

HEALTH & SAFETY RULES & REGULATIONS HAND BOOK

Venues Health and Safety
October 2025



Foreword

This document is published by Dubai Exhibition Centre (DEC) and is intended at all users of the Dubai Exhibition Centre and in particular exhibition organisers who are required to conduct their business in accordance with these requirements as part of their tenancy agreement.

This document is produced in accordance with Dubai Municipality requirements, Dubai Civil Defense UAE Fire and Life Safety Code of Practice 2018 Edition and other international standards. High standards of health and safety applied by users of the facilities should be maintained at all times and every effort must be made by all parties to ensure that those standards provide a safe and healthy environment for all involved with exhibitions and events at the venues.

Our objective is to ensure that all persons attending the facility have a safe and enjoyable experience. To achieve this, we will require the full co-operation of everyone involved in the event process. Health and safety is everyone's concern so please be diligent and enjoy your experience at the DEC.

'The Organiser', referenced in this document, represents the organiser's manual issued by the Dubai Exhibition Centre.

This document is regularly updated.
Please ensure you have the latest version.

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1 INTRODUCTION

1.1 The Tenancy Agreement and the Rules and Regulations

The rules and regulations produced by the DEC shall be observed and enforced, at all times by tenants, exhibition, exhibitors, contractors, sub-contractors and in some cases, visitors. These rules and regulations form part of the tenancy agreement contract and of the DEC Organiser Manual.

1.2 Responsibilities and Duties under Law

Under Dubai Municipality Local Order 61 of 1991 and codes adopted under this order, it is the duty of every employer to protect the health and safety of employees.

UAE Federal Law No. 8 requires each employer to provide appropriate safety measures to protect workers against hazards. It is the employer's duty to ensure that work is safe for employees and non-employees who may be affected by the work activity.

Under the definitions provided within Local Order 61, the event floor under build-up and tear-down is defined as an area of 'construction' and the requirements of Dubai Municipality Code of Construction Safety Practice applies at all times. It is highly recommended that persons or companies involved in this construction process obtain a copy of this publication which is available through the Dubai Municipality Building and Environment Departments.

Dubai Municipality Technical Guidelines also apply at the venues. They can be obtained through the Dubai Municipality website at www.dm.gov.ae. Authorised DEC staff reserve the right to request the removal of persons from the premises who demonstrate a blatant disregard for their own safety or the safety of others, as permitted by the employer under UAE Federal Law No 8 of 1980, article 120(d). Authorised staff will be the CEO, Senior Vice Presidents and Health and Safety Managers of the company. It is the duty of every contractor and sub-contractor to comply with the rules of the health and safety regulations and legislation in force in the UAE and the Emirate of Dubai. Under Dubai Local Orders it is the condition of each contract that no contractor or sub-contractor, for any part of the contract work, shall require any worker employed in the performance of the contract to work in surroundings or working conditions which are unsanitary, hazardous or dangerous to his health or safety.

Contractors and employers also have accident prevention responsibilities under this 'code of practice' which should be understood and applied at the venues. These include advising employees in writing of exposure to risks within their work, instruction or training in the recognition and avoidance of unsafe condition towards the elimination of hazards and exposure to injury and the formal notification of accidents to the authorities of the Municipality.

1.3 Scope and Applicability

These rules and regulations apply to all Contractors, Exhibitors, Organisers, and involved stakeholders engaged in activities within the DEC destinations or work-related environments. DEC establish the health and safety standards required to ensure compliance with legal and regulatory requirements, mitigate risks, and promote a safe and healthy workplace. These provisions are applicable across all operations, facilities and all type of events.

NEW REGULATIONS ON PERSONAL PROTECTIVE EQUIPMENT (PPE)

In accordance with Dubai Municipality Code of Construction Safety Practice, the Accepted Code of Practice as well as International Best Practice Standards in the workplace, we are strictly implementing Personal Protective Equipment (PPE) across all our venues - without exception.

All personnel, including suppliers, contractors, exhibitors, and organisers, must ensure that their workforce is appropriately dressed for their tasks during event tenancy (Build-up and Tear-down). They must also provide the necessary tools and mandatory Personal Protective Equipment (PPE) such as Safety Vest, Safety Shoes and all other applicable work related PPE's.

*Note: - Using goggles and a face (dust) mask during the build-up and tear-down helps prevent both acute and chronic health issues.

Activity	Hard Hats	High Visibility Vest	Safety Shoes	Hand Gloves	Face mask	Goggles	Apron	Full body harness	Face shield
General visit / inspection	✓	✓							
Hot work	✓	✓	✓	✓		✓	✓		✓
Work at height	✓	✓	✓	✓				✓	
Protective coating	✓	✓	✓	✓	✓	✓			
Floor carpets laying	✓	✓	✓	✓					
House keeping	✓	✓	✓	✓	✓	✓			
Manual/Material handling	✓	✓	✓	✓					
Delivery inside halls	✓	✓	✓	✓					
Cutting/ Grinding	✓	✓	✓	✓		✓	✓		✓
Confined Space	✓		✓	✓	✓	✓		✓	

2 EVENT PLANNING



Head Protection (Hard Hat)

All contractors are required to provide each member of their team with a hard hat.



High Visibility Vest

Vests are compulsory and should be worn by each of the work force operating anywhere within our venues during build-up and tear-down.



Safety Shoes

Shoes need to be hard capped to protect against injury. Sneakers, sandals or everyday shoes will no longer be allowed.

2.1 Event Layout Drawings

Layout plans shall only be submitted to DEC using the latest approved Master Plan template provided by DEC specifically for that purpose. See Section 3 for detailed information of Floor Plan Regulation and requirements.

At all the venues, all fire exits, shutter doors, corridors and access zones must remain clear and available at all times. This policy must be reflected in the layout drawings.

A competent person should be employed to produce the layout plans. The person should consider, in addition to the details in the paragraph above, visitor traffic flows, sightlines, travel distances, emergency services provision locations, camera locations, temporary seating, service areas, storage areas, temporary structures, barriers, partitions, drapes and venue toilets or any additional toilet facilities. Where the introduction of a number of stands creates an increased distance to firefighting equipment, beyond that required under international standards, it shall be the organiser's responsibility to install additional firefighting capability in order to meet with that standard.

It is obligatory for the exhibitor to provide firefighting equipment for their stand if the exhibitor displays or uses indoor pyrotechnics, smoke machines, candles or any other flammable substances. If the exhibitor or the organiser fails to provide such equipment, DEC will provide the required firefighting equipment and charge the cost to the organiser accordingly.

Provision of layout drawings must be in accordance with the timing requirements contained in 'The Organiser'.

2.2 Engineering Limitations

The organiser must ensure that the engineering limitations are not exceeded at the venues. This will include the loading of roof trusses during the build-up, tear-down and operation of the event. A 1.50 meter gap clearance from the bottom of the roof trusses up to the ceiling of the stands is required.

Also floor loadings internally and externally will be subject to limitations to prevent damage, failure or subsidence. Stands or exhibits are not allowed to use venue walls or doors for bracing to stabilise exhibition stands or temporary structures. Loading limit information for the venues is available in 'The Organiser'.

2.3 Floor Trenches

Access to and use of all the floor trenches is limited only to engineering employees of DEC, for the purpose of installing mains supply cables, piped services and telecommunication equipment only. During operations involving floor trenches, the area around should be barricaded and Health and Safety caution signage should be provided.

2.4 Organiser's Responsibility

We would remind the organiser that all the exhibitions halls, conference facilities and meeting rooms at the venues are no smoking areas. Organisers must enforce this requirement at the venues and give sufficient advertising of this requirement within their exhibitor manuals and welcome packs.

The organiser, in the planning of an event, must ensure that sufficient time is given to the build-up and tear-down activities of the event. Reducing these timescales has a significant impact on the safe activity of contractors and suppliers during the build-up and tear-down. The organiser is responsible for exercising sensible judgment, based on experience, as to an appropriate timescale for the construction and dismantling works at the venues. DEC reserves the right to intervene on client proposals that reduce the timescales to an unacceptable level.

The organiser is required to provide sufficient competent supervision and attendance within the exhibition and conference halls during the entire tenancy at the venues. It is important to understand that the event does not finish from a health and safety perspective until the dismantling works are completed safely and the halls vacated.

It is recommended that contracts between organisers, exhibitors and contractors include the requirement for adequate competent supervision of the works.

2.5 Goods Access to the Venues

The organiser must ensure that a competent freight forwarder is engaged in the delivery and removal activities at the venues.

DEC operates a service yard at the rear of the halls designed for access to the halls. This area is under the control of DEC Venues and Security Divisions, in coordination with the organiser who will be responsible for ensuring that storage and offloading and unloading in the yard is controlled, safe and in accordance with Dubai Civil Defense (DCD) fire requirements.

All material for exhibitions must be taken into the halls through the rear service yard.

The use of industrial trolleys or the movement of materials through the concourses will not be permitted.

Exhibits and stand fixtures or fittings and associated materials shall only be delivered, unpacked, packed or collected, at times when the public are not admitted into the halls. No structural or heavy duty elements shall be worked on during events unless to facilitate emergency safe repair of a structure following written approval by DEC Venue Infrastructure Health and Safety and the venue management. It is the organiser's responsibility to advise the venue of such work requirements.

Exhibitors' personal luggage will be permitted out through the concourse provided it is of a reasonable size, carried or wheeled by one person, does not cause a hazard or inconvenience to other facility users and will not damage the venue infrastructure.

2.6 Contractor, Exhibitor and Visitor Access to the Halls

Contractors must only be in the halls during an exhibition or an event where they have been asked to attend a stand that requires attendance due to an urgent safety situation otherwise all works must be carried out after visitor hours. See also section 2.5 above relating to notification of such works.

Contractors shall obtain a Contractor Pass through the ContractorPlus Portal to access the venue. The pass must be in the contractor's possession and readily available at all times while working inside the venue, and shall be presented to Venue staff whenever requested.

Any contractor intending to carry out work beyond the standard permitted working hours must obtain prior approval from the organiser. It is the responsibility of the organiser to ensure that hot works are suitably controlled at all times. See also section 5.17.

No moving vehicles, including contractor vehicles such as forklifts and general plant, other than those given special approval will be allowed into any hall while that hall is open to the public. Access for stand equipment and contractors will only be via the rear service yard access. No materials or industrial trolleys will be permitted through the front concourse entrances.

All contractors who wish to bring in construction supplies and equipment to be used for build-up and tear-down of their stands located at the concourse should bring in their supplies and equipment through a designated

gate. All contractors should ensure any construction supplies or equipment brought through this gate should not at any time be left along the corridors, block any of the fire exit doors, or cause any damage to DEC property. All those who intend to use this supply entrance should inform DEC Venue Infrastructure Health and Safety in advance.

Visitor and Exhibitor access to the halls shall be via the concourses. The halls are suitably designed to assist visitors to the venues in locating their exhibition entry points and the rules of DEC and the exhibition organiser must be respected with regards to specific access arrangements. The halls have separate doors for pedestrian entry and exit which must be used accordingly where instructed. All persons entering exhibition areas must be in possession of a visitor, exhibitor, organiser, press or DEC or Dubai World Trade Centre employee badge or equivalent to gain access to the halls. The display of badges is also required whilst within the halls. Access to the rear of halls external areas or areas of the venues that are not active public areas, such as behind the stand or in the service yard, is not permitted and equipment exists that may be harmful if interfered with, except in an emergency.

Where substantial numbers of visitors are expected at an event it is the organiser's responsibility to ensure suitable crowd safety and control measures are in place. For further information, see section 7 of this rules and regulations document.

2.7 Hazardous Materials and Activities

It is essential that the following paragraphs are read if you are considering, for example, a flammable gas supply or the use of pyrotechnics in your event at the venues and to remember to provide DEC Venue Infrastructure Pyrotechnic High Risk form and the requirements mentioned in the high risk form along with specifications and obtain SIRA and /or Dubai Civil Defense approval. DEC is not responsible for the consequences of late submissions.

When proposing to use pyrotechnic devices, a SIRA approved contractor is required. The contractor must provide detailed information relating to the specification and extent of the operation of the pyrotechnic equipment together with a Risk Assessment and Method Statement to the Event Planner who will deliver it to DEC Venue Infrastructure Health and Safety as well as location, timing and dates of the proposed use.

Upon receipt of this information and where satisfied that a safe activity can be carried out by the contractor, a 'letter of no objection' from the of DEC, requested through the Event Planner, will be issued to the Dubai Police approved pyrotechnics contractor. The contractor then takes the letter to SIRA for approval. SIRA will issue a letter of approval to the contractor if satisfied with the information received.

Following SIRA approval, an original copy of the approval email must be sent to the Event Planner who will forward it to the Venue Infrastructure Department. No hazardous or flammable material or equipment is allowed to be delivered or used at the venues until approval has been received by the venue.

Another example is the requirement by an exhibitor for a flammable gas supply. This supply will need to be provided from outside the building and installed by Civil Defense approved contractor. It will be subject to an inspection by Civil Defense following installation and before the opening of the event, at their discretion. Enquiries for gas supply must be made through the Event Planner.

Organisers must seek engineering assistance in arranging this supply, through the Event Planner, as a number of minimum standards exist relating to the installation. The organiser is usually charged for the provision of such a supply and the request for approval must be made in accordance with the timescales.

The provision of flammable materials or the use of hazardous equipment shall require the submission of a Risk Assessment and Method Statement, where applicable. Likewise, there is a need of special attention and coordination by the organiser to ensure that timescales for approvals are met and to avoid rejection. The organiser is responsible for advising the Event Planner, who in turn will advise both the Engineering and Venue

3 STAND DESIGN AND CONSTRUCTION

Infrastructure.

3.1 Event Floor Plan Review

The purpose of an event floor plan review is to ensure compliance with relevant regulations, safety codes, and international standards, such as those set by authorities like DCD, Dubai Municipality (DM), and UAE Fire and Life Safety Code. The review is essential to ensure a secure and safe environment for all participants during exhibitions and events hosted at the venues.

layout plans of events shall be prepared by the Event layout plans shall be prepared by the organisers and must clearly indicate the location of firefighting equipment, electrical distribution boxes, toilet facilities, as well as aisle provisions with a minimum central aisle width of 3 meters and secondary aisles of at least 2.5 meters.

DEC Master Plan in AutoCAD format is available through the Event Planner, are available through the Event Planner, which contain these locations and aid the development of the event layout.

To obtain DEC Floor Plan team's approval for your event layout, please refer to the guidelines sections 3.2/ 3.3/ 3.4). Floorplan layouts must be submitted online through the Organiser Plus Portal where they will be reviewed accordingly and approved if they have adhere to DEC Health & Safety rules and Floor Plan regulations.

3.1.1 Venues Infrastructure - Quality and Control team

The event floor plan review is a crucial phase in the meticulous planning of any event. This process involves a comprehensive examination and evaluation of the layout and spatial arrangement of the venue. The event floor plan review process consists of three key stages. Firstly, the organiser is required to submit the event floor plan through a Organiser+ portal. Following this, the Venues Infrastructure-Quality & Control team takes charge of the review, ensuring adherence to the DEC Health & Safety Rules and Regulations. Finally, the approval of DCD is sought for exhibitions. Non-exhibitions will be subject to further assessment by the team. This meticulous process is designed to create a secure and well-organised environment for a diverse range of events.

Link to Organiser+ Portal: <https://organiserplus.DEC.com/>



1. Submit

Organiser to submit the Event floor plan through portal



2. DEC Review

VI- Q&C Event Floor plan Team will carry out final review in adherence to the DEC Health & Safety Rules and regulations



3. DCD Approval

This applies for Exhibitions events, non Exhibitions (subject to assessment of the team)

3.1.2 Floor Plan DEC Approval Procedure

The Organiser is required to submit a digital copy of the proposed event floor plan. The layout must be plotted on the latest updated DEC Master Floor Plan which can be found through for DEC review and DCD final approval.

The Event Floor plan must be submitted to DEC Venue Infrastructure Quality and Control Event Floorplan Team no later than 3 months prior to the event tenancy and the final floor plan must be submitted no later than 2 weeks in order to be reviewed and approved prior to the tenancy.

3.1.2.1 DCD Floor Plan Review and Approval

Due to the increasing footfall that events are attracting at the venue and as per DCD guidelines, we would like

to remind you that your final floor plan must be submitted at least 2 weeks prior to the start of your tenancy for approval.

DEC will first ensure that all floor plans are fully compliant with Dubai Municipality/DCD and DEC Health and Safety Rules and Regulations. As per the guidelines issued by the Dubai authorities, DEC will then have to submit all exhibition floor plans and floor plans of events with high risk elements to DCD for approval.

The DCD approval fees will be covered by DEC however if you submit your floor plan less than 2 weeks from the start of your tenancy, you will have to settle the following fees:

DEC Fees AED 2,500.00

DCD Fees AED 2,082.00 (AED 1,041 for the review and AED 1,041 for the onsite inspection fees)

DCD will provide their feedback within 5 working days from submission.

3.1.2.2 Mark-out Procedure

FLOOR PLAN APPROVAL TIMELINE AND MARK-OUT

Permissions to carry out hall mark-outs by your main contractor (when applicable) will be allowed based on the availability of the hall(s) and on an initial or final floor plan approved by DEC. It is therefore very important that the floor plan you submit for the mark-out follow the guidelines detailed below. The time slot provided for the mark-out will be a maximum of 1 hour per hall.

GUIDELINES FOR MARK-OUT FLOOR PLANS:

- All hatched areas indicated on the DEC master floor plan for fire exits, shutter doors, emergency escape route, fire hose reels, fire extinguishers and toilets doors must be kept clear.
- Aisle widths between booths/stands and any other areas on the event floor plan should be a minimum of 2m.
- Nothing must be built within areas marked on the floor plan as No-Build Zones.
- There must be an unobstructed set back of 1 meter between the wall and the back of the stands to allow access to the built-in control switch panels and hanged fire extinguishers, and to prevent damage to the venue services and walls..
- Any changes to the floor plan used for mark-out may result in a non-compliance with DEC Health & Safety Rules and Regulations.

3.1.2.3 Non-compliant Event

Event floor plan non-compliance and reporting encompass several categories that are crucial for maintaining safety standards.

The Event Floor Plan non-compliance covers the below categories:

- No record of floor Plan submission and the event is on-going
- Final floor plan not submitted
- Late submission during the build-up
- Open observation during the site inspection

- Any observation related to the organiser's responsibility (refer to section 2.1) will be considered High risk.

- Any Observation related to FLOOR PLAN REQUIREMENTS (refer section 2.2):

a. The Event layout must be plotted on the latest version of DEC master floor plan that available in The Organiser website and with the Event Planner.

b. The DEC Master floor plan original layers such as build zones, fire exits, shutter doors , Fire hose reels escape routes, toilets hashed, main entrance and exit ... etc, should be identified in the Event layout and it's not permitted to delete or change the original scale and layers

- If there are added areas during the event not included in the submitted reviewed floorplan:

EVENT FLOOR PLAN APPROVED:

- To submit the added area for review separately not with the full Event floor plan
- In this case the added area will be treated separately and will be non-complaint only not the full event.

EVENT FLOOR PLAN REJECTED:

If the floor plan is rejected, the organizer must resubmit the complete floor plan for review, as the event will be considered non-compliant.

3.2 Floor Plan Requirements

1. The Event layout must be plotted on the latest version of DEC master floor plan that available in The Organiser website and with the Event Planner.
2. The DEC Master floor plan original layers such as build zones, fire exits, shutter doors , Fire hose reels escape routes, toilets hashed, main entrance and exit ... etc, should be identified in the Event layout and it's not permitted to delete or change the original scale and layers.
3. The floor plan developer and date of initial drawing and the dates and number of any type of revision should be included in the floor plan outline.
4. Event name, name of the organisation, dates of the event should be included in the floor plan.

3.3 Guidelines for Specific Types of Events (Exhibitions, Conferences, Brand Sales and External Events)

1. Primary entrance and exit doors must be identified. Entrance arrow to be plotted at the right side door of the hall and exit arrow to be plotted at the left side door of the hall.
2. All the hatched areas shown the master floor plan e.g, fire exit doors, escape routes, shutter doors, fire hose reels, fire extinguishers and toilets doors must be kept clear.
3. No structure can be built within the No-Build Zones areas (Red hatched) marked on the floor plan.
4. If drapes or any type of barriers and partitions cover or block the access to the halls fire exits, shutter doors and fire hose reels, openings/access must be provided to the mentioned areas with signs and should be plotted on the event floor plan.
5. All stands/booths must be numbered.
6. Aisle width between booths/stands and any other areas on the event floor plan should be a minimum of 2.5m for all events and exhibitions.

7. Maintain the 1 meter perimeter gap between the wall and the back of the stand for a clear access to the responding team for any utility related emergencies and to protect the wall from any damage.
8. Should there be a café in operation in each hall during the event, a space directly in front of the designated café area must be kept clear for any stands and displays. This clearance must be maintained at all times and be made available to allow free flow of the visitors.
9. All temporary food service area(s), conference(s), stages and seminar rooms, activity area(s), seating arrangements...etc. must be plotted on the layout and clearly marked..
10. No any structure to be built in all Hall Foyers. Hall Foyers are intended for registration counters with maximum height of 2 meters. (Only Movable Registration counters are allowed).
11. The use of police barriers inside the hall is prohibited, this type of barrier is only allowed for outdoor activities.
12. Bridging /connecting stands across the aisle is not permitted.
13. A clear distance of 1.5 m must be respected between any stand roofs and any drop point from the ceiling of the hall.
14. Where the introduction of a number of stands creates an increased distance to firefighting equipment, beyond that required under international standards, it shall be the organiser's responsibility to install additional firefighting capability in order to meet with that standard.
15. The storage area inside the hall is strictly prohibited. Only giveaways and brochures are permitted within the allocated stand space.
16. 16. Smoking areas inside the Venue is strictly prohibited. Smoking is only permitted in the designated outdoor areas in compliance with Health & Safety regulations.
17. All advertising features must be plotted within the approved designated build zones areas in compliance with Health & Safety regulations and venues guidelines.

