



# Abu Dhabi Air Expo

1-2-3 NOVEMBER 2022

# EXHIBITOR MANUAL

Dear Exhibitor,

The Exhibitor's Manual has all the useful information you will need to prepare your installation at Abu Dhabi Air Expo.

For technical applications, or other requests, please send a message to [services@airexpo.aero](mailto:services@airexpo.aero)

The whole team remains at your disposal for any further information.  
Thank you for your interest in this event.

With kind regards,  
Abu Dhabi Air Expo team



4M Events FZ-LLC  
Abu Dhabi Airport Business City - Business Center P.O.Box 2313  
Abu Dhabi, UAE  
[services@airexpo.aero](mailto:services@airexpo.aero)



1-2-3 NOVEMBER 2022

# EXHIBITION SCHEDULE

## BUILD-UP

Space only and Chalet access	08:00 - 18:00	22 <sup>nd</sup> October 2022
Shell Scheme Stand access	08:00 - 18:00	31 <sup>st</sup> October 2022
All freight and waste/debris must be cleared from the static display area	16:00 - 18:00	29 <sup>th</sup> October 2022
Indoor stand and outdoor chalet construction must be completed	18:00	30 <sup>th</sup> October 2022
Security (exhibitors/suppliers/staff must leave the show site)	14:00	31 <sup>st</sup> October 2022

All stand and chalet construction must be completed by 18:00 on Sunday 30<sup>th</sup> October.

Exhibit set up should be completed by 14:00 on Monday 31<sup>st</sup> October.

Failure to meet these deadlines will result in a penalty fee.

During the build-up period, exhibitors and their contractors are responsible for their own waste materials.

For any special installation please contact us at [services@airexpo.aero](mailto:services@airexpo.aero)

If you need to continue working after 18:00, before 30<sup>th</sup> of October, you must inform the Organisers by 15:00 on that day.

If you are working with contractors for your booth, please submit name of the company you're using and contact details of the person in charge (with mobile number and email address), before October 15<sup>th</sup> at [services@airexpo.aero](mailto:services@airexpo.aero). Thank you.

# EXHIBITION SCHEDULE

## SHOW OPEN DAYS

	EXHIBITORS ACCESS	SHOW TIMES
Tuesday 1 <sup>st</sup> November 2022	09:00 - 18:00	10:00 - 17:00
Wednesday 2 <sup>nd</sup> November 2022	09:00 - 18:00	10:00 - 17:00
Thursday 3 <sup>rd</sup> November 2022	09:00 - 18:00	10:00 - 16:00

## DISMANTLING OPERATION

Removal of hand held goods only	17:00 - 22:00	3 <sup>rd</sup> November 2022
Vacate all Shell Scheme Stands	17:00 - 22:00	3 <sup>rd</sup> November 2022
Dismantling and Removal of Stands	08:00 - 18:00	From 4 <sup>th</sup> November to 5 <sup>th</sup> November 2022
Dismantling and Removal of Chalets	08:00 - 13:00	From 4 <sup>th</sup> November to 8 <sup>th</sup> November 2022

All stand fittings and waste must be cleared from the exhibition hall by 18:00 on **Saturday 5<sup>th</sup> November 2022**.

Anything left in the exhibition hall after this time will be treated as waste.

All chalet fittings and waste must be cleared from the exhibition site by 13:00 on **Tuesday 8<sup>th</sup> November 2022**.

Anything left on the exhibition site after this time will be treated as waste.

Failure to meet these deadline will result in a penalty fee.

During the dismantling period, exhibitors and their contractors are responsible for their own waste materials.

**IMPORTANT :** For security reasons, aircraft are not allowed to leave the airport before 17:30 on **Thursday 3<sup>rd</sup> November 2022**.



