

14 - 16 December • Dubai

GULF PRINT & PACK 2021

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EXHIBITOR MANUAL

GENERAL INFORMATION

A - Z Guide

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CONTACT US

Dubai Office
Office 3103, Building 7WB,
Dubai Airport Free Zone PO Box 371391
Dubai,
Tel: +971 4 603 3300

UK Office
9th Floor, Metro Building
1 Butterwick, London, W6 8DL
UK,
Tel: +44 (0)20 8846 2700

OPERATIONS & TECHNICAL MANAGEMENT		
Pere Ramirez	+ 44 (0) 20 8846 2930	pramirez@tarsus.global
MARKETING/PRESS & MEDIA		
Yvonne Nartey	+44 (0) 20 8846 2718	ynartey@tarsus.global
EXHIBITION SALES & SPONSORSHIP		
Bazil Cassim	+971 (4) 603 3315	bcassim@tarsus.global

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IMPORTANT DEADLINES

SERVICE ORDER	DEADLINE	✓when completed
-HOTEL ACCOMMODATION. With Expo 2020 happening at the same time we recommend booking ASAP before prices go up	ASAP	❑ notes
CARGO ARRIVAL DEADLINES AND PORT OF DESTINATION:		
- latest date of arrival at Jebel Ali Seaport (FCL or LCL), Dubai	29 November 2021	❑ notes:
- latest date of arrival for Air Freight at DXB or DWC Airports	1 December 2021	❑ notes:
-latest date of arrival for Road Freight at Sila UAE Border Crossing	6 December 2021	❑ notes:
-latest date of arrival for Courier shipment at GT ME office Dubai	22 November 2021	❑ notes:
-ELECTRICS / LIGHTING / COMPRESSED AIR / WATER & DRAINAGE / AIRFLOW	22 November 2021	❑ notes:
-HEALTH & SAFETY DECLARATION * compulsory for ALL exhibitors	1 November 2021	❑ notes:
-INSURANCE* compulsory for all Exhibitors to prove public liability insurance cover	22 November 2021	❑ notes:
-STAND CONTRACTOR FORM* compulsory for all Space Only exhibitors	1 November 2021	❑ notes:
-SPACE ONLY PLANS / DRAWINGS * compulsory for all Space Only exhibitors. Must be accompanied by a Risk Assessment and Health & Safety Declaration	1 November 2021	❑ notes:
-NAMEBOARD *compulsory for all Shell Scheme stands	22 November 2021	❑ notes:
-SHELL SCHEME EXTRAS & STAND FITTING	22 November 2021	❑ notes:
-FURNITURE	22 November 2021	❑ notes:
-CARPET & FLOORCOVERING	22 November 2021	❑ notes:
-SUSPENSIONS & RIGGING	15 November 2021	❑ notes:
-DATA TELECOM /INTERNET	15 November 2021	❑ notes:
-STAND PERSONNEL / HOSTESS	15 November 2021	Fixed rate
-AUDIO VISUAL	22 November 2021	❑ notes:
-SECURITY	15 November 2021	Fixed rate
-CATERING	15 November 2021	❑ notes:
-STAND CLEANING & WASTE DISPOSAL	15 November 2021	❑ notes:

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EXHIBITION SCHEDULE

ADDRESS FOR ALL ON-SITE DELIVERIES
Please note deliveries must **NOT** be made before Saturday 11 December 2021

Your Contact Name
Your Company Name, Za'abeel Halls 4/5*Your Stand No*, *Your Contact No*
Gulf Print & Pack 2021
Dubai World Trade Centre (off Sheikh Zayed Road)
PO Box 9292, Dubai
United Arab Emirates

PLEASE NOTE: The first number of your stand is the hall that you are in and the remainder is the location within that particular hall. For example, stand 6A1 = Za'abeel Hall 6, stand A1.

EXHIBITION BUILD UP		
Access to Site for Space Only Stands in Halls	**08:00-18:00**	Saturday 11 December 2021 – Monday 13 December 2021
Access to Site for Shell Scheme Contractors	**08:00-18:00**	Sunday 12 December 2021
Access to Site for Exhibitors	**12:00-18:00**	Monday 13 December 2021
NO access will be provided to the halls after 22:00 on the last day of build and this needs to be strictly adhered to. No late night or overnight work will be permitted as the remaining time is required for deep cleaning, sanitisation, and fumigation of halls, before opening.		

SHOW OPEN DAYS		
	EXHIBITOR ACCESS	**SHOW TIMES**
Tuesday 14 December 2021	**08:00 – 20:00**	**10:00 – 17:30**
Wednesday 15 December 2021	**08:00 – 20:00**	**10:00 – 17:30**
Thursday 16 December 2021	**08:00 – 20:00**	**10:00 – 17:30**

SHOW EVENTS		
Tuesday 14 December 2021	**10:00**	**Opening Ceremony**

BREAKDOWN		
Thursday 16 December 2021	**17:00-22:00**	**Removal of hand-held goods only**
Thursday 16 December 2021	**22:00**	**Vacate all shell scheme stands**
Friday 17 December 2021	**08:00-16:00**	**Halls MUST be clear by 15:00 on Friday 17 December**
ALL EXHIBITS, STAND FITTINGS AND WASTE MUST BE CLEARED FROM THE SITE BY 15:00 HRS on Friday 17 December 2021 - FAILURE TO MEET THIS DEADLINE MAY RESULT IN A PENALTY FEE		

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OFFICIAL CONTRACTORS CONTACT

Official Freight & Goods Handling Co-ordinator Recommended Shipping, Freight Forwarding and On-Site Handling Contractor **** OFFICIAL CONTRACTOR MUST BE USED FOR THIS SERVICE ****	**GT Exhibitions ME** Building 2020, M2, Office 220 Al Waha Street Off Sheikh Zayed Road Dubai, UAE Tel: + 971 (04) 321 3235 Fax: +971 (04) 321 3245 e-mail: tybanogowray@gtexhibitions.com georgenassif@gtexhibitions.com bethmadrid@gtexhibitions.com Contact: Tybano Gowray George Nassif Beth Madrid https://www.gtexhibitions.com/events/gulf-print-pack-2021

Official Rigging Contractors **** OFFICIAL CONTRACTOR MUST BE USED FOR THIS SERVICE ****	**DWTC Rigging Department** Customer Contact Centre Tel: + 971 4 389 3888 Web: www.eventplus.ae/GPP

Official Shell Scheme & fittings, Furniture and Flooring Contractor **** OFFICIAL CONTRACTOR MUST BE USED FOR THIS SERVICE ****	**GES Middle East** PO Box 282786, Dubai Tel: +971 4 885 5448 e-mail: gpp@ges.com Contact: Exhibitor Services Web: https://ordering.ges.com/000701325

Official Space Only Electrical, Compressed Air, Water & Waste Contractor **** OFFICIAL CONTRACTOR MUST BE USED FOR THIS SERVICE ****	**GES Middle East** PO Box 282786, Dubai Tel: +971 4 885 5448 e-mail: gpp@ges.com Contact: Exhibitor Services Web: https://ordering.ges.com/000701325

Official Catering Contractors **** OFFICIAL CONTRACTOR MUST BE USED FOR THIS SERVICE ****	**DWTC Catering Department** Customer Contact Centre Tel: + 971 4 389 3888 Web: www.eventplus.ae/GPP



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Official Audio Visual & Communications	**GES Middle East** PO Box 282786, Dubai Tel: +971 4 885 5448 e-mail: gpp@ges.com Contact: Exhibitor Services Web: https://ordering.ges.com/000701325

Official Travel Agent for Accommodation	**RW Events** Check offers and book your rooms here https://www.gulfprintpack.com/hotels

Floral / Plant Hire	**Blooms** P O Box 51980 Dubai United Arab Emirates Tel: + 971 (0)4 3321255 Shop Tel: +971(0) 4 3946094 Fax: + 971 (0)4 3946093 e-mail: blooms@emirates.net.ae Contact: Lena Mostafa

Official Cleaning Contractor (Nightly cleaning & sanitation / Stand cleaning & Hygiene / Rubbish & Waste Skip Rental)	**DWTC** Customer Contact Centre Tel: + 971 4 389 3888 Web: www.eventplus.ae/GPP

Recommended Agent for Temporary Staff	**HOSTEX** **Tel:** +971 50 651 6794 **emails:** **judy@hostexworld.com** **Contact:** Judy Neale

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A-Z GUIDE

ACCOMMODATION / HOTELS & TRAVEL INFORMATION

The official travel agent, **RW EVENTS**, is on hand to help with all accommodation, travel, and regional enquiries.

