



# 5<sup>th</sup> QS-MAPLE Conference and Exhibition

5 – 7 May 2015  
Grand Hyatt Doha  
Doha, State of Qatar

## EXHIBITOR'S MANUAL

## EXHIBITOR'S MANUAL

Name of Company (Exhibitor):

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Name of Contact Person:

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Company Address:

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Telephone number: \_\_\_\_\_ Fax number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

We acknowledge receipt of the Exhibitor's Service Manual for  
**"5<sup>th</sup> QS-MAPLE 2015" Exhibition**

\_\_\_\_\_  
Signature / Company stamp

\_\_\_\_\_  
Date

Please return this page by fax or email upon receipt of this Exhibitor Service Manual to:

**5<sup>th</sup> QS-MAPLE 2015**  
**QS Asia Quacquarelli Symonds Pte Ltd**  
**20 Sin Ming Lane # 02-61**  
**Midview City, Singapore 573968**  
**Tel: (65) 6457 4822 Fax: (65) 6457 7832**

**Attention: Ms. Lena Tan**

**Email: [lana@qs.com](mailto:lana@qs.com)**



## CONTENT

The Exhibitor Manual outlines all of the logistical details that will help you to have the most productive exhibiting experience. There can be a lot to do- but the information provided will help you plan your participation in the upcoming 5<sup>th</sup> QS-MAPLE 2015 Exhibition in a timely, cost-effective manner.

You should have a full set of the Exhibitor Service Manual, which comprises of the following:

### **INFORMATION / SCHEDULES**

Contact details

Checklist

General Information

In-Hall Operations Schedule

Rules & Regulations

### **APPENDIX**

Fascia Name Form

Electrical Hire Form

Furniture Hire Form

Furniture & Accessories Catalogue

Exhibitor Profile Form

Complimentary Delegate Registration Form

Exhibition Hall Floor Plan

Hotel reservation forms

### **Note:**

*Exhibitors are strongly recommended to study the contents of this Exhibitor Service Manual carefully and act on all relevant matters promptly so that your requests can be processed smoothly. Please remember to make a copy of the orders forms for your reference before submission.*

 **5th QS-MAPLE**

FIFTH QS MIDDLE EAST AND NORTH AFRICA  
PROFESSIONAL LEADERS IN EDUCATION  
CONFERENCE AND EXHIBITION  
[www.qsmapple.org](http://www.qsmapple.org)

Organizing partner:



**ORGANIZER: -**

**QS Asia Quacquarelli Symonds Pte Ltd**  
20 Sin Ming Lane # 02-61  
Midview City, Singapore 573968  
Tel: (65) 6457 4822 Fax: (65) 6457 7832

**Ms Lena Tan**  
**Events Manager**  
Tel: (65) 6457 4822  
Fax: (65) 6457 7832  
Mobile: (65) 9005 4254  
E-mail: [lena@qs.com](mailto:lena@qs.com)

**Ms Amelia Yeo**  
**Events Executive**  
Tel: (65) 6457 4822  
Fax: (65) 6457 7832  
Mobile: (65) 9099 8917  
E-mail: [amelia@qs.com](mailto:amelia@qs.com)

For all enquiries on technical matters and on-site operations, please contact:

**OFFICIAL STAND BUILDER / CONTRACTOR:**

**Circle Qatar Ltd**  
Blg #54, 1<sup>st</sup> Floor, Al Muntaza – Area #24  
Ibn Seena Street #950, P.O. Box 22374  
Doha - Qatar

**Mr. Robert Khoury**  
Project Manager  
Tel: +974 4437 5808 - Ext. 647  
Mobile: +974 5548 8964  
Email: [robert.khoury@circlegatar.com](mailto:robert.khoury@circlegatar.com)

**SHIPPING ADDRESS:**

We have managed to arrange with the venue to receive shipment directly from our exhibitors from **13<sup>th</sup> April** onwards.

**Ms. Ulyana Vantsura**  
(Events Planning Executive)

**Grand Hyatt Doha**  
West Bay Lagoon  
P. O. Box. 24010  
Doha. State of Qatar

Kindly inform Ms. Ulyana via email prior with details on your shipment so that she will know when to expect your delivery as well as assist with any customs clearance required.  
Her email is [ulyana.vantsura@hyatt.com](mailto:ulyana.vantsura@hyatt.com)

**QS** 5th QS-MAPLE

FIFTH QS MIDDLE EAST AND NORTH AFRICA  
PROFESSIONAL LEADERS IN EDUCATION  
CONFERENCE AND EXHIBITION

[www.qsmapple.org](http://www.qsmapple.org)

Organizing partner:



جامعة قطر  
QATAR UNIVERSITY



**5th QS-MAPLE**

FIFTH QS MIDDLE EAST AND NORTH AFRICA  
PROFESSIONAL LEADERS IN EDUCATION  
CONFERENCE AND EXHIBITION

[www.qsmapple.org](http://www.qsmapple.org)

**DO NOT DELAY**

**CANNOT DELIVER BEFORE 13 APRIL 2015**

TO:

EXHIBITOR NAME

C/O: **Grand Hyatt Doha**

West Bay Lagoon, P. O. Box. 24010

Doha. State of Qatar

Attn.: **Ms. Ulyana Vantsura** (Events Planning Executive)

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ Pcs



**5th QS-MAPLE**

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Attn.: **Ms. Ulyana Vantsura** (Events Planning Executive)

BOOTH NO: \_\_\_\_\_ NO. \_\_\_\_\_ OF \_\_\_\_\_ Pcs

THE ABOVE LABELS ARE PROVIDED FOR YOUR CONVENIENCE.  
PLACE ONE ON EACH PIECE SHIPPED TO ENSURE PROPER DELIVERY.  
IF MORE LABELS ARE NEEDED, COPIES ARE ACCEPTABLE.