1-2-3 NOVEMBER 2022

# OFFICIAL SUPPLIERS CONTACT LIST

## ACCOMODATION PARTNER

### RW EVENTS

Saoussane

Tel.: +971 54 533 3688

Email : [saoussane@rwevents.net](mailto:saoussane@rwevents.net)

## CATERING CONTRACTOR

### EXECUTIVE GOURMET BY GATEGOURMET

Al Bateen Executive Airport

Abu Dhabi, UAE

Mob.: +971 50 6162140

Email : [vipabudhabi@gategroup.com](mailto:vipabudhabi@gategroup.com)

## CLEANING CONTRACTOR

Email : [services@airexpo.aero](mailto:services@airexpo.aero)

## FBO SERVICES (AL BATEEN EXECUTIVE AIRPORT)

### MUNAWALA

Al Bateen Executive Airport

Abu Dhabi,

UAE

Email : [fbo@munawala.ae](mailto:fbo@munawala.ae)

## FREIGHT & ON-SITE HANDLING

### AIRLINK

#### • ABU DHABI OFFICE

LAIJU XAVIER, Operations Manager

P.O. Box 28580, Zayed First Street, Al Jaber Building,

1<sup>st</sup> Floor, Office 102, Abu Dhabi, UAE

Dir.: +971 2 635 5520

Mob.: +971 56 501 8885

Email : [laiju@airlink.ae](mailto:laiju@airlink.ae)

#### • DUBAI OFFICE

WILLIAM LOBO, Manager - Fairs & Exhibitions

P.O. Box 10466, Dubai World Trade Centre,

Exhibition Hall No.1, Dubai, UAE

Tel.: +971 4 3325334

Mob.: +971 55 2206547

Email : [william@airlink.ae](mailto:william@airlink.ae)

## FLOWERS AND PLANTS

### BLOOMS TRADING

ROMEO BAGUIO, Operation Manager

Tel.: +971 4 394 6094

Mob.: +971 50 725 1169

Email : [blooms@emirates.net.ae](mailto:blooms@emirates.net.ae)

## FURNITURE

### • ELECTRA

DONNA JESSA DAVID

Tel.: +971 4 456 3827

Mob.: +971 55 807 7416

Email : [donna.d@electradubai.ae](mailto:donna.d@electradubai.ae)

## OFFICIAL TEMPORARY STAFF AGENCY & HOSTESS

### THA

CHRISTOPHE PAQUIS

Tel.: +971 58 870 6929

Email : [chris@tha-staffing.ae](mailto:chris@tha-staffing.ae)

[www.tha-staffing.ae](http://www.tha-staffing.ae)

## STAND AND CHALET CONTRACTOR

### • NUCLEUS

MUDASSAR NABEE

Mob.: +971 50 554 1844

Email : [mudassar@nucleusexhibitions.com](mailto:mudassar@nucleusexhibitions.com)

### • ELECTRA

«SACHA» ALEXANDR GLEBOV

Tel.: +971 4 456 3827

Mob.: +971 50 682 9280

Email : [sacha.g@electradubai.ae](mailto:sacha.g@electradubai.ae)

### • 24 SEVEN DESIGN TRADING CENTER

CHEHADE CANTIS

Mob.: +971 50 792 9818

Email : [info@24designcenter.ae](mailto:info@24designcenter.ae)

### • 4M EVENTS ORGANIZATION

JEAN-PIERRE FRONTE

Email : [services@airexpo.aero](mailto:services@airexpo.aero)



1-2-3 NOVEMBER 2022

# GENERAL INFORMATION

## A-Z

[services@airexpo.aero](mailto:services@airexpo.aero)

### AC CHALET

AC Stand Unit is NOT included in your chalet.

Order form available online at: <https://www.adairexpo.com/exhibitor/> (Password : ADAEE22)

When completing the electrical order form, please mention the location where you want it placed on the booth, if not, your electrics will be placed at the discretion of the electricians, if you require these to be moved, you will be charged.

Please note that your order will not be processed until payment is received.

### ACCESS BY CAR

Abu Dhabi Air Expo will take place at Al Bateen Executive Airport, located in Abu Dhabi.

The site is easily accessible from Shk. Rashid bin Saeed street (old airport road).

Al Bateen Executive Airport  
P.O Box 94449  
Abu Dhabi  
United Arab Emirates

### ACCOMODATION & OFFICIAL TRAVEL PARTNER

The official travel agent, RW Events is on hand to help with all accommodation, travel and regional enquiries.

