

# EXHIBITOR MANUAL



## MILIPOL QATAR 2024

From October 29<sup>th</sup> to October 31<sup>st</sup> 2024  
Doha Exhibition and Convention Center  
QATAR

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## CHECKLIST

CLICK ON THE ITEMS TO REACH THE INFORMATION YOU NEED

To access your exhibitor online area please click on the following link and enter your ID and password: <https://event.milipolqatar.com/2024/>

### Order Forms

### Refer to

### Deadlines

#### MILIPOL – COMEXPOSIUM SECURITY

/	Free online catalogue entry	Exhibitor online	30 <sup>th</sup> September 2024
/	Exhibitor badges	Exhibitor online	31 <sup>st</sup> October 2024
/	VIP Exhibitor badges	Exhibitor online	31 <sup>st</sup> October 2024
/	VIP Guest badges	Exhibitor online	31 <sup>st</sup> October 2024
/	Service badges	Exhibitor online	31 <sup>st</sup> October 2024
/	Visitor invitations	Exhibitor online	31 <sup>st</sup> October 2024

#### CIRCLE – STAND PREPARATION

N°1	Shell scheme booth Fascia name	Exhibitor Manual	30 <sup>th</sup> September 2024
N°2	Power mains, audio visual, Electrical appliances and fittings	Exhibitor Manual	30 <sup>th</sup> September 2024
N°3	Rental of Furniture & appliances	Exhibitor Manual	30 <sup>th</sup> September 2024

#### MISCELLANEOUS

N°4	Waste Removal form	Exhibitor manual	30th September 2024
N°5	Exhibits insurance - QIC	Exhibitor manual	30th September 2024

#### DECC SERVICES

N°6	Food & Beverages approval form	Exhibitor manual	30th September 2024
N°7	Stand Catering form	Exhibitor manual	30th September 2024
N°9	IT & Telecommunications	Exhibitor manual	30th September 2024
N°10	Rigging	Exhibitor manual	30th September 2024
N°11	Security	Exhibitor manual	30th September 2024
N°12	Stand cleaning	Exhibitor manual	30th September 2024
N°13	Vehicle display	Exhibitor manual	30th September 2024
N°15	Haze / Smoke use	Exhibitor manual	30th September 2024
N°16	Delivery scheduling / registration	Exhibitor manual	30th September 2024

#### DECOPLUS – Architecture department

N°17	Stand design approval form	Exhibitor manual	30th September 2024
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## 1. USEFUL CONTACTS

### 1.1 Milipol offices addresses

#### MILIPOL QATAR OFFICE IN DOHA

Ministry of Interior  
 Administrative Annex Building  
 West Bay – P.O. Box 22284  
 Doha, Qatar  
**Tel.:** + 974 4441 18 18 / 4484 95 20  
**Fax:** + 974 4441 62 62  
**E-mail:** [milipol@moi.gov.qa](mailto:milipol@moi.gov.qa)  
[www.milipolqatar.com](http://www.milipolqatar.com)

#### MILIPOL QATAR OFFICE IN PARIS COMEXPOSIUM SECURITY

Immeuble Highlight  
 17 Quai du Président Paul Doumer  
 92400 Courbevoie  
 France  
**Tel:** +33 (0)  
**E-mail :** [sales@milipol.com](mailto:sales@milipol.com)  
[www.milipolqatar.com](http://www.milipolqatar.com)

### 1.2 Milipol Team contacts

#### Operations:

Mrs Amaranthe Hurtado  
[amaranthe.hurtado.contractor@comexposium.com](mailto:amaranthe.hurtado.contractor@comexposium.com)

#### After sales & administration:

Mrs Laurence Poussier  
[laurence.poussier@comexposium.com](mailto:laurence.poussier@comexposium.com)

#### Catalogue & communications tools:

[milipolqatar@j2c-communication.fr](mailto:milipolqatar@j2c-communication.fr)

#### Communications team:

[visit@milipol.com](mailto:visit@milipol.com)

#### Sales team:

[sales@milipol.com](mailto:sales@milipol.com)

#### Exhibition Director:

Mrs Anne Frayssinet

### 1.3 On site Organiser's office

The organiser's office will be located in the exhibition Hall. All our team will be pleased to answer your questions and assist you with any request.

## 2. ONSITE OPERATIONS TIMETABLES

### 2.1 Move-in / build up

	23/10/2024	24/10/2024	25/10/2024	26/10/2024	27/10/2024	28/10/2024
	7am-midnight	7am-midnight	7am-midnight	7am-midnight	7am-midnight	7am-10pm
OFFICIAL MAIN CONTRACTOR						
OFFICIAL FREIGHT FORWARDER						
ALL 'SPACE ONLY' EXHIBITORS						
ALL EXHIBITORS						

Electrical power connections for the build-up will be available in the Hall for free. Please remember to bring extension cords with you. Electrical supplies during the build-up will be available on a 24h basis.

Main electrical supplies to the booth will be switched on once the installation is complete and checked.

Shell scheme stands will be delivered on the 27 October at 10 am.

### 2.2 Exhibition opening hours

	29/10/2024	30/10/2024	31/10/2024	HOURS
EXHIBITORS/ EXHIBITOR VIP/ SERVICE				FROM 8:30AM TO 8:00PM ON THE 29 <sup>TH</sup> AND THE OTHER DAYS.
VISITORS/ VIP/ Official Delegations/ PRESS				FROM 10:00AM TO 7:00PM EVERY DAY.

The Official Opening ceremony will be held at the main entrance the morning of the opening day.

**All deliveries during the show (catering, documents....) must be coordinated with the organiser beforehand. No deliveries requiring the use of handling vehicles will be authorized during the opening days of the show.**

Time of operation of electrical supplies: 24h basis

## 2.3 Move-out / Dismantling

	31/10/2024	01/11/2024	02/11/2024	HOURS
ALL EXHIBITORS				24H BASIS FROM 31/10 7:00PM TO 02/11/24 6:00PM

For safety reasons and to respect the other exhibitors still working, we thank you to **avoid dismantling your booth and to move out your heavy equipment before 8.00 pm. on 31 October 2024.**

All main supplies to the booth will be **switched off on 31 October 2024 at 7.00 pm.**  
 Electrical power connections for the dismantling period will be available in the hall for free.  
 Please remember to bring extension cords with you. Electrical supplies during the dismantling will be available on a 24h basis.

**No equipment**, whatsoever belonging to the exhibitors or their contractors, must remain in the exhibition premises **after 6.00 pm on 2 November 2024.**

### 3. VENUE

#### 3.1 Access to Doha Exhibition and Convention Center (DECC)

MILIPOL QATAR 2024 will be held at:

##### **Doha Exhibition & Convention Center**

Westbay, Next to City Center Mall

Exhibition Halls 1, 2, 3

P.O. Box 24953 - Doha, Qatar

Tel: +974 4033 1111

E-mail: [info@decc.qa](mailto:info@decc.qa)



##### Arriving to Doha by Airplane

Direct international flights to Doha from more than 150 destinations through the 5-star award-winning Qatar Airways.

2 billion people are within a four-hour flight.

An award-winning airport: Hamad International Airport only 20 min drive from/to DECC.

Airport taxis and hire cars are available at the airport and at DECC.

The Metro Red Line connection is a direct line from Hamad International Airport – Terminal 1 to DECC Metro Stations.

## Driving to DECC

Doha Exhibition & Convention Center sat in the heart of the commercial district of Doha West Bay, alongside international embassies, big businesses & global corporations on its doorstep.



At DECC you can utilize the underground multi-storey parking facilities for up to 2800 cars. Rest assured that DECC works closely with local authorities to manage major event traffic & ensure easy access for visitors with minimum interruption to the city traffic flow.

## Parking in DECC

DECC has a total of 2,800 chargeable, secured and climate-controlled car parking spaces. A limit applies to the number of car parking spaces available during an event. The total space available depends on other events taking place simultaneously as well as the number of parking spaces allocated for annual parking agreements. However, the parking operating hours where the car park is attended by Car Park Operators is from 7:00 am until 1:00 am (next day).

Escalating hourly basis car parking fees is applicable as follows:

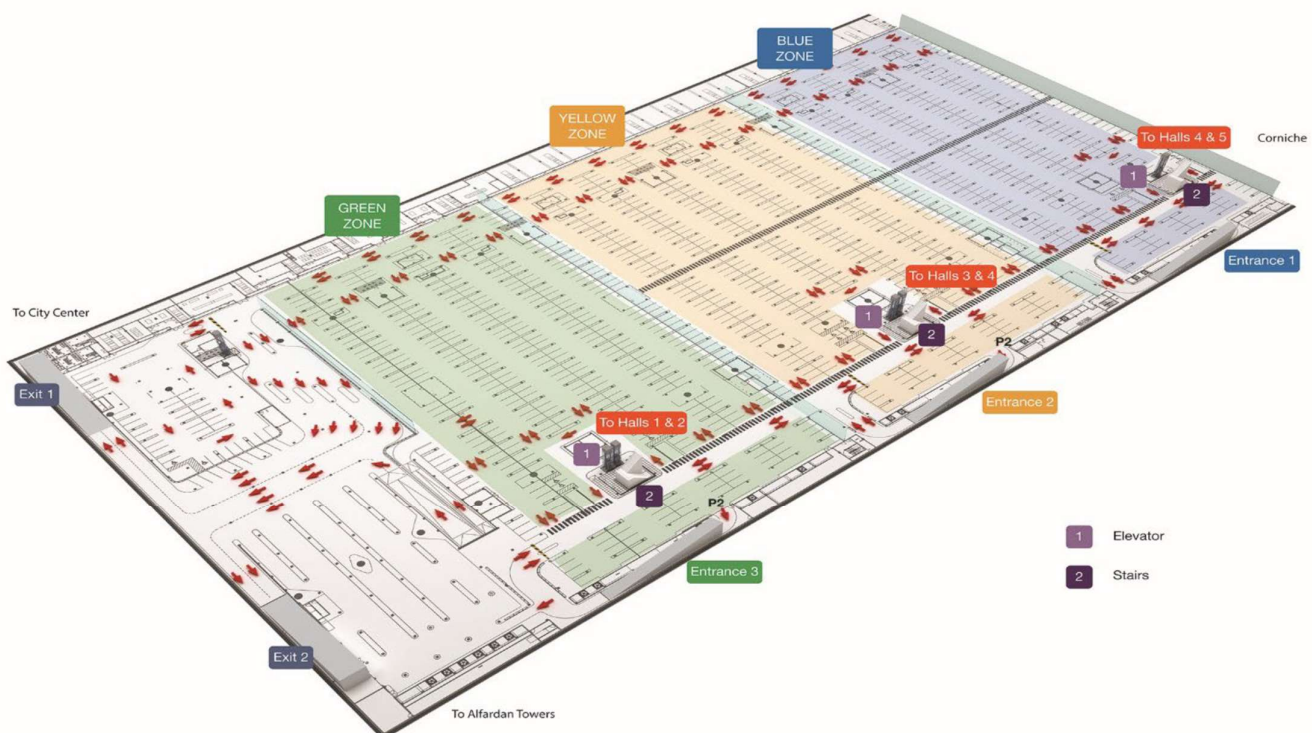
- First 4 hours: QR 3 each
- Every Additional Hour after the Fourth hour QR 5
- Maximum per Day QR 70
- Lost Ticket: QR 70

Except for Permanent Parkers/Parking Members, vehicles are not allowed to park overnight. DECC reserves the right to remove all vehicles remaining in the car park after 1 am, if the owner is not a Permanent Parker.

Vehicles are not allowed to park within the 'no parking zones' and DECC reserves the right to remove vehicles, which are parked incorrectly or causing obstruction to other road users. Violators will be charged a daily fee plus administration fees. The maximum speed limit in the car park is 10 km/h.

All vehicles are parked at the visitors' own risk and DECC will not be liable for any loss or damage to any vehicle parked within the car park, or any harm done to humans including death.

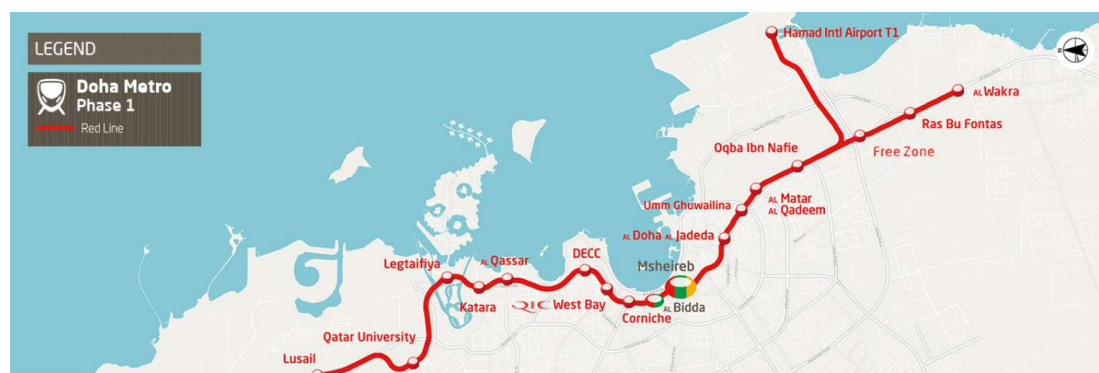
Doha Police Traffic Department terms and conditions are applicable at all times.



### Drop off / Pick up Points

For arrival by taxi or private vehicles, drop off and collection can be made at the main entrances of the exhibition halls, accessing it from Gate 5 in front of Hall 5 (facing Kahramaa building).

### Subway



Red Line : DECC Station

Time : 20 min

Cost : QR 2

### Taxis & VTC DRIVERS

Karwa taxi services can be booked in advance by calling the call center on +974 800 8294. For on-arrival booking, simply approach the Karwa taxi kiosk located in the Arrivals hall. If you need to book special taxis for passengers with reduced mobility (PRM) please call Mowasalat directly on (+974) 4458 8888, providing as much advance notice as possible. DECC also operates its own taxi limousine service, Fox Transport, look out for their kiosk in the foyer area outside Hall 4.

It's also possible to use VTC Drivers: they are legion in Doha with the widely used **Uber application**

### Facilities for Disabled Visitors

DECC has been designed to be disable access friendly. All exhibition halls, meeting rooms & public areas are accessible by wheelchair. Car Park spaces are also reserved for the disabled. Toilets on the ground floor & first floor also have disabled access, while all lifts accommodate standard wheelchairs & have low-level buttons as well as announcements for the visually impaired. Doorways are wide enough to accommodate standard wheelchairs.

### Drop Off / Pick Up Arrangements for Visitors with Special needs

If you are arriving by taxi, you will be able to be dropped off at the main entrances of the exhibition halls in front of Hall 2. If you are arriving by private car & have your disabled parking permit badge with you, you will be directed to the nearest disabled car parking zone, where you can be dropped off & picked up at the end of your visit.



Please be aware that in order to secure the available parking space for those who are entitled to it, DECC reserves the right to inspect disabled parking permit badges. If an inspection is refused then DECC reserves the right to deny access to the disabled parking zone.

#### Mobility Equipment Hiring

Wheelchairs are available in the venue, subject to availability. Please contact **00974 4033 1353** for assistance.

#### Animals

Animals will not be permitted in the premises of DECC. Only assistance dogs are welcome.



## 3.2 Useful information about Doha Exhibition and Convention Centre

### Amenities Map



### Contractors Toilets

Contractors' toilets are in the loading dock area. Toilets inside the exhibition halls, VIP Suites, Majlis or public foyer should not be used by staff and contractors.

### Drinking fountains

Drinking fountains are available around the perimeter of the exhibition hall & can be used by all staff as required.

### Lost & Found Office

The Lost and Found office is located at the security room adjacent to hall 5. DECC security is responsible for the safekeeping of items that have been found on the premises. Items will be returned to the rightful owner upon presentation of reasonable proof of ownership. Any items left beyond **one month** will be disposed of at DECC's discretion. Anyone who has lost property should report the details to DECC security as soon as they become aware of the loss. Losses may be reported by phone on **(+974) 4033 1999**.

### Prayer Rooms

Men's prayer room is located in the main concourse between halls 4 and 5.  
Ladies' prayer room is located in the main concourse between halls 2 and 3.

### Smoking in the Venue

As per Qatari law, the entire complex is a non-smoking venue. Anyone found smoking on the premises shall be removed and re-entry to the venue shall be at the discretion of DECC. For health and safety reasons, smoking is strictly prohibited in the loading docks. Anyone who breaks the smoking ban will be subject to a fine of QAR 3,000.

### Kiosks

2 retail Kiosks are located in the concourse by the entrances of hall 2/4.

### ATMs & Banking

Bank branches and ATM machines available and located within the City Center mall with an easy access from DECC venue to the mall.

## 4. ACCESS CONTROL - BADGES - INVITATION

All persons accessing the venue should be a legal resident / visitor to Qatar and should carry original documents for identification.

No visitors are permitted to access the venue during buildup & dismantling or out of the event's live timings.

During all periods (build up, opening and dismantling) access to minors under 16 is strictly forbidden.

**All persons accessing an event space should have an official badge.**

**All persons accessing an event space during the buildup & dismantling should report to the venue's security team and show their badges or pins. Identity will be checked if necessary.**

### 4.1 Build up / Dismantling access Exhibitor, VIP Exhibitor and Service badges (free of charge)

**Please note:**

- Badges are **nominative**.
- Badges cannot be exchanged or lent.
- You are kindly requested to fill out the relevant order online in order to provide the organiser with the necessary information in due time.

- **BUILD UP AND DISMANTLING access:** All exhibitors or contractors will be asked a proof of identity (stand reservation confirmation for exhibitors or stand building contracts for the contractors).

**However please note that a safety vest is required to access the halls.**

**All other badge categories must be registered online (exhibitor area) using your ID and password.** (Link: <https://event.milipolqatar.com/2024/>)

- **EXHIBITOR badges:** do not forget to order EXHIBITOR badges for all your company members attending the exhibition-
- **VIP EXHIBITOR badges:** do not forget to order VIP EXHIBITOR badges for the **CEO and Directors of your company**. They allow the bearer to enter 1 hour before the opening of the show to the Visitors.
- **VIP BADGES & VISITOR INVITATIONS:** The badges / invitations module allows each exhibitor to invite their clients or prospects. In the module you will find a dedicated VIP badges area to register your main clients (up to 10 VIPs) and the visitor invitations section where you will be able to copy/paste your personalized invitation code or link in your communication to your guest. To use them, click on the button on the right-hand side of the exhibitor's area.
- **SERVICE badges:** do not forget to order SERVICE badges for your contractors which will carry out technical maintenance or reception facilities on your stand.

#### 4.2 Admission for visitors, VIPs:

MILIPOL QATAR 2024 is reserved for security professionals. It is only accessible for Visitors and VIP (access to minors under 16 is strictly forbidden) who works in the security business. A business card and a valid ID will be asked at the entrance.

Visitors can register online before the event or directly at the venue at the welcome desk.

*Please note the organizer may refuse a registration if the applicant is not a professional of the security sector.*

## 5. COMMUNICATIONS TOOLS

Milipol Qatar 2024 proposes you to gain brand exposure at the event thanks to various communications tools. Stand out in the different publications and in the aisles of the exhibition:

- **Promotional items:** online catalogue, pocket plan, official bags...
- **Show visibility:** floor plan, floor tiles, seminars...
- **Digital opportunities:** logo on the website or in the exhibitor list, your banner on the e-news...

Do not miss our special visibility pack offers! Prices and deadlines depend on the communication tools.

**Please enter your exhibitor area online with your ID and pass word to download your communications tools guide (Link: <https://event.milipolqatar.com/2024/>).**

### 5.1 Online Catalogue (free of charge)

Each exhibitor, except the "Represented companies", having paid the registration fees will have one free entry page in the online Catalogue. This entry is to be used by the exhibitor to present, in English, the exhibiting company and its products or services. This free entry is named "Free catalogue entry". This is not an advertisement.

To register, please visit our exhibitor area on line.  
(Link: <https://event.milipolqatar.com/2024/>)

### 5.2 Daily News 2024

In partnership with our content Cleverdis, Milipol Qatar publishes the official Show Daily.

Advertising opportunities are reserved for Milipol Qatar 2024 exhibitors.

For any question related to advertising opportunities, please contact  
Veronika VERZHAK  
Tel: +33 7 66 66 80 30  
[Veronika.verzhak@cleverdis.com](mailto:Veronika.verzhak@cleverdis.com)

Press releases and editorial queries should be forwarded to  
Monica Hutchings  
Tel: +33 6 65 42 94 43  
[Monica.hutchings@cleverdis.com](mailto:Monica.hutchings@cleverdis.com)

### 5.3 Press Agency

**Action Qatar** is the official press agency for Milipol Qatar 2024 after successful collaborations since 2012.

Action Qatar, part of the Action Global Communications Group, operates from fully independent offices in downtown Doha. The Qatar team has a strong journalism background, and is vastly experienced at handling bi-lingual (English/Arabic) Public Relations and Event Management campaigns. Action Global Communications' network is comprised of 45+ offices around the world, with its worldwide headquarters located in Cyprus. Award-winning MCS/Action UAE is a founding member of the Middle East Public Relations Association (MEPRA). For more information about Action PR Group, please visit the website at: [www.actionprgroup.com](http://www.actionprgroup.com). You can also reach Action Qatar office on +974 44361499.

Please contact them to **improve your visibility towards journalists**:

**For Media Enquiries please contact:**

Salwa Ghorayeb, Account Manager

Action Qatar

Tel: 00974 44361499

Email: [salwa.g@actionprgroup.com](mailto:salwa.g@actionprgroup.com)

### 5.4 Badge readers

Order your badge reader so that you keep and manage easily all the information regarding the professional visitors who came at your stand.

**If you are interested in renting reader, please contact:** [sales.milipol@comexposium.com](mailto:sales.milipol@comexposium.com)

Or Ms Laurence Poussier – [laurence.poussier@comexposium.com](mailto:laurence.poussier@comexposium.com)

## 6. GENERAL SERVICES

### Services are subject to deadlines.

Passed these dates fees will be increased or services may no longer be available. Please refer to the check list p.4 and make sure you order or submit in time.

### 6.1 Rigging services

In order to ensure a safe environment for organizers, contractors & visitors, DECC is the sole provider of all top & primary rigging at the venue.

