



CLIMATE ACTION INNOVATION ZONE SPONSOR & EXHIBITOR MANUAL

Version 1 | October 2022

7 – 18 November 2022

**Climate Action Innovation Zone,
Tonino Lamborghini Hotel & Resort Sharm El-Sheikh, Egypt**

Section 1 - Introduction & Welcome

We have put together this easy-to-use Sponsor and Exhibitor manual to enable you to participate successfully in the Climate Action Innovation Zone at COP27. This document contains detailed information on the venue, facilities, available services, schedules and organisational procedures.

Our experienced team will make every effort to accommodate your requirements and to enhance the experience of all the exhibiting partners, visitors and delegates to our event. The Climate Action team will ensure that all ordered products and services meet your expectations. If you have any specific requirements or questions not covered in this manual, we encourage you to contact your representative at Climate Action for further information.

Thank you for allowing us to help you create a memorable event. We look forward to building a strong and lasting business relationship with your company and welcoming you and your organisation to the Climate Action Innovation Zone in November 2022 in Sharm El-Sheikh, Egypt.

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Section 1 – Introduction & Welcome

EXHIBITION BUILD-UP

Access to Site for Double Decker Space Only Stands	08:00 – 20:00	31 October 2022
Access to Site for Space Only Stands	08:00 – 20:00	1 November 2022
Access to Site for Space Only Stands	08:00 – 20:00	2 November 2022
Access to Site for Shell Scheme Exhibitors	08:00 – 20:00	3 November 2022
Stand construction must be completed	08:00 – 18:00	4 November 2022
Shell Scheme Exhibitors with handheld items only	06:00 – 07:30	7 November 2022
Stand construction and exhibit set up must be completed by 4 November 2022, 18:00		

VENUE OPEN DAYS

Date	Venue Access For Sponsors & Exhibitors	Innovation Zone Open to Attendees (Attendees to private events will be granted access outside of these hours)
Monday 7 November 2022	06:00 – 21:00	08:00 – 20:00
Tuesday 8 November 2022	07:00 – 21:00	08:00 – 20:00
Wednesday 9 November 2022	07:00 – 21:00	08:00 – 20:00
Thursday 10 November 2022	07:00 – 21:00	08:00 – 20:00
Friday 11 November 2022	07:00 – 21:00	08:00 – 20:00
Saturday 12 November 2022	07:00 – 21:00	08:00 – 20:00
Sunday 13 November 2022	N/A	N/A
Monday 14 November 2022	07:00 – 21:00	08:00 – 20:00
Tuesday 15 November 2022	07:00 – 21:00	08:00 – 20:00
Wednesday 16 November 2022	07:00 – 21:00	08:00 – 20:00
Thursday 17 November 2022	07:00 – 21:00	08:00 – 20:00
Friday 18 November 2022	07:00 – 22:00	08:00 – 16:00
For access outside of these hours, please contact operations@climateaction.org		

EXHIBITION BREAKDOWN

Removal of Handheld Goods Only	18:00 – 22:00	Friday 18 November 2022
Vacate All Shell Scheme Stands	16:00 – 22:00	Friday 18 November 2022
Dismantling & Removal of Stands	08:00 – 18:00	Saturday 19 November 2022
All exhibits stand fittings and waste must be cleared from the exhibition hall on Saturday 19 November 2022, 18:00. Any items left in the hall after this time will be treated as waste. Failure to meet this deadline will result in a penalty fee.		

CONTRACTOR CONTACT LIST

Official Custom Clearance and & Goods Handling Contractor Recommended Shipping & Freight Forwarding Contractor **OFFICIAL CONTRACTOR MUST BE USED FOR THIS SERVICE** Air freight to arrive in CAIRO airport by 26th October 2022 at the latest Air freight – AWB Consignee Instructions to arrive in CAIRO airport by 21st October 2022 the latest Ocean freight – BL Consignee Instructions	New Cargo Village, Building CT2 PO Box 11861, Cairo, Egypt Tel: +202 22690961-22690962 Consignee: International Company for Hotels, Resorts and Conference Center (Global Conference Management - GCM) 24 Roushdy Pasha Street, Heliopolis 11361, Cairo, Egypt C/O COP27 Conference Innovation Zone
General Events Services Contractor: Electrical, Audio Visual, Shell Scheme, Lighting, Carpet, Furniture, Stand Fittings, Graphics	Please contact the Climate Action Operations team representative if you require support Shanaaz Adams <SAdams@climateaction.org>
Official Travel Agent & Ground Transportation	Excel Travel Hotline: +202 16241 Contact: Sherine Girgis M.I.C.E Team Leader Tel: +202 24136100 - Ext: 173 Mobile: +201280811774 Fax: +202 24182154 Websites: www.excel.travel or www.excel-travel.com
Official Catering Contractor	GCM - Global Conference Management - Tonino Lamborghini Hotel and Convention Center Operator Tel: +201 222209888 Place your order directly via the website: https://copgourmet.com/en/module/kbprivateshop/login
Official Cleaning Contractor	Shell scheme stand - cleaning will be provided free of charge Space only stands - please contact the Climate Action Operations team representative if you require support Shanaaz Adams <SAdams@climateaction.org>
Official Rigging Contractor (limited load and availability - on special request)	Not available due to the nature of the structure (temporary)
Preferred Space Only Contractor	Shanaaz Adams <SAdams@climateaction.org>
Plants & Floral Hire	Not available - please contact the Climate Action Operations team representative if you require support Shanaaz Adams <SAdams@climateaction.org>
Temporary Staff & Hostesses	Dazzle Advertising

