

EXHIBITOR MANUAL



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PART 1 – EVENT TEAM

ORGANIZER



Company	: Qatar Expo
Address	: 2nd floor United Group Building (beside DHL), Airport Road, Doha, Qatar P.O. Box 8019
Contact Person	: Chris Romero
Email	: iwed@qatar-expo.com ; info@qatar-expo.com
Phone	: +974 4465 0211
Fax	: +974 4467 4506
Mobile	: +974 6699 5102

VENUE

Venue	: Doha Exhibition Convention Center
Exhibition Area	: Hall 5
Address	: West Bay, Doha, Qatar
Phone	: +974 4033 1111

OFFICIAL PARTNERS

Contractor (Exhibition / Equipment)



Company	: Seqlia
Address	: P.O. Box 7814 Doha, Qatar
Contact Person	: Ahmed Nayer
Email	: info@seqliaex.com
Phone	: +974 44417784
Fax	: +974 44430866
Mobile	: +974 5007 1965

Freight Forwarder (Shipments / Storage / Lifting)

Company	: Airlink International Qatar W.L.L.
Address	: P.O. Box 23036 C ring Road Doha - Qatar
Contact Person	: Naveen Ravindra
Email	: naveen@airlinkqatar.com
Phone	: +974 4465 7660
Fax	: +974 4467 5668
Mobile	: +974 5514 8334

Part 2 - VENUE / EXHIBITION SCHEDULE

Date	Schedule
April 25, 2017 / Tuesday	12PM – 11PM Open for Public
April 26, 2017 / Wednesday	12PM – 11PM Open for Public
April 27, 2017 / Thursday	12PM – 11PM Open for Public
April 28, 2017 / Friday	03PM – 11PM Open for Public
April 29, 2017 / Saturday	12PM – 11PM Open for Public

* Stands must be staffed during opening hours of the exhibition; otherwise, Organizers will remove covers or shields and other measures to open respective booths without staffs.

BUILD – UP / MOVING – IN

Schedule for exhibitors and building their own stand (RAW SPACE)

Build – Up / Bump – In	Time Range	Schedule
Sunday, April 23, 2017	7AM - 12AM	Booth Set Up
Monday, April 24, 2017	12AM - 8AM	Clearing and cleaning of the aisles in preparation for the exhibition.

Schedule for exhibitors using the standard construction package (SHELL SCHEME)

Build – Up / Bump – In	Time Range	Schedule
Monday, April 24, 2017	7AM - 12AM	All construction works starts and move in for all the materials needed; Clearing and cleaning of the aisles in preparation for the exhibition.

MOVING – OUT / BUMP – OUT

IMPORTANT: For safety purposes, actual breakdown of the stands will commence on the following day of the last exhibition (April 30, 2017); Only handheld goods are allowed to bring after the official end schedule of the event (April 29, 2017 - 10:30pm onwards) until all visitors have cleared the exhibition hall.

MOVING – OUT / BUMP – OUT	Time Range	Schedule
Sunday, April 30, 2017	7AM - 12PM	Removing and Clearing of all booths and spaces.

Part 3 – STAND INFORMATION

* IMPORTANT: We require each participating exhibitors to provide Qatar Expo certain requirements as an inclusion in the Exhibitor's Profile

1. Company profile in MS Word Format – maximum of 100 words
2. High resolution of Company Logo in JPEG form
3. Contact person details (Name, Email Address, Telephone and Fax Number, Mobile Number)
4. Fascia Name in Ms Word Format

STAND APPROVAL

Exhibitors who have reserved the 'Raw Space' using a contractor other than official stand construction contractor must submit the layout design of their stands, for approval by the Organizer to prevent costly alteration on site, which may be required by the hall owner and the organize. Deadline to submit the floor layout for approval 30 days prior the exhibition.

These plans shall include elevation of drawings. One set of drawing duly approved or with suggested modifications, if necessary, will be returned to the exhibitor. Actual construction and display in the stand must strictly conform to the drawings approved by the organizer.

STAND CONSTRUCTION

Contractors and Exhibitors are requested to strictly observe that construction inside the halls during build-up is not permitted. Only assembly of the display and minor finishing/touching up is allowed. Contractors violating this guideline will be prevented from continuing work on the exhibitors stand inside the hall. It is strictly mandatory to use an old flex sheets or plastic sheet on the ground before starting the installation of your Raw Booth.

Exhibitors are not allowed to paint or fix stickers or other displays to the Organizer's stand material and parts. It is also prohibited to fix nails, ropes, strings, screws and adhesive to the structures of the exhibitions hall. It is strictly prohibited to extend stand construction or exhibits into the aisles and passageways.

NAME BOARD

Exhibitors building their own stands are requested to display their name and stand number. Exhibitors using the organizers Stand Fitting Services will have their names and stand number on their Fascia. Please complete **"ORDER FORM No. 5** on page 12 for your Company's Name Board."

STAND COMPLETION

Installation of Stands or booths should be completed by 12 hours prior the Opening Ceremony. General cleaning of the exhibition hall will be carried out immediately thereafter for the hall, to be ready for the opening schedule or the inauguration.

BOOTH INSPECTION

Inspection of the booths will be carried out continuously during build-up procedure to make sure that exhibitors have received the services ordered, and to see if the instructions of and behalf of the organizers and DECC have been taken into actions.

DELIVERY AND REMOVAL OF EXHIBITS

The delivery and Removal of exhibition goods, with the exception of hand-carried materials, should take place via the loading platform of exhibition hall. Following instructions apply for the delivery and loading of goods:

- * Private vehicles are not allowed on the loading bays
- * Organizer will schedule the delivery of goods for each Exhibitor to avoid traffic during marshalling.
- * Removal or delivery of exhibition stock in or out of the exhibition hall is not permitted during the open hours of the exhibition.
- * Such removal, delivery or replenishment of stock may only be carried out before opening hours in the morning or after closing time in the evening. If you wish to remove any item, a "GOODS REMOVAL PASS" must be obtained from the venue duly signed and stamped by the Organizer.
- * ***GOODS REMOVAL PASS***: during the closure of the exhibition, in order to remove your goods smoothly, safely and easily, the following paperwork must be carried out. 4 copies of itemized list showing equipments and materials required to be exited from DECC. These copies must be on the exhibitors company's letterhead, duly stamped with the company's official seal and signed by authorized personnel. Copies must all be attested and stamped by Qatar Expo

WASTES/GARBAGES

Exhibitors are advised not to throw waste materials from their stands on the aisles. Empty cases/crates should not be left in aisles to ensure the safety of all SHOW participants.

*** Storage and Waste Materials**

- The organizer will not provide storage facilities in the hall for packing cases, surplus materials or other property of exhibitors. Arrangements for safekeeping of such items must be made with the freight forwarder.
- During Bump-In, construction of stands and removal of exhibits, the passageways in the exhibition halls must not be blocked with packing, materials, construction. Contractors are responsible for removing their own cut-offs and waste on each day of bump-in and bump-out. Use of passageways behind stalls for storage of empty, waste or surplus material is strictly prohibited. The organizer reserves the right to invoice exhibitors for excessive packing materials and discarded crates or carton laying the stall area.
- Note that DECC does not have any storage facilities; therefore, no deliveries will be accepted prior to your period of stay. You are advised to liaise with the official Freight Forwarder.

Airlink International Qatar W.L.L.

Address	: P.O. Box 23036 C ring Road Doha - Qatar
Contact Person	: Naveen Ravindra
Email	: naveen@airlinkqatar.com
Phone	: +974 4465 7660
Fax	: +974 4467 5668
Mobile	: +974 5514 8334

TECHNICAL SPECIFICATION

Below are important specifications related to the use of booth space, the standard stand construction package and the exhibition package, and the exhibition area in general.

- * Maximum height of exhibits on organizer's stand Fitting Services – 2.50 meters
- * ***For objects higher than 2.50 meters permission is required from the Organizer***
- * Maximum height of Exhibits on purpose built stands - 4.00 meters ***(anything above 4 meters will require structural testing and certification prior the installation by DECC)***
- * Minimum distance of 0.75 meters inward from the stand front, side and back lines.
- * If you wish to provide a display system (e.g. Pop-up Display), it is a must to inform the organizer with exact measurements (height + width in meters) for fitting check-ups in connection to the height restrictions.

ELECTRICITY

- * ***All exhibitors with Raw Space must order electrical connections through the Organizer. See Order Form No. 7 Page 17***
- * All fitted stands (12sqm) will receive one power socket and track mounted 100 watts spots at the rate of one spotlight per 2 sqm of stand area. Stands of 12 sqm to 24 sqm will receive 2 sockets and so on.
- * ***Exhibitors who use power for general lighting and running of equipments or exhibits in excess of their specified load will attract penalties and/or disconnection.***
- * Exhibitors must install separate and independent switch connection for each stand. Alternate connections are strictly prohibited. Power load is not allowed to be taken from the sockets.
- * All the main electrical supply points must be kept easily accessible for operation and repairs in the event of emergency. Main electrical supply points should not be concealed or covered.
- * Exhibitors are advised to install equipments voltage stabilizers/UPS for their sophisticated equipments.
- * Exhibitors are advised to exercise the highest level of safety precautions and engage services of only qualified professionals for electrical wiring and installations.
- * Wall sockets around the hall are not allowed to be used the ones provided by the main contractor. All installation requires physical electrical inspection by the qualified third party to certify the installation.
- * Electricity will be switched off 30 minutes prior the show ends

SUSPENSION AND RIGGING

The height of the hall allows suspensions and rigging. Suspensions can be made from the ceiling of the exhibition area by applying it through related forms to DECC. ***No outside contractor is allowed to do any kind of suspension and rigging in the hall. SEE ORDER FORM No. 8 Page 19***

WORKING EXHIBITS

The Organizers reserve the right to determine the acceptable sound level and extent of demonstrations for working exhibits and audiovisual presentations in the event of complaint from other Exhibitors. Audiovisual screens should be fixed so they can be viewed from, within Exhibitor's stands to avoid congestion in the passageways.

FURNITURES

Exhibitors may provide their own furnitures or order items on hire from the official stand contractor.

SEE ORDER FORM No. 6 on Page 13 for details of available items.

DISMANTLING TIMETABLE

- * Dismantling the stands and display materials may commence the last day of the event at approximately 10:00pm onwards.
- * ***The halls have to be handed over to DECC promptly on the final day of Bump-out. All stands, display materials and exhibits must be removed within 48 hours. Overnight dismantling will not be allowed; lights will be switched off at exactly 12pm. The organizer will dispose off any items remaining in the hall beyond this time and the management will not accept responsibility for any loss or damage. Costs involved will be borne by the defaulting exhibitor.***
- * It is the responsibility of each Exhibitor to be present at his stand during the dismantling period for a safe removal of the exhibits.
- * As it is not possible to provide the complete protection against theft, exhibitors should ensure that their exhibits are properly insured. Please be reminded that exhibitors are the responsible to their own exhibits at all times and during bump-in and bump-out period are on a large risk of situations. The organizer will not accept any accountability for losses or damages of any kind. Important valuables must be under your strict supervision constantly.

STAND NUMBER AND FINAL ALLOCATION

Organizer reserve the right to relocate exhibitor's stand position, without liability for any necessary reasons. Exhibitors will be notified immediately in any case that will apply.