**No Rigging orders will be accepted 3 days prior the opening of the show.**

**No Rigging services will be executed in the last 2 days of buildup.**

To order please refer to **N°11 order form** in this exhibitor manual and observe the basic Rigging Guidelines detailed on it.

Main contact to help you at the DECC on rigging matters:

| [logistics@decc.qa](mailto:logistics@decc.qa)

### 6.2 Compressed Air

Please contact DECC for more information

Tel: +974 4033 1340

Email: [fm@decc.qa](mailto:fm@decc.qa)

### 6.3 IT Information technology

**The DECC is the exclusive provider of information technology services within the venue.**

This includes all exhibition halls, meeting rooms & public areas. All requirements to install, connect, repair, alter, or distribute information technology services, whether originating or terminating in the DECC are to be arranged & coordinated with the DECC IT Department. Material & equipment provided by the DECC shall remain the property of the DECC.

To order please refer to **N°10 Oder form** in this exhibitor manual and check the condition of sales.

#### Wi-Fi Services

DECC offers 1mbps complimentary Wi-Fi services at the concourse area. It is not advisable to use free wireless internet for bandwidth intense or delay sensitive applications & wired internet connections recommended. Event & meeting room Wi-Fi requirements shall be considered on case-by-case basis & charged accordingly.

No independent Wi-Fi networks are to be setup, as this interferes with the DECC Wireless Network. Wireless broadcasting devices such as Access Points (both 3G/4G & Ethernet based), routers & bridges are not to be setup/used in the venue. Failure to comply will result in the event's provided Wi-Fi network being blocked & LAN/Internet services provided by DECC being deactivated, without refunds.

#### Wired – LAN

Bandwidth requirements greater than 4Mbps **must be requested minimum 3 weeks prior to the event move-in date.**

Local Telephone lines (inclusive of handset) & Fax lines can be provided on request & charges apply.

All services will be activated & available for use on the first live day of the event. If services are required earlier for configuration & testing, then additional day charges will apply.

## 6.4 Catering Overview

### Exhibitors on Stand & Catering Services

Exhibitors can order catering for exhibition stands by referring to the on-stand Catering Form. Completed exhibition order forms should be returned no less than 14 days prior to the official move-in date of the exhibition

Please see the **N°9 Order Form** in this exhibitor manual (On Stand Catering Exhibitors) and condition of sales.

### Corkage Fees

This is a daily fixed fee to be paid directly by the exhibitors to DECC, allowing them to utilize the services of any outside caterer other than DECC's recommended service provider for any stand & catering orders, Food & Beverage Disclaimer – Documentation Requirements

It is mandatory for the caterer to submit the following documents to DECC management to be allowed access to the venue for providing their services to their client.

**Please refer to the N°8 form** in this exhibitor manual (Outside Caterer Approval form)

**Should Caterers not have written approval from DECC management in writing they will not be allowed to operate in the venue.**

- Company Trade License
- Signed disclaimer
- Food Safety & HACCP Certificates for onsite service personnel
- Payment receipt for corkage fees as advised by DECC management
- Written approval from DECC management
- Provision of suitable waste management methods & dishwashing facilities

### Alcoholic Beverages

**The sale, service or consumption of alcoholic beverages is prohibited by law. Alcoholic beverages may not be served within the DECC. It is not permitted to work whilst under the influence of alcohol.**

## 6.5 Stand Cleaning

This service is included in the booth rental rate and covers the following:

- Vacuum, sweep and mop booth floor.
- Empty and clean all wastepaper bins and adjusting of counter tops

The cleaning service is carried out once daily either before the opening or after the exhibition closes. Such a service is provided to all booths. Nothing is done inside the locked rooms.

The cleaning staff is not allowed to clean any exhibit on display.

Any specific additional requirement (permanent service, etc.) on any booth has to be dealt directly with the DECC services, at the exhibitor's expense.

If so, please refer to **N°13 Order form** in this exhibitor manual.

### Waste Management

**Exhibitors & their stand contractors are responsible for the disposal of waste during the buildup & dismantling. All exhibits & construction material must be packed & removed from the exhibition area after the event.**

**The skips are not free to use. Please see our waste removal form n°5.**

Contractors should remove the build-up material outside DECC premises & not inside the marshaling yards or skips area since this is necessary for maintaining the area.



Paint cans should not be thrown inside the skips & should be removed from DECC premises. The skips area must be free at all times to allow access to the skip company. The trenches are not to be used by the contractors for dumping waste.

#### Waste Collection & Removal Services

The following waste items are strictly forbidden from skips: Explosive materials such as large metallic objects, masonry, spray cans, solvent containers, inkjet cartridges, batteries, fuel, flammable liquids, cleaning agents, paint tins, fluorescent tubes, glass & all organic waste including food & liquid products.

All waste resulting from wood cutting, drilling & sanding etc. must be collected & bagged immediately & disposed of in the skips provided. Careful consideration should be given to the trenches to ensure waste & various detritus does not collect & pose a threat to utility services inside.

### **6.6 Security / Stand surveillance**

Security is an exclusive DECC service.

The organizer will take care of general exhibition surveillance. However, in spite of our efforts, all difficulties cannot be avoided completely. The exhibitor is responsible for his/her own booth, should take all necessary measures to protect his/her equipment and personal belongings at any time.

Please refer to **N°12 Order form** in this exhibitor manual for any additional or specific request.

### **6.7 Electricity**

All exhibitors on space only booths are required to order their electrical connection exclusively through the **N°3 Order form** in this exhibitor manual.

Please bring as many international adapters as you may need.

Electrical power will be available for free during build-up and dismantling. Please remember to bring enough extension cords to be able to reach the connection points.

### **6.8 Water connections**

Subject to availability and to be ordered at least 2 weeks before the event  
Please contact CIRCLE QATAR for more information.

Tel: +974 44418510

[orders@circlegatar.com](mailto:orders@circlegatar.com)

### **6.9 Lighting / Audiovisual**

*(This is a non-exclusive service)*

Some equipment is proposed by our official main contractor, CIRCLE.

Please refer to the **N°3 Order form** and catalogue in this exhibitor manual.

You can also order through the DECC services.

Please contact DECC for more information

Tel: +974 44033 1348

[logistics@decc.qa](mailto:logistics@decc.qa)

### **6.10 Carpet / Furniture and other appliances**

*(This is a non-exclusive service)*

Still, some equipment is proposed by our official main contractor, CIRCLE.

Please refer to the **N°4 Order form** and catalogue in this exhibitor manual.

### 6.11 Booth building

Our official main contractor is CIRCLE QATAR Ltd.

**Circle Qatar Ltd.**

1<sup>st</sup> Floor, Building # 54

Ibn Seena Street # 950

Al Muntazah Area # 24

P.O. Box 22374,

Doha, Qatar

**Tel:** + 974 4435 5812 and 4437 5808

**Fax:** + 974 4442 6084

**General e-Mail:** [enquiries@circleqatar.com](mailto:enquiries@circleqatar.com)

Our Local organizer with Ministry of Interior is Outbox Events Management CO.

**Outbox Events Management CO**

Doha, Qatar

**Tel:** +974 4411 5433

**Mobile:** +974 6624 4944

**General e-Mail:** [info@outboxqa.com](mailto:info@outboxqa.com)

For space only exhibitors requiring design solutions, please contact Mr. Charbel Matar.

**Tel.:** + 974 4437 5808

**Fax:** + 974 4442 6084

**e-Mail:** [charbel.matar@circleqatar.com](mailto:charbel.matar@circleqatar.com)

### 6.12 Customs & forwarding

The goods imported for the purpose of exhibition are treated as temporary imports and exempted from customs duty. **All the exhibitors are advised to contact our official international freight forwarder PREMIER SHOW FREIGHT in order to collect the relevant and reliable information and procedures.**

**The 3 following remarks are essential to avoid any difficulty:**

- You are advised not to carry any exhibit to be displayed as hand luggage when entering Qatar
- Please note that any weapons shipment must be re-exported 100% to the exhibitor in the country of origin.
- In addition, please note also that selling, swapping or trading of weapons at the exhibition is strictly prohibited.

According to international trade exhibition regulations in use all over the world, please note that the selling of exhibits on display is forbidden on a trade show such as MILIPOL QATAR. The temporary import procedure facilities granted to the exhibitors implies that all the goods imported for the purpose of an exhibition must be re-exported in the country of origin after the show is closed.

**To ensure a smooth follow up of your logistics, please contact our official freight forwarder:**

**Premier Showfreight Ltd**

Unit 7 Valley Point Industrial Estate  
Beddington Farm Road  
Croydon, Surrey, CR0 4WP United Kingdom  
Tel: +44 (0) 20 3256 1270  
Fax: +44 (0) 20 8683 0126  
Website: [www.premiershowfreight.com](http://www.premiershowfreight.com)  
General Email: [info@premiershowfreight.com](mailto:info@premiershowfreight.com)

**Jim Huggins**

Direct Line: +44 (0) 20 3256 1271  
Email: [jim@premiershowfreight.com](mailto:jim@premiershowfreight.com)

**Joanne Curtis**

Direct Line: +44 (0) 20 3256 1278

### 6.13 Handling

To manage easily the setting-up and dismantling operations, please do not forget to book your handling service by contacting our exclusive on-site goods handling contractor and freight forwarder: PREMIER SHOWFREIGHT LIMITED. **No other companies will be allowed to use handling vehicles in the premises of DECC.**

### 6.14 Insurance

According to the standard terms and conditions of exhibition floor space letting and booth equipment (document included in your Application Form, see Article 7), each exhibitor agrees to take out a policy covering all liabilities connected to its activity at the exhibition with a known and sound insurance company. All exhibits must be insured while they are off the premises of the exhibitor and until they are stored again. The organiser declines any responsibility in the case of loss, theft, damage and disappearance of exhibits on display.

On request, the exhibitor agrees to provide the organiser with the corresponding insurance certificate or to take out an insurance policy with the following company:

**QATAR INSURANCE COMPANY**

P.O. Box 666  
Doha, Qatar  
**W:** [www.qic.com.qa](http://www.qic.com.qa)

Mr Avinash PULICKAL – Underwriting Officer

**Tel:** +974 4496 2382 - **Mob:** +974 6629 6433

**Email:** [avinash.pulickal@qic.com.qa](mailto:avinash.pulickal@qic.com.qa)

Mr. Raghu MENON – Head of Property & Commercial Risk

**Tel:** +974 4496 2418 **Mob:** +974 5582 6992 **Fax:** +974 4483 1569

**Email:** [raghu.menon@qic.com.qa](mailto:raghu.menon@qic.com.qa)

Mr. Saurav GHOSH – Senior Manager - Operations

**Tel:** + 974 4496 2334 **Mob:** + 974 5074 1379

**Email:** [saurav.ghosh@qic.com.qa](mailto:saurav.ghosh@qic.com.qa)

## 7. DELIVERIES / TRANSPORT - HANDLING

### 7.1 Customs, forwarding & Handling

Please refer to the 6.12/13 section in the general services chapter.  
The organiser will not be responsible for any forwarding matters.

Do not consign exhibits to the organiser or the Doha Exhibition and Convention Center.

Only the official freight forwarder or DECC logistics team has the right to use their equipment's for the offloading/ loading of the trucks, on any cases exhibitors/contractors are allowed to provide their own equipment's for the onsite handling propose. Please note that all shipments must be delivered via the loading docks as **we do not allow any deliveries to the exhibition halls via the main entrances.**

### 7.2 Delivery procedures

#### Delivery address

- Your Freight forwarder
- Or DECC if delivering by your own means:  
**Doha Exhibition & Convention Center** Westbay, Next to City Center Mall  
The DECC Will not receive any cargo on your behalf, you need to be here for reception

**All exhibitors, freight forwarders or contractors preferring not to use the services of our official freight forwarder PREMIER SHOW FREIGHT must fill in and send back the N°16 Form in this exhibitor manual.**

**Every vehicle willing to deliver goods to the DECC premises must announce and schedule their arrival using this form.**

The Organiser's team will cross check the information sent on the form. According to the general planning the requested arrival time will be approved or delayed to the closest. Vehicle / Persons arriving for delivery should carry a copy of this approved form.

**IMPORTANT:** In the time to reach the DECC premises and before the allocated time slot, all drivers must make contact with the DECC marshalling team to get the go-ahead before hitting the road. Contact details will be provided once the delivery is scheduled. All vehicles arriving without an allocated time slot or contacting the DECC marshalling team on "D day" will be refused to enter the venue loading area.

Exhibitors/contractors are requested to report to the marshalling agents at their arrival. DECC building security/Marshalls together with the Official Freight forwarder provides control and loading passes / pedestrian pins at the entrance of the docks.

All stands must be broken down & ready to load before vehicles will be permitted to enter the loading dock. Persons who accompany the delivery vehicle / cargo to the venue should have official badges or build up / dismantling pins issued by the organizer.

In addition to the above address, when preparing your shipment: for any equipment to be displayed, do not forget to state on each label of each case (check with your freight forwarder):

- **MILIPOL QATAR 2024**
- Your Company name
- Your booth number

- Phone number of the exhibitor or recipient on site.

All traffic must enter DECC loading area through Omar Al Mukhtar street located in diplomatic area, the service road is a one-way road & is deemed a tow-away zone to ensure continuous & clear flow of traffic

- Movement of vehicles on the loading zone is strictly one way.
- Access to the exhibition hall will be between the hours advised in the Build Up timeline
- Abandoned vehicles or those exceeding the unload time period may be towed away from site if they are hindering access to the loading dock.
- Parking on service road or pedestrian footpath is not permitted at any time.
- Only personal vehicles can park in the DECC Car Park.

### 7.3 Private Owned Vehicle Deliveries

All deliveries should go through the loading docks.

All other POV's that wish to unload, will be directed to the designated unloading area until space is available.

The self-unloading of POV's in the designated unloading area will require a minimum of two people. One person to accompany the equipment & one person to park the vehicle immediately after unloading. Any vehicle left unattended will be towed away at the owner's expense.

### 7.4 Over Size / Over Weight Cargo & Exhibits and Vehicle display and Heavy equipment

For heavy equipment and any vehicle display, the relevant form should be filled & sent to DECC prior to the move in. Please refer to Vehicle / Equipment Display Form N°14 in this exhibitor manual.

Delivery of cargo/exhibits to the venue is limited to the maximum size & weight permitted as per structural safety guidelines of the venue.

All cargo / exhibits which are considered to be over the acceptable limit should be delivered only after meeting the structural safety requirements of the venue.

**Max load bearing capacity of the venue floor is 2.5 tons per square meter.**

**Cargo / Exhibits exceeding the limit should not be delivered / placed at the venue unless approved by the Organizer/Venue HSSE/Logistics Departments & suitable safety measures are taken.**

Due to existing Road Ban (6am to 8am, 12pm to 3pm and 5am to 10pm) on heavy trucks of above 5 ton capacity within Dafna area, it is advised to deliver cargo in trucks under 5 ton capacity, & thereby avoid delay in delivery to the venue.

For all cargo exceeding the permissible limit set by the venue, DECC will ask a detailed engineering study with supporting drawings indicating the weight distribution of the cargo/exhibits 1month prior to delivery / bump in date.

#### **A typical engineering study / technical document should contain:**

- Drawing of the stand indicating the displayed position of the exhibit,
- Drawing showing the Load calculation / weight distribution of the exhibit, & the dimensions (especially height of the structure & the structure when loaded on a vehicle to ensure they can fit through the designated loading door,
- Weight distribution plan,
- Floor protection plan,
- Risk Assessment for delivery & positioning,

- Method Statement for delivery & positioning of the exhibit/ lifting plan if required.

In case you need it, you can contact **NewTech** to rent load distribution panels  
Email : [Logistics@decc.qa](mailto:Logistics@decc.qa)

All vehicles should have no more than a 1/4 tank of fuel when displayed in the venue & must have drip pans underneath the engine bay & pads under all tires.

Fuel tanks are to be locked & sealed with the manufacturers approved fuel cap. Connection to the battery needs to be removed during the duration of the display.

Running of display vehicles during the exhibition is prohibited.

All vehicles displayed on a gradient are to be locked & no access given unless removing the vehicle from display. If the display has the vehicle totally off the floor level, chains or straps for added safety must also secure the vehicle.

For heavy vehicles, please submit together with the vehicle display form the manufactures data sheet including weight & dimensions.

### 7.5 On Site Storage

For exhibitor's deliveries which needs a storage area DECC offering a storage space inside/outside the venue subject to the availability. Storage is subject to availability and fees are applicable, please check with your freight forwarder.

Contact: [Logistics@decc.qa](mailto:Logistics@decc.qa)

### 7.6 Loading docks – Safety measures

All users must always keep to the speed limit in the loading docks, which is a maximum of 10 km/h, & all traffic control systems must be obeyed whilst on DECC premises. All users must be aware that vehicles & forklifts are active in this area & that should have a pre-approved gate pass from the Logistics department. No vehicle may reverse in the loading docks without the assistance of a traffic marshals. Dedicated pedestrian routes must be used where contractors exit the premises.

Access to the venue loading area will be between the hours advised in the Build Up timeline  
Abandoned vehicles or those exceeding the unload time period may be towed away from site if they are hindering access to the loading dock.

Parking on service road or pedestrian footpath is not permitted at any time.

Only personal vehicles can park in the DECC Car Park, all other vehicles must find alternative parking off the DECC Site.

It is a condition of entry to all who require access to the loading docks that vehicles, equipment & personal belongings may be randomly searched by DECC Security upon entering & exiting the loading docks.

Under no circumstances any trucks or trailers are allowed to be left on the loading docks without offloading/loading, once the truck is unloaded & before exhibition materials & equipment is set up the truck must be moved out of the venue.

On any cases, containers' grounding is not permitted on the loading docks or on any other part of the venue.

Exhibition materials & equipment shall be loaded & unloaded in the loading dock. Vehicles are not to be driven into the exhibition hall unless pre-approved by DECC logistics Department.

Access to the exhibition halls via the bi-fold doors during operational hours is strictly prohibited once the exhibition is in progress.

Manual offloading is subject to the approval of the DECC logistics marshalling team.

On site handling agents shall be available to un/load exhibition materials & equipment, transporting it to the designated exhibition stand. The arrangements need to be done prior to the start of the un/loading.

All material handling equipment can be operated by trained or the Onsite Handling agents (PREMIER SHOW FREIGHT).

**NO VEHICLES (including handling vehicles or scissors lifts) will be allowed in the Hall during the 2 last days of Build up inside the hall.**

## 8. BOOTH INSTALLATIONS

### 8.1 Space only booths

Equipment included in the rental of your area:

- Booth ground marking without partition walls nor carpeting nor electricity,
- Daily cleaning of your booth during the period of exhibition
- General surveillance of the exhibition.

Your Booth design has to follow our decoration regulations and fire safety measures (Please refer to the Rules and Regulation section, part 9.1)

Once you have received and accepted your allocation in the hall it is mandatory to return the N°17 Form in this exhibitor manual following the guidelines and including the requested information.

For any additional information:

#### **DECOPLUS**

Mrs. Elizabeth TOUGARD  
elisabeth.decoplus@gmail.com  
Tel: + 33 9 67 78 93 85

**The fully completed form must be submitted with all the necessary documents before the 30<sup>th</sup> September 2024.**

Please make sure to send your first project in time to be able to make potential changes. Late or incomplete submissions may jeopardize your participation in the event.

Your booth area must be restored to its original condition.

**All rubbish (carpet, adhesive, etc) must be removed.**

Screwing, drilling, nailing or painting on the floor, walls, pillars or any part of the exhibition hall is strictly forbidden.

Any damage reported during the dismantling period will be invoiced to the responsible exhibitor.

**The exhibitor is personally responsible for his/her suppliers: decorators, installers, contractors, etc.**

### 8.2 Shell Scheme Booths (minimum: 12 sq.m.)

Equipment and services included in the rental of your area:

- Felt carpet on the ground (beige colour), no raised floor.
- The infill partition panels are white colour.
- The aluminium structure is silver colour.
- Fascia surrounding the booth.
- 1 fascia name per open side of the booth (30cm high). This standard signboard shows the exhibitor's name in English and Arabic, the booth number and the nationality flag.
- 2 wooden tower fascia with LED thread. This signboard shows the exhibitor's name in English and Arabic
- 1 electric socket 220 volts, 13 Amp.
- Lighting with 4 x 100 W track mounted spotlights for a 12 sq.m. booth (one spot per each 3 sq.m.).
- Furniture: 1 table + 3 chairs + 1 low lockable cupboard + 1 paper wastebasket.



- Daily booth cleaning during the period of exhibition.

For any additional requirements, please refer to the general services section.

If you intend to make any additional structural changes to your booth, please refer to the "Space only booths" paragraph in this section and return the requested order form.

Do not forget to choose your Fascia name board by completing the N°2 Order form in this exhibitor manual

Your Shell scheme booth will be ready and delivered to you on the **October 27<sup>nd</sup> 2024**



### 8.3 Heavy Equipment & Vehicles

Please refer to the Delivery / Handling section.

For any vehicle display or over size / weight exhibits, the relevant form should be filled & sent to DECC prior to the move in.

Please refer to Vehicle / Equipment Display **Form N°14**.

**Should you require load distribution panels, please contact NEWTECH**

Email : [Logistics@decc.qa](mailto:Logistics@decc.qa)

## 9. RULES AND REGULATIONS

### 9.1 DECORATION REGULATIONS

#### IMPORTANT

When the exhibitor signs his/her admission request, s/he agrees to abide by all clauses Exhibition Regulations and to ensure that all decorators and contractors abide by them.

**Once you have received and accepted your allocation in the hall it is mandatory to return the N°17 Form in this exhibitor manual following the guidelines and including the requested information.**

In case an exhibitor, or his contractor, does not submit his booth design project or if the project build at the exhibition site is not in accordance with the decoration rules, **the organiser may oblige the exhibitor or the builder to dismantle his construction.**

For any additional information:

DECOPLUS

Mrs. Elizabeth TOUGARD

elisabeth.decoplus@gmail.com

Tel: + 33 9 67 78 93 85

**The fully completed form must be submitted with all the necessary documents before the 30<sup>th</sup> September 2024.**

Please make sure to send your first project in time to be able to make potential changes. Late or incomplete submissions may jeopardize your participation in the event.

Your booth area must be restored to its original condition.

**All rubbish (carpet, adhesive, etc) must be removed.**

Screwing, drilling, nailing or painting on the floor, walls, pillars or any part of the exhibition hall is strictly forbidden.