	Contact: Khaled Al Quersh or Rana El Badrawy Tel: +2 01007783452 or +2 01224520123 Email: k.alquersh@dazzle-eg.com or r.elbadrawy@dazzle-eg.com
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SPACE ONLY EXHIBITORS' CHECKLIST

Item	Form Available From	Submission Deadline
Stand Design, Technical Drawings, Risk Assessment and Method Statement (Compulsory)	10 October 2022	14 October 2022
Submit Details of Authorised Contractors (Compulsory)	10 October 2022	14 October 2022
Electrical Requirements Order Placement (Compulsory)	10 October 2022	14 October 2022
Furniture and Stand Fittings (Optional)	10 October 2022	14 October 2022

SHELL SCHEME EXHIBITORS' CHECKLIST

Item	Form Available From	Submission Deadline
Shell Scheme Name Board – Fascia (Compulsory)	10 October 2022	14 October 2022
Additional Furniture and Stand Fittings (Optional)	10 October 2022	14 October 2022
Additional Electrical (Optional)	10 October 2022	14 October 2022
Stand Catering Orders (Optional)	https://copgourmet.com/en/module/kbprivateshop/login	17 October 2022

Section 2 - Getting to the Climate Action Innovation Zone

Location

COP27 and the Innovation Zone are co-located on the grounds of the Tonino Lamborghini Hotel & Resort Sharm El-Sheikh, Egypt. The Innovation Zone is within walking distance of the COP27 Blue Zone and Green Zone.

The address is:

Tonino Lamborghini Hotel & Resort Sharm El-Sheikh
El Salam Road
Um Marikha Bay
Sharm El Sheikh
South Sinai Peninsula
Egypt

Innovation Zone GPS Coordinates

Location of the dedicated entrance to Innovation Zone: - 27.9389296, 34.3646862.

Getting to the Innovation Zone

The location is easily accessible by taxi, public transport and private vehicles. Sharm El-Sheikh is served by a well-connected network of sustainable transport systems. The COP27 venue will be served by its own electric bus station that will operate daily shuttle buses in hotspots across the city, between the venue and main hotel zones throughout Sharm El-Sheikh. The Egyptian Government and the host city authorities are working relentlessly to ensure that a range of affordable and sustainable modes of public transport is available and easily accessible. The venue can also be reached by taxi and private vehicles. Please note there are no car parking facilities during the event other than for guests with disabilities and movement restrictions.

Anybody accessing the Innovation Zone must be registered, have an event badge, an event invitation, or a registration email confirmation from Climate Action. To enter the Innovation Zone, please use the Innovation Zone entrance gate.

Innovation Zone access will not be permitted through the COP27 gates.

Getting to Sharm El-Sheikh, Egypt

Sharm El-Sheikh is an Egyptian city on the southern tip of the Sinai Peninsula, South Sinai Governorate, on the Red Sea. Sharm El-Sheikh is the administrative hub of Egypt's South Sinai Governorate.

Airports

Sharm El-Sheikh Ophira International Airport (SSH) is the nearest airport to the venue. It is located approximately 10km and a 10-minute drive from the Tonino Lamborghini Hotel & Resort Sharm El-Sheikh and the Climate Action Innovation Zone. The airport is located 18km northeast of the Sharm El-Sheikh resort city.

Cairo International Airport (CAI) and Sharm El-Sheikh International Airport (SSH) offer many direct flights and a flexible schedule. The flight time between Cairo and Sharm El-Sheikh is around one hour and covers approx. 375km. Services on this route are operated by EgyptAir, Air Cairo and Nile Air, with several flights a day by each airline. EgyptAir, the national airline of Egypt and a Member of Star Alliance, is the official carrier of this global event and offers special flights fares to Sharm El-Sheikh accessible through the COP27 event website: <https://www.cop27.eg/#/trip-planning#flight>

Airport websites:

<http://sharm-el-sheikh-airport.com/>
www.cairo-airport.com/en-us

Taxi

Taxi ranks are located next to Terminal 1. Taxis offer a 24-hour services and are about a 15-minute drive to the centre of Sharm El-Sheikh city. It's possible to order a taxi to the airport via number 122 from any mobile carrier for the arrival time. It is advised to agree upon the transfer price with the taxi driver beforehand to avoid being overcharged. As a rule, luggage is included in the transfer price. Tourists are often targeted by free taxi drivers in the arrival hall. The old black and white taxis usually do not have a meter and prices are negotiated before travelling. The white taxis have meters.

Accommodation & Travel

We would advise all delegates to book their accommodation as soon as possible. Sharm El-Sheikh provides a range of accommodation options that ensure an enriching and comfortable experience with a low environmental footprint.

