



**PROJECT  
QATAR**

**4 - 7 OCT 2021**

Doha Exhibition & Convention Center



**IMPORTANT  
INFORMATION**

**17<sup>th</sup> Edition**

[projectqatar.com](http://projectqatar.com)

## CONTENTS

<b>Basic Information .....</b>	<b>5</b>
About the Venue .....	5
Arriving by Airplane .....	5
Public Transportation .....	5
Private Limousine .....	6
DECC Parking .....	6
Currency .....	6
Climate.....	6
Dress Code.....	6
<b>Important Dates &amp; Times .....</b>	<b>7</b>
Build-Up .....	7
Exhibit Set-Up .....	7
Live Days .....	7
Breakdown.....	7
<b>Quick References List .....</b>	<b>8</b>
Organizers.....	8
Official Stand Contractor .....	8
Official Freight Forwarder .....	8
DECC .....	8
<b>DECC Services.....</b>	<b>9</b>
DECC Catering Overview.....	9
Exhibitors-On Stand Catering Services .....	9
Outsourced-On Stand catering.....	9
Food and Beverage Disclaimer .....	9
Alcoholic Beverages.....	9
Internet and Telecommunication .....	10
Wi-Fi Services .....	10
Wired-LAN .....	10
Rigging .....	10
Security .....	11
Stand Cleaning.....	11
<b>Official Freight Forwarder / On-Site Handling (for Qatari Companies Only) .....</b>	<b>11</b>
Onsite Equipment Rental and Manpower Hire .....	11
Offloading, Delivery to Stand, Collection from Stand.....	12

Vehicle Marshalling Route.....	13
To the Attention of All the Concerned Parties .....	13
<b>Official Freight Forwarder / On-Site Handling (for International Companies Only) .....</b>	<b>14</b>
<b>Official Insurance (Compulsory).....</b>	<b>14</b>
<b>Official Carrier .....</b>	<b>15</b>
<b>Visas.....</b>	<b>15</b>
<b>Qatar Travel and Return Policy (MANDATORY).....</b>	<b>15</b>
<b>Travel Information for international (MANDATORY) .....</b>	<b>17</b>
<b>Official Hotel .....</b>	<b>17</b>
<b>Official Rent-A-Car.....</b>	<b>18</b>
<b>Important Information .....</b>	<b>19</b>
Fitted Shell Stand Specifications.....	19
Panel dimensions.....	19
Walls .....	19
Fascia Name Board .....	19
Power Supply.....	20
<b>Space Only Stands Specifications .....</b>	<b>20</b>
Security Deposit (Compulsory for Space Only Stands) .....	20
Stand height and stand drawing.....	20
Complex or Stands of More Than 1 Level.....	21
Ramp for Disabled Access.....	21
Accessible Stand Guidelines .....	21
Stand Contractors Guidelines and Badges .....	22
Stand Contractor for Space Only Exhibitors .....	22
Exhibition Stand Structure.....	22
Contractors Toilets .....	22
Electrical Installations.....	22
Working at Height.....	23
<b>General Information.....</b>	<b>23</b>
Children .....	23
Official Opening .....	23
Smoking in the Venue.....	23
Emergency Exits, Hall Aisles .....	23
Personal Protective Equipment .....	24
Noise Level.....	24
Drinking fountains .....	24
Food and Beverage Outlets .....	24
Floor Loading .....	24

Deliveries .....	24
Vehicle Display .....	24
Haze or Smoke Machine .....	25
Compressed Gas Cylinders .....	25
Aquarium Water Tank Display .....	25
Aisles.....	25
Carpeting .....	25
Hired Items .....	25
Waste Disposal .....	25
Drilling .....	25
Banners & Signage.....	25
Photographer.....	26
Drones at the Venue.....	26
Public Address System.....	26
Safe Working Practices .....	26
Security .....	26
Security Tips .....	26
Medical Services .....	27
Business Centre .....	27
ATMs.....	27
Banking .....	27
Prayer Rooms .....	27
Lost & Found.....	27
Subletting, Transferring / Disposing of Exhibition Space.....	27

## BASIC INFORMATION

### ABOUT THE VENUE

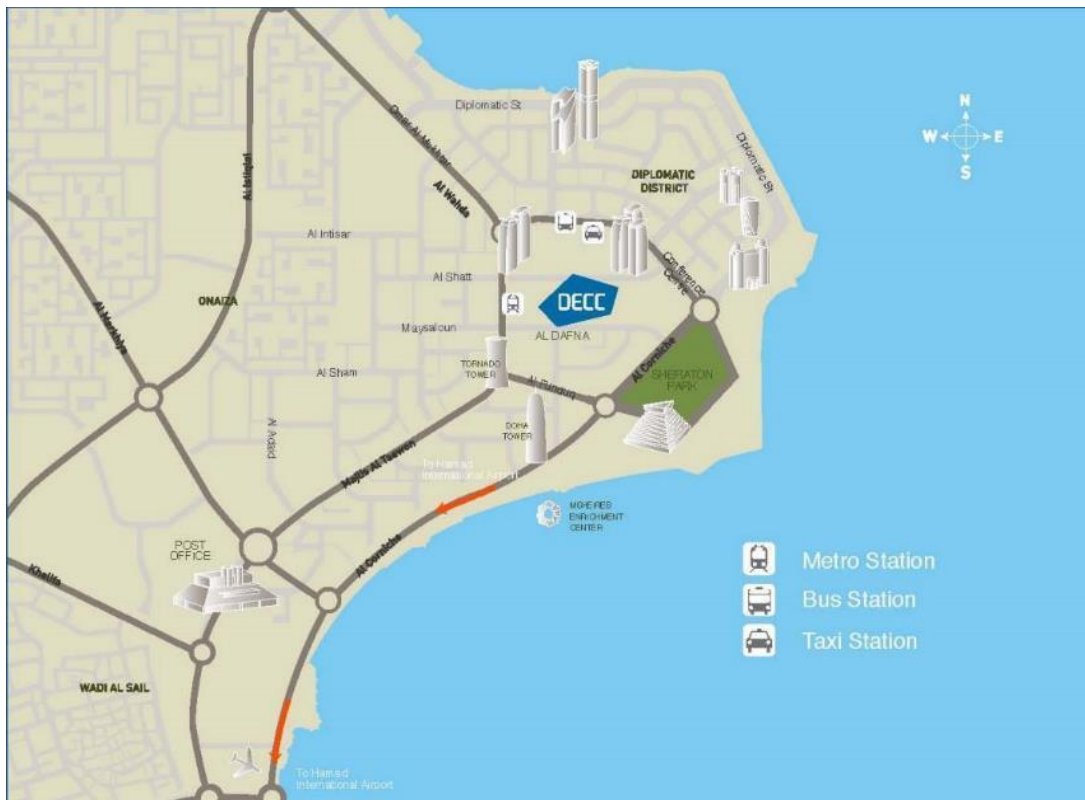
#### DOHA EXHIBITION & CONVENTION CENTER

West-bay, Behind City Center Mall

Doha, Qatar

Exhibition Halls 1 & 2

The Doha Exhibition and Convention Center is located in West Bay, the heart of Doha's business district, and whether you are arriving from the airport, or visiting our venue from within Qatar, reaching the DECC has never been easier.



### ARRIVING BY AIRPLANE

Traveling to Qatar has never been easier with the award-winning Hamad International Airport and the 5-star Qatar Airways, offering direct flights to more than 150 destinations.

Once you arrive Doha, DECC will be only 20 min drive from the Airport, during this short drive you can enjoy the view of Doha's stunning waterfront, following the Corniche.

### PUBLIC TRANSPORTATION

Karwa taxi services can be booked in advance by calling the call center on +974 800 8294. For on-arrival booking, simply approach the Karwa taxi kiosk located in the Arrivals hall. If you need to book special taxis for passengers with reduced mobility (PRM) please call Mowasalat directly on (+974) 4458 8888, providing as much advance notice as possible.

'Karwa' taxis offer a convenient and flexible way travel to and from Hamad International Airport. Our Taxi Pavilion makes it easy to hire and board your taxi.

Arriving passengers can board a taxi at the Taxi Pavilion located to the left end of the Arrivals hall. Follow the 'Taxi' sign at the Arrivals Hall or ask at an information desk or use our airport map to find your way.

All taxis are metered and the minimum flag down fare at the airport starts at QAR 25 (USD 7) and QAR 1.20 per kilometer between 05:00 AM to 09:00 PM and QAR 1.80 per KM between 09:00 PM to 05:00 AM

Please ensure you are carrying enough Qatari Riyals to pay for your trip as taxis only accept cash payments in local currency. ATMs are located in proximity to the taxi pavilion for your convenience.

