

# INSARC

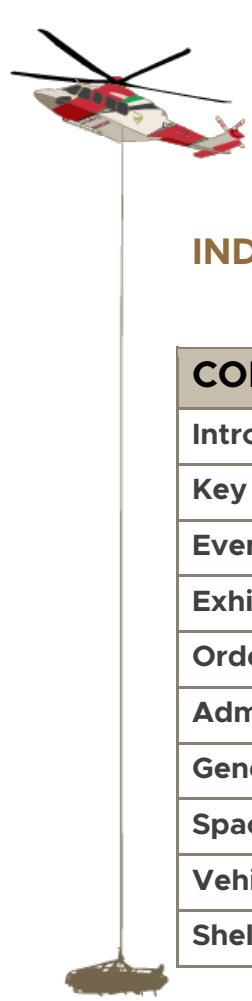
المؤتمر والمعرض الدولي للبحث والإنقاذ  
INT. SEARCH & RESCUE CONFERENCE & EXHIB.

2024

12 - 14 February



# Exhibitor Manual



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## Introduction

The 3rd edition of the International Search and Rescue Conference 2024, aims to discuss and present the latest innovations in the field of search and rescue.

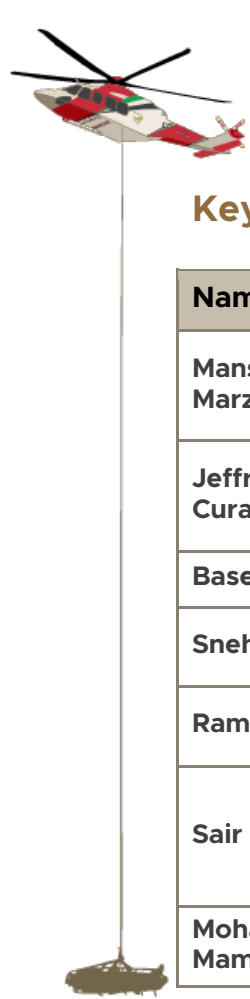
Amongst the topics presented, INSRC wishes to raise public awareness about the search and rescue services in the UAE, examine remarkable experiences and share lessons learned.

The National Rescue and Search Center would like to extend their warmest welcome to the esteemed exhibitors participating in the International Rescue and Search Exhibition 2024.

This manual was put together to act as the exhibitors' assistant leading up to the event, and will provide all the necessary information. Therefore, we advise the INRSC exhibitors to carefully review each section and the order forms for various services associated with it.

We extend our best wishes to all exhibitors for a highly successful event.

For any inquiries, do not hesitate to contact our dedicated team for operational assistance!



## Key Contact Information:

Name	Responsibility	Contact Number	Email ID
<b>Mansour Al Marzooqi</b>	Senior Project Manager – NSRC Representative	+971 50 326 5402	<a href="mailto:Mansour.mm@nsrc.gov.ae">Mansour.mm@nsrc.gov.ae</a>
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<b>Basel Saliba</b>	Event Director	+971 50 613 9260	<a href="mailto:basel@insrc-exhib.com">basel@insrc-exhib.com</a>
<b>Sneha Khater</b>	Exhibition Manager - Space Only	+971 58 648 5239	<a href="mailto:sneha@insrc-exhib.com">sneha@insrc-exhib.com</a>
<b>Rama Shouja</b>	Exhibition Manager - Shell Scheme Stands	+971 56 154 1671	<a href="mailto:rama@insrc-exhib.com">rama@insrc-exhib.com</a>
<b>Sair Saliba</b>	Logistic Manager - Additional Requirement related to Shell Scheme	+971 50 262 0633	<a href="mailto:sair@insrc-exhib.com">sair@insrc-exhib.com</a>
<b>Mohammad Mamdouh</b>	Contract Manager	+971 55 544 6631	<a href="mailto:Mamdouh@insrc-exhib.com">Mamdouh@insrc-exhib.com</a>

## Service Partners:

Name	Responsibility	Contact Number	Email ID
<b>DHL - Ajith Cecil</b>	Logistics Partner - Head of Strategic Accounts & Contract logistics	+971 56 415 6146	<a href="mailto:Ajith.cecil@dhl.com">Ajith.cecil@dhl.com</a>
<b>ADNEC - Services</b>	Venue Services	+971 2 406 3813	<a href="mailto:adnecservices@adnec.ae">adnecservices@adnec.ae</a>



## LOCATION

Abu Dhabi National Exhibitions Center (ADNEC)  
P.O Box 5546 – Mussafah Road near Zayed Military Hospital,  
Abu Dhabi, UAE – Telephone: +971 (0)2 444 6900 | Fax: +971 (0)2 444 6135  
[Google Location](#)

## EXHIBITION SCHEDULE

### BUILD-UP DAYS

SPACE-ONLY	
Date	Time
<b>9<sup>th</sup> Feb 2024</b>	08:00 am - 08:00 pm
<b>10<sup>th</sup> Feb 2024</b>	08:00 am - 08:00 pm
<b>11<sup>th</sup> Feb 2024</b>	08:00 am - 07:00 pm

SHELL SCHEME	
Date	Time
<b>11<sup>th</sup> Feb 2024</b>	12:00 pm – 07:00 pm

VEHICLE DISPLAY	
Date	Time
<b>10<sup>th</sup> Feb 2024</b>	08:00 am - 08:00 pm
<b>11<sup>th</sup> Feb 2024</b>	08:00 am - 07:00 pm

## SHOW OPEN DAYS

EXHIBITION DAYS	
The registration and badge collection will commence at 9:00 am	
Date	Time
12 <sup>th</sup> Feb 2024	10:00 am – 05:00 pm
13 <sup>th</sup> Feb 2024	10:00 am – 05:00 pm
14 <sup>th</sup> Feb 2024	10:00 am – 05:00 pm

## DISMANTLING DAYS

EXHIBITION DAYS	
Date	Time
14 <sup>th</sup> Feb 2024	06:00 pm - 08:00 pm
15 <sup>th</sup> Feb 2024	08:00 am - 05:00 pm

### Note:

1. Exhibitors are strongly urged to follow the build-up and dismantling schedule. Any build –up and dismantling procedures done prior or beyond the prescribed schedule will not be allowed. Any activities beyond build up, dismantling and show days schedule will merit overtime charges. In case of further assistance, please reach out to [adnecservices@adnec.ae](mailto:adnecservices@adnec.ae).
2. No product deliveries will be accepted before the 9<sup>th</sup> of February, 2024. Deliveries must be scheduled to arrive on/ after this date. Deliveries will be allowed up until 15 minutes prior to the opening of the exhibition. Exhibits and similar materials shall only be delivered, packed or unpacked and collected at times when the public is not in the halls.
3. The Organisers/ADNEC does not offer storage facilities for receiving materials. Please liaise with the logistics company for any storage-related needs.