3.4 Concerts / Conferences / Weddings Additional Floor Plan Requirements

1. For concerts and comedy shows, the distance between the stage and the first row of seating must be minimum of 4 meters. Wedding layouts are exempted from this requirement.
2. For conferences, graduation ceremonies, and award ceremonies the distance between the stage and the first row of seating must be minimum of 3 meters.
3. If the stage design with a backdrop potentially blocking the emergency exit door a clear distance of 4 meters must be provided between the back of the stage and the wall.
4. If the stage design without a backdrop and no shutter door or fire doors are located behind the stage, a clear distance of 2 meters must be provided between the back of the stage and the wall.
5. For all events a 2 meter clear distance must be provided between the back of the stage and the wall
6. For movable screens, not the hanging type, the tripod leg supports will be placed on the stage and not on the flooring of the 2 meter gap space
7. A clear distance of 3 meters minimum must be respected between the tiered seating.

8. A 2.5m aisle must be provided between the rows of 25 sets of chairs.
9. A 2 meters aisle must be provided between the rows of less than 25 sets of chairs.
10. A 2 meters aisle must be provided around the FOH.
11. A 2 meters minimum gap between VIP Chairs and the first row of chairs behind the VIP chairs must be provided.
12. The total number of the attendees (pax) will be calculated based on the number of the fire exits that is available in the venue hall.
13. For standing-type concerts, the number of attendees shall be calculated based on the available usable area and the number of fire exits. A minimum allocation of 0.65 square meter per person will be applied to ensure safe occupancy and compliance with fire safety regulations. This allocation criteria can be changed based on the actual floorplan layout.

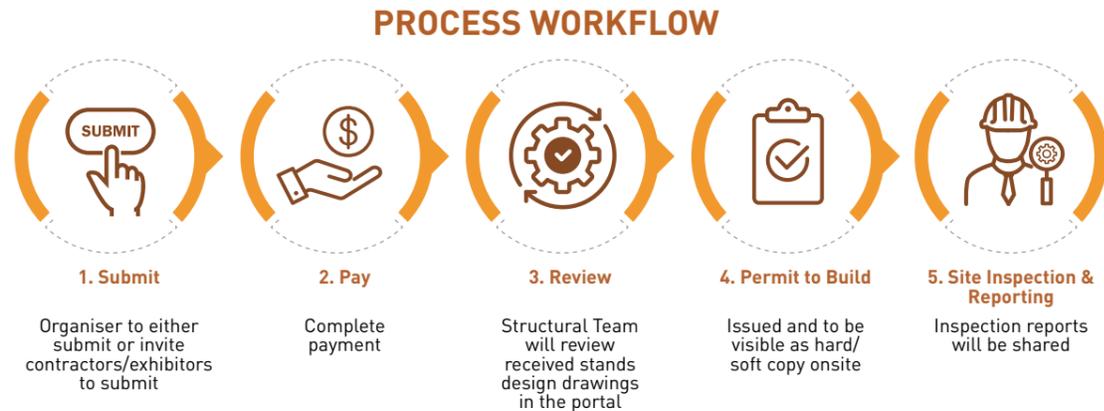
4.1 General Requirements

- 4.1.1 All structure must be evaluated by DEC structural engineer, based on the guidelines provided in the

4 STAND DESIGN AND CONSTRUCTION

Dubai Building Code 2022, American Institute of Steel Construction AISC 2020 for steel design, UAE Fire and Life Safety Code of Practice – Dubai Civil Defense DCD.

4.1.2 The Organiser+ portal must be used to upload stand design details. Please refer to the organiser's manual documents for detailed guidance.



4.1.3 For DEC structural engineer clearance, the following structure types must be submitted on the Organiser+ portal.

- Space only stands
- Double-decker stands
- Triple-decker stands
- Organiser features stands
- Feature/built structures/stages
- Space only-multi blocks
- Country pavilion -Single block
- Country pavilion -Multi blocks
- Tent and other non-permanent facilities
- Temporary meeting rooms
- Unusual structures with potential to injure or deemed to be structurally unsafe

Note: Please see section 4.2 for a definition of the above structure type.

4.1.4 Before constructing their stand, the exhibitor/contractor must obtain a Stand Permit to Build (PTB).

4.1.5 The construction of the stand must be supervised by a qualified engineer

4.1.6 Full design drawings and relevant documents must be provided to DEC structural engineer

4.1.7 Structural details and calculation are required for the following structures

4.1.7.1 Where designers have included raised platforms in excess of 300mm height within the design.

4.1.7.2 Where structures are built externally, for the effect of wind and water loading.

Note: The DEC structural engineer maintains the authority to restrict the construction of stands that they deems unsafe.

4.1.8 Lighting structures including those suspended from ceiling trusses are permitted provided they do not exceed the allowable load of the structure and are subject to DEC approval. Such details must be submitted

with the structural design detail when applicable.

4.1.9 Any enclosed conference or event area which is established with partial or continuous partitioning in the venue must comply with British Standard or NFPA Standards, in relation to fire. As an example, where a room is established by partitioning which is intended for 50 persons or more, it must have in excess of one fire exit and meet standards for angle of divergence.

4.1.10 Designers must actively seek to reduce risks within their designs. This includes eliminating or minimizing work at height, substituting hazardous products with safer alternatives, and designing smaller sections to ease manual handling and lower associated risks.

4.1.11 The finishing of stand floor edges in metal strip sections is not encouraged as they often leave sharp splinters and snags where they have not been finished correctly. Plastic protection strips should be placed over corners or corners finished in a curved form or provide round edges (half circle). Edging in general should also be curved, avoiding right angles, to avoid snags.

4.1.12 For reasons of visitor safety, all enclosed stands must provide suitable means of escape with illuminated escape routes signs at all times and in accordance with NFPA 101 or internationally accepted fire standards. Additionally, to support emergency evacuations, a permanent escape route signage is in place in the halls. The signage is fixed on the ceiling and direct to the concourse fire exits.

4.2 Stand Type and Submission Fee Structure

<p>AED 500 SPACE ONLY</p>  <p>Stands falls under this type I. System Stand > 3 m (height) with only space on the ground floor II. A bespoke stand with only space on the ground floor. Note: Applicable to Space sold by the Organiser to an Exhibitor or a Sponsor.</p>	<p>AED 1000 SPACE ONLY - MULTIBLOCK</p>  <p>Stands falls under this type I. Bespoke or System Stand > 3 m (height) with typical design and built in multiple location. II. Package Stand from DXB Live build in multiple location. Note: Applicable to Space sold by the Organiser to an Exhibitor or a Sponsor.</p>	<p>AED 1000 DOUBLE DECKER</p>  <p>Stands falls under this type I. A system or steel bespoke stand with space all the way up to the second floor Note: Applicable to Space sold by the Organiser to an Exhibitor or a Sponsor.</p>	<p>AED 1000 TRIPLE DECKER</p>  <p>Stands falls under this type I. A steel bespoke stand with space all the way up to the third floor. Note: Applicable to Space sold by the Organiser to an Exhibitor or a Sponsor.</p>
<p>AED 250 ORGANISER FEATURE</p>  <p>Stands falls under this type I. System Stand > 3m (height) with only space on the ground floor. II. Structure intended for Meeting rooms, sponsor's product display booth, office for operation. Note: Applicable to space used by the Organiser to activate / facilitate their event requirements.</p>	<p>AED 500 COUNTRY PAVILION - SINGLE BLOCK</p>  <p>Stands falls under this type I. System Stand (Any height) II. Infuses the culture and way or life of the country. III. A series of mini-exhibition where exhibitors encourage industry collaboration through cooperative advertising. IV. Group in single location</p>	<p>AED 1000 COUNTRY PAVILION - MULTI BLOCK</p>  <p>Stands falls under this type I. System Stand (Any height) II. Infuses the culture and way or life of the country. III. A series of mini-exhibition where exhibitors encourage industry collaboration through cooperative advertising. IV. Scattered in different location</p>	<p>AED 0 FEATURE/BUILT STRUCTURE/STAGE</p>  <p>Stands falls under this type I. Stage/Pods/Registration/ Pop up Stand II. System Stand < 3 m (Height) Note: Applicable to Space sold by the Organiser to an Exhibitor or a Sponsor</p>

- If more information is requested, this will be considered as an amendment which will not attract additional charges.
- Any changes after receiving the Stand Permit to build will be considered as a new request.
- The fees are non-refundable.
- Each submission is limited to a single stand with a unified design and branding. Submissions featuring two stands with differing designs and branding will not be approved.

4.3 Stand Type and Document Required

Event stand submission	Required Document
Stand Evaluation (Single Decker Stand)	<ol style="list-style-type: none"> 3D Drawing (pdf) Technical drawing (pdf) **Structural Drawings
Double Decker Stand submission	<ol style="list-style-type: none"> Structural calculation Structural drawing Technical Drawing 3D drawing
Triple Decker Stand submission	<ol style="list-style-type: none"> Structural calculation Structural drawing Technical Drawing 3D drawing Stand location highlighted on the floor plan
Country Pavilion	<ol style="list-style-type: none"> 3D Drawing (pdf) Technical drawing (pdf) **Structural Drawings
Features/ Built Structures/ stages type	<ol style="list-style-type: none"> 3D Drawing (pdf) Technical drawing (pdf) **Structural Drawings

** Depending on the structural engineer's assessment, this document may be necessary and must be submitted as an additional requirement.

4.4 Stand Permit to Build (PTB)

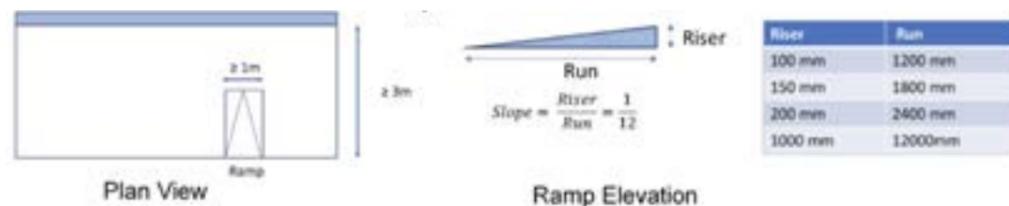
This is an official document given by DEC to contractors declaring that their submitted design in Organiser+ Portal meets DEC Health & Safety regulations. This document is required prior to building their stand on-site. If a stand has been built without PTB, DEC Health & Safety may take disciplinary measures.

4.5 People of Determination (POD) Access Arrangements

DEC venues have been built with disabled access consideration. We ask that exhibitors and designers assist in maintaining reasonable access for PODs. By POD we would refer to a variety of conditions, not simply wheelchair access, which physically effect persons visiting and working at events.

4.5.1 Ramp

Where a stand is 3 meter deep/wide or greater, a DEC policy requirement exists to provide suitable access for wheelchairs. This is normally provided in the form of a built-in 1000mm wide ramp, with sides clearly defined, at not more than 1:12 gradient. Ramps in the walkway outside of the stand floor area are not permitted.



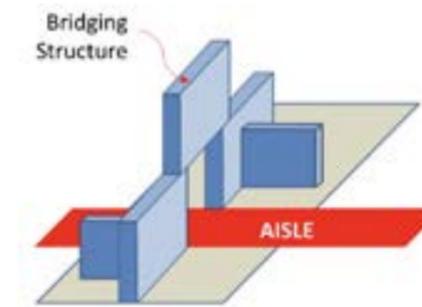
4.5.2 Where a specific event will attract a significant number of PODs, further consideration regarding the protection of the sides of stands will also be required where raised floors are created.

4.6 Stand Area Limitations

4.6.1 Unobstructed aisle way

4.6.1.1 Bridging over Aisle

DCD regulations require to maintain a free and unobstructed aisle way inside the halls. Therefore, it is not allowed to have a bridging connection between two stands thus covering and hampering the smooth passage of any responding equipment in case an emergency situation arises. This is to ensure to maintain a free and accessible aisle all the time.



4.6.1.2 Display Items

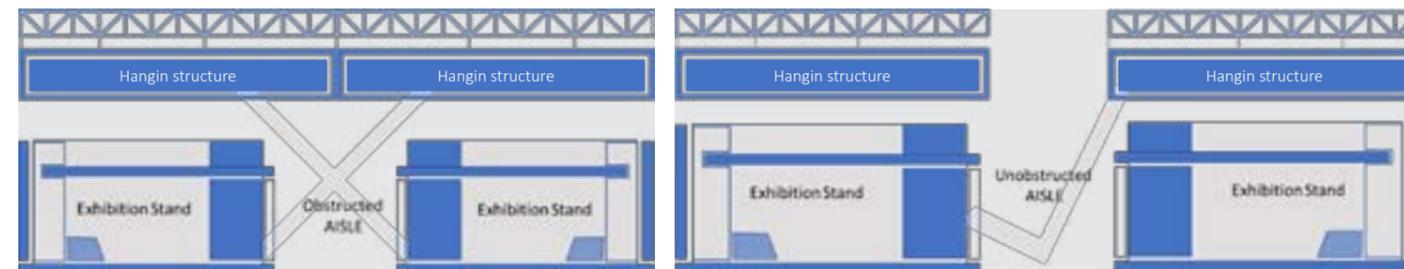
The walkways around stand areas are not display space and must not be used for the display of signage and wares as it will prevent reasonable access for visitors and staff and may constitute a hazard under emergency conditions. All tables and chairs must stay within the stand area only.

4.6.1.3 Fire Exits Doors

Fire exits, including signs, must not be blocked by exhibitor materials.

4.6.1.4 Hanging structure

To guarantee the safety of emergency personnel, aisles must be kept clear of hanging structures due to the potential for entanglement.



4.6.2 Unobstructed Fire Fighting equipment

Access to wall mounted fire hoses, extinguishers and manual call points must also be maintained and the storage of boxes and materials behind stands is not allowed. This is a requirement enforced by DCD and DEC Venue Infrastructure Health and Safety Division at the venues and failure to comply may result in enforcement action by DEC Venue Infrastructure Health and Safety.

4.7 Stand Design and Safe Construction

In order that a designed stand can be constructed safely, designers need to consider the way in which the stand will be erected, fitted and dismantled safely. This is particularly important where persons constructing the stands will be working above two meters in height and where manual handling operations are necessary.

This also extends to designer’s knowing the loading requirements of not only the structure but also the client materials that will be mounted or displayed upon the structure. It is the designer’s responsibility to ensure that the stand can be built safely and clear information on the client’s requirements is established prior to the start of design.

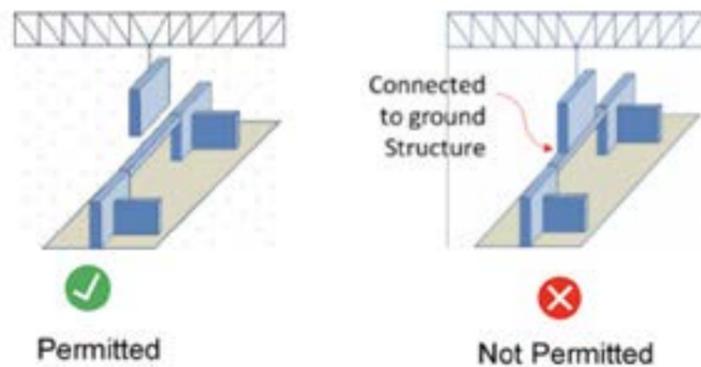
Design solutions that eliminate or reduce the requirement for work at height must be incorporated wherever practicable. Where specific construction sequences affect the safe erection of a structure, they must be provided to the contractor by the designer. The modular or sectional production of construction elements which reduce the need for manual handling of heavy or oversized sections must also be a design consideration.

4.7.1 Temporary Support

Where a stand requires propping during the safe construction of a stand, only suitable propping equipment and materials may be used for this purpose. The use of timbers or other materials, the loading properties of which are not known, will not be permitted.

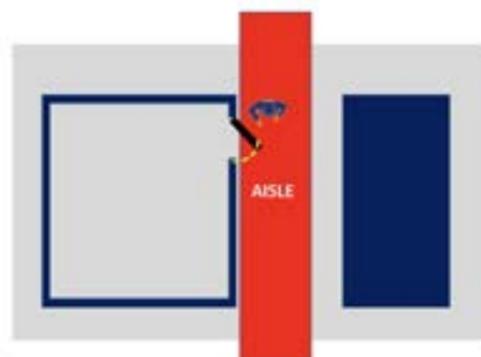
4.7.2 Suspended Structure

Designers and contractors must note that stands are not permitted to be suspended from the roof structure. Trusses for audio-visual and lighting purposes only are permitted as well as light weight banners, subject to approval (see also chapter 5: Suspended signage). Primary rigging is an exclusive service of DXB Live, the technical team of DEC.



4.7.3 Door near the Aisle

Designers must also note that any doors or windows along walkway edges must open inwards for reasons of safety.



4.7.4 Use of Drapes

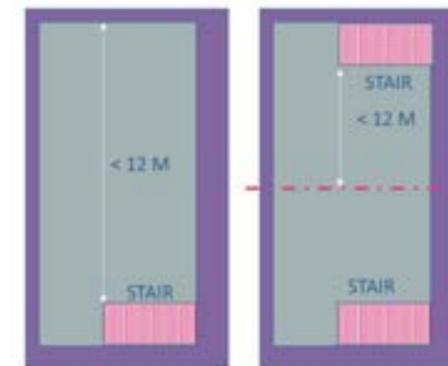
The use of materials and drapes in the venues is limited to material which has been treated to be retardant to fire in accordance with NFPA 701 and other internationally accepted standard. It is the organiser’s responsibility to ensure that where drapes are introduced into any event, the lighted fire escape signage is maintained for emergency evacuation purposes and the detail of the signs is shown in the visual design drawings

4.7.5 Double Decker

In addition to the comments in section 4.1 relating to the provision of design information, including structural design detail, all double-decker stands must clearly indicate the maximum allowable number of persons on the upper deck at a conspicuous point, preferably close to the access point. It is the responsibility of the organiser to ensure that this figure is not exceeded and the egress point is sufficient. Furthermore, if there is a provision for ceiling, the design for ceiling must include a sprinkler system.

4.7.5.1 Exits From Double-Decker Stands

The travel distance from any part of a double decker stand to a staircase must be no greater than 12 meters. No fewer than two staircases, sited remotely from each other, shall be provided for each unless the double decker is to accommodate fewer than 40 people.

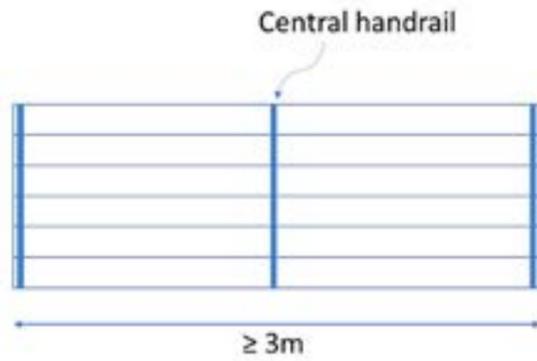


4.7.5.2 Handrails for Stairs

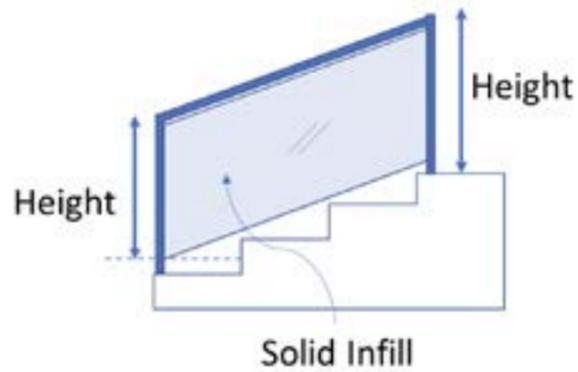
- A continuous handrail must be provided where there are three or more risers.
- Every flight of stairs must be provided with a handrail on each side. The handrail should be non-climbable and have a solid infill.



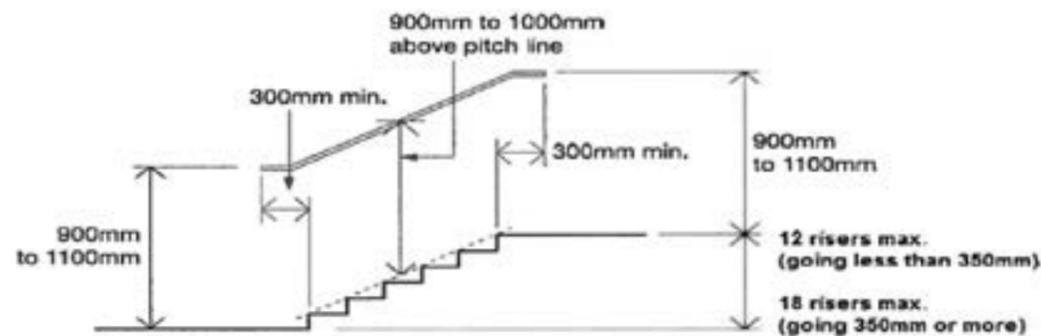
- Double width staircases shall have a central handrail.



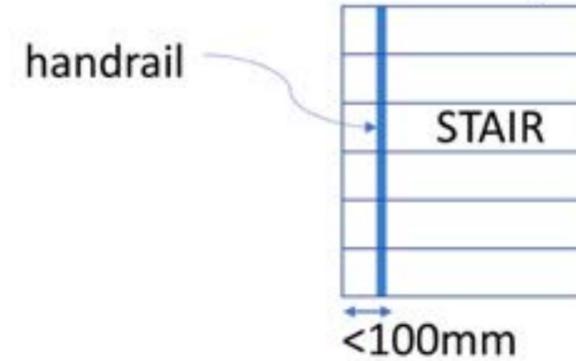
- The height of a handrail shall be measured vertically from the centre of the steps and landings to



- Its upper surface shall be a minimum of 900mm and a maximum of 1 meter. The balustrade should be 1.2 m high minimum.

