Principal Sponsor

OQ

ArabPlast

INTERNATIONAL TRADE SHOW FOR PLASTICS, RECYCLING, PETROCHEMICALS, PACKAGING & RUBBER INDUSTRY

18th EDITION

EXHIBITOR MANUAL

DRIVING PLASTICS
INNOVATION TOWARDS EXCELLENCE

24 - 26 MARCH 2027

Halls 1 - 8, Dubai World Trade Centre, Dubai, U.A.E.



Organizer
AL FAJER INFORMATION & SERVICES L.L.C

Overseas Associate
Messe Düsseldorf

India Associate
PLEXCONCIL
THE PLASTICS EXPORT PROMOTION COUNCIL

www.arabplast.info

18TH INTERNATIONAL TRADE SHOW FOR PLASTICS, RECYCLING, PETROCHEMICAL, PACKAGING & RUBBER INDUSTRY

24, 25 & 26 MARCH 2027

DUBAI INTERNATIONAL CONVENTION AND EXHIBITION CENTRE (DWTC)

HALL : 1 - 8
THE PAVILION

EXHIBITION OPEN HOURS
24TH & 25TH (WED & THU) MARCH 2027
10:00 AM – 06:00 PM

26TH (FRI) MARCH 2027
10:00 AM – 05:00 PM

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INTRODUCTION

Welcome Dear Exhibitor

Thank you for your participation at the 18th Edition of ArabPlast.

This manual is designed to guide you through the norms laid down by the Organizer and the Venue Owners as well as provide you with all the information needed to ensure that your event experience is on par with international standards.

The manual contains detailed information as well as the necessary forms, mandatory and optional, that you need to submit before the deadline as stated in the checklist to ensure that your stand is ready when the trade show opens. Please note that forms once submitted are binding and cannot be withdrawn.

We look forward to welcome you with an assurance of cooperation and will always be around to extend our hand of support in case you face any hurdles.

Let's experience this journey and make the best of these 3 days we are together!

Exhibition Manager
ArabPlast

EXHIBITION TIMETABLE

BUILD UP SCHEDULE

Monday 22nd March 2027	00:01 hrs - 24:00 hrs 08:00 hrs - 24:00 hrs	Official stand contractors Space only Exhibitors contractors
Tuesday 23rd March 2027	08:00 hrs - 23:30 hrs	All Exhibitors

- **Please note: No access will be provided to the halls after 23:30 hrs on the last day of the build up**
- **No late night or overnight work will be permitted as the remaining time after 23:30 hrs on the last day of the build up is reserved for deep cleaning, sanitization and fumigation of the halls befor the opening day**
- **Please ensure that each exhibitor clears all cartons, packing material etc from the common places and the exhibition aisles**

OPEN DAYS

Wednesday 24th March 2027	10:00 hrs - 18:00 hrs 11:30 hrs	Open to Business visitors only Official opening ceremony at Hall 7
Thursday 25th March 2027	10:00 hrs - 18:00 hrs	Open to Business Visitors only
Friday 26th March 2027	10:00 hrs - 17:00 hrs	Open to Business visitors only

TEARDOWN

Friday 26th March 2027	17:30 hrs - 24:00 hrs	Removal of hand-held goods. Dismantling of shell scheme stand & special stands Space only exhibitors are requested to inform their contractors about the same	
Saturday 27th March 2027	00:01 hrs - 18:00 hrs	All exhibits, stand fitting materials and waste should be cleared by 15:00 hrs to avoid any penalty from the Venue	All machinery & equipment should be cleared by 18:00 hrs to avoid any penalty from the Venue

- **Shell Scheme Exhibitors must leave their stands empty on Fri, 26th March 2027**
- **Non-adherence to the above will result in a penalty fee**
- **Goods left unattended at the end of the exhibition with no written instruction to organisers will be moved from the halls at 17:30 hrs on 26th March 2027. The organisers and their official service provider are not responsible for any of the unattended items at the stands during the build-up or teardown period.**

CONTACT US

EXHIBITION SALES & SPONSORSHIPS

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VENUE MANAGEMENT

DWTC - EventPlus
Hotline: 800-655
Emergency Medical Services: +971 4 306 4040
Email: support@eventplus.ae

CHECK LIST & SUBMISSION DEADLINES

S.#	ORDER FORM NAME	FORM #	PAGE #	RETURN TO	SUBMISSION DEADLINE	COM-PLETION TICK
1	Fascia	1	15	adnan@alfajer.net	12/01/2027	
2	Exhibitors Admission Badges	2	16	liya@alfajer.net geo.c@alfajer.net adnan@alfajer.net	12/01/2027	
3	Catalogue Entry	3	17	liya@alfajer.net geo.c@alfajer.net	12/01/2027	
4	Stand Attendant	4	18	mary@alfajer.net geo.c@alfajer.net	12/01/2027	
5	Catalogue Advertisement	5	19	liya@alfajer.net geo.c@alfajer.net	12/01/2027	
6	Hanging Banner/Structure above Stand	6	20	liya@alfajer.net geo.c@alfajer.net	12/01/2027	
7	Indemnity & Waiver	7	21	adnan@alfajer.net	12/01/2027	
8	Health & Safety Declaration	8	22	adnan@alfajer.net	12/01/2027	
9	Superior Stand	9	23	anantha.hse@alfajer.net	12/01/2027	
10	Furniture Rental	10, 10A, 10B, 10C, 10D, 10E, 10F, 10G, 10H, & 10I	24 – 33	hameed@alfajer.net	12/01/2027	
11	Audio Visual	11	34	anumod@alfajer.net	12/01/2027	
12	Electrical Items	12	35	hameed@alfajer.net	12/01/2027	
13	Electrical, Air, Water & Waste, Compressed Air	13	38	anumod@alfajer.net	12/01/2027	
14	Grid Plan for Electrical, Air, Water & Waste, Compressed Air	14	39	anumod@alfajer.net	12/01/2027	
15	Graphics	15	40	anis@alfajer.net	12/01/2027	
16	Carpet Order	16 & 16A	43 – 44	hameed@alfajer.net	12/01/2027	
17	Design Brief	17	45	anantha.hse@alfajer.net	12/01/2027	
18	Special Stand Construction	18	46	anantha.hse@alfajer.net	12/01/2027	
19	Stand Building Contractor – (For Space Only Exhibitors)	19	49	A - M (anantha.hse@alfajer.net) N- Z (anis@alfajer.net)"	12/01/2027	
20	Exhibition Stand Structure Form	20, 20A, 20B & 20C	50 – 53	anantha.hse@alfajer.net	12/01/2027	
21	Letter of undertaking (mandatory for all space only/custom stand & Pavilion)	21A, 21B & 21C	54 - 56	anantha.hse@alfajer.net	12/01/2027	
22	Letter Of Undertaking - Shell Scheme Only	22	57	anantha.hse@alfajer.net	12/01/2027	
23	Method Statement	23	58	anantha.hse@alfajer.net	12/01/2027	
24	Risk Assessment	24, 24A & 24B	59 - 61	anantha.hse@alfajer.net	12/01/2027	
25	Extra Services	25	62	anantha.hse@alfajer.net	12/01/2027	

GENERAL GUIDELINES

DWTC is a non-smoking venue, you are permitted to smoke only in the designated area.

Contract for Space: is signed between the exhibitor and organizer. It indicates the organizer's consent allowing the exhibitor to participate and the exhibitor's acceptance to the terms and conditions mentioned therein.

Conditions for Space Reservation: space must be reserved only vide the Space Booking Contract form which must be completed, stamped and signed by authorized personnel. The organizer's, however, reserves the right to reject the Space Booking form if the exhibitor's exhibits do not comply with the profile of the exhibition.

Space Assignment: will be indicated on the accepted contract. However, should conditions warrant, the organizer has the unqualified right to reassign space in the best interest of the exhibition.

Rented Space: exhibitor must rent sufficient space to contain all their exhibits without their stand space.

Sharing/Subletting Space: exhibitor shall not assign, sublet or apportion the whole or any part of the space allotted, or have representatives, equipment/material from other than their own company inside the stand space.

Payment Schedule: exhibitors must strictly adhere to the payment schedule as mentioned in the Space Booking Contract form. All outstanding amounts must be settled during the course of the exhibition.

Cancelation/Reduction of Space: must be conveyed to the organizer for consent in writing with reason for such cancelation or reduction by sharing authentic proofs of such reasons. The organizer may unilaterally cancel the accepted space booking contract for reasons such as default in balance payment. Acceptance of cancelation after full money has been paid will be refunded by the organizer to the exhibitor only under valid reasons of such cancelation. The amount refunded in this case will be calculated on a prorate basis covering the losses incurred due to cancelation of space. Full amount will be forfeited if cancelation is 3 months before the show opening date.

Gate Passes: for removal of exhibits from the stand will be issued by the onsite Accounts team upon settlement of final bill towards participation.

Floor Plan: the organizer reserves the right to modify the floor plan during the course of the planning period and stands allocated to exhibitors may likely be readjusted in the best interest of the exhibition.

Safety Measures: under no circumstances may the weight of the exhibits exceed the permissible floor load. Exhibitor will be liable for any damages or injuries to person or property resulting from failure to distribute the placement of exhibits correctly and will be subjected to a penalty fee. Corrective measure will also be implemented and the cost towards such corrective measure will be borne by the exhibitor.

Personal Protective Equipment (PPE): For the safety of all contractors and workmen, protective clothing such as hard hats, high visibility jackets, safety shoes, safety glasses/goggles, ear defenders etc. is mandatory during the build-up and the tear-down days. Please ensure that your team and contractors are wearing appropriate clothing that is fit for purpose throughout the event period. Sandals, soft-toe footwear, trainers and everyday footwear will not be permitted inside the exhibition halls, marshaling yards and conference halls during the build-up and tear-down periods. are not allowed to be worn in the halls at any point. Any person working in the halls wearing incorrect footwear may be subject to a ban from the DWTC.

Admission of Stand Staff: each member inside the stand will be issued an exhibitor badge displaying individual and company name. It is mandatory to wear the badge during the entire duration of the exhibition starting from the 1st build up day. A limited number of 6 badges per 12 sqm will be provided by the organizer free of cost. Exhibitor badges may be collected from the onsite organizer's office. This exhibitor badge is non-transferable and if done so, will be subject to confiscation and a penalty of AED500 per badge.

Admission of Space Only Contractors: badges to enter the halls will be provided to space only contractors by the DWTC management to execute space stand construction. Space only contractors are requested to contact the DWTC office to find out more about the charges and other rules and regulations relating to special stand building.

GENERAL GUIDELINES

Construction of Stands & Delivery of Exhibits: For all non-hand carried exhibits, only the official freight forwarder will be permitted to bring the exhibits to the respective stand. Exhibitors are requested to contact the official freight forwarders for all onsite services required. Exhibits may only be delivered to the stands after the stand construction is completed. Machinery, however, must be placed in the stand prior to the laying of the carpet. Exhibitor must authorize his representative to be at the stand to accept the exhibits delivered. Organizer shall not be held responsible for any missing exhibits nor will the organizer accept delivery of exhibitors exhibits in the absence of exhibitor representative.

Demonstrations: must be within the confines of the stand. The aisles must be clear of any obstructions. The organizer reserves the right to unilaterally determine and levy a penalty fine if the demonstration or exhibit interferes with adjacent stand, and may also after evaluating the situation, order its discontinuation. No exhibit will be permitted to be removed from the stand before the last day of the exhibition.

Sales: no cash sales will be permitted on the exhibition floor

Giveaways/Samples/Flyers/Brochures: must be distributed from within the stand and must not cause any hinderance to the adjacent stand or the aisles.

Character of Exhibit: organizer reserves the right to disapprove any display which are noisy or not within the profile of the exhibition.

Storage Boxes/Cartons: exhibitors are not permitted to store boxes/crates/cartons inside or behind their stand during the course of the exhibition.

Flammable Material: flammable fluids, substances, materials are prohibited at any place inside the exhibition halls. All decorative material must be flame proofed before entering the exhibition hall and must comply with the local fire regulations.

Decorative Flowers & Artificial Plants: The use of plastic pots, flowers and plants is not permissible in the stand design due to the toxic smoke produced in case of fire. DWTC will only accept those artificial plants that have been treated and tested. A valid test certificate must be submitted along with your stand design or a test on site would be carried out by the officials of DWTC.

Security: although the venue security will be on duty during the entire duration of the exhibition, they will be responsible only for the common areas. The venue management or the organizer will not be held responsible for any loss of exhibits/ exhibitor property/personal effects of the exhibitor due to theft, fire, water, storm, vandalism, neglect or any other cause.

Damages: exhibitor will be liable for any damage caused by fastening fixtures to the floor, walls, columns or ceiling of the exhibition hall or the stand construction structure and will be fined heavily for such damages.

Violation: any violation by the exhibitors to the terms and conditions laid in the space booking contract form or within this manual will be subject to a penalty fine and closure of the stand and removal of all exhibits, personnel of the exhibitor from the stand. Exhibitor will also be held accountable for risks and expenses incurred during such removals.

Social/Special Event: any social function or special event during the exhibition is prohibited unless prior written approval is taken from the organizer at least 5 days before the date of the event.

Restocking/Maintenance: can be done during lunch hours with prior approval of the organizer. Maintenance to machines and equipment must be done only after close of the exhibition hours with prior approval from onsite orgnaizers office. Any changes to maintenance schedules from the venue owners will be applied to all exhibitors.

Removal of Exhibits: exhibitors are requested to remove all types of hand carry items after closing hours on the last day of the exhibition. Items that need to be handled by the official freight forwarder will have to be cited to their onsite personnel. All movable items will have to be cleared from the stand for the stand dismantling process. Items left unattended with no written instructions will be removed from the hall and the organizer shall not be held liable for such action.

Dismantling of Stand: will begin on 26th March starting 17:30 hrs and will finish on 27th March 2027 by 18:00 hrs.

GENERAL GUIDELINES

Return of Rented Furniture: exhibitors are requested to check all the drawers of cabinets rented at the close of the exhibition. Official stand contracting team will start clearing all furniture from the halls starting 17:30 hrs on the 26th March 2027and will not be held responsible if exhibitor has forgotten to take any of his item from the rented furniture.

Insurance and Indemnity: exhibitors must carry an insurance policy cover for his exhibits and items and will not hold the organizer, stand contractor or freight forwarder responsible for any loss or damage to any property or injury to any personnel. Exhibitor is advised to take an insurance cover for the purpose of indemnifying the organizer in case of any losses or damages for any reasons beyond the organizers control.

Health and Safety: exhibitors are requested to thoroughly read the DWTC Heath & Safety Rule Book

(https://www.arabplast.info/DWTC_Health_and_Safety_Rules_and_Regulations.pdf).

Public Liability Cover: all stand fitting contractors must possess a Public Liability Insurance Cover.

Freight Forwarder: only the officially appointed freight forwarder of the organizer will be allowed to operate within the exhibition premise and the halls. Exhibitors are requested to inform their freight forwarders to contact the official freight forwarder for onsite movements of material.

Hotel, Accommodation and Visa Assistance: exhibitor may organize their room reservation either through the listed hospitality partners or the official travel agent. Travel agent listed in the contact details will also attend to visa assistance, if needed.

Food and Beverage: no food or beverage from any external source will be permissible inside the exhibition halls.

Exhibitors are requested to use the in-hall cafes and trolley services for their food and beverage requirement alternately all stand catering requirements can be ordered from https://www.eventplus.ae/arabplast.