Part 4 – RULES, INSTRUCTION AND REGULATIONS

RULES, INSTRUCTION AND REGULATIONS

- 1- Raw Space exhibitors or contractor will also be responsible for the proper behavior of the contractor, if the contractors appointed are other than the 'Official Contractor'.
- 2- The Exhibitors or contractor will also have to bear any charges levied by the venue DECC for damages caused to property, walls, flooring, etc.
- 3- Exhibitors/Contractors are requested to avoid designs blocking or boxing-in other exhibitors' stands. The back wall shall never be left unsightly.
- 4- Exhibitors or contractors are not permitted to fabricate or build from scratch, stands inside the halls. They should prefabricate and fit sub-sections of the stand inside the hall. Only finishing and touching up of paint (incomplete painting) is permitted inside the hall.
- 5- Exhibitors or contractors must ensure that finishing or painting of the stand does not result in spillage.
- 6- Exhibitors or contractors must remove cut-offs and debris from inside their stand and ensure that the stand is completed by time given and schedule.
- 7- Exhibitors' contractors are not allowed to block the aisles inside the hall. Packing cases and crates belonging to contractors and exhibitors and material lying on the aisle will be removed under the instruction of the organizer at the exhibitor's cost.
- 8- No part of any structures may extend beyond the boundaries of the stand allocated to the exhibitor by the Organizer.
- 9- A finished back wall, except in the case of an island or peninsula stand, must be provided.
- 10- Where 'Raw Space Only' stands rest in a shell scheme package stand, the walls of the shell scheme package may not be utilized by the 'Raw Space Exhibitors'
- 11- Nailing and puncturing the shell scheme panels is strictly prohibited. Any such damage will be made good at the expense of the exhibitor.
- 12- In case of heavy machinery, the maximum height of 2.5 mts can be accommodated in the hall.
- 13- Exhibitors are requested to take approval from the organizer for exceeding the height of their booth for more than 3 meters.
- 14- Guidelines of DECC for contractors will be shared by the organizers. Contractors are requested to strictly follow the regulations mentioned in that form.
- 15- Practicing precautions is highly recommended with regards to Bump-in or Build Up Schedules as well as Bump-out or moving out phase of the exhibition. The following precautionary actions are to follow to be taken and reinforce to the contractors and exhibitors to minimize some unexpected damages to the venue.
 - * Protection of the carpet by old carpet or plywood for the movement of heavy duty trolley during Bump-in and Bump-out.
 - * Protection of the carpet on the aisles with plastic sheet, plywood or used carpet during build up.
 - * No sanding, sawing, metal cutting, major painting and major construction allowed.
 - * Wearing of high visibility vest is mandatory

FORCE MAJEURE

If due to Force Majeure or other unavoidable circumstances, the Organizers are forced to cancel the exhibition, the exhibitor will not be entitled to claim damages or compensation of any kind. The organizers reserve the right to reschedule the event in the interest of the exhibition.

Part 5 – TRAVEL, ACCOMODATION & VISAS

AIR TRAVEL

For more information, please contact the Official Travel Agent or the Organizer.

ACCOMODATION AND SHUTTLE SERVICES

Qatar is well provided with hotels of international standards and offers excellent ranges. Exhibitors are advised to make early reservations the Official Hotel Agent with offers of special packages and discounts with free shuttle services or may contact the organizer for assistance. *SEE ATTACHED HOTEL FORM No. 4 on Page 11*

PASSPORT AND ENTRY VISA REQUIREMENTS

All visitors to Qatar need a valid Entry Visa which can be obtained through Qatari Embassies. However, in countries with no Qatari embassy, please note the following guidelines:

A. Visas are requires by everyone with the exception of travelers holding passports from the following countries, who can obtain visas at Doha International Airport:

Andorra	Finland	Ireland	New Zealand	Spain
Australia	France	Italy	Norway	Sweden
Austria	Germany	Japan	Portugal	Switzerland
Belgium	Greece	Liechtenstein	San Marino	United Kingdom
Brunei	Holland	Luxembourg	Singapore	USA
Canada	Hong kong	Malaysia	South Korea	Vatican
Denmark	Iceland	Monaco		

B. All GCC residents do not require an entry visa to Qatar. The Organizers cannot be held responsible for any exhibitor who fails to obtain his/her visa in the time for the show.

C. For Visa Application, please refer to Order Form 10 BELOW.

ORDER FORM NO. 10 - VISA

PLEASE RETURN THIS FORM TO QATAR EXPO AT	: iwed@qatar-expo.com
DEADLINE OF SUBMISSION	: BEFORE 1ST April, 2017

VISA APPLICATION

Company Name			
Stand No.		Hall No.	
Address			
Contact Person		Designation	
Telephone No.		Fax No.	
Email			

Required information

First Name		Last Name	
Nationality		Passport No.	
Date of Issue		Expiry Date	
Place of Birth		Date of Birth	
Coming From			

Note:

- * Please submit this form along with the clear copy of the passport
- * Visa will proceed with the processing once payment is completed
- * BUSINESS VISA PROCESSING CHARGES ARE USD 150 PER APPLICATION

PART 6 - SERVICE ORDER FORMS

COMPULSARY

ORDER FORM NO.1 - EXHIBITION CATALOGUE ENTRY FORM

PLEASE RETURN THIS FORM TO QATAR EXPO AT : iwed@qatar-expo.com

DEADLINE OF SUBMISSION : BEFORE 1ST April, 2017

COMPANY DETAILS

* Please provide your full company details.

Company Name			
Stand No.		Hall No.	
Address			
Contact Person		Designation	
Telephone No.		Fax No.	
Email			
Website			

* Each exhibitor will be given 200 words in the exhibition catalogue as a brief of the company's product and services.

* Content should be in all text in standard format.

* Restricted to the given 200 words as provided, the organizers reserves the right to edit text written without further consultation with the exhibitor.

* Follow the attached word format

Product Profile

List of Product and Services

COMPULSORY**ORDER FORM NO. 2 - EXHIBITOR BADGE FORM**

PLEASE RETURN THIS FORM TO QATAR EXPO AT

: iwed@qatar-expo.com; info@qatar-expo.com

DEADLINE OF SUBMISSION

: BEFORE 1ST April, 2017

Company Name			
Stand No.		Stand Size	
Address			
Contact Person		Designation	
Telephone No.		Fax No.	
Email			

* Register all personal who will be manning the stand during the exhibition hours.

* Exhibitors' Badges are allocated based on the stand size.

* Exhibitors' Badges must be worn at all times by Exhibitors' and their staff.

* **1 Complimentary Exhibitor Badge for every 3 sqm of space.**

* Exhibitors' Badges can be collected from the organizers office or registration desk on the 1st day of Moving-In and onwards.

Name:	
Position:	
Company:	

*Please provide the extra badges required on a separate list

COMPULSORY FOR SPACE ONLY**ORDER FORM NO. 3 - CONTRACTOR BADGE FORM**

PLEASE RETURN THIS FORM TO QATAR EXPO AT

: iwed@qatar-expo.com

DEADLINE OF SUBMISSION

: BEFORE 1ST April, 2017

Company Name			
Stand No.		Stand Size	
Address			
Contact Person		Designation	
Telephone No.		Fax No.	
Email			

Name:	
Position:	
Company:	

*Please provide the extra badges required on a separate list



WEDDING EXPO iWED 2017

SHANGRI-LA HOTEL, DOHA BOOKING FORM

Dear valued guest,

Thank you for your choosing **Shangri-La Hotel, Doha**. As the International Hotel Partner, we are pleased to offer a special rate valid from **April 23rd until April 30th 2017**.

Please use capital letters to fill in this form and return to us by email reservations.sldh@shangri-la.com. Alternatively, you can contact us by telephone +974 4429 5050.

Guestname: _____

Address: _____

Email: _____

Telephone/Fax n.: _____

Number of room(s): _____ Number of night(s): _____ Number of person(s): _____

Date of Arrival: _____ Arrival Flight /time: _____ Pick Up: ☐ Yes ☐ No

Date of Departure: _____ Departure Flight /time: _____ Drop off: ☐ Yes ☐ No

*Deluxe Room: ☐ Single QAR 650 ☐ Double: QAR 750

*Premier Room: ☐ Single QAR 700 ☐ Double: QAR 800

Rooms are inclusive of breakfast, high speed internet and 20% discount on Food and Beverage and Spa

*Subject to availability

Remarks / Special Arrangements: _____

BILLING INFORMATION

Credit card number/expiry date: _____

☐ Guaranteed Reservations ☐ Non-Guaranteed/4pm Hold

COMPANY: _____

CONTACT PERSON: _____

Address: _____

Email: _____

Telephone/Fax no: _____

SHANGRI-LA HOTEL, DOHA

Conference Centre Street, West Bay

P.O. Box 9282, Doha - Qatar

www.shangri-la.com/doha

Hotel Number: + 974 4429 5000

Reservation Direct Line: +974 4429 5050

Email: reservations.sldh@shangri-la.com

INTERNATIONAL WEDDING EXHIBITION & FASHION SHOW DOHA (IWED)

Hotel Booking Form

Dear Guest,

Thank you for your interest in City Centre Rotana Doha for your upcoming stay!

We are pleased to offer a special rate for the attendees of International Wedding Exhibition & Fashion Show 2017 in Doha.

- **QR 600 including breakfast at Olive Oil all-day dining restaurant and Internet (Classic room, single occupancy)**
- **QR 650 including breakfast at Olive Oil all-day dining restaurant and Internet (Classic room, double occupancy)**

The above rates are valid from 23rd April 2017 to 1st May 2017.

To proceed with the booking, kindly fill the form and email to res.ccrd@rotana.com

Guest Name: _____

Contact Number: _____

E-mail address: _____

Arrival Date: _____ Departure Date: _____

Estimated Time of Arrival: _____

Room Type: ☐ Classic Room at QR 600 per night (single occupancy)
☐ Classic Room at QR 650 per night (double occupancy)
 Room Preferences: ☐ One King Bed ☐ Smoking
☐ Two Twin Beds ☐ Non-smoking

Please note that the room preferences are confirmed upon check-in, and will be the subject to availability.

Credit Card Type: _____ Credit Card Number: _____ Expiry Date: _____

Date: _____ Signature: _____

International Wedding Exhibition & Fashion Show Doha (IWED)

Hotel Booking Form

Dear valued guest,

Thank you for your interest in booking at Ezdan Hotel!

As a participant of the **International Wedding Exhibition & Fashion Show 2017 in Doha**, we are pleased to offer a special rate. This rate is only valid during the exhibition dates, **from 24th April 2017 until 30th April 2017**.

QAR 350 per room, per night (single occupancy)
QAR 400 per room, per night (single occupancy)
QAR 450 per room, per night (single occupancy)
QAR 500 per room, per night (single occupancy)

QAR 450 per room, per night (double occupancy)
QAR 500 per room, per night (double occupancy)
QAR 550 per room, per night (double occupancy)
QAR 600 per room, per night (double occupancy)

Please fill fully this Hotel Booking Form **in capital letters** and return it to us by 13th April 2017 the latest, by fax: +974.4496.9112 . Do not e-mail this form, as it contains credit card information.

Guest name: _____

Telephone: (_____) _____ / (_____) _____

E-mail address: _____

Arrival Date: _____ Departure Date: _____ Adults per room: _____

Estimated time of arrival: _____

Room Type:	<input type="checkbox"/> Tower Room	<input type="checkbox"/> Single BB (QAR 350)	<input type="checkbox"/> Double BB (QAR 450)
	<input type="checkbox"/> Superior Room	<input type="checkbox"/> Single BB (QAR 400)	<input type="checkbox"/> Double BB (QAR 500)
	<input type="checkbox"/> Grand Room	<input type="checkbox"/> Single BB (QAR 450)	<input type="checkbox"/> Double BB (QAR 550)
	<input type="checkbox"/> Premium Room	<input type="checkbox"/> Single BB (QAR 500)	<input type="checkbox"/> Double BB (QAR 600)

Please note that the room preferences are confirmed upon check-in, and based upon availability.

Credit Card: _____ Exp: _____ / _____

Name on the credit card: _____

I hereby agree to confirm the reservation above. The credit card provided will be charged by the hotel 15 days before arrival with a non-refundable one-night deposit. Should we be unable to charge the credit card, the hotel will contact the guest with this information to request new credit card details. Failure to provide a valid credit card may result in the cancellation of the booking.

