**World Congress of Endourology 2019**

**Exhibitor Rules & Regulations (Revised June 19)**

**General Show Information**

**Location:**

Abu Dhabi National Exhibition Centre (ADNEC)

Al Khaleej Al Arabi Street

Abu Dhabi, United Arab Emirates

**Time Zone:** Gulf Standard Time is four hours ahead of the Coordinated Universal Time standard, written as an offset of UTC + 4:00. That means to find the standard time in the zone you must add four hours to Coordinated Universal Time. (No Daylight Saving Time)

<https://www.timeanddate.com/worldclock/united-arab-emirates/abu-dhabi>

**Exhibit Hall Location:**  Hall 3

**Meeting Dates**

Tuesday 29, October ‐ Saturday 2, November 2019

**Exhibitor Setup Dates/Hours**

Monday 28 October

13:00 – 18:00 (with advance authorization by WCE)

Tuesday 29 October

8:00-18:00

Wednesday 30 October

8:00-11:30

**Exhibits Open Dates/Hours**

Wednesday 30 October

11:30 – 18:00

Welcome Reception

17:00 – 18:00

Thursday 31 October

9:00 – 17:00

Friday 1 November

9:00 – 16:00

**Exhibitor Tear Down Dates/Hours**

Friday 1 November

16:30 – 23:59

**General Regulation for Abu Dhabi Convention Center (ADNEC)**

Exhibitors for WCE 2019 are responsible to comply with all ADNEC regulations relating to use of the facility. See Organizer’s Handbook at this link: <http://docs.adnec.ae/organiser_handbook/Adnec-Organiser-Handbook-March-2018.pdf>

**ADNEC Services**

Questions relating to the ADNEC services for exhibitors can be addressed to:

[customer.services@adnec.ae](mailto:customer.services@adnec.ae)

+971 2 406 3666.

**Shell Scheme Exhibit Stand Fee Includes:**

* 2.5 meter high modular wall system with white panels
* Name board on fascia along open sides with company name and stand number
* Blue standard carpet
* One 1.8 Meter Trestle Table; Two Black Iso Chairs and One Wastebasket (bin)
* Power Supply of 500 Watts and Electric Package consisting of Three Halide Spotlights (35 Watts) and One Standard 3-Pin UK Socket

**Note:** Free Stands receive no booth package and are required to provide floor covering for their space.

**Exhibitor Amenities**

* A company listing in the Official WCE2019 Program to include company contact details and a brief description not to exceed 50 words
* Complimentary copies of the Official WCE2019 Program
* Two Exhibitor Badges for each 9 square meters of exhibit space purchased

**Exhibit Hall Activities**

Giveaways, of modest value, and quiz‐type contests will be permitted but must be submitted in writing for pre-approval by the World Congress of Endourology (WCE) before move-in.

**Raffles and Prize Draws**

The following guidelines shall apply to all raffle prize draws taking place at exhibition and events held at ADNEC.

The following information shall be conveyed to WCE Show Management and ADNEC External Services a minimum of 14 working days prior to the start of tenancy.

Applications received after 14 working days’ notice period cannot be guaranteed.

The following information is required in order to apply for the permit.

1. Name, address and contract details of raffle draw organizer.

2. Location, time and date of raffle draw (all applicable dates).

3. Details of event where raffle draw is being staged.

4. Details of entry (business card or raffle coupon).

5. Copy of the raffle coupon (raffle coupon should have “Terms & Conditions” in English & Arabic).

A standard fee of AED 3000 (Payable to ADNEC) is applicable and is required in advance.

Following receipt of the above information together with payment, a license request will be drafted by ES – ADNEC to Abu Dhabi Department of economic development.

Once the draw has taken place the following information is to be returned to the ADNEC planning manager or the ES – ADNEC within 48 hrs. Failure to do so may result in fines or penalties imposed by the Abu Dhabi Economic Development Department.

A form will be provided in which to record the prize winners’ details, this must be submitted completed together with a copy of the winning ticket and a copy of the winners photo ID.

Note: raffle draws ticket must not be sold for money.

**Booth Design Guidelines**

**Shell Scheme Exhibit Stands:**

Shell scheme stands have a maximum of one side exposed to an aisle and are generally arranged in a series along a straight line. The back side of shell scheme stands will be bordered by structure that is 2.5 meters high.

The back wall height of a shell scheme booth may not exceed 2.5 meters including a sign and no stand display item or feature may exceed 2.5 meters in height.

Signs or any exhibit material hanging above shell scheme stands are prohibited.

Hardwall enclosed spaces (all four sides on a space inside a shell scheme stand) require an UL approved battery-op­erated smoke detector and at least one mounted 2-A 40BC fire extinguisher. Enclosed spaces over 200 square feet in size require a minimum of two (2) exit doors.