They are able to provide exhibitors with competitive rates for both accommodation and travel before and during GPP 2021.

To check their offers and book your hotels visit https://www.gulfprintpack.com/hotels

While we can't tell you where to book your hotels, we would advise you to use **RW EVENTS**. Dealing with any other hotel agent is at your own risk and we won't be able to help if you have any issues.

For further travel information, please visit https://www.gulfprintpack.com/travel-information

AISLES

All aisles must be kept clear of obstruction, please ensure that all objects, e.g., furniture, roll up banners, display units etc. are kept within the boundaries of your stand. It is imperative that exhibitors do not extend into the aisles, as this can cause a tripping hazard to visitors.

ALCOHOL

As per the local regulations any kind of **alcohol service during an exhibition is not allowed** on stands or on the exhibition floor.

APPROVAL OF STAND DESIGN

Designs for all Space Only stands must be submitted to the operations team for approval. All designs must be approved before exhibitors will be allowed access to the site and permitted to commence build. All stand fitting regulations contained within this manual must be adhered to when planning designs.

A full set of working drawings illustrating constructional details and specifications including dimensions, elevations, materials, columns, beams, electrical details, and suspended structures are required. These must be submitted to the Organisers along with a risk assessment and method statement in English prior to **Monday 1 November 2021.** Designs can be submitted electronically directly to Pere Ramirez - pramirez@tarsus.global

IMPORTANT: Please make sure you read all the information and you follow all the guidelines and regulations from **Section 3. Stand Construction & Covid Safety Guidelines** when designing and planning the Stand Design submission.

The Organisers reserve the right to prevent work being carried out by, or on behalf of, any exhibitor who has not obtained design approval from the Organisers.

SPECIAL COVID STAND DESIGN REGULATIONS

Key considerations for stand designs

- Clear screens or face shields should be provided on all reception counters. The number of staff at these counters should be limited to only one person at any time. Hand sanitisers should be available at all reception counters at all times.
- Maximum capacity stickers must be displayed in the submission with the furniture matching this capacity.
- The material used for surfaces of walls, counters, floors, and furniture needs to be easily cleanable.
- After considering product displays, models, walls and furniture etc. the stand design should ensure that a minimum 80% of the total space is open space. If there is a requirement that will impact this, then the number of people allowed on the stand need to be adjusted.
- On the stand, reception counters, models and product displays need to be set back by a minimum of 1m from the edge of the stand to discourage viewing and queueing in the aisle and help to maintain social distancing. The placement of furniture should be carefully considered to ensure clear unobstructed movement onto the stand from the aisle.
- All components of the stand (such as reception counters set back by 1m, furniture, product displays, models) must be included in the submission.
- Where exhibition stands have interactive displays and/or product demonstrations that involve visitors touching and using items, the exhibitor should ensure social distancing measures are in place, and that all items are wiped/sanitised between each interaction.
- For one-on-one meetings at the stand, it is recommended that protective screens be put in place.
- If the stand includes a pantry or an enclosed area/meeting room, a sticker indicating the maximum allowed capacity must be placed on the door.
- Exhibition stand/conference giveaways are allowed only if individually sanitised and wrapped/packaged. Brochures are recommended to be provided digitally through QR codes. If physically handed, these should be individually sanitised and wrapped/packaged.

Stand Capacity

- The maximum number of people permitted on a stand should correspond to 1 person per 4sqm.
- The maximum number of people allowed at the stand at any time must be displayed on the front of the stand via a signage board or a sticker. The size of this sign or sticker needs to be clearly visible from the aisle.
- It is recommended that all stands have floor stickers to highlight social distancing within their stands.

Preventative Measures

- The stands must be sanitised at the end of every exhibition day. This will be available for purchase via the DWTC EventPlus website.
- Sanitisers need to be made available on all stands for both staff and visitors. Gloves can additionally be made available.
- Only sealed bottled water or touchless water dispensers will be allowed on stands. These are available for purchase via the DWTC EventPlus website.
- Storage behind perimeter stands is not permitted, any items (including stand material) found behind stands will be removed during the daily master cleaning.
- Sterilisation of halls will be conducted post tear down of event by the venue.

AUDIO-VISUAL & EQUIPMENT HIRE

Audio-visual presentations must be totally contained within the stand area. Sound and noise levels must be kept to a level that does not disturb neighbouring exhibitors. The Organisers reserve the right to turn down volume and move attendees to prevent the gangways from getting obstructed.

GES Middle East is the recommended supplier of Audio-Visual equipment. Please visit GES Expresso link for further information on options, prices and to order these services https://ordering.ges.com/000701325

BADGES (EXHIBITOR BADGES, CONTRACTOR BADGES, DROP OFF PASSES, TEMPORARY VEHICLE PASS, VISITOR TICKETS)

No individual will be permitted entrance to the show site without the correct security badge or vehicle pass. Badge applications must be placed via an online link that will be sent to you in due course. No other form of application will be processed.

All personnel entering the exhibition halls must hold a GPP 2021 badge.

Passes can be collected upon arrival at the registration area at the entrance to the show. They MUST be worn at all times when in the exhibition grounds. In addition, Photographic I.D. should be carried at all times.

Types of badges

- Exhibitor Badges
- Contractor Badges
- Drop Off Passes
- Temporary Vehicle Pass (Delivery Passes)
- Trade Visitor Tickets

Where appropriate this allowance is shown in the following sections.

Exhibitor badge

Each exhibiting company has an allocation of complimentary badges based on the total amount of space occupied. The allocation is based on 1 Exhibitor Badge per 3sqm

All collections must be signed for by a member of your company, this individual is then responsible for the distribution of the badges.

Contractor Badge Policy

All contractor staff must obtain a DWTC contractor badge in exchange of a valid proof of identity. The below rules and regulations have been introduced by DWTC's Protocol and Security and are required by the Dubai Naturalisation and Residency Department.

Temporary Contractor Badges

Local Contractors (UAE Based)

All contractor staff must report to the cashier's cabin at the Main Contractor Badge Cabin located opposite Hall 8, Sheikh Saeed Hall Cabin, Sheikh Maktoum Hall Cabin and Main Service Yard Cabin to receive a temporary contractor badge in exchange of a valid proof of identity (Emirates ID) which will be kept temporarily at the cashier's cabin until the contractor badge is returned.

Each contractor badge costs AED 21.00 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. An additional AED 20.00 will be charged per day for failing to report or return the contractor badge in the cabin.

International Contractor Badge (non-UAE based)

All contractor staff must report to the cashier's cabin at the Main Contractor Badge Cabin which is (24/7) operation or Hall 6.1 during build-up/tear down and timing is 8am to 8pm only to obtain a temporary contractor badge in exchange of a passport copy. The badge will be valid for a maximum of 15 days. A charge of AED 205.00 per badge applies which represents an entrance fee of AED105.00 and a refundable deposit of AED100.00. The refundable deposit can only be claimed upon returning the badge within 15 days from the date of payment

Contractor Badge Collection Points

DWTC temporary contractor badges can be collected at the following locations:
International and local contractor badges:
Cashier's cabin at the Main Contractor Badge Cabin located opposite Hall 8 (24x7 Operation).
Entrance gate of Sheikh Maktoum & Sheikh Rashid Halls.
Entrance gate of Sheikh Saeed Halls opposite World
Trade Centre Metro station.
Main Service Yard Cabin for Driver contractors.

PLEASE NOTE

- 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.
- Access for stand equipment and contractors is only allowed via the back of the halls through the service yard. No materials or industrial trolleys are permitted through the front doors of the halls.
- All contractors are obliged to comply with the DWTC's mandatory PPE regulations.

Visitor Entrance Tickets

Trade Visitors will be admitted to the exhibition on production of a visitor entrance ticket (and business card) or pre-registration confirmation email. These will be substituted for a visitor badge which will permit the individual to access the exhibition for the full course of the exhibition.

Kindly note that we encourage all exhibitors and attendees of GPP exhibition to register on-line. If you require any assistance or facing any difficulties on-site there will be a support desk available.

Temporary Passes for Deliveries to Site

Arrangements for Contractors delivery vehicles to site during the build-up and break-down period of the exhibition may be made through Airlink International the Official On-Site Goods Handling Agent who has total responsibility for the movement of goods on site.

A one visit only entrance pass valid for one hour may be obtained at the entrance to the exhibition ground.

