

EXHIBITOR'S MANUAL



**SHELL
SCHEME**



**SPACE
ONLY**



**SHIPPING &
MARSHALLING**



**HEALTH &
SAFETY**



**CONSTRUCTION
TOOLS**

**28 APR-01 MAY
2025 | QNCC**

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LIST OF CONTACTS

ORGANIZERS

NeXTfairs for Exhibitions and Conferences
Al Hattab HQ1, 2nd Floor, Al Jazeera Al Arabia St.,
Al Messila
P.O.Box 4810, Doha, Qatar

Tel: +974 4477 5848
Fax: +974 4477 4849
Email: info@nextfairs.com
Website: www.nextfairs.com

EXHIBITION SHOW TEAM

General Inquiries	NeXTfairs for Exhibitions and Conferences	Contact Person: Rawad Sleem Email: rawad.sleem@nextfairs.com
General Inquiries & VIP Guest List	NeXTfairs for Exhibitions and Conferences	Contact Person: Nader Abbass Mob: +974 6695 8844 Email: nader.abbass@nextfairs.com
Media and Advertising Inquiries	NeXTfairs for Exhibitions and Conferences	Contact Person: Nada Mahmoud Mob: +974 6600 2208 Email: nada.mahmoud@nextfairs.com
Exhibitor and Stand Build Up Operations	NeXTfairs for Exhibitions and Conferences	Contact Person: Gen Santos Mob: +974 5559 1926 Email: genelin.santos@nextfairs.com
Conferences and Speakers Inquiries	NeXTfairs for Exhibitions and Conferences	Contact Person: Ghita Bakrim Mob: +974 5501 7775 Email: ghita.bakrim@nextfairs.com
Space and Location Inquiries	NeXTfairs for Exhibitions and Conferences	Contact Person: Ilham Abouhila Mob: +974 5117 3524 Email: ilham.abouhila@nextfairs.com
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Space and Location Inquiries	NeXTfairs for Exhibitions and Conferences	Contact Person: Rene Honein Mob: +974 5117 3522 Email: rene.honein@nextfairs.com
Space and Location Inquiries	NeXTfairs for Exhibitions and Conferences	Contact Person: Kathy Eid Mob: +974 5513 6611 Email: kathy.eid@nextfairs.com
Space and Location Inquiries	NeXTfairs for Exhibitions and Conferences	Contact Person: Meryem Laaboudi Mob: +974 5055 2070 Email: meryem.laaboudi@nextfairs.com
Exhibitor and Stand Build Up Operations	NeXTfairs for Exhibitions and Conferences	Contact Person: Mariel Ajero Mob: +974 5055 0190 Email: mariel.ajero@nextfairs.com
Exhibitor and Stand Build Up Operations	NeXTfairs for Exhibitions and Conferences	Contact Person: Mohamed Shamil Ali Mob: +974 6600 1880 Email: shamil.ali@nextfairs.com

LIST OF CONTACTS

EXHIBITION SHOW TEAM

Electrical Requirements Inquiries	NeXTfairs for Exhibitions and Conferences	Contact Person: Anil Nanoo Mob: +974 5055 0306 Email: anil.nanoo@nextfairs.com
Registration and Badge Collection Inquiries	NeXTfairs for Exhibitions and Conferences	Contact Person: Amine Ghorbel Mob: +974 5079 1779 Email: amine.ghorbel@nextfairs.com

OFFICIAL FREIGHT FORWARDER

OFFICIAL STAND CONTRACTOR

BCC Logistics P.O. Box 1403, Doha, Qatar Tel: +974 4444 3436 Fax: +974 4444 3430	Contact Person: Charly Faddoul Email: charly.faddoul@bcclogistics.com Website: www.bcclogistics.com	MASS Productions Al Rawabi St. 3rd, Rawdat Al Khail, Doha, Qatar	Contact Person: Jove Ceballos Tel: +974 3388 8522 Email: operations@massprome.com Website: www.massprome.com
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USEFUL CONTACTS & CONTRACTOR DETAILS

Advertising (Show Catalogue)	NeXTfairs for Exhibitions and Conferences	Contact Person: Nader Abbass Mob: +974 6695 8844 Email: nader.abbass@nextfairs.com
Company Profile Submission	NeXTfairs for Exhibitions and Conferences	Contact Person: Mariel Ajero Mob: +974 5055 0190 Email: mariel.ajero@nextfairs.com
Cleaning & Hospitality	QNCC P.O. Box 34195	Email: exhibitionplanning@qncq.qa
Rigging Services	QNCC P.O. Box 34195	Email: exhibitionplanning@qncq.qa
Exhibitor Badges	NeXTfairs for Exhibitions and Conferences	Contact Person: Amine Ghorbel Mob: +974 5079 1779 Email: amine.ghorbel@nextfairs.com
Booth Branding and Furniture Rental	MASS Production	Contact Person: Jove Ceballos Mob: +974 33 888 522 Email: operations@massprome.com

EXHIBITION TIMETABLE

EXHIBITOR STAND BUILD

	Bump In (Build)				Finishing Touches No tools allowed	Security Sweep	Event Day				Bump Out (Dismantle)	Bump Out (Dismantle)	
	April 23 07:00 to 00:00	April 24 07:00 to 00:00	April 25 07:00 to 00:00	April 26 07:00 to 00:00	April 27 07:00 to 15:00	April 27 NO ACCESS ALLOWED from 16:00	April 28 10:00 to 22:00	April 29 10:00 to 22:00	April 30 10:00 to 22:00	May 01 10:00 to 22:00	May 01 22:00 to 00:00	May 02 07:00 to 15:00	
Space Exhibitors (More than 60 Sqm)	EARLY ACCESS IS CHARGEABLE OF QAR 25,000 PER DAY	EARLY ACCESS IS CHARGEABLE OF QAR 25,000 PER DAY					EXHIBITION DAY	EXHIBITION DAY	EXHIBITION DAY	EXHIBITION DAY			
Space Exhibitors (Below 60 Sqm)													
Shell Scheme Exhibitors (Shell Scheme Exhibitors building their own Stand requires early access approval)													

APRIL 27TH 2025 - NO BUILD UP ALLOWED UNDER ANY CIRCUMSTANCES

***STAND CONTRACTORS MUST BE APPROVED BY THE ORGANIZERS**

BUILD UP

ACCESS PERMITTED FOR	DATE AND TIME	DETAILS AND DESCRIPTION
Space Only Exhibitors	Wednesday - 23rd April 2025 07:00 - 00:00 HRS	Build-up starts for all SPACE ONLY exhibitors with appointed stand contractors or building their own stand.
Space Only Exhibitors	Thursday - 24th April 2025 07:00 - 00:00 HRS	Contractors/exhibitors found painting, cutting, sawing, sanding or constructing stands in any way inside the exhibition hall will incur a non-compliance fee that will be deducted from your performance bond. Please refer to the Warning Regulations & Non-Compliance Fees for information.
Space Only Exhibitors	Friday - 25th April 2025 07:00 - 00:00 HRS	- Wooden Fitted Stand exhibitors are allowed access to their stands. - Space only exhibitors – only stand dressing, decoration, final touches and cleaning will be allowed on this day. - All contractors/exhibitors must exit the exhibition hall by 15:00 Strictly NO late night or overnight work will be permitted, as the remaining time will be used for deep cleaning of the halls before show opening. - Entry to the loading bays will stop from 14:30 for all deliveries and contractors however exit after this time will still be permitted. - Venue security will conduct sweep throughout the venue.
Fitted Stand Exhibitors	Saturday - 26th April 2025 07:00 - 00:00 HRS	
Space Only/Shell Scheme Exhibitors	Sunday - 27th April 2025 NO ACCESS	Security Sweep

ATTENTION

PLEASE DO NOT USE THE SERVICES OF THE CONTRACTING COMPANY BY THE NAME OF **INTEGRATED ENGAGEMENT COMMUNICATION, EXPO TRADING, APEX BUSINESS SOLUTIONS & APEX EVENTS CR: 41402 BASED IN QATAR**. THEY ARE PROHIBITED FROM BUILDING STANDS AT ANY NEXTFAIRS SHOWS. THE OPERATIONS TEAM WILL NOT ACCEPT, PROCESS NOR APPROVE ANY STAND DESIGNS SUBMITTED BY THESE CONTRACTORS. IF THEY ARE FOUND BUILDING STANDS IN OUR SHOWS THE STAND WILL BE CLOSED DOWN AND THE CONTRACTORS WILL BE REMOVED FROM THE VENUE.

IMPORTANT

During Build Up and Break Down

- All trucks must report and present a **NeXTfairs** Vehicle Access Pass to the security or queuing. All vehicles attempting to go directly to **QNCC** Marshalling yards will be refused to access.
- Vehicles are released as per availability of the Marshalling Yards with a 30 minutes limit on all deliveries.
- Drivers and/or Contractors will receive **NeXTfairs** contractor's badges once the Performance Bond has been submitted. **The Contractor Badge Fee is QAR 10 per badge.**
- **NO NEXTFAIRS CONTRACTOR BADGE, NO ENTRY**
- Indicate on the vehicle windscreen the name of Exhibition and the Exhibition Company Name and Stand No.

PPE Requirements including hard hats if working at a height and where overhead work is being carried out, high visibility vests and protective footwear must be worn by all persons including stand contractors and exhibitors accessing the venue halls during build up and breakdown period.



