



RULES & REGULATIONS

1. STAND DESIGN

The Organizer have the right to reject any stand plan who:

- a. Is structurally unsafe.
- b. Does not conform to the specifications listed in the guidelines.
- c. Is causing obstruction to neighbouring stands.

Stands should not be fabricated without receiving the “Official Tentative Approval” from the Organizer.

2. CHOOSING A STAND CONTRACTOR

All Exhibitors should select a Contractor with proven qualifications in order to avoid onsite issues.

3. NO EARLY ACCESS

There is no possibility of early access due to other shows held at the Venue. The Contractor should not bypass the Organizer and send a direct request from the Venue. Should this be brought to our attention by the Venue a fine will be imposed to the contractor by the Organizer.

4. DISPLAY OF MATERIAL

The display or distribution of any material, in any form, from any area within the Exhibition Halls, other than within the boundary of your stand is strictly prohibited.

5. OCCUPATION OF STAND

The stand must be occupied by **31 October 2020** otherwise the Organizer will reserve the space or deal with it in any way they think it will fit and retain any sum of money already paid.

The stand must be fully staffed and the exhibits displayed throughout the exhibition hours. No exhibits are allowed to be brought in or taken out from the stand during the exhibition hours.

6. EXHIBITOR BADGES

It is the responsibility of the Exhibitor to register their badges online on or before **15 October 2020** otherwise any additional badges need to be registered onsite.

Only authorized representative of the exhibiting company is allowed to collect the Exhibitor kit by providing any company ID or business card. Contractors are not permitted to collect the Exhibitor kit.



7. DELIVERY OF EXHIBITS

The Exhibitor should arrange an authorized person to be present at the stand to receive the exhibits as the Organizer is unable to accept the delivery on his behalf, nor can the Organizer be held responsible for the subsequent safe keeping of such items.

8. ELECTRICAL SUPPLY

The power supply at the Exhibition Hall is Single Phase, 220V, 50Hz, or Three Phase, 380V, 50Hz .Electricity is also protected by 30MA ELCB.

Please ensure you order a sufficient number of sockets to prevent overloading. 24-hour electricity supply must be ordered separately through the Official Stand Contractor.

Electricity supply is brought to the stands from underneath the flooring thus it is not possible to install or alter mains connections after commencement of stand construction. Please ensure you order electrical connections in advance to avoid delays onsite.

It is the duty of the Official Contractor to check all connections of the (Space Only) Stands, before switching the power on.

Power supply to all stands must be switched on 30 minutes before show opens and must be switched off 30 minutes after the show closes every day.

It is the responsibility of the Contractor to ensure that the switching on and off is carried out daily, failure to turn of the power at the end of each will result in a charge for 24-hour power along with a fine of AED 1,000 will be issued by the Organizer.

9. GENERAL INFORMATION ABOUT STANDS' RESTRICTIONS

Exhibitors must ensure that the aisles adjoining the stands are not blocked during build up and break down, to a degree, which inhibits the movement of other exhibitors and freight. Exhibitors must also ensure that the aisles adjacent to their stand are un-obstructed throughout the opening hours of the exhibition. The Organizer reserve the right to restrict the area of scaffolding or equipment and limit the times during which they shall remain in the halls or on the stand .

No part of the stand or exhibit (including the fascia, signs, lighting, corner posts or other fittings), shall project into or overhang any aisle or adjacent stands or obscure any fire exit or exit signs, or shall be suspended from the roof.

It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to the floor, walls, ceilings, or any other parts of the exhibition halls.

Exhibitors are not allowed to paste, exhibit, or otherwise affix advertisements anywhere in the exhibition halls except on their own stand. The Exhibitor may not distribute handbills, advertisements, photographs or any other printed material from the aisles and outside areas of the exhibition.

Exhibitors are not permitted to connect or otherwise interfere with the electrical, gas, or water fittings of the halls and shall not introduce into or use in the halls any supplementary equipment for the generation and supply of electricity, or for other means of artificial lighting and generating power.

It will not be possible for Exhibitors to obtain on-site services or labour for the building of their stands and displays unless prior arrangements have been made. If on-site services or labour is required, please contact the official stand contractor for the rates. Advanced notice of at least one month must be given .