General Lighting: will be provided by official stand builders. For space only exhibitors, the stand contractor will have to order electricity from DWTC. Lights will be switched off at source 30 minutes ater the close of each open day. However, 24 hrs supply can be requested, however, the cost towards the electricity will be borne by the exhibitor.

Stand Cleaning: To maintain the highest standards of hygiene and safety, DWTC emphasizes on deep cleaning and maintenance of all areas. To maintain the standard care within the halls, all space only stand exhibitors will be required to place a nightly standard cleaning order from https://www.eventplus.ae/arabplast.

Exhibitors are responsible for their own waste removal during build-up and tear-down. Your contractor(s) should remove the build-up material outside DWTC premises and not inside the marshaling yards. The paint cans should not be thrown inside the skips and should be removed from DWTC premises instead. The skips area must be kept free at all times to allow uninterrupted access for DWTC. The tenanted space must be vacated with all adhesive tapes, paint and similar traces completely removed.

Cleaning and Waste Disposal Services: are not a part of the stand rental cost and will have to be ordered separately.

Emergency Medical Services: you may contact the nearest security officer who will guide you the EMS station. This services is available from 08:00 hrs to 22:00 hrs during build up and teardown. During the open days, this services will be made available 1 hours prior to the opening of the exhibition until 1 hr after closure.

Lost and Found: office operates 24/7, however, the venue owners nor the organizer is responsible for loss of personal effects, or damage to property or exhibits. Exhibitors are asked to take care of all their belongings and not leave anything unattended.

Water Supply and Drainage/Compressed Air: details of requirement must be provided to the official stand building contractor at least 3 months prior to the build-up date.

Fire Precaution: exhibition halls are equipped with fire extinguishers, fire hoses, sprinklers and fire alarms. Exhibitors must ensure that all exhibits carried on the premise and inside the exhibition halls are of non-flammable material and have been fire proofed.

GENERAL GUIDELINES

Exhibition Catalogue: will be printed and will be made available to all business visitors. Exhibitors will receive a copy of the printed exhibition catalogue at their stand. Exhibitors are required to furnish accurate information to be published in the Exhibition Catalogue.

Audio/Visual: exhibitor may bring their own equipment with prior approval from the organizer and must ensure that such equipment does not cause noise pollution inside the exhibition halls. Exhibitor will be liable to pay a penalty fine or confiscation of such equipment causes annoyance to business visitors and other exhibitors.

Children: for health and safety reasons, children under the age of 16 will not be permitted to enter the halls for the entire duration of the exhibition.

Force Majeure: organizer will not be liable for the fulfilment in delivery of space if due to natural or unavoidable causes, acts of God, public enemy, strikes, authority of law, or any other cause beyond the organizers control.

Usage of Adhesives: kindly get pre-approval from the technical or stand building contractor before using any types of adhesives on the floors or walls of the exhibition halls.

Shell Scheme Exhibitors: the official contractors will ensure that the shell scheme stand is ready on time for the opening day of the exhibition.

Space Only Exhibitors: notification for use of services of an outside independent contractor must be sent to the organizer and the official stand contractor to obtain a Clearance certificate to start building the stand. Design and specification drawings must be sent to the official stand contractor 60 days prior to the build-up date to obtain a clearance from the health and safety department at the venue

Island Stands: 4 side open stands are restricted from use of walls and such stands must provide access to their stand from all sides.

Independent Contractors: are requested to be familiar with 'Safe Working Practices' and strictly observe the same. This will also include stability of stand, safe electrical installation, earth leakage, etc. . Kindly review all the information relating to loading/unloading procedures, stand designs and norms, etc., separately detailed.

Comprehensive Products and Services by the Venue: All requirements for Stand Catering, Data & Telecom, Cleaning, Security, Rigging is the exclusive service provided by the Venue and must be directly ordered with them vide https://www.eventplus.ae/arabplast Reserved parking spots, venue advertising for brand awareness and meeting rooms, if needed, can also be orderd directly need to be ordered directly vide https://www.eventplus.ae/arabplast

POLICY FOR BUILD UP DAYS - EXHIBITOR ACCESS PASSES

Contractor Registration & Badges: All contractors need to register on the contractor plus portal. It provides a variety of interactive tools to keep the users up-to-date with their applications. You can access the site via this link: https://contractorplus.dwtc.com Users will be able to select and purchase either international, annual or daily contractor passes as well as vehicle passes with no limitation.

Payment will have to be completed online prior to assigning the contractors and accessing the venue. Payment receipts and Tax Invoices will be generated and sent by email once the payment is processed. Users will be able to assign the passes to their staff based on the approved managed staff details. Users will be able to set the duration of the access, based on the event official build-up and tear down dates. The digital passes will display the registered photographs and access information.

The digital contractor and vehicle passes will be sent via email and can also be downloaded from the system and printed if the contractor does not have a smart device. The contractor and vehicle passes will be scanned prior to entering the premises. To unload and load, please proceed to the **SHEIKH SAEED SERVICE YARD**.

For any issues with Contractorplus:

Email: AccreditationLiaison@dwtc.com
Contact No.: +9714 306 4816

Exhibitor Access Passes during Build up days:

1. Access Criteria
During build-up* and tear-down, exhibitors requiring access to inspect their stand and/or carry out work activities must obtain a Venue Exhibitor Access Pass at AED 30 per person, per day.

This pass may be used for:
» Viewing and checking stand progress
» Coordinating with appointed contractors
» Stand set-up and dismantling activities
» Technical, IT, engineering and contractor-related work inside the halls

All venue health & safety requirements, including Personal Protective Equipment (PPE), must be followed at all times. Any personnel carrying out work activities must complete the mandatory health & safety induction. Exhibitor personnel holding a valid VenueExhibitor Access Pass will be permitted access to the halls via the main entrances.

On the final day of build-up, exhibitors may be permitted to enter the halls with their Event Exhibitor Badge following hall assessment and safety clearance by the Venue Health & Safety team.

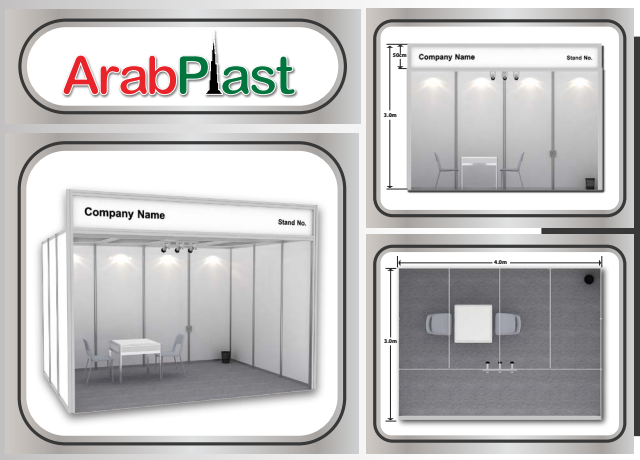
2. Compliance & Enforcement
As per tenancy obligations, organisers are responsible for ensuring exhibitor compliance
Violations shall be subject to a fine of AED 500 per violation, with penalties escalating for subsequent or repeated violations.

3. Registration Process
Organisers can manage exhibitors' access via Organiser+ portal (DWTC online portal). The portal allows:
» Bulk or individual registrations
» ID/passport upload with automated data capture
» QR-based badge issuance
» Online payment

For Login https://www.arabplast.info/Exhibitor_Access_Pass_Portal_Guide_Jan_2026.pdf

STAND OPTIONS

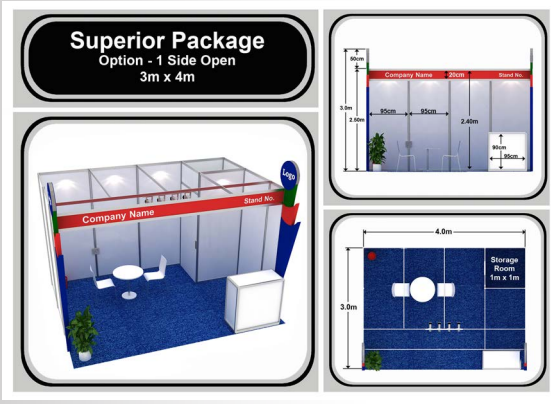
BASIC SHELL SCHEME PACKAGE

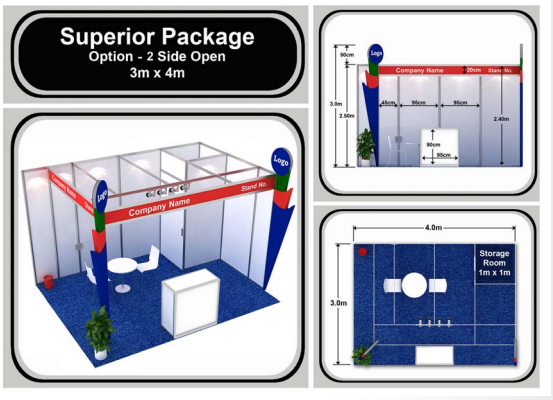


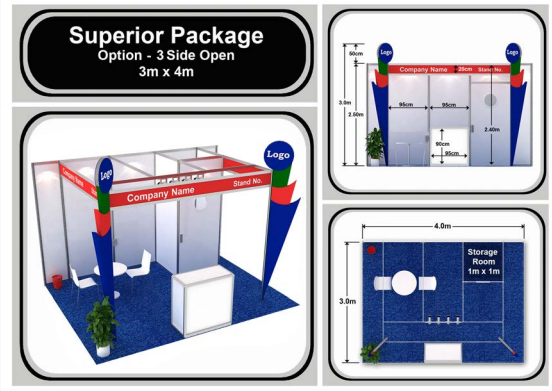
12 SQM SHELL SCHEME STAND PACKAGE

Chairs	: 2
Track spotlights	: 3
Electrical socket	: 1
Fascia - Company name with stand number	: 1
Dust bin	: 1
Octanorm square table	: 1

SUPERIOR PACKAGE







STANDARD STAND PACKAGE - SHELL SCHEME STAND

ITEM'S	6sqm	9sqm	12sqm	15sqm	18sqm	21sqm	24sqm	27sqm	30sqm	33sqm	36sqm	48sqm	54sqm
Stand Construction as per design	√	√	√	√	√	√	√	√	√	√	√	√	√
Store Room with door - 1m x 1m	X	X	√	√	√	√	√	√	√	√	√	√	√
Wooden Pylon	√	√	√	√	√	√	√	√	√	√	√	√	√
Needle Punch Carpet	√	√	√	√	√	√	√	√	√	√	√	√	√
Vinyl Cut text company name	√	√	√	√	√	√	√	√	√	√	√	√	√
Company Logo on wooden Pylon	√	√	√	√	√	√	√	√	√	√	√	√	√
FURNITURE													
Round Table	1	1	1	1	2	2	2	2	3	3	3	4	4
White Chair	2	2	3	4	5	6	7	8	9	10	11	12	12
Lockable Counter	X	X	1	1	1	1	2	2	2	2	3	4	4
Artificial Plant	X	X	1	1	1	1	1	1	1	1	2	2	2
Waste Basket	1	1	1	1	1	2	2	2	3	3	3	4	4
ELECTRICAL AS PER DESIGN													
Power Sockets	1	1	1	2	2	2	3	3	3	4	4	5	6
Track spot light	2	3	4	5	6	7	8	9	10	11	12	16	18
Distribution Board	√	√	√	√	√	√	√	√	√	√	√	√	√
Main Electrical Power Supply	√	√	√	√	√	√	√	√	√	√	√	√	√
Transportation Installation and Dismantling	√	√	√	√	√	√	√	√	√	√	√	√	√

FORM 1

Deadline: 12th January 2027 **Fascia**

Please send completed form to: adnan@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

FASCIA

For Shell Scheme Exhibitors Only

- The following is the correct name to appear on the fascia board of our stand
- Please **TYPE** or **PRINT** in **CAPITAL LETTERS**
- Ensure that it matches the name you provide in **Form.3**

Fascia Name in English (please print)

Please Note:

- Only Company name up to a maximum of 30 characters and Stand Number is included in the shell scheme
- No logos on fascia are included in the shell scheme package
- A cost of US$75 per logo will be applicable if Company wishes to have their logo on the Fascia
- If the Fascia form is not received 5 days prior to the opening date of the exhibition, the name that appears on the space booking form, will be applied to the Fascia.
- A cost of **US$20** will be applicable for any changes made on the Fascia in terms of change of company name due to non-submission of form or any additional name to be added
- **5% VAT will be applicable on all costs**
- Orders will be considered valid only when accompanied by full remittance. Payment should be made in US Dollars in favour of **AL FAJER INFORMATION & SERVICES L.L.C.** vide a bank draft or Telex Transfer.
- Bank details below:

  UNITED ARAB BANK
  Deira Branch, Dubai,United Arab Emirates.
  Account No.: 1031012660001
  Swift Code: UARBAEAA
  IBAN : AE670460001031012660001

FORM 2

Deadline: 12th January 2027 — **Exhibitors Admission Badges**

Please send completed form to: liya@alfajer.net | geo.c@alfajer.net | adnan@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

- Please fill out the names of your personnel/representative with positions in **BLOCK LETTERS** in the excel sheet sent to you by email.
- The Exhibitor Admission Badges can be collected from the Organizers Office at site on the **22nd & 23rd of March 2027** from 10am till 6pm
- The badge should be worn at all given times by the exhibitor
- The badge provided is non-transferable and if done so, will be liable for penalty
- Badges will be provided based on sqm stand booking as below:

  - **09 sqm ..... 04 Admission Badges**
  - **12 sqm - 24 sqm ..... 06 Admission Badges**
  - **25 sqm - 80 sqm ..... 12 Admission Badges**
  - **81 sqm - 120 sqm ..... 15 Admission Badges**
  - **Above 120 sqm ..... 20 Admission Badges**

- Additional badges required will be provided at a cost of **US$5 / AED20** per badge
- Reprinting of lost or forgotten badge will be chargeable at **US$5 / AED20** per badge
- **5% VAT applicable on all costs**

Additional Badges Required : _____ **Nos.**

SIGNATURE _____ **Date** _____

FORM 3

Deadline: 12th January 2027 — **Catalouge Entry**

Please send completed form to: liya@alfajer.net | geo.c@alfajer.net

- This information will be used for the official listing of your company in the **ArabPlast 2027** Exhibitor Catalogue
- Please send your entries in **MS Word Format only (format will be sent to you on your email)** or in the format as given below in MS Word Format
  - **Company Name**
  - **Hall No. / Stand No.**
  - **Company Address**
  - **Company Telephone Number**
  - **Company Website**
  - **Contact Person**
  - **Position of Contact Person**
  - **Mobile Number of Contact Person**
  - **Email of Contact Person**
  - **Products on Display**
  - **Company Information in a maximum of 250 words only**
- Exhibitors are reminded to complete all the fields mentioned in the MS Word document sent
- The organizer will not be held responsible for omission of any exhibitor from the Exhibitor Catalogue on accord of non-submission of the form, insufficient or unclear information received
- Please send your catalogue entry along with the filled out product classification Excel sheet also sent by email.
- In the event the catalogue entry is not received by the stipulated deadline, the company details along with stand number as mentioned in your stand contract form will be printed as is the Exhibitor Directory

SPECIAL FORMATING OF COMPANY ENTRY IN THE EXHIBITOR CATALOGUE

Entry text in Color Blue ..... US$ 35

Company logo in Black and White ..... US$ 75

Company Logo in Colour ..... US$ 100

PAYMENT DETAILS

Orders are valid only when accompanied by full remittance.
Payment should be made in favor of **AL FAJER INFORMATION & SERVICES L.L.C.** in US Dollars Bank Draft or by Telex transfer to our bank account, details below

