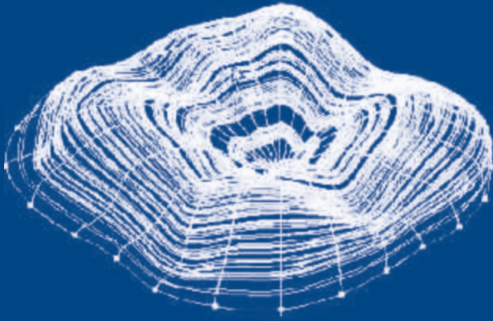




مؤتمر الإمارات الدولي لطب الأسنان ومعرض طب الأسنان العربي  
**UAE International Dental Conference &  
Arab Dental Exhibition**



“Delivering Science & Technology”

إيدك  
**AEDDC**<sup>®</sup>  
*Dubai 2011*

*15<sup>th</sup> Anniversary*

[www.aeddc.com](http://www.aeddc.com)

**EXHIBITOR  
MANUAL**

1 - 3 February, 2011

مركز دبي الدولي للمؤتمرات والمعارض  
Dubai International Convention & Exhibition Centre

Organised by



**INDEX**<sup>®</sup> Conferences & Exhibitions Organisation Est.

P.O. Box: 13636, Dubai - United Arab Emirates | Ibn Sina Medical Complex #27 Block B, Office 203, Dubai Healthcare City  
Tel: +971 4 3624717 | Fax: +971 4 3624718 | E-mail: aeddc@index.ae | Website: www.index.ae



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## Welcome to AEEDC Dubai 2011

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Dear Exhibitor,

On behalf of **INDEX® Conferences & Exhibitions Organisation Est.**, we would like to welcome and thank you for your participation in the **UAE International Dental Conference & Arab Dental Exhibition-AEEDC Dubai 2011**.

The Exhibitor Manual will guide you in order to have a successful participation in **AEEDC Dubai 2011**. Kindly go through the Manual carefully and complete the necessary forms.

The Manual contains a checklist of dates for returning the required forms. To ensure that the services required could be provided with the maximum of ease, these forms must be returned on, or before the date specified.

Wishing you a successful participation at **AEEDC Dubai 2011**.

Yours sincerely,

**Anas Al Madani**  
Vice President



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### **EXHIBITION TIMETABLE**

<b>Build – up Days for Official and Private Contractors</b>		
SATURDAY	29 <sup>th</sup> January 2011	8:00 am -11:00 pm
SUNDAY	30 <sup>th</sup> January 2011	8:00 am -11:00 pm
<b>Exhibitors Stand Preparation &amp; Display of Exhibits</b>		
MONDAY	31 <sup>st</sup> January 2011	8:00 am – 11:00 pm
<b>AEEDC DUBAI 2011 Official Opening Hours</b>		
TUESDAY	1 <sup>st</sup> February 2011	10:00 am – 6:00 pm
WEDNESDAY	2 <sup>nd</sup> February 2011	10:00 am – 6:00 pm
THURSDAY	3 <sup>rd</sup> February 2011	10:00 am – 6:00 pm
<b>Removal of Exhibits and Dismantling of Stands</b>		
THURSDAY	3 <sup>rd</sup> February 2011	6:00 pm-11:00 pm
<b>Final Dismantling of Stands</b>		
FRIDAY	4 <sup>th</sup> February 2011	8:00 am-11:00 pm

**Important note:**

- Exhibitors who have booked shell scheme stand are not allowed to access into the halls during the build up days for the Official and Private Contractors. Unloading of goods and display of exhibit must be done after the build-up period. To ensure smooth operations on-site the exhibitors are requested to follow the above-mentioned schedule.
- For “Space Only” Exhibitors who will have their stands built by Private Contractors are requested to coordinate with our Official Stand Contractors for the exact time of their build-up and tear-down.
- The stand must be occupied by **31 January 2011** otherwise the organiser will reserve the space or deal with it in any way they think it will fit and retain any sum of money already paid.
- Exhibitors are allowed to access into the halls one hour before the official opening hours for any work completion.
- The exhibition halls will close at the exact given time.



## **OFFICIAL ORGANIZER CONTACTS**

**For Catalogue Entry, Badges & Other Exhibition Inquiries, please contact:**

### **Project Manager**

Name: Vaneza Liaguno  
Mob: +971 50 8939312  
E-mail: [vaneza.santos@index.ae](mailto:vaneza.santos@index.ae)

**For Hotel Reservations, please contact:**

### **Hospitality Manager**

Name: Mr. Bruno Britto  
Mob: +971 50 2957927  
E-mail: [bruno.britto@index.ae](mailto:bruno.britto@index.ae)

**For Exhibition, Sponsorship & Advertisement Bookings, please contact:**

### **Project Development Manager**

Name: Dr. Matios Tcholakian  
Mob: +971 50 7851076  
Email : [matios.tcholakian@index.ae](mailto:matios.tcholakian@index.ae)

INDEX Conferences & Exhibitions Organisation Est.

Address: P.O. Box: 13636, Dubai-UAE  
Tel: +971 4 3624717  
Fax: +971 4 3624718

## **OFFICIAL CONTRACTOR CONTACTS**

**For Audio Visuals, please contact:**

### **AV Concepts**

Ms. Rekha Sanjeev  
AV Concepts LLC  
P.O. Box 119072  
Tel: +971 4 3470714  
Fax: +971 4 3470725  
Cell: +971 50 7884416  
Email: [rekha@avc.ae](mailto:rekha@avc.ae)

**For Custom-made Stands, please contact:**

### **Bigdot**

Address: P.O. Box: 13636, Dubai-UAE  
Tel: +971 4 3635355  
Fax: +971 4 3635356  
Email: [contact@big.ae](mailto:contact@big.ae)  
Website: [www.big.ae](http://www.big.ae)

**For Shell Scheme Stands, Stand Fittings, Fascia, Electrical Requirements, Furniture & Display items, please contact:**

### **Mr. Marwan Merhi**

#### **Top Exhibitions Organiser**

Tel: +971 4 2894470  
Mob: +971 50 6548607  
Fax: +971 4 2894480  
E-mail: [topex@emirates.net.ae](mailto:topex@emirates.net.ae)

**For Telecommunication, Data Services & Satellite Cable Requirements, Stand Catering and Cleaning Services, Rigging Services, Security Stand Coverage, please contact:**

### **Customer Contact Centre**

**Dubai World Trade Center**  
Helpline: +971 4 3086333  
Fax: +971 4 3188741  
E-mail: [c3@dwtc.com](mailto:c3@dwtc.com)

**For Shipping & Transportation of Exhibits, please contact:**

### **Mr. Abraham Varkey**

#### **Clarion Shipping Services Exhibition Department**

Address: P.O. Box: 43030, Dubai-UAE  
Tel: +971 4 8810000  
Mob: +971 50 6783672  
Fax: +971 4 8872960/8810111  
E-mail: [avarkey@clarionshipping.com](mailto:avarkey@clarionshipping.com)

**For Insurance Services, please contact:**

### **Mr. Prakash K. Naik**

#### **Oman Insurance Company (P.S.C.)**

Tel: +971 4 2624000  
Fax: +971 4 2690110  
E-mail: [oicem@oicem.com](mailto:oicem@oicem.com)  
Website: [www.oicem.com](http://www.oicem.com)

**For Flowers / Plants Hire, please contact:**

### **Ms. Leena Mostafa**

#### **BLOOMS**

Tel: +971 4 3440912  
Mob: +971 50 4517286  
Fax: +971 4 344 7990



## **GENERAL INFORMATION**

### **1. ORGANISER**

#### **INDEX® Conferences & Exhibitions Organisation Est.**

Address: P.O. Box: 13636, Dubai-United Arab Emirates

Ibn Sina Bldg., Block B, Office 203 - Dubai Healthcare City

Tel: +971 4 3624717; Fax: +971 4 3624718

E-mail: [index@emirates.net.ae](mailto:index@emirates.net.ae) / [vaneza.santos@index.ae](mailto:vaneza.santos@index.ae) / [matis.tcholakian@index.ae](mailto:matis.tcholakian@index.ae)

Website: [www.index.ae](http://www.index.ae) / [www.aeedc.com](http://www.aeedc.com)

### **2. ORGANISER'S OFFICE**

The Organiser's Office is fully operational throughout the exhibition including build up & tear down, which is located adjacent to the main entrance of Hall 7, Dubai International Convention & Exhibition Centre (DICEC).

### **3. THE VENUE**

Dubai International Convention & Exhibition Centre (DICEC)

P.O. Box: 9292, Sheikh Zayed Road, Dubai – United Arab Emirates

Conference Hall: Sheikh Maktoum Hall

Exhibition Halls: 5, 6, 7 & 8

### **4. EXHIBITION OFFICIAL INAUGURATION**

AEEDC Dubai 2011 Exhibition will be officially inaugurated on Tuesday, 1<sup>st</sup> February 2011 at 10:00 am.

During the inauguration, the exhibition hall will be sealed off for security purposes and exhibitors will be subject to a security search. Please note that only exhibitors wearing badges will be allowed to enter at this time.

### **5. EXHIBITION DATES & TIMINGS**

The opening hours will be:

TUESDAY	1 <sup>st</sup> February 2011	10:00 am – 6:00 pm
WEDNESDAY	2 <sup>nd</sup> February 2011	10:00 am – 6:00 pm
THURSDAY	3 <sup>rd</sup> February 2011	10:00 am – 6:00 pm

### **6. CONFERENCE DATES & TIMINGS**

The opening hours will be:

TUESDAY	1 <sup>st</sup> February 2011	9:30 am – 5:30 pm
WEDNESDAY	2 <sup>nd</sup> February 2011	9:00 am – 5:30 pm
THURSDAY	3 <sup>rd</sup> February 2011	9:00 am – 5:30 pm



## 7. AUTHORISED SIGNATORIES

The Exhibitor must undertake to indemnify the Organiser from any payment, which the Organiser are called upon to make to the local authorities on the Exhibitor's behalf in respect of any customs levy, tax, fine or other monies due from the Exhibitor. The organiser requires a list of personnel authorised to place orders on behalf of the exhibitor with **INDEX® Conferences & Exhibitions Organisation Est.**, their contractors and sub-contractors. Two specimen signatures are required from each authorised signatory. Please refer to **Form 1**.

## 8. EXHIBITOR BADGES

Identification badges will be issued free to all stand personnel. These are not transferable. Strict security will be maintained at the exhibition site and exhibitors without their badges are not allowed to enter the exhibition hall. Badges can be collected at the Organiser's Office. If a badge is lost or misplaced, please report to the Organiser's Office. Please refer to **Form 2**.

**Note: These badges do not permit entry to the Conference Halls.**

## 9. CONTRACTOR BADGES

All contractors must follow the procedure below for access to the halls during build-up and tear down:

### **Individual/ Group Application:**

All contractor staff must report to the cashier's cabin at the Za'abeel service yard to avail a temporary contractor badge in exchange of a valid proof of identity which can be either a UAE labour card or a UAE National ID card or a UAE Driving Licence or a UAE Government Organization ID Card. This proof of identity will be kept at the Cashier's cabin at the Za'abeel service yard until the contractor badge is returned. A contractor may also apply for DWTC contractor badges for the company's entire team anytime before the build-up starts. A representative of the company should submit the application at the cashier's cabin at the Za'abeel service yard along with each staff's original identification (as stated above).

Each contractor badge will be charged AED 10.00 and is valid for a day (from 00:01 to 24:00). A fee of AED 100.00 will be payable at the cashier's cabin at the Za'abeel service yard for any lost contractor badge.

### **International Contractors (Non UAE Based)**

All contractor staff must report to either the cashier's cabin at the Za'abeel service yard or at Al Wasl reception to avail a temporary contractor badge in exchange of a passport copy. The badge will be valid for a maximum of 15 days. AED 200.00 will be charged per badge including an entrance fee of AED 100.00 and a refundable deposit of AED 100.00. The refundable deposit can be claimed upon returning the badge within 15 days from the date of payment. In the event the badge is not returned at the cashier's cabin at the Za'abeel service yard or at Al Wasl reception, the deposit will not be refunded.

**Note: This policy is applicable to exhibition and conference contractors.**

## 10. EXHIBITOR'S PACKAGE

Exhibitors will be provided an exhibition package which contains useful information such as the official show catalogue, opening ceremony invitation cards and exhibitor badges. Please collect your package on arrival at the Exhibition site - Organiser's Office.



## **11. EXHIBITION CATALOGUE**

The Official Catalogue will comprise of alphabetical list of exhibiting companies, general information about the conference and exhibition, product and services index. Exhibitors are entitled for a complementary entry of 100-words company profile, which is compulsory to return on or before the date specified on the form.

Copies of the Catalogue will be distributed to all exhibitors, visitors and conference delegates of the event. Please refer to **Form 3**.

## **12. EXHIBITOR PRODUCTS & SERVICES INDEX**

All exhibitors are entitled to a complementary listing in the products and services index of AEEDC official catalogue, which is compulsory to return on or before the date specified on the form. Please refer to **Form 3**.

## **13. FASCIA NAME PANEL**

All exhibitors taking "Shell Scheme" stands must send their fascia name panel to the organizer on or before the date specified on the form. If you wish to add your company logo on the fascia panel, please send your logo by e-mail for further quotation. Please refer to **Form 4**.

## **14. ADVERTISING – OFFICIAL CATALOGUE**

If you wish to advertise in the event's Official Catalogue, please contact the Organizer or refer to **Form 5**.

## **15. SPONSORSHIP & PROMOTIONAL OPPORTUNITIES**

To increase your visibility and promotion of your company and products, a series of sponsorship and promotional opportunities are on offer. We would be delighted discuss any other ideas, which you believe would enhance the image and perception of your company and products. Please contact the Organizers.

## **16. HOTEL RESERVATION**

INDEX Hospitality offer special rates on selected hotels in Dubai for the duration of the event for any hotel inquiries please contact our hospitality coordinator or refer to **Form 6**.

## **17. VISA APPLICATION**

Visas are required for all nationalities except nationals from GCC countries (Saudi Arabia, Oman, Kuwait, Qatar and Bahrain), Western European countries (UK, France, Italy, Germany, Holland, Belgium, Luxembourg, Switzerland, Austria, Sweden, Norway, Denmark, Portugal, Ireland, Greece, Finland, Spain, Monaco, Vatican City, Iceland, Andorra, San Marino and Liechtenstein) as well as (USA, Australia, New Zealand, Japan, Brunei, Singapore, Malaysia, Hong Kong and South Korea).

If your country of citizenship is not mentioned above, the organisers can assist you in acquiring a visa for the duration of the event. Please be informed that as per the new directives issued by the Dubai Immigration Authorities, Medical Insurance is mandatory for any person travelling to the United Arab Emirates. Please refer to **Form No. 7**.

## **18. STAND CONSTRUCTION**

- a. The organisers have appointed TOP EXHIBITION as the **OFFICIAL STAND CONTRACTOR** for shell scheme stand construction and technical services at the



Exhibition. TOP EXHIBITION will be responsible for the supervision and erection of Shell Scheme exhibition stands and will provide full on-site technical services. They are also responsible for stand servicing and maintenance through their contractors or sub-contractors for the whole period of the exhibition.

- b. The Organisers have selected BIGDOT as the **PREFERRED & RECOMMENDED STAND CONTRACTOR** for space only stands .

#### **19. FURNITURE & DISPLAY REQUIREMENT**

The Official Stand Contractors offers furniture and display aids on a rental basis for the duration of the exhibition. Please refer to **Form 8**.

#### **20. ELECTRICAL REQUIREMENT**

All electrical requirements must be undertaken and approved by the Official Contractor. Please refer to **Form 9**.

#### **21. NOTICE OF INTENTION TO ERECT A STAND AND/OR CARRY OUT ELECTRICAL INSTALLATIONS**

Exhibitors, who wish to erect their stand and/or carry out electrical installations on their own, may do so. Exhibitors must provide details of works to be carried out including dimensional drawings showing the front, side & back perspectives, elevation and floor layout of the stand. Please refer to **Form No. 10, 11 & 12**.

#### **22. AUDIO VISUAL REQUIREMENT**

A range of audiovisual equipment is available on a rental basis for the duration of the exhibition. Please refer to **Form 13**.

#### **23. FREIGHT & SHIPPING SERVICES**

The organisers have appointed and authorised CLARION SHIPPING SERVICES as the Official Freight Forwarder and Site Handling Agent for the event. Please refer to **Form 14** for freight and shipping services.

#### **24. INSURANCE SERVICES**

The exhibitors shall indemnify and hold harmless INDEX Conferences & Exhibitions Organisation Est., its personnel, agents, etc. against and from all liabilities, losses, damages, costs, charges, expenses, actions, proceedings, claims and demands incurred by it and them as a result of or in connection with any loss, injury (including death) or damage directly or indirectly resulting from any act or omission of the exhibitor or any of its personnel, agents, contractors, and sub-contractors .

The exhibitor shall ensure that the Public Liability Policy referred to above, contains a waiver by the insurers of any and all rights of subrogation. They might otherwise be able to exercise against the Organisers or any of its directors, officers, employees and agents. The Organiser shall be entitled to inspect the aforementioned policy. Please refer to **Form 15**.

#### **25. TELECOMMUNICATION SERVICES**

Telephone and facsimile services are provided by Dubai World Trade, please refer to **Form 16**.

#### **26. DATA SERVICES**

For any requirement for data services please refer to **Form 17**.



### **27. SATELLITE CABLE SERVICES**

For any requirement for satellite connection please refer to **Form 18**.

### **28. RIGGING**

For any requirement for rigging please refer to **Form 19**.

### **29. STAND CLEANING SERVICES**

The organizers will arrange for the general cleaning of the exhibition halls. For daily stand cleaning, please refer to **Form 20**.

### **30. STAND CATERING SERVICES**

For stand catering services, please refer to **Form 21**.

### **31. CATERING DISCLAIMER**

For stand catering disclaimer, please refer to **Form 22**.

