



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

SUBMISSION FORMS FOR HIGH RISK EQUIPMENT AND SUBSTANCE APPROVALS

Contents



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Please complete the following forms if you are planning to place and or use in the halls any high risk equipment and substance.

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- Laser Schedule
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- Aquarium Schedule
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- Electrical Fat Fryer Schedule (for food related events only)

Vehicle / Equipment Arrival Schedule



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- Please return to your Event Planner.
- The deadline to return this form is 2 weeks prior to the start of build-up. Forms received after this date may not be processed.
- Please complete in type or block capitals. We cannot be held responsible for mistakes from illegible handwriting.

Event name: _____ Event date(s): _____

Exhibitor name: _____ Hall(s): _____

Exhibitor address: _____

City and country: _____ PO Box / Postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

Brand Name / Model / Equipment	Registration Number	Colour	Arrival Date / Time	Dimension	Location (Hall No. / Stand No.)	Weight	Contact Name and Number
01							
02							
03							
04							
05							
06							

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
- A no objection letter from the organiser is required to allow access during the build-up where damage could be done to either the vehicle when entering the hall or to other stands
- Vehicles without engine and battery must be mentioned separately on the form
- For heavy vehicles, the manufacturer's data sheet including weight and dimensions along with the completed vehicle form are required

Laser Schedule



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Exhibitor name: _____ Hall(s): _____

Exhibitor address: _____

City and country: _____ PO Box / Postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

Brand Name	Arrival Date	Arrival Time	Location (Hall No. / Stand No.)	Grade of Laser	No. of Machines
01					
02					
03					
04					
05					
06					

Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- The varying classes of laser, under BS EN 60825 are as follows:
 - Class 1: Safe under all viewing conditions
 - Class 2: Should be terminated at the end of its useful path, where practicable, and should not be aimed at people
 - Class 3A: Competent persons to oversee use of equipment, areas of use should be controlled, avoid reflecting surfaces such as mirrors and lenses. Qualified staff to oversee the usage of equipment. Areas of use should be controlled. Avoid reflecting surfaces such as mirrors and lenses.
 - Class 3B: Hazardous to the eye: Risk assessment to consider physical barriers and protective equipment
 - Class 4: Hazardous to the eye: Risk assessment to consider physical barriers and protective equipment
 - Class 1 and Class 2 lasers will be considered for approval by DWTC Health and Safety team
 - Class 3A, 3B and 4 will be considered by DWTC Health and Safety team once approval is gained from Dubai Civil Defence
- A Laser Safety Officer is required for Class 3A, 3B and 4
- The laser beam projection height should not be less than 2.70 metres
- A Risk Assessment is required and needs to be attached to this form

Smoke and Haze Schedule



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Event name: _____ Event date(s): _____

Exhibitor name: _____ Hall(s): _____

Exhibitor address: _____

City and country: _____ PO Box / Postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

Brand Name	Arrival Date and Time	Operating Timings (including rehearsals)	Location (Hall No. / Stand No.)	Liquid Certificate (smoke and haze)	No. of Machines
01					
02					
03					
04					
05					
06					

Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- Liquid certificate for Dubai Municipality's approval
- Provide a copy of the Material Safety Data Sheet (MSDS) of the liquid
- Submit the schedule of operating timings including the duration and rehearsals
- DWTC's Health and Safety team will coordinate the smoke detector activation

Air Compressor Schedule



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Event name: _____ Event date(s): _____

Exhibitor name: _____ Hall(s): _____

Exhibitor address: _____

City and country: _____ PO Box / Postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

	Brand Name / Model	Arrival Date	Arrival Time	Capacity	Location (Hall No.)	No. of Machines
01						
02						
03						
04						
05						
06						

Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- The air compressor must be located outside the hall
- It must be super-silent and not cause any noise nuisance
- It should be tested and yearly inspected unless the equipment is less than a year old and in good working condition
- The location of the air compressor must be coordinated and approved by DWTC's Health and Safety team

Compressed Gas Schedule



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Event name: _____ Event date(s): _____

