15th – 19th November 2009
AIRPORT EXPO - DUBAI

Organised By:

Dubai Office
PO Box 36851
Dubai
UAE
Tel: +971 4 2867755
Fax: +971 4 2866166
Email: operations@dubai.aero
www.dubai.aero

UK Office
Manor House
1 The Crescent
Leatherhead
Surrey, UK
KT22 8DH
Tel: +44 (0)20 8391 0999
Fax: +44 (0)20 8391 0220

THE OPERATIONS TEAM

Operations Director     Caryn McConnachie
Operations Manager     Barny Shaw
Operations Co-ordinator    Kate Slaymaker
Operations Co-ordinator    Sarah Dunne
Operations Administrator    Shierra Balcarse
PLEASE READ THE IMPORTANT INFORMATION SECTION WHICH HIGHLIGHTS THE MAIN CHANGES AT THIS YEAR’S DUBAI AIRSHOW

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## ADDRESS FOR ALL ON-SITE DELIVERIES
Please note deliveries must **NOT** be made before 25th October 2009

*Contact Name*
*Company Name, Hall & Stand Number, Contact Number*
Dubai Airshow 2009
Airport Expo
Dubai, United Arab Emirates
*Company telephone number:

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### EXHIBITION BUILD UP

<table>
<thead>
<tr>
<th>Event</th>
<th>Time</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heavy Lift Day &amp; Pre-rig Day</td>
<td>08:00 – 18:00</td>
<td>31st October &amp; 1st November</td>
</tr>
<tr>
<td>Access to Site for Single Storey Chalets</td>
<td>08:00 – 18:00</td>
<td>1st November 2009</td>
</tr>
<tr>
<td>Access to Site for Double Storey Chalets</td>
<td>08:00 – 18:00</td>
<td>24th October 2009</td>
</tr>
<tr>
<td>Access to Site for Space Only Stands</td>
<td>08:00 – 18:00</td>
<td>2nd November 2009</td>
</tr>
<tr>
<td>Access to Site for Shell Scheme Exhibitors</td>
<td>08:00 – 18:00</td>
<td>12th November 2009</td>
</tr>
</tbody>
</table>

**Note:** All stands & chalet construction must be completed by 16.00 on Saturday 14th November. Exhibit set up should be completed by 18:00hrs on Saturday 14th November. Failure to meet these deadlines may result in a penalty fee.

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### SHOW OPEN DAYS

<table>
<thead>
<tr>
<th>Day</th>
<th>Exhibitor Access Time</th>
<th>Show Times</th>
</tr>
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<tbody>
<tr>
<td>Sunday 15th November</td>
<td>08:00 – 18:00</td>
<td>10:00 – 17:30</td>
</tr>
<tr>
<td>Monday 16th November</td>
<td>08:00 – 18:00</td>
<td>09:00 – 17:30</td>
</tr>
<tr>
<td>Tuesday 17th November</td>
<td>08:00 – 18:00</td>
<td>09:00 – 17:30</td>
</tr>
<tr>
<td>Wednesday 18th November</td>
<td>08:00 – 18:00</td>
<td>09:00 – 17:30</td>
</tr>
<tr>
<td>Thursday 19th November</td>
<td>08:00 – 18:00</td>
<td>09:00 – 17:30</td>
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### SHOW EVENTS

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>Sunday 15th November</td>
<td></td>
<td>10:00 Opening Ceremony</td>
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<tr>
<td>Sunday 15th November</td>
<td>10:00 – 13:00</td>
<td>Royal Tour</td>
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<tr>
<td>Wednesday 18th November</td>
<td></td>
<td>19:30 Gala Dinner</td>
</tr>
<tr>
<td>Tuesday 17th November</td>
<td></td>
<td>18.00 Golf Tournament</td>
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### BREAKDOWN

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 19th November</td>
<td></td>
<td>18:00 – 22:00 Removal of hand held goods only</td>
</tr>
<tr>
<td>Thursday 19th November</td>
<td></td>
<td>22:00 Vacate All Shell Scheme Stands</td>
</tr>
<tr>
<td>Friday 20th November – Sunday 22nd November</td>
<td></td>
<td>08:00 – 18:00 Dismantling &amp; Removal of stands &amp; chalets</td>
</tr>
</tbody>
</table>

**Note:** All exhibits, stand fittings and waste must be cleared from the site by 18.00 hrs on Sunday 22nd November 2009. Failure to meet this deadline may result in a penalty fee.
## OFFICIAL CONTRACTORS

### Official On-Site Services Office
Enquiries and Orders for On-Site Services to include: Electrical Requirements, Furniture Hire, Standfitting Extras, Additional Site Services, Telecommunications, Temporary Staff, Stand Cleaning and Catering Requirements

F&E Aerospace

**On-Site Services**
P O Box 36851
Dubai
United Arab Emirates

Tel: + 971 (0)4 286 7755
Fax: + 971 (0)4 286 6166
e-mail: operations@dubai.aero

### Official Freight & Goods Handling Co-ordinator
Recommended Shipping & Freight Forwarding Contractor

**OFFICIAL CONTRACTOR MUST BE USED FOR THIS SERVICE **

GT Exhibitions Ltd
Little Braxted Hall
Little Braxted
Essex CM 8 3EU
United Kingdom

Tel: + 44 (0)1376 509010
Fax: + 44 (0)1376 509192
Contact: Andrew Wiens
e-mail: andrewwiens@gtexhibitions.com

### Official Contractors Freight & On-Site Goods Handling Agent In Dubai

**OFFICIAL CONTRACTOR MUST BE USED FOR THIS SERVICE **

Airlink International
PO Box 10466
Dubai
United Arab Emirates

Tel: + 971 (0)4 332 5334
Fax: + 971 (0)4 332 5155
Contact: Jihad Khoury
Michael Cornelius
e-mail: j.khoury@airlink.ae
michael@airlink.ae

### Official Freight Contractors Appointed Agent In USA

TWI Logistics
4480 South Pecos Road
Las Vegas, NV 89121
USA

Tel: + 1 702 691 9009 / 9013
Fax: + 1 702 691 9065
Contact: Mark Loiacano
David Sears
e-mail: MLoiacano@twiglobal.com
dsears@twiglobal.com

### Official Rigging Contractors

**OFFICIAL CONTRACTOR MUST BE USED FOR THIS SERVICE **

Unusual Rigging & Engineering
Unit 2 Building 17
Dubai Investments Park
PO Box 283586
United Arab Emirates

Tel: +971 (0)4 885 9009
Mob: +971 (0)50 678 1605
Fax: +971(0)4 885 9008
Contact: Alan Thomson
e-mail: alan.thomson@unusual.co.uk
<table>
<thead>
<tr>
<th>Official Chalet Contractor</th>
<th>Projex Event Services LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dubai Investments Park</td>
</tr>
<tr>
<td></td>
<td>PO Box 31362</td>
</tr>
<tr>
<td></td>
<td>Dubai</td>
</tr>
<tr>
<td></td>
<td>Tel: + 971 (0)4 320 4065</td>
</tr>
<tr>
<td></td>
<td>Fax: + 971 (0)4 320 4067</td>
</tr>
<tr>
<td></td>
<td>Contact: Rob Jefferson</td>
</tr>
<tr>
<td></td>
<td>e-mail: <a href="mailto:rjefferson@projexuae.com">rjefferson@projexuae.com</a></td>
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<th>Official Shell Scheme Contractor</th>
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<td>united Arab Emirates</td>
<td>Tel: + 971 (0)4 320 4065</td>
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<tr>
<td></td>
<td>Fax: + 971 (0)4 320 4067</td>
</tr>
<tr>
<td></td>
<td>Contact: Ranju Zachariah Mathew</td>
</tr>
<tr>
<td></td>
<td>e-mail: <a href="mailto:ranju@projexuae.com">ranju@projexuae.com</a></td>
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<tr>
<th>Official Space Only Electrical Contractors</th>
<th>Milestone Exhibitions</th>
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<tr>
<td>** OFFICIAL CONTRACTOR MUST BE USED FOR THIS SERVICE **</td>
<td></td>
</tr>
<tr>
<td></td>
<td>P.O. Box 2950</td>
</tr>
<tr>
<td></td>
<td>Dubai</td>
</tr>
<tr>
<td>United Arab Emirates</td>
<td>Tel: +971 (0)4 261 7791</td>
</tr>
<tr>
<td></td>
<td>Fax: +971 (0)4 263 0163</td>
</tr>
<tr>
<td></td>
<td>e-mail: <a href="mailto:airshow.electrics@milestoneme.com">airshow.electrics@milestoneme.com</a></td>
</tr>
<tr>
<td></td>
<td>Contact: Jaison Koruth</td>
</tr>
<tr>
<td></td>
<td>Mobile: +971 50 534 4308</td>
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<table>
<thead>
<tr>
<th>Official Catering Contractors</th>
<th>Emirates Flight Catering Co LLC</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Dubai International Airport</td>
</tr>
<tr>
<td></td>
<td>PO Box 22525</td>
</tr>
<tr>
<td></td>
<td>Dubai</td>
</tr>
<tr>
<td>United Arab Emirates</td>
<td>Tel: +971 (0)4 224 5834</td>
</tr>
<tr>
<td></td>
<td>Mob: +971 (0)50 644 5793</td>
</tr>
<tr>
<td></td>
<td>Fax: +971 (0)4 224 4137</td>
</tr>
<tr>
<td></td>
<td>Contact: Samer Sabbagh</td>
</tr>
<tr>
<td></td>
<td>e-mail: <a href="mailto:samer@ekfc.ae">samer@ekfc.ae</a></td>
</tr>
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<table>
<thead>
<tr>
<th>Recommended Chalet Catering Contractors</th>
<th>JW Marriot</th>
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<tbody>
<tr>
<td></td>
<td>PO Box 16590</td>
</tr>
<tr>
<td></td>
<td>Dubai</td>
</tr>
<tr>
<td></td>
<td>United Arab Emirates</td>
</tr>
<tr>
<td></td>
<td>Tel: +971 (0)4 607 7802</td>
</tr>
<tr>
<td></td>
<td>Fax: +971 (0)4 607 7011</td>
</tr>
<tr>
<td></td>
<td>Contact: Sabrina Albert</td>
</tr>
<tr>
<td></td>
<td>e-mail: <a href="mailto:sabrina.albert@marriott-hotels.com">sabrina.albert@marriott-hotels.com</a></td>
</tr>
<tr>
<td>Official Cleaning Contractor</td>
<td>Excel</td>
</tr>
<tr>
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<tr>
<td></td>
<td>PO Box 49551</td>
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<td></td>
<td>Dubai</td>
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<tr>
<td></td>
<td>United Arab Emirates</td>
</tr>
<tr>
<td>Tel:</td>
<td>+ 971 (0)4 885 6486</td>
</tr>
<tr>
<td>Fax:</td>
<td>+ 971 (0)4 885 6418</td>
</tr>
<tr>
<td>Contact:</td>
<td>Unni C.</td>
</tr>
<tr>
<td>e-mail:</td>
<td><a href="mailto:Unni@excelservices.ae">Unni@excelservices.ae</a></td>
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<tr>
<th>Official Catalogue Publisher</th>
<th>Airshow 2009</th>
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<tbody>
<tr>
<td>** OFFICIAL CONTRACTOR MUST BE USED FOR THIS SERVICE **</td>
<td>Publications International Ltd</td>
</tr>
<tr>
<td></td>
<td>166 Front Lane</td>
</tr>
<tr>
<td></td>
<td>Upminster</td>
</tr>
<tr>
<td></td>
<td>Essex, RM14 1LN</td>
</tr>
<tr>
<td></td>
<td>UK</td>
</tr>
<tr>
<td>Tel:</td>
<td>+44 (0)1708 229354</td>
</tr>
<tr>
<td>Fax:</td>
<td>+44 (0)1708 220017</td>
</tr>
<tr>
<td>Contact:</td>
<td>Barry Bebbington</td>
</tr>
<tr>
<td>e-mail:</td>
<td><a href="mailto:barry@pubint.co.uk">barry@pubint.co.uk</a></td>
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<thead>
<tr>
<th>Official Public Relations Co-ordinator</th>
<th>Frances Barton</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>F &amp; E Aerospace</td>
</tr>
<tr>
<td></td>
<td>PO Box 36851</td>
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<td></td>
<td>Dubai</td>
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<tr>
<td></td>
<td>United Arab Emirates</td>
</tr>
<tr>
<td>Tel:</td>
<td>+971 (0)4 286 7755</td>
</tr>
<tr>
<td>Fax:</td>
<td>+971 (0)4 286 6166</td>
</tr>
<tr>
<td>Contact:</td>
<td>Frances Barton</td>
</tr>
<tr>
<td>e-mail:</td>
<td><a href="mailto:frances.barton@dubai.aero">frances.barton@dubai.aero</a></td>
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<table>
<thead>
<tr>
<th>Official Audio Visual &amp; Communications</th>
<th>Smart AV</th>
</tr>
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<tbody>
<tr>
<td></td>
<td>Unit 33 Greenway Business Centre</td>
</tr>
<tr>
<td></td>
<td>Harlow Business Park</td>
</tr>
<tr>
<td></td>
<td>Greenway, Harlow</td>
</tr>
<tr>
<td></td>
<td>Essex, CM19 5QE, UK</td>
</tr>
<tr>
<td>Tel:</td>
<td>+44 (0)845 078 0326</td>
</tr>
<tr>
<td>Fax:</td>
<td>+44 (0)845 078 0327</td>
</tr>
<tr>
<td>Contact:</td>
<td>Darren Poulney</td>
</tr>
<tr>
<td>e-mail:</td>
<td><a href="mailto:darren@smart-av.co.uk">darren@smart-av.co.uk</a></td>
</tr>
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<table>
<thead>
<tr>
<th>Official Travel Agent for International Exhibitors &amp; Visitors</th>
<th>Events in Focus</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Southwark Bridge Road</td>
</tr>
<tr>
<td></td>
<td>London</td>
</tr>
<tr>
<td></td>
<td>SE1 9EU</td>
</tr>
<tr>
<td></td>
<td>United Kingdom</td>
</tr>
<tr>
<td>Tel:</td>
<td>+44 (0)207 902 7760</td>
</tr>
<tr>
<td>Fax:</td>
<td>+44 (0)207 633 9427</td>
</tr>
<tr>
<td>Contact:</td>
<td>Ransford Wright</td>
</tr>
<tr>
<td>e-mail:</td>
<td><a href="mailto:rwright@eventsinfocus.net">rwright@eventsinfocus.net</a></td>
</tr>
<tr>
<td>Services</td>
<td>Contact Information</td>
</tr>
<tr>
<td>-----------------------------------------</td>
<td>------------------------------------------</td>
</tr>
<tr>
<td><strong>Car Hire</strong></td>
<td><strong>Fast Rent A Car</strong></td>
</tr>
<tr>
<td>PO Box 6365</td>
<td>Tel: +971 (0)2 6220088</td>
</tr>
<tr>
<td>Abu Dhabi</td>
<td>Fax: +971 (0)2 6223321</td>
</tr>
<tr>
<td>United Arab Emirates</td>
<td>Contact: Rania Kakos Yazbeck</td>
</tr>
<tr>
<td></td>
<td>e-mail: <a href="mailto:rania@enguae.com">rania@enguae.com</a></td>
</tr>
</tbody>
</table>

| **Ground Transportation**               | **Communicor Ltd**                      |
| PO Box 51980                            | Tel: +44 (0)208 283 1950                |
| Dubai                                   | Fax: +44 (0)208 282 1951                |
| United Arab Emirates                    | Email: bookings@communicoruk.com        |

| **Recommended Agent for Temporary Staff** | **Darlington Employment Services**     |
| P.O. Box 23640                          | Tel: +971 (0)4 282 0347                 |
| Dubai                                   | Fax: +971 (0)4 282 0062                 |
| UAE                                     | Contact: Eliano Nasr                    |
|                                         | e-mail: Eliano@darlingtons-me.com       |

| **Floral / Plant Hire**                 | **Blooms**                              |
| PO Box 51980                            | Tel: +971 (0)4 394 6094                 |
| Dubai                                   | Fax: +971 (0)4 394 6093                 |
| United Arab Emirates                    | Contact: Lena Mostafa                   |
|                                         | e-mail: blooms@emirates.net.ae         |

| **Official Courier**                    | **FedEx**                               |
| PO Box 9239                             | Tel: +971 (0)4 331 4216                 |
| Dubai                                   | Fax: +971 (0)4 331 0714                 |
| United Arab Emirates                    | Contact: Seif Eldick                    |
|                                         | e-mail: Seif.eldick@fedex.com           |
1.1 Control of the Exhibition
F&E Aerospace (2008) Limited has vested control of Dubai Airshow as Organisers, whose decisions shall be final and binding on all exhibitors and contractors.

1.2 Online Exhibitor Manual
The Online Exhibitor Manual contains all the important information exhibitors will need to successfully exhibit at Dubai Airshow 2009.

