

Contractor Badge Policy



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

The below rules and regulations have been introduced by DWTC's Protocol and Security team and are required by the Dubai Naturalisation and Residency Department.

Temporary Contractor Badges

• Local Contractors (UAE Based)

Individual Application

All contractor staff must report to the cashier's cabin at the main marshalling yard located at the back of Hall 8 to receive a temporary contractor badge in exchange of a valid proof of identity. This can either be a UAE labour or UAE national ID card, UAE driving licence or a UAE government organisation ID card which will be kept at the cashier's cabin until the contractor badge is returned.

Each contractor badge costs AED 20.00 and is valid for one day only (from 00:01 to 24:00). A fee of AED 250.00 will be charged for any lost contractor badge in addition to a daily AED 20.00 charge for failing to report any lost or stolen contractor badge.

Group Application

A contractor may also apply for DWTC's contractor badges for the company's entire team one hour before the build-up / tear-down starts. A representative of the company should submit the application at the cashier's cabin at either the Za'abeel or main marshalling yard along with each staff's original proof of identity (UAE labour or UAE national ID card, UAE driving licence or a UAE government organisation ID) which will be kept until the contractor badges are returned.

Each contractor badge costs AED 20.00 and is valid for one day only (from 00:01 to 24:00). A fee of AED 250.00 will be charged for any lost contractor badge.

• International Contractor Badges (non-UAE based)

All contractor staff must report to the cashier's cabin at the main marshalling yard at the back of Hall 8 (operational 24/7) to obtain a temporary contractor badge in exchange of a coloured passport copy. An alternative collection point is at the Health and Safety office 6.1 outside Hall 6 during the event's official build-up and tear-down. Operating hours are from 8am – 8pm. The badge will be valid for a maximum of 15 days. A charge of AED 200.00 per badge applies which represents an entrance fee of AED100.00 and a refundable deposit of AED100.00. The refundable deposit can only be claimed upon returning the badge along with the refundable deposit receipt within 15 days from the date of payment.

Annual Contractor Badges

Stand contractors working regularly within DWTC's venue can apply for an annual contractor badge.

The price for each badge depends on the total number of badges that are issued for the same company:

- 0 - 49 badges: AED 500.00 per badge
- 50 - 99 badges: AED 400.00 per badge
- 100 - 149 badges: AED 350.00 per badge
- 150 - 199 badges: AED 300.00 per badge
- 200 - 249 badges: AED 250.00 per badge
- 250 and above: AED 200.00 per badge

To apply for annual contractor badges a representative of the company should submit the following documents to our Health and Safety office located at office 6.1 outside of Hall 6 in a USB/CD format:

- Copy of the passport and visa (on one page) for each applicant
- 2 recent photographs (in JPEG format) for each applicant
- Request letter on company letterhead with a copy of the company's trade licence
- Completed [Annual Contractor Badge Application Form](#)
- Completed Dubai Police Application Form

The above documents are required by Dubai Police to issue a non-objection letter to DWTC to process and print the contractor badges.

The company's representative will be notified when to settle the payment prior to DWTC printing the annual contractor badges. Payment should be settled with DWTC's Finance Department (located above Hall 4, near Al Ain J meeting room).

Once the annual contractor badges are ready, an email notification will be sent. The company representative can then collect the annual contractor badges from our Health and Safety office 6.1 located outside of Hall 6. Please note that the timings for collection are Sunday to Thursday from 2pm to 4pm.

If the applicant is no longer under the company's sponsorship and / or the badge has expired, the contractor badge must be returned to DWTC. The charge for lost badges is AED 250.00 each.

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Collection Points

DWTC contractor badges can be collected at the following locations:

- International and local contractor badges:
Cashier's cabin at the main marshalling yard at the back of Hall 8 (operational 24/7).
- International contractor badges only:
Health and Safety office 6.1 outside Hall 6 during the event's official build-up and tear-down. Operating hours are from 8am – 8pm.
- Loading docks of Sheikh Maktoum, Sheikh Rashid and Sheikh Saeed Halls for pick-up drivers delivering goods.
This facility will only be in operation upon prior approval and applies to local contractors only.

Badges must be visible at all times.

Access for stand equipment and contractors is only allowed via the back of the halls through the marshalling yard. No materials or industrial trolleys are permitted through the front doors of the halls.

New Regulations On Personal Protective Equipment (PPE)



In accordance with Dubai Municipality Code of Construction, the Accepted Code of Practice as well as International Best Practice Standards in the workplace, we are strictly implementing Personal Protective Equipment (PPE) across all our venues - without exception.

From 1st March 2016, all contractors must ensure their workforce is properly attired for the tasks they are about to perform. Contractors must provide:



High Visibility Vest

Vests are compulsory and should be worn by each of the work force operating anywhere within our venues.



Safety Shoes

Shoes need to be hard capped to protect against injury. Sneakers, sandals or everyday shoes will no longer be allowed.



Head Protection

All employers are required to provide each member of their team with a personal hard hat when overhead work is being carried out or where there is a risk of falling objects.

Notes

- DWTC's contractor badge is the property of DWTC and must be used in accordance with the agreed terms and conditions.
- Contractors without a valid DWTC contractor badge are not allowed to enter the halls.
- Contractor badges cannot be transferred to another person. A fine of AED 250.00 applies for violating this rule.
- DWTC contractor badge holders enter the venue at their own risk. DWTC does not hold responsibility for any injuries caused or for any damage to a vehicle or property.
- Access for contractors is restricted to the tenanted hall(s) during build-up and tear-down.
- All contractors are obliged to comply with the DWTC's mandatory PPE regulations.