

Health and Safety Rules and Regulations

The equipment must not be operated near exposed electrical cabling or wiring, with the middle handrail acting as a foothold or with the knuckle of the arm extending into pedestrian traffic or vehicular routes. The working area must not be overloaded with materials or equipment where a risk of falling items is possible and the equipment limitations for occupant number and weight loading not exceeded.

The starter key to the equipment must be removed after use so as to prevent unauthorized access. A control system for the safe storage of keys would be advisable.

This equipment must be switched off when not in use. Any re-charging of equipment will be done in a safe area away from the public and where leads are trailed from sockets operators must ensure that they do not cause a trip hazard.

When operating this equipment in public areas of the venues, it is a requirement to suitably barrier off the work location and provides warning signs regarding work overhead. Where this equipment is moved around a public area it must be accompanied by a banksman at the front of the unit.

Only electrically powered equipment is permitted to work inside the venues buildings and halls.

Section 5 Access and Admission to the Venues

5.1 Admission to the Halls during Build-up and Tear-down

Temporary Contractor Badges (UAE Based)

All contractor staff must report to the cashier's cabin at the Main Contractor Badge Cabin located opposite Hall 8, Sheikh Saeed Hall Cabin, Sheikh Maktoum Hall Cabin and Main Service Yard Cabin to receive a temporary contractor badge in exchange of a valid proof of identity (EmiratesID) which will be kept temporarily at the cashier's cabin until the contractor badge is returned.

Each contractor badge costs AED 21.00 and is valid for one day only (from 00:01 to 24:00). A fee of AED 250.00 will be charged for any lost contractor badge. An additional AED 20.00 will be charged per day for failing to report or return the contractor badge in the cabin.

International Contractor Badges (non-UAE based)

All contractor staff must report to the cashier's cabin at the Main Contractor Badge Cabin which is (24/7) operation or Hall 6.1 during build-up/tear down and timing is 8am to 8pm only to obtain a temporary contractor badge in exchange of a passport copy. The badge will be valid for a maximum of 15 days. A charge of AED 205.00 per badge applies which represents an entrance fee of AED105.00 and a refundable deposit of AED100.00. The refundable deposit can only be claimed upon returning the badge within 15 days from the date of payment

Permanent Contractor Badges

Stand contractors working regularly within DWTC's venue can apply for an annual contractor badge. The price for each badge depends on the total number of badges that are issued for the same company.

Annual Contractor Badge rates

Badge Count	Selling Price
10 - 100	AED 525
101 -201	AED 475
201 - 300	AED 420
301 & above	AED 370

To apply for annual contractor badges a representative of the company should submit the following documents to Venue Infrastructure – Contractor Badge Office located at Hall 6.1 in a USB/CD format:

- Copy of the passport and visa (on one page in PDF format) for each applicant.
- 2 recent photographs (2cmx2cm or 300dpi, in JPEG format) for each applicant.
- Request letter on company letterhead with a copy of the company's trade license.
- Completed Dubai Police Application Form.

The above documents are required by Dubai Police to issue a non-objection letter to DWTC to process and print the contractor badges.

The company's representative will be notified when to settle the payment prior to DWTC printing the annual contractor badges. Payment should be settled with DWTC's Finance Department (located above Hall 4, near Al Ain J meeting room).

Once the annual contractor badges are ready, an email notification will be sent. The company representative can then collect the annual contractor badges from our Venue Infrastructure – Contractor Badge Office.

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Wedding Contractor Badges

1. The charges for the Wedding Contractor fee AED20/ per person per event.
2. This AED20/ are valid only for the duration of three days, that is build-up, event day and tear-down day.
3. In case it exceeds the 3-day duration, then the Contractor will be charged AED80/ for any additional days.

DWTC Tenants

The cost of each permanent contractor badge is **AED 105.00** per person and it is valid for 12 months. The same requirement applies similar to Permanent contractor badge application.

VAT Applicability from 2018 – Venues

All amounts expressed to be payable under this Agreement by the [Client] to [DWTC] which (in whole or in part) constitute the consideration for any supply for VAT purposes are deemed to be exclusive of any VAT which is chargeable on that supply, and accordingly if VAT is or becomes chargeable on any supply made by [DWTC] to the [Client] under this Agreement and [DWTC] is required to account to the relevant tax authority for the VAT, the [Client] shall pay to [DWTC] (in addition to and at the same time as paying any other consideration for such supply) an amount equal to the amount of the VAT [and DWTC shall provide an appropriate VAT invoice to the [Client]].

Note: Starting 1st January 2018, we will collect 5% Value Added Tax (VAT) on taxable supplies of goods and services

Contractor Badge Collection Points

DWTC temporary contractor badges can be collected at the following locations:

- International and local contractor badges: Cashier's cabin at the Main Contractor Badge Cabin located opposite Hall 8 (24x7 Operation).
- Entrance gate of Sheikh Maktoum & Sheikh Rashid Halls.
- Entrance gate of Sheikh Saeed Halls opposite World Trade Centre Metro station.
- Main Service Yard Cabin for Driver contractors.

Important Notes:

- DWTC's contractor badge is the property of DWTC and must be used in accordance with the agreed terms and conditions.
- Contractors without a valid DWTC contractor badge are not allowed to enter the halls.
- Contractor badges cannot be transferred to another person. A fine of AED 250.00 applies for violating this rule.
- DWTC contractor badge holders enter the venue at their own risk. DWTC does not hold responsibility for any injuries caused or for any damage to a vehicle or property.
- Access for contractors is restricted to the tenanted hall(s) during build-up and tear-down.
- Access for stand equipment and contractors is only allowed via the back of the halls through the service yard. No materials or industrial trolleys are permitted through the front doors of the halls.
- All contractors are obliged to comply with the DWTC's mandatory PPE regulations.