## ORDER FORMS

[Skip Hire Order Form](#)

[Stand Cleaning Order Form](#)

[Static Security Order Form](#)

[Vehicle Cleaning Order Form](#)

[Mains Power, Water and Drainage Supply Order Form](#)

[VIP Parking CP1 Order Form](#)

[Venue Hall Rigging Order Form](#)

[Telecoms Services IT Order Form](#)

[Contractor & Vehicle Access Order Form](#)



## ADMISSION TO THE SHOW

### Exhibitors

Exhibitors have the option to collect their badges from the Organizer's office according to the specified schedule. Additionally, badges can be obtained from the Registration Desk starting from 9:00 am on the event day.

Exhibitor	Date	Time
<b>Space Only</b>	10th Feb' 2024 onwards	08:00 am to 08:00 pm
<b>Shell Scheme</b>	11th Feb' 2024 onwards	08:00 am to 08:00 pm

### Contractors

All contractor personnel requiring access to the exhibition site before, during, and after the exhibition must have contractor badges and must wear high visibility safety jackets and appropriate shoes to access the hall; Failure to do so will result in the contractor being stopped by ADNEC security. Exhibiting companies must provide the ANDEC with their contractors' details. Contractor badges can be collected from the ANDEC's Security office.

#### **This Process Will:**

1. Ensure that contractors accessing the ADNEC venue are legal, legitimate and operating within the laws of the United Arab Emirates
2. Provide an accurate data-base of who is working within ADNEC and their reason for being in the venue
3. Increase and enhance the overall level of site security and surveillance
4. Raise awareness amongst contractors and vehicle operators to be mindful and accountable with regards to their operating standards (specifically Health and Safety considerations) and the potential impact of their work-activity when onsite
5. Allow greater control of the Loading Bays and Access Gates ensuring that buildup and breakdown periods operate with greater efficiency
6. Ensure that vehicles and contractors adhere to the stipulated access timings and rules/regulations of the venue

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.





## **IMMIGRATION & LABOUR LAW (PLEASE TAKE TIME TO READ THIS SECTION CAREFULLY)**

1. UAE Labor Law prohibits the hiring or contracting of any illegal labor. Organisers, Exhibitors and Contractors violating this law can be sentenced to one month jail and fined up to AED 50,000 per person.
2. The UAE Immigration Control Department makes regular unannounced inspections at ADNEC.
3. ADNEC Security is responsible for the access control to the building.
4. ADNEC's Surveillance Team was created as a safety net in an attempt to prevent any such spot checks finding illegal workers on the premises. ADNEC's main aim is for you and your Exhibitor to have a smooth and successful Build Up, Open Period and Break Down. Please ensure, therefore, that all of your exhibitors and contractors are fully aware of this UAE law.
5. Therefore, ALL laborers must be able to produce their Emirates ID card together with a photocopy of their UAE visa showing their sponsor's name.
6. Only a valid Emirates ID card together with a copy or original of the Residence visa will permit access into ADNEC.
7. Any other cards will NOT permit access (driving license, medical card, etc.)
8. International guests will be required to supply a copy of their temporary visas.



## GENERAL INFORMATION

### BUSINESS CENTRE

Exhibitors may avail below range of services from ANDEC by submitting appropriately completed forms.

Basic Office Services:	Venue Services:
Binding	IT & Telecommunications
Fax	Stand Cleaning
Lamination	Security
Photocopying and Printing	Skip Orders
Scanning	Car Parking

If you have any queries with any of these services, please contact [customer.services@adnec.ae](mailto:customer.services@adnec.ae).

### CAR PARKING - During Build-up

The venue parking A & B is a multi-story car park facility with over 6,000 spaces that have direct access to the exhibition center. It is a paid parking equipped with fully automated systems where the tickets are issued at the parking entry barrier.

#### Parking Tariff:

<b>0 – 30 mins</b>	<b>Free</b>
<b>30 mins – 1 hrs</b>	<b>AED 20.00</b>
<b>1 hr – 8 hrs</b>	<b>AED 40.00</b>
<b>8 hrs – 10 hrs</b>	<b>AED 50.00</b>
<b>10 hrs – 12 hrs</b>	<b>AED 60.00</b>
<b>12 hrs – 24 hrs</b>	<b>AED 80.00</b>

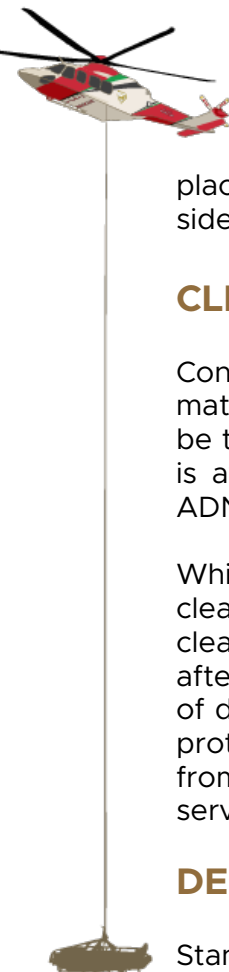
Please be advised that the tariffs are correct at the time this manual was published, however they may be subject to change. The payment can be paid at the machines located at the venue before you leave. It is therefore convenient to keep the parking ticket with you at all times. Further charges apply on lost tickets.

### CATERING SERVICES

Capital Hospitality is the sole catering provider on site during Show Open Days, where all food and beverage must be purchased through them.

For stand catering please contact them at [nancy.sagnip@capitalcatering.ae](mailto:nancy.sagnip@capitalcatering.ae).

