

Stand construction regulations

This overview contains the following parts:

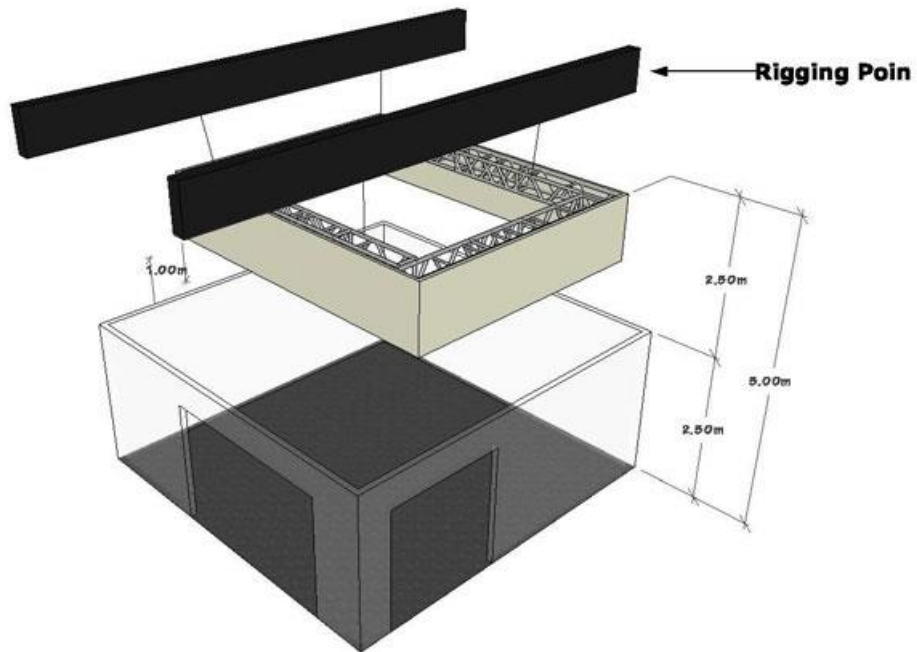
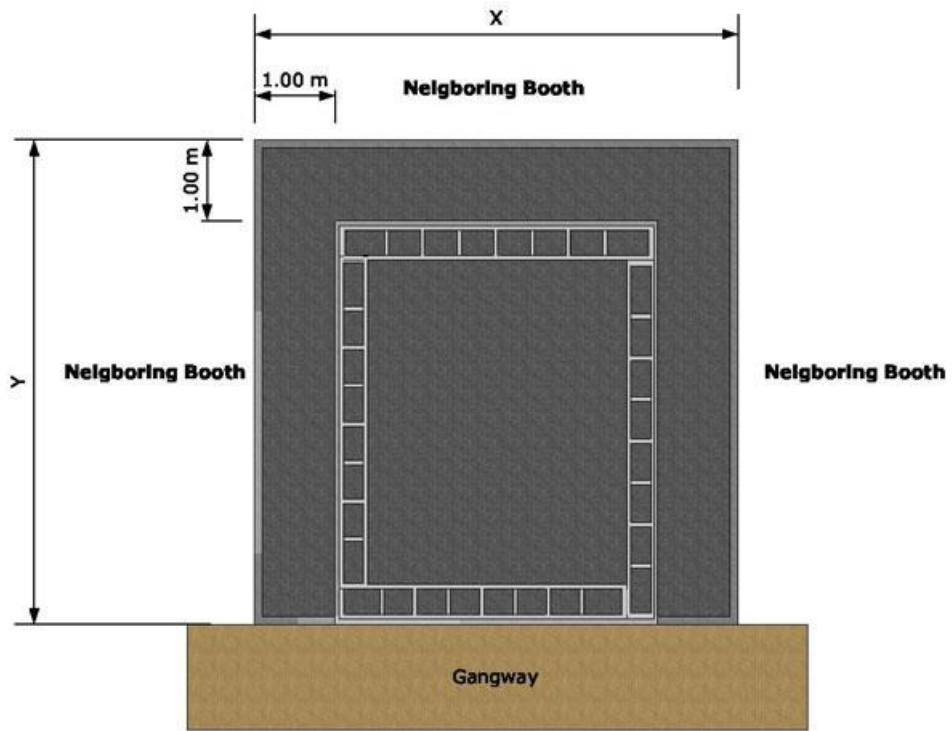
- Part 1: The design process,
- Part 2: The approval process,
- Part 3: Specific requirements for working in the United Arab Emirates.

