

# EXHIBITOR MANUAL



FESPA Middle East 2026

13<sup>th</sup> – 15<sup>th</sup> January 2026

North Halls, Dubai Exhibition Centre (Expo City), Dubai, United Arab Emirates

<https://www.fespamiddleeast.com/>

Organised by FESPA

## EXHIBITION OVERVIEW/ GENERAL INFORMATION

### Exhibition Timetable

#### Build-up

Saturday & Sunday	10 January & 11 January	08.00 – 22.00 hrs	<ul style="list-style-type: none"> <li>- Move-in Official Contractors.</li> <li>- Move-in Heavy and /or Large Exhibits.</li> <li>- Space only stand sites to commence Stand Construction.</li> </ul>
Monday	12 January	08.00 – 21.00 hrs  10.00 – 21.00 hrs	<ul style="list-style-type: none"> <li>- Space only stand site continue construction.</li> <li>- Exhibitors move-in for decoration of shell scheme.</li> <li>- All work to be completed by 21.00 hrs.</li> </ul>

**Working outside these hours is not permitted. Charges may apply.**

#### Open Days

Tuesday	13 January	11.00 – 19.00 hrs	10.30 hrs Opening Ceremony on 13 <sup>th</sup> January (Exhibitors and Delegates Only).  Exhibitors are urged to arrive between 10.00 to 10.30 hours each day to ease the congestion caused by increased activity at the Registration Area.
Wednesday	14 January	11.00 – 19.00 hrs	
Thursday	15 January	11.00 – 18.00 hrs	

During the exhibition open period, exhibitors will have access to the halls **one hour before the opening and a maximum one hour after the closing hours** to service their stands or exhibits (excluding breakdown days). Exhibitors who require access beyond these given hours must contact the operations team in advance.

### Breakdown

Thursday	15 January	18.00 – 22.00 hrs	Removal of valuable and hand-portable exhibits.
		19.00 – 22.00 hrs	Move-out electrical wiring and heavy and/or large exhibits, stand fitting materials including shell scheme interiors.
Friday	16 January	08.00 – 18.00 hrs	All remaining exhibits and equipment to be cleared by 18.00 hours.
<b>N.B. On no account may exhibits or stands be broken down before 18.30 hours on 15 January allowing time for visitors to leave the exhibition safely.</b>			
<b>UNDER NO CIRCUMSTANCES MUST ANY STAND FITTINGS, MACHINERY OR EQUIPMENT ETC. BE LEFT IN THE HALLS AFTER 18.00 HOURS ON 16 JANUARY. ANY ITEMS LEFT IN THE HALLS AFTER THIS TIME WILL BE DISPOSED OF AND THE COSTS INCURRED WILL BE CHARGED TO THE EXHIBITOR.</b>			

It is your responsibility as an exhibitor to secure the items on your Stand. FESPA arranges the necessary security for general hall cover only. Delivery of machinery requiring assistance must be pre-arranged through the sole official freight handling contractor.

## CONTACTS

### Exhibition Team

<b>Neil Felton</b>	CEO	☎: Fax: Email:	+ 44 (0)1737 229726 + 44 (0)1737 233734 <a href="mailto:neil.felton@fespa.com">neil.felton@fespa.com</a>
<b>Bazil Cassim</b>	Regional Manager (Middle East & Africa)	☎: Email:	+971 586 910091 <a href="mailto:bazil.cassim@fespa.com">bazil.cassim@fespa.com</a>
<b>Shakoor Saban</b>	Regional Sales Manager MEA	☎: Email:	+971 555 710900 <a href="mailto:shakoor.saban@Fespa.com">shakoor.saban@Fespa.com</a>
<b>Duncan MacOwan</b>	Head of Marketing and Events	☎: Fax: Email:	+44 (0) 1737 228 357 + 44 (0)1737 233734 <a href="mailto:Duncan.MacOwan@Fespa.com">Duncan.MacOwan@Fespa.com</a>
<b>Susan Hamer</b>	Head of Operations	☎: Fax: Email:	+ 44 (0)1737 228352 + 44 (0)1737 233734 <a href="mailto:susan.hamer@fespa.com">susan.hamer@fespa.com</a>
<b>Michela Marcantonio</b>	Group Content & Events Manager	☎: Fax: Email:	+44 (0) 1737 228 162 + 44 (0)1737 233734 <a href="mailto:Michela.Marcantonio@Fespa.com">Michela.Marcantonio@Fespa.com</a>
<b>Marta Dimitrova</b>	Operations Manager	☎: Fax: Email:	+44 (0)1737 229 722 + 44 (0)1737 233734 <a href="mailto:marta.dimitrova@fespa.com">marta.dimitrova@fespa.com</a>
<b>Cagdas Yildiz</b>	Operations Coordinator	☎: Email:	+90 212 275 1977 <a href="mailto:cagdas.yildiz@fespa.com">cagdas.yildiz@fespa.com</a>
<b>Lorraine Harrow</b>	Group Marketing Manager	☎: Fax: Email:	+44 (0) 1737 228197 + 44 (0)1737 233734 <a href="mailto:Lorraine.Harrow@fespa.com">Lorraine.Harrow@fespa.com</a>

## **Official Service Contractors**

### **DOME Events & Exhibitions**

Mr. Prakash Mohan: E-Mail: [prakash.mohan@domeexhibition.ae](mailto:prakash.mohan@domeexhibition.ae) | Mobile: +97156 5497502

Buildup/ Site Supervisor: Mr. Salahuddeen | Mobile: +971565497504

### **ELF Shipping LLC**

Main Exhibitor Contact: Binu Thomas - [binu.thomas@elfshipping.com](mailto:binu.thomas@elfshipping.com) - 00971558990387

### **Contact Centre**

For exhibitor and visitor services, please contact:

Toll Free Telephone: 800Event (38368)

- Exhibitors - Orders and Support: [ContactDEC@dwtc.com](mailto:ContactDEC@dwtc.com)

DEC Contact Centre team is available from 08:00 to 17:00, Monday to Friday to answer queries pertaining to DEC and events taking place at the venue.

### **Event Plus Counter**

Located respectively in the North and South Concourses, the Event Plus Counters ensure that all DWTC products and services (pre-ordered or new orders) placed by exhibitors and contractors are delivered during the event. It is open during build-up and throughout the opening hours of the exhibition. The team can advise exhibitors and contractors on existing orders and help them place additional orders.

For orders, please visit the on-site office or

Call: UAE Toll-free: 800655 - Global Helpline: +971 4 389 3899

Office Hours: Daily 09 am to 06 pm

Email: [support@eventplus.ae](mailto:support@eventplus.ae)

Website: <https://www.eventplus.ae/FESPA>

## A - Z OPERATIONS DIRECTORY

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### *Access Control - Badges*

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#### **Exhibitor Badges**

For any queries, please contact our marketing team at [marketing@fespa.com](mailto:marketing@fespa.com)

Exhibitor badges are provided free of charge for the open periods of the show. These badges must be always carried by the holders for entry into the Hall and shall be shown on request of the Security Officers on duty in the Hall. These badges are available to order through your exhibitor portal account.

For more information on passes for build-up and breakdown, please view the section **Contractor Access to DEC Halls.**

All exhibitors and contractors must register online by logging in to the Contractor+ Portal in order to receive the necessary passes as this will provide seamless access to the holding areas and venues.

The link for the portal is as follows: <http://contractorplus.dwtc.com/>

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### *Accessibility for People of Determination at DEC*

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DEC is committed to supporting people of determination and ensuring the venue is as accessible and user friendly as possible, including braille signage, tactile flooring, and hearing loop at DEC information desks.

Please get familiar with the Dubai Guide for Built Environment Universal Design.

For any information or to find the nearest accessible entrance, please contact: UAE Toll-free: 800Event (38368).

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### *Admission to the Exhibition*

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For general admission times for exhibitors, see **Exhibition Timetable**. Exhibitors wanting to gain access outside these times require the permission of the Organisers. ALL staff must carry passes. To avoid congestion at the entrances, exhibitors must ensure that their own staff manning the stand has exhibitor badges.

All visitors must be registered online. Queries relating to promotional codes to be forwarded to [marketing@fespa.com](mailto:marketing@fespa.com). We will have onsite registration as well.

Emergency exits must remain closed throughout the exhibition and will only be opened in case of an emergency. Use of these doors, except in an emergency, will incur a fine. Abuse could lead to withdrawal of exhibitor's pass.

No children or young people under 16 are permitted onsite during build-up, show open & breakdown, this includes in the cabs of vehicles. It is essential that this information is communicated to ALL contractors and exhibitors. The organisers retain the right to ask for Identification to show proof of age in case of doubt.

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### *Alcohol and drugs*

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FESPA Middle East 2026 is an alcohol-free event. Alcohol beverages cannot be consumed during set-up, show open and breakdown periods. The consumption of alcohol is always forbidden. Mind-altering drugs may not be brought into or consumed in and around DEC.

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### *Animals*

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No animals (other than guide dogs) are permitted at the event.

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### *Audio Visual Equipment*

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Unless specified to the contrary the equipment comes without support furniture. The exhibitor should provide appropriate space and furniture for equipment as well as electrical supply and the necessary sockets. Equipment will be delivered during the afternoon of the last build-up day or the morning of the exhibition.

