



AIR EXPO

ABU DHABI

19-20-21 NOVEMBER 2024

ADNEC, Abu Dhabi National Exhibition Centre

Atrium & Hall 5

Entrance D

www.adairexpo.com

EXHIBITION MANUAL

Dear Exhibitor,

The Exhibition Manual has all the valuable information you will need to prepare your installation at Air Expo.

For technical applications or other requests, please send a message to services@airexpo.aero

The whole team remains at your disposal for any further information.

With kind regards,
Air Expo team



4M Events LLC
Abu Dhabi International Airport - Business Center - P.O.Box 2313
Abu Dhabi, UAE
services@airexpo.aero



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EXHIBITION SCHEDULE

BUILD-UP

Space only access	08:00 - 19:00	16 th , 17 th , 18 th November 2024
Shell Scheme Stand access	08:00 - 19:00	18 th November 2024
All freight and waste/debris must be cleared from the exhibition area	16:00 - 18:00	18 th November 2024
Stand construction must be completed	16:00	18 th November 2024

All stand construction must be completed by 16:00 on Monday 18th November.

Exhibit set up should be completed by 18:00 on Monday 18th November.

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

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 November 1st at services@airexpo.aero. Thank you.



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EXHIBITION SCHEDULE

SHOW OPEN DAYS

	EXHIBITORS ACCESS	SHOW TIMES
Tuesday 19 th November 2024	09:00 - 17:30	10:00 - 17:00
Wednesday 20 th November 2024	09:00 - 17:30	10:00 - 17:00
Thursday 21 st November 2024	09:00 - 16:30	10:00 - 16:00

DISMANTLING OPERATION

Removal of hand held goods only	17:00 - 20:00	21 st November 2024
Vacate all Shell Scheme Stands	17:00 - 20:00	21 st November 2024
Dismantling and Removal of Stands	08:00 - 17:00	22 nd November 2024

All stand fittings and waste must be cleared from the exhibition hall by 17:00 on **Friday 22nd November 2024**.

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

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

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



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ACCESS

Air Expo Abu Dhabi will take place at ADNEC Centre Abu Dhabi, located in Abu Dhabi.

ADNEC Centre Abu Dhabi
Khaleej Al Arabi Street
P.O. Box 5546
Abu Dhabi, United Arab Emirates

The event will take place in Hall 5 and the Atrium.
Access to the event is through the Atrium - Entrance D.

ACCESS - CONTRACTORS AND VEHICLES ACCESS

- All exhibitors must also obtain a wristband to access the ADNEC venue during the build-up and breakdown periods (16th and 17th November).
- However, exhibitors are exempt from the charge and the need for a wristband on the last build-up day after 2 pm as long as they can show a valid exhibitor badge and photo ID.
- **Please refer to the order form online at: <https://www.adairexpo.com/exhibitor/>**

All contractors and vehicles which present themselves to the ADNEC Holding Areas, Access Gates or Loading Bays will be required to adhere to the process and will be liable for any subsequent charges. ADNEC Security and Traffic teams will administer the access process which will be directly linked with the Ministry of Immigration in order to ensure individuals are legally entitled to work within the United Arab Emirates. The process and charges will apply to all vehicles and individuals without exception.

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.

The exhibitor and/or their contractor are responsible for identifying their waste materials and making 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.

Contractor procedure and deposit:

Each exhibitor using a contractor for their stand must fill out the contractor form (available online at <https://www.adairexpo.com/exhibitor/>) and submit it to the Organizer.

This form is an official communication stating who their official contractor will be for their stand-build. Failure to submit this form may result in delays or complications during the build-up process. One team leader will need to be assigned as the responsible.

When collecting contractors' badges, each contracting company must provide a security deposit of AED 5,000, which must be paid before the build-up. This deposit will be refundable once the inventory after the dismantling has been done and the area and stand are returned clean, with no rubble and waste left behind.

Any contractor found on-site without filling out the order form or paying the security deposit will be removed.



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Contractor's Wristband

All contractors must present a valid Emirates ID (for UAE residents) or Passport and Visa copy (for International contractors) at the designated Security Gate.

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

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

- Security Gate 4 (located behind Hall 7) for stands located in Halls 5, 6, 7, 8, 9 & 10

DESCRIPTION	RATE (AED)
1 day (per pax)	25
3 consecutives days (per pax)	55
5 consecutives days (per pax)	90
3 consecutives months	330
Annual	550
Show contractor (during event open days)	225

Vehicle Access Pass

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

Applicable charges are shown in the table below:

VEHICLE TYPE	UNIT SLOT	PRICE (AED)
Car	30 minutes	25
Pick Up 3-ton	45 minutes	35
7.5 ton	60 minutes	45
40-foot trailer 18.5 ton / Artic	60 minutes	55
Exceeding Hours (all vehicles)	60 minutes	55



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Access to Halls

Open Period

- Vehicles delivering stock during the open period may arrive 1 hour prior to show opening each open day.
- Deliveries will only be allowed up to 15 minutes before the event opening time.
- All goods entrances and loading areas must be clear of vehicles prior to the event opening.
- No goods will be allowed through the main entrances of the halls.
- No deliveries are permitted once the event is open.
- No contractor works or breakdown of any stands or areas within the licensed area is permitted during any part of the open period duration

• Breakdown

- No access to halls for contractors or other staff assisting in the breakdown of stands is allowed until the hall is clear of visitors.
- There is limited access to the rear of the halls, so vehicles will NOT be allowed into the Loading Bays until the show has officially closed. All vehicles MUST be parked away from the loading bays and called when access is available
- Vehicles may not enter the vicinity of the back of the halls until directed by the traffic marshals.

ALCOHOL

The consumption of alcohol is not permitted.

AMBULANCE

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

ATM MACHINES

There are Automated Teller Machines (ATM) located in the Grandstand near Customer Services.

AUCTIONS

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

The definition of a "charitable auction" is as follows:

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



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BAKHOOR SAFETY GUIDELINES

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

The following guidelines must be followed when using the bakhoor in ADNEC.

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

BETTING AND GAMING

ADNEC shall not be used for Betting and Gaming.

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.

It is forbidden to use a generator.