Date: _____ Signature: _____

ORDER FORM NO. 5 - FASCIA NAME

PLEASE RETURN THIS FORM TO QATAR EXPO AT

: iwed@qatar-expo.com

DEADLINE OF SUBMISSION

: BEFORE 1ST April, 2017

Company Name			
Stand No.		Stand Size	
Address			
Contact Person		Designation	
Telephone No.		Fax No.	
Email			

* Exhibitors with shell scheme stands will be provided with a Name Panel on the fascia of the stand.

The text you require on this Panel should be entered

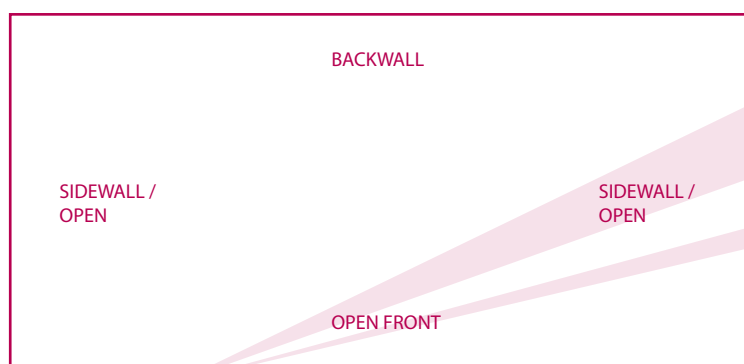
* Below in block capitals, to a maximum of 30 characters. Please ensure that any abbreviations are correct as the name will be reproduced exactly as shown.

* If this Form is not returned then the name appearing on the Space Application Form Contract will be used on the name panel.

EXHIBITOR'S NAME TO APPEAR ON THE FASCIA - ENGLISH ONLY

FORM NO. 5 - STAND ARRANGEMENTS (OPTIONAL)

Please draw a scale plan of your stand using the grid below and indicate the required position of items ordered including electrical connection and DB.



ORDER FORM NO. 6 - FURNITURE ORDER

PLEASE RETURN THIS FORM TO SEQLIA EX AT:

iwed@seqliaex.com; info@seqliaex.com

PLEASE SEND COPY TO:

iwed@qatar-expo.com

DEADLINE OF SUBMISSION :

BEFORE 1ST April, 2017

Company Name			
Stand No.		Hall No.	
Address			
Contact Person		Designation	
Telephone No.		Fax No.	
Email			

furniture and appliances / OPTIONAL

CODE	ITEM	COLOR		UNIT PRICE	QTY	AMOUNT
S 01	CHROME CHAIR	BLACK		QAR 180.00		
		RED				
		WHITE				
S 02	SOFA 1 PIECE	BLACK		QAR 450.00		
		RED				
		WHITE				
		BEIGE				
S 03	SOFA 1 PIECE	BLACK		QAR 450.00		
		RED				
		WHITE				
S 04	SOFA 1 PIECE	BLACK		QAR 450.00		
		RED				
		WHITE				
S 05	SOFA 1 PIECE	BLACK		QAR 450.00		
		RED				
		WHITE				
		BLUE				
		MAROON				
S 06	SOFA 1 PIECE	BLACK		QAR 450.00		
		BEIGE				
S 07	SOFA 1 PIECE	RED		QAR 450.00		
		BEIGE				
		WHITE				
S 08	SOFA 1 PIECE	RED		QAR 450.00		
		BEIGE				
		BLACK				
S 09	SOFA 1 PIECE	WHITE		QAR 450.00		
		RED				
S 10	SOFA 1 PIECE	RED		QAR 450.00		
		BEIGE				
		WHITE				
S 11	SOFA 1 PIECE	BLACK		QAR 450.00		
		RED				
		WHITE				
		BEIGE				
S 12	SOFA 1 PIECE	RED		QAR 450.00		
		WHITE				
S 13	SOFA 1 PIECE	BLACK		QAR 450.00		
		RED				
		WHITE				
		BEIGE				
S 14	PIECE 1 SOFA			QAR 450.00		
S 15	PIECE 1 SOFA			QAR 450.00		
S 16	SOFA 2 PIECE	BLACK		QAR 450.00		
		RED				
		WHITE				
S 17	SOFA 1 PIECE	BLACK		QAR 450.00		
		RED				
		WHITE				
S 18	DINING CHAIR	MAROON		QAR 350.00		
		BEIGE				
B 01	BAR STOOL	BLACK		QAR 300.00		
		WHITE				
B 02	BAR STOOL	BLACK		QAR 300.00		
		RED				
B 03	BAR STOOL	WHITE		QAR 300.00		
		BLACK				
		RED				

11 EXHIBITOR'S MANUAL

B 04	BAR STOOL	WHITE		QAR 300.00		
		RED				
B 05	BAR STOOL	BLACK		QAR 300.00		
		RED				
C 01	TABLE COFFEE			QAR 275.00		
C 02	TABLE COFFEE			QAR 275.00		
C 03	TABLE COFFEE			QAR 275.00		
C 04	TABLE COFFEE			QAR 275.00		
C 05	TABLE COFFEE			QAR 275.00		
C 06	TABLE COFFEE			QAR 275.00		
C 07	TABLE COFFEE			QAR 275.00		
C 08	TABLE COFFEE			QAR 275.00		
C 09	TABLE COFFEE			QAR 275.00		
C 10	TABLE COFFEE			QAR 275.00		
C 11	TABLE COFFEE			QAR 275.00		
C 12	TABLE COFFEE			QAR 275.00		
C 13	TABLE COFFEE			QAR 275.00		
T 01	X 80 CM 80 ROUNDTABLE			QAR 300.00		
T 02	TABLE 70 X70 X 70 CM SQUARE			QAR 100.00		
T 03	WITH COVER 60 X 200 CM TABLE			QAR 300.00		
T 04	X 200 CM 60 TABLE			QAR 250.00		
T 05	TABLE BAR			QAR 300.00		
K 01	SPEAKERS PLATFORM			QAR 1,500.00		
K 02	SPEAKERS PLATFORM			QAR 1,500.00		
K 03	SPEAKERS PLATFORM			QAR 1,500.00		
K 04	SPEAKERS PLATFORM			QAR 1,500.00		
K 05	SPEAKERS PLATFORM			QAR 1,500.00		
K 29	FITTING ROOM (1M X 1M X2.5 HIGH) W/ CURTIN			QAR 1,000.00		
K 30	X 250 CM 100 PANEL			QAR 250.00		
K 31	ONLY SHELF			QAR 100.00		
K 32	PIECE 1 BARRICADE			QAR 150.00		
K 33	STAND BROCHURE			QAR 250.00		
K 34	SHOWCASE 50X50X180 CM TALL			QAR 900.00		
K 35	STAND T.V			QAR 450.00		
K 36	SOCKET			QAR 250.00		
K 37	X 50 CM 100 COUNTER			QAR 250.00		
K 38	T.V 40 INCH PLASMA			QAR 2,500.00		
K 39	REFRIGERATOR			QAR 750.00		
K 40	FLOODLIGHT			QAR200.00		
K 41	SHOWCASE 50 X 100 CM LOW			QAR 750.00		
K 42	PLAER DVD			QAR 250.00		
K 43	DISPENSER WATER			QAR 350.00		
K 44	SPOTLIGHT			QAR 150.00		
					TOTAL	

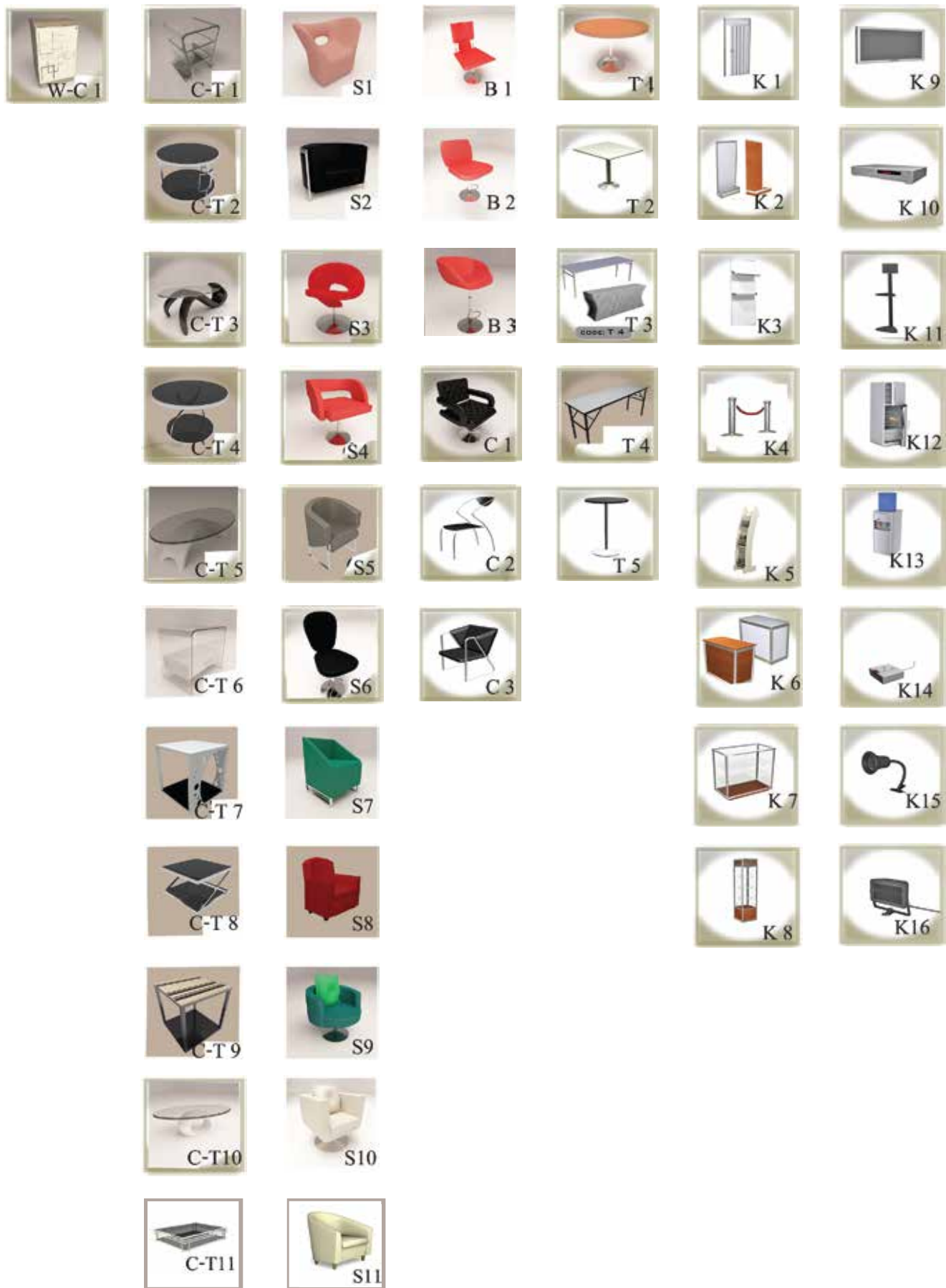
AN EXTRA %50 WILL BE CHARGED ON ALL FURNITURE ORDERS RECEIVED ONSITE

COMPANY NAME : _____

STAND NO : _____

CONTACT PERSON : _____

SIGNATURE : _____



ORDER FORM NO. 7 - ELECTRICAL ORDER

PLEASE RETURN THIS FORM TO SEQLIA EX AT:

iwed@seqliaex.com; info@seqliaex.com

PLEASE SEND COPY TO:

iwed@qatar-expo.com

DEADLINE OF SUBMISSION :

BEFORE 1ST April, 2017

Company Name			
Stand No.		Hall No.	
Address			
Contact Person		Designation	
Telephone No.		Fax No.	
Email			

ELECTRICAL

CODE	ITEM DESCRIPTION	UNIT PRICE		QTY	AMOUNT	
		QR	US\$			
	32amp Three Phase inclusive of consumption	3,500	959			
	16amp Single Phase inclusive of consumption	1,750	479			
TOTAL						
PLEASE NOTE : AN EXTRA 50% WILL BE CHARGED ON ALL ELECTRICAL ORDERS ONSITE						

Please transfer payment to the below account.