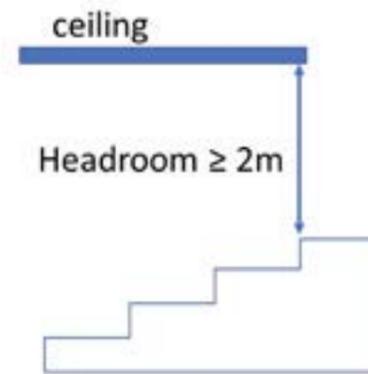


- Handrails shall be continued as necessary around landings.
- Handrails shall not project more than 100mm on to the required width of the staircase.



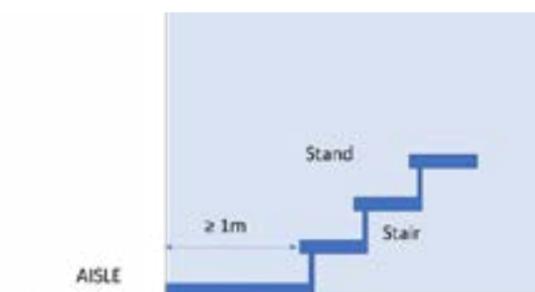
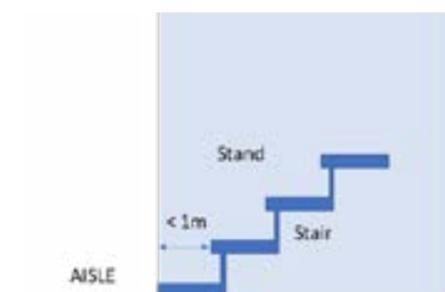
4.7.5.3 Stairs

- Spiral staircases are not permitted.
- Stairs shall be arranged in a straight flight without winders (e.g. tapered treads in an otherwise straight flight) and must have a regular rise and tread.
- Staircases shall consist of a maximum of 16 risers. Stairs with more than 36 risers in consecutive flights shall have at least one change of direction.
- Staircases must be a minimum of 1 meter in width.
- The boards of a minimum height of 150 mm are required on landings and around the top decks of double decker area
- The minimum vertical headroom above any step should be 2m.



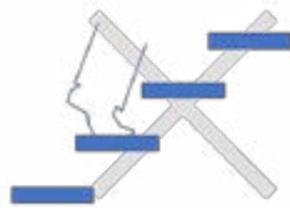
4.7.5.3b Stair Landing about aisle

For attendee safety, a minimum 1- meter clearance (buffer zone) is necessary between landing edges and aisle edges to reduce the likelihood of accidental falls.

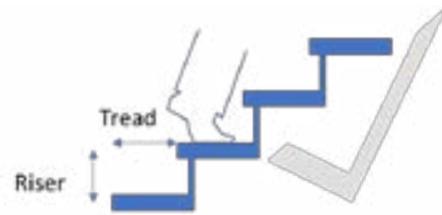


4.7.5.3c Steps and Tread Specifications

Open risers and discontinuous treads are prohibited in all stairways to ensure accessibility for people with visual impairments. Solid risers are necessary for tactile navigation.



Open risers and discontinued treads are strictly prohibited in all stairways



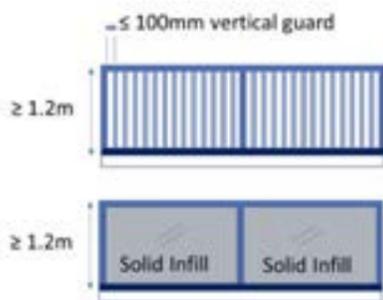
solid risers and continuous treads.

- Tread depth must be within the range of 280mm to 350mm.
- Riser height must be within the range of 150mm to 180mm.

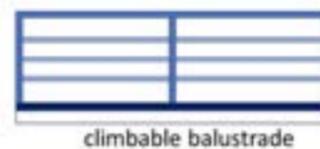
4.7.5.4 Balustrade

Balustrades or barriers shall be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level. They shall:

- Provide guarding to all exposed edges (balustrades), stairs and ramps.
- Be non-climbable, i.e., with solid infills or vertical guard rails a maximum of 100mm apart.



Permitted



Not Permitted

4.7.5.5.1 Requirements for stand design in the concourse

The aim of these guidelines is to reduce the volume of dust; fumes and potentially hazardous conditions for all users of the facility.

These points relate to the erection of stands within the concourse and registration areas of all DEC halls.

- The bulk wood cutting in the concourses is not permitted. All the stands must be pre-fabricated off-site in workshops and transported to our site in a mostly complete state. This will reduce the need to undertake a major component of construction of the stand onsite and thus resulting in less plastering, sanding and painting within the Venue.
- Sanding is not allowed in the concourses
- The height limit for stands in the concourses is 4m and double-deckers are not allowed. The floor loading in the concourses is 500 kg / m² maximum. Stands must be plotted on DEC Master Plan within the pre-defined build zones and must not in any circumstances impede on the pre-defined 'keep clear' ways nor be built on either part of the 'keep clear' ways and linked by any structure.
- Only the assembly of the main components and the application of lettering and graphics are allowed onsite.
- Only minor touch up painting will be permitted on-site.
- Special care should be taken when handling materials and tools to avoid any damages to the marble flooring. Any damages will be charged as assessed by DEC.
- Organisers should communicate this to all their exhibitors and contractors through their information packs and exhibitor manuals. We suggest you actively monitor and enforce this policy with your exhibitors and contractors, as you the organiser, need to take responsibility for the Health and Safety of your event in all stages, from build-up to tear-down for all people involved in the event.
- Non-compliance to this policy will mean that any breach that may occur will be stopped on-site and may impact on the ability for the stand to continue construction and may jeopardise participation in the event with no recourse to DEC.
- Contractors and exhibitors found to breach these requirements will be recorded and may face a ban and not be permitted to operate within the venue for a period of time at the discretion of DEC.

4.7.5.5.2 Dismantling of Stand in the Concourse

The dismantling of stands in concourse areas must be subject to consideration of the risk to persons within this area. Whilst the exhibition halls clear relatively quickly at the closing of an event, the concourses remain active for a longer period and suitable dismantling delays must be enforced by the organiser to prevent risk to persons in these areas.

4.7.5.5.3 Isolation / Barricade

Works in the concourse areas must be subject to suitable partitioning, proper barricade or cones with warning tape to protect persons in this public area of the venues, which is the responsibility of the organiser. Works will be stopped if suitable safe separation is not in place.

4.7.5.5.4 Build Zone in the Concourse

Specific permanent locations of stands in the concourse have been specified and agreed by DEC Venues and Protocol and Security after approval from DCD.

4.8 Outdoor stand structures

Stand structures constructed in outdoor environments and subject to all weather conditions shall adhere to the following specifications:

- Structural Integrity for Wind Loads: All stands must be designed and constructed to withstand anticipated wind loads, with comprehensive structural calculations and documentation provided for approval.
- Weather Resistance of Materials: All materials employed in the construction of the stand must be weatherproof.
- Steel Structural Support Frame: The stand must be supported by a steel structural frame, utilizing a minimum 3-inch (7.62 cm) diameter tube or an equivalent structural support member with sufficient sectional properties.

UAE Federal Law No. 8 requires each employer to provide appropriate safety measures to protect workers against hazards. It is the employer's duty to ensure that employees are competent and that non-employees who may be affected the work activity are not put at risk.

5 CONTRACTORS WORKING AT THE VENUES

5.1 Abrasive Wheels

Persons using abrasive wheels at the venues must be competent to operate and dress the wheel. The use of abrasive wheels will be subject to the requirements of section 5.17 of this document, relating to hot works.

Hot works permit for the use of such equipment can be secured from DEC Venue Infrastructure Health and Safety Department at the venues by calling +971 50 651 0178. Appropriate Personal Protective Equipment must be used to protect the operator and any persons in close proximity during abrasive wheel operations.



The employer is legally required to provide this under Dubai Municipality law. See also section 4.23 of this document relating to personal protective equipment.

The use of abrasive wheels is not permitted in close proximity to flammable gas installations or flammable liquids, such as thinners, at the venues.

5.2 Asbestos Materials

The use and uncontrolled release of asbestos products, in particular amosite (brown) and crocidolite (blue), is not permitted at the venues. Dubai Municipality technical guidelines apply with regards to the use of this product.

Asbestos products must not be brought into the venues without the prior permission of DEC Venue Infrastructure Health and Safety Team and any relevant government bodies.

Contractors involved in the removal or treating of asbestos products must be suitably protected from harm and it shall be the responsibility of the employer to ensure that measures are in place to provide sufficient protection. Occupational exposure levels in the form of threshold limit values and biological exposure indices must not be exceeded. Work with asbestos must only be carried out by approved specialist contractors with a corresponding Risk Assessment and Method Statement.

5.3 Banners and Advertising Signs

DXB LIVE is the sole provider of all top and primary rigging at the venue.

The erection of ceiling or roof level banners at the venues must be carried out using a mobile elevated working platform, such as a genie boom or scissor lift and be in compliance with the requirements for moving machineries. Personal protective equipment must be worn.

Tower scaffolds will not be permitted for work at roof level within the venues as it contravenes manufacturer's recommendations for the equipment.

The requirement for a harness whilst operating the equipment is a mandatory company policy requirement at the venues. See also section 4.31 relating to work at height.

Any advertising signs must be constructed of robust material and suitable for the conditions under which they will be displayed. This will include consideration for external wind loading.

All advertising signs must be placed so as not to cause a hazard to pedestrians and drivers at the venues, must be fixed in a safe manner with the use of dedicated fixing points and not obscure visibility to emergency signs. Where signs are required in external locations they must not be placed at road exit points where they risk obscuring visibility of vehicular or pedestrian traffic.

SUSPENDED SIGNAGE

The Appointed Contractor/Team will hang the banners and ensure that they are suspended safely. It is the contractor's responsibility to ensure that the banners are suitable for use and lifting points are rated with an appropriate safe working load.

Any signage rigged at the venues shall be in a complete state, fit for suspension and conform to the UK Lifting Operations and Lifting Equipment Regulations Code of Practice [ISBN 0717616282; HSE 1998].

All suppliers / installers of such signage shall bear full responsibility for the integrity and suspension fittings of signs due to be suspended at the venues.

Signs of timber or metal framed construction may only be rigged if fitted with fully closed eye lifting rings, bolted preferably through the full depth of the sign, the capacity of which must be sufficient to completely support the load on any individual fitting. Screw-in eyes are not acceptable for this purpose and the venues reserve the right to refuse or allow the suspension of any signage where the suspension fitting supplied is inadequate.

Using eye bolts are allowed, however they must be in accordance with LOLER 1998 (Lifting Operations and Lifting Equipment's Regulations 1998) Approved Code of Practice.

- The following information must be marked on or relevant to the eyebolt:

1. Identification mark
2. Safe working load
3. Quality marking
4. Screw type thread

- The eye bolt should not have more than 5-10% wear, no deformation, no cracks and sharp nicks and no modification such as welding, heating or bending

- If a person chooses to fabricate their own lifting eye it has to be load tested and carry a valid test certificate to verify a safe working load

- The direction of pull will adjust the working load of eye bolt. Example: 45 degrees – 30% of rated working load. Example: 90 degrees – 25% of rated working load

Due to the flimsy nature of materials used, paper signs may only be suspended if constructed from compressed foam or a similar material approved by the venues.

Drop weighting to the bottom of banners may only take place when the weighting is completely sealed within the banner by positive means such as stitching or vinyl welding and not simply glued, stapled or equivalent.

All contractors undertake to ensure that the suspension of signage is carried out in a safe manner and the venues reserve the right to request alterations of suspension fittings whenever considered necessary. Any additional cost incurred in such actions will be borne by the client or supplier of signage

LOADING PRE-NOTIFICATION

This is required for any system requiring the installation of any of the following items to prior to approval:

- chain hoist or wire winch lifting equipment

- truss systems
- suspended platforms
- lifting of beams
- drapes
- catenary wires

Pre-notification if intent to suspend any of the above listed items is required a minimum of 2 weeks prior to the first day of tenancy (including build-up period).

The venues require fully dimensioned plans giving precise locations of required suspension points including orientation within the halls and shall also be required to show accurate weight loadings to be imposed to each suspension point at the venues.

The venues reserve the right to restrict or refuse the suspension of any system for which such information is not available or to restrict or refuse the suspension of any system due to loading limitations or non-notifications of the intention to rig in the venues.

CATENARIES

Due to the potential structural damage that can be caused by catenaries wire installation and also the potential hazardous nature of the installation and removal process, the installation of catenaries wires in the venues is restricted to DEC or its nominated contractors, working under direct supervision from the relevant DEC venues employees. Such authorization is subject to full design details and calculations being submitted for approval prior to installation and in line with the conditions for pre-notification.

Details submitted are required to demonstrate safe installation and removal procedures and to provide calculations and conclusions of adequacy of systems.

5.4 Competence of Operators

All persons operating plant and equipment must be competent to do so. This extends from large powered vehicles to hand operated tools.

A competent person can be best considered as someone who has the skills, knowledge, attitude, training and experience to perform a task safely.

An MEWP (Mobile Elevated Working Platform) Operator requires a IPAF Training Licence card. E.g. (3a, 3b.etc).

Persons not working in a safe and competent manner will not be allowed to work on the premises and will be requested to be removed without notice, as permitted under UAE Federal Law No 8 1980 article 120(d).

5.5 Compressed Air Supplies

Organisers requiring compressed air should contact the Event Planner. All request related to compressed air supplies must be sourced through the DEC Utility Services as the provision of compressed air is a DEC exclusive service. No one is allowed to bring their own machine in the venues.

If there is a need for a compressor to be located within the halls, the Utility Services must be consulted first to seek their approval and recommendations.

Being the sole provider of all compressor services, DEC shall have the right to turn down all external requests from exhibitors or contractors to have their own unit inside the halls

If an Exhibitor/ Contractor needs to use a compressor that is attached to a machine (e.g, health care equipment) then they have to fill up the Submission Form for High Risk Equipment and Substance Approval (available on <https://theorganiser.dwtc.com>) and submit to the Venue Infrastructure Health and Safety Department for their review and approval. Once approved and confirmed, the form should be printed out and this will serve as a gate pass for security access and Health & Safety monitoring inspection.

5.6 Contractor Responsibilities

Contractors must work in accordance with the rules and regulations of the venues at all times. Failure to meet these requirements, which are born out of Dubai Municipality legal requirements, may result in Authorities involvements and or Exclusion from the Venue.

It is the duty of every contractor and sub-contractor to comply with the health and safety rules and regulations enforce in the Emirate of Dubai. It is the condition of each contract that no contractor or sub-contractor, for any part of the contract work, shall require any worker employed in the performance of the contract of work in surroundings or working conditions which are unsanitary, hazardous or dangerous to his health or safety.

All contractors must provide adequate supervision of their works whilst at the venues. This is a mandatory requirement and requires a supervisor to be on site and available at the request of the venues at all times where issues relating to health and safety or other operational matters exist.

Contractors should also be aware of the requirements that exist in relation to the appointment of company safety officers or supervisors, the requirement to inform Dubai Municipality of such appointees and the status of experience and qualification of these individuals. Further detail is available in the Code of Construction Safety Practice referred to in section 1.2 of this document. Contractors and employers also have accident prevention responsibilities under this 'code of practice' which should be understood and applied at the venues. These include advising employees in writing of exposure to risks within their work, instruction or training in the recognition and avoidance of unsafe condition towards the elimination of hazards and exposure to injury and the formal notification of accidents to the authorities of Dubai Municipality.

Persons taking or under suspicion of being under the influence of non-prescription drugs will be asked to leave the venues and may be subject to Dubai Police action. The influence of alcohol whilst working on the build-up or tear-down of stands and displays is not permitted, in accord with the rules of construction sites and local laws during non-licensed tenure hours.

Contractors' health and safety performance is monitored at the venues and repeat offenders will be denied access, without recourse, to the venues if their track record is below standard.

It is the organizer's responsibility to ensure that all access points to and from fire exits and evacuation routes are free from obstructions, including cables, wiring, and improperly placed carpets. Additionally, clear pathways must be maintained to support service operations and ensure a smooth guest experience throughout the event tenancy.

5.7 Control of Sub-contractors

Where works at the venues have been sub-contracted out to third parties, it is a requirement that the works are suitably supervised by a competent person. Where sub-contracted work is of poor health and safety standard the contractor will be stopped. Enquiries will be made to ascertain who contracted the work out and action taken to penalise the company concerned by restricting access to the venues for failing to check the competence of the sub-contractor company, in accordance with performance monitoring.

The sub-contractor work must be controlled by the main contractor supervisor or engineer.. The main contractor need to take the responsibility of any occurrence during work. If the main contractor fails to monitor the sub-contractor work the DEC Venue Infrastructure team will issue a violation/penalty.

5.8 Cradle Use by Contractors

Contractors using a cradle for high level repair or maintenance work to the venues must be competent to operate the equipment safely and must seek permission before operating this equipment. The information displayed on the cradle relating to the loading and occupancy must be followed at all times.

Work over public areas must be approved by the DEC Venue Infrastructure Health and Safety team prior to work commencing to ensure that the activity can be carried out safely.

The use of personal protective equipment whilst within the cradle is mandatory and in no circumstances must the operatives remove the protective equipment or exit the cradle basket whilst at a height of over two meters from a protected floor area or ground level.

A visual inspection of the equipment and personal protective equipment is required prior to work commencing in accordance with internationally accepted practice. Any faults identified must immediately be reported to the DEC Venue Infrastructure Department and the employee's supervisor and repairs carried out prior to any further work activity.

5.9 Electrical and Utility Supplies

All electrical installations on stands, features, displays and exhibits must comply with the following legal requirements and guidelines;

- Dubai Municipality Technical Guidelines and Associated Standards.
- Dubai Civil Defense UAE Fire and Life Safety Code of Practice.
- Dubai Electricity and Water Authority Policies
- DEC Engineering Department requirements

All installations must be constructed and maintained so as not to present a risk of danger. Equipment used by exhibitors and organisers shall also be maintained so as not to present a danger. All conductors in a system must be suitably covered by an insulating material to protect from danger. Each stand must have a means of isolating electrical supply in case of an emergency.

Where an installation is found to be unsatisfactory, the electrical supply will not be connected. DEC engineer will advise the exhibitor or the exhibitor's electrical contractor of the required improvements. Power will be provided upon completion of the requirements to the satisfaction of the DEC electrician.

If, after initial inspection and energising of mains supplies, modifications or additions are made to the stand installations, these must be notified to the DEC Utilities Team for inspection and re-testing. Work must only be carried out with the power disabled - there must be no work on live electrical systems. Where work is carried out on dead systems, the contractor is responsible for ensuring that suitable precautions exist to prevent the system becoming electrically charged during the work. Electrical installations on stands shall be located so as to allow safe access and ease of termination in an emergency. They shall be adequately lit and provide sufficient working space for the work to be carried out safely.

Contractors must also maintain acceptable standards of electrical safety. All electrical connections must be made using suitable equipment. Wires must only be attached to sockets using a plug with a suitable fuse. Electrical equipment including sockets must be in good order; damaged equipment will be removed from the venues.

Joints in electrical leads or cables must be made using a connection box and wrapped with electrical tape.

In case of fire which was caused by poor electrical connections or the use of substandard materials, the contractor

shall be held liable and a fine of AED 10,000/ would be imposed to the offending contractor.

5.10 Contractor Activity

Contractors and exhibitors must ensure all build-up materials are cleared from behind drapes, stages, fire exits, and evacuation access routes to maintain emergency safety. Storage of any items is strictly prohibited near electrical distribution boards, wall-mounted fire-fighting equipment (FFE), and electrical cupboards.

ELECTRICAL GUIDELINES TO THE CONTRACTOR.

- Maintain a height of 1200mm from the stands floor level.
- The DB enclosure must be equipped with ridged front cover/panel closed with 4 screws to hide cable/wiring and breaker termination points.
- Main cables feeder to DB and loads cables (load side) have to be contained with proper fire rated containment for the passing and raising areas to avoid direct contact with the wooden stands (electrical conduits).
- The DBs should be equipped with correct front cover.
- All lighting and fan circuits shall generally be installed with maximum load per circuit within 2000 watts as per DEWA regulation.
- For socket outlet, a radial final sub-circuit may be installed to serve a maximum of five 13 Amps as per DEWA regulation.
- All cables and wiring have to be in perfect condition (the size is to be determine as per connected loads).
- No lighting point and socket outlet circuit feeding from same breaker (MCB) it shall be separated circuit.
- All lighting and power termination points must be properly insulated with fire-rated materials and enclosed in metal boxes. The only exception applies to decorative installations, which shall be tested and approved to use.
- DBs should be equipped with protection units ELCB / RCBOs on each section as per DBs distribution standards (lighting circuits 100mA and power 30mA).
- All MCB/MCCB, RCBO, ELCBs and protection breakers and contractors or any associated power items rating and specification should be DEWA approved standards.
- Minimum MCB rating should be SP 10amp for lighting circuits and SP 16amp for power circuits.
- Surrounding of the stand DB should be 100% clean and free from debris and flammable material.
- The stands' DB should always accessible to DEC staff members from the time of stand build-up till tear-down and during the event.
- Simple tagging and identification should be provided in order to fast trace the faulty circuit.
- Fire extinguishers shall be provided by the Exhibitor at their stand whenever required, upon observation by the Venue Infrastructure Department.
- Contractors shall be responsible for informing their clients about electrical safety standards and ensuring compliance with DEWA guidelines. The DEC Utilities Team and Venue Infrastructure Department will monitor and enforce compliance with these standards to prevent any electrical failures.
- Contractors or exhibitors must ensure that they do not use two pin plugs instead of three pin plugs in order

to maintain safety. Contractors are required to inform the exhibitors to maintain all plugs and power ratings as per the BS standards.