UNITED ARAB BANK
Deira Branch, Dubai,United Arab Emirates.
Account No: 1012068632301
Swift Code: UARBAEAA
IBAN No: AE100260001012068632301

Quotation can be provided separately for items not listed here under

FORM 4

Deadline: 12th January 2027 — **Stand Attendant**

Please send completed form to: mary@alfajer.net | geo.c@alfajer.net

Company Name: _____

VAT No: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ Email: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

Gender	Languages Spoken	No. of Attendants	Rate US$/8 hours	Total Cost (US$)
Male			400.00	
Female			400.00	
			TOTAL	

*above amount is not inclusive of 5% VAT

» Area of Responsibility of the Attendant:
» To greet the visitors to your stand and offer hospitality services
» To attend to trade visitors and their queries
» To man your stand in your absence or if you are busy

****The attendant will not be responsible to clean the stand area. The service to clean stand etc. will have to be ordered separately from the DWTC EventsPlus**

PAYMENT DETAILS

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UNITED ARAB BANK
Deira Branch, Dubai,United Arab Emirates.
Account No.: 1031012660001
Swift Code: UARBAEAA
IBAN : AE670460001031012660001

FORM 5

Deadline: 12th January 2027 — **Catalogue Advertisement**

Please send completed form to: liya@alfajer.net | geo.c@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

YES, we wish to reserve the following advertisement space to be published in the show catalogue (please tick wherever applicable)

☐	**BACKOUTSIDECOVER (COLOR)**	**-US$ 6,000**
☐	**FRONTINSIDECOVER (COLOR)**	**-US$ 4,000**
☐	**BACKINSIDECOVER (COLOR)**	**-US$ 3,000**
☐	**INSIDEPAGES (COLOR)**	**-US$ 2,500**

**above costs do not include 5% VAT*

INFORMATION:

» Full Page Size H210mm xW150mm

» Materials required: Illustrator, Illustrator PDF or high resolution PDF, PSD. Format. All fonts should be outlined and images embedded

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IBAN : AE670460001031012660001

FORM 6

Deadline: 12th January 2027 — **Hanging Banner/Structure above Stand**

Please send completed form to: liya@alfajer.net | geo.c@alfajer.net

Company Name: _____

VAT No: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ Email: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

BANNER SITES ARE AVAILABLE FOR ADDITIONAL PURPOSES :

All Exhibitors who have banner suspended above their stand are subject to Banner Advertisment fee. This fee covers the size of the banner and not just the logos. Please consider this into account when designing your stand.

A. BANNER SITES ABOVE THE STAND

- ANY, Banners above an Exhibitors Stands is subject to Banner Advertising Fees.
- Please provide the Organisers with the proposed dimension of the advertisement above your stand for prior approval. All details to be submitted along with the stand design.
- The banner will be provided by the exhibitors.
- The cost of banner advertising AED1,500 per sq/m.
- Banner sites inside exhibition halls (subject to Availability of sites)
- Double sided, three sided and four sided (boxer or ring banner) will be charged per number of sides and the total sqm shall be used to calculate the cost.
- Roof points/ dropwire/ truss/ installation to be ordered separately from dwtc, does not include in the advertising charges. Please call customer service team at 800(DWTC) or to write to Info@DWTC.com
- Banner the banner must be confined within the border of the space contracted for by the exhibitors.
- The advertising must not overlook a neighbouring stand.

B. BANNER SITES INSIDE EXHIBITION HALLS (SUBJECT TO AVAILABILITY OF SITES)

- Banner sites are available within the halls for exhibitors to purchase to give additional advertising opportunities.
- Roof points/ dropwire/ truss/ installation to be ordered separately to DWTC does not include in the advertising charges. Please call customer service team at 800(DWTC) or to write to Info@DWTC.com
- The banner should be provided by the exhibitors.
- The cost per banner site is AED 2,250 sq/m shall be used to calculate the cost.

PLEASE INCLUDE YOUR REQUIREMENTS :

Banner Advertisement Charge	Rates/ Sites (Per sq mtr)	QTY	Total Cost (AED)
Single Sided	AED 1,500		
Double Sided	AED 2,250		
	Total Cos US$		

**above costs do not include 5% VAT*

***NO ORDER WILL BE ENTERTAINED AFTER THE DEADLINE OF 12TH JANUARY 2027.**
***PLEASE PROVIDE ALL NECESSARY INFORMATION TO ENABLE ACTION YOUR REQUEST.**
***PLEASE KEEP A COPY FOR YOUR RECORDS.**

PAYMENT DETAILS

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IBAN : AE670460001031012660001

FORM 7

Deadline: 12th January 2027 — **Indemnity and Waiver**

Please send completed form to: adnan@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

PLEASE COMPLETE BY PRINTING IN CAPITAL LETTERS ONLY (WE CANNOT BE HELD RESPONSIBLE FOR MISTAKES FROM ILLEGIBLE HANDWRITING).

In exchange for good and valuable consideration, including, inter alia, Dubai World Trade Centre (L.L.C.) entering into a license agreement with us, the receipt and sufficiency of which is hereby acknowledged;

INDEMNITY

We hereby indemnify Dubai World Trade Centre (L.L.C.) from and against any and all customs levy, tax, fine or any other payments which Dubai World Trade Centre (L.L.C.) are called upon to pay to the authorities in Dubai on our behalf in any way connected with ArabPlast 2027.

WAIVER

We hereby waive any and all claims that we may have against Dubai World Trade Centre (L.L.C.) of any kind whatsoever, in anyway related to the storage and display of exhibits/equipment during ArabPlast 2027 whether during, before or after regular show hours. We also acknowledge we are solely responsible for the security and safekeeping of all our aforementioned possessions during, before and after regular hours of the show.

Signature: _____ Date: _____

Name: _____

Title: _____

This form to be signed only by the Director or Partner of the exhibiting Company

Seal of the Company :

Please attach company trade license with this form at submission.

FORM 8

Deadline: 12th January 2027 — **Health & Safety Declaration**

Please send completed form to: adnan@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

PLEASE COMPLETE BY PRINTING IN CAPITAL LETTERS ONLY (WE CANNOT BE HELD RESPONSIBLE FOR MISTAKES FROM ILLEGIBLE HANDWRITING).

We hereby confirm that we have read and understood the entire Health and Safety Rules and Regulations DWTC Venues Health and Safety (https://www.arabplast.info/DWTC_Health_and_Safety_Rules_and_Regulations.pdf).

If using outside contractor please share Health and Safety Rules and Regulations DWTC Venues Health and Safety(https://www.arabplast.info/DWTC_Health_and_Safety_Rules_and_Regulations.pdf).

By signing this form, we acknowledge the same is fully binding upon us as an Exhibitor of ArabPlast 2027.

Signature: _____ Date: _____

Name: _____

Title: _____

Seal of the Company:

FORM 9

Deadline: 12th January 2027 — **Superior Stand**

Please send completed form to: anantha.hse@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

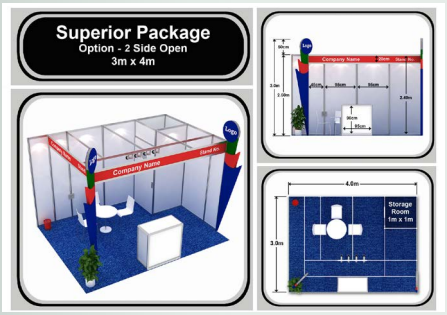
Contact Person: _____ **Position:** _____ **Date:** _____

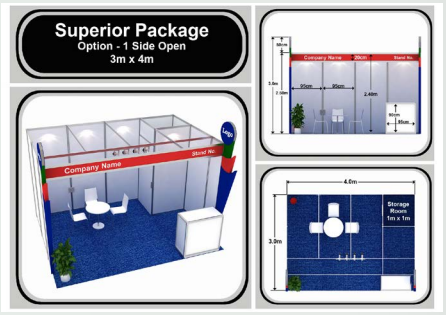
Signature: _____ **Company Stamp:** _____

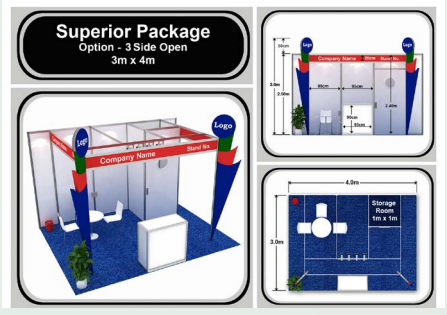
SUPERIOR SHELL SCHEME OPTIONS

» Upgraded options are only for Deluxe Shell Scheme booked exhibitors NOT for the Raw Space exhibitors.
» **5% VAT applicable**

Note:
» Upgrade option will cost US$ 80 Per sq.m or in Dhs 294 Per sq.m
» Rate $80 x Area = _____ Total Cost _____
» Please provide your company logo in Adobe Illustrator / EPS format at least two weeks prior to the event.
» Rental rates quoted hereunder are for the entire duration of the Exhibition.







PAYMENT DETAILS

Orders are valid only when accompanied by full remittance. Payment should be made in favor of **AL FAJER INFORMATION & SERVICES L.L.C.** in US Dollars Bank Draft or by Telex transfer to our bank account, details below

UNITED ARAB BANK
Deira Branch, Dubai,United Arab Emirates.
Account No.: 1031012660001
Swift Code: UARBAEAA
IBAN : AE670460001031012660001

FORM 10

Deadline: 12th January 2027 — **Furniture Rental**

Please send completed form to: hameed@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

- Late orders will be subject to availability with 20% surcharge.
- 5% VAT will be applicable on all mentioned costs
- Please ensure that the keys of doors, cabinets, cupboards, etc.
- Please do not leave any personal belongings inside rented furniture items.
- Prices quoted below are for the entire duration of the exhibition.
- Quotation can be provided separately for items not listed.

4L



FLAT SHELF
(Corner / L.Shape)
Size in mm:
W1000 D1000 H18

DHS 88
US $ 22

Qty | Cost

5F

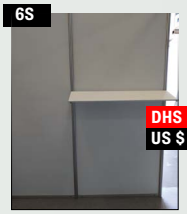


FLAT SHELF
Size in mm:
W1000 D300 H18

DHS 44
US $ 12

Qty | Cost

6S



SLOPED SHELF
Size in mm:
W1000 D300 H18

DHS 53
US $ 14

Qty | Cost

Total Amount: _____

Amount in Words: _____

PAYMENT DETAILS

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Account No.: 1031012660001
Swift Code: UARBAEAA
IBAN : AE670460001031012660001

FORM 10A

Deadline: 12th January 2027 — **Furniture Rental**

Please send completed form to: hameed@alfajer.net

Company Name: _____

VAT No: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ Email: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

- Late orders will be subject to availability with 20% surcharge.
- 5% VAT will be applicable on all mentioned costs
- Please ensure that the keys of doors, cabinets, cupboards, etc.
- Please do not leave any personal belongings inside rented furniture items.
- Prices quoted below are for the entire duration of the exhibition.

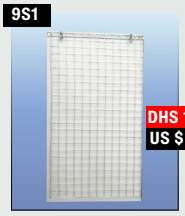
Quotation can be provided separately for items not listed.



7 — FOLDING DOOR
Size in mm:
W1000 H2000
DHS 228 / US $ 62
Qty Cost



8 — NORMAL DOOR
(Wooden)
Size in mm:
W1000 H2000
DHS 363 / US $ 99
Qty Cost



9S1 — STEEL GRID
(With 20 Hooks)
Size in mm:
H1830 W610
DHS 132 / US $ 36
Qty Cost



9S2 — STEEL GRID
(With 30 Hooks)
Size in mm:
W830 H920
DHS 202 / US $ 55
Qty Cost



11 — WALL PANEL
Size in mm:
W1000 H2500
DHS 121 / US $ 33
Qty Cost



12P1 — PEG BOARD
(With 20 hooks)
Size in mm
W900 H1200
DHS 132 / US $ 36
Qty Cost



12P2 — PEG BOARD
(With 20 hooks)
Size in mm
W900 H2400
DHS 221 / US $ 60
Qty Cost

Total Amount: _____

Amount in Words: _____

PAYMENT DETAILS

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UNITED ARAB BANK
Deira Branch, Dubai,United Arab Emirates.
Account No.: 1031012660001
Swift Code: UARBAEAA
IBAN : AE670460001031012660001

FORM 10B

Deadline: 12th January 2027 — **Furniture Rental**

Please send completed form to: hameed@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

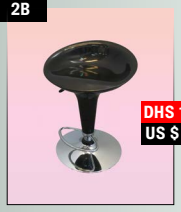
Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

- Late orders will be subject to availability with 20% surcharge.
- 5% VAT will be applicable on all mentioned costs
- Please ensure that the keys of doors, cabinets, cupboards, etc.
- Please do not leave any personal belongings inside rented furniture items.
- Prices quoted below are for the entire duration of the exhibition.

Quotation can be provided separately for items not listed.

2B



HIGH STOOL SMALL
(Black)
Size in mm:
R440 H850

DHS 178
US $ 48

Qty | Cost

2W

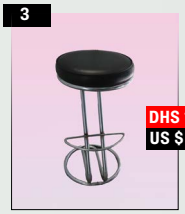


HIGH STOOL SMALL
(White)
Size in mm:
R440 H850

DHS 178
US $ 48

Qty | Cost

3

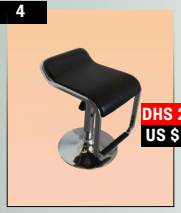


STOOL BLACK
(Low)
Size in mm:
R330 H800

DHS 114
US $ 33

Qty | Cost

4

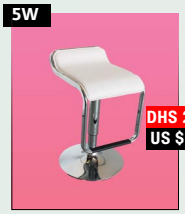


LEM STOOL
(Black)
Size in mm:
W360 H800

DHS 202
US $ 55

Qty | Cost

5W

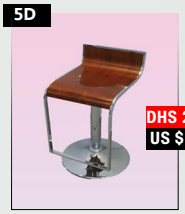


LEM STOOL
(White)
Size in mm:
W360 H800

DHS 202
US $ 55

Qty | Cost

5D



LEM STOOL
(Woodden)
Size in mm:
W360 H800

DHS 202
US $ 55

Qty | Cost

Total Amount: _____

Amount in Words: _____

PAYMENT DETAILS

Orders are valid only when accompanied by full remittance. Payment should be made in favor of **AL FAJER INFORMATION & SERVICES L.L.C.** in US Dollars Bank Draft or by Telex transfer to our bank account, details below

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Deira Branch, Dubai,United Arab Emirates.
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Swift Code: UARBAEAA
IBAN : AE670460001031012660001

FORM 10C

Deadline: 12th January 2027 — **Furniture Rental**

Please send completed form to: hameed@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

- Late orders will be subject to availability with 20% surcharge.
- 5% VAT will be applicable on all mentioned costs
- Please ensure that the keys of doors, cabinets, cupboards, etc.
- Please do not leave any personal belongings inside rented furniture items.
- Prices quoted below are for the entire duration of the exhibition.

Quotation can be provided separately for items not listed.