No food will be permitted to enter the venue without a No Objection Letter from Capital Hospitality so please contact the team for any queries. Should the Exhibitor wish to



place Chocolates and Dates on the stand, the exhibitors may bring the same from their side.

## CLEANING SERVICES

Contractors and exhibitors must ensure proper identification and disposal of waste materials during the setup to assist housekeeping. Any extra stand fitting supplies must be taken off ADNEC property and cannot be stored at marshalling yards. A skip service is available for bulk waste, excluding paint containers, which must be removed from ADNEC premises separately.

While general cleaning of Halls and Gangways is managed by the Organizer, full stand cleaning requires sharing a form with ADNEC. Space-only stands are responsible for cleaning their own area before the event starts. The scheduled daily cleanup occurs after each day's event, excluding basic cleaning for single-story floors and lower decks of double-decker stands. Cleaning exhibits, upper floors of multi-story stands, removing protective carpet coverings, wooden packing cases, specialized cleaning, and waste from exhibit operations are not part of daily stand cleaning. For additional cleaning services, contact ADNEC Customer Service at [customer.services@adnec.ae](mailto:customer.services@adnec.ae).

## DELIVERIES – BUILD-UP/BREAKDOWN DAYS

Stand fitting, construction materials and exhibits deliveries may only be carried out by using the V.E. doors behind the exhibition halls from the marshalling yard during this period. For the dates and times, please consult the exhibition schedule.

## DELIVERIES – EVENT DAYS

During the days of the exhibition, deliveries of exhibits, marketing materials, brochures, catalogs, etc., can be made via the marshalling yard at the specified goods entrance. Deliveries can be carried out before and after the show closes to the public.

**No deliveries will be permitted during business hours.**

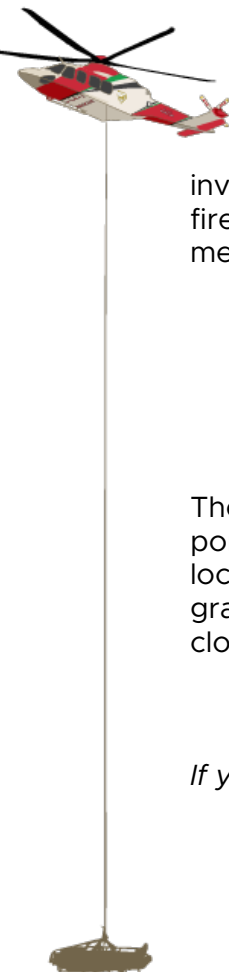
## EMERGENCY PROCEDURES

In case it becomes necessary to evacuate the building, a public address system announcement—first in English, then in Arabic—will be made every fifteen seconds. If this message reaches you, you should take *immediate* action to:

- Turn off all of the electrical devices on your stand and calmly proceed to the closest exit.
- Not pause or make an attempt to come back to retrieve your belongings
- Heed the staff's instructions, who will lead you to the closest secure area.

Until the venue's senior management receives clearance from the Civil Defense, exhibitors will not be allowed back into the building.

There are fire extinguishers with approved patterns and capacities positioned throughout the hallways. Instructions will also be provided based on the level of risk



involved. Before the show opens, exhibitors will receive instructions on emergency, fire, and accident protocols. Please make sure that the following is known to all staff members:

- Extinguishers and fire exits should never be blocked.
- Paint and paint thinner should not be placed within close proximity to electrical distribution boxes.
- Combustible waste, catalogue boxes, empty cartons or boxes, and stand materials must be disposed of; they cannot be kept behind stands.

The venue halls are protected by a sprinkler system and the area is equipped with portable fire extinguishers and a fire alarm system. Break glass fire alarm points are located at the vehicle loading doors, hall main entrances, main concourse, grandstand and other public areas. Every employee needs to be aware of where the closest fire alarm is located as well as the locations of the firefighting supplies.

*If you discover a fire:*

- Break the glass of the nearest fire alarm point
- Telephone the Control Room on 02 406 4444 or extension 4444, indicating your location and the nature of the danger.
- Calmly alert anyone else in the area, and use an appropriate extinguisher to put out the fire in the event it is safe to do so.
- Help will arrive swiftly if you follow this process. Remain composed and comfort any guests who happen to be nearby.

## **FIRE AND SAFETY REGULATION**

The Abu Dhabi National Exhibition Centre has firefighting supplies like fire extinguishers and comprehensive usage instructions throughout its grounds. The materials used for stand dressing, such as textile fabric and other decorative elements, must meet all local standards and regulations and be fireproof.

## **FIRST AID SERVICES**

First aid point is located in mezzanine level above Hall 7. To contact First Aid, please call 02 406 4444 or email at [firstaid@adnec.ae](mailto:firstaid@adnec.ae).

There will be medically trained personnel on hand for the setup, execution, and cleanup of the event. If an emergency arises that calls for ambulance assistance, please call the Security Control Center at Extension 4444. Please state clearly:

- The name of the exhibition
- The location and the number of the nearest stand to the incident
- Your name
- Type of accident or emergency e.g. heart attack, broken limb
- Stay with casualty until help arrives



## FREIGHT, SHIPPING & ONSITE HANDLING

DHL serves as the official Logistics Partner for INSRC 2024 offering end to end logistics services. For inquiries about freight, shipping, and storage services, exhibitors can directly contact DHL Shipping. You can find their contact details in the Service Partner section. However, Exhibitors have the liberty to select any freight forwarding company of their choice.

## LOST PROPERTY

Please turn in any misplaced items to the ADNEC Security Office, which is on level 1 near parking lot B. The owners must provide a legitimate identification card as proof of ownership in order to claim the item.

ADNEC Security Office will keep a log of lost items for a period of six months. After the passage of that time, if there are still no claims, the item will be turned over to Abu Dhabi Police.

Personal information (name, mobile number, and complete description of the lost item) will be collected if a lost item is reported but not received by ADNEC Security. Should the item be turned in, they will be contacted.