- Stand wiring should be neat, clean and safe.
- Excess cables and joints are to be covered with PVC trunkings.
- Distribution boards should be mounted / fixed on the stand.
- All contractors are responsible to switch ON the power before the opening of the show and turn OFF the power at the stands after the show, as a part of energy conservation and safety reasons.
- Contractors should use proper insulated screwed connectors and boxes for the electrical joints.
- Contractors must not work on live connections during the exhibition without prior permission from the organiser.
- Wiring should be 3 core twin and earth not less than 1.5 mm² cross sectional and be in PVC, elastomeric or other plastic sheathing for socket outlet and lighting. It will depend on the load.
- The electrical cable routing inside the trenches and the use of cable ramp is mandatory.
- The electrical cable routing below the floor carpets is not allowed. All electrical lines must be covered with cable ramps.
- Inspection sticker for all electrical panels and DBs must be displayed.
- All metal stands and electrical equipment need to be earthed in compliance with international standards.
- While energising the stand, a qualified electrician should be available with DEC electrician. Before energising any stand, it is the contractor's task to verify and ensure that the DB or main power cable load is in compliance with their requirements.
- An exhibitor/contractor requiring electrical supply during unspecified hours (other than those stated earlier) must submit an application 24 hours in advance to the Organiser's office on site, as such emergency supplies cannot be arranged at short notice and requires a minimum of 24 hours' prior intimation.
- The contractor must ensure that all the cable connection are in safe condition and properly tight.
- All electrical panels must be closed and safety warning stickers must be in place.
- The contractor must provide an electrical signage to prevent injury and ensure all staff and visitors are well aware of possible dangers and hazards ahead in certain situation and/or environments.
- All electrical equipment (switch, socket outlet, junction box, etc.) located in outdoor areas shall be weather proof type.
- 13A switched socket outlets for general purposes must be installed at a height of 45 cm above the finished floor level, and shall not be installed lower than 30 cm under any circumstances.
- The transformer shall be fixed at a high level inside the storage area (with a closed ceiling and louvered door, or an open ceiling) to allow adequate ventilation and access for testing and fuse replacement.
- All DBs shall not be lockable. DBs must be easily accessible and operable, and no additional holes shall be made in DB enclosures
- The contractor is responsible for the following connections:
 - a) Connection from DEC main power supply cable to contractor stands DB.
 - b) Connection of main water line to the exhibition stand sink.
 - c) Connection of the compressed air line to exhibitor's machine / equipment.

5.11 Equipment and Machinery at the Venues

All work equipment used at the venues must be safe to use and fit for the intended purpose of use. The equipment must be operated in a safe manner and in line with manufacturer's instructions. Work equipment must be maintained in good order and should be regularly inspected and or tested to ensure it is safe to use.

DEC reserves the right to physically remove any electrical equipment used at the venues which is damaged in the interests of health and safety.

Equipment leased or owned by the venues for the maintenance of the infrastructure or exhibition support services is not to be used by unauthorised persons at the venues.

All work equipment must be clearly labelled with the name of the contractor at all times. Equipment left without approval at the venues will be removed and work equipment which does not carry the contractor name may be destroyed by the venues without recourse.

5.12 Fire Prevention and Emergency Safety

It is in the interests of everyone using the venues to act in a manner that reduces risk of fire within the complex, therefore a number of requirements have been established which will help reduce that risk. We would remind contractors that the venues are a non-smoking environment at all times.

Contractors can assist in making the halls and exhibition areas safe by not blocking fire exits / routes and walkways with signs or materials. Furthermore, we do not allow the general storage of combustible goods behind stands within the halls in order that access for wall mounted firefighting equipment and electrical cupboards is made possible by giving 1-meter clear gap between the stands and the walls

Contractors must not store any types of paints, thinners and industrial spirits other than in a sealed container and in small volumes. Such substances must not be stored in an un-labelled bottle that can be mistaken for drinking water.

Where permission is given by DEC Venue Infrastructure Health and Safety Department for external cooking or heating using charcoals, fire gels and equivalent, they must not be placed in any skips until given suitable time to cool. It may not be sufficient to douse the material in water as it may continue to radiate heat which can cause fire when mixed with other material.

Contractors are requested not to block walkways, fire exits, Shutter doors and road routes during the build-up, operation and tear-down of exhibitions, inside and outside the halls. Should an accident or emergency arise it may be necessary to utilise these routes to evacuate persons, including on wheeled stretchers.

FIRE RATING OF MATERIALS

Materials used for the construction of exhibition stands, staging and events infrastructure should meet with NFPA 701 Standard of material fire acceptability. Materials must be non-combustible and inherently non-flammable.

Materials should meet NFPA standards as a minimum. Equivalent standards include the German 'B' rating or British standard 476 part 7 class 1 rating.

5.13 Equipment and Moving Machinery Operation (Forklift, Boom lift, Crane, etc.)

All the equipment and moving machinery must be operated in a safe manner at the venues. Persons who operate machinery shall carry a competency card on their person at all times.

When requested to produce proofs of training the operator must cooperate and where evidence of training is not provided must stop using the equipment until evidence has been provided.

All the equipment and moving machinery must have roll over protection installed as a part of the vehicle structure. The load carried must not exceed the manufacturer recommendations, as printed on the manufacturer’s plate on the vehicle. This also extends to the number of persons on the truck.

Plant & Machinery	UAE driving license	3rd party training card
Fork Lift	Light tractor license	Approved by DM
Mobile Crane	Heavy tractor license	Approved by DM
MEWPs (Boom & Scissor lift)	-	IAPAF training card

Please refer to Appendix A for full requirements of MEWP

Please take note of the following Health and Safety instructions to be adhered to when equipment and moving machinery (forklift, boom lift, crane, etc.) are in operations:

1. No refueling of any machinery / equipment while inside the halls, including service yards and loading docks.
2. Reverse warning sound should be always ON while in operations.
3. Front and rear light should always be ON while in operations.
4. Hazard beacon light should always be ON while in operations
5. Equipment not maintained will not be allowed to enter the service yards / loading docks.
6. Wearing of seat belt is mandatory.
7. Over climbing of MEWPs man baskets is not allowed

Equipment of this nature will be operated at a speed appropriate to the operating environment and with the equipment loading and the centre of gravity in mind, to avoid accidents and risk of overturning. A maximum speed limit of 10 km/h exists at the venues for all vehicles.

Moving machinery, as with all vehicles in confined areas, must be switched off when not in use and the key removed to prevent unauthorised persons using the equipment and excessive air pollution.

When requested to produce proofs of training the operator must cooperate and where evidence of training is not provided must stop using the equipment until evidence has been provided.

All the equipment and moving machinery must have roll over protection installed as a part of the vehicle structure. The load carried must not exceed the manufacturer recommendations, as printed on the manufacturer’s plate on the vehicle. This also extends to the number of persons on the truck

Under no circumstances shall persons be permitted to stand on the forks of the truck for use as elevated access equipment. Dual lifting operations involving the use of moving machinery are not permitted at the venues. Any large or lose loads must be strapped to ensure there is no risk of falling material.

Forklift and similar moving machinery entering the service yard should be registered by RTA. DEC security staff will check the plate number to ensure that it is registered.

Likewise, valid 3rd Party Test certificate and three months’ preventive maintenance record will be required.

After operation, all moving machinery must be parked at approved designated area marked in the service yards.

5.14 Guarding on Machinery

Where there is a risk to safety from moving parts on machinery and tools, whether provided for exhibition or work purposes, they must be suitably guarded to protect persons from injury.

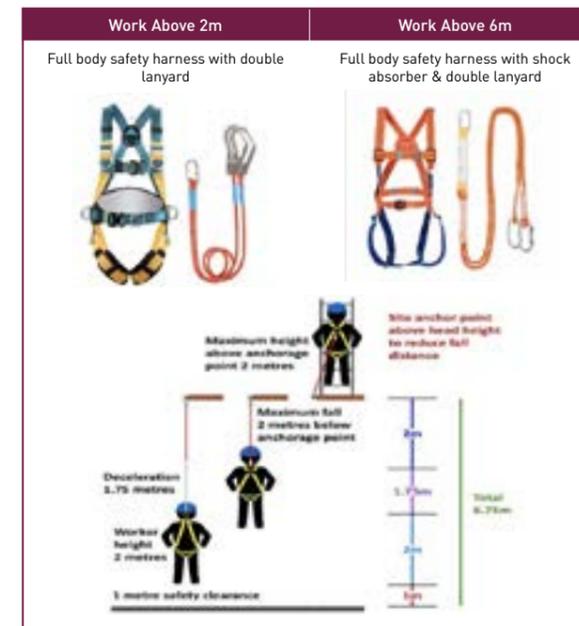
Where guarding is not practical or possible, barriers must be installed by the exhibitor or organiser which prevents persons accessing dangerous areas. Suitable warning signage must also be provided.

5.15 Harnesses and Safety Belts

Harness and safety belts are to be used in any activities above 2 meters.

The requirements of Dubai Municipality Technical Guidelines 20 relating to personal protective equipment fall protection and safety lines apply at the venues at all times.

Work above 1.8m in height requires a full-body double lanyard safety harness. For heights above 6m, a full-body double lanyard safety harness with a shock absorber is required.



Working in the roof top required DEC Venue Infrastructure Health and safety approvals and the worker must be trained with 3rd party training. Workers must wear a full-body safety harness anchored to lifeline ropes, anchorage points, or a retractable fall arrester.

5.16 Hazardous Substances

Exhibitors who require the use of potentially harmful chemicals must advise the organiser in advance so that the venues can consider the risks involved in the use of such chemicals. All such material is not permitted into the venues until approval has been given in writing by DEC Venues Infrastructure

All chemicals approved for use at the venues must be stored safely and used so as not to cause harm to persons at the venues. Such chemicals must also be labelled in accordance with internationally accepted substance symbol and chemical labelling in case of incident or emergency. The material safety data sheet must also be provided and retained at the stand location in case of an emergency.

Designers must try and eliminate hazardous substances during design or alternatively seek to replace hazardous substances with lower hazard alternatives. Bottles utilised for carrying chemicals, for example thinners, in liquid form must be labelled so that persons cannot mistake the contents as drinkable liquid. Hazardous and harmful adhesives use inside the halls is not permitted.

If in any case there is a need to use chemicals inside the Venue, the Exhibitor or Contractor must submit a

COSHH assessment (Control of Substance Hazardous to Health) to DEC Venue Infrastructure Health and Safety.

5.17 Hot Surfaces

The use of equipment or material within the venues that contain hot areas, such as cooking equipment, must be suitably protected to prevent risk of injury. Where surface or material temperatures cannot be reduced to a harmless level a physical barrier must be provided to prevent persons making contact with the hot surface or material.

Where lighting or similar hot equipment is used as part of a display or activity, it must be encased in a protective material that prevents burning if touched or located away from areas that are accessible. Stand designers need to consider hot lighting on walkways and in general as part of their design.

Where 'hot' equipment or material is in use it is essential that it is kept away from any combustible material to eliminate the hazard of fire.

The firefighting equipment such as suitable fire extinguisher & fire blankets must be provided in such areas.

5.18 Hot Works at the Venues

All welding, gas burning, brazing, grinding and other operations generating heat and sparks are not allowed to be carried out inside the halls.

Where welding, gas burning, brazing, grinding and other operations generating heat and sparks are carried out outside the halls, either during the build-up, operation or tear-down periods of an exhibition or as part of a demonstration, exhibitors and organisers must ensure that adequate precautions against damage to property or injury to persons by radiation, fire or hot metal are taken.

The organiser must advise DEC in advance and secure approval of the nature of the work or demonstrations following the Guidelines for Permit to Work System (See attached Guidelines) and to obtain a hot work permit issued by DEC Venues Infrastructure.

The organiser or contractor will be responsible for providing firefighting equipment and for surveillance where there is a fire hazard. The use of the DEC firefighting equipment will not be permitted.

5.19 Ladders and Step-ladders

DEC requires a safe and sensible approach to the use of ladders and step-ladders at the venues. Domestic ladders are not permitted inside DEC.

The allowable height level of ladders is as following:

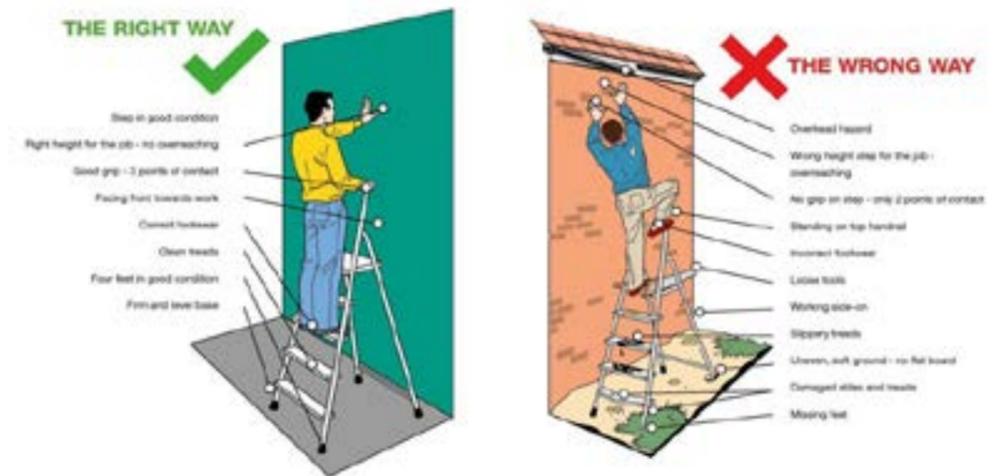
Type of Material	Type of Industrial Ladder		
	Single Ladder	Extension Ladder	Step ladder
Metal Ladders and Reinforced Plastic Ladders	9 meters	15 meters	6.1 meters

STEPLADDERS

- All stepladders must be suitably sized so that standing on the top two rungs is not necessary
- It is not permitted to stand on the top rung of a step ladder, even when held stable by another person
- Ladders and stepladders must be in good working condition. Ladders not maintained will not be permitted

for use and may be removed without recourse

- Home-made step ladders will not be permitted for use
- Step ladders are designed for use by one person only. Multiple person use is not permitted unless the step ladder is specially designed for such use
- Step ladders should be used for access and should not have material stored on top which can alter the centre of gravity and create hazard of falling objects.
- Painted Ladder and Step Ladder shall not be allowed to use.



LADDERS

- Ladders must be fixed firmly when in use. They should usually be tied or footed at the base by another person
- Ladders should be used at an angle of 1 in 4 (75 degrees to the horizontal) to be suitably stable
- Ladders should be used as a means of access rather than as a working platform
- The ladder must not be damaged and must be maintained. Ladders in poor condition will not be permitted for use
- Home-made ladders will not be permitted for use.
- Ensure that ladders are always held by another person to provide additional stability and support, especially when used on uneven surfaces or in high-traffic areas.

5.20 Lifting Operations

Lifting operations at DEC must be carried out in accordance with Dubai Municipality Technical Guidelines and Local Orders (www.dm.gov.ae).

Lifting operations or equipment includes the use of a crane, lifting equipment for supporting loads, gin wheels; work equipment operating under load, equipment use for raising of a load by persons at height, the suspension of structures or exhibition accessories and general lifting accessories used in the operation of a work task.

All significant lifting must be planned by a competent person. The lifting operation must be suitably supervised by a competent person and carried out in a safe manner. This will include not allowing persons to be underneath a suspended load at any time.

All lifts must be carried out using equipment with a sufficient capacity to safely withstand the loadings required of it and be of sufficient stability whilst under load to provide a safe environment. All lifts must also be carried

using equipment designed for lifting. Use of rope, wire, cable or other similar products will not be permitted.

Lifting equipment used for lifting persons must be subject to regular test and inspection, the certificate for which must be made available upon reasonable request. New equipment less than '12 months' old is acceptable for use though may require proof in the form of a manufacturer's certificate detailing the serial number of the accessory or equipment.

All safety features of lifting equipment must be in good working order whilst operated at the venues or work must be stopped until the faulty features are suitably repaired.

The positioning of lifting equipment and installation shall be suitably planned so as not to endanger persons working or visiting the venues. Where lifting equipment or support structures will be under a significant load during an exhibition or conference it should be advised to the organiser, who in turn will advise DEC for approval.

The use of hoist crane requires 3rd party inspection certificate.

Where cranes are fitted with a safe load indicator it must be in operation at all times during work at the venues. Also, cranes must utilise outriggers for lifting operations; any half rigged lifting operations will require permission from DEC prior to the operation. There will be no dual lifting crane or lifting equipment operations under any circumstances.

MARKING OF LIFTING EQUIPMENT

All equipment used for the purpose of lifting must be marked with relevant information that will be required to ensure safe operations. This may include:

- Safe working loads
- Serial numbers for identification
- Person numbers for which it is designed, where applicable.
- Emergency contact details includes supervisor, operator and contractor details.

EXAMINATION AND INSPECTION OF EQUIPMENT

All lifting equipment must be regularly inspected to ensure that it is in good working order. This will include a test and inspection at least every 12 months and six months for accessories or person lifting operations.

As per Dubai Municipality law, all cranes, hoists, lifts, lifting appliances and gears, and forklifts must be tested at least once every year by a competent person. Only technically qualified and experienced professionals from companies approved by the EIAC and Dubai Municipality are authorized to inspect, test, and certify cranes and other lifting equipment in Dubai.

A certificate of safety after due examination and test will be issued by the competent person, giving detail of serial number, technical details, tests done, safe working load for each appliance or piece of equipment. A copy of this certificate must be presented to DEC Venue Infrastructure Health and Safety Department prior entry to the service yard gate.

Safe slinging techniques must also be adopted at the DEC. The slinging of loads in an unsafe manner or in a way that may damage equipment will not be permitted and work will be stopped where persons are not working in a safe manner. Any loose loads must be subject to slinging with a net to prevent falling objects.

Where cranes are required to lift within the halls, certificates of test and inspection must be provided to the DEC in advance, as well as a copy of the operator competency and training card. A weekly inspection of equipment and accessories is recommended, the results of which must be made available upon reasonable request.

Cranes manoeuvring at the venues must be accompanied by a competent banksman to ensure that persons in the vicinity of the equipment are not put in danger. Banksman shall be competent.

Any damaged lifting equipment or accessories will not be permitted for use and may be removed by DEC Venue Infrastructure Health and Safety Department.

5.21 Maintenance of Equipment

Equipment and tools must be maintained in good working order. Any safety aids specifically designed into equipment must be functioning at all times.

Equipment not maintained to meet this requirement must be immediately taken out of service and repaired. Such a requirement includes mirrors, reversing sounders, seat belts, lighting, indicators, horns, signage, emergency stop controls and electrical equipment.

A log relating to the maintenance of equipment must be kept up to date and available for inspection when reasonably requested. Equipment accessories will also be considered to be a part of the work equipment and must also be in good condition. This will include any leads, hoses and general products used to maintain a piece of equipment.

5.22 Service Yard Operations

The service yard is under the operation and the responsibility of DEC Venues and Security Divisions in coordination with the organiser. Where the venues is subject to more than one event, a shared coordination shall be agreed and formalised prior to the events with the different organisers who are responsible for this agreement.

The instructions of the security team and venues management must be obeyed at all times. All users must abide by the speed limit of the service yard at all times which is a maximum of 20 km/h. All traffic control systems, signs and markings must also be obeyed whilst on the venues premises.

All users must be aware that vehicles and fork lift trucks are active in this area and where dedicated pedestrian routes exists they must be used.

No vehicle may reverse in the service yard without the assistance of a competent banksman. Vehicles must not be left un-attended at any time.

Seatbelts must be used by persons operating vehicles at the venues at all times, where fitted by manufacturer. The use of mobile phones or equivalent whilst operating vehicles, trucks and some equipment is not permitted and may result in the persons being removed from the venue. Similarly, the use of personal music players during active service yard and hall operational times is not permitted for safety reasons.

Depending on the severity, DEC Security and Venue Infrastructure Health and Safety staffs have the right to stop any contractor work if causing any hazards or breach of security.

5.23 DEC Guidance for Vehicle Loading and Offloading

ENSURING THE VEHICLE IS FIT FOR ITS PURPOSE

- When buying/renting a vehicle, consider the type(s) of load you are transporting. Specialist companies can advise you correctly on the right load securing systems you need for your vehicle.

SECURING A LOAD

- The load should go as close to the bulkhead of the trailer as possible. If there are any gaps between the load and the bulkhead, you can place blocking elements in the trailer to help secure the load.

- Direct lashings are used for machinery and, to prevent the load from moving, in opposing pairs, whereas frictional lashings secure many different types of loads, are placed over the load itself and should be as vertical as possible. The type of lashing you choose will depend on the weight of the load, the friction between the load and the load bed, the number of tensioners you are using, the lashing rating and the angle of the lashing to the load bed.
- Avoid working at height whenever possible.
- It may be more suitable to transport crushable loads in a stillage or box or secure them with rated tarpaulin, rather than secure them with lashes.
- Webbing straps can slacken quickly once the vehicle is in motion, which means that other methods of securing loads that consist of powdered goods may be preferable.
- A stacked load should be stable without lashing.
- You must be able to show that you have secured the load properly. A load plan (or load docket) provides everyone information about the load and how you've secured it.

THE CONSEQUENCES OF SECURING A LOAD INCORRECTLY

- Not securing a load properly can have grave consequences, the most obvious of these being death or serious injury. These consequences could happen to the driver, other road users or anyone involved in unloading the vehicle.

Common incidents as a result of unsecured loads include:

- Items falling out of the vehicle during unloading, forcing someone to jump out of the way and fall;
- Items falling out and hitting someone standing next to the vehicle when the curtain lifts;
- People slipping on the load bed because items have fallen over during the journey and the recipients have had to then unload them by hand;
- Damage to goods, property or the infrastructure, damage to roads, leading to greater wear and tear on vehicles and increasing overheads for the operator.

REVERSING VEHICLES/ONE WAY SYSTEMS

Reversing, if possible, should be avoided. But when it cannot be avoided ensure a banksman is placed to ensure the vehicles and pedestrians safety. The banksman should always be visible in the side mirrors of the driver and should never stand directly behind the vehicle.

A strict speed limited of 20KMH should be adhered to by all drivers. However due to the number of people working in this area, reducing the speed from 20KMH will be necessary.