Please refer to the order form online at: <https://www.adairexpo.com/exhibitor/>

BUILDING WORKS AND FIXINGS

- No fixings or attachments to or penetration of the fabric, structure or floors of the Centre shall be carried out except by ADNEC's authorised representatives at the expense of the exhibitor or contractor requiring these services. This shall include the attachment to the structural steelwork for any purpose to any part of the building fabric and structure, whether interior or exterior. Bolting down is not permitted under any circumstances.
- ADNEC requires the use of 3 M low-tack tape, which can be easily removed.
A penalty will be charged for removing tapes not approved by ADNEC.
- Plastic packing tape, gaffer tape, masking tape, and drafting tape, all of which are difficult to remove from floors, are not to be used.
- The use of carpet spray adhesive or glue is not permitted.
- Any tapes not removed by the contractors will be removed by ADNEC at the contractor's expense.
- No fixing will be permitted on the duct covers.
- Fixing to the surface of the floors other than using adhesive tapes to secure margin boards, cable clips and similar items of stand fittings is not permitted. Drilling into the floor, nailing, screws and fixings of any sort will not be permitted.
- Suspended stand fittings are not permitted.
- Persons proposing to erect brick, stone, block walls, etc. shall lay heavy-duty building paper or similar material on the floors under the walls, etc., to protect the floor surfaces from any mortar damage. The cost of repairing any damage caused to floors by the erection or dismantling of this work will be charged to the contractor/exhibitor.



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BUS STOP

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

CANDLES

The use of candles is not permitted.

CAR PARKING

- There are 2 multi-storey car parks at ADNEC, with direct access to the exhibition centre.
- Overnight parking is not permitted. Police will remove any vehicles left for more than 48 hours.
- These car parking facilities are chargeable.

Please refer to the order form online at: <https://www.adairexpo.com/exhibitor/>

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.

CARPET FIXING TAPE

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

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

CATERING - BY CAPITAL CATERING

Please refer to the order form online at: <https://www.adairexpo.com/exhibitor/>

Please note that no external catering contractors are permitted.

It is a requirement that Capital Catering provides all catering offered on site.

- Fixed Catering Outlets are: Coffee Shop
- Food Court offering an International Buffet
- Coffee Shops (outside Hall 6, Hall 9 and next to the Pod D entrance)



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Catering Concession Fees / Corkage Fee Policy

All food and beverages served within ADNEC venues (Abu Dhabi National Exhibition Centre and Al Ain Convention Centre) is done so under the license of Capital Catering. Capital Catering is the sole supplier of all food and beverages within the venue.

Any client or exhibitor wishing to supply food and/or beverages within the venue may only offer such products when purchased from Capital Catering.

1.1 The supply of food or beverages from any other source, subject of prior approval, will attract a corkage-fee. This will be payable by the Client in advance of supply.

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

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

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

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

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

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

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

CEILING HEIGHTS

Gallery Height between Hall 4 & Atrium and Hall 5 & Atrium is 4.25 meters high.

You must have written approval from the Organiser prior to the commencement of the build within this area.

CLEANING

Please refer to the order form online at: <https://www.adairexpo.com/exhibitor/>

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

Aisles must be kept clear of all items at all times (during build-up, during the show, and during dismantling) to ensure the free circulation of goods and people. It is the exhibitor's responsibility to maintain their stand and to ensure 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.

CLOAKROOMS

ADNEC does not have cloakrooms.



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COMPLEX STRUCTURES / STAND PLANS

- The exhibitor and contractor are fully responsible for ensuring the structural integrity of all structures built. The Organizer must approve all complex structure plans, and once built on-site, they require sign-off.
- Effective 1 January 2019, ADNEC will apply an inspection charge per Complex Structure submission. Charges for Complex Structure submissions will be invoiced to the exhibitor or contractor.
- Complex Structures are purpose-built stands, structures, booths or features which are over 4 meters in height; double-decker in design; have a platform of 600mm or more or have a complex design deemed 'non-standard' with a complicated construction process.

Definition of a Complex Structure:

- Double Decker stands
- Any part of a stand or exhibit which exceeds more than four metres in height
- Certain suspended items, e.g., lighting rigs or signs over 400 kg
- Sound/Lighting towers
- Temporary tiered seating i.e. Grandstands
- Platforms and stages over 0.6m in height and all platforms and stages for public use
- Cantilevers

Should you have any questions or queries regarding whether a submission falls within the 'Complex Structure' definition, please contact the Organiser.

The following is required:

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

- Structural Design Calculations stamped by professional Engineer / Company accompanied by undertaking and indemnity letter on company's letter head.
- Load per square meter on the ground
- Structural Drawings
- Full Stand Dimension
- Plan Layout Drawing
- Architectural Plan
- Elevation Drawings (Front, back and side)
- Sections (where necessary)
- Handrail & Staircase Detail
- Connection Details
- Base Plate Sizes – spreaders must be 1mx1m.
- Structure Material Detail - The construction materials shall be non-flammable or fire-retardant.
- Any Special Display Loading Allowance
- Accessible Ramp detail
- Risk Assessment
- Method Statement
- For Double-decker stand – provide an adequate number of fire extinguishers on the mezzanine / first floor.
- Maximum travel distance from any part of the stand to the nearest exit should not be more than 10 meters.
- Totally enclosed ceilings are strictly prohibited. Exhibition stand ceilings must not obstruct the sprinklers and shall have an open space of over 50% of the total stand area to ensure fire prevention safety.
- The structure of all exhibition stands must be reasonably designed so as to ensure safety and security.
- The designed structural strengths of all exhibition stands shall meet the strength required by the load. During the construction period, efforts shall be made to ensure the overall strength, stiffness, stability and local stability of the exhibition stand structure.
- All exhibitors should select the contractor with proven qualifications (for UAE-based – must be registered with Municipality) to construct their booth and are obliged to require the contractor to implement the construction in light of the relevant regulations and construction specifications and carry out corresponding safety measures.



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- Any complex structure that is modified after its initial submission to the Organiser must be resubmitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

Onsite Management:

All stand construction must be monitored during the build-up. Stands that appear to be complex but have not been submitted for approval will be challenged, and construction may be stopped until satisfactory information has been received.

