



# MIDDLE EAST<sup>TM</sup> GEOSPATIAL FORUM

**16th – 17th February**

Hotel Al Bustan Rotana, Dubai, UAE

# EXHIBITORS MANUAL



Dear Exhibitor,

Thank you for your support to Middle East Geospatial Forum 2015, to be held 15<sup>th</sup> – 17<sup>th</sup> February 2015 at the Hotel Rotana Al Bustan, Dubai, UAE.

This exhibitor manual is a valuable resource in preparing for Middle East Geospatial Forum 2015. Whether it's your first time at Middle East Geospatial Forum or you're an experienced exhibitor, the manual is an easy-to-use guide to help make exhibiting a smooth process and ensure that you have a successful show.

•**What to do and when to do it...**

The manual includes all of the forms and information you need for the shipping, set-up and dismantling of your booth.

Please pay special attention to the **Built-up schedule, technical specification** list to prepare for the show, be sure to note the deadlines and keep in mind that advanced ordering will save you money and ensure a smooth running show.

All order forms contained on the website should be mailed as directed. Please retain a photocopy of each form for your records, so that queries, if any, can be addressed quickly and invoices checked easily and accurately.

The entire Geospatial Media and Communication team is available to help you, so please feel free to contact us at anytime. We look forward to working with you during the next few months, and we are confident that you will have a successful and profitable show.

Sincerely,



Abhishek Kotangle

Regional Manager - MEA

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**General Information ..... Section 1**

**Organiser**

Name : Geospatial Media and Communications Pvt. Ltd.  
Address (Head Office) : A-145, Sector 63, Noida, Uttar Pradesh  
India. Pin: 201301  
Phone : +91 120 4612500  
Fax : +91 120 4612555  
Contact Person : Tarun Kumar (Exhibition Logistics)  
E-mail : [tarun@geospatialmedia.net](mailto:tarun@geospatialmedia.net)  
Mobile : +91 9958727957

**Branch Office**

Name : Geospatial Media and Communications FZE  
Address : Executive Suite Z3 – 30, P O Box 121324  
SAIF Zone, Sharjah, U.A.E.  
Contact Person : Abhishek Kotangle  
E-mail : [abhishek@geospatialmedia.net](mailto:abhishek@geospatialmedia.net)  
Tel : +97150 559 8020, + 9716 5529592

**Venue**

Venue : Hotel Rotana Al Bustan  
Exhibition Area : Al Rashidya Ballroom  
Conference Area : Harayer, Bahri A & B, Salsabeel,  
Nashwan, Khayal, Stallion  
Address : Casablanca Road, Al Garhoud  
P.O. Box 30880, Dubai, U.A.E.  
Phone : +971 4 282 0000  
Fax : +971 4 282 8100

**Exhibition Dates & Opening Hours**

Day	Date	Timing
Monday	16 <sup>th</sup> February 2015	1030 hrs 1800 hrs
Tuesday	17 <sup>th</sup> February 2015	0930 hrs 1700 hrs

- Stands must be staffed at all times during opening hours of the exhibition.
- If a booth is not staffed when the exhibition opens, the organisers will remove protective covers and will turn on the stand lights.
- For Buildup Schedule see page number 6.

**Opening Ceremony and Welcome Reception**

Exhibitors are invited to the Opening Ceremony on Wednesday, 16<sup>th</sup> February 2015 at 1030 hrs.

**Admission to the Exhibition**

Contractor passes are required at all times including build-up and breakdown, which will be provided by the organizer. Exhibitors and visitors will be required to wear badges during open periods. Exhibitor badges will be distributed from the Exhibitor Registration desk in the registration area.

**Currency**

The currency in Dubai is United Arab Emirates Dirham (AED). For up-to-date exchange rates, please refer to a currency exchange site on the Internet, e.g. [www.xe.com/ucc](http://www.xe.com/ucc).

**Tourist Information**

For tourist information on Dubai, please refer to the following websites:  
<http://www.dubaitourism.ae/>

**Visa**

Don't forget to check with your travel agency, or with the UAE embassy in your country, if you need a visa to enter the country.