## PRIVATE LIMOUSINE

### Ride Booking Apps:

Three ride-booking apps are available in Qatar: **Fox**, which is Local, the regional **Careem** app and the widely known international app **UBER**.

## DECC PARKING

With an excess of 2,800 parking spaces spread over two basements (basement 1 & basement 2), the car park at the Doha Exhibition & Convention Center is a 24/7 automated paid parking system. However, the parking operating hours where the car park is attended by Car Park Operators is from 7 am until 1 am (next day). Escalating hourly basis car parking fees is applicable as follows:

- First 2 hours: QR 2 each
- Third & Fourth: QR 3 each
- Every Additional Hour after the Fourth hour: QR 5
- Maximum per Day QR 70
- Lost Ticket: QR70

Except for Permanent Parkers/Parking Members, vehicles are not allowed to park overnight. DECC reserves the right to remove all vehicles remaining in the car park after 1 am, if the owner is not a Permanent Parker. Vehicles are not allowed to park within the 'no parking zones', & DECC reserves the right to remove any vehicles that are parked incorrectly or causing obstruction to other road users. Violators will be charged a daily fee plus administration fees. The maximum speed limit in the car park is 10 km/h. All vehicles are parked at the visitors' own risk, & DECC will not be liable for any loss or damage to any vehicle parked within the car park, or any harm done to humans including death. Doha Police Traffic Department Terms & Conditions are applicable at all times.

## CURRENCY

The monetary unit of Qatar is the riyal (abbreviated to QR or QAR). The exchange rate is pegged to the dollar and fixed at US \$1 = QR3.65. There are no foreign exchange controls.

## CLIMATE

Qatar enjoys year-round sunshine with a subtropical desert climate. Annual rainfall is low, and the summers are hot and humid. Spring and autumn are the best times to visit, offering pleasant daytime temperatures and cool, refreshing evenings.

## DRESS CODE

Qatar is an Islamic state and being respectful to its culture will help you enjoy your stay.

- Women should dress modestly, and men should not be shirt-less in public
- Public displays of affection and intimacy are strongly discouraged
- Ask permission before taking a picture of anyone that you don't know personally
- Drinking alcohol is strictly prohibited, except inside hotel bars



## IMPORTANT DATES & TIMES

**We highly recommend that you print this page and keep it with you at all times during the build-up, live days and break down of your stand**

### BUILD-UP

○ Space only stand	1 October	03:00 pm – 12:00 midnight
○ Space only stand	2 October	07:00 am – 12:00 midnight

### EXHIBIT SET-UP

○ Space only stand	3 October	07:00 am – 10:00 pm
○ Fitted shell stand	3 October	07:00 am – 10:00 pm

### LIVE DAYS

○ Opening ceremony	4 October	tbc
○ Exhibition opening hours	4 -7 October	02:00 pm – 09:00 pm
○ Exhibitor access	4 -7 October	01:00 Pm – 09:00 pm
○ Visitor access	4 -7 October	02:00 pm – 09:00 pm

**\*\*\*All exhibitors should be in their booth 30 minutes before the official opening hour.**

### BREAKDOWN

○ Limited break down	7 October	09:00 pm – 11:00 pm
○ Full Breakdown Fitted shell stand	8 October	07:00 am – 05:00 pm
○ Full Breakdown Space only	8 October	07:00 am – 10:00 pm
	9 October	07:00 am – 02:00 pm

### Please Note:

All stands must be completed and dressed up by 10:00 PM, **Sunday 3<sup>rd</sup> of October**.

All heavy machinery to be displayed inside the halls must be brought inside the DECC on the first day of build-up, on Friday 1st of October, in direct coordination with the official freight forwarder.

**Any persons entering the build-up area must wear face mask, high-visibility vests, hard hats, close shoes and other PPE (personal protective equipment) during stand build-up and break down DECC and the organizers reserve the right to refuse entry to those persons not in possession of the appropriate PPE.**

All Exhibitors and contractors are required to leave the DECC site at **10:00 pm on Sunday 3<sup>rd</sup> of October**. Security personnel will clear the site for sanitation and disinfection and there will be no re-entry after this time.

No finishing jobs will be allowed on the stands after 09:00 pm or during the event when the show opens. Any finishing or maintenance job requires approval from the organizer.

## QUICK REFERENCES LIST

This exhibitor manual has been designed to provide you with all the assistance and information you require leading up to the show. This manual does not replace our personal services; please contact us should you require any assistance.

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**We highly recommend that you print this page and keep it with you at all times during the build-up, live days and break down of your stand.**

## ORGANIZERS

<i>IFP QATAR</i>		
Mr. Haidar Mshaimesh Acting General Manager	M: +974 5060 5868	haidar.mshaimesh@ifpqatar.com
Mrs. Hayat Bayan Project Manager	M: +974 5025 4114	Hayat.bayan@ifpqatar.com
Mrs. Vanessa Abou Jaoudeh Gov't and Agent Relationship Manager	P: +961 (5) 959 111 Ext. 114	vanessa.aboujaoudeh@ifpexpo.com
Mr. Ahmad Keilani Director of Qatar Conferences	M: +974 3362 2122	Ahmad.Keilani@acm-events.com
Mrs. Lara Saad Head of Operations	M: +961 (3) 781 422	lara.saad@ifpexpo.com
Mr. Rawad Raad Senior Operations Coordinator	P: +961 (5) 511 977 Ext. 186	rawad.raad@ifpexpo.com
Miss Donna Cacam Senior Operations Officer	M: +974 5032 9900	Donna.cacam@ifpqatar.com

## OFFICIAL STAND CONTRACTOR

<i>CIRCLE QATAR</i>		
Mr. Charbel Matar Senior Project Manager	Tel: +974 4437 5808 Fax: +974 4442 6084	charbel.matar@circleqatar.com

## OFFICIAL FREIGHT FORWARDER

<i>BCC LOGISTICS</i>		
Mr. Charly Faddoul Project Manager	Mob: +974 3300 9605 Tel: + 974 4444 3436	charly.faddoul@bcclogistics.com
Mr. Chandaka Fernando Exhibitions & Events Supervisor	M: +974 6697 3900	thenege.chandaka@bcclogistics.com

## DECC

<i>SERVICES</i>		
IT	Tel: +974 4033 1111	it.servicedesk@decc.qa
CLEANING		fm@decc.qa
SECURITY		hsse@decc.qa
RIGGING		logistics@decc.qa
CATERING		fnb@decc.qa



## DECC SERVICES

### DECC CATERING OVERVIEW

DECC provides a one-stop solution for all the food and beverage requirements of organizers and exhibitors. Food and beverage are of paramount importance to the overall guest experience and is a core priority of DECC's catering offering. As a result, DECC has partnered with a recommended, yet non-exclusive catering provider for any events requiring food and beverage service.

### EXHIBITORS-ON STAND CATERING SERVICES

Exhibitors can order catering for exhibition stands by referring to the On-Stand Catering Form. Completed exhibition order forms should be returned no less than 10 Calendar days prior to the official move-in date of the exhibition. However, should an exhibitor wish to utilize the services of any other caterer it will be subject to DECC's approval and corkage fee will apply. Refer to DECC FB ON STAND CATERING ORDER FORM in the online exhibitor manual.

### OUTSOURCED-ON STAND CATERING

It is mandatory for any outsourced caterer to submit the following documents to DECC management in order to get access to the venue for providing their services to the exhibitor/client who has requested for such service. Depending on the nature of the offer the **exhibitor/client have to pay a daily corkage fee of QAR3500 per exhibition stand/booth per day to DECC** for allowing such services to be delivered in the venue. Refer to DECC OUTSOURCED ON STAND CATERERS APPROVAL FORM in the online exhibitor manual.

Should the caterer providing such services in DECC not have a written approval from DECC management they will not be allowed to operate in the venue.

#### Document Submission:

- Company trade license & computer card
- Signed disclaimer form with a copy of the catering menu along with prices
- Food handlers' certificate for onsite service personnel & HACCP certificate for the business unit
- Written acceptance of DECC corkage fees
- Advance cash deposit or cheque addressed to Qatar tourism authority for the full amount of corkage fee
- Name and address of the exhibitor who will be invoiced for corkage fees
- F&B delivery schedule (onsite) with vehicle plate number
- Provision for suitable waste management methods and dishwashing facilities to be arranged by the caterer directly

### FOOD AND BEVERAGE DISCLAIMER

Any client wishing to use an outsourced caterer or supplier for providing food and beverage waives and releases any rights, actions, or claims against DECC, its subsidiaries and affiliates, for any liabilities and damages, including any food-borne illnesses and death, arising out of or in connection with client's use or consumption of any food and beverage, or products provided by any catering service provider/vendor.