They are able to provide exhibitors with competitive rates for both accommodation and travel for **Abu Dhabi Air Expo 2022**.

Please see the official suppliers contact list for their contact details.

You can also book your hotel through our website: <https://www.adairexpo.com/hotels/>

### AIRCRAFT REGISTRATION

If you have one or more aircraft on the static display, please fill out the registration sheet for each aircraft, and send it back with a copy of aircraft insurance, pax manifest and passport copies of each person on board.

### BADGE APPLICATION REQUIREMENTS

You will receive a link by email to register for your exhibitor badges.

Badges are required for all persons entering the exhibition site.

Badges and car passes must be collected from the Exhibitors information Desk at the entrance of the show (proof of identity will be required to obtain exhibitor badges). A company representative may collect all relevant badges but they will have to prove their identity before the badges can be released with a Passport, or ID card, or driving licence.

To order additional badges, please download order form online at: <https://www.adairexpo.com/exhibitor/>

(Password : ADAEE22)

### • EXHIBITOR BADGES

CATEGORY	9 sqm	12 sqm	15 sqm	18 sqm	21 sqm	28-60 sqm	60-80 sqm	80-150 sqm	> 200 sqm
FREE ALLOCATION	3 badges	4 badges	5 badges	6 badges	7 badges	8 badges	10 badges	15 badges	20 badges

You can purchase additional badges at a cost of \$50 per pass.

### • EXHIBITOR CAR PASS

CATEGORY	9 sqm	12 sqm	15 sqm	18 sqm	21 sqm	28-60 sqm	60-80 sqm	80-150 sqm	> 200 sqm
FREE ALLOCATION	1 pass	1 pass	2 passes	2 passes	2 passes	2 passes	3 passes	3 passes	4 passes

You can purchase additional passes at a cost of \$50 per pass.

### • CONTRACTOR BADGES

Please send an email to [badges@adairexpo.com](mailto:badges@adairexpo.com) if you need badges for your contractors, with the order form filled out and your payment. Order form available online at: <https://www.adairexpo.com/exhibitor/> (Password : ADAEE22)

### BALANCE RESERVATION

In accordance with terms & conditions of Abu Dhabi Air Expo, the balance reservation of your booth was due on **July 27<sup>th</sup> 2022**. We would like to thank you in advance for processing the payment of your reservation if not already done. Installation will not be possible without the total payment of your participation. Thank you for your understanding.

### BUILD-UP POWER

Build-Up Power must be ordered separately to power requirements for show days.

No power will be given during build-up without pre-orders.

Please fill out the order form and send it back to us before **October 15<sup>th</sup>** at [services@airexpo.aero](mailto:services@airexpo.aero)

It is forbidden to use a generator.

### CAR PARKING PASS

Please see allocation table.

To order additional car passes, please download order form online at: <https://www.adairexpo.com/exhibitor/> (Password : ADAEE22)

### CARPETING

All shell scheme stands will receive standard dark grey coloured carpet.

Space Only Stands and Chalets are not carpeted and it is the responsibility of all Space Only and Chalet exhibitors to lay their own appropriate floor covering. Please note that Space Only Stands and Chalets supplying their own floor-covering are responsible for its removal and disposal at the end of the event (together with any carpet tape/or tape residue).

Please be aware that significant charges will be levied on exhibitors who fail to remove any of the above.

### CATERING FACILITIES

Restaurant on site. For all catering requirements inside the exhibition please contact Gate Gourmet directly, their contact details can be found in the contractor contact list.

Please note that no external catering contractors are permitted on-site and no food and beverage can be hand carried on-site.



1-2-3 NOVEMBER 2022

# GENERAL INFORMATION

## A-Z

[services@airexpo.aero](mailto:services@airexpo.aero)

### CHALET (OUTDOOR)

Chalet technical specification from page 16 to page 19.

Chalets are equipped with terrace in front.

Chalets have white PVC soft walls, wooden flooring inside and glass panels in front.

It is strictly forbidden for exhibitors and contractors to nail, glue, staple, paint or drill on the walls, floor and aluminium structure of the chalet, and to move or remove any structural elements.