All service orders necessary for participation at Dubai Airshow 2009 are available and MUST be submitted via the online manual, no other form of applications will be processed. It is possible to order the following services online:

- Form 1 - Official Catalogue Entry
- Form 2 - Official Catalogue Advertising
- Form 3 - Sub Exhibitors / Stand shared / Additional Catalogue Entry requirements
- Form 4 - Shell Scheme Name Panel (Mandatory for Shell Scheme Exhibitors)
- Form 5 - Stand Fitting Extras
- Form 6 - Shell Scheme Electrical Requirements
- Form 7 - Space only Electrical Requirements (Mandatory for Space Only Exhibitors)
- Form 8 - Furniture Requirements
- Form 9 - Stand Designs Submission & Authorised Contractors (Mandatory for Space only Exhibitors)
- Form 10 - Chalet Designs Submission & Authorised Contractors (Mandatory for Chalet Holders)
- Form 11 – Official Chalet Contractor Design System
- Form 12 - Aircraft Display Application
- Form 13 – Forwarding, Handling & Customs Services
- Form 14 - Audio Visual & Communication Equipment
- Form 15 - Telecommunications and Data Requirements
- Form 16 - Banner & Graphic Production
- Form 17 - Rigging Requirements
- Form 18 – Grid Scale Drawing (template)
- Form 19 – Compressed Air
- Form 20 – Temporary Staff
- Form 21 – Press Centre Conference Rooms
- Form 22 – Official Delegation Request
- Form 23 – Subsidiary and Associated companies
- Form 24 – Meeting Rooms
- All Badging Requirements (Exhibitor, Contractors, Sub-Contractors, Priority)
- Visitor Ticket Requirements
- Car Park passes, Drop Off Passes and Temporary Vehicle Passes

Each exhibitor will be provided with a personalised account that allows them to access the exhibition rules and regulations, view the mandatory forms relevant to them, place orders, pay for orders and generate paid invoices.
Individual exhibitor online manual accounts must be accessed using a unique username and password. These will be issued by email to the primary exhibition contact within the company. These will be issued during the third week of July.

Exhibitors should pay particular attention to the form deadlines to avoid disappointment and late order surcharges. Many of the deadlines fall weeks in advance of the show dates so it is recommended that exhibitors log into the manual and place their orders as soon as they receive their logon details.

Orders will not be processed until payment has been received in full by the Organisers.

PLEASE NOTE: There are numerous mandatory forms that MUST be submitted in order for participation at the exhibition to be possible.

1.3 Payment for Additional Services Ordered via the Online Manual
Numerous additional services are available via the online manual. These must be paid for online with a credit card. Please note that orders will not be processed until payment is received.

1.4 Security Badges & Passes
Each exhibitor is provided with a complimentary allocation of badges & passes. To claim these allocations orders must be placed online before 25th October 2009. Late orders will be chargeable. Please refer to Section 9 for further details.

1.5 Subsidiary and Associate Companies
To ensure that all visitors to the Dubai Airshow can easily locate any company represented, please provide a full list of all subsidiary companies participating on your stand via Form 23 of the online manual (free of charge). The Organisers do not issue security badges or other material to any company other than the Contracted Exhibitor, therefore this information will enable the Organisers to respond more efficiently to enquiries received from a participating subsidiary/associated company.

1.6 Composition of the Exhibition
Dubai Airshow is comprised of an indoor exhibition; outdoor chalets; outdoor pavilions; a static aircraft park and a daily flying display.

1.7 Application to Display Aircraft
Exhibitors wishing to display static or flying aircraft at Dubai Airshow must complete the Application to Present Aircraft form (Form 12) available via the online manual. If Exhibitors wish to obtain approval from the Organisers prior to the online manual being available place requests by email to: michele.van@fairs-exhibs.com
Once approved, the exhibitor will receive the full Aircraft Display Manual.

1.8 Prohibited and Hazardous Items
The Organisers prohibit:

a) Live ammunition, rockets bombs, explosives, chemicals, flammable or dangerous substances, including noxious gases and liquids or similar items (e.g. stun guns), or radio-active material anywhere within the exhibition site or on any aircraft participating in the exhibition.

b) Any fuel container, containing fuel or fuel vapour, either integral to an aircraft or external, which is required for display outside the designated areas of the Aircraft Static and Flying Parks.
c) Any other substance which might significantly increase the risk of fire or explosion or in any way damage the site by percolation corrosion or otherwise.

d) Missile launchers, aircraft ejection seats and aircraft guns, if installed in, or on, an aircraft must have been made safe. Meaning that the safety device has been set to the safe condition i.e. that condition which prevents firing or release of an explosive armament store.

e) Please note, that under no circumstances are Cluster Bombs permitted at the Dubai Airshow

1.9 Conventional Munitions
Due to a change in UK legislation the Organisers have reviewed their policy on the exhibition of Conventional Munitions at the Dubai Airshow. Please email operations@dubai.aero for further information if this is relevant to your organisation.

1.10 Space Only, Stands, Chalet & Pavilion Designs
Designs for all Chalet & Space Only stands must be submitted to the operations team for approval. All designs must be approved before exhibitors will be allowed access to the site and permitted to commence build. All stand, chalet and pavilion fitting regulations contained within this manual must adhered to when planning designs.

A full set of working drawings illustrating constructional details and specifications; including dimensions, elevations, materials, columns, beams, electrical details and suspended structures are required. These must be submitted to the Organisers along with a risk assessment and method statement in English prior to the 15th September 2009. Designs must be submitted using the relevant form via the online manual.

The Organisers reserve the right to prevent work being carried out by, or on behalf of, any exhibitor who has not obtained design approval from the Organisers.

1.11 Height Restrictions
The stated height restrictions apply to the structures themselves and any items within the designated area.

- Organisers Shell Scheme: A maximum height of 2.4m
- Self Build Shell Scheme: A maximum height of 2.5m
- Single-Storey Space Only Stands: A maximum height of 4m
- Peripheral walling, if more than 1m high, must not occupy more than one-third of any one side. If long runs of walling are essential they must be recessed by 0.5m from the stand periphery.
- Double-Decker Space Only Stands: A maximum height of 6m
- Static Park Pavilions: A Maximum height of 5m
- Chalet Line Pavilions: A Maximum height of 9.5m, dependant on location. Please contact operations@dubai.aero if you require assistance.

Construction of all stands should be carried out in accordance with the applicable building regulations. Please refer to Section 5 for Shell Scheme Regulations, Section 4 for Space Only Regulations and Section 7 for Outdoor Pavilion Regulations.

1.12 Rigging
Unusual Rigging is the official rigging contractor for Dubai Airshow 2009, rigging requirements can be ordered via the online manual. Rigging requirements must be submitted along with images of the banner design and a grid scale drawing illustrating the position of the banner in relation to the
exhibitor’s stand. Please include any rigged items in space only stand designs, risk assessments and method statements.

All rigging orders must be placed via Form 17 of the online manual by 2nd October 2009. Any orders submitted after the deadline will be subject to a 20% surcharge.

A pre-rig day will be held on 31st October 2009, therefore please ensure that all banners and trusses are delivered on-site for this date. For Health & Safety reasons no rigging can take place after this date.

The trim height for all hanging items across the site is 8 METRES. The underside of all rigged items will be hung at 8m.

*Unusual rigging* are the only contractors authorised to rig any items within the exhibition halls.

All rigging equipment supplied by the exhibitor must be certified (i.e. shackle and truss wraps). If not, *Unusual Rigging* will supply replacement equipment at an additional cost.

Access to any truss during build-up, open period and breakdown will be by mobile elevation working platform only; the approved rigging company are the only company allowed to operate this.

Should you require any assistance please contact Unusual Rigging, their contact details can be found in the Official Contractor List.

1.13 **Heavy Exhibits & Outsized items**

*31st October & 1st November 2009* are the dedicated Heavy Lift days designated for the movement of heavy or outsized items. Exhibits in excess of 2000kg or measuring more than 2.5m in length, width or height will need to be positioned on these days. It is the exhibitor’s responsibility to make provision to ensure that these items are on-site and positioned on this day. Please liaise with the official freight handling contractor - *Airlink International / GT Exhibitions Ltd* for further details.

**PLEASE NOTE THAT EXHIBITORS IN THE EMIRATES HALL WILL BE CONTACTED DIRECTLY BY THE ORGANISERS**

Any heavy or outsized items arriving on-site after this date will not be permitted entrance into the halls. This is for the safety of the exhibitors and contractors working in the halls during the build-up period.

1.14 **Lifting Equipment (Including Forklifts)**

The only contractors permitted to operate lifting equipment and forklift trucks within the Dubai Airshow Site will be the official goods & freight handling contractor and the official rigging contractor. Stand build contractors and exhibitors will not be permitted to operate any lifting equipment.

1.15 **Chalets**

The Organisers are pleased to announce that the double storey chalets have been extended by 39.24 sqm² for Dubai Airshow 2009. Therefore, chalet holders should pay particular attention to the Section 6, Chalet Rules & Regulations.

Alterations to the chalet structure are possible but MUST be undertaken by the official chalet contractor. Exhibitors will be charged directly for the alterations they require. If an exhibitor
requires staircases, toilets, air conditioning units or kitchens to be relocated they must inform the operations team by **Thursday 30th July 2009**.

Pre-show and post-show dilapidation audit will be carried out. The exhibitor will be charged for any dilapidations caused by the exhibitor’s installations.

**DETAILED COSTS FOR ANY ALTERATION WORK CAN BE SUPPLIED BY OUR OPERATIONS TEAM. NO ALTERATION WILL BE UNDERTAKEN UNTIL FULL PAYMENT IS RECEIVED.**
GENERAL INFORMATION

2.1 Accommodation & Travel
The official travel agent, Events in Focus, is on hand to help with all accommodation, travel and regional enquiries. They are able to provide exhibitor’s with competitive rates for both accommodation and travel before and during Dubai Airshow 2009. Please see the official contractors list for their contact details.

Please refer to the Section 3 for information on travel to and from the exhibition site.

2.2 Animals
We regret that ONLY Guide Dogs are permitted in the Halls during the show open period.

2.3 Promotional Material
Please be sensitive to the content of any promotional material that you are planning to use at the exhibition. It is important that such material is not offensive to the Cultural and/or Religious values and sensitivities of the people of the United Arab Emirates. If in doubt about any material that you are considering using please do not hesitate to contact the operations team and they will be able to provide clarification on this if necessary.

2.4 Children
No person under 16 years of age can be admitted to the exhibition during the build-up, open period or breakdown. This rule applies to exhibitors, contractors and visitors and will be rigidly enforced to comply with safety regulations. Please note that no child-care facilities are located on-site.

2.5 Distribution of Material / Canvassing
It is strictly prohibited for exhibitors (or staff members working on behalf of exhibitors) to display or distribute any material (in any form) from any other areas other than within the boundary of their stand. This restriction also applies to the gangways surrounding your stand.

2.6 Documentation and Restricted Items
The preparation of documents must be in accordance with the regulations laid down by the United Arab Emirates Customs Authorities. All relevant information will be contained in the official contractor’s letter to exhibitors.

Companies who are in doubt as to whether the importation of their goods to Dubai is restricted should contact the relevant Government Trade Office from the country of origin. Additionally, any goods of a hazardous nature should be separately listed on invoice forms and full particulars given (ie. IMCO Classifications etc.) in order that suitable stowage can be arranged.

2.7 Exhibitor Pack
Exhibitors will be provided with an Exhibitor Pack from the Exhibitors Information Desk upon arrival. This will incorporate:

- Welcome Letter
- General Show Information
- Stand / chalet Catering Form
- Stand / chalet Cleaning Form
2.8 Flying Display
A flying display will take place at approximately 13.30 each day. As this is subject to change please check our website for the updated display times and aircraft listings nearer the show.

2.9 Gala Dinner
The Dubai Airshow Gala Dinner will be held on Tuesday 17th November. It is organised by Dubai Airports, Emirates Airline and Dubai Duty Free. The dinner is available to exhibitors and strictly by invitation only.

Further information will follow.

2.10 Important Labour UAE Government Law Notice
As per UAE law, it is the responsibility of the exhibitor/contractor to ensure that all personnel working on-site, during build-up / show days and breakdown carry their Labour Card or relevant documentation, as proof of position in your company

2.11 Insurance
The exhibitor is fully responsible for obtaining insurance protection for his exhibits, property and personnel against all risks as stated in the General Conditions. Equipment should be insured both in transit and on location at the exhibition site for the entire period of the exhibition.

Insurance cover should include:
- Personal Injury
- Third Party Claims
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition
- Medical expenses and baggage cover
- Value of the stand, including the fittings

2.12 Official Delegations Programme
VIP delegations, representing both the civil and military sectors from more than 80 countries worldwide, will be invited to the Dubai Airshow by the Government of Dubai.

In order to take advantage of the Delegation Programme process you are invited to indicate a maximum of 10 priority target countries or organisations you wish to see at Dubai Airshow 2009 through the ‘Official Delegations Requests’ form available via the online manual.

The Organisers will make every effort to ensure the VIP delegations visit all exhibitors. An ‘Official Delegations’ desk will be centrally located in each hall for exhibitor enquires.

2.13 Regional Information
At the time of the show, the UAE will be four hours ahead of GMT. There is no daylight saving in the UAE.

The local currency is the ‘Dirham’ (Dhs) which is divided into 100 ‘fils’. The currency is often referred to as AED (Arab Emirates Dirham). The Dirham has been tied to the US dollar at a mid-rate of $1 USD – 3.675 AED.
Dubai’s working week is different to that of western countries. In Dubai, the normal working week is Sunday to Thursday with the weekend being Friday and Saturday. Government offices are open from 07:30 to 14:00 Sunday to Thursday. Embassies and Consulates open from 08:00 to 13:30, most are closed Friday and Saturday.

Islam is the official religion of the UAE, however Dubai is tolerant of the customs and religions of its visitors. Dubai has a variety of places of worship, including two inter-denominational churches, Holy Trinity and United Church of Dubai (UCCD), and one Roman Catholic Church (St Mary’s).

### 2.14 Smoking Policy
In accordance with the UAE laws, smoking is strictly prohibited throughout the venue. There will be a smoke free policy implemented during all stages of the exhibition.

### 2.15 Sponsorship & On-site Branding
There are numerous opportunities for sponsorship and on-site branding at Dubai Airshow 2009. For further details, including illustrations of the sites and rates please visit [http://dubaiairshow.aero/exhibitors/sponsorship.html](http://dubaiairshow.aero/exhibitors/sponsorship.html) or contact the relevant sales manager.

### 2.16 Storage
There is no facility for you to store unwanted goods such as crates and packing materials on-site, so please ensure you arrange for the removal from site of any items you do not wish to keep on your stand. Our Official Freight Forwarder – Airlink International / GT Exhibitions Ltd. can help with your storage requirements, please visit their on site office located in the Reception building.

### 2.17 Visa Regulations
Nationals of the following countries will be issued, free of charge, with an entry visa valid for 30 days at passport control upon arrival in the UAE:

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Please note that a visit visa does not entitle the visitor to take up permanent work in the UAE.

Other 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 arranged through travel agents and hotels, provided sufficient time is given for the application to be processed. 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.

Please contact the official travel agent should you require further details on the visa application process.

### 2.18 Security Badges & Passes
No individual will be permitted entrance to the show site without the correct security badge or vehicle pass. Badge applications must be placed via the online manual by 25th October 2009. No
other form of application will be processed. Please refer to Section 9 for further information on visitor badges, exhibitor badges, contractor badges and vehicle passes.

2.19 Venue Information
Dubai Airshow 2009 will take place at Airport Expo Dubai which is conveniently located adjacent to Dubai International airport and about 15 minutes from the heart of the city. Airport Expo is located next to Terminal 3 of Dubai International Airport

2.20 Visitor Entrance
Visitor entry is restricted to trade visitors only. Visitors must present a visitor ticket and business card in order to gain entry, please refer to Section 9 for further information. Each exhibiting company will have a free allocation of trade visitor tickets and priority visitor tickets according to the extent of their participation. These will be couriered out to you free of charge. Additional visitor tickets can also be purchased online and on-site, please refer to Section 9 for further details.

No under 16’s are allowed entry.
SITE FACILITIES, SUPPLEMENTARY SERVICES & SITE ACCESS

3.1 Site Facilities
- Exhibitors Reception Desk
- Exhibitors Information Desk
- Official Contractors Offices
- Official Delegation Office
- Official Delegations Desks
- Visitor Reception & Visitor Registration
- Visitor Ticket Sales Office
- Press Centre
- Press Conference Room
- Information Centre
- Business Centre
- Exhibition Security
- Meeting Rooms
- Car Parking
- Car Hire Services
- Dubai Duty Free Shop
- International Courier
- Internet Café
- Medical Centre
- Official Merchandise Shop
- Prayer Facilities
- Post Office
- Restaurants
- Taxi Services
- Travel Desk (Events in Focus)
- Toilets
- First Aid
- Emirates High Street
- Gala Dinner Ticket Desk
- Ground Transportation (Communicor)

3.2 Banking Services
The following facilities are available at Airport Expo:
- ATM Machines
- Courier Service

3.3 Business Centre
A Business Centre will be located on site. The centre will be available during show hours and provide the following range of services:
- Colour and Black/White Copying
- Binding
- Lamination
- Arabic/English translations – on request
- Telephone/Fax Machines
- Internet Link
- Printing

3.4 Catering Facilities
Emirates Flight Catering Company LLC has been appointed official caterer for Dubai Airshow 2009. For all catering requirements please contact them directly, their contact details can be found in the official contractors list.

A brochure listing all the available catering services will be sent to exhibitors by the official caterer prior to the exhibition.

The official caterer will operate several restaurants and other catering outlets throughout the exhibition site. These services will be open from 09:30 hrs – 17:30 hrs for refreshments. Lunch will be served from 12:00 hrs – 15:00 hrs daily.
Please note that Emirates Flight Catering Company LLC is the only company permitted to provide food and beverage services within the exhibition halls. No external catering contractors are permitted on site.