## CHECKLIST

### IMPORTANT

All compulsory forms must be completed and returned by exhibitors, even if the services are not required or not applicable. For services not required, simply indicate **“Not required”** across the forms. Late submission of forms will result in non-guarantee of requested services

Exhibitors who purchase spaces after the stipulated deadlines are to return the forms **immediately**.

Orders are valid only when accompanied with payment received in **FULL**.

Orders without payment will not be entertained.

S/N	DESCRIPTION	SUBMISSION DEADLINE
1	Exhibitor Profile Form	<b>20 April 2015</b>
2	Hotel Reservation Form	<b>15 April 2015</b>
3	Complimentary registration form (Registration fee waived based on sponsorship entitlement)	<b>20 April 2015</b>
4	Fascia Name Form	<b>22 April 2015</b>
5	Electrical Hire Form	<b>22 April 2015</b>
6	Furniture Hire Form	<b>22 April 2015</b>

## GENERAL INFORMATION

**THIS EXHIBITOR'S SERVICE MANUAL FORMS A PART OF THE TERMS & CONDITIONS STATED IN THE CONTRACT FORM.**

### 1. Venue

#### Grand Hyatt Doha

West Bay Lagoon, P. O. Box. 24010,  
Doha. State of Qatar  
TEL : + 974 4448 1156  
FAX : + 974 4448 1235  
[doha.grand.hyatt.com](http://doha.grand.hyatt.com)

### Event Contact Person

#### Ms. Ulyana Vantsura

Events Planning Executive  
Mobile: +971 (50) 443 1976  
Email: [ulyana.vantsura@hyatt.com](mailto:ulyana.vantsura@hyatt.com)

### 2. Operations/Event schedule

Build-up	:	4 May 2015	
		03:00 – 23:59	
		(Official contractor: Circle Qatar Ltd)	
Exhibitor registration & move-in	:	4 May 2015	14:00 – 19:00
Exhibition	:	5 May 2015	08:30 – 17:30
		6 May 2015	08:30 – 17:30
Teardown	:	6 May 2015	17:30 – 23:59

#### Admission

5 May Open to delegates  
6 May Open to delegates

### 3. Stand cleaning

The Organizer provides general cleaning of stands and gangways. All exhibitors are responsible for their own removal of bulky stand materials or crates/pallets during exhibition build-up and teardown. Exhibitors are reminded not to obstruct the gangways with their exhibits during the build-up. The Organizer reserves the right to invoice any exhibitor for any removal of excessive stand materials that are left behind by them. **No crates, cartons or packing materials are allowed behind exhibitor's booths along the walls of the exhibition hall.**

#### Indemnity

The exhibitor will be responsible for all damage caused either to the venue or any other part of the complex by any person in attendance at the event on behalf of the exhibiting entity (other than those under the control or direction of the Hotel) or any contractors engaged by the client for the event and the exhibitor must immediately pay the hotel, on demand, the cost of rectification of any damage.

**4. Security**

General hall security will be provided by Grand Hyatt Doha during the build-up, event days & teardown. However, the hotel is not able to provide guaranteed protection against theft. It is the responsibility of the exhibitors to ensure that their valuables, i.e. money, handbags and wallets are kept in lockable cupboards (out of sight and reach) and are removed from the hall daily. The exhibitor is fully responsible for any item lost or stolen at their own booth and it is the exhibitor's responsibility to contact the police to make any report.

**5. Insurance**

Please be advised that the exhibitor is responsible for any injury sustained by any person(s) while working or visiting the booth during this period. All exhibitors are advised to take up insurance coverage against theft or loss of goods and third party injury.

**6. Food & beverage**

The venue owner does not permit any outside catering within their premises. Please arrange with the Organizer if you need any catering services during the event.

**7. Power supply & general lighting**

The Organizer will provide general hall lighting during the exhibition period. Supplies to stands will be switched off at source 30 minutes after the exhibition closes each day. **Exhibitors requiring 24 hours supply must indicate their request in writing. Any additional costs incurred will be borne by the exhibitor.**

**8. Electrical installations & fittings**

Please note that only the official stand-builder/technical Services Provider can execute electrical wiring/fittings in the booths/hall.

Exhibitors and independent contractors must note that **all power outlets are for single machine/product use**. These power outlets are not allowed to be used for illumination purposes (e.g., spotlights/downlights affixed in existing display showcases, etc.). **USAGE OF MULTI-PLUGS AND EXTENSION CORDS IS STRICTLY PROHIBITED**. All space-only stands need to order for main power from the official contractor, Circle Qatar Ltd.