6

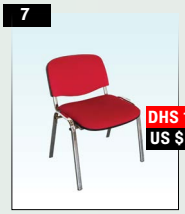


DHS 121
US $ 33

CHAIR (Gray)
Size in mm:
W430 H840

Qty Cost

7

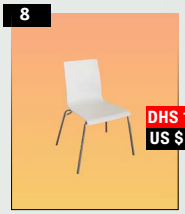


DHS 132
US $ 36

VISITOR'S CHAIR
(Red Fabric)
Size in mm:
W3530 D500 H840

Qty Cost

8



DHS 132
US $ 36

WHITE CHAIR
(Gilbert)
Size in mm:
W390 H840

Qty Cost

12W



DHS 132
US $ 36

PANTONE CHAIR
(White)

Qty Cost

Total Amount: _____

Amount in Words: _____

PAYMENT DETAILS

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Deira Branch, Dubai,United Arab Emirates.
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IBAN : AE670460001031012660001

FORM 10D

Deadline: 12th January 2027 — **Furniture Rental**

Please send completed form to: hameed@alfajer.net

Company Name: _____

VAT No: _____ Stand No: _____ Hall No: _____

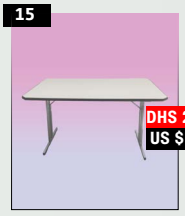
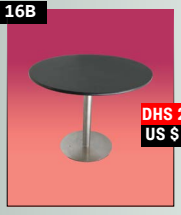
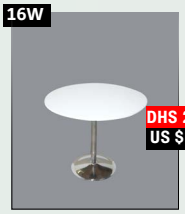
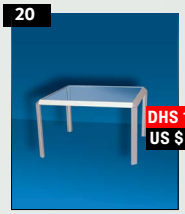
Telephone # _____ Fax # _____ Email: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

- Late orders will be subject to availability with 20% surcharge.
- 5% VAT will be applicable on all mentioned costs
- Please ensure that the keys of doors, cabinets, cupboards, etc.
- Please do not leave any personal belongings inside rented furniture items.
- Prices quoted below are for the entire duration of the exhibition.

Quotation can be provided separately for items not listed.

13  DHS 202 US $ 55	NEW LINE SQUARE TABLE Size in mm: W700 D700 H750 Qty Cost	14  DHS 220 US $ 60	SQUARE TABLE (White) Size in mm: W750 D750 H750 Qty Cost
15  DHS 264 US $ 72	RECTANGULAR TABLE Size in mm: W1200 D800 H750 Qty Cost	16B  DHS 220 US $ 60	ROUND TABLE BIG (Black) Size in mm: Dia800 H750 Qty Cost
16W  DHS 220 US $ 60	ROUND TABLE BIG (White) Size in mm: Dia800 H750 Qty Cost	17B  DHS 220 US $ 60	BAR TABLE (High) Black Top Size in mm: Dia600 H1200 Qty Cost
17W  DHS 220 US $ 60	BAR TABLE (High) White Top Size in mm: Dia600 H1200 Qty Cost	19  DHS 264 US $ 72	ROUND TABLE (Glass) Size mm: Dia720 H700 Qty Cost
20  DHS 132 US $ 36	COFFEE TABLE (With Glass Top) Size in mm: W650 D650 H465 Qty Cost		

Total Amount: _____

Amount in Words: _____

PAYMENT DETAILS

Orders are valid only when accompanied by full remittance. Payment should be made in favor of **AL FAJER INFORMATION & SERVICES L.L.C.** in US Dollars Bank Draft or by Telex transfer to our bank account, details below

UNITED ARAB BANK
Deira Branch, Dubai,United Arab Emirates.
Account No.: 1031012660001
Swift Code: UARBAEAA
IBAN : AE670460001031012660001

FORM 10E

Deadline: 12th January 2027 — **Furniture Rental**

Please send completed form to: hameed@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

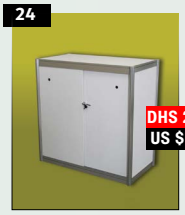
- Late orders will be subject to availability with 20% surcharge.
- 5% VAT will be applicable on all mentioned costs
- Please ensure that the keys of doors, cabinets, cupboards, etc.
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SOFA SINGLE
(White)
Size in mm:
W770 D780 H660

Qty | Cost



FREE STANDING LOCKABLE CUPBOARD COUNTER
Size in mm:
W1000 D500 H900

Qty | Cost



OCTANORM LOCKABLE COUNTER
Size in mm:
W1000 D500 H750

Qty | Cost



INFORMATION COUNTER
(High) Size in mm:
W1000 D500 H1000

Qty | Cost



INFORMATION COUNTER
(Low) Size in mm:
W1000 D500 H750

Qty | Cost



STEP UP INFORMATION COUNTER
Size in mm:
W1000 D500 H1100

Qty | Cost



WIDE INFORMATION COUNTER
Size in mm:
W2500 D500 H1100

Qty | Cost

Total Amount: _____

Amount in Words: _____

PAYMENT DETAILS

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FORM 10F

Deadline: 12th January 2027 — **Furniture Rental**

Please send completed form to: hameed@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

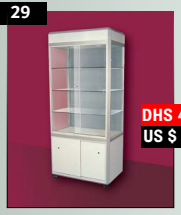
Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

- Late orders will be subject to availability with 20% surcharge.
- 5% VAT will be applicable on all mentioned costs
- Please ensure that the keys of doors, cabinets, cupboards, etc.
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- Prices quoted below are for the entire duration of the exhibition.

Quotation can be provided separately for items not listed.

29

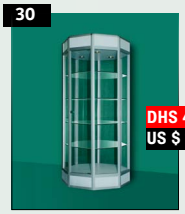


DHS 424
US $ 115

NEW LINE TALL SHOWCASE (With Storage)
Size in mm:
W800 D500 H2000

Qty | Cost

30



DHS 487
US $ 133

NEWLINE OCTACASE
Size in mm:
W800 D800 H2000

Qty | Cost

31



DHS 444
US $ 121

NEW LINE HEXACASE
Size in mm:
W800 D600 H2000

Qty | Cost

32

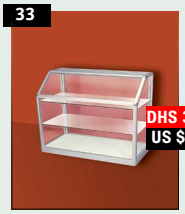


DHS 384
US $ 104

NEW LINE SLIM TALL SHOWCASE (With Storage)
Size in mm:
W500 D500 H2000

Qty | Cost

33

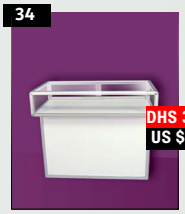


DHS 334
US $ 91

NEW LINE SHOWCASE (Slanted) Size in mm:

Qty | Cost

34

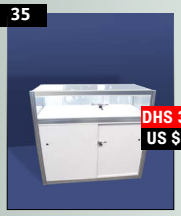


DHS 334
US $ 91

NEWLINE T-CASE
Size in mm:
W1000 D600 H1000

Qty | Cost

35

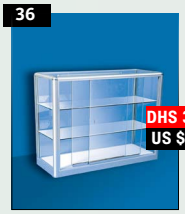


DHS 334
US $ 91

OCTANORM SHOWCASE
Size in mm:
W1000 D500 H1000

Qty | Cost

36



DHS 334
US $ 91

NEW LINE SHOWCASE (Full Glass)
Size in mm:
W1000 D400 H1000

Qty | Cost

Total Amount: _____

Amount in Words: _____

PAYMENT DETAILS

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UNITED ARAB BANK
Deira Branch, Dubai,United Arab Emirates.
Account No.: 1031012660001
Swift Code: UARBAEAA
IBAN : AE670460001031012660001

FORM 10G

Deadline: 12th January 2027 — **Furniture Rental**

Please send completed form to: hameed@alfajer.net

Company Name: _____

VAT No: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ Email: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

- Late orders will be subject to availability with 20% surcharge.
- 5% VAT will be applicable on all mentioned costs
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Quotation can be provided separately for items not listed.

37

DHS 101
US $ 27
SMALL EXHIBIT BASE (Newline)
Size in mm:
W500 D500 H250
Qty Cost

38

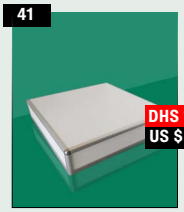
DHS 121
US $ 33
MEDIUM EXHIBIT BASE (Newline)
Size in mm:
W500 D500 H500
Qty Cost

39

DHS 161
US $ 44
LARGE EXHIBIT BASE (Newline)
Size in mm:
W500 D500 H750
Qty Cost

40

DHS 202
US $ 55
HIGH EXHIBIT BASE (Newline)
Size in mm:
W500 D500 H1000
Qty Cost

41

DHS 121
US $ 33
SMALL PODIUM (Newline)
Size in mm:
W1000 D1000 H250
Qty Cost

42

DHS 161
US $ 44
MEDIUM PODIUM (Newline)
Size in mm:
W1000 D1000 H500
Qty Cost

43

DHS 202
US $ 55
LARGE PODIUM (Newline)
Size in mm:
W1000 D1000 H750
Qty Cost

44

DHS 242
US $ 66
HIGH PODIUM (Newline)
Size in mm:
W1000 D1000 H1000
Qty Cost

Total Amount: _____

Amount in Words: _____

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IBAN : AE670460001031012660001

FORM 10H

Deadline: 12th January 2027 — **Furniture Rental**

Please send completed form to: hameed@alfajer.net

Company Name: _____

VAT No: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ Email: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

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45



DHS 132
US $ 36

3X A4 LITERATURE RACK
(Free Standing)

Qty Cost

46

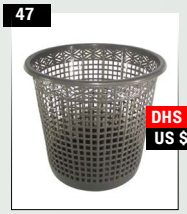


DHS 266
US $ 72

ZIG ZAG LITERATURE RACK
(Free Standing) 6x

Qty Cost

47



DHS 22
US $ 6

WASTE BASKET

Qty Cost

48S



DHS 307
US $ 83

REFRIGERATOR
(120ltr. Small)
Size in mm:
W490 D460 H830

Qty Cost

49M



DHS 363
US $ 99

REFRIGERATOR
(180ltr.Medium)
Size in mm:
W590 D530 H1400

Qty Cost

50

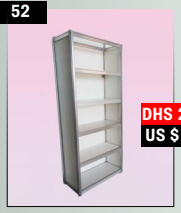


DHS 933
US $ 254

FREEZER (366 L)
21Kg Freezing Capacity

Qty Cost

52

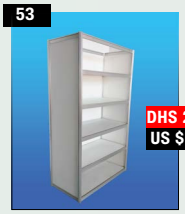


DHS 242
US $ 66

SHELF UNIT - 4 SHELVES
Size in mm:
W1000 D350 H2000

Qty Cost

53



DHS 290
US $ 79

SHELF UNIT - 4 SHELVES
Size in mm:
W1000 D500 H2000

Qty Cost

Total Amount: _____

Amount in Words: _____

PAYMENT DETAILS

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Account No.: 1031012660001
Swift Code: UARBAEAA
IBAN : AE670460001031012660001

FORM 10I

Deadline: 12th January 2027 — **Furniture Rental**

Please send completed form to: hameed@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

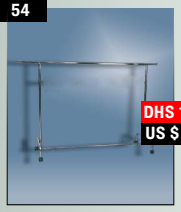
Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

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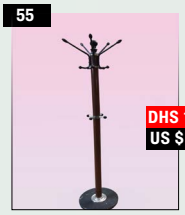
Quotation can be provided separately for items not listed.

54



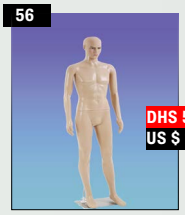
GARMENT RAIL
(Adjustable Ht With wheels)
DHS 178
US $ 48
Qty Cost

55



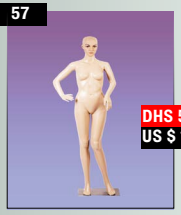
COAT STAND
(Free Standing)
DHS 132
US $ 36
Qty Cost

56



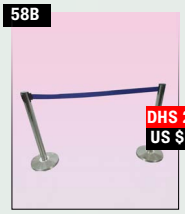
MANNEQUINS ADULT (Male)
DHS 532
US $ 145
Qty Cost

57



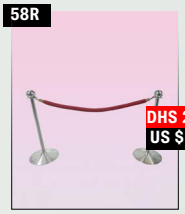
MANNEQUINS ADULT (Female)
DHS 532
US $ 145
Qty Cost

58B



BARRIER
(2 post +1 meter rope - BLUE)
DHS 209
US $ 57
Qty Cost

58R



BARRIER
(2 post +1 meter rope - RED)
DHS 209
US $ 57
Qty Cost

60



SAFTEY BOX
Size in mm:
W350 D390 H460
DHS 611
US $ 166
Qty Cost

61



SAFETY LOCKER
Size in mm:
W590 D540 H950
DHS 1210
US $ 329
Qty Cost

Total Amount: _____

Amount in Words: _____

PAYMENT DETAILS

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Swift Code: UARBAEAA
IBAN : AE670460001031012660001

FORM 11

Deadline: 12th January 2027 — **Audio Visual**

Please send completed form to: anumod@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

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No	Description	Rate/Unit USD	Rate Unit AED	Quantity	Cost
A	**LCD Projector**				
1.1	Multimedia Projector XGA 2500 ANSI Lumens	410	1470		
1.2	Multimedia Projector XGA 2500 ANSI Lumens (3000)	660	2420		
B	**LED SCREEN - FREESTANDING**				
2.1	40" Screen	250	920		
2.2	46" Screen	350	1280		
2.3	55" Screen	800	2930		
2.3	65" Screen	1100	4035		
C	**LED SCREEN WITHOUT STAND**				
2.4	85" Screen	900	3305		
3.1	32" Screen	200	735		
3.3	28" Screen	150	550		
D	**LAPTOP / DESKTOP COMPUTERS**				
4.1	Notebook computer P4	330	1210		
4.2	Desktop computer P4 17LCD screen	250	918		
				TOTAL COST	

Total Amount: _____
Amount in Words: _____

PAYMENT DETAILS

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Deira Branch, Dubai,United Arab Emirates.
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IBAN : AE670460001031012660001

FORM 12

Deadline: 12th January 2027 — **Electrical Items**

Please send completed form to: hameed@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

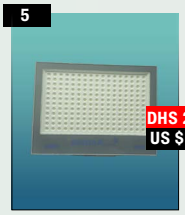
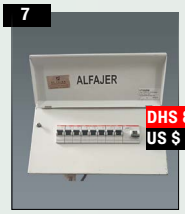
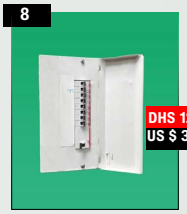
Telephone # _____ **Fax #** _____ **Email:** _____

Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

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1		LED TRACK SPOT LIGHT DHS 117 US $ 32 Qty Cost	2A		LED ARM LIGHT DHS 133 US $ 36 Qty Cost	2B		LED ARM LIGHT DHS 133 US $ 36 Qty Cost
3		EXTENTION CORD DHS 61 US $ 16 Qty Cost	5		LED FLOOD LIGHT - 200W (LIMITED) DHS 226 US $ 62 Qty Cost	5.5		LED FLOOD LIGHT - 100W DHS 186 US $ 51 Qty Cost
6		SOCKET DHS 117 US $ 32 Qty Cost	7		SINGLE PHASE DB DHS 847 US $ 231 Qty Cost	8		THREE PHASE DB DHS 1221 US $ 332 Qty Cost

Total Amount: _____

Amount in Words: _____

PAYMENT DETAILS

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IBAN : AE670460001031012660001

ELECTRICAL, AIR, WATER & WASTE, COMPRESSED AIR TERM AND CONDITIONS

TERMS AND CONDITIONS FOR ELECTRICITY, WATER & WASTE, AIR COMPRESSOR.