### ALCOHOLIC BEVERAGES

The sale, service, and consumption of alcoholic beverages are prohibited by law. Alcoholic beverages may not be served within DECC. It is not permitted to work whilst under the influence of alcohol.

## INTERNET AND TELECOMMUNICATION

DECC is the exclusive provider of information technology services within the venue. This includes all exhibition halls, meeting rooms, and public areas. All requirements to install, connect, repair, alter, or distribute information technology services, whether originating or terminating in DECC are to be arranged and coordinated with the DECC IT department. Material and equipment provided by DECC shall remain the property of DECC.

## WI-FI SERVICES

DECC offers 1 mbps complimentary Wi-Fi services at the concourse area. It is not advisable to use free wireless Internet for bandwidth intense or delay sensitive applications. Event and meeting room Wi-Fi requirements shall be considered on a case-by case basis and charged accordingly. No independent Wi-Fi networks are to be setup, as this interferes with the DECC wireless network. Wireless broadcasting devices such as Access Points (both 3G/4G and Ethernet based), routers and bridges are not to be setup/used in the venue. Failure to comply will result in the event's provided Wi-Fi network being blocked and LAN/ Internet services provided by DECC being deactivated, without refunds. **If you require these services, please download the IT form in the online exhibitor manual.**

## WIRED-LAN

Bandwidth requirements greater than 4 mbps must be requested three weeks prior to the event move-in date. **If you require these services, please download the IT form in the online exhibitor manual.**

## RIGGING

Rigging at the venue is an exclusive service. Only operator appointed riggers may attach any items to the venue rigging infrastructure.

- All rigging orders must follow the required guidelines and be submitted with a clear and precise rigging plan and an AutoCAD Drawing at the time of ordering.
- AutoCAD drawings must show any reference to the overall exhibition layout to determine the orientation of the rigging structure.
- All rigging must be within the perimeter of the stand.
- The maximum number of manual chain hoists for a single structure is 4. For 5 points or more, electrical motors must be used
- Maximum weight per point is 200 kg per point (static load).
- If a point exceeds 200kg its feasibility must be reviewed and approved.
- All plans must show each point's static load. For more than 5 points a detailed loading calculation is mandatory.
- DECC reserves the right to request detailed loading calculations at any time.
- All suspended elements need to be approved by the management of each exhibition before the final lift.
- The structure and connections must comply with all points of the DECC rigging checklist and the structure will not be lifted without final approval from DECC rigging team.
- All material must be marked with SWL (Safe Working Load) sign, as well as a current certificate of inspection not older than 12 months (the certification must be issued by third party) This includes steels, shackles, motors, span sets, truss or any other auxiliary material. If the material shows any signs of deficiency, damage, or poor installation, its use will be prohibited.
- It is mandatory to use an additional security cable when using manual chain hoists, electrical motors, span sets or any element deemed necessary for safety reasons. Motors with BS7906 category A and motors BGVD8 Plus / BGVC1 do not require safety steel if you have a maintenance certification within the last 12 months.
- DECC and the organiser are not liable for the loss and/or damage to banners during transportation, storage, installation and de-rig.

For more information, please **download the rigging form in the online exhibitor manual.**

## SECURITY

The DECC security team is the exclusive provider of Security Services. No other Security supplier will be allowed into the venue unless with prior approval of DECC management. All Security Services requests should be ordered at least 72 hours in advance to ensure availability. **If you require this service, please download the security form in the online exhibitor manual.**

## STAND CLEANING

Cleaning services that includes the rental of the booth are vacuuming of floor carpets, mopping of hard floors, dusting of tables and chairs, trash removal once a day, no exhibits or electronic devices will be cleaned. **Cleaning of exhibits remains the responsibility of the exhibitor.** Dedicated cleaning services on stand can be made available only through DECC. **If you require this service, please download the stand cleaning form in the online exhibitor manual.**

## OFFICIAL FREIGHT FORWARDER / ON-SITE HANDLING (FOR QATARI COMPANIES ONLY)

**BCC Logistics** has been appointed as the official freight forwarder and on-site handling agent for **PROJECT QATAR 2021 Exhibition.**

Local Exhibitors / Local Contractors who intend to deliver their Local cargo/ exhibits/ stand-building materials to the venue by themselves are kindly requested to coordinate with BCC Logistics and book the necessary resources required for smooth cargo handling on site.

For International Freight/Cargo handling on site, the below Tariff will not be applicable.

**Machineries/ equipment of 3rd party agents/ suppliers/ Contractors for handling exhibits on site are not permitted to operate.**

For any service needed on site, exhibitors are requested to contact BCC Logistics for reservation one-month prior Bump in dates.

For Handling enquiries please contact:

**BCC Logistics**

**Mr. Charly Faddoul**

**T +974 4 444 3436**

**M +974 3300 9605**

**E charly.faddoul@bcclogistics.com**



## ONSITE EQUIPMENT RENTAL AND MANPOWER HIRE

Service	Rate per Hour per Exhibitor (QAR)	Minimum billed hours
Crane 20tm	800.00	2
Crane 30tm	650.00	3
Crane 40tm	750.00	3
Crane 50tm	800.00	3
Crane 80tm	1,100.00	4
Electric Forklift (white tires/ white covers) with driver 1tn	80.00	2
Electric Forklift (white tires/ white covers) with driver 3tn	130.00	2
Diesel Forklift (white tires/ white covers) with driver 5tn	130.00	2
Diesel Forklift (white tires/ white covers) with driver 7tn	350.00	3
Pallet truck	50.00	2
Scissor Lift (6 to 8 meters) Including mob-de-mob, without operator	220.00	8
Scissor Lift (10 to 12 meters) Including mob-de-mob, without operator	250.00	8
Hand chariot	50.00	2
Foreman	50.00	4
Worker	35.00	4

- Above charges are for erection or dismantling works on stand only; above rates are not applicable for cargo handling at delivery docks (Offloading/ Loading area)
- Above services are available for the set-up of exhibits if required; the scope of work includes only working on the stand for the assembly / dismantling of exhibits and cannot be utilized for loading or offloading of exhibits/ freight at the marshalling area

Surcharges	%
Out of regular working hours (18:00 to 8:00 Hrs)	20%
Weekends and holidays	30%

Warehousing	Price Rate
Per m3 (Minimum 3 CBM)	QAR 12.00 (min 3 m3/shipment)

Empty Crates	Price Rate
Storage of empty crates on-site per CBM/ day	QAR 12.00 (Min 3 CBM)
Storage at off-site warehouse per CBM / day (Includes Handling & Transport)	QAR 80.00 (Min 3 CBM)

## OFFLOADING, DELIVERY TO STAND, COLLECTION FROM STAND

Loading for Stand Building Materials Applicable Ex-Arrival Onsite at DECC Excluding Marshalling Fees

Offloading, delivery of the boxes to stand, collection from stand and loading on-site at DECC	Truck Type	Rate per truck (delivery to DECC offloading area in QAR)
10 minutes	Mini-van/ Pick-up 1 ton (Minimum 3 CBM)	400.00
15 Minutes	Pick-up 3 ton (Minimum 5 CBM)	650.00
30 Minutes	Pick-up 5 (Minimum 8 CBM)	900.00
30 Minutes	Pick-up 7 ton (Minimum 15 CBM)	925.00
30 Minutes	Pick-up truck 10 ton & 20' DC containers (Minimum 25 CBM)	950.00
60 Minutes	12-meter trailer & 40' DC container (Minimum 45 CBM)	1,700.00
60 Minutes	16-meter trailer & 40' HC container (Minimum 60 CBM)	2,050.00

- Above charges are applicable per each way and per vehicle
- Above charges include Offloading and delivery to stand per vehicle/ truck
- Above charges include collection from stand and loading to the vehicle on-site
- Minimum chargeable volume will be applicable per truck type

## SPECIAL DISCOUNTS APPLICABLE ON ABOVE TARIFF (ON-SITE CARGO HANDLING/OFFLOADING & LOADING):

APPLICABLE ON THE TOTAL VOLUME OF EACH TRUCK TYPE

+ 30 units = 20% discounts on the above tariff.

+ 50 units = 30% discounts on the above tariff.