Audio visual presentation designs must be submitted to the WCE for pre-approval before move-in.

**Shell Scheme Corner Stands:**

A corner stand a shell scheme stand exposed to aisles on two sides. All shell scheme stand rules (as stated above) apply to corner stands.

**Free Stands:**

A free stand is defined as 6 meters x 6 meters or larger with aisles on all four sides.

Free stands are to be constructed to allow a contiguous 1.5 meter wide access path into the stand from all sides (aisles).

Interactive stand components and counters are to be a minimum of 0.75 meters inside the stands’ perimeter. Interactive compo­nents are generally defined as kiosks, video terminals, interactive video screens, etc. that require an attendee and/or exhibit staff to stand at or sit at the interactive design component for more than 30 seconds at a time.

Demonstration/theater areas must be set a minimum of 1.5 meter into the stand from any aisle, including seating, to prevent congestion in the aisles. The elimination of aisle congestion must also be factored into the design of video screen presentations, as attendees will not be permitted to stand in the aisles while view­ing exhibit stand demonstrations.

Stand designs, showing scaled elevations from two perpendic­ular aisles and a plan view, with audio visual presentation plans included, must be submitted to the WCE for pre-approval before move-in (Complex Structure/Stand designs are due no later than 22 August, 2019). Note: No free stand will be allowed to set up at WCE2019 without a pre-approved design. **Note: All Complex Structure/Stand designs must also be submitted for approval to ADNEC. The form for this submission is in the Exhibitor Service Manual.**

The maximum height of a free stand at WCE2019 in ADNEC Hall 3 is 4 meters, when ceiling height permits (4 meters from the floor to the top of any stand components and signs). If the exhibit stand is located in an area of the exhibit hall with a limited or reduced ceiling height, the maximum stand height will vary based on ceiling height and fire regulations. Consult WCE Show Management for exact maximum dimensions.

Suspended truss or rigging hardware used to support stand components or lighting can be higher than the maximum height for stand components (above 4 meters) if ceiling heights allow and with ADNEC approval (see Rigging for more information).

All work must be carried out in conformity with the requirements of the Rules and Regulations of ADNEC.

It is the duty of all services providers, to take reasonable steps to ensure that people (visitors) with disabilities are able to access and make use of those services.

It is the duty of all those providing services to visitors, to take reasonable steps to remove, alter or provide a reasonable means of avoiding physical features that make it unreasonably difficult or impossible for disabled people to make use of their services.

All stand structures, signs, notices, etc., must be confined within the area allocated and must not project into or over the gangways.

No suspension may be made from the roof of the exhibition halls, nor may any fixings be made to the structure of the building.

All platform floors MUST have rounded corners. Corner protectors can be purchased from ADNEC Customer Services, +971 (0) 406 3645 or [customerservices@adnec.ae](mailto:customerservices@adnec.ae)

No platform floor shall be constructed having a slope in excess of 1 in 12.

Only free stands are allowed to have platforms for cable management. All stands over 10m x 10m with platforms should clearly identify the slopes associated with a platform meeting the aisle by using contrasting colors.

**Free Stand Peninsula Exhibit:**

A free stand peninsula is defined as 6 meters x 6 meters or larger with aisles on three sides. One side is shared with a 2.5 meter high shell scheme wall and has no access into peninsula stand.

All regulations for free stand booths apply (see above) for free stand peninsula exhibitors.

**Complex Structures / Stands:**

**ADNEC’s Definition of a Complex Structure:**

* **Double Decker, Multi-Story stands**
* **Any part of a stand or exhibit which exceeds more than four (4) meters in height**
* **Certain suspended items, e.g., lighting rigs or signs over 400 kg**
* **Sound/Lighting towers**
* **Temporary tiered seating i.e. Grandstands**
* **Platforms and stages over 0.6m in height and all platforms and stages for public use**
* **Tents/ Marquees**
* **Cantilevers**

Submission Procedures

Exhibitors are responsible for submitting full details of all complex structures no later than August 22, 2019 to WCE Show Management. **(Note: ADNEC review of all Complex Structure Submission Forms will be required after submission to WCE Show Management. Submission fees for ADNEC Complex Structure reviews may apply. Exhibitors will be responsible for all fees associated with design reviews.**

The following is required by exhibitor for design review:

Please note that ADNEC is now Abu Dhabi EHSMS (www.adehsms.ae) compliant and any companies working or operating in Abu Dhabi must comply with the AD EHSMS laws and regulations / codes of practice.

* Structural Design Calculations stamped by professional Engineer / Company accompanied by undertaking and indemnity letter on company’s letterhead.
* 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 to ADNEC must be resubmitted by the Exhibitor with details of all modifications and a structural engineer’s confirmation that the final overall design is safe for its purpose.