The Organiser reserves the right to monitor all construction activity and to challenge risk assessments and the methods employed.

COMPRESSED GASES

The use of compressed gas within the venue is not permitted.

CONSTRUCTION MATERIALS

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

- Timber - All timber less than nominal 25mm (1") in thickness and plywood, hardboard, Blackboard and chipboard less than 18mm (3/4") must be rendered flame resistant by a recognized process to a Class 1 standard when tested in accordance with BS 476 Part 7. Ply-hard and pulp boards which have been rendered flame resisting in a manner approved shall be branded with a recognised mark.
- Plastic - The use of plastic of a grade less than Class 1, BS 476 Part 7, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted and approved prior to construction. Artificial plants and flowers must not be used for stand dressing.
- Textile fabric and other decorative material used for stand dressing must be flame proofed and comply with BS 476 Part 7 Class 1. Any fabric – unless incombustible – may not be used for partitioning stands, forming offices or the back or sides of stands, except that treated fabric may be permitted as a ceiling, to single storey stands, where not exposed to the risk of fire from lighted articles dropped from above. When used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not Less than 75mm deep. Curtains on exit routes must hang not less than 75mm clear of the floor and be parted in the centre.
- Upholstered seating - must meet the pass criteria for smouldering ignition source 0, flaming ignition source 1 and crib ignition source 5 when tested in accordance with 5BS 58521990.
- Paints - All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on site. This must be carried out off site.
- All paint tins and vessels must be removed from the site and correctly disposed of by the contractor. Charges will be applied for any paint tins left on site.
- Paint Spraying – will be permitted subject to the following conditions:
 - Advance notification in writing is provided to the Event Organiser
 - Only water based paints are used.
 - Adequate arrangements are made by the operator to ensure that no paint is spilt on the hall floors or sprayed or splashed on the walls, columns or other parts of the building structure or equipment.
 - The operation of the sprayer shall not cause a nuisance to other persons in the vicinity of the operation.
 - Any paint deposited on the building structure, floors, or equipment in the course of decorating or by spillage or any other means will be removed by the Organiser at the expense of the contractor.
- Carpets and other textile floor coverings must comply with BS 4790 and shall be secured and maintained so as not to cause a hazard. Only ADNEC-recommended adhesive tapes may be used to fix carpets on the exhibition floors.
- Glazing - All glazing must comply with current UK Building Regulations including BS 6206 and BS 6262. Any large areas of clear glazing shall be indicated with warning stripes or dots etc. Overhead glazing shall be of wired glass, laminated glass or be otherwise adequately protected from shattering. Glazing shall not be permitted to the perimeter of stands adjacent to public gangways.
- Night Sheets - It is recommended that only night sheets made of netting or transparent material should be used. These must be flame proofed to BS 476 Class 1. Arrangements must be made for the storage of the night sheets within the area of the stand during the hours the show is open. They may not be left, although rolled, in any position where they will cause an obstruction or interrupt line of sight.



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CONTRACTOR TOILETS AND WELFARE FACILITIES

There are contractor toilets located within the Loading Bays of the ADNEC venue.

COOKING ON STANDS

Cooking on stands is not permitted.

COUNTERFEIT GOODS

Exhibitors shall not exhibit at ADNEC any counterfeit goods or, any goods which infringe any third party's intellectual property rights or any goods which are prohibited or restricted by local laws or regulations.

UAE Inspectors have the right without recourse, to physically remove any goods which it or any relevant authority deems to be Infringing Goods or Prohibited Goods.

If counterfeit goods are found, this could result in the cancellation of the Exhibitor's right of participation within the exhibition, prosecution, penalty fine, imprisonment and/or the closure of the Exhibitor's exhibition stand.

CURRENCY

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

CUSTOMS CLEARANCE FOR GOODS

The official on-site freight handler for the exhibition is FREIGHT MASTERS:

For customs clearance of goods for the exhibition, please contact FREIGHT MASTERS directly (contact details in suppliers contact list).

DANGEROUS EXHIBITS (WEAPONS, KNIVES, TOOLS)

Dangerous exhibits are not permitted.

DELIVERIES

All deliveries must be marked up clearly, with Company Name, Exhibitor Contact Name, Exhibitor Contact Number, **Air Expo Abu Dhabi 2024**, and must be handled by FREIGHT MASTERS (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 must wait until after the show has closed.

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

DESIGN (SPACE ONLY)

All stand construction require an approval from the Organisers.

Please submit by email your space only design for approval before October 15th to 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 stand arrangement should be treated with standard M1 and M2 flame retardant. All exhibitors must comply with security and fire regulations and have extinguishers in their stands.

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.



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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.

DILAPIDATION CHARGES

It is not permitted to drill, weld, or otherwise permanently fix any of the exhibition hall structures. Nothing may be fixed to the fabric of the building or bolted to the floor. Before handing the unit back to the organizers, any graphics or other applied finish must be removed from glass panels or other parts of the structure.

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.

To order your booth electricity please refer to the order form online at: <https://www.adairexpo.com/exhibitor/>

ELECTRICAL POWER

The nominal electrical supply at ADNEC for use on temporary exhibition and event installations is 230V single phase / 400V three phase at 50Hz frequency.

- Appropriate temporary supplies for build-up and breakdown should be ordered.
- Cables may not be plugged into venue sockets and/or trailed across gangways during show open periods.
- It is important to note that once a show has ended, stand power will be turned off half an hour after the show closes and will not be turned back on. This is to ensure the safety of all persons working in the halls. If power is required later than the scheduled time, this MUST be ordered in advance; charges will apply.

