

EXHIBITOR'S MANUAL



**SHELL
SCHEME**



**SPACE
ONLY**



**SHIPPING &
MARSHALLING**



**HEALTH &
SAFETY**



**CONSTRUCTION
TOOLS**



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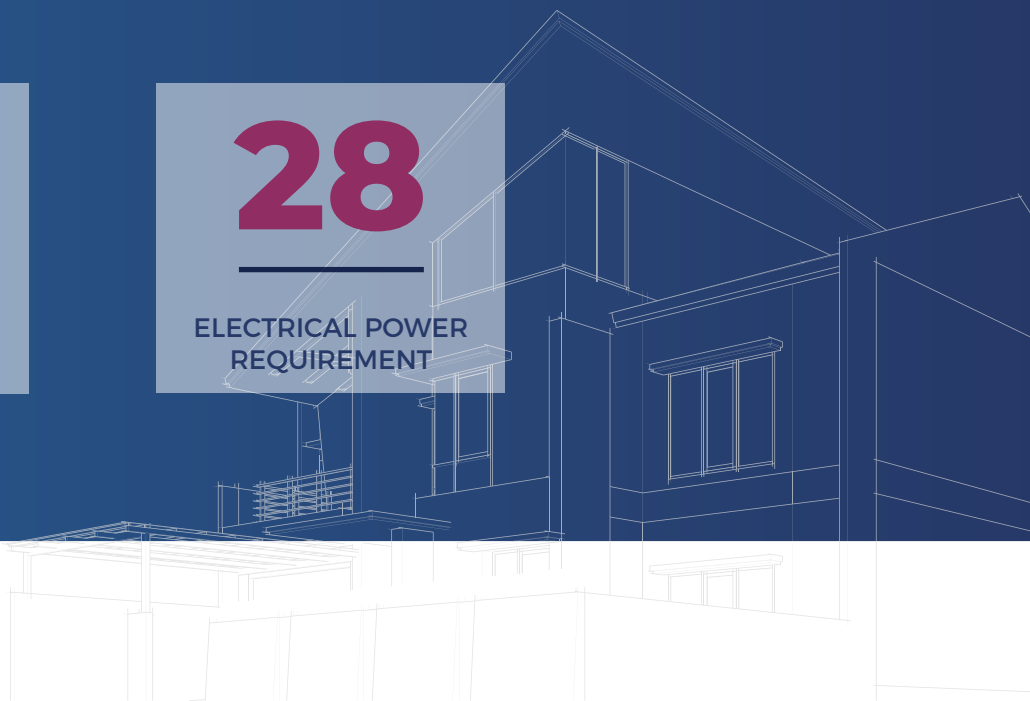
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LIST OF CONTACTS

ORGANIZER

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

Mr. Rawad Sleem
General Manager & Co-Founder

Email: rawad.sleem@nextfairs.com

Ms. Jill Jiao
Senior Event Manager

Mob.: +974 6600 2208
Email: jill.jiao@nextfairs.com

Ms. Petula Rahme
Sales & Programs Manager

Mob.: +974 5514 1188
Email: petula.rahme@nextfairs.com

Ms. Gen Santos
Operations Manager

Mob. No.: +974 555 919 26
Email: genelin.santos@nextfairs.com

Mr. Elie Gabriel
Sales Account Manager

Mob. No.: +974 5599 9389
Email: elie.gabriel@nextfairs.com

Ms. Rhea Salvador
Sales Account Manager

Mob.: +974 5535 8855 **Email:**
rhea.salvador@nextfairs.com

OFFICIAL FREIGHT FORWARDER

BCC Logistics
P.O.Box 1403, Doha, Qatar

Tel: +974 44443436
Fax: +974 44443430
Email: charly.faddoul@bcclogistics.com
Website: www.bcclogistics.com

USEFUL CONTACTS & CONTRACTOR DETAILS

ADVERTISING (SHOW CATALOGUE)	NeXTfairs for Exhibitions and Conferences	Mob: +974 5514 1188 Contact Person: Petula Rahme Email: petula.rahme@nextfairs.com
COMPANY PROFILE SUBMISSION	NeXTfairs for Exhibitions and Conferences	Mob: 55591926 Contact Person: Operation Team Email: genelin.santos@nextfairs.com
CLEANING & HOSPITALITY	QNCC P.O.Box 34195	Email: exhibitionplanning@qncc.qa
RIGGING SERVICES	QNCC P.O.Box 34195	Email: exhibitionplanning@qncc.qa
EXHIBITOR BADGES	NeXTfairs for Exhibitions and Conferences	Mob: 55591926 Contact Person: Operation Team Email: genelin.santos@nextfairs.com

