



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

SUBMISSION FORMS FOR HIGH RISK EQUIPMENT AND SUBSTANCE APPROVALS

Contents



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

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

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Vehicle / Equipment Arrival Schedule



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- Please return the completed form to the Event Organiser.
- 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 and Time	Dimension L x W x H	Location (Hall and 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 or to other stands when entering the hall
- 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 is required
- Please specify if the equipment is used for demonstration purposes or as display only.

Laser Schedule



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- 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	Arrival Date and Time	Operating Date and Time	Location (Hall and 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: Qualified personnel should be on-site throughout the event to oversee the usage of equipment. Areas of use should be controlled. Staff should avoid reflecting surfaces such as mirrors and lenses
 - Class 3B: Hazardous to the eye: A Risk Assessment is required to consider physical barriers and protective equipment
 - Class 4: Hazardous to the eye: A Risk Assessment is required 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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- 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	Arrival Date and Time	Operating Date and Time (including rehearsals)	Location (Hall and 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
- A Liquid Certificate is required for Dubai Municipality's approval
- Please provide a copy of the Material Safety Data Sheet (MSDS) of the liquid for approval
- Please submit the schedule of the smoke/haze machines operating times including the duration and timings of rehearsals
- DWTC's Health and Safety team will coordinate the smoke detector activation

Compressed Gas Schedule



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- Please return the completed form to the Event Organiser.
- 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: _____

Gas Description	Arrival Date and Time	Operating Date and Time	Cylinder Size	Location (Hall and Stand 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 electrical circuits and from operations that create sparks, heat or fire
- The location of gas cylinders must be coordinated and approved by DWTC's Health and Safety team

Pyrotechnics Schedule



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- Please return the completed form to the Event Organiser.
- 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 and Time	Operating Date and Time (including installation and rehearsals)	Location (Hall and 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
- The following documents are required to obtain an NOC letter: Commercial License, Insurance Copy, Fireworks License (approved contractor details by Dubai Police)
- Please 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
- For fireworks, please specify the operating timings during the event and rehearsals

Aquarium Schedule



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- Please return the completed form to the Event Organiser.
- 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: _____

Aquarium Description	Arrival Date and Time	Operating Date and Time	Location (Hall and 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. An inspection of the aquarium shall be carried out by a member of the DWTC Health and Safety team prior to installation
- Power should 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 incidents related to the aquarium display

Balloon Exhibit Schedule



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- Please return the completed form to the Event Organiser.
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- 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: _____

Balloon Description	Arrival Date and Time	Type of Filled Air	Size	Location (Hall and Stand 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 accidents which could result in injury or damage to neighbouring stands
- Compressed gas cylinders for inflating the balloons are not permitted 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 permitted to place balloons in the aisles or on the concourse (public areas)
- To avoid triggering the alarm and sprinkler systems, the exhibitor and organiser must take responsibility to ensure all balloons are tethered securely

Candle / Flame Schedule



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- 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: _____

Candle Specification	Arrival Date and Time	Operating Date and Time (including rehearsals)	Location (Hall and 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 incidents related to the candle display
- Exact number of candles to be submitted

Fountain and Water Screen Schedule



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- Please return the completed form to the Event Organiser.
- 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: _____

Fountain / Water Screen Description	Arrival Date and Time	Operating Date and Time	Water Screen Dimension	Location (Hall and 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
- Exhibitors need to provide all fountain and water screen technical specifications for DWTC's Health and Safety team to review
- Submit the Risk Assessment & Method Statement for for approval
- Exhibitors need to submit details of structural support for the fountain and water screen for DWTC's Health and Safety team 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 incidents 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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- 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: _____

	Description of Animal(s)	Arrival Date and Time	Quantity	Location (Hall and 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, it is required that they are in a controlled area to ensure they cannot escape and cause distress and danger to people or other animals and / or 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 healthy for display purposes and are free of infections
- Animals without a cage or similar enclosure are not permitted to remain inside the hall overnight. They should be removed from the hall(s) at the end of every event day
- Where the use of animals is seen as an essential part of an event, the Organiser must submit a Risk Assessment and Method Statement along with the necessary Dubai Municipality documents for DWTC's Health and Safety approval
- The contractor / exhibitor holds full responsibility for any incidents arising from an animal display
- Approval from the Event Organiser must be secured by the exhibitor prior to any animals entering the venue

Electrical Fat Fryer Form



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- Please return the completed form to the Event Organiser.
- 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: _____

Description of Electrical Fat Fryer(s)	Arrival Date and Time	Quantity	Location (Hall and 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 of 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; avoid overfilling equipment with oil; only move the equipment when the oil has cooled down; don't strain oil whilst hot
- Protective equipment/clothing to be used at all times to avoid accidents
- 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
- Submit a Risk Assessment and Method Statement to DWTC's Health and Safety team for 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

Robot and Robotic Machinery Schedule



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This form is intended for the following:

1. Large Scale Robot	2. Social Humanoid Robot	3. Robotic Machinery	4. Industrial /Commercial Robots
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- Please Return this form to your Event Planner.
- The deadline to return this form is 2 weeks prior to the start of build-up and 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: _____