HIGH VISIBILITY VESTS



PROTECTIVE FOOTWEAR



HARD HATS

SHOW OPEN DAYS

DATE	Professionals and Trade Visitors Only (Exhibitors will have access to the exhibition halls from 8:00am before the show opens)	Contractor Access
Monday - 28th April 2025	10:00 - 22:00 HRS (Halls 8 & 9)	Contractor access is only permitted 2 hours before the show starts for the day.
Tuesday - 29th April 2025	10:00 - 22:00 HRS (Halls 8 & 9)	
Wednesday - 30th April 2025	10:00 - 22:00 HRS (Halls 8 & 9)	
Thursday - 01st May 2025	10:00 - 22:00 HRS (Halls 8 & 9)	

IMPORTANT DURING SHOW OPEN DAYS

- It is strictly prohibited to store any items behind exhibition stands or in any area of the venue that is not a designated storage area managed by the official freight agent.
- Exhibitors are responsible for arranging the removal of empty crates and boxes and/or storage until they are required for re-shipment at the end of the exhibition.
- If items are found behind exhibition stands or in any area of the venue that is not a designated storage area, it will be considered as rubbish and will be disposed of.
- **Storage is available and can be pre-booked through the official freight contractor.**

BREAKDOWN

Thursday - 01st May 2025	22:00 - 00:00 HRS
Friday - 02nd May 2025	07:00 - 15:00 HRS

- Stand Electrics will be switched off 19:30 Hrs. Exhibitors who need power on their stand during breakdown must order their stand electrics through the Show Operations Team: anil.nanoo@nextfairs.com
- Removal of exhibits & dismantling of stands / All Fitted Stand exhibitors must clear their products and belongings as Fitted Stand stands will be dismantled during the night after the shows closes.
- Contractors found dismantling or packing their stands before show close at 22:00 hrs, 01st May 2025, will incur a non-compliance fees.
- Exhibits must be cleared from the stands on or before 15:00 Hrs, 02nd May 2025.
- **The organizer and the venue cannot be held responsible for any items left overnight in the halls.**
- All contractor's trucks should be only go to the holding area when their stand is nearing the time of being fully broken down. This is a change to the existing procedure.
- The organizer and the venue are not responsible for items left in the hall during breakdown.
- Stand fittings and waste materials must be cleared from the halls by 02nd May 16:00 Hrs. **A non-compliance fee of QAR 10,000/- will be charged if rubbish is left behind and will be deductible from the Performance Bond. Exhibitors will receive a details breakdown letter, dropped on their stand onsite.**

GENERAL INFORMATION

ADDRESS



QATAR NATIONAL CONVENTION CENTER (QNCC)

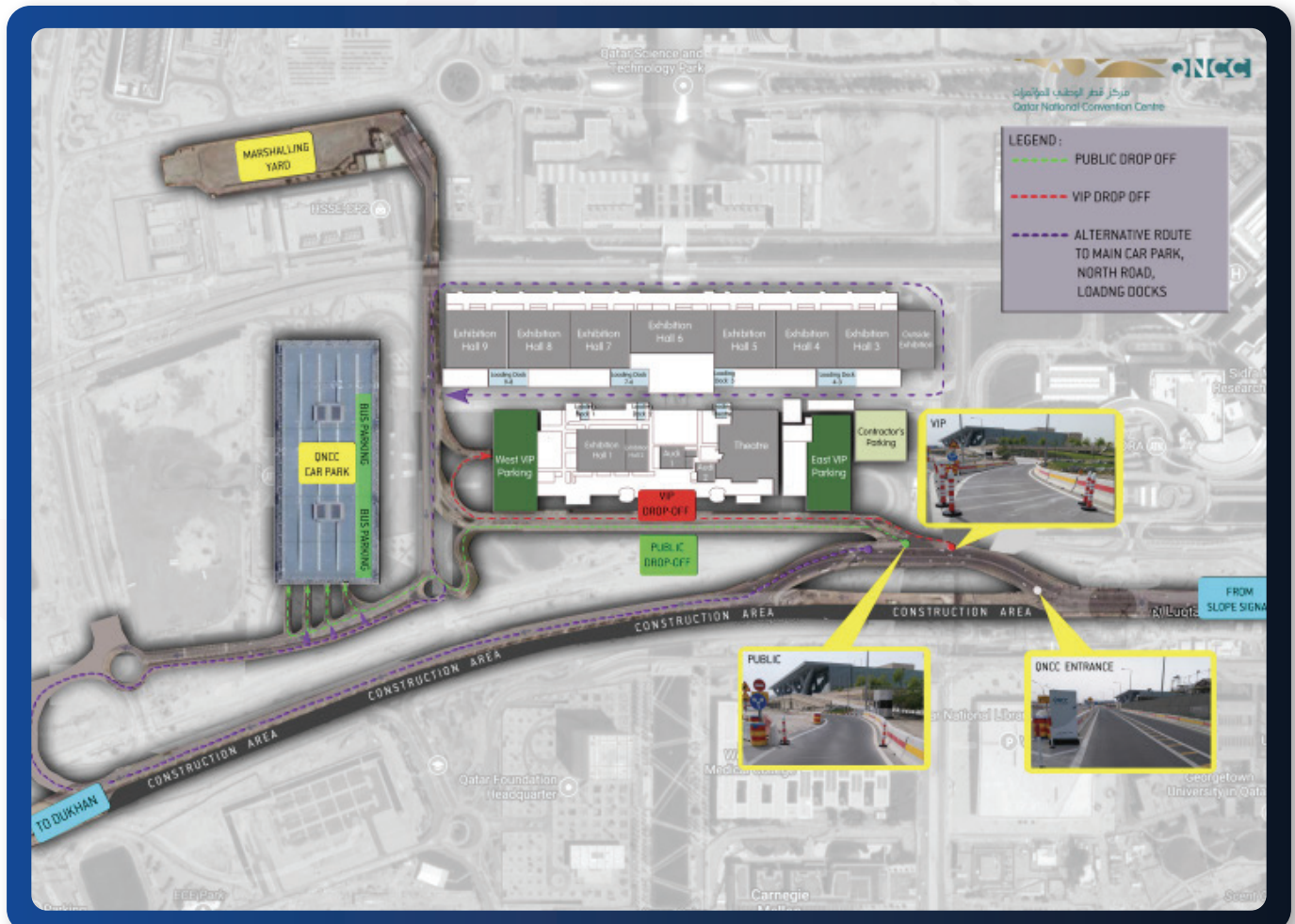
Education City
PO Box 34195
Doha, Qatar

The Qatar National Convention Centre is situated in Education City, Doha – Qatar, approximately 30 minutes by freeway from the center of the city of Doha and approximately 30 minutes drive from the International Airport.

The **QNCC** is bound by Dukhan Highway on the South and Convention Centre drive on the North, **QNCC** Car Park on the West and Sidra Medical Center on the East.

For any other venue related information, please visit the website: www.qatarconvention.com or contact: exhibitionplanning@qncc.qa

HOW TO REACH THE VENUE ?



GENERAL INFORMATION

HOW TO REACH THE VENUE ?



By Delivery Vehicle

- **All contractors must submit**
- All traffic must enter the service road from Dukhan Highway; no private vehicles are permitted on the service road.
- Movement of vehicles on the service road is strictly one way.
- Access to the exhibition hall will be between the hours **07:00am - 11:59pm**, unless prior consent has been granted by the **QNCC** Event Team and **NeXTfairs**.
- Access to the exhibition hall is detailed in the 'access to **QNCC** Map' available in the **QNCC** website.
- All contractors must submit manpower list and QID copies to the event organizers in order to obtain Contractor's Badge. **(Contractor's Badge fee is applicable, please see Page 05) Appointed contractors must submit vendor registration and must be approved by the event organizer.**
- All contractors and exhibitors entering the loading bays via the service road will be checked at an entry gate, signed in and given an access badge prior to entry. This process may be delayed depending on available spaces in the loading bay. Vehicles may only remain on the loading dock or the service road for a period of 20 minutes unless through prior arrangement with the **QNCC**.
- Abandoned vehicles or those exceeding the unload time period may be towed away from site if they are hindering access to the loading dock or preventing works.
- Parking on service road or pedestrian footpath is not permitted at any time.
- Only personal vehicles can park in the **QNCC** Car Park, all other vehicles must find alternative parking off the **QNCC** Site.



By Personal Vehicles

3,200 parking spaces are provided in the **QNCC** Car Park.



By Shuttle Bus

Upon request (charges will apply).



By Taxi

Taxis are conveniently available at the airports, hotels, and shopping malls.



By Person

- Every person seeking entry into the QNCC must be in possession of a valid photo Identification badge/Exhibition badge.
- Persons will be required to enter through a designated security entrance.
- Individuals and their personal belongings/equipment may be screened prior to entering and exiting the venue.

GENERAL INFORMATION

INSTRUCTIONS

AISLES & GANGWAYS



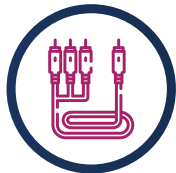
All stand contractors/exhibitors must ensure that all aisles/gangways surrounding the stand should be kept clear and are not blocked during build-up, show days and break-down to help maintain social distancing and for gangway carpet to be laid. No part of any stand or exhibit, including fascia, signs, lighting, corner posts, floral or other fittings shall protrude into or overhang any aisle/gangway or adjacent stands, obscure any fire or exit signs.

Additionally, any display or other items suspended from the ceiling or attached to the stand must not project over the front of space taken by another exhibitor. In addition, storage behind stands specially perimeter stands is strictly forbidden.

Any items (including stand materials) left behind stands will be disposed of immediately during the daily master cleaning.

Failure to adhere with the above will incur a non-compliance fee and may be deducted from performance bond.

AUDIO VISUAL (AV)



If you have any AV requirements please contact:

OFFICIAL CONTRACTOR: [MASS PRODUCTION](#)

Submission deadline date **28th March 2025**

BADGES (EXHIBITORS)



Exhibitors accessing the halls must display their exhibitor badges at all times. A link will be shared 3 weeks before the event and can be collected in the registration area during the 2nd day of the Build up.

Contact Person: **Amine Ghorbel** (amine.ghorbel@nextfairs.com)

BADGES (VIPs & VISITORS)



For further information about the VIP Program, please contact the Exhibition Team **Mr. Nader Abbass, Portfolio Director** (nader.abbass@nextfairs.com)

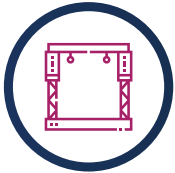
All badges should be presented for scanning when requested.