### **32. STAND SECURITY SERVICES**

For stand security services, please refer to **Form 23**.

### **33. VEHICLE DISPLAY AUTHORIZATION**

For authorization of vehicles that need to be displayed, please refer to **Form 24**.

### **34. RAFFLE DRAW**

For guidelines to conduct a raffle draw during the event, please refer to **Form 25**.

### **35. STORAGE OF EMPTY CRATES AND BOXES**

The Exhibitors are not allowed to store boxes or crates within the exhibition halls. It is the exhibitor's responsibility to ensure that crates and boxes are quickly disposed or stored until required for reshipment at the end of the exhibition.

Exhibitors should avail of the services provided by the appointed Official Freight Forwarder/On-site handling agent, please contact Clarion Shipping Services for assistance.

### **36. BANKS /CREDIT CARDS/CURRENCY**

Most International Banks are available in Dubai. Foreign currencies, cash, or traveler's cheque can be exchanged in Dubai. Visa, Master Card, American Express, and other International Cards are good for purchases at all outlets in Dubai. The official currency is the UAE Dirham (AED) and the exchange rate is 1 US Dollar = 3.685 Dirhams.

### **37. TELEPHONE, FAX & INTERNET FACILITIES**

Local telephone and fax facilities are available at the organiser's office. However, international calls can be done through personal mobile phones or through ETISALAT. Faxes can be received at the organiser's office. However, sending international faxes and using Internet can be arranged at the business centre (DICEC).

### **38. CAR PARKING FACILITIES**

Paid and Free Car park areas are available within the venue.

### **39. TRANSPORTATION**

Public transports are widely available and offer a safe and convenient mode of transport.



## **RULES & REGULATIONS**

### **1. DISPLAY OF MATERIALS**

The display or distribution of any material, in any form, from any area within the Exhibition Halls, other than within the boundary of your stand is strictly prohibited.

### **2. OCCUPATION OF STAND**

The stand must be occupied by 31 January 2011 otherwise the organisers will reserve the space or deal with it in any way they think it will fit and retain any sum of money already paid.

### **3. ELECTRICAL SUPPLY**

The power supply at the Exhibition Hall is Single Phase, 220V, 50Hz, or Three Phase, 380V, 50Hz. Electricity is also protected by 30MA ELCB.

It is duty of the Official Contractor to check all connections of the (Space Only) Stands, before switching the power on .

### **4. GENERAL INFORMATION ABOUT STANDS**

Exhibitors must ensure that the aisles adjoining the stands are not blocked during build up and break down, to a degree, which inhibits the movement of other exhibitors and freight. Exhibitors must also ensure that the aisles adjacent to their stand are un-obstructed throughout the opening hours of the exhibition. The organisers reserve the right to restrict the area of scaffolding or equipment and limit the times during which they shall remain in the halls or on the stand .

No part of the stand or exhibit including the fascia, signs, lighting, corner posts or other fittings, shall project into or overhang any aisle or adjacent stands or obscure any fire exit or exit signs, or be suspended from the roof.

It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to the floor, walls, ceilings, or any other parts of the exhibition halls.

Exhibitors are not allowed to paste, exhibit, or otherwise affix advertisements anywhere in the exhibition halls except on their own stand. The Exhibitor may not distribute handbills, advertisements, photographs or any other printed material from the aisles and outside areas of the exhibition.

Exhibitors are not permitted to connect or otherwise interfere with the electrical, gas, or water fittings of the halls and shall not introduce into or use in the halls any supplementary equipment for the generation and supply of electricity, or for other means of artificial lighting and generating power.

It will not be possible for exhibitors to obtain on-site services or labour for the erection of their stands and displays unless prior arrangements have been made. If on-site services or labour is required, please contact the official stand contractor for the rates. Advanced notice of at least one month must be given .

#### **A. SPACE ONLY**

Exhibitors who wish to erect their own stand may do so, provided prior indication should be made on signing the application form. "Space Only" exhibitors, must provide the layout, elevation & the perspective drawings of their proposed design for approval, at least two months before the event in order to obtain approval from the Dubai World Trade Centre.



No carpet or power supply will be provided for space only stands.

Main supply must be ordered from the official contractor – Top Exhibitions (Please refer to Form no. 9), a month before the event, and it is their responsibility to terminate the power line with distribution board, and ELCB.

The Dubai World Trade Centre reserves the right to reject any design, likely to unreasonably obscure or affect nearby exhibitors sites, or safety. The Maximum height allowed for single storey space stands is 4 meters and for double decker stands is 6 meters.

All space-only contractors must provide a refundable performance bond of Dhs. 500/sqm, paid to organizers – INDEX Conferences & Exhibitions Org. Est. This amount will be used towards any damages caused by the contractor during the buildup or teardown of stands. Any costs borne by the official contractor will be deducted from the bond without prior notice and/or approval. This includes (but is not restricted to) non-completion of work, unpaid orders and venue fees/fines. Contractors may not commence build-up before the bond is handed over to organizers – INDEX Conferences & Exhibitions Org. Est.

All exhibitors who wish to erect a double-decker stand are required to pay a processing fee of AED1000 charged by the Dubai World Trade Centre in a form of a non-refundable current dated check to INDEX Conferences & Exhibitions Org. Est.

The maximum height for dividing walls of single-storey stands is 4m

**Peripheral Walling:** Long runs of walling along open perimeters of stands (facing the aisles) are not permitted. Where long runs of walling need to be present along open sides they must be presented by display items and not left in plain colors. If perimeter walling is more than 1m high, it must not occupy more than one-third of any one side. If long runs of walling are essential they must be recessed by 0.5m from the perimeters of the occupied space and will be subject to written approval by the Organizers.

**Dividing Walls:** On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.4m upwards by the exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only. The minimum height for dividing walls is 2.5m.

## **B. SHELL SCHEME**

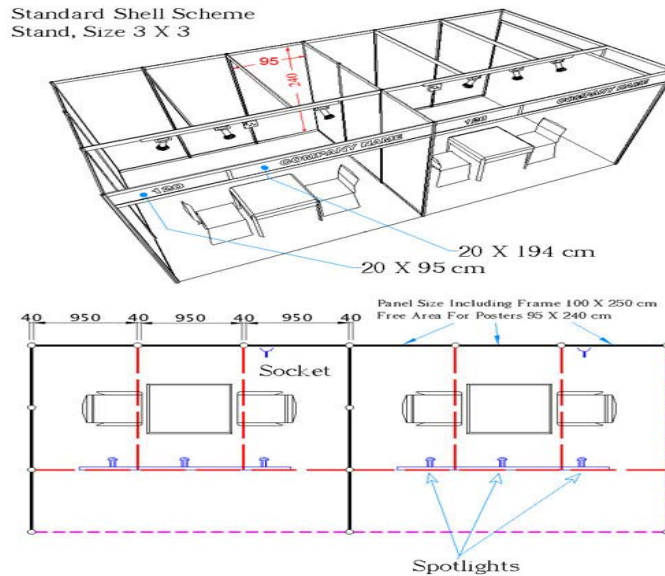
Most booths have a standard size of 3x3 meters. Any additional space will be provided as per the Exhibitors request.

All Shell Scheme package will includes rear & dividing walls, carpet, company name, stand number, one table, two chairs and waste bin as well as will be provided 3-100W spotlight & 1-13A socket.

Nails pins, screws, glue, paint, etc. are strictly prohibited on the shell scheme partitions. It is not allowed also to change the colour of the partitions by using either paint or adhesive stickers. Quotation can be given by the official contractor.

It is strictly prohibited to use exhibitor's own lighting or make any connection directly to the shell scheme electrical wires. Exhibitors can use the socket on their stand for their purpose.

### Shell Scheme Drawing



#### C. SEPARATE MEETING SPACE

Exhibitors and sponsors who wish to book such space for their own exclusive use should contact the organizer for space availability and quote agreement.

#### 5. HAZARDOUS GOODS

Exhibitors may not bring into the exhibition area, or have on their stands, any substances that may be a cause of harm to the public or be liable to start fire or explode. The Organisers may, at their absolute discretion, demand the removal of, or have removed, any such products at the exhibitor's expense.

The organisers reserve the right to alter any of the rules & regulations herein at any time as they consider necessary for the orderly operation of the exhibition. The exhibitor shall abide by the rules & regulations of the exhibition as they have been incorporated for the successful management of the event.

#### 6. FIRE PRECAUTIONS

All materials used in constructing any wall or floor or ceiling shall be either: Non-combustible material, Flame resistant plastic, Flame resistant boarding.

All materials used for decorative finishes for stands):(1) shall be able to pass a test for flammability or for surface spread of flame, (2) shall be taut or in tight pleats to a solid backing, (3) shall be secured at floor level, (4) shall not ignite when subjected to a flame after 10 seconds, (5) shall not have an afterglow when subjected to a heat source for 10 seconds.

#### 7. STAND AREA LIMITATIONS

The walkways around stand areas are not display space and must not be used for the display of signage and wares as it will prevent reasonable access for visitors and staff and may constitute a hazard under emergency situation. All tables and chairs must stay within the stand area.



Fire exits must not be blocked by exhibitor material and equipment. Access to wall mounted fire hoses and extinguishers must also be maintained and the storage of boxes and materials other than a limited amount of printed matter is not allowed behind stalls.

## **8. SECURITY**

The Organizer in conjunction with the local authorities in Dubai will control general security arrangements for the Exhibition. It is recommended that exhibitors should occupy the exhibition stand at least half an hour before the Exhibition opens and until all visitors have left the exhibition hall. Whilst the Organizer will make all reasonable arrangements for security coverage, they are not responsible for any loss or damage which may occur and it will be the exhibitor's responsibility for the security of their stand, its exhibits and contents including personnel property.

## **9. EXHIBITOR ADMISSION TO THE HALLS**

Exhibitors accessing the halls must present their badge for entry into the halls. Exhibitors without badge will not be allowed to enter.

Exhibitors setting up their display must only do so after completion of the stand. Exhibitors are given one day prior to the exhibition to set up their stand.

Exhibitors requiring access to the halls after the exhibition hours must contact the organizer to seek permission for access.

## **10. NO SMOKING IN THE VENUES**

The Dubai World Trade Centre venues are no smoking – this is legal requirement within Dubai. Smoking is permitted outside the building only, away from the building entrances. Failure to comply with this legal requirement may result in a fine.

## **11. STORAGE AND UNPACKING OF STAND MATERIAL**

The Exhibitors are not allowed to store boxes or crates within the exhibition hall or behind the exhibition stand/s. It is the exhibitor's responsibility to ensure that crates are quickly disposed or stored until required for reshipment at the end of the exhibition.

Exhibitors should avail of the services provided by the appointed Official Freight Forwarder/On-site handling agent for any assistance. Please refer to Freight & Shipping Services.

## **12. HOUSEKEEPING AND DISCARDING OF MATERIALS**

Exhibitors and Contractors must maintain clear and safe walkways around the halls during build up and tear down. Stand material and equipment must be kept in a reasonably orderly arrangement and any material that is to be discarded must not be left lying around the floors. We would request that discarded materials be bagged to enable a safe and efficient removal.

## **13. TROLLEYS IN THE CONCOURSE**

The use of trolleys by contractors in the concourses is restricted to protect the marble flooring. The use of heavy duty industrial trolleys is not permitted within the concourse and any damage to the floor caused by contractor trolleys or equipment will be charged to the contractor.



## **EXHIBITORS' CHECKLIST OF IMPORTANT FORMS AND DATES**

<b>COMPULSORY FORMS</b>			
<b>Form</b>	<b>Item</b>	<b>Page</b>	<b>Cut-off date</b>
1	Authorized Signatories	17	31 October 2010
2	Exhibitor Badges	18	31 October 2010
3	Exhibition Catalogue and Products & Services Index	19	31 October 2010
4	Fascia Name Panel	22	45 days before event

<b>REQUISITION FORMS</b>			
<b>Form</b>	<b>Item</b>	<b>Page</b>	<b>Cut-off date</b>
5	Advertising-Official Catalogue	23	45 days before event
6	Hotel Reservation	24	45 days before event
7	Visa Application	25	45 days before event
8	Furniture / Display Requirement	27	20 days before event
9	Electrical Requirement	31	20 days before event
10	Space Only Stand Form (To be filled up by Exhibitor)	32	45 days before event
11	Exhibition Stand Structure	33	15 days before event
12	Space Only Stand Approval Form (To be filled up by Contractor)	35	15 days before event
13	Audio Visual Requirement	36	15 days before event
14	Freight and Shipping Services	38	15 days before event
15	Insurance Services	44	15 days before event
16	Telecommunications	46	15 days before event
17	Data Services	48	15 days before event
18	Satellite Cable Services	50	15 days before event
19	Rigging	52	15 days before event
20	Stand Cleaning Services	56	15 days before event
21	Stand Catering Services	58	15 days before event
22	Catering Disclaimer	63	15 days before event
23	Security Stand Coverage	67	15 days before event
25	Vehicle Display	68	15 days before event
26	Raffle Draw	69	21 days before event

### **Please note:**

- All compulsory forms must be returned to INDEX Conferences & Exhibitions Organisation Est. within the stipulated cut-off dates.
- In order to avoid any delay on the services, please follow the instructions and submit requirements on time.
- Late exhibitors after the stipulated cut-off date must submit all the required forms immediately.



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
 AEEDC DUBAI 2011  
 1-3 FEBRUARY**

**Form 1**

**AUTHORIZED SIGNATORIES  
 Cut-off-date: 31 October 2010**

Please complete and return this form to:  
 INDEX® Conferences & Exhibitions Organisation Est.  
 Address: P.O. Box: 13636, Dubai-United Arab Emirates  
 Tel: +971 4 3624717 – Fax: +971 4 3624718  
 E-mail: vaneza.santos@index.ae - Website: www.aeedc.com

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Stand No.: \_\_\_\_\_ Hall No.: \_\_\_\_\_

Tel: \_\_\_\_\_ Fax: \_\_\_\_\_

P.O. Box: \_\_\_\_\_ Address: \_\_\_\_\_

\_\_\_\_\_

E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

The name/s of the following personnel are authorised to place orders on behalf of the above-mentioned company with **INDEX CONFERENCES & EXHIBITIONS ORGANISATION EST.**, their contractors and sub-contractors throughout **AEEDC DUBAI 2011**.

- This form may only be signed by a Director or Partner of the Exhibiting Company.
- Specimen signature/s is required from each authorised signatory.

NAME	SIGNATURE	SIGNATURE

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
AEDC DUBAI 2011  
1-3 FEBRUARY**

**Form 2**

**EXHIBITOR BADGES  
Cut-off-date: 31 October 2010**

Please complete and return this form to:  
INDEX® Conferences & Exhibitions Organisation Est.  
Address: P.O. Box: 13636, Dubai-United Arab Emirates  
Tel: +971 4 3624717 – Fax: +971 4 3624718  
E-mail: vaneza.santos@index.ae - Website: www.aedc.com

Company Name: _____
Contact Person: _____
Stand No.: _____ Hall No.: _____
Tel: _____ Mob: _____
Fax: _____ P.O. Box: _____
Address: _____
E-mail: _____ Website: _____

- **Badges can be collected from the Organiser's Office at the Exhibition Hall.**
- **Additional Badges can be arranged on-site.**

NAME	COMPANY NAME

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Form 3

EXHIBITION CATALOGUE ENTRY AND  
PRODUCTS & SERVICES INDEX  
Cut-off-date: 31 October 2010

Please complete and return this form to:  
INDEX® Conferences & Exhibitions Organisation Est.  
Address: P.O. Box: 13636, Dubai-United Arab Emirates  
Tel: +971 4 3624717 – Fax: +971 4 3624718  
E-mail: vaneza.santos@index.ae - Website: www.aeedc.com

Company Name:	_____	
Contact Person:	_____	
Stand No.:	_____ Hall No.:	_____
Tel:	_____ Mob:	_____
Fax:	_____ P.O. Box:	_____
Address:	_____	
E-mail:	_____ Website:	_____

(The above-mentioned address will be printed in the official catalogue)

- Exhibitors are entitled to one complementary entry in the official catalogue (Maximum of 100 words).
- Catalogue entry must be sent by e-mail on or before the deadline date.

Kindly e-mail it to [vaneza.santos@index.ae](mailto:vaneza.santos@index.ae)

Exhibitors are entitled to a complementary listing of their company products and services. Please mark the category in which your company should be placed.