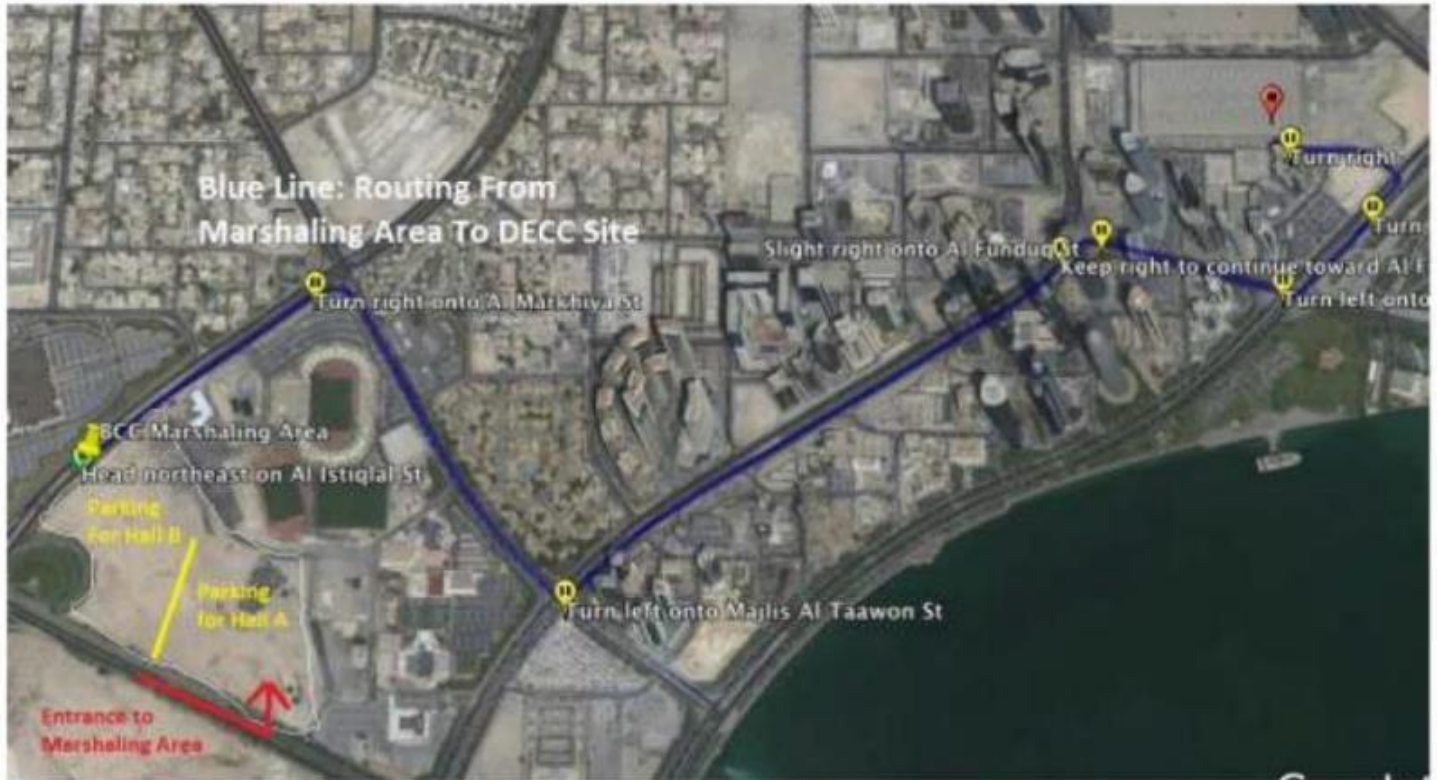
+ 80 units = 40% discounts on the above tariff.

- Delivery rates to the storage area is applicable for trucks which are offloaded at the storage place, and includes charges for, later shifting the goods from tent to the venue.
- Delivery rates to DECC Cargo Dock is applicable for goods which are delivered directly to the venue cargo dock.
- Above rates will be applied each way, bump in and bump out.
- The above rates include marshalling fees, receiving cargo at loading docks at Exhibition site, unloading of cargo from the vehicle and delivery to stand (first time spotting).

- The above rates include marshalling fees, collection of cargo from stand, loading of cargo at loading docks at the Exhibition site. (Cargo to be stacked / packed suitable for loading by forklift/ manual labor.
- Above rates are not applicable in case the weight or dimensions of individual packages are exceeding 2000kg and 200x200x150 cm (L/W/H); rates for such packages will be quoted on a case-by-case basis.
- Above rates not applicable for international freight.

## VEHICLE MARSHALLING ROUTE

Following is the vehicle marshaling route to be followed by vehicles arriving for deliveries to the venue. All vehicles should report to office of BCC Logistics at the Marshaling Yard located at Qatar sports club and obtain gate pass before proceeding to DECC:



## TO THE ATTENTION OF ALL THE CONCERNED PARTIES

- Due to limited and restricted access available at the delivery gates of DECC, we would like to inform all Concerned Parties, Exhibitors / Contractors / Freight Forwarders / Suppliers that priority will be given to the delivery and positioning of heavy and out of gauge items into the halls on the first day of build up for the EXHIBITION.
- This means any cargo which have dimensions in excess of Length 200 x Width 200 Height 200 centimeter / weight 2000 Kilograms needs special handling and have to be delivered to stand on the first day of Build Up.
- Once the exhibition stands start building the stands, the access points from the delivery gates of the exhibition hall as well as maneuvering any cargo of bigger dimension, in between aisle will become difficult and a safety hazard. In this regard, we request you to please coordinate and schedule your deliveries with BCC Logistics and arrange to have your exhibits at the Marshaling area close to the venue before the first day of Build Up.
- Additionally, there is restriction on the usage of diesel-powered equipment such as cranes, forklifts as well as floor bearing capacity inside the halls and this will need prior approvals from the Venue.
- It is therefore a must that exhibitors should provide a technical drawings & method statement and any other related documents as required by DECC, Health & Safety department.

- Please note that BCC Logistics will not be liable for any delays or non-delivery of cargo arising from the late arrival of cargo at exhibition site or due to any restrictions which arise due to non-availability of proper access for cargo handling and delivery to the stand, as well as non-compliance of DECC Health & Safety requirement.
- Considering the above, we request the cooperation of all stake holders to be aware of the situation and hence adhere with the stated deadline & DECC HSE requirements, to complete the delivery of cargo to respective exhibitors stand on time.

#### OFFICIAL FREIGHT FORWARDER / ON-SITE HANDLING (FOR INTERNATIONAL COMPANIES ONLY)

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For Handling enquiries please contact:

**BCC Logistics**

**Mr. Charly Faddoul**

**T: +974 4 4443436, M +974 3 3009605**

**E: [charly.faddoul@bcclogistics.com](mailto:charly.faddoul@bcclogistics.com)**



For further information, a detailed document will be communicated to you. Please submit your request to [rawad.raad@ifpexpo.com](mailto:rawad.raad@ifpexpo.com)

#### OFFICIAL INSURANCE (COMPULSORY)

For Insurance enquiries please contact:

**SEIB Insurance & Reinsurance Company LLC.**

**Ms. Indrani Kabi**

**T: +974 44026847**

**M: +974 33838547**

**E: [SeibCommercial@seibinsurance.com](mailto:SeibCommercial@seibinsurance.com)**

**W: [www.seibinsurance.com](http://www.seibinsurance.com)**



All stand fitting contractors must hold an appropriate public liability insurance policy.

The organizers themselves, their servants or agents shall not be liable for the safety of exhibitors, their servants, agents, contractors, or invitees during the exhibition, or for any articles of any kind brought into the exhibition by the exhibitors, their servants, agents or contractors, invitees or members of the public.

Exhibitors shall make sure that they are fully covered by insurance, including, but not restricted to, all risks on their property, exhibits or articles or any kind of public liability and comprehensive protection against any loss or damage caused by any circumstances, whatsoever, whether due to fire, water, theft, accident or any other cause.

The period for which such insurance will be maintained, shall run from the time the exhibitor, or any of his servants, agents, or contractors, first enters the exhibition grounds up until all his exhibits and property have been removed. the exhibitor shall insure against, indemnify and hold the organizers harmless in respect of all costs, claims, demands and expenses to which the organizers may in any way be subject to as a result of any loss or injury arising to any person (including members of the public, the organizer's staff, agents or contractors) or property, no matter how caused as a result of any act of default of the exhibitor, his servants, agents, contractors or invitees. If the organizers so demand, the exhibitor shall provide a proof to the organizers that the exhibitor has adequate insurance coverage. Exhibitors must ensure that their temporary staff and the staff of their servants, agents or contractors are insured against for workman's compensation.