1. All utility orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. And dollars. Cancellations or amendments to confirmed and paid orders are not permitted.
2. Late orders will be subject to availability +surcharge and 5% VAT.
3. Once the order is made and the invoice is received the payment should be made immediately
4. Successful delivery of your order depends 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 AL Fajer by e-mailing **anumod@alfajer.net**

1. MAIN POWERS

a. The rates quoted include consumption.
b. Exhibition stands' mains power will only be activated on the last day of build-up.
c. Stand contractors are required to be present to activate their mains power 1 hour before and 1 hour after the show's opening times.
d. Main cable is provided by the venue, it is a must that all stands should have a DB as per the venue policies.
e. Contractor / Exhibitor are responsible for distribution and connection of power from their DB and onwards.
f. Any stand that requires 24-hours electric supply should be ordered through Al Fajer. We will not be responsible for any damage to stands that didn't apply for 24 hours.
g. If main power is required during Build-up, a surcharge of 35% is applicable.
h. "Ceiling cable for truss/light box", includes charges for only laying the cable. Power required in the ceiling has to be ordered separately.
i. The maximum power allocated in ceiling cable is 30Amps three phase.
j. All Electrical Accessories are on a rental basis and should be returned after the exhibition.
k. For shell scheme exhibitors using machinery products please fill in the form for additional power supply.
l. If there are any changes from the power ordered location after the deadline an on-site will have an additional 30% charge for relocation.
m. Cancellation of order prior to the deadline date – No charge
n. Cancellation/ Amendment of previous order after deadline date – 100% cancellation charges
o. All orders are valid when accompanied by full remittance.
p. Late orders will be subject to availability + surcharge and 5% VAT

2. BUILD-UP AND TEAR DOWN POWER

a. The contractor will connect their own equipment and cables to the distribution board.
b. Each distribution board will consist of single phase & three phase female commando or CEE Form sockets and 13 Amps plug tops.
c. Contractor build-up power is only to be used for stand construction purposes and not for stand testing
d. Build-up power will be used for build-up and tear down only.
e. Build-up power cannot be shared with other stand contractors.
f. The contractor will need to order and pay for the power with Eventplus.
g. Utility services will provide a 24/7 duty technician for the build power.
h. During the event the build-up power distribution boards will be turned off.
i. Cancellation of order prior to the deadline date – No charge
j. Cancellation / Amendment of previous order after deadline date – 100% cancellation charges
k. All orders are valid when accompanied by full remittance.
l. Late orders will be subject to availability + surcharge and 5% VAT.

ELECTRICAL, AIR, WATER & WASTE, COMPRESSED AIR TERM AND CONDITIONS

3. WATER AND WASTE

a. If the supply of sinks required Al Fajer will provide on additional cost, connection should be made by the stand contractor.
b. 3m pipes are supplied as standard. If you require longer than 3m please notify Al Fajer at the time of ordering.
c. Exhibitors / Contractors are responsible for all connection & accessories to the machine & Sinks.
d. Cancellation of order prior to the deadline date – No charge.
e. Cancellation / Amendment of previous order after deadline date – 100% cancellation charges
f. All orders are valid when accompanied by full remittance.
g. Late Orders will be subject to availability + surcharge and 5% VAT.

4. COMPRESSED AIR

a. Air compressors are not permitted in the exhibition halls and a hose will be provided from outside.
b. Filters must be supplied by the exhibitor if 100% clean dry air is required. The supplied air is approximately 4% humidity and 100ppm oil content.
c. The exhibitor must drain off the water each day as the supplied compressor is without a dryer.
d. It is the responsibility of the stand contractor to connect the hose to the exhibit.
e. The installation and use of the exhibitor's own compressor is not permitted.
f. For safety reasons the compressed air supply will be switched off from one hour after the event closes on its last day, as will the water and power supply.
g. Prices quoted above are for the connection only, if more than one connection is required, an additional amount per connection will be charged (please refer to the below price table) any location changes will have 50% additional charge.
h. Cancellation of order prior to the deadline date - No charge
i. Cancellation / Amendment pf previous order after the deadline date – 100% cancellation charge.
j. Late orders will be subject to availability + surcharge and 5% VAT.

5. GENERAL

a. Any changes/ relocation required due to incorrect grid plans will be subject to a surcharge as per the price list.
b. The rates quoted are per event based on a maximum 7-day rental basis only.
c. Any damage to the Venue assets caused by contractors/exhibitors will be subject to a surcharge decided by the DWTC Utilities team

FORM 13

Deadline: 12th January 2027 — **Electrical, Air, Water & Waste, Compressed Air**

Please send completed form to: anumod@alfajer.net

Company Name: _____

VAT No: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ Email: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

Please refer page 35 & 36 the above term and conditions before filling forms for Electricity, Air, Water & Waste, and Air Compressor

ELECTRICAL , AIR, WATER & WASTE, COMPRESSED AIR		Up to 12th January 2027		From 13th January 2027			
A	**Build-Up Power supply**	**USD**	**AED**	**USD**	**AED**	**Units**	**Total**
1	15amps Single Phase	185	680	278	1020		
2	30amps Single Phase	321	1180	482	1770		
3	15amps Three Phase	505	1855	758	2783		
4	30amps Three Phase	897	3295	1346	4943		
5	60amps Three Phase	1794	6590	2692	9885		
B	**Exhibition day's Power Supply**	**USD**	**AED**	**USD**	**AED**	**Units**	**Total**
1	15amps Single Phase	298	1095	447	1643		
2	30amps Single Phase	551	2025	827	3038		
3	15amps Three Phase	886	3255	1330	4883		
4	30amps Three Phase	1485	5455	2228	8183		
5	60amps Three Phase	2512	9226	3768	13839		
6	100amps Three Phase	4666	17136	6999	25704		
7	125amps Three Phase	5789	21259	8683	31889		
8	24 Hour power supply add 40% to the above rates	40%	40%	40%	40%		
9	Early Energising power supply add 40% to the above rates	40%	40%	40%	40%		
C	**Ceiling Power Supply**	**USD**	**AED**	**USD**	**AED**	**Units**	**Total**
1	15amps Single Phase	994	3651	1491	5477		
2	30amps Single Phase	1227	4506	1840	6759		
3	15amps Three Phase	1529	5616	2294	8424		
4	30amps Three Phase	2205	8097	3307	12146		
5	24 Hour power supply add 40% to the above rate	40%	40%	40%	40%		
6	Early Energising power supply add 40% to the above rates	40%	40%	40%	40%		
D	**Water & Waste**	**USD**	**AED**	**USD**	**AED**	**Units**	**Total**
1	Water and Waste 3m pipe	1625	5968	2438	8952		
2	Additional pipe per 10m length	42	154	63	231		
E	**Compressed Air**	**USD**	**AED**	**USD**	**AED**	**Units**	**Total**
1	Compressed air: Pressure Bar 6, 50-100 Litre/Pm	1269	4659	1903	6989		
2	Compressed air: Pressure Bar 8, 100 - 300 Litre/Pm	1492	5481	2239	8222		
3	Compressed air: Pressure Bar 10, 300 - 500 Litre/Pm	1797	6599	2695	9899		
4	Compressed air: Pressure Bar 10, 500 - 750 Litre/Pm	2007	7369	3010	11054		
5	With Air Dryer	25%	25%	25%	25%		
6	Additional Split	55%	55%	55%	55%		
7	Additional Split & With Air Dryer	80%	80%	80%	80%		

TOTAL	Units	AMOUNT
5% VAT		
GRAND TOTAL		

**above amounts are not inclusive of %5 VAT*

PAYMENT DETAILS

Orders are valid only when accompanied by full remittance. Payment should be made in favor of **AL FAJER INFORMATION & SERVICES L.L.C.** in US Dollars Bank Draft or by Telex transfer to our bank account, details below

UNITED ARAB BANK
Deira Branch, Dubai,United Arab Emirates.
Account No.: 1031012660001
Swift Code: UARBAEAA
IBAN : AE670460001031012660001

FORM 14

Deadline: 12th January 2027 — **Electrical Grid Plan**

Please send completed form to: anumod@alfajer.net

Company Name: _____

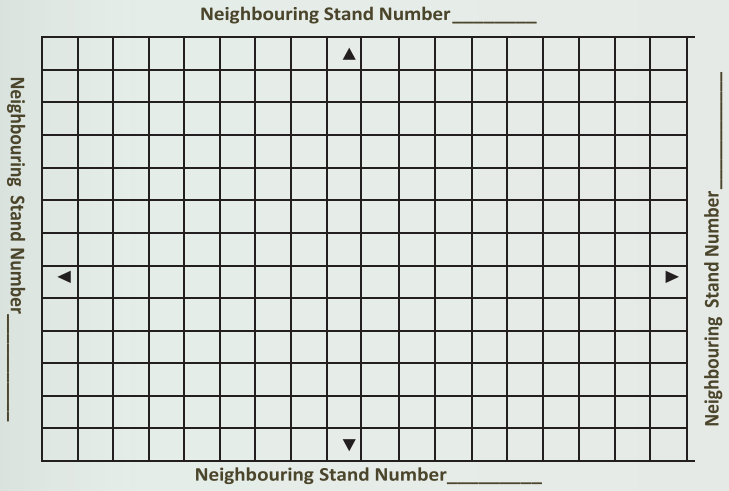
VAT No: _____ **Stand No:** _____ **Hall No:** _____

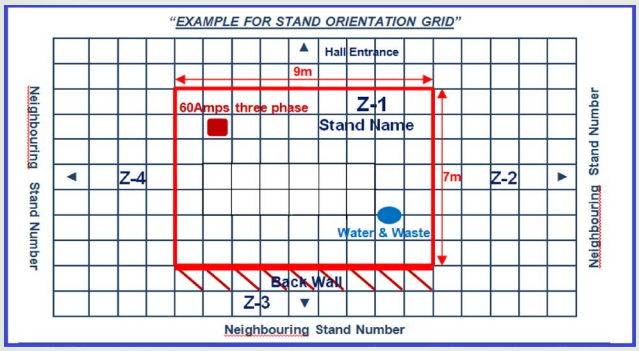
Telephone # _____ **Fax #** _____ **Email:** _____

Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

- Please indicate in this grid plan (1 Block = 1mtr x 1mtr) the approximate electrical & Water layout you require for your stand.
- You should also indicate gangways and adjacent stands to ensure positive identification or supply your space layout with location and dimensions.
- Mark the position of your selected electrical fittings on the grid below, using the following symbols.
- Rental rates quoted hereunder are for the entire duration of the Exhibition.





PLEASE SPECIFY THIS FOLLOWING	
Position of the ordered item (mark on the grid with an X):	
Stand on left side:	
Stand on right side:	
Stand at rear:	

FORM 15

Deadline: 12th January 2027 — **Graphics**

Please send completed form to: anis@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

- For advertisment charges please refer form 6 Banner Advertisment.
- 5% VAT will be applicable on all mentioned costs
- The hanging banner will be installed inside the exhibition hall from the ceiling.
- For rigging, installation, and dismantling please contact 800(DWTC) or to write to Info@DWTC.com.
- Rates quoted below are applicable for the entire duration of the show.
- All artwork should be exactly in the mentioned size as below.
- All artwork must be submitted in non-editable Illustrator, Photoshop, Freehand file (.eps, .psd, .ai format).
- Photoshop .eps format must be in 100dpi.

Code	Graphic	Rates in US$	Rates in Dhs	Quantity	Cost
(A)	**DIGITAL PRINT ON PANEL** Dimension of Graphic per Panel (W 950 mm x H 2400 mm)	121	444		
(B)	**DIGITAL PRINT ON HARD WOODEN WALL** Dimension of Graphics on Wooden Wall per Running meter (W 950 mm x H 2400 mm)	187	686		
(C)	**DIGITAL PRINTING ON FOREX** Dimension of Graphic on Forex (W 950 mm x H 2400 mm)	143	525		
(D)	**DIGITAL PRINT ON LIGHT BOX (BACKLIT)** Dimension of Graphic for light box (950 mm x 1000 mm)	110	404		
(E)	**BANNER PRINTING ON PVC WITH FRAME** Dimension of Graphic on PVC (W 296 mm x H 2400 mm)	336	1236		
(F)	**DIGITAL PRINTING ON FASCIA** Dimension for Fascia Name (W 2930 mm x H 300 mm)	110	404		
(G)	**DIGITAL PRINTING OF LOGO ON FASCIA** Dimension for Single Logo (W 963 mm X H 210 mm)	30.00	110.00		
(H)	**DIGITAL PRINTING ON LOCKABLE COUNTER** Dimension for Digital Printing-Front Area (W 930 mm x H 830 mm) Dimension for Digtal Printing-Two Sides (W 430mm X H 830mm)	60.00 60.00	220.00 220.00		
(I)	**DIGITAL PRINTING ON POP UP** Dimension for Pop Up (W 4090mm x H 2290mm)	1225.00	4500.00		
(J)	**DIGITAL PRINTING ON ROLL UP** Dimension for Roll Up (W 850mm x H 2000mm)	123.00	450.00		
(K)	**DIGITAL PRINTING FOR FREE STANDING** Dimension for Free Standing (W 1000 mm x H 2000 mm)	120.00	440.00		

Total Amount: _____

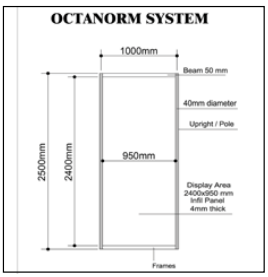
Amount in Words: _____

PAYMENT DETAILS

Orders are valid only when accompanied by full remittance. Payment should be made in favor of **AL FAJER INFORMATION & SERVICES L.L.C.** in US Dollars Bank Draft or by Telex transfer to our bank account, details below

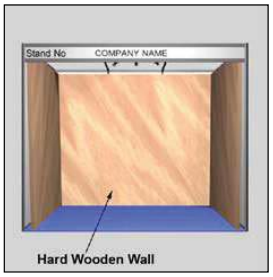
UNITED ARAB BANK
Deira Branch, Dubai,United Arab Emirates.
Account No.: 1031012660001
Swift Code: UARBAEAA
IBAN : AE670460001031012660001





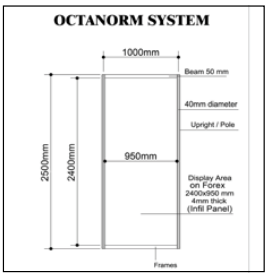
(A) DIGITAL PRINT ON PANEL





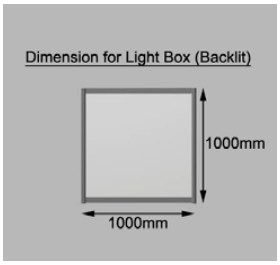
(B) DIGITAL PRINT ON WOODEN WALL





(C) DIGITAL PRINT ON FOREX





(D) DIGITAL PRINT ON LIGHT BOX (BACKLIT)



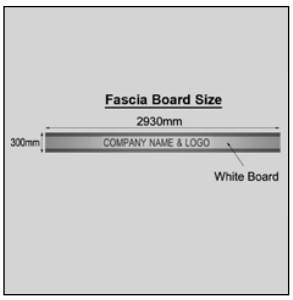
(E) BANNER PRINTING ON PVC WITH WOODEN
(1) Wooden frame on PVC Banner



