



13 - 16 April • Dubai
**GULF PRINT
& PACK 2015**
www.gulfprintpack.com

GES EXHIBITOR SERVICES, SHELL SCHEME STAND GUIDELINES & GENERAL INFORMATION

The Organisers, **Tarsus**, have appointed **Global Experience Specialists (GES)** as the Official Stand Contractor for **GULF PRINT & PACK 2015**

VENUE: Dubai World Trade Centre
SHOW DATES: 13 – 16 April 2015

GES will be responsible for all of the following services:

- **SHELL SCHEME STANDS:** Supply, build and onsite support of all Shell Scheme stands
- **MAINS ELECTRICITY:** Power supply to Shell Scheme stands (**Space Only Exhibitors will need to order this additionally**)
- **FURNITURE:** From a set package and / or as ordered from the GES furniture catalogue
- **CARPET:** Supply and lay of Exhibition Grade carpet to Shell Scheme stands from a set colour / specific order

GES can also offer the following additional services to **Shell Scheme Exhibitors**:

- **STANDFITTINGS EXTRAS:** Supply and fitting of any additional standfitting requirements
- **ELECTRICAL EXTRAS:** Supply and fitting of any additional electrical requirements
- **GRAPHICS:** Supply and application of graphics

Please continue reading through the GES Information Manual for more details.

It is strongly recommend that orders for any of the above services are placed early to ensure securing preferred items and prompt delivery during the build-up of the show.

Orders can be placed by using the onsite ordering link below or by submitting order forms to the show email address; gpp@ges.com. Please note the specific deadline on each order form.

GES Contact Details

Contact Krystelle Tolinero
Telephone +971 4 885 9336
Fax +971 4 885 9337
Email gpp@ges.com
Address Global Experience Specialists (GES)
WD6, Dubai Investment Park 1
P.O. Box 282786, Dubai

Customer Call Centre

Sunday - Thursday
UK +44 2476 380 185
UAE +971 2 406 4458
Email UAECustomerService@ges.com
Online Ordering Link

SHELL SCHEME STAND INFORMATION

SUMMARY

Shell Scheme stands will be provided with the following items:

- 1 no. electrical package (per 9sqm*) comprising of:
 - 3 no. 35W halide spotlights
 - 1 no. 3-pin electrical socket
- 1 no. furniture package (per 9sqm*) comprising of:
 - 1 no. Arc table, black (MT21)
 - 2 no. Iso chairs, black (MC12)
 - 1 no. Waste bin, black (MA10)
- Exhibition grade carpet – Beige
- Infill fascia panel(s)
- Vinyl-cut Exhibitor name & stand number – White

SHELL SCHEME STRUCTURE

Shell Scheme stands will be built using a Sodem system with white forex infill panels and aluminium beams. Dimensions of the Shell Scheme components can be found at the end of this document.

It is prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to any part of the stand. If Exhibitors wish to affix any artwork etc. to their stand they must affix to MDF cladding and not directly to the Shell Scheme panels. Exhibitor may also use Velcro or double-sided tape but only on the condition that it can be removed easily. Shell Scheme panels are reusable and any damages will incur a fee.

Any additional displays must be contained within the booked stand space and must not exceed 2.5m in height. If Exhibitors wish to display something which exceeds the height limit they must contact the Organiser for approval.

NAME BOARD / FASCIA PANEL

Each Shell Scheme stand will be provided with a forex infill fascia panel. The size and quantity of panels will depend on the size of the stand and how many open sides the stand has. Dimensions of the Shell Scheme components can be found at the end of this document.

The Exhibitor's name and stand number will be printed in 60mmH Mixed Case lettering in vinyl-cut text and will be applied directly to the fascia panel(s).

The name Exhibitor's wish to appear on their fascia should be submitted on the Name Board order form to gpp@ges.com by the stated deadline. If an order form is not received from the Exhibitor, the company name provided by the Organiser in the Exhibitor List will be that used for the fascia panel(s).

Any onsite alterations as a result of none submission, incorrect submissions, illegible handwriting or a simple change of mind will be subject to a re-print charge of US\$25.00 per panel.

Should Exhibitors wish to display their Company logo on their fascia panel they may do so at an additional cost. Please refer to the "Graphics & Logos" section to follow for more details.