Please complete the relevant order form and contact Dome Events & Exhibitions to discuss your requirements.

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### *Balloons*

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Balloons in all forms are prohibited within the Dubai Exhibition Centre.

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### *Canvassing*

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We ask all exhibitors to conduct their business and distribute literature from within the confines of their own stand. Please do not use the gangways or entrance area.

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### *Carpeting flooring systems*

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Exhibitors are reminded that their contractors using adhesive tape to fix carpets or other materials to the Hall floor will be held responsible for removing the same at the end of the Exhibition. A dilapidation charge will be made against the exhibitor should the tape still be in position at the end of breakdown, or any damage made.

All Space Only exhibitors are responsible for providing their own flooring, carpeting of the floor during an exhibition is mandatory.

DOMÉ Events & Exhibitions can assist you with carpet and installation. For a more detailed overview, please send your queries directly to <mailto:fespa@domeexhibition.ae>.

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### *Change of exhibits in exhibition opening hours*

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Regulations do not permit the change of exhibits during the open hours of the Exhibition. Any exhibitor wishing to bring in, or remove, equipment during the run of the Exhibition must apply to the Organisers for permission to do so in order that appropriate arrangements may be made.

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### *Children / Student parties*

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No children or young people under 16 are permitted onsite. It is essential that this information is communicated to ALL contractors and exhibitors. It is possible to bring student parties to the event (16 years and older) for more details please contact our marketing team.

Email: [marketing@fespa.com](mailto:marketing@fespa.com)

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### *Claiming a lost item*

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DEC Command Control will request specific details about the item, location, and date/time where it was lost before deciding the property's owner. A rightful owner will be responsible for specifying exact details about the lost item before it is returned to them. The claimant must provide photo

identification which will be registered onto the Dubai Police Lost and Found System before handing the item to the owner.

DEC Command control operates 24/7 and you can approach them by calling 04 821 1200 or 04 821 1255.

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### *Cleaning*

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It is the responsibility of the exhibitor to always maintain their own stand in a tidy condition. Exhibitors are to arrange for packing materials, empty carton boxes and wooden crates to be carried away for disposal or storage before the exhibition opens.

Once ordered, cleaning is carried out daily after the exhibition closes, beginning on the last day of build-up from 18.00 hours. The exhibitor must have an electrical supply available on the stand for usage by the cleaning staff.

Please also see the section on **Waste Collection**.

Cleaning for exhibitor stands must be ordered directly from the [Event Plus Portal](#).

All shell scheme stands will be provided clean and rubbish free. It will be the exhibitor responsibility to arrange additional daily cleaning for the proceeding open days of the event.

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### *Contractor Access to DEC Halls*

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Access to the venue during build-up and tear-down is 24 hours, but you will need to follow the show Timetable and ask the organisers for permission if you need to work outside of the official hours.

Contractors delivering goods or providing services will require a contractor pass to support event time operations for entry into the halls and unload at DEC.

These passes can be obtained from Contractors+ Portal, the DEC centralized system for online application payments and pass management. All contractors must purchase a DEC contractor pass through the Contractor+ Portal, the DEC portal for all contractors is used to apply for digital contractor and vehicle passes. Contractors are only allowed to enter the complex from dedicated areas only. The link for the portal is as follows: <http://contractorplus.dwtc.com/>

- Contractors and drivers will be charged an additional fee per day, per trip if they physically register onsite to obtain their digital vehicle pass to access the Dubai Exhibition Centre holding area and DEC service yards.

- It is recommended that exhibitors and contractors register online by logging in to the Contractor+ Portal in order to receive the necessary passes as this will provide seamless access to the holding areas and venues.
- All contractors not pre-registered on Contractor+ portal must report to the DEC Gate, Contractor Registration Cabin, located directly behind the Metro entrance on the ground level. You can find it next to the accreditation centre and it is called Level-22 / DEC Gate.
- Temporary Contractor pass = Aed30 for 24hrs.
- Vehicle passes = Aed30 per day, per trip

For onsite assistance or queries there is a designated team that you can reach out to by contacting the following email at [AccreditationLiaison@dwtc.com](mailto:AccreditationLiaison@dwtc.com) or by calling the hotline at 04 3064816.

### **Contractor Access During and After Show Hours**

If Contractors need to access the hall (s) during and after the official event hours, they need to ensure a written confirmation from FESPA has been issued to them. Such request must be submitted daily by 11:30am, so the venue security team can be briefed accordingly.

### **Important Notes**

- Contractors enter the venue at their own risk. DWTC or FESPA do 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 designated points. 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.

### **Delivery Passes**

NB: For location of the registration cabin, drivers must have the hall name, hall number, company name and contact person and hall (s) they are delivering for. They must ensure to follow directional signage to the appropriate service yard.

- Once in the service yard, the driver is to always remain in their vehicle.

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*Copyright / Patents / UAE Regulations*

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By entering into FESPA Middle East 2026 you warrant that your entry will not infringe the rights (including any intellectual property rights) of any third party. You shall indemnify FESPA against all costs, claims, damages, losses, and expenses arising as a result of any claim or action (including but not limited to any infringement of intellectual property rights) howsoever caused.

Any machinery exhibited is for demonstration purposes only. By entering into this event, you warrant that such machinery complies with all applicable laws, enactments, orders, regulations and other instruments relating to the manufacture, packing, packaging, marking, storage, handling, and delivery of the machinery. In particular, you must comply with [The Machinery Directive \(2006/42/EC\)](#) which specifies health and safety requirements to be met before machinery may be placed on the market and/or put into service anywhere. Please refer to the full **FESPA Middle East Terms and Conditions**.

### **DEC and Expo City Dubai Name and Logo Usage**

DEC, DWTC and Expo City Dubai logos are not to be used in any form of advertising or signage. Please ensure that in all event publications or event advertising communication, the DEC, the

DWTC and the Expo City Dubai names are only referenced in text and communicate the event's location as follows:

- Hall, Room or Suite Number
- North Halls or South Halls
- Dubai Exhibition Centre

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### *Customs Clearance in Dubai*

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Please contact the show official Freight Forwarder:

ELF Shipping LLC,  
P.O. Box 30344,  
National Industries Park,  
Dubai, UAE  
Tel: 04 8834444, Fax: 04 8834443  
Contact: Mr. Binu Thomas, Mob: +971 55 8990387

All documents including, Bills of lading, Airway Bill, Commercial Invoice & Packing List should be issued in English language, which are subjected to verification and approval of ELF shipping before dispatch the original. Handwritten documents are not acceptable. Photocopy scanned copy or fax copy of the documents will not be considered as original. Each house AWB or BL will be treated as separate shipment.

All Exhibition shipments will be customs cleared on arrival as temporary import on 5 % customs Bond. Temporary admission period is maximum 90 Days from the date of arrival. Customs Duty 5% of CIF value and VAT 5.25% of CIF Value should be paid for complete shipment or a part of shipment which are not re-export to country of origin. If shipment is re-exported to any GCC countries, the Customs Duty and VAT should be paid in Dubai and a second time Customs Duty and VAT to be paid in receiving GCC country, unless and otherwise the consignee at receiving GCC country have any kind of Duty exemption at the Customs of their respective country. Customs Duty should be paid to ELF Shipping L.L.C, if shipment is released locally to a buyer or to a third-party forwarder for re-export. On the other words ELF Shipping L.L.C will not be responsible for Duty exemption for shipment re-exported by third party. If actual customs duty for a shipment is less than US\$ 150.00 Out set duties to be paid.

To read the full information on Shipping, please download the **Shipping Guidelines**.

Click here to read more on customs rules and regulations in Dubai.

[www.dubaicustoms.gov.ae/en/Pages/default.aspx](http://www.dubaicustoms.gov.ae/en/Pages/default.aspx)

**Please note, exhibitors should never address a package to an individual, packages requiring Customs Clearance needs to be addressed to a consignee for clearance.**

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### *Data & Telecoms Services*

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Telecommunication services are crucial business needs for shaping the industry in this digital era. DEC Information & Communication services is a one-stop shop for voice, data, Internet services and all sorts of IT peripherals.

Services include:

- Wired and wireless Internet services
- Telephone services
- ISDN and POS connections
- IT solutions
- Video and audio-conferencing solutions

The venue offers shared and dedicated wired Internet services, which are popular choices because of their high quality, flexibility, and reliable connection. There are options available to select these services at the fixed bandwidths as per the requirements. For multiple devices, you can communicate and exchange data through a protected, personalised network enabled by additional network ports. Internet lines are activated on the last day of build-up.

DEC operates a Clean Air Policy, which directs the use of “5GHz wireless frequencies”. Wireless Internet networks installed by exhibitors / sponsors and their contractors can only function on 2.4GHz, however this is not recommended for product demonstrations due to interference from multiple networks and the unavailability to offer any technical support on this frequency.

There are wireless packages available for light Internet browsing, together with customised wireless services as per the requirements by assigning the dedicated wireless channels and even by creating SSID’s on demands.

All orders need to be placed well in advance to ensure availability.