(E) BANNER PRINTING ON PVC WITH FRAME
(1) Wooden frame installation View

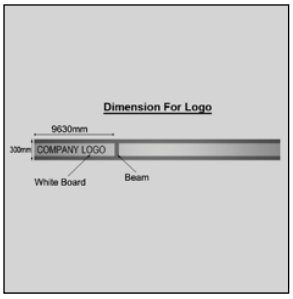


(F) DIGITAL PRINTING ON FASCIA



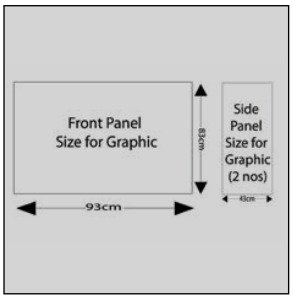


(G) DIGITALPRINTING OF LOGO ON FASCIA



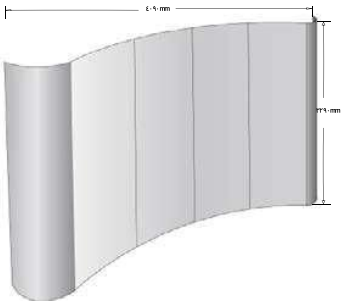


(H) DIGITAL PRINTING ON LOCKABLE COUNTER





(I) DIGITAL PRINTING ON POP UP

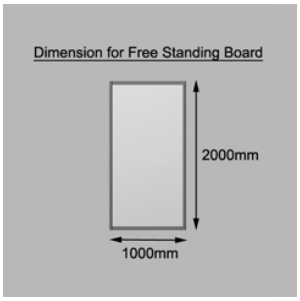




(J) DIGITAL PRINTING ON ROLL UP



(K) DIGITAL PRINTING FOR FREE STANDING



FORM 16

Deadline: 12th January 2027 — **Carpet Order**

Please send completed form to: hameed@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

Contact Person: _____ **Position:** _____ **Date:** _____

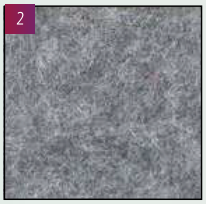
Signature: _____ **Company Stamp:** _____

- Before placing your carpet order please check what is the carpet color provided by the organizer for Shell Scheme or Upgrade Shell Scheme and for passage carpet. Prices quoted below are for the entire duration of the exhibition.
- Specification: Needle Punch Carpet
- Quotation can be provided separately for items not listed.
- Late orders will be subject to availability with 20% surcharge.
- 5% VAT applicable on all mentioned costs
- **Rate: USD 13 Per Sq Meter X Area_____ = Total Cost _____**
- **Please place a tick in the box below corresponding to the colour code you would you like.**
- Order should be placed 15 day prior to build-up date more colour shades available on request

NEEDLE PUNCH CARPET



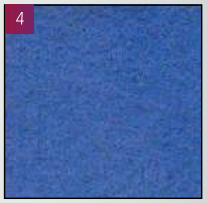
Brown - 4962 ☐



Dark Grey - 0909 ☐



Red - 1711 ☐



Light Blue - 0812 ☐



Black - 0955 ☐



Dark Blue - 5055 ☐

PAYMENT DETAILS

Orders are valid only when accompanied by full remittance. Payment should be made in favor of **AL FAJER INFORMATION & SERVICES L.L.C.** in US Dollars Bank Draft or by Telex transfer to our bank account, details below

UNITED ARAB BANK
Deira Branch, Dubai,United Arab Emirates.
Account No.: 1031012660001
Swift Code: UARBAEAA
IBAN : AE670460001031012660001

FORM 16A

Deadline: 12th January 2027 — **Carpet Order**

Please send completed form to: hameed@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

Contact Person: _____ **Position:** _____ **Date:** _____

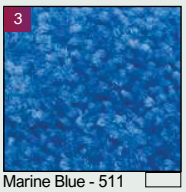
Signature: _____ **Company Stamp:** _____

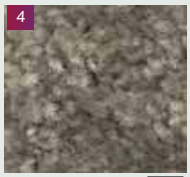
- Specification: Cut Pile (Focus)
- Minimum order should be 30 sq.meter or above
- Late orders will be subject to availability with 20% surcharge.
- 5% VAT applicable on all mentioned costs
- **Rate: USD 25 Per Sq Meter X Area_____ = Total Cost _____**
- **Please place a tick in the box below corresponding to the colour code you would you like.**
- Order should be placed 15 day prior to build-up date more colour shades available on request

CUT PILE CARPET


1 Camel - 4156 ☐


2 Dark Red - 2133 ☐


3 Marine Blue - 511 ☐


4 Medium Grey - 7233 ☐


5 Cream - 9288 ☐


6 Dark Pink - 822 ☐


7 Dark Blue - 514 ☐


8 Black - 728 ☐


9 Off White - 322 ☐


10 Maroon - 2166 ☐

Total Amount: _____

Amount in Words: _____

PAYMENT DETAILS

Orders are valid only when accompanied by full remittance. Payment should be made in favor of **AL FAJER INFORMATION & SERVICES L.L.C.** in US Dollars Bank Draft or by Telex transfer to our bank account, details below

UNITED ARAB BANK
Deira Branch, Dubai,United Arab Emirates.
Account No.: 1031012660001
Swift Code: UARBAEAA
IBAN : AE670460001031012660001

FORM 17

Deadline: 12th January 2027 — **Design Brief**

Please send completed form to: anantha.hse@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

STAND AREA :_____ SQM :_____

STAND CONSTRUCTION

Required for: Rental ☐ Purchase ☐

Type: Modular ☐ Custom ☐ Upgraded ☐ Shell Scheme ☐

Budget: <Dhs 30K ☐ Dhs 30K – Dhs 60K ☐ Dhs 60 – 100K ☐ Dhs 100 – 150K ☐

Dhs 150 – 200K ☐ Above 200K ☐

Specific requirement:

Flooring:	Walling:
Company color:	Electrical:
Furniture:	Graphics:
Audio Visual:	Stand Help:
Display items:	Dimensions and Weight:

Special construction: Platform ☐ Mezzanine ☐ High Tower ☐

Other requirements:

	Big	Med	Small	Size		Nos	Size	Type	Remarks
Reception					A/V Req				
Meeting Area									
Storage									
Presentation					Graphic Req.				
Hospitality									
Catering Bar					Others				
Pantry									
Workstations									

Documents Available:

Rough Designs ☐ Photos ☐ Floor Plan ☐

Submission Date:_____

FORM 18

Deadline: 12th January 2027 — **Special Stand Construction**

Please send completed form to: anantha.hse@alfajer.net

Company Name: _____

VAT No: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ Email: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

*Exhibition & More's specialised division of Al Fajer Information & Services has dedicated skilled and experienced work force for designing and constructing specialised / customized stand. To get more information please email us at anantha.hse@alfajer.net

Customized Stands





Customized Double Decker Stands





Pavilion





STAND EVALUATION FEES

Discription	Mandatory Fee incl. Approval (AED)
Single Decker Stand	**500.00**
Double Decker Stand	**1,000.00**
Triple Decker Stand	**2,000.00**
Country Pavilion – Single Block	**500.00**
Country Pavilion – Multi Block	**1,000.00**

- Upon submission of the Stand Structure Form, a link for payment will be sent to exhibitor email.
- Approval to build stand (upgrade, superior, special) will be accorded only upon payment of above mentioned fee applicable to your stand design.
- If more information is requested by the venue, this will be considered as an amendment that will not attract additional charges.
- Any changes after receiving the Stand Permit to Build will be considered as a new request and will be charged separately as above.
- The above fees are non-refundable.

Location	Maximum Stand Height Allowed
Hall 1-8 →	6.0m
Between Hall 2-3 Linked Ares →	3.26m
Pavillion Halls →	6.0m

DWTC – STAND DESIGN REVIEW APPROVAL PROCESS UPDATE

Dubai World Trade Centre (DWTC) has, on 01st April 2026, introduced and implemented an updated stand design submission and review process.

Stand Design Submission Timelines, Fees and Penalties
All stand designs must be submitted to the venue no later than 14 working days prior to build – up. Submissions made after the deadline, or failure to submit, will result in the following fees and penalties.

Stand Design Submission Timing	Applicable Fees and Penalties	Description
More than 14 working days prior to the build up	Standard stand type review fee	Standard processing fee
Less than 14 working days prior to the build up	Stand review fee + AED 2,000 late submission fee per stand	Late submission fee
No permit to build received for build up stands	Standard revied fee + AED 2,000 late submission fee per stand +AED 10,000 penalty per stand.	Non- compliance

Process Application

» If contractor submits and builds without approval, penalties may be applied to the contractor.
» A submission is considered " received " only upon successful completion of payment. **The 14 working days deadline applies strictly to the date of payment conformation.**
» The review period by DWTC will commence only after payment has been successfully completed.

All exhibitors and contractors are strongly advised to comply with the above requirements to avoid delays and additional charges.

FORM 19

Deadline: 12th January 2027 — **Stand Building Contractor (For Space Only Exhibitors)**

Please send completed form to: A - M (anantha.hse@alfajer.net) | N- Z (anis@alfajer.net)

Company Name: _____

VAT No: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ Email: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

The below named contractor has been appointed by the exhibitor to construct his stand and install all electricals. The appointed contractor will abide by the norms of DWTC Venue Management.

Company Name: _____

VAT No: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ Email: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

Details of works to be carried out including dimensional drawings showing the front, side & back perspectives, elevation and floor layout of the stand, must accompany this form. All double storey stands must provide the necessary documentation in duplicate.

Construction details shall also be submitted, in duplicate, where it is intended to:

- Erect a multi-storey stand, platform floor or stage.
- Provide for a closely seated audience of 15 or more persons.
- Construct a stand exceeding 4m in height.
- Construct a stand where there is greater than 10m from any part of the stand to gangway.

There are specific regulations concerning stairway, ramps, exits and means of escape, for further clarification please write to anantha.hse@alfajer.net

Electrical Details

Electrical installations shall be of a nature to ensure safety in the utilization of electricity and shall be carried out in a competent manner.

These Plans, sections, specifications and written particulars shall be submitted on suitable materials in a clear and intelligible manner and to a scale of at least 1:200

Signed: _____ **Date & Company Stamp:** _____

For and on behalf of the Exhibitor

Signed: _____ **Date & Company Stamp:** _____

For and on behalf of the Contractor

FORM 20

Deadline: 12th January 2027 — **Exhibition Stand Structure**

Please send completed form to: anantha.hse@alfajer.net

Please return this form to your Event Planner

- The deadline to return this form is 3 weeks prior to the start of build-up for single decker stands and 4 weeks for double decker and triple decker stands.
- Forms received after this date will be subject to a surcharge or may not be processed and stands may not be permitted to be built.

ArabPlast

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

EXHIBITION DETAILS

Event Name				Event date(s)	
Exhibitor Name		Stand Number		Hall	

CONTRACTOR'S CONTACT DETAILS

First Name					
Last Name				Job Title	
Company Name					
Company Address					
City		Postal Code		Country	
Telephone				Mobile	

Email (important service information will be sent to this address)

Signature

Please complete one of the three options below:

OPTION 1: SPACE ONLY STANDS OF 4 METRES AND BELOW

Stands that include a ceiling, mezzanine level or a raised area above 300mm.
All of the following information MUST be provided (USE TICK BOX)

	YES	NO
Perspective Drawing		
Full Stand Dimensions		
Elevations Drawings (front, side and back)		
Architectural Plan (Layout) Drawing		
Structural Material Details		
Structural Connection Details		
Base Plate Sizes and Specifications (if applicable)		
Any Special Display Loading Allowance		
Accessible Ramp on Platform		
Undertaking Letter (refer to note below)		
Stand Height		

	YES	NO
Glass Partition / Glazing (must be 12 mm thick, tempered with anti-shatter film)		
Ceiling / Roof (If yes, please provide structural details)		
Use of Fabric / Material (fire certificate must be provided)		
Mezzanine Details (above 300mm)		
Storage Space (If yes, please indicate the storage location on the stand design. The storage door must not have a lock.)		
Provision for rounded/non-sharp corners for all exposed corner edges on a raised platform		
Submission Form for High Risk Equipment and Substance		
Cantilever / Overhang Structure Details		

FORM 20A

Deadline: 12th January 2027 — **Exhibition Stand Structure**

Please send completed form to: anantha.hse@alfajer.net

OPTION 2: SPACE ONLY STANDS ABOVE 4 METERS

All of the following information MUST be provided (USE TICK BOX)	YES	NO
Structural Drawings, Design Calculations and General Arrangement of Structure		
Design of Structural Main Frames (usage of a minimum 3 inches (7.62cm) diameter tube or equivalent support)		
Design of Connections and Base Plate (considering anchor of base plate with permanent flooring is not allowed)		
Architectural Drawings (e.g. Plan, Elevation, Sections)		
Elevations Drawing (front, side and back)		
Design / Detail of Handrail and Staircase Details		
Structural Connection Details of Members		
Base Plate Sizes (use min 400 x 400 x 12mm mild steel plate)		
Structural Materials Details		
Undertaking Letter (refer to note below)		
Submission Form for High Risk Equipment and Substance		
Cantilever / Overhang Structure Details		

OPTION 3: DOUBLE & TRIPLE DECKER STANDS

All of the following information MUST be provided (USE TICK BOX)	YES	NO
Structural Drawings, Design Calculations and General Arrangement of Structure		
Design of Members / Elements (beam, column, slab)		
Design of Connections and Base Plate (considering anchor of base plate with permanent flooring is not allowed)		
Architectural Drawings (e.g. Plan, Elevation, Sections)		
Elevations Drawing (front, side and back)		
Design / Detail of Handrail and Staircase Details		
Structural Connection Details of Members		
Base Plate Sizes (use min 400 x 400 x 12mm mild steel plate)		
Structural Materials Details		
Undertaking Letter (refer to note below)		
Submission Form for High Risk Equipment and Substance		

A charge of AED 1,000.00 (exclusive of any applicable VAT charges) applies to each submission and will be charged to the organiser accordingly.

NOTE: FOR UNCONVENTIONAL STANDS/SPACE FRAME (E.G. WHERE THE STRUCTURAL MATERIALS USED ARE OTHER THAN HOT ROLLED SECTIONS/STANDARD STEEL SECTIONS AVAILABLE IN THE MARKET) OR IF REQUESTED BY DWTC, THE CONTRACTOR/EXHIBITOR HAS TO SUBMIT AN UNDERTAKING LETTER TO DWTC ENGINEERING FOR ITS STRUCTURAL RIGIDITY, STABILITY AND SAFE DESIGN STATING THE STRUCTURE IS "FIT FOR PURPOSE".

DWTC will review this submission (provided the complete information required has been provided) and get back to the organiser as follows:

- Up to 10 working days for space only stands below 4 metres from the date of submission was received
- Up to 15 working days for space only stands of 4 metres and above, double and triple deckers from the date the submission was received

FORM 20B

Deadline: 12th January 2027 — **Exhibition Stand Structure**

Please send completed form to: anantha.hse@alfajer.net

OPTION 2: SPACE ONLY STANDS ABOVE 4 METERS

All of the following information MUST be provided (USE TICK BOX)	YES	NO
Structural Drawings, Design Calculations and General Arrangement of Structure		
Design of Structural Main Frames (usage of a minimum 3 inches (7.62cm) diameter tube or equivalent support)		
Design of Connections and Base Plate (considering anchor of base plate with permanent flooring is not allowed)		
Architectural Drawings (e.g. Plan, Elevation, Sections)		
Elevations Drawing (front, side and back)		
Design / Detail of Handrail and Staircase Details		
Structural Connection Details of Members		
Base Plate Sizes (use min 400 x 400 x 12mm mild steel plate)		
Structural Materials Details		
Undertaking Letter (refer to note below)		
Submission Form for High Risk Equipment and Substance		
Cantilever / Overhang Structure Details		

OPTION 3: DOUBLE & TRIPLE DECKER STANDS

All of the following information MUST be provided (USE TICK BOX)	YES	NO
Structural Drawings, Design Calculations and General Arrangement of Structure		
Design of Members / Elements (beam, column, slab)		
Design of Connections and Base Plate (considering anchor of base plate with permanent flooring is not allowed)		
Architectural Drawings (e.g. Plan, Elevation, Sections)		
Elevations Drawing (front, side and back)		
Design / Detail of Handrail and Staircase Details		
Structural Connection Details of Members		
Base Plate Sizes (use min 400 x 400 x 12mm mild steel plate)		
Structural Materials Details		
Undertaking Letter (refer to note below)		
Submission Form for High Risk Equipment and Substance		

A charge of AED 1,000.00 (exclusive of any applicable VAT charges) applies to each submission and will be charged to the organiser accordingly.

