

## **RULES & REGULATIONS**

### **1. STAND DESIGN**

The Organisers have the right to reject any stand plan that:

- a. Is structurally unsafe.
- b. Does not conform to the specifications listed in the guidelines.
- c. Is obstructing neighbouring stands.

Stands should not be fabricated without receiving the “Official Tentative Approval” from the Organisers.

### **2. CHOOSING A STAND CONTRACTOR**

All Exhibitors should select a Contractor with proven qualifications to avoid onsite issues. Kindly check their credentials and the number of stands they may be building at the exhibition as they may have taken on several stands which will cause delay on the build-up completion.

Please refer to the [General Information](#) for more details.

### **3. NO EARLY ACCESS**

There is no possibility of early access due to other shows held at the Venue. The Contractor should not bypass the Organiser and send a direct request to the Venue. Should this be brought to our attention by the Venue, the Organiser will impose a fine to the Contractor.

### **4. DISPLAY OF MATERIAL**

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.



## 5. OCCUPATION OF STAND

The stand must be occupied by **04 November 2019 – 21:00** 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.

The stand must be fully staffed and the exhibits displayed throughout the exhibition hours. No exhibits are allowed to be brought in or taken out from the stand during the exhibition hours.

## 6. EXHIBITOR BADGES

It is the responsibility of the Exhibitor to register their badges online on or before **01 November 2019** otherwise any additional badges need to be registered onsite.

Only authorized representative of the exhibiting company is allowed to collect the Exhibitor kit by providing any company ID or business card. **Contractors are not permitted to collect the Exhibitor Package.**

## 7. DELIVERY OF EXHIBITS

The Exhibitor should assign an authorized person to be present at the stand to receive the exhibits as the Organiser is unable to accept the delivery on behalf of the exhibitor, nor can the Organiser be held responsible for the subsequent safekeeping of such items.

## 8. 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.

Please ensure you order a sufficient number of sockets to prevent overloading. 24-hour electricity supply must be ordered separately through the Official Stand Contractor.

Electricity supply is brought to the stands from underneath the flooring thus it is not possible to install or alter mains connections after the commencement of stand construction. Please ensure you order electrical connections in advance to avoid delays on site.

The Official Contractor must check all connections of the (Space Only) Stands, before switching the power on.

**Power supply to all stands must be switched on 30 minutes before the show opens and must be switched off 30 minutes after the show closes every day.**

It is the responsibility of the Contractor to ensure that the switching on and off is carried out daily, failure to turn off the power at the end of each will result in a charge for 24-hour power along with a fine of AED 1,000 will be issued by the Organiser.

## 9. GENERAL INFORMATION ABOUT STANDS' RESTRICTIONS

Exhibitors must ensure that the aisles adjoining the stands are not blocked during the 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 shall 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 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 building 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.

### 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 include rear & dividing walls, carpet, company name, stand number, one table, two chairs and waste bin as well as will be provided 4-100W spotlight & 1-13A socket.

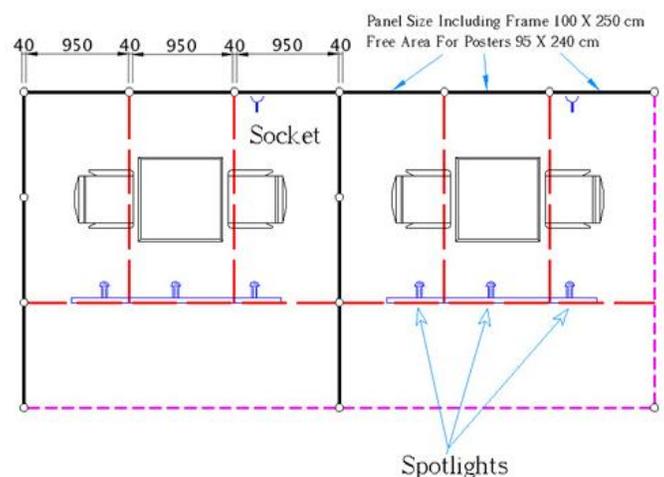
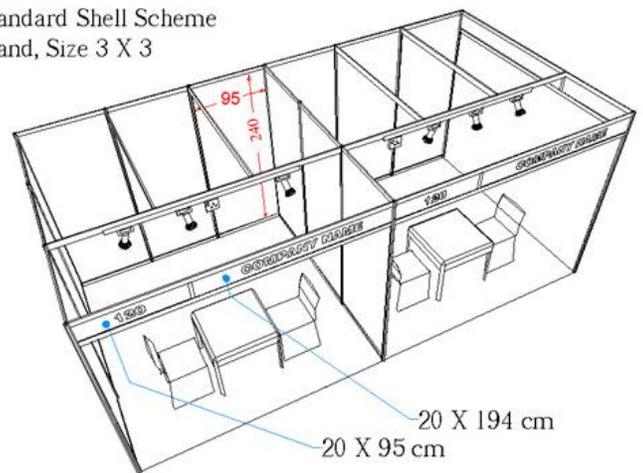
Nails pins, screws, glue, paint, etc. are strictly prohibited on the shell scheme partitions. It is not allowed also to change the colour of the partitions by using either paint or adhesive stickers. A quotation can be given by the Official Contractor.