ELECTRICAL SAFETY GUIDELINES FOR SAFE AND UNINTERRUPTED POWER

- In case of an emergency, please call 02 – 406 4444 (Ext. 4444) / 02 406 3997 (Ext. 3997).
- ADNEC Services must control Electrical Power distribution for the venue
- Do not plug any equipment / accessories to normal wall plug unless approved by the Organiser.
- Use of extension cord is not recommended unless needed and consulted by the Organiser.
- Restricted to use any kind of damaged extension, equipment, accessories etc.; Organiser approval is mandatory prior to plugging in any extension cord
- Replace damaged or loose electrical cords immediately after identifying.
- Consider having additional circuits or outlets added by a qualified electrician so you do not have to use extension cords.
- Follow the manufacturer's instructions for plugging an appliance into a receptacle outlet.
- Avoid overloading outlets. Plug only one high-wattage appliance into each receptacle outlet at a time; compare the rating of appliance / equipment with our possible availability as mentioned below.
- If outlets or switches feel warm, frequent problems with blowing fuses or tripping circuits, or flickering or dimming lights, call a qualified electrician.
- Make sure your devices are protected with proper earthing and safe wiring as recommended by law.
- Maximum allowable power for a normal wall socket is limited to 10A / 2000W to ensure and prevent overloading.
- Make sure all connected devices, extension cords, equipment, etc. are tested and confirmed by the Organiser before plugging them into any wall socket. Security shall stop plugging if the Organiser does not confirm the connection.



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EMERGENCY EVACUATION ROUTE PLAN



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

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

Review your departmental evacuation plans
and contact your departmental fire marshals

IN CASE OF EMERGENCY STAY CALM: CALL 02-406-4444	IN CASE OF FIRE
Fire Hose Cabinet / Extinguisher	1. Immediately activate the nearest break glass fire alarm point
Break Glass Fire Alarm Point	2. Call ADNEC Security Control on 02-406-4444
Primary Exit Route	3. Give them the location of the fire and your name. Also explain what is burning.
Secondary Exit Route	4. If required the security control will call the civil defense.
Fire Exit Door	5. Alert all other people in the immediate vicinity
First Aid Kit	6. If you are trained, use the nearest available portable fire extinguisher to tackle the fire.
	7. If required, evacuate the area to the nearest assembly point.
REMEMBER DO NOT USE LIFTS IN CASE OF FIRE OR EARTH QUAKE EMERGENCY	

في حالة نشوب حريق	في حالة الطوارئ 02-406-4444
1. توجه فوراً لتنشيط إنذار الحريق بكسر الزجاج.	1. طفاية حريق
2. اتصل فوراً بـ مكتب التحكم على التحويل رقم 02-406-4444	2. نقطة إنذار حريق
3. أبلغ عن موقع الحريق وكن إسمك مع توديع طابوقة الحريق.	3. طريق خروج إنقاذي
4. إذا لزم الأمر ميغفون مكتب التحكم باستدعاء الدفاع المدني.	4. طريق خروج ثانوي
5. قم بتحديد جميع الأشخاص المتواجدين من حوله.	5. مخرج طوارئ
6. توجه إلى أقرب طفاية حريق متاحة وحاول إطفاء الحريق، إذا سبق وأن تلقيت تدريباً للتعليم بذلك.	6. صندوق الإسعافات الأولية
7. إصل على إخلاء المنطقة والتوجه إلى أقرب نقطة تجمع، إذا لزم الأمر.	
تذكر دوماً لا تستخدم المصعد في حالة نشوب حريق أو زلزال	

EMERGENCY GANGWAYS

'Emergency gangways' within the exhibition hall must be clear at all times.

EMERGENCY PROCEDURES

- A copy of the 'Abu Dhabi National Exhibition Centres Emergency Procedures.'

Is available online at: <https://www.adairexpo.com/exhibitor/>

- All exhibitors and contractors are required to familiarise themselves with these emergency procedures.



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EXHIBITOR BADGES

You will receive an email with a link to register for your exhibitor badges beginning of November 2024.

Badges are required for all persons entering the exhibition site.

Exhibitor badges are to be collected from the Organizer's office located between the Atrium and Hall 5 (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.

Exhibitor Allocation :

First Time Exhibitor : 2 badges

6 sqm : 2 badges

9 sqm : 3 badges

12 sqm : 4 badges

15 sqm : 5 badges

18 sqm : 6 badges

24 sqm : 7 badges

24-59 sqm : 8 badges

60-79 sqm : 10 badges

80-150 sqm : 15 badges

Above 200 sqm : 20 badges

Additional exhibitor badges can be purchased for : AED 80 + VAT

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

EXHIBITORS PROPERTY 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-site at the exhibition site for the entire duration 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, and the value of the stand, including the fittings. Proof of insurance is required before entering the show site.

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

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.

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.

FIRE AND SAFETY REGULATIONS

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.

- Please ensure that you familiarize yourself with the Fire and Emergency Procedures in the Health & Safety section.
- In accordance with regulations and standard procedures, fire extinguishers will be distributed at the Fire Officer's discretion.
- These may not be moved under any circumstance – Exhibitors will be charged for loss or damage to these extinguishers.
- Please ensure that at least two stand personnel are familiar with the use of Fire Extinguishers.
- 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 and not stored behind stands.



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FIRE EXITS

- Fire exits must be kept clear of obstructions at all times, both inside the hall and outside.
- Any items blocking a fire exit will be deemed rubbish and disposed of without notice.

FIRST AID

- First Aid point is located between Halls 7 & 8.
- To contact First Aid please call Ext: 4444 (or 02 406 4444 if dialling from a mobile or outside line)
- In an emergency - including requesting an ambulance - please telephone the Security Control Centre Ext: 4444. Their knowledge can save vital time in the event of an emergency. Please state clearly:
 - The name of the exhibition
 - The location and the number of the nearest stand to the incident
 - Your name
 - The type of accident or emergency, e.g. heart, broken limb,
 - Stay with casualty until help arrives

FLOOR LOADINGS

MAXIMUM load in all Halls and external areas is restricted to no greater than 1,000 kg/m², including duct/trench covers. This is not negotiable.

- Any exhibitor or contractor who plans to have heavy machinery or display items on their stands or features exceeding 1,000kg per square metre MUST submit their plans to the Organisers for prior approval. Failure to notify the Organiser of any heavy items that are to be displayed on the stand or feature space will result in the item(s) not being permitted to enter the halls. This is non-negotiable.
- All heavy items must have a Uniformly Distributed Load (UDL), while spreader plates are mandatory. Spreader plates should be supplied by the exhibitor or their contractor and should be fit for purpose.