SHELL SCHEME EXTRAS AND STANDFITTINGS

Exhibitors will be provided with a Shell Scheme structure, as detailed previously. Any additional requirements to the stand such as store rooms, ceilings, shelving etc, can be ordered using the Standfitting Extras order form.

All orders are required to be submitted with a completed grid plan enclosed on the order form to indicate the preferred location of such items. If a grid plan is not received, items will be positioned at a default position at the discretion of GES and any onsite relocations required will incur a fee.

For requirements not listed on the order form, requests can be made directly to GES and we will do all we can to accommodate your request.

CARPET

Shell Scheme stands will be provided with a Exhibition Grade carpet as standard which will be laid directly to the Exhibition hall floor.

Should Exhibitors wish to have a different colour or quality carpet they may do so by placing an order using the Carpet order form. It is also possible for Exhibitors to order additional flooring components such as a platform and underlay. Please refer to the order form for more details.

Please note all orders are subject to availability and Exhibitors are encouraged to place orders before the deadline to secure preferred items and to avoid incurring late order fees.

FURNITURE

Shell Scheme stands will be supplied with one furniture package* per 9sqm of booked stand space. The package comprises of 2 no. Iso chairs, black (MC12), 1 no. Arc table, black (MT21) and 1 no. Waste bin, black (MA10).

Additional furniture for Shell Scheme stands can also be ordered from GES at an additional cost. Please refer to the Furniture order form and catalogue for images, costs and specifications.

Please note all orders are subject to availability and Exhibitors are encouraged to place orders early to secure preferred items and to avoid incurring late order fees.

**It is not possible for items in the furniture package to be substituted for other items.*

ELECTRICAL REQUIREMENTS

GES will provide all Shell Scheme stands with one electrical package per 9sqm of booked stand space. The package comprises of 3 no. 35W halide spotlights and 1 no. 3-pin electrical socket with power supply. Power consumed by the stand is also included in the space rental charges.

Exhibitors should supply GES with a grid plan indicating the preferred location of their spotlights and sockets. Please note that the location of spotlights is slightly limited and determined by the overhead ceiling supports. If a grid plan is not received GES will position electrical items at a default position and any onsite relocations requested by the Exhibitor will incur a fee.

Any additional electrical requirements (e.g. sockets, extension leads) may be ordered using the Electrical order form for Shell Scheme stands. It is not possible to change the standard socket type from 3-pin; if Exhibitors have a requirement for a different plug socket they should order a multi-pin adaptor.

The power supplied to stands is sufficient for laptops, mobile phone chargers, fridges etc. Shell Scheme Exhibitors are only required to place an order for an additional mains power supply if the use of the socket is intended for items such as coffee machines and other machinery*. Additional power can be ordered using the Utilities order form for Space Only stands.

**Please contact GES for clarification on whether additional power is required for your stand.*

GRID PLANS

All Electrical / Utility and Standfitting orders should be accompanied by a completed grid plan to indicate the desired location of the requirement. Grid plans are enclosed in the individual order forms as well as there being a separate grid plan form.

If grid plans are not completed, GES will position the items at a default position and any onsite relocations (if possible) will be subject to a relocation fee.

GRAPHICS & LOGOS

GES can provide Exhibitors with graphics such as seamless wall graphics, individual panel graphics or the option to print Company logos on fascia panels. Please refer to the Shell Scheme Graphics order form for prices and dimensions.

For more detailed information or requirements not mentioned on the order form please contact the GES Graphics Department on the following details:

GES – Graphics Department

Tel: +971 4 885 9336

Fax: +971 4 885 9337

Email: GraphicsUAE@ges.com

Web: www.GES.com

Ready-to-print artwork for all orders should be submitted to the Graphics Department no later than 2 weeks prior to the show.

Please note that 100% payment is due upon receipt of invoice and graphics will not be printed until payment has been received.

Please note the Shell Scheme stand walls and structure is property of GES. We encourage all graphic orders to be placed through GES to avoid damage to wall panels. Any damaged panels will be charged to the Exhibiting Company at a rate of US\$ 200.00 per panel.

SPACE ONLY STAND INFORMATION

DESIGN & BUILD

As one of the largest Exhibition Contracting Companies in the UAE, GES can offer cost effective Design & Build solutions to make any Exhibit a success, however large or small.

GES provide:

- Free stand design
- Creative solutions for unrivalled value for money
- Full project management and customer care
- Complete peace of mind

For further information, please contact **Haitham Canawati** on +971 4 885 9336 or email HCanawati@ges.com to discuss how GES can help.