GENERAL INFORMATION

INSTRUCTIONS

BADGES (CONTRACTORS) 	All stand contractors must fill and submit vendor registration form and must get approved by the event organizer. All stand contractors will only be allowed to access in to the marshalling yard or exhibition halls with a valid NeXTfairs contractor's badge. Contractor's badge fee QAR 10 per badge. The NeXTfairs contractor badges can only be acquired from the organizers once the performance bond has been submitted. ATTENTION: PLEASE DO NOT USE THE SERVICES OF THE CONTRACTING COMPANY BY THE NAME OF INTEGRATED ENGAGEMENT COMMUNICATION, EXPO TRADING, APEX BUSINESS SOLUTIONS & APEX EVENTS CR: 41402 BASED IN QATAR. THEY ARE PROHIBITED FROM BUILDING STANDS AT ANY NEXTFAIRS SHOWS. THE OPERATIONS TEAM WILL NOT ACCEPT, PROCESS NOR APPROVE ANY STAND DESIGNS SUBMITTED BY THESE CONTRACTORS. IF THEY ARE FOUND BUILDING STANDS IN OUR SHOWS THE STAND WILL BE CLOSED DOWN AND THE CONTRACTORS WILL BE REMOVED FROM THE VENUE.
BRANDING (HANGING BANNERS, CUBES,etc.) 	Hanging Banners, Cubes etc. position will be subject to rigging points availability/location. Please note banners will be hung within the perimeter of your stand and are NOT allowed to be overlooking a neighboring stand. Banner needs to be at the front or central to the stand space. Submission deadline date 28th March 2025 Whilst supplying your banners, please ensure that you follow the guidelines set out on QNCC – RIGGING FORM (forms can be downloaded in the exhibition portal).
FABRICS & DECORATIVE 	All textile materials being used for decorative finishes to stands must fulfill the following health & safety criteria: • Shall be able to pass a test for flammability or for surface spread of flame • Fire retardant certificate is to be submitted for any fabric used on the stand • Shall be fixed taut or in tight pleats to a solid backing • Shall be secured at floor level • Shall not ignite when subjected to a flame after 10 seconds • Shall not have an afterglow when subjected to a heat source for 10 seconds • Any paint used should be water-based and the use of paint sprayers in the halls is not permitted. Materials used in the construction of stand fitting and displays shall be either: • Non-combustible material • Flame resistant plastic • Flame resistant boarding • Timber of any thickness, treated to be flame resistant • Timber of any thickness of more than 25mm • Chipboard or block board more than 18mm thick • A Fire retardant certificate must be provided with all stand design submissions. For more information, please contact the Show Operations Team: marinel.ajero@nextfairs.com

GENERAL INFORMATION

BANNERS – TRUSSING & RIGGING 	QNCC Services Department is the sole provider of all top and primary rigging at the venue. Rigging / roof points must be ordered through <u>QNCC – RIGGING FORM</u> Only systems which have received the written consent from the Organizers will be permitted. This is required for any system needing installation for any of the following items to the venue infrastructure: • Chain hoist or wire with lifting equipment – exhibitors and contractors using manual or electric chain hoist must submit a valid test certificate. Test certificates should be scanned and sent by email to genelin.santos@nextfairs.com at least 5 days prior to build-up. • Truss systems • Suspended platforms • Lifting of beams • Drapes • Catenaries wires Pre-notification of intent to suspend any of the above listed items is required a minimum of 4 weeks prior to the first day of build-up. For Rigging of steel wires, shackles, web slings, chains and / or lifting appliances is classified as rigging accessories. Exhibitors may hang banners only within the perimeter of their stand. Exhibitors wishing to suspend items from the roof of the exhibition hall must submit drawings and descriptions of all items, including position, weights, type of materials and any special requirements. Light items, subject to approval by the rigger, can be suspended throughout the Exhibition Hall Rigging of heavy items is subject to the approval by the QNCC HSSE Manager and roof loading limitations. Safety: This document is produced in accordance with QNCC requirements and international safety standards. This manual is not intended as an exhaustive reference and in some cases consultation with a qualified health and safety professional is recommended so that relevant duties are clearly understood and suitably considered. Our objective is to ensure that all persons attending the exhibition have a safe and enjoyable experience. To achieve this, we will require the full co-operation of everyone involved in the exhibition process. Health & safety is everyone's concern so please be diligent and enjoy your visit to QNCC.
BANKING SERVICES 	ATM services for exhibitors/other guests can be found in front of Hall 9 during the live event.
BROCHURES / FLYERS DISTRIBUTION 	Exhibitors or any staff members working on behalf of the exhibitors may only conduct business and distribute literature within the boundary of their own stands. Under NO circumstances may activities spill into the gangways / aisles of the exhibition area which includes the halls, concourse and outdoor area.

GENERAL INFORMATION

CAFÉS 	The Spider Café is centrally located on the first floor of the QNCC, and offers snacks, refreshments and an assortment of desserts. The café is open from 08:30am to 05:00pm on regular working days. Conveniently located cafes offering snacks are available within the exhibition halls. Operating hours are at the discretion of the QNCC Food and Beverage Department and are determined by existing business levels. Organizers are kindly requested to ensure adequate visibility of the operating café's for your exhibitors/visitors convenience. Based on business requirement Grab 'n' Go outlets will be set-up at convenient locations.
CATERING EXCLUSIVE BY QNCC 	As per QNCC (Qatar National Convention Center) policy, we do not allow any food or beverages to be brought into the premises from external sources. If you are ordering catering from outside the venue please get in touch with the Show Operations Team on mariel.ajero@nextfairs.com to ensure you have the adequate permissions to do so and to provide the <u>QNCC-ON-STAND CATERING ORDER FORM</u> upon approval. Organizing a reception on a stand during or around the exhibition official inauguration is not permitted for security reasons.
CHILDREN 	There are no child-care facilities in the exhibition venue. Only Trade Visitors, 18 years old and above will be permitted entry to the exhibition. 17 years and below are not permitted to enter the exhibition under any circumstances.
CLEANING SERVICES 	It is the exhibitor's responsibility to maintain their stand in a clean condition at all times. Fitted Stand Exhibitors stand will be delivered in a clean state for the show opening. Exhibitors are then responsible for any further cleaning requirement during show days. Space Only Exhibitors will be responsible for the cleaning of their areas. Stand cleaning must be ordered through <u>QNCC-STAND CLEANING FORM</u> (can be downloaded on the exhibitor portal).
CURRENCY 	The local currency is the Qatari Riyal also known as (QAR). Please refer to currency converter to obtain the current rate as the Qatari Riyal is not fixed against the US Dollar.

GENERAL INFORMATION

PERSONS WITH DETERMINATION/ DISABILITY (PWD) ACCESS CENTER 	All exhibition halls, meeting rooms, and public areas are accessible by wheelchair. Car parking spaces are also reserved for PWD (persons with determination/disability) Toilets on the ground floor and first floor have disabled access, while all lifts accommodate standard wheelchairs and have low-level buttons as well as announcements for the visually impaired. Doorways are wide enough to accommodate standard wheelchairs. IMPORTANT: Public escalators and elevators are only for the guest movement and shall not be used to transport exhibition freight, materials and equipment. All exhibition freight, materials and equipment shall be transported utilizing the freight elevator and brought in via the loading docks.
EMERGENCY MEDICAL SERVICES (EMS) 	There is a dedicated first aid equipment station located in the security control room for all exhibitors and visitors. An ambulance will be available onsite in the marshalling yard at all times.
EMERGENCY PROCEDURES & EVACUATION PLAN 	In the event of any emergency, the QNCC Staff will manage any emergency evacuation. Exhibition Management and their staff/exhibitors/suppliers and contractors are asked to comply with all instructions conveyed. A fire truck is in attendance at all times during the event outside the venue. If it becomes necessary to evacuate the building, a public address system announcement will be broadcast (in English and then in Arabic) every 15 seconds. If you hear this message you should immediately: • Switch of electrical equipment on your stand and make your way calmly to the nearest available exit. • Do not stop or attempt to return to collect your personal items Ensure you follow the instructions of the organizers who will direct you to the nearest place of safety. Exhibitors will not be permitted back into the building until clearance is given from the venue senior management. Fire extinguishers of approved pattern and capacity can be found at various locations around the hall. Please ensure that all personnel are familiar with the following: • Fire exits and extinguishers must never be blocked • No paint or paint thinner can be placed near the electrical distribution boxes • Empty cartons/boxes, catalogue boxes, stand materials and combustible waste must be disposed of and not stored behind stands. Exhibitors who are looking for space to store boxes can avail the storage service from the local freight company. Any involvement in an accident should be reported immediately to the QNCC control room +974 4470 7999.

GENERAL INFORMATION

VEHICLES & HEAVY MACHINERY



TERMS AND CONDITIONS

- The Event Organisers and/or Exhibitors must provide information on the width, height, and weight of vehicles in anticipation of the use of lifts and/or doors into the Venue.
- A traffic management plan must be devised for forklift and vehicle movements within the workplace to ensure the safe movement of pedestrians during the move-in and move-out periods. If vehicle movement is required during an event, this should be addressed in the risk management plan. Details of moving displays must be communicated to the Venue
- Any vehicle moving through the Venue's Level 2, Conference Hall, Foyers or Concourse areas, must be escorted by a Qatar National Convention Centre Safety Officer. Vehicles may only move at a slow walking pace.
- No motorised vehicle may be operated on carpeted areas under any circumstances. Only approved mobile equipment is to be used on the carpeted areas, such as the Conference Hall, Exhibition Halls and any other stipulated areas
- All vehicles which produce effluent and which must be operated for the purpose of an exhibit, must adhere to any operational recommendations of the Venue's HSSE Department
- All vehicles being displayed in the Venue must conform to the requirement of the Venue's guidelines below:

DISPLAY:

- Fuel tanks containing fuel, or which have ever contained fuel, shall be maintained at less than 1/4
- All vehicles being displayed in the Centre must have drip pans underneath them and pads under all tyres
- Fuel tanks are to be locked and sealed with the manufacturers' approved fuel cap
- Running of displayed vehicles during the Exhibition is prohibited unless approved by the Venue's HSSE Department
- All vehicles displayed inside the Venue must have a spare set of keys left at Security Control in case of emergency
- Keys are not allowed to be left in the ignition while on display
- Filling or emptying of fuel tanks inside the hall is strictly prohibited at any time.
- 24hr contact name and number to be given to organisers.
- Delivery and collection – organiser to be present during both.
- The organisers accepts no responsibility for any vehicle that is damaged when being brought into or out of the hall or once in its final position.
- Any damage caused to the venue as a result of vehicle movement will be charged back to the exhibitor/stand contractor and may be deducted from the performance bond submitted.
- You must work closely with the organisers when arranging to bring the vehicle into the exhibition; often it may be required to enter the halls before the buildup dates due to the logistics of building the exhibition around the vehicle

If vehicles & heavy machinery are to be displayed on your stand please contact the Show Operations Team at mariel.ajero@nextfairs.com

NOTE:

NeXTfairs has the right to refuse vehicle and / or heavy machinery / heavy equipment entry to the exhibition halls if these rules are not adhered to.

GENERAL INFORMATION

HIGH RISK ACTIVITIES



***NO EQUIPMENT AND HAZARDOUS SUBSTANCES CAN BE DELIVERED, FITTED OR USED UNTIL ALL NECESSARY APPROVALS HAVE BEEN RECEIVED.**

Special Effects / High Risk Substance and Equipment / Vehicles

Exhibitors who plan to use special effects as detailed below must contact the Show Operations Team at mariel.ajero@nextfairs.com to obtain **Health and Safety Approval**. This should be done at least 4 weeks prior to the use of the equipment. Special approvals are needed for:

- **Animals**

With the exception of specially trained service animals assisting and supporting the physically challenged and approved animals in an exhibit, no animals are permitted in the venue. In case of any display of animals, please attain the necessary approvals from local authority and submit the **Animal and/or Livestock Display Approval Form** to **QNCC**. All sanitary needs of animals shall be the sole responsibility of the owner. Please contact your Event Manager for more information.

- **Balloons**

Helium balloons are only permitted as fixed features of an exhibit, event display or table decoration with prior approval from the **QNCC**. The exhibitor will incur the cost of removing loose balloons suspended or trapped in ceiling structures, climate control ducts and lighting fixtures. Removal of balloons may result in additional charges. Gas canisters must be stored as per HSE guidelines.