Please email at [security@adnec.ae](mailto:security@adnec.ae) or call 02 406 4444

## MAINTENANCE OF STANDS

During the event days, stand maintenance must be carried out prior to the show or shortly after it is closed to guests. Stand maintenance will be limited to minor touch-ups, graphic design work, and minor electrical work. Major construction is prohibited without the Organiser's approval.

## NOISE LEVELS

It is requested that exhibitors keep down volume levels on their music systems, audio-visual displays, amplifiers, videos, display machinery, live demonstrations, and other items. Noise levels shouldn't impede casual discussions on nearby stands. The venue cannot accommodate elevated noise levels that could affect guests' ability to hear emergency announcements.

Noise level guideline:

1. A maximum of 55dB between 7.00am and 8.00pm
2. A maximum of 45dB between 8.00pm and 7.00am



## PEOPLE OF DETERMINATION

Wheelchair accessibility is available for all public spaces, meeting rooms, and exhibition halls. Designated disabled parking spaces are available. Toilets on the ground floor and above Exhibition Halls provide disabled access, whilst all doorways and lifts accommodate standard wheelchairs and have low-level buttons. Wheelchairs for visitors can be checked out, provided they have the necessary documentation, from our Emergency Medical Services Station, which is close to Exhibition Halls 2 and 7.

## PRAYER ROOM

The prayer rooms are situated on the mezzanine floor, with Female Prayer Room located on mezzanine level above Hall 5 & Male Prayer Room located on mezzanine level above Hall 4.

## SMOKING POLICY

In accordance with the new UAE laws smoking is prohibited throughout the venue and exhibition halls. The Event will implement a smoke free policy during all stages of the show days. Smoking will only be permitted in designated areas.

## TELECOMMUNICATIONS & DATA SERVICES

ADNEC is the exclusive provider of telecommunications and data services. Most IT services are inclusive of equipment and instruments as part of the package. Please contact ADNEC Customer Service at [Telecoms@adnec.ae](mailto:Telecoms@adnec.ae) or call on 02 406 4666 for details and placing the order.

## TOILET FACILITIES

Ladies, Gentlemen and People of Determination toilet facilities are available throughout the venue. Please refer to the directional signage on-site and exhibition map for the locations.

## TRANSPORTATION SERVICES

Taxi is the most common and convenient mode of public transport to move around city of Abu Dhabi. Taxis can be flagged down at the roadside.

Taxi Ranks at the designated areas within the venue will be available for the entire duration of the event.

Public Bus – A network of public bus services also operates within the city of Abu Dhabi including the venue. For more information and useful map of bus routes, please visit <https://itc.gov.ae/en/pb-bus-service>. Please note Hafilat cards are required to use the bus services and the cards are available for purchase at all branches of Lulu Hypermarket and Lulu Exchange in Abu Dhabi.



## SPACE ONLY

### Structures with maximum 4m Height

Exhibitors can reserve a raw space if they want to construct larger Custom Booths. Custom booths need to either 20 sqm, 42 sqm or 70 sqm in size and include access ramps for convenient entry by People with Determination. Exhibitors will be provided with 16 amps single phase power supply. There are no walls, carpets, utilities, services, or furnishings included in the space only rental.

Sponsor/ Exhibitor are solely responsible for the entire stand build-up and are free to choose an independent contractor or the Organiser's contractor for the same. Should you wish to opt for Organiser's contractor, please reach out to [sneha@insrc-exhib.com](mailto:sneha@insrc-exhib.com)

It is mandatory for exhibitors to send ADNEC their booth designs for approval. Please make sure that the designs are submitted at least 30 days before the Exhibition for review and approval.

Exhibitors are not permitted to occupy areas like back areas, hallways, emergency exits, or storage areas for security reasons. The organizers have provided the following stand guidelines, rules, and regulations to make sure that all venue rules are followed and that each Exhibitor has an equal chance to showcase their products and/or services. To avoid any onsite modifications, please make sure that your stand design conforms to the mentioned guidelines.

Submit Stand designs & all mandatory supporting documentation listed below to [customer.services@adnec.ae](mailto:customer.services@adnec.ae):

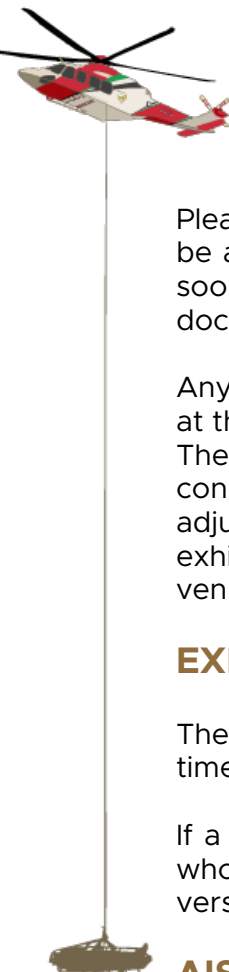
- 3D Visuals / Renders
- Structural Drawings including all dimensions and general arrangement of stand
- A Security Deposit Cheque amounting to AED 10,000 should be submitted in favor of Don Rite Consultancy and Design L.L.C. ten days before the Exhibition. This deposit will be returned after the dismantling process and area inspection.
- Valid Trade License
- Risk Assessment
- Method Statement

All relevant forms are listed in this Manual as well on the Exhibition Website. Should you require further clarification, please free to reach out to the Operations Team.

### IMPORTANT NOTES:

Please note that ADNEC is now Abu Dhabi EHSMS ([www.adehsms.ae](http://www.adehsms.ae)) compliant\*\* and any companies working or operating in Abu Dhabi must comply with the AD EHSMS laws and regulations / codes of practice. All work must be carried out with in the requirements of the rules and regulations of the venue and those within the EHSMS Codes. For a copy of this please go to [www.adnec.ae](http://www.adnec.ae)

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



Please be aware that until ANDEC receives the aforementioned information, they will not be able to review and process your stand design or grant you access to the venue. As soon as all structural and technical requirements are satisfied and all supporting documentation is received, ANDEC will send you a written notification.

Any stands that have not been assessed may be dismantled or altered by the organizer at the stand builder, contractor, or exhibitor's expense.

The Organiser Floor Managers and the Venue Health and Safety Department will conduct an on-site engineering inspection of every stand, and in the event that adjustments may be required, they will be made at the stand builder, contractor, or exhibitor's expense. Any stands that don't meet the engineering specifications of the venue will be shut down.