Excel Travel is the official travel agent of Innovation Zone and is on hand to help with all accommodation, travel, shuttles and regional travel enquiries. They can provide Exhibitors with competitive rates for both accommodation and travel to and within Egypt. Please see the official contractors list for their contact details.

Visa for Egypt

All foreign participants must take the necessary steps to apply for their Business Visa from their nearest Egyptian Consulate General. It can take up to 30 days to receive a visa.

To facilitate the issuance of a business visa, a Climate Action visa invitation letter will need to be submitted with your application.

[Download the Climate Action visa invitation letter.](#)

Venue Opening Times

Please see the venue timetable in Section 1.

Section 3 - Venue A-Z

Aisles

Exhibitors must ensure that for health and safety reasons and to aid the access of other Exhibitors, gangways are kept clear of all items, including stand-fitting materials and exhibits, during build-up and breakdown. Please be aware: Emergency gangways MUST always be kept clear.

Animals

Animals are not permitted during build-up, open & breakdown periods. However, exceptions may be made for accredited 'assistance' animals - please get in touch with the Organisers in advance for more details.

Audio Visual

Coming soon! This information will be available early October 2022.

Badges

All personnel must be registered for the Innovation Zone using the appropriate online form. Badges can be printed before arriving at the Innovation Zone or upon arrival. Badges MUST be worn at all times when onsite.

Balloons

The use of helium balloons is not permitted.

Banners

There is a very limited and weight restricted rigging opportunity available within the exhibition structure roof beam system (on special request only - subject to availability). Exhibitors wishing to display hanging banners above their stand parameter are asked to provide the illustration of a banner and its specifications (size and weight), for the operations team feasibility check.

Carpeting

All Shell Scheme stands will receive standard carpet and the colour is TBC. Shortly, a Carpet Colour Form will be available to choose a different colour carpet if needed for your stand, at an additional cost.

Space Only stands are not carpeted. Exhibitors with adjoining blocks of stands will not be permitted to place their own carpet in the gangways without prior written permission from the Organiser.

The Space Only Exhibitors (and their stand-build contractors) are responsible for providing appropriate floor covering and a raised platform.

The use of carpet spray adhesive or glue is not permitted. The Organiser requires Exhibitors to use easily removable tape (like 3M - low tack tape - or its equivalent). The recommended double-sided fixing tape is code B7 and comes in 50m x 50mm reels. Plastic packing tape, gaffer tape, masking tape or drafting tape, all of which are difficult to remove from floors, are not permitted to be used to fix carpet directly to the Innovation Zone flooring.

Only the following brands of double-sided carpet adhesive tapes are recommended:

- ✓ EUROTape
- ✓ EUROCEL
- ✓ ADVANCE TAPE

Please see the section "Flooring and Platforms" for more related details.

Catering

Global Conference Management (GCM) - the Tonino Lamborghini Hotel & Resort Sharm El-Sheikh operator, are the official caterers for the Climate Action Innovation Zone. They hold exclusive rights to all catering services within the Innovation Zone. As per Egyptian Authorities' Hygiene and Food Safety Regulations, we do not allow food or beverages to be brought into the premises from contractors, Exhibitors, sponsors, visitors or any third parties during the live event. This rule applies to all food consumed onsite and giveaways that will be handed out in the venue or consumed outside. There are numerous food and beverage options available within the Innovation Zone and a full catering service for events.

For catering menus and to discuss your requirements in the exhibition hall (stands and chalets), please visit <https://copgourmet.com/en/module/kbprivateshop/login>. GCM is the only company permitted to provide food and beverage services within the exhibition hall. No external catering contractors are allowed in the exhibition hall.

Chalets

The specifications, interiors and services provided vary depending on the type of Chalet booked. The Chalets are handed to Exhibitors in complete format, fully equipped with furnishing and a beverage provision. It is not permitted to place canopies, drawings, or other advertising materials on the front of the Chalet structure. No structure, signboard or signage should obstruct or project onto neighbouring Chalets. The Organisers reserve the right to remove any signage that does not comply with exhibition regulations.

Children

The presence of children under 16 in the halls during the build-up, event days and breakdown is prohibited. Children will be refused access under all circumstances, as the venue does not have facilities suitable for children due to the nature and format of the event and, therefore, an unsuitable environment for children. There are no crèche facilities at this event.

Cleaning Services

The Exhibitor is responsible for always maintaining their Stand and Chalet/Meeting Room in a clean condition. If you are a Shell Scheme Exhibitor, your Stand will be delivered in a clean state, ready for the show opening. Space Only Exhibitors will be responsible for the cleaning of their areas.

A cleaning contractor has been appointed for general cleaning of the event venue. Cleaning of the space only stands is individual responsibility of the Exhibiting company and their stand subcontractor. Additional cleaning services can be arranged if required. Please get in touch with the operations team for further details and rates.

During the build-up and breakdown period, exhibitors and their contractors are responsible for their own waste materials. For health and safety reasons, all aisles must be clear of rubbish and other obstructions. It is the responsibility of the Exhibitor and/or their stand build contractor to identify their waste materials to the cleaners and to make arrangements with the official onsite freight handler to have crates and packing materials stored if they are required at the end of the exhibition.