COMMUNICATION

- Good communication is essential. Often, there are some near misses or minor accidents before a major accident finally happens. It is important to report these incidents so that operators can act appropriately to avoid more serious ones in the future.

- Drivers should have information about the loads they are carrying, how to unload and what to do if their load shifts. If the driver has not loaded or unloaded their trailer, this information is especially important. Ideally, a loading plan should be created and provided so that everyone involved in the operation is aware of all the details around the load.

PARKING/OFF-LOADING

- You should not start to off load until the engine is switched off. The vehicle should also be on firm, even ground where possible.
- Ensure that risk assessments are conducted for all loading and unloading operations, even if on the spot this is a mental one.
- Ensure that competent personnel are appointed to carry out the operations
- Checks must be made before unloading to make sure loads have not shifted during transit, and are not likely to move or fall when restraints are removed. – **THIS IS VERY IMPORTANT AS MOST ACCIDENTS HAPPEN WHEN LOADS HAVE MOVED DURING TRANSIT.**
- All personal should be wearing the correct PPE (minimum safety shoes and high-visibility vest) and is recommended to wear gloves.
- Ensure that the vehicle is clear of other traffic, pedestrians and people not involved in loading or unloading.
- The area should be clear of overhead electric cables so there is no chance touching them, or of electricity jumping to 'earth' through machinery, loads or people.
- Ensure the ground is level. To maintain stability, trailers should be parked on firm level ground. This is even more important when using fork lifts to off load.
- Loads should be spread as evenly as possible, during both loading and unloading. Uneven loads can make the vehicle or trailer unstable.
- Loads should be secured, or arranged so that they do not slide around. Racking may help stability.
- Safety equipment must be considered. Mechanical equipment and heavy moving loads are dangerous.
- Guards or skirting plates may be necessary if there is a risk of anything being caught in machinery (for example dock levellers or vehicle tail lifts). There may be other mechanical dangers and safety procedures to be considered.
- Mechanical aids will help if items are palletised. This should be considered in the loading phase.
- If manpower is being used to off load the truck ensure that there is enough to lift the required load, always ensure that everyone is comfortable with the weight when a multi-point lift is occurring. Always remember fatigue will kick in after multiple heavy loads.

SEGREGATING PEDESTRIANS

- The DEC service yards are very challenging in terms of segregation routes for pedestrians and vehicles due to them being multi-purpose area. Drivers should be always looking out for pedestrians and be aware of the staff canteen crossing and ensure they slow down and stop when necessary.

Operators should try to keep pedestrians as far away from their logistics operations as possible. Protective

barriers, tape at corners, building entrances and exits, clear markings to segregate pedestrian and vehicle routes apart; all of these measures will help.

5.24 Painting and Spraying Activities

Persons at work on the decoration of stand and exhibits must do so in a safe manner. This includes the materials being used, the equipment used to apply materials and the means of access to the area of decoration.

Paints must be based on a non-harmful substance where practical such as a water-based material. Lacquers, varnishes, thinners and similar material must be used under controlled conditions to eliminate the hazards to health and fire. Containers carrying flammable or hazardous material must be capped or closed to prevent spillage when not in immediate use. Dubai Municipality Technical Guideline 30 must be applied during all relevant works at the venues.

Spray painting activity is strictly prohibited inside the hall during set-up or any event related activities.

Spray painting in a closed hall with a large number of workers engaged in other activities presents unique safety challenges, especially due to the risks of chemical exposure, fire hazards, and overspray contamination.

Under COSHH, employers are required to ensure that employees are not exposed to hazardous substances above acceptable limits. This also applies to fumes from spray paints, as well as solvents and chemicals.

5.25 Personal Protective Equipment (PPE)

Wearing Personal Protective Equipment (PPE), including high-visibility vests, safety shoes, and hard hats, is mandatory for all workers entering the venue. The only exceptions apply to designated pedestrian pathways and unrestricted public areas.

Hard hat, high visible vest, safety shoes, google and hand gloves are mandatory when involved in the stand build-up and tear-down activities.

Full boddy harness are mandatory when working on the scaffold or any WAH activities.

Entry to the halls with open-toe sandals is strictly prohibited, and individuals wearing them will not be allowed in work areas.

Subject to the mandatory PPE requirements above, the use of personal protective equipment will be mandatory where there is a foreseeable risk of a requirement to prevent injury. Such PPE must include but not limited to the following:

Activity	 Hard Hats	 High Visibility Vest	 Safety Shoes	 Hand Gloves	 Face mask	 Goggles	 Apron	 Full body harness	 Face shield
General visit /inspection	✓	✓							
Hot work	✓	✓	✓	✓		✓	✓		✓
Work at height	✓	✓	✓	✓				✓	
Protective coating	✓	✓	✓	✓	✓	✓			
Floor carpets laying	✓	✓	✓	✓					
House keeping	✓	✓	✓	✓	✓	✓			
Manual/Material handling	✓	✓	✓	✓					
Delivery inside halls	✓	✓	✓	✓					
Cutting/ Grinding	✓	✓	✓	✓		✓	✓		✓
Confined Space	✓		✓	✓	✓	✓		✓	

This is not an exhaustive list of items and the duty to assess that the correct type of PPE is applied to a work situation shall be that of the employer. The standard adopted for personal protective equipment is in accordance with Dubai Municipality local orders and technical guidelines which apply in full at the venues.

5.26 Rigging Operations at the Venues

The DEC Event Services Department is the sole provider of all top and primary rigging at the venue.

All rigging operations at the venues are subject to approval by the rigging team responsible for technical services. Any steel wires, shackles, web slings, chains or lifting appliances are classed as rigging accessories. DEC reserves the right to inspect all secondary rigging at the venues and may refuse the use of any rigging that does not conform to international accepted standards.

TRUSS SYSTEMS

All suspended truss systems should have an independent certification and should only be used with certificated design parameters. Particular attention should be paid to the assembly of truss sections to ensure braces are aligned correctly as per manufacturer's recommendations and that all connectors are correctly fitted, tightened and complete with any locking pins in place.

SLINGING

The slinging of suspended equipment shall be undertaken to manufacturer's recommendations and in accordance with the code of practice for the safe use of lifting equipment. Only soft slings and plastic coated / protected steel slings will be permitted.

SECONDARY SAFETIES

A secondary safety is required on all electric hoists. DEC will provide the safety cable with the primary rigging.

STEEL WIRE ROPE (SWR)

All SWR used for load suspension purposes shall comply with the current relevant European standards.

End loop termination for SWR assemblies shall only be assembled by means of hydraulic swag press ferrules or wire rope grips. Where wire rope grips are used to effect end termination, these shall be installed following manufacturer's guidelines and to DIN standards. A minimum of three wire rope grips per termination will only be accepted. Wire rope grips shall not be used to join lengths of steel wire rope mid-span.

Organisers intending to use the roof to suspend trusses or equivalent must provide information to the Event Planner in accordance with the timescales laid down in 'The Organiser' using the Rigging Form.

It is important to note that stands built for the purpose of exhibitions or events at the venues are not permitted to be suspended from the roof of the venues and must be ground supported.

The use of ground mounted rigging equipment is encouraged as it reduces or eliminates the need for work at height. Where work at height above two meters is necessary it is a legal requirement in Dubai for persons engaged in such work to be safe. This may include the use of a body harness by a trained and competent person. Such equipment must be subject to test and inspection in accordance with Dubai Municipality Technical Guidelines as a minimum. For further technical information, please contact the Event Planner

5.27 Scaffold Towers

The use of scaffold towers at DEC must be in accordance with manufacturer's recommendations. Dubai Municipality rules do not allow employees to be exposed to falls of 2 meters or greater at any time in a construction environment.

Scaffold towers must be fully erected when in use, with a double handrail, sufficient working platform areas, a safe method of access and egress and not exceeding a height 3.5 times the shortest width of the tower for internal use and 3 times externally. Outriggers must be used or stability achieved through an alternative safe means.

Use of fall arrest equipment, such as harnesses, shall only be for short duration work where the full erection of the tower is not physically possible. Alternatives to manufactured harnesses are not permitted including substitute harnesses made from rope, cable, wire or similar products and materials.

Scaffold towers must not be moved whilst persons are situated on the tower. Towers must be wheels locked and levelled when in use. The tower must only be used for work and must not be used as a base for lifting operations unless suitable consideration has been given to this requirement in the design and assembly of the equipment.

Access to the working level of the tower must be in accordance with manufacturer's recommendations. Usually this is internally in the tower and through the trap door in the working platform.

Accessing roof level areas in the exhibition halls must only be with the use of a working platform or similar equipment which is safe to use. Only specifically manufactured equipment such as genie booms and scissor lifts may be used in these high level areas provided they are designed to reach hall roof level heights. Scaffold towers are NOT permitted to be used at roof level height as this is not accordance with manufacturer's recommendations for use.

Where a scaffold remains erected in one place for seven days or longer it should be subject to a formal weekly inspection, carried out by a competent person and recorded for future reference by Dubai Municipality. Dual purpose scaffold towers which act as system scaffold as well as a tower scaffold, which do not provide adequate edge protection, will not be permitted in the halls.

5.28 Scaffolding – Erection and Use

Dubai Municipality rules do not allow employees to be exposed to falls of 2 meters or greater at any time whilst working in construction activities.

Persons involved in scaffolding work must be competent for the erection and design of scaffolding. It is the employer's duty to ensure that the persons carrying out work are competent to do so and the manner of work is safe.

Scaffolding work must comply with the Dubai Municipality Code of Construction Safety Practice as mentioned in section 1.2, British Standards Institute BS EN 12811:2003 and BS EN 39:2001.

Scaffold erectors must adopt a working method that is safe to themselves and others. They must be protected from falls at all times where working above 2 meters. This can be through either handrails or harness use or a combination of both. Materials shall be stored and moved without risk to persons below and should be suitably signed to warn of overhead activities.

All scaffolds must be designed to withstand the required loading. A hand-over certificate is required when completing the scaffold, to the organiser or exhibitor, which gives detail of the permissible loadings. Similarly, tying in of scaffolds must be as detailed in BS EN 12811, and permission will be needed where any attachment or physical change to the venues structure is required for tying in purposes, including roof trusses.

Third party training is required for at least one scaffolding erector and scaffolding inspector within the scope of the activity. It is mandatory to ensure contractors must comply with the DM - Technical guidelines for Mobile Access Tower.

5.29 Shell Scheme Stands

All shell scheme stands must be built to the approved layout drawing. The introduction of additional sections, such as end sections for aesthetic purposes is not permitted as it prevents unrestricted access to firefighting and emergency related equipment. The maximum height for the shell scheme is 2.50 meters only. For the build of conference rooms, meeting rooms, media centres etc. with Octonom poles/panels wall which are more than 2.50-meter-high, a floor plan must be submitted to the Structure Engineer for initial approval and to team.

5.30 Trolleys in the Concourse

The use of trolleys by contractors in the concourses is restricted to protect the marble flooring. The use of heavy duty industrial trolleys is not permitted within the concourse and any damage to the floor caused by contractor trolleys or equipment will be charged to the contractor.

5.31 Vehicle Use at the Venues

Any vehicle accessing to the Service yard shall obtain a Vehicle pass through Contractorplus Portal to access the Service Yards area for monitoring purposes. Drivers must also obey signage relating to health and safety, failure to follow instructions and signage may result in removal from the venues. This includes the use of seatbelts, where fitted.

Drivers operating vehicles must be suitably licensed for the type of vehicle they use; this includes fork lift trucks.

The operation of moving vehicles whilst using a mobile phone is not permitted and will be subject to disciplinary action. All reversing within the service yard by vehicles must be carried out with the use of a banksman unless the vehicle is fitted with a fully functioning reversing camera or the vehicle is a short wheel base fork lift with clear rear visibility.

Vehicle operators requiring parking or off-loading shall only do so in designated areas, the use of any other area is not permitted without authorisation. Vehicles violating the parking requirements may have their vehicles removed without notice.

Vehicles must be maintained in good operating condition when at the venues. Vehicles with faulty components such as reversing lights or sounders, mirrors and similar will be prevented from use and removed from the venues; this includes fork lift trucks.

Forklifts and other Mobile Elevated Working Platform (MEWP) equipment are allowed to park temporarily at designated space marked in service yard.

The running of vehicles with combustible engines within the halls requires prior approval from the in the interests of clean air.

5.32 Welfare Facilities

Employers working at the venues must meet in full their legal requirements in respect of providing welfare for their employees who are working at the venues. Failure to meet legal requirements may result in enforcement action by Dubai Municipality.

Such welfare should include provision of drinking water and suitable seating as examples.

Resting and Eating inside the halls during build-up & tear-down is strictly not allowed.

Food & beverages are not allowed inside the hall during build-up & tear-down.

5.32 Work at Height and Access Equipment

DEC accords with the Dubai Municipality requirement for construction related work above 2 meters to be carried out without risk of injury. Employers are required to provide a safe place of work for any activity carried out above this height. Where it is not practical to provide such a safe environment, a suitable means of fall arrest must be in place to ensure that no fall exceeds 2 meters.

Where work at height cannot be eliminated, DEC encourages the assembly of structures at ground level prior to their being elevated to height. This could include decoration of structure or attaching of lights and speakers for rigging purposes. Also, the use of rigging processes that is self-erecting or self-supporting and not reliant on the building infrastructure is encouraged.

Where work at height cannot be avoided, the contractor must erect and provide a fully boarded working platform. It must have a complete component of top rail, mid rail, toe board, bracing, access ladder, secured and tied wooden planks, etc.

Where the hanging of banners and general roof level work is an essential part of a display, it is required to be carried out using a mobile elevated work platform or similar powered access equipment – the use of scaffold towers at roof level is not permitted at the venues as it contravenes manufacturer's recommendations for use. For double-decker stands in exhibitions, it should be the contractor's priority to install the upper level handrails, so as to protect workers engaged in finishing work at high level.

General consideration is also welcomed into alternative forms of fall protection, where practical and safe to use, such as soft-landing systems, inertia reels and safety nets.

5.34 Modification of Fire and Life Safety Systems

1. Contractors must obtain a work permit

- Contractor must attend the mandatory HSE training
- The Isolation Form must be submitted 2 working days prior to the intended isolation date
- Coordinate with venue infrastructure and Engineering and BMS team
- A certified fire warden and fire watcher must be provided for the duration of the isolation period

MOBILE ELEVATING WORK PLATFORMS

Persons using working platforms or equivalent must be harnessed to the equipment so that their fall is arrested in case of mechanical failure or loss of stability of the platform where foreseeable risk of such an event exists.

This equipment must be operated on firm level ground, tyres must be properly inflated, outriggers extended (where applicable), have safety guard rails and toe boards, and a system in place for recovery if the platform fails in an elevated position. Tools and any materials must be safely stored so as not to present a falling objects hazard.

The equipment must not be operated near exposed electrical cabling or wiring, with the middle handrail acting as a foothold or with the knuckle of the arm extending into pedestrian traffic or vehicular routes. The working area must not be overloaded with materials or equipment where a risk of falling items is possible and the equipment limitations for occupant number and weight loading not exceeded.

The starter key to the equipment must be removed after use so as to prevent unauthorised access. A control system for the safe storage of keys would be advisable.

This equipment must be switched off when not in use. Any re-charging of equipment will be done in a safe area

away from the public and where leads are trailed from sockets operators must ensure that they do not cause a trip hazard.

When operating this equipment in public areas of the venues, it is a requirement to suitably barrier off the work location and provides warning signs regarding work overhead. Where this equipment is moved around a public area it must be accompanied by a banksman at the front of the unit.

Only electrically powered equipment is permitted to work inside the venues buildings and halls. Over climbing from the man baskets must be prohibited and strict action from DEC H&S.

Use of safety harness shall be mandatory when working on scaffold.

To protect workers from the risks of working at height. DM and international regulations make it mandatory for employers to use fall prevention and fall arrest systems, including safety harnesses, when working at height, especially on mobile scaffolds, to reduce the risk of serious injury or death. - As per our work environment safety harness or any other fall protection system (depending on the activity or project) is required for to prevent the falling from the height include scaffolding, mobile scaffolding, roof top activities, and MEWP etc.

6 CONTRACTOR ACCESS AND ADMISSION TO DEC

6.1 General Requirements

6.1.1 Contractor Access General Requirement

- All passes must be applied and obtain at least 1-week prior the request access date via Contractor + Portal. Refer to section 5.2 Contractor+ Portal.
- All contractors are required to present their valid passes at designated entrances to access Dubai World Trade Centre (DWTC) during Buildup, Event Day and Tear Down.
- All contractors must ensure to have their valid passes with QR code either printed or in smart phone to pass through the scanning area. Passes are to be scanned at these locations (respective to indicated Pass Location) and other suitable areas required by Accreditation & Liaison Officer (ALO) & Protocol and Security.

6.1.2 Workforce DEC Passes - Types

DESCRIPTION	SUBMISSION	UNIT PRICE (VAT Inclusive)	VALIDITY
DEC Temporary pass	1. Photo (Passport size), 2. Emirates ID Front and Back	AED 30/- per person	24 hours
DEC Annual pass	1. Photo (Passport size), 2. Emirates ID Front and Back	Depends on category	
		Badge Count	Selling Price
		10 - 200	AED 525 per person
		201 & above	AED 475 per person
DEC Wedding pass	1. Photo (Passport size), 2. Emirates ID Front and Back	<ul style="list-style-type: none"> AED 20 per person AED 80 per person 	<ul style="list-style-type: none"> Valid for 3 days 4 up to 10 days
DEC Vehicle pass	1. Vehicle Registration/Mulkiya (Front and Back in PDF) 2. Emirates ID	AED 30/ day	1 Trip
DEC International pass	3. Photo (Passport size) 4. Passport 5. Insurance and Liability Waiver	AED 105 per person	Valid for 15 days

6.1.3 Personal Protective Equipment Products (PPE)

The following PPE are available at DEC for purchase:

ITEM	UNIT PRICE (VAT Inclusive)
Safety Vest	AED 15.00
Safety Shoes	AED 65.00

6.1.4 Contractor Pass Cabins

All contractors must purchase their online Digital Passes using the DEC Contractor Plus portal and are only allowed to enter the complex from the service yard behind the halls.

The passes will be scanned at each service yard.

All contractors are expected to abide to all DEC's rules and regulations as fines and / or penalties may be levied for non-compliance.

Contractor Access During and After Show Hours

If a contractor needs to access your tenanted hall(s) during and / or after the official show hours, please ensure they have a written confirmation from the Organiser.



6.2 Contractor+ Portal

DEC operates a centralised system called Contractor Plus portal (contractor+). <https://contractorplus.dwtc.com/shop/>

Contractor+ is the DEC portal for all contractors to apply for their digital contractor and vehicle passes. The portal provides a variety of interactive tools to keep the users up-to-date with their applications.

It is an online accreditation system that allows the Responsible Organisation (RO) obtain digital contractor passes and vehicle passes online. DEC Accreditation Liaison Officers (ALO) are responsible to approve, reject or ask for more information to all applications using this new portal if it is required.

The Responsible Organisation or Company is responsible to manage their staff by registering them through the system. All these processes apply to all vehicles and individuals who are accessing the DEC Venue and the DEC Holding Area.



1. Contractors will be fined AED 500 if they breach the rules and regulations listed below:

- Any misused pass transferred to another person
- Any missing or expired pass
- Any on-duty contractor is found without a valid pass

2. If you have any questions, please do not hesitate to contact our team at Hotline number 043064816 or email us at AccreditationLiaison@dwtc.com.

3. The digital contractor badges and vehicle passes can be downloaded from the portal: <https://contractorplus.dwtc.com>

Please advise your contractor companies that they can now start registering and applying for digital passes for your upcoming events at DEC.

Only digital passes will allow access to the Venue and the holding area.

If you have any questions, please do not hesitate to contact our team at AccreditationLiaison@dwtc.com.

6.3 DEC Holding Area

DEC Contractor Holding Area

The DEC Holding Area is being operated by DEC to register, filter, and manage all vehicles accessing the DEC Service Yards.

6.4 Vehicle Access Pass procedure

- For Exhibitions, all the deliveries will be by default registered and directed to DEC Holding Area.
- All vehicles will scan their move-in at DEC Holding Area, move-out from DEC Holding Area, move-in at DEC service yard and move-out from DEC service yard.
- Vehicle pass is valid only for one day with access purchased online for offloading and loading.
- In case one vehicle (i.e. trailers and 7.5 tons pick-up trucks) needs to access different service yards, the RO or company must apply for different vehicle passes relevant to the different service yards.
- All vehicles are only allowed 30 to 45 minutes to offload their materials at any service yards. Applicable charges will apply when they exit the service yard, if they fail to comply with this timeline.
- All vehicles are only allowed 45 minutes to offload their materials at any service yards. any vehicle exceeding 45 minutes for loading or offloading materials in the service yard will be subject to a violation fee of AED 30 for every additional 45 minutes. Applicable charges will apply when they exit the service yard, if they fail to comply with this timeline.

6.6 VAT Applicability

An amount equal to the amount of the VAT [and DEC shall provide an appropriate VAT invoice to the [Client]].

Note: 5% Value Added Tax (VAT) on taxable supplies of goods and services has been applicable since 1st January 2018.

6.7 Important Notes

- DEC passes are the property of DEC and must be used in accordance with the agreed terms and conditions.
- Contractors without a valid DEC pass will not be allowed to enter the halls.
- DEC pass holders enter the venue at their own risk. DEC does not hold responsibility for any injuries caused or for any damage to a vehicle or property.
- Access for contractors is restricted to the tenanted hall(s) during build-up and tear-down.
- Access for stand equipment and contractors is only allowed via the back of the halls through the service yard. No materials or industrial trolleys are permitted through the front doors of the halls.
- All contractors are obliged to comply with the DEC's mandatory PPE regulations.
- It is strictly advised that all passes must be applied and obtain at least 1 week prior to access the venue for build-up.