**Technical Information ..... Section 2**

**Build-up Schedule**

Schedule for exhibitors **using the standard stand construction package (Shell Scheme)**

Day	Date	Timing	Information
Sunday	15th February 2015	1700 hrs	Bringing in the Machines and poster for the booth setup
Monday	16th February 2015	0600 hrs	Aisles must be clear and empties & packing materials taken for storage. No more movements in the aisles, cleaning of aisles.

Schedule for exhibitors bringing and building their own stand (Raw Booth)

Day	Date	Timing	Information
Sunday	15th February 2015	1000 hrs	All construction works Starts and move in for all the material
Monday	16th February 2015	0600 hrs	Aisles must be clear and empties & packing materials taken for storage. Removal of garbage of fabrication, no more movements in the aisles, cleaning of aisles.

❖ **IMPORTANT**

As an exhibitor, we require the following from you latest by 15<sup>th</sup> January 2015 for the inclusion of the same in our Exhibitor's Profile:

- 100 words company profile in MS Word Format
- High resolution company logo in JPEG
- Contact person name and email id
- Fascia name in MS Word Format

**Possession of Exhibit Space**

Exhibitors using any contractor other than the official stand construction contractor for their stalls will get possession, only if drawings / designs for their stands have been approved by the organizer and the performance bond/security deposit is in place.

Possession of space will be given to those exhibitors who have provided performance bonds/ security deposits cheque of AED 5000 in the name of Geospatial Media and Communications FZE to Tarun Kumar by 12 Feb 2015. The cheque will be returned to the exhibitor just after the exhibition gets over and no damage in the property is made. This cheque will be submitted by the contractor of raw booth, if the contractor is other then official contractor.

**Plan approval**

Exhibitors who have reserved ‘raw space’ and using a contractor other than the official stand construction contractor, must submit the layout design of their stands, for approval to the organizer. This is to prevent costly alterations on site, which may be required by the hall owner and the organizer. **Deadline to submit the booth Design for approval is 15<sup>th</sup> January 2015.**

These plans shall include elevation drawings. One set of drawings 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.

**Carpentry**

Contractors and exhibitors are requested to strictly observe that carpentry 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's mandatory to use an old flex sheet or plastic sheet on the ground before starting the installation of your raw booth.**

**Completion**

Installation of stands /booths should be completed by 0600 hrs on 16<sup>th</sup> February 2014. General cleaning of the exhibition hall will be carried out immediately thereafter for the Hall, to be ready by 0800 hours on 16<sup>th</sup> February 2014, for inauguration of the exhibition.

**Exhibitor facilities**

As per sqmt.	Table	Chair	150 Watt spot light	Power point 13 amp.	Dustbin
9-17	1	2	2	1	1
18-26	2	4	4	2	2
27-36	3	6	5	3	3

*Photo impression shell scheme. Other options are possible.*



**Please Note:**



- No rebate will be given if the exhibitor decides not to avail any of the above shell scheme provisions
- Exhibitors must order for furniture and extra power supply if required over and above the above entitlement, which will be on paid basis. Please refer to the order forms available on the website of Middle East Geospatial Forum 2015.

### **Booth Inspection**

Inspection of the booths will be carried out continuously during build-up procedures to make sure that exhibitors have received the services ordered, and to see if the instructions of and on behalf of the organisers and the Hotel Rotana Al bustan have been taken into account.

### **Technical Specification**

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

#### **Building Height**

- ❖ The building height is 2.50 m for all shell scheme stand walls and objects inside the stand (height measured from the floor of the hall, not from a technical/raised floor).
- ❖ For higher raw booth more than 3 m, permission is required from Organiser by submitting the design of the stand before 15<sup>th</sup> January 2015.

#### **Floor Material in Exhibition Area**

Objects in a shell scheme stand which are higher than 2.50 m should be placed at a minimum distance of 0.75 m inward from the stand front, side and back lines. For objects higher than 2.50 m permission is required from Organiser.