**Compressed Gases:**

Any exhibitor requesting to use compressed inert gases at their stand or demonstration space will be required to submit the following information to WCE Show Management for ADNEC review. Any fees associated with the review of the request by ADNEC will be the responsibility of the exhibitor:

1. A comprehensive risk assessment
2. Method statement
3. Picture and detailed description of the equipment

**Exclusive Services of ADNEC:**

The following services and products are required to be obtained through ADNEC:

* Food and beverage products and services
* Stand Security
* Plumbing, Water & Drains
* Rigging
* Telecommunication, Internet, Broadcast and related services
* Exhibitor Stand Cleaning
* Onsite Parking

**Stand Cleaning:**

Stand cleaning will be serviced by ADNEC, exclusive provider. Additional information will be provided in the Exhibitor Service Manual.

**Note:** It is the exhibitor’s responsibility to keep and maintain stand cleanliness for the duration of the show.

**Electrical Services**

Temporary electrical services are provided by the GES, exclusive provider. The minimum electrical service that can be ordered per stand or exhibitor is 500 Watts. Services cannot be shared between exhibitors. Credit will not be given for orders installed but not used, or orders cancelled within 48 hours of installation. It is the responsibility of the exhibitor to ensure their contractors and exhibits comply with local electrical safety requirements and approvals.

Exhibitor forms are available in the Exhibitor Services Manual for WCE 2019.

**Floor Covering Required for All Exhibit Stands:**

All stands are required to have floor coverings inside their booth space.

**Rigging**

* All rigging at the venue, will be undertaken solely by ADNEC Services. Rigging of banners, etc., above individual stands or rigging of stand structures from the hall roof will only be permitted at ADNEC’s discretion. WCE will allow rigging, with ADNEC approval, only above Free Stands.
* Floor to ceiling rigging is not permitted.
* Rigging orders should be placed with the service provider no later than 20 working days prior to the start of the license period (late orders will be subject to a surcharge). The following details should be provided with the order:
  + A fully dimensioned, to-scale drawing indicating the orientation of the stand in relation to the building.
  + Description and number of items to be rigged.
  + Load on each suspension point.
  + Preferred suspension height from the floor and hook height (taking into account any bridling which may be required).
  + Dates and times of lifting and lowering operations.

All rigging shall comply with ADNECs’ Rigging Code of Practice.

* If lighting trusses, specially designed flown items, or any items weighing over 250kg are to be suspended, due to venue weight restrictions, drawings and load information must be supplied to ADNEC no later than 35 days prior to the license period. All submissions past this date will be subject to delivery and surcharges
* Timber structures must be appropriately bolted and braced. Timber cladding attached to trusses must be fixed using a clamp or hanging bracket which supports the underside of the structure. Free climbing of flown equipment is prohibited. Equipment to be accessed at height must have a suitable safety system, providing a constant means of attachment. A plan for the rescue of people working at height must be in place, in the event of any emergency.
* Fascias - Where fascias are suspended, each individual section of fascia must be supported. Fascia’s of five meters and over in length must be supported at three points on each section from securely attached brackets. The weight of the fascia must be supported from the underside.
* Banners and signs - Banners and signs should be delivered to the rigging service provider no later than ten days prior to the start of the license period and must be delivered in a complete identifiable state, fit for suspension. The suppliers of the signage are responsible for its integrity and that of its suspension points.
* Metal or timber-framed signs may only be rigged if fitted with fully captive lifting points bolted through the full depth of the sign, the capacity of which must be sufficient to support the load completely on any individual point. Screw-in eyes are not acceptable for this purpose and ADNEC reserves the right to refuse to allow the suspension of any signs where the suspension lifting points are inadequate.
* Due to their flimsy nature, paper signs may only be suspended if constructed from ‘Tyvec’, or a similar material approved by ADNEC.
* Flown banners should have a 100mm sleeve at the top pocket to carry a 50mm diameter aluminum scaffold tube to be passed through or a suitable width for provided poles. Any weight at the bottom of the banner must be captive. All pockets and captivities to be a vinyl weld construct. Glued and or taped pockets are not permitted.
* ADNEC undertakes to ensure that the suspension of signs is carried out in a safe manner and reserves the right to alter suspension fittings whenever considered necessary. Any additional cost incurred in such actions will be payable by the licensee.
* For health and safety reasons, banners will only be de-rigged at the end of the license period. They must be collected immediately; otherwise they may be disposed of.
* Hoist and fix - Contractors undertaking hoist and fix operations must submit suitable risk assessments, method statements and confirmation of compliance with LOLER and PUWER. For further advice please contact the Event Planning Manager.