3.5 Courier Service
Our Official Courier, FedEx, will operate all courier services from their stand which will be located on site.

3.6 Disabled Facilities
All exhibition halls, meeting rooms and public areas will have disabled access. There are also disabled toilets on site which are clearly signposted.

An allocation of parking bays will be reserved for disabled drivers. For further information please contact the operations team.

Visitor wheelchairs are available from the Emergency Medical Services Centre and are subject to availability.

3.7 Exhibitor Information Desks
Exhibitor information desks will be open from the first day of build-up for general enquiries and information. Exhibition Information Desks will be located in both the Central Hall Reception Building and Emirates Hall Reception Building. Badges & Passes are only available for collection from the Central Hall Information Desk.

3.8 Fire Appliances and Information
Fire extinguishers of approved pattern and capacity can be found at various locations around the site according to the risk involved – instructions will also be supplied, please locate your nearest extinguisher. Exhibitors will be given instructions regarding fire, emergency and accident procedures prior to the show opening, please ensure all personnel read these carefully.

- Fire Exits and Extinguishers / Fire Hose points must never be blocked
- No paint or paint thinner can be placed near the electrical distribution boxes
- Empty cartons/boxes, catalogue boxes, stand materials and combustible waste must be disposed of an not stored behind stands.

3.9 First Aid Services
Emergency medical assistance for exhibitor’s and contractors can be obtained from the Medical Centre located in the walkway leading from Central Hall to the Static Park. There will be a satellite First Aid facility in the Emirates Hall Registration Building. Medical assistance will also be available from mobile practitioners around the site.

3.10 Press Centre
The press centre at Dubai Airshow 2009 is substantially larger than in previous years. All press facilities are now contained in the press centre which is now located within Emirates Hall.

The press centre will provide the following services:

- A Press Centre Reception
- Four Press Conference Rooms (1 x 35 seater, 2 x 70 seater and 1 x 140 seater)
- A Press Office (includes computers, internet and printers)
- A Press Lounge
- Two Boardrooms (available for hire via form 24 of the online manual)
Press Rooms & Meeting rooms are available for hire and can be booked via Form 21 & 24 of the online manual by 16th October. Please refer to Section 10 for more information on press facilities at Dubai Airshow 2009.

3.11 Security
All personnel entering the exhibition grounds must hold a Dubai Airshow 2009 badge. Badges and Passes must be ordered using the appropriate forms available via the online manual, please see Section 9 for further information. Failure to order badges online prior to arrival may result in delays on site.

Passes can be collected upon arrival at Airport Expo, they MUST be worn at all times when in the exhibition grounds. In addition, Photographic I.D. should be carried at all times.

All persons and their hand held goods, entering the exhibition site may be subject to security screening. Whilst every effort is made to make this procedure smooth and efficient, delays may occur during busy periods.

Whilst every precaution is taken to ensure the safety and security of personnel and equipment and whilst the premises are patrolled, we cannot accept any responsibility for any injury, loss, damage or any consequential losses which may befall on your personnel and their property. Exhibitors are responsible for the security of their stand, exhibits and contents (including personal property and personnel) and must ensure that appropriate insurance cover is arranged.

It is strongly recommended that small items of equipment and personal effects are not left unattended while on site. Exhibitors are reminded that insurance protection for exhibits, display material and personnel/personal effects must cover the full show period, including the build and breakdown periods.

Hand-held exhibits should be removed from the exhibition site immediately after the exhibition closes on Thursday 19th November. Please note that security “Pass-Out” forms listing all handheld goods to be removed must be signed and stamped by the Organisers. Copies of these can be found in your exhibitor packs, additional copies can be obtained from the Exhibitor Information Desks.

3.12 Water and Waste
Please be aware that a water supply is not readily available within the exhibition halls or on the Static Park.

Fairs & Exhibitions are committed to ensuring that the exhibition is as environmentally responsible as possible. Please help us by keeping waste to a minimum, recycling waste where possible and reporting any incidence of fly tipping to the Organiser.

3.13 Official Contractor Offices
The Organisers and official contractors will have temporary on-site service offices to assist exhibitors and non-official contractors with enquiries. The following services will be available:

- Organiser Office
- Shell scheme contractor
- Furniture provider
- Electrical contractors
- Freight forwarders & On-site freight handlers
- Rigging
- FedEx Courier
3.14 Audio Visual and Communication Equipment Hire
Smart AV have been appointed the official suppliers of AV and communication equipment for Dubai Airshow 2009. A list of AV and communication equipment can be found and ordered through Form 14 of the online exhibitor manual (deadline 16th October). If you should have any further queries please contact Smart AV directly, their details can be found in the official contractors list.

3.15 Banners & Graphics
The Organisers are able to offer a production and installation service for banners and signboards. Should this service be required please refer to the relevant form via the online manual for further information on options, prices and to place orders. The Banners & Graphics form must be submitted along with the artwork in .ai or .eps format and a grid scale drawing (Form 18) illustrating the location of the banner.

Please note that exhibitor banners can only be rigged within the boundary of their stand.

3.16 Cleaning Services
It is the exhibitor’s responsibility to maintain their stand or chalet and to make sure it is in a clean condition at all times. If you are a shell scheme exhibitor your stand will be delivered to you in a clean state. Space only exhibitors will be responsible for the cleaning of their areas.

A cleaning contractor has been appointed for general cleaning of the exhibition grounds, buildings and internal aisles during the show; however the cleaning of stands and exhibits is the exhibitor’s responsibility.

Additional cleaning services can be arranged if required. Orders can be placed via the online exhibitor manual at a minimum cost of 10 AED ($3) per m².

During the build-up and breakdown period, exhibitors and their contractors are responsible for ensuring all waste materials are deposited in the rubbish bins and skips provided. For H&S reasons it is essential that all aisles are kept clear of rubbish and other obstructions at all times.

It is the responsibility of the exhibitor and/or their contractor to identify their waste materials to the cleaners and to make arrangements with the official on-site freight handler to have crates and packing materials stored if they are required at the end of the exhibition.

3.17 Floral / Plant Hire
The Organisers have appointed Blooms as the official floral supplier for Dubai Airshow 2009. Please contact them directly for further information about their products and to place an order. Their contact details can be found in the official contractor list. Blooms will also be located on-site throughout build-up should exhibitor’s require to place last minute orders. However, please note that only a limited supply will be available on-site.

3.18 Furniture Hire and Stand Fitting Extra’s
A range of furniture and stand fitting extras can be hired through the official shell scheme contractor, Projex. The furniture products on offer can be viewed and ordered via Form 8 of the online manual by 16th October 2009.
Orders received after the form deadline will be subject to a 20% surcharge.

Projex will have an on-site service office located within Airport Expo reception building, this will be manned throughout build-up should last minute furniture orders and stand fitting extras be required. However, please note that they will only be a limited stock available and all orders placed on site will be subjected to a 20% surcharge. Therefore, we encourage you to place your orders as early as possible via the online manual.

3.19 Freight
The official on-site freight handler for Dubai Airshow 2009 is *Airlink / GT Exhibitions Ltd*, their contact details can be found in the official contractor list. Please refer to Section 7 for further information on delivery, transportation and removal of exhibits.

3.20 Meeting / Hospitality and Seminar Rooms
The Organisers have put together a selection of packages for the hire of meeting and seminar rooms. For further details, please refer to Section 10.

3.21 Telecommunications Facilities / Data Services
The Organisers in association with *Etisalat* provide the following telecommunications and data services:

- International Phone Line & Set
- International Fax Line with machine
- Internet connection
- Exchange Systems
- Mobile “Pay as you Go” Sim-cards

Please note that phone lines will not be available to and Pavilions on the static park.

Unfortunately, it is not possible to have a communication link between the stands and the chalets, each individual point will be provided with a separate line.

All of the above services can be ordered through the ‘Form 15 of the online manual. Orders received after the deadline, 16th October, will be subjected to a 20% surcharge. It will not be possible to place orders 15 days before the start of the exhibition.

Charges for the above items will cover all installation, supply and rental of lines, equipment and calls.

All line and equipment usage during the period of hire is the responsibility of the exhibitor. All hired equipment must be handed into the Organisers’ Office during breakdown. Exhibitors will be charged $50 for missing, lost or broken handsets and $350 for damaged Exchange Systems. We therefore advise exhibitor to include such equipment in the insurance cover.

Mobile “Pay as you Go” Sim-cards and “Top Up” cards are provided by Etisalat and will be available for purchase on-site.

3.22 Temporary Staff
A professional recruitment agency, *Darlington Employment Services*, has been appointed to provide a service for the hire of temporary staff, including models, hostesses, promoters and security personnel.
Exhibitors wishing to hire staff through the appointed agency should complete Form 20 via the online manual and submit it prior to the deadline. A member of staff from the agency will contact the exhibitor on receipt of the order form.

3.23 Car Hire
Fast Rent A Car are the recommended car hire company for Dubai Airshow 2009. They have a range of vehicles to choose from for both short and long term lease at competitive prices. Please contact Fast Rent A Car directly to find out more about their services and place bookings, their contact details can be found in the official contractors list. It is advisable to book vehicle rental well in advance of arriving in the UAE to avoid disappointment.

If you want to drive a rental car in Dubai an International Driver’s Permit in conjunction with your national driving licence is needed. It is highly advisable to carry documentation with you at all times when driving as Police officers will expect to see documentation if they stop you.

3.33 Access by Car
Airport Expo is easily accessible by car; it is located 2 kilometres from Terminal 3 of Dubai International Airport. There will be clear roadside signage to the Airshow site. A location map can be found on the website. Please note that there will be limited parking on the site. It is strongly recommended that you use alternative means of transportation.

Car parks are available on-site at Airport Expo. Car Park Passes are required to gain access to the car parks. Exhibitors are provided with a free allocation of car park passes which must be ordered via the online manual, no additional car park passes can be purchased. Please refer to Section 9 for further details on how to obtain car park passes.

A Park & Ride service is available at Dubai Airshow 2009. Off site parking will be clearly signposted and complimentary shuttle buses will be running continually from the Park & Ride car park to both the Central Hall Reception Building and Emirates Hall Reception Building.

Please note that car parking spaces are limited at Airport Expo. The Organisers highly recommend using the park and ride or other forms of transport; please refer to point 3.34 for transportation alternatives. The Organisers have arranged a number of complimentary transportation options.

3.34 Transport Services
Hotel Coaches - A complimentary coach service running from most of the major hotels to the exhibition site will be running throughout the course of the exhibition. Each Coach will provide two collections in the morning and one drop off in the evening. Further details on the Coach routes will be available on the website.

Metro – Complimentary shuttle buses will be running to and from the nearest operating Metro station (Al Rashidiya) throughout the course of the show open days.

Taxis – Taxis are a common method of public transport around Dubai, official taxis are operated by the Road Traffic Authority (RTA) for a reasonable fare. A taxi rank will be located at the front of Central Hall Reception Building throughout the week of the exhibition. Alternatively taxi services can be ordered through the RTA by calling +971 4 2080808.

Chauffeured car hire – it is possible to arrange the hire of a car and a driver to drop and pick up from the Airshow. Please ask the official travel agent, Ground Transportation Company. Please refer to the official contractor list for their contact details. Alternatively please enquire at your hotel for more details as they often provide this service.
4.1 Stand Space and Exhibitors’ Responsibility

Space only exhibitors are responsible for their own stand design and construction. No stand fittings or carpet is provided by F&E Aerospace on space only sites. All space only stand designs must be approved by the Organisers before exhibitors will be allowed access to the site and permitted to commence build. Please submit your stand designs through Form 9 of the Online exhibitor Manual by 15th September 2009.

It is the responsibility of the exhibitor to examine the area and site allocated to them in order to avoid costly adjustments to stand structures. Where possible the Organisers will provide on request detailed stand plots indicating the position of service ducts and pillars. Minor obstructions or height restrictions cannot always be indicated on the plans of the exhibition.

Stand fitting regulations contained within this section must be observed when planning stand design and layout.

We are pleased to offer advice and guidance where required. Please feel free to contact the operations team with any enquiries.

Please note the Organisers have the right to reject any stand plan that they deem to be:

a) Structurally unsafe
b) Considered to be too complex to be completed in the time specified
c) Does not conform to the specifications listed in the manual
d) Likely to unreasonably affect nearby exhibitor’s sites in any way

No major structural changes will be permitted to the stand once approval has been given.

4.2 Complex Structures

A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide significant risk. Structures over 4 metres in height, multi-level stands, raised platforms and all suspended items are generally considered to be complex structures.

For all stands exceeding 4m in height, with two-storeys, with a platform exceeding 600mm in height, or deemed by us to be complex structures, drawings must be submitted in English in duplicate (2 copies) to the operations team for approval by the deadline on 15th September 2009. These maybe submitted electronically as DWG, JPEG or PDF format through the relevant form via the online manual.

These drawings must show the form and dimension of every structural member with appropriate general arrangement plan, sections and elevations, including full details of stairways. All calculations of loading and strength must be in English, and all drawings must be to scale. A method statement and risk assessment are also required.

All complex structures are subject to a pre-show plan approval and on-site inspection by F&E Aerospace appointed structural engineers.
In the case of particularly complex stands the Organisers may require additional structural calculations, method statements or technical detail in order to process the stand approval. It is the responsibility of individual exhibitors and their appointed contractor to provide this additional information upon request and any associated costs will be charged to the exhibitor.

**PLEASE NOTE:** PERMISSION TO ENTER THE EXHIBITION PREMISES AND COMMENCE CONSTRUCTION WILL NOT BE PERMITTED WITHOUT THE FULL APPROVAL OF THE STRUCTURAL ENGINEER.

Stand build progress will be monitored continually by on-site Health & Safety officers who reserve the right to halt stand build progress should any Health or Safety issues arise.

The Organisers reserve the right to deny access and prevent work being carried out by, or on behalf of, any exhibitor who has not submitted stand design drawings in accordance with these regulations.

### 4.3 Double Storey Stands

Written application for permission to design stands of two-storeys must be made directly to the Operations Team and must have been booked and paid for directly with the relevant Airshow Sales Manager. Such stands may be built to a maximum height of 6m (including any name sign or trade mark). No foundations may be drilled into the floor and suitable anchorage must be installed. Double storey stands are only permitted on island sites.

In the interests of the Exhibition as a whole we reserve the right to determine the position of any two-storey structure within a stand. All two storey stands are classified as complex structures and must abide the same regulations.

**Double Storey design submission guidelines**
- Design calculation for beam columns and base plate
- Connection detail and design
- General layout and location of the structures
- Staircase details including handrail details
- Total load
- Structure detail (material)
- ONLY a minimum 400mm x 400mm x 12mm mild steel base plates will be accepted

All stand designs will be subject to the resident engineer’s inspection.

Exhibitors must provide proof of suitable insurance to the Organisers before construction can commence.

### 4.4 Enclosed Stands

The inclusion of large enclosed areas within a stand can only be permitted with the Organisers’ prior written permission, please also refer to section 4.6 ‘Walling in on Open Sides’.

### 4.5 Dividing Wall

On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.4m upwards by the exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only. The minimum height for dividing walls is 2.5m.

**The maximum height for dividing walls of single-storey stands is 4m**
4.6 Walling in on Open Sides

Long runs of walling along open perimeters of stands are not permitted.

Just one third of any open side is permitted to be a solid wall. Where long runs of walling are present along open sides they must be relieved by display items and not left in plain colours – if perimeter walling is more than 1m high, it must not occupy more than one-third of any one side. If long runs of walling are essential they must be recessed by 0.5m from the perimeter of the site and will be subject to written approval by the Organisers.

4.7 Stand Plan Submission

Full dimensional drawings for all space only stands - showing all proposed constructional details and positions and dimensions of machinery exhibits - must be submitted and approved by the Organisers before any work can commence. A Method Statement and Risk Assessment are also required to be submitted in conjunction with the stand plans.

For space only stands detailed drawings (including all dimensions and elevations), Risk Assessment & Method Statement must be submitted to the operations team by using the Stand Design & Authorised Contractor form available via the online manual by the 15th September 2009. Failure to submit stand designs by this date may result in delays on-site. No stand build will be permitted to commence without the Organisers written approval.

4.8 Risk Assessment and Method Statement

All contractors/exhibitors are required to submit a full risk assessment for the design, construction and arrangement of their stand. If required please contact the Organisers for further information.

The risk assessment is to be submitted along with stand plans. If you require help with producing a risk assessment, please contact the Organisers.

4.9 Electrical Installations

Mains supply to space only sites is not included and must be ordered via the online manual prior to the exhibition. Orders will not be processed until payment is received.

Mains supply to space only sites is not included within the space rental charge, only the cost of power consumed is included. The official contractor appointed by the Organisers are the only individuals permitted to carry out electrical installations. The official contractor for electrics to space only stands is Milestone Exhibitions; please refer to the official contractor list for their details.

Orders must be placed via the relevant form on the online manual prior to the exhibition. Please note that your order will not be processed until payment is received.

When completing the Electrical Order Form the location of the items should be clearly marked on the grid plan, if you haven’t submitted a grid plan your electrics will be placed at the discretion of the electricians, if you require these to be moved you will be charged.

Please note due to a limited supply available in the hall we highly recommend that you book your electrics by the deadline in order to avoid disappointment. We cannot guarantee to meet your exact requirements on orders issued after this date.

Orders received after the due date or placed on-site will be subject to a 20% surcharge.