7 CONTRACTOR SET UP IN THE VENUE

7.1 Storage and Unpacking of Stand Material

Exhibitors bringing material into the halls for display purposes must consider the storage arrangements for any spare materials or packaging. The shutter doors should be kept accessible at all times, free from any obstructions and no storage of stand materials. This include the full width of the door and runs six (6) meter inward depth. Similarly, the outside part is the full width of the door and runs six (6) meter outward depth. Any Delivery vehicles or transport are not permitted to park and unload in front of the shutter doors.

The rear of stand and stage areas are designated utility areas and do not form part of the exhibition or sold space, in this part the DCD requirement is to keep 1 meter clear gap between the stands and the walls and about 4 meter clear gap between the stage and the wall. Which are only accessible by approved contractors and personnel employed by the venues. The storage of material behind or beneath the stand or stage is not permitted as excess packaging can provide combustible material in the event of a fire. Likewise, a clearance of 1.50 meters between the bottom beam of the roof truss and the ceiling of the stand should be maintained. This is a requirement of DCD authority and failure to abide by their requirements may result in formal enforcement action.

The use of display stands and banner material must be strictly within the stand areas. The use of walkways for unapproved advertising displays and the sitting of furniture are strictly forbidden. Persons utilising walkway space risk being fined by the Civil Defense authority as it is a breach of the fire codes applied at the venues.

7.2 Fire Prevention at the Venues

DEC has a variety of modern fire detection and firefighting systems, as well as established emergency procedures.

Hoses, extinguishers and break glass alarm points can be found at regular intervals along the walls of the exhibition halls and conference areas. Firefighting equipment must be used for small fires where persons are trained to use the equipment. Therefore, it is mandatory that fire points inside the halls as well as in the concourses are not be blocked.

Should a fire emergency arise during an event, voice announcements will assist visitors and staff in deciding what actions to take. If the evacuation announcement is made, everyone should exit the halls via the nearest fire exit and follow signage to the assembly point.

It is in the interests of everyone using the venues to act in a manner that reduces risk of fire within the complex, therefore a number of requirements have been established which will help reduce risk.

7.3 Smoking in the Venues

DEC is a non-smoking venue - this is a legal requirement within Dubai. Smoking is permitted outside the building only, away from the building entrances, in dedicated smoking areas.. Failure to comply with this legal requirement may result in a fine.

Organisers are required to enforce this non-smoking requirement and suitably advertise it within their welcome packs packs and exhibitor manuals. Designated smoking areas are indicated with signage around the venue.

7.4 Access to Fire Fighting Equipment

Exhibitors and contractors can assist in making the halls and exhibition areas safe by not blocking fire exits and routes with signs or products and maintaining clear access to fire hoses and cabinets which are situated in various areas of the halls, as required in 7.2 above.

7.5 Use and Display of Flammable Materials

Contractors must not store thinners and industrial spirits other than in a sealed tin and in small volumes. Such substances must not be stored in an un-labelled bottle that can be mistaken for drinking water.

The display of products which have potential to harm or cause fire is strictly controlled at the venues and approval will be required by Dubai Municipality and DCD in some cases. A Risk Assessment together with A Method Statement is required for the approval process. Enquiries must be made through the organiser. The use of empty display materials is encouraged in place of flammable or potentially hazardous products.

7.6 Contractor Violations

DEC firmly believes that no part of its business objectives can be carried out effectively and successfully if not performed safely. A Health & Safety violation is in place to issue violations based on DEC Health & Safety Rules and Regulations to ensure the prevention of any unwanted practices and incidents within DEC premises.

The breakdown of violation fees based on risk levels are as follows:

Category	Price in AED	Colour code
Low Risk Violations	500	
Medium Risk Violations	1000	
High Risk Violations	10,000	

Terms and Conditions

A copy of the Health & Safety rules and regulations is available on request from healthandsafetydec@dwtc.com

A fine will be issued for any contractor/ company that does not follow DEC or the local authority regulations for any act or omission that leads to injury or property damage.

DEC reserves the right to stop any ongoing works and refuse further admission in and to the Venue or DEC premises at any time due to failure to comply with the Venue and DEC rules and regulations.

Failure to abide by the Venue or DEC rules and regulations may result in a violation and/or issuance of a fine at DEC's discretion.

Failure to pay the fine within 14 days will result in the contractor/company being denied any further access to the Venue or DEC premises irrespective of the validity of the contractor badge.

PAYMENT METHOD

All violations must be settled through the Online payment gateway linked with the Issued Violation. If you require more information or dispute the fine please contact 04 308 6806 within the 14-days period.

The Contractor should review the unsafe practices based on risk levels that lead to safety violation and is responsible to ensure implementing safe work practices in the workplace.

Contractors shall remain responsible for the acts and omissions of their employees as well as all sub-contractors appointed by or working with the contractor at all times.

Payments for fines issued must be made in full within 14 days from the date of issuance of the fine to avoid any further denial of access to the Venue or DEC premises.

8 EXHIBITOR DISPLAYS AND GENERAL ACTIVITY

8.1 Aerial Displays and Acrobats

Any fixing to the permanent structure of the venues for acrobatic, aerial or other similar displays shall be subject to approval from the DEC Venue Infrastructure Health and Safety. The organiser is requested to provide details of the activity as well as specific location and potential load detail at least two weeks prior to the event. Risk Assessment together with a Method Statement is required in the process of approval.

Aerial displays must not be suspended over public walkways or over persons in general. It is also a requirement for the area beneath the display to be clear of obstacles, so as to reduce risk to the acrobat should a failure occur.

Where such activities are planned for open exhibition areas, where they do not conflict with emergency routing, they should be barrier off to prevent persons walking beneath the activity.

Persons performing such acts must use certified lifting equipment for the activity, be trained in its use and have maintained regular test and inspection of the equipment in accordance with international standards, such as the Lifting Operations and Lifting Equipment Regulations 1998.

8.2 Alcohol Products and Medicinal Products

The influence of alcohol whilst working on the build-up or tear-down of stands and displays is not permitted, in accord with the rules of construction sites.

Where restrictions exist under law and local order, these will also be respected in this regard. Persons taking or suspected of being under the influence of non-prescription drugs will be asked to leave the venues and may be subject to police action.

Alcohol products are subject to approval within Dubai and application should be made when alcohol products form a part of a display or social activity associated with the event at the venues. The organiser should contact the Event Planner as early as possible and at least fifteen (15) days prior to Build-up. The Event Planner will send the request to obtain permission from Dubai Police. The approval process will take time and it is recommended that applications are made in accordance with 'The Organiser'.

Exhibitors wishing to dispense medicines during events should ensure that they are suitably qualified and approved to do so. It will be the exhibitor's responsibility to ensure that the organiser is advised of any dispensing activities and that these and Dubai Municipality requirements are met.

The venue is not responsible for the effects of medicines, controlled products or medical procedures dispensed by exhibitors in the case of any resulting legal claim.

8.3 Animals at the Venues

No animals are allowed in the venues. Presence of animals is only allowed during animal related shows. Where animals are present they shall be controlled so as not to be allowed to escape control, cause distress and danger to persons or other animals or cause damage to the venues.

Clearance certificate from Dubai Municipality-Pet Animal Section would be required for all animals intended for display purposes. Similarly, Exhibitors are required to obtain a Health Certificate from Dubai Municipality to ensure that the animal is in good condition for display purposes and without any infections. Furthermore, for animals not provided with cage or similar enclosure shall not be allowed to remain inside the hall overnight. They shall be brought outside the halls at the end of every exhibition days.

Where the use of animals is seen as an essential part of an event, the organiser must assess the hazards of

introducing animals and a Risk Assessment together with Method Statement must be submitted to DEC Venue Infrastructure Health and Safety for review and approval. Any incident, injury or claims resulting from the introduction of animals at the venues will not be the responsibility of the venues. The organiser accepts responsibility for their exhibitor's and their own animals as soon as they enter the DEC venues.

8.4 Balloons and Toy Safety

Exhibitors who intend to use balloons inside the Venues as well as outdoor must secure prior approval from DCAA. Please submit your request on. <http://www.dcaa.gov.ae/en/Pages/BalloonOperation.aspx?sid=11>

After securing the NOC it must be forwarded to DEC Venue Infrastructure Health and Safety Department. This can be made by submitting the specifications of the balloons, e.g. type of gas to be used, sizes/dimensions and the quantity. The submittal is at least two weeks prior to build-up. The exhibitors must fill up the Balloon Exhibit Schedule Form (See attached)

Gas filled balloons proposed for use at the venues must be tethered to a part of the exhibition stand structure fully secured to prevent interference with sensitive fire detection equipment located within the hall and concourse roof areas. Persons holding lighter-than-air gas balloons at the venues are not permitted for this reason.

External use of balloons must be subject to controls which ensure the safety of persons and prevent the risk of the balloon becoming unfixed and becoming a hazard to air traffic.

The use of gases in relation to balloons or inflatable's must be strictly controlled, whether flammable or otherwise. Cylinders must be subject to suitable marking, warning signage and colouring in accordance with international standards and stored in accordance with Dubai Municipality codes and technical guidelines.

Toys used within the venues will be subject to local legal requirements and Dubai Municipality Technical Guideline for Safety in Events & Play Areas.

8.5 Banners at the Venues

The DEC Event Services Department is the sole provider of all top and primary rigging at the venue. The DEC Event Services Department will hang the banners and ensure that they are suspended safely. It is the contractor's responsibility to ensure that the banners are suitable for use and lifting points are rated with an appropriate safe working.

The erection of ceiling or roof level banners at the venues must be carried out using a mobile elevated working platform, such as a genie boom or scissor lift and personal protective equipment must be worn. Tower scaffolds will not be permitted for work at roof level within the venues as it contravenes manufacturer's recommendations for the equipment.

See also chapter 5.3 entitled Banners and Advertising Signs and section 4.31 entitled Work at Height.

8.6 Broadcast and Media Equipment

In general cameras must be operated in a safe manner and not assembled or used in a way that may harm persons who may be underneath the equipment.

Cameras or similar boom mounted equipment must have the space required around them for their operation so as to not obstruct the gangways and fire routes.

Cameras or equipment suspended from trusses or equivalent must be supported by at least one clamp and a safety wire.

The location of any broadcast vehicles must be agreed at least two weeks prior to the arrival of such equipment and their arrival coordinated to ensure an early arrival. Cables provided for the process of broadcast must not act as a potential trip hazard and must be suitably ramped when crossing walkways.

Noise levels during broadcasts must be given health consideration where employees will be subject to noise control levels in accordance with Dubai Municipality technical guidelines. Also, general noise levels in the venues must not be so excessive that the emergency announcements are not audible. It is the organiser's responsibility to ensure that a procedure is established to ensure that excess noise ceases at the onset of an emergency.

Before taking any footage, the organiser must provide the media crew list to the event planner to obtain approval from the Protocol and Security Department for filming at the venue.

8.7 Candles in the Venues

The use of candles or similar flame equipment within the venues is not permitted without prior approval from DEC Venue Infrastructure Health and Safety. This requirement also extends to 'safety candles'. These requirements are enforced by Dubai Civil Defense. It is the organiser's responsibility to provide the following information to the

venues at least days' prior the intended use of candles or similar equipment.

- dates of intended use
- candle / 'safety candles' specifications and or MSDS availability
- stand name and number
- hall location
- Submit physical sample to DEC Venue Infrastructure Health and Safety

It is a requirement that following an approval, the exhibitor must provide a suitable extinguishers and trained operators on the stand. Candles and similar flame equipment must not be left unattended at any time. DEC firefighting equipment must not be used for this purpose.

8.8 Civil Defense Approvals – Hazardous Substances

It is the organiser's responsibility to advise where equipment, substances or processes may be a hazard at the venues at least 10 working days prior to tenancy.

All applications to Civil Defense for flammable gas requirements or pyrotechnic display material must be made through the Event Planner in accordance with the timing requirements in 'The Organiser'.

Exhibitors, organisers and contractors are required to ensure to submit complete details, specifications and drawings for items that require Civil Defense approvals.

See section 2.7 for further information.

8.9 Crowd Control at Events

DEC requires organisers to give strong consideration for the control of large numbers of visitors to the venues.

The DEC Security Division ensures that arrangements and controls are in place to prevent persons from being put at risk by large crowds. Likewise, visitor arrangements at events must be given adequate consideration by a competent person. The control of large crowds must be carried out in accordance with internationally accepted standards and we would recommend the following publications to act as those standards;

- HSG195: Events Safety Guide [ISBN 0717624536, HSE:1999]
- HSG154: Managing Crowds Safety [ISBN 071761834X, HSE,2000]

Consideration must be given to the hazard involved and a Risk Assessment must be made to ascertain the extent of that risk and reduce it to an acceptable level. Such consideration may include the following;

- Allocated seating at events rather than 'first come first served' arrangements which tend to encourage the urgency of access.
- Early access to allow a stream of visitors rather than the holding of large numbers of persons at crowding points.
- The checking arrangements for tickets and access stamps so as not to create secondary crowding points within venues
- Clear labelling of seating areas to allow a speedy flow of persons away from access areas.
- Police barriers are allowed to be placed outdoor only as it is designed and manufactured for traffic purposes. It is not allowed to be used indoor. The purpose of not allowing is due to the sharp and pointed legs which may be a physical hazard if over turned as per the standard stated at NFPA and DCD Federal law.
- Any barriers used for indoor events must have their legs covered with rubber or reflective stickers, which should be clearly visible to prevent physical injury if the barrier is overturned.
- Sufficient entry and exit points for the size of the expected crowd must be planned.

This is not intended to be an exhaustive list and much thorough consideration will be required, commensurate with the size of the event, for large exhibitions, concerts and similar gatherings. A checklist exists in the appendices of this document which may assist organisers in applying suitable safety application to large crowds at the venues.

8.10 Emissions in the Halls

Any exhibit or process which generates fumes or hazardous bi-products will require permission for use, depending on the circumstances of the equipment operations. A Risk Assessment together with Method Statement is required prior to granting of permission.

Equipment running on energy sources such as petrol and diesel which emit fumes into the halls, will not be allowed during the public opening times of the event. Such equipment will be required to be located outside the building. Combustible engines must only be started to allow movement on and off of stands or for access and egress from the halls.

Where vehicles are required in the halls, the batteries should be disconnected and the key should be handed over to DEC Venue Infrastructure. On site, the exhibitor will be asked to sign an agreement form that will be kept with the keys by DEC Security.

8.11 Escalators: Safe Use at the Venues

A number of requirements exist at the venues to protect persons from accidents on escalators, they are as follows:

- Children and elderly people must always be accompanied by an adult
- Stand in the centre of the escalator, avoid standing against the sides or on the front edge
- Always hold onto the handrail

- Do not run up and a descending escalator or vice versa
- Do not hang over the handrail of the escalator
- Hold on to any loose or long outfits, they may get stuck in between the steps
- Do not pull luggage or carry trolleys on the steps.
- Do not place sharp or pointed objects on the escalators it may injure other users
- Do not sit on the escalator steps or ride the escalator without shoes
- To stop the escalator, push the red cut off button
- If you require assistance, please call DEC Command Control on +971 4 899 7111 stating your location
- If you require medical assistance, please call +971 4 306 4040 during events and office hours

8.12 External Displays and Signs

Any outdoor signage must be coordinated with the DEC Media and Sponsorship team.

All signs designed for use outside the building must be suitably manufactured and fixed to be safe and take accountability for stability and wind loading. It is the organiser's responsibility to ensure that this requirement is satisfactorily applied and agreed by protocol and security.

Signs locations must be agreed in advance and any incidents resulting from the locating of unapproved signs will be the responsibility of the organiser.

Signs in public walkways must not obstruct pedestrian areas and be clear of routes that may be used for emergencies. Signs adjacent to highways must be particularly designed and fully supported to be safe and not cause vehicular or pedestrian incidents.

8.13 Fairground Equipment and Amusements Safety

Organisers wishing to provide amusements of any sort for public entertainment must submit full details in advance, demonstrating that all relevant regulations and safety aspects have been or will be complied with and all necessary licenses have been obtained.

A Risk Assessment is required and to be submitted to DEC Venue Infrastructure Health and Safety together with Method Statement.

DEC requires to work in accordance with internationally accepted practice and would recommend the following publications as a good guideline: HSG175: Fairgrounds and Amusement Parks: A Guide to Safe Practice [ISBN 071711744: HSE, 1977].

Copies of test and inspection certificates must be provided to the Event Planner prior to the use of equipment at the venues. It is the responsibility of the equipment owners to ensure that the equipment is safe to operate and is operated in a safe manner by a competent person.

8.14 Electrical Fat Fryers at the Venues

The use of electrical fat fryers in the halls should be approved by DEC Venue Infrastructure Health and Safety. Reference to that the use of gas fat fryers will be subject to DCD approval requirements in section 2.7 of this document.

A number of rules exist in relation to the use of fat fryers within the Halls. The following list is not exhaustive and acts as a good guide to the safe use of the equipment:

- Permission must be requested at least 10 working days prior to the start of tenancy.
- A fire blanket must be placed within easy reach of the cooking area in case of a fire.
- The person operating the equipment must have the required experience and skills to avoid any accidents. Caution must be given to the following: Avoid reaching over hot areas and storing cold liquids or drinks nearby items that are operating with hot oil, avoid overfilling the equipment with oil, only move the equipment when the oil has cooled down and avoid straining the oil whilst it is hot.
- Protective equipment/clothing must be used at all times to avoid accidents.
- Stove surfaces must remain clean to avoid grease flare-ups.
- Floor areas must be kept clean to avoid anybody slipping onto hot surfaces.
- Children are not permitted near any hot cooking areas.
- All equipment must be regularly maintained and kept in good working condition.
- Submit the Risk Assessment form along with the Method Statement to DEC's Venue Infrastructure Health and Safety for approval.
- The Organiser is responsible for their exhibitors' usage of Electric Fat Fryers. DEC cannot be held accountable for any incidents, injuries or claims resulting from the use of Electric Fat Fryers within the premises.

8.15 Flammable and Specialist Liquids or Gases

No flammable liquid or liquid petroleum gas shall be used within the venues without the prior written consent of DEC Venue Infrastructure Health and Safety and approval of DCD and Dubai Municipality – see section 2.7 of this document for important information.

Please note that LPG cylinders within the Venues are subject to approval by Dubai Civil Defense. If the approval is granted, the cylinders must be placed outside the halls. The burning of charcoal or smoking fuels is not permitted within the venues.

If it is determined by the company that gas (including pressurised air) is an essential part of a particular event, then an application can be made to consider the option of piping from an external source or DEC in-house, which must be stored safely to open air.

Where bottles are provided for this use they must be stored in a cage with signage and LPG must not be mixed with oxygen bottles. The use of non-flammable specialist or rare gases such as argon, nitrogen and helium is permitted in the exhibition halls provided that information on the volume, storage and an assessment of risk are provided in advance for approval.

It is obligatory for the exhibitor to provide a fire extinguisher at their stand if a gas supply is provided or if a potentially hazardous material is introduced in the halls. If the exhibitor or the organiser fails to provide such equipment, DEC will provide the required firefighting equipment and charge the cost to the organiser accordingly.

COMPRESSED GAS CYLINDERS

Compressed gas cylinders shall be constructed in accordance with international standards in relation to colour identification of content. Vessels containing liquids or gases under pressure shall be fitted with safety valves of an approved type, and a certificate in respect of a recent pressure test of each vessel shall be available for inspection upon reasonable request. Cylinders must be stored in a bottle cage.

STORAGE OF HAZARDOUS SUBSTANCES

Compressed gas cylinders or vessels containing liquids or gas under pressure should be stored in a safe manner. It will be the responsibility of the organiser to ensure that it is stored and used safely by obtaining DEC Venue Infrastructure Health and Safety approval for the location.

Storage of unnamed label bottles are not allowed. All containers, bottles, and cylinders must display hazard pictogram signs in accordance with BS standards.

Any pressurised cylinders, flammable gas cylinders or equipment producing pressurised the external skin of the building. The location of equipment must also be clear of any fire exit, including any fire hoses.

It shall be the responsibility of the exhibitor that any equipment used to produce, supply or transfer gases (including air) is switched off and without risk, at the close of daily exhibition activities, where a 24-hour requirement is not provided.

8.16 Glazing and Glass Use

The use of glass products at the DEC shall be controlled so as to be used in a safe manner without risk to persons. Persons using glazing products must show great care to ensure that they are constructed with a safe method of work and safe for use when fixed.

It is the responsibility of the organiser to inform and ensure that all the contractors or exhibitors are using safety glasses. Below are the specifications of safety glasses:

1. Shatterproof glass: strong laminated glass designed not to shatter, made with a layer of clear plastic sandwiched between two glass sheets
2. Splinter proof glass: glass that, if it breaks, forms rounded fragments rather than sharp splinters.

Damaged glass and glazing products in exhibitions must be repaired so as not to be a hazard to persons in the halls or removed from the halls immediately.

Where glazing is used as part of a stand or display at an exhibition, it must be identifiable as glazing where it is a continuous section. Risk to persons of walking into glass must be eliminated where there is a foreseeable risk. This can be in the form of a reasonable sized company sticker, etching or equivalent on the glazing.

USE OF SKY TRACKERS (NON-LASERS):

The use of sky trackers as part of demonstration shall require prior approval from Dubai Civil Aviation Authority. The written request shall be made at least one week prior to the event. Any fees required by the Authority (DCAA) shall be shouldered by the exhibitor or the organiser. See the link below for the application of the No Objection Certificate (NOC) <http://www.dcaa.gov.ae/en/Pages/skytrackers.aspx?sid=8>

After securing the NOC, the written request shall be forwarded to DEC Venue Infrastructure Health and Safety together with the NOC mentioning the following details; technical specifications of the sky trackers, its quantity and floor plan showing the location of the position of the sky trackers.

USE OF DRONES

DEC Venue Infrastructure Health and Safety team allow the use of the drones, subject to the HSE review, assessment and obtaining necessary approval from relevant regulatory authorities, such as GCAA, DCAA, and MOD.