ATTENTION

PLEASE NOTE THE ABOVE LIST IS ONLY AN INDICATIVE LIST, EXHIBITORS ARE FREE TO DEAL WITH ANY CONTRACTORS THEY DEEM FIT. WE HAVE BASED THIS LIST ON OUR EXPERIENCE OF WORKING WITH THESE CONTRACTORS, HOWEVER WE URGE ALL EXHIBITORS TO CONDUCT THEIR DUE DILIGENCE & RESEARCH BEFORE SELECTING ANY CONTRACTOR. WE AS ORGANIZERS WILL NOT BE HELD RESPONSIBLE FOR ANY EXHIBITOR DEALINGS WITH ANY CONTRACTORS, THESE TRANSACTIONS ARE BETWEEN EXHIBITORS AND THEIR SELECTED CONTRACTORS ONLY.



MINISTRY OF PUBLIC HEALTH COVID-19 REGULATIONS

NEW RULES IMPOSED BY MOPH:

- Only vaccinated people will be allowed entry.
- The venue will be sanitized twice throughout the day.
- All of our staff have received 100% vaccine doses.
- An isolation zone will be utilized in case of any suspected cases, with the assistance of the Qatar Red Crescent and DECC.
- Visitors are required to pre-register on the website.
- It is mandatory to maintain a safe distance between individuals and to follow social spacing signages on the floor and other venue structures.
- A comprehensive digital guide to public safety procedures will be provided to exhibitors and visitors.
- Announcements and reminders will be implemented for mask-wearing at all times. Entry will be denied to individuals who do not obey the laws or do not show green **EHTERAZ** status.

Please contact Ms. Rhea Salvador at rhea.salvador@nextfairs.com or Mobile: +974 5535 8855 with regards to COVID-19 precautionary measures.

EXHIBITION TIME TABLE

BUILD UP / MOVE IN SCHEDULE

Saturday,
26th March 2022

7:00am - 12:00am

Build up commences for all Space Only Exhibitors 2 days before the event

Sunday,
27th March 2022
(Last Day of Build Up)

7:00am - 12:00am
(Last Day of Build Up)

All Stand Construction should be completed by **12:00am**. If you require to work through the night, please inform the Operations Team onsite as you will need wristbands to access the halls after **8:00pm**

Build Up commences for all exhibitors who booked Upgraded Shell Schemes. (1 Day)

Tentative Opening of the Loading Docks & Exhibition Ground:
7:00am – 12:00 midnight

- Shell Scheme exhibitors are allowed to access their stands
- Contractors/Exhibitors found painting, cutting, sawing, sanding or constructing stands in any way within this time frame will incur a non-compliance fee of **QR 3,000** per incident/hour. Work will be stopped until payment is made.
- All Contractors/Exhibitors must exit the exhibition halls by **12:00 midnight**
- Contractors/Exhibitors found working in the halls after **12:00 midnight** will incur a **non-compliance fee of QR 4,000 per hour until 12:00 midnight**
- **QNCC** Loading Docks will **close at 6:00pm**. Delivery vehicles, material, display machinery, contractors, exhibitors and contractors will not be allowed in to the venue.
- Civil Defense and Venue Security will conduct a security sweep through out the venue.
- Venue Securities will conduct security checking and sweeping through out 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.
- **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 overheard 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**

EXHIBITION TIME TABLE

SHOW OPEN

DATE	(Exhibitors will have access to the exhibition halls from 8:00am before the show opens)
Monday, 28th March 2022	10:00am – 10:00pm
Tuesday, 29th March 2022	10:00am – 10:00pm
Wednesday, 30th March 2022	10:00am – 10:00pm

BREAK DOWN / MOVE OUT

Wednesday, 30th March 2022	10:30pm – 12:00 midnight	- Removal of exhibits and Dismantling of Stands - Contractors found dismantling or packing their stands before show close at 8:00pm will incur a non-compliance fee of QR4,000 - Exhibits must be cleared from the stand by 12:00am. The Organizer and the Venue cannot be held responsible for any items overnight inside the hall.
Thursday, 31st March 2022	7:00am – 03:00pm	- Dismantling of Stand Continues - The Organizer and the Venue are not responsible for items left in the hall during breakdown - Stand fittings and waste material must be cleared from the hall by 3:00pm. A non-compliance fee of QR10,000 will be charged if rubbish is left behind and will be deductible from the Performance Bond deposit.