FLORISTS

Please refer to the order form online at: <https://www.adairexpo.com/exhibitor/>

FOOT PROTECTION

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

FREIGHT AND ON-SITE HANDLING

The official on-site freight handler for the exhibition is FREIGHT MASTERS:

MS. SAJINI JOSEPH

Tel.: +971 4 254 3511

Mob.: +971 56 488 1700

Email: sajini@freightmastersllc.ae

For any delivery inside the exhibition, please contact FREIGHT MASTERS directly.

FURNITURE

Please refer to the order form online at: <https://www.adairexpo.com/exhibitor/>



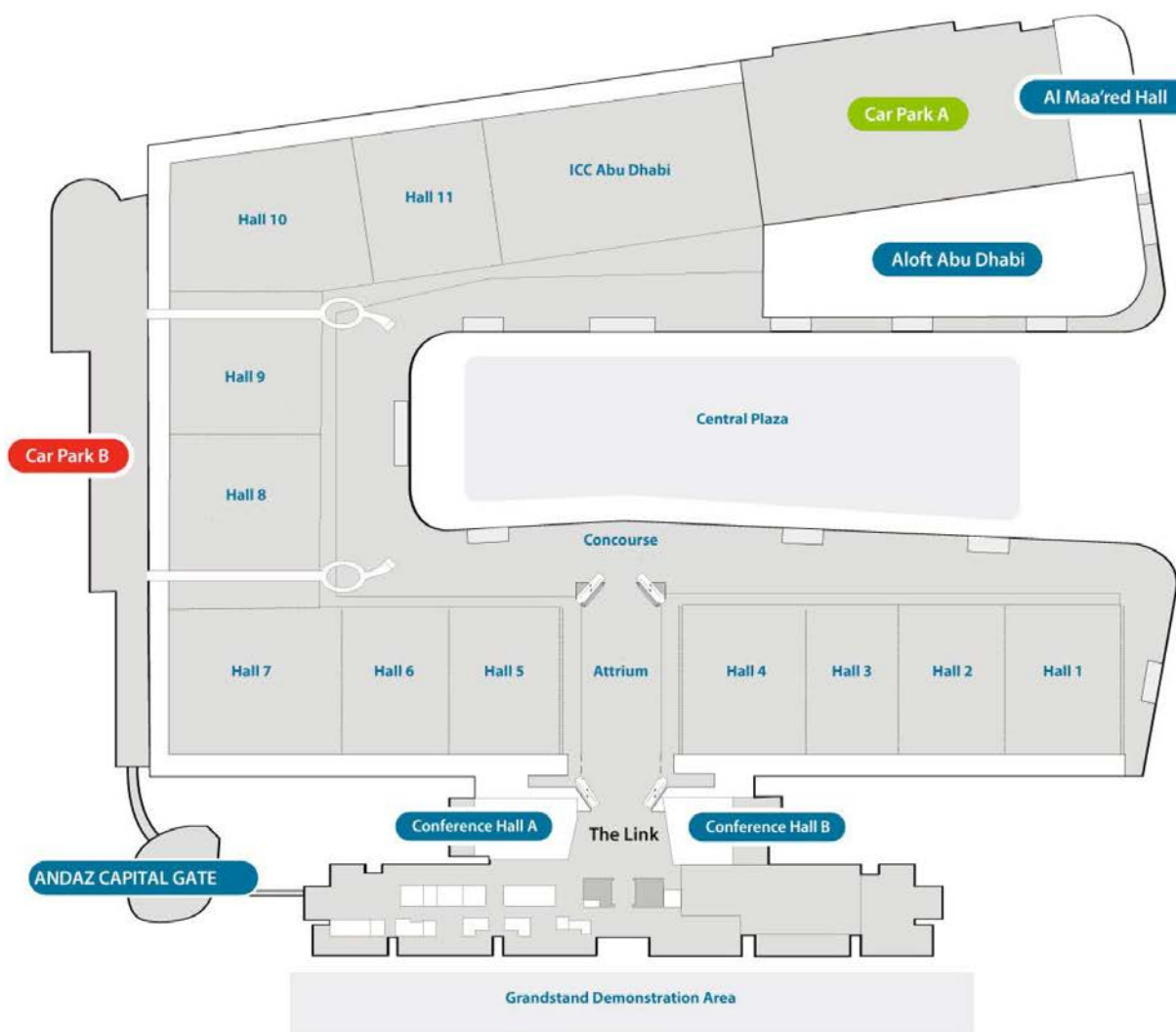
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HALL LOCATIONS





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HAZARDOUS ITEMS

No material, exhibits or substance of a hazardous, dangerous or explosive nature may be brought onto the premises.

No material, exhibit or substance of an objectionable nature may be brought onto the premises.

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

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

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

Films - Where self-contained cabinets are used for audiovisual displays, the equipment shall be placed so that persons viewing the display do not cause obstruction of gangways.

Flammable liquids & Gases - No flammable liquid or petroleum gas shall be used within the Exhibition Centre without the prior written consent of the Organiser. Applications for use should be made 40 days prior to the first day of the event, giving details of the materials' quantity and purpose.

Flammable Oils - Fuel and Mineral Oils shall be used in accordance with arrangements detailed separately in a risk assessment.

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

Machinery & Apparatus - The Organiser reserves the right to terminate any equipment demonstration at any time.

All potentially dangerous exhibits intended for operation shall be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure continuous safety and stability.

The machinery or apparatus must only be demonstrated or operated by persons authorised by the exhibitor and shall not be left running in the absence of such persons.

A sign or notice must be prominently displayed to avoid accidentally injuring persons.

Exhibits must be positioned so that, at no time do they intrude into the gangway or cause a hazard to visitors.

Starting devices on machines should be isolated to prevent visitors from operating unattended exhibits.

Proper consideration should be given to the conditions under which the equipment is being demonstrated, which may well differ considerably from the conditions under which it is normally installed and for which the normal safeguards will no longer be appropriate.

When visitors are in the halls, compressors, sprayers, and similar plants powered by internal combustion engines are prohibited.

The emergency cut-off button is in a visible and accessible location.

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

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

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

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

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

The exhibitor or contractor will be responsible for any charges made by ADNEC for providing additional fire-fighting equipment, extinguishers, and surveillance by the ADNEC fire staff necessitated by the additional requirement.