*If you wish to bring a display system (e.g. pop-up display) to put up in your stand, please inform organiser with exact measurements (height x width in meter) so we can check if it fits in view of possible height restrictions.*

#### **Electricity**

For raw space, power connection from the main distribution box (DB) inside the exhibitors' area will be provided by the official contractor commencing 16<sup>th</sup> February 2015. ***All the raw booth exhibitors are requested to fill the electricity form available on the website for their electricity requirement.***

Connection to the exhibitor's equipment from the distribution box (DB) inside the exhibitor's area will be operated by the exhibitors. A work completion-cum-listing report must be provided to the official electrical contractor after the exhibitor has completed his work by 16<sup>th</sup> February 2015 by 0600 hrs.

Each stand will be provided with electric power at one or more main points depending on the requirement. Exhibitors should use distribution boards, individual isolation switches for exhibits, and insulated cables or metal conduits for connecting power supply to the exhibits.

Exhibitors who use power for general lighting and running of equipment/exhibits in excess of their specified load will attract penalties and/or disconnection.

Exhibitors must install separate and independent switch connections for each exhibit. Alternate connections are not allowed. 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 the services of only qualified professionals for electrical wiring and installations.

#### **Audio Visual**

All audio visual enquiries for exhibition stands can be requested directly from the preferred partner for Audio Visual services via the Exhibition AV Order Form, this will be subject to an additional cost based upon requirements. All ordering, payment and logistics should be coordinated directly with the preferred partner.

#### **Suspension and Rigging**

The height of the hall does not allow suspensions and rigging. Suspensions cannot be made from the ceiling of the exhibition area.

#### **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; the following instructions apply for the delivery and loading of goods.

- ❖ The unloading/loading area is limited. Empty vehicles cannot be left on the loading platform under any circumstances at any time.
- ❖ Exhibits will NOT be allowed to take out of the exhibition halls during the exhibition period.
- ❖ 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:** At the close of the exhibition, in order to remove your goods smoothly, safely and easily, the following paperwork must be carried out. Make 4 copies of an itemized list showing equipment and material required to be exited from Hotel Rotana Al Bustan. These copies must be on the exhibitor company’s letterhead, duly stamped with the company’s official seal and signed by an authorized person. Get all copies attested and stamped by **Middle East Geospatial Forum 2014** organizer.

### **Waste**

Exhibitors are advised not to throw waste material from their stands on the aisles. Empty cases /crates should not be left in the 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 the exhibitors. Arrangements for safekeeping of such items must be made with the freight forwarder.

During move-in, construction of stands and removal of exhibits, the passageways in the exhibition halls must not be obstructed with packing materials, construction materials or debris. Contractors are responsible for removing their own cuts-offs and waste on each day of build-up and breakdown. 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 cartons lying behind the stall area.

### **Dismantle Of Exhibits**

***The halls have to be handed over to the Hotel Rotana Al Bustan promptly on the final day of breakdown. Exhibitors must ensure that their exhibits and stand materials are removed by 2000 hrs on 17<sup>th</sup> February 2015.*** 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.

### **Stand Number and Final Allocation**

Stand locations and stand numbers will be (re-)confirmed by Geospatial Media and Communications FZE. In case it is necessary to change an exhibitor’s stand number or stand location, the exhibitor will be notified immediately.

### **Personal Belongings**

All exhibitors / participants must take care of their personal belongings at all times. The organizer will not be held responsible for any damage / loss etc.

As it is not possible to provide complete protection against theft, exhibitors should ensure that their exhibits are properly insured. We do remind you that you are responsible for your exhibits at all times and that they will be at greatest risk during buildup and breakdown. Do not take chances with your valuables- once they are lost, it will be very difficult or impossible to recover them. The organizer will accept no responsibility for losses or damages of any kind. Keep your passport, exhibit goods and laptop etc. under your strict supervision at all times.