The Organizer reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe.

**9. Lifts**

Passenger lifts are not to be used for transporting freight or equipment and furniture including tables, chairs, boxes, etc. The use of trolley is prohibited in the passenger lifts.

**10. Exhibitor badges**

Each exhibition booth will be entitled to complimentary exhibitor badges, based on package entitlement. Badges **must be worn at all times** during this period. For security reasons, all badges are **strictly non-transferable**.



**11. Exhibitor Profile in QS-MAPLE Conference Program Book**

All exhibitors will receive a free 50-word profile listing in the Conference Program Book.

This book is the official conference program and exhibition guide. Every delegate will be given a copy of the Conference Program Book and it will be circulated in the press and distributed widely for publicity purposes.

Please email your profile within a week upon receipt of email confirmation to Ms Amelia Yeo at [amelia@qs.com](mailto:amelia@qs.com).

**12. Accommodation & Airport Transfer**

QS-MAPLE has negotiated for special rates with our two official hotels that are within proximity of the conference venue. To enjoy this special rate, please select from the two hotel options, complete and return the reservation form to the hotel directly with the contact details given on the form itself.

Please refer to the list of official hotels here:

<http://www.qsmapple.org/5thqsmapple/index.php/host-city/official-hotel>

Please note the deadline on the reservation form. All late bookings will be subject to availability at a higher room rate.

**13. Passport Validity**

Prior to your travel, please ensure your passport has a validity period of at least six (6) months from the date of entry and a valid visa (if applicable) to Qatar.

**14. Visa**

Citizens of other Gulf Cooperation Council countries (Kuwait, Saudi Arabia, Bahrain, the United Arab Emirates and Oman) do not require visas to enter Qatar.

All other nationalities require a visa. However, for the following 33 countries and territories this is a simple case of obtaining a 30-day visit visa on arrival at the airport: *Andorra, Australia, Austria, Belgium, Brunei, Canada, Denmark, Finland, France, Germany, Greece, Hong Kong, Iceland, Ireland, Italy, Japan, Liechtenstein, Luxembourg, Malaysia, Monaco, Netherlands, New Zealand, Norway, Portugal, San Marino, Singapore, South Korea, Spain, Sweden, Switzerland, UK (with the right of abode), USA and Vatican City*. The cost of an on-arrival visa is QAR100, payable by credit card only.

Holders of passports from countries not entitled to visas on arrival must secure the necessary visa in advance. This costs QAR200 and can be obtained through a Qatar-based sponsor, such as a hotel or business contact, prior to arrival. Please refer to these links below for more information on applying for a visa:

**VISA Check Requirements**

Please [click here](#) to check if you need a visa to be pre-arranged before you visit Qatar



**If you are flying Qatar Airways**, a visa can be arranged by the airline.

[Click here](#) for Visa information from Qatar Airways.

**Alternatively**, Qatar University can apply for visas for registered delegates for attending the 5th QS-MAPLE. This service is extended free of charge to nationalities that do not get visa on arrival service at Hamad International Airport, Doha.

Processing time could vary between 1-4 weeks and approval is subject to immigration authorities. Certain nationalities may take longer processing times.

[Click here](#) for Visa information from Qatar University.

#### **Terms & Conditions (Only Applicable to Qatar University):**

- Visa service to Qatar is available **only for 5th QS-MAPLE Conference delegates** and is extended to nationalities that do not get visa on arrival service at Hamad International Airport, Doha
- The service can only be provided to delegates who have **fully paid for a 3-day delegate registration**
- Delegates with onsite registrations and payments cannot avail of this service  
Visa Processing takes between 2-4 weeks, hence it is advisable to apply early
- The visa application is processed through Qatar University and QS is not responsible for visa delays and normal delegate refund policy will apply in the case the visa is unsuccessful
- The period of the visa will only be for the 5th QS-MAPLE Conference  
On case to case basis, additional documentation may be requested for the visa service

**Please note that the following nationalities require to apply at least 1 month ahead of arrival date: Iraqis, Iranians, and Jordanians without a national identification number, Lebanese, Palestinians, Serbians, Syrians and countries that have been affected by the recent Ebola outbreak.**

If you require our assistance to issue an invitation letter for your visa application, please provide the following details and send an email to [register@qs-asia.com](mailto:register@qs-asia.com):

Name (according to passport):

Designation:

Department (if any):

Institution / Organization:

Country:

## IN-HALL OPERATIONS SCHEDULE

BUILD-UP PERIOD	DATE	TIME
Exhibitor registration & move-in	4 May 2015	14:00 – 19:00

EXHIBITION OPENING PERIOD	DATE	TIME
Exhibition	5 May 2014	08:30 – 17:30
Exhibition	6 May 2014	08.30 – 17:30

TEAR-DOWN PERIOD	DATE	TIME
Exhibitor moves out of the hall / Teardown	6 May 2014	17:30 – 23:59