The exhibitor or contractor must ensure that adequate precautions against damage to property or injury to persons by fire or hot metal are taken.



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HEALTH AND SAFETY

All employers, including ADNEC, event organisers, contractors, and exhibitors, have a duty of care under UAE Federal Labour Law No 8 to ensure that work activities are carried out with proper regard to safety.

- In addition, ADNEC is governed by specific Licensing Authority conditions and its own Safe Working Practices. Exhibitors and contractors are required to comply with all of the above.
- ADNEC also operates its own health and safety policy, a copy is available upon request.
- ADNEC promotes the use of the 'Guide to Managing Health & Safety at Exhibitions and Events' published by the AEO, EVA and BECA and recommends that this publication be used to aid event health and safety planning.
- ADNEC recognizes its responsibility for the impact on the environment and its activities and those of its' customers, exhibitors, contractors and the public are actively encouraged to work with ADNEC to promote best practice and reduce the environmental impact caused by events.
- The Organiser reserves the right to stop any activity if it is deemed unsafe or does not comply with relevant legislation or best working practices. Advice can be obtained from the Organiser.

Please familiarise yourself with the following:

- Location of the First Aid Centre
- Fire and emergency procedures
- The need to maintain clear gangways.
- Minimise risks
- Utilise suitable equipment
- All powered access equipment should only be operated by fully trained personnel.
- Full shoes are to be worn during build-up and breakdown - no sandals are to be worn.

Hot working is defined as welding, grinding etc. No such activity will be permitted on the ADNEC site.

Activities like wood / metal / plastic cutting that creates dust is completely prohibited in ADNEC exhibition halls

Dusting / sanding / grinding work is to be carried out in the designated areas and outside the halls unless the contractor uses a sanding machine where it extracts dust immediately;

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



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HEALTH & SAFETY GUIDELINES



NO PPE, NO WORK

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

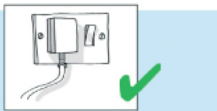
Minimum requirement includes (Steel Toe Safety Shoes, Gloves, High Vis jackets and Hard hat). However the requirement varies as per the task.

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



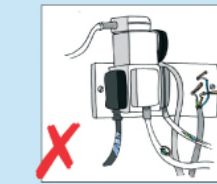
WORKING AT HEIGHT

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



CORRECT WIRING

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



VALID LICENCES

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



NO MANUAL SANDING OR GRINDING

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



SUPERVISED VEHICLE MOVEMENT

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



All vehicle movement should be supervised.



NO BLOCKAGES

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



HOT WORK PERMIT

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



NO SMOKING IN THE VENUE



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HOSPITALS

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

INTERNET AND IT COMMUNICATIONS

Please refer to the order form online at: <https://www.adairexpo.com/exhibitor/>

Wi-Fi/Open Air cards can be purchased from the Customer Service Desk which is located alongside Conference Room A in The Link area of the venue.

INVITATIONS

Electronic invitations will be sent to you by email.

LABOUR LAW (UAE)

- ALL labourers must be able to produce their Emirates ID card together with a photocopy of their UAE visa showing their sponsor name
- UAE Labour Law prohibits the hiring or contracting of any illegal labourers.
- Exhibitors and Contractors violating this law can be sentenced to one month jail and fined up to AED 50,000 per person.
- The UAE Immigration Control Department make regular inspections at ADNEC.
- ADNEC Security are responsible for the access control to the building.
- Only a valid Emirates ID card together with a copy of the visa will permit access into ADNEC.
- International guests will be required to supply a copy of their temporary visa
- Sub-contracting; it is extremely important that the rules and regulations are adhered to.
- Any contractors, who sub-contract, must have an official agreement in writing, between the two parties, under the official agreement of "Subcontract Agreement No:" (this official form can be found in any UAE book shop). To ensure this document will be accepted by ADNEC access Control Areas – the two parties must have both their company stamp shown on the documentation.

LIFTING AND LOGISTICS

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

LOST PROPERTY

- Any lost property should be handed in to the ADNEC Security Office located level 1 by Car Park B.
- All items received by ADNEC Security will be logged then stored in a vault at the Security Office.
- In order to claim an item the person needs to complete a Lost and Found Receipt form and submit a copy of their photo ID
- Items will be kept for 6 months only then passed to Abu Dhabi Police.
- Lost Property can be contacted via the Security Office on 02 406 4164 or 4158 (or internally via ext.: 4164 / 4158)

MOTORISED VEHICLES & NON-MOTORISED VEHICLES

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

NIGHT SHEETS

- Night sheets should be made of inherently non-flammable material or material that has been treated to render it non-flammable.
- Night sheets should be safely stored away during the open period of the event. They should not be left next to or behind stands, where they may protrude into gangways or impede emergency exit routes.



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OFFICIAL SHOW CATALOGUE

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 31st at:

<https://www.adairexpo.com/exhibitor/> 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 please refer to the order form online at: <https://www.adairexpo.com/exhibitor/>

ORGANISER OFFICE

The Organizer's office is located between the Atrium and Hall 5

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 have to be at the expense of the exhibitor concerned.

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

PAINT, DISPOSAL OF

• As per a Directive from TADWEER, all exhibitors and contractors must follow the Rules and Regulations concerning the correct and legal removal and disposal of paint or other hazardous chemicals from the ADNEC site. This is applicable at any time during the Build-up, Open and Breakdown periods of events.

• A penalty of AED 500 per item will be charged if any paint tins or containers require removal from the site.

PEOPLE OF DETERMINATION

All exhibition halls and public areas will have access for people of determination. There are also designated toilets on site, which are clearly signposted. Parking bays will be allocated for drivers with special needs.

Please visit the website: www.adnec.ae

PERSONAL PROTECTIVE EQUIPMENT (PPE)

The use of personal protective equipment is mandatory where there is a foreseeable risk of a requirement to prevent injury.

Such PPE may include the following:

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

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



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PHARMACIES

Pharmacy can be found at the ADNEC Grandstand.