Any damage reported during the dismantling period will be invoiced to the responsible exhibitor.

**The exhibitor is personally responsible for his/her suppliers: decorators, installers, contractors, etc.**

#### Hall floors and walls

It is strictly forbidden to drill, screw, nail or embed in the walls, partitions and floors of the halls. Exhibitors must not paint or mark walls or floors.

Weight allowance on the floor: 2.5 tons per sqm. max.

Your booth area must be restored to its original condition. Any rubbish (carpet, adhesive, etc.) must be removed.

DECC recommended types of tape:

- Euro tape
- Eurocel
- Advance tape

Any damage reported during disassembly of the booth will be invoiced to the exhibitor responsible. The exhibitor is personally responsible for his/her suppliers: decorators, installers, contractors, etc.

### Setting up and presentations

Exhibits on display must not disturb or damage neighboring booths.  
No exhibit may exceed the surface area of the booth.

In case of an unbalanced booth structure, stabilization must be done in holding the said structure on a heavy sole because screwing, drilling, nailing or painting on the floor, walls, pillars or any part of the exhibition hall is strictly forbidden.

### Acoustic animations

The maximum sound level must not exceed 80 dB (A) – in a 2.50 meters area surrounding each booth and this without any exception, even for a short period.

### Electrical fittings on booths

For obvious reasons of safety, it is strictly forbidden to use the Exhibition Centre's private installations (hall raceways, water gutters, etc.) as a passageway for the booths electrical cables. Only the designated qualified people by DECC or the appointed official contractor are authorized to do so.

### Height of construction

Decoration and fitting of the booths (partitions, structures) must comply with the following prescriptions (heights are stated from the ground level of the building):

Decoration and construction items: Maximum height: 5.00 m (upper part).  
Signs and light trusses: Maximum height: 6.00 m (upper part)

**No Rigging will be ordered 3 days prior the opening on the show.  
No Rigging will be done during the last 2 days of Build-up.**

It is strictly forbidden to dispose any fitting above the aisles (structure or signboard, bridge, flag...).

### Partitions and constructions bordering the Aisles and neighbouring stands

Any construction at the edge of a booth having one or several open sides must respect the maximum closure of 50% (on each side of the booth) with a maximum of 6.00 linear meters. Transparent structures (e.g. glass, see-through fabric which clearly allow to see inside a booth cannot be considered as an opening.

### Openings must definitely be physical walk-through passages.

Sides of offices, decor or panels facing towards the neighboring stands must be smooth, plain colored and painted or covered with M1 fireproof mural fabric. No electrical cable is allowed to be seen.

It is forbidden to erect a wall or screen made up of partitions or office sides that impairs the overall view of the show, or hides the neighboring booths.

### Platform edges

It is a practical need to reduce the number of injuries from trips, slips and falls caused by platform edges. Therefore, it is recommended that all platforms whereby the visitor can gain access to a stand have a gently sloping non-slip edge. There should be no sharp corners or metal edging if at all possible. If required, a separate ramp for the disabled can still be incorporated into any such ramped edge at a maximum 1:12 gradient but must have its sides clearly guarded.

### Ramps for the Disabled

Any such ramp should be clearly delineated in a contrasting color from that of the main stand and both edges must be protected by a handrail at a Height of between 840mm-1100mm,

with continuous clear headroom of 2m. The ramp width should be at Least 1000mm and the gradient not more than 1:12. Where a Risk Assessment has highlighted the possibility of having large numbers of disabled persons at a show, these measures may require further consideration.

### **Re-used booths**

Re-used booths are subject to the architecture regulations in the same way as newly built booths. They must abide by prescribed height limits and recesses.

### **Lighting**

Flashing lights and revolving lights must be oriented in a way to avoid any trouble to the visitors and neighboring booths. Rotating and flashing lights may only be lit by periods of 15 minutes each hour.

### **Double Decker stands**

**Raised levels are forbidden on MILIPOL QATAR 2024.**

### **Use of gas containers**

The number of gas containers must be kept to a minimum. Their on-booth storage is strictly forbidden. Their connection and fixing to the machine is obligatory. The use of empty or fake bottles is to be preferred whenever possible. Empty or fake bottles must be identified and marked by the exhibitor.

### **Scheme shell booth**

Any additional or structural changes have to be declared to the organizer via the N°15 Form in this manual. Please refer to the Booth installation section.

### **Advertising and promoting inside the exhibition**

The booth allocated to the exhibitor is the only place where it is permitted to show or promote the products or services from an exhibiting company. Any advertising or promotional action (handing out of brochures or objects at the exhibition entrances or in the aisles, demonstrations, etc.). Due to COVID-19 pandemic distribution of promotional items, brochure or name card is strictly forbidden.

On his booth, the exhibitor is not permitted to use equipment or take actions that cause visual, auditory or other nuisance to his neighbors or to the visitors. The organizer reserves the right to judge what constitutes a nuisance and to take the necessary measures in each case.

Any advertising or promotional campaign of erotic nature – or considered as such by the organizer – is strictly forbidden inside the MILIPOL PARIS exhibition premises.

### **Equipment in motion / hazardous exhibits**

Exhibitors accept full responsibility for all presentations and demonstrations made by them, under penalty of being inactivated. Nevertheless, only machines and equipment certified by the safety commission as being in accordance with the regulations will be authorized to be displayed in working order.

Whenever equipment is presented in motion, a protected area should be reserved for these maneuvers so that there will always be a minimum distance of 1.00 meter between the equipment and visitors; this minimum distance may be increased according to the characteristics of the equipment on display. These regulations will be valid for all booths.

## 9.2 HEALTH AND SAFETY - WORKING ON SITE

The PPE (Personal Protective Equipment) needs to be of the correct type and suitable for the purpose for which it is being used. **NO access will be permitted to workers without a PPE equipment.**

Exhibitors and contractors are responsible for ensuring that workers are issued with appropriate PPE for their work activities. In particular the following rules apply:

**For the attention of the companies working on site:**

### Reminder of the main Health and Safety rules to be respected on site

**It is forbidden to smoke in the halls** (setting-up and dismantling periods included)

**Wearing the mandatory badge is compulsory:** (setting-up and dismantling periods) to access in the halls.

**Wear of the individual protections** (safety boots compulsory, helmets, gloves, safety eyeglasses for work with special risks)

**A safety vest is mandatory** to access the halls.

**Respect the traffic lanes** where access must remain free at all time for the fire services and other emergency services and handling machines. It is forbidden to keep the fixed electric tools in the traffic lanes.

**You must keep clean at anytime your stand space** as well the peripheral area.

**For the work at height**, use always means providing a collective protection (French legal standards scaffoldings, cherry pickers, scissor lifts). Reminder that the ladders must not be used as work position



**It is mandatory to have a vacuum set in all jigsaw or sanding machines** when operating in the hall.





**PAL - Powered Access License**  
or any other Safe Machines Driving License



**Ladders, stepladders and footsteps must not be used as work positions.**  
Article R 4323-63 of the work code

However these facilities may be used when it is technically impossible to use equipment providing a collective protection to the workers or when the risk has been evaluated as low and the work is for a short and non-repetitive length of time



**Lifting and transportation of people** must be done only with specially designed equipment.



**COMPULSORY DOCUMENTS ON SITE**

Valid Technical Visit certificate for the machine  
(Less than 6 month)

**PAL - Powered Access License**  
or any other Safe Machines Driving License

Employer driving authorization on site

Valid medical certificate



**The electrical tools, fixed or portable, must be equipped with a vacuum or dust collection system** to be accepted inside the halls. Moreover they must respect the French standards in force and be equipped with a 30mA differential circuit breaker.



## Welding

**Before carrying out any welding works, the welding permit must be filled in and approved by DECC Operations before carrying out any welding works.**

- The condition of the insulation and connections of the equipment and the board must be periodically inspected.
- The earth of the casing must be connected in order to prevent any defects in the insulation.
- The grip of the electrode carrier clamp must be perfectly insulated and in good condition.
- Operators must wear officially approved leather gloves.
- Fireproof screens, canvas or sheets must be placed around the welding area in order to protect not only people but the surrounding materials.
- The electrode armour and the nature of the parts to be welded, due to the high temperatures that they reach, make a large part of these elements volatile, giving rise to harmful gases and metal fumes that in some cases can be toxic.
- Localized extractions must be employed at the same point as the welding, ensuring suitable <sup>SEP</sup>ventilation of the area. If necessary, respiratory protection must be worn.
- Certain solvents and degreasers that may have been recently used on the parts could decompose due to the heat and the radiation forming phosgene (toxic). For these types of parts, it is recommended to first clean them with hot water before welding. Furthermore, localized extractions must be employed at the same point as the welding, ensuring suitable ventilation of the area. If necessary, respiratory protection must be worn.
- Oxygen must not be used as a substitute for breathing air, since excess oxygen entails serious risk of fire.
- If a gas inflammation occurs as a consequence of an acetylene leak in the tap or in the hand reducer, simply close the valve on the bottle.
- Copper and copper alloys must not be used in the acetylene drive line, since copper acetyl ide could form, which is explosive.
- If spontaneous heating of an acetylene bottle occurs, take it into the open air in a demarcated and clear area, spraying it at a distance until it cools. The supplier must be notified so that it can be removed. Do not use it again.
- Oxygen and acetylene bottles both full and empty must be stored separately from each other except when in service at the same welding equipment.



- Bottles must always be attached to casing frames on the carts, both in storage and in service.
- Bottles must always be stored away from heat sources and electric contacts, and protected from direct sunlight.
- Bottles must always be transported on carts, avoiding rolling them or bumping them.
- Bottles in service must always be kept in a vertical position and well fastened to their supports or a cart.
- Before starting to use a bottle, check that the manometer shows zero with the tap closed.
- Do not completely use bottles so that air does not enter them. Leave a slight surge pressure inside.
- Open the valves on the bottles slowly.
- Checking for leaks must only be done with soap water or a suitable detector, never with flames.
- The valves of the bottles must be closed when finishing the work session or during long interruptions. After the valve is closed, the hand reducer, the hoses and the blowpipe must always be discharged. Do not force the valve on a bottle when it got stocked or ever try to take it apart. Breakdowns must be fixed by the supplier.
- Periodically clean the mouth of the blowpipe to avoid flame fly backs, which could be dangerous. Use a brass needle for cleaning.
- Check the pressure scale in order to ensure the correct gas pressure for each job. Incorrect pressure could lead to explosions or flame fly backs that could deteriorate the inside of the hoses.
- To light the blowpipe, first slightly open the oxygen valve, and then open the acetylene valve in a greater proportion. Next light the mixture with a spark igniter, and finally regulate the flame in order to obtain the correct dart flame.
- Do not light the blowpipe with a flame as this could cause serious burns. Always use a spark igniter.
- To turn off the blowpipe, first close the acetylene valve and then the oxygen valve.
- Never hang the blowpipe on the bottles even when turned off.
- Hot blowpipes must be stored far from raw materials that could burn or ignite.
- Keep away the hoses from hot objects, from water, from sharp edges and from vehicle passage areas.

**Individual Protection Equipment must be worn:**

- Protective shield for the face and eyes.
- Long leather gloves.
- Leather gaiters.
- Apron.
- Safety shoes with non-conductive soles.
- Replacement glass must be available in case of wear-out.



## Working at Height

A person is working 'at height' if there is a possibility of their being injured from falling, even if they are working at or below ground level. Generally this means **above 2m**. The above guides offer clear information on the correct use of access equipment such as ladders, cherry-pickers, mobile work platforms and scaffolding, along with guidance on ways prevent falls and ensure safe working practices whilst erecting steelwork. A brief summary of steps that the stand contractor should take **before working at height** includes:

- Undertake a suitable and sufficient Risk Assessment and Method Statement;
- Ensure that stairs and handrails (or temporary guardrails) are fitted as early as possible to provide safe access to higher levels of the stand;
- Ensure that any welding or cutting on the upper-decks do not present a fire risk or hazard to passers-by or contractors working on lower decks. A hot work permit will usually be required;
- Ensure that a safety-zone is created around the stand to protect passers-by against materials accidentally falling off the stand;
- Ensure that ladders are not to be used as workplaces, only as a means of access. Ladders used must be of industrial strength and not ones designed for domestic use;
- Ensure that suitable lighting, heating, signage, PPE and rest periods are provided;
- Ensure that the Exhibitor or their principal contractor provides hard hats to their crew and erects suitable signage.

**All reasonable steps should be taken to eliminate or minimize work at height. Works at height should be properly planned and supervised and the correct equipment selected.**

### Contractors are to ensure that:

- All work at height takes account of conditions that could endanger safety such as high winds or slippery ground
- Those working at height must be protected by a guard rail or equipped with a fall arrest harness (except when using a ladder)
- Those involved in work at height are trained and competent
- Equipment for work at height is appropriately inspected and free from safety defects
- The risks from falling objects are properly controlled. Work platforms must have a toe board to prevent items falling
- Access is controlled to prevent other persons working or walking beneath work at heights
- Persons working in the vicinity of high works should wear hard hat
- Persons working at height on mobile elevated work platforms should wear head protection
- Plans are in place for emergencies and rescue from height exceeding 3 meters
- Ladders can be used when it is not practicable to use a working platform or the activity is low risk. Ladders must be used in accordance with manufacturer's instructions at all times. Additionally, the following guidelines must be followed:
- Ladders must have 'industrial' rating (this type are more durable and resilient)

- Ladders for work over 4m are not permitted
- Leaning ladders must be placed at the correct angle
- Ladders should only be used on level ground and must be secure e.g. suitably tied or, as a last resort, footed
- The top treads or steps must not be used as a platform for work
- Users should face the ladder at all times whilst climbing or dismounting
- Stepladders should not be used sideways-on where sideways loads are applied
- Only one person should climb or work from a ladder or a stepladder
- Users should not overreach
- Steps and ladders should be checked for suitability and defects each time they are used
- When working at heights riggers must be clipped on to a rigging point via a safety lanyard or be wearing fall arrest equipment.
- Suitable head protection must be worn to prevent injury to the head when falling.
- The rigging company must have a rescue plan to rescue riggers suspended at height following a fall.

### Access Equipment

Access equipment must be free from defect and used in accordance with the manufacturer's instructions in the manner intended. Standing directly on forks, attachments or pallets not intended for such applications is **strictly forbidden**. Riggers working outside a platform with guard rails must be clipped via a safety lanyard or use fall protection equipment to prevent falling from height.

#### Mobile Scaffold Towers (MST)

- When using a MST, check that the exhibitor or their contractors:
- Follow the manufacturer's or hirer's instructions for safe use;
- Use 3:1 height to base ratio;
- Fit the correct guard rails, toe-boards and stabilizers;
- Ensure that the MST is vertical and set up on a firm, level surface away from overhead hazards. Lock the wheels and outriggers;
- Do not overload the platform;
- Do not access the MST from the outside – use an internal ladder or stair;
- Do not push the MST with persons or equipment on the platform;
- Do not overreach or put boxes on the platform to stand on.

### Construction of scaffolding structures

They must be installed by accredited and qualified personnel. Any scaffolding that does not fulfill the following conditions will be **dismantled and removed from the facilities**.

- The platform must have a 90-cm handrail, an intermediate bar and a 15 20 cm skirting board.

- Access shall be using an inside stair through a practicable flap door.
- The support surfaces on the scaffolding must be horizontal and compact. If they are erected on inclined planes wedges must be placed for the vertical displacement of the load.
- During scaffolding assembly, all personnel must wear safety harnesses, fastened to the structures as bodies are added.
- Scaffolding shall not be used for other purposes than the reasons for which it was installed (storing of materials, access to vertical holes, lowering and raising materials, etc.)

### **Hanging scaffolding / nacelles**

- All personnel that are on hanging scaffolding must wear safety equipment to prevent falls.
- They must have a double handrail, one at 90 cm and another at 70 cm, an intermediate bar and a 15 – 20 cm skirting board.
- The floor must be anti-slip and all operations will always take place horizontally.
- The attachment of the hanging systems must be inspected periodically and load checks must have been effected and duly documented before usage.
- All of the parts that comprise the elevation systems must be inspected prior to assembly, with the results of the revision being documented in writing.
- This system cannot be used when working with heavy materials.
- Ascents and descents cannot be carried out with only a single person on the structure.

### **Vertical Physical Protection**

Establishment of safe workplaces, independently of the location, using a platform that is at least 60 cm wide, a handrail at 90 cm height, an intermediate bar placed at 45 cm and a 15 – 20 cm skirting board. All vertical holes must have a vertical protection system that prevents people from falling. The different auxiliary means used during the activity, such as scaffolding, baskets, platform lifts, etc. must have an identical protection system for the worker using them. Only when the above is not feasible shall the following be done:

- Placement of horizontal nets.
- Placement of resistant horizontal and/or vertical nets along the length and width of the work zone.
- Load tests for the nets must be carried out, being recorded and reviewed periodically by the parties in charge of the installation companies.

### **Usage of Individual Protection Equipment.**

A harness must always be used and accompanied by:

- Secure anchorage points.
- Suitable worker training.
- Review of the individual protection equipment on a weekly basis.

- Drawing up of a rescue and evacuation plan for workers affected by any potential fall with suitable equipment and adequately trained personnel.

### **Ladders with a Single Section**

All single-section ladders must be in perfect condition, having no deformations or breaks in any of its main parts (clamps, rungs, hinges). Single-section stairs must be equipped with anti-slip studs and will be fixed onto the top part. The operator must also wear the safety harness and fasten it at a fixed point. It must be extended at least one meter above the resting point, maintaining a comfortable and safe space for accessing the upper level without jumping over the protective handrail. Nothing can be carried in hands while ascending or descending. If loads are carried on your back, the maximum weight will be 25 kg. The ladder cannot be moved horizontally while working on it. Due to this, the two ends must be securely fastened. The ladder will always be placed at an angle of 30° with respect to the vertical plane it is resting against, or 30 cm horizontally for each 120 cm of vertical displacement

### **Lift Platforms**

They must be installed by accredited and qualified personnel and must have an anti-fall system. All lift platforms must have a 90-cm handrail, an intermediate bar and a 15 – 20 cm skirting board. The work surface must be smooth, compact and resistant. Periodic inspections of the machines must be carried out, inspecting the visual and acoustic signaling devices, as well as for any possible oil leaks, the condition of the wheels, etc. It is prohibited to work on a different level than the platform base, or in other words, on the handrails, using ladders or other items on it, etc.

### **Scissor Ladders**

All single-section ladders must be in perfect condition, having no deformations or breaks in any of its main parts (clamps, rungs, hinges). Scissor ladders will be equipped with studs. The operator must also wear the safety harness and fasten it at a fixed point if carrying out long static works at a great height. All scissor ladders must have a locking system to prevent opening. Metal scissor ladders shall not be used in the presence of electrocution risk due to the existence of conductive equipment and materials in the area.

### **Mobile Work Platforms**

These must be installed by accredited and qualified personnel. Any platform that does not fulfil the following conditions will be dismantled and removed from the facilities. The platform must have a 90- cm height handrail, an intermediate bar and a 15 – 20 cm skirting board. Access shall be by using an inside stair through a practicable flap door. There must be a braking system on each of the legs of the mobile platform. Transport will be done horizontally close to the base and never while there is someone still up on to the minimum width of the work platforms will be 1.2 m and will always be equipped with a complete surface of metal trays at the working level and will never be stepped. The platform height must be adjusted to the level where the works are being carried out, and this does not represent an excuse for not placing protections.

### **Manual Handling**

All persons involved in manual handling should be trained in the correct techniques and competent to carry out the task involved. A risk assessment should be undertaken prior to operations commencement to assess the risk of injury from any hazardous manual handling that can't be avoided and mitigate the risk of injury from hazardous manual handling.

### **Employees involved in manual handling of materials must:**

- Follow appropriate systems of work laid down for their safety (ref to Safe System of Work-SSW)
- Make proper use of equipment provided for their safety.

- Co-operate with their employer on health & safety issues;
- Apply the duties of employers, as appropriate, to their own manual handling activities;
- Ensure that their activities do not put others at risk

### Housekeeping and Discarding of Materials

Exhibitors and contractors must maintain clear and safe walkways around the halls during build-up and tear-down in order that staff, contractor personnel and emergency equipment can move around the halls without unreasonable obstruction. Stand material and equipment must be kept in a reasonably orderly arrangement and any materials that are to be discarded must not be left lying around the floors to act as a fire, trip or slip hazard. Discarded material should be bagged to enable a safe and efficient removal. All timber sections that are not contained within a dedicated area and where there is risk to persons from protruding nails must be detailed to eliminate this hazard.

### Safe stacking methods

- Do not obstruct corridors, stairs, extinguishers, doors or emergency exits.
- Immediately clean any spilling or discharge of liquids.

## 9.3 FIRE SAFETY MEASURES

### 1. OVERVIEW

Safety rules regarding risks of fire and panic in establishments open to the public have been established by the Order dated June 25<sup>th</sup>, 1980 (general provisions). The Order dated November 18<sup>th</sup>, 1987 sets forth the specific provisions applicable to exhibition Halls.

The text below is excerpted from said regulations in order to facilitate understanding.

The Safety Board is quite severe regarding stand construction (stability, construction and decoration materials, electrical installations, etc.). The decisions made during Safety Board inspections, the day before or the morning the event opens must be immediately implemented. Stand installation must be completed for Safety Board inspections.

The exhibitor (or his representative) must be present at the stand and be prepared to provide flammability reports for all materials used. Non-compliance with this rule may lead to the removal of such materials or a prohibition on opening the stand to the public.

All large projects (> 40 m<sup>2</sup>) must be submitted to the trade show's Safety Supervisor for approval. Drawings and technical information must be submitted to the organizer at least one month before the trade show opens.

**During the assembly period, the Safety Supervisor shall monitor application of the safety rules indicated hereinafter. Moreover, all information regarding fire safety may be obtained by writing to:**

**Safety and Security Manager - [hsse@decc.qa](mailto:hsse@decc.qa)**

**FIRE SAFETY RATINGS FOR MATERIALS (Decree of 30 June 1983):** In France, there are 5 categories of fire ratings (given here with their rough equivalents): M0 (A2), M1 (A2-B), M2 (C), M3 (D) and M4 (E except Ed2). M0 is an incombustible material.