Any particular arrangement of a stand should be treated with flame retardant, standard M1 and M2.

Each exhibitor must comply with security and fire regulations, and must have extinguishers in their chalet.

Safety Exit Lighting must be installed by the exhibitor with a minimum lighting level per sqm.

#### KITCHEN AREA:

An emergency stop for the electricity must be placed at the entrance of the room.

The room must be well-ventilated.

Gas is strictly forbidden.

Extinguishers (CO2 and water-spray) must be placed at the entrance of the room.

Any improper installation can result in an immediate closure of the stand by the security services.

All chalet construction require an approval from the Organisers.

Please submit your chalet drawing for approval before October 15<sup>th</sup> to [services@airexpo.aero](mailto:services@airexpo.aero)

For Chalet fascia name board, please respect the following height dimension: 1m height maximum.

The installation areas must be cleaned after your design/build-up. All rubble and waste must be removed.

### CLEANING

Abu Dhabi Air Expo has a general cleaning contractor for exhibition grounds indoor and outdoor, however the cleaning of stands and exhibits are the exhibitor's responsibility.

Additional cleaning services can be arranged if required.

**Please fill out the order form online at:** <https://www.adairexpo.com/exhibitor/>

**(Password : ADAEE22)**

Aisles must be kept clear of all items at all times (during build-up, during the show and during dismantling) to ensure free circulation of goods and people.

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 in the readiness of the show opening.

Space only exhibitors will be responsible for the cleaning of their areas.

#### During the build-up and dismantling periods:

Exhibitors and their contractors are responsible for their own waste materials.

For security 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 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.

An inventory between the organizer and the exhibitor, or his contractor, is mandatory before the build-up and after the dismantling.

A deposit of AED 10,000 must be paid before the build-up (chalet and/or self-build stand), when collecting contractors badges.

This deposit will be refundable once the inventory after the dismantling has been done and if the chalet and/or self-build stand is returned in a clean state, with no rubble and waste left behind.



1-2-3 NOVEMBER 2022

# GENERAL INFORMATION

## A-Z

[services@airexpo.aero](mailto:services@airexpo.aero)

### CONTRACTORS (BUILD-UP / DISMANTLING OPERATION)

You must declare all your contractors who will be working on-site during build-up and dismantling.

Your contractor must submit: his company name, booth name, and all the first and last names with passport number of each workers.

Note that you are required to submit the following documents for personnel registered for contractor badges:

- ID documents (passport + visa copy) for all workers
- Workmen compensation insurance
- Labour card
- Vehicle registration
- List of Names in English

Send all documents before **October 15<sup>th</sup>** to [services@airexpo.aero](mailto:services@airexpo.aero) **as ONE e-mail with your company name in the subject line.**

Please also note that you will be required to submit also these documents as hard copies upon arrival on site, without them they will not be able to gain access.

One team leader will need to be assigned as the responsible person for collecting, distributing and returning all contractor badges. Any missing contractor badges will incur a fine of AED 2,000 per badge.

Contractor (build-up and dismantling operation) badges are not valid during show days.

If your team leader contractor will require access during the show hours for any emergencies, you will need to register for an exhibitor badge.

Please note the following is required for your contractor:

- Contractor Company Name
- Person in charge
- Mobile number
- E-mail address

Badges must be collected from the Contractors Information Desk at the entrance of the show (proof of identity will be required to obtain contractor badges).

Badges are required for all contractor entering the exhibition site.

All pass holders must carry passports, driver's license or national ID cards at all times.

Contractors must follow the procedures of traffic by:

- Collecting their gate pass to enter the show site to offload / load (a charge of AED 500 per truck per day will be applicable)
- Using contractor gate to entrance and exit
- Removing their vehicle from the show site right after offloading / loading
- Removing their waste/packing materials after build-up and after dismantling operations  
(penalty fees will be charged for any waste/packing materials left after the build-up and after the dismantling period)

### BUILD-UP POWER (FOR CONTRACTORS)

Build-Up Power must be ordered separately to power requirements for show days.

No power will be given during build-up without pre-orders.