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
AEEDC DUBAI 2011  
1-3 FEBRUARY**

<input type="checkbox"/>	01	Abrasives, Abrasive Disks, Points & Wheels
<input type="checkbox"/>	02	Air Compressors
<input type="checkbox"/>	03	Alloys Precious & Non-Precious
<input type="checkbox"/>	04	Alloys Casting
<input type="checkbox"/>	05	Amalgamators
<input type="checkbox"/>	06	Analgesia Equipment & Supplies
<input type="checkbox"/>	07	Analgesics
<input type="checkbox"/>	08	Anatomical Models
<input type="checkbox"/>	09	Anaesthetics, Local & Accessories
<input type="checkbox"/>	10	Antibacterial Soaps and Detergents
<input type="checkbox"/>	11	Apex Locators
<input type="checkbox"/>	12	Articulators & Accessories
<input type="checkbox"/>	13	Asepsis Products
<input type="checkbox"/>	14	Association/Dental Organisation
<input type="checkbox"/>	15	Attachments
<input type="checkbox"/>	16	Autoclaves
<input type="checkbox"/>	17	Bleaching Products
<input type="checkbox"/>	18	Bonding Agents
<input type="checkbox"/>	19	Bone Grafting Materials, Synthetic & Implants
<input type="checkbox"/>	20	Cameras, Extra Oral / Intra Oral
<input type="checkbox"/>	21	Casting Chromium-Cobalt Alloys
<input type="checkbox"/>	22	Casting Gold Alloys
<input type="checkbox"/>	23	Casting Machines
<input type="checkbox"/>	24	Cements, All Types
<input type="checkbox"/>	25	Chairs & Accessories
<input type="checkbox"/>	26	Chewing Gum
<input type="checkbox"/>	27	Composite Resins Products
<input type="checkbox"/>	28	Cosmetic Restorations
<input type="checkbox"/>	29	Crowns and/or Crown & Bridge Material
<input type="checkbox"/>	30	Curing Lights
<input type="checkbox"/>	31	Dental Hygiene Materials (Not Otherwise Classified)
<input type="checkbox"/>	32	Dental Laboratories
<input type="checkbox"/>	33	Dentifrices
<input type="checkbox"/>	34	Denture Cleaner
<input type="checkbox"/>	35	Denture Base/Reline & Repair Resins
<input type="checkbox"/>	36	Diagnostic Equipment, All Types
<input type="checkbox"/>	37	Disinfecting Solutions
<input type="checkbox"/>	38	Disk & Mandrels & Strips
<input type="checkbox"/>	39	Disposable Needles
<input type="checkbox"/>	40	Disposable Products
<input type="checkbox"/>	41	Electro Surgical Equipment
<input type="checkbox"/>	42	Emergency Kits (Professional)
<input type="checkbox"/>	43	Endodontic Instruments & Supplies
<input type="checkbox"/>	44	Eyewear, Protection
<input type="checkbox"/>	45	Fiber Optic Illuminator Products
<input type="checkbox"/>	46	Fiber Optic Curing Products
<input type="checkbox"/>	47	Flossing Materials
<input type="checkbox"/>	48	Fluoride Products (other than Dentifrice)
<input type="checkbox"/>	49	Furnaces



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
AEEDC DUBAI 2011  
1-3 FEBRUARY**

- |                          |    |   |
|--------------------------|----|---|
| <input type="checkbox"/> | 50 | Furniture   |
| <input type="checkbox"/> | 51 | Gloves  |
| <input type="checkbox"/> | 52 | Hand pieces, Operating & Laboratory                         |
| <input type="checkbox"/> | 53 | Implants and Accessories                                    |
| <input type="checkbox"/> | 54 | Impression Materials  |
| <input type="checkbox"/> | 55 | Incentive Materials, Patient                                |
| <input type="checkbox"/> | 56 | Infection Control Products                                  |
| <input type="checkbox"/> | 57 | Instruments, Diamonds                                       |
| <input type="checkbox"/> | 58 | Laboratory Equipment (Not Otherwise Classified)             |
| <input type="checkbox"/> | 59 | Lasers  |
| <input type="checkbox"/> | 60 | Lights, Operating   |
| <input type="checkbox"/> | 61 | Mouthwashes   |
| <input type="checkbox"/> | 62 | Oral Hygiene Aids   |
| <input type="checkbox"/> | 63 | Orthodontic/Pedodontic Material                             |
| <input type="checkbox"/> | 64 | Oxygen and/or Anaesthesia Equipment                         |
| <input type="checkbox"/> | 65 | Periodontal Diagnostic Products                             |
| <input type="checkbox"/> | 66 | Periodontal Instruments & Supplies                          |
| <input type="checkbox"/> | 67 | Pharmaceuticals (Drugs)                                     |
| <input type="checkbox"/> | 68 | Pit & Fissure Sealants                                      |
| <input type="checkbox"/> | 69 | Plaque Control Products and Accessories                     |
| <input type="checkbox"/> | 70 | Porcelains Products and Accessories                         |
| <input type="checkbox"/> | 71 | Portable Delivery   |
| <input type="checkbox"/> | 72 | Preventive Dentistry Products                               |
| <input type="checkbox"/> | 73 | Prosthetic & Laboratory Supplies (Not Otherwise Classified) |
| <input type="checkbox"/> | 74 | Publisher/ Dental Magazines                                 |
| <input type="checkbox"/> | 75 | Restorative Materials & Accessories                         |
| <input type="checkbox"/> | 76 | Retraction Materials  |
| <input type="checkbox"/> | 77 | Saliva Ejectors   |
| <input type="checkbox"/> | 78 | Sterilizers   |
| <input type="checkbox"/> | 79 | Sterilizers Accessories                                     |
| <input type="checkbox"/> | 80 | Sterilizing & Disinfecting Solutions                        |
| <input type="checkbox"/> | 81 | Stools, Dental  |
| <input type="checkbox"/> | 82 | Stools, Laboratory  |
| <input type="checkbox"/> | 83 | Surgical Supplies   |
| <input type="checkbox"/> | 84 | Syringes, All Types   |
| <input type="checkbox"/> | 85 | Teeth, Artificial   |
| <input type="checkbox"/> | 86 | Toothbrushes, Hand  |
| <input type="checkbox"/> | 87 | Toothbrushes, Power   |
| <input type="checkbox"/> | 88 | Ultrasonic Equipment  |
| <input type="checkbox"/> | 89 | Ultrasonic Equipment Laboratory                             |
| <input type="checkbox"/> | 90 | Units & Components  |
| <input type="checkbox"/> | 91 | Wax, All Types  |
| <input type="checkbox"/> | 92 | X-Ray Films, Intra Oral & Extra Oral                        |
| <input type="checkbox"/> | 93 | X-Ray Machines & Accessories                                |
| <input type="checkbox"/> | 94 | Others, please specify _____                                |

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_





**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
AEEDC DUBAI 2011  
1-3 FEBRUARY**

**Form 5**

**ADVERTISING – OFFICIAL CATALOGUE  
Cut-off-date: 45 days before event**

Please complete and return this form to:  
**INDEX® Conferences & Exhibitions Organisation Est.**  
Address: P.O. Box: 13636, Dubai-United Arab Emirates  
Tel: +971 4 3624717 – Fax: +971 4 3624718  
E-mail: matios.tcholakian@index.ae - Website: www.aeedc.com

<b>Company Name:</b> _____
<b>Contact Person:</b> _____
<b>Stand No.:</b> _____ <b>Hall No.:</b> _____
<b>Tel:</b> _____ <b>Mob:</b> _____
<b>Fax:</b> _____ <b>P.O. Box:</b> _____
<b>Address:</b> _____
<b>E-mail:</b> _____ <b>Website:</b> _____

- |   |             |
|---|-------------|
| <input type="checkbox"/> Front Cover – Outside Double | US\$ 10,000 |
| <input type="checkbox"/> Front Cover -Inside          | US\$ 6,000  |
| <input type="checkbox"/> Back Cover - Inside          | US\$ 6,000  |
| <input type="checkbox"/> Back Cover - Outside         | US\$ 7,000  |
| <input type="checkbox"/> Full Page - Inside           | US\$ 1,000  |

**Technical Specifications**

**Publication Size:** Full page Trim (28.5 cm x 21 cm)

**Printed:** Offset, CPC

**Binding:** Saddle Stitched

**Cd-Rom, Compatible with Mac computers in the following formats:**

Mac, Eps, Tiff, JPEG, Ai. Images in high resolution, 300 dpi.

**Programs:** Adobe Photoshop, Quark X-press, Adobe Illustrator.

**Film Positives:** Four color separations should be supplied, as one piece per color and identified by color.

Right reading emulsion side down.

**Line Screen:** 133 dots x line or 50-55 lines x cm.

**Color proof:** Please provide color progressive, Match print or Cromalin.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
 AEEDC DUBAI 2011  
 1-3 FEBRUARY**

**Form 6**

**HOTEL RESERVATION FORM  
 Cut-off-date: 45 days before event**

Please complete and return this form to:  
**INDEX® Conferences & Exhibitions Organisation Est.**  
 Address: P.O. Box: 13636, Dubai-United Arab Emirates  
 Tel: +971 4 3624717 – Fax: +971 4 3624718 E-mail: [bruno.britto@index.ae](mailto:bruno.britto@index.ae)

**GUEST INFORMATION**

Guest Title:  Mr  Ms  Mrs  Prof  Doctor  Other \_\_\_\_\_ Gender :  Male  Female

I am a :  Exhibitor  Participant

Guest Name : \_\_\_\_\_  
First Name Middle Name Last Name

Company Name : \_\_\_\_\_  
(if Exhibitor)

Address : \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Country: \_\_\_\_\_ Zip/Postcode: \_\_\_\_\_

Nationality: \_\_\_\_\_ Passport No: \_\_\_\_\_ Mobile : \_\_\_\_\_  
(Country Code+Area code +Number)

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_  
(Country Code+Area code+Number) (Country Code+Area code+Number)

**HOTEL BOOKING**

Select Hotel from list provided. Please indicate three choices of hotels in order of preference.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

**RESERVATION DATES**

Check in Date : DD / MM /2011

Check Out Date : DD / MM /2011

**HOTEL ROOM PREFERENCES**

Single  Double  Twin  Non-Smoking  Special Needs

Special Requests \_\_\_\_\_

**FLIGHT DETAILS**

Arrival Date: / /2011 Time: \_\_/ \_\_ (am/pm) Flight no: \_\_\_\_\_ Airline Name: \_\_\_\_\_

Departure Date: / /2011 Time: \_\_/ \_\_ (am/pm) Flight no: \_\_\_\_\_ Airline Name: \_\_\_\_\_

**TERMS & CONDITIONS**

1. Clear copies of Credit Card (both sides) are required to confirm your booking request
2. Booking fee of AED 100 (approx US\$ 28) will be charged per room per booking.
3. Booking fee entitles you for one change in the reservation only.
4. Booking fee of AED 55 (approx US\$ 15) will apply for every additional change, thereafter.
5. Booking fee applies irrespective of the length of stay or the category of the Hotel.
6. Booking fee is non-refundable.
7. Booking fee will be charged by Index Conferences & Exhibitions Organisation Est.
8. Hotel deposit of one night room rate is applicable to secure booking.
9. Hotel will deduct the deposit amount from Credit Card.
10. Hotel deposit is non-refundable.
11. In case the Government amends the current Municipality Fees or the Service Charge, the Hotel reserves the right to make the changes without prior approval of the client.

**PAYMENT TERMS**

1. Guest Cancellation after << DATE >> will result in full stay charges, as per the number of nights booked by the guest.

NOTES: All Payments are requested to be made in United Arab Emirates - Dirhams (AED) only. Payment should be made in advance to confirm booking.

**PAYMENT DETAILS**

VISA  MASTERCARD

CREDIT CARD NUMBER: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

EXPIRY DATE : \_\_\_\_/\_\_\_\_ (mm/yyyy)

NAME ON THE CARD: \_\_\_\_\_

CVV CODE : \_\_\_\_\_  
(Last 3 digits on the back of the card)

I, \_\_\_\_\_ hereby authorize INDEX Conferences & Exhibitions Org Est. to charge Booking Fee on the above Credit Card and forward my Credit Card information to the selected Hotel above to settle the Hotel Deposit. I am aware that Booking Fee and Hotel Deposit are non-refundable. If I or others booked through this form fail to arrive for my/their assigned hotel on the confirmed arrival date, cost of the full stay will be charged on the above mentioned Credit Card.

GUEST SIGNATURE : \_\_\_\_\_







**Form 8**

**FURNITURE & DISPLAY REQUIREMENT**  
**Cut-off-date: 20 days before the event**

Please complete and return this form to:  
 Top Exhibitions  
 P.O. Box: 10931, Dubai-United Arab Emirates  
 Tel: +971 4 2895958 / 2894470  
 Fax: +971 4 2894480  
 E-mail: topex@emirates.net.ae

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Stand No.:** \_\_\_\_\_ **Hall No.:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Mob:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **P.O. Box:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Website:** \_\_\_\_\_

S/N	ITEM	SIZE CM	PRICE US\$	QTY	TOTAL PRICE
A1	Information Counter	200x50x100	104		
A2	Lockable Counter	100x50x90	58		
A3	Reception Counter	100x50x105	69		
A4	Curved Counter	R=100, H=90	87		
B1	High Stool - Chrome		41		
B2	Adjustable Stool		55		
B4	Low Stool		35		
C1	Upholstered Chair		23		
C2	Sofa Seat		57		
D1	Round Table – Chrome	D= 80 x H=75	46		
D2	a) Square Table – Chrome, White	80x80x75	45		
	b) Square Table – White	70x70x75	41		
D3	Adjustable Table	D= 60 x H= 70- 90	55		
D4	Bar Table - Chrome	D= 60 x H= 120	52		
D5	Coffee Table	50x50x45	29		
D6	Large Table	120x70x75	58		
E1	Low Showcase	100x50x100	115		
E2	Tall Showcase	85x45x190	138		
E3	Octanorm Showcase	100x50x90	104		
F1	Exhibit Base	a) 50x50x50	35		
		b) 50x50x75	41		
		c) 50x50x100	52		
G1	a) Flat Shelf Wooden	100x30x1.8	12		
	b) Flat Shelf Glass	100x30x0.8	35		



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
AEEDC DUBAI 2011  
1-3 FEBRUARY**

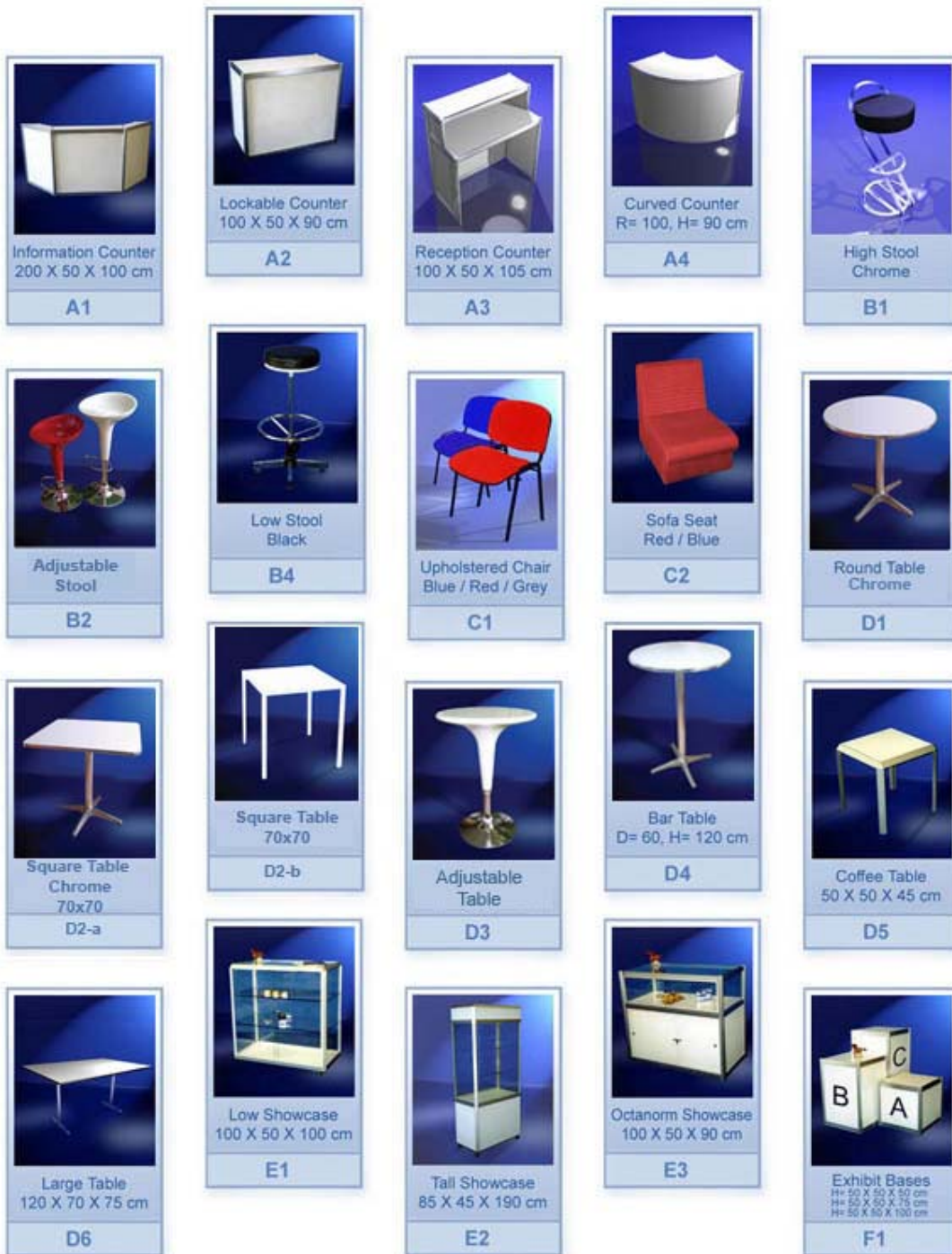
G2	Slope Shelf	100x30x0.9	14		
H1	Folding Door	100x200	81		
H2	Garment Hanger	L= 130 x H= 170	52		
H3	Brochure Holder Table Top	3 levels - Prespex	35		
H4	Brochure Holder Free standing	10 pocket	46		
H5	<b>a)</b> Small Pegboard + 6 Hooks	90x120	46		
	<b>b)</b> Small Pegboard + 6 Hooks	45x120	35		
H6	<b>a)</b> Big Pegboard + 12 Hooks	90x240	69		
	<b>b)</b> Big Pegboard + 8 Hooks	45x240	46		
H7	Grid Panel (70x70 holes)	90x180 + 10 Hooks	58		
H8	Waste Basket		6		
J5	TV Stand	50x50x120	58		
J6	Coffee Machine		41		
J8	Refrigerator	48x53x82	92		
				<b>TOTAL US\$</b>	

## IMPORTANT NOTE: IMPORTANT NOTE

- Orders are valid only when accompanied by full remittance*
- Transfers should be made Net of bank Charges, to  
Top Exhibition Organizers,  
A/C No. 102 238 577 1401  
Emirates NBD,  
Rashidiya Branch,  
Dubai, U.A.E  
Swift Code: EBI LA EAD,*
- Late orders will be subject to availability, and to 20% surcharge.*
- Prices are for the entire duration of the show.*
- Only local cheques are accepted.*

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_







**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
AEDC DUBAI 2011  
1-3 FEBRUARY**

**Form 9**

**ELECTRICAL REQUIREMENT  
Cut-off-date: 20 days before the event**

Please complete and return this form to:  
Top Exhibitions  
P.O. Box: 10931, Dubai-United Arab Emirates  
Tel: +971 4 2895958 / 2894470  
Fax: +971 4 2894480  
E-mail: topex@emirates.net.ae

**Company Name:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Stand No.:** \_\_\_\_\_ **Hall No.:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Mob:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **P.O. Box:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**ELECTRICAL FITTINGS**

C/N	ITEM	COST US\$	QTY	TOTAL US \$
EF1	100W Standard Spotlight	35.00		
EF2	100W Arm Spotlight	41.00		
EF3	300W Halogen Floodlight	57.00		
EF4 a	13A Socket Outlet	40.00		
EF4 b	13A Socket Outlet on 24Hours	150.00		
EF5	15A Socket Outlet	46.00		
EF6	40W Fluorescent Fixture	35.00		
EF7	Extension Cord	20.00		
EF8	Multi-pin Adaptor	6.00		

**MAIN SUPPLY**

MS1	24 Hour Supply +30% of below prices			
MS2	15A Single Phase Main	170.00		
MS3	30A Single Phase Main	315.00		
MS4	10A Three Phase Main	375.00		
MS5	15A Three Phase Main	440.00		
MS6	30A Three Phase Main	680.00		
MS7	60A Three Phase main	1200.00		
MS8	Single Phase Distribution Board	150.00		
MS9	Three Phase Distribution Board	250.00		
MS10	Water and waste	850.00		
		<b>Total Amount</b>		

**IMPORTANT NOTE**

1. Orders are valid only when accompanied by full remittance
2. Transfers should be made Net of bank Charges, to Top Exhibition Organizers, A/C No. 102 238 577 1401, Emirates NBD, Rashidiya Branch, Dubai-U.A.E. Swift: EBI LA EAD
3. Late orders will be subject to availability, and to 20% surcharge.
4. Prices are for the entire duration of the show.