It is recommended that exhibitors have raised platforms on their stand to avoid problems with the main cable locations.
Exhibitors installing their own power connections to their displays for general lighting and power sockets must ensure that:

- The main cable is connected to a suitable type distribution box
- The main switch should be an ELCB
- 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 IEE Regulations and will be subject to inspection and approval by the official electrical contractor before connections to the mains supply.

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

The standard supplies of electrical current available in the exhibition halls are:

- Single phase 220 volts 50HZ.
- Three phase 415 volts 50Hz

The provision of a single phase mains supply terminal by suitable switchgear is included only in the shell scheme contract.

Three phase supplies and 24 hour connection will be an extra charge and can be ordered on the relevant form through the online manual.

Prices for fitting will cover power consumption, installation, maintenance and removal at the close of the exhibition.

General lighting is provided in the halls but is not powerful enough to provide adequate stand illumination. Exhibitors are advised that specific illumination of their stands is considered essential to achieve an effective display. Lighting is available and can ordered online.

Please note that electrics to stands are switched off 30 minutes after the exhibition, please contact the Organisers to arrange 24 hour power, should you need it.

### 4.10 Compressed Air

Exhibitors may not have generators or compressed air units on their stands. If compressed air is required it must be applied for through the online form, no later than the deadline.

Please note due to the limited supply available in the hall we highly recommend that you book your compressed air by the deadline in order to avoid disappointment. We cannot guarantee to meet your exact requirements on orders issued after this date.
4.11 Columns
If you have a column on your stand and wish to clad it you must ensure the cladding is self-supporting and that access is available to any services on the column. We highly recommend that you conduct a site visit prior to finalisation of your designs.

4.12 Fabrics Used In Displays
Textile fabrics used for interior display purposes on the stand must be FIRE RETARDENT or purchased already treated by use of approved chemicals. Certain fabrics need not be fire proofed, i.e., wool, twill or felt. Textile fabrics used for interior decorative purposes within stands must be fixed taut and or in tight pleats (not draped) to a solid backing and secured 3 inches above floor level and not touching any light fittings. Cellulose paints are flammable and must not be used for stand dressing. Water based paints must be used.

4.13 Timber Used In Stand Construction & Displays
All timber under 1 inch thick must be impregnated (pressure process). Boards, plywood, chipboard etc must be treated in the same way if they are less than 18mm thick. Timber over 1 inch thick need not be treated & M.D.F. is acceptable in most cases.

4.14 Plastics / Stand Dressing
Lexan and Macralon are acceptable. PERSPEX MUST NOT BE USED. Artificial plants and flowers which are combustible and give off toxic fumes must not be used for stand dressing. Plastic security night sheets are also not permitted.

4.15 LPG - Liquefied Petroleum Gases (Propane, Butane, etc)
All flammable gas including compressed gas & LPG is prohibited on the premises at all times unless the Organiser is satisfied that exceptional circumstances apply and its prior consent is obtained.

4.16 Flooring
Space only sites are not carpeted by the Organiser - exhibitors must provide their own floor covering. Exhibitors with adjoining blocks of stands will not be permitted to place their own carpet in the gangways unless prior permission is given in writing by the Organisers. Nothing may be structurally attached to the floor of the Exhibition premises. Carpet may only be fixed to the venue floor with approved carpet tape.

Only the following brands of double sided carpet adhesive tapes are recommended:
- EUROTAPE
- EUROCEL
- ADVANCE TAPE

Damage to the floor from poor quality adhesive tapes will be charged at US$5.00 per m²

All carpet tape must be removed and any charges for the removal of carpet tape left on the floor at the end of breakdown will be passed direct to exhibitors.

4.17 Floor Loading Restrictions
The hall floors are concrete covered with carpet. Please contact the operations team with details of heavy exhibits, as special arrangements may need to be made. The exhibition hall and site floor must not be damaged in any way. There is a maximum distributed weight loading of 350 kgs per m².

If you are exhibiting any heavy items please inform the operations team as soon as possible to arrange delivery.
4.18 Base Plates
Where base plates are being used, they must be on solid ground and not on raised flooring. The minimum size of the base plates should be 400mm x 400mm x 12mm thick.

4.19 Furniture Hire and Stand Fitting Extras
On-Site Services are able to offer a limited range of quality furniture and stand fitting extras for hire to exhibitors.

An illustration of furniture items are shown with the furniture order form. Orders may be made using the relevant form and should be made early to avoid disappointment.

Orders received after the due date will be subject to a 20% surcharge.

4.20 Gangways and Emergency Exits
It is imperative that the venue emergency access gangways and fire escapes remain clear at all times. Plans showing emergency routes can be obtained from the Organisers’ Office. During the build up and breakdown periods of the exhibition the gangways can become extremely congested with packing cases, equipment and general waste – in the interests of Health & Safety, we request all exhibitors and contractors to cooperate with our floor managers and official show contractors to help maintain the emergency access points and gangways at all times.

The gangways used in this venue are the minimum permissible by law. Under no circumstances will exhibits, stand dressings, tables & chairs etc. be allowed to encroach into gangways. Please keep your exhibits inside your stands at all times.

Doors and gates forming part of an escape 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.

Bridging and carpeting over gangways have specific rules and you should contact the Organisers for further information before any arrangements for your stand are made.

4.21 Height Limit
The overall height of stand fitting for single-storey stands including cladding of columns is 4m from the floor level.

The overall height of stand fitting for double-decker stands is 6 metres. Please note that these must have been booked and paid for directly with the relevant Airshow sales manager. Exhibitors who have not booked a double-decker stand will not be permitted to build two-storey or exceed the 4metre height limit without the operations team’s approval.

4.22 Stand Number
A stand number must be displayed on every open side of the stand.

4.23 Signage
Signage and graphics are not permitted to overlook other stands where there is a dividing wall or to overhang in the gangways.

Where illuminated fascia boards are used on stands, the lighting of them must be of sufficient power to light the fascia board only, and must not cause any spill of light onto neighbouring stands.
No flashing lights will be permitted. We reserve the right to disconnect the electrical supply to any illuminated fascia, which, in our opinion, is causing a nuisance to any other exhibitor.

4.24 Balloons
The use of helium balloons (Blimps) and toy balloons is not permitted.

4.25 Banners
Exhibitors wishing to display hanging signs or banners above their stands must forward adequate drawings showing the design, artwork, dimensions and location to the operations team for approval and to ensure that all rigging is ordered accordingly. Please ensure that all banners are illustrated on stand design when submitted for approval.

All banner designs must be submitted by the 15th September 2009 and all rigging orders must be placed via Form 17online manual by 15th October 2009. A 20% surcharge will be added to any late orders. PLEASE NOTE THAT THE TRIM HEIGHT FOR ALL HANGING ITEMS IS 8 METRES. The underside of any rigged items will be hung at 8m.

The Organisers offer a banner production and printing facility should it be required; please refer to the Banners & Graphics order form (Form 16) via the online manual for further details.

All rigging within Dubai Airport Expo must be carried out by the Official Rigging Contractor, Unusual Rigging. Please either order rigging requirements via the relevant form on the online manual or alternatively contact Unusual Rigging if you are unsure of the exact equipment and services required.

Please note that banners must not project on to the aisles or a neighbouring stand it must be hung within the perimeter of your stand.

4.26 Rigging and Suspended items
Please be aware that all rigging within Airport Expo Dubai must be carried out by the Official Rigging Contractors, Unusual Rigging. It will no longer be possible for exhibitors or their contractors to carry out their own rigging.

Exhibitors wishing to rig banners/hanging signs or lighting above their stands must complete the Rigging Requirements form available via the online manual. Adequate drawings showing the design, dimensions and location of the suspended item must be attached to this order to ensure that the order is suitable for the item which requires rigging.

The trim height for all hanging items is 8 metres across the show site and will be strictly enforced. Direct support and suspension of structures to the hall roof structure is NOT permitted. All suspended items including lighting rigs and suspended ceilings are permitted provided they do not exceed the permitted load of the venue’s roof beams.

All rigging must be an integral part of the stand design and should be confined within the limits of your stand area. Please note that banners and hanging signs must not project on to the aisles or a neighbouring stand and they must be within the perimeter of your stand.

In the interests of Health and Safety, the Organisers will require all banners, graphics etc to be pre-rigged before the tenancy date. Therefore please ensure that all banners and trusses are on-site for Heavy Lift & Pre-rig day on the 31st October & 1st November 2009.
4.27 Vehicles (Exhibits & Displays)
If you wish to display vehicles on your stand, you must receive approval from the operations team; the vehicle details should be included within your stand drawings.

The following criteria must be adhered to when display a vehicle in the halls.

- The vehicle must be static and have its engine switched off for the duration of the exhibition
- The fuel tank must be drained
- The vehicle must have a lockable fuel cap
- The vehicle must have a drip tray placed under the engine
- The battery must be disconnected
- A 24hr contact name and number must be given to the Organisers
- The vehicle keys must be left with the Organisers in case removal is necessary
- The Organisers accept no responsibility for any vehicle that is damaged when being brought into or out of the hall or once in its final position
- Any damage caused to the venue as a result of vehicle movement will be charged back to the exhibitor as part of the dilapidation costs
- You must work closely with the Organisers when arranging to bring the vehicle into the exhibition, as it may be required to enter the halls before the build due to the logistics of building the exhibition around the vehicle

4.28 Freight
See Section 8 for information on shipping and on-site freight handling.

4.29 Storage
NO excess stock, literature or packing cases may be stored around or behind your stand, due to the materials being a fire risk.

If you require storage on-site, you should contact Airlink International, who have storage facilities available. If you need a place to store empty cartons, boxes, literature etc please contact Airlink International, who will collect these from your stand, store them and deliver them back to you during breakdown.

Alternatively, you need to make the provision to build a store room into your stand design.

4.30 Lifting and Logistics
GT Exhibitions and Airlink International have been appointed as the official lifting contractors for Dubai Airshow 2009 and will be the only companies authorised to perform lifting and fork lifting in the halls. If you require lifting and fork lifting services, please contact one of the official contractors.

PLEASE BE AWARE THAT NO PERSON OTHER THAN EMPLOYEES OF THE OFFICIAL LIFTING CONTRACTOR OR VENUE WILL BE PERMITTED TO OPERATE FORKLIFTS OR ACCESS EQUIPMENT AT DUBAI AIRSHOW 2009. FAILURE TO COMPLY THIS RULE WILL RESULT IN REMOVAL FROM SITE.

Exhibitors planning to transport their goods through an international courier are recommended to use the services of the official freight contractor who has special facilities in place for the event. Please refer to Section 8 for further details.

4.31 Seated Audiences
Any presentation/demonstration likely to interest groups of 10 or more people must be located towards the centre of the stand and clearly shown on stand drawings, if it causes obstruction within
the gangway and/or nuisance to any other exhibitor, we reserve the right to cancel the presentation/demonstration or restrict the frequency.

4.32 Water Supply
Please be aware that a water supply is not readily available in the exhibition halls.

4.33 Water Displays and Features
Exhibitors wishing to have water displays or features on their stand must confirm the details in writing to the operations team by 15th September 2009, so that written approval can be given. Contractors / exhibitors must include full details of any water tank or butts necessary in their written application.

Water displays that involve water tanks or butts must ensure that the tanks are constructed so they do not leak. The choice of material must be considered to ensure that water cannot leak onto areas of the hall that carry electrical services, such as the utility ducts.

It is the exhibitor's responsibility to ensure that the design is produced by a competent person taking into consideration the technical and Health & Safety aspects.

As a contractor / exhibitor you must make arrangements for adequate water supply. No running water is provided within the Airport Expo Halls.

Water displays will not be permitted without written approval from the Organisers.

4.34 Waste Management
All exhibitors and contractors must ensure that they do not discard sharp objects and must ensure that nails and screws are not left sticking out of waste wood – these must be removed or hammered flat. Fairs & Exhibitions are committed to ensuring that the exhibition is as environmentally responsible as possible. Please help us by keeping waste to a minimum, recycling waste where possible and reporting any incidence of fly tipping to the Organiser.

If you are a shell scheme exhibitor, your stand will be delivered to you in a clean state. Any waste generated during the dressing of your shell scheme should be placed in the gangways for the cleaning contractor to remove prior to the show opening.

All waste must be removed from the exhibition halls. Any items of waste or stand fitting left in the halls at the end of the show will be treated as waste and disposed of. Any removal costs will be charged to the exhibitor in question.

4.35 Exhibition Timetable
Please refer to the timetable for the build-up and breakdown schedule.

The design of your stand must be such that it can be erected and dismantled within the published build up and breakdown periods.

It is important you contact the operations team if you foresee any problems keeping to this schedule. It is the responsibility of the exhibitor or their appointed contractor to ensure the stand is being built to the correct floor markings. Please check with the Organisers’ office if you are in any doubt regarding your allotted floor space.
4.36 Early/Late Working
If you have appointed a stand contractor to build your open space stand, you must be assured that the design of the stand is such that it can be built within the specified times as stated in this manual.

Early or late working outside the hours of the build up and breakdown timetable will not be permitted.

Please inform the Organisers if you believe you will have any issues keeping to the exhibition build/breakdown schedule.

4.37 Maintenance
Under no circumstances will maintenance work be permitted on stands during the exhibition open hours.

If at any time during the exhibition open days you need to carry out maintenance work on your stand after the exhibition has closed please apply to the Organisers by 14:00 hrs on the same day for authorisation.

4.38 Working at Height
Ground access to areas in the vicinity of any work at height must be controlled to prevent persons walking or working directly beneath the area in question. Ground workers in the vicinity must not work directly underneath and wear suitable head protection (e.g. hard hats)

Ladders must be footed or tied off and used in accordance with construction regulations.

The use of domestic ladders and steps is strictly forbidden

4.39 Work Equipment and Tools
Exhibitors and contractors have a duty to ensure that all tools are fit for purpose and safe to use. All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use.

The use of battery powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. Those using mains powered tools must ensure that cables are not trailed across aisles.

4.40 Organisers’ Right to Change Stands and Floor Plan Layout
In the interests of the exhibition as a whole, it may be necessary to remove or alter anything in - or forming part of - any stand. If we feel this action must be taken this would have to be at the expense of the exhibitor concerned.

The exhibition floor plan is subject to change at the discretion of the Organisers. Please contact the Organisers to obtain the latest version of the exhibition floor plan.

4.40 Venue and Local Authority Regulations
All work must be carried out in compliance with the regulations of the venue.

If an exhibitor causes to be erected a stand which does not conform fully and in all respects to the requirements of the Organiser, venue and Dubai Municipality, the Organisers reserve the right to alter, demolish or reconstruct the stand at the exhibitor’s expense and to make it conform to the regulations and requirements.
4.41 Insurance Regulations
The exhibitor is totally responsible for obtaining insurance protection for his exhibits, property and personnel against all risks as stated in the General Conditions. Equipment should be insured both in transit and on location at the exhibition for the entire period it is on the exhibition site. Insurance cover should include:

- Personal injury
- Third party claims
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition
- Medical expenses and baggage cover
- Value of the stand, including the fittings

4.42 Disability Discrimination
Where exhibitors have a platform on a stand a reasonable adjustment is to incorporate a ramp into the platform on the stand. If this is not possible then a signed point should be created where disabled people can be served off the platform at ground level. Whatever the content of the stand is needs to be accessible to all. Please note the following when designing your stand:

- Ensure that your stand incorporates enough space for wheelchair access - 1.2 metres aisle width is deemed sufficient – though only 750mm for an internal door – suggesting that 750mm would be enough.
- The gradient of any ramp should be no greater than 1:12.
- If a stand is a double-decker, then it is probably not practical to offer lifts. Therefore please ensure that any services – such as refreshments can be brought downstairs on a tray for those that need it.
- Serving counters should have a low access point no higher than 760mm or a lap tray should be provided for the convenience of disabled people.
SECTION FIVE

SHELL SCHEME SPECIFICATIONS, RULES & REGULATIONS

[Diagrams of shell scheme specifications, including single side open stand, stall number, stall name, 2 spot lights, 30cm, 2.2m, 2.42m, 2.5m, 4cm, 96cm, two side open stand.]
5.1 **Visual & Dimensions of a Shell Scheme Stand**

The official contractor, Projex, is appointed by the Organisers and will be responsible for the erection of the official shell scheme. A full management and technical service will be provided on-site at all times.

Shell scheme stand fitting is compulsory to all perimeter sites and all stands up to 25 m².

Exhibitors occupying shell scheme stands must ensure that all internal stand fitting and displays are contained within the shell scheme structure and do not exceed 2.4 metres in height.

No display materials or logos may be fixed to the shell scheme fascia panel.

No fixings may be made to the walls by piercing or screwing anything onto the panels or beams. Exhibitors will be charged for any damages to shell scheme panels.

Exhibitors may affix lightweight photographs and technical information sheets etc direct to the shell scheme walls with good quality double-sided adhesive pads or similar, provided such material can be removed without damage to the wall panels, any damage made to the panels will result in a charge.

Shell scheme stands will be available to exhibitors to take possession from 12:00 noon on 12th November 2009

5.2 **Shell Scheme Stands (Perimeter and Attached)**

- Constructed from the Octanorm Modular Aluminium System
- White vinyl covered infill panels
- 70mm deep aluminium beams form the ceiling grid
- Height 2.5m (2.43m to the underside of the ceiling beams)
- Carpet
- Three spotlights per 12m²
- One 13 amp socket per 12m² (standard british square 3 pin)

5.3 **Shell Scheme Stands (Island)**

Wall panels are not generally provided for island sites. If wall panels are required the allowance is 1 panel per 3 m² at no additional cost.