SHELL SCHEME

Most booths have a standard size of 3x3 meters. Any additional space will be provided as per the Exhibitors request.

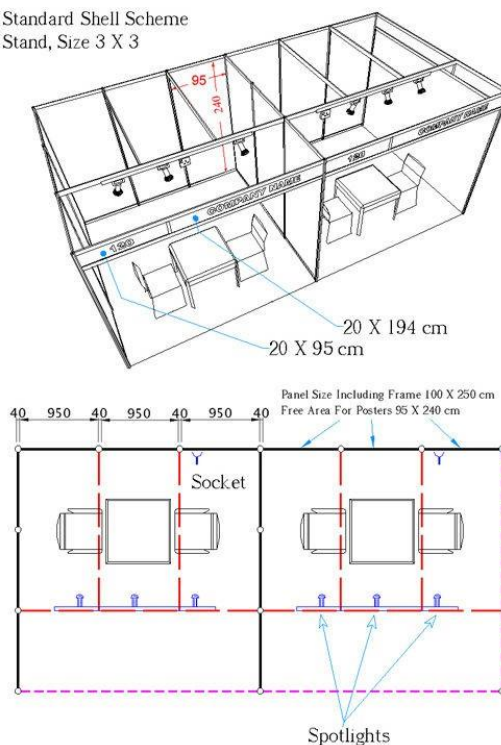
All Shell Scheme package will include rear & dividing walls, carpet, company name, stand number, one table, two chairs and waste bin as well as will be provided 3-100W spotlight & 1-13A socket.

Nails pins, screws, glue, paint, etc. are strictly prohibited on the shell scheme partitions. It is not allowed also to change the colour of the partitions by using either paint or adhesive stickers. Quotation can be given by the Official Contractor.

It is strictly prohibited to use Exhibitor's own lighting or make any connection directly to the shell scheme electrical wires. Exhibitors can use the socket on their stand for their purpose.

SHELL SCHEME DRAWING

Standard Shell Scheme
Stand, Size 3 X 3





10. SEPARATE MEETING SPACE

Exhibitors and Sponsors who wish to book such space for their own exclusive use should contact the organizer for space availability and quote agreement.

11. HAZARDOUS GOODS

Exhibitors may not bring into the exhibition area, or have on their stands, any substances that may be a cause of harm to the public or be liable to start fire or explode. The Organizer may, at their absolute discretion, demand the removal of, or have removed, any such products at the Exhibitor's expense. The Organizer reserve the right to alter any of the rules & regulations herein at any time as they consider necessary for the orderly operation of the exhibition. The Exhibitor shall abide by the rules & regulations of the exhibition as they have been incorporated for the successful management of the event.

12. FIRE PRECAUTIONS

All materials used in constructing any wall or floor or ceiling shall be either: Non-combustible material, flame resistant plastic, Flame resistant boarding.

All materials used for decorative finishes for stands

1. Shall be able to pass a test for flammability or for surface spread of flame.
2. Shall be taut or in tight pleats to a solid backing.
3. Shall be secured at floor level.
4. Shall not ignite when subjected to a flame after 10 seconds.
5. Shall not have an afterglow when subjected to a heat source for 10 seconds.

13. STAND AREA LIMITATIONS

The walkways around stand areas are not display space and must not be used for the display of signage and wares as it will prevent reasonable access for visitors and staff and may constitute a hazard under emergency situation. All tables and chairs must stay within the stand area.

Fire exits must not be blocked by Exhibitor material and equipment. Access to wall mounted fire hoses and extinguishers must also be maintained and the storage of boxes and materials other than a limited amount of printed matter is not allowed behind stalls.

14. SECURITY

The Organizer in conjunction with the local authorities in Dubai will control general security arrangements for the Exhibition. It is recommended that Exhibitors should occupy the exhibition stand at least half an hour before the exhibition opens and until all visitors have left the exhibition hall. Whilst the Organizer will make all reasonable arrangements for security coverage, they are not responsible for any loss or damage which may occur and it will be the Exhibitor's responsibility for the security of their stand, its exhibits and contents including personnel property.



15. EXHIBITOR ADMISSION TO THE HALLS

Exhibitors accessing the halls must present their badge for entry into the halls. Exhibitors without badge will not be allowed to enter.

