	5.3	4.27	4.45
6	6.1	4.20	4.45
	6.2	4.20	4.45
7	7.1	4.28	4.45
	7.2	4.29	4.40
	7.3	4.27	4.40
8	8.1	4.70	4.40
	8.2	4.80	4.40
	8.3	4.80	4.40
	8.4	4.70	4.40
9	9.1	4.70	4.40
	9.2	4.70	4.40
	9.3	4.80	4.40
10	10.1	4.70	4.40
	10.2	4.80	4.47
	10.3	4.80	4.48
	10.4	4.80	4.45
11	11.1	4.80	4.48
	11.2	4.80	4.46
ICC	12.1	7.90	4.40
	12.2	4.70	4.40
	12.3	4.70	4.50
	12.4	4.70	4.40
	12.5	4.70	4.40
	12.6	8.00	4.40
	12.7	7.80	4.40

## VIP Visitors

Please advise your Event Planning Manager and or Protocol Manager of any VIP visitors expected at your event, so that we can make the appropriate parking arrangements and ensure they are welcomed to the Abu Dhabi Exhibition Centre (ADNEC) in the appropriate manner.

## Visas

The exhibition visa has been created by ADNEC and is fully approved by the Government / Abu Dhabi Immigration. By the immigration law, this visa is issued to exhibitors whom will be attending (working at) exhibitions at ADNEC and includes the following categories:

- Exhibitors , Contractors , Guest Speakers , Production Managers , Producers, Crew , Entertainers , Dressers, Make up & hair artists, Film crews etc., who all require the exhibition visa by the immigration law. This visa states they will work temporary in UAE. There is no need for these categories to hold a UAE work permit, although a contract between them and the organiser is required.

- By the law please note the advantage of exhibition visa is allows the applicant a job title which will be mentioned on his/her visa as employee, unlike the tourism visa the holder can't work as an exhibitor or do any official activity in the exhibitions , conferences and shows in Abu Dhabi.
- Please note that an exhibition visa does not entitle the visitor to take up permanent work in the UAE.
- All 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 processed directly through Government Services department of ADNEC, provided sufficient time is given for the application to be processed a minimum of 20 working days prior to the date entry into UAE.
- 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.
- It is essential that all working personnel check, prior to departure from their homeland, that they do not require a visa.
- Any events that have international visitors attending can apply for an entry visa via ADNEC's Government Services.
- Visa application is subject to Immigration Policy and Procedure and the UAE Government Law,
- ADNEC is not responsible for any delay or rejection of any visa applications.
- No refund will be made under any circumstances once the visa is issued by the immigration authorities.
- A standard fee of AED 500 (payable to ADNEC) is applicable and is required in advance.
- Department ensuring a smooth transition into the country. Please note that it is up to the individual to ensure that they check whether they require a visa or not. To download the application form please visit: <http://www.adnec.ae/destinations/abu-dhabi/visa-information>
- Alternatively please contact your relevant embassy for information on requirements for a visa.
- To apply on-line for a visa please go to: <http://www.adnec.ae/destinations/abu-dhabi/visa-information>

## Water & Waste

- Your Event Planning Manager will be able to supply you with the relevant forms for your Exhibitor Manual.
- Please ask your Event Planning Manager about locations of water & waste, there are some areas - Atrium and Concourse where this service is not possible.
- Water & waste is available at specific locations within the Venue halls from designated floor service pits. Water & waste is NOT available from the electrical service trenches.
- Persons responsible for the design and layout of the exhibition or event should acquaint themselves with the location of the water and waste service pits in the halls. These are shown on the venue floorplan provided to show organisers. Stands or features requiring water & waste service should be located such that one of the service pits is within the boundary of the stand or feature requiring the service.
- ADNEC cannot guarantee the availability of water & waste service to areas not served by these service pits. Water & waste supply pipes are not permitted to be installed across gangways or emergency routes.
- Stand exhibitors and contractors are responsible for the supply and installation of any aesthetic dressing required to water and waste pipes installed.
- All water & waste fittings must be accessible at all times in case of emergency.
- Water is supplied by standard tap from standard municipal water mains at nominal pressure of 3.5bar.
- Waste is supplied by means of standard 38mm drain.
- Waste is suitable for liquid water disposal ONLY. Foodstuffs, oil (including edible oils), dyes, chemicals and other contaminants MUST NOT be disposed of via waste water drains.

## Weather – Abu Dhabi Weather and Climate

The weather in Abu Dhabi is coolest between November and April, but can reach over 40 degrees Celsius (105 degrees Fahrenheit) at other times of the year.