STAND CONTRACTORS MUST BE APPROVED BY THE ORGANIZERS

GOODS REMOVAL PASS

During the closure of the exhibition, in order to remove your goods smoothly, safely and easily, the following paperwork must be carried out.

4 copies of itemized list showing equipment and materials required to be exited from QNCC. These copies must be on the exhibitor's company's letterhead, duly stamped with the company's official seal and signed by authorized personnel.

Copies must all be attested and stamped by NeXTfairs.

GENERAL INFORMATION

ADDRESS



QATAR NATIONAL CONVENTION CENTER (QNCC)

Education City

PO Box 34195

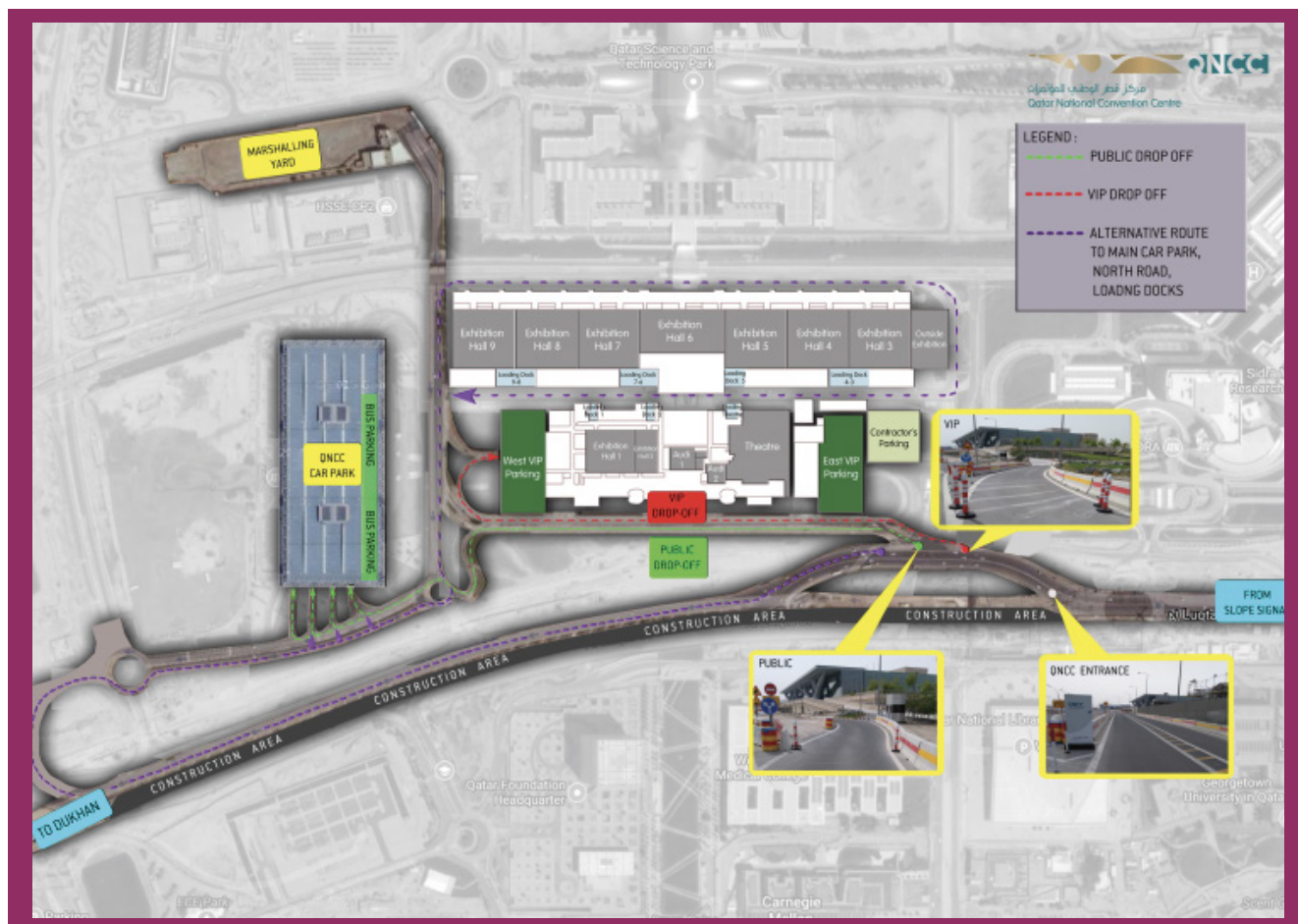
Doha, Qatar

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@qatarconvention.com

HOW TO REACH THE VENUE ?



GENERAL INFORMATION

By Delivery Vehicle

- 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 0700 - 2359, unless prior consent has been granted by the QNCC Event Team.
- Access to the exhibition hall is detailed in the 'access to QNCC Map' available in the QNCC website.
- 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

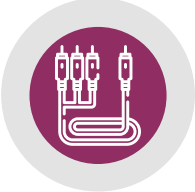
Every person seeking entry into the QNCC must be in possession of a valid photo Identification badge/Exhibition badge. Persons will be required to enter through a designated security entrance. Individuals and their personal belongings/equipment may be screened prior to entering and exiting the venue.

GENERAL INFORMATION

INSTRUCTIONS

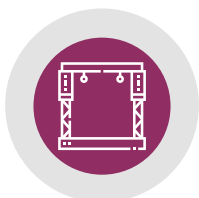
Exhibitors must ensure that all aisles/gangways surrounding the stand are not blocks during the **buildup, show days and breakdown.**

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.

AUDIO VISUAL (AV) 	If you have any AV requirements please place your order through QNCC FORM - AV PRODUCTION FORM Submission deadline date 17 February 2022
BADGES (EXHIBITORS) 	Exhibitors accessing the halls must display their exhibitor badges at all times. Exhibitor badges can be ordered through BYH EXHIBITOR FORM EXHIBITOR BADGE - COMPULSORY Submission deadline date 17 February 2022 To be submitted to: genelin.santos@nextfairs.com
BADGES (VIPs & VISITORS) 	For further information about the VIP Program, please contact the Exhibition Team Ms. Jill Jiao, Exhibition Manager (jill.jiao@nextfairs.com) All badges should be presented for scanning when requested.