Banking Details :

Transfer amount to:

Account Name : SEQLIA ORGANIZING & BUILDING EXHIBITION

Bank : Qatari Ahli Bank

Account Number : 0012 - 263734 - 301

Swift Code : ABQQQAQA

IBAN : QA43ABQQ000000000012263734301

- Please note order must be accompanied with full payment
- Please note payment in full must accompany with this order
- Items will not be supplied if payment is not received or completed
- All onsite orders are subject to availability
- Please indicate location of the above order on the stand design
- if you have additional requirements, please contact SEQLIA at +974 444 17784 / +974 4415 3343



ORDER FORM NO. 8 - RIGGING ORDER

RIGGING FORM 2017

invest

Please Return Completed Forms To DECC's Exhibitor Services

Email: logistics@decc.qa

Please fill in or type **BLOCK CAPITALS**

(DECC Cannot be held responsible for mistakes from illegible handwriting)

Exhibition Details

Exhibition Name

Exhibition Date

Hall No

Stand No

Stand Name

Date of Order

Order Contact Details

First Name

Last Name

Job Title

Company Name

Contractor

☐

Exhibitor

☐

Agent

☐

Company Address

City

Postal Code

Country

Direct No

Mobile No

Email

On-site Contact Name

On-site Contact No





Rigging:

- Fixing of rigging points take place prior to any other activities such as onsite freight deliveries, platforms or / and stand construction.
- **All rigging orders must follow the required guidelines and be submitted with a clear and precise rigging plan and an AutoCAD Drawing at the time of ordering.**
- AutoCAD drawings must show any reference to the over all exhibition layout to determine the orientation of the rigging structure .
- **The height from the venue floor to the bottom of o-ring must be shown using metric measurements.**
- All rigging must be within the perimeter of the stand.
- The maximum number of manual chain hoists for a single structure is 4. For 5 points or more, electrical motors must be used
- **Maximum weight per point is 200 kg per point (static load).**
- If a point exceeds 200kg its feasibility must be reviewed and approved.
- All plans must show each point's static load. For more than 5 points a detailed loading calculation is mandatory.
- DECC reserves the right to request detailed loading calculations at any time.
- All suspended elements need to be approved by the management of each exhibition before the final lift.
- The structure and connections must comply with all points of the DECC rigging checklist and the structure will not be lifted without final approval from DECC rigging team.
- All material must be marked with SWL (Safe Working Load) sign, as well as a current certificate of inspection not older than 12 months (the certification must be issued by third party) This includes steels, shackles, motors, span sets, truss or any other auxiliary material. If the material shows any signs of deficiency, damage, or poor installation, its use will be prohibited.
- It is mandatory to use an additional security cable when using manual chain hoists, electrical motors, span sets or any element deemed necessary for safety reasons. Motors with BS7906 category A and motors BGVD8 Plus / BGVC1 do not require safety steel if you have a maintenance certification within the last 12 months.
- The motor should always be perpendicular to the structure and must be attached with slings that tightly grasp the structure and are connected by shackle to the motor.
- Ground support structures shall be designed and constructed to be fully self-supporting.
- No stand structure is allowed to be attached to the DECC ceiling as either a precautionary or additional safety measure.
- During build-up, gangways must be kept clear to allow access for the rigging team.
- Any work not completed before 18:00hrs. on the last day due to third parties will be billed to the client.
- DECC is not liable for secondary rigging installed by third party contractors.

Banners:

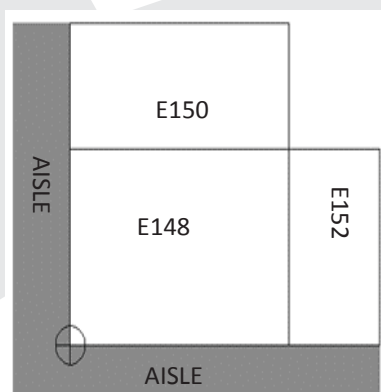
- Banners must be delivered 2 days prior to the first day of build up to allow us to rig the banner/s before anyone arrives.
- If banners are not delivered before this date then a hoist and fix charge will apply.
- All banners must be supplied with proper support such as metal pipe with pre-drilled 10mm holes, wood battens, or 10mm grommets fixed directly to the banner.
- All holes should be separated 3m since anchor points in the ceiling are 3m apart.



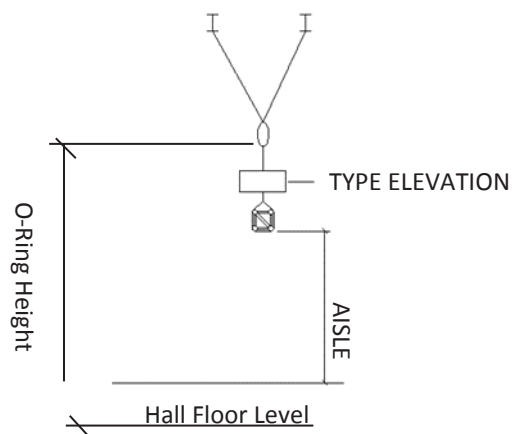


RIGGING PLOT

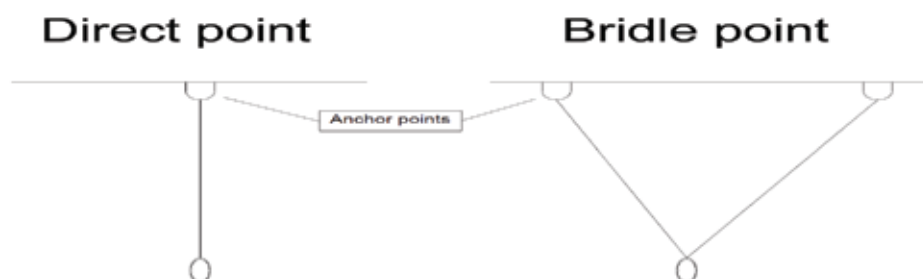
Examples:



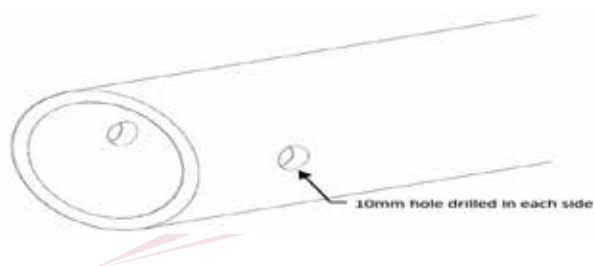
Stand Location



Trim Height



BANNERS





Type of service	Point without safety steel	Point with safety steel	manual chain hoist	electric motor
1 to 5 Anchor Points	QAR 945	QAR 1,503	QAR 2,272	QAR 2,803
6 to 12 Anchor Points	QAR 936	QAR 1,484	QAR 2,249	QAR 2,774
13 to 25 Anchor Points	QAR 926	QAR 1,466	QAR 2,226	QAR 2,746

Advanced Rate: 30 days or more days prior to the event move in date .

Rental of equipment for more than 2 weeks periods will be quoted separately. Rental of manual chain hoists, electrical motors & trusses is subject to availability.

Order Of Services (Advanced Rate)	No Of Points	Total Amount	Service Delivery Date	Service Delivery Time
Anchor point without safety steel				
Anchor point with safety steel				
Anchor point , safety steel & manual chain hoist				
Anchor point, safety steel & electric motor				

Standard Rate

Type of service	Point without safety steel	Point with safety steel	Point, safety steel & manual chain hoist	Point, safety steel & electric motor
1 to 5 Anchor Points	QAR 1,268	QAR 2,101	QAR 2,840	QAR 3,776
6 to 12 Anchor Points	QAR 1,256	QAR 2,076	QAR 2,811	QAR 3,738
13 to 25 Anchor Points	QAR 1,243	QAR 2,052	QAR 2,783	QAR 3,699

Standard Rate: 29 to 10 days prior to the event move in date

Rental of equipment for more than 2 weeks periods will be quoted separately. Rental of manual chain hoists, electrical motors & trusses is subject to availability

Order Of Services (Standard Rate)	No Of Points	Total Amount	Service Delivery Date	Service Delivery Time
Anchor point without safety steel				
Anchor point with safety steel				
Anchor point , safety steel & manual chain hoist				
Anchor point, safety steel & electric motor				

Late Rate

Type of service	Point without safety steel	Point with safety steel	Point, safety steel & manual chain hoist	Point, safety steel & electric motor
1 to 5 Anchor Points	QAR 1,504	QAR 2,246	QAR 3,119	QAR 4,233
6 to 12 Anchor Points	QAR 1,489	QAR 2,219	QAR 3,087	QAR 4,189
13 to 25 Anchor Points	QAR 1,473	QAR 2,192		

Late Rate: 9 days prior to the event move in date

Please contact us before placing a late order

Order Of Services (Late Rate)	No Of Points	Total Amount	Service Delivery Date	Service Delivery Time
Anchor point without safety steel				
Anchor point with safety steel				
Anchor point , safety steel & manual chain hoist				





Square Truss (Silver 30 x 30)

	Advanced Rate	Standard Rate	Late Rate
Linear m	QAR 163	QAR 203	QAR 243
Corner 2 way	QAR 163	QAR 203	QAR 243
T 3 way	QAR 163	QAR 203	QAR 243

Order Of Services	No Of Points	Total Amount	Service Delivery Date	Service Delivery Time

Standard Banner for Exhibitors (2 Points x 20 Kgs)

Advanced Rate	Standard Rate	Late Rate
QAR 909	QAR 1,219	QAR 1,504

Exhibitor Banners

No Of Banners	Total Amount	Service Delivery Date	Service Delivery Time

Pre Rigging / Between Two Direct Points

Advanced Rate	Standard Rate	Late Rate
QAR 293	QAR 338	QAR 405

Pre Rigging

Linear Meters	Total Amount	Service Delivery Date	Service Delivery Time

Bridle Point

Advanced Rate	Standard Rate	Late Rate
QAR 1,404	QAR 1,899	QAR 2,100

Bridle Point

No Of Points	Total Amount	Service Delivery Date	Service Delivery Time

* Bridle installations refer to rigging points between 2 existing anchor points.

* Bridle installation costs refer to the secondary point cost and are in addition to the direct points cost.





Total Amount Ordered	
Total Amount QAR	

Official Stamp & Signature

Payment Method *Payment should be made only on receiving your pro-forma invoice*

BANKING DETAILS

Qatar Tourism Authority
Qatar National Bank (QNB)
Doha-Qatar
Account No: 0013-245300-003
IBAN No.: **QA49 QNBA 3 0000 2453 0013 0000 0000**
SWIFT CODE: QNBAQAQA

If payment is made by electronic transfer, please forward a copy of the transaction slip via email Exhibitors@decc.qa

CONDITIONS OF SALE

The price quoted does not include any taxes or levies applicable in Qatar or in any Country, the same will have to be borne by the customer and is not the responsibility of DECC

An order is considered confirmed only if payment has been %100 completed prior to the event's move in date.

Exhibitors with outstanding balances from previous exhibitions must satisfy the payment requirement or services will not be provided.

Successful delivery of your order is dependent on the correct stand number and name of the exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DECC by e-mailing exhibitors@decc.qa

All prices are rental only. Material and equipment furnished by the DECC for this service order shall remain DECC's property unless otherwise specified and shall be removed only by authorized DECC staff at the move out of the event.

Rates are valid for a maximum of 2 weeks of rental, for longer periods please ask for a quotation. Rental of manual chain hoists, electrical motors and truss is subject to availability.

Last minute orders (less than 10 days) cannot be guaranteed and are subject to availability.