**WCE & Facility Exhibitor Rules and Regulations**

A copy of the WCE and ADNEC Exhibitor Rules will be included in the Exhibitor Services Manual.

**Exhibitor Conduct at the World Congress of Endourology (WCE)**

1. The Exhibitor and its representatives shall not congregate or solicit trade or conduct business in the aisles of the exhibit halls, other exhibitor’s exhibit space or in any other areas of the Show building, other than their leased stand space. Violators of this rule are subject to immediate removal from the Show and forfeiture of show badges.
2. The Exhibitor shall not enter into another Exhibitor’s exhibit space without invitation or when unattended. Violators of this rule are subject to immediate removal from the Show and forfeiture of show badges.
3. All Exhibitor staff and personnel are required to wear proper WCE 2019 Exhibitor badge identification. Exhibitor staff or personnel found to be wearing or in possession of a badge that has been altered, modified or that falsely identifies the bearer is subject to confiscation of their badge identification and to immediate expulsion from the exhibit hall and WCE 2019.
4. Prior written consent of the WCE is required for the employment or use of any live model, demonstrator, solicitor or device for the mechanical reproduction of sound. Such employment or use shall be confined to the exhibit space. The WCE, at its sole discretion, may withdraw its consent at any time, at which time the Exhibitor shall terminate such activity forthwith.
5. Distribution of pamphlets, brochures or any advertising matter must be confined to the Exhibitor’s space.
6. **No one under the age of 18 is allowed admission to the exhibit hall at any time.** **Children under the age of 18 years old are not permitted in the exhibition Halls during build up or breakdown.**
7. Neither the Exhibitor nor any of its representatives shall conduct themselves in a manner offensive to standards of decency or good taste. Any dispute between Exhibitors, or any issue with respect to interpretation of these rules for exhibitor conduct, shall be brought promptly to the attention of WCE Show Management or authorized WCE official, whose decision relating to the matter shall be final and binding on all parties.
8. Exhibitors will not be permitted to behave in a manner that is objectionable to the WCE.
9. Exhibitors are obliged to comply with any additional rules established by the WCE at any time in order to manage WCE 2019. Failure to comply with any WCE Rules may include closing of the exhibit and/or expulsion from WCE 2019.

**Flashing Lights and other prohibited Items**

The use of flashing lights, megaphones, loud speakers, side-show tactics or other noisy or undignified displays (i.e., excessive noise, heat, light or pollution emanating from exhibits) is prohibited.

Helium balloons, sand, glitter, confetti, magnets, popcorn, nuts in shells, fried foods (cooked in stand), live animals (except pre-approved exhibits and service animals for the physically challenged), stick-on decals or other adhesive items, or any other items that are expressly prohibited within ADNEC, will not be allowed .

**Relocation**

The WCE reserves the right to reassign stand space as necessary. All actions by the WCE regarding relocated space will be communicated to the primary exhibit contact.

**Counterfeit Goods**

With the continuous coordination and collaboration with the Ministry of Economy and other governmental entities, the Department of Economic Development in the Emirate of Abu Dhabi enforced a set of measures and restrictions in the Emirate in order to combat commercial fraud and put an end to some companies’ trading of counterfeit or fraudulent goods.

Such measures are in accordance with the Federal Law of fighting fraud and counterfeit in business transactions, which also tightens penalties for fraudulent companies.

With this in mind, and in accordance with the UAE law:-

* Exhibitors shall not exhibit at ADNEC any counterfeit goods or, any goods which infringe any third party’s intellectual property rights or any goods which are prohibited or restricted by local laws or regulations.
* UAE Inspectors have the right without recourse, to physically remove any goods which it or any relevant authority deems to be Infringing Goods or Prohibited Goods.
* If counterfeit goods are found, this could result in the cancellation of the Exhibitor’s right of participation within the exhibition, prosecution, penalty fine, imprisonment and/or the closure of the Exhibitor’s exhibition stand.

**Retail Sales**

Exhibitors engaged in WCE approved retail sales are responsible for all appropriate licenses and permits and the submission of sales reports and sales taxes to the appropriate jurisdictions in Abu Dhabi, UAE

**Construction Materials**

Any materials used in the erection or construction of an exhibition or stand shall be suitable for purpose.