BADGES (CONTRACTORS) 	All stand contractors will only be allowed access in to the marshalling yard or exhibition halls with a valid NeXTfairs badge. The NeXTfairs contractor badges can only be acquired from the organizers once the performance bond has been paid.
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. Whilst supplying your banners, please ensure that you follow the guidelines set out on QNCC FORM - RIGGING

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 **QNCC FORM - RIGGING**

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
- 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

BANKING SERVICES



ATM services for exhibitors/other guests can be found at various locations across the venue.

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 07h30 to 17h00 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 genelin.santos@nextfairs.com to ensure you have the adequate permissions to do so and to provide the QNCC FORM ON-STAND CATERING ORDER FORM 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. Children under 18 are NOT permitted to the exhibition under any circumstances.
CLEANING SERVICES 	It is the exhibitor's responsibility to maintain their stand in a clean condition at all times. Shell Scheme 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.
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 AND 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.

Any involvement in an accident should be reported immediately to the **QNCC** control room
+974 4470 7999.

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.

For more information, please contact the Show Operations Team:
genelin.santos@nextfairs.com

FACILITIES FOR CONTRACTORS



Contractor Toilets

Contractors' toilets are available for contractors in the loading dock area. Under no circumstances toilets inside the exhibition halls, 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.

GENERAL INFORMATION

HIGH RISK ACTIVITIES



*NO EQUIPMENT & 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 genelin.santos@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.

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



Kindly refer to health & safety page: Ministry of Public Health Covid-19 regulations.