Complex Structures

Exhibitors are required to submit full details of all complex structures a minimum three weeks before the event build-up, including structural design calculations, load per square meter on the ground, structural drawings, dimensional stand design, elevation drawings (front, back and side), handrail & staircase details, connection details, base plate sizes, structure material detail (materials should be non-flammable or fire retardant), accessible ramp detail, risk assessment, and method statement (provide an adequate number of fire extinguishers on mezzanine/first floor). The maximum travel distance from any stand part to the nearest exit should not exceed 10 meters. Totally enclosed ceilings are strictly prohibited. The exhibition stand 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 to provide 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 exhibition stand structure's overall strength, stiffness, stability, and local stability.

Any complex structure modified after its initial submission to the Organiser must be resubmitted with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose. Stands that appear to be complex and have not been submitted for approval will be challenged, and construction may be stopped until sufficient information has been received.

The Organiser reserves the right to monitor all construction activity and to challenge risk assessments and the methods employed.

All calculations of loading and strength must be in English, and all drawings must be to scale. All complex stand designs will be subject to the engineer's revision and sign-off, with an administration fee of \$400 for each complex stand.




Compressed Air

Exhibitors may not have generators or compressed air units on their stands. If compressed air is required, please get in touch with the Organisers directly.

Contractors & HSE

Stand-build contractors to allocate sufficient resources to meet health and safety (HSE) objectives.

- ✓ Provide relevant HSE information to employees and nominates HSE representative on site
- ✓ Ensure all employees are competent to do their tasks, particularly regarding HSE training
- ✓ Provide adequate control of health and safety risks arising from their crews' work activities
- ✓ Maintain safe and healthy working conditions, prevent accidents and cases of work-related ill-health
- ✓ Consult with the Organisers on matters affecting health and safety
- ✓ Comply with the requirements for Exhibitors with regards to stand building

Hazard	Advice	PPE	examples
Slippery surfaces Nails and sharp objects on the floor Heavy items dropped during movement or fitting	Safe footwear should be worn to prevent slipping and foot injuries. <u>Safe footwear is mandatory during the construction activities of build up/breakdown for ALL personnel entering the halls.</u> General recommendation: EU Approved to class EN345 (safety footwear)	Safe footwear	
Moving vehicles Vehicle/pedestrian interaction Poor visibility	Hi-visibility vests have highly <u>reflective</u> properties or a colour that is easily discernible from any background. <u>Wearing Hi-visibility vests is mandatory during the construction activities of build up/breakdown for ALL personnel entering the halls.</u> General recommendation: EU Approved to class EN 471	High Visibility vest/jacket	
Danger of falling objects or overhead work taking place.	A hard hat should be worn to protect the head if an object falls from a height General recommendation: EU Approved to class EN397	Hard hat	

Currency

Egypt's official currency is the Egyptian pound (EGP). One Egyptian pound is made up of 100 piastres. Notes come in the following denominations 1, 5, 10, 20, 50, 100 and 200. Smaller notes are handy for tipping. Egyptian coins come in 1 pound and 1, 5, 10, 20, 25 and 50 piastre.

Damage & Theft

Please ensure that all valuables are always kept safe. The Organiser has hired a dedicated and experienced security contractor who will provide the security of the event as a whole; however, it is your responsibility to ensure the safety of valuables during all event periods. Laptops, mobile phones and other electronic items are attractive to thieves, so please pay particular attention to the security of these items. In the event of a theft or damage, we must ask you to report all incidents to the Organiser's Office and the Venue Security immediately (if it is after event closing time, then within 12-hours). The Organiser will not be responsible for any loss or damage to stands or exhibits.

Demonstrations at Stands

As a matter of safety and courtesy to others, Exhibitors should conduct sales presentations and product demonstrations to ensure all Exhibitor personnel and attendees are within the contracted exhibit space and not encroaching on the aisle or neighbouring exhibits.

Each Exhibitor's responsibility is to arrange displays, product presentations and demonstration areas to ensure compliance. Particular caution should be taken when demonstrating machinery or equipment that has moving parts or any product that is otherwise potentially dangerous. Exhibitors should establish a minimum setback of 1m and install barriers as necessary to prevent accidental injury to spectators. Sound demonstrations should not exceed 85 decibels. Additionally, demonstrations should only be conducted by qualified personnel.

Dilapidations

Exhibitors and their contractors are advised that no fixings, alterations, or damage must be made to any part of the premises except by the Organiser's contractors and their staff. Any damage to the structure or walls, columns, floor, Shell Schemes, hired accessories or other parts of the premises will be charged to Exhibitors. Please ensure that any contractors you may employ are aware of this as well as those found to be connected to your presence at the show may incur costs that will be levied directly to you.

Disabled Access and Facilities

The public areas, prayer room, exhibition hall, conference rooms and meeting facilities (except for the second storey of the double-decker chalets) will have disabled access. There will be a dedicated parking bays reserved for disabled drivers/their caretakers. Please contact the Organiser if you require a disabled parking pass to access these bays. Visitor wheelchairs are available from the Emergency Medical Services near the registration area and are subject to availability.

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.

Electrical Installations

The official contractor appointed by the Organiser are the only individuals permitted to carry out electrical installations. The official contractor for electrics to Space Only stands is to be confirmed.