PART 1: The design process.

The stand construction regulations are listed in alphabetical order.

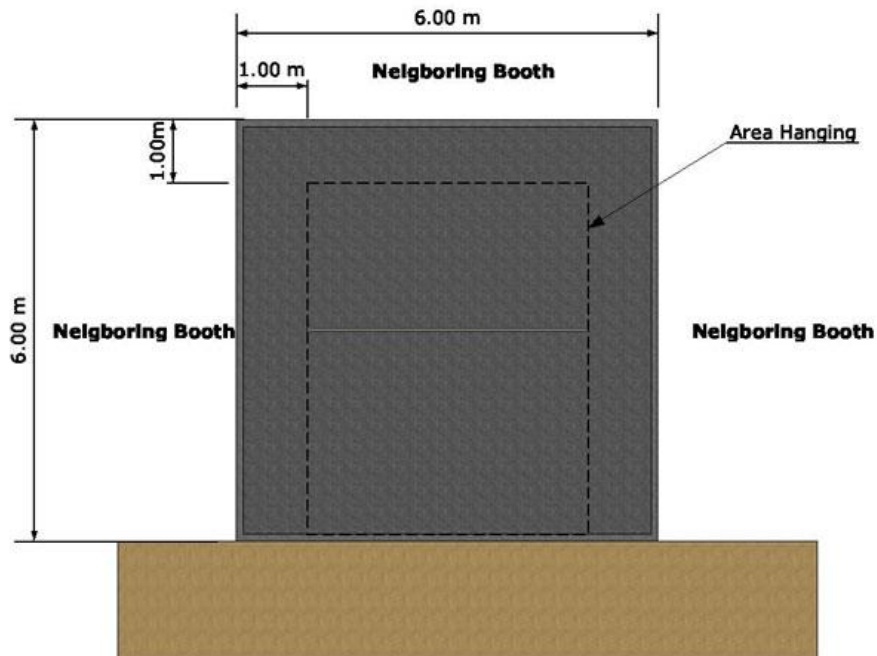
Air space

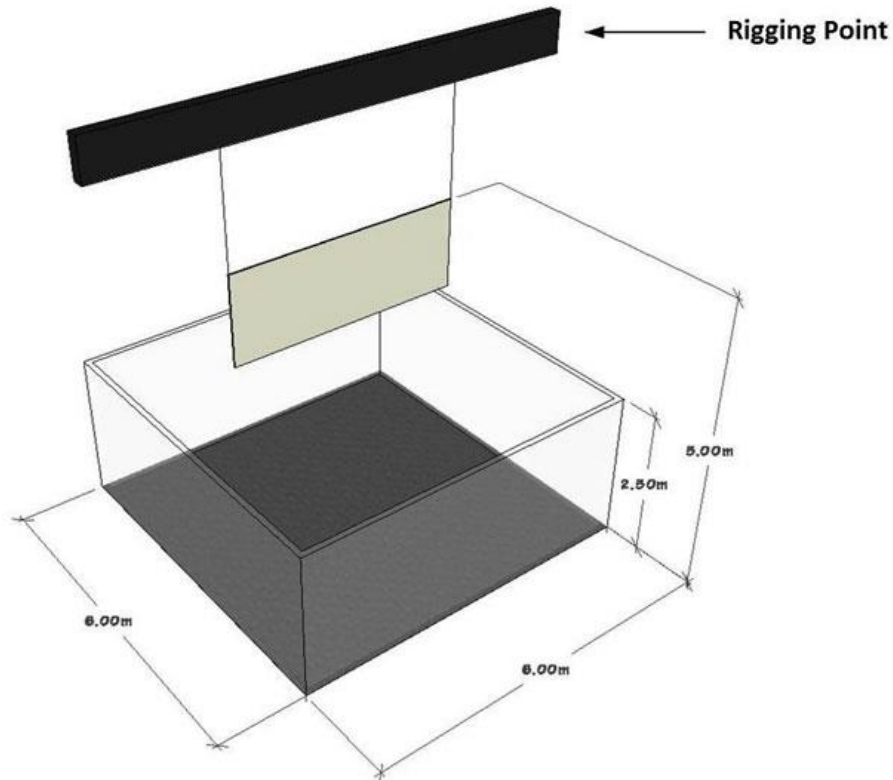
- Hanging STRUCTURE / TRUSS, suspended below, and not exceeding 5.0 m.
 - The structure must be hung at least 1m away from the wall of the neighbouring stand. It may not extend beyond the contracted stand area on the side that is facing the aisle,
 - The structure/truss must be hung from rigging points only and must not obstruct other exhibitors,
 - Hanging from the catwalk is not allowed,
 - All structures require written approval from the organizer.
- Hanging STRUCTURE / TRUSS, suspended above, and exceeding 5.0 m up to 7.0 m.
 - This is subject to an air space usage / advertising fee per 1.0 m length for 50Euro, for example 10.0 m truss length will be charge 50 x 10 = 500Euro,
 - The fee is for advertising space only. The structure/ truss must be hung only by the exhibitor's assigned contractor,
 - The structure/ truss must be hung only from rigging points within your stand area,
 - Please submit graphic/drawing of the structure/ truss to standapproval@vnuexhibitions.com for approval,
 - On-site order is not available.