Cancellation of services must be made 10 days before official build up.

Any cancellation made within those 10 days is subject to a cancellation fee or up to the full price of the total service order form.

All prices are rental of the equipment only.

Any other technical services/support will be quoted as additional charges.

Damage to or loss of any material will be invoiced to the client.

Claims/Refunds will not be considered unless filed in writing prior to the close of the exhibition.

Please allow 45 days for processing.

All prices are rental of the equipment only. Any other technical services/support will be quoted as additional charges.

FORM NO. 11 - TEMPORARY PERSONNEL / OPTIONAL

PLEASE RETURN THIS FORM TO QATAR EXPO AT
DEADLINE OF SUBMISSION

: iwed@qatar-expo.com
: Before 1st April, 2017

Company Name			
Stand No.			
Address			
Contact Person		Designation	
Telephone No.		Fax No.	
Email			

QUALIFICATIONS	LANGUAGES	COST PER DAY	DATE FROM TO	NO. OF STAFF	TOTAL COST
HOSTESS			US\$ 350		
GRAND TOTAL (USD/\$)					US\$

NOTES:

- * The duty hours will be the Exhibition Hours, not exceeding 6 hours/day.
- * The rates quoted above are inclusive of transport allowance for the temporary staff.
- * The overtime charge per hours is 150% of the hourly rate
- * The Organizers will not be responsible for any loss or damage caused by temporary staff



STAND CLEANING FORM 2017



Please Return Completed Form to the DECC 's Facilities Management Department

via Email: fm@decc.qa

Please fill in or type **BLOCK CAPITALS**

(DECC Cannot be held responsible for mistakes from illegible handwriting)

Exhibition Details

Exhibition Name	<input type="text"/>	Exhibition Date	<input type="text"/>
Hall No.	<input type="text"/>	Stand No.	<input type="text"/>
Stand Name	<input type="text"/>	Stand Size	<input type="text"/>

Order Contact Details

First Name	<input type="text"/>						
Last Name	<input type="text"/>	Job Title	<input type="text"/>				
Company Name	<input type="text"/>	Contractor	<input type="checkbox"/>	Exhibitor	<input type="checkbox"/>	Agent	<input type="checkbox"/>
Company Address	<input type="text"/>						
City	<input type="text"/>	Postal Code	<input type="text"/>	Country	<input type="text"/>		
Direct No	<input type="text"/>	Mobile No	<input type="text"/>				
Email	<input type="text"/>						
On-site Contact Name	<input type="text"/>	On-site Contact No	<input type="text"/>				
Invoice Name	<input type="text"/>						



Stand Cleaning Form 2017

Order Date

No. of Days before event move in date

Complete Stand Cleaning	Number of Hours Advanced Rate QAR 32 Per Hour	Number of Hours Standard Rate QAR 35 Per Hour	Number of Hours Late Rate QAR 38 Per Hour	Number of Cleaners/ Supervisors	No. of Days	Total Amount QAR
	30 days or more days prior to the event move in date	29 to 10 days prior to the event move in date	9 days prior to the event move in date			
Cleaner						
Cleaning Supervisor						

*Min 8 hours per day for Cleaner / Supervisor

Stand by Cleaning	Number of Hours Advanced Rate QAR 32 Per Hour	Number of Hours Standard Rate QAR 35 Per Hour	Number of Hours Late Rate QAR 38 Per Hour	Number of Cleaners/ Supervisors	No. of Days	Total Amount QAR
	30 days or more days prior to the event move in date	29 to 10 days prior to the event move in date	9 days prior to the event move in date			
Cleaner						
Cleaning Supervisor						

*Min 8 hours per day for Cleaner / Supervisor

Stand Cleaning Form 2017

Schedule of Services* (Stand Cleaning)

* One Cleaning Supervisor shall be ordered for every 8 Cleaners scheduled at the same shift

Date	Day	Service Start Time	Service End Time	Total Shift Hours	Event Period (Buildup, Live, Breakdown)	Cleaner Quantity	Supervisor Quantity	Cleaner Total Hours	Supervisor Total Hours

- The **Complete Stand Cleaning Solution** includes deep cleaning of the stand, vacuuming or wet mopping of floors; dusting of counter tops and furniture; emptying of bins, cleaning of walls, glass and partitions (except clear acrylic partitions).
- All deep cleaning activities are preferably to be carried out at night, and not during the exhibition open hours to ensure the stands are ready prior to the opening of the exhibition. Deep cleaning is recommended to be performed on the night before the each day of the event and each night thereafter.
- In order to guarantee quality of service, exhibition stands must be clear of all contractors' tools, materials and equipment prior to the deep cleaning activities.
- The role of the **Stand-by Cleaner** is to ensure that the stand is kept clean and presentable at all times and free from the accumulation of waste. Also perform any reactive cleaning required during the open hours of the event.
- It is always advisable to consult with the DECC Cleaning team for recommendation of deployment & allocation of cleaning staff for stand cleaning purposes by sending an email to fm@decc.qa or call FM Department at 1111 4033 974+



Total Items Ordered	
Total Amount QAR	

Payment Method: Payment should be made only on receiving your pro -forma invoice

BANKING DETAILS

Qatar Tourism Authority

Qatar National Bank (QNB)

Doha-Qatar

Account No: 0013 -245300 -003

IBAN No.: QA49 QNBA 3 0000 2453 0013 0000 0000

SWIFT CODE: QNBAQAQA

If payment is made by electronic transfer, please forward a copy of the transaction slip via email Exhibitors@decc.qa

CONDITIONS OF SALE

- DECC Housekeeping team will not clean displayed items or equipment
- DECC Housekeeping team will not be held liable for any loss or damage related to the cleaning of the exhibition stand
- DECC Housekeeping team does not supply cleaning materials to exhibitors or their contractors
- DECC Housekeeping team will perform high level cleaning above 2.5 meters
- DECC Housekeeping team will not be responsible for the removal of any bulky waste/large construction materials
- An order is considered confirmed only if the payment has been completed
- Advanced payment of all orders is compulsory. No account or credit facilities are available.
- The Stand Cleaning order (s) and services are subject to availability
- Successful delivery of your order is dependent on accurate ordering information been provided
- Claims/Refunds will not be considered unless filed in writing prior to the close of the event
- Cancellation of services must be made 48 hours in advance. Any cancellation made less than 48 hours of delivery date will be subject to a cancellation fee of up to the %100 of the total service order value
- The price quoted does not include any taxes or levies applicable in Qatar or in any Country, the same will have to be borne by the customer and is not the responsibility of DECC

Cautionary Note:

In the event of a lockdown, services may be delayed and be subject to the instructions provided by the authorities.



SECURITY FORM 2017



Please Return Completed Forms To DECC's Exhibitor Services

Email: hsse@decc.qa

Please fill in or type **BLOCK CAPITALS**

(DECC Cannot be held responsible for mistakes from illegible handwriting)

Exhibition Details

Exhibition Name	<input type="text"/>	Exhibition Date	<input type="text"/>
Hall No	<input type="text"/>	Stand No	<input type="text"/>
		Stand Name	<input type="text"/>

Order Contact Details

First Name	<input type="text"/>				
Last Name	<input type="text"/>	Job Title	<input type="text"/>		
Company Name	<input type="text"/>	Contractor	<input type="checkbox"/>	Exhibitor	<input type="checkbox"/>
			<input type="checkbox"/>	Agent	<input type="checkbox"/>
Company Address	<input type="text"/>				
City	<input type="text"/>	Postal Code	<input type="text"/>	Country	<input type="text"/>
Direct No	<input type="text"/>	Mobile No	<input type="text"/>		
Email	<input type="text"/>				
On-site Contact Name	<input type="text"/>	On-site Contact No	<input type="text"/>		

All Security Services shall be ordered through DECC Venue Services.

Security Services through DECC are compulsory. No other Security supplier will be allowed into the venue unless with prior approval of DECC management.

All Security Services requests should be ordered at least 72 hours in advance to ensure availability.

Security & HSE

Item Description	Advanced Rate QAR	Standard Rate QAR	Late Rate QAR	Duration				
	30 days or more days prior to the event move in date	29 to 10 days prior to the event move in date	9 days prior to the event move in date	Quantity	Start Date	Start Time	End Date	End Time
Security Supervisor	60 Per Hour	62 Per Hour	66 Per Hour					
¹ Security Guard	46 Per Hour	50 Per Hour	54 Per Hour					
¹ Female Security Guard	65 Per Hour	70 Per Hour	74 Per Hour					
² Female Security Guard (Arabic Speaking)	73 Per Hour	75 Per Hour	80 Per Hour					
³ Fire Warden	45 Per Hour	48 Per Hour	50 Per Hour					
⁴ HSE Officer	50 Per Hour	52 Per Hour	56 Per Hour					

Security staff service will be invoiced on a 8hr minimum basis.

Over 8hrs will be charged as a 12hrs shift, each individual will be a maximum of 12hrs

¹Specific dress requirements outside of standard issued uniforms may be subject to additional charges, POA.

²Arabic speaking female guards are available for a maximum shift length of 8hrs and only between the hours of 09:00 and 23:00.

³Should event activities demand an isolation of the fire and environmental sensor system a mandated fire warden will be required per individual event space. Exhibitors not complying may have their event activities curtailed and/or cancelled without notice.

⁴A mandatory HSE officer will be appointed by DECC for the entirety of the event including periods before and after live days. The organizer may wish to have their own appointee however this will be subject to DECCs approval upon submission of a proof of qualification.



Total Items Ordered

Total Amount QAR

Payment Method *Payment should be made only on receiving your pro-forma invoice*

BANKING DETAILS

Venue Pro Management W.L.L.

Qatar National Bank (QNB)

Doha-Qatar

Account No: 0251-041148-001

IBAN No.: QA08QNBA000000000251041148001

SWIFT CODE: QNBAQQAQ

If payment is made by electronic transfer, please forward a copy of the transaction slip via email Exhibitors@decc.qa

CONDITIONS OF SALE

Advanced payment of all orders is compulsory. No account or credit facilities are available.

All orders are subject to availability.

Successful delivery of your order is dependent on accurate ordering information been provided.

Claims/refunds will not be considered unless filed in writing prior to the close of the event.

Cancellation of services must be made 72 hours in advance. Any cancellation made less than 72 hours of delivery date will be subject to a cancellation fee of up to the 100% of the total service order value.

Cautionary Note:

In the event of a security lockdown due to VVIP attendance, services may be delayed or curtailed due to the actions of external government bodies.



STAND CATERING FORM 2017



Please Return Completed Forms To DECC's Exhibitor Services

Email: fnb@decc.qa

Please fill in or type **BLOCK CAPITALS**

(DECC Cannot be held responsible for mistakes from illegible handwriting)

Exhibition Details

Exhibition Name	<input type="text"/>	Exhibition Date	<input type="text"/>
Hall No	<input type="text"/>	Stand No	<input type="text"/>
		Stand Name	<input type="text"/>

Order Contact Details

First Name	<input type="text"/>				
Last Name	<input type="text"/>	Job Title	<input type="text"/>		
Company Name	<input type="text"/>	Contractor	<input type="checkbox"/>	Exhibitor	<input type="checkbox"/>
			<input type="checkbox"/>	Agent	<input type="checkbox"/>
Company Address	<input type="text"/>				
City	<input type="text"/>	Postal Code	<input type="text"/>	Country	<input type="text"/>
Direct No	<input type="text"/>	Mobile No	<input type="text"/>		
Email	<input type="text"/>				
On-site Contact Name	<input type="text"/>	On-site Contact No	<input type="text"/>		

The following pages offer a wide range of catering options that can be simply ordered by filling out this form.

Orders received less than **10 days** prior to the move-in of the event cannot be guaranteed.

Please contact us to discuss your requirements and to create a tailored menu to suit your requirements.