*\*The above timing is accurate at time of print and is subject to change.*

### Note:

1. No late work is permitted. Independent stand fitting contractors must complete their work according to scheduled list. Overtime work may not be permitted, and if permission is sought from the Organizer, the contractor has to pay the hall owner the required overtime charges.
2. All exhibits must be in place by **19:00hr, 4 May 2015**. Please have all crates and cartons unpacked rapidly so they may be removed to storage to keep the aisles clear.
3. Exhibitors will be allowed in the exhibit hall 30 minutes before it opens and may also leave 30 minutes after closing.
4. Exhibitors may begin to pack materials, supplies and literature when the exhibit closes on **6 May 2015 at 17:30hr**. It is strictly forbidden to begin dismantling before this hour.
5. All display materials must be cleared from the exhibit hall by **23:59hr, 6 May 2015**. Should an exhibitor fail to remove their exhibit, the Organizer reserves the right to remove it at the exhibitors' expense.
6. Should exhibitor be engaging third party contractor, the set-up timing is from 00:00 – 06:00 for noisy work the set-up can continue during daylight hours, subject to complying with "no noise" (drilling, hammering, cutting etc) rule and ensuring the exhibition area is maintained clean and in an orderly manner.
7. **Internet access**  
Complimentary Internet access will be provided for delegates at exhibition area throughout the whole event. However, should you require high speed internet, kindly contact the hotel directly for this.

## RULES & REGULATIONS

The rules and regulations listed below are designed for the protection of all exhibitors. Exhibitors and their appointed agents/contractors must observe the rules and regulations stated in this Exhibitor Manual.

### Default in occupancy

Any exhibitor failing to occupy the contracted space is not relieved of the occupation or payment of the full rental of such space. All display systems and equipment/products must be installed and completed by **19:00hr, 4 May 2015**. Unoccupied space may be repossessed by the Organizer for any purpose as it may see fit. Failure to notify the Organizer of cancellation in advance will cause exhibitor to lose priority for exhibition space.

### Reselling/Use of space

The exhibitor may not assign, sublet or resell, in whole or in part, their contracted space without prior permission from the Organizer. The contracted exhibitor may share this space with affiliated co-exhibitors, providing that the primary identification on the structure is that of the primary exhibitor. All co-exhibitors must comply with all exhibitor conditions and rules and regulations. The contracting exhibitor will be primarily liable for all financial and performance covenants to all parties involved.

### Violations and penalties

The Organizer may, at its discretion, reduce priority points for violation of these rules and regulations. In addition, substantial violations of any of these rules and regulations by the exhibitor shall make the exhibitor liable to forfeit their payment to the Organizer. It is to the exhibitor's advantage to contact the relevant parties prior to arriving on exhibition site for all queries.

Upon evidence of any substantial violation, the Organizer may enter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages, which the Organizer may thereby incur.

THE ORGANIZER RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE EXHIBITION AND IN FAIRNESS TO ALL EXHIBITORS.

### Liabilities

The exhibitor assumes the full financial liability for damage to the facility or neighboring exhibits caused by the construction of the exhibitor's third party stand structure ( other than by Circle Qatar Ltd )

The exhibitor may not apply paint, lacquer, adhesives or other coating to columns, walls or floors of the venue or material provided by the official stand builder on rental basis.

In the event that any part of the exhibit hall or material is destroyed or damaged the organizer reserves the right to cease permitting any exhibitor to occupy the assigned space during any period of the exhibition. In the event that occupation of the assigned space during any period of the



exhibition is prevented by strike, acts of nature, national emergency or other causes beyond the control of the organizer, the exhibitor hereby waives any claim against the organizer, including a refund of rent paid for the period it was prevented from using the space.

### **Limitation of Liability/Insurance**

The organizer would like to remind the exhibitor of the limits of liability as agreed to on the original signed contract for exhibit space.

The Sponsor assumes responsibility and agrees to indemnify and defend QS and the venue owner and their respective employees and agents against any claims or expenses arising out of the Sponsor's use of the event premises.

The Liability for the Sponsor for any breach of this Agreement, or arising in any other way out of this Agreement, will not extend to any incidental or consequential damages or losses including (without limitation) loss of profits.

In any event, the Conference Organizer accepts and agrees that the maximum liability of the Sponsor under or otherwise in connection with this Agreement shall not exceed the sponsorship amount payable by the Sponsor under this Agreement. However if it is determined that any damage or losses have taken place because of negligence of the sponsor/exhibitor to adhere to the guidelines set in this document, then the sponsor assumes responsibility of such damages or losses. However to avoid such a circumstance it is advisable for the sponsor to take out a single show/exhibition insurance policy at its own cost.