Drivers and their assistants requiring temporary gate passes must produce the following official identification at the entrance gate and exchanged for a Temporary Pass:

- Current Driving Licence
- Vehicle Registration Documents
- Written Instruction from the Exhibitor or Main Contractor

All documents will be returned on departure from the site.

BALLOONS

The use of helium balloons (Blimps) and toy balloons is not permitted.

BANKING SERVICES

The following facilities are available at the venue:

- ATM Machine & Banks

BANNERS

Exhibitors wishing to display hanging signs or banners above their stands must forward adequate drawings showing the design, artwork, dimensions, and location to the operations team for approval and to ensure that all rigging is ordered accordingly. Please ensure that all banners are illustrated on stand design when submitted for approval.

All of the banners/rigging orders are to be done through through the DWTC Eventplus platform www.eventplus.ae/GPP

All rigging within the Halls must be carried out by the Official Rigging Contractor, DWTC Rigging Department. Please either order rigging requirements via DWTC Eventplus platform or alternatively contact DWTC Rigging Department if you are unsure of the exact equipment and services required.

PLEASE NOTE: banners must not project on to the aisles or a neighbouring stand it must be hung within the perimeter of your stand with a minimum of 2 metres distance between the banner and your stand perimeter so your branding is not seen from your neighbouring stand.

Exhibits or stand fittings must NOT be removed or dismantled before 15:00 Thursday 16 December 2021.

Storage of crates/boxes kept with the official on-site freight contractor, will be brought back to the stands from 16:30hrs on Thursday 16 December 2021 onwards.

GES will begin to dismantle the Shell Scheme stands right after the closing of the event on Thursday 16 December 2021. We would request exhibitors to clear the stands from any display items, products and personal properties that does not belong to GES during the breakdown.

Exhibitors are held responsible for any found damages / loss of GES properties and will be charged accordingly.

The organisers and GES are not help responsible for any items that are left unattended or not taken always right after the closing of the event, whilst breakdown is ongoing.

BUSINESS CENTRE

A Business Centre will be located on site.
Spectrum – Digital Print
Concourse 1, Between Exhibition Halls 2 and 3
Tel: + 971 (0)4 327 5900
Fax: +971 (0)4 327 5166
Email: dwtc@spectrumdubai.com
www.spectrumdubai.com

The business Centre offers a range of services:
• Conference and Workshop Package (CD, DVD Copy, Tent Cards, Folder, Invitations and Stationery)
• Business Cards
• Internet Access
• Posters
• Presentation Material
• Binding
The opening hours are from 08:30 to 19:30, Saturday to Thursday.

For further details, please call +971 (0)4 358 5646 or +971 (0) 56 628 9726 or email sales@makatebgcc.com

CAR PARKING

DWTC is easily accessible by car; it is 15-minute drive from the Dubai International Airport. DWTC is at the heart of Dubai's Business District. Conveniently located along the arterial Sheikh Zayed Road, the complex adjoins the high-speed metro's DWTC station. A location map can be found on the show website.

Car parks are available for organisers, exhibitors, and visitors within the perimeter of the Venue. The car parks operate on a first come, first-served basis.

- Al Mustaqbal Parking
- Exhibitions Street Parking
- Exhibition Plaza Parking
- Za' abeel Plaza Parking
- Sheikh Rashid Tower Parking]

Please download the DWTC Parking Map **HERE** for your information.

Pre-Booked Parking at Multistory Paid Car Park can be ordered through the DWTC Eventplus platform www.eventplus.ae/GPP

CARPET / FLOORING

All stands are required to have carpet or floor covering. The official contractor for carpet is **GES.** To check types of carpet, prices and to order please visit https://ordering.ges.com/000701325

Shell Scheme and Package Stand exhibitors, your stand will automatically be carpeted with **LIGHT GREY** carpet.

Damage to the floor from poor quality adhesive tapes will be charged. All carpet tape must be removed and any charges for the removal of carpet tape left on the floor at the end of breakdown will be passed direct to exhibitors.

CATERING

DWTC is the official caterer for GPP. For all catering requirements please log in to the DWTC Eventplus platform www.eventplus.ae/GPP

PLEASE NOTE: DWTC holds the exclusive rights to all catering services within the venue. Food and beverage may not be brought from outside the venue. Any violations will be charged at an equivalent loss of sale with the items confiscated.

Additionally, in accordance with the local Islamic customs, the display and distribution of pork and alcohol is strictly forbidden.

The official caterer will operate several restaurants and other catering outlets throughout the exhibition site. These services will be open from 09:30 hrs –17.30 hrs for refreshments. Lunch will be served from 12:00 hrs – 15:00 hrs daily.

CLEANING SERVICES

DWTC offers the following cleaning services:

- Nightly Cleaning and sanitisation
- Stand by cleaning
- Stand Hygiene cleaning
- Rubbish/Waste skip rental – all stands with big amount of waste **must** order a skip through the DWTC Eventplus platform.

It is the exhibitor's responsibility to maintain their stand and to make sure it is in a clean condition at all times. If you are a shell scheme exhibitor your stand will be delivered to you in a clean state, however daily cleaning thereafter would need to be ordered through the DWTC Eventplus platform. Space only exhibitors will be responsible for the cleaning of their areas. Additional cleaning services can be arranged if required.

During the build-up and breakdown period, exhibitors and their contractors are responsible for ensuring all waste materials are deposited in the rubbish bins and skips provided. For health & safety reasons it is essential that all aisles are kept clear of rubbish and other obstructions at all times.

It is the responsibility of the exhibitor and/or their contractor to identify their waste materials to the cleaners and to make arrangements with the official on-site freight handler to have crates and packing materials stored if they are required at the end of the exhibition.

Please log in to the DWTC Eventplus platform to get more information and order these services www.eventplus.ae/GPP

COMPULSORY DAILY SANITISATION

All stands MUST be sanitised at the end of each day. This service can be ordered through the DWTC Eventplus platform www.eventplus.ae/GPP

Alternatively, all exhibitors need to make sure their teams sanitise the stand at the end of each day.

CHILDREN

No person under 18 years of age can be admitted to the exhibition during the build-up, open period, or breakdown. This rule applies to exhibitors, contractors and visitors and will be rigidly enforced to comply with safety regulations. Please note that no child-care facilities are located on-site.

COMPRESSED AIR

Exhibitors may **not** have generators or compressed air units on their stands. All compressed air must be ordered from GES Middle East.

Please note due to the limited supply available in the hall we highly recommend that you book your compressed air by the deadline in order to avoid disappointment. We cannot guarantee to meet your exact requirements on orders issued after this date.

The deadline for compressed air orders is **22 November 2021**.

Please visit https://ordering.ges.com/000701325 to place your Compressed Air order.

PLEASE NOTE: Compressed Air order are under the Electrical section

OFFICIAL CONTRACTOR OFFICES

The Organisers and official contractors will have temporary on-site service offices / desks to assist exhibitors and non-official contractors with enquiries.

The following services will be available:

- Organiser Office
- GES office
  - Shell scheme contractor
  - Furniture provider
  - Electrical contractors, compressed air, water
  - AV
  - Audio Visual & Communications Equipment rental contractor
- GT Exhibitions office
  - Freight forwarders & On-site freight handlers
  - Storage
- DWTC Exhibitor Services office
  - Catering
  - Data & Telecom
  - Rigging
  - Cleaning
  - Parking
  - Security
  - Meeting Rooms

COMPLEX STRUCTURES

A complex structure is any form of construction of any height, which would normally be designed by an engineer and/or has, through a risk assessment, been found to provide significant risk. Structures over 4 metres in height, raised platforms and all suspended items are generally considered to be complex structures. **PLEASE NOTE DOUBLE LEVEL STANDS ARE NOT PERMITTED AT THE SHOW**

Drawings must be submitted in English in duplicate to the operations team for approval by the deadline of **Monday 1 November 2021**. These maybe submitted electronically in PDF format directly to Pere Ramirez - pramirez@tarsus.global

These drawings must show the form and dimension of every structural member with appropriate general arrangement plan, sections, and elevations, including full details of stairways. All calculations of loading and strength must be in English, and all drawings must be to scale.

A risk assessment is also required. A sample risk assessment form can be found in **Section 4. Health & Safety and Security**.

In the case of particularly complex stands the Organisers may require additional structural calculations, method statements or technical detail in order to process the stand approval. It is the responsibility of individual exhibitor and their appointed contractor to provide this additional information upon request and any associated costs will be charged to the exhibitor.

PLEASE NOTE: PERMISSION TO ENTER THE EXHIBITION PREMISES AND COMMENCE CONSTRUCTION WILL NOT BE PERMITTED WITHOUT THE FULL APPROVAL OF THE STRUCTURAL ENGINEER.