Name: \_\_\_\_\_ Position: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



Form 10

**"SPACE ONLY" STAND FORM**  
**(To be filled up by the Exhibitor)**  
**Cut-off-date: 15<sup>th</sup> December 2010**

Please complete and return this form to:  
INDEX® Conferences & Exhibitions Organisation Est.  
Address: P.O. Box: 13636, Dubai-United Arab Emirates  
Tel: +971 4 3624717 – Fax: +971 4 3624718  
E-mail: matios.tcholakian@index.ae - Website: www.aeedc.com

<b>Company Name:</b> _____
<b>Contact Person:</b> _____
<b>Stand No.:</b> _____ <b>Hall No.:</b> _____
<b>Tel:</b> _____ <b>Mob:</b> _____
<b>Fax:</b> _____ <b>P.O. Box:</b> _____
<b>Address:</b> _____
<b>E-mail:</b> _____ <b>Website:</b> _____

We advise that the following contractor has been appointed to erect the above stand at the above exhibition. We also confirm that they have read and understood the relevant regulations as issued by Index Conferences & Exhibitions Organisation Est. and, therefore, agree to abide the same by submitting **Form No. 13**. It is the responsibility of the exhibitor to ensure that their contractors adhere to the regulations set by the organizers.

<b>Appointed Contracting Company:</b> _____
<b>Contact Person/s:</b> _____
<b>Tel:</b> _____ <b>Mobile:</b> _____ <b>Fax:</b> _____
<b>Address:</b> _____
_____
<b>Email:</b> _____ <b>Website:</b> _____

Signed by the Exhibitor: \_\_\_\_\_ Date: \_\_\_\_\_



**Form 11**

**STAND STRUCTURE FORM  
(To be filled up by the Contractor)  
Cut-off-date: 15 days before the event**

**Please Return to DWTC's Customer Contact Centre:**

Helpline: +971 4 308 6333 •

Fax: +971 4 318 8741 •

E-mail: c3@dwtc.com • V11.10\_27E



**THE DEADLINE TO RETURN THIS FORM IS 2 WEEKS PRIOR TO THE START OF BUILD-UP AND ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO A SURCHARGE OR MAY NOT BE PROCESSED.**

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

**EXHIBITION DETAILS**

Exhibition Name			Exhibition Date	
Hall No	Stand No		Stand Name	

**ORDER CONTACT DETAILS** (we require details so we can contact you about your order)

First Name				
Last Name		Job Title		
Company Name				
Company Address				
Company City	Postal Code		Country	
Direct No	Mobile No		Fax No	
Email (important service information will be sent to this address!)				
Signature	Account ID			

**Space-only Stands**

**Space-only stands, stands with a ceiling, stands incorporating a mezzanine level or raised area above 300mm  
All the following information MUST be provided (USE TICK BOX)**

	YES	NO		YES	NO
Perspective Drawing	<input type="checkbox"/>	<input type="checkbox"/>	Height of Stand	<input type="checkbox"/>	<input type="checkbox"/>
Full Stand Dimensions	<input type="checkbox"/>	<input type="checkbox"/>	Glass Partition / Glazing	<input type="checkbox"/>	<input type="checkbox"/>
Elevations Drawings (front, side and back)	<input type="checkbox"/>	<input type="checkbox"/>	Ceiling / Roof	<input type="checkbox"/>	<input type="checkbox"/>
Plan (Layout) Drawing	<input type="checkbox"/>	<input type="checkbox"/>	Use of Fabric / Material (fire certificate must be provided)	<input type="checkbox"/>	<input type="checkbox"/>
Structural Material Details	<input type="checkbox"/>	<input type="checkbox"/>	Storage Space	<input type="checkbox"/>	<input type="checkbox"/>
Connection Details	<input type="checkbox"/>	<input type="checkbox"/>	Mezzanine Details (above 300mm)	<input type="checkbox"/>	<input type="checkbox"/>
Base Plate Sizes and Specifications (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>			
Any Special Display Loading Allowance	<input type="checkbox"/>	<input type="checkbox"/>			
Accessible Ramp	<input type="checkbox"/>	<input type="checkbox"/>			
Undertaking Letter (refer to note below)	<input type="checkbox"/>	<input type="checkbox"/>			
Corners of Stands Rounded	<input type="checkbox"/>	<input type="checkbox"/>			

**Double Decker Stands**

**All the following information MUST be provide (USE TICK BOX)**

	YES	NO
Structural Drawings, Design Calculations and General Arrangement of Structure	<input type="checkbox"/>	<input type="checkbox"/>
Design of Members / Elements (beam, column, slab)	<input type="checkbox"/>	<input type="checkbox"/>
Design of Connections and Base Plate (considering anchor of base plate with permanent flooring is not allowed)	<input type="checkbox"/>	<input type="checkbox"/>
Architectural Drawings i.e. Plan, Elevation, Sections	<input type="checkbox"/>	<input type="checkbox"/>
Elevations Drawing (front, side and back)	<input type="checkbox"/>	<input type="checkbox"/>



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
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1-3 FEBRUARY**

Sections (where necessary)

Design of Handrail and Staircase Details

Connection Details

Base Plate Sizes (Use min 400 x 400 x 12mm Mild Steel Plate)

Structural Materials Details

Undertaking Letter (Refer to note below)


**A charge of AED 1000.000 applies to each submission and will be charged to the organiser accordingly**

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

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

- 10 working days for space-only stands from the date of submission was received
- 15 working days for double-storey stands from the date the submission was received

**CONDITIONS**

- Submission documentation should explain the method of building the stand
- Submissions for double-decker stand – note 50% charges will be applied if the submission is incomplete
- Drawings/details should be submitted at least 30 days before the start of the tenancy
- The main beam erection shall be completed 24 hours before the opening of the event
- All measurements in the submitted drawings shall be as per standard international (IS) unit system
- Regardless of an NOC from DWTC, the organiser and the contractor will be fully responsible for the stability of the structure
- Any late submission is subject to 100% surcharge
- All requirements should be routed through the event organiser

**For DWTC use only**

Approved

Approved with comments

Rejected

Incomplete submission

Re-submit


Engineering comments


Signature

On behalf of the Exhibitor

--

Signature

On behalf of Engineering

--

Signature

On behalf of Hall Operations

--



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
AEDC DUBAI 2011  
1-3 FEBRUARY**

**Form 12**

**"SPACE ONLY" STAND APPROVAL FORM  
(To be filled up by the Contractor)  
Cut-off-date: 15 days before event**

Please complete and return this form to:  
**INDEX® Conferences & Exhibitions Organisation Est.**  
Address: P.O. Box: 13636, Dubai-United Arab Emirates  
Tel: +971 4 3624717 – Fax: +971 4 3624718  
E-mail: matios.tcholakian@index.ae - Website: www.aedc.com

**Contractor (Company Name):** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Tel:** \_\_\_\_\_ **Mob:** \_\_\_\_\_

**Fax:** \_\_\_\_\_ **P.O. Box:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_ **Website:** \_\_\_\_\_

**Client (Exhibitor Name):** \_\_\_\_\_

**Stand No.:** \_\_\_\_\_ **Hall No:** \_\_\_\_\_ **Sqm:** \_\_\_\_\_

**No. of sqm:** \_\_\_\_\_ **x 500 AED =** \_\_\_\_\_ **AED**

**Notes:**

- 1) The performance bond is to be in the form of a current-dated cheque, made out to **INDEX Conferences & Exhibitions Org. Est.** The maximum amount of this bond is Dhs. 50,000. Should there be any further fines incurred, the exhibitor and their contractor will be informed accordingly.
- 2) Details of works to be carried out including dimensional drawings showing the front, side & back perspectives, elevation and floor layout of the stand should be submitted 2 months prior to the exhibition in order to obtain approval from the Dubai World Trade Centre.
- 3) Electrical Installations shall be of a nature to ensure safety in the utilisation of electricity and shall be carried out in a competent manner.
- 4) All exhibitors who wish to erect a double-decker stand are required to pay a processing fee of AED. 1000 charged by the Dubai World Trade Centre in a form of a non-refundable current dated cheque to INDEX Conferences & Exhibitions Org. Est.

**All space-only contractors must provide a refundable performance bond of AED. 500/sqm, paid to organizers – INDEX Conferences & Exhibitions Org. Est. This amount will be used towards any damages caused by the contractor during the build-up or tear-down of stands. Any costs borne by the official contractor will be deducted from the bond without prior notice and/or approval. This includes (but is not restricted to) non-completion of work, unpaid orders and venue fees/fines. Contractors may not commence build-up before the bond is handed over to organizers – INDEX Conferences & Exhibitions Org. Est.**

Signed by the Contractor: \_\_\_\_\_ Date: \_\_\_\_\_



Form 13

**AUDIO VISUAL REQUIREMENT**  
Cut-off-date: 15 days before event



Please complete and return this form to:  
AV Concepts  
Address: P.O. Box: 13636, Dubai-United Arab Emirates  
Tel: +971 4 3470714 Fax: +971 4 3470725  
Mob.: +971 50 7884416  
E-mail: [rekha@avc.ae](mailto:rekha@avc.ae)

Company Name: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Stand No.: \_\_\_\_\_ Hall No.: \_\_\_\_\_  
Tel: \_\_\_\_\_ Mob: \_\_\_\_\_  
Fax: \_\_\_\_\_ P.O. Box: \_\_\_\_\_  
Address: \_\_\_\_\_  
E-mail: \_\_\_\_\_ Website: \_\_\_\_\_

Item	Qty	in AED	Required Qty	Total in AED
<b>LCD Projectors</b>				
2100 Ansi Lumens - XGA	1	1,400.00		
3200 Ansi Lumens - XGA	1	2,800.00		
5200 Ansi Lumens - XGA	1	6,290.00		
10000 Ansi Lumens - XGA	1	7,545.00		
<b>Projection Screens</b>				
6' x 6' Tripod	1	350.00		
6' x 8' Projection Screen	1	840.00		
7.5' x 10' Fast Fold Screen	1	1,050.00		
<b>Plasma Screens</b>				
32" Plasma Screen + DVD	1	700.00		
37" Plasma Screen + DVD	1	900.00		
42" Plasma Screen + DVD	1	1,050.00		
50" Plasma Screen + DVD	1	4,190.00		
61" Plasma Screen + DVD	1	6,290.00		
Unicol Floor Stand	1			



Item	Qty	in AED	Required Qty	Total in AED
<b>LCD TV</b>				
26" LCD Tv	1	700.00		
32" LCD Tv	1	1,050.00		
42" LCD Tv	1	1,400.00		
<b>Data &amp; LCD Screens</b>				
15" LCD Screens	1	280.00		
17" LCD Screens	1	420.00		
19" LCD Screens	1	420.00		
20.1" LCD Screens	1	700.00		
17" LCD Touch Screen	1	1,400.00		
Laser Printer (B & W)	1	420.00		
Laser Printer (color)	1	1,050.00		
<b>Computers</b>				
Pentium IV- 3GIGA , DVD / CD Drive ,Windows XP - ACER	1	490.00		
Laptop - FB21 - 60GB HDD, INTEL PT, M705, 512MB, 64MB Shared vga, Modem,Wireless LAN,	1	840.00		
<b>Sound System</b>				
<b>Option A:</b>			2,520.00	
2 x Mackie SRM 450 Self Powered Speakers + Stands + 4 Channel Mixer + Shure SM 58 Wireless Microphone				
<b>Option B:</b>			2,800.00	
2 x Mackie SRM 450 Self Powered Speakers + Stands + 4 Channel Mixer + Shure SM 58 Wireless Microphone + Lapel Microphone				
<b>Video Accessories</b>				
DVD / VHS Player	1	140.00		
Betacam Player	1	2,520.00		
S-VHS Player	1	700.00		
Video Splitter	1	140.00		
Octo Fx	1	2,100.00		
Extron DA 2 RGBHV Switchers	1	630.00		
Extron DA 4 RGBHV Switchers	1	630.00		
Extron DA 6 RGBHV Switchers	1	630.00		
<b>Total</b>				

**Note: The above-mentioned rental charges are for the duration of the event. Kindly contact us in case of any further special requests not included above.**

**IMPORTANT NOTE:**

- Orders are valid only when accompanied by full remittance, net of bank charges.  
 In favour of:  
**Bank Details: AV Concepts LLC.**  
**A/c No 0014859041001, Emirates Islamic Bank, Dubai**  
**Swift Code: MEBLAED**
- Late orders will be subject to availability, and to 15% surcharge
- Prices are for the entire duration of the show.



**Form 14**

**FREIGHT & SHIPPING SERVICES  
Cut-off-date: 15 days before event**

Please complete and return this form to:

**CLARION**

INTEGRATED LOGISTICS SOLUTIONS

Clarion Shipping Services L.L.C. (Exhibition Department)

Tel: +971 4 8810000

Fax: +971 4 8810111

Address: P.O. Box: 43030, Dubai-United Arab Emirates

E-mail: avarkey@clarionshipping.com; maryann@clarionshipping.com

**SHIPPING INSTRUCTIONS, CLEARANCE AND SITE HANDLING TARIFF FOR 2011**

**1. OFFICIAL SITE HANDLING AGENT**

**CLARION SHIPPING SERVICES (L.L.C)**  
PO Box 43030  
Dubai, UAE

**Contact: Exhibition Department**  
Tel: +971 4 881 0000  
Fax: +971 4 8810111

**E-mail: avarkey@clarionshipping.com**  
**maryann@clarionshipping.com**

**2. DEADLINE DATES**

**Early Receipt of Sea Freight Shipments and Documents 15 days Prior to Exhibition Opening**

**Early Receipt of Air Freight Shipments and Documents 10 days Prior to Exhibition Opening**

In order to ensure the safe arrival of the exhibits to Abu Dhabi/Dubai Airport/Seaport, smooth and swift customs clearance and timely delivery to exhibitor's stand, adhere to above deadline dates.

**3. PACKING/MARKING**

Packing should be addressed as follows:

<b>Name Of Exhibitor</b>	
<b>Hall No. / Stand No.</b>	
<b>Exhibition Name</b>	
<b>Gross Weight</b>	
<b>Case/Measurement</b>	

**4. CONSIGNMENT INSTRUCTIONS**

Bills of Lading and Airway bills should be completed as follows:

**Consignee:**

**CLARION SHIPPING SERVICES (L.L.C)**  
P.O. Box 43030  
Dubai, United Arab Emirates

**Notify: Exhibition Full Name, Exhibitors full details with booth number & hall number**

The documents should also bear the following declaration:

**In transit to ..... Exhibition Name..... Dubai for re export after the exhibition.**



#### 5. DOCUMENTATION REQUIREMENTS

##### i. INVOICE

Three originals of your "**COMMERCIAL INVOICE**" with details of items are required, at least two of which should have original signatures in colour pen with company seal / stamp and be addressed as follows, weight and number of pieces in the AWB and invoice should tally otherwise it will be considered as copy and \$150 will be applicable as customs fine.

Name Of Exhibitor	
Hall No. / Stand No.	
Exhibition Name	

The Invoice must incorporate the following clauses:

We hereby guarantee that this is true and correct invoice, and that the goods referred to \_\_\_\_\_ Originate from \_\_\_\_\_ are manufactured and produced in \_\_\_\_\_

Signed \_\_\_\_\_

Designation \_\_\_\_\_

##### ii. PACKING LIST

Three copies of your packing list are required. Alternately, this may be incorporated in the invoice.

##### iii. CERTIFICATE OF ORIGIN

An Original Certificate of Origin is required for OCEANFREIGHT SHIPMENTS and need only be certified by the Chamber of Commerce. **It does not require legislation by the U.A.E. Embassy or Consulate.**

A Certificate of Origin is not required for AIRFREIGHT SHIPMENTS.

#### 6. AUDIO VISUAL AND CASSETTES

Films, videos and slides are subject to censorship in the U.A. E. All such items must be in English and must be sent in advance to enable censorship to be completed prior to the exhibition. These items should be sent to

\$75/CD,DVD's Screening/Sensorship Charges.