## EXHIBITION FLOOR PLAN MANAGEMENT

The organizer reserves the right to make updates to the exhibition floor plan at any time.

If a floor plan adjustment is required to better serve the interests of the exhibition as a whole, the affected exhibitor will be responsible for the costs. To obtain the most recent version of the exhibition floor plan, please get in touch with the organizers.

## AISLES AND GANGWAYS

Exhibitors must ensure that all aisles/gangways surrounding the stand are not blocked **during build-up, show days and break-down**. No component of a stand or exhibit, including lighting, fascia, signs, corner posts, floral arrangements, or other fixtures, may overhang or jut into an aisle, gangway, or other stand, nor may it obstruct an exit or fire sign. Failure to adhering to the above instructions, a non – compliance fee will be charged.

Additionally, any displays or other items suspended from the ceiling or affixed to the stand must not extend beyond the front space allocated to another Exhibitor.

## CEILING HEIGHTS

Ceiling height in ICC Halls is 13 meters and Hall no 11 is 9.5 meters to the underside of the beam/truss.

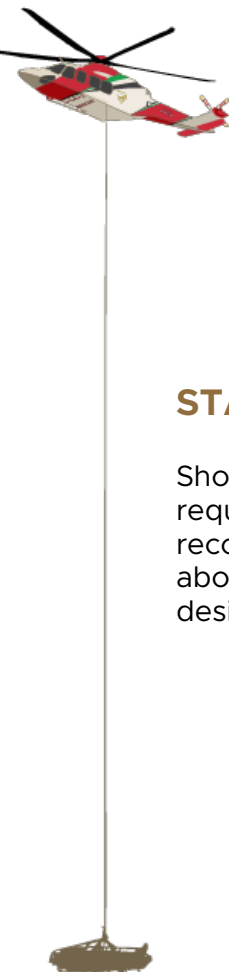
## COMPLEX STRUCTURES

### Structures with over 4m Height

Any type of construction, regardless of height, that would typically be designed by an engineer and has been determined to present a significant risk is considered a complex structure. A stand design or structure is categorized as complex if it meets the following criteria.

- Any structure regardless of its height which requires structural calculations
- Multi-storey stands
- Any part of a stand or exhibit which exceeds the 4m height



- 
- Suspended items e.g., lighting rigs of over 400kg in weight
  - Sound/Lighting towers
  - Temporary tiered seating
  - Platform and Stages over 0.6m in height and all platforms and stages for public use

## STAND DESIGN SUBMISSION GUIDELINES

Should the stand design be classified as complex, a review of every stand design is required prior to the start of construction, a minimum of 30 days prior to the Event. It is recommended that exhibitors fill out Form 10 and send it in with all the information about their stand design in order to get build permission. When submitting the stand design, it is necessary to include the following requirement:

- A scaled full set of drawing that includes floor plan, elevations, electrical plan, and section drawings if necessary with all relevant dimensions.
- Perspective or 3D impressions of the stand design
- Structural details and calculations for Complex structure
- Rigging and Hanging Structure plan (if present in the design)
- Materials Specifications
- Risk Assessment
- Method Statement
- Contractors all risk insurance with public liability cover
- Trade License (UAE contractors only)

Please note that the Organiser have the right to reject a stand design that they deem to be:

- Structurally unsafe
- Considered to be too complex to be completed in the build-up schedule
- Does not conform to the specifications listed in the manual
- Likely to unreasonably affect nearby exhibitor's sites in any way

Post approval to construct has been granted, no structural or design changes will be allowed to the stand. Should the stand need to be changed in any way, a fresh set of specifications must be submitted for approval and review. Any changes could incur a non-compliance fee.

## FLOOR LOADING CAPACITY

**There is a 1,000 kg/m<sup>2</sup> maximum load limit in all halls and outside areas, including duct and trench covers. This is non-negotiable. Please make sure that the necessary safety measures are taken, such as using 1 m x 1 m load spreaders, no point load jacking points and keeping loads off the perimeter areas.**

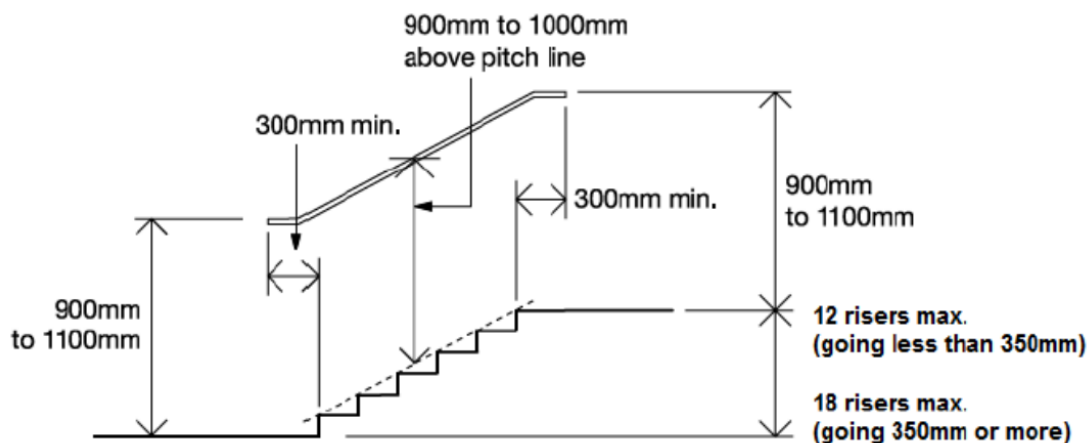
## HEAVY & LARGE EXHIBITS

Exhibitors with heavy and large exhibits to be displayed in their stand must liaise with the organizer ahead of time. Exhibits of this kind have to be set up inside the hall as soon as possible on the first day of build-up.