Stand build progress will be monitored continually by onsite Health & Safety officers who reserve the right to halt stand build progress should any Health or Safety issues arise.

The Organisers reserve the right to deny access and prevent work being carried out by, or on behalf of, any exhibitor who has not submitted stand design drawings in accordance with these regulations.

CONTRACTOR GUIDELINES

Please make sure you download and read the contractor regulations and guidelines documents which can be found on **Section 3. Stand Construction & Covid Safety Guidelines** of this manual.

COURIERS

Local couriers

Please DO NOT send courier shipments addressed direct to your hall or stand/booth number. The Organisers Office will NOT accept small packages.

All courier shipments (up to 50 Kg / 0.3 CBM maximum) should be sent and addressed as follows: -

GT Exhibitions ME
Office RO23A, Concourse 1,
Hall 1, Dubai World Trade Center,
P O Box 34910, Dubai,

United Arab Emirates
Tel: +971 4 321 3235
Attn: Tybano Gowray

CONTACT

Attn: Tybano Gowray / George Nassif / Beth Madrid
via email to tybanogowray@gtexhibitions.com / georgenassif@gtexhibitions.com / mailto:bethmadrid@gtexhibitions.com

International shipments via courier

For international shipments via courier, please note companies generally cannot clear exhibits and equipment being sent for exhibitions in the UAE. Such shipments are normally held with Customs when the volume or value is high. We therefore recommend you contact your courier company and ensure they are able to Customs clear and handle exhibition goods. In cases where the courier company cannot process the clearance, GT Exhibitions will try to assist but cannot be held responsible for late or non-delivery of such shipments.

A commercial invoice must accompany all courier shipments and a full pre-advice including a copy of the export courier waybill must be sent to GT Exhibitions. Exhibitors should report to the GT Exhibitions site office and pay cash for the handling charges incurred. The goods will then be delivered to your stand. Payments in advance by bank transfer are subject to a service fee to cover bank charges. We cannot accept credit card payments for courier shipments.
Shipments that require an advanced payment of Customs Duty or any freight charges will be refused, unless agreed in advance. Courier shipments must therefore be sent on a delivered Duty paid basis.

All films, videos, slides, DVD and CD's are subject to UAE censorship, we request one copy of each DVD/CD-ROM to be couriered to us at least 30 days prior to the event for censorship processing. Clearance of such items is solely subject to approval of the UAE government authorities.

It is the responsibility of the exhibitor to check with GT Exhibitions if their package has been received. Shipments that require an advance payment of Customs Duty or any other freight charges will be refused unless it is pre-arranged. Courier shipments must therefore be sent on a Delivered Duty Paid (DDP) basis.

Further information can be found in **Section 5. Shipping, lifting, and handling.**

COVID MEASURES & SAFETY GUIDELINES

The health & safety of all our exhibitors, visitors and event stakeholders is our highest priority and will guide every decision we make in the planning and scheduling of our events. This is why we have put together a H&S plan and some guidelines we would ask you to read.

Please note these guidelines will remain fluid in order to keep up with the new information and medical advice as and when it comes to light.

Please read these guidelines along with the rest of documents from this **Section 3. Stand Construction & Covid Safety guidelines.**

- DWTC contractor Guidelines and Regulations
- Trust GPP – Reopening GPP Safely
- GPP Covid exhibitor guidance
- Stand Sustainability guidance

CUSTOMS CLEARANCE

The official on-site freight handler for GPP 2021 is **GT Exhibitions ME**, their contact details can be found in the official contractor list. Please refer to **Section 5. Shipping, Lifting & Handling** in the online manual for further information on delivery, transportation, and removal of exhibits.

DAMAGE TO HALLS

The Organiser will pass on any charges to the exhibitor for damage to the exhibition halls caused by the exhibitor, his staff or contractor.

Damage caused to the fabric of the exhibition building by an exhibitor / contractor will be charged by the venue via Tarsus F&E LLC Middle East. Under no circumstances should an exhibitor / contractor attempt to repair any damages caused.

It is strictly prohibited to affix nails, tacks, screws, adhesives, paint or similar items to the floor, walls, ceiling, shell scheme structure and other parts of the premises.

DELIVERY OF EXHIBITS

Deliveries will not be accepted on-site before the following deadlines:

- Saturday 11 December 2021 for Space Only Exhibitors
- Sunday 13 December 2021 for Shell Scheme Exhibitors

All deliveries must be marked up clearly, as follows:

**Your Company Name, Your Stand Number, Za'abeel Halls 4/5 & Your Contact Number **
GPP 2021
Dubai World Trade Centre (Off Sheikh Zayed Road)
PO BOX 9292
Dubai
United Arab Emirates

Please ensure that your exhibit materials are in the hall at least 2 hours prior to the official opening. Exhibit materials, including brochures, posters and samples etc. being brought to the halls after this time will not be permitted through the front main entrance doors. Only hand carried items may be brought into the hall during show open hours. Any items requiring a trolley or pallet truck must wait until after the show has closed. Deliveries to the stand during the exhibition open period may be made early each morning, more details to follow. Throughout the course of the day only hand-carried items will be permitted entry and will be subject to security screening.

STAND DESIGN & BUILD

If you are looking for Stand Design & Build services for your stand, we recommend GES ME.
GES provides:

- Free Stand Design
- Creative Solutions
- Full project management and customer care
- Complete peace of mind

For further information, please contact gpp@ges.com or call us on; +971 4 885 5448 to discuss your stand requirements.

DOUBLE DECKER STANDS

Double decker/level stands **are not permitted** at Gulf Print & Pack 2021.

DILAPIDATIONS

Exhibitors are responsible for all panels, walls, columns, flooring, shell scheme stands and hired accessories within their stand area and any damages will be repaired at the exhibitor's own expense.

IMPORTANT NOTE: All exhibits and stand fitting materials must be cleared from the exhibition hall after the show and charges will be levied for the removal of any abandoned items.

DISABILITY DISCRIMINATION

Where exhibitors have a platform on a stand a reasonable adjustment is to incorporate a ramp into the platform on the stand. If this is not possible then a signed point should be created where disabled people can be served off the platform at ground level. Whatever the content of the stand is needs to be accessible to all. Please note the following when designing your stand:

- Ensure that your stand incorporates enough space for wheelchair access - 1.2 metres aisle width is deemed sufficient – though only 750mm for an internal door – suggesting that 750mm would be enough.
- The gradient of any ramp should be no greater than 1:12.
- Serving counters should have a low access point no higher than 760mm or a lap tray should be provided for the convenience of disabled people.

DISABLED FACILITIES

All exhibition halls, meeting rooms and public areas are accessible by wheelchair. Car park spaces are also reserved for the disabled. Toilets on the ground floor and above Exhibition Halls 6, 7 and 8 have disabled access, whilst all doorways and lifts accommodate standard wheelchairs and have low-level buttons. Visitor Wheelchairs are available free of charge from three of the DWTC information desks, located at the Convention Gate, the Exhibition Gate and Hall 1, as well as from the Emergency Medical Services station located next to Hall 5.
Please note however, that they are unable to offer pre-booking. A form of ID (such as a driving license or Emirates ID) will be required upon collection. Please feel free to contact the Customer Care team for any queries about our wheelchair service.

DISTRIBUTION OF MATERIAL / CANVASSING

It is strictly prohibited for exhibitors (or staff members working on behalf of exhibitors) to display or distribute any material (in any form) from any other areas other than within the boundary of their stand. This restriction also applies to the gangways surrounding your stand.

EARLY/LATE WORKING

If you have appointed a stand contractor to build your open space stand, you must be assured that the design of the stand is such that it can be built within the specified times as stated in this manual.

With build-up time limits in place due to COVID, it is recommended that stand designs be simplified and prefabricated or be modular in construction to facilitate efficient assembling. This will also ensure less manpower onsite.

The stands need to be completed by 22:00 on the last night of the build-up phase. **No late night or overnight work will be permitted as the remaining time is required for deep cleaning, sanitisation, and fumigation of halls, before opening**

Please inform the Organisers if you believe you will have any issues keeping to the exhibition build/breakdown schedule.

ELECTRICAL SERVICES

Mains supply to space only stands is not included and must be ordered directly through GES Middle East prior to the exhibition.

Mains supply and consumption charges to Space Only stands are not included within the space rental charge. The official contractor appointed by the Organisers are the only individuals permitted to carry out electrical installations. The official contractor for electrics to space only stands is **GES Middle East**; please refer to the official contractor list for their details.