## Web Site

Please note prior to the publicising of your event, you must supply for ADNEC consideration, review and authorization your Website information in order for it to be included in the ADNEC website. Please visit our website: [www.adnec.ae](http://www.adnec.ae)

## Wheelchair Access & Loan

- ADNEC requires disabled visitors to be afforded the same opportunities and access as able-bodied visitors enjoy, therefore ramps and lifts are provided at the entrances to ADNEC. Lifts operate between the floors.
- ADNEC retains a small number of wheelchairs available for daily or event hire for up to a maximum of 6 hours per day from the ADNEC First Aid Point adjacent to Hall 8 concourse.
- These wheel chairs are only to be loaned to visitors including exhibitors and VIP guests with the following conditions
  - Temporary or permanent disability
  - Non critical Medical conditions such as dizziness, tiredness or pain
- Wheelchairs are loaned on a first come first served basis and cannot be reserved in advance.
- Any request to use the ADNEC wheel chairs to be directed to the ADNEC first aid Point in hall 8 concourse area via email [adnecfox@gmail.com](mailto:adnecfox@gmail.com) or telephone 02 406 4456.
- ADNEC first aid staff will check the patient to ensure the patient is stable and does not require any medical treatment. The checks to include vital signs and visual check for any injuries.
- Wheelchairs are hired free of charge but visitors will be asked to submit either one of the following to the ADNEC First aid Staff
  1. The original Emirates ID card,
  2. Driving License card
  3. Labour Department ID Card
  4. Security Deposit of AED 1000.00 which will be charged if the wheelchair is not returned.
- ADNEC first aid Staff will fill out the form that includes the pre-hire checks on the wheelchair.
- The visitor will sign the wheelchair request form and agree to the terms and conditions that includes that any damage to the wheelchair or to the users during the hire period is not ADNEC's liability and will be a responsibility of the person hiring the wheelchair.
- In case of an ADNEC staff hiring for self or on behalf of others, the staff shall submit one's ID (Emirates ID, driving license) to the first aid staff as per the procedure.
- Will be responsible for any damages incurred on the wheel chair including replacement if deemed necessary or ADNEC property.
- Will be responsible to ensure the wheelchair is returned to the first aid in due time.
- The wheel chair can be hired for up to a maximum of 6 hours, after which the user has to return the wheelchair and re-hire it following the same mentioned procedures.

### Returning the wheelchair

The wheelchairs must be returned back to the ADNEC first aid point – Hall 8 Concourse.

ADNEC first aid staff will check the wheel chair for any defects / damages during the use. If the returned wheelchair is damaged the following points are to be followed. In case of no damage, continue to point c of this section.

The information will be communicated to the user and security control to investigate the cause and incident location.

Wheelchair user will fill out and sign the form section for the damaged wheelchair and agreeing to pay for any charged incurred to fix or replace the wheel chair.

The ID or security deposit shall be duly returned to the user once the wheelchair is returned to the first aid point. Any cost for fixing or replacing the wheelchair will be charged back to the user at the details provided in the wheelchair lending form.

Once the checks are completed the ADNEC first aid staff will fill out the wheelchair lending form closing the form and returning all IDs or the deposit to the user.

## Wireless Internet Access

ADNEC has a wireless internet access facility, Open Air Cards can be purchased at the Customer Services to access the ADNEC Wi-Fi Service. Please contact the Customer Services on +971 (0) 406 3645 for further details or email [customerservices@adnec.ae](mailto:customerservices@adnec.ae)

### ADNEC Free WI-FI

- ADNEC visitors can to connect their devices to “ADNEC Free Wi-Fi”
- IMPORTANT INFORMATION: ADNEC provides Wi-Fi for devices supporting the 5GHz frequency. To use our Wi-Fi, please ensure that your device is compatible with this frequency.
- It is no longer possible to revert to the 2.4GHz frequency. Organiser’s should ensure that all exhibitors, suppliers and contractors are aware of this.
- ADNEC visitors will be presented with a Landing page where they would need to register their details via social media accounts or by email ID.
- Once connected, session will be permanently established for that registered device and will be valid for 12 month.
- Dormant internet sessions are automatically terminated after 10 minutes of inactivity. However, auto reconnect will be established once the registered device tries to connect.
- On the next visit of the visitors, his / her devices will be automatically connected to “ADNEC Free Wi-Fi”.
- Unlimited Free wireless internet across ADNEC (except Parking)
- Efficient bandwidth for basic internet requirement (i.e. emails and social media).

## Wireless Broadcast Prohibition at ADNEC

Private wireless routers and broadcasts (IEEE 802.11) are not permitted within ADNEC. Private wireless networks are often unstable and do not function as intended during exhibitions. This is due to the myriad of competing and overlapping wireless broadcasts operating in close proximity to each other. The more wireless broadcasts in operation in a given area, the more interference is generated resulting in less stable wireless connections for all parties. For this reason Non-ADNEC wireless broadcasts will be ceased in order to mitigate wireless interference problems and ensure service stability and continuity for all exhibitors.

Please refer to the IT Order Form if wireless internet connectivity or networking is required. Several wireless and internet connection options are available which will cater to small or large wireless internet requirements. Please contact ADNEC IT Orders via email via [itorders@adnec.ae](mailto:itorders@adnec.ae) or by phone on +971 (0) 2 406 3777 should any clarification be required.

## Working Machinery

*Please also refer to ‘Hazardous Items – Machinery and Apparatus’, ‘Simulators’ and ‘Vehicles’.*





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