NOTE: FOR UNCONVENTIONAL STANDS/SPACE FRAME (E.G. WHERE THE STRUCTURAL MATERIALS USED ARE OTHER THAN HOT ROLLED SECTIONS/STANDARD STEEL SECTIONS AVAILABLE IN THE MARKET) OR IF REQUESTED BY DWTC, THE CONTRACTOR/EXHIBITOR HAS TO SUBMIT AN UNDERTAKING LETTER TO DWTC ENGINEERING FOR ITS STRUCTURAL RIGIDITY, STABILITY AND SAFE DESIGN STATING THE STRUCTURE IS "FIT FOR PURPOSE".

DWTC will review this submission (provided the complete information required has been provided) and get back to the organiser as follows:

- Up to 10 working days for space only stands below 4 metres from the date of submission was received
- Up to 15 working days for space only stands of 4 metres and above, double and triple deckers from the date the submission was received

FORM 20C

Deadline: 12th January 2027 — **Exhibition Stand Structure**

Please send completed form to: anantha.hse@alfajer.net

Signature On behalf of the Contractor	
Company Stamp	
Signature On behalf of DWTC Operations	
Signature On behalf of DWTC Engineering	
Signature On behalf of DWTC Health and Safety	

ATTACHMENT

- The contractor of the stand is required to sign the documents attached to this submission. Copies of the signed documents shall be presented to DWTC security before entering the service yard. Before the start of the build up, the same documents must be made available in the area where the stand will be built for inspection purposes Failure to do so will lead for the works to be temporarily stopped until the documents are provided.

Letter of Undertaking FORM21A

(FOR INTERNATIONAL CONTRACTORS ONLY AND EXHIBITORS BUILDING THEIR OWN STAND)

Deadline: 12th January 2027 (COMPULSORY FOR ALL SPACE ONLY STANDS)

Return Form to:

AL FAJER INFORMATION & SERVICES L.L.C.
P.O. Box: 11183, Dubai, UAE

Website: www.arabplast.info
E-mail: anantha.hse@alfajer.net

Please contact the Organiser for further details.

Company Name			
Hall No.		Stand No.	
Contact Name			
Company Address			
Country		Postal Code	
Mobile		Email	

Only when the following is submitted, will the contractor be allowed to commence work in the exhibition halls or any off-site venues.

- **This Letter of Undertaking (LOU) signed and stamped.**
- **Company's Trade License Copy/ Registration Copy**

The Contractor hereby undertakes to the Organiser that it shall:

1. Carry out all work in accordance with the Rules and Regulations as laid down in the Exhibitor and Technical & Stand fitting Manuals, strictly adhere to the attached published Exhibition Time table. Ensure all the stand building will be ready by the deadline if not earlier.
2. Ensure all Stand fitting materials including scaffolding; lifting equipment, waste materials, etc. will be cleared from the halls/venue by the given deadline, before the show opens and after the showcloses.
3. Ensure proper conduct of their work force, manpower is adequately trained and legally authorized to carry out works in compliance with all Governmental Health & Safety Standards in relation to any potential hazard or danger to visitors/exhibitors.
4. Ensure no damage caused to other stands, the venue property which includes floor/tarmac, ceiling truss, walls lighting fixtures/cables or any other fitment such any premises' facilities.
5. Maintain responsibility for any and all sub-contractors it subcontracts.

Exhibitor (Company) Name:	
Appointed Stand Contractor Company Name:	
Contractor Address:	
Contractor Point of Contact Person Name:	
Contractor Point of Contact Person Mobile No:	
Contractor Point of Contact Person Email Address:	

Confirmed and Signed by (for and on behalf of the Exhibitor):		Date:	
Confirmed and Signed by (for and on behalf of the Contractor):		Date:	

PLEASE PROVIDE ALL DATE REQUESTED TO ENABLE US TO ACTION YOUR ORDER

Contd...

Letter of Undertaking — FORM21B

(FOR LOCAL CONTRACTORS ONLY)

Deadline: 12th January 2027 (COMPULSORY FOR ALL SPACE ONLY STANDS)

Return Form to:

AL FAJER INFORMATION & SERVICES L.L.C.
P.O. Box: 11183, Dubai, UAE

Website: www.arabplast.info
E-mail: anantha.hse@alfajer.net

Please contact the Organiser for further details.

Company Name			
Hall No.		Stand No.	
Contact Name			
Company Address			
Country		Postal Code	
Mobile		Email	

Only when the following is submitted, will the contractor be allowed to commence work in the exhibition halls orany off-site venues.

- **Performance Bond & Letter of Undertaking (LOU) signed and stamped.**
- **Company's Trade License Copy/ Registration Copy**

The Performance Bond must be paid either as a Company/Personal Cheque, Manager's Cheque or Bank Guarantee, in favour of **AL FAJER INFORMATION & SERVICES L.L.C.** the Cheque will be held as a Security deposit amount and will NOT be deducted unless there is breach of any of the conditions stipulated below.

AED 20,000: Single stand / Pavilion & AED 30,000: for Double Decker Stand. The Performance Bond will be returned to the contractor 3 weeks after the end of the exhibition unless there is breach of any of the conditions stipulated below.

The Contractor herby undertakes to the Organiser that it shall:

1. **Conditions/ Rules and Regulations:** Carry out all work in accordance with the Rules and Regulations as laid down in the Exhibitor and Technical & Stand Fitting Manuals. Strictly adhere to the attached published Exhibition Timetable. Ensure all the stand building will be ready by the deadline, if not, earlier.
2. **Removal of Material:-** Ensure all Stand fitting materials including scaffolding; lifting equipment, waste materials, etc. will be cleared from the halls/venue by the given deadline, before the show opens and after the show closes.
3. **Workforce/ Health & Safety**: Ensure proper conduct of their work force, manpower is adequately trained and legally authorized to carry out works in compliance with all Governmental Health & Safety Standards in relation to any potential hazard or danger to visitors/exhibitors.
4. **Damage:** Ensure no damage caused to other stands, the venue property which includes floor/tarmac, ceiling truss, walls lighting fixtures/cables or any other fitment such any premises facilities.
5. Maintain responsibility for any and all sub-contractors it subcontracts.

Contd...

Performance Bond Payment — FORM 21C

Exhibitor Name:	
Appointed Contractor Name:	
Contractor Point of Contact Person Name:	
Contractor Point of Contact Person Mobile No:	

Contractor Point of Contact Person Email Address:	
Performance Bond Value in AED	

Confirmed and Signed by (for and on behalf of the Exhibitor):		Date:	
Confirmed and Signed by (for and on behalf of the Contractor):		Date:	
Official Contracting Company Stamp:			

PLEASE PROVIDE ALL DATE REQUESTED TO ENABLE US TO ACTION YOUR ORDER

NOTE:

For Official Use only: <u>Refundable Performance Bond (if applicable only)</u>

Managers Cheque / Bank Guarantee Received On:	Amount to be Refunded:
Penalties, if any:	Date of Refund:
Date of Return	Name & Signature

FORM 22

Deadline: 12th January 2027 — **Letter Of Undertaking - Shell Scheme Only**

Please send completed form to: anantha.hse@alfajer.net

Company Name: _____

VAT No: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ Email: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

The Contractor will be permitted to commence work in the exhibition hall only upon submission of the signed and stamped Letter of Undertaking along with the Trade License copy (local stand contractors) /Company Registration/Establishment copy (for international stand contractors).

The Contractor vide this signed Undertaking agree to:

- Carry out all work in accordance with the rules and regulations as defined in the Exhibitor Manual, Technical Manual and the Venue Guidelines
- Strictly abide by the published Exhibition Time Table on Page 5 of this Exhibitor Manual and assure that the stand build will be completed by the stipulated deadline if not earlier.
- Ensure all stand fitting material including scaffolding, lifting equipment, waste material, etc. will be cleared from the halls venue by the given deadline before the show opens and after the show closes.
- Ensure proper conduct of their work force, and that their manpower is adequately trained and legally authorized to carry out works in compliance with the health and safety standards as defined in the link https://www.arabplast.info/DWTC_Health_and_Safety_Rules_and_Regulations.pdf
- Ensure no damage is caused to other stands, venue property which includes floor/tarmac, ceiling, truss, walls, lighting, fixtures and cables, or any other fitment such as premise facilities and/or any potential hazard or danger to trade visitors/

If any such damage is caused due to negligence or non-adherence to the rules and regulations, the contractor will be liable to pay the amount towards such damages or harm caused as accessed by the venue or any government body.

Appointed Stand Contractor Company Name:	
Contractor Address:	
Contractor Point of Contact Person Name:	
Contractor Point of Contact Person Mobile No:	
Contractor Point of Contact Person Email Address:	

Confirmed and Signed By (For and on behalf of the Exhibitor):		**Date:**	
Confirmed and Signed By (For and on behalf of the Contractor):		**Date:**	

FORM 23

Deadline: 12th January 2027 — **Method Statement**

Please send completed form to: anantha.hse@alfajer.net

Company Name: _____

VAT No: _____ Stand No: _____ Hall No: _____

Telephone # _____ Fax # _____ Email: _____

Contact Person: _____ Position: _____ Date: _____

Signature: _____ Company Stamp: _____

Responsible Person:	
Stand Details & Location:	
Access :	
Erection ad timetable:	
Stability :	
Lifting:	
Scaffolding :	
COSHH:	
Environment :	
Services :	
Safety Features:	
Exhibits :	

FORM 24

Deadline: 12th January 2027 — **Risk Assessment**

Please send completed form to: anantha.hse@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

Telephone # _____ **Fax #** _____ **Email:** _____

Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

Contracting Company Name: _____

Risk Assessement Undertaken by: _____

Position: _____ Mob # _____

Telephone # _____ Email: _____ Signature: _____

Hazard Identification	Consequences	Initial risk rating			Controls Implemented	Revised risk rating				Person Responsible
WORKING ON SITE	INJURY FROM FALLING TRIPPING Stocking the Materials CLEANING				ENSURE THAT THE WORK AREA IS KEPT CLEAN AND TIDY AT ALL TIMES. WE WILL STORE OUR EXTRA MATERIAL INSIDE THE ORGANISER'S STORE NEXT TO THE ORGANISER'S OFFICE. WE ARE HAVING OUR OFFICE BOYS AND WORKERS TO KEEP THE AREA CLEAN DURING BUILD-UP, DURING SHOW AND AFTER THE SHOW. WE WILL DISPOSE NORMAL WASTAGE AT DISPOSE BIN OF MEYDAN AND WILL CARRY OUT WITH US EXTRA STUFF LIKE WOODEN PIECES.					
MOVEMENT OF MTERIAL FORK LIFTS	COLLISION / UNSAFE LOADS	2	2	L	MAKE SURE ALL ROUTES ARE CLEAR PRIOR TO MOVEMENT OF MATERIALS. WE WILL TRANSFER MAXIMUM MATERIAL THOUGH THE LOADING AREA OF GATE C UNDERGROUND AND SOME WOODEN MATERIAL WHICH ARE MORE THAN HEIGHT OF 2.5MTRS THAT IS MORE THAN THE SPACE OF LOADING LIFT WILL BE ENTERED THROUGH THE FRONT GATE WITH MAXIMUM SAFETY.WE HAVE FORKLIFT AUTHORISED DRIVER WITH US AND WILL SUBMIT HIS DETAILS WITH ALL THE WORKERS DETAIL					
MOVEMENT OF MATERIALS TROLLEY BOROWS	COLLISION BLACKED VISION MANUAL HANDLING	2	2	L	ENSURE LOADS ARE EASILY MANAGEABLE SO THAT THEY ARE KEPT IN FULL CONTROL AND ARE WITHINH THE LOAD CAPACITY.					

FORM 24A

Deadline: 12th January 2027 — **Risk Assessment**

Please send completed form to: anantha.hse@alfajer.net

HAND TOOLS BATTERY DRILLS	UNSAFE USE UNSAFE CONDITIONS UNTRAINED OPERATIVES				HAND TOOLS ARE USED BY PROFESSIONALS AND NOT LEFT UNATTENDED COMPETENTS USERS ONLY					
POWERS TOOLS	UNSAFE USE UNSAFE CONDITIONS	2	2	L	ALL POWER TOOLS MUST HAVE BEEN CHECKED WITHIN THE LAST 3 MONTHS AND FULLY PAT TESTED.					
CLOTHING	FALLING VISIBILITY	1	1	M	SAFETY BOOTS OR SHOES TO BE WORN AT ALL THE TIMES. EYE SAFETY GLASSES.					
SITE ERECTION	FALLING WALLS	2	2	L	ENSURE AREA IS SECURE AND CORRECT PROCEDURE IS CARRIED OUT FOR ERECTION. USE OF CORRECT ACCESS AND LIFTING EQUIPMENT					
LADDERS SCAFFOLDING	FALLS FALLING EQUIPMENTS	2	2	M	LADDERS TO BE CHECKED FOR SIGNS OF WEAR AND DAMAGE PRIOR TO GOING ON SITE. LADDERS WITH LOCK AND ONE PERSON WILL BE HOLDING THE LADDER. WE WILL CARRY SCAFFOLDING IN PARTS AND FIX INSIDE THE HALL AS PER THE REQUIREMENTS. THE WORKER ON THE TOP WILL BE ALWAYS ATTACHED WITH THE HARNESS. TWO WORKERS DOWN WILL HOLD THE SCAFFOLDING. WE WILL INSURE MOVING OF SCAFFOLDING DOES NOT DAMAGE THE FLOOR.					
ELECTRIC SHOCK	DAMAGED EXTENSION	1	1	L	LIMIT THE USE OF POWER TOOLS ON SITE FOR EXCEPTIONAL USE ONLY WHEN BATTERY TOOLS ARE NOT SUFFICIENT.					
FIRE EXPLOSION	COMBUSTIBLE MATERIAL FLAMMABLE LIQUIDS	1	1	L	ENSURE SITE IS CLEAN AND TIDY FREE FROM LARGE QUANTITIES OF RUBBISH.					
EXPOSURE TO CHEMICAL SUBSTANCES	INHALATION	1	1	L	ONLY WATER BASED PAINTS TO BE USED ONSITE . NO CHECMICALS TO BE USED ONSITE WITHOUT PRIOR PERMISSION. NO GULE WILL BE USED.					