### **FILM AND AV DEMONSTRATIONS / CENSORSHIP / COPYRIGHTS**

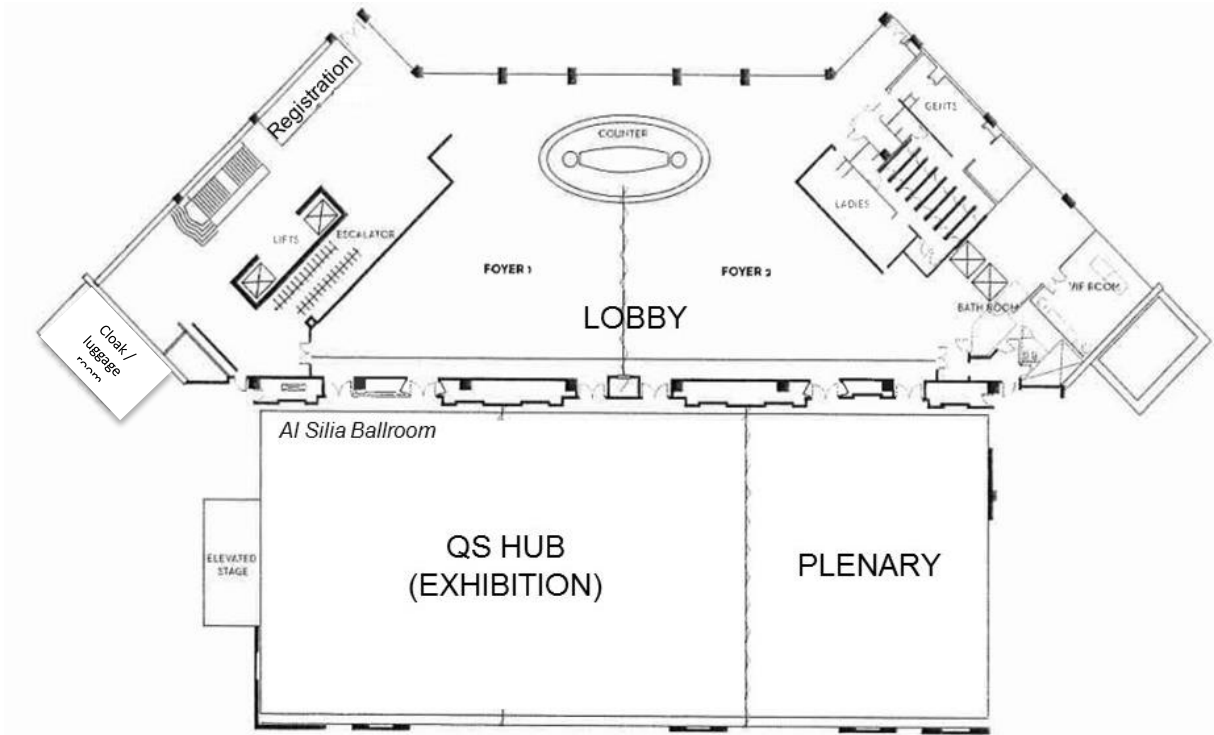
It is the responsibility of the exhibitor who wishes to play audio/visual material at their booth to secure the necessary copyright permit if necessary. The organizer bears no responsibility for any legal actions, fines, litigation, etc. incurred by any exhibitor who has not obtained the said permit.

Sound levels must be set at a level that will not interfere with or annoy other exhibitors. The organizer reserves the right to reduce the sound level and/or switch off any audio/visual display that causes complaints. The organizer's decision is final if such a dispute arises.

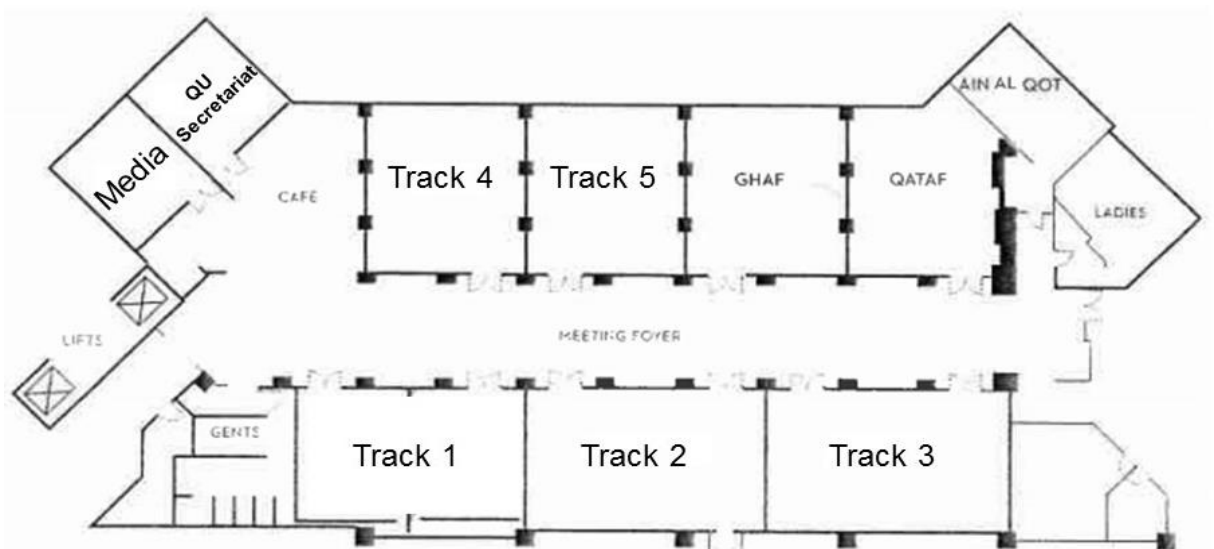
### **PROMOTION DURING THE EXHIBITION**

Exhibitors are not permitted to place stickers, signs or posters anywhere in the hall other than within their own stand. Likewise, exhibitors' representatives are not allowed to distribute brochures, pamphlets, etc. along the gangways, near entrances/exits and lifts. The organizer and venue owner have the right to remove anyone flouting this order.