PLATFORMS AND STAGES

- Platforms or stages that exceed 0.6 metres in height are treated as complex structures. (refer to complex structures)
 - 90° corners are not permitted at ADNEC. Failure to adhere to this rule will incur costs to contractors and exhibitors as stand alterations will have to be made to fulfil the rule.
 - All space only stands should be made to install a raised platform for cable management to avoid any cable ramps. Corner protectors are required.
 - All stands over 10m x 10m should have a slope on each side of the stand with clearly identifiable markings or contrasting colour.
- Open corners of stand floors and platforms must be rounded or angled to avoid sharp corners and tripping hazards.

POLICE

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

PRAYER FACILITIES

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

PRINTING AND GRAPHIC SERVICES

For wall graphics, stickers, roll up banners, flags, brochures, flyers...etc

Please refer to the order form online at: <https://www.adairexpo.com/exhibitor/>



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PROHIBITED ACTIVITIES WITHIN ADNEC HALLS

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

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

Please note the following:

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

PROMOTIONAL MATERIAL (DISTRIBUTION OF MATERIAL / CANVASSING)

Please be sensitive to the content of any promotional material you plan 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 Organiser, who will be able to provide clarification on this if necessary.

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

ROUTERS

- Private wireless routers and broadcasts are not permitted within ADNEC.
- Anyone found bringing in and attempting to use their own router may be liable to a fine and a ban from the venue.



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SECURITY

Security guards patrol the show site. Exhibitors should, however, take appropriate precautions against theft, as 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 an Air Expo Abu Dhabi 2024 badge.

SHELL SCHEME

Exhibitors occupying Shell Scheme Stands must ensure that all internal stand fittings 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.

Exhibitors are strictly forbidden to nail, glue, staple, paint, or drill on the stand's panels and structures.

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

Exhibitors may affix lightweight photographs and technical information sheets directly 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 blue carpet, with poly cover

- **Electrical Package**

Spotlights

1 x Electrical Socket 15 amp

Mains Power Supply and consumption

- **Furniture**

1 counter desk, 1 high stool, 1 table, 3 chairs, 1 brochure stand, 1 waste bin



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

SKIPS

- Only skips sourced, ordered and supplied by ADNEC can be used onsite.

- This includes general waste AND construction skips.

Please refer to the order form online at: <https://www.adaireexpo.com/exhibitor/>



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SMOKING POLICY

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

STAND FITTING REGULATIONS

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

Platforms

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

Partitions

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

Suspended Fittings

- Suspended stand fittings are not permitted.

Use of Mortar

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

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

Multi-storey stands, elevated gangways and stairways and stand fitting exceeding 4.0m in height must be constructed to the requirements of ADNEC. Details of multi-storey stands etc. must be submitted to the Organiser, with structural calculations, 60 days prior to the event.

- Ceilings – other than to the topmost storey shall be of solid construction of an inherently non-flammable fabric, except that treated fabric may be permitted to single storey portions of stands where not exposed to the risk of fire from lighted articles dropped from above.
- Cupboards - formed beneath the staircase shall be lined throughout with non- combustible material.
- Adequate means of escape - must be provided from the upper storey of any stand.
- Staircases - shall be at least 1m wide and if not subdivided by a central handrail, no more than 1.8m wide. Each step shall have an available tread, measured on plan, of 280mm; the risers between steps shall be unfilled and shall not exceed 180mm. Any handrail(s) or balustrades must have vertical railings not more than 100mm apart or solid infill.



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- Staircases shall discharge to the ground floor at a point where unimpeded access to a public gangway is achieved. If the occupants of the upper storey have no choice but to exit by way of a single escape stair, the travel distance from any part of the storey to that stair must not exceed 10m.
- Structural Calculations - In all cases, calculations proving the strength and stability of structures will be required to demonstrate the following requirements of the ADNEC Regulations. In this context, the word “structure” means either a multi-storey stand or any part of a stand higher than 4m.
 - A loading analysis assuming an imposed load (‘Live load’) on upper floors of 5 kN per sq. m. Dead loads should be individually assessed for each floor.
 - A stability check assuming a lateral load equal to 2.5% of the total vertical load applied at upper deck level.
 - Stress and deflection checks for all structural members.
 - Details of connections, bracing members and floor carcasing.
 - In all cases a wind load of 0.15 kNm² shall be accommodated.

Note: In certain circumstances when an upper area is not freely accessible to general exhibition visitors and the number of persons shall not exceed 1.5 sq. m per person, a minimum imposed load of 3.5 kNm² will be accepted. On such occasions the stand-holder will be required to demonstrate a robust system of controlling access onto the upper area to avoid exceeding the stipulated number of persons. Structural calculations will be provided for handrails and balustrades.

Exits from stands

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

STORAGE AREAS

ADNEC does not have any storage facilities. It is the responsibility of the exhibitor to not store any tools, goods, bags, boxes etc. behind their stands or in any other part of ADNEC’s facility.

Excess stock, literature and packing cases may not be stored on, around or behind stands, unless contained within a lockable store-room (the doors to which must have a vision panel).

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.

SUB-CONTRACTING

- Sub-contracting; it is extremely important that the rules and regulations are adhered to.
- Any contractors, who sub-contract, must have an official agreement in writing, between the two parties, under the official agreement of “Subcontract Agreement No:” (this official form can be found in any UAE book shop). To ensure this document will be accepted by ADNEC access Control Areas – the two parties must have both their company stamp shown on the documentation.

TOILETS

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



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TRAFFIC CONTROL

- All Vehicles entering the road systems or the centre's service bays must conform to speed limits, road signs, and instructions given by ADNEC Security. Private cars must be parked in designated areas except when loading and unloading.
- All roads, car parks and delivery areas in the Centre are private, and their use is entirely at the vehicle owner's own risk. Vehicles using roads, car parks and delivery areas are subject to the Abu Dhabi Traffic Regulations and any vehicle violating these regulations will be reported.
- All heavy vehicles weighing above 2.5 tonnes are prohibited from using Abu Dhabi city roads between the hours of 6.00am and 8.00am and also 1.00pm and 3.00pm. Violators of the ban will be fined AED 1,000 and have their vehicles impounded for 7 days. Repeat offenders will also receive an additional AED 1,000 fine and a further 14-day impoundment. The driver would also acquire eight points on his licence upon each violation.