FORM 24B

Deadline: 12th January 2027 — **Risk Assessment**

Please send completed form to: anantha.hse@alfajer.net

Guidance on completion of the risk assessment

1. EXAMPLE HAZARDS THAT MAY BE APPLICABLE TO THE JOB OR WORK ACTIVITY			
Working at Height	Noise	Hand tools	Vibration
Falling objects	Extreme Heat / cold	Confined spaces	Repetitive hand/ arm movement
Slippery/ uneven/ worn floors	Radiation	Poor housekeeping / cleaning	Machine operation
Obstructions/ projections	Lighting	Vehicle movement	Electro Magnet
Manual handling	Compressed air	Fire / explosion	Pressurised systems
Mechanical Lifting	Substances / materials	Electricity	Other (Specify on Assessment)

2. RISK MATRIX		Potential consequence of harm		
		1 – Minor Injury (e.g. hazard can cause illness, injury or equipment damage but the results would not be expected to be serious)	**2 – Significant Injury** (e.g. hazard can result in serious injury and/or illness, over 3 day absence)	**3 – Major Injury** (e.g. hazard capable of causing death or serious and life threatening injuries)
Likelihood of harm	**1 – Unlikely** (injury rare, though possible)	**1 – Low**	**2 – Low**	**3 – Medium**
	2 – Possible (injury could occur occasionally)	**2 – Low**	**4 – Medium**	**6 – High**
	3 – Probable (injury likely to occur, can be expected)	**3 – Medium**	**6 – High**	**9 – Extreme**

3. RISK EVALUATION
This is calculated by multiplying the likelihood against the consequence e.g. taking a likelihood of 1, which is classified as Unlikely and multiplying this against a Potential Consequence of 2, which is classified as Significant Injury, would give you and overall Risk Rating of 2, which would result in an overall evaluation as a low risk.

1 to 2 = Low risk
Low risks are largely acceptable, monitor periodically to determine situation changes which may affect the risk, or after significant changes

3 to 4 = Medium risk
Medium risks should only be tolerated for the short-term and then only whilst further control measures to mitigate the risk are being planned and introduced, within a defined time period.

6 = High risk
High risks activities should cease immediately until further control measures to mitigate the risk are introduced. The continued effectiveness of control measures must be monitored periodically.

9 = Extreme Risk
Work should not be started or continued until the risk has been mitigated. Immediate action is required to reduce exposure. A detailed mitigation plan must be developed, implemented and monitored by senior management to reduce the risk before work is allowed to commence

Signature _____ **Date** _____

FORM 25

Deadline: 12th January 2027 — **Extra Services**

Please send completed form to: anantha.hse@alfajer.net

Company Name: _____

VAT No: _____ **Stand No:** _____ **Hall No:** _____

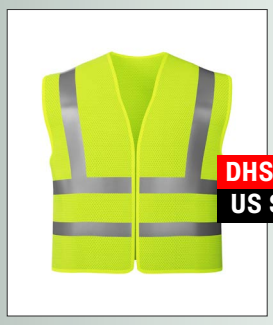
Telephone # _____ **Fax #** _____ **Email:** _____

Contact Person: _____ **Position:** _____ **Date:** _____

Signature: _____ **Company Stamp:** _____

- Late orders will be subject to availability with 20% surcharge.
- 5% VAT will be applicable on all mentioned costs
- Please ensure that the keys of doors, cabinets, cupboards, etc.
- Please do not leave any personal belongings inside rented furniture items.
- Prices quoted below are for the entire duration of the exhibition.

Quotation can be provided separately for items not listed.



SAFETY JACKET

Qty	Cost



SAFETY BOOT
Not provided by us.
Available with DWTC

Total Amount: _____

Amount in Words: _____

PAYMENT DETAILS

Orders are valid only when accompanied by full remittance. Payment should be made in favor of **AL FAJER INFORMATION & SERVICES L.L.C.** in US Dollars Bank Draft or by Telex transfer to our bank account, details below

UNITED ARAB BANK
Deira Branch, Dubai,United Arab Emirates.
Account No.: 1031012660001
Swift Code: UARBAEAA
IBAN : AE670460001031012660001

VENUE GUIDELINES

Welcome!

The following pages are important and need to be carefully read and followed.

If you have any queries related to the venue, acquirement of wi-fi, etc. please contact the DWTC Customer Service Team on 800(DWTC) or write to info@dwtc.com.

Kindly accord your wholehearted support to make the onsite operations smooth and successful.

Thank you!

HOW TO REACH THE VENUE

DWTC is located on Sheikh Zayed Road, within Dubai's central business district and is easily accessible by public transport.

Access by Plane

- Below is a list of the international airports:
- Dubai International Airport (DXB) is located 12 minutes away from DWTC (approx. 11km)
- Al Maktoum International Airport (DWC) is located 40 minutes away from DWTC (approx. 57km)
- Abu Dhabi Airport (AUH) is just an hour's drive away from Dubai and covers comprehensive regional and international services
- Sharjah Airport (SHJ) is a base for regional and international budget airlines and is a 40-minute drive from Dubai

Access by Metro

The station 'Dubai World Trade Centre' (number 22) is on the Red Line within Zone 5. Trains run every 7 minutes and with options such as Park & Ride or feeder buses connecting various neighbourhoods to the metro.

Using the metro not only saves you time and reduces traffic on the roads but also lowers our carbon footprint, which helps us work towards a greener environment.

For more information on Dubai Metro, check the RTA website for the latest information and possible changes https://www.rta.ae/wps/portal/rta/ae/public-transport/metro/about-metro or call RTA call centre on +971 800 9090.

Access by Taxi and e-hail (Careem and Uber)

Dubai is a taxi-centric city, taxis can be hailed in the street or picked up at taxi ranks or available electronically via e-hail apps. Taxis in Dubai are metered, air-conditioned and relatively inexpensive. Also, for those that prefer to can opt for ladies-only taxis driven by women.

The DWTC taxi rank is located on the ground floor of Al Mustaqbal Street Parking opposite Convention Gate.

For more information on Dubai Taxi, check the RTA website for the latest information and possible changes https://www.rta.ae/wps/portal/rta/ae/public-transport/taxi/dubaitaxi or call RTA call centre on +971 800 9090.

For more information on S'hail App, which is an all in one platform for all RTA transportation services launched by RTA, please check https://www.rta.ae/wps/portal/rta/ae/home/smart-apps/ .

Access by Bus

For more information on Dubai Bus, check the RTA website for the latest information and possible changes https://www.rta.ae/wps/portal/rta/ae/public-transport/dubaibus or call RTA call centre on +971 800 9090

Access by Car

If you are travelling by car, DWTC has direct access from the city's main highway, Sheikh Zayed Road. Within the DWTC complex, take advantage of our extensive multi-storey parking facilities for around 6,300 cars. Please download the DWTC Map – Parking 2020.

AL WARSAN HOLDING AREA PROCESS

Dear Contractors,

The Al Warsan Holding Area is to register, filter and manage vehicle accessing the Dubai World Trade Centre Service Yards.

The area (available on google maps as Al Warsan Holding Area) is located 24kms or 23minutes from the Dubai World Trade Centre, on the E-44 Al Awir Road just past Dragon Mart and the Dubai Ambulance Centre.

Al Warsan - The Process

» Drivers follow the map to reach Al Warsan.
» The official contractors must obtain the 'Official Contractor Pass' from the organizers that will allow entry to the holding area where they are issued a queueing token (for the official contractor queue) and directed to the respective area.
» All other contractors will be issued a queuing token based on the hall where the stand will be built and directed to the respective area to wait.
» The driver will be called to the registration point and needs to present his/her Emirates ID.
» The driver is then issued with a Drivers badge for AED 21.00 and released from holding area.

At the Venue

» DWTC Security checks that the vehicle driver possesses the correct vehicle pass at the service yard gate.
  - If the badge is verified, access is given.
  - If the badge is not verified, access is denied and the driver will be redirected back to Al Warsan.
» Any vehicle attempting to access the DWTC Service Yards without a badge will be sent back to the holding area at Al Warsan to register.
» At the time of exiting the service yard, the Driver's vehicle pass will be collected by DWTC Security.
» For further information, please contact the DWTC Customer Service team on 800DWTC (3982) or info@dwtc.com

PARKING MAP NEAR THE VENUE



PARKING AT THE VENUE

Parking at DWTC comes at a first come, first serve basis and at a different rate. Valet services are not operated as of now.

Kindly find below parking with rates:

- Exhibition Street Parking: AED 15 for the first hour and AED 10 for each hour there after
- Happiness Street Parking: AED 10 per hour
- Shk. Rashed Tower Parking: AED 15 for the first hour and AED 10 for each hour there after
- Exhibition Plaza Parking: AED 20 for the first hour and AED 10 for each hour there after
- Za'abeel Plaza Parking: AED 20 for the first hour and AED 10 for each hour there after

Qr Code Payment : Scan the code and make the payment with your credit card. When you exit, the barrier will open automatically.

Pay-On-Foot (POF) machines : Pay at the machines conveniently located in each card park

Cashiers : Pay when you exit the carpark

There is also free parking available around DWTC, please check links below

https://goo.gl/maps/ZaWvTYJqjxRTpdXdA

https://goo.gl/maps/K7gB1QkE1HfaAbR5A

Parking for People of Determination is free of charge when presenting the RTA card at the exit of any DWTC parking.

Wheelchairs : Wheelchairs are available free of charge and can be borrowed from three of our information desks, located at the Convention Gate, the Exhibition Gate and Hall 1 as well as from the Emergency Medical Services station located next to Hall 5.

A form of ID (such as a driving license or Emirates ID) will be required upon collection, yet we are unable to offer pre-booking and are subject to availability.

EMERGENCY MEDICAL SERVICES

DWTC maintains a safe and healthy environment for everyone on our premises at all times. Our professionally certified Emergency Medical Services (EMS) team provides rapid emergency responses.

To contact EMS, please call (0)4 306 4040 or Command Control Centre on (0)4 396 4600 / (0)4 308 6212. If you have no telephone, you can speak to the nearest security staff member who will assist you.

Stand-by Ambulance

If you require a stand-by ambulance please directly liaise with Dubai Corporation for Ambulance Services (DCAS), see below for contact details.Al Warsan - The Process

Dubai Corporation for Ambulance Services (DCAS)	Location: Headquarter, Warsan 3 P.O. Box 99117, Dubai Telephone: + 971 (0)4 292 222 Email: ambulance@dcas.gov.ae Website: www.ambulance.gov.ae

Hospital Information

For insured patients who choose to go to a private hospital, the nearest one is the American Hospital (Tel: +971 4 377 6699). Patients who wish to be taken to a private facility will have to coordinate with the said hospital for admission acceptance. A transportation fee will be applicable.

The nearest government trauma centre is the Rashid Trauma Centre which is about 7-10 minutes from the venue, subject to traffic conditions.

Medical patients via ambulance (those who are not an emergency case) are normally taken to Dubai Hospital in Deira which is 10 – 15 minutes away.

Emergency cases to government hospitals are transferred free of charge.

Rashid Trauma Centre / Rashid Hospital	Address: Oud Metha Road, Umm Hurair Second, Dubai Telephone +971 (0)4 219 1000
Dubai Hospital	Address: Al Khaleej Road, Dubai Telephone +971 (0)4 219 5000
Al Baraha Hospital	Address: Al Khaleej Road, Dubai, Telephone: +971 (0)4 271 0000

RESTROOMS & PRAYER ROOMS

Toilets are available in hall foyers, along Concourse 1, Concourse 2 and Za'abeel Concourses and inside the show exhibition halls.

Toilets on the ground floor and above Halls 6, 7 and 8 also have people of determination access, whilst all doorways and lifts accommodate standard wheelchairs and have low-level buttons.

Prayer Rooms

Women's Prayer Room Locations:

Level 2 opposite Hall 7 of Concourse 2

Main entrance of Za'abeel Hall 1

Arena Hall (only applicable if the hall is contracted)

Za'abeel Concourse 2

Men's Prayer Room Locations:

Level 2 opposite Hall 5 of Concourse 2

Arena Plaza, next to Sheikh Rashid Tower

Sheikh Saeed Hall 3 (only applicable if the hall is contracted)

Za'abeel Concourse 2

IN -HALL CAFES, OTHER OUTLETS & CATERING SERVICES

In-Hall Cafes

There are In-Hall Cafés inside Exhibition Hall 4 and Exhibition Hall 6 where visitors, exhibitors and partners can enjoy snacks and beverages.

Other Outlets are:

Concourse 1

All The Perks Espresso Café, GT Exhibitions, Airlink, Azzurro, Life Pharmacy & Clinic, Desco, Acai Folie, Caribou, Salad Station, Camel Company, Blooms, I Love Juice, Maras Turka, Taif Al Emarat Premier Real Estate, Minutes

Concourse 2

Expert Hub Robots, Life Pharmacy, Al Rostamani Exchange, Trucillo, Last Minute Services, Al Naboodah Logistics, Papparoti

Emirates NBD- Please refer to the above outlets and locations. Kindly also note that Emirates NBD's branch in concourse 2 is a digital branch and it's operated 24/7.

Emirates Post

Plaza

Pizza Express, O'Doner, Robo Chef – expected to open in one month, Habib Beirut, Burger Fuel, India Bistro, Café Nero

Al Mustaqbal Parking

Karakccino

Catering is an exclusive service provided by DWTC. As per DWTC's Policy and Dubai Municipality's Hygiene & Food Safety Regulations, bringing of outside food and beverages inside the Halls is not permitted.

Book your catering services at Eventplus.ae or Call 800-655, Email: support@eventplus.ae alternately visit Eventplus.ae, register & create a profile, browse the catering section, select your required personnel, define your stand, set delivery instructions and pay conveniently through the website.

OTHER FACILITIES & SERVICES

event plus – Exhibitor Online Shop

DWTC has provided a customised website where exhibitors can conveniently shop online for all venue products and services.

To see an example of the platform, you can visit www.eventplus.ae

Onsite event plus shop

The first event plus shop is located in Concourse 1 by Hall 2 and operates from 8:00 am to 5:00 pm during weekdays, yet the operational timings of the shop are adjusted based on the events occurring in the venue. The second event plus shop can be found in Za'abeel Concourse 2 by Za'abeel Hall 5 and operates depending on the scale of your event.

Visitor Information Desks

There are 3 visitor information desks located at the main entrances of DWTC:

» Exhibition Gate
» Convention Gate
» By Exhibition Hall 1

The information desks are manned by DWTC customer care representatives during the event open days as per the operational hours of the event.

Free Wi-Fi

Make the most of DWTC Free Wi-Fi., Further details can be download from the DWTC Free Wi-Fi.

ATMs

There are a number of ATMs located across the venue.

Lost and Found Office

The lost and found office operates 24 hours, 7 days a week and items are stored for safekeeping until reasonable proof of ownership is presented at the collection point.

DWTC assumes no responsibility for the care and / or protection of any personal belongings left unattended on DWTC's property or for the loss, under any circumstance, including theft, vandalism or malicious mischief of any such belonging. If exhibitors are displaying any valuable items, hiring additional security is recommended for the event.

Non-Smoking

Smoking (including vapor smoking and electronic cigarettes) within the complex is prohibited, however designated smoking areas are provided outside of the building, located at the Exhibition Gate, Arena Plaza, Convention Gate, and Za'abeel entrance. A fine will be charged to all violators.

Stand Cleaning Services

Is handled by Event Plus and will have to be ordered separately. Book your Houskeeping Services from eventplus.ae. For more information, email support@eventplus.ae or call 800-655

THANK YOU FOR

TAKING TIME

TO THOROUGHLY

READ & UNDERSTAND

THIS EXHIBITOR MANUAL.

WE WISH YOU SUCCESS!