- Hanging BANNER, suspended below, and not exceeding 5.0 m.
 - The banner must be hung by the official contractor. Please refer to the order form in the exhibitor manual,
 - The banner must be hung only from rigging points within your stand area,
 - Maximum size 3 x 2 m vertical or horizontal oriented,
 - Material: with poles in vinyl welded or sewn sleeves,
 - Please submit graphic/drawing to standapproval@vnuexhibitions.com for approval,
 - The banner must arrive at the exhibition centre two days prior to the build-up. Delivery should be made to the exhibition centre, Saturday to Thursday 08:00 until 17:00 hrs,
 - On-site order is not available.

- Hanging BANNER, suspended above, and exceeding 5.0 m up to 7.0 m.
 - This is subject to an air space usage / advertising fee per 250Euro/piece,
 - The fee is for advertising space only. The banner must be hung only by the official contractor. Please refer to the order form in the exhibitor manual,
 - The banner must be hung only from rigging points within your stand area,
 - Maximum size 3 x 2 m vertically or horizontally oriented,
 - Material: with poles in vinyl welded or sewn sleeves,
 - Please submit graphic/drawing to standapproval@vnuexhibitions.com for approval,
 - The banner must arrive at the exhibition centre two days prior to the build-up. Delivery should be made to the exhibition centre, Saturday to Thursday 08:00 until 17:00 hrs,
 - On-site order is not available.