**Reports only in English from approved French laboratories under current regulations as of November 1988 or by equivalence, officially recognized by any report corresponding to European Standards applicable within Union Member State. Reports must be written in English.**

## 2. STANDS FITTING-OUT

### 2.1 – Stand framework and partitions – Large furniture

All materials classed M0, M1, M2, and M3(1) shall be permitted for stand framework and partition construction and for building large furnishing (crates, counters, display stands, separation screens, etc.)

Conventional classification for wooden materials (Order dated June 30<sup>th</sup>, 1983)

The following shall be deemed to have the characteristics of M3 class materials:

- solid non-resinous wood whose thickness is greater than or equal to 14 mm,
- solid resinous wood whose thickness is greater than or equal to 18 mm,
- Wood-derivative panels (plywood, lath, fiberboard, particleboard) whose thickness is greater than or equal to 18 mm.

**N.B.: It is absolutely prohibited to place any facilities above the alleyways (structure or fascia band, bridge, etc.)**

### 2.2 - Surfacing Materials

#### 2.2.1 - Wall Surfacing

Wall surfacing (natural textiles or plastics) must be composed of M0, M1, or M2 (1) class materials. They may be stretched or attached with clips. Various very thin (1 mm max.) surfacing (fabric, paper, plastic films) may be used bonded directly on M0, M1, M2, or M3 material support surfaces. However, embossed or relief paper must be bonded directly to M0 materials only. Exhibited materials may be presented in the stands without required fire-reaction testing.

Nevertheless, if said materials are used for decorating partitions or fake ceilings, and if they represent more than 20% of the total surface of said elements, the provisions contained in the preceding paragraphs shall apply to them. However, said provisions shall not apply to trade shows and stands specifically for interior decoration in which textiles and wall surfacing are presented.

*(1) Or made so by fireproofing*

#### 2.2.2 - Curtains - Wall Hangings - Sheer Curtains

Curtains, wall hangings, and sheer curtains may be free-hanging if they are class M0, M1, or M2. They are, however, prohibited on stand entrance and exit doors, but authorized on cabin doors.

#### 2.2.3 - Paints and Varnishes

Paints and varnishes are strictly prohibited if they are deemed flammable (e.g. nitrocellulose or glycerophthalic)

#### 2.2.4 - Floor, Podium, Stage, and Tier Surfacing

Floor surfacing must be composed of M4 class materials and solidly attached. Surfacing, whether horizontal or not, of podiums, stages, and tiers higher than 0.3 m and total surface area greater than 20 sqm must be constructed of M3 class materials. If their total surface area is less than or equal to 20 m<sup>2</sup> said surfacing may be constructed in M4 class materials.

**N.B.: for M3 or M4 class carpets on wood, factor in the attachment method. Fire reaction testing data must include the statement: "Valid for stretched laying on M3 class supports."**

### 2.2.4 bis - Platform Edges

It is a practical need to reduce the number of injuries from trips, slips and falls caused by platform edges at busier Exhibitions. Therefore, it is recommended that all platforms whereby the visitor can gain access to a stand have a gently sloping non-slip edge. There should be no sharp corners or metal edging if at all possible. If required, a separate ramp for the disabled can still be incorporated into any such ramped edge at a maximum 1:12 gradient, but must have its sides clearly guarded.

### 2.2.5 - Stands with Barriers Stands

Stands that are totally enclosed by barriers must feature extra emergency exits to keep the maximum travel distance off the stand to 10m (check distance with Venue). Disabled access and egress should also be considered, along with a queuing area within the stand boundaries to keep crowding in the aisle to a minimum. The barriers themselves should be of sufficient strength and height for their application.

## 2.3 - Decorative Elements

### 2.3.1 - Free-Hanging Elements

Decorative elements or free-hanging decor panels (advertising panels with a surface area greater than 0.5 m<sup>2</sup>, garlands, light decorative items, etc.) must be composed of M0 or M1 class materials.

The use of signs and advertising containing white letters on a green background is strictly prohibited, as said colors are exclusively reserved for indicating exits and emergency exits.

### 2.3.2 - Floral Decorations

Floral decorations and synthetic materials must be limited. If not, said decorations must be produced using M2 class materials. The present provisions shall not apply to trade shows and stands specific to floral activities

*N.B.: For natural plants, give preference to the use of peat humus which must be kept damp at all times.*

### 2.3.3 - Furniture

There are no requirements for common furniture (chairs, tables, desks, etc.). However, crates, counters, shelving, etc. must be composed of M3 (1) materials.

## 2.4 - Canopies - Ceilings - Suspended Ceilings

Stands with ceilings, suspended ceilings, or full canopies must have a covered surface area less than 300 m<sup>2</sup>. Should the covered surface area be greater than 50 m<sup>2</sup>, the appropriate fire suppression systems manned continuously by at least one safety agent must be provided during times when the public is present.

### 2.4.1- Canopies

Canopies shall be authorized under the following conditions:

- in establishments protected by an automatic water-based fire suppression system (2), the canopies must be composed of M0, M1, or M2 (1) materials,
- in establishments not protected by an automatic water-based fire suppression system, they must be composed of M0 or M1 class materials.

In addition, they must have an effective hanging system preventing them from falling and be supported by a system of crosswire with a maximum mesh size of 1 m<sup>2</sup>. In all cases, ceiling and suspended ceiling suspension and attachment must use M0 class materials. When insulation is placed in the ceiling or suspended ceiling plenum, it must be composed of M1 class materials.



## 2.4.2 - Ceilings and Suspended Ceilings

Ceilings and suspended ceilings must be composed of M0 or M1 class materials. Nevertheless, 25% of the total surface area of ceilings and suspended ceilings may be composed of M2 class materials. Lighting fixtures and accessories shall be included in said percentage. Moreover, should the ceiling and suspended ceiling component elements be perforated or netted, they may be composed of M2 class materials where the solid surface is less than 50% of the total surface area of such ceilings and suspended ceilings.

## 2.5 – Handicapped Person Access

Installing a floor pan on the ground whose thickness is greater than 7 mm requires it to be fitted around its entire perimeter with a slope whose depth shall be equal to twice its height (i.e.: for a 2 cm thick floor pan, the slope shall have a 4 cm depth). This point shall constitute dispense for the creation of an ambulant disabled persons' entrance for floor pans up to 4 cm thick. Beyond this thickness, in addition, all floors where the public may go must include an integrated ambulant disabled person's ramp, which may not impinge upon the travel circuits. It must be 0.9 m wide with a slope between 2% and 5%.

## 2.6 – Fireproofing

Proof of fire reaction classification for the materials used in the exhibition Halls must be provided upon request to the Safety Supervisor in the form of labels, reports, and certificates. Surfacing and materials fulfilling the safety requirements are available for purchase from specialized merchants who must provide certificates corresponding to material classification. To obtain a list of such merchants, contact:

### GROUPEMENT NON FEU

37-39, rue de Neuilly

BP 249, 92113 Clichy (Tel.: +33 (0)1 47 56 31 48)

*N.B.: Fireproofing may only be applied to wooden panels or natural fabrics or those with a significant proportion of natural fibers. It is not possible for synthetic fabrics or plastics.*

### VERY IMPORTANT:

**It is mandatory to send the fireproof reports of all the used material on your stand. Original foreign reports may not be used, only English documents will be accepted. Please refer to the Euroclass classification table at the end of the present rules.**

## 2.7 – Exterior Stands and Marquees, Tents, and Structures

Exterior Stands and Marquees, Tents, and Structures are not authorized on MILIPOL QATAR.

## 3 – ELECTRICITY

### 3.1 - Electrical Facilities

The electrical facilities for each stand must be integrally protected against surcharges and ground faults. All metal grounds must be interconnected and connected to the stand's electrical switch board ground. Electrical connections must be made inside connection housings. Electricity cut-off systems must be continuously accessible to stand staff.

Any electrical equipment or installation on booths should be protected at the source from excess and earth fault current. All metallic masses should be interrelated and also related to the earth connection of the connection panel on the booth.

All current connections should be placed inside derivation boxes. There should be an easy access to all disconnection devices at any time.



## 3.2 - Electrical Equipment

### 3.2.1 - Electric Wiring

Electric wiring must be insulated for a minimum of 500 V, which prohibits the use of H-03-VHH (scindex) wiring. Use only wiring for which each conductor has its own protective sheath, with all conductors housed in a single protective sheath.

### 3.2.2 – Conductors

The use of conductors with a cross-section less than 1.5 mm<sup>2</sup> is prohibited.

### 3.2.3 - Electric Devices

Class 0 (3) electric devices must be protected by nominal differential current systems of at least 30 MA.

Class I (3) electric devices must be connected to the protective conductor in their supply line. For Class II (3) electric devices, those bearing the symbol are recommended.

### 3.2.4 - Multi-sockets

Only fixed-based multi-sockets or adapters are allowed (molded multi-sockets)

### 3.2.5 - Halogen bulbs (EN 60598 standard)

Lighting fixtures containing halogen bulbs must be:

- placed at a height of at least 2.25 m,
- kept away from flammable materials (at least 0.5 m from wood and other decorative materials),
- solidly attached,
- fitted with safety screens (glass or fine mesh) providing protection against the effects of exploding blubs.

### 3.2.6 - High-Voltage Lighted Signs

High-voltage lighted signs within reach of the public or stand staff must be protected, in particular the electrodes, by a screen of M3 class material or better. The cut-off switch must be indicated and transformers placed in a spot that does not pose a danger to people. Their presence may be indicated with a sign “Danger, High Voltage.”

(3) as defined in standard NF C 20-030

## 4 - CLOSED STANDS - ROOMS SETUP IN THE HALLS

### 4.1 - Closed Stands

Some Exhibitors may prefer to be isolated in closed stands. Such stands must comply with decoration rules on page 27 Article 5 and must have direct exits to travel ways. Their number and size shall be based on stand surface area, i.e.:

- Less than 20 m<sup>2</sup>: one 0.9 m exit
- from 20 to 50 m<sup>2</sup>: 2 exits, one 0.9 m, the other 0.6 m
- from 51 to 100 m<sup>2</sup>: either two 0.9 m exits or 2 exits, one 1.4 m, the other 0.6 m
- from 101 to 200 m<sup>2</sup>: either two exits, one 1.4 m, the other 0.9 m, or three 0.9 m exits

Exits must be evenly distributed (1 every 6 m) and on opposites sides if possible. Each of them must be indicated with an “Exit” sign in clearly visible white letters on a green background. If the stand is closed with doors, they must open outwards, with no locking system, and without swinging into traffic.

### 4.2 - Rooms Setup in the Halls

Independently of surfaces reserved for exhibition, meeting rooms, restaurants, movie theatres, or presentation rooms with stages or tiers, etc. may be setup.

Platforms and tiers for standing must have a resistance of 600 kilos per m<sup>2</sup>. Platforms and tiers with seats must have a resistance of 400 kilos per m<sup>2</sup>.

Stairs accessing tiers must have a height of at least 0.1 m and at most 0.2 m with a going of at least 0.2 m. In this case flights of stairs are limited to 10 and nose alignment must not exceed 45°.

As each case is specific, a detailed drawing must be submitted to the Safety Supervisor who shall define the measures to be applied.

## 5 – RAISED LEVELS

**Raised levels are not authorized on MILIPOL QATAR 2024**

## 6 - LIQUEFIED GASES

### 6.1 - General Remarks

Bottles of gas, butane or propane, shall be allowed up to one 13 kilo bottle at most for every 10 m<sup>2</sup> of stand with a maximum of six per stand. The following measures must be taken:

There must be at least 5 meters of space between two bottles, unless they are separated by a rigid, non-combustible, 1 cm thick screen.

No bottle, empty or full, must remain within the exhibition hall if it is not connected to a working line.

Bottles must be connected to the device by a standard-compliant flexible hose.

Such hoses must:

- be replaced at their expiration date,
- be appropriate in connector diameter and fitted with clamping collars,
- not exceed 2 meters in length,
- be inspectable for their entire length and move freely without clamping,
- not be reachable by burner flames or by combustion products.

### 6.2 - Device Supply

If, exceptionally, a bottle is to supply several devices, tubing must be made of metal (copper or steel). Using solder for connections is prohibited.

Bottles must always be placed upright and the cut-off valve must remain accessible in all circumstances. All closed-in areas where they are stored must include, on the top and bottom, air vents placed so as not to be blocked by a wall, furniture, or a neighboring device.

### 6.3 - Compressed Gas Cylinders

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

### 6.4 - Installing Cooking Equipment

**Cooking equipment is not authorized in MILIPOL QATAR 2024**

## 7 - OPERATING EQUIPMENT - INTERNAL COMBUSTION ENGINES

Every machine presented in operation during the trade show must be declared beforehand, at least one month before the event opens. Only installations that have been declared may be authorized.

All equipment must be correctly stabilized to avoid risks of overturning. All protective measures must be fully completed when the Safety Board passes for inspection. A person in a position of authority must be present at the stand at this time.

No machine may be started or presented operational without qualified personnel present at the stand. All presentations and demonstrations shall be conducted under the Exhibitor's sole responsibility.

The electrical power supply shall be suspended, at the relevant exhibitor's expense, to any stand where machines in operation present a danger to the public and for which no measures have been taken to eliminate them.

### 7.1 - Equipment Presented in Operation at a Permanent Station

Equipment presented in operation at a permanent station must include appropriate permanent screens or casings, preventing the public from accessing dangerous parts, or be placed such that the dangerous parts are kept away from the public, and at the least, at a distance of one meter from traffic circuits.

### 7.2 - Equipment Presented in Movement

Where equipment is presented in movement, a protected area must be set aside so that the public may not approach closer than one meter - said distance may be increased given the characteristics of the equipment presented. These provisions shall be valid for all stands, including those in the open air. All machinery or moving products on display should ideally be electrically and mechanically disconnected when exhibited, and fitted with all suitable and sufficient safeguards in place.

All machinery at the show must use the correct guards, control systems and warning signs, especially when cleaning, setting and checking production quality. However, if an Exhibitor wishes to run a machine or remove a safeguard in order to demonstrate a particular function during the show, then the following hierarchy of guarding controls **MUST** be observed, as well as other control measures which the Exhibitor or manufacturer recommend. HSSE staff in charge must be informed before any guards are removed and any demonstration takes place and full safeguards closely monitored by that person onsite:

- Suitable and sufficient alternative safeguards (such as strong, transparent guards or screens, etc.) must be provided to make the exhibiting or demonstrating of any moving products safe to all persons.

**Note:** A distance barrier (such as post'n'rope) may be used as well as guards and screens, but not instead of. This option is viable only where there is no other danger such as ejection of materials from the machine and the original level of safety must still be maintained;

- Large, distinct Warning Notices must be displayed, preferably pictographic for the benefit of foreign language
- The Organizer's HSSE should inspect the machine prior to it working on-site. This includes the Build-up, Opening and Breakdown phases;
- Safe systems of demonstration must be set up by the Exhibitor;

### 7.3 - Equipment with Hydraulic Cylinders

If equipment with hydraulic cylinders is exposed in stationary extended position, hydraulic safeties must be supplemented by a mechanical system preventing any unexpected retraction.

### 7.4 - Internal Combustion Engines

Approval for the use of internal combustion engines must be requested beforehand at least 30 days before the event opens. Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and daily quantity of fuel used and be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand.

No device of this type may be started if the authorization request was not submitted on time.

**WARNING: in any case, combustion gases must be evacuated outside the Halls.**

## 8 - FLAMMABLE LIQUIDS

### 8.1 - General Remarks

The use of flammable liquids shall be limited to the following quantities per stand:

- 10 liters of category 2 flammable liquids for every 10 m<sup>2</sup> of stand, with a maximum of 80 liters,
- 5 liters of category 1 flammable liquids. The use of particularly flammable liquids (carbon disulphide, ethylene oxide, etc.) is prohibited. The following measures must be taken:
  - place a receptacle under the tanks or containers capable of holding all the liquid,
  - refill the device outside the presence of the public,
  - place the appropriate extinguishers nearby.

No flammable liquid or liquid petroleum gas shall be used within the venues without the prior written consent of DECC

**Please note that LPG cylinders within the Venues are subject to approval by Civil Defence.**

If the approval is granted, the cylinders must be placed outside the halls.

- The burning of charcoal or smoking fuels is not permitted within the venues.
- If it is determined by the Organiser that gas is an essential part of a particular event, then an application can be made to consider the option of piping from an external source, which must be stored safely to open air.
- Where bottles are provided for this use they must be stored in a cage with signage and LPG must not be mixed with oxygen bottles.
- The use of non-flammable specialist or rare gases such as argon, nitrogen and helium is permitted in the exhibition halls provided that information on the volume, storage and an assessment of risk are provided in advance for approval.
- It is obligatory for the exhibitor to provide a fire extinguisher at their stand if a gas supply is provided or if a potentially hazardous material is introduced in the halls.

### 8.2 - Exhibiting Automobiles inside the Halls

Exhibiting automobiles or other vehicles shall be permitted within the Halls if they have a direct relationship to the exhibition. Installing "stand" semi-trailers or similar is prohibited. The gas tanks for motors presented stopped must be empty or fitted with locked caps. Accumulator battery terminals must be protected so as to be inaccessible.

When featuring any exhibits with fuel tanks, including vehicles, boats, plant or machinery then the following steps are suggested as a general guide,

**The fuel tank should contain the absolute minimum necessary, usually one gallon (approx. 5 liters), i.e.: only the amount required to move the exhibit into/out of the Venue.**

The same applies for Vehicles parked within 3 meters of the building, whether temporary or otherwise. Diesel vehicles are not subject to this requirement, however, where possible fuel levels must be reduced to a minimum. There is evidence that draining the fuel tank completely may increase the risk of explosion from fumes and vapors. If, however, the fuel tank has never contained fuel (in the case of brand- new vehicles) then it may be better to keep the tank totally empty. Advice should be sought from the relevant vehicle manufacturer or safety specialist.

- Emptying or filling of fuel tanks must not be done during the exhibition's open hours, or anywhere on the premises.
- The fuel tank must be fitted with a locked or otherwise secured fuel-cap.
- Internal combustion engines must not be run during any Open Period.
- Any and all batteries must be fully disconnected and made safe.
- Keys or equivalent starting device must be handed over to security staff after inspection

**Please note:**

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

### **8.3 - Presenting Flammable Products**

All containers for flammable liquids presented on the stands (paint or varnish cans, bottles, aerosol cans, etc.) must be empty except for a few samples in limited quantity for demonstrations.

### **8.4 – Prohibited Materials, Products, Gases**

Air, nitrogen, and carbon dioxide gas bottles shall be permitted without restriction.

#### **8.4.1 – The following shall be prohibited in the exhibition Halls (pursuant to Article T45 of the safety regulations)**

Distributing samples or products containing flammable gas;

- balloons inflated with flammable or toxic gas;
- celluloid items;
- the presence of pyrotechnics or explosives;
- the presence of ethylene oxide, carbon disulphide, ethyl ether, or acetone.

**8.4.2 – The use of acetylene, oxygen, hydrogen, or a gas presenting the same risks is prohibited, unless a specific waiver is granted by the appropriate administrative authority (Prefecture, Safety Board) at least one month before the start of the event for the required regulatory administrative procedure.**

**WARNING: storage of empty of full bottles shall not be tolerated within the Halls.**

### 8.5 – Smoke Production

Approval for the use of smoke machines to create fog or lighting effects must be requested from the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

See form n° 15.

### 8.6 - Candles in the Venues

The use of candles or similar flame equipment within the venues is not permitted without prior approval from the venue.

## 9 - RADIOACTIVE SUBSTANCES - X-RAYS

### 9.1 - Radioactive Substances

Authorization to present radioactive substances on exhibit stands may only be granted for demonstrating devices and where substance radioactivity is less than:

- 37 kilobecquerels (1 microcurie) for those composed of Group I (4) radioelements,
- 370 kilobecquerels (10 microcuries) for those composed of Group II (4) radioelements,
- 3,700 kilobecquerels (100 microcuries) for those composed of Group III (4) radioelements.
- Waivers may be granted for the use of substances with higher activity subject to the following measures:
  - radioactive substances must be effectively protected,
  - their presence must be indicated using the ionisation radiation schematics defined in standard NF M 60-101, as well as their type and radioactivity,
  - their removal by the public must be made materially impossible either by attachment to a device requiring the use of a tool to remove or by distance,
  - they must be under constant surveillance by one or more Exhibitors designated by name. When such surveillance ends, even in the absence of the public, the radioactive substances must be stored in a fireproof container, bearing very clearly the conventional symbol for ionizing radiation,
  - the equivalent dose rate, at all points in the stand, must remain under 7.5 micro-sieverts per hour (0.75 millirad equivalent in man per hour).

Approval (or a waiver) for the use of radioactive substances must be requested from the administrative authority (CIVIL DEFENSE QATAR) at least one month before the beginning of the event.

Such request, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must specify the type and radioactivity of the substances and the group to which they belong, the name and title of the persons responsible for their surveillance and be accompanied by the device's descriptive leaflet, a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the authorization request was not submitted on time.

**WARNING: stands where radioactive substances are presented must be built and decorated with M1 class materials.**

## 9.2 – X-rays

Authorization to present devices emitting X-rays on the stands may only be granted if they and their accessories comply with the rules set forth in standard NF C 74-100.

In particular, the following measures must be taken:

- removing superfluous objects from around the x-ray generator and the sample to be examined,
- materializing and signposting the area not accessible to the public,
- the leakage exposure rate must not exceed 0.258 micro coulomb per kilo and per hour (1 milliroentgen per hour)

## 10 – LASERS

The use of lasers in the exhibition Halls shall be permitted subject to compliance with the following provisions: in no case shall the public be subjected to the direct or reflected laser beam, the device and its ancillary equipment must be solidly attached to stable elements,

- the device's surroundings and the area covered by the beam must not contain elements reflecting the relevant wavelengths,
- the housing containing the laser and its optical deviation system must be class I or II (in accordance with standard NF C 20-030),
- Exhibitors must ensure, during testing outside the presence of the public, the absence of reaction from materials used for fitting-out and decorating the stand, and the fire protection equipment to the heat energy produced by the light beams.

A declaration for the all laser installations must be sent to the administrative authority (Prefecture, Safety Board) at least one month before the start of the event.

Contact the Safety Supervisor for information regarding the required administrative procedures regarding this request. Such declaration, on plain paper (to be attached to the declaration for the machine or device in operation included in the appendix), must be accompanied by the device's descriptive leaflet, and a drawing of the device's installation on the stand and a document drawn up and signed by the installer certifying compliance with the present provisions. No device of this type may be started if the declaration request was not submitted on time.

