



11 -13 May 2017

Abu Dhabi National Exhibition Center

GENERAL INFORMATION

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SECTION A: **GENERAL INFORMATION**

EVENT SCHEDULE

Build – up Days for Official and Private Contractors		
TUESDAY	9 MAY	8:00- 18:00
WEDNESDAY	10 MAY	8:00 -21:00
Exhibitors Stand Preparation & Display of Exhibits		
WEDNESDAY	10 MAY	8:00 -21:00
Exhibition Official Opening Hours		
THURSDAY	11 MAY	15 :00- 22:00
FRIDAY	12 MAY	15:00-22:00
SATURDAY	13 MAY	15:00-22:00
Final Dismantling of Stands		
SATURDAY	13 MAY	22;00 -23:00
SUNDAY	14 MAY	8:00 -18:00

Important – Please Read Below –

- Exhibitors who have booked shell scheme stand are not allowed to access into the halls during the build-up days for the Official and Private Contractors. Unloading of goods and display of exhibit must be done after the build-up period. To ensure smooth operations on-site the exhibitors are requested to follow the above-mentioned schedule.
- For “Space Only” Exhibitors who will have their stands built by Private Contractors are requested to coordinate with our Official Stand Contractors (Top Exhibition) for the exact time of their build-up and tear-down.
- The stand must be occupied by **10 MAY 18:00 hrs**, otherwise the organiser will reserve the space or deal with it in any way they think it will fit and retain any sum of money already paid.
- Exhibitors are allowed to access into the halls one hour before the official opening hours for any work completion.
- The exhibition halls will close at the exact given time.

1. ORGANISER'S OFFICE

The Organiser's Office is fully operational throughout the exhibition including build up & tear down, which is located adjacent to the main entrance of **HALL 6** Abu Dhabi National Exhibition Centre (ADNEC)

2. THE VENUE

Abu Dhabi National Exhibitions Centre (ADNEC)
Khaleej Al Arabi Street
P.O. Box 5546
Abu Dhabi
United Arab Emirates

Exhibition Halls: **Hall 6**

3. EXHIBITION OFFICIAL INAUGURATION

Children & Parents World Exhibition will be officially inaugurated on **11 May 2017** at **16:00**

During the inauguration, the exhibition hall will be sealed off for security purposes and exhibitors will be subject to a security search. Please note that only exhibitors wearing badges will be allowed to enter at this time.

4. EXHIBITOR BADGES

Identification badges will be issued free to all stand personnel. These are not transferable. Strict security will be maintained at the exhibition site and exhibitors without their badges are not allowed to enter the exhibition hall(s). Badges can be collected at the exhibition site. If a badge is lost or misplaced, please report to the Organiser's Office. For badges request, please fill in the online form.

Note: These badges do not permit entry to the Conference Halls.
(**INDEX Internal Notice: This note is to be removed for non-medical events**)

5. EXHIBITOR'S PACKAGE

Exhibitors will be provided an exhibition package on arrival to the Exhibition site which contains useful information and exhibitor badges.

6. EXHIBITION CATALOGUE

The Official Catalogue will comprise of alphabetical and country wise list of exhibiting companies, general information about the conference and exhibition, product and services index. Exhibitors are entitled for a complementary entry (contact details and company logo), which is compulsory to fill in online. Copies of the Catalogue will be distributed to all exhibitors, visitors and conference delegates of the event.

7. EXHIBITOR PRODUCTS & SERVICES INDEX

All exhibitors are entitled to a complementary listing in the <<Event Name>> official catalogue, which is compulsory to fill in online.

8. FASCIA NAME PANEL

All exhibitors taking “Shell Scheme” stands must submit their fascia name panel online. If you wish to add your company logo to the fascia panel, at an additional cost, please email your logo to <<info@lifestyleabudhabi.ae>>

9. NOTICE OF INTENTION TO BUILD A STAND AND/OR CARRY OUT ELECTRICAL INSTALLATIONS

Exhibitors, who wish to build their stand and/or carry out electrical installations on their own, may do so. Exhibitors must provide details of works to be carried out including dimensional drawings showing the front, side & back perspectives, elevation and floor layout of the stand. Please refer to forms #1 to #5.