Company address: _____

City and country: _____ PO Box / Postcode: _____

Authorised person: _____ Designation: _____

Telephone: _____ Fax: _____

Mobile: _____ Email: _____

	Robot Type (Static, moving, roving, etc.) and Name	Role / Function (Human Interaction, Information Point, Entertainment, etc.)	Specifications: L x H x W Weight, Colour	Velocity (Normal or; higher speed)	Power Supply Details	Location (Hall No/Stand No)	Arrival Date/ Time	Contact Name and Number
1								
2								
3								
4								
5								

1. How the robot/ robotic machine will be brought and unloaded in the hall? Will you use an unloading machinery (i.e. forklift) or will this be done manually? Please enter the details below:

2. How will the robot or the robotic machine be powered up? Will any charging devices be used? Please enter the details below:

Rule & Regulations

- Please complete the Risk Assessment Form highlighting the possible hazards and the control measures to mitigate the risks, if any.
- Request for approval must be requested at least 2 weeks prior to the start of the tenancy.
- It is the responsibility of the Organiser / Exhibitor to control and monitor the movements of any Robots and Robotic Machine when in operations.



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APPENDIX RISK ASSESSMENT FORM

Risk Assessment Form



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- Please return the completed form to the Event Organiser.
- 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 the Risk Assessment Form if you will be using any hazardous equipment/substance or building any structures other than standard exhibition stands.
- 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): _____

Contractor name: _____

Company address: _____

City and country: _____ PO Box / Postcode: _____

Contact person: _____ Designation: _____

Telephone: _____

Mobile: _____ Email: _____

Date of Risk Assessment Undertaken

Risk Assessment undertaken by: _____

Date of assessment: _____

Contact number: _____

Signed: _____

Risk Assessment Defintion



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Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level		
5. Almost inevitable 4. Very likely 3. Likely 2. Unlikely 1. Very unlikely	5. Multi death or very serious injury	Probability	5	5.M	10.H	15.H	20.H	25.H	LOW – no further controls required
			4	4.L	8.H	12.H	16.H	20.H	
	4. Single death or very serious injury		3	3.L	6.M	9.H	12.H	15.H	MED – justify /review for each event day
	3. Serious injury		2	2.L	4.L	6.M	8.H	10.H	
	2. RIDDOR 3 day		1	1.L	2.L	3.L	4.L	5.M	HIGH – immediate action/ further controls needed
1. Minor/First Aid		1	2	3	4	5			
		Severity							

Risk Assessment Defintion



Identify Hazards	What could result from the hazard?	Who might be harmed?	Risk	Is the risk adequately controlled?	What is the Residual Risk?
Identify hazards that could reasonably be expected to result in significant harm	<p>First aid injury – minor cuts sprains, bruises</p> <p>3 day injury – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)</p> <p>Serious injury – head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually an injury from which full recovery is likely</p> <p>Death or very serious Injury to one person - Loss of limb, paralysis or life changing injury from which full recovery is unlikely</p> <p>Death or very serious injury to more than one person</p>	<ul style="list-style-type: none"> • Organiser’s staff • Venue staff • Exhibitors • Contractors • Young/new inexperienced staff • Disabled • Children • New and expectant mothers • Trespassers • Pedestrians and drivers around the venue • Local inhabitants 	<p>P = Probability</p> <p>S = Severity</p> <p>R = Risk level</p> <p>P x S = R</p>	<p>Consider hierarchy of controls</p> <ul style="list-style-type: none"> • Eliminate • Substitute • Reduce • Isolate • Control • PPE • Discipline <p>Do the controls: Comply with industry standards?</p> <p>Meet legal requirements?</p> <p>Represent best practice?</p> <p>Reduce risk as far as is reasonably practicable?</p>	<p>Action Level</p> <p>H = High, Immediate action required</p> <p>M = Medium, Justify and review each event day</p> <p>L = Low, no action required</p> <p>See table in footer</p>

Risk Assessment Example



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Hazard	Consequences	Who is at Risk	P	S	R	Controls	P	S	R	Action Level
Lighting	Insufficient Lighting, leading to accidents with machinery, slips, trips, falls and impact injuries with moving plant	Staff Exhibitors Contractors Venue staff Crew	2	4	8	Venue will operate on half lights during build up and break down and full lights during the open period. H/S will monitor during the build up/break down and will switch additional lights on if required. Request for lighting to be part of late working procedure during the open period.	1	4	4	Low
Manual Handling	Muscular/ Skeletal Injuries	Staff Exhibitors Contractors Venue staff Crew	3	3	9	Competent trained lifting contractor on site. Trolley Porter service available on build up and break down. All contractors advised to wear Safety Footwear. H/S officer to monitor and advise accordingly.				

Probability (P)	Severity (S)	Calculation of Risk (R)					Action Level		
5. Almost inevitable 4. Very likely 3. Likely 2. Unlikely 1. Very unlikely	5. Multi death or very serious injury	Probability	5	5.M	10.H	15.H	20.H	25.H	LOW – no further controls required
			4	4.L	8.H	12.H	16.H	20.H	
	4. Single death or very serious injury		3	3.L	6.M	9.H	12.H	15.H	MED – justify /review for each event day
	3. Serious injury		2	2.L	4.L	6.M	8.H	10.H	
	2. RIDDOR 3 day		1	1.L	2.L	3.L	4.L	5.M	HIGH – immediate action/ further controls needed
1. Minor/First Aid		1	2	3	4	5			
		Severity							