- **Compressed Air**

No compressed air cylinders are allowed in the exhibition halls. Consideration will be given to use of compressed air during construction and build up. Notice of compressed air use must be provided no less than **fourteen (14 days)** prior to use, certificates of testing and inspection must be provided with a method statement and risk assessment to show the use of the equipment and the control measures.

- **Confetti/Glitter**

The use, display or throwing of confetti/glitter required prior approval from the **QNCC**. The exhibitor will be billed for the staff and cleaning materials required to clean-up after use.

- **Dangerous and Hazardous Substances**

No dangerous goods or hazardous substances are to be brought onto the **QNCC** without written approval from the **QNCC** Management

- **Hot Works**

No hot works are to commence anywhere in the **QNCC** without the following:

- ✓ All hot works are to subject to a hot work permit issued by the venue. The issue of the permit is subject to the advance submission of an acceptable method statement and risk assessment for the activity.
- ✓ Where Oxy-acetylene cutting/welding, arc welding soldering, gas/oil blow lamps, grinders, metal burning, brazing and other operations generating heat are carried out, either during the build-up or breakdown periods of an event, adequate precautions must be taken to prevent damage to property or injury to persons by sparks, fire or heat.
- ✓ The venue may require the issue of a permit for product demonstrations which involve hot work

- **Pyrotechnics – Fireworks**

The exhibition organizer must inform **QNCC** of their intention to use any pyrotechnics. It is the responsibility of the event organizer to ensure the relevant authorities have been informed regarding the transportation and use of pyrotechnics.

GENERAL INFORMATION

FORKLIFTS & CRANES (Onsite handling only by the OFFICIAL FREIGHT FORWARDER) 	Whilst exhibitors may use their own transport to deliver displays and equipment to the marshalling yard and their own labor to move materials to their stand, (Official Freight Forwarder) is the only company authorized to operate lifting equipment and forklifts in the marshalling area and in the exhibition halls. For further information, contact: Name: Charly Faddoul Mobile: Mob. +974 33009605 Email: charly.faddoul@bcclogistics.com NO other company, exhibitor, contractor or agent may operate cranes, forklifts or any other lifting machinery inside QNCC. This is to ensure the safety and smooth running of the build-up and break-down period of the event. Any machinery used as part of an exhibit must adhere to the following Health & Safety regulations: No refueling of any machinery/equipment while inside the venues including marshalling yard and loading docks Reverse warning sound should be always ON while in operation Front and rear light should always be ON while in operation Hazard beacon light should always be ON while in operation
HEALTH 	There are no health regulations for Qatar, with the exception of visitors traveling from an area infected with Smallpox, Yellow Fever or Cholera
INVITATION (OPENING) 	The Organizers will supply complimentary invitation tickets to Exhibitors to email to their clients. The invitations will be available to download within the Marketing Section of the Exhibitor Zone. Admission to the Exhibition will be free to all trade and professional visitors. Alternatively, if you would like NeXTfairs team to include your VIP clients in our official promotional campaign, please contact Ms. Reham Nasr, Project Manager at reham.nasr@nextfairs.com for the official VIP Invitation excel template.
LIVE DEMONSTRATIONS 	Prior approval must be taken from QNCC for any entertainment and/or live activities being planned inside the exhibition halls / exhibition stands or public areas. Submission deadline date 28th March 2025 Please contact the Show Operations Team on mariel.ajero@nextfairs.com for further assistance and information.
LIVE ENTERTAINMENT 	Exhibitors planning any form of live entertainment such as singers, musicians, fashion show models, dancers, DJs or band players on their stand must obtain an Entertainer's Permit through the Organizers. Failure in applying for the Entertainer's Permit on time (3 months up to 4 weeks before the performance) or if approval has not been given and the performance goes ahead, the Exhibitor will be subject to a fine issued by the local governing body. Please contact the Show Operations Team at mariel.ajero@nextfairs.com

GENERAL INFORMATION

IT & TELECOMMUNICATION SERVICES 	The QNCC is the exclusive provider of information technology services within the venue. This includes all exhibit halls, meeting rooms, public areas, and exterior areas. All requirements to install, connect, repair, alter, or distribute information technology services, whether originating or terminating in the QNCC are to be arranged and coordinated with the QNCC IT Team. Material and equipment provided by the QNCC shall remain the property of the QNCC. All IT services required for exhibition stands should be requested prior to stand build up, through the QNCC FORM NO. 5 – IT & TELECOMMUNICATIONS. This is to ensure that the required infrastructure is in place to provide these services. Wi-Fi No independent Wi-Fi networks are to be setup by any exhibitor as this interferes with the QNCC Wireless Network. Wireless broadcasting devices such as Access Points (both 3G and Ethernet based), routers and bridges are not to be setup/used in the venue. Failure to comply may result in the client's own Wi-Fi network being blocked and LAN/Internet services provided by QNCC being deactivated, without refunds. Please contact exhibitionplanning@qncc.qa for any queries related to Wireless Internet in the Exhibition Halls. A FREE 1 MB Wireless Internet available in the exhibition halls is suited for web browsing and email access. It is not advisable to use free wireless internet for bandwidth intense or delay sensitive applications. Wired internet connections recommended for any on-stand usage.
LOST PROPERTY 	All lost and found articles should be handed over to the concierge desk located at Level 1 VIP entrance. Every effort will be made to identify the owner and return the articles. Lost and found articles whose ownership cannot be determined are logged and stored for a 90 days period. Articles left over 90 days will be disposed as directed by QNCC Management. Lost or Stolen Bank Cards In case you lose any bank or credit cards, it is important to immediately contact either the bank or the credit company involved in order to block your cards Lost or Stolen Passport In case your passport is either lost or stolen, it is important to immediately contact the police and to ask for a theft notification. Then, you must contact your embassy or consulate, with the theft notification, in order to have a new passport prepared.
NOISE LEVELS 	Exhibitors are requested to keep noise/volume levels down on music systems, audiovisual displays, amplifiers, videos, display machinery, live demonstrations etc. Volume levels should not interfere with normal conversation on neighboring stands. Any excessive noise emitted within the venue must not be of a noise level that prevents the visitor from hearing the emergency announcements. Noise Level Guideline: • A maximum of 55dB between 7.00am and 8.00 pm • A maximum of 45dB between 8.00pm and 7.00am No music, entertainment or presentations should take place during the prayer timings.

GENERAL INFORMATION

OPENING CEREMONY 	The exhibition will be officially opened on Monday, April 28, 2025 at 10:00am with the dignitary being announced prior to the opening day. All exhibitors are eligible to attend the opening ceremony and a comprehensive representation of VIPs and government officials will also be formally invited to attend. Please ensure that you have a representative from your company present at your stand for the opening ceremony in case the dignitary may wish to visit your stand. Only pre-authorized press members are allowed to be present in front of the VIP at the official event inaugurations. For more information, please contact Mr. Nader Abbass, Portfolio Director at nader.abbass@nextfairs.com
PARKING 	A multi-purpose car park is located to the west of the QNCC and can accommodate up to 3,200 cars, 20 buses and 40 taxis. Designed as a transport hub, the car park offers access from both the north and south. Vehicles are not allowed to park within the 'no parking zones' and QNCC reserves the right to remove vehicles, which are parked incorrectly or causing obstruction to other road users. Violators will be charged a daily fee plus administration fees. The maximum speed limit in the car park is 10 km/h. All vehicles are parked at the visitors' own risk and QNCC will not be liable for any loss or damage to any vehicle parked within the car park. Doha Police Traffic Department terms and conditions are applicable at all times. CAR PARK The car park is located to the west of the QNCC and can accommodate up to 3200 vehicles with direct access to all areas of the QNCC by internal elevators and stairs.
PHOTOGRAPHY & VIDEOGRAPHY 	Exhibitors who wish to employ their own photographers should contact the organizer's to arrange for authorization and passes. Anyone found to be taking unauthorized photographs or files will be escorted out of the exhibition. The following details are required for any time-lapse, photo shoot or video shoots scheduled at the venue: • Visa Copy • Passport Copy • National ID Copy • Mobile Number • Shoot Date, Time and Location • Shoot Purpose The above documents must be submitted to the organizer 3 weeks prior to build-up which is subject to QNCC Security & Protocol approval. Please contact the Show Operations Team at mariel.ajero@nextfairs.com
PRESS & PUBLIC RELATIONS 	The Organizers will operate a full press office during the exhibition. If you have press materials, please provide these to the press office on the last afternoon of build-up. Where possible please provide press materials in English and Arabic. Contact: Ms. Nada Mahmoud, Marketing & Media Specialist nada.mahmoud@nextfairs.com

GENERAL INFORMATION

PRIZE & RAFFLE DRAWS 	Depending on the type of draw or promotion, special permission may be required from the local government departments, particularly if they have financial implications. Should you wish to carry out a draw or promotion at any point during the show lifecycle, please contact the organizers at genelin.santos@nextfairs.com help get the adequate permissions
SECURITY TIPS FOR EXHIBITORS 	Move-in: • Use plain boxes, containers that are clearly labeled with the exhibitors details e.g. company name, hall & stand no. etc. • Have adequate personnel present at the booth to receive the shipment and take inventory • Report any discrepancy in goods received to the shipper immediately • Ensure you have proper insurance coverage • Store valuables out of site • Safety and security is everyone's responsibility. The following tips will assist in our security efforts • Exhibitors must obtain appropriate badges at Exhibitor Registration • Exhibitor badges must be worn at all times to gain admittance to the exhibition • Contractor passes must be issued to all contractors during the move-in/out phases and shall be worn, clearly visible at all times During the Exhibition: • Pack small items in boxes out of site, or remove them from the booth overnight. It is NOT permitted to store items behind stands as it will be disposed off • Never leave your booth unattended. Samples or briefcases / handbags can easily be taken • Computers, projectors, monitors, and other electronic devices are desirable to thieves. They should always be guarded • Report all security and safety incidents to venue security or the Organizers immediately • Secure/store valuables out of site Move-out: • Remain with your shipment until it is collected from your booth • Do not leave booths unattended. Many outsiders have access to the halls during this busy time • Keep any plasma screens, computer screens or any other electrical equipment in plain boxes, labeled with information that does not identify the product for security purposes. • Exhibitors are warned not to leave their stands unattended at any time when the exhibition halls are open, especially during the break-down phase of the exhibition Keep any plasma screens, computer screens or any other electrical equipment in plain boxes, labeled with information that does not identify the product for security purposes.
TRADEMARKS 	The federal trademarks law was published in October 1992 and came into force on 12th January 1994. The federal law enables registration of trademarks with the Ministry of Economy and Commerce but regulations are as yet to be made and implemented concerning registration and administrative procedures. Any exhibitor wishing to receive further information on the trademarks law should contact their embassy in the QATAR.