Orders must be placed via this link https://ordering.ges.com/000701325

When completing the Electrical Order, the location of the items should be clearly marked on the grid plan, if you haven't submitted a grid plan your electrics will be placed at the discretion of the electricians, if you require these to be moved you will be charged.

It is the responsibility of the exhibitor/contractor to do all wiring connections and to provide electrical fittings (sockets/lights etc.) for the stand.

Please note due to a limited supply available in the hall we highly recommend that you book your electrics by the deadline of **Monday 22 November 2021** in order to avoid disappointment. We cannot guarantee to meet your exact requirements on orders issued after this date.

Orders received after the due date or placed on-site will be subject to surcharge as per main power order form. There will also be a further surcharge for orders placed on site.

Exhibitors installing their own power connections to their displays for general lighting and power sockets must ensure that:

- The main cable is connected to a suitable type distribution box
- The main switch should be an ELCB
- All wire joints are in connectors and concealed in junction boxes. No twisted wire joints are permitted
- All wires in exposed areas are protected in PVC trunking. Running wires under the carpet or across open areas is not permitted.

If the power supply ordered is to be connected to machines and equipment exhibitors must ensure that:

- A suitable type of isolator or ELCB is provided between the main cable and the cable from the machine / equipment
- If the machine / equipment has its own isolator, then the main cable can be directly connected to it

Exhibitors installing their own power connections to their displays must also ensure such installations conform to the IEE Regulations and will be subject to inspection and approval by the official electrical contractor before connections to the mains supply.

The Organisers reserve the right to disconnect any installation that, in their opinion, is dangerous or likely to cause annoyance to visitors or other exhibitors.
The standard supplies of electrical current available in the exhibition halls are:

- Single phase 220 volts 50Hz
- Three phase 415 volts 50Hz

The provision of a single-phase mains supply terminal by suitable switchgear is included only in the shell scheme contract.

Three phase supplies and 24-hour connection will be an extra charge and can be ordered on the relevant form through the exhibitor manual.

Should you have any questions please contact the Electrical Contractor GES Middle East - email: gpp@ges.com

Prices for fitting will cover power consumption, installation, maintenance, and removal at the close of the exhibition.

General lighting is provided in the halls but is not powerful enough to provide adequate stand illumination. Exhibitors are advised that specific illumination of their stands is considered essential to achieve an effective display. Lighting is available and can be ordered through the exhibitor manual.

Please note that electrics to stands are switched off 30 minutes after the exhibition, please contact the Electrical Contractor to arrange 24-hour power, should you need it.

EMERGENCY MEDICAL SERVICES (EMS)

DWTC is committed to maintaining a safe and healthy environment for everyone on our premises, and our Emergency Medical Services (EMS) division is the venue-based provider of emergency medical response in the complex. The Emergency Medical Technicians treat a wide variety of injuries and medical conditions, whilst providing supportive patient care and safe transportation to an appropriate medical facility. Tel: +971 (0)4 306 4600

EMS CONTACT & LOCATION

Tel.: +971 (0)4 306 4040
The EMS station is located in the main concourse (Concourse 2) between Exhibition Halls 4 and 5. Emergency Medical Services are also located on Za'abeel Concourse 2 adjacent to Za'abeel Hall 5.

If you need assistance during your time at DWTC, please call +971 (0)4 306 4040 to speak to the on-duty medic or call the Command Control Centre on +971 (0)4 306 4600 / +971 (0)4 308 6212 for assistance. If you have no telephone, you can speak to the nearest member of the DWTC security staff who will assist you.

The EMS team is available from 08:00 to 22:00 during build-up and tear-down. During event days, this service is operational from 1 hour prior to the start of the event until 1 hour after the event closure.

EMPLOYMENT OF LABOUR

As per UAE law, it is the responsibility of the exhibitor/contractor to ensure that all personnel working onsite, during build-up / show days and breakdown carry their Labour Card or relevant documentation, as proof of position in your company=

EXHIBITOR INFORMATION DESKS

Exhibitor information desks will be open from the first day of build-up for general enquiries and information. These are located at the registration area at the entrance to the show.

FABRICS USED IN DISPLAYS

Textile fabrics used for interior display purposes on the stand must be FIRE RETARDENT or purchased already treated by use of approved chemicals. Certain fabrics need not be fire proofed, i.e., wool, twill or felt. Textile fabrics used for interior decorative purposes within stands must be fixed taut and or in tight pleats (not draped) to a solid backing and secured 3 inches above floor level and not touching any light fittings. Cellulose paints are flammable and must not be used for stand dressing. Water based paints must be used.

FILMING AT THE DWTC

All approval for Time Lapse, Photo Shoot, and Video Shoot within DWTC need formal approval from Dubai Police. They will require a minimum 5-7 working days to get approval.

Please download the "Dubai Police – Security Check Form" from **Section 6. Exhibitor Services Orders information and forms.** Please note all details need to be filled and they will require your filming crew to provide:

- Passport copy
- Visa copy
- Description/Purpose of the shoot/access
- Date & Time
- Location

FIRE APPLIANCES AND INFORMATION

Fire extinguishers of approved pattern and capacity can be found at various locations around the site according to the risk involved – instructions will also be supplied, please locate your nearest extinguisher. Exhibitors will be given instructions regarding fire, emergency, and accident procedures prior to the show opening, please ensure all personnel read these carefully.

- Fire Exits and Extinguishers / Fire Hose points must never be blocked
- No paint or paint thinner can be placed near the electrical distribution boxes
- Empty cartons/boxes, catalogue boxes, stand materials and combustible waste must be disposed of and not stored behind stands.

FIRE REGULATIONS

- All stand construction and displays must be **FIRE RETARDANT**. Any goods attached to your stand will constitute as part of your stand and will be subject to these regulations.
- Smoke Machines, naked flames and gases are subject to approval from the Dubai Municipality; , please contact Pere Ramirez pramirez@tarsus.global for venue approval, at least 5 weeks prior to the show opens to the public.

FLOOR LOADING RESTRICTIONS

The hall floors are concrete covered with carpet. Please contact the operations team with details of heavy exhibits, as special arrangements may need to be made. The exhibition hall and site floor must not be damaged in any way. There is a maximum distributed weight loading of 2,000 kgs per m^2 in each hall. If you are exhibiting any heavy items, please inform the operations team as soon as possible to arrange delivery.

FLOORPLAN

You can download the latest version of the floorplan visiting www.gulfprintpack.com/floor-plan

FLORAL / PLANT HIRE

The Organisers have appointed **Blooms** as the official floral supplier for GPP 2021.

Tel:	+ 971 (0)4 3321255
Shop Tel:	+971(0) 4 3946094
e-mail:	blooms@emirates.net.ae
Contact:	Lena Mostafa

FURNITURE HIRE AND STAND FITTING EXTRAS

A limited range of furniture and stand fitting extras can be hired through the official shell scheme contractor (GES Middle East). The furniture products on offer can be viewed and ordered via https://ordering.ges.com/000701325.

Orders received after the form deadline – **22 November 2021** - will be subject to a 20% surcharge.

GES Middle East will have an on-site service office located within the entrance of the Halls, this will be manned throughout build-up should last minute furniture orders and stand fitting extras be required. However, please note that they will only be a limited stock available and all orders placed on site with be subjected to a 20% surcharge. Therefore, we encourage you to place your orders as early as possible via the online manual.

GANGWAY AND EMERGENCY EXITS

It is imperative that the venue emergency access gangways and fire escapes remain clear at all times. Plans showing emergency routes can be obtained from the Organisers' Office. During the build-up and breakdown periods of the exhibition the gangways can become extremely congested with packing cases, equipment and general waste – in the interests of health & safety, we request all exhibitors and contractors to cooperate with our floor managers and official show contractors to help maintain the emergency access points and gangways at all times.

The gangways used in this venue are the minimum permissible by law. Under no circumstances will exhibits, stand dressings, tables & chairs etc. be allowed to encroach into gangways. Please keep your exhibits inside your stands at all times.

Doors and gates forming part of an escape shall be provided with a vision panel of clear glazing at sight level and must be hung to open in the direction of escape, clear of any steps, landings, or gangways. Where necessary doors must be recessed so as not to open onto or obstruct the required width of any gangway or another escape route. Such doors shall be free from fastenings other than panic bolts.

Bridging and carpeting over gangways have specific rules and you should contact the Organisers for further information before any arrangements for your stand are made.