* Timber - All timber less than nominal 25mm (1”) in thickness and plywood, hardboard, Blackboard and chipboard less than 18mm (3/4”) must be rendered flame resistant by a recognized process to a Class 1 standard when tested in accordance with BS 476 Part 7. Ply-hard and pulp boards which have been rendered flame resisting in a manner approved shall be branded with a recognized mark.
* Plastic - The use of plastic of a grade less than Class 1, BS 476 Part 7, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted and approved prior to construction. Artificial plants and flowers must not be used for stand dressing.
* Textile fabric and other decorative material used for stand dressing must be flame proofed and comply with BS 476 Part 7 Class 1. Any fabric – unless incombustible – may not be used for partitioning stands, forming offices or the back or sides of stands, except that treated fabric may be permitted as a ceiling, to single story stands, where not exposed to the risk of fire from lighted articles dropped from above. When used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not Less than 75mm deep. Curtains on exit routes must hang not less than 75mm clear of the floor and be parted in the center.
* Upholstered seating - must meet the pass criteria for smoldering ignition source 0, Flaming ignition source 1 and crib ignition source 5 when tested in accordance with 5BS 58521990.
* Paints - All painting must be carried out in water paint. Finishes having oil or cellulose base are not permitted to be applied on site. This must be carried out off site.

Paint Spraying – will be permitted subject to the following conditions:

* Advance notification in writing is provided to the Event Planning Manager.
* Only water based paints are used.
* Adequate arrangements are made by the operator to ensure that no paint is spilt on the hall floors or sprayed or splashed/on the walls, columns or other parts of the building structure or equipment.
* The operation of the sprayer shall not cause a nuisance to other persons in the vicinity of the operation.
* Any paint deposited on the building structure, floors, or equipment, in the course of decorating or by spillage or any other means, will be removed by the ADNEC at the expense of the organizer.
* Carpets - and other textile floor-coverings must comply with BS 4790 and shall be secured and maintained so as not to cause a hazard. Only ADNEC recommended adhesive tapes may be used to fix carpets the exhibition floors.
* Glazing - All glazing must comply with current UK Building Regulations including BS 6206 and BS 6262. Any large areas of clear glazing shall be indicated with warning stripes or dots etc. Overhead glazing shall be of wired glass, laminated glass or be otherwise adequately protected from shattering. Glazing shall not be permitted to the perimeter of stands adjacent to public gangways.
* Night Sheets - It is recommended that only night sheets made of netting or transparent material should be used. These must be flame proofed to BS 476 Class 1. Arrangements must be made for the storage of the night sheets within the area of the stand during the hours the show is open. They may not be left, although rolled, in any position where they will cause an obstruction or interrupt line of sight.

**Night Sheets**

* Night sheets should be of inherently non-flammable material or material that has been treated to render it non –flammable.
* Night sheets should be safely stored away during the open period of the event. They should not be left next to or behind stands, where they may protrude into gangways or impede emergency exit routes.
* Should an exhibitor with a night sheet wish to have their stand cleaned overnight by ADNEC Cleaning, they should hand one copy of the night sheet key into the organizers’ office for collection by the Cleaning Supervisor. This key will then be returned once the cleaning has been completed.

**Corkage Fee Policy**

1. All food and beverages served within ADNEC venues (Abu Dhabi and Al Ain) is done so under the license of ADNEC. CapitalHospitality is the sole supplier of all food and beverages within the venue. Any client or exhibitor wishing to supply food and/or beverages within the venue may only offer such products when purchased from ADNEC (subject to prior approval). The supply of food or beverages from any other source, if approved, will attract a corkage-fee. This will be payable by the Client in advance of supply.

2. ADNEC reserves the right to refuse authorization for the supply of food and/or beverages that do not meet the venue authorization criteria.

3. A written authorization agreement (NOC) is required from ADNEC 7 working days in advance of any planned event. This is nonnegotiable. Failure to produce such documentation will result in any food or beverages being removed or disposed of. ADNEC will also instruct that the client’s caterers, equipment and products are removed from site.

4. No food and/or beverages may be delivered, exhibited, consumed, sold or offered free-of-charge without: prior written permission from ADNEC; the advance payment of a corkage-fee (as stipulated by ADNEC); valid and relevant food-safety documentation (ADFCA license etc.); ADNEC catering authorization documentation; confirmation of the location of the service area.

5. ADNEC reserves the right to remove the supply of food and beverages authorization at any time.

**Exceptions:**

1. On cultural grounds, the Company will allow clients to distribute/retail to their guests and visitors, exempt of corkage-fee, Arabic coffee, dates, small single chocolates and traditional single Emirati sweets.

2. For all Consumer Shows the Company will allow clients to distribute/retail to their guests and visitors, exempt of corkage-fee, honey, olives in a box, bottles of olive oil, pre-packaged cheeses

3. Sampling and displays: on all catering-themed events taking place within the venue (Abu Dhabi or Al Ain), ADNEC will allow, exempt of corkage-fee, the display of food and/or beverages and distribution of samples (as per the ADNEC sampling guidelines). Sample-sizes are defined by ADNEC as follows:

· 28g (Bite size) for food /snacks

· 50ml for all beverages (hot or cold)

4. In accordance with ADFCA Regulations and Guidelines, it is the client’s responsibility to ensure that delivery, storage, preparation and servicing of all food and beverages from third-parties/external complies with the mandatory catering industry best-practice.