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. Jill Jiao, Exhibition Manager** jill.jiao@nextfairs.com for the official VIP Invitation excel template.

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 - 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@qatarconvention.com 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.

GENERAL INFORMATION

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.

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 genelin.santos@nextfairs.com

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

OPENING CEREMONY



The exhibition will be officially opened at **Monday, 28th March 2022 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

Ms. Jill Jiao, Exhibition Manager

jill.jiao@nextfairs.com

GENERAL INFORMATION

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 genelin.santos@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. Jill Jiao, Exhibition Manager at jill.jiao@nextfairs.com

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

TEMPORARY STAFF



Temporary staff **MUST** have a valid work permit when working at a show. Failure to provide a permit upon random spot checks by the local governing body will result in a fine, per temporary staff member, that the exhibitor has employed.

All temporary staff hired must also have an exhibitor badge, please complete and submit their details via the exhibitor manual

BYH EXHIBITOR FORM - EXHIBITOR NAME BADGES - COMPULSORY

GENERAL INFORMATION

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, VCR's, 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.

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

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.

GENERAL INFORMATION

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.

VEHICLES & HEAVY MACHINERY



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

NOTE:

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

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 genelin.santos@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.

Stands exceeding 3m 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.

WASTE MATERIALS



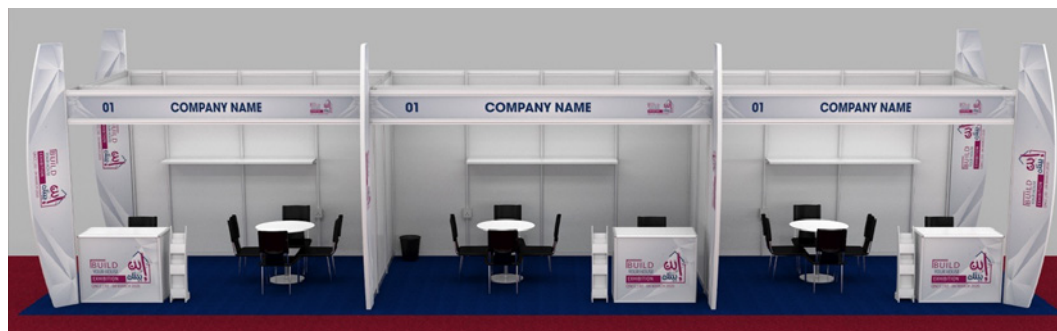
Exhibitors are responsible for their own waste removal during build-up and tear-down.

Your appointed stand builder/contractor(s) should remove the build-up material outside **QNCC** premises and not inside the marshalling yards. Paint cans should not be thrown inside the skips and should be removed from **QNCC** premises. The skips area must be kept free at all times to allow uninterrupted access for **QNCC**.

SHELL SCHEME INFORMATION

SHELL SCHEME SPECIFICATIONS (FURNISHED)

Exhibitors who have booked a shell scheme stand will receive a stand erected to the following specification. Please note this technical drawing is an example only the space the Exhibitor has booked with the Organizer may be a corner, terrace or island stand and may look different to this drawing. Please check with the Show team should you wish to confirm your stand space.



*Please note that the above design is a sample design. The actual fitted stand might be different.

STAND CONSTRUCTION	Octa norm infill panels. This is built to an overall height of 2.5 meters. Stand height is 2.5 meters. Fascia is 50cm high.																																																					
REAR & DIVIDING WALL	Octa norm system utilizing aluminum metalwork with white infill panels (visible panel 2.36m x 0.95m). The forex panel is 3-6mm thick. Each wall panel is 1mW x 2.5mH included of aluminum poles & beams. The number of wall panels for each stand will vary on the stand size (as contracted) and how many open sides the stand has. It is prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to any other part of the shell scheme stands, only double sided tape/Velcro can be used to fix graphics and hooks to hang a poster.																																																					
FURNITURE	<table border="1"> <thead> <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> </thead> <tbody> <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>2</td><td>3</td><td>4</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>Carpet</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Fascia Name</td><td></td><td></td><td></td><td></td></tr> <tr> <td>Brochure Holder</td><td></td><td></td><td></td><td></td></tr> </tbody> </table>				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	2	3	4	Reception Counter	1	2	3	4	Spot Lights	3	6	9	12	Carpet					Fascia Name					Brochure Holder				
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FLOOR COVERING	Exhibition grade carpet laid direct to hall floor. Standard color carpet will be provided as part of the package. Any changes on the color will incur additional charges.																																																					
FASCIA/NAME BOARD	Octa norm system fascia. The Exhibitor's name and stand number will be in capital in vinyl lettering cut out and fixed directly to the fascia. Fascia height between the aluminum beams is 350cm. Support columns will be positional at corners and in between where facias exceed 2 meters in length. The company name as specified via the Fascia Name/Board form (Form 4) submitted via the online manual will be applied directly on the fascia.																																																					
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CEILING BEAMS	Octa norm beams. It is prohibited to hang any display items from the ceiling beams.																																																					