Build-up power will be provided to Space Only stands.

Mains supply to Space Only sites are not included and must be ordered before the exhibition. Please note that your order will not be processed until payment is received. When completing the Electrical Order Form, the location of the items should be clearly marked on the grid plan; if you haven't submitted the grid plan, your electrics will be placed at the discretion of the electricians, if you require these to be moved, you will be charged.

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 of 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 directly 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/ELCB is provided between the main cable and machine cable from the machine equipment
- ✓ If the machine/equipment has its own isolator, 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 hall 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 can be ordered at an additional charge from the official show contractor. Please note that power to stands is switched off 30 minutes after the exhibition closes.

Fabrics

Textile fabrics used for interior display purposes on the stand must be FIRE RETARDANT or purchased already treated by use of approved chemicals. Textile fabrics used for interior decorative purposes within stands must be fixed to a solid backing and not touch any light fittings.

Cellulose paints are flammable and must not be used for stand dressing. Instead, water based paints must be used.

Fire Prevention

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. Additionally, Exhibitors will be given instructions regarding fire, emergency and accident procedures before the show opening; please ensure all personnel read these carefully.

- Fire Exits and Extinguishers must never be blocked
- No paint or paint thinner can be placed near the electrical distribution boxes
- No empty cardboard boxes, stand materials, or flammable products to be stored on/behind the stand

First Aid Services /EMS

If you require emergency medical assistance, please do not hesitate to approach the nearest security officer, Organiser's staff or any passer-by and ask for help. Time can be of the essence! The First Aid room is located at the entry of the Innovation Zone, near the registration area.

Flooring Loading

The maximum permitted loading in the exhibition structure is restricted to no greater than 1 ton/sqm. Exhibitors are requested to inform the Organiser in advance of especially heavy loads.

Flooring & Platforms

Nothing may be structurally attached to the floor of the venue premises. Should the removal of the carpet tape cause any damage to the structure flooring (new marine plywood flooring), the removal cost will be charged to the Exhibitor.

The Organiser encourages the Space Only Exhibitors to source sustainable, environmentally friendly platform (as well as stand structure and its fabrication), to reduce waste and to help to reduce their carbon footprint. In addition, if possible, all Space Only stands should use eco flooring as part of their build plan.

The general height of the platform may not exceed 10cm (4") but certain areas may be further elevated for display purposes. Details of super-elevated platforms, above the height of 600mm (24") to which persons have access are regarded as a multi-storey structure and must be submitted with proof of structural integrity for approval. No floor shall be constructed having a slope in excess of 1 in 12.

The flooring must not be less than a nominal 25mm (1") thick. Flooring must, in any case, be laid with close joints. Wood chipboard or blackboard used for a floor shall be of a minimum thickness of 18mm. Platforms must be of strength and stability sufficient to carry and distribute the weight of the stand fitting. All platform floors MUST have rounded corners and no sharp edges.

Please note that Space Only stands supplying their own floor-covering are responsible for its removal and disposal at the end of the event, together with any carpet tape and tape residue. Ensure that carpet tape is removed completely. A charge will be made for the removal of any remaining carpet tape to Exhibitors who fail to remove any of the above completely.

Floorplan Layout and Stands

The exhibition floor plan is subject to change and be consolidated at any time at the discretion of the Organisers. The Organiser has the right to change or amend any stand if this action needs to be taken in the exhibition's interests as a whole.

Floral and Plant Hire

The Organiser of the official nature components supplier will be appointed shortly. Once appointed you will contact them directly for further information about their products and to place an order. They will be located onsite throughout build-up should Exhibitors require to place any last-minute orders (subject to availability). However, please note that only a limited supply will be available onsite.

Freight, Custom Creance and Material Handling

Schenker Egypt LTD has been appointed as the exclusive Innovation Zone custom clearance and material handler. We strongly advise contacting the contractor when shipping your deliveries to site to avoid any delays or additional charges onsite. All freights must be marked up clearly, including:

Exhibitor Contact & Company Name

Stand Number

Exhibitor Contact Number

Innovation Zone

Tonino Lamborghini Hotel & Resort Sharm El-Sheikh

Deliveries will not be able accepted onsite before 31 October 2022. For deliveries prior to 6 November your air freight goods must reach Cairo airport by 21 October at the latest for the sea airfreight and 26 October for the airfreight.

Mode	Deadline
Airfreight	10 Working days before required delivery to Stand
Ocean Freight FCL	15 Working days before required delivery to Stand
Ocean Freight LCL	15 Working days before required delivery to Stand
Domestic Road Freight	3 Working days before required delivery to Stand

Air freight – AWB Consignee Instructions Ocean freight – BL Consignee Instructions	Notify
Consignee: International Company for Hotels, Resorts and Conference Center GCM- Global Conference Management 24 Roushdy Pasha street Heliopolis 11361 Cairo, Egypt <i>C/O COP27 Conference</i> Innovation Zone	Schenker EGYPT LTD Cairo International Airport, New Cargo Village Building CT2 PO Box 11861 Cairo, Egypt Tel: +202 22690961-22690962

Please ensure that your exhibit materials are in the hall at least 48-hours before the official opening due to possible 48-hours prior security sweep and lockdown. Exhibit materials, including brochures, posters, samples, etc., being brought to the hall 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.