Exhibitor name: _____ Hall(s): _____

Exhibitor address: _____

City and country: _____ PO Box / Postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

	Gas Description	Arrival Date	Arrival Time	Cylinder Size	Location (Hall No.)	Quantity
01						
02						
03						
04						
05						
06						

Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- The gas cylinders must be new, free from defects, cuts or dents
- Gas cylinders must not be used in unventilated areas and must not tamper with safety devices
- The equipment should be kept away from operations that create sparks, heat or fire and from electrical circuits
- The location of gas cylinders must be coordinated and approved by DWTC's Health and Safety team

Pyrotechnics Schedule



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- Please email the completed form to Khalifa.Almarri@dwtc.com and Joel.Nedamo@dwtc.com
- The deadline to return this form is 2 weeks up to 48 hours prior to the event rehearsal or actual event timing. Requests received after this date will be rejected.
- Please complete in type or block capitals. We cannot be held responsible for mistakes from illegible handwriting.

Event name: _____ Event date(s): _____

Exhibitor name: _____ Hall(s): _____

Exhibitor address: _____

City and country: _____ PO Box / Postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

	Brand Name / Specification	Arrival Date/ Time	Operating Schedule (timings to include installation and rehearsals)	Location (Hall No. / Stand No.)
01				
02				
03				
04				
05				
06				

Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- Required documents to obtain a NOC letter: Commercial License, Insurance Copy, Fireworks License: Approved contractor details by Dubai Police
- Submit a copy of the Material Safety Data Sheet (MSDS) of the proposed pyros at least 1 week prior to the event build-up
- DWTC's Health and Safety team will coordinate the smoke detector activation

Aquarium Schedule



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Event name: _____ Event date(s): _____

Exhibitor name: _____ Hall(s): _____

Exhibitor address: _____

City and country: _____ PO Box / Postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

Aquarium Description	Arrival Date	Arrival Time	Location (Hall No. / Stand No.)	Aquarium Capacity	Quantity
01					
02					
03					
04					
05					
06					

Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- Aquarium specifications must be sent to DWTC's Health and Safety team for review and approval
- Details of structural support for the aquarium must be submitted to DWTC's Health and Safety team for approval
- Details for water supply and return drainage system must be sent to and coordinated with DWTC's Engineering team
- Aquarium glass should be empty on delivery. Inspection to be done by DWTC's Health and Safety team prior to installation
- Power to be switched off when filling the aquarium with water
- The electric panel board must be put on a single power strip that can be unplugged or disconnected at any time if required
- The power supply or cord should be installed above the aquarium
- The contractor / exhibitor holds full responsibility for any unwanted circumstances related to the aquarium display

Balloon Exhibit Schedule



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Event name: _____ Event date(s): _____

Exhibitor name: _____ Hall(s): _____

Exhibitor address: _____

City and country: _____ PO Box / Postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

Balloon Description	Arrival Date and Time	Type of Filled Air	Size	Location (Hall No.)	Quantity
01					
02					
03					
04					
05					
06					

Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- All balloons must be inflated outside the hall to avoid any accidental bursting of the gas which might cause injuries or damage to a nearby stand
- Compressed gas cylinder for filling the balloons are not allowed inside the halls
- The position and tethering of the balloon should not interfere with any overhead utilities in the ceiling
- The tethering must be confined to the stand area only. It is not allowed to place balloons in the aisles or on the concourse (public areas)
- It is the exhibitor's and organiser's responsibility to avoid having balloons flying into the ceiling which would trigger the alarm and sprinkler system inside the hall

Candle / Flame Schedule



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Event name: _____ Event date(s): _____

Exhibitor name: _____ Hall(s): _____

Exhibitor address: _____

City and country: _____ PO Box / Postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

Candle Specification	Arrival Date	Arrival Time	Location (Hall No. / Stand No.)	Size and Weight	Quantity of Candles
01					
02					
03					
04					
05					
06					

Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy.
- A sample of the candle including details of its "burn time" should be submitted to the DWTC's Health and Safety team for review
- The contractor / exhibitor holds full responsibility for any unwanted incidents related to the candle display