## MEZZANINE LEVEL STAND DESIGN REGULATIONS

- Maximum height 6 metres
- Mezzanine level stands are NOT permitted on a stand space less than 70 squaremeters.
- Glass panels may not be used for structural strength.
- 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.
- You will need to use 1 meter x 1 meter spreader plates underneath each steel column in contact with the venue floor
- Spiral staircases are NOT permitted
- A single staircase shall not exceed 1.8 meters in width.
- Each step forming the staircase must be of uniform dimensions, having a regular rise and tread. The riser and going of each step must be consistent throughout the flight.
- Staircases and landings should have a clear headroom of not less than 2.0 meters measured vertically from the nosing of the treads or the floor of landings



## HANDRAILS

- A continuous handrail must be provided where there are stairs with three or more risers.
- Every flight of stairs must be provided with a handrail on each side. The handrail should be non-climbable and have a solid infill.
- Double width staircases shall have a central handrail.
- The height of a handrail shall be measured vertically from the centre of the steps and landings to its upper surface and shall be a minimum of 900mm and a maximum of 1 metre. The balustrade should be 1.1 metre high minimum.

- 
- Handrails shall be continued as necessary around landings.
  - Handrails shall not project more than 100mm on to the required width of the staircase.
  - Additional handrails dividing a flight into channels shall not be less than 1 meter wide, and not more than 1.8 meter wide where the overall width is more than 1.8 meter.
  - Handrails must extend horizontally beyond the top and bottom of a ramped access, or the top and bottom nosing of a flight or flights of steps, while not projecting into an access route. The ends must be designed to avoid injury to people ascending and descending the staircase and must terminate in a way that reduces the risk of clothing being caught.

## BALUSTRADES/BARRIERS

Balustrades or barriers must be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level. They shall:

- Provide guarding to all exposed edges (balustrades), stairs and ramps. The balustrade should be a minimum of 1.1 metres high.
- Be non-climbable, i.e., with solid infill's or vertical guard rails of a maximum of 100mm apart and without horizontal members between verticals.
- A toe board or solid infill must be installed at the floor level of the storey to a height of 150mm. This is to prevent any objects from falling or being kicked off from the edge of the platform floor.
- Where the balustrade or barrier to the upper deck is formed from full height glazing a horizontal bar (a "bump bar") must be installed to prevent people leaning on the glass. This must be at a height between 1 metre and 1.2 metre from the floor of the upper deck and be able to withstand a suitable load.

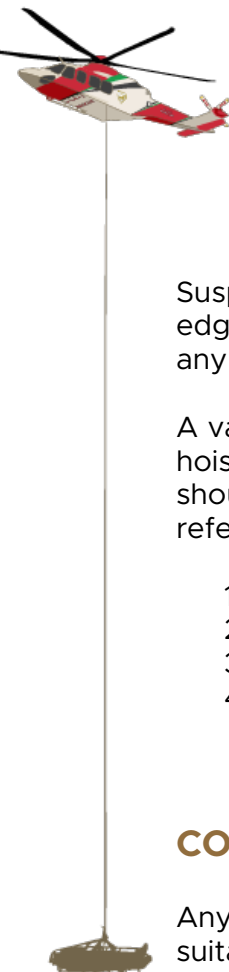
## ELECTRICAL SUPPLY

For any additional requirements for an electrical mains power supply must be sent to ADNEC Services at [adnecservice@adnec.ae](mailto:adnecservice@adnec.ae). The contractor or stand builder you hire must either provide their own distribution board or order one using the Form. Taking power from the outlets built into the walls of the exhibition hall is not allowed during setup, show opening, or breakdown.

## RIGGING - For Chain hoist or Wire with Lifting Equipments

Only Platinum and Gold Sponsors have the privilege of hanging banners; exhibitors are not permitted to do so. The only company offering top and primary rigging at the venue is ADNEC Services. For your rigging orders, please email ADNEC Services at [adnecservices@adnec.ae](mailto:adnecservices@adnec.ae). When placing your order, please include the following information:

- A fully scaled dimensioned rigging plan indicating the orientation of the stand in relation to the building and the positioning of the truss
- Number of Rigging points and weight load on each point
- Preferred suspension height from the floor and hook height taking into account any bridling which may be required

- 
- Specification of materials and number of items to be rigged
  - Tensile strength of the suspension cables and fastenings

Suspended structures have to stay inside the boundaries of the reserved floor area. Its edges cannot extend toward the aisle or the adjacent stand. It is not permitted to brand any side of the suspended structure that faces an adjoining stand.

A valid test certificate must be submitted by exhibitors and contractors who use chain hoists, either manual or electric. At least two days before build-up, test certificates should be scanned and emailed to [adnecservices@adnec.ae](mailto:adnecservices@adnec.ae). For more details, please refer to the documents below:

1. A valid test certificate for reference Truss systems
2. Suspended platforms Lifting of beams Drapes
3. Catenaries wires
4. Pre-notification of intent to suspend any of the above listed items require a minimum of 3 weeks prior to the first day of build-up. For further information, please email [adnecservices@adnec.ae](mailto:adnecservices@adnec.ae)

## CONSTRUCTION MATERIALS

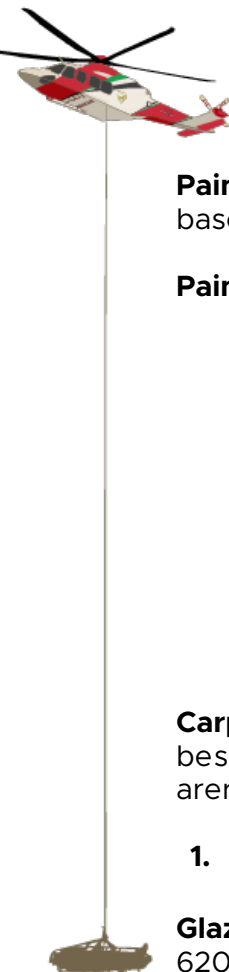
Any materials used in the erection or construction of an exhibition or stand should be suitable for purpose.

**Timber** - All timber less than 25mm (1”) in thickness and plywood, hardboard, blackboard and chipboard less than 18mm (3/4”) must be rendered flame resistant by a recognised 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 resistant 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.

**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 story 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 center.

**Upholstered seating** - must meet the pass criteria for smoldering 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.

**Paint Spraying** – will be permitted subject to the following conditions:

- Advance notification in writing is provided to the Operations Department.
- 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 ADNEC at the expense of the Exhibitors

**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 the following tapes are recommended for use to secure carpet on the venue exhibition flooring.