Please fill out the order form and send it back to us before October 15<sup>th</sup> at [services@airexpo.aero](mailto:services@airexpo.aero)

It is forbidden to use a generator.

### CURRENCY

The local currency is the UAE dirham (AED). US Dollar 1 US\$ = AED 3.673.



1-2-3 NOVEMBER 2022

# GENERAL INFORMATION

## A-Z

[services@airexpo.aero](mailto:services@airexpo.aero)

### DESIGN (CHALET AND SPACE ONLY)

Please submit by email your chalet and/or space only design for approval before October 15<sup>th</sup> to [services@airexpo.aero](mailto:services@airexpo.aero)

### DETERIORATION, LOSS, DAMAGE AND THEFT

The Organisers shall not be held liable for any deterioration, loss or damage to stands or exhibits, and theft.

Please ensure that all valuables are kept safe at all times. It is the exhibitor's responsibility to ensure the safety of valuables during all periods of the event, from build-up to dismantling operation. Please check the insurance section.

### DILAPIDATIONS

It is not permitted to drill, weld or otherwise fix permanently to any of the Chalet or exhibition hall 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. Any dilapidations caused by an exhibitor's installations will be recorded by the Organisers and the cost of reinstatement charged to the exhibitor.

### ELECTRICAL INSTALLATIONS

The official contractor appointed by the Organisers are the only individuals permitted to carry out electrical installations.

Orders must be placed prior to the exhibition.

Build-up Power during installation must also be ordered in advance separately to power requirements for show days.

No power during installation will be given without any order in advance.

When completing the electrical order form (electricity provided during show days), please mention the location where you want it placed on the booth, if not, your electrics will be placed at the discretion of the electricians, if you require these to be moved, you will be charged.

Please note that your order will not be processed until payment is received.

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.

It is forbidden to use a generator.

### EXHIBITION OFFICIAL SHOW CATALOGUE

Exhibition's Official Show Catalogue will be published and distributed to all visitors. The publication receives first hand show information and benefits from first class distribution and exposure.

The Official Show 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 and a free editorial describing the companies proposed exhibits. Show Catalogue entries can be submitted online before **October 15<sup>th</sup>** at:

<https://www.adairexpo.com/exhibitor/> (Password : ADAEE22), if no entry is submitted the company name and contact details as displayed on the exhibition contract will be entered as default.

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 could increase the number of buyers to your stand. For advertising rates and order form please see online at: <https://www.adairexpo.com/exhibitor/>

(Password : ADAEE22).

### FABRICS USED IN DISPLAYS

Textile fabrics used for interior display purposes on the stand must be FIRE RETARDANT 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 not touching any light fittings. Cellulose paints are flammable and must not be used for stand dressing. Water based paints must be used.



1-2-3 NOVEMBER 2022

# GENERAL INFORMATION

## A-Z

[services@airexpo.aero](mailto:services@airexpo.aero)

### FASCIA (NAME BOARD)

The name board sits at the top of your Shell Scheme Stand and will carry your company name.

This will identify your company to the visitors.

The name on the fascia is the one mentioned on your registration form at Exhibitor Fascia.

### FREIGHT & ON-SITE HANDLING

The official on-site freight handler for the exhibition is AIRLINK (contact details in contractor contact list).

For any delivery inside the exhibition, please contact AIRLINK directly.

### FURNITURE

Furniture selection and order form online at:

<https://www.adairexpo.com/exhibitor/> (Password : ADAEE22)

Furniture orders must be placed early to avoid disappointment.

### INSURANCE

The exhibitor, and his stand contractor, are fully responsible for obtaining insurance protection for their exhibits, property and personnel against all risks.

Equipment should be insured both in transit and on location at the exhibition site for the whole period of the event.

Insurance cover should include: PLI (Public Liability Insurance, 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, value of the stand, including the fittings. Proof of insurance is required before entering the show site.

If you exhibit an aircraft, please have with you the aircraft insurance (of each aircraft, if several).

### INVITATIONS

Electronic invitations will be sent to you by email.