5. Capital Hospitality will accept no liability for any breach of legislative, ADFCA policies or health and safety by the Client or third-party distributor within the “Corkage Fee policy”; liability will be the sole responsibility of the Client.

6. All corkage costs must be paid for in full by the Client later than 7 days in advance of the event, based on estimated charges.

Should you require further clarification please contact our Sales Representatives at sales@capitalhospitality.ae or +971 02 406 4225.

**Signed Agreement**

The client signature is acceptance of responsibility for payment of the corkage fee and the adherence to ADNEC’s policies for all food and beverages being supplied, distributed, consumed, sold or offered free of charge within the Venue.

**Exhibitor Deliveries**

Exhibit deliveries are to be coordinated through GES, the general services contractor for access to Hall 3 exhibits in ADNEC. Additional information relating to access and scheduling will be available in the Exhibitor Services Manual.

Please keep in mind the following basic guidelines for move-in and move-out:

* Children under the age of 18 years are not allowed on-site during move-in/move-out
* Vehicles will be required to exit immediately upon unloading or loading
* Freight should be moved in and out through designated loading areas only – facility and hotel entrances should not be used

**Material Handling and Forklift Operation**

All Material Handling and Forklift Operation will be performed by GES. Service order forms will be available in the Exhibitor Services Manual.

**Fire Protection**

All materials used in the exhibit area must be flame‐proofed and fire‐resistant in order to conform to the local fire ordinances with regulations established by the local fire department. Crepe paper or corrugated paper, flame proofed or otherwise, will not be permitted. Display racks, signs, spotlights and special equipment must be approved before use, and all displays are subject to inspection by local authorities. Any exhibits or parts thereof found not to be fire‐proof will be dismantled. All aisles and exhibits must be kept clear at all times, and fire stations and fire extinguisher equipment must not be covered or obstructed.

**Hazardous Waste**

Exhibitors assume responsibility and any liability for removal or disposal of any material considered to be hazardous waste material.

**Infringement**

Interviews, demonstrations and the distribution of literature or samples must be made within the area assigned to the exhibitor. Canvassing or distributing of advertising matter outside the exhibitor’s assigned space will not be permitted.

**Laborers**

Should exhibitors or their contractors require the use of laborers then please contact the ADNEC Event Planning Manager who will provide you with the relevant information.

**Labor Law (UAE)**

UAE Labor Law – adherence by all

* The UAE government is phasing out Labor cards, effective from 2015. Therefore ALL laborers must be able to produce their Emirates ID card together with a photocopy of their UAE visa showing their sponsor name
* UAE Labor Law prohibits the hiring or contracting of any illegal laborers.
* 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.
* 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.

**Loading Bay Private Vehicle Terms & Conditions**

**Private cars are allowed loading and unloading zones for the purpose of delivery of**

**goods only. Not more than 30 minutes. (Thirty minutes only)**

* Driving license +car registration card should be handed over at the security gate
* The car driver pay amount of AED 50 for each hour for car parking violation in the area of loading and unloading.

**UAE Labor Card**

The UAE government is phasing out Labor cards, effective from 2015. **Therefore ALL laborers must be able to produce their Emirates ID card together with a photocopy of their UAE visa showing their sponsor name.**

* Only a valid Emirates ID card together with a copy of the visa will permit access into ADNEC.
* Please ensure that all relevant contractors etc. are made aware of this fact to avoid delays and disappointment.

**The adjacent card is a United Arab Emirates Identity Card and only when presented together with a photocopy of the workers visa from their passport will entry into ADNEC halls be permitted.**

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**Exhibition Visa**

The exhibition visa has been created by ADNEC and is fully approved by the Government / Abu Dhabi Immigration.

By the immigration law, this visa is issued to exhibitors whom will be attending (working at) exhibitions at ADNEC and includes the following categories:

* Exhibitors , Contractors , Guest Speakers , Production Managers , Producers, Crew , Entertainers,, Dressers, Make up & hair artists, Film crews etc., who all require the exhibition visa by the immigration law. This visa states they will work temporary in UAE. There is no need for these categories to hold a UAE work permit, although a contract between them and the organizer is required.

By the law please note the advantage of an exhibition visa is it allows the applicant a job title which will be mentioned on his/her visa as employee, unlike the tourism visa with which the holder can’t work as an exhibitor or do any official activity in the exhibitions, conferences and shows in Abu Dhabi.