**1. Eurotape**

**2. Eurocel**

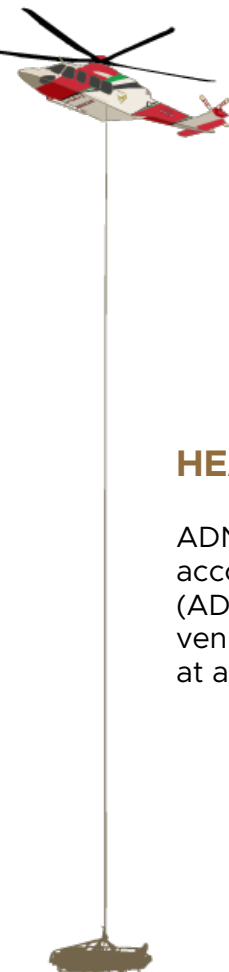
**3. Advance Tape**

**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.

## **FIRE REGULATIONS**

- All materials used for stand construction must be fire retardant.
- All existing venue fire exits and firefighting equipment and installations must be considered into the design.
- It is imperative that all primary aisles that lead to the fire exits remain free of obstructions at all times. Anything that is discovered to be blocking the fire exits will be considered rubbish and disposed of immediately.
- At no point may exhibitor or contractor material or equipment obstruct fire exits or signs. The stand and venue wall must have a one-meter clear space between them. Extinguishers, manual call points, and wall-mounted fire hoses must all always be kept accessible. It is not permitted to store boxes, materials, ladders, paints, or general waste behind the stands.
- Firefighting equipment and installations must be visible, accessible and unobstructed at all times.
- Empty cartons/boxes, stand fitting materials and combustible waste must be taken out of the halls and not stored behind the stand.

- 
- Pyrotechnics and smoke machines are not allowed to be used
  - ADNEC regulates and must approve the use of candles and other equipment with exposed flames at the event. If an exhibitor wants to use candles, they must send the organizer a written description of the candles and table arrangement, including any potentially combustible materials near the candles. It is forbidden to use tall candles that can topple over, and evidence of the fixing arrangements for all candles is required.

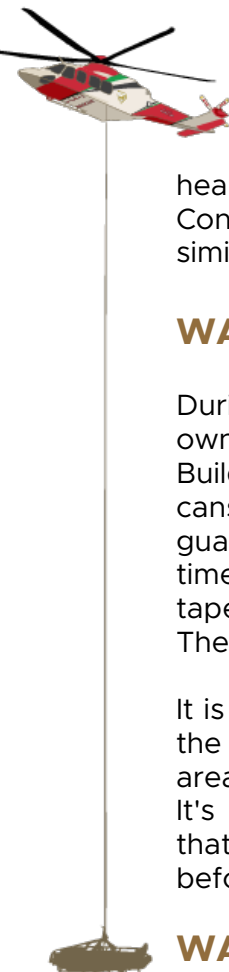
## HEALTH & SAFETY GUIDELINES

ADNEC strictly complies with the following health and safety regulations and operates in accordance with the Abu Dhabi Environmental Health and Safety Management System (AD EHSMS). When working within ADNEC during the setup and take down, where the venue work site is considered a high-risk work place, these guidelines must be followed at all times.

- **No PPE, No Work Permitted** – All personnel are required to wear the minimum PPE requirement to obtain access to ADNEC. Minimum requirements are High Vis jacket, Steel Toe Safety Shoes, Gloves and Hard Hat.
- **Working at Height** – Ladders, Scaffolding and Mobile Equipment Working Platform must be maintained and assembled in good condition. Any unsafe equipment will not be permitted and will be removed from site.
- **Correct Wiring** – Electrical works must be carried out by a competent person only and installations must be as per the ADNEC Regulations. Any unsafe electrical works and installations will be removed and the Contractor issued noncompliance fines.
- **Equipment Operator Valid Licenses** – Forklift/MEWP operators must have a valid license and training certificate to operate. Anyone found without license will be held and maybe referred to authorities.
- **Sanding or Grinding** – No manual Dusting, Sanding and Grinding work to be carried out within the Venue halls. Stand fittings must be pre-fabricated to minimize these activities. If required, a designated area outside the hall can be provided in coordination with Organiser. All machinery must be equipped with built in suction to extract dust immediately.
- **Supervised Vehicle Movement** – There will be considerable vehicle movement at the loading bays during the build-up and breakdown of the event. Vehicle drivers are encouraged to cooperate with the traffic personnel and must not exceed the speed limits in place.
- **No Blockages** – Emergency Exits, Gangway and Fire hose cabinet must not be blocked and must be kept clear and accessible 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. Please coordinate with the Organiser to obtain the permit application.

## LIFTING EQUIPMENT AND LIFTING OPERATION

Only the designated official contractors, Agility Fairs & Exhibitions, are authorized to operate lifting equipment and perform lifting operations involving lifting equipment for



health and safety reasons. Any lifting requiring a forklift or crane must approach Agility. Contact ADNEC Services if you have cherry pickers, boom lifts, scissor lifts, or any similar equipment.

## WATER, WASTE & COMPRESSED AIR

During setup and breakdown, exhibitors are in charge of cleaning up any waste on their own. The build-up material should be removed by your designated stand Builder/Contractor(s) outside of ADNEC premises, not inside the marshalling yards. Paint cans ought to be taken out of the ADNEC premises and not thrown inside the skips. To guarantee uninterrupted ADNEC access, the skips area needs to be kept free at all times. The leased space needs to be cleared out, making sure that all paint, adhesive tape, and other similar materials are gone.

There are some areas like Atrium and Concourse where this service is not possible.

It is recommended that exhibitors who need water and waste services get in touch with the organizers to inquire about the availability of these services within the reserved floor area.

It's possible that your stand doesn't have compressed air or generators. In the event that compressed air is needed for your stand, kindly get in touch with the Organizer beforehand.

## WALLING

**Perimeter walls** must not exceed more than 30% of its length, on any open side of the stand; i.e. facing into an aisle or any open area/space of the show hall. This includes front, back and side perimeter walls.