Long runs of walling along open perimeters of stands are not permitted.

Just one third of any open side is permitted to be a solid wall. Where long runs of walling are present along open sides they must be relieved by display items and not left in plain colours. Any walling exceeding one third of any open side should be set back 0.5m from the open perimeter of the site.

5.4 **Electrical Installation, Supply & Lighting**

- The standard supplies of electrical current available in the exhibition halls are: **Single phase 220 volts 50Hz**
- **Three phase 415 volts 50Hz**
- Three phase supply and 24hr power connection may be ordered on request.
- General hall lighting will be provided in the halls
- A range of lighting and electrical fittings are available for hire, see the Shell Scheme Electrical Requirement form for products, prices and to place orders.
- Cables may not be plugged into the venue sockets and/or trailed across the gangways.
5.5 Power Supply
All shell scheme stands will be supplied with a single phase mains terminal by suitable switchgear, 1 x 13amp socket and 3 x spotlights per 12sqm, should you require additional electrics to what is included please refer to Shell Scheme Electrical Requirement form (Form 6) via the online manual by 16th October 2009.

POWER will be turned off 30 minutes after the show closes, should you require 24 hour power please contact the operations team.

As the exhibitor, it is your responsibility to order adequate power supply for your stand. Failure to do this will result in delays on site and could be a fire risk. On site spot checks will be carried out by the Organisers. This includes appropriate temporary power supplies required for the build-up and breakdown periods.

If you require additional electrics over and above those supplied as part of your package, we highly recommend that you book your electrics early via the online manual, due to a limited supply available at the venue. We cannot guarantee to meet your exact requirements on orders issued after the form deadline.

Orders received after the deadline specified on the form will be subject to a 20% surcharge.

5.6 Compressed Air
Exhibitors may not have generators or compressed air units on their stands. If compressed air is required it must be applied for the relevant form, no later than the deadline.

Please note due to the limited supply available in the hall we highly recommend that you book your compressed air by the deadline in order to avoid disappointment. We cannot guarantee to meet your exact requirements on orders issued after this date.

5.7 LPG - Liquefied Petroleum Gases (Propane, Butane, etc)
All non-mains flammable gas including compressed gas & LPG is prohibited on the premises at all times unless the venue is satisfied that exceptional circumstances apply and its prior consent is obtained.

5.8 Plastics / Stand Dressing
Lexan and Macralon are acceptable. Perspex must not be used. Artificial plants and flowers which are combustible and give off toxic fumes must not be used for stand dressing. Plastic security night sheets are also not permitted.

5.9 Fire Regulations
- All stand construction and displays must be FIRE RETARDANT. Any goods attached to your stand will constitute as part of your stand and will be subject to these regulations.
- Smoke Machines, naked flames and gases are subject to approval from the Dubai Municipality; please contact the Organisers for venue approval, at least 5 weeks prior to the show opens to the public.

5.10 Open Flames
Fumes from open fires or candles will NOT be permitted.
5.11 Gangways and Emergency Exits
It is imperative that the venue emergency access gangways and fire escapes remain clear at all times. Plans showing emergency routes can be obtained from the Organisers’ Office and will be included in the exhibitor pack.

During the build up and breakdown periods of the exhibition the gangways can become extremely congested with packing cases, equipment and general waste – in the interests of health & safety, we request all exhibitors and contractors to cooperate with our floor managers and official show contractors to help maintain the emergency access points and gangways at all times.

The gangways used in this venue are the minimum permissible by law. Under no circumstances will exhibits, stand dressings, tables & chairs etc. be allowed to encroach into gangways. Please keep your exhibits inside your stands at all times.

5.12 Aisles
All aisles must be kept clear of obstruction, please ensure that all objects, e.g., furniture, roll up banners, display units etc. are kept within the boundaries of your stand. It is imperative that exhibitors do not extend into the aisles, as this can cause a tripping hazard to visitors.

5.13 Name Board
The name board sits at the top of your stand and will carry your Company Name and Stand Number; this will identify your company to the visitors. Please ensure that you complete and return the Form 4 of the online manual with the company name you wish to appear, if the form is not received before 23rd October 2009 the company name which appears on your contract will be used.

5.14 Furniture Hire & Stand fitting extras
A range of furniture and stand fitting extras can be hired through the official shell scheme contractor, Projex. The furniture products on offer can be viewed and ordered via form 8 of the online manual.

Projex will have an on-site service office located within Airport Expo reception building throughout build-up should last minute furniture orders and stand fitting extras be required. However, please note that they will only be a limited stock available and all orders placed on site will be subjected to a 20% surcharge. Therefore, we encourage orders to be placed as early as possible via the online manual.

Orders received after the due date will be subject to a 20% surcharge.

5.15 Banners
Exhibitors wishing to display hanging signs or banners above their stands must forward adequate drawings showing the design, artwork, dimensions and location to the operations team for approval and to ensure that all rigging is ordered accordingly.

The Organisers offer a banner production and printing facility should it be required; please refer to the Banners & Graphics order form (Form 16) via the online manual for further details. Please note the deadline is 2nd October 2009 for this service.

All rigging within Dubai Airport Expo must be carried out by the official rigging contractor, Unusual Rigging. Please either order rigging requirements via the relevant form on the online manual or alternatively contact Unusual Rigging if you are unsure of the exact equipment and services required.
Please note that banners must not project on to the aisles or a neighbouring stand it must be hung within the perimeter of your stand.

All banner designs must be submitted by the 15th September 2009 and all rigging orders must be placed via the online manual by 15th October 2009. A 20% surcharge will be added to any late orders. PLEASE NOTE THAT THE TRIM HEIGHT TO THE UNDERSIDE OF ALL HANGING ITEMS IS 8 METRES.

5.16 Rigging and Suspended items

Please be aware that all rigging within Airport Expo Dubai must be carried out by the Official Rigging Contractors, Unusual Rigging. It will no longer be possible for exhibitors or their contractors to carry out their own rigging.

Exhibitors wishing to rig banners/hanging signs or lighting above their stands must complete the Rigging Requirements form available via the online manual. Adequate drawings showing the design, dimensions and location of the suspended item must be attached to this order to ensure that the order is suitable for the item which requires rigging.

The trim height for all hanging items is 8 metres across the show site and will be strictly enforced. Direct support and suspension of structures to the Hall roof structure is NOT permitted. All suspended items will lighting structures including those suspended from ceiling trusses are permitted provided they do not exceed the permitted load of the structure.

All rigging must be an integral part of the stand design and should be confined within the limits of your stand area. Please note that banners and hanging signs must not project on to the aisles or a neighbouring stand and they must be within the perimeter of your stand.

In the interest of Health and Safety, the Venue will require all banners, graphics etc to be pre-rigged before the tenancy date. Therefore please ensure that all banners and trusses are on-site for Heavy Lift & Pre-rig day on the 31st October & 1st November 2009.

5.17 Vehicles (Exhibits & Displays)

If you which to display vehicles on your stand, you must receive approval from the operations team. All shell scheme exhibitors must email the vehicle details to the operations team in order to obtain permission to display this item. Display vehicles will not be allowed access to site without written confirmation from the Organisers.

The following criteria must be adhered to when display a vehicle in the Halls.

- The vehicle must be static and have its engine switched off for the duration of the exhibition
- The fuel tank must be drained
- The vehicle must have a lockable fuel cap
- The vehicle must have a drip tray placed under the engine
- The battery must be disconnected
- A 24hr Contact name and number must be given to the Organisers
- The vehicle keys must be left with the Organisers in case removal is necessary
- The Organisers accept no responsibility for any vehicle that is damaged when being brought into or out of the Hall or once in its final position
- Any damage caused to the venue as a result of vehicle movement will be charged back to the exhibitor as part of the dilapidation costs
You must work closely with the Organisers when arranging to bring the vehicle into the exhibition, often it may be required to enter the halls before the build due to the logistics of building the exhibition around the vehicle.

If these rules are not adhered to, the Organisers have the right to refuse entry. Please refer to section 8 for information on delivery, transportation and removal of outsized exhibits.

5.18 Balloons
The use of helium balloons (Blimps) and toy balloons are not permitted.

5.19 Night Sheets
Any night sheets used for securing your stand should be of inherently non-flammable material or material that has been treated to render it non-flammable.

If you have night sheets on your stand but wish to have your stand cleaned overnight, please supply a copy of the night sheet key to the Organisers’ office for collection of the cleaning supervisor. The key will be returned once the cleaning has been completed.

5.20 Water Supply
Please be aware that a water supply is not readily available in the exhibition halls or on the static park.

5.21 Water Displays and Features
Exhibitors wishing to have water displays or features on their stand must confirm the details in writing to the operations team by 15th September 2009, so that written approval can be given. Contractors/exhibitors must include full details of any water tank of butts necessary in their written application.

Water displays that involve water tanks or butts must ensure that the tanks are constructed so they do not leak. The choice of material must be considered to ensure that water cannot leak onto areas of the hall that carry electrical services, such as the utility ducts.

It is the exhibitor’s responsibility to ensure that the design is produced by a competent person taking into consideration the technical and Health & Safety aspects.

As a contractor / exhibitor you must make arrangements for adequate water supply. No running water is provided within the Airport Expo Halls.

Water displays will be forbidden if not approved by the Organisers, as it is vital.

5.22 Maintenance of Exhibits
Under no circumstances will maintenance work be permitted on stands during the exhibition open hours.

If at any time during the exhibition open days you need to carry out maintenance work on your stand after the exhibition has closed, please apply to the Organisers by 14:00hrs on the same day.

5.23 Storage
No excess stock, literature or packing cases may be stored around or behind your stand, due to fire risk.

If you require storage on-site, you should to contact Airlink International, who have storage facilities available. If you need a place to store empty cartons, boxes, literature etc please contact Airlink.
International, who will collect these from your stand, store them and deliver them back to you during breakdown.

Alternatively, you need to make the provision to build a store room into your stand design.

5.24 Waste Management
All exhibitors and contractors must ensure that they do not discard sharp objects and must ensure that nails and screws are not left sticking out of waste wood – these must be removed or hammered flat. Fairs & Exhibitions are committed to ensuring that the exhibition is as environmentally conscious as possible. Please help us by keeping waste to a minimum, recycling waste where possible and reporting any incidence of fly tipping to the Organiser.

If you are a shell scheme exhibitor, your stand will be delivered to you in a clean state. Any waste generated during the dressing of your shell scheme should be placed in the gangways for the cleaning contractor to remove prior to the show opening.

All waste must be removed from the exhibition halls. Any items of waste or stand fitting left in the halls at the end of the show will be treated as waste and disposed of. Any removal costs will be charged to the exhibitor in question.

5.25 Breakdown of Stands and Exhibits
Exhibits or stand fittings must NOT be removed or dismantled before 18:00hrs on Thursday 19th November 2009.

Storage of crates/boxes kept with the official on-site freight contractor, will be brought back to the stands from 18:00hrs on Thursday 19th November onwards.

Exhibitors are responsible for removing all materials from their shell scheme stand by 22:00hrs on Thursday 19th November 2009. A charge will be made should the Organisers have to arrange the removal of any items. This also applies to materials left in the loading yard – photographic evidence will be taken. Shell scheme stands will be dismantled from 22.00hrs Thursday 19th November 2009.

THE ORGANISERS WILL NOT BE HELD RESPONSIBLE FOR ANY ITEMS LEFT IN THE HALLS AT ANY TIME.

5.26 Damage to the Venue
Damage caused to the fabric of the exhibition building by an exhibitor / contractor will be charged by the venue via Fairs & Exhibitions Ltd. Under no circumstances should an exhibitor / contractor attempt to repair any damages caused.

It is strictly prohibited to affix nails, tacks, screws, adhesives, paint or similar items to the floor, walls, ceiling, shell scheme structure and other parts of the premises.

5.27 Insurance Regulations
The exhibitor is totally responsible for obtaining insurance protection for his exhibits, property and personnel against all risks as stated in the general conditions. Equipment should be insured both in transit and on location at the exhibition for the entire period it is on the exhibition site. Insurance cover should include:

- Personal injury
- Third party claims
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition
- Medical expenses and baggage cover
- Value of the stand, including the fittings

5.28 Organiser’s Right to Change Stands and Floorplan Layout

In the interest of the exhibition as a whole, it may be necessary to remove or alter anything in – or forming part of – any stand. If we feel this action must be taken this would be at the expense of the exhibitor concerned.

The floor plan is subject to change at the discretion of the Organisers.

5.29 Venue and Local Authority Regulations

All work must be carried out in compliance with the regulations of the Venue.

If an exhibitor constructs a stand which does not conform fully to all the requirements of the Organiser, venue and Dubai Municipality, the Organisers reserve the right to alter, demolish or reconstruct the stand at the exhibitor’s expense to make it conform to the regulations and requirements.
6.1 Chalet Design
Chalets are handed to Exhibitors in a basic shell form, it is the responsibility of the exhibitor to appoint a contractor to fully design and dress the chalet interior. The interior decorations, fittings and furnishings are the sole responsibility of the exhibitor and their contractor but must be approved by the Organisers. Please submit design via Form 10 of the online manual by 15th September 2009. Exhibitors will be charged for any damage or alterations to the basic chalet shell. Projex have been appointed the Official Chalet Contractor, please refer to form 11 to use their chalet design system and see what they can offer you.

Chalet holders must complete the ‘Chalet Design Submission and Authorised Contractor’ form in order to obtain the Organisers approval, this is available via the online manual. Chalet plans must be uploaded in either DWG, JPEG or PDF format. Chalet designs must include a plan view of the proposed chalet interior design, including all dimensions, specifications, and materials of all structures. Chalet designs will be inspected by both the Organisers and the Dubai Department of Civil Aviation. Please note that this process can take sometime, therefore early submission is encouraged. Late submission of chalet designs may lead to delays on-site.

Permission to access the chalet premises and commence construction will not be permitted without the full approval of the Organisers. The Organisers reserve the right to reject any plans which do not comply with the exhibition regulations.

6.2 Chalet Options
Chalets are available as either single storey or double storey configuration. The specifications, interiors and services provided vary depending on the type of chalet occupied. The chalet options and standard services provided are as follows:

**Single Storey chalets (Chalet Row B)**
- Single exterior stairway from the static park
- No toilets, kitchen or running water provided

**Single Unit Double Storey Chalets**
- Single exterior stairway from the static park
- Single internal staircase
- 1 x male & female toilets
- 1 x kitchen unit

**Double Unit Double Storey Chalets**
- Double exterior stairway from the static park
- Single internal staircase
- 1 x male & female toilets
- 1 x kitchen unit

**Triple Unit Double Storey Chalets**
- Triple exterior stairway from the static park
- 2 x Single internal staircase
- 1 x male & female toilets
- 1 x kitchen unit
6.3 Single Storey Chalet Specifications

General
- Steel frame
- Wooden floor
- Insulated sandwich external wall panels
- Demountable panels between all chalets
- GRP roof with supporting steel structure
- Aluminium framed double glazed screen to ground floor patio complete with tinted glazing and single swing access doors

Terraces
- Astroturf on timber deck at ground floor
- Aluminium balustrade demountable between chalets
- Timber steps to entrance

Chalet Interior
- All wall, floor and ceiling finishes to be provided by the exhibitor
- PLEASE NOTE: For environmental reasons all single storey chalets must be fitted with a suspended ceiling

Services
- Electrical distribution board is provided for each chalet.
- Internal wiring, power and light fittings to be supplied by the exhibitor
- Communications panel. Wiring and points for telephones, fax, computer, internet, video conference etc to be provided by the exhibitor / official contractor.
- 2 nos. split unit air-conditioners provided for each chalet
- No running water is available but washrooms will be located nearby.

Access to site for single storey chalets is 1st November 2009
B ROW CHALETS

Due to demand the number of single chalets has been increased for 2009.

Accommodating this growth has resulted in a re-design of the main structure.

Once the missing information has been established the
Organisers will send updated drawings to chalet holders by Email
Due to demand the number of single chalets has been increased for 2009.

Accommodating this growth has resulted in a re-design of the main structure.

Once the missing information has been established the Organisers will send updated drawings to chalet holders by Email.
6.4 Double Storey Chalets Specifications

This year the double storey chalets at Dubai Airshow have been extended by 3m. This results in a 39.24m² extension to the front of each unit. The extension applies to both the ground & first floor.