For health & safety reasons and to aid the access of other exhibitors, please keep gangways clear of all stand fitting materials and exhibits during build-up and breakdown. Anything left in the gangways may be deemed as rubbish by the cleaners and disposed of.

Emergency gangways **MUST** be kept clear at all times.

GRATUITIES

Appointed contractors will carry out all work in good time and you should not be asked for any sort of gratuity to obtain priority service. If monies are solicited, please inform the Organisers immediately.

HEALTH & SAFETY

As an exhibitor, it is your legal and moral responsibility as far as is reasonably practicable to ensure the health, safety, and welfare of everyone sharing your work site at the exhibition.

Information regarding Health & Safety can be found in **Section 4. Health & Safety and Security** and includes key recommendations and outlines your responsibilities and those of your contractors. **Please read it carefully**!

Please also complete and return to the organiser the **Health & Safety declaration form** which can also be found in **Section 6. Exhibitor Services' orders, information, and forms**.

HEIGHT RESTRICTIONS

- Shell Scheme stands: A maximum height of 2.5m
- Single-Storey Space Only Stands: A maximum height of 4m

Peripheral walling, if more than 1m high, must not occupy more than one-third of any one side.

PLEASE NOTE: DOUBLE DECKER STANDS ARE NO LONGER PERMITTED AT THE SHOW

Construction of all stands should be carried out in accordance with the applicable stand construction regulations.

INSURANCE

While every precaution is taken, Gulf Print & Pack cannot accept responsibility for damage to stands/booths or loss of property on any stand or anywhere else at the exhibition, or in the course of its delivery / removal from the building for any reason whatsoever.

The organisers are not responsible for any loss sustained by exhibitors from fire, theft, damage for any reason, or for personal injury or loss to or by any person employed by the exhibitor or third parties.

Exhibitors are required to provide a valid certificate of insurance to the organizer no later than Monday 22 November 2021

The coverage must include the following:

Public Liability:
Standard Cover £2,000,000 (or local currency equivalent amount) any one occurrence; Legal liability of the exhibitor to pay compensation, legal costs, and expenses as a result of accidental death or injury to a third party or damage to their property at the venue.

Exhibitors are also advised to obtain insurance coverage for their exhibit and display materials while in transit to and from and for the duration of the expo.

Please send copies of your certificate of insurance to Rebeca Holister.
Email: rholister@tarsus.co.uk
Tel: +44 (0) 20 8846 2717

Please let us know if your company does not have a Public Liability Insurance. We will issue an invoice for our policy that is valid from **11 – 17 December 2021.**

- The cost of the policy is
  - **U$325** for stands 9-36sqm in size
  - **U$425** for stands over 36sqm in size
- The insurance is available to exhibiting companies only; contractors much obtain their own insurance to the required level of cover.

Please note Exhibitors are only covered from the day payment is received.

PAYMENT INSTRUCTIONS: please email Rebecca Holister if you need us to provide you with an insurance and we will send you an invoice for it.

PROVIDING AN INSURANCE CERTIFICATE IS COMPULSORY FOR ALL EXHIBITORS. WE WON'T ISSUE EXHIBITOR BADGES TO ANY COMPANIES WHO HAVE NOT PROVIDED THEIR INSURANCE.

INTERNET / DATA & TELECOM

The DWTC provide the following telecommunications and data services:

- Satellite
- Wi-Fi
- Wired Internet Services
- Telecom Services
- IT Equipment (printers & scanners)

All of the above services can be ordered through the DWTC Eventplus platform www.eventplus.ae/GPP

Orders received before **Monday 15 November 2021** will receive early bird discount. Orders received after 15 November 2021 will be charge at standard rate. **Orders received onsite will be subject to a surcharge.** Charges for these items will cover all installation, supply and rental of lines, equipment, and calls.

Clean Air Policy

a. Purpose

- As the 5 GHz Wi-Fi wireless networking uses the shared resource of the unlicensed radio frequencies, it is necessary to regulate the usage of such devices within the Dubai World Trade Centre (DWTC) venues.
- By applying this policy, reliable and secure Wi-Fi based services can be provided at DWTC. This policy applies to all 5GHz wireless networking devices and users on DWTC premises.

b. Policy

Ownership and Management of Radio Airspace

- DWTC is the owner of the 5GHz unlicensed radio frequencies on its property, that is, the 5GHz Unlicensed National Information Infrastructure (UNII) bands used in wireless networking. DWTC is responsible for managing these radio frequencies for the benefit of DWTC users. DWTC may restrict use of any devices that can cause interference in the unlicensed radio frequency ranges.

- DWTC is solely responsible for providing wireless networking services within its venues and offices. No other entity may deploy wireless network access points or other wireless service in its space. Private wireless access points in the exhibition halls, concourse areas, meeting rooms or offices are strictly prohibited. DWTC reserves its right to sanction non-compliance.
- DWTC is responsible for maintaining a secure network and will deploy adequate security mechanisms to support wireless networking in the venues.
- DWTC deployed a 5GHz wireless network to cover all its venues, based on the 802.11a/n standards. DWTC will work with other entities to accommodate special needs, where technically feasible. DWTC will collaborate with organizers and tenants where devices used for specific business reasons may require specific solutions.

Wireless Service Considerations

- Wireless networking has bandwidth limitations compared to the wired network. The wireless network should be viewed as augmenting the wired network, to provide more flexible network use. Applications that require large amounts of bandwidth or are sensitive to changes in signal quality and strength may not be appropriate for wireless access.

Standards supported

- IEEE 802.11a/n is the preferred wireless networking standard.
- Security standards may be applied as needed.

Wired internet:

- A computer or device with a RJ45 network interface is required to use DWTC wired internet connections.
- Internet lines are activated on the last day of build-up. Please advise if you require the service prior to this date.

DWTC FREE WI-FI PUBLIC AREAS

- Network name: Free – WIFI
- Duration: 2 hours
- Coverage area: ONLY outside the halls and in all public areas (Concourse 1 & 2)
- Login procedure: select the network “Free – WIFI” and create an account
- Device limitation: Only applicable to devices operating on 5GHz frequency

LEAD RETRIEVAL SYSTEM

Our Marketing team will be in touch in due course with more information regarding the Lead Retrieval System offered at Gulf Print & Pack 2021.

LIFTING EQUIPMENT (INCLUDING FORKLIFTS)

The only contractors permitted to operate lifting equipment and forklift trucks within GPP 2021 will be the official goods & freight handling contractor (GT Exhibitions ME) and the official rigging contractor (DWTC). Stand build contractors and exhibitors will not be permitted to operate any lifting equipment.

LIVE ENTERTAINMENT

If you are planning any form of live entertainment such as singers, musicians, fashion show models, dancers, DJs, or band players on your stand you must apply for an Entertainer’s Permit through the organiser.

If you do not apply for the Entertainer's Permit on time (3 months up to 4 weeks before the performance) or if you do not receive an approval and the performance goes ahead, you will be subject to a fine issued by the Dubai Department of Tourism and Commerce Marketing.

LPG - LIQUEFIED PETROLEUM GASES (PROPANE, BUTANE, ETC.)

All flammable gas including compressed gas & LPG is prohibited on the premises at all times unless the Organiser is satisfied that exceptional circumstances apply, and its prior consent is obtained.

MAINTENANCE OF EXHIBITS

Under no circumstances will maintenance work be permitted on stands during the exhibition open hours.

If at any time during the exhibition open days, you need to carry out maintenance work on your stand after the exhibition has closed please apply to the Organisers by 14:00 hrs on the same day for authorisation.

NAME BOARD (SHELL SCHEME STANDS)

If you are a Shell Scheme exhibitor, the name board sits at the top of your stand and will carry your Company Name and Stand Number; this will identify your company to the visitors. Please ensure that you complete the relevant information on https://ordering.ges.com/000701325

ORGANISERS' RIGHT TO CHANGE STANDS AND FLOOR PLAN LAYOUT

In the interests of the exhibition as a whole, it may be necessary to remove or alter anything in - or forming part of - any stand. If we feel this action must be taken this would have to be at the expense of the exhibitor concerned.

The exhibition floor plan is subject to change at the discretion of the Organisers. You can download the latest version of the floorplan www.gulfprintpack.com/floor-plan

If you need further assistance, please contact Pere Ramirez pramirez@tarsus.global to obtain the latest version of the exhibition floor plan

PERSONAL PROTECTIVE EQUIPMENT (PPE)

It is compulsory for all contractors to wear PPE to enter the halls and work during build up & breakdown at DWTC. All contractors must wear high vis jackets, safety boots & hard hat, otherwise they won't be allowed into the halls.