***Corkage Fees :** This is a daily fixed fee to be paid directly by the exhibitors allowing them to utilize the services of any caterer other than DECC's recommended service provider for any stand catering orders.

For any details on corkage fee policy kindly contact us directly

Beverage Packages

Water

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Mineral Water Still (large) 1.5 LTR (6 bottles)		40									
Mineral Water Still (small) 500ML (12 bottles)		40									
Evian (Small) 500 ML (12 bottles)		80									
Evian (Large) 1 LTR (6 bottles)		100									
Badoit (Small) 500 ML (12 bottles)		80									
Badoit (Large) 1 LTR (6 bottles)		100									
Water - 5 Gallon (19 LTR)		50									

Total:

Soft Drinks

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Coca Cola (24 cans)		120									
Diet Coke (24 cans)		120									
Sprite (24 cans)		120									
Fanta (24 cans)		120									
Assorted Soft Drinks (24 cans)		120									
Pepsi (24 cans)		120									
Diet Pepsi (24 cans)		120									
7'up (24 cans)		120									
Mirinda (24 cans)		120									
Red Bull (12 cans)		180									

Total:

Hot Beverage

Beverage Packages

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Black Coffee (1 Flask) With milk, white & brown sugar, sweeteners & 12 disposable cups.		130									
Black Tea (1 Flask) With milk, white & brown sugar, sweeteners & 12 disposable cups.		130									
Arabic Coffee Pot (1LTR) With Dates		100									
10 Nescafe Coffee Sachets		60									
10 Black Tea Bags		30									
10 Green Tea Bags		30									
Hot Chocolate Powder (250 grm)		70									
Long Life Milk (1ltr)		15									
Fresh Milk (2ltr)		30									
Nespresso Pods (10 pieces)		120									
Nespresso Pods Decaf (10 pieces)		120									
Nespresso Pods (50 Pieces)		550									
Sugar Set 25 white, 25 brown & 15 sweeteners		20									

Total:

Juices

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Chilled - Orange (1 LTR)		25									
Chilled - Apple (1 LTR)		25									
Chilled - Mixed Fruit (1 LTR)		25									
Lemon Iced Tea (1 LTR)		30									
Fresh Juice - Orange (2 LTR)		120									
Fresh juice - Watermelon (2 LTR)		120									
Fresh Juice - Lemon & Mint (2 LTR)		120									

Total:

Sundry/Disposable

On Stand Rental Options (Subject To Availability)

Item	QTY	Price QAR	Subto- tal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Water Dispenser (Requires 13amp Socket)		75 Per Day									
Beverage Fridge (Single door)		600 for 2days									
Hot Water Urn – Filled (100 Cups) 80 Nescafe Sachets, 20 Tea Bags 500gm Drinking Chocolate, 24 Liters Water 100 Heat Barrier Disposable Cups, 4 Liters of Milk		800 1 Delivery									
Nespresso Coffee Machine CS220 Includes 40 Nespresso Capsules, 40 Tea Bags (Black and Green) 2 packets of milk, sugar, disposable cups & stirrers.		850 Per Day									
Coffee Cups, Saucers, 16cm Plates, Teaspoons (12 Sets)		180 Per Day									
Water Goblets and Old Fashioned Glasses (12 Sets)		120 Per Day									
All Purpose Cutlery - Forks, Knives & Spoons (12 Sets)		120 Per Day									
Male Service Personnel (9 hours Including 1 hour break)		400 Per Day									
Female Service Personnel (9 hours Including 1 hour break)		450 Per Day									
Arabic Coffee Server in traditional dress (6 hours Including break)		750 Per Day									
Service Staff extra hours		50 Per Hour									
Arabic Coffee Server extra hours		100 Per Hour									
Disposable Espresso Cups (50 Cups)		50									
Disposable Coffee Cups Large(50 Cups)		50									
Disposable Coffee Cups Large with Lids (50 Cups)		75									
Disposable Transparent Cups for Juice & Soft Drinks (50 Cups)		25									
Paper Cups For Water Dispenser (50 Cups)		15									
Paper Napkins (Packet)		15									
Disposable Tea Spoons (50 Spoons)		20									
Disposable Cutlery Set (1 Set) Contains Spoon Fork, Knife and Paper Napkin		5									
Disposable Large Plates(25 Plates)		50									

Total:

Bakery & Pastry

Bakery & Pastry

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Butter Croissants (12 pcs)		140									
Chocolate Croissant (12 pcs)		140									
Assorted Croissants (24 pcs)		250									
Vanilla Muffins (12 pcs)		140									
Chocolate Chip Muffins (12 pcs)		140									
Assorted Muffins (24 pcs)		250									
Danish Pastry (12 pcs)		140									
Baker's Dozen or 13 .. 2 Butter Croissants, 2 Chocolate Croissants, 2 Vanilla Muffin, 2 Chocolate Muffin, 2 Danish Pastry, 3 Cookies		150									
Ginger Cookies (12 pcs)		100									
Chocolate Chip Cookies (12 pcs)		100									
Assorted Cookies (24 pcs)		180									
Macaroons (Assorted flavors 16 pcs)		120									
Macaroons (Assorted flavors 32 pcs)		220									
Macaroons (Assorted flavors 64 pcs)		420									
Red Velvet Cup Cakes (9 pcs)		160									
Red Velvet Cup Cakes (18 pcs)		300									
Assorted Chocolates (24 pcs)		144									
Assorted Chocolates (50 pcs)		280									
Assorted Chocolates (100 pcs)		500									
Assorted Candies (1 KG)		100									
Bon Bons (1KG)		125									

Total:

**Sandwiches
Wraps**

Sandwiches, Wraps & Canapes

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Ham & Cheese (12 pcs)		200									
Beef Pastrami Sandwich (12 pcs)		200									
Chicken Avocado (12 pcs)		200									
Caprese Sandwich (12 pcs)		200									
Assorted Sandwiches (24 pcs)		350									
Turkey Wraps (12 pcs)		180									
Falafel Wraps (12 pcs)		180									
Assorted Wraps (24 pcs)		340									

Total:

Canapes

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Assorted Vegetarian Canapes (24 pcs)		220									
Assorted Canapes (24 pcs) 2 varieties		250									
Assorted Canapes (50 pcs) 3 varieties		400									
Assorted Canapes (100 pcs) (5 varieties)		750									
Vegetable Spring Rolls (12 pcs)		110									
Chicken Samosa (12 PCS)		125									
Kibbeh (12 PCS)		140									
Assorted Hot Bites (24 pcs)		220									

Total:

Dessert & Packages for 10 Guests

Dessert

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Seasonal Fruit Skewers (12 pcs)		120									
Banana Cakes (12 pcs)		120									
Mini Eclairs (12 pcs)		150									
Mini Chocolate Brownies (12 pcs)		150									
Assorted Dessert Platter (24 pcs) Banana Cake, Mini Eclair, Mini Chocolate Brownies		250									
Fresh Fruits (2 KG)		125									
Cut Fruit Platter		150									
Fruit Cake (1KG) To be ordered 48 hours in advance		250									
Red Velvet Whole Cake (1 KG) ` To be ordered 48 hours in advance		500									
Majdool Dates (500 GRM)		175									
Stuffed Majdool Dates (500 GRM)		300									

Package for 10 Guests

Total:

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Bakery Package Tea, Coffee, Water, Orange Juice, Assorted Bakers Dozen + Disposables		550									
Sweet Package Tea, Coffee, Water, Orange Juice, Assorted Pastry Platter + Disposables		650									
Savory Package Tea, Coffee, Water, Orange Juice, Assorted Savory Platter + Disposables		750									
Deluxe Deal Tea, Coffee, Water, Orange Juice, Bakery, Savory, Sweet Platters + Disposables		950									

Total:



Total Items Ordered

Total Amount QAR

Payment Method *Payment should be made only on receiving your pro-forma invoice*

BANKING DETAILS

Beneficiary / Account Name : Qatar Tourism Authority

Bank Name: Qatar National Bank

Account No. : 0013-245300-003

IBAN Number : QA49 QNBA 3 0000 2453 0013 0000 0000

Swift Code: QNBAQAQA

If payment is made by electronic transfer, please forward a copy of the transaction slip via email Exhibitors@decc.qa

CONDITIONS OF SALE

An order is considered confirmed only if the payment has been completed

Advanced payment of all orders is compulsory. No account or credit facilities are available.

The Stand Catering order (s) and services are subject to availability

Successful delivery of your order is dependent on accurate ordering information been provided.

All prices are rental only. All service equipment furnished by DECC shall remain DECC's property unless otherwise specified and shall be removed only by authorized DECC staff on the closure of the event.

Claims/Refunds will not be considered unless filed in writing prior to the close of the event.

Cancellation of services must be made 48 hours in advance. Any cancellation made less than 48 hours of delivery date will be subject to a cancellation fee of up to the 100% price of the total service order value.

The price quoted does not include any taxes or levies applicable in Qatar or in any Country, the same will have to be borne by the customer and is not the responsibility of DECC

Cautionary Note:

In an event that there is a venue lockdown due to any VIP attendance, services may be delayed depending on the duration of the lockdown.

Power connection shall be arranged for any order as required. Please arrange with the appointed stand contractor prior to build-up.

Please advise of any specific dietary requirements at the time of ordering



Outsourced On stand caterer's approval form

Telephone No: 97440331510+

Email: Exhibitors@decc.qa

OUTSOURCED-ON STAND CATERING

It is mandatory for any outsourced caterer to submit the following documents to DECC management in order to get access to the venue for providing their services to the exhibitor/client who has requested for such service. Depending on the nature of the offer the exhibitor/client have to pay a daily corkage fee of QAR3500 per exhibition stand/booth per day to DECC for allowing such services to be delivered in the venue.

Should the caterer providing such services in DECC not have a written approval from DECC management they will not be allowed to operate in the venue.

DECC also reserves the right to remove any food or beverage from the venue premises which is not supplied or authorized in writing by DECC management.

Document Submission

1. Company trade license & computer card
2. Signed disclaimer form with a copy of the catering menu along with prices
3. Food handlers certificate for onsite service personnel & HACCP certificate for the business unit
4. Written acceptance of DECC corkage fees
5. Advance cash deposit or cheque addressed to Qatar tourism authority for the full amount of corkage fee
6. Name and address of the exhibitor who will be invoiced for corkage fees
7. F&B delivery schedule (onsite) with vehicle plate number
8. Provision for suitable waste management methods and dishwashing facilities to be arranged by the caterer directly

Please type or Write in **BLOCK CAPITALS**

Exhibition Details

Exhibition Name	<input type="text"/>	Exhibition Date	<input type="text"/>
Hall No	<input type="text"/>	Stand No	<input type="text"/>
		Stand Name	<input type="text"/>

Exhibitors Contact Details

First Name	<input type="text"/>						
Last Name	<input type="text"/>	Job Title	<input type="text"/>				
Company Name	<input type="text"/>	Contractor	<input type="checkbox"/>	Exhibitor	<input type="checkbox"/>	Agent	<input type="checkbox"/>
Company Address	<input type="text"/>						
City	<input type="text"/>	Postal Code	<input type="text"/>	Country	<input type="text"/>		
Direct No	<input type="text"/>	Mobile No	<input type="text"/>				
Email	<input type="text"/>						
On-site Contact Name	<input type="text"/>	On-site Contact No	<input type="text"/>				



Caterer's Contact Details

Company Name			
Company Address			
City		Postal Code	Country
Direct No		Mobile No	
On-site Contact First Name		On-site Contact No	
Email			

On Stand Catering Approval Requirements

Item Name		Prepared at	
Item Name		Prepared at	
Item Name		Prepared at	
Item Name		Prepared at	
Item Name		Prepared at	

RELEASE AGREEMENT

____ ("Exhibitor/Client") waives and releases any rights, actions, or claims against DECC, its subsidiaries and affiliates, for any liabilities and damages, including any food-borne illnesses and death, arising out of or in connection with client's use or consumption of any food & Beverage, or products provided by any catering service provider/vendor.