Data and Telecom services can be pre-ordered through the [Event Plus Portal](#).

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### *Deliveries and Storage*

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The organisers and venue personnel cannot sign for any shipment. There must be staff on the stand to accept delivery if a signature is required. FESPA, ELF SHIPPING and DEC will accept no liability for missing packages/exhibits if no one is present on stand to receive or give away the delivery.

During the assembly and dismantling of stands, trucks, vans, and cars may enter the grounds for unloading and loading purposes only.

Please also read further information under the **Freight and On-Site Handling section**.

DEC does not provide storage facilities. Please contact ELF Shipping LLC. for alternative solutions. Please note that all shipments must be delivered via the service yards and loading docks as DEC does not allow any deliveries to the exhibition halls via the main entrances.

Instructions by security deployed by DEC for controlling and directing traffic must be followed.

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### *Demonstrations / Live Displays / Lasers / Noise / Fume Extraction*

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Exhibitors wishing to run machinery on their stand must register on the **Submission Forms for High Risk Equipment**.

No equipment and hazardous substances can be delivered, fitted, or used until all necessary approvals have been received.

Operation of working exhibits in a public environment are controlled by UAE laws regarding health and safety and enforced by the FESPA Operations team. **It is the exhibitor's responsibility that any equipment being demonstrated on the stand must be inherently safe and not create a hazard to staff or visitors at any time.**

Exhibitors are required to comply with the instructions from the Safety Officers and the Organisers who are empowered to modify or remove, at the exhibitor's expense, any installation or exhibit not in accordance with safety regulations. DEC and the Organisers decline any responsibility in case of accident or material damage.

The set rule for demonstrations & live displays is a 30-minute demonstration time in any one hour.

**Moving parts of machinery and other working equipment must be efficiently guarded so as to prevent an injury. All running machinery and other working equipment must be set-back from the stand edge by at least 0.5 metres.** Ensure that when booking your stand, you take into account the size of machinery that you will demonstrate on it. It is not permissible to operate control panels outside the confines of the stand. All cables going to and from machinery **must** be protected so as to eliminate trip hazards.

Equipment being displayed shall either have a current CE Mark plate on the machinery or a notice stating that it would be modified to comply with the purchaser's local machinery regulations. Should this not be carried out then the Organisers reserves the right to stop the machinery being exhibited.

All machinery that has been designed to have electrically interlocked covers and panels must have the interlocks fitted and operating. Machinery must not be run with covers opened.

The operation of any noise-emitting machinery and/or devices may not disturb any other event participants or drown out the public address system in the Halls. Noise-emitting Machinery or other devices may only be operated for short periods of time and only as long and as often as the demonstration requires. **The noise level at the stand perimeter may not exceed 70 dB(A).** The Organiser is entitled to restrict or prohibit such performances as cause noise, visual disturbance or for other reasons that constitute a significant disturbance to the event.

### **Printer Demonstrations (using Chemicals)**

Demonstrators should complete the **Submission Form for High-Risk Equipment** to ensure that they comply with DEC registration. To assist with correct completion, the following points should be noted:

- Inkjet/UV – Demonstrations using inks based on water-based and eco-solvent systems, in general do not present a problem but users of high solvent ink are advised to fit approved charcoal absorption filters or exhaust from the Hall to remove objectional vapours.
- Screen printing- High output machines using PVC and conveyor driers should preferably arrange for exhaust ducting from the Halls. If your stand location is difficult to configure then a 6m high duct pipe must be attached to the drier outlet to remove ink fumes and water vapour.

- Textile printing – Drier processes producing copious steam fume should use adequate filtration or condensation trap systems or make arrangements to exhaust from the Hall. Calendar fixator machines must be exhausted from the venue.
- MSDS (material safety data sheets) for your inks and chemicals must be kept on your stand at all times and shown to the Organisers on request.
- Ink storage – Normally, for small to medium print demonstrations only the amount of ink and chemical required for the show duration can be stored on your stand up to a maximum of 25lt (5lt of flammables). Larger stands may have to store any excess with the show logistics company. Flammable solvents with flash points <35c must be stored within a secure metal storage cabinet and a suitable fire extinguisher provide on the stand.
- Waste chemicals at breakdown – The organisers encourage exhibitors to return their ink waste along with their machinery, so it is advisable to provide suitable screw-top containers to prevent spillage in transit. Where this is not possible there will be a charged collection request on prior to breakdown. (Special waste arrangements with the venue)

Under no circumstances can inks/chemicals be emptied on DEC's premises.

### **Lasers**

All lasers being demonstrated at DEC will have to pre-approved by the venue in accordance with the UAE laws and the technical rules governing laser radiation. It is necessary to declare the details of your laser(s) and complete all relevant information within the **Submission Form for High-Risk Equipment.**

It should be noted that it is mandatory that all lasers are CE registered and that lasers used for cutting materials must be fitted with suitable fume arrestment filters.

### **Fume extraction**

Where your machinery exhibits or demonstrations are likely to cause hazardous fumes, then such fumes MUST be vented to atmosphere after first obtaining permission from the organisers. Please contact <mailto:fmeoperations@fespa.com> for further details. Venting will be arranged through DEC and a charge will be made for this work. At least 6 weeks prior notice to the show must be given for this installation work.

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### *Dilapidations / Damage*

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Exhibitors are reminded that their contractors using adhesive tape to fix carpets or other materials to the Hall floor will be held responsible for removing the same at the end of the Exhibition. No nails or bracing wires used in erecting displays may be attached to the building. A dilapidation charge will

be made against the exhibitor should the tape still be in position at the end of breakdown, or any damage made.

On arrival should the exhibitor or his sub-contractors notice any defects or damage to the floor, walls, partitions, connector boxes etc he must inform the Organiser's in writing. Failing to do this, and any resulting damage to the venue after the event will be charged to the exhibitor. Any damage caused by an exhibitor, or their contractor will be remedied by DEC, and the Organiser charged. This cost will be forwarded to the exhibitor concerned.

The following guidelines should be adhered to:

- No chalk should be used in any permanently carpeted areas.
- Only 3 types of tape are permitted: Euro tape, Eurocel and Advance tape.
- Do not use plastic packing tape, gaffer tape, masking tape or drafting tape.
- Ensure timely removal of all adhesive tapes used to fix carpets or other materials after the event.

Please note that you are responsible for ensuring that adhesive tapes used to fix carpets or other materials to floor areas are removed after use, without damage to the floor.

Important Notice: All complaints related to issues occurred on site (missing orders, bad customer services, miscommunication, etc.) must be reported to the organisers immediately, so the issues can be resolved in due course. The organisers cannot guarantee settlement of complaints raised after the exhibition.

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### *Distribution of advertising material*

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Only advertising material and goods from companies authorised to be at the exhibition may be distributed. Advertising material may only be distributed at one's own stand. It is prohibited to distribute advertising material at the entrance, in the aisles and in the areas outside the exhibition halls. Distribution to other stands requires written authorisation from the Organisers.

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### *Emergency Medical Services (EMS)*

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Two EMS stations are available within DEC, one is located in the South Concourse and the second in the North Concourse.

Operating hours: Medical cover will be provided during the visitor open hours of the event.

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### *Emergency Procedures and Evacuation Plan*

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For the Venue's full Emergency Procedures and Evacuation Plan, please refer to DEC Evacuation Plan.

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### *Entertainment / Functions / Presentations*

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Exhibitors may incorporate special features/entertainment programmes within their stand design provided permission is given in advance. Please contact the operations team detailing the proposed programme of events: [fmeoperations@fespa.com](mailto:fmeoperations@fespa.com) and note that these are only permitted within show open hours.

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### *Environmental damage*

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Any damage/contamination (e.g. with petrol, oil, solvents, dyes) must be reported to the Organisers Office immediately. Any stand with chemicals or solvents in excess of 10 litres on their stand should be equipped with an appropriate spill kit capable of soaking up a quantity of liquid to the largest container on the Stand. Exhibitors are responsible for supplying their own spill kits.

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### *Exhibitor Checklist*

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<i>Item</i>	<i>Deadline</i>
Submit Stand Design Structure	02/12/2025
Order Stand Catering	27/12/2025
Order Stand Cleaning	16/12/2025
Order Rigging Points	16/12/2025
Order Data and Telecoms	16/12/2025
Order Audio Visual Equipment	16/12/2025
DMC Tracker Form	28/12/2025
Submit Form for High Risk Equipment	27/12/2025

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### *Exhibitor Portal - Exhibitor Badges / VIP Badges / Catalogue / Scanners & Lead Recordings*

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Through the Exhibitor Portal you can:

- Register your exhibitor badges
- Download marketing promotional materials
- Order your lead scanning license via Swapcard
- Create your online booth in Swapcard
- Access your registration codes

For more information and for direct links, please visit the Marketing section.

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### *Floor loading*

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Exhibitors with heavy equipment should consult the official on-site handler, ELF to discuss individual requirements in case of doubt. Working machinery must be adequately guarded against any possibility of accidents to visitors and staff.

ELF Shipping LLC.