The DWTC contractor badge cabin sells high-vis vests, but they do not sell footwear.

It is advice that exhibitors entering the venue on Saturday 11 December 2021 and Sunday 12 December 2021 also wear PPE for their own safety.

More information can be found on the **Safety Instructions Mandatory PPE** document which can be downloaded from **Section 4. Health & Safety and Security**.

PLASTICS / STAND DRESSING

Lexan and Macralon are acceptable. PERSPEX MUST NOT BE USED. Artificial plants and flowers which are combustible and give off toxic fumes must not be used for stand dressing. Plastic security night sheets are also not permitted.

POWER SUPPLY

All shell scheme stands will be supplied with a single-phase mains terminal by suitable switchgear, 1 x electrical socket and 3 x spotlights per 9sq m, should you require additional electrics to what is included please refer to the Stand Fitting Extras form via the order forms in the manual.

All shell scheme stands will have a maximum power supply of 500 watts. For any extra power required, the exhibitor or contractor would need to submit an order using the electrical order form found in the "Exhibitor Services Orders Information & Forms" section of the manual.

POWER will be turned off 30 minutes after the show closes, should you require 24-hour power please contact the operations team.

As the exhibitor, it is your responsibility to order adequate power supply for your stand. Failure to do this will result in delays on site and could be a fire risk. On site spot checks will be carried out by the Organisers. This includes appropriate temporary power supplies required for the build-up and breakdown periods.

If you require additional electrics over and above those supplied as part of your package, we highly recommend that you book your electrics early via https://ordering.ges.com/000701325 , due to a limited supply available at the venue. We cannot guarantee to meet your exact requirements on orders issued after the form deadline.

Orders received after the 22 November deadline will be subject to late order surcharge as per the order forms. An on- site surcharge will also be applicable for orders taken on site

PUBLIC ADDRESS

A public address service will be operative throughout the Exhibition. Please note that this is for official announcements only and is not available to visitors or exhibitors (**except in cases of emergency**).

PRAYER ROOMS

The men's prayer room is located on level 2 opposite Exhibition Hall 5 and the ladies' prayer room is located on level 2 opposite Exhibition Hall 7. An additional ladies' prayer room is also available at the main entrance of Za'abeel Hall as well as in Sheikh Saeed Hall 3 when the hall is in operation.

PROMOTIONAL MATERIAL

Please be sensitive to the content of any promotional material that you are planning to use at the exhibition. It is important that such material is not offensive to the Cultural and/or Religious values and sensitivities of the people of the United Arab Emirates. If in doubt about any material that you are considering using, please do not hesitate to contact the operations team and they will be able to provide clarification on this if necessary.

REGIONAL INFORMATION

At the time of the show, the UAE will be three hours ahead of GMT. There is no daylight saving in the UAE.

The local currency is the AED (Arab Emirates Dirham). The Dirham has been tied to the US dollar at a mid-rate of $1 USD – 3.675 AED.

Dubai's working week is different to that of western countries. In Dubai, the normal working week is Sunday to Thursday with the weekend being Friday and Saturday. Government offices are open from 07:30 to 14:00 Sunday to Thursday. Embassies and Consulates open from 08:00 to 13:30, most are closed Friday and Saturday.

Islam is the official religion of the UAE; however, Dubai is tolerant of the customs and religions of its visitors. Dubai has a variety of places of worship, including two inter-denominational churches, Holy Trinity, and United Church of Dubai (UCCD), and one Roman Catholic Church (St Mary's).

RISK ASSESSMENT

All contractors/exhibitors are required to submit a full risk assessment for the design, construction, and arrangement of their stand. If required, please contact the Organisers for further information. A sample risk assessment form can be found in **Section 4. Health & Safety and Security**.

The risk assessment is to be submitted along with stand plans. If you require help with producing a risk assessment, please contact Pere Ramirez pramirez@tarsus.global

SECURITY & EMERGENCY ASSISTANCE

All persons and their hand-held goods, entering the exhibition site may be subject to security screening. Whilst every effort is made to make this procedure smooth and efficient, delays may occur during busy periods.

Whilst every precaution is taken to ensure the safety and security of personnel and equipment and whilst the premises are patrolled, we cannot accept any responsibility for any injury, loss, damage or any consequential losses which may befall on your personnel and their property. Exhibitors are responsible for the security of their stand, exhibits and contents (including personal property and personnel) and must ensure that appropriate insurance cover is arranged.

It is strongly recommended that small items of equipment and personal effects are not left unattended while on site. Exhibitors are reminded that insurance protection for exhibits, display material and personnel/personal effects must cover the full show period, including the build and breakdown periods.

Hand-held exhibits should be removed from the exhibition site immediately after the exhibition closes on Thursday 16 December 2021. Please note that security "Pass-Out" forms listing all handheld goods to be removed must be signed and stamped by the Organisers. Copies of these can be found in your exhibitor packs, additional copies can be obtained from the Exhibitor Information Desks.

If you would like to arrange security for your stand, please log in to the DWTC Eventplus platform www.eventplus.ae/GPP

SHIPPING, FREIGHT & HANDLING

The official on-site freight handler for GPP 2021 is **GT Exhibitions ME**, their contact details can be found in the official contractor list. Please refer to **Section 5. Shipping, Lifting & Handling** in the online manual for further information on delivery, transportation, and removal of exhibits.

"SHELL SCHEME" STAND PACKAGE INFORMATION

GES Middle East is the official contractor appointed by the Organisers and will be responsible for the erection of the official shell scheme. A full management and technical service will be provided on-site at all times. Please make sure you read the GES Exhibitor Services, Shell Scheme Stand Guidelines& General information HERE

Exhibitors occupying shell scheme stands must ensure that all internal stand fitting and displays are contained within the shell scheme structure and do not exceed 2.5 metres in height.

No display materials or logos may be fixed to the shell scheme fascia panel.

No fixings may be made to the walls, but brackets are available for exhibitors display panels and signs.

Exhibitors may affix lightweight photographs and technical information sheets etc. direct to the shell scheme walls with good quality double-sided adhesive pads or similar, provided such material can be removed without damage to the wall panels, any damage made to the panels will result in a charge.

Shell scheme stands will be available to exhibitors to take possession from Noon on Monday 13 December 2021.

To place orders please visit https://ordering.ges.com/000701325

"SPACE ONLY" STANDS

Space only exhibitors are responsible for their own stand design and construction. No stand fittings or carpet is provided on Space only stands. **All space only stand designs must be approved by the Organisers before exhibitors will be allowed access to the site and permitted to commence build.**

Please read these guidelines along with the rest of documents from this **Section 3. Stand Construction & Covid Safety guidelines.**

- DWTC contractor Guidelines and Regulations
- Trust GPP – Reopening GPP Safely
- GPP Covid exhibitor guidance
- Stand Sustainability guidance

It is the responsibility of the exhibitor to examine the area and site allocated to them in order to avoid costly adjustments to stand structures. Where possible the Organisers will provide on request detailed stand plots indicating the position of service ducts and pillars. Minor obstructions or height restrictions cannot always be indicated on the plans of the exhibition.

It is the responsibility of the exhibitor or their stand appointed contractors to submit their electrical order and provide their own electrician to do all the wiring and provide electrical fittings.

Stand fitting regulations contained within this section must be observed when planning stand design and layout.

We are pleased to offer advice and guidance where required. Please feel free to contact the operations team with any enquiries.

Please note the Organisers have the right to reject any stand plan that they deem to be:

a) Structurally unsafe
b) Considered to be too complex to be completed in the time specified
c) Does not conform to the specifications listed in the manual
d) Likely to unreasonably affect nearby exhibitor's sites in any way

No major structural changes will be permitted to the stand once approval has been given.

If you have any question, please email Pere Ramirez pramirez@tarsus.global

SMOKING POLICY

In accordance with the UAE laws, smoking is strictly prohibited throughout the venue. There will be a smoke free policy implemented during all stages of the exhibition.

SPONSORSHIP & ON-SITE BRANDING

There are numerous opportunities for sponsorship and onsite branding at Gulf Print & Pack 2021. For further details, including illustrations of the sites and rates please contact Bazil Cassim bcassim@tarsus.global

STAND DESIGN & BUILD

If you are looking for Stand Design & Build services for your stand, we would recommend GES ME. GES. They provide:

- Free Stand Design
- Creative Solutions
- Full project management and customer care
- Complete peace of mind

For further information, please contact gpp@ges.com or call us on; +971 4 885 5448 to discuss your stand requirements.