A Commercial invoice should accompany with audiovisual items.

#### 7. INSURANCE

It is the responsibility of the exhibition to ensure the adequate insurance coverage is available for the exhibits, whilst in transit to and from the exhibition site, whilst in storage and that the goods are covered if to be forwarded to origin or another destination at the end of exhibition.

Official forwarder is not responsible for any damage, missing or short landing claims of exhibits



#### **8. CUSTOMS DUTY & DEPOSIT**

Present Customs regulation impose a customs duty @ 5% CIF value for permanent import and Customs Deposit @ 7% CIF value for temporary import. Customs deposits are subjected to refund on re-export.

Customs duty minimum: US\$ 50.00

Customs deposit refund claim documentation fee: US\$ 150.00 / exhibitor / claim

Customs deposit claim is applicable for US\$ 150.00 & above, below US\$ 150.00 is not refundable

All temporary import exhibits must carry self identification marks / serial numbers either engraved or embossed on each & every piece & package of exhibits, also same marks & numbers must be inserted in commercial invoice & packing list, in absence of marks / serial numbers the deposit will not be refunded by UAE customs

Customs Duty / Deposit is against CIF value declared in commercial invoice, in some cases wherever customs feel the value is under quoted in commercial invoice, then customs inspection department will evaluate the actual CIF value of the exhibits, duty / deposit is applicable based on value evaluated by customs inspection departments.

All Deposit refunds are subject to UAE customs approval.

#### **9. Temporary / Definitive Import**

The nature of import to be declared in advance, definitive import cannot be changed to Temporary import, but temporary import can be changed to definitive import by paying US\$ 100.00 per shipment as change of status fee

Customs Duty/Deposit must be settled by the Exhibitor/ Agent before clearance.

#### ***OUR HANDLING TARIFF***

##### **1) SHIPMENTS ARRIVING BY SEA**

###### **INBOUND**

- **Customs Clearance & Delivery**



**2) SHIPMENTS ARRIVING BY AIR FREIGHT**

**A) INBOUND**

• **Customs Clearance & Delivery**

*Arrival Dubai/Sharjah Airport*

Minimum per Shipment	Per Kilo
USD 150.00	USD 0.60

Above Rates are Inclusive of:

- Customs Clearance on Temporary Import
- Official Airport Handling Charges
- Transportation from Airport to show site

• **Site Handling (Per Exhibitor/Per Shipment)**

Minimum per Shipment	Per Kilo
USD 150.00	USD 0.60

Above Rates are Inclusive of:

- Unloading of consignment upon arrival on site
- Delivery to individual exhibitors stand
- Removal of empty packing materials

**B) OUTBOUND**

• **Collection & Re-export**

*Out of Dubai/Sharjah Airport*

Minimum per Shipment	Per Kilo
USD 150.00	USD 0.60

Above Rates are Inclusive of:

- Transportation from show site to Airport
- Export customs clearance formalities
- Export documentation

• **Site Handling (Per Exhibitor/Per Shipment)**

Minimum per Shipment	Per Kilo
USD 150.00	USD 0.60

Above Rates are Inclusive of:

- Return of empty packing material
- Loading on trucks



**3) CUSTOMS CLEARANCE AT U.A.E. BORDER WITH GCCs**

• **Customs Clearance & Delivery**

Minimum per Shipment	Per Freight Ton
USD 250.00	USD 60.00

Above Rates are Inclusive of:

- Customs Clearance & Documentation at Customs at boarder

• **Site Handling (Per Exhibitor/Per Shipment)**

Minimum per Shipment	Per Freight Ton
USD 250.00	USD 60.00

Above Rates are Inclusive of:

- Unloading of consignment upon arrival on site
- Delivery to individual exhibitor's stand
- Removal of empty packing materials

\*\* One Cubic Meter or 1000 Kilos whichever is greater

**Note: The same will be applicable for outbound.**

**4) LABOUR & EQUIPMENT HIRING CHARGE**

LABOUR	FORKLIFT	CRANE
Minimum per Labour USD24.00	Minimum USD 150.00	Minimum USD 500.00
Labour Per Hour USD12.00	Per Hour USD 75.00	Per Hour USD 25000

**5) CRANAGE FOR GROUNDING CONTAINERS AT SITE (IF REQUIRED)**

20 Ft Container	40 Ft Container
Loaded USD.400.00	Loaded USD500.00
Empty USD 400.00	Empty USD 500 .00

**6) HEAVY LIFT SURCHARGES**

Exhibits in excess of 200 Kilos per package will be subjected to an additional charge of USD 10.00 per 100 kgs. These rates will apply to both the inward and outward movements.



#### **7) LATE ARRIVAL SURCHARGES**

The following surcharges will apply for consignments arriving after:

##### **SEAFREIGHT**

10 days before the exhibition	25% Surcharge
7 days before the exhibition	50% Surcharge
5 days before the exhibition	100% Surcharge

##### **AIRFREIGHT**

7 days before the exhibition	25% Surcharge
5 days before the exhibition	50% Surcharge
3 days before the exhibition	100% Surcharge

\* \* For Late Arrivals, Delivery is subject to completion of customs inspection & other formalities, Official Freight Forwarder will not guarantee delivery before the opening of the Exhibition.

#### **8) STORAGE CHARGE BEFORE AND DURING EXHIBITIONS**

Sea Shipment arriving one month before the Exhibition	USD 15.00/Frt ton * Min 50.00
Air Shipment arriving three weeks before the Exhibition	USD 0.05/kg * Min 50.00
During Exhibition	USD 0.10/kg * Min 50.00

#### **9) DEMURRAGE/STORAGE**

Port/Airport and shipping line demurrage are applicable and payable additional, if the clearance is delayed due to wrong or non-receipt of documentation.

Demurrage & Storage free period for Sea freight shipments is seven calendar days & storage for airfreight Shipments is five calendar days from date of its arrival

Following Persons can be contacted directly for any assistance / clarifications required at any time

1. Mr. Abraham Varkey – Cell # + 971 50 6783 672
2. Ms. Mary Ann (During office hours) - Tel # + 971 4 881 0000

To know more about us, please log on to [www.clarionshipping.com](http://www.clarionshipping.com)



**Form 15**

**INSURANCE SERVICES**  
**Cut-off-date: 15 days before event**

Please complete and return this form to:  
Mr. Prakash Naik  
Oman Insurance Company P.S.C.  
Address: P.O. Box: 5209, Dubai-United Arab Emirates  
Tel: +971 4 2624000 – Fax: +971 4 2690110  
E-mail: oicem@oicem.com

<b>Company Name:</b> _____
<b>Contact Person:</b> _____
<b>Stand No.:</b> _____ <b>Hall No.:</b> _____
<b>Tel:</b> _____ <b>Mob:</b> _____
<b>Fax:</b> _____ <b>P.O. Box:</b> _____
<b>Address:</b> _____
<b>E-mail:</b> _____ <b>Website:</b> _____

The Organizers of INDEX have the above authorized Insurance Company who can provide the exhibitors Comprehensive covers for Risks related to **AEEDC Dubai 2011** Exhibition. To obtain a quote, please fill the following: -

**ALL RISK INSURANCE (Excluding Transit)**

The above covers property owned by or held in custody of the participants, for which they are liable / responsible during the exhibition.

- |     |                            |           |
|-----|----------------------------|-----------|
| i)  | Is this cover required     | Yes/No    |
| ii) | (a) Goods/Merchandise      | Dhs./US\$ |
|     | List the items here        |           |
| (b) | Stand/Furniture & Fixtures | Dhs./US\$ |
|     | (Describe briefly)         |           |

**COVER FOR ABANDONMENT**

The above insurance covers loss of expenditure in the event of cancellation, rescheduling, curtailment of the exhibition.

- |    |                       |        |
|----|-----------------------|--------|
| i) | Is the cover required | Yes/No |
|----|-----------------------|--------|

We would require completed proposal form for Cancellation / Abandonment of event insurance from the client. At least 14 working days are required for arranging such cover after the receipt of the completed proposal form.

**PUBLIC LIABILITY INSURANCE**

The above is meant to cover the participants against all sums which the Insured may become legally liable to pay as compensation in respect of property damage or bodily injury caused to any Third Party.



- i) Is this cover required Yes/No
- ii) Will the public be allowed?  
To use/test the equipments on display Yes/No

**General Questions**

- A) Are you aware of any known circumstances which can give rise to a claim?
- B) Are there any circumstances based on previous claim experiences that are likely to affect acceptance of this proposal?

I/We declare that the above furnished details are true to the best of my / our knowledge.

Date:

Signature:

(Give name & Position of signatory)

***Insurance will become effective only once the proposal has been accepted and Policy has been issued.***



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
AEEDC DUBAI 2011  
1-3 FEBRUARY**

**Form 16**

**TELECOMMUNICATION SERVICES  
Cut-off-date: 15 days before event**

**Please Return to DWTC's Customer Contact Centre:**

Helpline: +971 4 308 6333

Fax: +971 4 318 8741

E-mail: c3@dwtc.com • V11.10\_26E



**THE DEADLINE TO RETURN THIS FORM IS 2 WEEKS PRIOR TO THE START OF BUILD-UP AND ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO A SURCHARGE OR MAY NOT BE PROCESSED.**

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

**EXHIBITION DETAILS**

Exhibition Name			Exhibition Date	
Hall Number	Stand Number		Stand Name	

**ORDER CONTACT DETAILS** (we require details so we can contact you about your order)

First Name			
Last Name		Job Title	
Company Name			
Company Address			
Company City	Postal Code	Country	
Direct No.	Mobile No.	Fax No.	
Email (important service information will be sent to this address)			
Signature		Account ID	

ITEM	RENTAL + DEPOSIT	TOTAL COST PER EVENT	NO. OF LINES REQUIRED	TOTAL COST
<b>LINES THROUGH PABX - OVERSEAS &amp; LOCAL EXHIBITORS</b>				
International PABX telephone line and set	AED905.00 + 3,000	AED3,905.00 (USD1,064.00)		
International fax line with machine	AED965.00 + 3,000	AED3,965.00 (USD1,080.00)		
<b>LINES THROUGH ETISALAT - OVERSEAS EXHIBITORS</b>				
International Direct External Line (DEL)	AED905.00 + 3,000	AED3,905.00		
ISDN Line	AED965.00 + 3,000	AED3,965.00		
<b>LOCAL EXHIBITORS</b>				
International Direct External Line (DEL)		AED605.00*		
Line for Credit Card Machine (POS)		AED605.00*		
ISDN Line		AED605.00*		
		<b>TOTAL COST</b>		

THE ISDN MODEM TO BE SUPPLIED BY THE CLIENT WITHOUT WHICH THE LINE WILL NOT WORK.

\*Direct External Line (DEL), Line for Credit Card Machine (POS), or ISDN line will be provided with a processing/cabling charge of AED605\* per service and does not include ETISALAT charges (installation, rental & usage) and the telephone instrument, which will be extra. Rental charges are non-refundable. Deposit less call charges and any deductions will be refunded following the exhibition. ALL ABOVE ORDERS MUST BE ROUTED THROUGH DUBAI WORLD TRADE CENTRE. ORDERS SENT DIRECTLY TO ETISALAT WILL NOT BE PROCESSED OR ACTIONED. Kindly complete the following details:

Subscriber Name:

Subscriber No.:

TELEPHONE AND FACSIMILE SERVICES ARE PROVIDED BY DUBAI WORLD TRADE (L.L.C.). THE TELECOMMUNICATION FACILITY WILL FLOW FROM STATE OF THE ART TECHNOLOGY PROVIDED BY A HIGHLY SOPHISTICATED PABX SYSTEM. ANY NETWORK CONNECTIONS (TO HOSTS WITHIN OR OUTSIDE UAE OR INTERNET) MADE USING THE PABX EXTENSION IS ENTIRELY YOUR DECISION.

- The system can provide telephone and facsimile connections at local, national (UAE) and international levels as required. Please indicate your choice on the order form. Each telephone can be code locked to prevent un-authorized use
- Orders through PABX – Charges are payable 100% in advance and cover installation, connection, line rental, equipment rental and purchase of units against line usage. Should your line usage exceed your deposit during the exhibition, the option to purchase additional units is available (A statement, including a printout of line usage and any refund will be sent to you following the exhibition). Service will not be provided without payment.
- Orders received 14 days or less before the start of the exhibition will be subject to a 100% surcharge and may not be processed
- Devices attached to Etisalat line require to be 'type approved' by Etisalat. Devices that are not 'type approved' cannot be guaranteed to operate.



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Installation of exhibitor- provided equipment is entirely at the exhibitor's risk and DWTC is unable to take any responsibility for malfunction or failure to operate

- If at any time during the exhibition a virus has infected one or more of the exhibitors' computers, DWTC will not be held responsible
- DWTC will only provide telecommunication lines to exhibitor stands. DWTC is unable to provide any modem or set-up support. An ISDN modem is a must for an ISDN line.
- All line and equipment usage during the period of hire is the responsibility of the person/company applying on relevant Form numbers. Once handed over, the equipment becomes the responsibility of the hirer and must be returned to DWTC within 1 hour of the close of the last day of the show
- It is advisable that the Exhibitor insures the equipment hired
- Remember to order a power point for the fax machine
- Tell your stand contractor that you have ordered telecommunications
- Missing or list telecommunication instruments will be charged for as follows:
  - Telephone sets – AED 120.00 each
  - Fax machines – AED 1,100.00 each
  -

**PAYMENT TERMS**

Orders will be valid once full payment is received. In the event of cancellation of space or services, payment will not be refunded. Payment can be made by cheque, demand draft, credit card, telegraphic transfer, or cash, in favour of Dubai World Trade Centre (L.L.C.). If you need to make payments by credit card, please advise and we shall fax you the relevant form.

**BANK TRANSFER DETAILS IN U.A.E. DIRHAMS**

**Beneficiary Name:** Dubai World Trade Centre, L.L.C.

**Account Number:** 10120-0217-1201

**Bank:** National Bank of Dubai – Dubai, U.A.E.

Kindly advise the invoice number/(s) you are making the payment for

**BANK TRANSFER DETAILS FOR TRANSFER IN U.S. DOLLARS**

**Beneficiary Name:** Dubai World Trade Centre, L.L.C.

**Account Number:** 05120-0217-1202

**Bank:** National Bank of Dubai – Dubai, U.A.E.

**Swift:** NBDUAEAD

**Remit through:** Chase Bank

**Sub A/C:** 544702684

**ABA:** 021000021

Kindly advise the invoice number/(s) you are making the payment for



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
AEDC DUBAI 2011  
1-3 FEBRUARY**

**Form 17**

**DATA SERVICES  
Cut-off-date: 15 days before event**

Please Return to DWTC's Customer Contact Centre:

Helpline: +971 4 308 6333 •

Fax: +971 4 318 8741 •

E-mail: c3@dwtc.com • V11.10\_27E



**THE DEADLINE TO RETURN THIS FORM IS 2 WEEKS PRIOR TO THE START OF BUILD-UP AND ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO A SURCHARGE OR MAY NOT BE PROCESSED.**

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

**EXHIBITION DETAILS**

Exhibition Name			Exhibition Date(s)	
Hall No	Stand No		Stand Name	

**ORDER CONTACT DETAILS** (we require details so we can contact you about your order)

First Name				
Last Name			Job Title	
Company Name				
Company Address				
Company City	Postal Code		Country	
Direct No	Mobile No		Fax No	
Email (important service information will be sent to this address!)				
Signature		Account ID		

PLEASE RETURN THIS ORDER FORM TOGETHER WITH PAYMENT TO ENABLE US TO ACTION YOUR REQUIREMENT. ORDERS RECEIVED 14 DAYS OR LESS BEFORE THE START OF THE EXHIBITION WILL BE SUBJECT TO A **100% SURCHARGE** AND **MAY NOT BE PROCESSED**.

Item	Hire Cost	No. of Lines Required	Total Cost
<b>SPECIALIST DATA SERVICES – OVERSEAS &amp; LOCAL EXHIBITORS</b>			
ADSL 1MB - per event	AED 3,400.00		
ADSL 2 MB - per event	AED 4,100.00		
ADSL 3MB - per event	AED 4,700.00		
ADSL 4 MB - per event	AED 5,400.00		
Leased Line 256K - per event	AED 2,700.00		
Leased Line 512K - per event	AED 4,000.00		
Leased Line 1MB - per event	AED 4,700.00		
Leased Line 2MB - per event	AED 6,960.00		
Internet via LAN 512K	AED2,630.00		
Internet via LAN 1MB	AED 2,930.00		
Internet via LAN 2MB	AED 3,530.00		
Internet via LAN 4MB	AED 4,730.00		
<b>TOTAL COST</b>			

FOR SPECIALIST DATA SERVICES, APPLICATION MUST BE SUBMITTED TO DWTC AT LEAST 6 WEEKS IN ADVANCE OF THE FIRST OFFICIAL DAY OF TENANCY. Clearly outline your requirements DWTC will not supply the serial and RJ45 cable for the Leased Line.

P.S. ALL ABOVE ORDERS MUST BE ROUTED THROUGH DUBAI WORLD TRADE CENTRE. ORDERS DIRECTLY SENT TO ETISALAT WILL NOT BE PROCESSED OR ACTIONED.

**DATA SERVICES**

• ADSL 512K, 1MB, 2MB, 3MB AND 4MB: The quoted price covers the show duration, including installation, connection to one PC and Wired Router. DWTC will not do the configuration for the wired / wireless ADSL Router which is provided by the exhibitors

• Leased Line 256K, 512K, 1MB and 2 MB: The quoted price includes installation and connection. Leased Line Router is EXCLUDED

Note: A hub or a switch is a must if you wish to do the network and should be arranged by the exhibitors themselves.

ADSL lines will be priced one day before the event. If you wish to activate Leased Lines before the event starts, please mention the exact date you require.