**GENERAL FLOOR PLAN ( 4<sup>th</sup> Floor, Grand Hyatt Doha )**



**TRACK SESSIONS FLOOR PLAN ( 5<sup>th</sup> Floor, Grand Hyatt Doha )**



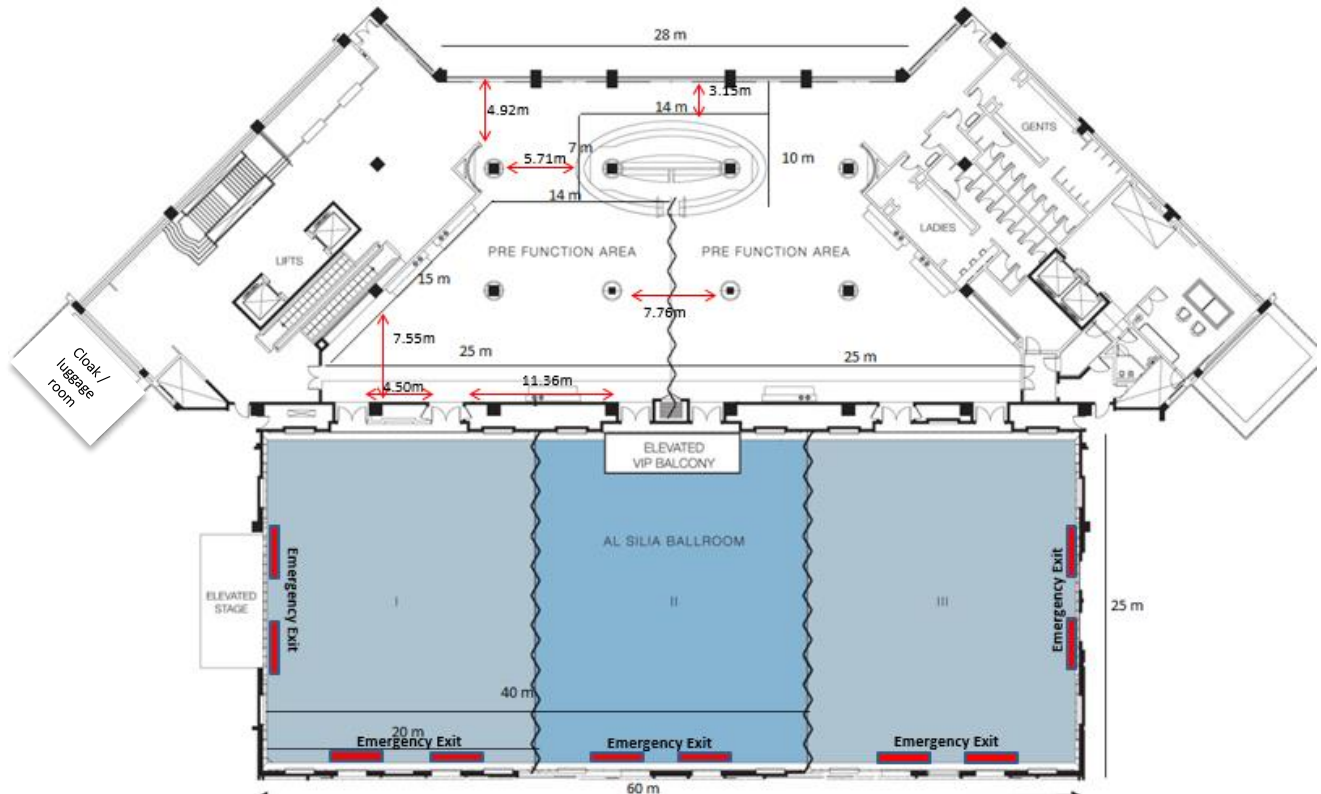


**BOOTH LAYOUT PLAN**



**EMERGENCY EVACUATION FLOOR PLAN**

In the event of an emergency evacuation, kindly keep calm and exit the building via the emergency exits indicated in **RED** below. The assembly area will be at the open area in front of the Grand Hyatt Hotel main entrance.



**SMOKING POLICY**

Smoking is prohibited in all public areas, inclusive of foyers, registration counters, meeting rooms, Organizer’s office, restrooms, hospitality lounges and exhibition halls.

A designated smoking area, near the cloak and luggage room, has been allocated on the 4<sup>th</sup> Floor.

**PHOTOGRAPHY OF EXHIBITS**

Photography of exhibits and displayed equipment (other than your own) is strictly prohibited. Please note that other exhibitors have the right to request that photographs are not to be taken without prior permission.

