



## EXHIBITION STAND STRUCTURE FORM

(To be filled by the Contractor)

**DEADLINE 6<sup>th</sup> JANUARY 2020**

Please complete and return this form to:

### INDEX® Conferences & Exhibitions Organisation Est.

INDEX Holding Headquarters | Road # D-62, Opposite Nad Al Hamar

P.O. Box: 13636, Dubai, United Arab Emirates | Tel + 971 4 520 8888 | Fax + 971 4 338 4193

E-mail: info@innovationarabia.ae | Website: index.ae

**NOTE:** The deadline to return this form is **6 January 2020** and orders received after this date may not be processed.

Please complete in type or block CAPITALS (we cannot be held responsible for mistakes from illegible handwriting)

### Exhibition Details

Hall No.: \_\_\_\_\_ Stand No.: \_\_\_\_\_ Stand Name: \_\_\_\_\_

### Contractor's Contact Details

Company Name: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Designation: \_\_\_\_\_

Address: \_\_\_\_\_

P.O. Box: \_\_\_\_\_ City/ Country: \_\_\_\_\_ Email: \_\_\_\_\_

Tel: \_\_\_\_\_ Mobile: \_\_\_\_\_ Fax: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Company Stamp: \_\_\_\_\_

### Space-only Stands

Space-only stands, stands with a ceiling, stands incorporating a mezzanine level or raised area above 300mm, stands above 4m high.

All the following information **MUST** be provided (USE TICK BOX  )

- |   |                          |
|---|--------------------------|
| ➤ Perspective Drawing                               | <input type="checkbox"/> |
| ➤ Full Stand Dimensions                             | <input type="checkbox"/> |
| ➤ Elevations Drawings (front, side, and back)       | <input type="checkbox"/> |
| ➤ Architectural Plan (layout) Drawing               | <input type="checkbox"/> |
| ➤ Structural Material Details                       | <input type="checkbox"/> |
| ➤ Structural Connection Details                     | <input type="checkbox"/> |
| ➤ Base Plate Sizes & Specifications (if applicable) | <input type="checkbox"/> |

|   |                          |
|---|--------------------------|
| ➤ Any Special Display Loading Allowance   | <input type="checkbox"/> |
| ➤ Accessible Ramp on Platform   | <input type="checkbox"/> |
| ➤ Undertaking Letter  | <input type="checkbox"/> |
| ➤ Height of Stand   | <input type="checkbox"/> |
| ➤ Glass Partition/ Glazing (must be 12mm thick, tempered with anti-shatter film)  | <input type="checkbox"/> |
| ➤ Ceiling/ Roof (if yes, please provide structural details)   | <input type="checkbox"/> |
| ➤ Use fabric/ material (fire certificate must be provided)  | <input type="checkbox"/> |
| ➤ Mezzanine Details (above 300mm)   | <input type="checkbox"/> |
| ➤ Storage Space (if yes, please indicate the storage location in the stand design. The storage door must not have a lock) | <input type="checkbox"/> |
| ➤ Provision for aluminum corner for all exposed corner edges on raised platform.  | <input type="checkbox"/> |
| ➤ Items of special risk (if yes, please complete the submission forms for high risk equipment & substance).               | <input type="checkbox"/> |

### Double Decker Stands

All the following information **MUST** be provided (USE TICK BOX )

|  |                          |
|--|--------------------------|
| ➤ Structural Drawings, Design Calculations and General Arrangement of Structure                                | <input type="checkbox"/> |
| ➤ Design of Members/ Elements (beam, column, slab)   | <input type="checkbox"/> |
| ➤ Design of Connections & Base Plate (considering anchor of base plate with permanent flooring is not allowed) | <input type="checkbox"/> |
| ➤ Architectural Drawings i.e. Plan, elevation, Sections  | <input type="checkbox"/> |
| ➤ Elevations Drawing (front, side and back)  | <input type="checkbox"/> |
| ➤ Design/ Detail of handrail and Staircase Details   | <input type="checkbox"/> |
| ➤ Structural Connection Details of Members   | <input type="checkbox"/> |
| ➤ Base Plate Sizes (Use min 400x400x12mm Mild Steel Plate)   | <input type="checkbox"/> |
| ➤ Structural Materials Details   | <input type="checkbox"/> |
| ➤ Undertaking Letter   | <input type="checkbox"/> |
| ➤ Items of special risk (if yes, please complete the submission forms for high risk equipment & substance)     | <input type="checkbox"/> |

**NOTE:** FOR UNCONVENTIONAL STANDS/ SPACE FRAME (E.G. WHERE THE STRUCTURAL MATERIALS USED ARE OTHER THAN HOT ROLLED SECTIONS/ STANDARD STEEL SECTIONS AVAILABLE IN THE MARKET) OR IF REQUESTED BY DWTC, THE CONTRACTOR/ EXHIBITOR HAS TO SUBMIT AN UNDERTAKING LETTER TO DWTC ENGINEERING FOR ITS STRUCTURAL RIGIDITY, STABILITY AND SAFE DESIGN STATING THE STRUCTURE IS "FIT FOR PURPOSE"

DWTC will review this submission (provided the complete information required has been provided) and get back to the organizer as follows:

- 10 working days for space-only stands from the date of submission was received
- 15 working days for double-decker stands from the date the submission was received

### CONDITIONS

- Submission documentation should explain the method of building the stand
- Submissions for double-decker stand- note 50% charges will be applied if the submission is incomplete

- Any late submission is subject to 100% surcharge
- All requirements should be routed through the event organizer
- Electrical supply should be ordered separately for build –up and event days by the contractor before the cut off date to avoid penalties. (Pls. Refer to the Electrical Order Form)
- Drawings/ details should be submitted at least 30 days before the start of the tenancy
- The main beam erection shall be completed 24 hours before the opening for the event
- All measurements in the submitted drawings shall be as per standard international (IS) unit system
- The Contractor will be fully responsible for the design, stability and workmanship of the structure
- Any free standing wall of a stand exceeding 4m in height requires a metal framing with base plate and stability design calculation
- Any stand exceeding 4m in height requires complete structural drawing including its design calculation
- Any canopy must be reinforced with a metal section and must be supported from the ground with a minimum 3 inch (7.62cm) diameter tube or equivalent support having sufficient section
- Any custom design rigging to be used must be certified and industry approved trusses
- Banners/ logos attached to a hanging truss must be fabricated by using metal tubes with bolted connections and must be submitted along with the design calculations for approval
- A shell scheme stands must be braced from all four sides (top portion) to control the stability especially octonon pole/ panel
- The stability and safety of all display items within the stand shall be the sole responsibility of the supplier (Exhibitor/ Contractor)
- Stands should not impede on any aisles
- Nor fixing or adjusting structures above aisles are allowed
- No stand carpeting over aisle carpet is allowed in order to join stands opposite each other
- Structural changes will not be permitted to the stand once approval has been issued.
- All approved stand designs will be monitored by Health and Safety team of DWTC.

\_\_\_\_\_  
Signature on behalf of the  
Contractor

\_\_\_\_\_  
Company stamp

#### ATTACHMENT

- The contractor of the stand is required to sign the documents attached to this submission. Copy of the signed documents shall be presented to INDEX® Conferences & Exhibitions Organisation Est. before entering the marshaling yard. Before the start of the build up, the same documents must be made available in the area where the stand will be built for inspection purposes. Failure to do so will lead for the works to be temporarily stopped until the documents are provided.