Main Exhibitor Contact: Binu Thomas - [binu.thomas@elfshipping.com](mailto:binu.thomas@elfshipping.com) – 00971558990387

The floor loading in the halls is 2,000 kg / m<sup>2</sup> maximum, this is not applicable to stands in the concourse, where the floor loading is 300 kg / m<sup>2</sup> maximum.

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### *Floral decorations*

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If you wish to order flowers for your stand, you can contact DOME Events & Exhibitions and they can help you get a quotation.

Mr. Prakash Mohan: E-Mail: [prakash.mohan@domeexhibition.ae](mailto:prakash.mohan@domeexhibition.ae) | Mobile: +97156 5497502

DEC encourages the use of reusable potted plants and discourages the use of fresh cut flowers.

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### *Food Outlets*

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Concourse Coffee-Shops: 2 Trader's Express with a seating area are in the concourses, 1 in the South Concourse and 1 in the North Concourse.

There will also be a variety of food trucks located at the DEC Arrival Plaza entrance.

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### *Freight and on-site handling*

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The following company has been appointed official freight forwarder and sole on-site handling contractor for the exhibition:

ELF Shipping LLC,  
P.O. Box 30344,  
National Industries Park,  
Dubai, UAE  
Tel: 04 8834444, Fax: 04 8834443  
Contact: Mr. Binu Thomas, Mob: +971 55 8990387  
[binu.thomas@elfshipping.com](mailto:binu.thomas@elfshipping.com)

However, exhibitors are free to choose their own freight forwarder for transport to and from DEC.

The destination of each item should be clearly indicated, it is important that the Exhibitor's Name and Stand number is painted or stencilled on all sides of packing cases. The exhibitor must ensure that a member of his staff is available to accept delivery, as the Organisers cannot make any payment in respect of carriage on their behalf.

#### **DEADLINES**

##### **Sea freight**

- ✓ Pre-alert documents should reach us at least 7 days prior to the vessel arrival
- ✓ Original documents should reach at our office at least 3 working days prior to the vessel arrival.
- ✓ Shipment Should reach at Jebel Ali Port at least 8 Working days prior to the delivery date

##### **Air freight**

- ✓ Pre-alert documents should reach us at least 5 days prior to the arrival of the shipment.
- ✓ Original documents should be attached to the AWB along with the shipment.
- ✓ Shipment should reach Dubai International Airport at least 5 Working days prior to the delivery date.

#### **SHIPPING DOCUMENTS**

All documents including, Bills of lading, Airway Bill, Commercial Invoice & Packing List should be issued in English language, which are subjected to verification and approval of ELF shipping before dispatch the original. Handwritten documents are not acceptable. Photocopy, scanned copy or fax copy of the documents will not be considered as original. Each house AWB or BL will be treated as separate shipment.

##### **Packing List**

Packing List must be in detail indicating identification mark of each product, Type of Package, number of packages, gross weight and measurement of individual Package. It is suggested that a copy of the packing list is to be kept in each package. It is absolutely required to match the details of the invoice / packing list to the AWB / BL.

## **CUSTOMS DUTY/DEPOSIT**

All Exhibition shipments will be customs cleared on arrival as temporary import on 5 % customs Bond. Temporary admission period is maximum 90 Days from the date of arrival. Customs Duty 5% of CIF value should be paid for complete shipment or a part of shipment which are not re-export to country of origin. If shipment is re-exported to any GCC countries, the Customs Duty should be paid in Dubai and a second time Duty to be paid in receiving GCC country, unless

and otherwise the consignee at receiving GCC country have any kind of Duty exemption at the Customs of their respective country. Customs Duty should be paid to ELF Shipping L.L.C, if shipment is released locally to a buyer or to a third party forwarder for re-export. ELF Shipping L.L.C will not be responsible for Duty exemption for shipment re-exported by third party. If actual customs duty for a shipment is less than US\$ 150.00 Out set duties to be paid.

## **STORAGE**

Please note that DEC cannot provide storage facilities and storage is not allowed inside the halls. Cavities and void areas around stands shall NOT be used for storage of empty crates, cartons, boxes, or packaging material.

Empty cases storage facility is not available at the exhibition site, hence the empty cases will be moved and stored at ELF's warehouse during the exhibition and the same cases will be returned back to the stand at the close of exhibition.

## **INSURANCE**

ELF does not insure the goods unless specifically advised to do so. It is exhibitors / Shippers' responsibility to ensure that all goods are covered by a fully comprehensive marine insurance policy for round the trip journey, i.e from Exhibitors premises to booth until return shipment reach to the exhibitor's premises at country of origin.

## **ON-SITE INFORMATION**

Elf onsite team will be supervising the inward/outward movement of your exhibits and visiting your stand during the exhibition to discuss the return movement. A Disposal Form with the copy of commercial Invoice and packing list will be served to all exhibitors during the show, which should be duly filled with your instructions and returned back to ELF before the exhibitor leaves the booth after closing of the show. Goods which are sold, disposed or to be returned should be properly marked on the commercial invoice and hand over to our representative along with the disposal Form and return goods.

FESPA assumes no liability whatsoever for any risks arising from the activities of the official forwarding agents.

Please refer to the official show **Shipping Guidelines**.

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## *Furniture hire*

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DOME Exhibitions has been nominated official furniture hire contractor, and will supply stand furniture if required, prices quoted are inclusive of delivery to and removal from Exhibitors' Stands. For product details and to place your order, please use the relevant order form.

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## *Guidelines for Shell Scheme Exhibitors*

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Dome Events & Exhibitions has been appointed as the official stand contractor. Please direct any queries to the designated contact:

Mr. Prakash Mohan: E-Mail: prakash.mohan@domeexhibition.ae | Mobile: +97156 5497502  
Buildup/ Site Supervisor: Mr. Salahuddeen | Mobile: +971565497504

Corner stands will be built with 2 open sides and adjoining stands will be built without a centre wall unless otherwise specified to the stand contractor. All enquiries concerning Shell Scheme should be directed to the Stand Contractor, DOME Events & Exhibitions.

Standard 2.5m high Silver and white Octanorm system with orange fascia.  
Fascia board to all open frontages of the stand. The fascia will show the company name in white lettering.

### TOTAL PACKAGE SHELL SCHEME STANDS

- Dark grey carpet with polythene covering to protect carpet during build-up (incl. removal prior to show open).
- 2.5m high octanorm shell scheme in silver with white infill panels as per the layout
- Vinyl cut company name and stand number on the fascia board
- Wings with event logo as per design
- 1 x 80cm dia round table per 9m<sup>2</sup> booth
- 2 x standard chair per 9m<sup>2</sup> booth
- 3 x spotlights per 9m<sup>2</sup> booth
- 1 x 13amps power socket per 9m<sup>2</sup> booth
- 1 x waste bin per booth



Please note, that package furniture cannot be exchanged for different furniture or items.

All shell scheme stands will be provided clean and rubbish free. It will be the exhibitor responsibility to arrange additional daily cleaning for the proceeding open days of the event. Please place your orders directly with [Event Plus](#) via the web shop.

Please ensure you have reviewed the 'DEC Health and Safety Rules and Regulations'.

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### *Health and Safety Rules and Regulations*

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When present in The DEC, all Exhibitors and Contractors must comply with the Health and Safety Rules and Regulations.

Please also refer to and download here the **Health & Safety Checklist** to make sure you complete all necessary paperwork for your participation in FESPA Middles East 2026.

During build and breakdown Hi Vis clothing and steel toe footwear must always be worn. If there is work going on overhead, then hard hats must also be used. All work at height is subject to a risk assessment.

Stands with items of special risk such as heat generating displays, hot work and petrol vehicles must provide their own fire extinguishers.

Exhibitors must ensure that all their staff members and sub-contractors are briefed on the following:

- Fire & emergency procedures, including how to obtain First Aid assistance
- Keeping fire exit/evacuation routes clear
- Good housekeeping
- PPE to be used as appropriate to the task being carried out
- Machinery must be used only by competent personnel following safe working practices, PPE and Risk Assessment and Method Statement in place.
- Exhibitors must have a competent representative onsite whilst work is carried out – including out of hours/overnight.

Please provide an identification of a point of contact who will be in charge of Health and Safety for the event. Please complete the relevant form and return it to [fmeoperations@fespa.com](mailto:fmeoperations@fespa.com).

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### *Hazardous products*

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Exhibitors wishing to bring any Hazardous Chemicals to site must complete the **Submission Form for High Risk Equipment** by the deadline date. This form must be shown upon demand to the safety inspector on-site.

One day's use of hazchems will be permitted to be stored on your stand each day during the show provided that you prove that you are using them under carefully controlled conditions via your Risk Assessment. For all other quantities these will be stored. Hazardous substances and preparations must be labelled with the symbol and hazard indication that corresponds to their classification.

All stands using chemicals/fluids in excess of 10 litres must have a spill kit capable of soaking up a quantity of liquid equivalent to the largest container on the stand. All chemical spillages must be cleared up immediately as per the safety details in your Safety Data Sheet (SDS), and then reported to the Floor Manager.

Chemical substances used on DEC site must be stored safely and be protected from theft and other risks such as fire and poisoning. Any costs for destroying abandoned waste or chemical residues to be met by the exhibitor. We strongly recommend you take away all chemical disposal back with you but in special cases, DEC can arrange for the waste chemical to be disposed of.