It is the responsibility of the organiser to submit the necessary requirement to DEC Venue Infrastructure Health and Safety, Security and Traffic department to issue an NOC to apply for flying permit. **See Appendix K.**

8.17 Housekeeping and Discarding of Materials

DEC requires exhibitors and contractors to maintain clear and safe walkways around the halls during build-up, operation and tear-down in order that staff, contractor personnel and emergency equipment can move around the halls without unreasonable obstruction.

Stand material and equipment must be kept in a reasonably orderly arrangement and any materials that are to be discarded must not be left lying around the floors to act as a fire, trip or slip hazard. We would request that discarded material be bagged to enable a safe and efficient removal. The organiser should remind exhibitors that the halls are a non-smoking area.

Any perishable or food products must be removed by the exhibitor and not left in the halls where it may become a hazard.

All timber sections that are not contained within a dedicated area and where there is risk to persons from protruding nails must be detailed to eliminate this hazard. The organiser, exhibitors and contractors must take a responsible approach to the building up of combustible material in the halls.

PROVISION FOR USE OF CARPET

The carpet to be used inside the exhibition halls shall have the following specifications. Carpet specifications include durability, resistance to stains, fading and matting. Carpets vary greatly in styles, colours, textures and stain resistance. Some carpets are specifically designed to withstand high levels of traffic. During installation process, the hazardous paste glue is not allow inside the venue. It is essential to ensure double-glued seams attach carpet to bare floor to prevent delamination and edge ravel. Installers should double-glue seams to prevent fuzzing. Powers stretch the carpet to minimise wrinkles.

The carpet supplier is required to submit the flammability results as well as the performance test results.

All fire rated carpets and drapes should be 3rd party certified and the lab certified sample piece should be submitted for DEC H&S internal NFPA 701 standard test at least 2 weeks prior of tenancy.

The UAE Ministry of Civil Defense has stringent ruling on the installation of carpet in public areas. Only products and companies recognised by DCD will be certified to supply suitable carpet, underlay and adhesives. A public area is deemed to be where ten or more people congregate at any one time.

INSTALLATION OF CARPET

Carpet installation must strictly adhere to UAE HSE regulations, including Dubai Municipality Code of Construction Safety and DCD Fire & Life Safety Code. Workers are mandated to wear full PPE (gloves, safety shoes, knee pads), and unsafe manual handling or shortcut practices are unacceptable.

Cutting tools must only be operated by trained personnel, with immediate removal of off-cuts and waste to eliminate trip and fire hazards.

Only fire-retardant, low-VOC adhesives approved by Dubai Municipality are permitted, and application must be in controlled, well-ventilated conditions to prevent toxic exposure. Any use of non-approved adhesives or unsafe installation methods will be treated as a serious HSE violation, with liability on the contractor

8.18 Improper Conduct

Persons using improper language whilst at the venues will be reminded that the use of insulting, rude or derogatory terms is not acceptable. If a person persists in using such language they will be asked to leave the venues.

Persons resorting to physical or verbal abuse will be asked to leave the venues and may be subject to Police action. Where such behaviour is witnessed it should be reported to the organiser and to the Event Planner. If enquiries provide evidence of such behaviour the person will be asked to leave the venues for a period commensurate with the gravity of the offence.

8.19 Moral and Ethical Standards

For reasons of taste and in accordance with international and local requirements, it is a request that all persons visiting or working at events respect the nature of local conduct whilst using the facilities of the venues. Person causing offence may be subject to removal from the premises or in more serious cases Police arrest.

8.20 Noise Levels at the Venues

The limitations of noise levels at the venues must be in accordance with the Dubai Municipality legal requirements. Limitations exist on the amount of noise that can be emitted from the venues into public areas and persons not meeting these requirements may be subject to a fine by Dubai Municipality.

Noise is the undesirable high sound which exceeds the allowable limits. Rules of Chapter seven (7) on noise protection of the Local Order no 61/1999 shall be applied on noise levels at the venues.

Area	Allowable Limits for Noise Level (dBA)*	
	Day (7 a.m.-8 p.m.)	Night (8 p.m.-7 a.m.)
Residential Areas With Light Traffic	40 - 50	30 - 40
Residential Areas in Downtown	45 - 55	35 - 45
Residential Areas with include some Workshops & Commercial Business or Residential Areas near the Highways	50 - 60	40 - 50
Commercial Areas & Downtown	55 - 65	45 - 55
Industrial Areas (Heavy Industry)	60 - 70	50 - 60
*dBA means decibels adjusted. dBA is used for determining the sound exposure to humans		

Any excessive noise emitted within the venues must not be of a noise level that prevents the visitor from hearing the emergency announcements at the venues.

Where there is a potential for the occupants within a hall not to hear the emergency announcements, it is the organiser's responsibility to ensure that a robust procedure is in place to allow these messages to be heard.

Any excessive noise which forms a necessary part of a process or activity in an event at the venues must be advised two weeks in advance of the event so that suitable measures can be adopted to protect DEC all Personnel from the potential harm from excessive noise.

Refer to the table below, which shows the maximum noise levels that the public must not be exposed to:

Table (4-3)

Sound Level dBA	Duration per day, hours
85	8 hours
87	6 hours
90	4 hours
92	3 hours
95	2 hours
97	One hour and half
100	One hour
102	45 minutes
105	30 minutes
107	22.5 minutes
110	15 minutes
115	7.5 minutes

8.21 High Risk Activities and Displays

If the organizer plans to use hot pyrotechnics at the venue, a Letter of No Objection from the Venue Infrastructure Team is required for SIRA approval.

In order to obtain the DEC Initial NOC the following must be submitted:

1. MSRA
2. Trade license
3. Dubai Police License
4. Insurance
5. Pyrothecnic High Risk Activity Form

For Cold Pyro:

SIRA Approval Email must be requested by contractor and shared.

Additionally, SIRA approval is required for both hot and cold pyrotechnic when sumitting the High risk form of Pyrotechnics schedule.

Upon recieving the SIRA Permit for Hot Pyro or Approval email for Cold, Health & Safety Team Final Approval must be obtained.

8.22 Pyrotechnics, Smoke Machines and Specialist Equipment

The demonstration or use of pyrotechnics or laser beams must be conducted in such manner as will prevent injury or danger to the public and risk of fire to the venues

PYROTECHNICS

It is important that reference is made to section 2.7 regarding approvals by Dubai Police and Civil Defense authorities. All pyrotechnic work will need to be carried out by a Dubai Police approved contractor

SMOKE MACHINES

The use of smoke machines is subject to prior approval by the venues and DEC Venue Infrastructure Health and Safety. Smoke machines can cause smoke detection systems to be triggered at the venues and arrangements need to be made during the use of such equipment by venues engineering to protect from this.

Organisers must request permission for the use of such equipment at least ten (10) days prior to Build-up intended use. Failure to advise may result in use of the equipment being denied. The venues require information on the location of the intended use and the timing of the use so that detection equipment can be switched off or monitored. Where such monitoring is required, it may be necessary to ensure the attendance of a fire safety staff which will be charged accordingly. Furthermore, the inclusive timings for the use of smoke and haze machines must be mentioned in the Smoke and Haze Machine Schedule Form

LASERS

Due to the large variation in pulse length, energy content and wavelength, the hazards associated with lasers varies widely. Three aspects of laser application may influence hazard evaluation and therefore influence control measures, these being;

- Capability of injuring persons, which may include burns or eye damage
- The environment in which the laser is used
- The persons operating the laser (if not computer controlled) and the persons who may be exposed The varying classes of laser, under BS EN 60825 are as follows:
- Class 1: Safe under all viewing conditions
- Class 2: Should be terminated at the end of its useful path, where practicable, and should not be aimed at persons

Only Class 1 and Class 2 lasers will be considered for approval by DEC Venue Infrastructure Health and Safety.

Failure to advise may result in the equipment only being used as an un-powered static display item, where risks to persons are evident. Risk Assessment to be submitted together with Laser Arrival Schedule is ten (10) days prior to Build-up.

Furthermore, the following are required to meet Standards for Laser Safety:

- Presence of competent Laser Safety Officer
- Beam exit window height is greater than 2.70 meter.
- The persons operating the laser machine is certified and competent.
- Laser area marked and close off.
- Sufficient Laser warning signs.
- Emergency and key switch at the control unit

RADIOACTIVE MATERIALS

Radioactive materials must not be brought into the DEC without prior written permission by the DEC Venue Infrastructure Health and Safety, via the Event Planner.

The exhibitor must provide details of the product to the Event Planner at least 2 weeks prior to the event. These details will then be forwarded DEC Venue Infrastructure Health and Safety. Following due consideration, approval will either be given or denied. Radioactive goods will not be permitted at the venues until an approval has been received from DEC Venue Infrastructure Health and Safety.

Where such materials are to be used, it is the organiser's responsibility to ensure that it is controlled by competent persons. With such hazardous material, it is recommended that the organiser ensures that control measures, competent persons and contingency plans are considered and provided in advance of the event

WATER SCREEN AND FOUNTAIN DISPLAY

- Permission must be requested at least 10 working days prior to the start of the tenancy.
- Fountain and water screen technical specifications must be provided for DEC Venue Infrastructure Health and Safety review and approval for display.
- A method statement and risk assessment must be submitted for the use of fountain and water screen.
- Details of support for the fountain and water screen must be provided for Health and Safety review and approval.
- Details of providing supply of water and return drainage system must be coordinated with DEC Engineering department.
- Schematic diagram for electrical connection, if any, must be provided
- Electrical wires must be unplugged when putting water inside the fountain or water screen.
- The electric panel board must be put on a single power strip that can be unplugged or disconnect at any one time if required.
- Contractor / exhibitor will assume full responsibility for any unwanted circumstances related to the display of fountain and / or water screen.

8.23 Stands in the Concourses

Stands in the concourses shall be in accordance with approved set-up areas only, as required by the DEC. All areas of stand build within concourses, whether in dedicated areas or otherwise, will be subject to approval by the DEC Venues and DEC Venue Infrastructure Health and Safety. The maximum height is 4 meters only and subject to Health and Safety approval.

Where stands are proposed for the concourse areas they must be located within the approved stand build areas. Stands using only parts of these dedicated areas must be located so as to eliminate all trip hazards, for example situated immediately adjacent to or directly above a utility cover, with suitable engineering access arrangements in place. Electrical or similar cables will not be allowed to trail along public walkways in the concourses.

The dismantling of stands in the concourse must not commence in the public areas until the movement of departing visitors has suitably subsided. It is the organiser's responsibility to enforce this rule and the DEC will not be responsible for any incident resulting from the untimely dismantling of concourse stands. See also section 3.5 for information.

8.24 Tents, Chalets and Marquees

Tents, chalets and marquees must be constructed in a safe manner and be of robust design so as not endanger persons. These structures should be self-weighted and not in need of pegs to secure from. Material used in the construction of these structures should be fire retardant so as to be safe for users in accordance with National Fire Protection Association (NFPA) requirements. These structures must also comply with NFPA standards for fire escape and fire protection purposes and may require in-built fire alarm system as part of the design. These enclosures are to be designated non-smoking areas and an initial approval for the tent is to be secured from Dubai Civil Defense prior to its installation.

8.25 Vehicles and Static Equipment's in the Halls and Concourses

MOTOR VEHICLES AT THE VENUES: PROVISION OF INFORMATION

All motor vehicles requiring access to the venues for participation in events must be advised to the Event Planner at least ten (10) days prior to Build-up. All vehicles arrivals and access must be pre-approved by the DEC Venue Infrastructure Health and Safety.

The following information should be provided using the Vehicle Arrival Schedule form:

- Name of event
- Date and approximate time of arrival
- Vehicle type and number plate
- Contact name and number (usually the driver)

General notes for organisers and exhibitors Please note that following during the open hours of the event:

- Combustion engines are not permitted to be run at any time during the event
- It is advisable to use a drip tray where is a risk of damage to the venues floor. Damage identified during the dilapidation survey will be charged in
- The refuelling or transfer of any fuels is not permitted at the venues

TRANSPORTATION VEHICLES USE WITHIN THE VENUES

The use of any vehicles within the venues to move from one area to another is subject to strict pre-approval by the DEC Venue Infrastructure Health and Safety. This includes motor scooter, scooters, bicycles, motor bikes, golf buggies and similar vehicles. Skateboarding and leisure vehicles are not permitted for use in internal and external locations without permission.

STATIC EQUIPMENT WITHIN THE VENUES

Heavy machinery intended for static display inside the halls must have their specifications submitted ten (10) days prior to build-up. Such Specifications shall include but not limited to weight, height, width and length.

8.26 Water Butts, Water Systems and Legionellosis

Exhibitors proposing to have water displays involving water tanks or butts must ensure that the tanks are suitably constructed so as not to leak. The choice of material must be considered to ensure that water cannot leak into areas of the hall which carry electrical services, such as the utility ducts.

Exhibitors must provide detail of the tank or butt design to the Event Planner so that approval can be given by DEC.

It is the exhibitor's responsibility to ensure that the design is produced by a competent person and is safe.

Exhibitors bringing equipment to the venues which either stores water or emits water in spray or small droplet form must comply with internationally accepted standards relating to the control and prevention of legionellosis bacteria. Evidence must be provided to the organiser, and be available to the venues upon request, that measures have been taken to eliminate harmful water born bacteria such as legionellosis. Exhibitors must adhere to the Dubai Municipality Guidelines set forth about legionellosis bacteria.

Necessary cleaning and disinfection of the water system should be carried out by a competent person or company who can issue a certificate as proof. Where evidence is not provided the exhibitor will be required to use the equipment as a 'static display' only. The full requirements of the L8 approvals code of practice and guidance document published by Health and Safety Executive. UK (ISBN 07176 17726) will apply at the venues.

8.27 Traditional/Cultural Activities

Organisers intending to undertake Traditional/Cultural Activities should ensure that they are conducted with minimal risk to participants and the public. Traditional/Cultural Activities should only be conducted in dedicated areas with adequate space and consideration for risk of injury from poorly controlled activity. If this activity is taking place in a public area, all controls shall be in place to avoid any incidents or property damage.

8.28 Time Lapse Activities

The times lapse camera and related activities must be carried out after prior approval obtained from DEC Protocol & Security through the Event Planner.

9 WEDDINGS AT THE VENUES

9.1 General Information for Clients

In the interest of fire prevention at the venues DEC has established some minimum standards for the use of equipment which may be hazardous at weddings, such as candles.

9.2 Use of Candles

The use of candles or equipment which uses naked flames at the venues is controlled and an approval process exists involving the DEC Venue Infrastructure Health and Safety team. Wedding organisers are required to provide detail of the candles and table layout, indicating any combustible materials that may be in the location of candles. The use of tall candles which have the ability to fall over is restricted and evidence of the fixing arrangements for all candles is required. Physical samples and the Health & Safety High Risk Form Candle/Flame Schedule, must be submitted to DEC Venue Infrastructure Health and Safety office at least ten (10) days prior to build-up. During the use of candle, it must be placed in water containers to reduce heat transmission and fire spreading.

9.3 Use of Drapes

The use of drapes in the venues is limited to material which is treated to be retardant to fire in accordance with NFPA 701. Drapes Test Certificate duly approved and signed by Civil Defense must be submitted to DEC Venue Infrastructure Health and Safety. It is the organiser's responsibility to ensure that where drapes are introduced into any event, fire escape signage is maintained or introduced for emergency evacuation purposes. Additionally, signs relating to no smoking, fire points and toilet facility locations must also be included in the drape arrangement. For further information, please contact the DEC Venue Infrastructure Health and Safety team.

9.4 Construction of Stages

The venue recommends that where stages are erected within the Al Multaqua Ballroom for the purpose of weddings, they are sited at either at the sides adjacent to Halls 4 or 5. A gap of 2 meters must also be left between the stage and the wall and this area must be clear of obstruction during the event.

This full rules and regulations document applies to wedding activities at all times, including the storage of combustible material behind stages in section 6, construction of the stage in sections 3 to 4, electrical safety in section 4 and use of vehicles in the venues in section 7.26.

9.5 Wedding Floor Plan

The contractor is required to provide a floor plan of the event on the most recent DEC Master Plan showing the layout of tables, chairs and stage, etc.

APPENDICES

APPENDIX A

Equipment Checklist

A. Moving Machinery

(Crane, Forklift, Boom Lift, MEWP, etc.)

MEWP HSE Inspection Requirements.

A. Moving Machinery (Crane, Forklift, Boom Lift, MEWP, Scissor Lift, etc.)

1. Valid third-party test certificate for the equipment.
2. Competent operator with a valid driving license.
3. Operator's training and certification.
4. Preventive maintenance records for the past three months.
5. Test certificate for lifting tackles (if applicable).
6. Banksman details and valid certification.
7. Operator must wear a safety harness while operating the MEWP.
8. Clearly displayed emergency contact number of the contractor.
9. Fire extinguishers must be placed on forklifts, boom lifts, and scissor lifts.

Requirements for any crane related activities

1. Min 48 hours prior notification regarding the arrival to enable time to process the request.
2. Brief scope of the crane activities. (purpose), Include duration and exact location details as well.
3. Crane Driver, Operator, Banksman and involved personnel competency certificates
4. Provide necessary license, permits, and 3rd party inspection certificate etc. (Crane, Lifting accessories, cables, slings, and related accessories)
5. Lifting plan (Covering complete details of lifting activities)
6. Risk Assessment of the activities (Crane Related)
7. Ensure crane contractors must obtain DEC Contractor badges from the accreditation team.
8. Safe Working Load (SWL)

Upon review of submitted documents, HSE team will share their feedback Within 48 hours.

At the time of arrival of the crane, kindly contact on HSE hotline: 04 308 6806 then one of the on-site inspector will conduct the inspection and verify the hardcopies of the certificates prior to issue the safety sticker and conduct the HSE Induction for crane operators.

1. Brief scope of the crane activities. (Purpose), Include duration and exact location details as well.
2. Crane Driver, Operator, Banksman and involved personnel competency certificates
3. Provide necessary license, permits, and 3rd party inspection certificate etc. (Crane, Lifting accessories, cables, slings, and related accessories)
4. Lifting plan (Covering complete details of lifting activities)

5. Risk Assessment of the activities (Crane Related)

6. Ensure crane contractors must obtain DEC Contractor badges from the accreditation team.

Upon review of submitted documents, HSE team will share feedback.

At the time of arrival of the crane, kindly contact on HSE hotline: 04 308 6806 then one of the on-site inspector will conduct the inspection and verify the hardcopies of the certificates prior to issue the safety sticker and conduct HSE Induction for crane operators.

When the full requirements listed above are met, DEC Venue Infrastructure Health and Safety shall issue a sticker to be pasted to the said equipment with validity date.

B. Power Tools and Hand-Held Tools

1. Preventive maintenance records
2. Equipment specifications / manufacturer manual
3. Operator training certificate (If applicable)

C. Welding Machines

1. Preventive maintenance records
2. Equipment specifications / manufacturer manual
3. Welder competency certificate
4. Power cord and cables details

APPENDIX B

Flowchart of Procedures

Due Diligence Checklist

- Is the information you will provide to visitors adequate?
- Is the information you will provide to employees and others involved in the event, including emergency services, adequate?
- Have you established clear lines of communication with visitors and others involved with the event?
- How could the layout of the venues affect safety and what assistance could you provide for people to find their way about?
- What directions, advice warning or other general information will people need?
- Where, and at what stage of the visit, will people need the information or assistance?
- In what form should the information be presented?

Putting Precautions in Place

- Are staffing levels, including those for stewards, adequate?
- Are staffs competent and adequately trained for the event?

Monitoring Crowds

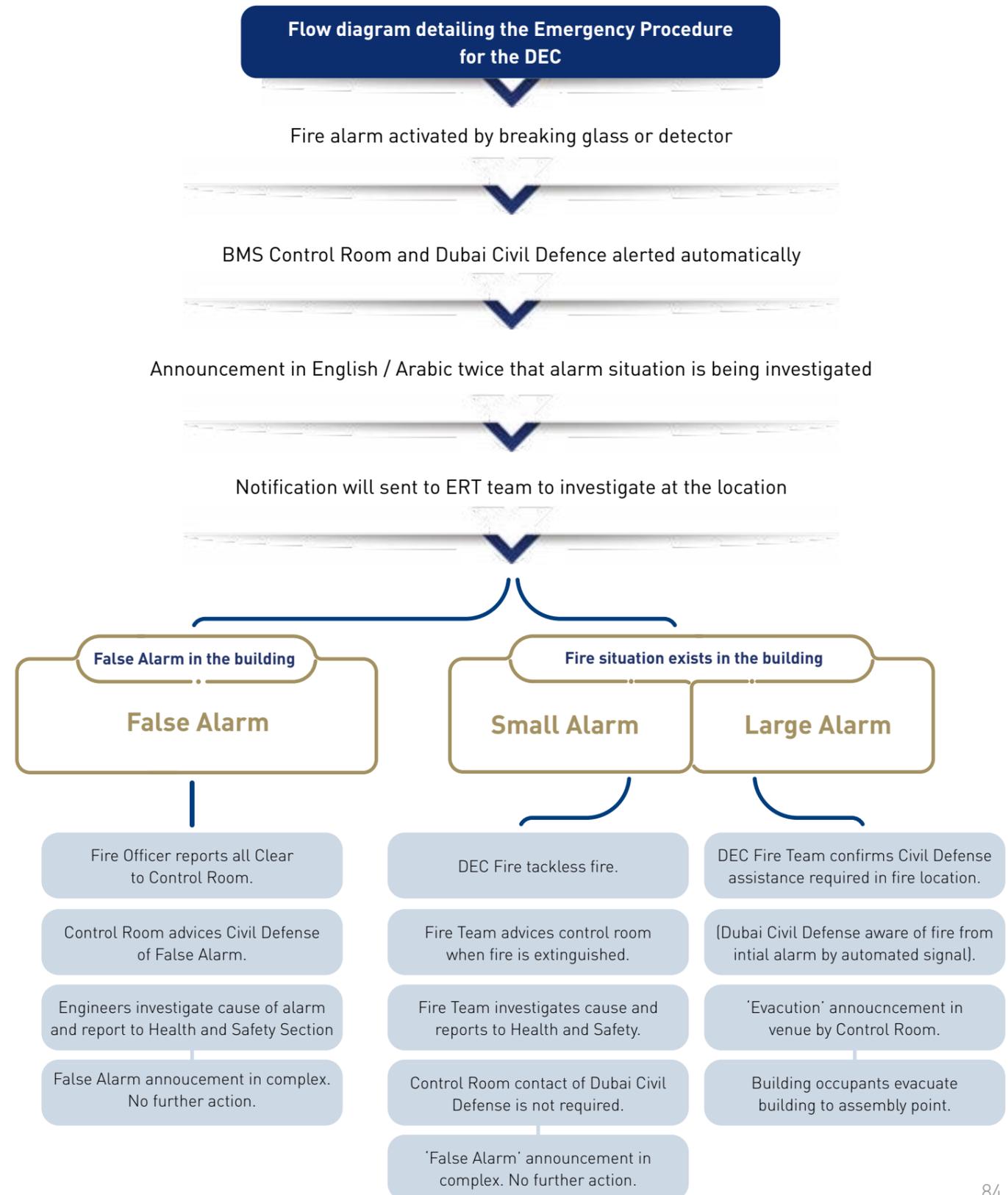
- Are arrangements in place to monitor the event and detect and deal with any potential problems at an earlier stage?
- Are there sufficient staffs to be able to monitor reliably all areas where there are potential crowding problems?
- Are there suitable vantage points available to enable staff on location to monitor all areas effectively?
- Can information collected in a local area of the venues be relayed in an accurate and reliable manner to central location or control point for control and co- ordination purposes?
- If a crowding incident occurred, how would you get to know about it so that you could deal with the incident itself and prevent its escalation or reoccurrence?
- Can staff at the control point quickly alert staff to a potential problem?