**Back and side walls** must be built where there are adjoining / neighboring stands, except in case of an island or free standing stand.

Exhibitors with stand walls that exceed the height of an adjacent / neighboring stand must dress and paint the rear surface of their wall white.

**Sightlines:** Regardless of booth size, all exhibitors are equal and should be given the same chance, within reason, to showcase their goods to the audience in the most compelling way possible. As a result, each exhibitor is required to make sure that their stand and the stands of their neighbors have equal aisle visibility, and vice versa.

Please be aware that drilling holes in shell scheme panels or using nails or tacks is not allowed. Lightweight objects like frames and banners should be attached with high-quality double-sided adhesive pads that can be removed without harming the wall. We also rent out flat shelving, brackets, and hooks.

Please get in touch with the organizer ahead of time to see if there are any specific requirements or adjustments that need to be made to the stand.



## VEHICLE EXHIBITS

Exhibitors intending to display heavy and large vehicles exhibit on their stands must coordinate with the organizer well in advance. These exhibits need to be set up inside the hall as early as possible.

It's important to note that the organizer disclaims all liability for any damage to vehicles that may occur during transportation into or out of the halls, or once the vehicle is in its final position. Additionally, the Organiser will not undertake the cleaning of any vehicles; this responsibility rests with the Exhibitor. The Exhibitor is also accountable for any damages to the venue resulting from vehicle movement, which will be considered part of the dilapidation costs.

Exhibitors to provide the following details of the vehicles to be displayed

- Weight of the Vehicle:
- Size of the Vehicle: (L x W x H)
- No of Wheels:
- No of Vehicles:

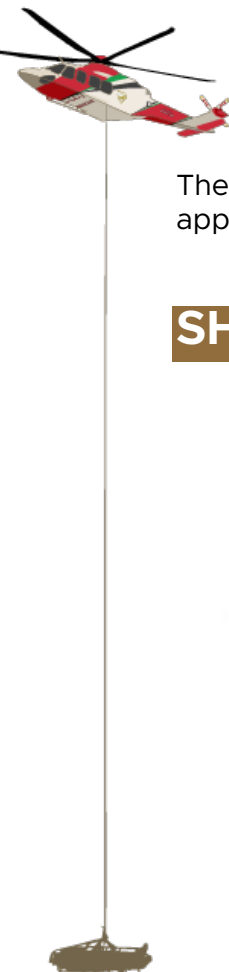
The following criteria must be adhered to when displaying a vehicle in the exhibition area:

- 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- Exhibitor to be present during both.
- ADNEC accepts no responsibility for any vehicle that is damaged when being brought into or out of the Hall or once in its final position.
- ADNEC 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 Exhibitors as part of the dilapidation costs

### Floor Loadings:

- **MAXIMUM load in all Halls and external areas is restricted to no greater than 1,000 kg/m<sup>2</sup>, including duct/trench covers. This is not negotiable.**
- **Please ensure the appropriate precautions are made, i.e. 1m x 1m load spreaders must be used, no point load jacking points loads are kept off the perimeter shaded areas.**
- **Licensees are requested to inform the Organiser in advance of exceptionally heavy loads.**





The placement of additional vehicles is based on space approval and is subject to the approval of the Organiser.

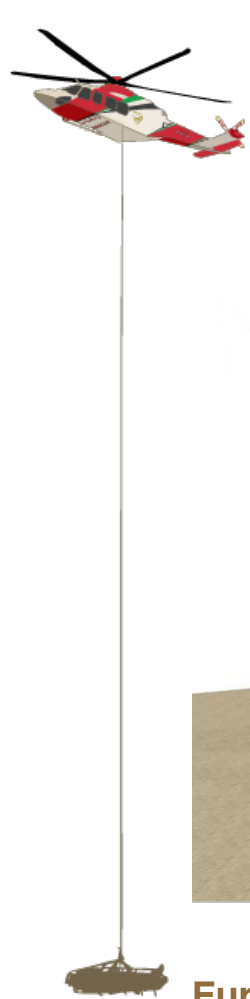
## SHELL SCHEME STAND SPECIFICATION



### Structure:

The stand structure is built with an aluminum metal framework consisting of beams and poles and white shell scheme panels, and it stands 2.5 meters tall. An aluminum pole divides each panel. The size of the stand and where it is located on the show floor will determine how many panels it has. Only Forex and Foam Board materials are permitted for affixing graphics onto the shell scheme stand. Directly applying stickers onto the shell scheme wall is not permitted.

If exhibitors wish to brand the shell scheme panels, please refer below to place the order. Additionally, when designing the artwork, please ensure to leave 5cm bleed from each side.



## Furniture Hire and Additional Shell Scheme Components

Should you find the need for extra furniture or Shell Scheme Components including the branding for shell scheme panels, we offer a diverse selection available for rental. For a comprehensive list and pricing details of all available items, kindly click on the [Menu Link](#) or reach out to [sair@insrc-exhib.com](mailto:sair@insrc-exhib.com)

Please note the height of the shell scheme panel walls and stand structure cannot exceed 2.5 meters.

### Floor Covering:

The standard exhibition carpet flooring, included in the stand package, will be grey for all shell scheme stands. If exhibitors would prefer a different color, please get in touch with Organisers to place an order (subject to availability).

### Fascia Board and Graphics:

Fascia will include a cut-out sticker of Exhibitor Name and Stand number using a generic font. **Please ensure that the Fascia Name is sent at least fifteen days before the event.**



### Stand Package:

Please see below table.

Stand Size	Reception Chair	Meeting Chairs	Meeting Table	Lockable Counter	Waste Bin	Spotlights	Socket
9 sqm – 17 sqm	1	2	1	1	1	3	1
18 sqm – 26 sqm	1	4	2	2	2	6	2
27 sqm – 35 sqm	1	6	3	3	3	9	3
36 sqm – 44 sqm	1	8	4	4	4	12	4
45 sqm – 53 sqm	1	10	5	5	5	18	5
54 sqm and above	1	12	6	6	6	18	6

### Electrical Package:

The size of the reserved stand determines how many spotlights are used.

Three spotlights, a power outlet, and a 13 amp single phase power supply will all be present on a minimum 9 square meter stand.