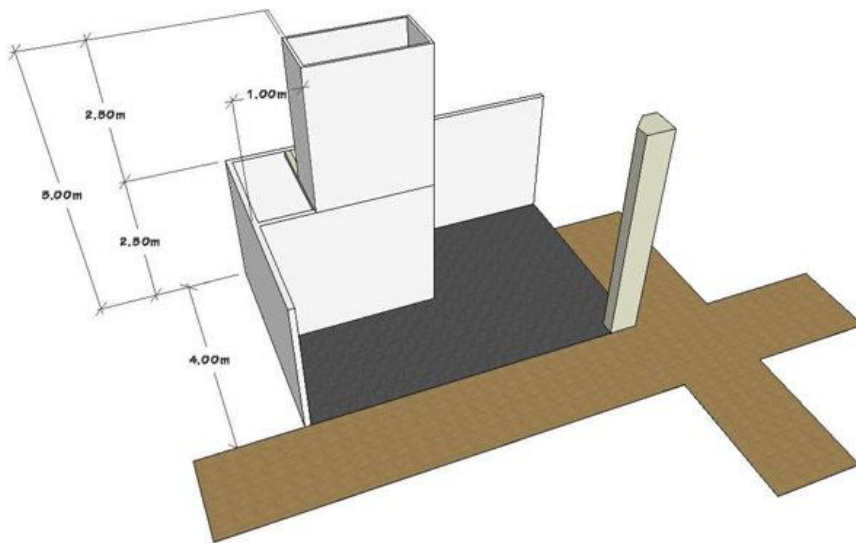
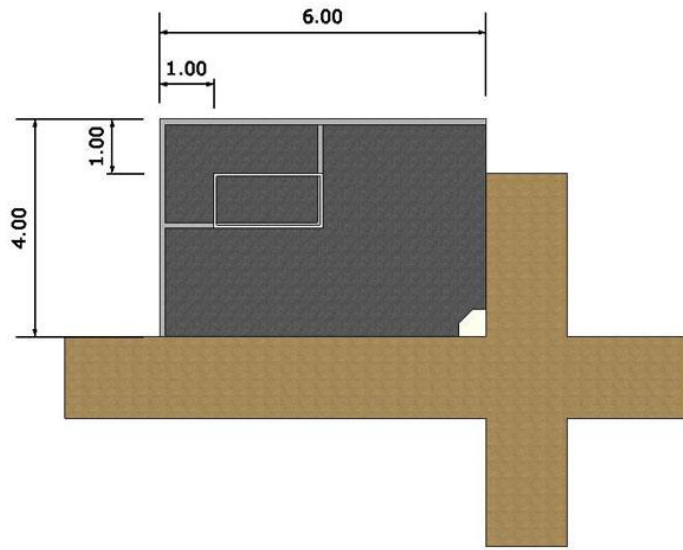
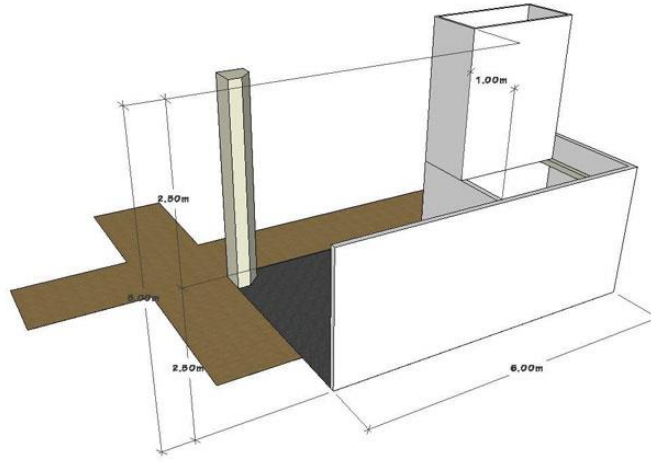


Aisles

No part of any stand or exhibit, including any fascia, sign, corner post, etc. shall overhang or be over the aisle or obscure any fire or exit signs. It is strictly forbidden to build or hang any items across gangways.

Maximum stand height

- Depending on the height of the hall, it may be possible to build stands higher than 2.5 m with a maximum of 5 m, on the condition that you have (as mentioned above) received approval from the stand approval team. This is very important, as the height in the hall can differ.
- In the interest of your neighbours, you can only build higher than the standard height of 2.5 m from the point 1 m from the neighbouring stand. (With a maximum of 5 m.) The dividing walls always have to be 2.5 m high. This prevents any unwelcome surprises for you and your neighbours.
 - You are only allowed to deviate from these measures after receiving written permission from neighbouring exhibitors. Remember that any finishing to the back of the wall needs to be done by your stand builder. (Finishing should be in a neutral colour for instance white or black. It is not permitted for these to carry text, logo, or pictures.)



The height of the hall is given on your floor plan. If you are in doubt, contact the Jaarbeurs / VNU Exhibitions Europe Backoffice department via email: standapproval@vnuexhibitions.com