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

Official Freight Forwarder:

Handling Tariff

**Please refer to the Freight Forwarding - Marshalling & On-site Handling Services for more information about the handling tariffs.*



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 one of 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: **Form 9 -Stand Design Submission & Contractor Letter of Undertaking Form before February 17, 2022**

- 3D Visuals / Renders
- Structural Drawings including all dimensions and general arrangement of stand
- Valid Insurance Certificate (Applicable to Stand Contractors / Stand Builders only)
- Valid Trade License
- Risk Assessment (Please refer to service forms for sample form)
- Method Statement (Please refer to service forms for sample form)
- Performance Bond Deposit and Performance Bond Form must be submitted. **Deadline: (February 17, 2022)**

Late submission of stand designs (14 days prior to the first day of build-up) will be subject to a late submission fee. For further information please contact the Operations team at genelin.santos@nextfairs.com

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 and 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.

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.

Refer to Form 10 for 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**
 Account No.: **157258**
 IBAN No.: **QA16 QIIB 0000 0000 3333 1572 5800 2**

EXHIBITION STANDS

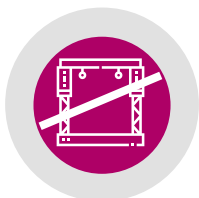
INSTRUCTIONS

AISLES & GANGWAYS



Aisles surrounding any stand space must not be used for displaying purposes of any kind. Exhibitors, Stand builders/contractors must ensure that all aisles /gangways surrounding the stand are not blocked during build-up show days and break-down.

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.

For more information, please contact the Show Operations Team at genelin.santos@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@qatarconvention.com. 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 **Form - STAND 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.

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. Correct carpet tapes can be purchased from the Official contractor onsite.

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.

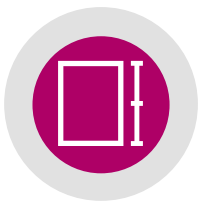
EXHIBITION STANDS

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.

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 3 meters in height, adequate structural drawings, calculations and certification shall be provided.

Requests for stand approval should be submitted no less than fourteen (14) days prior to exhibition build up.

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



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 Operations Team:
genelin.santos@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.

CAFFOLDS



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
- 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.

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.

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.

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.

EXHIBITION STANDS

WASTE REMOVAL 	Exhibitors are responsible for their own waste removal during build-up and teardown. Your appointed stand builder/contractor(s) should remove the build-up material outside QNCC premises and not inside the marshalling yards. Paint cans should not be thrown inside the skips and should be removed from QNCC premises. The skips area must be kept free at all times to allow uninterrupted access for QNCC.
WHEEL CHAIR ACCESS 	All space only stands, regardless of size, with raised floor / platform of 10cm and above must provide suitable access for wheelchairs in the form of a built-in 1000mm wide ramp, with sides clearly defined, at not more than 1:1:20 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 (10cm and above) will not be approved.