The organizers shall not, in any event, be held responsible for any restrictions or conditions which prevent the construction, erection, completion, alteration or dismantling of stands, for entry, placement or removal of exhibits, or for the failure of any service or



amenities provided by the hall landlords or other third parties. The organizers shall not be liable to the exhibitor for any cancellation or part-time opening of the exhibition either as a whole or in part, or for any amendments or alterations to all, or any of the rules and regulations caused by circumstances beyond their control.

## OFFICIAL CARRIER

**Qatar Airways** has been appointed as the Official Carrier for **Project Qatar 2021**.

Qatar Airways has grown to more than 150 destinations worldwide, offering unmatched levels of service excellence that have helped excel the award-winning carrier to become best in the world.

We invite you to experience one of the World's 5-Star Airlines, Qatar Airways has earned many awards and accolades, becoming one of an elite group of airlines worldwide to have been awarded a 5-Star rating by Skytrax.

Qatar Airways, as the official Carrier for **Project Qatar 2021** is pleased to offer you an exclusive fare on your flight to Doha to attend the event. Participants will enjoy up to 12% discount\* on market fares. Qatar Airways sees value in supporting the initiatives of this event and looks forward to welcoming participants onboard Qatar Airways.

Please insert the promo code in booking your ticket to avail the discount.

Book your ticket: [www.qatarairways.com](http://www.qatarairways.com)

Promo Code: **PRJQAT21**



## VISAS

Qatar is now open to welcome international visitors and returning travelers. However, all groups must adhere to the latest travel policies to enter the State of Qatar (see following section **"Qatar Travel & return Policy"**). For more details on visa information, requirements and the latest policies please visit the links below:

E-Tourist Visa: [E-Tourist Visa \(moi.gov.qa\)](http://moi.gov.qa)

Visa-Free Stay Extension: [MOI Qatar - Visit Visa Extension](http://moi.gov.qa)

Travel information: [Travel information | Visit Qatar](http://moi.gov.qa)

Apply for an ETA here: [www.qatarvisaservice.com](http://www.qatarvisaservice.com)

Qatar Travel and Return Policy: [COVID19 Qatar Travel and Return Policy \(moph.gov.qa\)](http://moph.gov.qa)

Interactive COVID-19 Travel Measures Guide: <https://www.gco.gov.qa/en/travel/>

## QATAR TRAVEL AND RETURN POLICY (MANDATORY)

### General policy

1. Pre-electronic registration through ([www.ehteraz.gov.qa](http://www.ehteraz.gov.qa)) is **mandatory** for **international visitors** and **GCC residents** to obtain a travel permit at least (12) hours before travel, and the passengers will be required to download all official documents and present the travel permit to the airline employees (in case of travelling through Hamad International Airport) to allow them to board the aircraft, or to the immigration employees at the land borders (in the event of traveling through Abu Samra land port).
2. Pre-electronic registration through ([www.ehteraz.gov.qa](http://www.ehteraz.gov.qa)) is optional for Qatari citizens and residents.
3. A PCR test must be conducted at an approved medical center by the local Ministry of Health in the country of departure before travelling to the State of Qatar.
4. GCC citizens who have recovered from Covid-19 are required to present the original vaccination certificate (at least one dose of any of the recognized vaccines by the Ministry of Public Health- Qatar), a PCR test, as well as a certificate proving occurrence of Covid- 19 infection.
5. Travelers coming from Bangladesh, India, Nepal, Pakistan, Philippines or Sri Lanka. Vaccinated travelers coming from these countries will be subject to hotel quarantine for a period of two days. The quarantine period will end after obtaining a negative PCR test result on the second day.

6. Immunity period for the vaccinated individuals is (12) months, starting after 14 days from the date of the second dose and the immunity period can be extended based on any new data in this regard.
7. It is the responsibility of the individuals to make sure of any changes to the travel and return policy of the State of Qatar through the official sources and websites before planning travel.
8. Lists of approved / conditionally approved Vaccines by Ministry of Public Health:

Approved Vaccines	*Conditionally approved vaccines:
<ul style="list-style-type: none"> <li>Pfizer / BioNTech (Comirnaty)</li> </ul>	<ul style="list-style-type: none"> <li>Sinopharm vaccine</li> </ul>
<ul style="list-style-type: none"> <li>Moderna (Spikefax)</li> </ul>	
<ul style="list-style-type: none"> <li>AstraZeneca (Coveshield / Oxford / Vaxepheria)</li> </ul>	
<ul style="list-style-type: none"> <li>Jansen / Johnson &amp; Johnson (only one dose)</li> </ul>	

- Travelers who are fully vaccinated with the above specified conditionally approved vaccines shall undergo antibody test upon arrival, if the result is positive, they shall be exempt from the quarantine requirements; if the result is negative, the passenger will be required to do a PCR test upon arrival and must undergo quarantine based on the classification of the departure country.
- Passengers who have taken one of the recognized vaccines must submit the original vaccination certificate, which shall include the following information:
  - Name of the passenger and it must match the passport.
  - Dose dates according to type of the vaccine (one dose for Jansen vaccine and two doses for other vaccines).
  - Type/name of the vaccine.
  - Lot number of the vaccine (if any).
  - Official logo or seal of the vaccination authority.

Entry shall be restricted to the vaccinated international individuals only and after submitting the Pre-electronic registration through ([www.ehteraz.gov.qa](http://www.ehteraz.gov.qa))

#### Fully vaccinated individuals:

- Shall be exempt from quarantine in the event of obtaining vaccine doses licensed by the Ministry of Public Health and a period of (14) days has elapsed after receiving the second dose of a two-dose vaccine or from a single dose in the case of the single-dose vaccine.
- Passengers must download and activate the **Ehteraz app** on their mobile phones using locally approved SIM cards which can be obtained from a local provider or at the airport (Ooredoo or Vodafone).

#### Ehteraz application policies

- Passengers coming to Qatar must download Ehteraz app and activate it on their mobile phones upon their arrival at the Port of Entry (PoE). To achieve this, the passenger must obtain the following:
  - A Qatari SIM card from a local telecommunications operator which can be purchased at the airport (Ooredoo or Vodafone).
  - Access to the Internet.
  - A smartphone that supports Android 6, newer versions or IOS 13.5 and above.
  - Download the app on the mobile either via Google Play, Apple App Store or from any online search engines.
  - Knowing that SIM cards and smartphones are available for purchase at Hamad International Airport and Abu Samra Port if the passenger does not own them before arrival.
- Diplomats, administrative cardholders, and VIP visitors shall be exempted from this procedure.
- The health status in Ehteraz application for fully vaccinated people in the State of Qatar shall remain green with a golden frame to indicate that they are exempted from quarantine if result of the PCR test is negative and that they have completed (14) days from the date of the scheduled doses according to the vaccine.
- The health status in Ehteraz app for international visitors vaccinated in their countries shall remain green without a golden frame until their vaccination data is updated in the system.

For more details, please check the link below:

Qatar Travel and Return Policy: [COVID19 Qatar Travel and Return Policy \(moph.gov.qa\)](https://moph.gov.qa/COVID19-Qatar-Travel-and-Return-Policy)

Travel information: [Travel information | Visit Qatar](#)

Interactive COVID-19 Travel Measures Guide: <https://www.gco.gov.qa/en/travel/>

## TRAVEL INFORMATION FOR INTERNATIONAL (MANDATORY)

Please fill in the form below with your personal information and upload necessary documents.

Full Name ( <i>as it appears on passport</i> )		Nationality	
Passport Number		Travelling from what country	

Upload the following forms:

- Passport copy:
- Vaccination certificate:
- Hotel Booking Confirmation:
- Air Ticket:

## OFFICIAL HOTEL

The **Intercontinental Doha The City** has been appointed as the **Official Hotel** for **Project Qatar 2021**.



**INTERCONTINENTAL DOHA THE CITY** is ideally located for business or leisure in exclusive West Bay, **5 minutes away from DECC – Doha Exhibition Convention Centre** and close to Doha Golf Club, City Centre Shopping Mall and the more traditional Souq Waqif.