GENERAL INFORMATION

STORAGE 	Empty crates and boxes etc must not be stored on exhibitors' stands or behind stands. It is the exhibitors' responsibility to ensure that items are quickly disposed of or stored until required for re-shipment at the end of the exhibition. If you require storage during the event, please contact Official Freight Forwarder: Name: Charly Faddoul Mobile: Mob. +974 3300 9605 Email: charly.faddoul@bcclogistics.com Storage behind stands is strictly forbidden. Any goods left behind stands will be disposed off immediately. Loading dock must not be used as storage space. All contractor equipment must be removed from the loading dock before the exhibition opens. Contractor equipment remaining on the loading dock will be deemed as waste material and disposed of. Disposal charges will be applicable.
VENUE FLOOR LOADING & HEIGHT LIMITS 	The floor loading weight for the exhibition in halls is 2.5 tons per sqm. Should you have any items that exceed this please contact the Show Operations Team at mariel.ajero@nextfairs.com Please ensure the appropriate precautions are made, i.e. 1m x 1m load spreaders must be used, no point load jacking points, and loads are kept off the perimeter shaded areas. Height Limit for Space Only Exhibitors is 4 meters. <u>Stands exceeding 4m height or a stand that is multi-storied, would require the approval and signature of a certified and locally registered Structural Engineer before it is proposed to be built.</u>
WASTE MATERIALS 	Exhibitors and Contractors are responsible for their own waste management during the setup and breakdown phase of the event and are required to remove all debris, rubbish, and packing materials from the premises without using the industrial skips designated for the organizer. Your appointed stand builder or contractor should ensure that construction waste is removed from the Qatar National Convention Centre (QNCC) premises and not disposed of in the marshalling yards. Additionally, paint cans must not be discarded in the skips and should be taken off the QNCC property for proper disposal. Contractors having 2 or more stands must order their own skip. Skip rental amount is QAR 1,200 per skip Any costs incurred for the removal and disposal of any abandoned items will be passed across to the relevant exhibitor or contractor and QAR 4,000 will be deducted from the Performance Bond. To order skip contact Operations Team: mariel.ajero@nextfairs.com

GENERAL INFORMATION

FACILITIES FOR CONTRACTORS



Contractor Toilets

Contractors' toilets are available for contractors in the backside of the exhibition halls. Under no circumstances toilets in the VIP suite, Majlis or public foyer shall be used by contractors.

Smoking in the Venue

As per Qatari law, the entire complex is a non-smoking venue. Anyone found smoking on the premises shall be removed and re-entry to the venue shall be at the discretion of **QNCC**.

For health and safety reasons, smoking is strictly prohibited in the loading docks.

Contractor's lounge loading dock Hall 5

FITTED STAND INFORMATION

Fitted Stand SPECIFICATIONS (FURNISHED)

Exhibitors who have booked a Fitted Stand stand will receive a stand erected to the following specification. Please note this technical drawing is an example of 12 sq.m - 3 sides open (For reference only). The space the exhibitor has booked with the organiser may be a corner, terrace or island stand and may look different to this drawing. Please check with the organiser should you wish to confirm your stand space. Fitted Stand exhibitors stand will be delivered in a clean state for the show opening. Exhibitors are then responsible for any further cleaning requirement during show days.

Order your stand cleaning during show days through exhibitionplanning@qncc.qa



STAND CONSTRUCTION	Made of wooden structure, each wall panel is 2m H x 4m W. This is built to an overall height of 2m.																																													
REAR & DIVIDING WALL	10cm thick wooden structure, with black/white emulsion paint finish. Each wall panel is 2mH x 2mW (MDF Panels). Exhibitors are then responsible for branding the backwall of their stand. Exhibitor who wish to modify or hang anything on or fix anything on their stand walls must contact Show Operation Team: mariel.ajero@nextfairs.com to inform them of the requirements.																																													
FURNITURE	<table><tr><th>PACKAGE INCLUSION</th><th colspan="4">STAND SIZE</th></tr><tr><th></th><th>9-15</th><th>18-30</th><th>33-45</th><th>48 & Above</th></tr><tr><td>Table</td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>Chairs</td><td>3</td><td>6</td><td>9</td><td>12</td></tr><tr><td>Waste Bin</td><td>1</td><td>1</td><td>1</td><td>1</td></tr><tr><td>Reception Counter</td><td>1</td><td>2</td><td>3</td><td>4</td></tr><tr><td>Spot Lights</td><td>3</td><td>6</td><td>9</td><td>12</td></tr><tr><td>Fascia Name</td><td></td><td></td><td></td><td></td></tr><tr><td>Stand Branding</td><td colspan="4">Build Your House theme branding as per the above mockup. Exhibitors can brand front wall and poster wall with additional cost. Rate and sizes varies according to the stand size. Please contact event Official Contractor: Mass Production +974 3388 8522 operations@massprome.com</td></tr></table> Please note that the Display Screen is not included in the furniture package. If required, please contact Show Operation Team: mariel.ajero@nextfairs.com	PACKAGE INCLUSION	STAND SIZE					9-15	18-30	33-45	48 & Above	Table	1	2	3	4	Chairs	3	6	9	12	Waste Bin	1	1	1	1	Reception Counter	1	2	3	4	Spot Lights	3	6	9	12	Fascia Name					Stand Branding	Build Your House theme branding as per the above mockup. Exhibitors can brand front wall and poster wall with additional cost. Rate and sizes varies according to the stand size. Please contact event Official Contractor: Mass Production +974 3388 8522 operations@massprome.com			
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FLOOR COVERING	Exhibition grade carpet laid direct to hall floor. Standard color carpet for wooden shellscheme will be provided as part of the package. Any changes on the color will incur additional charges. Please contact: Official Stand Contractor																																													
FASCIA/NAME BOARD	The exhibitor's name and stand number will be in 65mm capital lettering (in Black) and fixed directly to the fascia. Fascia board is located on the open sides of the stand with the size of 2m x 0.40cm high (as shown above). The company name as specified via the Fascia name/Board form submitted via the online Exhibitors Portal (Exhibitor Company name to appear on Fascia).																																													
ELECTRICAL	<table><tr><th>PACKAGE INCLUSION</th><th colspan="4">STAND SIZE</th></tr><tr><th></th><th>9-15</th><th>18-30</th><th>33-45</th><th>48 & Above</th></tr><tr><td>Socket 5amp (3 pin single socket)</td><td>1</td><td>2</td><td>4</td><td>6</td></tr><tr><td>Spotlight (25 watts Spotlights)</td><td>1 per 3 sqm</td><td>1 per 3 sqm</td><td>1 per 3 sqm</td><td>1 per 3 sqm</td></tr></table> Anything above 13Amps power will require an additional mains power supply (e.g. coffee machines, kettles, etc). If unsure, please feel free to contact Show Operation Team: anil.nanoo@nextfairs.com.	PACKAGE INCLUSION	STAND SIZE					9-15	18-30	33-45	48 & Above	Socket 5amp (3 pin single socket)	1	2	4	6	Spotlight (25 watts Spotlights)	1 per 3 sqm	1 per 3 sqm	1 per 3 sqm	1 per 3 sqm																									
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Please note that Fitted Stand Exhibitors must submit a Performance Bond Cheque of QAR 3,000

FREIGHT

SHIPPING MANUAL INSTRUCTIONS

PACKAGING GUIDELINES

We urge you to plan and design your packing carefully to minimize risks to your equipment. It is also advisable to use bolts, screws and hinges whenever possible if your packing cases are to be used for return or onward transport. Cardboard cartons should be avoided if they are intended for onward use. Agility will not be responsible for damages / claims arising out of improper packing.

For heavy shipments, kindly ensure that the boxes / pallets used for packing are adequate to accommodate the weight of the shipment. All packages should be labelled with the actual weight of the shipment so that appropriate equipment is used for handling the package.

For any concerns or questions, please contact

Contact Person: Charly Faddoul

Email: charly.faddoul@bcclogistics.com

Website: www.bcclogistics.com

Official Freight Forwarder: BCC Logistics

Handling Tariff: Please refer to the Freight Forwarding – Marshalling & On-site Handling Services for more information about the handling tariffs (uploaded in your exhibitor portal).

SPACE ONLY INFORMATION

INFORMATION AND REGULATIONS

SPACE ONLY EXHIBITORS – EXHIBITION STAND GUIDELINES, RULES & REGULATIONS

The following exhibition stand guidelines, rules and regulations are provided by the event Organizers to ensure that each exhibitor has an equal opportunity to display their products and / or services. Please take the time to ensure that your stand design and build complies with these guidelines, rules and regulations to prevent unnecessary delays and onsite changes.

- Space only exhibitors must submit stand designs regardless of their location & stand size at the event.
- Mandatory supporting documentation listed below must be submitted
- Appoint professional stand builder/contractor who are able to submit stand designs and mandatory supporting documents. Exhibitors may use NeXTfairs Official Contractors or another contractor of their choice.
- Space only exhibitors who wish to build their own stand must ensure that their structural engineer will be responsible for submitting stand designs and mandatory supporting documents.
- It is the Stand Builder / Contractor's responsibility to manage the expectations of their clients. Please ensure that the design, build and fit out of the stand can be completed in line with the Build Schedule and Regulations.

STAND DESIGN SUBMISSION – GUIDELINES, RULES AND REGULATIONS

***The below information must be adhered to with all stand designs**

Submit Stand designs & upload all mandatory supporting documentation listed below through:

Stand Design Submission & Operations Form before 28th March 2025

3D designs with dimensions (LxWxH) **and ramp** (for people with special needs), should also **attached the technical drawings.**

1. Method Statement Form
2. Risk Assessment Form
3. Contractor's Guideline Forms
4. Contractor's Letter of Undertaking
5. Permit to Work Form (Attached the list of Manpower **with QID copies**)
6. Electrical Form
7. Electrical Grid Plan
8. Performance Bond Form
9. Performance Bond Cheque (Please refer to Performance Bond Regulation)

All Ramp should be confined within the allocated space of the exhibitor and should not in any way protrude into the aisles.

Late submission of stand designs (45 days/28th March 2025 prior to the first day of build-up) will be subject to a late submission fee.

All stand contractors must fill and submit vendor registration form and must get approved by the event organizer.

For further information please contact the Operations team at shamil.ali@nextfairs.com

SPACE ONLY INFORMATION

INFORMATION AND REGULATIONS

We are unable to review or process your stand design or allow you access to the venue to commence build until all the required information is received.

We will notify you in writing when your stand design has been processed and you are permitted to build once all structural / technical specifications are met and all supporting documentation is received.