EXHIBITION STANDS - ADDITIONAL GUIDELINES, RULES AND REGULATIONS

STAND DESIGN 	Submit stand design through Form - Stand Design Submission & Contractor Letter of Undertaking Form before February 17, 2022 for assessment. Stands must be pre-fabricated - Due to Venue health & safety regulations to the public and hygiene standards needed for the food outlets within the concourse, all stands being built on the concourse must be pre-fabricated and assembled onsite. Cutting, welding, grinding and spray painting will NOT be permitted at any time.
FLOORING 	Exhibitors are responsible for their own waste removal during build-up and teardown. Your appointed stand builder/contractor(s) should remove the build-up material outside QNCC premises and not inside the marshalling yards. Paint cans should not be thrown inside the skips and should be removed from QNCC premises. The skips area must be kept free at all times to allow uninterrupted access for QNCC.
FORKLIFTS 	Exhibitors are responsible for their own waste removal during build-up and teardown. Your appointed stand builder/contractor(s) should remove the build-up material outside QNCC premises and not inside the marshalling yards. Paint cans should not be thrown inside the skips and should be removed from QNCC premises. The skips area must be kept free at all times to allow uninterrupted access for QNCC.
HEIGHT LIMIT 	Exhibitors are responsible for their own waste removal during build-up and teardown. Your appointed stand builder/contractor(s) should remove the build-up material outside QNCC premises and not inside the marshalling yards. Paint cans should not be thrown inside the skips and should be removed from QNCC premises. The skips area must be kept free at all times to allow uninterrupted access for QNCC.

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 Form - Stand Design Submission & Contractor Letter of Undertaking Form before February 17, 2022 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 of QAR 1,050 (inclusive of 5% VAT) is applicable for the assessment of structural calculations.
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
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 36 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. You may refer to the sample image on the left.

HEALTH & SAFETY

HEALTH AND 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.

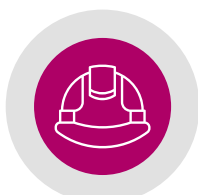
MAKE SURE YOU WEAR YOUR PERSONAL PROTECTIVE EQUIPMENT (PPE) TO AVOID REFUSAL OF ENTRY TO VENUE

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)



All persons working on or visiting an exhibition stand where overhead work is being carried out must wear head protection. 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. It is the employer's responsibility to ensure that all staff involved in construction work within the venue be provided with a hard hat during the build-up and break-down periods of the events.

MANDATORY HIGH VISIBILITY CLOTHING (HIGH VISIBILITY VEST)



All persons within the exhibition halls, marshalling yards and conference halls must wear high visibility clothing at all times during the build-up and break-down periods of the event.

Stand Contractors, Supervisors or Managers should wear a specific color high visibility vest so they can be easily identified at the venue.

MANDATORY FOOT PROTECTION



Footwear does not need to be steel-capped but this is highly recommended.

Sandals and open/soft toe footwear WILL NOT BE PERMITTED in the exhibition halls, marshalling yards and conference halls during the build-up and break-down 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 - **Form - ELECTRICAL MAINS & POWER SUPPLY**

Any order received after this period will be subject to a surcharge. Payment must be received in full prior to the build-up days, as 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 each of the 4 corners of the halls. Each distribution board will consist of single phase & three phase female commando or CEE forms sockets and 13Amps plug tops.
3. For each order the contractor will be issued with a number socket.
4. All extension cables should be protected by a 13Amps Fuse.
5. For orders more than 16 Amps single phase, the contractor's needs to supply their own male CEE from socket.
6. There will no other Power source during build-up; only the build-up Power distribution boards will be live.
7. During the event the build-up power distribution boards will be turned off.
8. There will be a separate breaker for each socket, in case the power trips, the contractor needs to contact the duty electrician to reset the breaker.

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. The energizing form is required to be accomplished in order to activate the power. Energizing forms are only available onsite at the Official Stand contractor helpdesk.

Stand contractors are required to be present at the stand to activate their mains power 1 hour before and 1 hour after the how 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 30mA RCD protection for sockets and other electrical connections and fitting requirements (such as adapters, converters, etc.). 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.

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

- The standard mains supply at the exhibition halls are : Single phase 16amp/220Volts 50HZ, and Three phase 32amp/ 380 Volts 50HZ, 4-wire +1-earth
- Wiring installation should be bonded to earth and all wiring should be 3 core twin and earth, no less than 1.5mm cross-sectional area with low smoke zero halogen PVC, elastomeric or another plastic sheathing joints shall not be made except when connecting into a circuit and insulated screwed connector shall be used and totally enclosed in insulated boxes or enclosures.

ELECTRICAL POWER

ELECTRICAL POWER REQUIREMENT

- 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 -

Form - ELECTRICAL MAINS & POWER SUPPLY

- 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 shell scheme 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 Contractor

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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