The use of wash basins or toilets for this purpose is strictly prohibited. You are advised to retain correct packaging in case you wish to return goods after the event. Please note your lifting contractor will not be able to provide adequate packaging for this purpose. You should also ensure you do not leave dangerous goods in any packing cases before having them removed by the lifting contractor.

### **Hazardous Fumes**

Where your machinery, exhibits or demonstrations are likely to create hazardous fumes then such fumes must be safely vented to atmosphere. Queries or to ask for a quotation for ducting should be directed to [fmeoperations@fespa.com](mailto:fmeoperations@fespa.com).

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### *Insurance*

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Please note that the exhibitors' contract requires you to have a number of insurances as detailed in your stand contract **FESPA Middle East 2026 - Terms & Conditions**. This is to protect you against any claim and/or loss made in respect of bodily injury to third parties or damage to property belonging to third parties.

Whilst we take every precaution to protect your property during the event, the organisers and the venue are not responsible for any loss or damage.

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### *Live Entertainment*

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Dubai Department of Economy and Tourism's (DET) eTicketing and ePermit platforms centralise and oversee all procedures in relation to ticketing and licensing of events in Dubai. If you are

planning any form of live entertainment such as singers, musicians, fashion show models, dancers, DJs or band players on your stand you must apply for an entertainer's permit.

Failure to apply on time (3 months up to 4 weeks before the show performance) or if you do not receive an approval and the event or the performance goes ahead, you will be subject to a fine issued by DET.

For more information about the event permit, speakers and performers submission and entertainment and ticketing procedure please read the **DET ePermit and eTicketing Brochure 2022 V2**.

Please make sure that the entertainer's dress code and language on stage respect the local culture.

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### *Lost and Found Office*

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All lost and found items found or reported within the premises of DEC must be reported to DEC Security guards present in the concourse where information will be logged into the Dubai Police Lost and Found System by DEC Command control team. Any lost items can also be notified to the FESPA team in the Organiser's Office.

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### *Meeting rooms*

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To be able to rent a meeting room, you must be a bonified exhibitor at the event. Meeting rooms are booked directly with DWTC Commercial Team via FESPA Dubai. Please submit your queries directly with one of our Area Sales Managers – Shakoor Saban - [shakoor.saban@fespa.com](mailto:shakoor.saban@fespa.com)

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### *Organisers office*

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The organisers office will be located at the entrance of the Hall.  
DOME Events & Exhibitions and ELF Shipping LLC will have representatives in North Office 1.  
The FESPA team will be available in North Office 2  
Queries can also be emailed to [fmeoperations@fespa.com](mailto:fmeoperations@fespa.com)

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### *Parking Facilities*

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DEC offers over 3,800 parking spaces, which is a mix of general parking and valet. Parking will be open to DEC guests during event time, on a first-come, first-serve basis. The car parks are adjacent to Concourses South and North.

Please download the **DEC Access and Parking Map** for the details of the parking facilities.

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### *Photography and filming*

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The Organiser reserves the right to take photographs/video footage of any exhibit for publicity in FESPA publications. Photographing, filming, sketching or otherwise reproducing articles exhibited without the authorisation of the exhibitor is prohibited.

In the first instance please notify [fmeoperations@fespa.com](mailto:fmeoperations@fespa.com) of your request.

If exhibitors would like to photograph, video, or create time lapse footage, certain details will need to be submitted to the venue for approval 2 weeks prior to first day of build. After sharing the following details with the venue, they will be then shared with DEC Security team to submit to the authorities:

- Complete the **Photoshoot and Film Crew Form**
- Stand number and hall location
- Date and time of the shoot
- Purpose of the shoot

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### *Piped services – Compressed Air connection, Water and Gas installations*

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Exhibitors who require water, sink connections, gas and compressed air inside the halls must contract their installation through DOME Events & Exhibitions. Under no circumstances may the exhibitor/contractors take it upon themselves to connect to the venue's supply.

Please refer to the relevant order form - **Compressed Air & Water**. A surcharge is applicable for any orders raised after the deadline.

A sketch of the stand with precise dimensions where the connection is to be installed is required.

The use of platforms is recommended for stands with water and compressed air piping. The general height of the platform should be 100mm. Exhibitors may not object to cables and pipes being laid over their stand to supply neighbouring stands if necessary.

The use of LPG – Liquid Petroleum Gas, in the exhibition halls is prohibited.

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### *Prayer Rooms*

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Ladies' and men's prayer rooms are located on the Lower Ground Floor and are signposted from the concourses. Access is available via escalators and elevators.

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### *Public address system*

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During the open period the Public Address System is for use by the Organisers for official announcements only. It is not available to exhibitors or visitors except in the case of an emergency.

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### *Raffles and Draws*

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If exhibitors are planning to have a prize draw or a raffle during the event, they must follow the regulations issued by DET.

#### *Definition*

A Prize Draw is an act of selecting names randomly to decide winners of one or several prizes.

A Raffle is a means of raising money by selling numbered tickets, one or some of which are subsequently drawn at random and the holders of such tickets winning a prize.

#### **Draw Rules and Regulations**

If the total monetary market value of the award(s) or prize(s) of your Draw(s) is below AED 1,000.00 per item, the permission must be sent to DWTC in order to get the approval from Dubai Economy (Department of Economic Development – Government of Dubai).

If the total monetary market value of the award(s) or prize(s) of your Draw(s) is AED 1,000.00 or above per item, permission must be obtained directly from Dubai Economy.

The value of the prize should be based on the UAE market value at the time of the Draw. To apply for permission, please complete the Prize Draw Application Form.

#### **Raffle Rules and Regulations**

The permission to hold any Raffles must be obtained directly from Dubai Economy, irrespective of the value of the prize(s).

For further information on Prize Draw and Raffle rules and regulations, exhibitors are advised to contact the nearest DED office: [https://dubaied.gov.ae/Contact\\_us.aspx](https://dubaied.gov.ae/Contact_us.aspx)

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### *Removal and Waste*

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Exhibitors are responsible for their own waste removal during build-up, show days and tear-down. Your contractor(s) should remove the build-up material outside DEC premises and not inside the service yards. The paint cans should not be thrown inside the skips and should be removed from DEC premises instead. The skips area must always be kept free to allow uninterrupted access for DEC.

FESPA retains the right to dispose of any property of the Exhibitor which is not collected from the Venue by the end of the Dismantling Period. The Exhibitor shall be liable for any costs incurred in such disposal. There will be a minimum penalty charge of €750.00 per exhibitor.

Large amounts of waste or special waste such as oils, fats, emulsions, inks, paints, varnish etc must not be included in the general waste.

For ordering skips, obtaining quotations for your waste disposal requirements, please place your order via the [Event Plus Portal](#).

The tenanted space must be vacated with all adhesive tapes, paint and similar traces completely removed.

**It is prohibited to put chemical/ink waste in the refuse bags or containers.** The organisers encourage exhibitors to return their ink waste along with their machinery, so it is advisable to provide suitable screw-top containers to prevent spillage in transit.

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### *Rigging*

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DWTC holds the exclusive right to all primary rigging services (roof points) within the Venue. However secondary rigging services (trusses, banners, etc.) can also be ordered through the [Event Plus Portal](#).

#### Rigging Guidelines

- No stand structure is allowed to be attached to DEC ceiling as either a precautionary or as an added safety measure
- Any bottom rigging lifting equipment or lifting eyes that are not stamped, rated and approved with a valid test certificate will not be accepted
- Any box banner, circular or straight greater than 1m in length, square or diameter must be suspended on a minimum of 2 suspension points
- VIP chairs and coffee tables should not be placed under trusses

#### Rigging Plans

- All rigging orders must be in line with DEC rigging guidelines and need to be submitted with a clear and precise rigging plan. Any changes required due to incorrect rigging plans will be subject to a surcharge.
- All rigging plans must show the location of each rigging point in relation to the temporary structure using metric measurements. The exact weight of each rigging point must be detailed in kilograms in addition to the total weight of the structure.
- All rigging must be within the perimeter of the stand
- The type of structure or banner material must be provided along with the metric width, length and height when fully suspended
- The stand orientation must show the location of the main entrance and the stands or walls on the other neighbouring three sides.

For safety reasons, the following types of suspensions are not permitted:

- Items suspended from stand elements.

- Suspensions intended to support stand elements or exhibits (stand elements must be independently secured).
- Items suspended from the ceiling with a rigid or frictional connection to the hall floor.
- Floor to ceiling rigging is not permitted at this venue

For more information on safety practices related to ceiling fixtures and suspended elements, please refer to DEC Health & Safety Rules and Regulations.

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### *Risk Assessment and Method Statement*

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All exhibitors must submit 'Risk Assessment Template and Method Statement - RAMS' document to identify work related hazards and to evaluate whether enough precautions have been taken. Contractors should always prepare their RAMS and must submit them via the Organiser+ Platform and send by email to [fmeoperations@fespa.com](mailto:fmeoperations@fespa.com). This is mandatory for all complex stands (multi-storey structures) and using hazardous materials.