MAINS ELECTRICITY

Space Only Exhibitors must order their desired mains electricity requirements through GES. This can be done by completing the Utilities order form for Space Only stands or by placing an order online. It is advised that orders are placed before the deadline in order to avoid any surcharges.

Please note that the venue, Dubai World Trade Centre, has set new rules and regulations for mains electrical supply taking effect 1st January 2014.

Power required for stand construction during the build-up days (and stand deconstruction during the break-down), should be ordered separately and in addition to power required for the actual show days. Power from the venue wall sockets will no longer be available during the build-up and break-down periods.

Mains electricity required for the actual show days should be ordered as normal.

Please refer to our FAQs regarding Space Only mains power orders at the end of this document and the notes on the order form for more information.

Mains power cables will be located at the discretion of GES unless otherwise indicated by the Exhibitor and / or their stand Contractor on the grid plan enclosed in the order form. Any onsite relocations (wherever possible) will incur a fee.

Please note that main power supplies do not automatically come with a distribution board; this should either be supplied by the Contractor or can be ordered separately through GES.

All other electrical connections, fixtures and fittings should be supplied and fitted by the Exhibitor and / or their stand Contractor; these items will not be supplied by GES.

Power consumed by the stand during the Exhibition is included in the price stated on the order forms.

EXHIBITOR ORDERS

Space Only Exhibitors also have the option to order furniture and carpet from GES. Please refer to the corresponding order forms for more details.

GENERAL INFORMATION

INVOICES

Exhibitors will receive an invoice within 5 – 7 working days of the date the order was placed. Should an invoice not be received within this timeframe, please contact GES on the specific show email address. Invoices will be sent by email to the email address provided by the Exhibitor / Stand Contractor on the order form.

PAYMENTS

Payment for is due upon receipt of invoice. Goods / services will not be supplied and stands will not be energised without receiving 100% payment in advance of the show.

Payments to GES can be made by cheque, bank transfer or credit card; please see specific details below.

CHEQUE

Cheques must be made payable to “GLOBAL EXPERIENCE SPECIALIST (GES) Exhibition Services LLC”. The currency on the cheque must be in AED; we cannot accept cheques with amounts in USD, GBP, EURO or any other currency.

BANK TRANSFER

Bank transfers should be made to the GES bank details found at the bottom of the payment form / invoice.

Bank transfers can be made in US Dollars, Emirati Dirham or British Stirling – please use the specific IBAN number relevant to the currency you wish to pay.

Note that it is important to indicate **IBAN** and the invoice number when making your transfer and all bank transfers must be inclusive of all bank charges.

Please send a copy of the bank transfer confirmation / remittance to the designated show email address once the transfer has been made so that we can further check on your payment with our Accounts team.

CREDIT CARD

Credit card payments can be made by completing the enclosed payment form and returning it with the order form(s) / upon receipt of invoice to the designated show email address.

Please note any credit card payments will be initiated by our UK office and will be made in GBP Stirling according to that day's exchange rate. A receipt of your payment along with currency conversion rate will be provided.

EVENT BREAK DOWN

GES will begin to dismantle the Shell Scheme stands at the close of the event and would request that any display items, products and / or personal property be removed from the stand by this time.

Exhibitors will be held responsible for any damages to / loss of GES property and will consequently be charged.

GES cannot accept any responsibility for items that are not removed, and which may be subsequently damaged or stolen.

GENERAL QUERIES

For any queries regarding Shell Scheme stands, Space Only power supply, Exhibitor Services, payments and other topics related to GES as the Official Stand Contractor, Exhibitors should feel free to contact GES on the official show email address or our dedicated Customer Service Centre. Contact details are at the front of this manual.

GLOBAL EXPERIENCE SPECIALISTS (GES) PAYMENT FORM

Should you wish to pay by **credit card** please complete this form with your payment details and submit along with your order / upon receipt of invoice to GES on the designated show email address on the order forms.

Company Name		Stand No.	
Exhibition		Cardholder's Name	
Card No.		Card Type	
Expiry Date		Security Code	
Details of Payment / Invoice No.			
Amount		<i>Please note credit card payments will be initiated by our UK office and will be made in Stirling</i>	
Authorized By		Signature	

Should you wish to make payment by **bank transfer** please use the GES bank details below. Please note payments can be made in US Dollars, Emirati Dirham or British Stirling – see specific IBAN numbers below.