### LIFTING AND LOGISTICS

AIRLINK is the official lifting contractor for the exhibition, and the only company authorized to perform lifting and fork lifting at the exhibition area. If you require lifting and fork lifting services, please contact them directly (contact details in suppliers contact list).

### MEETING ROOMS

Upon request. Please contact the Organisers.

### ON-SITE DELIVERIES

All deliveries must be marked up clearly, with Company Name, Exhibitor Contact Name, Exhibitor Contact Number, **Abu Dhabi Air Expo 2022**, and must be handled by AIRLINK (contact details in suppliers contact list).

Please ensure that your exhibit materials are at your booth at least 3 hours prior to the official opening.

Please note that only hand carried items may be brought into the exhibition during show open hours.

Any items requiring a trolley or pallet truck must wait until after the show has closed.

For security reasons the Organisers are not able to accept deliveries on behalf of exhibitors.

### ORGANISERS' RIGHT TO CHANGE STANDS AND FLOOR PLAN 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 have to be at the expense of the exhibitor concerned. The exhibition floor plan is subject to change at the discretion of the Organisers.

### PRINTING AND GRAPHIC SERVICES

If you need wall graphics, stickers, roll up banners, flags, brochures, flyers...

Please send your request before **October 15<sup>th</sup>** at [services@airexpo.aero](mailto:services@airexpo.aero)

### SHELL SCHEME

Exhibitors occupying Shell Scheme Stands must ensure that all internal stand fitting and displays are contained within the shell scheme structure, nothing shall exceed the volume of the stand, both in terms of floor space and height.

No display materials or logos may be fixed to the Shell Scheme fascia panel.

It is strictly forbidden for exhibitors to nail, glue, staple, paint or drill on the panels and structures of the stand.

Animations where the noise is audible from neighboring stands are prohibited.

Exhibitors may affix lightweight photographs and technical information sheets 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.

- **Height Restrictions**

Shell Scheme: Maximum height: 2.5m

- **Fascia Name board**

(Included for Shell scheme, provided by the Organization).

#### Shell Scheme Stand description

- **Structure**

Sodem System aluminium metalworks (2.5mH)

White Foamex infill panels (2.5mH)

Exhibition dark grey carpet, with poly cover

- **Electrical Package**

Spotlights

1 x Electrical Socket 15 amp

Mains Power Supply and consumption

- **Furniture**

1 table, 2 chairs, 1 counter desk



Example of a 12 sqm Shell Scheme (non-contractual graphic)

### SECURITY

Security guards patrol the show site 24h. Exhibitors should however take appropriate precautions against theft as any exhibition sites are vulnerable spots.

The Organisers will not be responsible for any loss or damage to stands/exhibits.

All personnel entering the exhibition must hold a **Abu Dhabi Air Expo 2022** badge.



1-2-3 NOVEMBER 2022

# GENERAL INFORMATION

## A-Z

[services@airexpo.aero](mailto:services@airexpo.aero)

### SPACE ONLY STANDS

All stand construction require an approval from the Organisers. Please submit your chalet drawing for approval before October 15<sup>th</sup> to [services@airexpo.aero](mailto:services@airexpo.aero)

Space Only Stands: Maximum height: 4m

Walling in on open sides - Long runs of walling along open perimeters of stands are not permitted.

Only 50% of any open side is permitted to be a solid wall.

Any particular arrangement of a stand should be treated with flame retardant, standard M1 and M2. Each exhibitor must comply with security and fire regulations, and must have extinguishers in their stand.

Any improper installation can result in an immediate closure of the stand by the security services.

The installation areas must be cleaned after your design/build-up. All rubble and waste must be removed.

### 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 On-Site Handler - AIRLINK can help with your storage requirements, please contact them directly (see suppliers contact list).

### VEHICLES

No vehicles are allowed to enter the exhibition area. For any off loading, please contact AIRLINK.  
(contact details in suppliers contact list).

### VISITORS

The Abu Dhabi Air Expo is strictly a trade event: business attire and national dress only. No admittance to anyone under the age of 18. The Organisers reserve the right to refuse admission.

Passport or Emirates ID are required.

Visitors must present their invitation pre-registration or purchase an entry ticket online.