Audio/tape recordings within the exhibit hall or meeting rooms are prohibited. The appointed photographer by the Organizer and the press are exempted from this rule.



**STORAGE**

The Organizer is unable to provide storage facilities in the hall for any packing cases, surplus materials or other properties of the exhibitor. Arrangements for its safekeeping must be made with the exhibitor's own third party freight or build vendor.

There will be a cloak/luggage room available during regular conference hours from 5<sup>th</sup> -6<sup>th</sup> May from 8am -6pm only.

**REMOVAL OF WASTE**

During the build-up and teardown days of the exhibition the aisles of the hall must not be obstructed with packing and construction materials or debris. "Bare Space" independent stand contractors or stand interior decorators are responsible for removing their own building waste and off-cuts from the site at the end of each day.

At the end of the exhibition, contractors must remove from the site all the materials, especially the double-sided carpet tape used on their clients' stands, by the hours stated in the "In-Hall Operations Time-Table". Should the contractors fail to do accordingly, their performance bond funds will be used to pay for such removal by the official cleaning agency.

The Organizer reserves the right to charge any exhibitor concerned who has no Performance Bond placed with the official stand builder for removal of excessive waste (stand construction debris, crates/pallets, cartons, packing materials or literature) on the exhibition floor. Exhibitors are advised to remind the stand contractor hired (other than the official stand builder) to remove all material before leaving the hall. *Removal of crates and/or cartons remains the responsibility of the exhibitor.*

**DILAPIDATION**

Exhibitors are responsible for the cost of any damage or dilapidation to the exhibition premises, whether caused by themselves, their agents, and contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

**OPERATION OF STANDS / CONDUCT AND BEHAVIOUR**

All exhibition stands must be fully staffed and operational throughout the opening hours of the Exhibition. Exhibitors must not participate in any activity that causes, or is likely to cause, annoyance to visitors or other exhibitors.

All activities of the exhibitor and the exhibiting staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the exhibition hall. This includes the distribution of leaflets, brochures, journals, etc.

**FORCE MAJEURE**

The exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the Organizer. In such an event, the Organizer shall not be responsible for any loss incurred by the exhibitor directly or indirectly attributable to the elements of nature, force majeure or orders and directives by any governmental authority, and fees paid by the exhibitor, in full or any part thereof, are refundable at the sole discretion of the Organizer.

**AUTHORITY OF PREMISES**

In the event of any problems or disputes on-site, the decision of the Organizer, being lessee of the premises, will be final. The Organizer also reserves the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the Exhibition and concerned parties.

**PAYMENT OF EXHIBITION SPACE**

No exhibitor may begin stand construction or move their exhibits into the hall or surrounding area until the Organizer has received full payment.

**ELECTRICAL SUPPLIES AND INSTALLATION**

If you require your lighting or power points to be positioned in specific locations on your stand please mark on the Grid Plan. If you do not indicate positions, the fitments will be fixed in positions thought appropriate by Circle Qatar Ltd and any changes will incur charges.

For safety reasons and the protection of electrical installation at the exhibition premises, all power installations from source to outlet (exhibition stands) must only be carried out by the appointed Technical Services Provider, Circle Qatar Ltd. All distribution boxes where required and deemed necessary by the technical services provider will be hung or mounted on the walls or structures of the stand. Please inform your stand contractor about the positions where such distribution boxes can be mounted. Any deviation from this regulation will only result in supplies not being switched on until the exhibitor submits in writing to the Organizer or the technical services provider to discharge us from any liability whatsoever. The Organizer seeks your kind cooperation in this matter, as it is beneficial to all parties concerned.

Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply. Severe trips may take hours to rectify, thereby causing inconvenience to all exhibitors.

No electrical installation or fittings may be suspended from the ceiling of the hall or fixed to any part of the building structure without the prior permission from the Organizer and the venue owner. If permitted, a fee may be levied.

Circle Qatar Ltd (in consultation of the Organizer) reserves the right to disconnect electrical supply to any installation not supplied and fitted by them from your stand, which in the opinion of the electrical/safety officer is dangerous or will cause annoyance to visitors or to other exhibitors.

Please place orders early to facilitate submission of electrical plans to the relevant authority for approval. Late or wrong orders will cause delays in the supply to your stand. Please note that the physical conditions of the exhibition, being different from those of the exhibitor's premises, may affect the electrical supplies and installations and thus allowances must be factored into the orders made.

Requests for any item not listed in the form can be directed to the technical services provider, Circle Qatar Ltd.

## **STAND CONSTRUCTION**

Exhibitors and their contractors must take note and adhere to the timings for the build-up and teardown periods stated in the in-hall operations schedule when preparing and constructing their stands and exhibiting displays.

The Organizer has appointed Circle Qatar Ltd, as the official stand builder for all shell scheme package stands.

An exhibitor may employ a contractor of its choice to construct stand interiors and any free-standing display or fitment that may be required, subject to the following rules and regulations:

Exhibitors are responsible for the cost of restoring any damage or dilapidation to the stand structure, floor covering, light fitting, or any part thereof, caused by themselves, their agents or by any person employed or engaged on their behalf.