Minimum stand height

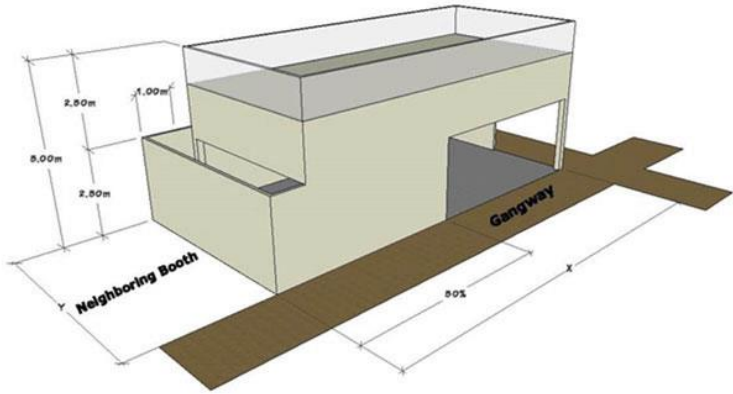
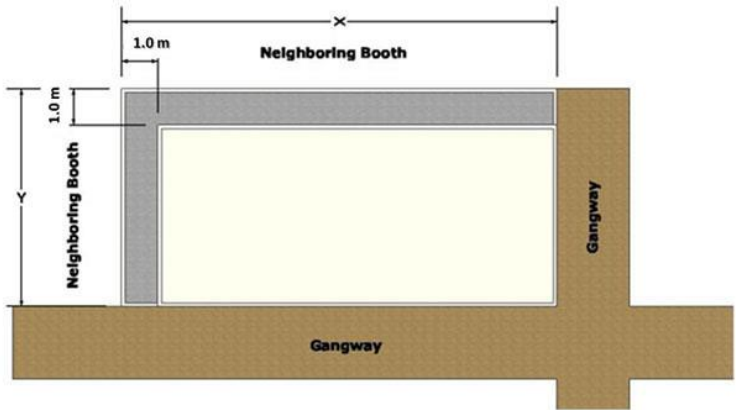
Exhibitors building their own stand are required to erect dividing walls at the back of the stand and the sides touching a neighbouring stand. You are not allowed to use the back wall erected by your rear neighbour. The walls should be 2.5 m high. The floor area needs to be covered. Dividing walls between your stand and the neighbouring stand should be 2.5 m high and the floor area should be covered.

Attention! If you are putting down a raised floor and put a 2.5 m on top, your stand will be higher than 2.5 m. If you are putting down a raised floor, deduct the height from the total wall height. This ensures the wall not becoming too high.

Multi-storey stands

Multi-storey stands are always higher than 2.5 m and are allowed as long as you have informed us of your plans and build up the stand from the point 1 m from the neighbouring stand with a maximum height of 5 m.

Additional approval from the exhibition centre and their fire department might be required. For more information contact the Organiser.



Obstacle plan

Please check the floor plan for marks indicating obstacles in your stand. You will have to keep this in mind when designing your stand.

This floor plan was included with the confirmation of your participation. You can also request a detailed floor plan via the online floor plan. All obstacles are indicated on this floor plan.

You are allowed to build around the obstacles, as long as any fire hoses remain visible and accessible.

It is prohibited to mount anything to the columns. For more information, contact Jaarbeurs /VNU Exhibitions Europe Backoffice department via email: standapproval@vnuexhibitions.com

Stand number

The stand number must be prominently displayed. If this requirement is not observed, the Organiser reserves the right to affix stand numbers.

Technical facilities

Technical facilities (electricity, water and compressed air) are located in the trays or holes in the floor. Make sure you know where they are located on your stand. This way, you prevent unnecessary wiring. Another solution is putting down a raised floor, which gives you the opportunity to hide wires underneath. The online floor plan on the exhibition website contains a detailed drawing which shows you exactly where these holes can be found. Make sure you adjust your stand lay-out, to prevent loose-hanging cables and wires.

Technology

You can find the specifications of the hall in the exhibition manual. The floor plan will also supply you with additional information about options and restrictions regarding your stand.

Walls

Stand construction should not obstruct accessibility from the aisles: every side of the stand facing the aisle should be open, unless otherwise approved in writing by the organizer. In such case, the stand side can be closed, but should have at least 50% visibility clearing from floor level up to the height restriction of each hall, and the closed part should not be over a total length of 5 m.

Continue with PART 2 on the next page →

PART 2: The approval process.

Approval of the stand design

If you received an official stand approval for the 2020 edition, you **do not** have to re-submit your design. You can use the old approval, assuming that the main construction (height, hanging structures etc.) remain the same.

If your design is not yet approved, you will need to submit your stand drawings for approval to the Jaarbeurs / VNU Exhibitions Europe Backoffice department. They will judge your design. With approval, you are ensured of a trouble-free set-up.

In addition, please note that ADNEC exhibition centre is Abu Dhabi EHSMS compliant and any companies working and operating in Abu Dhabi must comply with the AD EHSMS laws and regulations / codes of practise. (www.adehsms.ae)

Complex structures

Approval is required for complex structures such as:

- Space only designs,
- Upgraded-standard stands,
- Stand construction items exceeding 2.5 m in height,
- Any part of a stand or exhibit which exceeds more than 4 meters.
- Double decker stands.
- Certain suspended items, e.g. lighting, rigs or signs over 400kg.
- Sound/lighting towers.
- Temporary tiered seating i.e. grandstands.
- Platforms and stages over 0.6m in height and all platforms & stages for public use.
- Cantilevers.