The specifications are as follows:

General

- Steel frame
- Insulated sandwich external wall panels
- Demountable panels between all chalets
- Wooden ground on steel supporting structure
- GRP roof
- Aluminium framed double glazed screen to ground floor patio complete with tinted glazing and single swing access doors
- Demountable steel with closed-tread staircase

Terraces

- Astroturf on timber deck at ground floor
- Astroturf on fully waterproofed timber deck at first floor
- Steel demountable balustrade between chalets and to side of stairs
- Wooden stairs to entrance

Chalet Interior

- Permanent wall between reception/lounge area and kitchenette/toilet area
- Kitchen equipped with base unit and worktop with single drained sink
- Male toilet fitted with urinal, w.c. and wash hand basin – Not to be removed or altered.
- Female toilet fitted with w.c. and vanity unit – Not to be removed or altered.
- Sanitary fittings demountable as required by exhibitor
- Finishes internally including wall, ceiling, floors, accessories, fitting and fixtures are the responsibility of the exhibitor

Services

- Cold water supply to kitchen and cloakrooms
- Concealed cold water and drainage points to receive exhibitor’s connections
- Electrical distribution board - 100 amp three phase
- Internal wiring for power and light fittings to be provided by the exhibitor
- Wiring points for telephones, fax machines, computers, internet and video conferences, etc to be supplied by the exhibitor / official contractor
- Split unit air-conditioning to ground floor (2nos) and first floor (2nos)
- Extract ventilation to cloakrooms

Access to site for double storey chalets is 24th October 2009
ADDITIONAL MODULE & NEW TERRACE

DOUBLE STOREY CHALET ELEVATION
DOUBLE STOREY CHALET PLANS

GROUND FLOOR PLAN

CHALET MODULE

NOTE: 18 mm GAP BETWEEN THE TWO CHALETS

LINE OF PELMET TRUNKING OVER

100X300 RIS. FRAME

FEMALE

MALE

kitchen

LINE OF PELMET TRUNKING OVER

CHALET

TERRACE

95 Sq Mtr

76 Sq Mtr

CHALET

TERRACE

NOTE: 18 mm GAP BETWEEN THE TWO CHALETS

FIRST FLOOR PLAN

Legend

ADDITIONAL MODULE & NEW TERRACE
6.5 Electrical Installations

Each chalet is provided with 100 Amp three phase mains electricity supply and electrical distribution board. The exhibitor or nominated contractor responsible for all the internal wiring and light fittings must conform to the IEE Wiring Regulations. They must ensure that:

- The main switch is an ELCB
- 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 is to be connected to machinery 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

An inspection of all electrical installations will be carried out by the Organisers and the official electrical contractor before connection to the main supply is permitted. The Organisers reserve the right to disconnect any installation considered to be dangerous.

6.6 Air-Conditioning Units

All chalets are provided with an air-conditioning system; 2 units are provided per floor per chalet unit. The Organisers highly recommend that the air-conditioning units remain in their existing locations. Modifications to the existing system can be accommodated but will be chargeable. If any modifications or additions are required please contact the operations team as the official chalet contractor is the only party authorised to modify the existing system.

Please note that the chalet holders will be charged accordingly for air conditioning modifications and that the operations team should be notified as soon as possible to avoid surcharges.

6.7 Doors

All chalets have one main entrance door, one door opening onto the terrace and one opening into the rear service area. Please note that all doors open outwards, except for the main entrance door. If a chalet holder requires the doors to be modified they must contact the operations team immediately. There will be an additional charge for this service. The door to the rear of the chalet unit may not be removed or blocked up.

6.8 Plumbing Installations (Double Storey Units Only)

Single storey units are not supplied with running water.

Double storey chalet units are supplied with cold running water to the kitchenette sink, wash hand basins, urinals and w.c’s only. The fit out, connection and disconnection of additional plumbing within the chalet must be illustrated clearly on chalet designs and submitted to the operations team for approval. No official plumbing contractor has been appointed; all plumbing work must be undertaken by the chalet holder’s appointed contractor. The exhibitor will be held responsible and charged accordingly for any damage done to the existing plumbing installations.

6.9 Multiple Chalet Units

For exhibitors occupying multiple chalet units the dividing walls between the units will be removed and the 100mm void filled. The external balconies will also be merged. The removal and replacement of the dividing walls and balconies is included in the sales price. If this is not in
accordance with the exhibitor’s requirements the operations team must be contacted immediately. Additional costs will be incurred for the replacement of walls.

6.10 Alterations to the Provided Chalet Structure
Alterations to the standard chalet structure provided are possible but MUST be undertaken by the Organiser’s contractor. Exhibitors will be charged accordingly for the alterations they require to the standard facilities provided. If an exhibitor requires internal or external staircases, doors, toilets, air conditioning units or kitchens to be removed or relocated they must inform the operations team by Thursday 30th July 2009.

DETAILED COSTS FOR ANY ALTERATION WORK CAN BE SUPPLIED BY OUR OPERATIONS TEAM. NO ALTERATION WILL BE UNDERTAKEN UNTIL FULL PAYMENT IS RECEIVED.

Please note that the operations team will try to meet exhibitors requirements but this may not always be possible due to Health & Safety reasons and site restrictions.

6.11 Handover of Chalets
Chalet holders must nominate a responsible person who will be required to collect the chalet keys and sign a declaration that the chalet unit has been received from the Organisers.

A refundable deposit of 2000 AED ($550 USD) cash will be required on collection of the chalet keys. This will not be returned until the keys are returned and the post-show dilapidation audit has been completed by the Organisers.

The chalet keys will be available for collection from the Exhibitors Information Desk located in the Emirates Hall Reception Building from 24th October 2009.

6.12 Balconies & Outdoor Signage
Chalet balconies are provided fully finished with picket fencing and Astroturf flooring, no alterations to the structure of the chalets within the balcony area will be permitted. Awnings that cover balcony areas are not permitted.

It is not permitted to place canopies, awnings or any other advertising materials on the front of the chalet structure or ground floor terraces.

In the case of double storey chalets, flat signage may be placed on the upper balustrade. Details of all signage to be placed on the balustrades must be illustrated on the chalet designs and approved by the Organisers.

No structure, signboard or signage that obstruct or project on to neighboring chalets is permitted on the balconies or terraces.

The Organisers reserve the right to remove any signage that does not comply with exhibition regulations.

6.13 Flagpoles
One flagpole per chalet unit is provided and no other flagpoles are permitted. The positioning of the flagpole is illustrated in the chalet diagrams.

6.14 PA System
Each chalet is fitted with public address speakers to receive the flying display commentary and emergency messages. Public address loudspeakers are provided both internally and externally. The loudspeakers provided must not be hidden, removed or disconnected as they are essential to
broadcast emergency messages to chalet holders. The disabling of the PA system in any way is strictly forbidden and will leave the occupants of the chalet at risk in the event of the need to evacuate an area of the site, or transmit other important messages.

6.15 Fire Precautions & Safety
Exhibitors are responsible for the provision of fire fighting equipment in their own chalet. Fire extinguishers will be provided by the Official Chalet Contractors. However, it is the exhibitor’s responsibility to provide further fire fighting equipment such as smoke alarms, fire blankets etc on their chalet premises.

No smoking, naked flames or live cooking are permitted in the chalets for safety reasons. The Organisers reserve the right to remove any cooking materials they consider to be unsafe.

6.16 Access during Build-up and Break-down
Vehicle access will be permitted if the vehicle is in possession of the relevant pass, please refer to section 9 for further details.

6.17 Mechanical Aids
Forklifts, pallet forks and other mechanical aids are not permitted within the chalet.

6.18 Waste Disposal during Build Up and Break Down
The removal of rubbish resulting from construction and dismantling is the responsibility of the exhibitor or their contractor. Skips will be provided free of charge courtesy of the Organisers and exhibitors or contractors are encouraged to use them.

Rubbish or excess building material remaining prior to the exhibition or at the end of the dismantling period, will be removed at the expense of the exhibitor by the official cleaning Contractor.

Special arrangements for additional rubbish removal can be made through the official cleaning Contractor, please contact them directly for services and prices.

6.19 Dilapidations
It is not permitted to drill, weld or otherwise fix permanently to any of the chalet structures. Any graphics or other applied finish must be removed from glass panels or other parts of the structure before handing the unit back to the Organisers.

Exhibitors must leave their sites in the condition in which they found them and must satisfy the Organisers that they have done so. A post-show dilapidation audit will be carried out by the Organisers in the presence of the chalet holder upon return of the chalet keys to the Exhibitor Information Desk. Any dilapidations caused by an exhibitor’s installations will be recorded by the Organisers and the cost of reinstatement charged to the exhibitor.

6.20 Chalet Cleaning
Exhibitors are responsible for the cleaning of their chalets and the supply of toiletries. Only the official cleaning contractors are authorised to clean the chalets, contact details can be found in the official contractors List.

6.21 Chalet Catering Facilities
Emirates Flight catering are the official catering contractors and JW Marriot Dubai is the recommended chalet catering contractors for Dubai Airshow 2009. A brochure listing all the available catering services will be sent to exhibitors prior to the exhibition. For all catering requirements please contact them directly:
Emirates Flight Catering
P.O. Box No. 22525,
Dubai International Airport,
United Arab Emirates

Tel: +971 4 2245834
Mobile: +971 50 644 5793
Fax: +971 4 2244137
Contact: Samer Sabbagh
Email: samer@ekfc.ae

JW Marriot Dubai
P.O. Box No. 16590
Dubai,
United Arab Emirates,

Tel: +971 4 6077802
Fax: +971 4 607 7011
Contact: Sabrina Albert
Email: Sabrina.albert@marriotthotels.com

PLEASE NOTE: Only the official and recommended caterers will be allowed access to the site.
### 7.1 Outdoor Pavilions and Exhibitors’ Responsibility
Outdoor pavilion exhibitors are responsible for their own pavilion design and construction. No outdoor pavilion construction elements or fittings will be provided by F&E Aerospace. All outdoor pavilion designs must be approved by the Organisers and the Department of Civil Aviation before exhibitors will be allowed access to the site and permitted to commence build.

Outdoor pavilion working drawings (including all dimensions and elevations), risk assessment & method statement must be submitted to by email before the 15th September 2009. Failure to submit outdoor pavilion designs by this date may result in delays on-site. No outdoor pavilion build will be permitted to commence without the Organisers’ written approval.

It is the responsibility of the exhibitor or their appointed contractor to examine the area and site allocated to them in order to avoid costly adjustments to outdoor pavilion structures. Where possible the Organisers will provide, on request detailed outdoor pavilion plots however; please be aware that minor obstructions or height restrictions cannot always be indicated on these plans. Due to the nature and scale of the Dubai Airshow site, each outdoor pavilion area is subject to differing restrictions, it is imperative that exhibitors and their contractors contact our operations team directly to ensure they are aware of any and all restrictions applicable to their particular site. Please contact the operations team by email.

Outdoor pavilion fitting regulations contained within this section must be observed when planning outdoor pavilion design and layout.

We are pleased to offer advice and guidance where required. Please feel free to contact the operations team with any enquiries.

Please note the Organisers have the right to reject any outdoor pavilion plan that they deem to be:

- a) Structurally unsafe
- b) A health & safety risk
- c) Considered to be too difficult to be completed in the time specified
- d) Does not conform to the specifications listed in the manual
- e) Likely to unreasonably affect nearby exhibitor’s sites in any way

No major structural changes will be permitted to the outdoor pavilion once approval has been given.

### 7.2 Pavilion Categories
Please note: there are two areas where pavilion construction is permitted:

- The chalet line
- The static park

The construction regulations and timings vary dependant upon which area the pavilion is located in. Therefore, it is vital that you read the following sections carefully.
7.3 Chalet Line Pavilion Specific Regulations
Construction of chalet line pavilions can commence on Saturday 24th October 2009, only when permission has been granted by the Organisers.

The height restriction for chalet line pavilions is 9.5mtrs, under no circumstances may construction exceed this height. Construction is not permitted more than 3mtrs beyond the chalet line. Should you need to secure the structure to the site, your contractor must submit scale drawings with the exact fixing position, before permission will be granted. Any damage to the site incurred through securing the structure must be repaired after the show.

All double storey structures must provide exterior fire escape staircases. Fire extinguishers must be provided by your contractor, a minimum of 1 extinguisher per 100sqm is required. Fire exits must be clearly indicated on all plans submitted and internationally recognised signs must be used.

Please note: NO live cooking or naked flames are permitted.

Should you require telecoms and/or internet, there are provisions available for both, behind the chalet line. Telecoms orders should be placed via the online manual. All air conditioning units must be sighted so as not to cause a visual or audio nuisance to other exhibitors.

If you are planning on using cranes or lifting during construction, these must be ordered from the Organisers’ official handling agent GT Exhibitions / Airlink International. No other contractor will be able to operate during the build-up or breakdown.

Cranes may not be used on the chalet line without the express permission of the Organisers. Notice of the intended use of cranes must be received by the Organisers no later than Tuesday 15th September 2009. Details of the maximum height of the jib is required as well as the gross weight of the vehicle.

Please note: that due to airport restrictions lifting may be limited to certain times of day.

7.4 Static Park Pavilions
Construction of static park pavilions can commence on Monday 9th November 2009, only when permission has been granted by the Organisers.

The height restriction for static park pavilions is 5mtrs, under no circumstances may construction exceed this height. The structure may not occupy any space in excess of that contracted for, this includes all air conditioning units but does not include generators. No fixing to the static park surface is allowed.

There is no provision of mains electricity on the static park. Power is supplied by generators. All generators must be ordered from the Organisers and only the Organisers’ official contractor may be used:-

Contact Name
Byrne Equipment Rental LLC
P.O.Box 50283 Dubai, U.A.E.
Tel: +971 4 347 1061
Fax: +971 4 347 1244

Exhibitors must order a generator that can run their exhibit for a full exhibition day as refuelling of generators is not permitted during the day.
Fire extinguishers must be provided by your contractor, a minimum of 1 extinguisher per 100sqm is required. Fire exit must be clearly indicated on all plans submitted and internationally recognised signs must be used.

There is no mains drainage available on the static park. The Organisers will provide toilets as part of the “B” row chalet block.

There is no provision of either Telecoms or Internet available to the Static Park.

If you are planning on using cranes or lifting during construction, these must be ordered from the Organisers’ official handling agent GT Exhibitions / Airlink International. No other contractor will be able to operate during the build-up.

Cranes may not be used on the static park without the express permission of the Organisers. Notice of the intended use of cranes must be received by the Organisers no later than Friday 2\textsuperscript{nd} October. Details of the maximum height of the jib is required as well as the gross weight of the vehicle.

Please note: that due to airport restrictions lifting may be limited to certain times of day.

7.5 Complex Structures
A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide significant risk. Structures over 4 metres in height, multi-storey outdoor pavilions, raised platforms and all suspended items are generally considered to be complex structures.

For all outdoor pavilions exceeding 4m in height, with two-storeys, a platform exceeding 600mm in height, or deemed by the Organiser to be complex structures, drawings must be submitted in duplicate (2 copies) in English to the team for approval by the deadline of 15\textsuperscript{th} September 2009. These maybe submitted electronically as DWG, JPEG or PDF format to: pavilions@dubai.aero

These drawings must show the form and dimension of every structural member with appropriate general arrangement plan, sections and elevations, including full details of stairways. All calculations of loading and strength must be in English, and all drawings must be to scale. A method statement and risk assessment are also required.

All complex structures are subject to a pre-show plan approval and on-site inspection by the Department of Civil Aviation appointed structural engineers.

In the case of particularly complex outdoor pavilions the Organisers may require additional structural calculations, method statements or technical detail in order to process the outdoor pavilion approval. It is the responsibility of individual exhibitor and their appointed contractor to provide this additional information upon request and any associated costs will be charged to the exhibitor.

PLEASE NOTE: PERMISSION TO ENTER THE SHOW SITE AND COMMENCE CONSTRUCTION WILL NOT BE PERMITTED WITHOUT THE FULL APPROVAL OF THE STRUCTURAL ENGINEER.

Outdoor pavilion build progress will be monitored continually by on-site Health & Safety officers who reserve the right to halt build should any Health or Safety issues arise.
The Organisers reserve the right to deny access and prevent work being carried out by, or on behalf of, any exhibitor who has not submitted outdoor pavilion design drawings in accordance with these regulations.

### 7.6 Multiple Deck Outdoor Pavilions
Written application for permission to design outdoor pavilions of two-storeys or more must be made directly to the operations team and must have been booked and paid for directly with the relevant Airshow sales manager. Build restrictions including height limits and anchorage points for outdoor pavilions vary widely dependant upon the exact location of the site - it is the responsibility of the exhibitor or their appointed contractor to contact the operations team to gain a thorough understanding of any restrictions specific to their particular site.

In the interests of the event as a whole we reserve the right to determine the position of any multi-storey structure within an outdoor pavilion. All multi-storey outdoor pavilions are classified as complex structures and must abide the same regulations.

**Multi storey design submission guidelines:**
- Design calculation for beam columns and base plate
- Connection detail and design
- General layout and location of the structures
- Staircase details including handrail details
- Total load – including proposed anchorage details
- Structure detail (material)

**DESIGNS MUST BE SUBMITTED TO pavilions@dubaiairshow.aero no later than 15th September 2009.**

All outdoor pavilion designs will be subject to the Department of Civil Aviation engineer’s inspection.

Exhibitors must provide proof of suitable insurance for the Organisers before construction can commence.

### 7.7 Mobile Exhibition Units/Trailers
Mobile exhibition units, caravans or similar vehicles are not permitted without our prior written consent from the Organisers.

### 7.8 Electrical Installations
Electrical supply to outdoor pavilion sites is not included within the space rental charge. Due to the stringent security restrictions which apply to the show site during the tenancy period, all generators for use on outdoor pavilions must be ordered via the Organisers for further details please contact our operations team.

Exhibitors installing their own power connections to their displays for general lighting and power sockets must ensure that:
- The main cable is connected to a suitable type distribution box
- The main switch should be an ELCB
- 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 IEE Regulations and will be subject to inspection and approval by the official electrical contractor before connections to the mains supply.

7.9 Fabrics Used In Displays
Textile fabrics used for interior display purposes on the outdoor pavilion must be FIRE RETARDENT or purchased already treated by use of approved chemicals. Certain fabrics need not be proofed, i.e., wool, twill or felt. Textile fabrics used for interior decorative purposes within outdoor pavilions must be fixed taut and or in tight pleats (not draped) to a solid backing and secured 3 inches above floor level and not touching any light fittings. Cellulose paints are flammable and must not be used for outdoor pavilion dressing. Water based paints must be used.