The Organizer has the right to dismantle or make changes at the stand builder / contractor or exhibitor's expense to any stands that have not been assessed.

All stands are subject to an onsite engineering inspection by the Organizers Floor Managers and Venue Health & Safety Department and stands may need to be adjusted at the Stand Builder / Contractors or Exhibitors expense.

IMPORTANT: Stand structures failing to comply with the venues' engineering requirements may be closed.

The Organizers reserve the right to prevent the build of stands which are considered, in their opinion, to be unsafe or do not conform to **Health and Safety guidelines and regulations**.

Contractor must fill the vendor registration.

PERFORMANCE BOND

PERFORMANCE BOND REGULATION

Failure to comply with the below Space Only Regulation will result in non-compliance fees and any cost incurred from damages to the venue or another stand will be deducted from the submitted Performance Bond deposit.

- Space only Exhibitors between 1sqm to 50sqm - QAR 15,000/each stand
- Space only Exhibitors between 51sqm to 100sqm - QAR 20,000/each stand
- Space only Exhibitors between 101sqm to 150sqm - QAR 25,000/each stand
- Fitted Stand Exhibitors any size - QAR 3,000/each

Refer to Performance Bond Form

(Qatar Cheque Deposit Only) - Only cheques payable from a Qatar bank will be accepted.

Refer below Dollar Account Bank details for any International Performance Bond via Bank Transfers.

Bank Name: **QIIB**
Account Name: **NEXTFAIRS FOR EXHIBITIONS AND CO.**
Account No.: **157258**
IBAN No.: **QA16 QIIB 0000 0000 3333 1572 5800 2**

To ensure smooth delivery of stand build to all exhibitors, all stand contractors / stand builders are required to submit a refundable Performance Bond for each stand they are delivering prior to arrival onsite for build-up.

Access to the halls will not be granted and NeXTfairs vehicle access passes will not be issued if the Performance Bond is not submitted.

WARNING REGULATIONS & NON COMPLIANCE FEES

Your Guide to a Safe and Responsible Stand Build and Dismantle

Exhibitors, Contractors, and Event Organizers are jointly responsible for ensuring that safety is prioritized during all work activities. As a result, the Organisers have the right to halt any activity that they deem unsafe or that does not adhere to best working practices or applicable laws. The organizer therefore reserves the right to impose fines on contractors or exhibitors should any of the organizers, or venue regulations, be violated. Some of the fines imposed will include but not be limited to the list below:

Non-Compliance fees to the below warning regulations will vary between QAR 10,000 to QAR 25,000 based on the organizer's discretion.

01 Suspensions: Suspensions are permitted from most venue ceilings rigging points however it is not permitted to suspend or support the exhibition stand from the venue ceiling. Suspensions from the venue's ceiling must not be connected to the exhibition stand, floor or any other part of the venue hall in any way. There should be a gap of 20 cm between the hanging structure and the booth/stand. **A non-compliance fee is applicable for stands with hanging structure which are found to be connected to any grounded structure (the stand will need to be revised so as the suspension/s do not connect to the stand or the floor).**

02 Floor Covering: Space only exhibitors must include suitable floor covering such as carpet, platform flooring or matting in their allocated stand space. **A non-compliance fee is applicable for any stands without floor covering.**

03 Floor Platform Edges: Platform floor edges must be finished in a safe manner. Plastic protection strips should be placed over all corners or they should be finished with a curved round edge. Finishing of stand floor edges in metal strip sections is not permitted. **A non-compliance fee is applicable for stands with platform floor edges without correct protection (if finished with a metal strip the metal strip will also need to be replaced).**

04 Wheelchair Access: All space only stands, regardless of size, with raised floor / platform must provide suitable access for wheelchairs. **A non-compliance fee is applicable for stands who do not comply with this regulation. External ramps are NOT allowed.**

05 Safety Barriers: MUST be placed around your exhibition space while building your stand on the concourse areas. Plastic cones and hazard tape are not accepted as safety barriers. **A non-compliance fee is for any stands being constructed without safety barrier.**

06 Stand Build Elements: All stand build elements and exhibits must be confined within the exhibitors allocated space and not protrude onto the aisle. This includes symbols, logo, lighting, floral, decorations, signage, digital screens, furniture and furnishing. **A non-compliance fee is applicable for elements found to be outside the exhibitor's space and the stand contractor will be asked to remove the elements.**

07 Doors and Windows: along the aisle or walkway edges must open inwards to the stand. Storage doors within a stand build must have port holes or clear view windows or similar. **A non-compliance fee is applicable.**

08 Stand Electrical Supply: It is prohibited to take electrical supply from sockets in the exhibition halls during build-up, show open and breakdown. It is prohibited to take electrical supply from sockets in the exhibition halls during build up, show open and breakdown(Only from temporary DB provided in the halls) . Exhibitors/ Stand contractors MUST order all power supply through the online manual.It is the exhibitor / stand contractors' responsibility to supply a mains distribution board (DB), fuse isolator or earth leakage circuit breaker (ELCB). **A non-compliance fee is applicable for any prohibited electrical installation e.g. without DB and power to the stand will not be connected until a distribution board is supplied and installed.**

WARNING REGULATIONS & NON COMPLIANCE FEES

Your Guide to a Safe and Responsible Stand Build and Dismantle

09 Fire Exit Passage: Fire exits and fire exit signs must not be blocked by exhibitor or stand contractor's material or equipment at any time. A one meter clear gap must be maintained between the stand and venue wall. Access to wall mounted fire hoses, extinguishers and manual call points must always be kept clear. Storage of boxes, materials, ladders, paints and general waste is not permitted at any time behind the stands. **A non-compliance fee is applicable for stands blocking fire exits/hoses and storing materials/equipment behind stands and material will need to be removed.**

10 PPE Requirement: During build up and break down, it is mandatory that all persons working on or visiting the buildup and break down area of the event must wear PPE - Personal Protective Equipment. Please refer to the health & safety section for complete details. **A non-compliance fee is applicable for anyone who does not comply with PPE requirements. If anyone on the stand does not have PPE they will be asked to leave and may return only once they are dressed in PPE.**

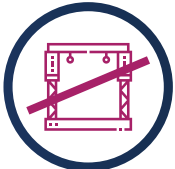
11 Exhibitor Details: The exhibitor's company name and / or logo along with the stand number must be prominently displayed on the stand. **A non-compliance fee is applicable for stands without company name and stand number & the organizers reserve the right to amend this at the cost of the exhibitor / stand contractor concerned, deducting the cost from the performance bond.**

12 Fascia Board Tampering: Tampering the covering fascia is not allowed without prior approval from the organizer. **A non-compliance fee is applicable for any shells scheme stands found with tampered fascia without written approval from the organizer.**

13 Dismantle Regulation: Stand fittings and waste materials must be cleared from the halls by 17:00 on the last day of breakdown. **A non compliance fee will be charged if rubbish is left behind and will be deductible from performance bond.**

14 Heavy Build Restriction: Contractors/exhibitors found painting, cutting, sawing, sanding or constructing stands in any way on the last day of buildup. **A non-compliance fee will apply per incident/hour and work will be stopped until the payment is made.**

EXHIBITION STANDS

AISLES & GANGWAYS 	All stand contractors/exhibitors must ensure that all aisles/gangways surrounding the stand should be kept clear and are not blocked during build-up, show days and break-down to help maintain social distancing and for gangway carpet to be laid. No part of any stand or exhibit, including fascia, signs, lighting, corner posts, floral or other fittings shall protrude into or overhang any aisle/gangway or adjacent stands, obscure any fire or exit signs. Additionally, any display or other items suspended from the ceiling or attached to the stand must not project over the front of space taken by another exhibitor. In addition, storage behind stands specially perimeter stands is strictly forbidden. Any items (including stand materials) left behind stands will be disposed of immediately during the daily master cleaning. Failure to adhere with the above will incur a non-compliance fee and may be deducted from performance bond.
BRANDING (HANGING BANNERS, CUBES ETC.) 	Hanging Banners, Cubes etc. position will be subject to rigging point's availability/location. Please note banners will be hung within the perimeter of your stand and are NOT allowed to be overlooking a neighboring stand. Banner needs to be at the front or central to the stand space. Whilst supplying your banners, please ensure that you follow the guidelines set out on the RIGGING form.
BUILDING MATERIAL 	All building material must be fire proof. A Fire Retardant Certificate must be provided for any potentially flammable materials used in stand design submissions. • All textile materials being used for decorative finishes to stands must fulfill the following health & safety criteria: • Shall be able to pass a test for flammability or for surface spread of flame • Fire retardant certificate is to be submitted for any fabric used on the stand • Shall be fixed taut or in tight pleats to a solid backing • Shall be secured at floor level • Shall not ignite when subjected to a flame after 10 seconds • Shall not have an afterglow when subjected to a heat source for 10 seconds • Any paint used should be water-based and the use of paint sprayers in the halls is not permitted. Fire rating of materials - Materials used for the construction of exhibition stands, staging and events infrastructure should meet with international standards of material fire acceptability. Materials must be non-combustible and inherently nonflammable. Materials should meet NFPA standards as a minimum. Equivalent standards include the German 'B' rating or British standard 476 part 7 class 1 rating. For more information, please contact the Show Operations Team at marie.ajero@nextfairs.com
ELECTRICAL MAINS SUPPLY 	Electrical mains power supply requirement must be ordered through the Electrical form and Electrical Grid plan. Your stand builder, contractor must have their own distribution board or may order one through our official contractor. It is prohibited to take electrical supply from sockets located in the exhibition hall walls during buildup, show open and breakdown. For more information, please contact the Show Operations Team: anil.nanoo@nextfairs.com