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

- **Capability of injuring persons, which may include burns or eye damage**
- **The environment in which the laser is used**
- **The persons operating the laser (if not computer controlled) and the persons who may be exposed**
- Class 1: Safe under all viewing conditions
- Class 2: Should be terminated at the end of its useful path, where practicable, and should not be aimed at persons
- Class 3A: Competent persons to oversee use of equipment, areas of use should be controlled, avoid reflecting surfaces such as mirrors and lenses
- Class 3B: Hazardous to the eye, assess risk to persons and consider physical barriers and personal protective equipment.
- Class 4: Hazardous to the eye, assess risk to persons and consider physical barriers



and personal protective equipment.

- **Only Class 1 and Class 2 lasers will be considered for approval by DECC.**

## 11 – HAZARDOUS SUBSTANCES, CHEMICAL WASTE AND FUMES

It is essential that you seek the guidance of a Competent Person when identifying the control measures needed when dealing with any hazardous substance. A Risk Assessment is vital, and should cover:

- Storage (at the Venue and on the stand)
- Usage (how, when, what, where, why)
- Emission (fumes and vapours)
- Waste removal. The following six steps that can be taken to reduce the risks in any given situation. In order they are:

Eliminate the hazard (e.g.: use an alternative safer substance such as coloured water for demonstration purposes);

Reduce the risk (e.g.: bring only the minimum necessary amount to site);

Isolate the hazard (e.g.: enclosing the area with barriers or encasing chemical);

Control the risk (e.g.: issuing instructions to all visitors, or using a member of staff to control visitors and ensuring that all operatives are trained and experienced);

Personal protection (e.g.: providing protection such as masks, gloves and other protective work wear to operatives);

Discipline (e.g.: providing a sign warning of the dangers; set up a safe system of work and ensure staff adheres to control measures by monitoring onsite).

Steps 1, 2 and 3 are considered hard measures, steps 4, 5 and 6 are considered soft measures. Hard measures should always be used first.

Any hazardous substances to be brought onto site, for any reason, must be clearly identified and brought to the attention of the Venue's at least three months prior to the start of tenancy. This should include suitable times for access and deliveries on to the stand and this responsibility may be able to be given to the appointed lifting contractor for the show if they are suitably experienced at dealing with hazardous substances.

All spillages of hazardous substances on site must be cleared up immediately and dealt with in accordance with the manufacturer's Safety Data Sheet. Exhibitors must be made aware of the reporting procedures on site, and the venue managers trained in the handling of any hazardous material they might come into contact with. Where demonstrations are likely to create toxic or noxious fumes, due thought must be given to the necessity of allowing the process on site in the first place. A safer alternative, i.e.: substitute the hazardous substance for a safe one specifically for the exhibition, should be sought whenever possible.

### 11.1 - Storage of Hazardous Substances

Compressed gas cylinders or vessels containing liquids or gas under pressure should be stored in a safe manner and declared to the organizer. Any equipment used to produce, supply or transfer gases (including pressurized air) must get switched off at the close of daily exhibition activities, where a 24 hour requirement is not provided.



### 11.2 - Chemical Products

All chemical products must be correctly indicated with their respective labels, always keeping them in their original packaging, and with the safety data sheet, so that users can be notified about the product risks and the preventive measures to be adapted for its control. Chemical products must not be heated or placed near ignition sources, except those that require heating for their usage. Safe and ergonomically designed packaging must be used, preferably metal. Glass bottling is only suitable for small amounts. Plastic containers must be watched over for any possible deterioration and must not be placed in the sun. Individual protection equipment must be employed in accordance with the instructions on the label and the safety data specifications. They must be handled in properly ventilated areas and if necessary, personnel shall be equipped with the corresponding respiratory protection means. When finishing works, the brushes, chamois, rags, etc. impregnated with these products must be placed in especially covered metal containers for disposal. The elimination and transformation of waste shall only be carried out via a supplier.

### 11.3 - Waste Collection & Removal Services

The following waste items are strictly forbidden from skips: Explosive materials such as large metallic objects, masonry, spray cans, solvent containers, inkjet cartridges, batteries, fuel, flammable liquids, cleaning agents, paint tins, fluorescent tubes, glass & all organic waste including food & liquid products.

All waste resulting from wood cutting, drilling & sanding etc. must be collected & bagged immediately & disposed of in the skips provided. Careful consideration should be given to the trenches to ensure waste & various detritus does not collect & pose a threat to utility services inside.

### 11.4 - Emissions in the Halls

Any exhibit or process which generates fumes or hazardous bi-products will require permission for use, depending on the circumstances of the equipment operations. A Risk Assessment together with Method Statement is required prior to granting of permission. Equipment running on energy sources such as petrol and diesel which emit fumes into the halls, will not be allowed during the public opening times of the event. Such equipment will be required to be located outside the building. Combustible engines must only be started to allow movement on and off of stands or for access and egress from the halls. Where vehicles are required in the halls, the batteries should be disconnected and the key should be handed over to DECC Security. On site, the exhibitor will be asked to sign an agreement form that will be kept with the keys by DECC Security.

## 12 - EMERGENCY RESOURCES

Emergency resources must remain constantly visible.

Access to various emergency resources (fire hydrant and hydrant stems, first aid hose systems, telephones, extinguishers, smoke release hatches, etc.) must remain continuously unblocked.

## 13 - OPERATING INSTRUCTIONS

It is prohibited to create, on the exhibition surfaces, in the stand, and in clearance areas, piles of crates, wood, straw, cardboard, etc.

Periodic (daily) cleaning must remove dust and waste of all types from the premises. All waste and debris from cleaning and sweeping must be removed each day, before the opening to the public and be removed from the establishment.

On stands fitted with a first aid hose system, clearance of one metre next to the device must be left free of any equipment up to the public traffic alleyway.

The presence of panels or cloth masking the device is absolutely prohibited.

SUMMARY OF FRENCH AND EUROPEAN EQUIVALENCES		
<b>M0 or A</b> European Standards = Non combustible <b>M1 or B</b> European Standards = Non flammable <b>M2 or C</b> European Standards = Flammable with difficulty <b>M3 or D</b> European Standards = Moderately flammable <b>M4 or E</b> European Standards = Easily flammable		
	AUTHORIZED	DOCUMENT TO BE SUBMITTED
Wood (or wood composite) > 18 mm not laminate	Wood (not laminate) agglomerated plywood lath	None - (M3 assimilated materials)
Wood < 18 mm & > 5 mm Wood > 18 mm, laminate	M3 original or D European Standards	Report M3(or Labels on materials)
Plywood - Agglomerate < 5 mm wood based composite	M1 or fireproofed on both sides with paint, varnish, salts by an approved applicator B European standards	Reports M1 or fireproofing certificate with name of the product, descriptive leaflet, application date
Carpets on the ground	Natural: M4 or E European Standards Synthetics: - M3 or D European standards	Reports
Fabrics and surfacing wall textiles	M1 ou ignifugé ou B normes Européennes	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Plastic materials (plaques, letters)	M1 or B European Standards	Reports M1
Paint	Permitted on M0, M1 supports or wood (nitrocellulose paint prohibited)	Reports regarding supports
Free-hanging decoration (paper, cardboard)	1 or fireproofed or B European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Floral decorations made of synthetic materials	M1 originally (fireproofing prohibited) or B European standards	Reports M1
Bonded or clipped decoration (paper)	No substantiation required if bonded over the entire surface or clipped every 5 cm. Split Installation	
Furniture	Large furniture: M3 or D Light structures: M3 or D Padding: M4 or E Envelope: M1 or B	Reports or fireproofing certificate (so substantiation required if rented furniture)
Glazing	Reinforced, tempered, ply	Reports, certificates or substantiation such as an invoice
Other Materials	Request approval	Written response by the Safety Supervisor

N.B.: Reports only in English from approved French laboratories under current regulations as of November 1998 **or, by equivalence**, officially recognized by any report corresponding to European Standards applicable within Union Member State.

**REPORTS MUST BE WRITTEN IN ENGLISH.**

## 9.4 GENERAL RULES AND REGULATIONS

We remind you that the “Standard terms and conditions of exhibition floor space letting and booth equipment” and the “General terms of sale of communication tools” are available on the last pages of the exhibition application form that you have signed to register as an exhibitor. This information is also available on the web site and we thank you to pay attention to it.

## 10. SPECIFIC REGULATIONS: WAR EQUIPMENT EXHIBITION REGULATIONS

### 10.1. Equipment authorised at the exhibition

By its very nature, MILIPOL QATAR 2024 exhibition authorizes its exhibitors to present, on their stands, the arms and components set out in Article L2331-1 of the French Code of Defence:

**Category A:** Military equipment and arms prohibited for acquisition or possession, subject to the provisions of Articles L.312-1 to L.312-4-3 of the Code of Internal Security. This category includes:

**A1:** arms and arms components prohibited for acquisition or possession

**A2:** arms covered by the category of military equipment, equipment intended to carry or use firearms in combat, equipment providing protection against poison gas

**Category B:** arms subject to authorization for their acquisition or possession

**Category C:** arms subject to declaration for their acquisition or possession

**Category D:** arms subject to registration, and arms and equipment which may be freely acquired and possessed

If presenting these types of products, exhibitors undertake to comply with the legal provisions governing them, as recapitulated in Articles L2331-1 to L2339-19 of the French Code of Defense.

MILIPOL QATAR hereby specifies that authorization to present such equipment on the stand in no way constitutes administrative authorization to carry or transport the said equipment outside MILIPOL QATAR exhibition.

### 10.2. Procedure for exhibiting such equipment

Such equipment:

- Must in all cases be secured, by means of an uncuttable connection (of metal type) to a large, heavy object.
- Must not under any circumstances be operational (removal of the firing pin, for example).

If the exhibitor does not have an overnight security service, they must store, in an armoured container, and for each arm exhibited, one of the safety parts required for its operation (the breech or cylinder for handguns, for example).

### 10.3. Equipment not permitted to be shown at the exhibition

**Live ammunition may not be presented at the exhibition.**

When handling arms, exhibitors must use dummy or inert ammunition (pierced cartridge case, for example).

**Arms subject to prohibition by the French Code of Defense are also prohibited from exhibition at MILIPOL QATAR 2024. Are forbidden:**

- Biological and toxin based arms: Articles L2341-1 to L2341-2 and Articles L2341-3 to L2341-7
- Chemical arms: Articles L2341-1 to L2342-2 and sections 1 to 5
- Anti-personnel mines: Articles L2343-1 to Article L2343-12
- Cluster munitions: Article L2344-1 to Article L2344-11

**All equipment and accessories prohibited by the Geneva Convention,**

According to the Commission Implementing Regulation (EU) No 775/2014 of 16 July 2014 amending Council Regulation (EC) No 1236/2005 concerning trade in certain goods which

could be used for capital punishment, torture or other cruel, inhuman or degrading treatment or punishment, **the following materials are forbidden:**

**1. Goods designed for the execution of human beings, as follows :**

- 1.1. Gallows and guillotines
- 1.2. Electric chairs for the purpose of execution of human beings
- 1.3. Airtight vault, made of e.g. steel and glass, designed for the purpose of execution of human beings by the administration of a lethal gas or substance.
- 1.4. Automatic drug injection systems designed for the purpose of execution of human beings by the administration of a lethal chemical substance.

**2. Goods which are not suitable for use by law enforcement authorities to restrain human beings as follows:**

- 2.1. Electric shock devices which are intended to be worn on the body by a restrained individual, such as belts, sleeves and cuffs, designed for restraining human beings by the administration of electric shocks
- 2.2. Thumbs-cuffs, finger-cuffs, thumbscrews and finger-screws. Note: this item includes both serrated and non-serrated cuffs and screws
- 2.3. Bar fetters, weighted leg restraints and gang chains comprising bar fetters or weighted leg restraints.

Notes :

- 2.3.1. Bar fetters are shackles or ankle rings fitted with a locking mechanism, linked by a rigid bar which is typically made of metal
- 2.3.2. This item includes bar fetters and weighted leg restraints which are linked to ordinary handcuffs by means of a chain.
- 2.4. Cuffs for retraining human beings, designed to be anchored to a wall, floor or ceiling particularly for the purposes of torture and inhumane or degrading treatment (manacles for the feet for example).
- 2.5. Restraint chairs: chairs fitted with shackles or other devices to restrain a human being Note: this item does not prohibit chairs only fitted with straps or belts
- 2.6. Shackle boards and shackle beds: board and belts fitted with shackles or other devices to restrain a human being Note: this item does not prohibit boards and beds only fitted with straps or belts
- 2.7. Cage beds: beds comprising a cage (four sides and a ceiling) or similar structure enclosing a human being within the confines of the bed, the ceiling or one or more of the sides of which are fitted with metal or other bars, and which can only be opened from outside
- 2.8. Net beds: beds comprising a cage (four sides and a ceiling) or similar structure enclosing a human being within the confines of the bed, the ceiling or one or more sides of which are fitted with nets, and which can only be opened from outside

**3. Portable devices which are not suitable for use by law enforcement authorities for the purpose of riot control or self-protection, as follow:**

- 3.1. Batons or truncheons made of metal or other material having a shaft with metal spikes
- 3.2. Shields with metal spikes

**4. Whips as follow :**

- 4.1. Whips comprising multiple lashes or thongs, such as knouts or cats o'nine tails
- 4.2. Whips having one or more lashes or thongs fitted with bards, hooks, spikes, metal wires or similar objects enhancing the impact of the lash or thong

**The Organizer may not under any circumstances be held responsible if required to prohibit an exhibitor from presenting a product prohibited by the foregoing paragraph.**

## 11. EMERGENCY PROCEDURES

### Evacuation Announcement

In the event of an evacuation, resulting from fire alarm activation, the following automated voice announcement will be heard in English /Arabic languages:

**“May I have your attention please, an incident had been detected in the building, please leave the building immediately by the nearest available exit, do not attempt to use the lifts “**

نرجو الانتباه، تم الكشف عن حادث في المبنى، الرجاء مغادرة المبنى فوراً من اقرب مخرج متاح. نرجو منكم عدم استخدام المصاعد

### What to do if evacuation sirens are heard:

- Abandon the activity you are doing
- Disconnect the equipment from the electrical network and close the gas cut-off key.
- Leave rapidly but without running or stopping.
- Close any doors you pass through if you are the last one to leave.
- If you are with non-DECC personnel, notify them that the evacuation order has been given and make them accompany you.
- Move towards the outside meeting points following the signaled evacuation routes.

### Evacuation of People with Special Needs

Special arrangements must be made to evacuate wheelchair users, people on crutches, and frail and/or elderly or heavily pregnant women from above ground floor level. Should a panic ensue, a person whose restricted mobility might unduly delay the evacuation of others up or down staircases may well be swept aside by the more able bodied. All persons with a disability (permanent or temporary) that may delay their recognition of the fire alarm or their response to it must be identified on a Special Needs Evacuation Register and have a Personal Emergency Evacuation Plan (PEEP) prepared in consultation with DECC.

### Assembly Points

If you are leaving DECC across the lobby: Sidewalk area on south side of DECC

If you are leaving DECC across the loading area: Sidewalk area on north side of DECC

If you are leaving DECC directly outdoor from Hall 1: Sidewalk area on west side of DECC

Follow the instructions of the DECC security personnel. Do not return to the affected area until receiving instructions from security personnel.

### If the evacuation route is obstructed by smoke:

- Go to an alternative exit.
- If this is not possible, crawl towards the exit as smoke generally rises.

### Fire

#### In case of detecting a fire, smelling a smoke or in an emergency situation:

- Call the internal emergency number, stating the location, the area and the type of situation:
- Emergency telephone number: **+974 4033 1999 or 999** if called from venue phone
- If the above is not possible, press the closest alarm button

#### What to do if you need emergency health assistance:

- Directly inform the nearest Security Guard
- Inform Security about the event using the following telephone numbers:
- If the person has lost consciousness, stretch the person out on the floor with his or her feet elevated.

- In case of vomiting, place the head in a sideways position.
- Always loosen and unfasten clothing, neckties, belts, etc.

## 12. TRAVEL AND ACCOMMODATION

### 12.1 Travel to Doha



Traveling to Doha has never been easier thanks to the new Hamad International Airport, with direct international flights to over 137 destinations and over 30 airlines companies available.

Book your flight at discounted rates with Air France - KLM

- Event: **Milipol Qatar**
- ID Code: **41299AF**
- Travel Valid Period: **October 22, 2024 to November 7, 2024**
- Event Location: **Doha**
- Discounted rates : **between 5% and 10%**

More information available <https://www.milipolqatar.com/en/useful-information/get-to-the-venue>

### 12.2 Your Hotel in Doha

Even considering the number of new hotels in and around Doha, the number of accommodation facilities is still small compared to the number of events held in Doha. Then it is strongly recommended to reserve your accommodation at the soonest.

For more practical information about the accommodation and your travel to the event, please consult <https://www.milipolqatar.com/en/useful-information/get-to-the-venue>

### 12.3 Visa

Qatar is one of the most welcoming countries in the world. For many nationals, including those from 102 countries, no visa is required to enter the country, and citizens of other countries have the option of applying for an e-visa through the Hayya platform.

The Hayya platform simplifies visa applications for all foreign visitors, including residents of Gulf Cooperation Council countries traveling accompanied.

For more practical information about the visa, please consult <https://visitqatar.com/fr-fr/practical-info/visas>

## 13. MILIPOL QATAR EXHIBITOR NOMENCLATURE

### 13.1 Types of activity / product

#### 1 Transmissions - Communication - Positioning

- 1.1 Communications
- 1.2 Interception and jamming
- 1.3 Tracking

#### 2 Authentication - Access control - Surveillance

- 2.1 Authentication
- 2.2 Access control and physical security
- 2.3 Integrated systems and control rooms for video surveillance

#### 3 Information technology

- 3.1 Data processing and analysis software
- 3.2 Image analysis and processing software
- 3.3 Encryption
- 3.4 Information system security
- 3.5 High-security operating systems
- 3.6 Rugged computers
- 3.7 Cybersecurity solutions

#### 4 Optics – Optronics

- 4.1 Sighting equipment
- 4.2 Image capture
- 4.3 Observation
- 4.4 Lighting
- 4.5 Radar

#### 5 Consultancy - Training – Services – Safety standard

- 5.1 Consultancy
- 5.2 Training
- 5.3 Services

#### 6 Mobility

- 6.1 Manufacturers
- 6.2 Equipment

#### 7 Weapons – Ammunition

- 7.1 Weapons
- 7.2 Ammunition and pyrotechnics

#### 8 Personal equipment - Fabrics

- 8.1 Personal protective equipment
- 8.2 Clothing
- 8.3 Accessories and other equipment

#### 9 Major risks - Crisis management - Civil emergencies

- 9.1 Specific communication and transmissions
- 9.2 Victim rescue
- 9.3 Logistic support equipment
- 9.4 Emergency service equipment

## **10 Drones & Robotics**

- 10.1 Aerial
- 10.2 Land based
- 10.3 Water based
- 10.4 Mine clearance / Bomb disposal

## **11 Materials, fibres and fabrics**

- 11.1 Retroreflective fabrics
- 11.2 High-tenacity fabrics
- 11.3 Non-woven materials
- 11.4 Coatings, interfacing and special procedures
- 11.5 Materials for armour
- 11.6 Composite materials

## **12 Measurement and analysis equipment**

- 12.1 Detectors, analysers and spectrometers
- 12.2 Ballistic measurement equipment
- 12.3 Breath analysers and tests
- 12.4 Control of illicit substances
- 12.5 Detection and analysis of latent traces

## **13 Fire and protection**

## **14 Corporate and media**

- 11.1 Government authorities, groups, associations
- 11.2 Media

## **12.2 Classification by theme**



A	Data protection - Information and Communication systems
B	Economic and Industrial Intelligence
C	Systems integration
D	Risk analysis and management
E	CBRN
F	Civil Defence
G	Forensic science services
H	Law enforcement
I	Anti-terrorism – Special Forces
J	Protection of industrial and sensitive sites
K	Fight against organised crime
L	Security of public places – Urban Security
M	Transport security
N	Port and airport security – Border control
O	Road safety
P	Security of financial systems
Q	Prison sector
R	Oil and gas sector
S	Fight against Cyberthreats and Cybercrime
T	Private Security

## **14. ORDER FORMS**

- 1 - Fascia name board**
- 2- Power mains, audio visual, electrical appliances & fittings**
- 3- Rental of furniture & appliances**
- 4 - Waste removal form**
- 5 - Exhibit Insurance Company**
- 6 – Food & Beverage approval Form**
- 7 - Stand Catering**
- 8 - IT & Telecommunications**
- 9 - Rigging**
- 10 - Security**
- 11 - Stand Cleaning**
- 12 – Vehicle Display**
- 13 – Haze / Smoke use**
- 14 – Delivery scheduling / Vehicle registration & heavy material/ Vehicle exhibition**
- 15 - Stand design approval form**



**Form 1 – Fascia name board**  
**Deadline: September 30th, 2024**

## Fascia name board

FASCIA : this is the sign with your company name which appears above your stand

This form is **ONLY** to be completed by Fitted Shell Scheme Exhibitors

**MILIPOL QATAR 2024 : OCTOBER 29 – 31, 2024**  
**Fascia Name Board / Booth Sign**

Please type the name of your company in the box below in English & Arabic with a maximum of 26 characters.

Company name :	Stand # :
Contact Person :	Tel N°:
Address :	Email :
Fax N°:	Date :

**The deadline to submit this form and graphic text is on September 30, 2024**

Kindly submit your orders to

[orders@circlegatar.com](mailto:orders@circlegatar.com)

Tel : +974 44418510

Fax : +974 44426084

Digital Printing / Optional for Fitted Shell Scheme Stands

MILIPOL QATAR 2024: OCTOBER 29 - 31

Digital Printing

DIGITAL PRINTING / OPTIONS

Seamless Wall Graphics (Printing on 3mm forex sheets)

Price 200 QAR per Square Meter



Individual Wall Panel Graphics (Printing on sticker paper)

Price 165 QAR per Square Meter



Company Name:	Stand No:
Contact Person:	Tel. No:
Address:	E-mail:
Fax No:	Date:

Should you require digital printing services of logos and wall panels or dimensions, kindly write to us:

[orders@circlegatar.com](mailto:orders@circlegatar.com)

Tel: +974 44418510 - Ext: 645

Fax: +974 44426084



## Form 2 – POWER MAINS, AUDIO VISUAL, ELECTRICAL APPLIANCES AND FITTING 1/2

**Deadline: September 30th, 2024**

### Power mains, Audi Visual, Electrical Appliances & Fittings

It is compulsory for space only exhibitors to complete this form.