Make sure to carry out a suitable and sufficient Risk Assessment for the entire show period taking into consideration all actions and activities taking place including the manning of the stand during the open period. The Risk Assessment should list all tasks, identify the main hazards as well as devise ways to eliminate or reduce those hazards. The Risk Assessment is a live working document and therefore applies until the end of the show.

A risk assessment must be carried out prior to arrival onsite and reviewed throughout the tenancy as it's a live document it can be added to and amended as applicable.

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### *Rules & Regulations*

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Please see a copy of DEC's technical guidelines (Health and Safety Rules and Regulations) together with **FESPA Middle East 2026 - Terms & Conditions** that governs your participation at this show. FESPA's regulations should always be taken over DEC's regulations. If you are uncertain about any of the guidelines, please double check with [fmeoperations@fespa.com](mailto:fmeoperations@fespa.com).

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### *Safety – Prevention of industry injuries*

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Personal Protective Equipment – Exhibitors and contractors are required to carry with them and use the necessary personal protective equipment such as high-vis vests, protective helmets, eye protection, hand protection and safety footwears as required by the specific work activity. Open toed shoes; sandals; and ballet type slippers are not permitted during the build-up and breakdown phases of this event.

Work Machinery and Wood cutting - Any machinery or equipment used must be in good condition, with dangerous parts effectively guarded. All work benches and manual saws for the cutting of wood must be equipped with the relevant bag and suction systems for the sawdust and shavings produced. Protective devices must be used in the cutting areas and mobile elements. Under no circumstances shall the use of these be permitted inside the halls seven hours before opening. Work equipment used in build-up and breakdown must bear the CE mark and be in a perfect state of use.

Prior to any hot works (Cutting; Grinding & Welding) a permit must be first obtained via the organisers and the venue. Gas & fumes must be drawn off at source and evacuated without danger to the surroundings. The welder and his assistant must wear appropriate clothing as well as eye-protection devices. If electric arc welding is to take place, appropriate screens must be used to help eliminate other contractors getting 'arc eye'. Further information is available on request.

Heat-generating appliances such as boilers, cookers and grills must comply with best practice and meet the users operating requirements. They must be equipped and installed so that contact with the clothing of passers-by is prevented.

Platforms must be of strength to carry and distribute the weight of the stand fittings, stand personnel, visitors and exhibits having regard to the loading limits of the floor. Sharp metal edging should not be used, and every effort made to provide a platform / floor surface that will avoid tripping and slipping.

Stands with items of special risk such as heat generating displays, food preparation, hot work and petrol vehicles must provide their own fire extinguishers. It is recommended at least one extinguisher is always provided on second levels to two storey stands and within electrical rooms.

For more information, see **DEC Health & Safety Rules and Regulations**.

Please refer to Expo City Worker Welfare Assurance Standards.

Please also see the section on **DEMONSTRATIONS / LIVE DISPLAYS / LASERS**.

#### Working at Height

During construction, assembly, repair or maintenance work, top priority must always be given to eliminate dangerous working at height and the use of mobile scaffold towers and other suitable access equipment is strongly recommended. The exhibitor and their contractor engaged to carry out the installation are jointly and severally responsible for the good condition of any access equipment. In the absence of general fall-prevention measures anyone working at a high level must wear a securely anchored safety belt or fall-prevention device. All 'live edges' on platforms and upper decks of stands must have edge protection. Only light tasks that do not generate high horizontal forces may be carried out with a ladder.

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### *Security*

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Security will operate within the Exhibition Hall throughout the tenancy, but the organisers cannot hold themselves responsible for any loss or damage to exhibitor's property.

As well as taking out adequate insurance, exhibitors should instruct their personnel not to leave their stands with exhibits unattended at any time when the Hall is open, whether during the installation, open or dismantling periods. Briefcases and mobile telephones are particularly vulnerable – always safeguard them. Any suspicious objects found on or near a stand should be reported immediately to the Organiser's Office.

Portable items should be secured overnight and removed immediately after the exhibition closes at 18.00 hrs on 15 January, when the risk of loss or damage is at its greatest. In the event of loss or

damage, exhibitors should report immediately to the organiser with details of the loss or damage sustained, timings and description of articles etc.

Should exhibitors wish to order a security guard on their stand please place your order via the [Event Plus Portal](#)

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### *Service and Display of Licenced Beverages*

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As per the local regulations, any kind of licenced beverages service during the exhibition is not allowed on stands or on the exhibition floor.

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### *Shell Scheme Stand Regulations*

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All interior stand fittings must be contained within the shell stand structure and not exceed 2.5 metres in height. Commencement of shell scheme interiors from 08.00 hrs on 12 January 2026.

When planning the interior of the stand, the exhibitors should take into account the following stand building regulations:

- 1) The organiser will be responsible for the official identification and numbering of stands, please complete the relevant order form – Fascia Board.
- 2) Under no circumstances must the wall panels be punctured, should this happen, the Contractor will invoke an extra charge. Fixing may be double sided hook & loop tape or pads suitable for no damage removal. For heavy exhibits, hanging brackets are available.
- 3) Optional Extras - Details of optional fitments designed to be integral with the stand structure, DOME Events & Exhibitions are available to assist you in planning your stand. Please complete and submit by the deadline date.
- 4) No painting is allowed within the shell scheme.
- 5) Where any side of a stand faces directly or partially onto another stand the following rule must be adhered to:  
A maximum of 50% only of the stand edge may be enclosed with walling.
- 6) All stand structures, signs, notices, etc., must be contained within the area allocated and may not project into or over the gangways. Branding is not permitted within 1m distance of neighbouring stands.

Exhibitors are liable for any damage caused by them (or by a third party acting as a subcontractor) to the walls, floors, pillars and installations of the exhibition halls, during assembly, operation and dismantling of their stands. The exhibitor is also responsible for the disposal of his waste during assembly, show open and dismantling.

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### *Signage – Exhibition Stands*

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DOME Events & Exhibitions have been appointed to supply full range of stand graphics. For a more detailed overview, please send your queries directly to [fespa@domeexhibition.ae](mailto:fespa@domeexhibition.ae).

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### *Signage – Venue Advertising Services*

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DEC is the exclusive branding & advertising provider, including but not limited to internal and external signage, digital and non-digital formats across the venue.

Whether in front of entrances, in the passageways or outside the halls. You can indicate your participation in the exhibition by advertising towers, cubes, super-sized posters, or entrance banners.

Please refer to the **Event Directional Signage Kit** to see options and submit your queries directly with one of our Area Sales Managers – Shakoor Saban - [shakoor.saban@fespa.com](mailto:shakoor.saban@fespa.com)

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### *Smoke and mist producing devices*

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Pyrotechnics in any form are prohibited. If being used for promotional reasons, artificial fog, mist or smoke is not permitted within the exhibition hall. In case of doubt please contact [fmeoperations@fespa.com](mailto:fmeoperations@fespa.com).

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### *Smoking*

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All exhibitors are reminded that FESPA Middle East 2026 is a non-smoking event in the interests of health & safety, this includes the use of e- cigarettes and vaping devices. DEC venues are non-smoking – this is a legal requirement within Dubai. We kindly ask you to enforce this with your visitors and contractors. Designated smoking areas are provided outside the North and South Concourses. The smoking areas in the North and South service yards are available to contractors during build-up and tear-down. Failure to comply with this legal requirement may result in a fine.

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### *Sound Level Restrictions*

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For the comfort of everyone, and other events that may be running in adjoining halls and meeting rooms, you are advised not to exceed the safe sound level of 70DB.

Management has the right to restrict the noise level if they cause inconvenience/nuisance to others or are above the Dubai Municipality sound regulations. It is the responsibility of the exhibitors to ensure that their staff and visitors comply with this restriction.

Please make sure you, your staff and contractors are familiar with the guidelines of Dubai Municipality. <https://www.dm.gov.ae/municipality-business/technical-guidelines-list/>

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### *Special Effects / High Risk Equipment, Substance Approvals / Vehicles Display on Stands*

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It is not permitted to have pyrotechnics, haze, smoke machines or candles at FESPA Middle East 2026.

If you plan to have special effects such as lasers, compressed gas, aquariums, fountains, water screens or blow torches on your stand, please complete the '**Submission Forms for High Risk Equipment and Substance Approvals**' to get the required approvals from DEC's Health and Safety team and if necessary, from Dubai Police and/or Dubai Civil Defence.

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### *Spray guns and nitro-cellulose paints*

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The use of these items is prohibited.

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### *Stand Catering*

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DEC is the exclusive supplier of food and beverage to all exhibitors at the Venue. As per DWTC's policy and Dubai Municipality's Hygiene and Food Safety regulations, it is not allowed to bring any food or beverages from external sources into the premises during build-up, event days and tear-down.

DEC can prepare custom-made menus to accommodate your special requirements. All food is strictly halal and does not contain any pork products or licenced beverages.

If you wish to provide hospitality at your stands, you can use the [Event Plus Booking Platform](#) and shop online for DEC catering products. For security reasons it is not permitted to organise a reception on a stand after the official exhibition hours however, a meeting room or a suite can be booked.