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**PAYMENT TERMS**

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**BANK TRANSFER DETAILS IN U.A.E. DIRHAMS**

Beneficiary Name : Dubai World Trade Centre, L.L.C.  
Account Number : 10120-0217-1201  
Bank : National Bank OF Dubai – Dubai, U.A.E.  
Swift : NBDUAEAD

Kindly advise the invoice number(s) you are making payment for

**BANK TRANSFER DETAILS IN U.S. DOLLARS**

Beneficiary Name : Dubai World Trade Centre, L.L.C.  
Account Number : 15120-0217-1202  
Bank : National Bank OF Dubai – Dubai, U.A.E.  
Swift : NBDUAEAD  
Remit through : Chase Bank  
Sub A/C : 544702684  
ABA : 021000021

Kindly advise the invoice number(s) you are making payment for



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
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1-3 FEBRUARY**

**Form 18**

**SATELLITE CABLE SERVICES  
Cut-off-date: 15 days before event**

**Please Return to DWTC's Customer Contact Centre:**  
Helpline: +971 4 308 6333 •  
Fax: +971 4 318 8741 •  
E-mail: c3@dwtc.com • V11.10\_27E



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

**EXHIBITION DETAILS**

Exhibition Name			Exhibition Date	
Hall No	Stand No		Stand Name	

**ORDER CONTACT DETAILS** (we require details so we can contact you about your order)

First Name				
Last Name		Job Title		
Company Name				
Company Address				
Company City	Postal Code		Country	
Direct No	Mobile No		Fax No	
Email (important service information will be sent to this address!)				
Signature		Account ID		

Communal Satellite Feeds Description	Hire Cost	No. of Feeds Required	Total Cost
<b>DIGITAL FEEDS</b>			
ARABSAT 3A (KU) – Horizontal (High Band)	AED 1,555.00 (USD 424.00)		
ARABSAT 3A (KU) – Vertical (Low Band)	AED 1,555.00 (USD 424.00)		
ARABSAT 3A (KU) – Vertical (High Band)	AED 1,555 (USD 424.00)		
HOTBIRD – Vertical (Low Band)	AED 1,555 (USD 424.00)		
HOTBIRD – Vertical (High Band)	AED 1,555 (USD 424.00)		
HOTBIRD – Horizontal (Low Band)	AED 1,555 (USD 424.00)		
HOTBIRD – Horizontal (High Band)	AED 1,555 (USD 424.00)		
NILESAT KU – Vertical	AED 1,555 (USD 424.00)		
NILESAT KU – Horizontal	AED 1,555 (USD 424.00)		
Specialist IF Feed running Single Cable (Minimum 6 weeks notice)	Subject to separate quotation		
		<b>TOTAL COST</b>	

Exhibitors wishing to order "Specialist IF Feed" must provide the relevant details to [ts@dwtc.com](mailto:ts@dwtc.com), Dubai World Trade Centre, to enable a spate quotation to be provided. DWTC will only supply the cable, a digital receiver should be arranged by the exhibitors. Please note that Satellite Broadcast channels are Free to Air direct via Satellite and if encryption/interruption of services or transmission faults occur, DWTC cannot be held directly responsible prior or during show hours. We shall do our best to provide uninterrupted services through the show. Orders will be valid once full payment is received. In the event of cancellation of space, or service payments will be refunded.

**PAYMENT TERMS**

Payment can be made by cheque, demand draft, credit card, telegraphic transfer, or cash, in favour of Dubai World Trade Centre (L.L.C.). If you need to make payment by credit card, please advise and we shall fax you the relevant form.

P.S. KINDLY NOTE THAT NO EXHIBITOR IS ALLOWED TO INSTALL THEIR OWN SATELLITE DISH. DWTC HAS ALREADY INSTALLED THE REQUIRED INFRASTRUCTURE ON EACH EXHIBITION HALL TO ACCOMMODATE ANY REQUESTS FROM EXHIBITOR.



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**BANK TRANSFER DETAILS IN U.A.E. DIRHAMS**

Beneficiary Name : Dubai World Trade Centre, L.L.C.  
Account Number : 10120-0217-1201  
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Swift : NBDUAEAD

Kindly advise the invoice number(s) you are making payment for

**BANK TRANSFER DETAILS IN U.S. DOLLARS**

Beneficiary Name : Dubai World Trade Centre, L.L.C.  
Account Number : 15120-0217-1202  
Bank : National Bank OF Dubai – Dubai, U.A.E.  
Swift : NBDUAEAD  
Remit through : Chase Bank  
Sub A/C : 544702684  
ABA : 021000021

Kindly advise the invoice number(s) you are making payment for



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
AEDC DUBAI 2011  
1-3 FEBRUARY**

**Form 19**

**RIGGING SERVICES  
Cut-off-date: 15 days before event**

**Please Return to DWTC's Customer Contact Centre:**  
Helpline: +971 4 308 6333 •  
Fax: +971 4 318 8741 •  
E-mail: c3@dwtc.com • V11.10\_27E



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

**EXHIBITION DETAILS**

Exhibition Name			Exhibition Date	
Hall No	Stand No		Stand Name	

**ORDER CONTACT DETAILS** (we require details so we can contact you about your order)

First Name				
Last Name			Job Title	
Company Name				
Company Address				
Company City	Postal Code		Country	
Direct No	Mobile No		Fax No	
Email (important service information will be sent to this address!)				
		Account ID		

**BANNERS - INSTALLATION AND REMOVAL CHARGES**

Quantity	Banner Size	Rate	Total Cost
	Up to 2000mm	AED 480.00(US133.00)	
	Above 2000mm to 5000mm	AED 720.00 (US 200.00)	
	Above 5000mm to 6000mm	AED 960.00 (US267.00)	
	Above 6000mm to 7000mm	AED 1,200.00 (US333.00)	
	Light Weight Box and Circular Banners (30kg maximum total weight)	AED 960.00 (USD 267.00)	
	SUBTOTAL +50% surcharge (if applicable)		

Please specify the exact weight of the banner Kg.

**TOTAL COST**

**BANNER PLANS**

- Is an all inclusive cost for installation and tear-down
- All banner plans submitted must be clear and precise. Banners must be clearly plotted, with metric measurements from each side of the stand
- A precise weight of each individual banner must be submitted in kilograms
- The stand orientation must be clearly shown by the direction of the main entrance and by the stand s or walls on the other three neighbouring sides
- The type of banner along with metric measurements of its width, length and height must be clearly stated
- The desired metric height from the floor to the top of the banner when fully suspended must be shown
- All stand banners for exhibitions must be within the perimeters of the stand

**PRIMARY RIGGING CHARGES**

Quantity	Description	Rate	Total Cost
	Drop Wire	AED 300.00 per Point (USD 83.00)	
	Drop Wire – Hoist & Fix	AED 400.00 per Point (USD 111.00)	
	Roof Point (30-250kg)	AED 600.00 per Point (USD 168.00)	
	6mm Catenary Wires	AED 25.00 per Meter (USD 7.00)	
	Special Roof Point (change from standard height)	AED 800.00 (USD 220.00)	
	SUBTOTAL + 50% surcharge (if applicable)		



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Please specify the exact weight of each roof point  kg  
 Please specify the total weight of the structure  kg

**TOTAL COST**

**SECONDARY RIGGING CHARGES**

<input type="text"/>	Electric Chain Hoist (CM Lodestar with Safety)	AED 250.00 per Show Day	<input type="text"/>
<input type="text"/>	Manual Chain Hoist (Yale/Vittal)	AED 100.00 per Show Day	<input type="text"/>
<input type="text"/>	Light Duty Truss	AED 50.00 per Meter per Show Day – 30cm/30cm Square	<input type="text"/>
<input type="text"/>	Medium Duty Truss	AED 75.00 per Meter per Show Day – 40cm/40cm Square	<input type="text"/>
<input type="text"/>	Heavy Duty Truss	AED 100.00 per Meter Show Day – 80cm.80cm Square	<input type="text"/>
	<b>SUBTOTAL</b>		<input type="text"/>
			<b>TOTAL COST</b> <input type="text"/>

**RIGGING PLANS**

- Contractors will be able to choose from the following four options:
- a) Drop Wire – 6 mm wire rope fitted with a quick term connector. Wire will be left for the contractor to lift the item and set to desired height (for banners, light weight pieces, truss weighting 30 kg or less)
- b) Drop Wire (Hoist & Fix) – 6mm wire rope fitted with a quick term connector. DWTC will hoist and fix your trussing, banners or set pieces to the desired height and later will be responsible for the tear-down
- c) Roof Point (30 kg to 250 kg) – For heavy items weighing more than 30 kg. DWTC will supply a roof point anywhere in the venue for the contractors to attach their own lifting equipment, either a manual or electric hoist
- d) Roof Point with Lifting Equipment – DWTC will supply one roof point and an electric or manual chain hoist. DWTC will be responsible for lifting the bottom rigging to the desired height.
- e) All roof points will be installed at approximately 40cm below the bottom roof truss within the halls. Any request for a change of standard height will be classed as a (special roof point)
- All rigging plans submitted must be clear and concise
- Rigging points must be plotted with metric measurements between each rigging point and from each side of the stand
- Precise weight of each individual rigging point must be clearly mentioned in kilograms along with the total weight of the structure
- The stand orientation must be clearly shown by the direction of the main entrance and by the stands or the walls on the neighbouring three sides
- The desired metric height from the floor to the bottom of the structure when fully suspended must be shown
- The type of structure along with the metric measurements of its width, length and height must be clearly stated
- Any rigging plans that do not match the above criteria will not be accepted
- Any bottom rigging lifting equipment or lifting eyes that are not stamped, rated and approved with a valid test certificate will not be accepted
- Rigging points that have to be changed due to incurred submitted rigging plans will be charges at the surcharge rate

**GENERAL INFORMATION**

**Storage of all Posters and Artwork**

- All posters, banners, etc will be disposed of immediately after the last day of tenancy unless prior collection arrangement has been made and mutually agreed upon
- Any poster banners that are stored for collection, by request, but not collected after 28 days will incur a disposal fee by the client

**Liability**

- Where the client provides their own graphics/signage for installation by DWTC whilst exercising all care, DWTC cannot accept any liability for loss or damage to graphics incurred during transportation, storage, installation or de-rig
- DWTC rigging is not responsible for secondary rigging installed by contractors

**Delivery**

- All signage should be delivered two days prior to the build-up of the event

**Additional Information**

- All DWTC rigging hardware is inspected and tested by Dubai Municipality approved agents and carries valid certification
- All DWTC rigging personnel are certified in both rigging and the use of access equipments
- No stand structure is to be attached to DWTC ceiling (even as a precautionary or added safety measure). The stand must be self supporting and under no circumstances is the structure to be attached in any way to the ceiling of the exhibition hall

**Working Hours**

- Rigging working hours are between 08:00 and 17:00, Saturday to Thursday. Any requests out with these times are subject to availability and surcharge. Rigging not ready for installation by 17:00 on the last day of build-up will be the responsibility of the contractor.



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**AVAILABLE RIGGIN POINT HEIGHTS IN THE HALLS**

<b>Exhibition Halls 1 and 2</b>	7100 mm
Rigging points under the air wall (between halls)	6800 mm
Rigging points under the bulk head (between Exhibition Halls 2 and 3)	4800 mm
<b>Exhibition Halls 3 and 4</b>	9700 mm
Rigging points under the air wall (between Exhibition Halls)	9580 mm
<b>Exhibition Halls 5 and 8</b>	7100 mm
Rigging points under the air wall (between Exhibition Halls)	6700 mm
<b>Za'abeel Hall 1</b>	6450 mm
<b>Za'abeel Hall 2 and 3</b>	7000 mm
<b>Sheikh Rashid Hall</b>	12250 mm
<b>Sheikh Maktoum Hall</b>	6500 mm
<b>Sheikh Saeed Hall 1, 2 &amp; 3</b>	9600 mm
<b>Trade Centre Arena</b>	13600 mm

Signature


Date


Signature (DWTC)

Date

I have read and understood all the terms and conditions and agree to abide by them.

**PAYMENT TERMS**

Payment can be made by cheque, demand draft, credit card, telegraphic transfer, or cash, in favour of Dubai World Trade Centre (L.L.C.). If you need to make payment by credit card, please advise and we shall fax you the relevant form.

**BANK TRANSFER DETAILS IN U.A.E. DIRHAMS**

Beneficiary Name : Dubai World Trade Centre, L.L.C.  
Account Number : 10120-0217-1201  
Bank : National Bank OF Dubai – Dubai, U.A.E.  
Swift : NBDUAEAD

Kindly advise the invoice number(s) you are making payment for

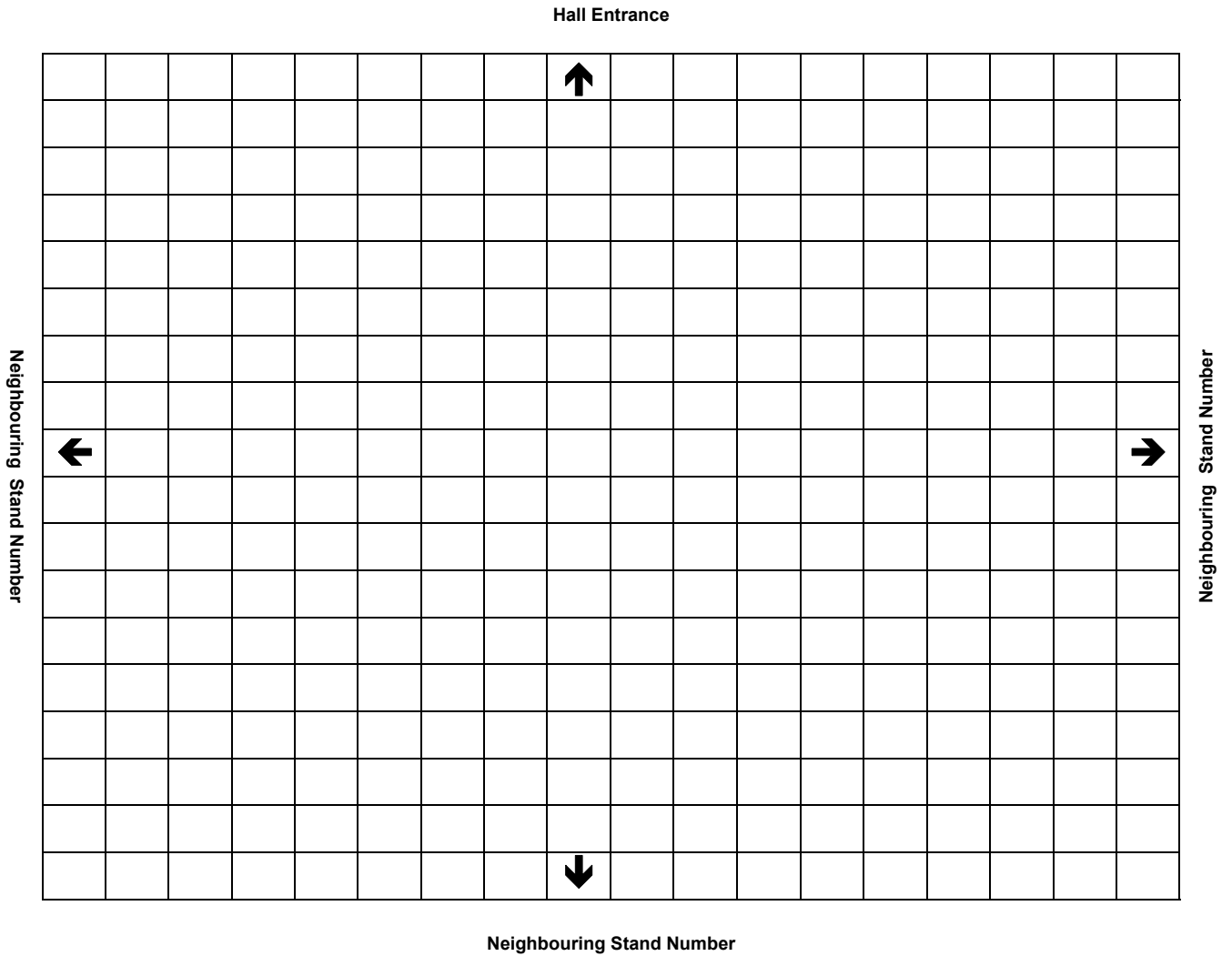
**BANK TRANSFER DETAILS IN U.S. DOLLARS**

Beneficiary Name : Dubai World Trade Centre, L.L.C.  
Account Number : 15120-0217-1202  
Bank : National Bank OF Dubai – Dubai, U.A.E.  
Swift : NBDUAEAD  
Remit through : Chase Bank  
Sub A/C : 544702684  
ABA : 021000021

Kindly advise the invoice number(s) you are making payment for



**STAND ORIENTATION GRID**



**KINDLY SPECIFY THE FOLLOWING:**

Desired height from floor to the top of the banner:

Size of banner:

Stand on left side

Stand on right side:




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**Form 20**

**STAND CLEANING SERVICES  
Cut-off-date: 15 days before event**

**Please Return to DWTC's Customer Contact Centre:**  
Helpline: +971 4 308 6333 •  
Fax: +971 4 318 8741 •  
E-mail: c3@dwtc.com • V11.10\_27E



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

**EXHIBITION DETAILS**

Exhibition Name				Exhibition Date	
Hall No		Stand No		Stand Name	

**ORDER CONTACT DETAILS** (we require details so we can contact you about your order)

First Name					
Last Name				Job Title	
Company Name					
Company Address					
Company City	Postal Code		Country		
Direct No	Mobile No		Fax No		
Email (important service information will be sent to this address!)					
Signature		Account ID			

DUBAI WORLD TRADE CENTRE HOLDS EXCLUSIVE RIGHTS FOR CLEANING SERVICES INSIDE THE HALLS. STAND CLEANING IS NOT PART OF CLEANING SERVICES COVERED UNDER THE TENANCY. STAND CLEANING SERVICES HAVE TO BE ORDERED SEPARATELY FROM DWTC CLEANING DEPARTMENT.