It is strictly prohibited to use Exhibitor's 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



Standard Shell Scheme Stand, Size 3 X 3



## SHELL SCHEME SPECIFICATIONS



<b>STAND CONSTRUCTION:</b>	Modular aluminium system with white wall panels in aluminium framing with 70mm deep aluminium beams to form ceiling support.
<b>NAME PANEL:</b>	A name panel is fitted to each fascia, lettered in standard Helvetica Medium style, with exhibitors company name and stand number.
<b>FLOOR COVERING:</b>	All stands are carpeted.
<b>ELECTRICS:</b>	Each 9 sq metre stand is provided with 3 x 100w spotlights fitted behind the fascia and 1 x 13 amp socket outlet on the panel at the rear wall.
<b>FURNITURE</b>	Each Stand to include 1 table and 2 chairs

**10. SEPARATE MEETING SPACE**

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

**11. 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 a 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.

**12. 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 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.

**13. 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 staffs, and may constitute a hazard under emergency. 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.

#### **14. SECURITY**

The Organiser, 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 30 minutes before the exhibition opens and until all visitors have left the exhibition hall. While the Organiser will make all reasonable arrangements for security coverage, they are not responsible for any loss or damage which may occur; it will be the responsibility of the Exhibitor to secure their stand, its exhibits and contents including personnel property.

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

Exhibitors accessing the halls must present their badge for entry into the halls. Exhibitors without a 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 before 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.

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

The Dubai World Trade Centre venues are non-smoking – this is the legal requirement within Dubai.

Smoking is only permitted outside the building, away from the building entrances. Failure to comply with this legal requirement may result in a fine.

#### **17. STORAGE AND UNPACKING OF STAND MATERIALS**

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.

**18. 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 safe and efficient removal.

**19. 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 the Contractor trolleys or equipment will be charged to the Contractor.

**20. CHILDREN**

For health and safety reasons, children under the age of 16 are not allowed to enter the exhibition hall during the build-up, exhibition hours and tear down.

This policy applies to everyone accessing the exhibition hall. **Children of Exhibitors, Contractors, Sponsors and Delegates are strictly prohibited to access the exhibition hall.**

**21. TIME-LAPSE**

Any Exhibitor or Contractor who wish to do a video time-lapse needs to inform the Organiser 3 weeks prior to build-up days.

4<sup>th</sup> Edition



The Global Franchise Market

المعرض والملتقى العالمي لحقوق الامتياز

**5-6 NOVEMBER 2019**

DUBAI INTERNATIONAL CONVENTION AND EXHIBITION CENTRE

**If you require further assistance, please contact TGFm 2019 Team:**

**For Exhibition Space Queries:**

Wissam Ezzeddine

Business Development Manager

[exhibit@globalfranchisemarket.com](mailto:exhibit@globalfranchisemarket.com)

+971 4 520 8861

**For Logistics and Stand Requirements:**

Mary-Ann Rubio

Project Manager

[operations@globalfranchisemarket.com](mailto:operations@globalfranchisemarket.com)

+971 4 520 8862