EXHIBITION STANDS

CLEANING 	Exhibitors should complete the on-stand cleaning form available on-line or filled order forms should be sent to exhibitionplanning@qncc.qa. QNCC recommends that the stands cleaning would be carried out at night or after the exhibition closing hours. Cleaning services includes vacuuming of floor carpets, mopping of hard floors, dusting of furniture, removal of trash once a day. Services such as floor scrubbing, floor buffing, carpet shampooing, window washing and provision of waste skips can be arranged through the Exhibition Services Team, and will incur an additional cost. Cleaning of exhibits and electronics remains the responsibility of the exhibitor. No high level cleaning of above 3 meters will be carried out. Exhibitors must ensure that their respective stand is completely cleaned by the stand contractor prior to the master cleaning of the aisles in order to protect the aisles carpet from dust or stain. If the cleaned aisles are stained or made dirty from the untidy stand, QNCC reserve rights to impose penalty to the respective stand. Exhibitors are responsible for cleaning their stand. Cleaning service can be arranged through your appointed stand builder / contractor or alternatively through the online manual STAND CLEANING FORM FOR CLEANING SERVICES
COMPANY NAME & STAND NO. 	Exhibitor's company name and / or logo and stand number must be prominently displayed on the stand. Stand designs will be rejected if this is not adhered to. Should this requirement not be observed onsite, the Organizers reserve the right to amend this at the cost of the Exhibitor / Stand Contractor, deducting the cost from the Performance Bond Deposit.
DOOR & WINDOWS 	Doors and / or windows along aisles / walkway edges must open inwards to the stand. Handles must not protrude on to the aisle. Should you decide to use full glass walls, doors or windows please ensure the glass is clear and provide visual indication such as partial frosting, logo or caution stickers etc. to avoid visitors accidentally walking into them. Failure to adhere with the above will incur a non-compliance fee and may be deducted from the performance bond.
FLOORING 	All stands must include suitable floor covering such as carpet, platform flooring or matting within the allocated stand space. QNCC requires the following regulations to be followed to keep the exhibition hall floors at an optimum standard. The below guidelines are to be followed: • No chalk is to be used to mark floors in any permanently carpeted areas • Only three types of tape can be used; Euro tape, Eurocel and Advance tape. • Please do not use plastic packing tape, gaffer tape, masking tape and drafting tape, as they are extremely difficult to remove. • Exhibitors & Stand builder/contractor are responsible for ensuring that adhesive tapes used to fix carpets or other materials to floor areas are removed after use without damage to the floor. The venue will examine the floors after the removal of tapes. If the floor is damaged, particularly from the tapes other than those approved by the venue, exhibitors / stand contractors will be liable for the cost of any repairs. Platform / raised floor edges must be finished in a safe manner. Plastic protection strips should be placed over all corners or they should be finished with a curved round edge. Finishing of stand floor edges in metal strip sections is not permitted. A non-compliance fee is applicable for any stands without floor covering and may be deducted from the performance bond.

EXHIBITION STANDS

FIRE EXITS 	Fire Exits and signs must not be blocked by any exhibitor / contractor material or equipment at any time. A one meter clear gap must be maintained between the stand and venue wall. Access to wall mounted fire hoses, extinguishers and manual call points must always be kept clear. Storage of boxes, materials, ladders, paints and general waste is not permitted at any time behind the stands. Failure to adhere to the fire exit regulation will incur a non-compliance fee and may be deducted from the Performance Bond.
HEIGHT RESTRICTIONS 	For complex or stands of more than 1 level, a signed certificate from a qualified structural engineer must be obtained. Where any part of the stand construction exceeds 4 meters in height, adequate structural drawings, calculations and certification shall be provided. Requests for stand approval should be submitted no less than fourteen (45) days prior to exhibition build up. <u>Stands exceeding 4m height or a stand that is multi-storied, would require the approval and signature of a certified and locally registered Structural Engineer before it is proposed to be built.</u> Please contact the Operations team to find out if this is applicable to your stand. For Double Deck stands, please refer to the Double Decker section below.
LABOURERS / HELPERS 	For Labourers/ helpers only sealed water bottles and pre-packed meals with disposable cutlery are allowed. This will be monitored by the organizers and venue security teams. It will not be possible for exhibitors to obtain on-site services or labor for the erection of their stand and displays, unless prior arrangements have been made. Please contact the Show Operations Team: mariel.ajero@nextfairs.com
ROOF OF STANDS 	It is MANDATORY to cover and dress the top of all stands, as the mezzanine levels will be in use throughout the show. The top view of the stand should be included in the 3D Visuals / Renders & Structural Drawings. Any Stand Builder/Contractor or exhibitors who do not adhere to this rule will be subject to a non-compliance fee which is deductible from the Performance Bond. A non-compliance fee is applicable for stands in these areas which do not have appropriate covering on the top of the stands.
SCAFFOLDS  SCAFF TAG 	- The use of scaffold towers must be in accordance with the manufacturer's recommendations. NeXTfairs rules do not allow employees to be exposed to falls of 2 meters or greater at any time in a construction environment. - Scaffold towers must be fully erected when in use, with a double handrail, sufficient working platform areas, a safe method of access and egress and not exceeding a height of 3.5 times the shortest width of the tower for internal use and 3 times externally. - Outriggers must be used or stability achieved through an alternative means - Scaffold towers must not be moved whilst persons are situated on the tower. - All Scaffolds must be designed to withstand the loading that is required. The tower must only be used for work and not be used as a base for lifting. - Towers must be locked off and level when in use. - Persons involved in scaffolding work must be competent for the erection and design of scaffolding. It is the employer's duty to ensure that the persons carrying out the work are competent to do so and the manner of work is safe. - Scaffold erectors must adopt a working method that is safe to themselves and others. They must be protected from falls at all time. This can be through handrails or harness use or a combination of both. - Materials shall be stored and moved without risk to persons below and should be suitably signed to warn of overhead activities. - It is the organizers and contractors responsibility to ensure all scaffold towers (fixed and Mobile) display a 'Scaff Tag'* carrying the following information: Date erected / Use / Loading / last inspection and inspected by.

EXHIBITION STANDS

LIGHTING (ARMLIGHTS, SPOTLIGHTS, ETC) 	All lighting accessories should be confined within the allocated space of the exhibitor and should not in any way protrude outside the aisles. Failure to adhere to the above will incur a non-compliance fee and may be deducted from the performance bond.
STAND BUILD & EXHIBITS 	All stand build and exhibits must be confined within the allocated space of the exhibitor. This includes lighting, logo, symbols, floral arrangements, decorations, signage, furnishing etc. Exhibitors/Contractors should promote 'keep it simple' with their stand designs. Modular stands or basic custom build that is prefabricated should be used where possible, to establish the safest possible environment with limited manpower and time. ON THE LAST DAY OF BUILD: there will be no opportunity to work past the time indicated in the show build schedule. Any event build that is not complete or requiring changes will need to obtain special permission from the organiser and the venue to carry out pending work after the show closes on the first day. Stand materials to be used for surfaces of walls, counters, floors and furniture needs to be easily cleanable. All stand build and exhibits must be confined within the allocated space of the exhibitor. This includes lighting, logo, symbols, floral arrangements, decorations, signage, furnishing etc.
STORAGE ROOMS 	Storage room doors within a stand build must have Port Holes / Clear view windows or similar. Doors must NOT open on to the aisles.
SUSPENSIONS 	Suspensions are allowed from the venues ceiling rigging points, however it is NOT permitted to suspend or support the exhibition stand from the venue ceiling. Suspensions from the venues' ceiling must not be connected to the exhibition stand, floor or any other part of the venue hall in any way. There should be a gap of 20cm between the hanging structure and the stand, a meter between the venue ceiling and the hanging structure. A non-compliance fee is applicable for stands with hanging structure which are found to be connected to any grounded structure (the stand will need to be revised so as the suspension/s do not connect to the stand or the floor.)
VENUE INFRASTRUCTURE 	It is NOT permitted to drill foundations or any part of the stand into the venue floor or walls under any circumstances. - Do not paint, tape, nail, screw, drill or tack anything to the walls, columns, floor or ceiling of the venue or adjoining stands/displays. - Any damage made to the venue will be charged back to Exhibitor/Stand Builder/Stand Contractors and will be deducted from the Performance Bond.
WALLING 	Perimeter walls must not exceed more than 30% of its length, on any open side of the stand; i.e. facing into an aisle or any open area/space of the show hall. This includes front, back and side perimeter walls. Back and side walls must be built where there are adjoining / neighboring stands, except in case of an island or free standing stand. Exhibitors with stand walls that exceeds the height of an adjacent / neighboring stand must dress & paint the rear surface of their wall white. Sightlines: all exhibitors are equal, regardless of booth size and should be given equal opportunity, within reason, to present their product in the most effective manner to the audience. Therefore, all exhibitors must ensure their stand and that of their neighbors has equal visibility from the aisle, and vice versa. A non-compliance fee is applicable if the walls are left unfinished and may be deducted from the performance bond

EXHIBITION STANDS

WASTE REMOVAL 	Exhibitors and Contractors are responsible for their own waste management during the setup and breakdown phase of the event and are required to remove all debris, rubbish, and packing materials from the premises without using the industrial skips designated for the organizer. Your appointed stand builder or contractor should ensure that construction waste is removed from the Qatar National Convention Centre (QNCC) premises and not disposed of in the marshalling yards. Additionally, paint cans must not be discarded in the skips and should be taken off the QNCC property for proper disposal. Contractors having 2 or more stands must order their own skip. Skip rental amount is QAR 1,200 per skip Any costs incurred for the removal and disposal of any abandoned items will be passed across to the relevant exhibitor or contractor and QAR 4,000 will be deducted from the Performance Bond. To order skip contact Operations Team: mariel.ajero@nextfairs.com
WHEEL CHAIR ACCESS 	All space only stands, regardless of size, with raised floor / platform must provide suitable access for wheelchairs in the form of a built-in 1000mm wide ramp, with sides clearly defined, at not more than 01:12:00 gradient. Ramps in the walkway / aisle outside of the stand floor area are not permitted. Stand designs submitted without clear indication of wheel chair access where there is platform will not be approved. External ramps are NOT allowed. A non-compliance fee is applicable for stands who do not comply with this regulation and may be deducted from the performance bond

CONCOURSE STANDS - ADDITIONAL GUIDELINES, RULES AND REGULATIONS

STAND DESIGN 	Submit stand design through exhibitor portal the Stand Design Submission & Operations Form before 28th March 2025 for assessment. Stand design must be approved before fabrication. Metal/Marble cutting, welding, grinding and spray painting will NOT be permitted at any time. A non-compliance fee is applicable for stands who do not comply with this regulation and may be deducted from the performance bond
FLOORING 	The marble floor on the concourse must be protected during build-up and breakdown. It is the Stand Builder / Contractor and exhibitors' responsibility to ensure that proper protective covering is laid under the stand to prevent the floor having direct contact with the stand. Carpet must be laid around the perimeter of the stand to house materials and stand fixing during build-up and break-down. Fixing, drilling into the floor or damaging venue property is strictly prohibited. A non-compliance fee is applicable for stands who do not comply with this regulation and may be deducted from the performance bond
FORKLIFTS 	Forklifts are NOT permitted under any circumstances on the concourse. The use of cherry pickers is only permitted upon venue approval.

EXHIBITION STANDS

SAFETY BARRIERS 	Safety barriers MUST be placed around the exhibition space while building the stand. Plastic cones and hazard tape are NOT accepted as safety barriers.
WALLING 	The outer side of all back walls must be dressed as they are in full view of visitors, exhibitors and commercial outlets. It is MANDATORY to cover and dress the top of stands on the Concourse areas, as the mezzanine level will be in use throughout the show. The top view of the stand should be included in the 3D Visuals / Renders & Structural Drawings. Any Stand Builder/Contractor or exhibitors who do not adhere to this rule will be subject to a non-compliance fee which is deductible from the Performance Bond.
WEIGHT LIMIT 	The concourse has a weight limit of 1,000kg per m2.