Select	Other Cleaning Services	Unit of Measure	Area in m <sup>2</sup>	No. of Units	Price	Total Cost
	<b>General Cleaning</b> – vacuuming, dusting & emptying bins	Per m <sup>2</sup> per day			AED 4.00	
	<b>Detail Cleaning</b> – basic cleaning + glass cleaning & wall dusting	Per m <sup>2</sup> per day			AED 8.00	

**TOTAL COST**

Select	Other Cleaning Services	Unit of Measure	No. of Units	No. of Days	Price	Total Cost
	Stand-by Cleaner (min. 6 hours)	Per hour			AED 50.00	
	Waste removal service	Per skip per trip			AED 750.00	
	Others					

20% Surcharge for late orders

**GRAND TOTAL**

DUBAI WORLD TRADE CENTRE LLC (DWTC), THROUGH ITS CLEANING DEPARTMENT, OFFERS A COMPLETE SOLUTION FOR ALL CLEANING AND WASTE DISPOSAL SERVICES REQUIRED BY THE EXHIBITION AND CONVENTION INDUSTRY. OUR FULLY TRAINED AND PROFESSIONAL STAFF WITH YEARS OF EXPERIENCE WILL TAKE CARE OF ALL YOUR REQUIREMENTS FROM CARPET CLEANING AND GLASS CLEANING TO SPECIAL WASTE REMOVAL. WITH OUR COMMITMENT TO SUPERIOR SERVICE AND WITH AN EYE FOR DETAIL, WE MAKE CERTAIN THAT OUR CUSTOMERS ARE SATISFIED, TO ENSURE HIGH QUALITY OF SERVICE DELIVERY WE USE ONLY BRANDED AND CERTIFIED PRODUCTS, AND APPLY LATEST TECHNOLOGY AND MOST EFFECTIVE CLEANING METHODS AVAILABLE IN THE INDUSTRY.

**TERMS AND CONDITIONS**

- DWTC cleaning department holds exclusive rights for all cleaning services within the DWTC complex
- Orders for stand cleaning should be placed with DWTC no later than one month prior to the commencement of the build-up of exhibitions. Any orders received thereafter will be subject to a 20% surcharge
- DWTC does not guarantee to deliver orders received later than one month prior to the commencement date of the build-up of the exhibition. Late orders can only be confirmed by the Cleaning department after evaluating the other business commitments.
- No credit facilities are provided by DWTC Cleaning department
- Cancellation of service orders should be done no later than 24 hours prior to the booked service delivery time. Any cancellation made within 48 hours of delivery time are subject to cancellation fee up to the full price of the delivery/event
- All cleaning service orders must be paid in full prior to a service commencement. Payment can be made by cash or credit card providing pre-authorization. The following credit cards are accepted: Visa, Master card and American Express
- All work in a nature of construction or erection of stands must be completed at least eighteen (18) hours prior to the first opening of the event. All vehicles, plants, ladders, trestles, scaffolds, trolleys, contractors huts, spare material and other items used in connection with the construction and



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erection of stands must be removed from the halls to guarantee prompt and quality standard of service

- DWTC Cleaning department team shall conduct cleaning operations every day after the closing of the exhibition. Basic maintenance will be carried out during the even opening period for public areas and common area such as lobbies, hallways, concourses and restrooms.
- DWTC shall not provide any cleaning material to be used by the exhibitor
- DWTC Cleaning department does not supply to the stand any furniture or fixtures e.g. tables, chairs etc.
- DWTC cannot be held responsible for any loss, claim or damage related to cleaning of exhibits or for items claimed as lost after the closing of the event.

**CLEANING SERVICES**

- Stand cleaning prior to opening (post construction service) – general cleaning: high dusting of walls, signs and furniture with an exception of the exhibits, cleaning of glass or acrylic partitions, carpets or hard flooring, floor refinishing. The work is carried out at night to ensure that the stands are ready prior to the opening of the exhibition. In order for us to meet high standards, the handover of the stand from the contractors should be done at least eighteen (18) hours before the start of the exhibition
- Stand cleaning on opening day – (daily service) - waste removal, dusting of furniture, vacuuming and floor mopping with an exception of exhibits. Work is carried out each day after the show
- Cleaning of exhibits – includes cleaning of all items exposed in the stand as well as exhibits and showcases. The service is carried out each day after the show
- Floor refinishing – care of hard surface floors including marble, vinyl, hardwood, tiles, carpet and wood etc.
- Windows and acrylic partition washing – high dusting and cleaning of glass and acrylic partitions
- Valet services – a standby cleaner for the stand during the event to facilitate a regular cleaning of the stand and pantry/kitchenette as well as cleaning of waste bins
- Cleaning of exhibits – cleaning of all items exposed in the stand as well as exhibits and showcases. Work is carried out each day after the show
- Laundry – washing, dry cleaning, pressing and steaming services
- Waste removal – providing waste collection services for unwanted materials

**METHOD OF PAYMENT**

<input type="checkbox"/> Cash			Credit Card Type	
<input type="checkbox"/> Charge to Credit Card			<input type="checkbox"/> AMEX	
Name of Cardholder (IN PRINT)				<input type="checkbox"/> VISA
Billing Address (IN PRINT)				<input type="checkbox"/> MASTERCARD
				<input type="checkbox"/> DINERS
				<input type="checkbox"/> NETWORK
Amount (AED Dirhams)				
Credit Card No.			Card's Expiry Date	
Signature of the Cardholder as per Credit Card		Name as it appears on Credit Card		



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
AEDC DUBAI 2011  
1-3 FEBRUARY**

**Form 21**

**CATERING SERVICES  
Cut-off-date: 15 days before event**

**Please Return to DWTC's Customer Contact Centre:**

Helpline: +971 4 308 6333 • Fax: +971 4 318 8741 • E-mail: c3@dwtc.com • V11.10\_36

**THE DEADLINE TO RETURN THIS FORM IS 2 WEEKS PRIOR TO THE START OF BUILD-UP AND ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO A SURCHARGE OR MAY NOT BE PROCESSED.**

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

**EXHIBITION DETAILS**

Exhibition Name			Exhibition Date	
Hall No		Stand No	Stand Name	

**ORDER CONTACT DETAILS** (we require details so we can contact you about your order)

First Name				
Last Name		Job Title		
Company Name				
Company Address				
Company City	Postal Code		Country	
Direct No	Mobile No		Fax No	
Email (important service information will be sent to this address!)				
Signature		Account ID		

**INCENTIVE PRICE CAN BE AVAILED FOR GUESTS WHO CONFIRM AND PAY FOR THEIR ORDERS AT LEAST 30 DAYS PRIOR TO THE EVENT. ORDERS RECEIVED AFTER THIS DATE WILL BE AT THE STANDARD PRICE.**

**DWTC DELIVERY TIME SLOTS**

- 8:30-9:30, 9:30-10:30, 10:30-11:30, 11:30-12:30, 12:30-13:30
- From 13:30 onwards specific delivery times are available
- Orders to be confirmed at least 2 business days prior to the start of the exhibition
- Replenishments of new orders during the show will take at least 2 hours depending on the items ordered
- Any changes to the following days orders, to be received by 3pm of the previous day
- Cancellations of the perishable goods must be made 72 hours in advance
- Any cancellations made within 48 hours of the delivery times are subject to a cancellation fee up to full price of the delivery

**METHOD OF PAYMENT** (Please tick one)

<input type="checkbox"/> Credit Card	<input type="checkbox"/> Cash	Amount (AED Dirhams)	
Cardholders Name			
Credit Card No.		Card's Expiry Date	
Signature			

**PLEASE ATTACH CLEAR PHOTOCOPY OF YOUR CREDIT CARD FRONT & BACK TO CONFIRM THIS ORDER.**

Please write the quantity of items in the days columns

Item	Unit	Stand Price	Incentive Price	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Total
BREAKFAST (Available All Day):											
Stuffed Dates	400gms	160	145								
Assorted Danish Pastries	20pcs	95	90								
Assorted Croissants	20pcs	95	90								
Assorted Muffins	10pcs	95	90								
Assorted Donuts	20pcs	110	100								
Assorted Bagels	15pcs	150	140								
Sliced Fruit Platter		110	100								
Fruit Basket		115	105								



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
 AEEDC DUBAI 2011  
 1-3 FEBRUARY**

**SANDWICH PLATTERS**

Classic Sandwiches	30pcs	190	175								
Luxury Sandwiches	30pcs	210	190								
Vegetarian Sandwiches	30pcs	190	175								
Mixed Sandwiches	30pcs	195	180								
Mixed Bagels	15pcs	230	210								
Mixed Wraps	30pcs	160	145								

**LUNCHTIME COLLECTIONS**

All lunchtime collections are suitable for a minimum of 20 people

<p><b>THE ARABIC COLLECTION:</b></p> <p><b>STARTER</b>          Feta Cheese and Plum Potato          Small Cheese Manakish          Lamb Kebbeh</p> <p><b>MAIN</b>          Lebanese Chicken Cutlets          Hammour Sayadiah          Oriental Rice</p> <p><b>SIDES</b>          Fattoush          Hummus          Fresh Fruit Platter</p>	<p><b>THE ENGLISH COLLECTION:</b></p> <p><b>STARTER</b>          Duck Tartlets          Assorted Savory Scones</p> <p><b>MAINS</b>          Platter of Victorian Style Bloomer Sandwiches          Huntsmen Pie &amp; Chutney          New Potato with Mint</p> <p><b>SIDES</b>          Fresh Garden Salad          Strawberry Tartlets          Traditional English Cheese Board</p>
<p><b>THE THAI COLLECTION</b></p> <p><b>STARTER</b>          Thai Style Open Sandwiches          King Prawn and Pineapple Skewers</p> <p><b>MAIN</b>          Schezwan Crusted Salmon          Skewered Lemongrass Chicken          Phad Thai Style Stirfried Noodles</p> <p><b>SIDES</b>          Sticky Chicken Wings          Assorted Savories</p>	<p><b>THE ITALIAN COLLECTION</b></p> <p><b>STARTER</b>          Buffalo Mozzarella on Ciabatta Croute          Cocktail Assorted Bruschetta</p> <p><b>MAIN</b>          Mediterranean Quiche flavored with Fresh Basil          Salami of Meats &amp; Fruits          Melon &amp; Turkey Ham</p> <p><b>SIDES</b>          Prawn &amp; Penne Pasta Salad          Roasted Bell Peppers</p>

Item (minimum of 20 people)	Stand Price	Incentive Price	# of people	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Total
-----------------------------	-------------	-----------------	-------------	-----	-----	-----	-----	-----	-----	-----	-------

**Prices per person**

The Arabic Collection	95	90									
The English Collection	95	90									
The Thai Collection	95	90									
The Italian Collection	95	90									

**COLD CANAPÉS**

Smoked salmon & cream cheese	30pcs	230	210								
Guacamole & lollo rosso	30pcs	210	200								
Tiger Prawns with thyme & lemon	30pcs	230	210								
Fresh Tuna & pesto	30pcs	230	210								
Smoked turkey & pineapple	30pcs	190	175								
Brie & pear	30pcs	190	175								
Quail eggs & spicy mayonnaise	30pcs	210	200								
Chicken mousse	30pcs	190	175								
Duck with orange & ginger	30pcs	210	200								



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
AEDC DUBAI 2011  
1-3 FEBRUARY**

**HOT CANAPÉS**

Thai green curried prawns	30pcs	220	200
Tandoori chicken & mango salsa	30pcs	195	180
Grilled fish with garlic & herbs	30pcs	195	180
Lamb kebbeh	30pcs	195	180
Chicken satay	30pcs	195	180
Steamed seafood wonton	30pcs	220	200
Leek & potato quiche	30pcs	160	145


**DESSERT CANAPÉS**

Chocolate eclair	30pcs	190	175
Passion fruit brulee	30pcs	160	145
Chocolate mousse	20pcs	180	165
Lemon meringue	30pcs	150	140
Apple pie	30pcs	160	145
Linzertorte	30pcs	160	145
Tiramisu	30pcs	150	140
Fruit kebabs	30pcs	180	165
Cheese cake	30pcs	160	145
French pastries	30pcs	160	145


**CANAPÉS COLLECTION**

All canapés collections are suitable for a minimum of 20 people

<b>CANAPES COLLECTION A</b>				<b>CANAPES COLLECTION B</b>			
<b>COLD CANAPÉS</b> Basil marinated atlantic salmon Smoked duck breast with mango relish Peppered tuna tartar with wasabi Swiss air dried beef with cantaloupe melon balls Herbed cream cheese with pecan nuts Chicken liver mousse with pistachios  <b>HOT CANAPÉS</b> Crispy spring rolls Cocktail chicken kebbeh Lamb kebab with mint yogurt dip Chicken satay Meatballs with BBQ sauce Deep fried vegetables & onion pakoras Leek and blue cheese tartlets  <b>DESSERT CANAPÉS</b> Fruit mousse cups Apple pies Assorted French pastries Sliced fruit platter				<b>COLD CANAPÉS</b> Smoked hammour & pomegranate Quail egg with chive velvet cream Gulf prawns with coriander dip Hummus with crispy Arabic bread Smoked lamb loin Tabbouleh in cherry tomato  <b>HOT CANAPÉS</b> Sesame prawn toasties Hammour finger & tahina sauce Jo Jo kebab Lime marinated crab cakes Feta cheese burrek with herbs Pepper crusted beef mignon Spicy vegetable samousa Chicken & pineapple kebab  <b>DESSERT CANAPÉS</b> Date and apricot pastries Caramel and cardamom mousse cake Vanilla crème brulee Pistachio chocolate diamonds Lemon curd pyramids			

Item (Minimum 20 people)	Standard Price	Incentive Price	# of people	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Total
Canapes Collection A	210	200									
Canapes Collection B	210	200									

Item	Unit	Stand Price	Incentive Price	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Total
<b>COOKIES AND CAKES</b>											
Assorted Tea Cakes	10pcs	95	90								



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
 AEEDC DUBAI 2011  
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Butter Cookies	50pcs	120	110								
American Cookies	20pcs	130	120								
Chocolate Brownies	10pcs	95	90								
Assorted Small Cakes	30pcs	190	185								
Homemade Chocolate Truffles	20pcs	120	110								
Milk chocolate box	1pc	120	110								
Quality Street chocolate box (370g)	1pc	85	80								
Bateel chocolates	1pc	120	110								
Traditional Arabic sweets (400g)	1pc	150	140								

**HOT BEVERAGES**

Tea	1.8 l	95	90								
Suleimani Tea	1.0 l	95	90								
Coffee	1.8 l	110	100								
Arabic Coffee	1.0 l	95	90								
Coffee Machine – Dallmayr Kaffee (per day)	1	500									
Coffee packet	1000g	900									
Topping milk packet	1000g	250									
Flavoured tea packet	1000g	250									
Chocolate powder	1000g	250									

Item	Unit	Stand Price	Incentive Price	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Total
Stirrers	100pcs	10									
Water	Gallon	40									

**COLD BEVERAGES**

Pepsi	24cans	110	100								
Diet Pepsi	24cans	110	100								
7up	24cans	110	100								
Mirinda	24cans	110	100								
Perrier	24 btls	290	265								
Red Bull	24cans	290	265								
Club Soda	24cans	110	100								
Jeema Water (1.5ltr)	12 btls	110	100								
Evian (500ml)	24 btls	230	210								
Mineral Water (500ml)	24 btls	110	100								
Canned Orange Juice	24cans	170	155								
Canned Pineapple Juice	24cans	170	155								

**FRESH JUICES**

Orange	1.5 l	160	145								
Cocktail	1.5 l	160	145								
Mango	1.5 l	160	145								
Watermelon	1.5 l	160	145								
Lemon-mint	1.5 l	160	145								

**SNACKS**

Crisps	1 pack	2	2								
Salted Peanuts	1 pack	3	3								
Chocolate Bars	1 pack	5	5								

**SUNDRY ITEMS**



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
AEEDC DUBAI 2011  
1-3 FEBRUARY**

Disposable Cups	25	18	18									
Disposable Tumblers	25	18	18									
Disposable Knives	25	10	10									
Disposable Forks	25	10	10									
Disposable Teaspoon	25	10	10									
Disposable Dessert Spoon	25	10	10									
Disposable Plate (Small)	25	20	20									
Disposable Plate (Large)	10	20	20									
Refuse Bags	10	20	20									
Water Cooler	1	125	125									
Mineral Water (refill)	5 gallon	40	40									
Ice Cubes	2.5 kg	30	30									
Service Personnel (8 hrs)	1	350	350									
Stewarding (8 hrs)	1	250	250									

DISPOSABLE SERVICE WARE IS USED FOR ALL FOOD & BEVERAGE FUNCTIONS ON THE EXHIBITION FLOOR, CHINAWARE, GLASSWARE AND CUTLERY ARE AVAILABLE UPON REQUEST AT DHS 5/- PER PIECE PER DAY OR DHS10/- PER PIECE PER EXHIBITION

DWTC F&B DEPARTMENT DOES NOT SUPPLY ANY FURNITURE OR OTHER EQUIPMENT SUCH AS REFRIDGERATOR, RACKS ETC. TO THE EXHIBITION BOOTHS.

72 HOURS NOTICE REQUIRED FOR ALL THE COLLECTIONS ORDERS.

OUR CARTERING DEPARTMENT IS HERE TO HELP MAKE SURE YOU HAVE A SUCCESSFUL SHOW. FROM SHOW MANAGEMENT OFFICE TO EXHIBITOR BOOTH DELIVERIES, COCTAIL RECEPTIONS, MEETINGS AND SPECIAL EVENTS, WE CAN DEVELOP MENUS TO ACCOMMODATE YOUR SPECIAL NEEDS.