For security reasons, the Organiser cannot accept deliveries on behalf of Exhibitors. Deliveries to the stand during the open exhibition period may be made before 09:00 each morning. Throughout the course of the day, only hand-carried items will be permitted entry and be subject to security screening.

Furniture Hire & Stand Fitting Extras

We can offer a range of quality furniture and stand-fitting extras for hire to Exhibitors. The contractor will be confirmed shortly and once appointed orders can be placed directly with the contractor using the relevant order form. Orders received after 19 October 2022 will be subject to a surcharge.

Heavy Exhibits & Outsized Items

The maximum permitted loading in the exhibition structure is restricted to no greater than 1,000kg/sqm. Please inform the Organisers if you are expecting to have exhibits in excess of 1,000kg or measuring more than 2.5m in length, width or height. Please liaise with the official freight handling contractor for further details.

Height Restrictions

The height restrictions apply to the structures themselves and any items within the designated area. Please be aware that areas of stand build above these height limits will be subject to the Organiser's structural engineer's approval and will incur additional charges.

- Organisers Shell Scheme - a height of 2.5m
- The minimum height of the partitioning must be 2.50m
- Single-Storey Space Only Stands/Walls: a maximum height of 4m (of which the area above 2.50m must be of double-sided cladding and decorated to the choice of colour and material as agreed by the adjacent Exhibitor)
- A Double-Decker Space Only Stand: A maximum height of 6m
- Walling in on open sides - long runs of walling along open perimeters of stands are not permitted. Where long runs of walling are present along open sides, they must be relieved by display items any one side. If long runs of walling are essential and over 30% of the length, they must be recessed by 0.5m from the perimeter of the site and will be subject to written approval by the Organisers
- It is the responsibility of Exhibitors who have taken "SPACE ONLY" sites to supply, erect and decorate freestanding single clad partitioning to the periphery of their sites where they adjoin an adjacent stand

Information Desk

The Exhibitor Information Desk will be open from the first day of build-up for general enquiries and information. The Information Desk will be located in the Registration Area. The Organiser's Office will be located in the Office Container, positioned directly behind the Exhibition Structure, from the roadside.

Insurance

The Exhibitor and the stand contractor are both fully responsible for obtaining their own insurance protection for their exhibits, property and personnel against all risks. Equipment should be insured both in transit and on location, at the exhibition site for the entire period of the exhibition.

- ✓ Exhibitor and the Stand Contractor Insurance cover should include:
- ✓ PLI (Public Liability Insurance to the value of US\$2,000,000)
- ✓ Personal Injury
- ✓ Third Party Claims
- ✓ Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition
- ✓ Medical expenses and baggage cover
- ✓ Value of the stand, including the fittings

Internet & Telephone Services

The Organiser will provide a free, high-speed wireless connection to all Exhibitors and visitors at Innovation Zone. If you require the secured, dedicated, wired Internet connection at your stand, please contact the Organiser for further information, cost and availability.

Labour

Space Only exhibiting companies must ensure their chosen contractors provide appropriate safety measures to protect their workers against all hazards during the build-up and breakdown of the exhibition. The exhibiting companies must put pressure on their contractor to ensure that all the work on their stand is conducted in a safe manner, in compliance with the HSE standards and regulations, and with adequate food, water and rest provisions to all employed and temporary hired staff working on their stand which may be affected.

Late Working

Late working and overnight work is not permitted during the build-up and breakdown of the Innovation Zone to ensure labour's welfare and proper recovery and to secure against work hazards due to fatigue. If you have appointed a stand contractor to build your custom stand, you must ensure that the design of the stand is built within the specified build-up schedule stated in this manual.

Lifting and Logistics

The Organiser has appointed Schenker EGYPT LTD. as the official lifting contractor. They are the only company authorised to perform lifting and forklifting onsite. If you require lifting, please contact them directly. The use of powered mechanical handling and access equipment is limited and strictly controlled onsite. The official event contractor and onsite freight handlers are the only providers authorised to operate lifting and access equipment at Innovation Zone. This appointment provides the necessary levels of competence and controls over all heavy lifting operations, required to satisfy Health & Safety Regulations. Stand-build contractors and Exhibitors will not be allowed access onsite with any lifting equipment.

Lighting

General lighting is provided in the venue. However, it is not sufficient to provide adequate stand exposure and illumination. Exhibitors of Space Only stands are advised that suitable LED lighting is to be installed on their stands as essential to achieving an effective display. Additional lighting can be ordered through the official event contractor.

Liquefied Petroleum Gases

Liquefied Petroleum Gases - Propane, Butane, etc. - all flammable gases, including compressed gas, are prohibited on the premises at all times.

Maintenance Works at Stands

Under no circumstances will maintenance work be permitted on stands during the exhibition's open hours. If you need to carry out maintenance work on your stand all work will need to be completed after the closure or the Innovation Zone open times, with prior Organiser's authorisation.