Should client giveaways not meet the DECC guidelines external supply charges/corkage fees may be applicable, DECC reserves the right to remove any food or beverage not supplied or authorized in writing by DECC's food and beverage management.

This agreement is specifically for the utilization for this one off occurrence, as independently agreed between DECC and the said party. This agreement in no way replaces or supersedes any other agreement and shall not be the foundation of an agreement for any future event or activity to be held at the venue (DECC).

DECC's food and beverage exclusivity or corkage policy is and will be upheld for any future event or activity held at the venue (DECC).

This agreement shall inure to benefit of and shall be binding upon client's successors and assigns.

IN WITNESS WHEREOF, Client has signed and acknowledged this agreement.

By: _____ Title: _____ Date: _____

Approved by (To be filled by the venue) _____

IT & Telecommunications 2017



Please Return Completed Forms To DECC's Exhibitor Services

Email: it.servicedesk@decc.qa

Please fill in or type **BLOCK CAPITALS**

Exhibition Details

Exhibition Name	<input type="text"/>	Exhibition Date	<input type="text"/>
Hall No	<input type="text"/>	Stand No	<input type="text"/>
		Stand Name	<input type="text"/>

Order Contact Details

First Name	<input type="text"/>				
Last Name	<input type="text"/>	Job Title	<input type="text"/>		
Company Name	<input type="text"/>	Contractor	<input type="checkbox"/>	Exhibitor	<input type="checkbox"/>
			<input type="checkbox"/>	Agent	<input type="checkbox"/>
Company Address	<input type="text"/>				
City	<input type="text"/>	Postal Code	<input type="text"/>	Country	<input type="text"/>
Direct No	<input type="text"/>	Mobile No	<input type="text"/>		
Email	<input type="text"/>				
On-site Contact Name	<input type="text"/>	On-site Contact No	<input type="text"/>		

Important Notice: Please contact IT Department on build-up start day to prepare IT services to avoid technical difficulties.

IT Support Contact: +974 4033 1334 — Network Support Contact: +974 4033 1335 E: [mail:support@decc.qa](mailto:support@decc.qa)

IT– LAN Services

Wired Services	Early Rate	Standard Rate	Late Rate	Unit QTY	No. of Days	Total Amount QAR
	QAR 30 days or more days prior to the event move in date	QAR 29 to 10 days prior to the event move in date	QAR 9 days prior to the event move in date			
VLAN network configuration (per 25 ports)	250	350	600			
Custom Bandwidth Internet LAN	RFQ	RFQ	RFQ			
Internet via LAN data port 4Mb	350	380	400			
Internet via LAN data port 8Mb	750	800	1000			
Internet via LAN data port 12Mb	850	900	1200			
VPN Client—Third Party Service request	150	200	300			
VPN Client– If YES, Please mention non standard communication port if any	Non standard Commu- nication Port#.?	Non standard Com- munication Port#.?	Non standard Communication Port#.?			
Public IP Address (per IP)	800	1000	1200			
On Stand Network Cabling	200	350	500			
On Stand IT Support (per hour)	100	200	350			

Service Description	Service Start Date	Service Start Time	Service End Date	Service End Time

IT-Wi-Fi Services

Wireless Services	Early Rate	Standard Rate	Late Rate	Unit QTY	No. of Days	Total Amount QAR
	QAR	QAR	QAR			
	30 days or more days prior to the event move in date	29 to 10 days prior to the event move in date	9 days prior to the event move in date			
4MB Wireless Internet WLAN with Custom SSID 5 users	400	500	800			
8MB Wireless Internet WLAN with Custom SSID 5 users	700	800	1100			
12MB Wireless Internet WLAN with Custom SSID 5 users	850	1000	1500			
Additional Wireless Users (per User)	60	60	60			
Wireless Network without Internet (Only WLAN) 5 users	400	500	900			
VPN Client—Service request	150	200	300			
VPN Client— If YES, Please mention non standard communication port if any	Non standard Com- munication Port#.?	Non standard Com- munication Port#.?	Non standard Communication Port#.?			

Service Description	Service Start Date	Service Start Time	Service End Date	Service End Time

IT Equipment & Consumable

IT Equipment	Early Rate	Standard Rate	Late Rate	Unit QTY	No. of Days	Total Amount QAR
	QAR	QAR	QAR			
	30 days or more days prior to the event move in date	29 to 10 days prior to the event move in date	9 days prior to the event move in date			
Laptops / Notebooks	RFQ	RFQ	RFQ			
24" LCD Screen	200	220	250			
24" LG Table stand TV (normal)	200	220	300			
49" Samsung Smart TV with stand	350	400	450			
55" Philips Smart TV with Stand	400	450	500			
Wireless Keyboard & Mouse	50	60	100			
Wireless Access Point	200	200	250			
8 Ports Network Switch	80	100	150			
24 Ports Network Switch	120	150	200			
Fax Machine	250	250	350			

Service Description	Service Start Date	Service Start Time	Service End Date	Service End Time

IT Consumables	Early Rate	Standard Rate	Late Rate	Unit QTY	No. of Days	Total Amount QAR
	QAR	QAR	QAR			
	30 days or more days prior to the event move in date	29 to 10 days prior to the event move in date	9 days prior to the event move in date			
Network Cable Cat6 RJ45 — 2 metres	5	10	20			
Network Cable Cat6 RJ45 — 5 metres	10	15	25			
Network Cable Cat6 RJ45 — 10 metres	15	25	30			
Network Cable Cat6 RJ45 — 20 metres	60	60	80			
Network Cable Cat6 RJ45	RFQ	RFQ	RFQ			

Service Description	Service Start Date	Service Start Time	Service End Date	Service End Time

Telecom & Support Service

Telephone Services	Advanced Rate	Standard Rate	Late Rate	Unit QTY	No. of Days	Total Amount QAR
	QAR 30 days or more days prior to the event move in date	QAR 29 to 10 days prior to the event move in date	QAR 9 days prior to the event move in date			
IP Telephone Line & handset Local & Mobile calls	200	300	350			
IP Telephone Line & handset International calls	250	300	350			
Fax Line International (send/recv)	250	300	350			
IP Tele -Line for POS – Credit Card	120	135	225			

Service Description	Service Start Date	Service Start Time	Service End Date	Service End Time

IT Support Individual	Advanced Rate	Standard Rate	Late Rate	Unit QTY	No. of Hours	Total Amount QAR
	QAR 30 days or more days prior to the event move in date	QAR 29 to 10 days prior to the event move in date	QAR 9 days prior to the event move in date			
IT Support Officer	250	350	450	Hours		
IT Network Specialist	RFQ Request for Quotation	RFQ Request for Quotation	RFQ Request for Quotation	Hours		

Service Description	Service Start Date	Service Start Time	Service End Date	Service End Time



CONDITIONS OF SALE

All IT & Telecommunications Services shall be ordered through DECC Exhibition Services.

Advance rates are applicable only for early order confirmations which need to be secured by advance payment within the advance rate slab, and any confirmed order payments done after the due date will be moved on to the next rate slab which could either be **"Standard Rate"** or **"Late Rate"**

All additional requirements and /or changes are required to be counter signed by the exhibitor and the DECC representative.

LAN Network Ports are required for each PC, Laptop, Network Printer, Server and other network based equipment.

Local Telephone lines (inclusive of handset) and Fax lines are required for each phone, fax machine, and other telephony based equipment.

Telephone call charges will be billed at the prevailing rate at the end of the event.

If appropriate, the VLAN Network configuration is to enable the creation of a private Client LAN Infrastructure within the DECC building.

Bandwidth requirements greater than 12Mb MUST be advised 3 months prior to the event move-in date.

All services will be activated and available for use on the first day of the event open period. If services are required earlier for on-stand configuration and testing, then additional day charges will apply. If applicable, the required date for active services should be indicated.

Printers are standard desktop A4 type unless otherwise requested. All reasonable ink/toner is provided. One (1) tray of A4 paper is provided. Additional paper and/or ink requirements shall be provided by the client or can be purchased from the DECC Business Centre.

Data/Telephony cables will be located on the stand next to the nearest cable access point unless a stand design/layout specifying the exact communication locations is received by the Centre 14 days prior to the event move-in date.

No refunds will be made for services installed and not used during the event.

Late (On-site) orders are subject to access and appropriate data services availability of equipment and personnel.

DECC is the sole provider of Internet services within DECC.

Quotations for client specific data services can be provided on request.

Wired and Wireless Internet speeds are asymmetric (4:1). Symmetric internet options can be provided upon request.

Location of the wired or telephone connection has to be marked on the below provided grid plan with all details. Failure to mark the locations on the "Grid Plan" located below will result in the cable being left at the nearest access pit. It will be the responsibility of the Stand contractor/Exhibitor to extend the cable to the desired location. WIRELESS INTERNET INFORMATION

No independent Wi-Fi networks are to be setup by any exhibitor as this interferes with the DECC Wireless Network. Failure to comply may result in the client's own Wi-Fi network being blocked and LAN/Internet services provided by DECC being deactivated, without refunds.

Wireless broadcasting devices such as Access Points (both 3G and Ethernet based), routers and bridges are not to be setup/used in the venue. No WIFI devices are to be used within the venue.

Please contact it.servicedesk@decc.qa for any queries related to Wireless Internet in the Exhibition Halls.

On Stand Wireless is provided primarily for technology/service demonstration purposes.



Total Items Ordered

Total Amount QAR

Payment Method *Payment should be made only on receiving your pro-forma invoice*

BANKING DETAILS

Venue Pro Management W.L.L.

Qatar National Bank (QNB)

Doha-Qatar

Account No: 0251-041148-001

IBAN No.: QA08QNBA000000000251041148001

SWIFT CODE: QNBAQAQA

CONDITIONS OF SALE

An order is considered confirmed only if the payment has been completed

Advanced payment of all orders is compulsory. No account or credit facilities are available.

IT Order (s) and services are subject to availability

Successful delivery of your order is dependent on accurate ordering information been provided.

Claims/Refunds will not be considered unless filed in writing prior to the close of the event.

Cancellation of services must be made 10 days in advance. Any cancellation made less than 10 days of delivery date will be subject to a cancellation fee of up to the 100% price of the total service order value.

All prices are rental of the equipment only.

Any other technical services/support will be quoted as additional charges. Damage to or loss of any material will be invoiced to the client.

Cautionary Note:

In the event that there is a venue lockdown due to any VIP attendance, services may be delayed depending on the duration of the lockdown.

Power connection shall be arranged for any order as required. Please arrange with the appointed stand contractor prior to build-up.

Part 8 - GENERAL INFORMATION

THE ORGANIZERS – INTERNATIONAL FAIRS AND PROMOTIONS

Qatar Expo Event Management as subsidiary of United Group for Projects was founded in 1993 in response to the market needs in Qatar for a world class event management productions company. Qatar Expo quickly gains a wealth of experience and an excellent reputation in the industry since its establishment. Qatar Expo Event Management has organized events covering a vast array of industries such as Automotive, Oil and Gas, B2C exhibitions and many more. In 2006 Qatar Expo Event Management went through a complete corporate restructure to meet local market growth with one aim of being the market leader in organizing international quality events. Since its restructuring, Qatar Expo Event Management is leading many exhibitions, conferences and events. The aim of the company has been upgraded to organizing international quality events that competes with the regional and international market.

BADGES AND PASSES

Please Note: No access into the exhibition is will be permitted at any time unless relevant pass is displayed.

Contractor Passes – Anyone employed to build up or breakdown your stand (including representatives from the exhibiting company) will require a Contractor Pass for security purposes.

Exhibitor Badges – Exhibitor Badges are required for all Personnel working on your stand during the entire exhibition days. These badges will entitle you to enter to the exhibition and plenary sessions.

Badges will be issued by filling the [*Order Forms 2 – 3 Page 10 -11*](#)

CAR PARKING

A total A total of 2,800 parking spaces, offering round-the-clock security and a climate-controlled environment.