7.10 Plastics / Outdoor Pavilion Dressing
Lexan and Macralon are acceptable. PERSPEX MUST NOT BE USED. Artificial plants and flowers which are combustible and give off toxic fumes must not be used for outdoor pavilion dressing.

7.11 Height Limit
Height restrictions for outdoor pavilions vary widely dependant upon the exact location of the site. It is the responsibility of the exhibitor or their appointed contractor to contact the operations team to gain a thorough understanding of any restrictions specific to their particular site.

The Organisers reserve the right to request full structural calculations for any structure over 4m which they deem to be complex.

7.12 Signage
Signage and graphics are not permitted to overlook other outdoor pavilions.

No flashing lights will be permitted. In addition to this, any outdoor banners or branding should be 80% wind permeable and eyeleted every 50cm along each edge – any rigged outdoor signage will be inspected and must be approved by the official on site rigging contractor, Unusual Rigging.

7.13 Balloons
The use of helium balloons (Blimps) and toy balloons are not permitted.

7.14 Freight
See Section 8 for information on shipping and on-site freight handling.

7.15 Lifting and Logistics
*GT Exhibitions and Airlink International* have been appointed as the official lifting contractors for Dubai Airshow 2009 and will be the only companies authorised to perform lifting and fork lifting in the halls. If you require lifting and fork lifting services, please contact one of the official contractors.
Exhibitors planning to transport their goods through an international courier are recommended to use the services of the official Lifting and Logistics contractor who have special facilities in place for the event. Please refer to Section 8 for further details.

**7.16  LPG - Liquefied Petroleum Gases (Propane, Butane, etc)**
All non-mains flammable gas including compressed gas & LPG is prohibited on the show site at all times unless the Organisers are satisfied that exceptional circumstances apply and its prior consent is obtained.

**7.17 Storage**
No packing cases may be stored around or behind your outdoor pavilion. If you require storage on-site, you should contact Airlink International, who have storage facilities available. If you need a place to store empty cartons, boxes, literature etc please contact Airlink International, who will collect these from your outdoor pavilion, store them and deliver them back to you during breakdown.

Alternatively, you need to make the provision to build a store room into your outdoor pavilion design.

**7.18 Timber Use in Outdoor Pavilion Construction & Displays**
All timber under 1 inch thick must be impregnated (pressure process). Boards, plywood, chipboard etc must be treated in the same way if they are less than 18mm thick. Timber over 1 inch thick need not be treated & M.D.F. is acceptable in most cases.

**7.19 Water & Waste Management**
All exhibitors and contractors must ensure that they do not discard sharp objects and must ensure that nails and screws are not left sticking out of waste wood – these must be removed or hammered flat. Fairs & Exhibitions are committed to ensuring that the exhibition is as environmentally conscious as possible. Please help us by keeping waste to a minimum, recycling waste where possible and reporting any incidence of fly tipping to the Organiser.

Exhibitors and Contractors are advised that the Static Park is adjacent to the main runway of the Dubai International Airport. It is VITAL that all waste materials are controlled and are not allowed to blow around the show site. Persistent offenders will be denied access to the site.

All waste must be removed from the show site. Any items of waste or outdoor pavilion fittings left on site at the end of the show will be treated as waste and disposed of. Any removal costs will be charged to the exhibitor in question.

Please be aware that a water supply is not readily available to outdoor pavilion sites.

**7.20 Water Features**
If you are intending to use a water feature in your outdoor pavilion please confirm the details in writing to the operations team so that written approval can be given. This is to ensure that the correct precautions are taken to minimise the risk of Legionnaires Disease.
All outdoor pavilion construction and displays must be made from fire retardant materials and installed to the satisfaction of the authorities.

Any goods attached to your outdoor pavilion will constitute part of your outdoor pavilion and will be subject to these regulations.

7.21 Working at Height
Ground access to areas in the vicinity of any work at height must be controlled to prevent persons walking or working directly beneath the area in question. Ground workers in the vicinity must not work directly underneath and wear suitable head protection (e.g. hard hats)

Ladders must be footed or tied off and used in accordance with construction regulations.

The use of domestic ladders and steps is strictly forbidden

7.22 Work Equipment and Tools
Exhibitors and contractors have a duty to ensure that all tools are fit for purpose and safe to use. All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use. The use of battery powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. Those using mains powered tools must ensure that cables are not trailed across work areas.

7.23 Exhibition Timetable
Please refer to the timetable for the build-up and breakdown schedule.

The design of your outdoor pavilion must be such that it can be erected and dismantled within the published build up and breakdown periods.

It is important you contact the operations team if you foresee any problems keeping to this schedule. It is the responsibility of the exhibitor or their appointed contractor to ensure the outdoor pavilion is being built to the correct floor markings. Please check with the Organisers’ office if you are in any doubt regarding your allotted space.

7.24 Early/Late Working
If you have appointed a contractor to build your outdoor pavilion, you must be assured that the design of the outdoor pavilion is such that it can be built within the specified times as stated in this manual.

Early or late working outside the hours of the build up and breakdown timetable will not be permitted.

Please inform the Organisers if you believe you will have any issues keeping to the exhibition build/breakdown schedule

7.25 Outdoor Pavilion Plan Submission
Full dimensional drawings for all outdoor pavilions - showing all proposed constructional details - must be submitted to the Organisers for approval by them and the Department of Civil Aviation before any work can commence. A method statement and risk assessment are also required to be submitted along with the outdoor pavilion plans.

Outdoor pavilion drawings (including all dimensions and elevations), risk assessment & method statement must be submitted to the operations team by the 15th September 2009. Failure to
submit outdoor pavilion designs by this date may result in delays on-site. No outdoor pavilion build will be permitted to commence without the Organisers written approval.

7.26 Risk Assessment and Method Statement
All contractors/exhibitors are required to submit a full risk assessment for the design, construction and arrangement of their outdoor pavilion.

The risk assessment is to be submitted in English along with outdoor pavilion plans. If you require help with producing a risk assessment, please contact the operations team.

7.27 The Organisers Rights
Organiser’s reserve the right to change outdoor pavilion locations and floor plan layout. In the interests of the event as a whole, it may be necessary to remove or alter anything in - or forming part of - any outdoor pavilion. If we feel this action must be taken this will be at the expense of the exhibitor concerned.

The event floor plan is subject to change at the discretion of the Organisers. Please contact the Organisers to obtain the latest version of the event floor plan.

7.28 Venue and Local Authority Regulations
If an exhibitor causes an outdoor pavilion to be erected which does not conform fully and in all respects to the requirements of the Organiser, Department of Civil Aviation and Dubai Municipality, the Organisers reserve the right to alter, demolish or reconstruct the outdoor pavilion at the exhibitor’s expense and to make it conform to the regulations and requirements.

7.29 Insurance Regulations
The exhibitor is solely responsible for obtaining insurance protection for their exhibits, property and personnel against all risks as stated in the General Conditions. Equipment should be insured both in transit and on location at the exhibition for the entire period it is on the exhibition site.

Insurance cover should include:
- Personal injury
- Third party claims
- Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition
- Medical expenses and baggage cover
- Value of the outdoor pavilion, including the fittings

7.30 Maintenance
Under no circumstances will maintenance work be permitted on outdoor pavilions during the exhibition open hours.

If at any time during the event open days you need to carry out maintenance work on your outdoor pavilion after the show has closed please apply to the Organisers by 14:00 hrs on the same day for authorisation.
DELIVERY, TRANSPORTATION & REMOVAL OF EXHIBITS

8.1 Official Freight Contractors
The Organisers have appointed Airlink International / GT Exhibitions as the official freight, lifting and handling contractors and the recommended shipping and freight forwarding contractors for Dubai Airshow 2009. Airlink International / GT Exhibitions should be contacted directly in regards to all freight, lifting and goods handling queries. Please submit form 13 of the online manual should you require their services.

The official contractor will forward the following details to all exhibitors:
- A list of their services – Air & Sea Freight
- On-site freight handling charges
- Details of the necessary documentation required by the United Arab Emirates Customs Authorities.
- Contact details of the official contractors appointed agent in the exhibitors’ country.

Exhibitors in the USA and Canada are advised to contact TWI Logistics (the official contractors appointed agent), please see the Official Contractors List for contact details.

It is the responsibility of the exhibitor to advise the official on-site freight handler of their freight details and to ensure that they are aware of the costs of on-site handling charges.

FOR HEALTH & SAFETY AND SECURITY PURPOSES THE OFFICIAL CONTRACTOR HAS SOLE RESPONSIBILITY FOR THE MOVEMENT AND CO-ORDINATION OF ALL EXHIBITS ON THE EXHIBITION SITE, INCLUDING THE PROVISION OF LABOUR AND HANDLING EQUIPMENT. NO OTHER CONTRACTOR OR THEIR EQUIPMENT WILL BE ALLOWED TO OPERATE WITHIN THE EXHIBITION AREA

8.2 Sea and Air Freight Deadlines
If you require a full shipping service collected from country of origin and delivered to your stand, the latest receiving dates for your cargo will be advised to you by the official contractor’s local agent in your country.

However, if you’re making your own arrangements for shipping please note the following deadline dates, if you need our assistance with local clearance and delivery in Dubai.

1) The latest date of arrival for LCL containers or conventional cargo: 1st November 2009
2) The latest date of arrival for FCL containers at Jebel Ali port, Dubai: 1st November 2009
3) The latest date of arrival for Air Freight at Dubai Int'l Airport - DXB: 5th November 2009

These deadlines do not apply to heavy exhibits, outsized items or items requiring rigging as these must be on site by 31st October 2009.

Please note: We would recommend that you use the official shipping contractor, Airlink International / GT Exhibitions, as they will deliver your freight, hold it until you are ready to receive it and will deliver it directly to your stand.
8.3 Deliveries to Site

Deliveries will not be accepted on-site before the following deadlines:

- **24th October 2009** for chalet holders
- **31st October 2009** for all heavy or outsized items & items requiring rigging
- **2nd November 2009** for space only exhibitors
- **12th November 2009** for shell scheme exhibitors

All deliveries must be marked up clearly, as follows:

**Company Name, Stand Number, Hall & Contact Number **

Dubai Airshow 2009
Airport Expo, Dubai
United Arab Emirates

Please ensure that your exhibit materials are in the hall at least 2 hours prior to the official opening. Exhibit materials, including brochures, posters and samples etc. being brought to the halls after this time will not be permitted through the front main entrance doors. Only hand carried items may be brought into the hall during show open hours. Any items requiring a trolley or pallet truck must wait until after the show has closed.

Please ensure that anyone delivering goods to you knows your stand number, hall name and that they deliver them at an appropriate time when someone is on the stand to receive the goods.

For security reasons the Organisers are not able to accept deliveries on behalf of exhibitors. This is especially applicable to courier services that require a signature; all couriers will be held within the reception building where exhibitors will have to meet them in order to sign and receive their delivery.

Deliveries to the stand during the exhibition open period may be made early each morning, more details to follow. Throughout the course of the day only hand-carried items will be permitted entry and will be subject to security screening.

8.4 Delivery Vehicle Access

All delivery drivers visiting the site must possess a temporary vehicle pass available from Airlink International or at the entrance to the exhibition ground upon arrival. Delivery drivers’ wishing to obtain temporary vehicles passes on-site must produce the following documents at the entrance gate before receiving a pass:

- Photographic I.D. – Current Driving Licence / Passport / UAE Labour Card
- Vehicle registration documents
- Written instructions from the exhibitor or main contractor

The above documents will be retained by Airlink and will only be returned when the vehicle departs the site. Please refer to Section 9 for further information on access passes.

To avoid unnecessary delays, exhibitors and contractors making deliveries are advised to give advance notification of intended dates of delivery to the official freight contractor

Please note: All vehicles entering the exhibition site are liable to be searched
8.5 Documentation
The preparation of documents must be in accordance with the regulations laid down by the United Arab Emirates Customs Authorities. All relevant information will be contained in the official contractor’s letter to exhibitors, please contact them directly regarding any documentation queries.

8.6 On-site Goods Handling
For enquiries or information relating to shipments arriving at the exhibition hall marshalling yard for delivery to the stand, please contact Airlink International UAE, our Dubai official on-Site freight handler.

31st October & 1st November 2009 are designated heavy lift days. Exhibitors requiring a crane for positioning items in excess of 2000 KG or measuring more than 2.5m in length, width or height are responsible for liaising with Airlink International to ensure that all heavy exhibits or outsized items are on-site and placed during these two days. Any heavy or outsize items arriving after this date will not be permitted entrance into the halls. This is for the safety of the exhibitors and contractors working in the halls during the build up period.

Exhibitors are advised to make sure that their contractors have all the contact details of the Official On-Site Freight Handler (Airlink International).

8.7 Unloading of Equipment
The use of powered mechanical handling and access equipment is strictly controlled. The official on-site freight handlers & rigging contractor are the only persons authorised to operate lifting and access equipment and forklift trucks within the Dubai Airshow Site. This appointment provides the necessary levels of competence and controls over all heavy lifting operations, required to satisfy Health & Safety Regulations. Airlink International / GT Exhibitions are the only companies permitted to provide lifting services at Dubai Airshow 2009. Stand build contractors and exhibitors will not be permitted to operate any lifting or access equipment. Any unauthorised lifting or access equipment will be removed from site.

8.8 Removal of Exhibits
All exhibits must be cleared from the site by 18.00 hrs on Sunday 22nd November 2009. All outsized items, heavy items and items requiring rigging will be the last items to leave the halls for Health & Safety Reasons. All other items must be removed in accordance with the below deadlines:

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Thursday 19th November</td>
<td>18:00 – 22:00</td>
<td>Removal of hand held goods only</td>
</tr>
<tr>
<td>Thursday 19th November</td>
<td>22:00</td>
<td>Vacate All Shell Scheme Stands</td>
</tr>
<tr>
<td>Fri 20th November – Sunday 22nd November</td>
<td>08:00 – 18:00</td>
<td>Dismantling &amp; Removal of stands &amp; chalets</td>
</tr>
</tbody>
</table>

Exhibitors taking hand held and locally transported goods off site must complete a security form listing items to be removed. Forms may be obtained from the Exhibitors Information Desk. They must be signed and stamped by the Organisers. Security forms are not required for goods going out as air and sea freight.

8.9 Insurance
It is the responsibility of the exhibitor to carry full insurance cover from the point of leaving the warehouse up to the point of return to origin.
8.10 **Restricted Items**
Companies who are in doubt as to whether import of their goods to Dubai is restricted should contact the relevant Government Trade Office of the country of origin. Additionally, any goods of a hazardous nature should be separately listed on invoice forms and full particulars given (i.e. IMCO Classifications etc.) in order that suitable stowage can be arranged.
EXHIBITOR BADGES, CONTRACTOR BADGES, CAR PARK PASSES, DROP OFF PASSES, TEMPORARY VEHICLE PASS & VISITOR TICKETS

9.1 Types of Badges
As an exhibitor you have a complimentary allowance of:

- Exhibitor Badges
- Priority Badges
- Contractor Badges
- Car Park Passes
- Drop Off Passes
- Temporary Vehicle Pass (Delivery Passes)
- Trade Visitor Tickets
- Priority Visitor Tickets

Where appropriate this allowance is shown in the following sections.

Once an exhibitor’s free allocation has been used they can purchase additional numbers of the following items on-line:

- Exhibitor Badges
- Contractor Badges
- Drop Off Passes
- Trade Visitor Tickets

With the exception of the Temporary Vehicle Pass, ORDERS CAN ONLY BE APPLIED FOR ONLINE via the exhibitor manual. No other form of application can be processed.

In order to claim complimentary allowances exhibitors must submit their orders via the online manual before the deadlines. Failure to meet the deadlines will result in the loss of complimentary allocations and any required items will have to be purchased.

9.2 Accessing the Ordering System
To access the on-line manual exhibitors must login using their unique company username and password. These details are issued to the primary exhibition contact within the company.

If login details are not known, please email logins@dubai.aero to request a copy of the company login details. The request will then be forwarded to the primary exhibition contact, it is then their responsibility to pass on the login details. Please understand that the Organisers are not able to handout company login details for security reasons.

Once logged in to the exhibitor manual, exhibitors should proceed to the ticketing and badging section of the manual, where all remaining free allowances can be viewed and orders can be placed.

The Organisers recommend that exhibitors keep their login details confidential as anybody with these login details can effectively use your complementary allocation of passes without you being aware.
9.3 Badge Applications

Both Exhibitor and Contractor badges are photo passes. Photographs must comply with the following International standards for passport photographs:

- Be of you on your own (no group or family photographs)
- Be a close-up of your head and shoulders so that your head, from the bottom of your chin to the crown of your head is in view.
- Be in colour
- Be in clear and sharp focus, with a clear distinction between face and background
- Be free from shadows
- Show your full head, without any head covering, unless you wear it for religious or medical reasons
- Be taken with nothing covering your face. Please make sure nothing covers the outline of your eyes, nose or mouth.
- Be taken against a plain cream or light grey background.
- Be taken with your eyes open and clearly visible (no sunglasses or tinted glass and no hair across your eyes)
- Be free from reflection or glare on your glasses, and the frames must not cover your eyes (where possible, we recommend that you remove your glasses)
- Show you with a neutral expression and your mouth closed (no grinning, frowning or raised eyebrows)

Photographs must be in JPEG or BITMAP (BMP) format and should be no larger that 2Mb and no smaller than 165 pixels wide by 225 pixels high.