DOUBLE DECK STANDS

DOUBLE DECK STANDS – ADDITIONAL GUIDELINES, RULES AND REGULATIONS

Double deck stands must have prior approval from **NeXTfairs** Operations Dept.

Any double-deck stands constructed without approval and found not to be within the standard health and safety regulations will not be permitted to open until the stand has been made safe.

The show Operations Team reserves the right to force the Stand Contractor to make any amendments to the stand build onsite, and at the expense of the Exhibitor / Stand Contractor, that they feel deviates from the below guidelines, rules & regulations and standard health & safety policies.

STAND DESIGN 	Submit stand design through exhibitor portal the Stand Design Submission & Operations Form before 28th March 2025 for assessment Submission Guidelines - All stand designs must be submitted with a plan showing the location of the stand along with a detailed, fully dimensioned plan of each level of the stand, a detailed fully dimensioned section drawing through each level and an elevation drawing. These should also include: • Structural Calculations MUST be submitted for venue approval • The form and dimension of every structural member • The form, details and method of every connection between structural members • The detail or all materials used in the construction • The form, details and dimensions of every staircase • The width and position of any emergency exit and/or fire escape route in the stand • The provision made in the structure for protection against fire and the spread of flame
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DOUBLE DECK STANDS

ANCHORAGE PLATFORM



A suitable anchorage / platform must be installed with prior permission received from the venue.
Please note that only a minimum of **400mm x 400mm x 12mm Mild Steel Plates** will be accepted by the venue.

HEIGHT LIMIT



Maximum height permitted for double deck stands is 6 meters - A **mandatory venue fee** is applicable for the assessment of structural calculations.

Please contact the Show Operation Team mariel.ajero@nextfairs.com for clarification.

LADDERS / STEP LADDERS



The Organizers require a safe and sensible approach to the use of ladders and step ladders at the venue.

STEP LADDERS:

- Must be suitably sized so that standing on the top two rungs will not be necessary
- It is not permitted to stand on the top rung of a step ladder, even when held stable by another person
- Must be in good working condition. Ladders not maintained will not be permitted for use and may be removed without recourse
- Should be designed for use by one person only. Multiple person use is not permitted unless the step ladder is specially designed for such use
- Should not have material stored on the top which can alter the center of gravity and create a risk of falling objects
- Home-made step ladders will not be permitted for use

LADDERS:

- Must be fixed firmly when in use. They should be tied or footed at the base by another person
- Should be used at an angle of 1 in 4 (75 degrees to the horizontal) to be suitably stable
- Should be used as a means of access rather than a working platform
- Must not be damaged and must be maintained. Ladders in poor condition will not be permitted for use
- Home-made ladders will not be permitted for use

DOUBLE DECK STANDS

STAIRCASES



We would like to remind you of **QNCC Health & Safety Rules and Regulations** with regards to stands featuring stairs and in particular spiral staircases.

Please note the following:

- Stairs must be arranged in a straight flight without winders (e.g. tapered treads in an otherwise straight flight) and must have a regular rise and tread.
- Staircases shall consist of a maximum of 16 risers. Stairs with more than 16 risers in consecutive flights shall have at least one change of direction.
- Staircases must be a minimum of 1 meter in width.
- Toe boards of a minimum height of 150 mm are required on landings and around the top decks of double decker area.

Spiral staircases are **NOT** permitted (for the reasons detailed below).

- Spiral stairs wind around a newel (also the central pole). They typically have a handrail on the outer side only, and on the inner side just the central pole.
- A squared spiral stair assumes a square stairwell and expands the steps and railing to a square, resulting in unequal steps (larger where they extend into a corner of the square).
- Spiral stairs have the disadvantage of being very steep - only if they are tight or are otherwise not supported by a center column thereby the circumference of the circle at the walk line will be so small

Handrails for Stairs

- A continuous handrail must be provided where there are three or more risers.
- Every flight of stairs must be provided with a handrail on each side. The handrail should be non-climbable and have a solid infill.
- Double width staircases shall have a central handrail.
- The height of a handrail shall be measured vertically from the center of the steps and landings to its upper surface and shall be a minimum of 900mm and a maximum of 1 meter. The balustrade should be 1.2 m high minimum.
- Handrails shall be continued as necessary around landings.
- Handrails shall not project more than 100mm on to the required width of the staircase.

HEALTH & SAFETY

GUIDELINES, RULES AND REGULATIONS

We urge all exhibitors and contractors to consider all health & safety aspects during the build-up, show-open and breakdown days; an accident onsite may prove costly. Please make sure that you and / or your contractor has adequate insurance cover.

Exhibitions halls shall be designated as a construction site during any build-up and breakdown period, due to the hazards, surrounding, building work, and use of machinery and movement of equipment. Construction site safety rules will apply to any persons entering the build-up/breakdown/loading dock area, such as the wearing of hi-visibility vests, hard hats, and other PPE including gloves, goggles and safety boots.

All contractors/sub-contractors and other employees must wear PPE during the build-up/breakdown stage of an exhibition. Where there is a risk of falling objects during build up & breakdown of events then hard hats must be worn. This must be reflected in the risk assessment provided to the HSE department. Exhibitors requiring access to the exhibition hall and loading dock areas during move-in/move-out must wear a high visibility vest. Closed toe shoes must also be worn during the move-in/move-out period.

Contractors and Exhibitor representatives are recommended to attend the contractor's briefing organized by **QNCC**.

Please contact the Exhibition Organizer for the exact date and time of the briefing.

MAKE SURE YOU WEAR YOUR PERSONAL PROTECTIVE EQUIPMENT (PPE) TO AVOID REFUSAL OF ENTRY TO VENUE

PERSONAL PROTECTIVE EQUIPMENT (PPE) REQUIREMENTS



During build up and break down, it is **MANDATORY** that all persons working on or visiting an exhibition stand or involved in construction work within the venue must wear protective clothing / equipment.

MANDATORY HEAD PROTECTION (HARD HAT)



During buildup and breakdown, all employers are required to provide each member of their team with a personal hard hat when overhead work is being carried out or where there is a risk of falling objects. This includes the erection of steel work, lifting operations, the building of double-decker stands and any area where there is a risk of objects falling from above.

MANDATORY HIGH VISIBILITY VEST



High visibility vests are compulsory and should be worn by each of the work force operating anywhere within our venues during buildup and breakdown periods. Stand contractors, supervisors or managers should wear a specific colour high visibility vest so they can be easily identified at the venue.

MANDATORY FOOT PROTECTION



Shoes need to be hard capped to protect against injury. Sneakers, sandals, open/soft toe footwear or everyday shoes **will no longer be allowed** in the exhibition halls, marshalling yards and conference halls during buildup and breakdown periods of the event at the venue.

ELECTRICAL POWER

ELECTRICAL POWER REQUIREMENT

The cost of electrical mains supplies to Space only stands are not included in Space Only price. Space only Exhibitors and/or their appointed Stand Builders/Stand Contractors are advised to order the required electrical mains supplies (for Build-Up, Show Open and Breakdown) –please refer to Compulsory forms – **ELECTRICAL FORM.**

Any order received after **28th March 2025** will be subject to a surcharge. Payment must be paid in full, 4 weeks prior to the build-up days. Power cable will not be provided if payment has not been received.

SPACE ONLY STANDS – BUILD UP POWER

1. It is prohibited to take electrical supply from sockets located in the exhibition hall walls during buildup, show open and breakdown
2. The distribution Boards for build-up power will be located in all halls.
3. All extension cables should be protected by a 13Amps Fuse.
4. For orders more than 16 Amps single phase, the contractor's needs to supply their own male CEE from socket.
5. There will no other Power source during build-up; only the build-up Power distribution boards will be live.
6. During the event the build-up power distribution boards will be turned off.

Build-up power is only to be used for stand construction purposes and not for stand testing and it cannot be shared with other stand contractors.

SPACE ONLY STANDS – SHOW DAYS POWER

Exhibition stands mains power will only be provided during the last day of build-up.

Stand contractors are required to be present at the stand to activate their mains power 1 hour before and 1 hour after the show opening times.

The Official Stand Contractor is solely responsible for the installation of the mains supply cable to each stand but it is the Exhibitors' Stand Builders/Stand Contractors responsibility to supply a mains distribution board, fused isolator or earth leakage circuit breaker (ELCB) of not more than 30m. The Official Stand contractor will carry out inspections with the Venue Management on all electrical connections and fittings to all exhibitors stand. If such connections or fittings are considered to be unsafe, the power supply to the stand will be terminated and only be restored when the connections or fittings have been made safe within the Health and Safety standards of the venue.

ELECTRICAL POWER

ELECTRICAL POWER REQUIREMENT

Any electrical related works and wiring installation shall comply with the following:

- Maintain all plugs and power rating as per BS (British standard).
- 24 Hour supply rate is = Current Rate +30%.
- Power cable over any ceiling structure will have to be ordered at an extra cost. Please refer to Compulsory forms - **ELECTRICAL FORM**
- Stand wiring installation should be safe and fit for purpose with final approval by the approved electrical person. All wiring shall be effectively protected and fixed to prevent damage or risk of injury. Cables placed under carpets are prohibited unless suitably protected.
- Standby electrician(s) must be assigned during the show to switch on and off the electricity in the stand.
- All Fitted Stand and space only electrical; distribution fuse boards should be readily accessible at all time during the build, show/event open and breakdown. Exhibitors should detail their requirements for mains supply and electrical fittings using the order form. Payment in full must accompany the application. Please ensure that you submit the technical drawing of your stand showing the location of the Distribution Board (DB) ensuring it is readily accessible during the event open days and also showing correct stand orientation (indicating FRONT/SIDE/BACK WALLS). Failure to submit / incorrect DB location will result in mains power supply pulled in any location within the stand. Any onsite relocation will incur a 20% surcharge.
- **WATER & WASTE** Water & waste lines can be ordered through the Official Stand Operations.

The Official Stand Contractor does not provide sink on-site for water and waste supply application. Sink units can only be arranged on a pre-order basis at an extra cost.

NB: IMPORTANT ELECTRICAL NOTES FROM THE VENUE

Stand contractor(s) need to take note that power supply to the stand must be switched on 30 minutes before the show and must be switched off 30 minutes after the show closes every day. If the power is not turned off at the end of the show exhibitor/contractor will incur a 24hr mains supply charge (the 24hr supply charge will be 30% of the current power cable ordered) (failure to pay will result in the stand power being switched off).

It is the responsibility of the exhibitor/stand contractor to account for any electrical requirement during the buildup and breakdown periods within their electrical order.

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