10. CONTRACTOR ACCESS & BADGES

It is the duty of every contractor and sub-contractor to comply with the rules of the health and safety regulations and legislation in force in the UAE and the Emirate of Abu Dhabi (OSHAD). Contractors should be aware of the requirements of ADNEC and Abu Dhabi Health and Safety that exist in relation to the construction, design and execution of the exhibitions and events. Further detail is available on ADNEC website (www.adnec.ae) and www.oshad.ae AD EHSMS RF - TG - Management of Contractors-V2.0-February 2012

Contractors Entrance Contractors who access ADNEC must follow the following procedures: z Proceed to the Badge issuance location situated at the Gates (2, 4, and 7). Submit necessary documents like Labour Card or other valid identification to collect the badge. Contractors must follow ADNEC Contractor Procedures upon entering ADNEC premises.

Note: This policy is applicable to exhibition and conference contractors.

11. ADVERTISING – OFFICIAL CATALOGUE

If you wish to advertise in the event's Official Catalogue, please contact the organiser or refer to Form #6.

12. SPONSORSHIP & PROMOTIONAL OPPORTUNITIES

To increase your visibility and promotion of your company and products, a series of sponsorship and promotional opportunities are on offer. We would be delighted to discuss any other ideas, which you believe would enhance the image and perception of your company and products. Please contact the organiser.

SECTION B: **HOSPITALITY**

13. VISA APPLICATION

Please note that visa requirements are subject to change. Always check with your travel agent or nearest UAE embassy before travelling.

For more information please visit:

<http://www.abudhabiairport.ae/english/airport-information/check-in-and-passport-control/immigration-and-visas.aspx>

14. HOTEL RESERVATION

INDEX Hospitality offer special rates on selected hotels in Abu Dhabi for the duration of the event for any hotel inquiries, please contact our hospitality coordinator:

Vineeth Cabral

Email: vineeth.cabral@index.ae

Mob: +971 56 755-8836

ADNEC Hotels Onsite:

- Aloft ADNEC
- Hyatt Capital Gate

Within Walking Distance:

- Centro Capital Centre by Rotana
- Capital Centre Arjaan by Rotana

SECTION C: **EXHIBITOR SERVICES**

15. STAND CONSTRUCTION

1. The organisers have appointed Top Exhibitions as the Official Stand Contractor for shell scheme stand construction and technical services at the Exhibition. Top Exhibitions will be responsible for the supervision and construction of Shell Scheme exhibition stands and will provide full on-site technical services. They are also responsible for stand servicing and maintenance through their contractors or sub-contractors for the whole period of the exhibition.
2. The organisers have selected bigdot as the Recommended Stand Contractor for space only stands.

16. FURNITURE & DISPLAY ITEMS

The Official Stand Contractor offers furniture and display equipment on a rental basis for the duration of the exhibition. Please refer to Furniture / Display Aids Order Form #7

17. ELECTRICAL REQUIREMENT

All electrical requirements must be undertaken and approved by the Official Contractor. Please refer to Electrical Order Form #8

18. AUDIO VISUAL REQUIREMENT

A range of audiovisual equipment is available on a rental basis for the duration of the exhibition. Please refer to Audio Visual Requirement Order Form#9

19. FREIGHT & SHIPPING SERVICES

The organisers have appointed and authorised **DB Schenker LLC** as the Official Freight Forwarder and Site Handling Agent for the event. Please refer to Shipping Instructions and Handling Tariff Form #10

20. STORAGE OF EMPTY CRATES AND BOXES

The Exhibitors are not allowed to store boxes or crates within the exhibition halls. It is the exhibitor's responsibility to ensure that crates and boxes are quickly disposed or stored until required for reshipment at the end of the exhibition. Exhibitors should avail of the services provided by the appointed Official Freight.

21. INSURANCE SERVICES

The exhibitors shall indemnify and hold harmless INDEX Conferences & Exhibitions Organisation Est., its personnel, agents, etc. against and from all liabilities, losses, damages, costs, charges, expenses, actions, proceedings, claims and demands incurred by it and them as a result of or in connection with any loss, injury (including death) or damage directly or indirectly resulting from any act or omission of the exhibitor or any of its personnel, agents, contractors, and sub-contractors.

The exhibitor shall ensure that the Public Liability Policy referred to above, contains a waiver by the insurers of any and all rights of subrogation. They might otherwise be able to exercise against the Organisers or any of its directors, officers, employees and agents. The Organiser shall be entitled to inspect the aforementioned policy.

22. STAND CLEANING SERVICES

The organizers will arrange for the general cleaning of the exhibition halls. Please refer to Stand Cleaning Services Order Form #11

23. STAND CATERING SERVICES

Stand catering services are provided by ADNEC. Please refer to Stand Catering Services Order Form #12

24. DATA & TELECOMMUNICATION SERVICES

Telephone, facsimile and data services are provided by ADNEC. Please refer to Data & Telecommunication Services Form #13

Routers, hotspots, networks

ADNEC prohibits the use of personal routers, hotspots, or network links within exhibitor stands. For further inquiries, kindly contact the organiser.