Submission procedure

The drawings can be uploaded in the Exhibitor Service Portal or sent to:

standapproval@vnuexhibitions.com

No separate contract with or payment to the exhibition centre is required.

IMPORTANT:

- The deadline for stand approval is October 22nd 2021.
- Without written approval from the organizer, contractors will not be allowed to access the hall.
- Late submissions may be subject to a longer period of approval.

Drawing specification

To be able to properly judge your stand, we ask you to submit the following drawings (when applicable) with regard to your stand design:

Depending on the design the following is required:

- Structural Design Calculations stamped by professional Engineer / Company accompanied by undertaking and indemnity letter on company's letter head.
- Load per square meter on the ground
- Structural Drawings

- Full Stand Dimension
- Plan Layout Drawing
- Architectural Plan
- Elevation Drawings (Front, back and side)
- Sections (Where necessary)
- Handrail & Staircase Detail
- Connection Details
- Base Plate Sizes – spreaders must be 1mx1m.
- Structure Material Detail - The construction materials shall be non-flammable or fire retardant.
- Any Special Display Loading Allowance
- Accessible Ramp detail
- Risk Assessment
- Method Statement
- For Double decker stand – provide adequate number of fire extinguishers on mezzanine / first floor.
- Maximum travel distance from any part of the stand to the nearest exit should not be more than 10 meter.
- Totally enclosed ceilings are strictly prohibited. Exhibition stand ceilings must not obstruct the sprinklers and shall have an open space of over 50% of the total stand area to ensure fire prevention safety.
- The structure of all exhibition stands must be reasonably designed so as to ensure safety and security.
- The designed structural strengths of all exhibition stands shall meet the strength required by the load. During the construction period, efforts shall be made to ensure the overall strength, stiffness, stability and local stability of the exhibition stand structure.
- All exhibitors should select the contractor with proven qualifications (for UAE based – must be registered with Municipality) to construct their booth and are obliged to require the contractor to implement the construction in light of the relevant regulations and construction specifications and carry out corresponding safety measures.

Any complex structure that is modified after its initial submission must be resubmitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

Continue with PART 3 on the next page →

PART 3: Specific requirements for working in the United Arab Emirates.

Abu Dhabi EHSMS

In addition, please note that ADNEC exhibition centre is Abu Dhabi EHSMS compliant and any companies working and operating in Abu Dhabi must comply with the AD EHSMS laws and regulations / codes of practise. (www.adehsms.ae). See specification in PART 2.

Safety

ADNEC requires all contractors and exhibitors working within the Halls during build-up and breakdown to wear suitable personal protective equipment. This includes safety shoes, high-visibility jackets, gloves and hard-hats as appropriate. ADNEC requires all operators working on access equipment to wear head protection and harnesses and to be attached to the equipment by means of a safety harness. All equipment must be visibly marked with the name of the company using it.

Contractors will not be allowed access into the halls without proper footwear. No slippers / sandals are permitted during build-up & breakdown.

UAE Labour Law

- The UAE government is phasing out Labour cards, effective from 2015. Therefore ALL labourers must be able to produce their Emirates ID card together with a photocopy of their UAE visa showing their sponsor name.
- UAE Labour Law prohibits the hiring or contracting of any illegal labourers.
- Organisers, Exhibitors and Contractors violating this law can be sentenced to one month jail and fined up to 50,000/-Dhs, per person.
- The UAE Immigration Control Department make regular inspections at ADNEC.
- ADNEC Security are responsible for the access control to the building, and access will only be granted to those carrying the correct labour cards.
- Only a valid Emirates ID card together with a copy of the visa will permit access into ADNEC.
- International guests will be required to supply a copy of their temporary visa.
- Sub-contracting; it is extremely important that the rules and regulations are adhered to.
- Any contractors, who sub-contract, must have an official agreement in writing, between the two parties, under the official agreement of "Subcontract Agreement No:." (this official form can be found in any UAE book shop). To ensure this document will be accepted by ADNEC access Control Areas – the two parties must have both their company stamp shown on the documentation.

Please note that every contractor must carry his individual Emirates ID card together with a photocopy of their UAE visa at all times.

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