For more information on the hotel or to make a booking please contact:

**Mr. Ahmed Salah, Sales Manager**

**Tel: +974 4015 8888**

**Mob: +974 7021 8816**

**Dir: +974 4015 8755**

**Fax: +974 4015 8810**

**E-mail: [Ahmed.Salah@ihg.com](mailto:Ahmed.Salah@ihg.com)**

**Reservations: [icdohatc.reservations@ihg.com](mailto:icdohatc.reservations@ihg.com)**

**Web: [intercontinental.com/dohathecity](http://intercontinental.com/dohathecity)**

### Single Deluxe room at QR 450 per night:

- Complimentary breakfast
- Complimentary wireless high-speed internet access.
- 20% discount in all restaurants and bars (excluding shisha, tobacco and special promotions)
- Two complimentary bottles of mineral water
- Complimentary daily local newspaper, tea and coffee facilities
- Complimentary access to the Health & Fitness Club on the 46th floor featuring an open-air rooftop swimming pool, steam and sauna rooms

- 20% discount on laundry service
- QAR 100 supplement charge for double occupancy

\*The above rates are valid from 1st October 2021 to 8th October 2021

For Group Bookings please contact Ahmed Salah on [Ahmed.Salah@ihg.com](mailto:Ahmed.Salah@ihg.com)

## OFFICIAL RENT-A-CAR

**Challenger Rent A Car & Limousine** has been appointed as the **Official Rent-A-Car** partner for **Project Qatar 2021**. We trust that they will offer you the best discounted rates, facilities and service throughout the show.

To book your car, kindly contact the person below mentioned & a representative from the company will be in touch with you to fulfill your request

**Mr. Amjad Charaan**

Mobile : +974 6686 6446




Hotline : +974 5016 3030

E : [a.charaan@challenger.qa](mailto:a.charaan@challenger.qa)

W : [www.challenger.qa](http://www.challenger.qa)



**CAR RENTAL (SELF DRIVE) RATES** (Quoted in Qatari Riyal and can be converted to dollar as QAR 1 = \$3.65)

VEHICLE TYPE	CATEGORY	MODEL	DAILY RATE (QR)	MONTHLY RATE (QR)
 Mercedes-Benz	S-CLASS	2019	1,500 QR	25,000 QR
	E-CLASS		1,000 QR	15,000 QR
 CHEVROLET	IMPALA	2015/2016	400 QR	9,200 QR
	H1	2020	1,000 QR	14,000 QR
BUS	14-SEATER	2018	1,000 QR	10,000 QR
BUS	30-SEATER	2016	1,200 QR	16,000 QR

### Note:

- Note: The above-mentioned rate is 10 Hours per day (daily) and 10 Hours per day & 6 days a week (monthly). For any extra hour, additional charge will apply per hour per day.

### GENERAL TERMS:

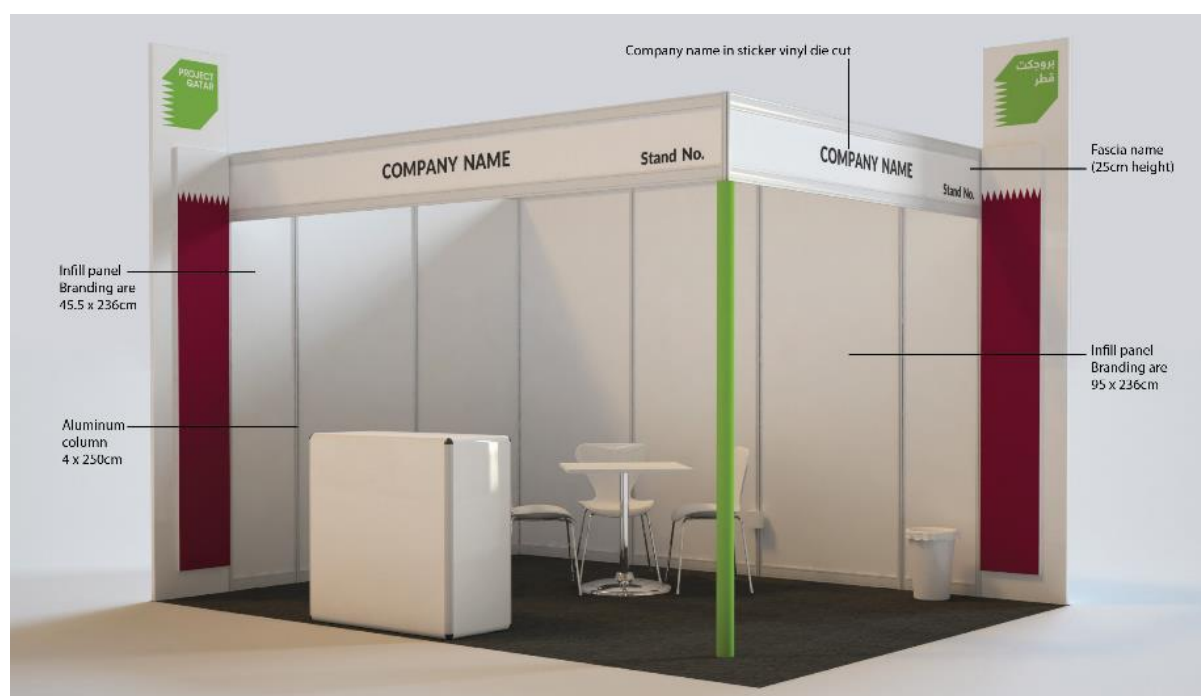
- PAYMENT SHOULD BE MADE 15 DAYS AFTER RECEIVING THE INVOICE.
- 50% LIABILITY WILL BE CHARGED IN CASE OF CONTRACT TERMINATION.
- DELIVERY PERIOD: 1 TO 15 DAYS AFTER RECEIVING THE PURCHASE ORDER.
- LPO REQUESTED, INCLUDING THE NUMBER OF VEHICLES AND TOTAL AMOUNT OF LEASING CHARGES.

## IMPORTANT INFORMATION

### FITTED SHELL STAND SPECIFICATIONS

This stand includes panel boards, carpets, lighting, socket, name board, chairs, tables, lockable cabinet.

Area/m2	Chair	Wooden Table	Lockable cupboard	LED Spotlight 9.5 watts on track	13-amp Socket (max 500 watts)
9m2 – 15m2	3	1	1	3	1
16m2 to 24m2	6	2	2	6	2
25m2 to 33m2	9	3	3	9	3
34m2 and above	9	3	3	12	3



### PANEL DIMENSIONS

#### Height:

The overall shell scheme height is 2.5m

### WALLS

Wall partitions in Octanorm aluminum system, silver columns and beams with white infill, these panels may not be painted or damaged in anyway. Wooden feature 3000MMh with printed flag (350 x 2350MMh) and printed logo (450 x 500MMh). The corner is with plastic pipe painted in green 2110MMh.

### FASCIA NAME BOARD

390mm high (250mm white panel between 70mm beams) System fascia panels in aluminum system and white infill panels (exhibitors names and stand numbers from computer cut vinyl sticker. Fascias will be supplied for all open sides of the shell scheme stand.

## POWER SUPPLY

Socket supply is 500 watts power consumption, power requirement more than 500 watts, must order extra.

No part of any stand or exhibits including fascia, signage, lighting, corner posts or other fittings should obscure any fire or exit signs. The back of your stand is not to interfere with your neighbors' in any way.

While using booths or other facilities rented from the Official Stand Contractor, the exhibitors must return them in good condition and will be responsible for any damages incurred during the period of use.

Please note that the Organizers / the Venue will not accept liability regarding any contract entered between exhibitors and sub-contractors for the negligence or default of any such persons, their servants or agents.

## SPACE ONLY STANDS SPECIFICATIONS

This stand is an empty location with no carpet, furniture, panels or electricity. It is compulsory to order electricity connections for your stand, please complete **order form 8**.

## SECURITY DEPOSIT (COMPULSORY FOR SPACE ONLY STANDS)

Space only exhibitors and contractors are required to pay a refundable **security deposit** prior to moving on-site. Payment should be made 2 weeks before the move-in date. Exhibitors and/or contractors who have not paid this deposit **will not be allowed** to construct their stand. **Payment for Security deposit can be made by cheque to IFP Qatar LLC.**

1m<sup>2</sup> = QAR 250 (QAR 3,000 minimum and QAR 36,000 maximum) or 1m<sup>2</sup> = USD 69 (USD 822 minimum and USD 9,863 maximum).