Exhibitors setting up their display must only do so after completion of the stand. Exhibitors are given one day prior to the exhibition to set up their stand.

Exhibitors requiring access to the halls after the exhibition hours must contact the organizer to seek permission for access.

16. NO SMOKING IN THE VENUES

The Dubai World Trade Centre venues are non-smoking – this is legal requirement within Dubai. Smoking is only permitted outside the building only, away from the building entrances. Failure to comply with this legal requirement may result in a fine.

17. STORAGE AND UNPACKING OF STAND MATERIALS

The Exhibitors are not allowed to store boxes or crates within the exhibition hall or behind the exhibition stand/s. It is the Exhibitor's responsibility to ensure that crates are quickly disposed or stored until required for reshipment at the end of the exhibition. Exhibitors should avail of the services provided by the appointed Official Freight Forwarder/On-site handling agent for any assistance. Please refer to Freight & Shipping Services.

18. HOUSEKEEPING AND DISCARDING OF MATERIALS

Exhibitors and Contractors must maintain clear and safe walkways around the halls during build up and tear down. Stand material and equipment must be kept in a reasonably orderly arrangement and any material that is to be discarded must not be left lying around the floors. We would request that discarded materials be bagged to enable a safe and efficient removal.

19. TROLLEYS IN THE CONCOURSE

The use of trolleys by Contractors in the concourses is restricted to protect the marble flooring. The use of heavy-duty industrial trolleys is not permitted within the concourse and any damage to the floor caused by Contractor trolleys or equipment will be charged to the Contractor.

20. CHILDREN

For health and safety reasons, children under the age of 15 are not allowed to enter the exhibition and conference halls during build-up, exhibition hours and breakdown.

The Organizer Office is strictly for Exhibitors, Contractors, Sponsors and Delegates only. Children are not allowed in.



ANNUAL RADIOLOGY MEETING IN UAE

21. TIME-LAPSE

Any Exhibitor or Contractor who wish to do a video time-lapse needs to inform the Organizer 3 weeks prior to build-up days.

AL WARSAN HOLDING AREA FOR BUILDUP AND BREAKDOWN DAYS

Please be informed that all Index Conferences & Exhibitions Organisation Est. events will be utilizing the new Holding Area – Al Warsan **for all delivery vehicles of Exhibitors and Contractors during the buildup and breakdown days.**

The map for the new holding area is attached and directions have been outlined on the bottom part of the map.

The holding area will be operated by Health & Safety and the Security of Dubai World Trade Center (DWTC) and AED 20.00 (excluding VAT) will be charged per trip.

Kindly note that all vehicles attempting to go directly to DWTC Marshalling Yards will be refused access.

DIRECTIONS TO NEW HOLDING AREA - WARSAN

DIRECTIONS:

FROM EMIRATES ROAD:

1. Take the exit 60 heading towards Ras Al Khor Road.
2. Take the U-turn from the first roundabout.
3. Take the first exit after the ENOC petrol station (approx. 700 meters after the petrol station exit).
4. Continue straight and your destination will be on the left.

FROM ACADEMIC CITY ROAD:

1. Take the exit towards Hatta from the roundabout on Ras Al Khor Road [E44].
2. Take the first exit after the ENOC petrol station (approx. 700 meters after the petrol station exit).
3. Continue straight and your destination will be on the left.

FROM DRAGON MART 2:

1. Follow the directions towards Hatta on Ras Al Khor Road [E44].
2. Go straight from the academic city road roundabout follow the signs of Hatta.
3. Take the first exit after the ENOC petrol station (approx. 700 meters after the petrol station exit).
4. Continue straight and your destination will be on the left.

LOCATION ON GOOGLE MAPS
<https://goo.gl/maps/F5Xjs2gzvR2>

COORDINATES
 25°09'46.0"N 55°29'03.5"E
 25.162767, 55.484311

SCAN HERE
 To open the location on your Google Maps or Web Browser.



If you require further assistance, please do not hesitate to contact ARM 2020 Operations Team:

Ms. Andrea Barretto
Project Manager
info@radiologyuae.com
+971 4 5208907

Ms. Mitzie Ague
Business Development Manager
exhibit@radiologyuae.com
+971 4 5208852