CATERING

As the official caterers, DECC has the sole right to provide food and soft drinks (alcohol is not permitted) or otherwise, for consumption on stands and in offices, no company or individual may bring any food or any drinks into exhibitions for distribution.

Inquiries for catering facilities should be discussed with Events Coordinator, **Mr. Chris Romero of Qatar Expo.**

FIRE PRECAUTIONS

There are strict regulations governing in the material that may be used in the construction of stands and in the demonstration of products.

Materials must comply with DECC Health, Safety, Security and Environment Standards and be fire-proofed and according to the Health and Safety Regulation of DECC.

Exhibitors must provide details of stand fire risk assessment and ensure that all staffs in each stand must be aware of the emergency procedures and be familiar with the exits.

FORKLIFT TRUCK

If you require the use of a forklift truck for unloading or loading services, exhibitors must inform the Official Forwarder Partner beforehand.

HOSTESSES

If you require promotional services or hostesses for your booth, please refer to [***Order Form 11 Page 27.***](#)

INTERNET

DECC is providing a free Wi-Fi (1mb) available throughout the venue for visitors and exhibitors for personal and corporate purposes. For high speed internet connection, please visit the address provided below:

[***Please refer to IT AND TELECOMMUNICATIONS Service Order Form 9 Page 46.***](#)

PHOTOGRAPHER

An Official Photographer will be available at the show.

SHOW PROMOTION

Exhibitors are reminded to promote the show.

SECURITY

The Organizer will control general security arrangements for the exhibition and ensure the premises are adequately guarded. However, Organizers and the venue 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 or contents including personal property. Stand personnel can be ordered through DECC. To help ensure good security at the exhibition please take note of the following points:

- *Do not leave cash, handbags, phones or any other personal valuables in drawers, cupboards or on exhibits on your stands
- *Check all necessary items before and after leaving your stand.
- *Make sure you arrive before the official opening times and do not leave your stand at night before the hall is clear of visitors. Please note that the bump-in/bump-out days are high risk periods so you are recommended to work in pairs, so that your stand is well staffed and secured at all times.
- *For lost properties, DECC security controls a robust lost and found system. All items found inside the venue by the securities or handed to the security personnel are logged and stored for a period of 3 months, after which time the items are disposed of. Items that can be identified as the personal belonging to an individual will be returned at the earliest possible opportunity. All items being complained must be signed for by the owner.

SMOKING POLICY

In accordance with the LEGISLATION, the venue is [***STRICTLY NO SMOKING POLICY IN ALL ENCLOSED AREAS.***](#)

TELEPHONE/FAX

An international Telephone or Fax Service is available from the Business Centre

TRAFFIC MANAGEMENT

- * The Loading Dock is basically used for the exhibitor s appointed contractors, exhibitors and official exhibition contractors during Bump-In and Bump-Out.
- * Traffic marshaling will be in place for unloading.
- * DECC has Five Loading Bays. The Loading Dock operates a clock-wise one-way service road system, with access from the East.
- * The Loading dock is a restricted parking area and parking notices will be issued to ensure a clear flow of traffic during Bump-In and Bump-Out periods.
- * Once the exhibit materials and equipments are unloaded, vehicles must be moved immediately. Each vehicle is allotted 20 minutes maximum.
- * The venue has manned vehicle checkpoints to monitor access, assisting in the orderly flow of traffic into the Exhibition halls.
- * DECC building security provides control at the entrance of the docks from Bump-In to Bump-out and starts when the Exhibitors' Contractors arrived until moving out is completed.
- * It is a condition of entry to all people who require access to the loading docks that vehicles, equipments and personal belongings may be randomly searched by DECC Security upon entering and exiting the loading docks.
- * Upon request, all drivers of vehicles wanting to gain access to the loading dock must present their ID cards/Pass/Qatari Driving License and valid mobile number to DECC Security for identity verification.
- * Any person wishing to gain access to the loading dock outside hours should notify DECC through the Organizer at least 24 hours prior.
- * A dock controller will be on duty to control the dock movement during Bump-In and Bump-Out.
- * Arrangements must be made for a company representative to be available when deliveries are completed.
- * In the absence of the Exhibitor/Exhibitor Appointed Correctors, DECC will not accept delivery of goods on behalf of the Exhibitors now will there be any responsibility taken for the safety of any such items delivered to the venue.
- * During Bump-Out, Contractors must wait until the halls are officially closed and free from members of the public before commencing the moving out, any person under the age of sixteen accompanying exhibitors and/or of any other reason must leave the hall prior to the start of the Bump-Out period. Security Guards on these exits prior to the official close of the exhibition. The Event Services Manager will instruct the Guards when it is safe to commence the breakdown open and make use of the exit doors and allow vehicles.

TRAVEL TO DECC

Traveling to Doha has never been easier with direct international flights to over 137 destinations meaning 2 billion people are just a 4hours flight away from Doha. The newly opened and award winning Hamad Airport welcomes guests from every corner of the world.

Airport taxis are readily available and operated by Mowasalat; a Qatari state-owned company. The vehicles are clean, well-maintained and staffed by trained drivers. The Taxi Pavilion is located just outside the passenger terminal, a short walk to your left as you exit the Arrivals hall.

Hire cars are available at the airport and the short drive takes you along our stunning waterfront, following the Corniche until you arrive in the city centre. At DECC you can utilize our underground multi-storey parking facilities for up to 2800 cars.

Rest assured that we work closely with local authorities to manage major event traffic and ensure easy access for visitors with minimum interruption to the city traffic flow. We can also provide dedicated VIP and valet parking at DECC as required allowing your guests to arrive with ease.

Part 9– PAYMENT TERMS

PAYMENT TERMS

The US Dollar is used for all charges at the prevailing rate that follows:

- a. 50% with Space Contract Form**
- b. 50% balance by the date specified on the Space Contract Form**

Exhibitors will not be allowed to occupy their stand if the payment schedule on the Space Contract Form is not followed.

CANCELLATION OF PARTICIPATION

In the event of the Organizers agreeing to any request for release from the Space Contract Form terms, the Exhibitor will be liable for all or part of the cost stated in the space Contract Form in accordance with the following scale:

- A. Cancellation 120 days or more prior to the Exhibition's opening date – 50% of Total Cost**
- B. Cancellation between 30 to 60 days prior to the Exhibition's opening date – 70% of Total Cost**
- C. Cancellation between 30 days prior to the Exhibition's opening date – 100% of Total Cost**

Changes will be applicable starting the day we receive the written cancellation.

FAILURE TO EXHIBIT

Any Exhibitor who, having signed a Space Contract form for exhibition space, fails to exhibit and has not been released from the participation terms by the Organizers, will be liable for the full amount stated in the Space Contract Form plus any additional costs incurred by the Organizers as a result of failure to exhibit.

OPTIONAL EXTRAS

Any additional furniture or appliances, rented during the show have to be settled before the show's closing date.

Note: 50% of EXTRA CHARGES WILL BE ADDED.

SUBLETTING, TRANSFERRING OR DISPOSING OF EXHIBITION SPACE

The Exhibitor must not transfer, dispose off, part with or otherwise sublet the whole or any part of his exhibition space, for financial considerations or free of charge, without prior consent from the Organizers. If the Exhibitor is an end distributor or licensee, he must state, at the time signing the Space Contract Form, the names of the principals to be represented. This does not prohibit the Exhibitor from displaying the product of a principal for whom he becomes an agent, distributor or licensee after the Space Contract Form has been signed, on condition that he receives the written permission of the Organizers.

Part 10 – INSURANCE

The Organizer's themselves, their staffs, agents shall not be liable for the safety of Exhibitor's, servants, agents, contractors or invitees of any kind brought into the Exhibition by the Exhibitors and other mentioned personnel even members of the public. Exhibitors shall make sure that they are fully covered by insurance, but not totally restricted to all risks on their property, exhibits, or articles or any kind of public liability and comprehensive protection against any loss or damage caused by any circumstances or whatsoever, whether by reason of fire, water, theft, accident or any other causes. The period for which such insurance will be maintained and shall run from the time of the Exhibitor, or any of his servants, agents or contractors, first enters the Exhibition grounds up until all his exhibits and property have been removed.

The Exhibitor shall insure against indemnify and hold the Organizers harmless in respect of all costs, claims, demands and expenses to which Organizers may in any way be subject to as a result of any loss or any injury arising to any person (including members of the public, the Organizer's Staff, agents or contractors) or property, no matter how caused as a result of any act of default of the Exhibitor, his servants, agents, contractors or invitees.

If the Organizers so demand, the Exhibitor shall provide a proof to the Organizers that the Exhibitor has adequate insurance coverage. Exhibitors, must ensure their temporary staff and the staff of their servants, agents or contractors are insured against for workman's compensation.

The Organizers shall not, in any event be held responsible for any restrictions or conditions which prevent the construction, erections, completions, alteration or dismantling of stands, for entry placement or removal of exhibit or for failure of any service or amenities provoked by the Hall Landlords or other third parties. The Organizers shall not be liable to the Exhibitor for any cancellation or part time opening of the Exhibition either as a whole or in part, or any amendments or alterations to all. Or any of the Rules and Regulations caused by circumstances.

Part 11 – HEALTH AND SAFETY INFORMATION

All Suppliers and their sub-contractors working at DECC are required to comply with the Centre's safety, health and environmental procedures and guidelines, conducting work in a safe manner and not placing themselves or others at risk.

The following procedures and requirements are to be adhered to by Suppliers, Contractors, Sub-Contractors and their employees at all times during the move-in and move-out:

- 1- Familiarization with the fire and emergency procedures established at the Centre.
- 2- Only designated service entrances, lifts and loading dock are to be used for the transportation of staff and materials.
- 3- All attire worn by contractors, sub-contractors and their employees must have visible company identification.
These can be in the form of high visibility vests or uniforms.
- 4- All persons must wear covered footwear.
- 5- No thongs, sandals or open-toed shoes are allowed.
- 6- Alcohol is not permitted in the work areas and no one is allowed to work while under the influence of drugs or alcohol.
- 7- No persons under 18 years of age are permitted to enter or work on the premises.
- 8- All contractors, sub-contractors and their employees must provide their own tools and equipment and these must be in a serviceable condition and appropriate for the task for which they are to be used. The Centre's equipment cannot be used unless prior approval has been obtained.
- 9- Proper scaffolding, including ladders and work platforms, must be used for any construction activities within the venue hall and must comply with the relevant safety and health regulations.
- 10- All contractors, sub-contractors and their employees are strictly prohibited from using the guest toilet facilities or loitering in the guest areas.
- 11- Smoking is not allowed at any time in the Halls and associated work areas.
- 12- No consumption of food items is allowed either at the "back-of-house" service areas and/or in the public spaces.
- 13- Contractors and sub-contractors must not damage the Centre's building or any part thereof and cannot make any alterations to the structure of the building.
- 14- No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceiling, or pillars of the building. This includes any equipment or device whatsoever which would be affixed to, or suspended from, any structure of the building, and includes attachments that would damage any surface or structure in any part of the building. A pre and post site inspection to identify possible damages or cleaning requirements will be conducted and any identified damages caused will be subject to additional charge.
- 15- Contractors and sub-contractors will ensure the removal of all debris, rubbish and packing materials from the premises.

16- It is the responsibility of contractors and sub-contractors to apply for all the necessary permits with the local authorities before commencing work at the Centre.

17- All work performed by contractors and sub-contractors in the Centre must be carried out in a manner which minimizes the risk of harm to their employees and those of other contractors.

18- All contractors, sub-contractors must wear a pass supplied by the Event Organizer at all times when entering the Centre.

19- Overnight accommodations are prohibited on the venue.

Non-compliance on the above will result in the offender being prohibited from working in the Centre. The Centre reserves the right to add and change any of the procedures and requirements at any time.



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