25. VEHICLE / EQUIPMENT ARRIVAL SCHEDULE

For authorization of vehicle / equipment that need to be displayed, please contact the organiser.

26. STAND SECURITY COVERAGE

For stand security coverage, please refer to Stand Security Coverage Form #15

27. RIGGING

For any requirement for rigging, please contact the organiser. Please refer to Rigging Order Form #16

28. RAFFLE DRAW

For guidelines to conduct a raffle draw during the event, please contact the Organiser.

SECTION D: **VENUE FACILITIES**

29. BANKS / CREDIT CARDS / CURRENCY

Most International Banks are available in Dubai. Foreign currencies, cash, or traveler's cheque can be exchanged in Dubai. Visa, Master Card, American Express, and other International Cards are good for purchases at all outlets in Dubai. The official currency is the UAE Dirham (AED) and the exchange rate is 1 US Dollar = 3.685 Dirhams.

30. TELEPHONE, FAX & INTERNET FACILITIES

Local telephone and fax facilities are available at the organiser's office. However, international calls can be done through personal mobile phones through Etisalat phone booths, telephone cards can be purchased from Etisalat outlet located at the ADNEC Grandstand. Faxes can be received at the organiser's office. However, sending international faxes and using Internet can be arranged at the business centre.

31. CAR PARKING FACILITIES

There are 2 multi-story car parks at ADNEC, with over 6283 spaces that have direct access into the exhibition centre.

A traffic management plan will be shared for the event indicating the location and access to the parking. Please note that this may be on or off-site.

The car parks are normally open from 0800hrs to 1800hrs or until 1 hour after the close of show.

Disabled Access at the Venue

Disabled Facilities: Exhibitors are requested to make provision for access to stands and services for people with disabilities.

Disabled parking slots are available in all parking areas.

32. TRANSPORTATION

By Taxi

If you are travelling by taxi from Abu Dhabi Airport, ADNEC is just a 20-minute drive.

From Abu Dhabi Corniche, ADNEC is located just 15 minutes away.

Abu Dhabi's taxi network is operated by TransAD. To book a taxi through TransAD call 600 53 53 53.

A number of taxis are available from ADNEC at the adjacent Aloft Hotel entrance.

By Bus

ADNEC is serviced by bus number 040, seven days a week.

For more information on bus routes, services and fares please see the Department of Transport website.

33. EXHIBITOR SERVICES SHOP

Located on Concourse 1, the Exhibitor Services Shop ensures that all DWTC products and services (pre-ordered or new orders) placed by exhibitors are delivered during the event. It is

open during build-up and throughout the opening hours of the exhibition. The team can advise exhibitors on existing orders and help them place additional orders. The Exhibitor Services dedicated hotline number is +971 (0)4 308 6333 and their email is exhibitors@dwtc.com.

34. LOST AND FOUND

Any lost property should be handed in to the ADNEC Security Office located level 1 by Car Park B. All items received by ADNEC Security will be logged then stored in a vault at the Security Office.

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

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

35. EMERGENCY MEDICAL SERVICES (EMS)

In case of Emergency or any other Security related matter, call ADNEC Security Control Room: (02) 406 4444

36. PRAYER ROOMS

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

37. RETAIL OUTLETS

There are a number of retail outlets available at the ADNEC Grandstand with most of them being operational from Saturdays to Thursdays

Abu Dhabi Business Centre

Location: ADNEC Grandstand

Telephone: +971 (0)2 403 1111

Service: Government Business Services

Emirates Post

Location: ADNEC Grandstand

Telephone: +971 (0)2 449 0416

Service: Postal Services

Etihad Ground Services (Abu Dhabi Airport EXPO Check-In)

Location: Below Aloft Hotel

Telephone: +971 (0)2 449 9051

Service: Airport Terminal Check in & Services

Etisalat

Location: ADNEC Grandstand

Telephone: 800 101

Service: Telecommunication

Blooms Trading

Location: ADNEC Grandstand

Telephone: +971 (0)50 725 1169

Service: Florist

Medicina Pharmacy

Location: ADNEC Grandstand

Telephone: +971 (0)2 446 9300

Service: Pharmacy

38. FOOD OUTLETS

A choice of dining options is available at ADNEC to suit all tastes. Our close proximity to a number of three, four and five star hotels offer up some of the capital's best eateries from its diverse restaurant scene, whilst smaller outlets dotted along ADNEC's halls are ideal for fuss-free eating.