### WASTE

Shell Scheme exhibitor: your stand will be delivered to you in a clean state in the readiness of the show opening.

Any waste generated during your installation should be placed in front of your stand to be removed by the show cleaning contractor.

Space only and Chalet exhibitor: you are responsible for the cleaning of your areas.

During the build-up / dismantling period, exhibitors and their contractors are responsible for their own waste materials.

Please note there will be penalty fees charged for any waste/packing materials left after the build-up and after the dismantling period. At the end of the show, any items left inside the exhibition hall or on the static display will be treated as waste, and removal costs will be charged to the exhibitor in question.

### WATER SUPPLY

Water supply is available on-site.

# OFFICIAL SHOW CATALOGUE

(Information regarding your company with contact details)

15,000 Official Show Catalogues will be printed and distributed at the exhibition's entrance to all visitors during the 3 days. All exhibitors will be referenced in it.

**To be properly referenced**

**PLEASE FILL OUT THE FORM ONLINE**  
**BEFORE OCTOBER 15th :**

<https://www.adairexpo.com/exhibitor/>  
(Password : ADAEE22)

The Official Show Catalogue will be distributed to all visitors and will provide contact details of the exhibitors and advertisements of exhibiting companies.



**If you want to advertise in the Official Show Catalogue,  
please fill out the catalogue insertion online at:**

<https://www.adairexpo.com/exhibitor/>  
(Password : ADAEE22)

# AIRCRAFT REGISTRATION OMAD/AZI

Please use one form per aircraft and send it before  
**October 15<sup>th</sup>** to [services@airexpo.aero](mailto:services@airexpo.aero) with copy of aircraft insurance

**For arrival and departure,  
please contact Munawala at : [fbo@munawala.ae](mailto:fbo@munawala.ae)**

<b>Booth Name</b>	
<b>Aircraft type</b>	
<b>Registration number</b>	
<b>Requested day and local time of arrival</b>	
<b>From</b>	
<b>Aircraft pilot's name</b>	
<b>Requested day and local time of departure</b> (from November 3 <sup>rd</sup> 17:30)	
<b>Pilot's contact details</b> <b>Mobile phone/email</b>	

# SUPPLIERS AND ORDER FORMS

## Services provided by Abu Dhabi Air Expo :

All order forms are available online, or contact details on page 3.

To order, please download document at :

<https://www.adairexpo.com/exhibitor/>  
(Password : ADAEE22)

- AIRCRAFT CLEANING *(online)*
- AIRCRAFT REGISTRATION *(online and page 13)*
- BOOTH CLEANING SERVICES *(online)*
- BOOTH ELECTRICITY *(online)*
- BOOTH DESIGN *(Stand and Chalet Contractor contact details on page 3)*
- BUILD UP POWER *(online)*
- CATERING FACILITIES *(online), or restaurant on-site*
- CHALET AIR CONDITIONING *(online)*
- CHALET TECHNICAL SPECIFICATIONS *(online and pages 16-17-18-19)*
- CONTRACTOR BADGE *(online)*
- EXHIBITOR CAR PASS *(online)*
- EXTRA EXHIBITOR BADGE *(online)*
- FLOWERS AND PLANTS *(online)*
- FREIGHT FORWARDER & ON-SITE *(contact details on page 3)*
- FURNITURE *(online)*
- GPU AND AIRCRAFT AIR CONDITIONING *(online)*
- OFFICIAL SHOW CATALOGUE INSERTION ORDER *(online)*
- PRINTING AND GRAPHIC SERVICES *(online and page 15)*
- SECURITY GUARD *(online)*
- STATIC ELECTRICAL FOR GPU *(online)*
- TEMPORARY STAFF & HOSTESS *(contact details on page 3)*