Fitted Shell Scheme may complete this form only if they require additional electricity and / or lighting.

#### MILIPOL QATAR 2024: OCTOBER 29 - 31

Company Name:	Stand No:
Contact Person:	Tel. No:
Address:	E-mail:
Fax No:	Date:

Item	Power mains, Audio Visual, Electrical Appliance (Compulsory for space only stands)	Qty	Price / Piece QAR	Total / QR
29	16 Amp single phase power – <b>Ground supply only</b>		2,400.00	
30	16 Amp single phase power main – <b>Ceiling supply only (extended from the ground)</b>		3,400.00	
31	32 Amp three phase power main – <b>Ground supply only</b>		5,840.00	
32	32 Amp three phase power main – <b>Ceiling supply only (extended from the ground)</b>		6,840.00	
33	63 Amp three phase power main – <b>Ground supply only</b>		7,360.00	
34	63 Amp three phase power main – <b>Ceiling supply only (extended from the ground)</b>		8,360.00	
35	Single phase distribution box		730.00	
36	Three phase distribution box		1,100.00	
37	Additional power socket max. 500 Watt ( <b>fitted shell stand only</b> )		130.00	
38	Spotlight on track light system ( <b>fitted shell stand only</b> )		110.00	
39	Spotlight with arm ( <b>fitted shell stand only</b> )		145.00	
40	LED floodlight ( <b>fitted shell stand only</b> )		165.00	
41	Multi-pin plug ( <b>fitted shell stand only</b> )		10.00	
42	Extension cord with multi-plug ( <b>fitted shell stand only</b> )		55.00	
43	42-inch LCD screen with USB Port and Stand (picture for illustration purposes only)		1,315.00	
44	50-inch LCD screen with USB Port and Stand (picture for illustration purposes only)		1,680.00	
45	Laptop 15 inches		950.00	

Payment for all services can be made by cheque or bank transfer to:

Account Name: CIRCLE QATAR LTD

Bank: HSBC Bank Middle East Limited

IBAN QAR Account: QA25BBME000000000001579093001- Qatari Riyals

IBAN USD Account: QA97BBME000000000001579093063- US Dollars

Swift Code: BBMEQAQX

#### Payment in full must accompany this order

The deadline for orders is October 7, 2024. 20% surcharge will be added to all orders received after this date & before or on October 14, 2024. From October 15, 2024 orders will only be accepted on site during the set-up & will be subjected to 50% additional charge and availability.

Stands will start energizing one day prior to the opening day of the exhibition i.e. October 28, 2024. Ensure that all electrical work is up to to avoid delays. Electrical testing will be done before stand energizing. Should you require 24hr power or for the stand to be energized earlier, kindly contact Circle Qatar Ltd for an additional quotation to support your requirements.

Kindly submit your orders to



[orders@circleqatar.com](mailto:orders@circleqatar.com)

Tel: +974 44418510

Fax: +974 44426084

**Form 2 – POWER MAINS, AUDIO VISUAL, ELECTRICAL APPLIANCES AND FITTING 2/2**  
**Deadline: September 30th, 2024**

**Power Mains, Audio Visual, Electrical Appliances Pictures**

			
37 Additional power socket max. 500 Watt (fitted shell stand only)	38 Spotlight on track light system (fitted shell stand only)	39 Spotlight with arm (fitted shell stand only)	40 LED floodlight (fitted shell stand only)
			
41 Multi-pin plug (fitted shell stand only)	42 Extension cord with multi-plug (fitted shell stand only)	43 42-inch LCD screen with USB Port and Stand	44 50-inch LCD screen with USB Port and Stand
			
45 Laptop 15 inches			



## Form 3 – RENTAL OF FURNITURE & APPLIANCES

### Deadline: September 30th, 2024

#### Furniture and Appliances

MILIPOL QATAR 2024: OCTOBER 29 - 31

Company Name:	Stand No:
Contact Person:	Tel. No:
Address:	E-mail:
Fax No:	Date:

Item	Furniture and Appliances	Qty	Price / Sqm / Piece QAR	Total / QR
1	Carpet. Please contact Circle Qatar Ltd. For color & availability		30.00	
2	Acrylic panel 1 x 2.5m within Octanorm system		290.00	
3	Additional Wall panel 1 x 2.5m within Octanorm system		110.00	
4	Lockable Hinged Door (within wall panel) within Octanorm System		310.00	
5	Folding door (within wall panel) within Octanorm System		345.00	
6	High table; beech laminated, 800x800x750mm high		130.00	
7	High table; white laminated, 700x700x750mm high		130.00	
8	Cocktail table; white laminated round top D600, H1000mm		165.00	
9	Coffee table; black top, 600x600x400mm		130.00	
10	Coffee table metal frame with white wooden top, 600x600x400mm		145.00	
11	Plastic chair; black with chrome legs		130.00	
12	Plastic chair, white with chrome legs		130.00	
13	Lounge chair; black upholstery		255.00	
14	Lounge chair; white upholstery		255.00	
15	Bar Stool; chrome frame with black upholstery		110.00	
16	Bar Stool; bombo design, white		130.00	
17	Bar Stool; bombo design, black		130.00	
18	Lockable cupboard; 1000 x 500 x 900mm high		165.00	
19	Flat shelf; white laminated 1040 x 300mm deep mounted on Octanorm System		55.00	
20	Sloping shelf; white laminated 1040 x 300mm deep mounted on Octanorm System		55.00	
21	Exhibit Display Plinth; 500 x 500 x 500mm high/white		130.00	
22	Exhibit Display Plinth; 500 x 500 x 750mm high/white		145.00	
23	Exhibit Display Plinth; 500 x 500 x 900mm high/white		165.00	
24	Counter glass showcase; 1000 x 500 x 1000mm high/white base		455.00	
25	Tall glass showcase; 1000 x 500 x 2000mm high/white base		875.00	
26	Wooden free-standing literature holder; 4 x A4		165.00	
27	Refrigerator; 140 liters		255.00	
28	Waste Basket		20.00	

Payment for all services can be made by cheque or bank transfer to:

Account Name: CIRCLE QATAR LTD

Bank: HSBC Bank Middle East Limited

IBAN QAR Account: QA25BBME0000000000001579093001- Qatari Riyals

IBAN USD Account: QA97BBME0000000000001579093063- US Dollars

Swift Code: BBMEQAQX

#### Payment in full must accompany this order

The deadline for orders is October 7, 2024. 20% surcharge will be added to all orders received after this date & before or on October 14, 2024. From October 15, 2024 orders will only be accepted on site during the set-up & will be subjected to 50% additional charge and availability.

Kindly submit your orders to

















[orders@circleqatar.com](mailto:orders@circleqatar.com)

Tel: +974 44418510

Fax: +974 44426084



### Furniture and Appliances Pictures

			
1 Carpet	2 Acrylic Panel 1 x 2.5m	3 Additional Wall Panel 1 x 2.5m	4 Lockable Hinged Door (within wall panel)
			
5 Folding Door	6 High Table Beech Laminated	7 High Table White Laminated	8 Cocktail Table
			
9 Coffee Table Black or White Top	10 Coffee Table Metal Frame with White Wooden Top	11 Plastic Chair; Black with Chrome Legs	12 Plastic Chair; White with Chrome Legs
			
13 Lounge Chair; Black Upholstery	14 Lounge Chair; White Upholstery	15 Bar Stool; Chrome Frame with Black Upholstery	16 Bar Stool; Bombo Design, White



### Furniture and Appliances Pictures

			
17	18	19	20
Bar Stool; Bombo Design, Black	Lockable Cupboard; 1000 x 500 x 900mm High	Flat shelf; white laminated 1040 x 300mm deep mounted	Sloping shelf; white laminated 1040 x 300mm deep mounted
			
21	22	23	24
Exhibit Display Plinth; 500 x 500 x 500mm High/White	Exhibit Display Plinth; 500 x 500 x 750mm High/White	Exhibit Display Plinth; 500 x 500 x 900mm High/White	Counter Glass Showcase; 1000 x 500 x 1000mm High/White
			
25	26	27	28
Tall Glass Showcase; 1000 x 500 x 2000mm High/White	Wooden Free-standing Literature Holder; 4 x A4	Refrigerator; 140 liters	Waste Basket



## Form 4 – Waste Removal

### Deadline: September 30th, 2024

#### Water & Drainage Services

It is compulsory for space only exhibitors to complete this form.

Fitted Shell Scheme may complete this form only if they require additional electricity and / or lighting.

#### MILIPOL QATAR 2024: OCTOBER 29 - 31

Company Name:	Stand No:
Contact Person:	Tel. No:
Address:	E-mail:
Fax No:	Date:

Item	Power mains, Audio Visual, Electrical Appliance (Compulsory for space only stands)	Qty	Price / Piece QAR	Total / QR
46	25mm Water Inlet Connection with Piping 80mm Drainage Water Connection with Piping		5,475.00	

#### SERVICE INFORMATION

- \* All Water & Drainage Services shall be ordered through Circle Qatar Ltd.
- \* Water & Drainage service connection is up to the closest floor trench to the stand and below floor level.
- \* Any additional connection will be charged per meter.

Payment for all services can be made by cheque or bank transfer to:

Account Name: CIRCLE QATAR LTD

Bank: HSBC Bank Middle East Limited

IBAN QAR Account: QA25BBME0000000000001579093001- Qatari Riyals

IBAN USD Account: QA97BBME0000000000001579093063- US Dollars

Swift Code: BBMEQAQX

#### Payment in full must accompany this order

The deadline for orders is October 7, 2024. 20% surcharge will be added to all orders received after this date & before or on October 14, 2024. From October 15, 2024 orders will only be accepted on site during the set-up & will be subjected to 50% additional charge and availability.

Kindly submit your orders to

[orders@circleqatar.com](mailto:orders@circleqatar.com)

Tel: +974 44418510

Fax: +974 44426084

**Grid Plan for Power Main, Electric Fittings & Water Waste**

**It is compulsory for space only exhibitors to complete this form.**

**Fitted Shell Scheme** may complete this form only if they require additional electricity and / or lighting.

**MILIPOL QATAR 2024: OCTOBER 29 - 31**

Company Name:	Stand No:
Contact Person:	Tel. No:
Address:	E-mail:
Fax No:	Date:

Kindly use the below grid to highlight the location of your power main cable and / or water / waste point within your stand and in relation to the space around you. In some rare cases it may not be possible to pull to your desired location. Should this be the case, on site we will work with you to provide the best alternative.

**Neighbouring Stand Number:**

**Neighbouring Stand Number:**

**Neighbouring Stand Number:**

**Neighbouring Stand Number:**

Kindly submit your grid to

[orders@circleqatar.com](mailto:orders@circleqatar.com)

Tel: +974 44418510

Fax: +974 44426084



In order to comply with the exhibition regulations (Article 7), please send the following details to QATAR INSURANCE COMPANY so that you can receive your premium amount.

**Please keep a copy for your record**

**P.O. Box 666 - Doha, Qatar**

Tel. : + 974 4496 22 22 – Fax : + 974 4483 15 69

MILIPOL QATAR 2024 – 29&gt;31 OCTOBER 2024 – DOHA EXHIBITION &amp; CENTER – QATAR



## Form 6 – Food & Beverage approval Form 1/2

### Deadline: September 30th, 2024



### Food & Beverages Disclaimer Waiver 2024

Please return completed forms to DECC's Exhibitor Services

Email: [fnb@decc.qa](mailto:fnb@decc.qa)

Name of Client	<input type="text"/>	Name of Event	<input type="text"/>
Stand/Booth No.	<input type="text"/>	Date of Event	<input type="text"/>
Client's CR	<input type="text"/>	Client's Address	<input type="text"/>
Client's PO Box	<input type="text"/>	Client's Phone No.	<input type="text"/>
Client's Email	<input type="text"/>	Onsite Contact Name	<input type="text"/>
Client's Fax	<input type="text"/>	Onsite Contact Mobile No.	<input type="text"/>

### Sample Distribution Guidelines

Samples may only be distributed in such quantities that are reasonable with regard to the purpose of promoting the merchandise. All items are limited SAMPLE SIZES only.

Any Exhibitor who does not adhere this condition for sampling will be asked to remove their sampling items.

### General Guidelines

QBEC also reserve the right to remove any food or beverage from the venue premises which is not supplied or authorized in writing by QBEC.

This agreement is specifically for the utilization of this one-off occurrence, as independently agreed between QBEC and the said party.

This agreement in no way replaces or supersedes any other agreement and shall not be the foundation of an agreement for any future event or activity to be held at the venue (DECC).

QBEC's Food & Beverage exclusivity or Corkage policy is and will be upheld for any future event or activity held at the venue (DECC)

## Form 6 – Food & Beverage approval Form 2/2



مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

### Food & Beverages Disclaimer Waiver

Please return completed forms to DECC's Exhibitor Services  
**Acknowledgment and Undertaking Letter**

\_\_\_\_\_ I the undersigned ("Client"), do hereby acknowledge that I am responsible for all and any damages arising out of or in connection with my direct or indirect use or consumption of food prepared or purchased from an outsourced supplier for the above event, and I ("Client") undertake to defend, indemnify and hold harmless **Qatar Business Events Corporation** (the Manager and Operator of DECC, holding CR no. 128789) and **Qatar Tourism**, their respective officers, officials, employees, agents, representatives, successors and assigns from any and all claims, actions, suits, procedures, costs, expenses, damages and liability of any nature whatsoever, including but not limited to food-borne illnesses and death, arising out of or in connection with my direct or indirect use or consumption of food prepared or purchased from an outsourced supplier for the above event.

By signing below, I acknowledge my responsibility for safe handling, preparation, presentation, distribution and dispensing of items provided and I release **Qatar Business Events Corporation** and **Qatar Tourism**, their respective officers, officials, employees, agents, representatives, successors and assigns from any direct, indirect or consequential liability.

I have read this document and fully understand its terms and understand that I am giving up substantial rights, including my right to sue, I acknowledge that I am signing this document freely and voluntarily, and intend by my signature to a complete and unconditional release of liability to the greatest extent allowed by Law.

This Acknowledgment and Undertaking Letter shall insure to benefit and shall be binding upon Client's successors and assigns.

IN WITNESS WHEREOF, I ("Client") have signed this acknowledgement and Undertaking Letter by my duly authorized signatory on the date below.

Name of Signatory:

Designation :

Company Name & Address:

Company Stamp:

Date:

#### **Document Submission with the disclaimer**

1. Copy of Trade License & Computer Card
2. Copy of Qatar ID of authorized signatory
3. Copy of passport for International Exhibitors
4. Complete list of food and beverage items to be sampled/served



## Form 7 – Stand catering form 1/9

**Deadline: September 30th, 2024**



مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

F&B Form

### STAND CATERING FORM 2024

Please return completed forms to DECC's Operations Department

Email: [fnb@decc.qa](mailto:fnb@decc.qa)

Please fill in or type **BLOCK CAPITALS**

(DECC Cannot be held responsible for mistakes from illegible handwriting)

#### Exhibitor Details

Exhibitor Name	<input type="text"/>	Date	<input type="text"/>
Hall No.	<input type="text"/>	Stand No.	<input type="text"/>
		Stand Size	<input type="text"/>

#### Order Contact Details

First Name	<input type="text"/>		
Last Name	<input type="text"/>	Job Title	<input type="text"/>
Company Name	<input type="text"/>	Contractor	<input type="checkbox"/>
		Exhibitor	<input type="checkbox"/>
		Agent	<input type="checkbox"/>
Company Address	<input type="text"/>		
City	<input type="text"/>	Postal Code	<input type="text"/>
		Country	<input type="text"/>
Direct No.	<input type="text"/>	Mobile No.	<input type="text"/>
Email Address	<input type="text"/>		
On-site Contact Name	<input type="text"/>	On-site Contact No.	<input type="text"/>

The following pages offer a wide range of catering options to exhibitors, who can simply order catering for their exhibition stands by filling out this form.

Completed exhibition order forms should be returned no less than 5 working days prior to the official move-in date of the exhibition. Orders received less than **5 days** prior to the move-in of the event cannot be guaranteed.

**\*Corkage Fees :** This is a daily fixed fee to be paid directly by the exhibitors allowing them to utilize the services of any caterer other than QBEC's official service provider for any stand catering orders.

**For any details on corkage fee policy or any other F&B requirement, kindly contact us directly.**



## Form 7 – Stand catering form 2/9



مركز النخلة للمعارض والمؤتمرات | Doha Exhibition and Convention Center

F&amp;B Form

## Water

## Beverage Packages

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Al Rayyan Water Scill (Small) 500ML (12 bottles)	0	40	0								
Acqua Panna (Glass) (Small) 330ML (12 bottles)	0	80	0								
San Pellegrino (Small) 500 ML (12 bottles)	0	80	0								
Local Sparkling Water (12 bottles)	0	44	0								

Total: 0

## Soft Drinks

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Assorted Soft Drinks (24 cans)	0	120	0								
Pepsi (24 cans)	0	120	0								
Diet Pepsi (24 cans)	0	120	0								
7'up (24 cans)	0	120	0								
Mirinda (24 cans)	0	120	0								
Red Bull (12 cans)	0	180	0								

Total: 0

## Hot Beverages &amp; Replenishment Stock

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Black Coffee (1 Flask) With milk, white & brown sugar, sweeteners & 12 disposable cups.	0	100	0								
Black Tea (1 Flask) With milk, white & brown sugar, sweeteners & 12 disposable cups.	0	100	0								
Arabic Coffee Pot (1LTR) With Dates	0	100	0								
10 Nescafe Coffee Sachets	0	60	0								
10 Black Tea Bags	0	30	0								
10 Green Tea Bags	0	30	0								
Hot Chocolate Powder (250 gm)	0	30	0								
Long Life Milk (1 Ltr)	0	15	0								



## Form 7 – Stand catering form 3/9



مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

F&B Form

### Hot Beverages & Replenishment Stock

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Fresh Milk (2 Ltr)	0	30	0								
Nespresso Pods (10 pieces)	0	120	0								
Nespresso Pods Decaf (10 pieces)	0	120	0								
Nespresso Pods (50 Pieces)	0	550	0								
Sugar Set (25 white, 25 brown & 15 sweeteners)	0	20	0								

**Total:** 0

### Sundry/ Disposable

### On Stand Rental Options (Subject To Availability)

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Beverage Fridge (Single door)	0	300 per day	0								
Hot Water Urn—Filled (100 Cups) 80 Nescafe Sachet, 20 Tea Bags 500gm Drinking Chocolate, 24 Liters Water 100 Heat Barrier Disposable Cups, 4Liter of Milk (Requires 13amp Socket)	0	800 for 1 Delivery	0								
Nespresso Coffee Machine CS220 Includes 40 Nespresso Capsules, 40 Tea Bags (Black and Green) 2 packets of milk, sugar, disposable cups & stirrers. (Requires 13amp Socket)	0	850 Per Day	0								
Male Service Personnel (9 hours with 1 hour break)	0	154 Per Day	0								
Female Service Personnel (9 hours with 1 hour break)	0	154 Per Day	0								
Arabic Coffee server in traditional dress (6 hours including break)	0	350 Per Day	0								
Service Staff—Extra hours	0	50 Per Hour	0								
Arabic Coffee server— Extra hours	0	100 per Hour	0								
Disposable Espresso Cups (50 Cups)	0	50	0								
Disposable Espresso Cups Large (50 Cups)	0	50	0								
Disposable Coffee Cups Large with Lids (50 Cups)	0	75	0								
Disposable Transparent Cups for Juice & Soft Drinks ( 50 Cups)	0	25	0								

## Form 7 – Stand catering form 4/9



مركز الدوحة للمعارض والمؤتمرات | Doha Exhibition and Convention Center

F&B Form

Sundry/  
Disposable

### On Stand Rental Options (Subject To Availability)

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Paper Napkins (Packet)	0	15	0								
Disposable Tea Spoons (50 Spoons)	0	20	0								
Disposable Cutlery Set (1 Set) (Contains Spoon, Fork, Knife, and paper Napkin)	0	15	0								
Disposable Large Plates (25 Plates)	0	50	0								

Total: 0

### Bakery & Pastry

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Butter Croissants (12 Pcs)	0	140	0								
Raspberry Croissants (12 Pcs)	0	140	0								
Nutella Croissants (12 Pcs)	0	140	0								
Pistachio Croissants (12 Pcs)	0	140	0								
Zaatar Croissants (12 Pcs)	0	140	0								
Chocolate Croissants (12 Pcs)	0	140	0								
Assorted Croissants (24 Pcs)	0	250	0								
Vanilla Muffins (12 Pcs)	0	140	0								
Zucchini Muffins (12 Pcs)	0	140	0								
Chocolate chip Muffins (12 Pcs)	0	140	0								
Blue Berry Muffins (12 Pcs)	0	140	0								
Maple Pecan Muffins (12 Pcs)	0	140	0								
Assorted Muffins (24 Pcs)	0	250	0								
Assorted Danish Pastries (12 Pcs) (4 Pcs Pecan Swirl, 4 Pcs Pineapple Danish, 4 Pcs Berry Danish)	0	140	0								
Baker's Dozen or 14 ( 4 Butter Croissants , 2 Chocolate Croissants, 2 Blue Berry Muffins, 2 Chocolate Muffins, 4 Cookies)	0	180	0								

## Form 7 – Stand catering form 5/9



مركز البوطة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

### Bakery & Pastry

F&B Form

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Oatmeal Cookies (12 Pcs)	0	100	0								
Selection of Cookies per Kg	0	60	0								
Chocolate Chip Cookies (12 Pcs)	0	100	0								
Ginger Cookies (12 Pcs)	0	100	0								
Peanut Butter Cookies (12 Pcs)	0	100	0								
Assorted Cookies (24 Pcs) (6 Oatmeal Cookies, 6 Pcs Ginger Cookies, 6 Chocolate Chip Cookies, 6 Pcs Peanut Butter Cookies)	0	180	0								