Presence of Hazardous Items and Substances

- Have structures, such as temporary stands, been inspected by a competent person to ensure against collapse including the stage?
- Has the position of structures been checked prior to the activity to ensure that they do not restrict access routes?
- Are any fireworks to be used stored safely and are adequate procedures in place for their safe use? Has approval been given for the use of such material or equipment?
- Are adequate precautions in place to prevent visitors from being struck by vehicles in and around the area of the event?
- Has the effect on crowd safety of any special effects (eg lasers, dry ice etc) been adequately addressed?
- Has equipment installed to ensure effective crowd movement (eg escalators, turnstiles, ticket machines etc) been adequately maintained?
- Are the risks associated with substances hazardous to health (eg fumes from generators) adequately controlled?
- Have sources of fire been adequately dealt with, for example, hot food stalls, LPG cylinders on stall and in caravans, petrol generators, smoking, and lighting of fires by visitors?

APPENDIX C

Emergency Evacuation Procedures



EVACUATION PLAN ASSEMBLY POINTS



APPENDIX D

Submission Form for High Risk Equipment and Substance Approvals

- Display Vehicle / Equipment Arrival Schedule
- Equipment Demonstration
- Laser Schedule
- Smoke and Haze Schedule
- Compressed Gas Schedule
- Pyrotechnics Schedule
- Aquarium Schedule
- Balloon Exhibit Schedule
- Candle / Flame Schedule
- Fountain and Water Screen Schedule
- Animal Schedule
- Electrical Fat Fryer Schedule (for food related events only)
- Robot and Robotic Machinery Schedule form
- Self-balancing Scooter

- Electrical Vehicle Display & EV Charging Stations
- Drone activity
- Shisha

The above forms must be completed as and when applicable and returned to DEC at least 2 weeks prior to the start of the tenancy.

APPENDIX E

Guidelines for Permit to Work System

Hot Works Permit System General Requirements

1. Request to undertake Hot Works must be informed to DEC Venue Infrastructure Health and Safety 48 hours before the Works.
2. The Permit is valid only for one day within the specified time written in the permit.
3. DEC Health and Safety Staff together with the Supervisor will visit the site and inspect the surrounding areas and check the Hot Work permit requirements provided.
4. The Original Permit must be posted within the area and be visible.
5. DEC Health and Safety Staff will double check the area as per the guidelines for closeout of the permit.

Specific Requirements:

A. Hot Works

All welding, gas burning, brazing, grinding and other operations generating heat and sparks are not allowed to be carried out inside the halls and buildings. Where welding, gas burning, brazing, grinding and other operations generating heat and sparks are carried out outside the halls, buildings or offices must ensure that adequate precautions against damage to property or injury to persons by radiation, fire or hot metal are taken. The Department Supervisor or acting in capacity must advise DEC Venue Infrastructure Health and Safety in advance and secure approval of the nature of the work and to obtain a hot work permit issued by DEC Health and Safety. The immediate Supervisor will be responsible for providing firefighting equipment and for surveillance where there is a fire hazard.

B. Hot Work Permit Requirement

1. Method Statement of Activity.
2. Risk Assessment.
3. Competency Certificate of the performer.
4. Standby Fire Watcher competency certificate.
5. Fire Extinguisher and Fire Blanket.
6. Fire Alarm isolation if required.

7. The location must be free of any combustible and flammable materials.
8. For Gas Cutting - The Health & Safety Team must be notified at least 2 working days prior to the activity and Isolation Permit of Fire Alarm System must be obtained if the activity is inside the building.
9. For Gas Cutting activity, the cylinders must be placed in proper rack and ensure the cylinder are kept in safe distance away from the location. Gas Cutting cylinders are not allowed inside the halls.

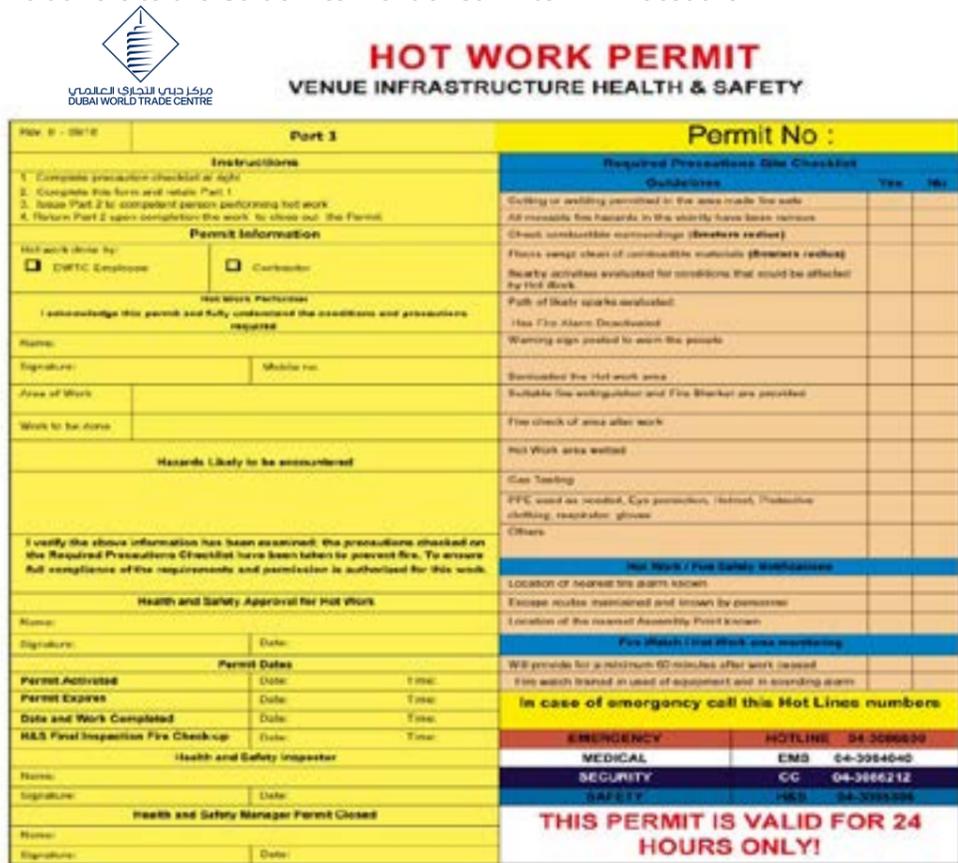
C. Commencement of Building Work Permit

1. Extracted from the Form:

All 'hot work', welding, grinding etc. to be done off site wherever possible. On-site only by prior arrangement and approval by DEC Venue Infrastructure Health and Safety. This also applies to furniture polishing and paint spraying.

If hot work is approved, the contractor must obtain a Hot Work Permit from the Venue Infrastructure Department by contacting the Health & Safety Hotline at +971 50 692 3953. The permit is valid for one working day only. Hot work is strictly prohibited during night hours. Permit is valid for one day work only. No Hot work in the night.

2. To adhere to the Guidelines mentioned in item B. Procedure



The form is titled 'HOT WORK PERMIT' and 'VENUE INFRASTRUCTURE HEALTH & SAFETY'. It includes sections for 'Part 1: Instructions', 'Permit Information', 'Required Precautions Site Checklist', 'Health and Safety Approval for Hot Work', and 'Permit Dates'. It also contains emergency contact numbers for Medical, Security, and Safety, and a prominent warning: 'THIS PERMIT IS VALID FOR 24 HOURS ONLY!'.

Prepared by: Venue Infrastructure Health& Safety.

APPENDIX F

Guidelines for Stage Seating Arrangements

Stage Seating Arrangements General Requirements

For 4-Meter Gap (wClear Distance from behind of Stage to Fixed Wall Structure)

- A. The four-meter gap requirements are mandatory whenever there is a backdrop design made of wood or drapes.
- B. In the design, there will be back supports, bracing and perpendiculars that requires space behind. The higher the stage design, the more it occupies space behind.
- C. In Safety perspective, in case of unfortunate accident behind the stage, say a fire, the response would be hampered by these obstructions.
- D. In some cases, behind the stage there are Engineering services, utilities that need to be accessed in case of emergency.

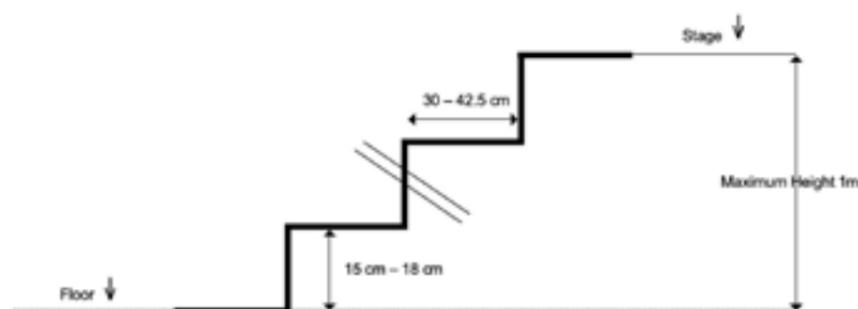
For 2-Meter Gap (Clear Distance from back of Stage to Fixed Wall Structure)

- A. The two-meter gap might be accepted provided that there is only stage and no backdrop design.
- B. The gap in between is visible and accessible.
- C. No services will be covered.
- D. In case of movable screen, not the hanging type, the tripod leg supports will be placed on the stage and not on the flooring of the 2-meter gap space.
- E. Definitely, no storage of any kind beneath the stage and behind any backdrop design.

Stage Seating Requirements

A. Seating Layout:



B. Typical Stairs Detail (NTS):

APPENDIX G

Wedding Checklist

General Requirements:

1. All contractors are to abide by DEC's rules and regulations regarding engineering, fire, health and safety regulations.
2. All equipment and stage material should be cleared from the venue straight after the event is over. Otherwise DEC reserves the right to relocate the items to any other convenient location and will not be held responsible for any missing item. The contractor is liable for the penalty of Dhs: 7000/.
3. The contractor is financially responsible for any damage sustain to DEC ballroom fittings property or equipment by the contractor or his team.
4. Timing for the wedding stage installation is from 7:00am to 5:00pm. If work is not completed and extra hours are required, contractors should seek DEC's approval. Stage dismantling and removal must be done before 3:00am on the same day.
5. Contractors are responsible to dispose any extra material, waste to the skip placed at the rear of halls.
6. Contractors should use only the dedicated gates specified for loading and unloading either to bring their material into the hall or to take the material out of the hall.
7. Painting and Welding will not be allowed inside the ballroom or halls. All paintings and welding works should be executed in the service yard with the approval of DEC Venue Infrastructure Health and Safety.
8. Preparations for flower decorations should not be done inside ballrooms.
9. During build-up contractors should not bring food and beverage items inside hall. They can eat and drink in the place allocated for that purpose.
10. Smoking is strictly prohibited in all indoor areas due to safety and health reasons. Smoking is allowed only in designated smoking areas.

11. Contractors shall not disturb the food and beverage setup in the Venue under any circumstances.
12. While using the service yard for car parking, it is strictly important to adhere to security instructions. Any car parked blocking fire exits will be towed away at owner's expense.
13. All contractors must adhere to safety and security policy of DEC. Tools used for electrical power supply must be up to the standard laid by DEWA. Should the work not be to the standard, DEC reserves the right to stop the work and keep the client posted regarding the issue.
14. Use of charcoal should be subject to DEC's approval. In no circumstances gas cylinder is not allowed inside any halls or ballroom.
15. The use of candles or equipment which uses naked flames at the venues is controlled and an approval process exists involving the DEC Venue Infrastructure Health and Safety. Wedding organisers are required to provide detail of the candles and table layout, indicating any combustible materials that may be in the location of candles. Submission of physical sample to DEC Venue Infrastructure Health and Safety is at least five (5) days prior to Build-up. It is further required to submit the number of pax and quantity of candles to be used prior to approval.
16. Smoke/haze machine's usage is to be coordinated with DEC Venue Infrastructure Health and Safety in order to mask fire alarm systems well in advance giving DEC sufficient notice to make arrangements.
17. While designing a floor plan consideration is to be given to Fire exits and location of fire Fighting equipment and escape routes.

Stage Guidelines:**For a 4-meter gap**

- A. The four-meter gap requirements are mandatory whenever there is a backdrop design made of wood or drapes.
- B. In the design, there will be back supports, bracing and perpendiculars that requires space behind. The higher the stage design, the more it occupies space behind.
- C. In Safety perspective, in case of an unfortunate accident behind the stage, say a fire, the response would be hampered by these obstructions.
- D. In some cases, behind the stage there are engineering services, utilities that need to be accessed in case of emergency.

Stage Guidelines:**For a 2-meter gap**

- A. The two-meter gap might be accepted provided that there is only stage and no backdrop design.
- B. The gap in between is visible and accessible.
- C. No services are blocked or covered.
- D. In case of movable screen, not the hanging type, the tripod leg supports will be placed on the stage and not on the flooring of the 2-meter gap space.

Absolutely no storage of any kind is permitted beneath the stage or behind any backdrop design.

APPENDIX H

Rules for Pyrotechnics

Please follow the below Health and Safety guidelines to obtain a No Objection Certificate (NOC) for the usage of pyrotechnics inside the halls.

Health and Safety Restrictions

The above mentioned substances have the potential to cause harm to the guests, staff and damage to the property/ surrounding premises.

Statutory Requirements

Pyros can only be used if supplied by an approved contractor from Dubai Police.

Health and Safety Guidelines

A. Use of pyrotechnics

The use of pyros and similar equipment which use naked flames at the Venue must be controlled and prior approval by Health and Safety is required. The organiser and/or their approved contractor need to provide details of the various types of pyros to be used. The Material Safety Data Sheet (MSDS) of the proposed pyros must be submitted to the Health and Safety Venue Infrastructure at least 1 week prior to event build-up.

1. Commercial Licence
2. Insurance copy
3. Fireworks Licence: Approved contractor details by Dubai Police
4. Operational schedule detailing installation, rehearsal and event timing of the pyrotechnics (example: from 6pm to 6.30pm)
5. Specifications
6. Location

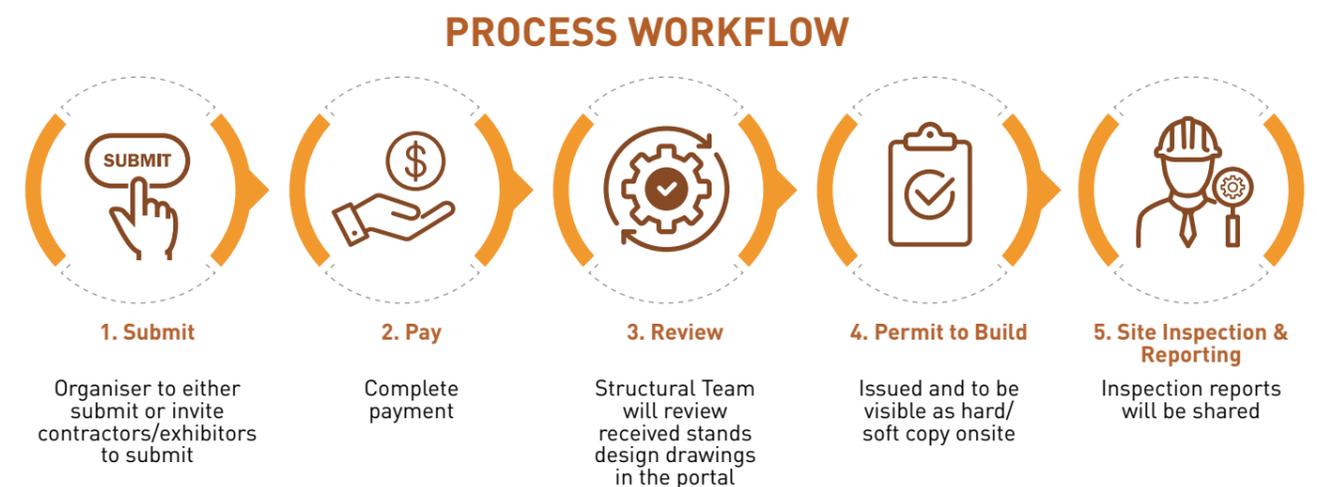
APPENDIX I

Requirements for changing the alarm to silent mode

1. The request must be made at least 48 hours prior to the event rehearsal or actual event timings.
2. All requests must be emailed to Healthandsafetydec@dwtc.com containing the below information:
 - d) Event name/Event ID
 - e) Date
 - f) Hall number/name
 - g) Exact location where it will be used
 - h) Operational timings when pyros will be in use including rehearsal timings
3. DEC will prepare a letter to DCD informing them of the request to put the alarm in silence mode.
4. If the request is sent less than 48 hours prior to the intended use, the request will not be approved.

APPENDIX J

Process Workflow Chart for Stand Structure Review



APPENDIX K

DRONE APPROVAL REQUIREMENTS

Departments	Required Documents	Deadline
Health and Safety	<ol style="list-style-type: none"> DCAA Drone Registration (License for the device/Equipment) Operator License / Competency Certificate Risk Assessment of the activities carried out Scope of the activities Drone Specifications (Weight, Size, Battery Detail and Height limit) Emergency Response Plan / Contingency plan for malfunctioning, fire and/or any other incident occurred during flight. Duration of operation Insurance Coverage 	10 Days prior to the event days
Security	<p>Email communication to be sent to security with Health & safety approval to obtain security approval to proceed to apply for the NOC with Traffic.</p> <ol style="list-style-type: none"> Daily activation schedule, location, contact name and number of persons in charge of flying drone. 	
Traffic Team	<p>After Health and Safety and Security approval, Traffic department will prepare a NOC in order to get the approval from DCAA to issue the permit to fly the drone within DEC.</p> <ol style="list-style-type: none"> Company Name (If international company is involved, please share company details) Trade License copy of registered company Event Name Third Party liability insurance Health and Safety & security approval DCAA application permit (Dubai Civil Aviation Authority) GCAA authorization permit (General Civil Aviation Authority) <p>With regards to international companies that will operate drone, they will be required to apply for a registered company in UAE as part of DCAA requirement in issuance of permits.</p>	

APPENDIX L

Approved List of Hazardous Chemicals for Exhibition Stand Construction

Note: Use of these chemicals requires prior written approval from DEC Venues infrastructure and the submission – HSE Team, submission of Material Safety Data Sheets (MSDS), and COSHH Risk Assessments.

#	Chemical Name	Common Use	Hazards	Approval Conditions ¹
1	White Spirit / Mineral Spirits	Paint thinning, cleaning	Flammable, respiratory irritant	Must be stored in sealed containers; use only in well-ventilated areas.
2	Methyl Ethyl Ketone (MEK)	Adhesive thinning, cleaning surfaces	Highly flammable, eye/skin irritant	Use in minimal quantity; PPE and fire extinguisher required.
3	Acetone	Paint or glue remover	Flammable, inhalation hazard	Use with fume extraction or open ventilation.
4	Contact Adhesives (solvent-based)	Bonding laminates and panels	Highly flammable, VOC emissions	Prohibited for indoor use unless low-VOC alternatives are used.
5	Polyurethane Foam (PU Foam)	Insulation, filling gaps	Respiratory sensitizer	Only low-emission types allowed; MSDS to be displayed at site.
6	Epoxy Resin & Hardeners	Panel bonding, surface finishing	Skin/eye irritant, sensitizer	Mixing must be controlled and PPE mandatory.
7	PVC Cement / Solvent Glue	Bonding PVC pipes/ fixtures	Toxic fumes, flammable	Use in ventilated areas with appropriate mask and gloves.
8	Spray Paint (Aerosol)	Decorative finishes	Flammable, inhalation risk	Spray booths or controlled application zones required.
9	Thinners / Turpentine	Paint dilution, cleaning	Flammable, toxic vapors	Storage in small quantities only; use with spill kit nearby.
10	Silicone Sealants (industrial)	Joint sealing	Low hazard but contains irritants	Must be cured before public access; dispose of tubes properly.

Mandatory Controls for Use

- COSHH assessment and MSDS for each item.
- Use of PPE (gloves, goggles, respirator).
- Ensure adequate ventilation or extraction fans during use.
- No overnight storage unless locked and approved.
- Label all containers with original manufacturer's label.

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