TV RENTAL

Please refer to the order form online at: <https://www.adairexpo.com/exhibitor/>

UNMANNED AERIAL VEHICLES (UAV) AND DRONES

ADNEC operates a 'No Drones' policy within the venue.

VAT (VALUE ADDED TAX)

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

VEHICLES

The following criteria must be adhered to when displaying a vehicle in the Halls:

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

VEHICLE ENTRY DOORS / GOODS ENTRANCES

- The electronically operated Goods doors to the halls shall only be operated by ADNEC security officers.
- Wheeled vehicles, whether motor driven or hand propelled, must not be taken through any of the emergency pedestrian exit doors from the halls as it may cause damage.



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VENUE SERVICE ORDER FORMS

- Booth Electricity & Build-up Power Order Form
- Catering – by Capital Catering Order Form
- Contractor Order Form
- Contractor and Vehicle Access
- Extra Exhibitor Badge Order Form
- Florists Order Form
- Furniture Order Form
- Internet and IT Communications Order Form
- Official Show Catalogue Order Form
- Parking Exhibitor Order Form
- Printing and Graphic Services Order Form
- Skip Hire Order Form
- Stand Cleaning Order Form
- TV Rental Order Form

VISAS

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

- Exhibitors , Contractors , Guest Speakers , Production Managers , Producers, Crew , Entertainers , Dressers, Make up & hair artists, Film crews etc., who all require the exhibition visa by the immigration law. This visa states they will work temporary in UAE. There is no need for these categories to hold a UAE work permit, although a contract between them and the organiser is required.
- By the law please note the advantage of exhibition visa is allows the applicant a job title which will be mentioned on his/her visa as employee, unlike the tourism visa the holder can't work as an exhibitor or do any official activity in the exhibitions, conferences and shows in Abu Dhabi.

- Please note that an exhibition visa does not entitle the visitor to take up permanent work in the UAE.
- All nationalities are solely responsible for obtaining visas for themselves, their representatives and invitees.
- The organisers are not in a position to sponsor visa applications.

Visas can be processed directly through Government Services department of ADNEC, provided sufficient time is given for the application to be processed a minimum of 20 working days prior to the date entry into UAE.

- Please be aware that the issuing of visas can be quite a lengthy process and that you must have a passport that is valid of at least 6 months from departure.
- It is essential that all working personnel check, prior to departure from their homeland, that they do not require a visa.
- Any events that have international visitors attending can apply for an entry visa via ADNEC's Government Services.
- Visa application is subject to Immigration Policy and Procedure and the UAE Government Law,
- ADNEC is not responsible for any delay or rejection of any visa applications.
- No refund will be made under any circumstances once the visa is issued by the immigration authorities.
- A standard fee payable to ADNEC is applicable and is required in advance.
- Department ensuring a smooth transition into the country. Please note that it is up to the individual to ensure that they check whether they require a visa or not. To download the application form please visit:
<http://www.adnec.ae/destinations/abu-dhabi/visa-information>
- Alternatively please contact your relevant embassy for information on requirements for a visa.
- To apply on-line for a visa please go to: <http://www.adnec.ae/destinations/abu-dhabi/visa-information>

VISITORS

The Air Expo Abu Dhabi 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 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. Air Expo organizers 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 organizer.



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WATER USAGE ON EXHIBITION STANDS - FEATURES

- There are regulations relating to the avoidance of health risks associated with water based and airborne diseases such as Legionnaire's Disease.
- Exhibitors are not permitted to use open, flowing, sprayed or atomised water (for example in whirlpools, fountains, air humidifiers, stand-alone air conditioning units, high pressure cleaning systems etc) unless the following conditions are fulfilled:
- Exhibitors wishing to use water within the confines of the exhibition hall **MUST** obtain the supply from a portable water mains source.
- Water obtained from the fire hoses will set off the fire alarm system, is NOT portable and may not be used under any circumstances.
- Water which is outside the Legionella risk category (ie colder than 20°C and hotter than 60°C) should, wherever possible, be changed daily and preferably more often. Is recommended that thermometers be used to demonstrate that the water is too hot or too cold to pose a health risk.
- Water that comes within the risk category (ie between 20°C and 60°C) may be used in whirlpools and fountains etc, provided that at least 0.3 milligrams of chlorine per litre of water has been added and that the water is changed at least twice a day, if not more. It is recommended that other disinfecting measures (eg ozone) be used as well.
- Exhibitors are required to co-operate in all conceivable tests, samples or spot check inspections that may be carried out by the organisers and other official bodies.

WEIGHT LOADING ACROSS THE ADNEC VENUE

- Please note that the ADNEC site has a strict 1 ton per square metre weight loading limit.
- Items with the potential to exceed this limit must be communicated to the Organiser.
- All heavy items information, including vehicles, should be accompanied by full technical specifications including dimensions, weight, description along with risk assessment and method statement with regards to how the item will be brought into the venue.
- The weight of such items should be distributed so as to meet the requirements with regards to the distribution of the load at all points as it traverses the venue.

WHEELCHAIR ACCESS & LOAN

Ramps and lifts are provided at the entrances to ADNEC. Lifts operate between the floors.

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



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Returning the wheelchair

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

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

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

Wheelchair users will fill out and sign the form section for the damaged wheelchair and agree to pay for any charge incurred to fix or replace the wheelchair.

The ID or security deposit shall be duly returned to the user once the wheelchair is returned to the first aid point.

Any cost for fixing or replacing the wheelchair will be charged back to the user at the details provided in the wheelchair lending form.

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

WIRELESS INTERNET ACCESS

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

ADNEC Free Wi-Fi

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

Wireless Broadcast Prohibition at ADNEC

Private wireless routers and broadcasts (IEEE 802.11) are not permitted within ADNEC.

Please refer to the order form online at: <https://www.adairexpo.com/exhibitor/>

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.

WORKING LIGHTS/EXTERNAL NIGHT WORK

Please ensure that temporary working lighting is ordered and installed for use by contractors or any other persons working in or around temporary structures at night. This is a mandatory requirement and work will be stopped if it is deemed that there is insufficient lighting in any given area.