## **Rules, Instructions and Regulations..... Section 3**

### **Rules, Instructions and Regulations**

- ❖ Raw space exhibitors / contractor will also be responsible for the proper behavior of the contractor, if the contractor appointed is other than the 'Official Contractor'.
- ❖ The exhibitors/ contractor will also have to bear any charges levied by the venue Hotel Rotana Al Bustan for damages caused to property, walls, flooring, etc.
- ❖ Exhibitors' contractors are requested to avoid designs blocking or boxing-in other exhibitors' stands. The back wall shall never be left unsightly
- ❖ Exhibitors / 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 (not complete painting) is permitted inside the hall.
- ❖ Exhibitors/contractors must ensure that finishing/ painting of the stand does not result in spillage.
- ❖ Exhibitors / contractors must remove cut-offs and debris from inside their stand, and ensure that the stand is completed by 0600 hrs 16<sup>th</sup> February 2015S.
- ❖ 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.
- ❖ No part of any structures may extend beyond the boundaries of the stand allocated to the exhibitor by the organizer.
- ❖ A finished back wall, except in the case of an island or peninsula stand, must be provided.
- ❖ Where 'raw space only' stands rest on a shell scheme package stand, the walls of the shell scheme package may not be utilized by the 'raw space' exhibitor.

- ❖ Nailing or puncturing the shell scheme panels is strictly prohibited. Any such damage will be made good at the expense of the exhibitor.
- ❖ In case of heavy machinery, the maximum height of 2.5 mts. can be accommodated in the hall.
- ❖ Exhibitors are requested to take approval from the organiser for exceeding the height of their booth more than 3 meters.
- ❖ **Raw space exhibitors are requested to take approval from the organiser for exceeding the height of their booth more than 3 meters.**
- ❖ We would highly recommend that you practice cautious with regard to the move in / build up and tear down / move out phase of exhibition. We would recommend the following additional precaution actions to be taken and enforced to contractors and exhibitors to minimize the damage to the Centre.
  - Protection of the carpet by old carpet or plywood for the movement of heavy duty trolley during move in and move 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.

#### **Force majeure**

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

#### **Insurance for contractors & service men**

Exhibitors are liable to cover their own staff and the contractors they hire for booth set up and dismantle for any physical damage on site. In case of any mishap, the organisers will not be liable to bear any such damages.

**Exhibitor Registration..... Section 4**

**Exhibitor Registration**

Each booth comes with a certain number of complimentary facilities like Registrations and Furniture, as per booth size. The following chart shows the general guidelines:

Exhibition Area SQM	9-12	15-18	20-24	24-above
Complimentary Delegates	2	3	4	As per package

**Registration Guidelines:**

- Exhibitors will receive a password that will entitle them to register the offered complimentary registrations online at <http://www.megf.org/2015/form.htm>
- Exhibitors are requested to register the names of representatives from their organization availing this complimentary registration.
- Please note that it is compulsory for each exhibitor to wear their exhibitor registration badge for the duration of the Trade Show
- Identification badges can be collected from Middle East Geospatial Forum 2014 conference registration desk at the conference venue on any of the registration days

**Registration Timing**

Sunday	15 <sup>th</sup> February 2015	0800 hrs 1800 hrs
Monday	16 <sup>th</sup> February 2015	0800 hrs 1400 hrs

**Vender Contact Details for Services**

<b>Service</b>	<b>Official Vendor</b>	<b>Order Due Date</b>
Exhibition Fabricator Extra Furniture Electrical and Lighting Audiovisual Plants and Flower	Aijo Francis Space Makers P.O Box # 11449, Ras Al Khor – Dubai, United Arab Emirates Mob: +971 55 4453 001 +971 56 2995 979 Email: <a href="mailto:aijo@smintex.com">aijo@smintex.com</a> Website: <a href="http://www.smintex.com">www.smintex.com</a>	15 <sup>th</sup> January 2015
Fascia Name Form Company Information Form Security Deposit Form Additional Electricity Form Contractors Guidelines	Tarun Kumar Geospatial Media and Communications Pvt. Ltd. Tel : +91 120 461 2500 Mobile : +91 9958 727 957 Fax : +91 120 461 2555 Email: <a href="mailto:tarun@geospatialmedia.net">tarun@geospatialmedia.net</a>	15 <sup>th</sup> January 2015
Shipping Manual	Malik BridgewayElf Shipping LLC Tel: +971 4 255 6220 Fax: +971 4 268 6845 Mob: +971 55 4720397 / 052 9285078 Email: <a href="mailto:ja.malik@bridgewayelf.com">ja.malik@bridgewayelf.com</a> Web: <a href="http://www.bridgewayelf.com">www.bridgewayelf.com</a>	Please Refer to Shipping Manual