Fountain and Water Screen Schedule



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Event name: _____ Event date(s): _____

Exhibitor name: _____ Hall(s): _____

Exhibitor address: _____

City and country: _____ PO Box / Postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

Fountain / Water Screen Description	Arrival Date/Time	Water Screen Dimension	Location (Hall No/ Stand No.)	Fountain Capacity	Quantity
01					
02					
03					
04					
05					
06					

Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy.
- Fountain and water screen technical specifications must be provided to DWTC's Health and Safety team for review
- Submit the Risk Assessment & Method Statement for for approval
- Details of structural support for the fountain and water screen must be submitted to DWTC's Health and Safety team for approval
- Details for water supply and return drainage system must be sent to and coordinated with DWTC's Engineering team
- Schematic diagram for electrical connection, if any, must be provided.
- Power to be switched off when filling the fountain and water screen with water
- The type of water used – i.e. treated or desalinated - must be mentioned.
- The electric panel board must be put on a single power strip that can be unplugged or disconnected at any time if required.
- The contractor / exhibitor holds full responsibility for any unwanted circumstances related to the fountain and water screen display.

Animal Schedule

This form must be completed for display purposes of any types of animals including but not restricted to birds, camels, horses, etc.



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Exhibitor name: _____ Hall(s): _____

Exhibitor address: _____

City and country: _____ PO Box / Postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

	Description of Animal(s)	Arrival Date/Time	Quantity	Location (Hall No/ Stand No.)	Dubai Municipality Clearance	Caged or with Handler?
01						
02						
03						
04						
05						
06						

Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of the tenancy
- No animals are allowed in the venues. The presence of animals is only allowed during animal related shows
- Where animals are present, they shall be controlled to ensure they cannot escape and cause distress and danger to people and animals or any damage to the premises
- A Health Certificate from Dubai Municipality is required (refer to the Pet Animal Section in the Health and Safety Guidelines) to ensure the animal(s) is/are in good condition for display purposes and without any infections
- Animals without a cage or similar enclosure are not allowed to remain inside the hall overnight. They shall be kept outside at the end of every exhibition day
- Where the use of animals is seen as an essential part of an event, the Organiser must submit the Risk Assessment & Method Statement form along with the this document for Health and Safety approval
- The contractor / exhibitor holds full responsibility for any unwanted circumstances related to the animal display
- Approval from the Event Organiser must be secured by the exhibitor prior to any animals entering the venues

Electrical Fat Fryer Form



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Event name: _____ Event date(s): _____

Exhibitor name: _____ Hall(s): _____

Exhibitor address: _____

City and country: _____ PO Box / Postcode: _____

Authorised person: _____ Designation _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

Description of Electrical Fat Fryer(s)	Arrival Date/Time	Quantity	Location (Hall No/ Stand No.)	Technical Specifications: Wattage (W), Voltage (V), Dimensions (LxW)	Provision for fire blanket, as well as a K Class or Foam fire extinguisher in the stand (Y / N)
01					
02					
03					
04					
05					
06					

Rules and Regulations:

- Permission must be requested at least 10 working days prior to the start of tenancy.
- A fire blanket must be placed within easy reach at the cooking area in case of a fire.
- A K class fire or Foam extinguisher must be in place within the cooking area.
- The person operating the equipment must have the required experience and skills to avoid accidents. Caution must be given to the following: avoid reaching over hot areas and storing cold liquids or drinks nearby items that are operating with hot oil; don't overfill the equipment with oil and only move it when the oil has cooled down; don't strain oil whilst hot.
- Protective equipment/clothing to be used to avoid burns.
- Stove surfaces to remain clean to avoid grease flare-ups.
- Floor areas to be kept clean to avoid slipping onto hot surfaces.
- Children are not permitted near any hot cooking areas.
- All equipment must be regularly maintained and kept in good working condition.
- Submission of the Risk Assessment & Method Statement form for Health and Safety approval.
- The Organiser is responsible for their exhibitors' usage of Electric Fat Fryers. DWTC cannot be held accountable for any incidents, injuries or claims resulting from the use of Electric Fat Fryers within the premises.