SPECIAL NUTRIONAL MENU CAN BE CREATED UPON REQUEST

**TERMS & CONDITIONS**

- Dubai world Trade Centre's Food & beverage Department holds exclusive rights for all food & beverage services within the DWTC complex. Absolutely no food & beverage, logo bottled water, samples etc are allowed to be brought into the DWTC complex by an exhibitor, organiser, installation company or any other entities hired by an exhibition company
- All Food & Beverage service orders must be paid in full prior to the commencement of service. Payment can be made by cash or credit card providing pre-authorization. The following credit cards are accepted: Visa, Master and Amex.
- All Replenishment orders during the event must be guaranteed by credit card; any balance of charges due will be billed to the credit card unless the payment is settled in advance.
- All prices are quoted in U.A.E. Dirhams.
- Food orders placed within 24 hours or less delivery time will be subject to 20% additional surcharge.



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
AEDC DUBAI 2011  
1-3 FEBRUARY**

**Form 22**

**CATERING DISCLAIMER  
Cut-off-date: 15 days before event**

**Please Return to DWTC's Customer Contact Centre:**

Helpline: +971 4 308 6333 •

Fax: +971 4 318 8741 •

E-mail: c3@dwtc.com • V11.10\_27E



**THE DEADLINE TO RETURN THIS FORM IS 2 WEEKS PRIOR TO THE START OF BUILD-UP AND ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO A SURCHARGE OR MAY NOT BE PROCESSED.**

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

**EXHIBITION DETAILS**

Exhibition Name			Exhibition Date	
Hall No	Stand No		Stand Name	

**ORDER CONTACT DETAILS** (we require details so we can contact you about your order)

First Name				
Last Name			Job Title	
Company Name				
Company Address				
Company City	Postal Code		Country	
Direct No	Mobile No		Fax No	
Email (important service information will be sent to this address!)				
Signature	Account ID			

DUBAI WORLD TRADE CENTRE LLC CATERING DIVISION TAKES PRIDE IN PROVIDING A WIDE RANGE OF THE FINEST CATERING SERVICES IN OUR RESTAURANTS, BARS, CLUBS, BALLROOMS, EXHIBITION HALLS, MEETING ROOMS, CAFES AND OUTSIDE CATERING UNDER HIGHEST STANDARDS OF HYGIENE, HOWEVER, IF THERE IS A REQUIREMENT TO BRING ANY TRADITIONAL/SPECIALITY FOOD ITEMS WHICH CANNOT BE PREPARED BY DWTC FOR THEIR PERSONAL CONSUMPTION AT THE EVENT OR AT A STAND, IT WILL BE UNDER THEIR RESPONSIBILITY AND DWTC WILL NOT BE HELD RESPONSIBLE FOR ANY FOOD POISONING COMPLAINTS CAUSED BY THE ITEMS MENTIONED ON THIS FORM.

Function Reference No.

**Approved for DWTC by:**

Name			
Designation			
Date	Date		
Signature (Client)	Signature (DWTC)		

**Name and Description of the Dish(es):**

1.		19.	
2.		20.	
3.		21.	
4.		22.	
5.		23.	
6.		24.	
7.		25.	
8.		26.	
9.		27.	
10.		28.	
11.		29.	
12.		30.	



**UAE INTERNATIONAL DENTAL CONFERENCE & ARAB DENTAL EXHIBITION  
AEEDC DUBAI 2011  
1-3 FEBRUARY**

13.		31.	
14.		32.	
15.		33.	
16.		34.	
17.		35.	
18.		36.	

**NOTE:**

- The DWTC Catering Disclaimer Form must be completed by the exhibitor and sent to DWTC F&B Department in order for them to gain approval from the Dubai Municipality to bring food and beverages from outside into the exhibition halls. DWTC is the sole providers of generic beverages such as mineral water, canned juice, and soft drinks.
- DWTC will be the sole provider of alcoholic beverages within the venue.
- DWTC has the full right to approve or deny any disclaimers irrespective of the nature of the exhibition or event.
- Only exhibitors with approved catering disclaimer form will be allowed to bring food inside the exhibition hall and only during the times specified for that purpose.
- Every exhibitor must receive a copy of the attached Dubai Municipality Food Safety Guidelines.
- For any sampling related queries please contact our food and Beverage Department at:

**Food & Beverage Department**

DWTC  
P.O. Box 9292  
Dubai  
UAE  
Tel: +971 4 3086979  
Fax: +971 4 3086955  
Email: fb@dwtc.com



## Dubai Municipality

### Guidelines for Food Exhibitions

#### **Food Safety Requirements issued by Food Control Department of Dubai Municipality**

The company that is participating in food or related exhibitions has a legal obligation to ensure that all food workers involved in the exhibition are supervised and instructed and/or trained in food safety matters commensurate with their work activity.

#### **Exhibitors are to ensure:**

1. That food workers are supervised and instructed and/or trained in food hygiene matters commensurate with their work activity;
  2. Compliance with all requirements of Food Control Department of Dubai Municipality as mentioned below:
- The attached file of disclaimer letter is a form that shall be filled, and a copy of this disclaimer letter shall be submitted at the receiving time to the food inspector in charge.
  - Gate No 25, of Za'abeel Hall is the entrance and exit for Za'abeel 1, 2 & 3 & Hall No 1.
  - Gate No 11 of the DWTC Exhibition Complex is the entrance and exit for Halls 2, 3, 4, 5, 6 & 7.
  - Receiving Bay 2 at the back of the Shk Rashid Hall (MPH) is the entrance and exit for SRH.
  - High-risk food items requiring refrigeration shall not be served, as far as no chilling unit is provided.
  - High-risk food items shall not be kept at room temperature for more than 2 hours.
  - Temperature controlled food shall be kept safe out of the danger zone (5° to 65° C).
  - All chefs and food handlers shall carry thermometers with sanitizers in order to sanitize it before & after using to avoid cross-contamination. All food contact surfaces should be regularly sanitized.
  - Cooked products shall be kept separately and covered.
  - Pork products shall be clearly labeled and kept separately.
  - Muslim exhibitors and visitors shall be informed about pork products & if a product contains alcohol.
  - Expiry dates and production dates shall be clearly written and a copy of Dubai Municipality clearance certificate by Food Trade Unit for the food items released for this particular event & it shall be provided in the event.



- All food & beverage products shall be properly labeled and shall have the production and expiry dates clearly marked on them.
- No food preparation shall be conducted during the exhibition & it is strictly prohibited.
- Production dates for all prepared products at hotels/factories or catering companies shall be labeled clearly.
- High level of personal hygiene shall be observed for people involved in the transportation, storage, handling and serving of food (clean light coloured uniforms preferably white, no finger rings, no wrist watches, hair shall be covered with a hair net, no smoking).
- No food items or equipments, utensils shall come in contact with the floor, which could result in contamination of food.
- Food items shall be stored in containers with original pack sticker.
- Hot holding temperatures shall be 65 °C or above where Cold display shall be 5 °C or below.
- Temperatures of chillers, freezers and food shall be monitored and recorded every two hours.
- All food handlers shall pass a medical checkup conducted by a Medical Service Section of a competent authority (i.e. Dubai Municipality, Sharjah Municipality, Abu Dhabi Municipality etc from which Occupational Health Card should be issued and it must be available when it is requested by Food Inspectors or the Organizers.
- Food item, which is not cooked thoroughly (well-done), shall not be presented for consumption or the visitors shall be informed about it.
- Displayed food items shall not be given away for the public in the Final Day of the exhibition & the event organizers shall monitor the situation closely & inform Dubai Municipality – Food Control Section in case of non-compliance of any company.
- Food items of different categories i.e. cooked food, dairy products, eggs, vegetables, meat and poultry, etc that are stored in chillers or refrigerators shall be segregated from each other where they must be stored on different shelves.

1) Senior Food Inspection officer - Mr. Omer Al Hassan ( 050 3971159)

E.Mail: omermh@dm.gov.ae

Food Control Department  
Dubai Municipality.

**These requirements must be fully implemented to ensure the food hygiene and safety during the events.**



**Form 23**

**STAND SECURITY SERVICES  
Cut-off-date: 15 days before event**

**Please Return to DWTC's Customer Contact Centre:**

Helpline: +971 4 308 6333 •  
Fax: +971 4 318 8741 •  
E-mail: c3@dwtc.com • V11.10\_27E



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

**EXHIBITION DETAILS**

Exhibition Name				Exhibition Date	
Hall No		Stand No		Stand Name	

**ORDER CONTACT DETAILS** (we require details so we can contact you about your order)

First Name					
Last Name				Job Title	
Company Name					
Company Address					
Company City	Postal Code		Country		
Direct No	Mobile No		Fax No		
Email (important service information will be sent to this address!)					
Signature			Account ID		

**PLEASE SUPPLY THE FOLLOWING:**

List of Services:	Rates	Quantity	Dates		Hours Required	
			From	To	From	To
Security Personnel – Female (Minimum of eight (8) hours service)	AED 95.00 per hour					
Security Personnel – Male (Minimum of eight (8) hours service)	AED 80.00 per hour					

- Please complete and return the form to the above email address. An invoice will be dispatched by return.
- Payment must be made prior to the start of the event.
- **Cancellations and amendments are only acceptable if made 48 hours prior to service delivery**

**MODE OF PAYMENT**

Cash  Credit Card

**PLEASE DEBIT MY CREDIT CARD ACCOUNT AS FOLLOWS:**

Name of Cardholder (IN PRINT)			
Billing Address (IN PRINT)			
Amount (AED Dirhams)			
Credit Card No.		Card's Expiry Date	

Signature of the Cardholder as per Credit Card

Name as it appears on Credit Card



Form 24

**VEHICLE DISPLAY AUTHORIZATION**  
Cut-off-date: 15 days before event

Company Name: _____
Contact Person: _____
Stand No.: _____ Hall No.: _____
Tel: _____ Mob: _____
Fax: _____ P.O. Box: _____
Address: _____
E-mail: _____ Website: _____

Kindly provide details of the vehicles/ equipment as mentioned below:

	Brand/ Model/ Equipment	Registration No.	Color	Arrival Date/ Time	Dimension	Location Stand no. / Hall no.	Weight	Contact no.
1								
2								
3								
4								

#### VEHICLES AT THE VENUE RULES AND REGULATIONS

- Permission must be requested at least 10 working days prior to the start of the tenancy
- Fuels must be reduced to a quarter level
- Batteries should be disconnected
- All keys must be handed over to DWTC Security after inspection
- Once the event is in build up stage where damage could be made to either vehicle upon entering or other stands, a no objection letter is required from the organizer to allow access
- Vehicle without engine and battery to be mentioned separately on the form



Form 25

RAFFLE DRAW  
Cut-off-date: 15 days before event

## RAFFLE DRAW APPLICATION FORM

DEADLINE TO RETURN THE FORM TO THE EVENT ORGANISER: 3 WEEKS PRIOR TO BUILD-UP

To be completed by the Event Organiser:

Event Name:

Organiser Name:

Organiser Trade Licence Number (If UAE Based\*):

يتم كتابة هذا المعلومات أدناه من قبل منظم الحدث الرئيسي:

إسم المعرض:

إسم المنظم:

رقم الرخصة التجارية (داخل الإمارات\*):

To be completed by the Draw Organiser/  
Exhibitor:

Company Name:

Trade Licence Number (If UAE Based\*):

Stand Nr / Hall Nr / Draw Location:

يتم كتابة هذا المعلومات أدناه من قبل منظم فعالية السحب

على الجوائز/ العرض:

إسم الشركة:

رقم الرخصة التجارية (داخل الإمارات\*):

رقم منصة العرض/ رقم القاعة/ موقع السحب:

### Draw # 1

السحب الأول						
تاريخ السحب	موعد السحب	كيفية الدخول بالسحب	وصف الجائزة		العدد	قيمة الجائزة
Draw Date	Draw Time	Entry Details	Description of the Prize - 1 description per row		Quantity	Prize Value
رقم الكوبون الرابع	إسم الفائز	بيانات الفائز التعريفية	بيانات الإتصال بالفائز	توقيع الفائز	توقيع المنظم للسحب	أمن المركز
Coupon Nr	Winner Name	Winner ID Nr	Winner Contact Details	Winner Signature	Organiser Signature	DWTC Security

### Draw # 2

السحب الثاني						
تاريخ السحب	موعد السحب	كيفية الدخول بالسحب	وصف الجائزة		العدد	قيمة الجائزة
Draw Date	Draw Time	Entry Details	Description of the Prize - 1 description per row		Quantity	Prize Value
رقم الكوبون الرابع	إسم الفائز	بيانات الفائز التعريفية	بيانات الإتصال بالفائز	توقيع الفائز	توقيع المنظم للسحب	أمن المركز
Coupon Nr	Winner Name	Winner ID Nr	Winner Contact Details	Winner Signature	Organiser Signature	DWTC Security

### Draw # 3

السحب الثالث						
تاريخ السحب	موعد السحب	كيفية الدخول بالسحب	وصف الجائزة		العدد	قيمة الجائزة
Draw Date	Draw Time	Entry Details	Description of the Prize- 1 description per row		Quantity	Prize Value
رقم الكوبون الرابع	إسم الفائز	بيانات الفائز التعريفية	بيانات الإتصال بالفائز	توقيع الفائز	توقيع المنظم للسحب	أمن المركز
Coupon Nr	Winner Name	Winner ID Nr	Winner Contact Details	Winner Signature	Organiser Signature	DWTC Security

Total Value / القيمة الإجمالية لمجموع الجوائز  
All Your Awards of

Note: If you intend to carry out more than three draws for the same event, please use multiple forms.

01/02

ملاحظة: إذا كنت تنوي القيام بأكثر من ثلاث سحبيات خلال نفس الحدث، يمكن استخدام نماذج إضافية



### RAFFLE DRAW POLICY

Please complete this form accurately to comply with the rules and regulations of the Dubai Department of Economic Development (DED). This form must be completed for **any** raffle draw organised during an event. If a raffle draw is organised without prior approval or the delivery of the award(s) to the winner(s) is not in line with the policy detailed below, the draw Organiser will be fined.

If the total value of the award(s) or prize(s) of **your** raffle draw is **below AED 5,000.00** per event, the permission must be obtained from Dubai World Trade Centre (DWTC). The value of the prize should be based on the UAE market value at the time of the draw.

If the total value of the award(s) or prize(s) of **your** raffle draw is **above AED 5,000.00** per event, the permission must be obtained directly from DED and the applicable charges settled directly with DED. The value of the prize should be based on the UAE market value at the time of the draw.

If you are a non-UAE based company and require a permission from DED, you should apply through one of Dubai licensed PR/ Advertising Agency, or through the main Organiser if based in UAE.

The winner must receive his/ her award(s) from the draw Organiser within 10 days from the date of the draw. If the draw Organiser leaves the UAE before handing over all the awards to the winners within the 10 day-period, the prizes must remain with the main event Organiser till the 10 day- period expires. Passed this period, the prizes will be consigned with the DED. For more information, contact DED on 04-6069888 or 04- 2853161

If the draw prizes have not been collected or delivered within the 10 day-period, the draw Organiser (or in his/her absence the event Organiser if based in Dubai) must consign the prizes with DED. If the event Organiser is non-UAE based, then the appointed party (The Organiser or the PR/ Advertising Agency) will follow the same procedure on their behalf.

Raffle draw Organiser's employees and their family members are not entitled to participate in the raffle draw(s) in any way.

### السياسة المتبعة لسحب الجوائز:

يرجى تعبئة المعلومات أعلاه بدقة إمتثالاً لأنظمة وقوانين دائرة التنمية الإقتصادية بدبي. يجب ملأ هذا النموذج في حال تنظيم أي سحب على الجوائز خلال الفعاليات. إن تنظيم السحب بدون موافقة مسبقة أو عدم التقيد بسياسة تسليم الجوائز الموضحة أدناه سوف يترتب عليه مخالفة وتغريم منظم الحملة.

إذا كان المجموع الإجمالي للجائزة (أو الجوائز) التي تنوي توزيعها خلال السحب **أقل من 5000 درهم إماراتي** خلال مشاركتك بالحدث، يتم الحصول على الموافقة من مركز دبي التجاري العالمي. قيمة الجائزة تتم وفق القيمة السوقية بالإمارات وقت إقامة السحب

إذا كان المجموع الإجمالي للجائزة (أو الجوائز) التي تنوي توزيعها خلال السحب **أكثر من 5000 درهم إماراتي** خلال مشاركتك بالحدث، يجب الحصول على الموافقة ودفع الرسوم المترتبة مباشرة مع دائرة التنمية الإقتصادية بدبي. قيمة الجائزة تتم وفق القيمة السوقية بالإمارات وقت إقامة السحب.

على العارضين من خارج الدولة والذين يتوجب عليهم الحصول على تصاريح مسبقة من دائرة التنمية الإقتصادية بدبي، تعيين شركة علاقات عامة/دعاية وإعلان مرخصة من إمارة دبي لإستصدار التصاريح اللازمة نيابة عنهم، أو من خلال المنظم الرئيسي المقيم في دبي

على الفائز التقدم بإستلام الجائزة خلال عشرة أيام من موعد السحب. في حال سفر منظم الحملة خارج الدولة مباشرة بعد السحب وقبل تسليم كافة الجوائز للفائزين، تترك الجوائز الغير مُستلمة بعهدة المنظم الرئيسي للفعالية حتى إنقضاء مدة العشرة أيام المحددة. بعد ذلك يتم تسليمها لدائرة التنمية الإقتصادية. لمزيد من المعلومات، يمكن الإتصال بالدائرة على: 04-6069888 أو 04-2853161

في حال عدم إستلام / تسليم كافة الجوائز للفائزين خلال مهلة العشر أيام، يقوم منظم الحملة (أو في حال غيابه يقوم منظم الحدث بالنيابة عنه) بتسليم الجوائز لدائرة التنمية الإقتصادية بدبي. إذا كان مقر المنظم الرئيسي للحدث من خارج الدولة، تقوم الجهة /الشركة التي تم تعيينها للحصول على الموافقة بهذا الإجراء بالنيابة عنهم.

لا يحق لموظفي الشركة المنظمة لحملة سحب الجوائز المشاركة بالسحوبات، وكذلك أي من أفراد عائلاتهم، بأي حال من الأحوال.