## STAND HEIGHT AND STAND DRAWING

- Maximum stand height - **6 meters**
- Any stand exceeding to **4 meters height** requires a structural calculation signed and stamped by a certified structural engineer
- Space only, stands with ceiling, stands incorporating a mezzanine level or raised above a 3000mm, stands above 4 meters high it is a must to download the **Exhibition Stand Structure Form**
- The maximum weight permitted inside the DECC hall is **2.5 tons per sqm**. Weight load calculation signed is mandatory for all heavy items displayed exceeding 1 ton. This calculation is to be submitted to BCC Logistics and shared with the Venue 30 days prior to build up for approval.
- All heavy items exceeding 1 ton it is recommended to be displayed on top of elevated platforms.
- To protect the exhibition floor all stands **MUST** be built on PVC plastic / carpet or reinforced cardboard
- Check that no part of your stand projects into/or overhangs any aisle or adjacent stands.
- Make sure to paint the backside of your stand in white paint regardless the height of your stand
- No part of DECC walls, glass façade elements or columns to be used as supports or backing for any stands
- All space only stand must be prominently affixed the stand number on the stand
- Submit the **following requirements of your stand** for DECC review at least 1 month prior to official build-up to [Operations@projectqatar.com](mailto:Operations@projectqatar.com)— only clear JPEG or PDF files are accepted. All documentation should be available on site in a hardcopy
  - Full drawings with measurements and Elevation drawings
  - 3D visual of the stand
  - Connection details
  - Risk assessment and Method statement should be signed and stamped
  - Certificate of Fire Resistance (For any flammable material used)

Where no drawings and full calculations have been submitted, and reviewed, stands will be subject to an on-site engineering inspection and may be liable to adjustments on site.



## COMPLEX OR STANDS OF MORE THAN 1 LEVEL

- The allowed total size of the 2<sup>nd</sup> level of the stand is maximum **40%** of the total size of the booked space (**please enquire with the organizer before constructing your stand**)
- Double decker stands will require a structural calculation signed and stamped by a certified structural engineer and the Venue will assess them on site.
- A copy of the certificate must be submitted at least 1 month prior to the official build-up

## RAMP FOR DISABLED ACCESS

Accessible stand or booth design must be a part of the exhibition development philosophy as people with disabilities form part of our community and audience. The main stand and both edges must be protected by a handrail at a Height of between 840mm-1100mm, with continuous clear headroom of 2m. The ramp width should be at Least 1000mm and the gradient not more than 1:12. Where a Risk Assessment has highlighted the possibility of having large numbers of disabled persons at a show, these measures may require further consideration.

## ACCESSIBLE STAND GUIDELINES

Accessible stand design must be a part of the exhibition development philosophy as people with disabilities form part of our community and audience.

Following guidelines to make exhibitions accessible will positively impact people with disabilities, as well as many non-disabled people. Let us embrace Accessibility as a mandate to serve people who have been discriminated against for centuries.

- The stand should be designed to enable access for wheelchair users. If the stand is above ground level a ramp with a reasonable gradient is required.
- If a ramp is provided, handrails may be required if the ramp is long.
- If there is stepped access handrails should be provided where there is more than 1 step.
- Is the stand double height? If so, does the staircase have handrails provided on both sides?
- The circulation routes need to be wide enough for wheelchair users to maneuver and turn easily.
- Counters and display areas should be designed to enable someone in a wheelchair to view them. If the counter is high, a lowered section should be provided.
- Stands should display materials to ensure people who are short, seated, or standing can view them easily.
- If your stand includes any glass doors or walls, they should be clearly marked for safety reasons for someone with a visual impairment.
- The colors used within the exhibition stand should be suitable for people with visual impairments. The walls should contrast to the floor and any display stands/counters.
- If the stand is above floor level the edge of the stand should contrast to the remainder of the floor to ensure there are no trip hazards, especially for visually impaired people.
- The stand should be evenly lit and not create areas of shadow which could be an issue for visually impaired visitors.
- The concourse around the stand should also be evenly lit.
- Sufficient lights should be projected on to all display items inside the stand to make them clearly visible for all visitors, especially visually impaired visitors.
- Where there are seating areas, space should be allocated to accommodate seating for wheelchair users and their companions.
- Seating areas should be provided within the exhibition space to enable people to rest if required.
- Where required hearing enhancement systems should be provided i.e. at registration desk.
- Signage should be suitable for people with a visual impairment i.e. it needs to be clear and simple. Where appropriate it should incorporate braille.

## STAND CONTRACTORS GUIDELINES AND BADGES

A separate guideline will be sent to the Contractors, Sub-Contractors, Suppliers and Staff Guidelines, as well as the badges form.

## STAND CONTRACTOR FOR SPACE ONLY EXHIBITORS

**Circle Qatar** has been appointed as the official contractor & electrical contractor for the show. If you wish to use an alternative design or to upgrade your stand, please contact **Circle Qatar**.

Mr. Charbel Matar - Senior Project Manager

T : +974 4 4375808

F : +974 4 4426084

E: [charbel.matar@circlegatar.com](mailto:charbel.matar@circlegatar.com)

## EXHIBITION STAND STRUCTURE

This section is compulsory for the Space Only Exhibitors stands with a ceiling, stands incorporating a mezzanine level or raised above 3000mm, stands above 4 meters high and Double Decker Stands, **please download the Exhibition Stand Structure Form in the online exhibitor manual.**

## CONTRACTORS TOILETS

Contractors' toilets are in the loading dock area. Toilets inside the exhibition halls, VIP Suites, Majlis, or public foyer should not be used by staff and contractors.

## ELECTRICAL INSTALLATIONS

Main supply to space only sites is not included and must be ordered via the exhibitor manual prior to the exhibition. Please note that your order will not be processed until payment is received.

When completing the relevant form, the location of the items should be clearly marked on the grid plan, if you do not submit a grid plan, your electrics will be placed at the discretion of the electricians, if you subsequently require this to be moved, there will be an additional charge.

Due to a limited supply available at DECC, we highly recommend that you book your electrics before deadline in order to avoid disappointment. We cannot guarantee to meet your exact requirements on orders issued after this date.

**Orders received after the deadline date or placed onsite will be subject to a surcharge.**

The deadline for orders and payment is **September 13, 2021**. A **20% surcharge** will be added to all orders received and paid after this date and before **September 20, 2021** (included). **From September 21, 2021** orders will only be accepted on site during the setup and will be subject to availability and 20% surcharge. Kindly submit your orders to

When working on their stands, exhibitors and contractors should ensure that:

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

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

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

Exhibitors installing their own power connections to their displays must also ensure such installations conform to the **BS 7671 Regulations** and will be subject to inspection and approval by a third-party company before connections are energized.

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

## WORKING AT HEIGHT

A person is working 'at height' if there is a possibility of their being injured from falling, even if they are working at or below ground level. Generally, this means above 2m. The above guides offer clear information on the correct use of access equipment such as ladders, cherry-pickers, mobile work platforms and scaffolding, along with guidance on ways prevent falls and ensure safe working practices whilst erecting steelwork.

- Undertake a suitable and sufficient Risk Assessment and Method Statement;
- Ensure that stairs and handrails (or temporary guardrails) are fitted as early as possible to provide safe access to higher levels of the stand;
- Ensure that any welding or cutting on the upper-decks do not present a fire risk or hazard to passers-by or contractors working on lower decks. A hot work permit will usually be required;
- Ensure that a safety-zone is created around the stand to protect passers-by against materials accidentally falling off the stand;
- Ensure that ladders are not to be used as workplaces, only as a means of access. Ladders used must be of industrial strength and not ones designed for domestic use;
- Ensure that suitable lighting, heating, signage, PPE and rest periods are provided;
- Ensure that the Exhibitor or their principal contractor provides hard hats to their crew and erects suitable signage.

**All reasonable steps should be taken to eliminate or minimize work at height. Works at height should be properly planned and supervised and the correct equipment selected.**

## GENERAL INFORMATION

### CHILDREN

Visitors and Exhibitors' children under the age of 16 are not allowed during the build-up, exhibition days and breakdown **under any circumstances**, to enter the exhibition.

### OFFICIAL OPENING

The Official Opening will take place on the first day of the exhibition – **4 October**.

### SMOKING IN THE VENUE

As per Qatari law, the entire complex is a non-smoking venue. Anyone found smoking on the premises shall be removed and re-entry to the venue shall be at the discretion of DECC. For health and safety reasons, smoking is strictly prohibited in the loading docks.

### EMERGENCY EXITS, HALL AISLES

The emergency exit routes must be kept clear at all times. All fire protection systems exit, and evacuation routes must not be obstructed. The aisles in the halls may not be obstructed by left-behind or protruding objects. In case of any violations of these rules, the organizers shall be entitled to take remedial action at the expense and the risk of the party responsible.

## PERSONAL PROTECTIVE EQUIPMENT

Any persons entering the build-up and break down area must wear high-visibility vests, close shoes and other PPE (personal protective equipment).