Total:	0
--------	---

### Sandwiches

### Sandwiches

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Simit Turkey Ham & Cheese (12 Pcs)	0	200	0								
Chicken Avocado Sandwich (12 pcs)	0	200	0								
Roasted Beef Sandwich (12 Pcs)	0	200	0								
Ham & Cheese Sandwich (12 pcs)	0	200	0								
Fresh Hen Egg with Cress Sandwich (12 pcs)	0	200	0								
Mozzarella Caprese Sandwiches (12 pcs)	0	200	0								
Grilled Haloumi Cheese Sandwich (12 Pcs)	0	200	0								
Avocado, Tomatoes & Basil Sandwich (12 pcs)	0	200	0								
Simit Feta Cheese & Cucumber Sandwich (12 Pcs)	0	200	0								
Assorted Sandwiches (24 pcs) (6 Pcs Roasted Beef Sandwich, 6 Pcs Chicken Avocado Sandwich, 6 Pcs Simit Turkey Ham & Cheese)	0	400	0								
Assorted Veg. sandwiches (24 pcs) (6 Pcs Falafel Wrap, 6 Pcs Simit Feta Cheese & Cucumber Sandwich, 6 Pcs Avocado, Tomatoes & Basil Sandwich, 6 Pcs Grilled Haloumi Sandwich)	0	380	0								

Total:	0
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## Form 7 – Stand catering form 6/9



مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

F&B Form

Wraps				Wraps & Hot Bites							
Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Turkey Wraps (12 pcs)	0	180	0								
Lamb Kofta Wraps (12 pcs)	0	180	0								
Chicken Tikka Wraps (12 pcs)	0	180	0								
Shish Tawouk Wraps (12 pcs)	0	180	0								
Beef Shawarma Wraps (12 pcs)	0	180	0								
Salami & pickled Cucumber Wraps (12 pcs)	0	180	0								
Falafel Wraps (12 pcs)	0	180	0								
Tandoori Veggie Wraps (12 pcs)	0	180	0								
Turkish Feta Cucumber Wraps (12 Pcs)	0	180	0								
Thai Vegetable Wrap (12 Pcs)	0	180	0								
Assorted Veg. Wraps (24 Pcs) ( 6 Pcs Falafel Wraps , 6Pcs Tandoori Veggie Wraps , 6Pcs Turkish Feta Cucumber Wraps, 6 pcs Thai Vegetable Wrap )	0	340	0								
Assorted Wraps (24 Pcs) ( 6 Pcs Beef Shawarma Wrap, 6 Pcs Chicken Tikka Wrap, 6 Pcs Turkey Wrap, 6 Pcs Falafel Wrap)	0	400	0								

Total: 0

Hot Bites											
Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Chicken Puffs (12 pcs)	0	165	0								
Chicken Samosa (12 pcs)	0	125	0								
Chicken sausage Rolls (8 pcs)	0	125	0								
Lamb Kibbeh (12 pcs)	0	140	0								
Vegetable Puffs (12 pcs)	0	140	0								
Assorted Hot Bites (24 PCS) ( 6 Pcs Chicken Puff, 6 Pcs Vegetable Spring Rolls, 6 Pcs Lamb Kibbeh, 6 Pcs Samosa)	0	275	0								

Total: 0

## Form 7 – Stand catering form 7/9



مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

F&amp;B Form

## Canapes

## Mezze Cones &amp; Canapes

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
<b>Assorted Mezze Cone ( 5 Varieties)</b> 14 Pieces of each Hummus cone Muhammar cone Beetroot Moutabbal cone Carrot Moutabbal cone Babaganoush cone	0	680	0								
<b>Assorted vegetarian Canapes (24 pcs)</b> 3 varieties Hummus tart Asparagus tart with cream cheese Goat Cheese lolly with pistachio and grape	0	250	0								
<b>Assorted Canapes (24 pcs) 3 varieties</b> Warak Enab Roll with Red Radish and Pomegranate Smoked Chicken, Curried Coleslaw with Chives Onion Goat Cheese Quiche	0	250	0								
<b>Assorted Canapes (50 Pcs) 5 Varieties</b> Muhammara Tartlets Labneh balls with Apricot,Zataar,Sumac & Mint Turkey Ham Emmanthal Quiche Tomato and Mozzarella Skewer Smoked Chicken, Curried Coleslaw	0	400	0								
<b>Assorted Canapes (100 Pcs) 6 Varieties</b> Babaganoush Tartlet Vietnamese Spring roll with sweet Chili Sauce Mushroom Cream Quiche Smoked Chicken, Curries Coleslaw with Chives Brie Cheese with Apple Chutney Hummus Tartlets	0	750	0								

Total:	0
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## Form 7 – Stand catering form 8/9



مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

F&amp;B Form

## Dessert

## Desserts

Item	QTY	Price QAR	Subtotal QAR	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Delivery Time
Seasonal Fruit Skewers (12 pcs)	0	120	0								
Banana Cakes (12 pcs)	0	120	0								
Seasonal Fruit tarts (12 Pcs)	0	150	0								
Mini Eclairs (12 pcs)	0	150	0								
Mini Chocolate Brownies (12 pcs)	0	150	0								
Assorted Choux (12 pcs)	0	150	0								
Assorted French Pastry (12 Pcs)	0	150	0								
Assorted Dessert Platter (24 pcs) 6 Pcs Banana Cake, 6 Pcs Mini Eclair, 6 Pcs Mini Chocolate Brownies, 6 Pcs fruit Tart	0	250	0								
Majdool Dates (500 gm)	0	125	0								
Majdool Dates (1 Kg)	0	250	0								
Stuffed Majdool Dates (500 gm)	0	200	0								
Stuffed Majdool Dates (1 kg)	0	400	0								

Total:

0



## Form 7 – Stand catering form 9/9



مركز الدوحة للمعارض والمؤتمرات Doha Exhibition and Convention Center

F&B Form

Total Amount Ordered	
Total Amount QAR	0

Official Stamp & Signature

**Payment Method** *Payment should be made only on receiving your pro-forma invoice*

### BANKING DETAILS

#### QATAR BUSINESS EVENTS CORPORATION

Qatar National Bank (QNB)

Account No: 0013-070329-002

IBAN No.: QA80 QNBA 0000 0000 0013 0703 2900 2

Swift Code: QNBAQQA

If payment is made by electronic transfer, please forward a copy of the transaction slip via email [fnb@decc.qa](mailto:fnb@decc.qa)

### CONDITIONS OF SALE

The prices quoted in this proposal are exclusive of any taxes which may be applicable as per the Law of the State of Qatar. In case there are any taxes whatsoever applicable as per the Law of the State of Qatar, it will be the responsibility of the Customer to bear such tax expenses and accordingly the tax amount should be added to the payment being done.

An order is considered confirmed only if the payment has been completed

Advanced payment of all orders is compulsory. No account or credit facilities are available.

The Stand Catering order (s) and services are subject to availability

Successful delivery of your order is dependent on accurate ordering information been provided.

All prices are rental only. All service equipment furnished by DECC shall remain DECC's property unless otherwise specified and shall be removed only by authorized DECC staff on the closure of the event.

Claims/Refunds will not be considered unless filed in writing prior to the close of the event.

Cancellation of services must be made 48 hours in advance. Any cancellation made less than 48 hours of delivery date will be subject to a cancellation fee of up to the 100% price of the total service order value.

The price quoted does not include any taxes or levies applicable in Qatar or in any country, the same will have to be borne by the customer and is not the responsibility of DECC.

#### Cautionary Note:

As part of Covid-19 precautionary measures all items will be individually wrapped ( Sandwiches, Pastries & Dates, etc.)

For Hot & Cold Beverages, we use only disposable cups.

Disposable cutlery to be used in all areas.

For smaller bites & Canapes, the item will be served on platters & covered with cloche. Once the guest arrived, one of our server will uncover the platter and offer food items to the guest.

In an event that there is a venue lockdown due to any VIP attendance, services may be delayed depending on the duration of the lockdown.

Power connection shall be arranged for any order as required. Please arrange with the appointed stand contractor prior to build-up.

Please advise of any specific dietary requirements at the time of ordering



## Form 8 – IT & Telecommunications 1/7

### Deadline: September 30th, 2024

**QBEC** شركة قطر لخدمات الأعمال  
QATAR BUSINESS  
EVENTS CORPORATION



IT Form

#### IT & Telecommunication 2024

Please Return Completed Forms To DECC Operations Department

Email: [it.servicedesk@decc.qa](mailto:it.servicedesk@decc.qa)

Please fill in or type **BLOCK CAPITALS**

(DECC Cannot be held responsible for mistakes from illegible handwriting)

#### Exhibitor Details

Exhibitor Name  Date   
Hall No.  Stand No.  Stand Size

#### Order Contact Details

First Name   
Last Name  Job Title   
Company Name  Contractor ☐ Exhibitor ☐ Agent ☐  
Company Address   
City  Postal Code  Country   
Direct No.  Mobile No.   
Email Address   
On-site Contact Name  On-site Contact No.

Important Notice: Please contact IT Department on build-up start day to prepare IT services to avoid technical difficulties.

IT Support Contact: +974 4033 1334 — Network Support Contact: +974 4033 1335 E: [support@decc.qa](mailto:support@decc.qa)

\*



## Form 8 – IT & Telecommunications 2/7



IT Form

### IT– LAN Services

-select rate-

Wired Services	Early Rate	Standard Rate	Late Rate	Unit QTY	No. of Days	Total Amount QAR
	QAR Per Day 30 days or more days prior to the event move in date	QAR Per Day 29 to 10 days prior to the event move in date	QAR Per Day 9 days prior to the event move in date			
VLAN network configuration (per 25 ports)	250	350	600			0
Custom Bandwidth Internet LAN	RFQ	RFQ	RFQ			
Internet via LAN data port 4Mb	350	380	400			0
Internet via LAN data port 8Mb	750	800	1000			0
Internet via LAN data port 12Mb	850	900	1200			0
VPN Client— Third Party Service request	150	200	300			0
VPN Client– If YES, Please mention non standard communication port if any	Non standard Communication Port.	Non standard Communication Port.	Non standard Communication Port.			
Public IP Address (per IP)	RFQ	RFQ	RFQ			
On Stand Network Cabling	RFQ	RFQ	RFQ			
On Stand IT Support (per hour)	RFQ	RFQ	RFQ			
AV Technician	RFQ	RFQ	RFQ			

Service Description	Service Start Date	Service Start Time	Service End Date	Service End Time

## Form 8 – IT & Telecommunications 3/7



مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

IT Form

### IT-Wi-Fi Services

Wireless Services	Early Rate QAR Per Day	Standard Rate QAR Per Day	Late Rate QAR Per Day	Unit QTY	No. of Days	Total Amount QAR
	30 days or more days prior to the event move in	29 to 10 days prior to the event move in date	9 days prior to the event move in date			
4Mb Wireless Internet WLAN with Custom SSID 5 users	400	500	650			0
8Mb Wireless Internet WLAN with Custom SSID 5 users	700	800	1050			0
12Mb Wireless Internet WLAN with Custom SSID 5	850	1000	1200			0
Additional Wireless Users (per User)	60	60	60			0
Wireless Network without Internet (Only WLAN) 5 users	400	500	650			0
VPN Client—Service request	150	200	300			0
VPN Client– If YES, Please mention non standard com- munication port if any	Non standard Communication Port.	Non standard Communication Port.	Non standard Communication Port.			

Service Description	Service Start Date	Service Start Time	Service End Date	Service End Time

## Form 8 – IT & Telecommunications 4/7



مركز الدوحة للمعارض والمؤتمرات | Doha Exhibition and Convention Center

IT Form

### IT Equipment & Consumable

IT Equipment	Early Rate QAR Per Day	Standard Rate QAR Per Day	Late Rate QAR Per Day	Unit QTY	No. of Days	Total Amount QAR
	30 days or more days prior to the event move in date	29 to 10 days prior to the event move in date	9 days prior to the event move in date			
Laptops / Notebooks	RFQ	RFQ	RFQ			
Wireless Keyboard & Mouse	50	60	100			0
Wireless Access Point	200	200	250			0
8 Ports Network Switch	80	100	150			0
24 Ports Network Switch	120	150	200			0
Fax Machine A4 MFP	150	180	250			0
A4 Color MFP Printer	290	300	320			0
A3/A4 Color MFP Copier/ Printer	RFQ	RFQ	RFQ			
All in One Desktop/PC	RFQ	RFQ	RFQ			
High Speed Professional Scanner	RFQ	RFQ	RFQ			

Service Description	Service Start Date	Service Start Time	Service End Date	Service End Time

IT Consumables	Early Rate QAR Per Day	Standard Rate QAR Per Day	Late Rate QAR Per Day	Unit QTY	No. of Days	Total Amount QAR
	30 days or more days prior to the event move in date	29 to 10 days prior to the event move in date	9 days prior to the event move in date			
Network Cable Cat6 RJ45 — 2 metres	5	10	20			0
Network Cable Cat6 RJ45 — 5 metres	10	15	25			0
Network Cable Cat6 RJ45 — 10 metres	15	25	30			0
Network Cable Cat6 RJ45 — 20 metres	60	60	80			0
Network Cable Cat6 RJ45 Customised Length	RFQ	RFQ	RFQ			

## Form 8 – IT & Telecommunications 5/7



مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

IT Form

### Telecom & Support Service

Telephone Services	Advanced Rate	Standard Rate	Late Rate	Unit QTY	No. of Days	Total Amount QAR
	QAR Per Day 30 days or more days prior to the event move in date	QAR Per Day 29 to 10 days prior to the event move in date	QAR Per Day 9 days prior to the event move in date			
IP Telephone Line & handset Local & Mobile calls	200	300	350			0
IP Telephone Line & handset International calls	250	300	350			0
Fax Line International (send/recv)	250	300	350			0
IP Tele-Line for POS – Credit Card	120	135	225			0

Service Description	Service Start	Service Start Time	Service End	Service End Time

## Form 8 – IT & Telecommunications 6/7



مركز الدوحة للمعارض والمؤتمرات | Doha Exhibition and Convention Center

IT Form

### CONDITIONS OF SALE

All IT & Telecommunications Services shall be ordered through DECC Exhibition Services.

**Advance rates** are applicable only for early order confirmations which need to be secured by advance payment within the advance rate slab, and any confirmed order payments done after the due date will be moved on to the next rate slab which could either be “**Standard Rate**” or “**Late Rate**”

**All the IT service prices are per day rate calculation i.e. (Nos Service \* Nos Days \* Rate)**

All additional requirements and /or changes are required to be counter signed by the exhibitor and the DECC representative.

LAN Network Ports are required for each PC, Laptop, Network Printer, Server and other network based equipment.

Local Telephone lines (inclusive of handset) and Fax lines are required for each phone, fax machine, and other telephony based equipment.

Telephone call charges will be billed at the prevailing rate at the end of the event.

If appropriate, the VLAN Network configuration is to enable the creation of a private Client LAN Infrastructure within the DECC building.

Bandwidth requirements greater than 12Mb MUST be advised 3 months prior to the event move-in date.

All services will be activated and available for use on the first day of the event open period. If services are required earlier for on-stand configuration and testing, then additional day charges will apply. If applicable, the required date for active services should be indicated.

Printers are standard desktop A4 type unless otherwise requested. All reasonable ink/toner is provided. One (1) tray of A4 paper is provided. Additional paper and/or ink requirements shall be provided by the client or can be purchased from the DECC Business Centre.

Data/Telephony cables will be located on the stand next to the nearest cable access point unless a stand design/layout specifying the exact communication locations is received by the Centre 14 days prior to the event move-in date.

No refunds will be made for services installed and not used during the event.

Late (On-site) orders are subject to access and appropriate data services availability of equipment and personnel.

**DECC is the sole provider of Internet services within DECC.**

Quotations for client specific data services can be provided on request.

Wired and Wireless Internet speeds are asymmetric (4:1). Symmetric internet options can be provided upon request.

Location of the wired or telephone connection has to be marked on the below provided grid plan with all details. Failure to mark the locations on the "Grid Plan" located below will result in the cable being left at the nearest access pit. It will be the responsibility of the Stand contractor/Exhibitor to extend the cable to the desired location. **WIRELESS INTERNET INFORMATION**

No independent Wi-Fi networks are to be setup by any exhibitor as this interferes with the DECC Wireless Network. Failure to comply may result in the client's own Wi-Fi network being blocked and LAN/Internet services provided by DECC being deactivated, without refunds.

Wireless broadcasting devices such as Access Points (both 3G and Ethernet based), routers and bridges are not to be setup/used in the venue. No WIFI devices are to be used within the venue.

Please contact [it.servicedesk@decc.qa](mailto:it.servicedesk@decc.qa) for any queries related to Wireless Internet in the Exhibition Halls.

On Stand Wireless is provided primarily for technology/service demonstration purposes.

## Form 8 – IT & Telecommunications 7/7



مركز الدوحة للمعارض والمؤتمرات | Doha Exhibition and Convention Center

IT Form

### CONDITIONS OF SALE

The prices quoted in this proposal/form are exclusive of any taxes which may be applicable as per the Laws of the State of Qatar. In case there are any taxes whatsoever applicable as per the Laws of the State of Qatar, it will be the responsibility of the Customer to bear such tax expenses and accordingly the tax amount should be added to the payment being done

An order is considered confirmed only if the payment has been completed

Advanced payment of all orders is compulsory. No account or credit facilities are available.

IT Order (s) and services are subject to availability

Successful delivery of your order is dependent on accurate ordering information been provided.

Claims/Refunds will not be considered unless filed in writing prior to the close of the event.

Cancellation of services must be made 10 days in advance. Any cancellation made less than 10 days of delivery date will be subject to a cancellation fee of up to the 100% price of the total service order value.

All prices are rental of the equipment only.

Any other technical services/support will be quoted as additional charges. Damage to or loss of any material will be invoiced to the client.

#### Cautionary Note:

In the event that there is a venue lockdown due to any VIP attendance, services may be delayed depending on the duration of the lockdown.

Power connection shall be arranged for any order as required. Please arrange with the appointed stand contractor prior to build-up.

Total Items Ordered		Official Stamp & Signature
Total Amount QAR	0	

**Payment Method** *Payment should be made only on receiving your pro-forma invoice*

### BANKING DETAILS

**QATAR BUSINESS EVENTS CORPORATION**  
 Qatar National Bank (QNB)  
 Account No: 0013-070329-002  
 IBAN No.: QA80 QNBA 0000 0000 0013 0703 2900 2  
 Swift Code: QNBAQAQA

If payment is made by electronic transfer, please forward a copy of the transaction slip via email [it.servicedesk@decc.qa](mailto:it.servicedesk@decc.qa)





## Form 9 – Rigging 1/6

### Deadline: September 30th, 2024

**QBEC** شركة قطر لخدمات الأعمال  
QATAR BUSINESS  
EVENTS CORPORATION



مركز الدوحة للمعارض  
وال مؤتمرات | Doha Exhibition and  
Convention Center

Rigging Form

#### RIGGING FORM 2024

Please Return Completed Forms To DECC Operations Department

Email: logistics@decc.qa

Please fill in or type **BLOCK CAPITALS**

(DECC Cannot be held responsible for mistakes from illegible handwriting)

#### Exhibition Details

Exhibition Name  Exhibition Date   
Hall No.  Stand No.  Stand Name   
Date of Order

#### Order Contact Details

First Name   
Last Name  Job Title   
Company Name  Contractor ☐ Exhibitor ☐ Agent ☐  
Company Address   
City  Postal Code  Country   
Direct No.  Mobile No.   
Email Address   
On-site Contact Name  On-site Contact No.

\* Please note for any order to be deemed submitted all necessary details are to be provided. Orders will not be accepted nor be confirmed if not fulfilling the instructions given in page 2. Invalid or incomplete orders will not be subject to the rate matrix.



## Form 9 – Rigging 2/6



مركز الدوحة للمعارض والمؤتمرات | Doha Exhibition and Convention Center

### Rigging Form

#### Service Information / Please read below information before place your order

##### Rigging:

- Fixing of rigging points take place prior to any other activities such as onsite freight deliveries, platforms or / and stand construction.
- **All rigging orders must follow the required guidelines and to be submitted with a clear and precise rigging plan and an Auto-CAD Drawing at the time of ordering.**
- AutoCAD drawings must show any reference to the over all exhibition layout to determine the orientation of the rigging structure .
- **The height from the venue floor to the bottom of O-ring must be shown using metric measurements.**
- All rigging must be within the perimeter of the stand.
- The maximum number of manual chain hoists for a single structure is 4. For 5 points or more, electrical motors must be used
- **Maximum weight per point is 200 kg per point (static load).**
- If a point exceeds 200kg its feasibility must be reviewed and approved.
- All plans must show each point's static load. For more than 5 points a detailed loading calculation is mandatory.
- DECC reserves the right to request detailed loading calculations at any time.
- All suspended elements need to be approved by the management of each exhibition before the final lift.
- The structure and connections must comply with all points of the DECC rigging checklist and the structure will not be lifted without final approval from DECC rigging team.
- All material must be marked with SWL (Safe Working Load) sign, as well as a current certificate of inspection not older than 12 months (the certification must be issued by third party ) This includes steels, shackles, motors, span sets, truss or any other auxiliary material. If the material shows any signs of deficiency, damage, or poor installation, its use will be prohibited.
- It is mandatory to use an additional security cable when using manual chain hoists, electrical motors, span sets or any element deemed necessary for safety reasons. Motors with BS7906 category A and motors BGVD8 Plus / BGVC1 do not require safety steel if you have a maintenance certification within the last 12 months.
- The motor should always be perpendicular to the structure and must be attached with slings that tightly grasp the structure and are connected by shackle to the motor.
- Ground support structures shall be designed and constructed to be fully self-supporting.
- No stand structure is allowed to be attached to the DECC ceiling as either a precautionary or additional safety measure.
- During build-up, gangways must be kept clear to allow access for the rigging team.
- Any work not completed before 18:00hrs. on the last day of build up due to third parties will be billed to the client.
- DECC is not liable for secondary rigging installed by third party contractors.

##### Banners:

- Banners must be delivered 2 days prior to the first day of build up to allow us to rig the banner/s before anyone arrives.
- If banners are not delivered before this date then a hoist and fix charge will apply.
- All banners must be supplied with proper support such as metal pipe with pre-drilled 10mm holes, wood battens, or 10mm grommets fixed directly to the banner.
- All holes should be separated 3m since anchor points in the ceiling are 3m apart.
- All banners will be hanged from direct points, **bridle is not included.**
- All banners will be disposed off immediately after the last day of break-down unless otherwise requested.
- DECC is not liable for the loss and/or damage to banners during transportation, storage, installation and de-rig.