All applications for passes are security cleared by the Dubai Authorities. This can take up to 72 hours and the Organisers cannot process any applications until this procedure is successfully completed. The Organisers will inform exhibitors of any rejected applications but will not be able to provide any further details.

Once you have completed your individual badge application you will be shown a simulation of the badge. Please check that the details are correct before submitting the application for processing.

Reprints for both incorrect and lost badges will be charged for at $30 each.

Please Note: There will be no refunds payable on any unused exhibitor passes.

The Organisers strongly recommend that all pass holders carry a photographic form of ID at all times, i.e. Passports, drivers licence or national ID cards are recommended.
9.4 **Exhibitor Badges**

Each exhibiting company has an allocation of complimentary badges based on the total amount of space occupied. Please refer to the table below:

<table>
<thead>
<tr>
<th>Exhibitor Badges Allocation Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 – 20 Sqm Stand</td>
</tr>
<tr>
<td>21 – 50 Sqm Stand</td>
</tr>
<tr>
<td>51 – 100 Sqm Stand</td>
</tr>
<tr>
<td>Over 100 Sqm Stand / Pavilion</td>
</tr>
</tbody>
</table>

The on-line system will show this allocation and the total number of free badges available will reduce as applications are submitted. Once you have exhausted your allocation you can purchase additional passes at a cost of $30 per badge.

Failure to register for your free allocation of badges by the due date will result in delays which may affect your ability to visit the show site. All badges ordered after the deadline will be chargeable and your free allowance will be void.

Badges can only be collected from the Exhibitors Information Desks located in the Central Hall Reception Building.

Please Note proof of identity will be required in order to obtain exhibitor badges. A company representative may collect all relevant badges; however they will need to prove their identity before the badges can be released. The following forms of identity will be accepted:-

- Passport,
- Photographic ID card,
- Driving licence.

All collections must be signed for by a member of your company, this individual is then responsible for the distribution of the badges.

Please note exhibitor badges will not be mailed out in any instance.

9.5 **Priority Badges**

Priority badges are for the company’s senior level executives only and they entitle them to a priority entrance. You will not need to order a normal exhibitor badge in addition. Each exhibiting company has a free allocation of priority badges which is based on total space occupied, please refer to the below table:

<table>
<thead>
<tr>
<th>Priority Badges Allocation Table</th>
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</thead>
<tbody>
<tr>
<td>12 – 20 Sqm Stand</td>
</tr>
<tr>
<td>21 – 50 Sqm Stand</td>
</tr>
<tr>
<td>51 – 100 Sqm Stand</td>
</tr>
<tr>
<td>Over 100 Sqm Stand / Pavilion</td>
</tr>
</tbody>
</table>
The on-line system will show this allocation and the total number of free badges available will reduce as applications are submitted. All badges ordered after the deadline will be chargeable and you free allowance will be void.

Badges can only be collected from the Exhibitors Information Desks located in the Central Hall Reception Building.

Please Note proof of identity will be required in order to obtain priority badges. The following forms of identity will be accepted:-

- Passport,
- Photographic ID card,
- Driving licence.

All collections must be signed for by a member of your company, this individual is then responsible for the distribution of the badges.

We regret that you cannot purchase additional Priority Badges.

9.5 Contractor Passes & Essential Maintenance Passes
The number of complimentary contractor badges allocated to individual Exhibitors will be in proportion to the total amount of exhibition space / number of chalets units they are contracted to service, please see below:

<table>
<thead>
<tr>
<th>Contractor Passes Allocation Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 – 20 Sqm Stand</td>
</tr>
<tr>
<td>21 – 50 Sqm Stand</td>
</tr>
<tr>
<td>51 – 100 Sqm Stand</td>
</tr>
<tr>
<td>Over 100 Sqm Stand</td>
</tr>
</tbody>
</table>

| Single Chalet | 15 |
| Double Chalet | 20 |
| Aircraft | 5 |

Exhibitors are responsible for ensuring ALL contractors working on their exhibit have contractor passes.

Exhibitors can either apply for contractor’s passes on behalf of their contractors using their allowance or alternatively, exhibitors can nominate the contractor to receive their own online account. The contractor will then receive their own login details to a separate limited account which will allow them to purchase their own contractor badges at a charge of $30 each. Please note that in this instance the contractor will not have access to the exhibitor’s free allowance.

Unless an exhibitor orders the badges on behalf of the contractor or nominates the contractor they cannot apply for passes and will not be able to gain entry.

Please remember that if exhibitors allow their contractors access to the on-line system using their username and password then the contractor will have access to all the exhibitors’ allocation of passes.

Please Note: contractor passes do not allow access during the show period.

If exhibitors require their contractors to have access during the event then they must purchase the individual contractor an Essential Maintenance Pass in addition to a contractors pass. Both passes must be worn in conjunction in order for contractors to gain access to site during show days.
Exhibitors are not provided with a free allowance of Essential Maintenance passes they can only be purchased for a charge of $30 per badge. These can be obtained from the Exhibitor Information Counters situated in the Central Hall Reception Building.

9.6  **Sub-contractor Badges**
Sub-contractor badges can be purchased via the online manual. There is no free allocation of sub-contractor passes and all of these are chargeable.

9.7  **Car Park Passes**
Exhibitors are provided with a free allocation of car park passes based on their participation, please refer to the table below.

**Car Park Passes Allocation Table**

<table>
<thead>
<tr>
<th>Stand Size</th>
<th>Single Chalet</th>
<th>Double Chalet</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 – 20 Sqm Stand</td>
<td>1</td>
<td>2</td>
</tr>
<tr>
<td>21 – 50 Sqm Stand</td>
<td>2</td>
<td>4</td>
</tr>
<tr>
<td>51 – 100 Sqm Stand</td>
<td>4</td>
<td></td>
</tr>
<tr>
<td>Over 100 Sqm Stand / Pavilion</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

In order to claim their complimentary car park passes exhibitors must apply via the online system. **NO CAR PARK PASSES WILL BE AVAILABLE TO EXHIBITORS WHO DO NOT PLACE ORDERS ONLINE.**

Car park passes will be available for collection from the Exhibitors Information Desk situated in the Central Hall Reception Building. Proof of identity will be required before the passes are released.

Due to the limited car parking at Airport Expo we regret that no additional car parking passes are available. However, a park and ride service will be provided by the Organisers. This facility will be clearly sign posted upon approaching the show site.

The Organisers highly recommend that where possible other modes of transport are used. Please refer to **Section 3** for further details on alternative transport options.

9.8  **Drop off Passes**
Exhibitors are provided with a complementary allocation of “Drop Off Passes” based on the extent of participation, please refer to the table below.

**Drop Off Pass Allocation Table**

<table>
<thead>
<tr>
<th>Stand Size</th>
<th>Single Chalet</th>
<th>Double Chalet</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 – 20 Sqm Stand</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>21 – 50 Sqm Stand</td>
<td>3</td>
<td>2</td>
</tr>
<tr>
<td>51 – 100 Sqm Stand</td>
<td>5</td>
<td></td>
</tr>
<tr>
<td>Over 100 Sqm Stand / Pavilion</td>
<td>7</td>
<td></td>
</tr>
</tbody>
</table>

Drop off passes allow the registered vehicle to drop and pick up from the designated drop off points at the **Central Hall Reception Building**

To claim the allocation of drop off passes applications must be made on-line. Additional drop off Passes can be applied for both online and on-site. A maximum of 2 additional passes per company can be purchased for $100 each.
Drop off passes will be available for collection from the Exhibitors Information Desk situated in the Central Hall Reception Building. Proof of identity will be required before the passes can be released.

9.9 Temporary Vehicle Passes for Deliveries to Site
Contractors who need to deliver to the exhibition site during the build-up and break-down period of the exhibition will need to display a temporary vehicle pass. These can be obtained from Airlink International the official on-site goods handling agent who has total responsibility for the movement of on-site delivery traffic. This pass can be obtained at the entrance to the exhibition ground.

Temporary passes are valid for:
- 60 minutes only from 24th October to 4th November
- 20 minutes only from 15th November to 19th November

Drivers who require Temporary Vehicle pass must produce the following official identification at the entrance gate before they can be issued with a pass:
- Photographic I.D. - Current Driving Licence / Passport / UAE Labour Card
- Vehicle registration documents
- Written instruction from the exhibitor or main contractor

The above documents will be retained by Airlink International and only be returned on departure from site.

9.10 Trade Visitor Tickets
Trade Visitors will be admitted to the exhibition on production of a visitor entrance ticket (and business card) or pre-registration confirmation email. These will be substituted for a visitor badge which will permit the individual to access the exhibition for the full course of the exhibition.

Each exhibiting company will be allocated a number of complimentary visitor tickets according to the extent of participation, please refer to the below table.

<table>
<thead>
<tr>
<th>Trade Visitor Tickets Allocation Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 – 20 Sqm Stand</td>
</tr>
<tr>
<td>21 – 50 Sqm Stand</td>
</tr>
<tr>
<td>51 – 100 Sqm Stand</td>
</tr>
<tr>
<td>Over 100 Sqm Stand / Pavilion</td>
</tr>
</tbody>
</table>

Complimentary visitor tickets will be delivered to the nominated contact for each exhibiting company by FedEx. Exhibitors are strongly encouraged to distribute these to their potential visitors at least one month prior to the event. If exhibitors forward visitor tickets to their clients the Organisers ask that they be sent by courier to avoid loss. Exhibiting companies should encourage their guest to pre-register on-line to avoid on site delays.

The Organisers undertake to cover the cost of despatching entrance tickets by FedEx standard surface and airmail services, but cannot accept any liability for lost or damaged shipments.

Additional visitor tickets can be purchased at a cost of $50 per ticket through the on-line system – these are valid for the duration of the event. E-tickets will be issued by email for orders of up to five items. For orders larger than this tickets will be dispatched via FedEx. Visitors must print out the E-ticket and bring it along with a business card in order to acquire a visitor’s badge or alternatively pre-register via the website using the bar code shown on the e-ticket.
Visitor tickets can also be purchased through the on-site box office which will open 2 weeks prior to the first show day.

WE HIGHLY RECOMMEND THAT VISITORS PRE-REGISTER VIA THE WEBSITE TO AVOID DELAYS ON-SITE.

Please note that if you pre-register on-line you are still required to bring the original ticket with you.

We would like to remind exhibitors that the exhibition is for trade visitors only.

No children under 16 years of age or families are allowed entry.

9.11 Priority Visitor Tickets
These are only available for companies with exhibits larger than 21 sqm and are for high priority guests only. These tickets entitle guests to use a priority entrance for the duration of the show. Free allocation’s are as follows:

<table>
<thead>
<tr>
<th>Priority Visitor Ticket Allocation Table</th>
</tr>
</thead>
<tbody>
<tr>
<td>12 – 20 Sqm Stand</td>
</tr>
<tr>
<td>21 – 50 Sqm Stand</td>
</tr>
<tr>
<td>51 – 100 Sqm Stand</td>
</tr>
<tr>
<td>Over 100 Sqm Stand / Pavilion</td>
</tr>
</tbody>
</table>

Your allocation of tickets will be couriered to you automatically for you to send onto guests. They do not need to be ordered through the online manual.

Please advise your guests to pre-register online once they have received their visitor ticket. This will ensure quicker access to the show site. Please instruct your guests to bring a valid form of photo-ID, preferably a passport or a recognised national Identity card. Failure to do this will result in them not being admitted to the show site.

9.12 Royal Pavilion Access
This is only appropriate for Senior Executive Level and is severely restricted. Please submit names and job title to your Exhibition Manager as soon as possible and well in advance of the show. We will then seek approval from the DCA. The DCA reserve the right to refuse entry at any time.

If access is granted then the individual’s exhibitor badge will have a hologram attached that grants access for the duration of the show, including the Opening Ceremony.

If a VIP arrives onsite seeking a Royal Pavilion Pass you will need to arrange it through Dubai Airports directly, F&E will not be able to arrange them for you at this point.

9.11 Refunds
Exhibitors should note that there will be no refunds payable on any unused exhibitor passes or daily entrance tickets.
10.1 Press Centre
The Press Centre at Dubai Airshow 2009 is substantially larger than in previous years. All press facilities are contained within the new press centre situated in the Emirates Hall.

The Press Centre will provide the following services:

- A Press Centre Reception
- Four Press Conference Rooms (1 x 35 seater, 2 x 70 seater & 1 x 140 seater)
- A Press Office (Includes computers, internet and printers)
- A Press Lounge
- Two Boardrooms

10.2 Press Conference Room
Four press conference rooms of varying capacities are available at Dubai Airshow for exhibitors to hold their press conferences. The facilities provided include:

- A Top table for up to four people
- Seating for 35, 70 or 140 persons approx (dependent on room)
- One screen, LCD projector, sound system and three tables and two roaming microphones

The cost per 45 minute slot is dependent on the size of the conference room required:

- 35 seater  US$400
- 70 seater  US$450
- 140 seater US$500

Conference room bookings can be made via the ‘Press Centre Conference Rooms’ online form (Form 21 by 16th October 2009) available in the exhibitor manual. As there are a limited number of slots, bookings are taken on a first come first served basis, therefore exhibitors are encouraged to book early. Bookings will not be confirmed until full payment is received.

Please Note: Refreshments are not provided, if refreshments are required exhibitors should book these directly with the Official Catering Contractor, Emirates Flight Catering, please see the official contractors list for further details.

10.3 Press Office
The Press Office will be fully operational throughout the exhibition managed by F&E Aerospace. The Press Office will have a supply of computers with internet access Fax and printing facilities.

A ‘Daily Events Diary’ will be compiled for journalists and any information on exhibitor related events should be forwarded to frances.barton@dubai.aero for inclusion.

Mailboxes will be reserved in the Press Office for individual registered publications in order that exhibitors can ensure their press releases get to the relevant media. Where possible, press releases should be in Arabic and English.
10.4 Daily Events Diary
In order to keep a ‘Daily Events Diary’ exhibitors are requested to keep the Organisers up to date with any events and receptions they may be planning over the exhibition period. Information may be sent to frances.barton@dubai.aero entitled Daily Events Diary.

10.5 Exhibition Catalogue
Publications International Ltd is responsible for co-ordinating and publishing the exhibition’s official show catalogue with the support of the Organisers. As a result, the publication receives first hand show information and benefits from first class distribution and exposure. The show catalogue is distributed to every exhibitor and visitor free of charge. In addition copies will be distributed prior to the Exhibition to media representatives, VIP’s, delegations leading decision makers and other outlets likely to further promote the exhibition to ensure maximum coverage.

The catalogue will be published containing an alphabetical list of exhibitors, a description of the exhibits and general information about the exhibition, together with advertisements.

Each exhibiting company is provided with a complimentary entry which incorporates their company details, stand and chalet number and a free 75 word editorial describing the companies proposed exhibits. Catalogue entries can be submitted via the online manual, if no entry is submitted the companies name, stand number and contact details (as displayed on the exhibition contract) will be entered as default. Company logos and enhanced editorials can be added to basic catalogue entries for an additional charge, please refer to the ‘Official Catalogue Entry’ via the online manual to place such requests.

Sharing exhibitors are not entitled to a free catalogue entry; however additional entries can be purchased at a cost of $150 per entry. Such orders can be placed via the ‘Sub Exhibitors / Stand Sharers / Additional Catalogue Entry’ form (Form 3) available through the online manual.

All exhibitors are given the opportunity to promote their products or services by advertising within the official show catalogue. Placing an advertisement will ensure that your products are seen by the visitors which will increase the number of buyers to your stand. Advertising rates and order forms are be available via the online manual.

Please note that all forms submitted after the deadline will be subjected to a 20% surcharge. Orders will not be processed until full payment is received.

10.6 Exhibitor Co-operation
It is an established fact that exhibitors who take steps on their own account to supplement the Organisers’ publicity as described above will obtain far greater value from participation than those who neglect the opportunity.

By conducting their own separate mailing, mounting a specific publicity campaign and paying special attention to the distribution of promotional material, exhibitors can greatly increase the level of response they receive from local visitors.

10.7 Exhibitors’ Publicity Material
Exhibitors are advised to forward press releases, captioned photographs and other relevant information to Frances Barton at F&E Aerospace in good time for inclusion in any special supplements and pre-exhibition publicity material which may be produced.

- Content should preferably be sent in Word document format.
- Captioned photographs should not be less than 300dpi preferably in JPEG format for Windows.

Press material should be sent by email to frances.barton@dubai.aero

Alternatively, press material may be sent by courier to F&E Aerospace, PO Box 36851, Dubai, U.A.E. marked for the attention of Frances Barton, Tel: +971 4 286 7755

10.8 Publicity
The Organisers have appointed Frances Barton as Official Press and Public Relations Consultant.

A targeted public relations programme, predominantly in Arabic and English, has already commenced and involves the national daily press throughout the Gulf states, selected Pan-Arab business and professional magazines and regional and international publications for the aerospace and aviation industries. F&E Aerospace will be continually adding to and updating its media database to ensure industry contacts are relevant.

The public relations programme will ensure regular and extensive exposure throughout the world and is expected to include radio and television exposure.

Promotional material will be distributed throughout the region through trade and industry groups, government ministries, chambers of commerce, civil aviation authorities, airlines and embassies and direct to many thousands of potential visitors involved in all aspects of the industry.