No additional fittings or displays, including additional name boards, covers, logos, balloons, etc., are to be attached, nailed, screwed or drilled to the stand structure provided by the official stand builder. If this instruction is ignored, the official stand builder (Circle Qatar Ltd) reserves the right to charge the exhibitor or contractor concerned for any damage to their materials.

The official stand builder (Circle Qatar Ltd) may provide assistance in hanging or displaying exhibits on the stand structure whenever possible. Please consult them if you require their assistance. Any cost incurred will be borne by the exhibitor.

No painting, wallpapering or pasting on panels is allowed. Exhibitors who wish to have such works done on the panels must inform the official stand builder, who will provide a quotation and carry out the work. Any double-sided or adhesive tapes belonging to the exhibitor or contractor **must be removed from the panels after the exhibition before leaving the premises.**

No financial credit or item-exchange will be given by the Organizer or the official stand builder (Circle Qatar Ltd) for any shell scheme package items not utilized.

### **SHELL SCHEME EXHIBITORS**

Circle Qatar Ltd has a complete range of furnishings, stand fittings, graphics and lighting to decorate and make your stand exclusive. **Please ensure that any standard items hired by you for the exhibition are supplied by the official contractor- Circle Qatar Ltd.**

**All standard items supplied by other contractors are not authorized and may be removed from your stand.** All standard items are supplied by the official contractor – Circle Qatar Ltd and are on a rental basis.



*\*For Illustration purpose only*

*\*Subject to change*

#### **Fascia**

Fascia lightbox (1.5m Width) displaying exhibitor name in English and stand no. in white computer cut vinyl sticker. Any exhibitors require having logo on their fascia will be charge as extra cost.

#### **Electricals**

Each booth will have a fluorescent lamp and a 13 amp square pin power socket.

#### **Furniture**

Each booth is provided with 1no. lockable cupboard with shelf (1000 x 500 x 900mmH), 2nos. black chairs with chrome legs, 1no. waste paper basket and 1no. square table.

The fascia, shell schemes and plug points belong to Circle Qatar Ltd. Any damage to this will be for the exhibitor's account. No painting of panels will be allowed unless discussed with the Organizer. If paint

techniques are part of your display, Circle Qatar Ltd will be able to supply damaged boards in order for you to do so. No holes may be drilled or hammered into any of the sections – please use double-sided tape.

Ensure that electrical products are in good working condition. Only **ONE** double adapter per power point is allowed. Multi-way adapters are not allowed. No venue property shall be damaged and exhibitors responsible for this will be held liable for any damages. Any item of display may not project over the frontage of the stand space or be allowed to encroach into aisles.

**The following applies specifically to space-only stands: Please ensure that your display is of a high and acceptable standard.** Any exhibit or process which generates noxious or toxic fumes, exhaust or smoke will not be tolerated. In the interest of the exhibition as a whole, it may be necessary to remove or alter something in a stand if the Organizer feel this action must be taken. This will be at the expense of the offending exhibitor.

### **Graphics and Signages**

Circle Qatar can provide you with graphics and signage's should you require any. Please do advise your requirements so that a quote can be provided for the same. Once the graphics are confirmed, the artwork needs to be sent to Circle Qatar in Hi-Res format in order to print.

Full payment is required before the production/printing of the graphics. Circle Qatar's onsite offices will be pleased to provide you with any assistance which you may require, as well as accepting additional orders and outstanding payments.

### **Stand Boundaries and Design Restrictions**

Please ensure the design of your stand befits not only your company's standards, but also those of the exhibition. Exhibition Management reserves the right to disallow stand plans and designs should they be deemed to be inappropriate. Designs must be of acceptable standard.

No exhibitor may place any display material and exhibit or allow a dividing wall or any part of their stand design and fitting beyond their contracted boundary.

All stands, irrespective of height must have at least one half of any of the frontages facing an open aisle. The maximum height allowed is 2.5 metres.

### **Additional Furniture, Lighting, A/V Equipment or Plants**

These can be ordered directly from Circle Qatar Ltd on the attached order form. Payment for this additional equipment will be for the customer's account and paid directly to Circle Qatar Ltd before the event.



**SERVICES GUIDE OF CIRCLE QATAR LTD**

Please direct any queries regarding services to:

**CIRCLE QATAR LTD**

Blg #54, 1<sup>st</sup> Floor  
Al Muntaza – Area #24  
Ibn Seena Street #950  
P.O. Box 22374  
Doha - Qatar

**Mr. Robert Khoury**

Project Manager  
Tel: +974 4437 5808 - Ext. 647  
Mobile: +974 5548 8964  
Email: [robert.khoury@circleqatar.com](mailto:robert.khoury@circleqatar.com)

**Order confirmation & delivery**

Once your order has been processed you will be issued a Circle Qatar Ltd invoice which is your order confirmation and must be brought to the exhibition along with proof of payment. Your order will be delivered to your stand by Circle Qatar Ltd the services team, during build-up of the Exhibition.

**Deadline for services orders**

All orders for services must be received before **22 April 2015**.  
There will be a 50% surcharge for orders received after the deadline.

**Payment**

No services will be supplied or installed until payment is received in full.