Meeting Rooms and Chalets

Meeting Rooms and Chalets are available for daily hire and can be booked directly with the Organiser's sales team. However, they are subject to limited availability, and it cannot be guaranteed that they will be available on short notice/closer to the event.

Name Boards (Fascias)

The name board is installed on top of the Shell Scheme stand walls and carries exhibiting company's names and the stand number. Please ensure to complete and return the Name Boards (Fascias) Order Forms asap, and no later than 12 October 2022 if you booked a Shell Scheme stand, with the company name you wish to appear on the board. If the form is not received by then, the company name on your contract will be used. A charge will be applied to change this. Please be aware that it is not permitted to alter the name boards or apply company logos to the fascia panels.

Noise Levels

Exhibitors are requested to keep noise levels (volume) down on sound/music systems, TVs, displays, amplifiers, videos etc. Volume levels should not interfere with normal conversation on neighbouring stands. Any excessive noise emitted within the venue must not be of a noise level that prevents the visitor from hearing the emergency announcements.

Noise level guideline:

1. A maximum of 55dB between 08:00 and 20:00
2. A maximum of 45dB between 20:00 and 22:00

Open Flames

Flames from open fires or candles will NOT be permitted.

Promotional Materials

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 Egypt. If in doubt about any material that you are considering using, please do not hesitate to contact the Organiser's team to receive clarification on this if necessary.

Registration: Coming soon!

Your Account Manager will be in touch by email mid October 2022, with registration details, ticket allocation for in-person attendance, codes and links to register the following delegates:

- Staff
- Guests

Please note: Speakers are automatically registered by completing the speaker registration form.

Restricted Items

Exhibitors who are in doubt as to whether import of their goods to Egypt is restricted should contact the relevant Government Trade Office of the country of origin. Additionally, any goods of a hazardous nature should be separately listed on invoice forms and full particulars given (IIMCO Classifications etc.) in order that suitable stowage can be arranged through the freight and custom clearance contractor.

Rigging

There is a very limited and weight restricted rigging opportunity available within the exhibition structure roof beam system (on special request only - subject to availability). Exhibitors wishing to display hanging banners above their stand parameter are asked to provide the illustration of a banner and its specifications (size and weight), for the operations team feasibility check.

Risk Assessment and Method Statement

All Space Only stands Exhibitors/contractors are required to submit a full risk assessment (RA) & method statement (MS) for the design, construction, and arrangement of their stand. If required, please contact the Organisers for further information. The risk assessment & method statements are to be submitted along with stand plans for review before permission to build can be granted.

Security

The Organiser arranged for 24-hour security guards to patrol the exhibition/structure. However, Exhibitors should remember to take appropriate precautions against theft. Any incidents of theft or damage to the exhibiting stand must be reported to the Organisers immediately as it will be necessary to complete a report and possibly, report the incident to the police. Please note that most hired cabinets have common locks and should NOT be regarded as secure units. Organiser will not be responsible for any loss or damage to stands or exhibits.

All personnel entering the exhibition grounds must hold personal Innovation Zone badge

Shell Scheme Stands

The contractor appointed by the Organisers will be responsible for the erection of the Shell Scheme. A full management and technical service will be provided onsite at all times. Shell Schemes stand fitting is compulsory to all Shell Scheme stands.

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 by piercing or screwing anything onto the panels or beams. Exhibitors will be charged for any damages to Shell Scheme panels.

Exhibitors may affix lightweight photographs and technical information sheets etc direct to the Shell Scheme walls with a 3M low tack tape/adhesive pads or similar, provided such material can be easily 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 8:00am on 4 November 2022.

Shell Scheme Stands inclusions:

- ✓ Modular aluminium system
- ✓ White forex infill panels
- ✓ Height 2.5m (2.43m to the underside of the ceiling beams)
- ✓ Fascia with a name board
- ✓ Info Counter & Stool
- ✓ Blue colour Carpet
- ✓ Stand Spotlights
- ✓ 1 x Table and 2 x Chairs
- ✓ One electrical socket
- ✓ Power consumption per Shell Scheme stand – 500 watts
- ✓ Waste bin

Smoking Policy

Smoking is strictly prohibited throughout the Innovation Zone. There will be a smoke free policy implemented during all stages of the exhibition. There will be designated smoking areas outside at the back of the halls. Offenders caught smoking within the venue premises will be denied access to Innovation Zone.

Space Only Stands

Stand locations will be clearly marked on the floor, it is the responsibility of the Exhibitor or their appointed contractor to ensure their stand is built to the correct floor markings. Please check with the Organiser's office if you are in any doubt regarding your allotted floor space.

Space Only Exhibitors are responsible for their own stand design and construction. No stand fittings or carpet is provided by Organisers on Space Only sites. 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 submit your stand design by 14 October 2022 the latest. No major structural changes will be permitted to the stand once approval has been given.