**Exhibitor and EDC Insurance Requirements**

**Indemnification**

Exhibitors and their agents and contractors shall indemnify, hold harm less and defend The Endourology Society (ES), Urology Management Services (UMS), a division of the American Urological Association, Inc., and its affiliates (the American Urological Association Education and Research, Inc. (AUAER) and the Urology Care Foundation, Inc. (UCF)), GES, Inc., Abu Dhabi National Exhibition Center (ADNEC) and their respective members, officers, directors, agents and employees (also referred to as “INDEMNIFIED PARTIES”) from and against any and all claims, demands, suits, liability, damages, loss, costs, attorneys’ fees and expenses of whatever kind or nature, which result from, arise out of, or are connected with any acts, or failures to act, of the Exhibitor, or any of its officers, agents, employees, invitees or other representatives in connection with the Exhibitor’s use and/or occupancy of Exhibit Space, and claims of damage or loss to any third party resulting from any infringement of a copyright or patent or the unauthorized use of a registered trademark. The Exhibitor is responsible and accountable for the actions of its staff and any appointed contractor or vendor.

**Waiver of Liability.**

Neither ES, UMS, nor any of their affiliates, members, officers, agents or employees shall be held liable for, and all are released from liability for, any damage, loss, harm or injury to the person or property of the Exhibitor or any of its officers, agents, employees or other representatives, resulting from theft, fire, water, accident or any other cause.

**Insurance**

Exhibitors and their agents and contractors shall, at their sole cost and expense, procure and maintain insurance to protect all parties against bodily injury and property damage claims arising from Exhibitor’s participation in the 37th World Congress of Endourology Meeting, including but not limited to worker’s compensation as required by UAE statutes and commercial general liability insurance. Insurance carriers for this insurance shall have no less than an “A-Class VIII rating” according to A.M. Best’s rating and shall be authorized to do business in Abu Dhabi, UAE. Said insurance coverage shall be in effect from the first day of the Exhibitor Move-in Period to the last day of the Exhibitor Move-out Period. This insurance shall not be cancelled prior to the termination date of insured’s contract with the ES or until after thirty (30) days prior written notice has been given to the ES. It is agreed that any insurance maintained by ES, UMS, GES and Abu Dhabi National Exhibition Center (ADNEC) and their respective affiliates, members, officers, directors, agents and employees shall apply (if at all) in excess of, and not contribute with, coverage provided by the Exhibitor or any of its agents, contractors or representatives.

The following policies are required:

* **Commercial General Liability** (comprehensive) policy with coverage in such amounts as are adequate, but in no event less than $1.5 million (U.S.) in respect of injuries to any one person in any one occurrence, with a $5 million (U.S.) aggregate, and $1.5 million (U.S.) in respect to damage to property providing coverage against claims for bodily injury or death and property damage occurring in or upon or resulting from Exhibitor’s use of occupancy of the Exhibit Space. Such insurance shall be primary and not require contribution from any of the additional insureds, other insurance coverage and shall afford immediate defense and indemnification to the named additional insureds specified below.
* **Worker’s Compensation Insurance** as required by law in Abu Dhabi, UAE, with coverage of employer’s liability of $1,500,000 each accident/$1,500,000 disease/$1,500,000 per employee.
* **Commercial Automobile Liability** coverage for owned, hired and non-owned vehicles other than private passenger automobiles, with limits not less than $1 million (U.S.) each occurrence combined single limit for bodily injury or death and property damage

**Additional Insureds** The policies described above (except Worker’s Comp) shall include the following additional insured endorsement language: “The Endourology Society (ES), Urology Management Services, a division of the American Urological Association, Inc., GES, Inc. and Abu Dhabi National Exhibition Center (ADNEC) and the respective affiliates, members, officers, directors, agents and employees of each of these above-mentioned organizations and entities shall be named as Additional Insureds.”

Certificates of insurance must be procured by the exhibiting company and their contractors no later than 30 days prior to the 37th World Congress of Endourology Meeting. Certificates of insurance for the Exhibitor must be provided on demand to the ES by the exhibiting company while the Exhibitor is at the 37th World Congress of Endourology Meeting or at any time before or after the event. Certificates of Insurance for Exhibitor’s contractors must be delivered to the ES no later than September 6, 2019. Exhibitor-Designated Contractors (EDC) are required to procure and submit proof of insurance to ES. No EDC will be allowed to work at the 37th World Congress of Endourology Meeting without ES-approved insurance coverage and appropriate documentation.

**Storage/Packing Containers**

There is no storage of cardboard, empty boxes, packing materials or crates in the exhibit hall of ADNEC. Nothing can be stored behind stands. All exhibitor packing or shipping containers must be marked with appropriate general service contractor supplied labels for storage purposes during the exhibition. No storage of any kind will be allowed behind curtains or walls of stands.