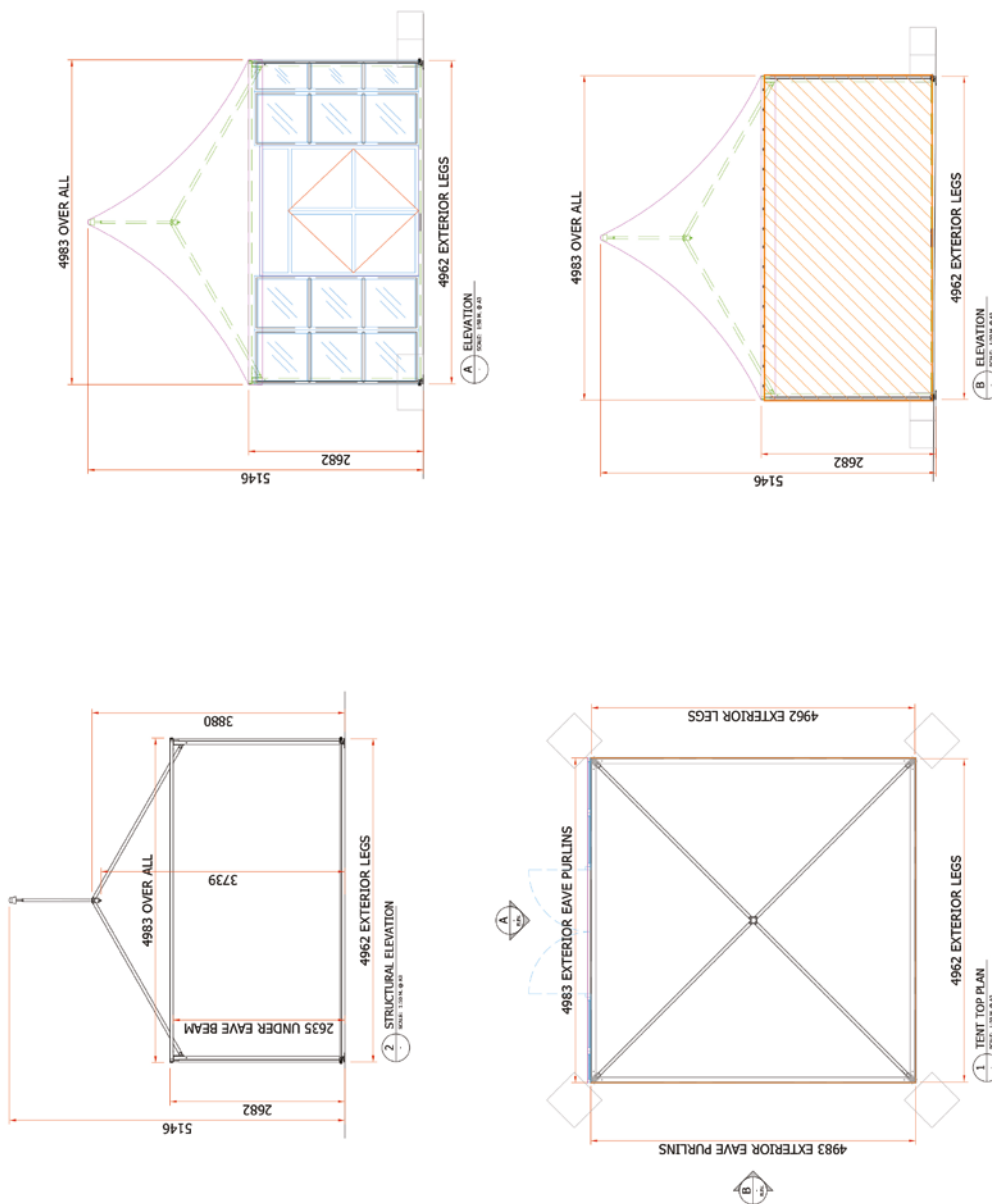
# PRINTING AND GRAPHIC SERVICES

If you need **wall graphics, stickers, Roll up banners, flags, brochures, flyers...**  
Please send your request to [services@airexpo.aero](mailto:services@airexpo.aero) before **October 15<sup>th</sup>**.



# CHALET TECHNICAL SPECIFICATIONS

## 5 X 5 SQM





**1-2-3 NOVEMBER 2022**



# 1-2-3 NOVEMBER 2022

# CHALET TECHNICAL SPECIFICATIONS

## 20 X 10 SQM