STORAGE

There is no facility for you to store unwanted goods such as crates and packing materials on-site, so please ensure you arrange for the removal from site of any items you do not wish to keep on your stand. Our Official Freight Forwarder GT Exhibitions ME can help with your storage requirements, please visit them onsite.

SUSPENSIONS & RIGGING

DWTC Rigging Department is the official rigging contractor for GPP 2021. Rigging requirements must be submitted along with images of the banner design and a grid scale drawing illustrating the position of the banner in relation to the exhibitor's stand. Please include any rigged items in space only stand designs, risk assessments and method statements

All rigging orders must be placed before 15 November if you want to receive early bird discount. Orders received after 15 November will be charge at standard rate. Orders received onsite will be subject to a surcharge.

The top trim height for all hanging items across the site is 6 METRES. The top side of all rigged items will be hung at 6m.

DWTC Rigging Department are the only contractors authorised to rig any items within the exhibition halls. All rigging equipment supplied by the exhibitor must be certified (i.e. shackle and truss wraps). If not, DWTC Rigging Department will supply replacement equipment at an additional cost.

Access to any truss during build-up, open period and breakdown will be by mobile elevation working platform only; the approved rigging company are the only company allowed to operate this. Should you require any assistance please contact DWTC Rigging Department, their contact details can be found in the Official Contractor List.

Please log in to the DWTC Gulf Print & Pack 2021 web platform to order these services www.eventplus.ae/GPP

PLEASE NOTE: Please be aware that the first number of your stand is the hall that you are in and the remainder is the location within that particular hall.

For example, stand 6A1 = Za'abeel Hall 6, stand A1.

SUSTAINABILITY, WASTE, RECYCLING AT DWTC

Please make sure you download and read the Stand Sustainability document, which can be found on **Section 3. Stand Construction & Covid Safety Guidelines.**

Sustainable development & environmental management are very important to us as organisers. We would therefore strongly recommend that you assist us in recycling waste especially paper during the show and also during the break down period. We will have a team patrolling the halls during the breakdown collecting paper recycling so we would encourage you to work with them to separate your waste.

STORAGE FACILITIES

There is no facility for you to store unwanted goods such as crates and packing materials on-site, so please ensure you arrange for the removal from site of any items you do not wish to keep on your stand. Our Official Freight Forwarder GT Exhibitions ME can help with your storage requirements, please visit them onsite or contact them beforehand.

Attn: Tybano Gowray / George Nassif / Beth Madrid
via email to tybanogowray@gtexhibitions.com / georgenassif@gtexhibitions.com / mailto:bethmadrid@gtexhibitions.com

TEMPORARY STAFF

HOSTEX has been appointed to provide a service for the hire of temporary staff, including receptionists, secretaries, interpreters, and security personnel.

Exhibitors wishing to hire staff through the appointed agency should contact HOSTEX directly.

Tel:	+971 50 651 6794
emails:	*judy@hostexworld.com*
Contact:	Judy Neale

TRANSPORT SERVICES

Taxis – Taxis are a common method of public transport around Dubai, official taxis are operated by the Road Traffic Authority (RTA) for a reasonable fare. Taxi services can be ordered through the RTA by calling +971 4 2080808.

Metro – There is a metro station just outside the Dubai World Trade Centre exhibition hall – 'World Trade Centre'. This metro runs to a variety of places throughout Dubai.

VENUE AND LOCAL AUTHORITY REGULATIONS

All work must be carried out in compliance with the regulations of the venue.

If an exhibitor causes to be erected a stand which does not conform fully and in all respects to the requirements of the Organiser, venue and Dubai Municipality, the Organisers reserve the right to alter, demolish or reconstruct the stand at the exhibitor's expense and to make it conform to the regulations and requirements.

VENUE INFORMATION

GPP 2021 will take place in the Zabeel Halls 4/5/6 of the Dubai World Trade Centre.
The Dubai World Trade Centre (DWTC) is enviably positioned between new and old Dubai. To one side we have the city's glittering new skyline of hotels, freehold properties, business districts, shopping malls and entertainment resorts. To our other side is the older part of Dubai with its soups, landscaped parks and vibrant retail and residential districts. Dubai's historic creek, wildlife bird sanctuary, zoo, museum, heritage sites, beaches, championship golf courses, and marina are also in the vicinity.

A 10-minute drive from the Dubai International Airport, DWTC is at the heart of Dubai's Business District. Conveniently located along the arterial Sheikh Zayed Road, the complex adjoins the high-speed metro's DWTC station.

For more information you can visit https://www.gulfprintpack.com/travel-information

VISA REGULATIONS

Nationals of the following countries will be issued, free of charge, with an entry visa valid for 30 days at passport control upon arrival in the UAE:

Australia	Finland	Ireland	Monaco	Singapore	USA
Andorra	France	Italy	Netherlands	South Korea	Vatican
Austria	Germany	Japan	New Zealand	Spain	All GCC Countries
Brunei	Greece	Liechtenstein	Norway	Sweden	
Belgium	Hong Kong	Luxembourg	Portugal	Switzerland	
Denmark	Iceland	Malaysia	San Marino	United Kingdom	

Please note that a visit visa does not entitle the visitor to take up permanent work in the UAE.

Other nationalities are solely responsible for obtaining visas for themselves, their representatives, and invitees. The Organisers are not in a position to sponsor visa applications.

Visas can be arranged through travel agents and hotels, provided sufficient time is given for the application to be processed. Please be aware that the issuing of visas can be quite a lengthily process and that you must have a passport that is valid of at least 6 months from departure.

Please contact the official travel agent should you require further details on the visa application process.

VISITOR ENTRANCE

Visitor entry is restricted to trade visitors only and is free of charge. Visitors must present a visitor ticket in order to gain entry. Each exhibiting company will be allocated a certain number of complimentary visitor tickets according to the extent of their participation.

No under 18's will be allowed entry.

WALL REGULATIONS (SPACE ONLY STANDS)

DIVIDING WALL

On divided sites, you are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5m. Walls above this height must be clad and decorated on both sides, with the reverse side being decorated from 2.4m upwards by the exhibitor who has them erected. Such walls overlooking adjoining stands must be finished in a neutral plain colour only. The minimum height for dividing walls is 2.5m.

The maximum height for dividing walls of single-storey stands is 4m

WALLING IN ON OPEN SIDES

Long runs of walling along open perimeters of stands are not permitted**.**

Just one third of any open side is permitted to be a solid wall. **Where long runs of walling are present along open sides, they must be relieved by display items and not left in plain colours – if perimeter walling is more than 1m high, it must not occupy more than one-third of any one side**

WATER DISPLAYS AND FEATURES

Water displays are not permitted at GPP 2021.

WATER & DRAINAGE

Water and Waste lines required for the stands should be ordered through the GES Expresso platform https://ordering.ges.com/000701325

PLEASE NOTE: Water & Drainage order are under the Electrical section

Tarsus F&E LLC Middle East are committed to ensuring that the exhibition is as environmentally responsible as possible. Please help us by keeping waste to a minimum, recycling waste where possible and reporting any incidence of fly tipping to the Organiser.

WASTE MANAGEMENT

All exhibitors and contractors must ensure that they do not discard sharp objects and must ensure that nails and screws are not left sticking out of waste wood – these must be removed or hammered flat. Tarsus F&E LLC Middle East are committed to ensuring that the exhibition is as environmentally responsible as possible. Please help us by keeping waste to a minimum, recycling waste where possible and reporting any incidence of fly tipping to the Organiser.

All waste must be removed from the exhibition halls by your contractors. Otherwise the exhibitor must place an order with DWTC cleaning service for the waste to be remove. DWTC Eventplus platform to get more information and order these services www.eventplus.ae/GPP

Any items of waste or stand fitting left in the halls at the end of the show will be treated as waste and disposed of. Any removal costs will be charged to the exhibitor in question.

WORKING AT HEIGHT

Ground access to areas in the vicinity of any work at height must be controlled to prevent persons walking or working directly beneath the area in question. Ground workers in the vicinity must not work directly underneath and must wear suitable head protection (e.g. hard hats)

Ladders must be footed or tied off and used in accordance with construction regulations.

The use of domestic ladders and steps is strictly forbidden.

WORK EQUIPMENT AND TOOLS

Exhibitors and contractors have a duty to ensure that all tools are fit for purpose and safe to use. All dangerous moving parts such as circular saws must be guarded with controls to prevent unauthorised use.

The use of battery powered tools is strongly encouraged to reduce trailing cables and risk of electrical hazards. Those using mains powered tools must ensure that cables are not trailed across aisles.