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### *Stand Energising Process*

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The purpose of this process is to ensure that all safety precautions are taken during all events at DEC and to ensure that all stakeholders (official stand contractors, DEC assigned electricians, stand safety inspectors and Utility Service Teams) involved in the inspection and the energising process are aligned.

Before the main power supply is provided to any stand, the following process should be followed:

- The exhibitor, official contractor and stand contractor must be aware of DEC Electrical Safety Rules and Regulations (can be found in **DEC Health & Safety Rules and Regulations**) and of the Energising Form. DOME Events & Exhibitions will be responsible to hand over the Energising Form to all stand contractors.
- The stand contractor must accomplish all electrical work as per the Health & Safety Rules and Regulations, fill his respective tick box and sign the Energising Form.
- DOME Events & Exhibitions must inspect the electrical work as per the form shared. After completing the inspection, the official contractor is required to fill in his respective sections and sign the Energising Form.
- If DOME Events & Exhibitions faces an issue during the process, it should be rectified by the concerned stand contractor. If no issues are found or if the issue is rectified, both parties can proceed with the assigned DEC Utility Services electrician.
- If the exhibitor or the contractor is not present at the stand during the energising process, DEC Utility Services will not energise the main power.
- Once DEC Utility Services assigned electrician receives the form, the stand will be inspected prior to energising.
- DEC Utility Services will ensure that the cable connections on the distribution board are secure prior to generating power. The Energising Forms must be signed after energisation.
- All forms will be collected by DEC Utility services, with a copy submitted to DEC Electrical Safety Team.

For more details, please refer to the **DEC Health & Safety Rules and Regulations** (Electrical Rules and Regulations Section) or contact DEC Health & Safety, Electrical Safety team.

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*Submission Guidelines and Fees for Space Only, Double and Triple Decker Stands  
Exhibitors*

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ALL STANDS MUST BE INSPECTED BY THE ORGANISER AND THE DWTC VENUE INFRASTRUCTURE TEAM.

Exhibitors are at liberty to employ a competent stand contractor of their choice to carry out the construction and erection of their stand.

Exhibitors, their Agents, or Contractors should make sure on the first morning of construction that the site marked out on the floor conforms to the dimensions shown on their plan and Booking Confirmation. Should the Exhibitor or his Contractor/s notice any defects or damage to the floor, walls, partitions, connector boxes etc. he must inform DEC and copy the Organiser's in writing. Failing to do this and any resulting damage to the venue floor, walls, etc. during assembly, show open and dismantling of the stand will be charged to the exhibitor. The exhibitor is liable for any damage caused by them (or a third party acting as a subcontractor).

Areas incorporating parts of the permanent building structure must be checked for location and measurements. Traps, service openings in floors, fire prevention outlets, etc., must be always left accessible. The venue safety signs, emergency rescue routes and safety zones must not be masked or obstructed in any way.

Please note the following regulations and comply by providing the correct information by the deadline date.

Exhibitors are responsible for the stand design and construction of stand walls and carpet/flooring as follows: -

OPEN FRONTAGE ONLY - Must have a back wall & 2 side walls and floor covering.

2 OPEN SIDES - Must have a back wall and a side wall and floor covering.

3 OPEN SIDES - Must have a back wall and floor covering.

4 SIDES OPEN - Must have floor covering.

The exhibition area must be covered by a platform or full carpet which must be removed by the exhibitor/contractor at the end of the exhibition. All floorcoverings must be secured and maintained so that they do not cause a hazard.

Fixing of floorcoverings to the hall floor may only be carried out using venue approved tape. The venue will only approve exhibition tape which does not leave any residue or cause any damage to the hall floor when removed. Other forms of fixing to the hall floor such as cable clips, nails and bolts are prohibited.

The cost for removal of tape is high; the exhibitor and contractor are responsible for removing all floorcoverings and fixings.

The standard height of shell scheme walls is 2.5 metres high, walls erected above or below this height must be clad and decorated on both sides and finished in plain light colours only. If the stand adjoins another stand or stands, logos above 2.5m facing the adjoining stand are not to be any closer than 1 metre - this rule also applies to suspended items. Thereby the logos cannot be

perceived to be part of another stand when viewed from the side or behind. Divides must be solid, so logos/graphics are not visible to the stand behind.

Any space only exhibitor whose stand joins the venue wall, or another exhibition stand MUST build a separating wall of a minimum height of 2.5 metres to mirror shell height.

### In the Halls

All plans of stands, with the exception of shell scheme stands, need to be submitted via the Planner Portal.

To make sure that your contractors gather all of the required details for you to submit to us the stand designs, so you then upload on the Planner Portal, the venue has designed a form that we hope will assist you. The form is to be used for guidance only and all stands must be submitted through the portal. Please refer to the [Exhibition Stand Structure form](#).

Charges are applicable for the submission of space only stands including double and triple decker.

Any complex structure, purpose-built exhibition stands or unusual feature display should be brought to the attention of the Organisers. It is important to provide DEC with specific details such as structural drawings and calculations, floor loading details and material specifications.

The following guidelines must be adhered to in order to reduce the volume of dust, fumes and potentially hazardous conditions whilst building exhibition stands/complex structures:

- Stands must be plotted on the latest DEC Master Floor Plan within the pre-defined build zones. No structures can be linked in any way across the 'keep clear' zones which include electrical wiring and platform flooring.
- Emergency exits, shutter doors, fire hoses and washrooms must always be kept clear.
- Maximum stand height: Dubai Civil Defence requires a 1.50m clearance between the ceiling for any temporary structures erected inside the hall and the sprinkler heads on the ceiling.
- The height limit for stands around the perimeter hall walls, and concourse is 2.5m and double-deckers are not allowed as to avoid blocking the CCTV cameras' field of view. It is marked on the DEC Master Plan as a yellow hatched low structure build zone.
- Floor loading capacity: A maximum of 2,000 Kg per m<sup>2</sup> and 300 kg per m<sup>2</sup> in the concourse.
- To maintain a 1m gap between exhibition stands/structural displays and the venue's permanent walls and hall partition walls.
- Stand construction, plastering, sanding and painting must be kept to a minimum within the venue.
- Only the assembly of main components, application of lettering and graphics and minor touch up painting are allowed on-site.
- Building materials and equipment must be kept within the pre-defined space to avoid causing a slip, trip and fall hazard.
- All building material must be fireproof.
- Special care should be taken when handling materials and tools. The stand area needs to be covered with a protecting sheet to avoid any damages to the flooring.
- Provision for people of determination (people with health conditions or impairments) access must be taken into consideration.
- All electrical requirements need to be sent to the official contractor to ensure enough power can be supplied.
- Bridging of aisles: It is not allowed to have a bridging connection between 2 stands to ensure all aisles remain unobstructed and always accessible, especially during the event of an emergency.
- Main gangways and aisles should not be used as display space or for signage such as roll-up banners.

More information on stand design and construction can be found in the DEC Health & Safety Rules and Regulations document.

It is mandatory that those guidelines are communicated to all staff members and contractors through information packs and exhibitor manuals. It is the exhibitor's responsibility to ensure everyone always adheres to DEC's Health & Safety guidelines.

Any infringement of this policy will result in all activity being stopped on-site and the contractor may face a ban disallowing them to operate within the venue for a period of time. Any damage caused by an exhibitor, or their contractor will be remedied by DEC, and the Organiser charged. This cost will be forwarded to the exhibitor concerned.

To enhance health and safety and to mitigate the risks involved in the construction of stands, all stands and feature designs (with the exception of Shell Scheme units) will have to be approved by the DWTC Venue Infrastructure team.

Every space only stand including single and double decker stands will need to meet the minimum requirements stipulated in the "Dubai Municipality Structural Codes and Guidelines" and international codes of practice such as [AISC 360](#), [BS 5950](#) and "[Dubai Building Code 2021](#)" to ensure public's safety through safe design.

Dubai World Trade Centre has launched a new portal which allows the Exhibitors or their Contractors to submit their stand designs for review by the Event Organiser and by DWTC to comply with the guidelines listed above.

Exhibitors or their Contractors planning for space only stands or double deck stands will need to adhere to the following process:

1. The Exhibitors or their Contractors will be notified by email by DWTC to submit their stand designs with the required documents (structural calculations (PDF Format for structures exceeding 3m in height), structural, technical drawing (PDF Format), 3D drawings (PDF Format) and RAMS (Risk Assessment and Method Statement)).
2. A notification will be sent to the Event Organiser upon receipt of the submissions.
3. The Event Organiser will review the submissions to ensure that they are in line with the event stand building regulations.
4. Upon receipt of the Event Organiser validation, the exhibitors or their contractors will receive the Payment Link from the Dubai World Trade Centre and then will be able to process with the Stand Review Charges payment.
5. Once the payment is received by DWTC, the DWTC Health & Safety Department will carry out the stand design review and if the stand structure is compliant with the regulations and guidelines mentioned above, a 'Stand Permit to Build' will be issued.

The deadline to submit all stand designs is 02 December 2025. Any submissions received after this deadline may result in a late submission fee levied by DWTC or a 'Stand Permit to Build' will not be issued.