## NOISE LEVEL

Limitations exist on the amount of noise that can be emitted from the venue into public areas. Reasonable noise levels are considered as follows:

- a maximum of 65dB (A) between 7.00am and 8.00pm
- a maximum of 55dB (A) between 8.00pm and 7.00am

Exhibitors shall make sure that noise generating from the operating exhibits/ machines must be under a reasonable level. Sound insulation partitions are recommended for noisy machines. Exhibitors who wish to operate their machine the exhibitor shall obtain approval from the organizers

The organizers reserve the right to stop any demonstrations and operating exhibits causing unreasonable noise

## DRINKING FOUNTAINS

For the safety of everyone drinking fountains will not be available around the perimeter of the exhibition hall.

## FOOD AND BEVERAGE OUTLETS

International and local food & beverage outlets are located at the foyer & inside halls to provide snacking and beverage solutions to all the exhibitors, visitors & guests.

## FLOOR LOADING

The maximum weight permitted inside the DECC hall is **2.5 tons per sqm. Weight load calculation signed** is mandatory for all heavy items displayed **exceeding 1 ton**. This calculation is to be submitted to BCC Logistics and shared with the Venue 30 days prior to build up for approval. All heavy items exceeding 1 ton it is recommended to be displayed on top of elevated platforms. The organizers reserve the right to surcharge any damage done to aisle carpets or the floor.

## DELIVERIES

The Organizers/ Venue will not take delivery of any goods whatsoever on behalf of an exhibitor, nor will the Organizers/ Venue accept responsibility for the safety or well-being of any such items unloaded and/or delivered to the site in the absence of any exhibitor, his agent or contractor. Should you require this service, please contact **BCC Logistics**

## VEHICLE DISPLAY

All vehicles have no more than a ¼ tank of fuel when displayed in the venue and must have drip pans underneath the engine bay and pads under all tires. Fuel tanks are to be locked and sealed with the manufacturers approved fuel cap. Connection to the battery needs to be removed during the duration of the display. Running of display vehicles during the exhibition is prohibited. All vehicles displayed on a gradient are to be locked and no access given unless removing the vehicle from display. If the display has the vehicle totally off the floor level, chains or straps for added safety must also secure the vehicle.

For heavy vehicles, please download the **Vehicle Display Form** together with the manufacturers data sheet including weight & dimensions.

## HAZE OR SMOKE MACHINE

If you wish to use haze or smoke machine you must inform the organizer and the venue, permission must be requested at least 10 days prior to the start of the event. A copy of the Material Data Sheet (MDS) of the liquid must be provided along with the request for permission form.

## COMPRESSED GAS CYLINDERS

Compressed gas cylinders shall be constructed in accordance with international standards in relation to color Identification of content. Vessels containing liquids or gases under pressure shall be fitted with safety valves of an approved type, and a certificate in respect of a recent pressure test of each vessel shall be available for inspection upon reasonable request. Cylinders must be stored in a bottle cage.

## AQUARIUM WATER TANK DISPLAY

If you require Aquarium Water Tank Display in your stand, please download and fill in the Aquarium Water Tank Display Form in the online exhibitor manual.

## AISLES

No part of any stand or exhibit, including fascia's, signs, corner posts, lighting or any other fittings, shall project onto or overhangs any aisle, public area or adjacent stands. Neither should they obscure any fire equipment or exit signs.

## CARPETING

Carpeting will be provided to all fitted shell stands. Please note that space only stands do not have any carpet. If you require a carpet or a specific color, a variety of colors are available at an additional cost. Please complete **order form 7**.

## HIRED ITEMS

Exhibitors are reminded that all items on hire remain their responsibility until collected by the contractor. Any losses or damages will be charged to the exhibitor.

## WASTE DISPOSAL

The exhibitor or its contractor are responsible to clear all the debris and waste material. If you need storage for the empty crates, cartons and other packing materials. Please contact directly the official freight forwarder BCC Logistics.

## DRILLING

No excavation, drilling or fixing to the surface of the DECC is permitted. It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items on the floor, walls, ceilings or other parts of the premises or shell stand partitions. Drip trays, sand or wood chips must be placed beneath all machinery / vehicles where there is any possibility of oil leaking.

**Should any such damages occur, the responsible will be invoiced for any repair charges.**

## BANNERS & SIGNAGE

To maintain a consistent appearance for all DECC events, banners and signage may be positioned only in locations and by methods approved by the DECC.

Banners must be delivered 2 days prior to the first day of build up to allow riggers to rig the banner/s before anyone arrives. If banners are not delivered before this date, then a hoist and fix charge will apply. All banners must be supplied with proper support such as metal pipe with pre-drilled 10mm holes, wood battens, or 10mm grommets fixed directly to the banner.

All holes should be separated 3m since anchor points in the ceiling are 3m apart. All banners will be hanged from direct points; bridle is not included. All banners will be disposed of immediately after the last day of break-down unless otherwise requested.

The Organizers / the Venue and Onsite Services are not liable for the loss and/or damage to banners during transportation, storage, installation and de-rig.

Handwritten signs are prohibited unless approved by the venue. Signs and banners left behind and unclaimed **after 12 hours of break down** will be discarded at the DECC's discretion and a disposal fee may be charged.

## PHOTOGRAPHER

The organizers have exclusive rights to take photographs and/or film of the exhibition and/or individual stands. The exhibitor may only take photographs of their own stand.

## DRONES AT THE VENUE

Usage of drones for any purpose must have permission from the relevant government authorities and DECC at least 3 working days before intended use.

## PUBLIC ADDRESS SYSTEM

The PA system will only be used for organizational and emergency announcements.

## SAFE WORKING PRACTICES

All contractors and exhibitors must follow the safe working practices

- **High visibility vests** must be worn during stand build-up and break down
- Hard hats need to be worn when working in dangerous and hazardous areas
- Suitable protective clothing was requiring (eye, ear, foot and hand protection)
- Aisles and emergency exits need to remain clear and unobstructed
- Fire equipment and fire exits must not be obstructed in any way
- Smoking is not permitted in the halls, at any time
- Flammable and or explosive gas is forbidden in the venue

## SECURITY

24-hour security will be provided during the show. Exhibitors are responsible to secure their stand as well as the contents thereof. We recommend that valuables such as laptops, mobile phones, cameras, handbags, etc... are not left unattended. Exhibitors are advised to take adequate precautions to ensure that all articles and valuable items are covered by their own insurance. You may order Security Services at additional cost.

The Organizers / Venue **will not be responsible** for the safety of articles of any kind brought into the exhibition by exhibitors, their staff or any person whatsoever. The Organizers / Venue **will not be responsible** for any theft during build-up, exhibition time and break down of the event.

## SECURITY TIPS

- Ensure cell phones are safely kept at all times
- Escort your exhibits / goods to your stand if possible. The greatest risk of theft or loss occurs during build-up and break down. Be especially alert during these times
- Exhibitors are recommended to pay closer attention to the exhibits during the stand construction and dismantling periods.
- DVDs, Plasmas, laptops and other electronic devices are particularly vulnerable to theft
- During break down, stay with your exhibits until your goods are packed and secured



- Obtain proper insurance coverage for your goods including transit to and from the venue

#### MEDICAL SERVICES

Red Crescent Medics are on standby to provide emergency treatment and access to an ambulance. They are located at the offloading office number 2.

#### BUSINESS CENTRE

The business center will be fully operational throughout the exhibition days and computers with internet access and printing amenities will be available to cater to the exhibitors and visitors. It will be located at Meeting Room Suite 2 Room A (MR2A)

#### ATMS

Five ATM machines are located in the main concourse of halls 1-5

#### BANKING

A QNB branch located in the main concourse of Hall 3 offers banking and currency exchange services to our visitors and guests.

#### PRAYER ROOMS

A men's prayer room is located on ground level between Exhibition Halls 4 and 5. The ladies' prayer room is located on ground level between Exhibition Halls 2 and 3.

#### LOST & FOUND

The Lost and Found office is located at the security room adjacent to hall 5. DECC security is responsible for the safekeeping of items that have been found on the premises. Items will be returned to the rightful owner upon presentation of reasonable proof of ownership. Any items left beyond one month will be disposed of at DECC's discretion. Anyone who has lost property should report the details to DECC security as soon as they become aware of the loss. Losses may be reported by phone on **00974 4033 1353**

#### SUBLETTING, TRANSFERRING / DISPOSING OF EXHIBITION SPACE

The exhibitor must not transfer, dispose or otherwise sublet the whole or any part of his exhibition space, whether for financial considerations or free of charge, without prior written consent from the organizers.

If the exhibitor is an agent, distributor or licensee, he must state, at the time of signing the space contract form, the names of the principals to be represented.

This does not prohibit an exhibitor from displaying the products of a principal for whom he becomes an agent, distributor or licensee after the space contract form has been signed, on condition that he receives the written permission from the organizers.

**Wishing you a successful exhibition...!**