**Literature on Display**

Literature on display shall be limited to reasonable quantities. Reserve supplies shall be kept in closed containers and stored in a neat and compact manner. No more than a one day’s supply of combustible storage is allowed within a stand.

**Photography, Videotaping, Audio Recording**

No photographing, videotaping or audio recording of exhibit booths or the exhibit hall is allowed. Photographing, videotaping or audio recording in another exhibit or display is prohibited. Unauthorized photographs (digital and analog) and photographic image and audio storage, including emails, electronic distribution on social media sites and systems, portable telephones, electronic tablet devices, etc., will be confiscated and are subject to destruction by WCE Show Management. Exhibitors may request permission in writing from WCE to photograph their own stand for internal marketing purposes only.

**Wireless Connectivity and Radio Frequency Interference**

Internet services in the exhibit hall are supplied exclusively by ADNEC.

Due to the increased use of exhibitor installed wireless internet networks in the exhibit hall, radio frequency interference has become a concern. The WCE wishes to protect all Exhibitors and itself from the loss of business connectivity and commercial activity caused by wireless radio frequency interference in the Exhibit Hall and throughout the Convention Center . All devices utilizing wireless technology inside the Exhibit Hall or the WCE building should avoid utilizing devices manufactured in accordance with the Institute of Electrical and Electronics Engineers (IEEE) 802 .11 (2 .4 GHz band) spectrum as interference and channel overlap might cause loss of signal and disrupt connectivity . The WCE, in order to protect itself and its Exhibitors against signal disruption, reserves the right to terminate or otherwise restrict the use of any wireless device that causes interference to the WCE or any other Exhibitors because it operates in the 802 .11 (2 .4 GHz) band or any other RF band spectrum.

Radio frequency interference can also be caused by machinery, audio visual/computer equipment and other types of electrically powered equipment. Exhibitors are responsible to maintain radio frequency emissions caused by their participation at WCE2019 to within the purchased perimeter dimensions and height limitation of their stand. Exhibitors with equipment radiating radio frequency interference beyond the boundaries of their stand are subject to disconnection of the radio frequency emitting device or equipment by WCE Show Management.

**Wireless Broadcast Prohibition at ADNEC**

Private wireless routers and broadcasts (IEEE 802.11) are not permitted within ADNEC. Private wireless networks are often unstable and do not function as intended during exhibitions. This is due to the myriad of competing and overlapping wireless broadcasts operating in close proximity to each other. The more wireless broadcasts in operation in a given area, the more interference is generated resulting in less stable wireless connections for all parties. For this reason Non-ADNEC wireless broadcasts will be ceased in order to mitigate wireless interference problems and ensure service stability and continuity for all exhibitors.

Please refer to the IT Order Form if wireless internet connectivity or networking is required. Several wireless and internet connection options are available which will cater to small or large wireless internet requirements.

Please contact ADNEC IT Orders via email via itorders@adnec.ae or by phone on +971 (0) 2 406 3777 should any clarification be required.

**Exhibitor‐Sponsored Events**

Exhibitor‐sponsored events that are directed to the World Congress of Endourology (WCE) meeting faculty or professional attendees must be approved in writing by the WCE no later than 30 days prior to the start of the meeting.

**Security**

Please note that exhibitors are responsible for all items in their stands, including product, furnishings, equipment, etc. Exhibitors may order stand security through a WCE approved security source, to ensure dedicated security for their stand. WCE will not be held responsible for the loss exhibitor stand items or personal belongings. Additional information will be provided in the Exhibitor Service Manual.

**Visas**

* Please note that a visit visa does not entitle the visitor to take up permanent work in the UAE.
* All nationalities are solely responsible for obtaining visas for themselves, their representatives and invitees.
* The organizers are not in a position to sponsor visa applications.
* Visas can be processed directly through External Services department of ADNEC, provided sufficient time is given for the application to be processed.
* Please be aware that the issuing of visas can be quite a lengthy process and that you must have a passport that is valid of at least 6 months from departure.
* It is essential that all working personnel check, prior to departure from their homeland, that they do not require a visa.
* Any events that have international visitors attending can apply for an entry visa via ADNEC’s External Services Department ensuring a smooth transition into the country. Please note that it is up to the individual to ensure that they check whether they require a visa or not. To download the application form please visit: <http://www.adnec.ae/destinations/abu-dhabi/visa-information>
* Alternatively please contact your relevant embassy for information on requirements for a visa.

To apply on-line for a visa please go to: <http://www.adnec.ae/destinations/abu-dhabi/visa-information>

**Exhibitor Service Manual**

The Exhibitor Service Manual will be available online at <https://www.eventscribe.com/2019/WCE2019/> This comprehensive manual provides you with complete information on all the contractor services, labor, loading dock information and more.