The following charges shall apply when submitting the designs on to the DWTC portal:

<b>Stand Type</b>	<b>Charges (+ 5% VA)</b>
* Space Only Stand	AED 500 *
Double Decker Stand	AED 1,000

\* The stand submission fees for space only stands / features will apply for all events starting from 1st February 2023.

Country Pavilions, single blocks will be charged AED 500 each and multi-blocks will be charged AED 1,000. These charges will be applicable for events starting from 1st June 2023.

Please note that you must be in possession of a 'Stand Permit to Build' issued by DWTC to build your stand. The approval response can take up to 10 working days.

Please ensure you have reviewed the 'DEC Health and Safety Rules and Regulations'. If you decide to make changes to your design, you will have to repeat the whole procedure from the beginning meaning you will have to pay a stand submission fee for every review of your stand design paperwork.

Please be aware that a failure to submit your paperwork on time will result in violation charges.

If you require further clarification, please contact [fmeoperations@fespa.com](mailto:fmeoperations@fespa.com).

### **Submission Deadline: 02 December 2025**

#### General Guidelines:

1. Exhibitors should note that they will be held responsible for the complete removal from the hall by the specified time of all goods, equipment and material used by them or their sub-contracted contractors, together with all rubbish. The Organisers reserve the right to treat any goods, equipment, materials, or rubbish not so removed as they consider fit and at the expense of the exhibitor concerned, also stand fitting contractors agree to use only the appropriate labour and observe the Regulations of the Exhibition Management.
2. Height Restrictions:  
All stand types (adjoining stands, row stands, island stands) have a build height maximum of 4 metres and the height limit for stands around the perimeter hall walls and concourse is 2.5m. If the stand is complex/double or triple decker, the height limit will be under discussion.
3. Where any side of a stand faces directly or partially onto another stand the following rule must be adhered to:
  - A maximum of 50% only of the stand edge may be enclosed with walling.
  - Walling must be finished in an attractive manner.
  - Walling in excess of 6 meters must be broken up with open panels, transparent glazing or similar.
4. The exhibitor and his contractor must conform to the Rules & Regulations of the venue and the organising company.
5. In the interest of the exhibition as a whole, the Organisers reserve the right, where necessary, to specify the times at which certain stands may be built or dismantled.
6. Stands must ensure their company or trading name and stand number are clearly visible from each open side of the stand.
7. Stairways must have a minimum usable width of 1m and be provided with 1m high handrails. Handrail infills are required to be non-climbable and vertical infills must be placed no greater than 150mm apart. The angle should not exceed 35 degrees. Gangways, platforms and ladders/steps over 50cm from the ground must be provided with handrails and retaining barriers (1m high). Handrail regulations are the same as for the stairways, above.
8. Stands with multi-level structures or enclosed spaces where several people can be accommodated must be provided with exits, as follows:
  - Up to 50 people: one exit, minimum 0.90 m wide.
  - Up to 100 people: two exits, each of a minimum 0.90 m wide.Glass used on upper floor levels must be laminated.
12. Exhibitor turntables must be designed as to prevent accidents. The area surrounding them must be guarded to prevent fingers or flap-ends of garments being caught in the machinery.
13. Should an exhibitor have more than one stand space, the bridging of stand construction and suspension of banners over gangways is prohibited.
14. Platforms must be of strength to carry and distribute the weight of the stand fittings, stand personnel, visitors and exhibits having regard to the loading limits of the floor. Sharp metal edging should not be used, and every effort made to avoid tripping and slipping.
15. No flammable materials are allowed inside the exhibition halls without special authorisation from FESPA and DEC. It is not allowed, the back of stands to store boxes, solvents, electrical equipment, machinery, packaging, or any flammable or combustible materials.
16. All work on the stand to be COMPLETED by 21.00 hours on 12 January 2026.

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### *Sustainability and Recycling*

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Exhibitors are encouraged to follow sustainable practices in line with Expo City Dubai RISE Guidelines for Sustainable Operations and to support the environmental activities by reducing, reusing, and recycling waste. Any excess materials related to your stand should be removed from the halls and the site, since the venue do not have the facilities to dispose on your behalf. If required, please refer to the Event Plus Portal regarding rental of skips.

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### *Telecommunication Services*

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Wireless and wired internet services as well as telephone lines and telecom services for exhibitors must be ordered through the [Event Plus Portal](#).

Complimentary Expo Guest Wi-Fi is available at the venue (SSID Name:@DEC\_Free\_WiFi).

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### *Temporary Staff*

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To comply with Dubai Authorities regulations, you are required to complete the **Temporary Staff List Form** including details of all temporary staff who will be working for you at the event (ushers, hosts, hostesses, promoters).

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### *Travel*

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The primary and closest entrance to DEC is the 2020 Plaza, connected to the Expo 2020 Metro station.

Pedestrian access is also possible via any of the Expo City entrances.

#### **Access by Plane**

Dubai has two international airports:

- Al Maktoum International (DWC), 23 minutes from DEC.
- Dubai International (DXB), 40 minutes from DEC.

Abu Dhabi Airport (AUH) is located 50 minutes from DEC.

#### **Access by Metro**

In line with Expo City Dubai RISE Guidelines for Sustainable Operations, we encourage exhibitors, visitors and delegates to make the best use of the Dubai public transport available and in particular Dubai Metro. A purpose-built Metro station is situated within a 3-minute walk from DEC.

Passengers need to acquire a nol Card which is a smart card that enables them to pay for the use of the various Dubai Road Transport Authority (RTA) transport modes in Dubai with a single card. Commuters can use the nol Card to travel on the Metro, buses, water buses, Dubai Tram as well as pay for RTA's paid parking elsewhere in the city. nol Cards are available in different types to meet everyone's needs.

Expo 2020 Metro station is served by the Red Line which starts at Centrepoint and takes 1 hour and 15 minutes to DEC.

Please check the RTA website for the latest information and operating timing schedule on:

<https://www.rta.ae/wps/portal/rta/ae/public-transport/timetable#DubaiMetro>

or call RTA call centre on +971 800 9090.

### **Access by Taxi and e-hail (Careem and Uber)**

Taxis are available electronically via e-hail apps. Taxis in Dubai are metered, air-conditioned and are relatively inexpensive. A taxi and e-hail fleet, including some hybrid and electronic vehicles, will be available to accommodate exhibitors, visitors, and attendees' needs.

Taxi drop-off and pick-up bays are located just outside the DEC Concourses South and North. The standard hours of operation match the daily schedules of events taking place at DEC. However, any visitor wanting to pick up a Dubai Taxi/Halla/Uber/Careem outside of these hours can go to the taxi area and order through the Careem application. Drivers will come straight to this location. If arriving on site, they can also use it for drop-off at any time.

Metered taxis across the city are easy to find, well-regulated, clean, and comfortable. Those that prefer, can opt for ladies-only taxis driven by women.

More information on Dubai's taxis can be found on: <https://www.rta.ae/wps/portal/rta/ae/public-transport/taxi/dubaitaxi> or by calling RTA call center on +971 800 9090.

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### *Venue*

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North Halls, Dubai Exhibition Centre (Expo City)  
Lehbab Street - Dubai - United Arab Emirates  
+97145552020  
<https://www.expo2020dubai.com/>  
Please refer to the **Venue Map**

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### *Wheelchairs*

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DEC offers wheelchair access throughout the complex.

Wheelchairs are available free of charge from the venue's information desks, located at the North and South Concourses as well as from the Emergency Medical Services station.

Please note that these wheelchairs are subject to availability, and we are unable to offer pre-booking. A form of ID (such as a driving licence, passport, or Emirates ID) will need to be presented upon collection.

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### *Vehicles being exhibited*

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All vehicles will have to be registered on the DMS (Delivery Management System) tracker and require official approval by FESPA and DEC. Please advise the organisers at [fmeoperations@fespa.com](mailto:fmeoperations@fespa.com) of your intention to exhibit a vehicle or container. Please provide a plan showing where the vehicle will be located. FESPA will recommend a time and date for the positioning of the vehicle on your stand.

- Fuel must be reduced to a minimum level (1/4) before entering the halls/concourse.
- Batteries should be disconnected with leads taped.
- To prevent dirt and the contents of the tank from getting into the raised floor, a collecting tray must be placed, and a sheet of foil laid out.
- It is strictly prohibited to start, manoeuvre or drive vehicles inside exhibition halls during events.
- The vehicle must be secured against rolling (where appropriate by means of a stop block).
- Vehicles with fuel cells and/or gas drive must only be displayed in the exhibition halls without gas/fuel.
- Electric vehicles may only be exhibited with undamaged batteries.
- Electric and hybrid vehicles must not be charged inside exhibition halls.
- To prevent the vehicle from moving, the battery must be disconnected or disabled via a circuit breaker.
- All keys must be handed over to DEC Security after inspection by the Venue Infrastructure team

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### *Visa – Invitation letter*

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You can find more information here on whether you need a Visa:

<https://www.emirates.com/uk/english/before-you-fly/visa-passport-information/uae-visa-information/>

If you are in doubt, please contact your local Dubai embassy for requirements to travel into Dubai.

FESPA will not issue any refund if you are unable to attend due to lack of proper documentation.