Bank Account Name: Melville Middle East Exhibition Services LLC

Bank: Abu Dhabi Commercial Bank

Branch: Mall of the Emirates

Swift Code: ADCB AEAA

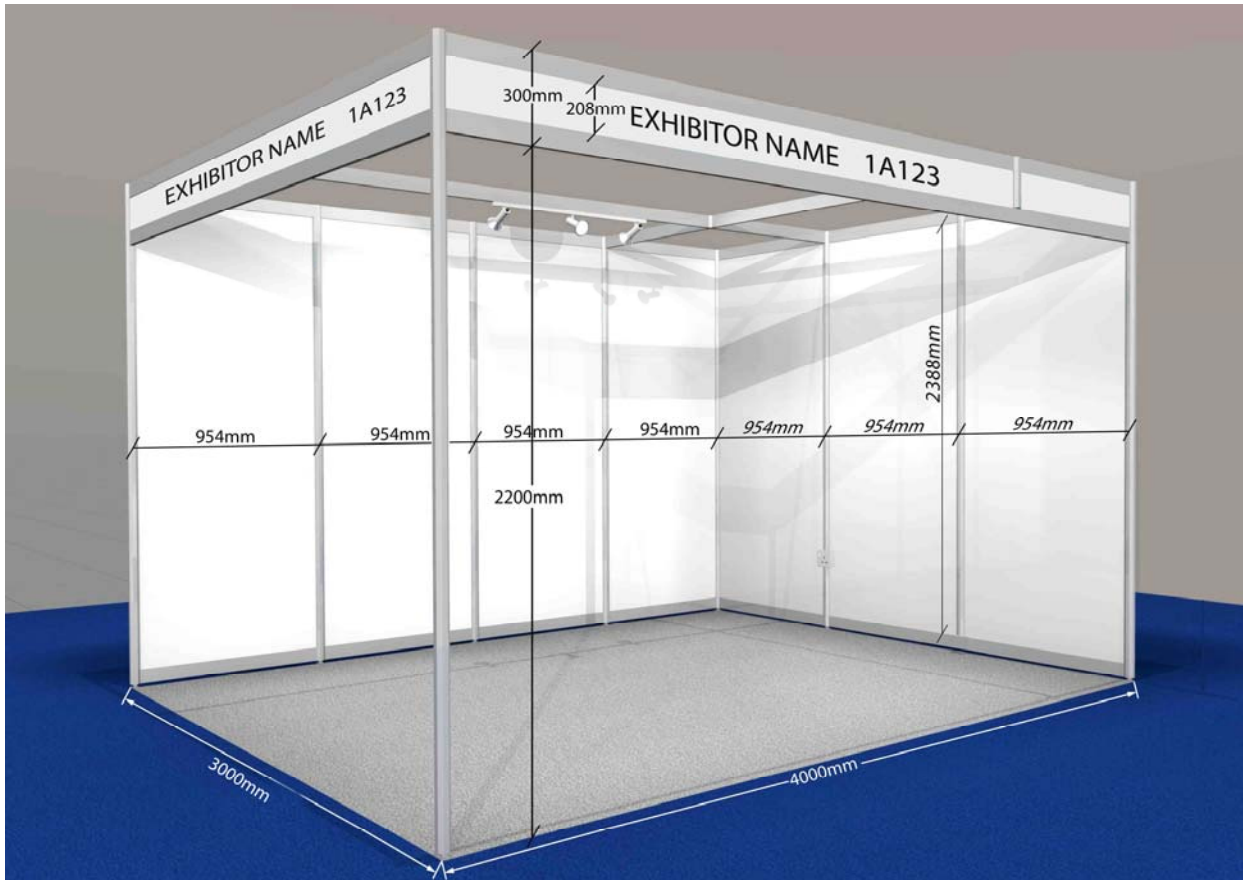
IBAN US Dollars: AE090030010066767195001

IBAN Emirati Dirham: AE270030010066767126001

IBAN British Stirling: AE740030010066767350001

Please send a copy of the bank transfer confirmation / remittance to the designated show email address once the transfer has been made so that we can further check on your payment with our Accounts team.

EXAMPLE SODEM SHELL SCHEME DIMENSIONS



**Please note the above is for reference only and to display the dimensions of standard Shell Scheme panels and fascia boards. The design and / or colours of the Shell Scheme stands will be as previously detailed.*