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

- Structurally unsafe
- Considered to be too complex to be completed in the time specified
- Does not conform to the specifications listed in the manual
- Likely to unreasonably affect nearby Exhibitor's sites in any way

You need to submit 'Scalable' stand plans for approval including:

- ✓ Plan view, clearly showing all dimensions, walling, and major exhibits
- ✓ Elevation views, clearly showing all dimensions, graphics etc. for each open side
- ✓ Details of materials & fire protection measures
- ✓ Risk Assessment & Method Statement
- ✓ Public Liability Insurance certificates from all contractors and other individuals working on your stand, both with the PLI insurance to the value of \$2,000,000
- ✓ Details of any exhibits with moving parts, together with how they are to be guarded against causing injury
- ✓ Demonstration that electrical installations are to be carried out by 'competent' electricians (qualified, experienced and insured). You may be asked to provide proof of competency for your contractors on site, so please ensure that any qualifications and insurances are available for inspection in advance and also on site

Sponsorship & Onsite Branding

There are numerous opportunities for sponsorship and onsite branding at Innovation Zone. For further details and rates please contact your Account Manager.

Storage

There is no facility for storing unwanted goods such as crates and packing materials onsite, so please ensure you arrange for the removal from the site of any items you do not wish to keep on your stand. Schenker, the official freight forwarder, can help with your storage requirements at cost. Please contact their representative for more details.

Temporary Staff

Dazzle Advertising can provide a service for the hire of temporary staff, including models, hostesses and promoters. Exhibitors wishing to hire staff through the appointed agency should contact them directly. You can find their contact details in the official contactor list.

Waste Management

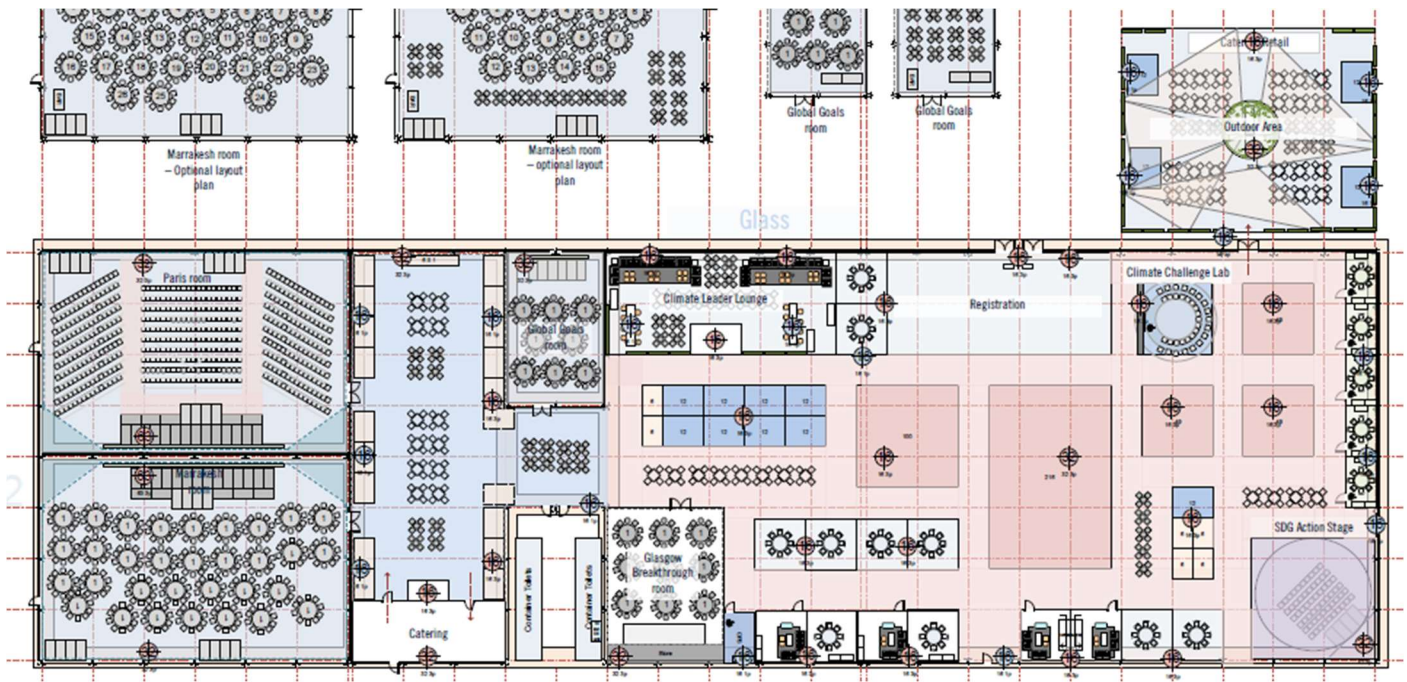
Organisers are committed to ensuring that the exhibition is as environmentally responsible as possible. Please help us by keeping waste to a minimum, recycling waste where possible and reporting any incidents of fly-tipping to the Organiser. If you are a Shell Scheme Exhibitor, your stand will be delivered to you in a clean state in readiness for the show opening. Any waste generated during the dressing of your Shell Scheme stand should be placed in the gangways for the cleaning contractor to remove before the show opening. All waste must be removed from the exhibition hall. Any waste or stand-fitting items left in the hall 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 from 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 (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.

Venue Floorplan/Site Plan



Venue Emergency Information

The venue is served with emergency exits throughout. In an emergency, please follow security and event stewards' directions. If you are asked to evacuate, please don't return to pick up any personal belongings and leave the venue immediately, and only return when instructed.