## Form 9 – Rigging 3/6

**QBEC** شركة قطر لخدمات الأعمال  
QATAR BUSINESS  
EVENTS CORPORATION



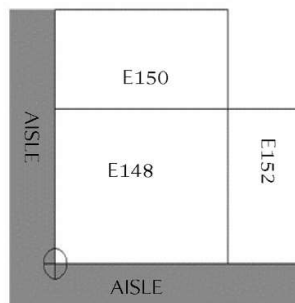
مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

### Rigging Form

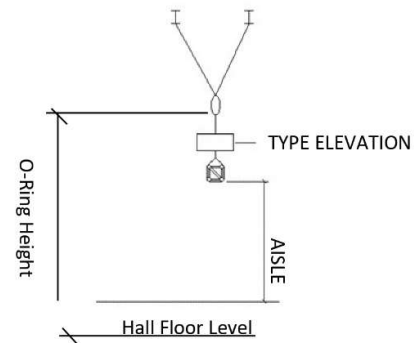
#### Service Information

#### RIGGING PLOT

Examples:

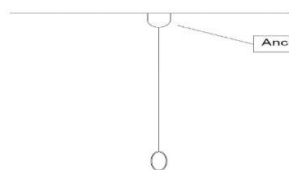


Stand Location

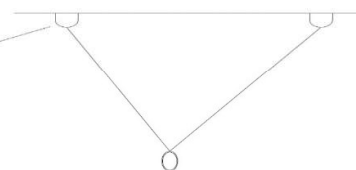


Trim Height

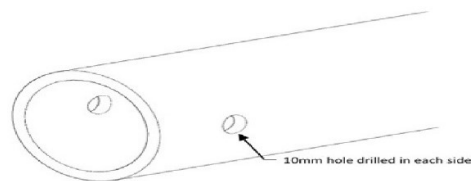
#### Direct point



#### Bridle point



#### BANNERS



## Form 9 – Rigging 4/6



مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

### Rigging Form

#### Advanced Rate

Type of service	Point without safety steel	Point with safety steel	Point, safety steel & manual chain hoist	Point, safety steel & electric motor
1 to 5 Anchor Points	QAR 945	QAR 1,503	QAR 2,272	QAR 2,803
6 to 12 Anchor Points	QAR 936	QAR 1,484	QAR 2,249	QAR 2,774
13 to 25 Anchor Points	QAR 926	QAR 1,466	QAR 2,226	QAR 2,746

Advanced Rate: 30 days or more days prior to the event move in date .  
Rental of equipment for more than 2 weeks periods will be quoted separately. Rental of manual chain hoists, electrical motors & trusses is subject to availability.

Order Of Services (Advanced Rate)	No Of Points	Total Amount	Service Delivery Date	Service Delivery Time
Anchor point without safety steel	0	0		
Anchor point with safety steel	0	0		
Anchor point , safety steel & manual chain hoist	0	0		
Anchor point, safety steel & electric motor	0	0		

#### Standard Rate

Type of service	Point without safety steel	Point with safety steel	Point, safety steel & manual chain hoist	Point, safety steel & electric motor
1 to 5 Anchor Points	QAR 1,227	QAR 1,953	QAR 2,840	QAR 3,643
6 to 12 Anchor Points	QAR 1,215	QAR 1,930	QAR 2,812	QAR 3,606
13 to 25 Anchor Points	QAR 1,202	QAR 1,906	QAR 2,783	QAR 3,569

Standard Rate: 29 to 10 days prior to the event move in date  
Rental of equipment for more than 2 weeks periods will be quoted separately. Rental of manual chain hoists, electrical motors & trusses is subject to availability

Order Of Services (Standard Rate)	No Of Points	Total Amount	Service Delivery Date	Service Delivery Time
Anchor point without safety steel	0	0		
Anchor point with safety steel	0	0		
Anchor point , safety steel & manual chain hoist	0	0		
Anchor point, safety steel & electric motor	0	0		

#### Late Rate

Type of service	Point without safety steel	Point with safety steel	Point, safety steel & manual chain hoist	Point, safety steel & electric motor
1 to 5 Anchor Points	QAR 1,345	QAR 2,141	QAR 3,119	QAR 3,993
6 to 12 Anchor Points	QAR 1,332	QAR 2,115	QAR 3,088	QAR 3,952
13 to 25 Anchor Points	QAR 1,318	QAR 2,089	QAR 3,056	QAR 3,912

Late Rate: 9 days prior to the event move in date  
Rental of equipment for more than 2 weeks periods will be quoted separately. Rental of manual chain hoists, electrical motors & trusses is subject to availability Please contact us before placing a late order

Order Of Services (Late Rate)	No Of Points	Total Amount	Service Delivery Date	Service Delivery Time
Anchor point without safety steel	0	0		
Anchor point with safety steel	0	0		
Anchor point , safety steel & manual chain hoist	0	0		
Anchor point, safety steel & electric motor	0	0		

\* Please note above prices apply for installations directly to the existing anchor points only (( Direct Point)) , based on the DECC rigging layout

## Form 9 – Rigging 5/6



مركز الدوحة للمعارض  
والمؤتمرات Doha Exhibition and  
Convention Center

### Rigging Form

#### Square Truss (Silver 30 x 30)

	Advanced Rate	Standard Rate	Late Rate	-select rate-
Linear m	QAR 163	QAR 203	QAR 237	
Corner 2 way	QAR 163	QAR 203	QAR 237	
T 3 way	QAR 163	QAR 203	QAR 237	

Order Of Services	No Of Points	Total Amount	Service Delivery Date	Service Delivery Time
	0	0		
	0	0		
	0	0		
	0	0		

	Advanced Rate	Standard Rate	Late Rate
Banners	QAR 909	QAR 1,219	QAR 1,504

Exhibitor Banners	No of Banners	Total Amount	Service Delivery Date	Service Delivery Time
	0	0		
	0	0		

Pre Rigging / Between Two Direct Points	Advanced Rate	Standard Rate	Late Rate
	QAR 293	QAR 335	QAR 365

Pre Rigging	Linear Meters	Total Amount	Service Delivery Date	Service Delivery Time
	0	0		
	0	0		

Bridle Point	Advanced Rate	Standard Rate	Late Rate
	QAR 1,404	QAR 1,826	QAR 2,045

Bridle Point	No Of Points	Total Amount	Service Delivery Date	Service Delivery Time
	0	0		
	0	0		

\* Bridle installations refer to rigging points between 2 existing anchor points.

\* Bridle installation costs refer to the secondary point cost and are in addition to the direct points cost.

Please contact us before placing a late order

## Form 9 – Rigging 6/6



Doha Exhibition and Convention Center

Rigging Form

## Total Amount Ordered

Total Amount QAR

0

Official Stamp &amp; Signature

Payment Method *Payment should be made only on receiving your pro-forma invoice*

## BANKING DETAILS

## QATAR BUSINESS EVENTS CORPORATION

Qatar National Bank (QNB)

Account No: 0013-070329-002

IBAN No.: QA80 QNBA 0000 0000 0013 0703 2900 2

Swift Code: QNBAQAQA

If payment is made by electronic transfer, please forward a copy of the transaction slip via email [logistics@decc.qa](mailto:logistics@decc.qa)

## CONDITIONS OF SALE

The price quoted does not include any taxes or levies applicable in Qatar or in any Country, the same will have to be borne by the customer and is not the responsibility of DECC.

An order is considered confirmed only if payment has been 100% completed prior to the event's move in date.

Exhibitors with outstanding balances from previous exhibitions must satisfy the payment requirement or services will not be provided.

Successful delivery of your order is dependent on the correct stand number and name of the exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DECC by e-mailing [logistics@decc.qa](mailto:logistics@decc.qa)

All prices are rental only. Material and equipment furnished by the DECC for this service order shall remain DECC's property unless otherwise specified and shall be removed only by authorized DECC staff at the move out of the event.

Rates are valid for a maximum of 2 weeks of rental, for longer periods please ask for a quotation. Rental of manual chain hoists, electrical motors and truss is subject to availability.

Last minute orders (less than 10 days) cannot be guaranteed and are subject to availability.

Cancellation of services must be made 10 days before official build up.

Any cancellation made within those 10 days is subject to a cancellation fee or up to the full price of the total service order form.

All prices are rental of the equipment only.

Any other technical services/support will be quoted as additional charges.

Damage to or loss of any material will be invoiced to the client.

Claims/Refunds will not be considered unless filed in writing prior to the close of the exhibition.

Please allow 45 days for processing.





## Form 10 – Security 1/5

### Deadline: September 30th, 2024

**QBEC** شركة قطر لخدمات الأعمال  
QATAR BUSINESS  
EVENTS CORPORATION



مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

Security Form

### SECURITY FORM 2024

Please Return Completed Forms To DECC's Operations Department.

Email: [hsse@decc.qa](mailto:hsse@decc.qa)

Please fill in or type **BLOCK CAPITALS**

(DECC Cannot be held responsible for mistakes from illegible handwriting)

#### Exhibition Details

Exhibition Name	<input type="text"/>	Exhibition Date	<input type="text"/>
Hall No.	<input type="text"/>	Stand No.	<input type="text"/>
		Stand Name	<input type="text"/>
		Date of Order	<input type="text"/>

#### Order Contact Details

First Name	<input type="text"/>		
Last Name	<input type="text"/>	Job Title	<input type="text"/>
Company Name	<input type="text"/>	Contractor	<input type="checkbox"/>
		Exhibitor	<input type="checkbox"/>
		Agent	<input type="checkbox"/>
Company Address	<input type="text"/>		
City	<input type="text"/>	Postal Code	<input type="text"/>
		Country	<input type="text"/>
Direct No.	<input type="text"/>	Mobile No.	<input type="text"/>
Email Address	<input type="text"/>		
On-site Contact Name	<input type="text"/>	On-site Contact No.	<input type="text"/>

All Security Services shall be ordered through DECC Venue Services.

Security Services through DECC are compulsory. No other Security supplier will be allowed into the venue unless with prior approval of DECC management.

All Security Services requests should be ordered at least 72 hours in advance to ensure availability.

## Form 10 – Security 2/5



مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

Security Form

### Security & HSE

#### MOVE IN

-select rate-

Item Description	ADVANCED Rate QAR	STANDARD Rate QAR	LATE Rate QAR	Duration			
	30 days or more days prior to the event move in date	29 to 10 days prior to the event move in date	9 days prior to the event move in date	Quantity	DATE		SHIFT SLOT
					Start	End	
Security Supervisor	79 Per Hour	82 Per Hour	87 Per Hour	0			-select-
				0			-select-
<sup>1</sup> Security Guard	65 Per Hour	70 Per Hour	76 Per Hour	0			-select-
				0			-select-
<sup>1</sup> Female Security Guard	76 Per Hour	81 Per Hour	86 Per Hour	0			-select-
				0			-select-
<sup>2</sup> Female Security Guard (Arabic Speaking)	89 Per Hour	92 Per Hour	98 Per Hour	0			-select-
				0			-select-
<sup>3</sup> Fire Warden	58 Per Hour	62 Per Hour	64 Per Hour	0			-select-
				0			-select-
HSE Officer	94 Per Hour	97 Per Hour	105 Per Hour	0			-select-
				0			-select-



## Form 10 – Security 3/5



مركز الدوحة للمعارض والمؤتمرات | Doha Exhibition and Convention Center

Security Form

### Security & HSE

#### LIVE DAYS

Item Description	ADVANCED Rate QAR	STANDARD Rate QAR	LATE Rate QAR	Duration		
	30 days or more days prior to the event move in date	29 to 10 days prior to the event move in date	9 days prior to the event move in date	Quantity	DATE Start End	SHIFT SLOT
Security Supervisor	79 Per Hour	82 Per Hour	87 Per Hour	0		-select-
				0		-select-
				0		-select-
<sup>1</sup> Security Guard	65 Per Hour	70 Per Hour	76 Per Hour	0		-select-
				0		-select-
				0		-select-
<sup>1</sup> Female Security Guard	76 Per Hour	81 Per Hour	86 Per Hour	0		-select-
				0		-select-
				0		-select-
<sup>2</sup> Female Security Guard (Arabic Speaking)	89 Per Hour	92 Per Hour	98 Per Hour	0		-select-
				0		-select-
				0		-select-
<sup>3</sup> Fire Warden	58 Per Hour	62 Per Hour	64 Per Hour	0		-select-
				0		-select-
				0		-select-
HSE Officer	94 Per Hour	97 Per Hour	105 Per Hour	0		-select-
				0		-select-
				0		-select-

## Form 10 – Security 4/5



Security Form

### Security & HSE

#### MOVE OUT

Item Description	ADVANCED Rate QAR	STANDARD Rate QAR	LATE Rate QAR	Duration			
	30 days or more days prior to the event move in date	29 to 10 days prior to the event move in date	9 days prior to the event move in date	Quantity	DATE		SHIFT SLOT
					Start	End	
Security Supervisor	79 Per Hour	82 Per Hour	87 Per Hour	0			-select-
				0			-select-
<sup>1</sup> Security Guard	65 Per Hour	70 Per Hour	76 Per Hour	0			-select-
				0			-select-
<sup>1</sup> Female Security Guard	76 Per Hour	81 Per Hour	86 Per Hour	0			-select-
				0			-select-
<sup>2</sup> Female Security Guard (Arabic Speaking)	89 Per Hour	92 Per Hour	98 Per Hour	0			-select-
				0			-select-
<sup>3</sup> Fire Warden	58 Per Hour	62 Per Hour	64 Per Hour	0			-select-
				0			-select-
HSE Officer	94 Per Hour	97 Per Hour	105 Per Hour	0			-select-
				0			-select-

Security staff service will be invoiced on a 8hr minimum basis.

Over 8hrs will be charged as a 12hrs shift, each individual will be a maximum of 12hrs

<sup>1</sup>Specific dress requirements outside of standard issued uniforms may be subject to additional charges, POA.

<sup>2</sup>Arabic speaking female guards are available for a maximum shift length of 8hrs and only between the hours of 09:00 till 23:00.

<sup>3</sup>Should event activities demand an isolation of the fire and environmental sensor system a mandated fire warden will be required per individual event space. Exhibitors not complying may have their event activities curtailed and/or cancelled without notice.

A mandatory HSE officer will be appointed by DECC for the entirety of the event including periods before and after live days. The organizer may wish to have their own appointee however this will be subject to DECC's approval upon submission of a proof of qualification.

## Form 10 – Security 5/5



مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

Security Form

Total Amount Ordered	
Total Amount QAR	0

Official Stamp &amp; Signature

**Payment Method** *Payment should be made only on receiving your pro-forma invoice*

## BANKING DETAILS

## QATAR BUSINESS EVENTS CORPORATION

Qatar National Bank (QNB)

Account No: 0013-070329-002

IBAN No.: QA80 QNBA 0000 0000 0013 0703 2900 2

Swift Code: QNBAQAQA

If payment is made by electronic transfer, please forward a copy of the transaction slip via email [hsse@decc.qa](mailto:hsse@decc.qa)

## CONDITIONS OF SALE

The price quoted does not include any taxes or levies applicable in Qatar or in any Country, the same will have to be borne by the customer and is not the responsibility of DECC.

Advanced payment of all orders is compulsory. No account or credit facilities are available.

All orders are subject to availability.

Successful delivery of your order is dependent on accurate ordering information been provided.

Claims/Refunds will not be considered unless filed in writing prior to the close of the event.

Cancellation of services must be made 72 hours in advance. Any cancellation made less than 72 hours of delivery date will be subject to a cancellation fee of up to the 100% of the total service order value.

**Cautionary Note:**

In the event of a security lockdown due to VVIP attendance, services may be delayed or curtailed due to the actions of external government bodies.



## Form 11 – Stand Cleaning 1/4

### Deadline: September 30th, 2024

**QBEC** شركة قطر لخدمات الأعمال  
QATAR BUSINESS  
EVENTS CORPORATION



Stand Cleaning  
Form

#### STAND CLEANING FORM 2024

Please Return Completed Form to the DECC Operations Department

Email: fm@decc.qa

Please fill in or type **BLOCK CAPITALS**

(DECC Cannot be held responsible for mistakes from illegible handwriting)

#### Exhibitor Details

Exhibition Name	<input type="text"/>	Exhibition Date	<input type="text"/>
Hall Number	<input type="text"/>	Stand Number	<input type="text"/>
Stand Name	<input type="text"/>	Stand Size	<input type="text"/>
On-site Contact Person	<input type="text"/>	Mobile:	<input type="text"/>

#### Order Contact Details

First Name	<input type="text"/>	Last Name	<input type="text"/>
Job Title	<input type="text"/>	Contractor	<input type="checkbox"/>
		Exhibitor	<input type="checkbox"/>
		Agent	<input type="checkbox"/>
Company Name	<input type="text"/>		
Email Address	<input type="text"/>		
Tel:	<input type="text"/>	Mobile:	<input type="text"/>

#### INVOICING DETAILS

Company Name	<input type="text"/>		
Email Address	<input type="text"/>		
Company Address	<input type="text"/>		
City	<input type="text"/>	P.O Box	<input type="text"/>
		Country	<input type="text"/>
Tel:	<input type="text"/>	Fax :	<input type="text"/>

## Form 11 – Stand Cleaning 2/4



مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

Stand Cleaning  
Form

### Stand Cleaning Form 2023

#### CONDITIONS OF SALE

- DECC Housekeeping team will not clean displayed items or equipment.
- DECC Housekeeping team will not be held liable for any loss or damage related to the cleaning of the exhibition stand.
- DECC Housekeeping team does not supply cleaning materials to exhibitors or their contractors.
- DECC Housekeeping team will not perform high level cleaning above **2.5 meters**.
- DECC Housekeeping team will not be responsible for the removal of any bulky waste/large construction materials.
- An order is considered **CONFIRMED ONLY** if the payment has been settled or **LPO is issued**.
- Advanced payment of all orders is compulsory. No account or credit facilities are available.
- The Stand Cleaning services order (s) are subject to availability. It's advisable to place your cleaning order not less than **3 days** prior to the service start date.
- Successful delivery of your order is dependent on accurate ordering information provided
- **Claims/Refunds will not be considered unless filed in writing prior to the close of the event**
- **Cancellation of cleaning service order** must be made **48 hours** in advance. Any cancellation made less than 48 hours of delivery date will be subject to a **cancellation fee of up to 100%** of the total service order value.
- The price quoted does not include any taxes or levies applicable in Qatar or in any Country, the same will have to be borne by the customer and is not the responsibility of DECC.

#### Cautionary Note:

In the event of venue security lockdowns by the authorities, services may be delayed/or cancelled subject to the instructions provided by the authorities. DECC must not be held responsible for delays or cancellations in such rare occasions.

#### Stand Cleaning – Activity Details

- The **Complete Stand Cleaning activity** includes deep cleaning of the stand, by vacuuming or wet mopping of floors; dusting of counter tops and furniture's, emptying of bins, cleaning of walls (**2.5m height Maximum**), glass and partitions (**except clear acrylic partitions**), which is **best to carried out at night time** before the opening day of the Live Event, and each night thereafter, and not during the exhibition open hours, to ensure that the stands are ready prior to the opening of the exhibition.
- In order to guarantee quality of service, exhibition stands **must be clear of all contractors' tools, materials and equipment** prior to the deep cleaning activities.
- The role of a **Stand-by Cleaner** is to ensure that the stand is kept clean and presentable at all times and free from the accumulation of waste. Also perform any reactive cleaning required during the open hours of the event.
- It is always advisable to consult with the DECC Cleaning team for recommendation of deployment & allocation of cleaning staff for stand cleaning purposes by sending an email to [fm@decc.qa](mailto:fm@decc.qa) or call FM Department at +974 4033 1100

	Advance Rate 30 days or more Prior to the event move in date	Standard Rate 29 to 10 days Prior to the event move in date	Late Rate 9 days Prior to the event move in date
Cleaner	QAR 35 Per Hour	QAR 38 Per Hour	QAR 41 Per Hour
Team Leader	QAR 35 Per Hour	QAR 38 Per Hour	QAR 41 Per Hour

## Form 11 – Stand Cleaning 3/4



مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

## Stand Cleaning Form 2023

## Stand Cleaning Form

### Schedule of Cleaning Service

**\*One Cleaning Team Leader shall be ordered for every 8 Cleaners scheduled at the same shift using below format**

**\*Min 8 hours per day for Cleaner / Team leader**

\*Please use extra sheet if needed for Scheduling, Following below format.

[illegible]



**Form 11 – Stand Cleaning 4/4**

مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

Stand Cleaning  
Form

-select rate-

SUMMARY OF CLEANING SERVICE ORDER COST			
	Total Chargeable Hours	Rate/Hours • Advance • Standard • Late	Sub Total Amount
Cleaner	0	0	0
Team Leader	0	0	0
Total Amount Due (QAR)			0

Official Stamp & Signature

**Payment Method:** Payment should be made only on receiving your pro-forma invoice

\*If payment is made via electronic transfer, please forward a copy of the transaction slip thru email at:

**fm@decc.qa** and **accounts@decc.qa**

#### BANKING DETAILS

**QATAR BUSINESS EVENTS CORPORATION**

**Qatar National Bank (QNB)**

**Account No:** 0013-070329-002

**IBAN No.:** QA80 QNBA 0000 0000 0013 0703 2900 2

**Swift Code:** QNBAQAQA





## Form 12 – Vehicle display form 1/2

### Deadline: September 30th, 2024

**QBEC** شركة قطر لمعاملات الأعمال  
QATAR BUSINESS  
EVENTS CORPORATION



#### Vehicle Display Form

### Vehicle Display Form 2024

Please Return Completed Forms To DECC Operations Department

Email: logistics@decc.qa

#### Exhibition Details

Exhibition Name	<input type="text"/>	Exhibition Date	<input type="text"/>
Hall No.	<input type="text"/>	Stand No.	<input type="text"/>
		Stand Name	<input type="text"/>

#### Exhibitors Contact Details

First Name	<input type="text"/>		
Last Name	<input type="text"/>	Job Title	<input type="text"/>
Company Name	<input type="text"/>	Contractor	<input type="checkbox"/>
		Exhibitor	<input type="checkbox"/>
		Agent	<input type="checkbox"/>
Company Address	<input type="text"/>		
City	<input type="text"/>	Postal Code	<input type="text"/>
		Country	<input type="text"/>
Direct No.	<input type="text"/>	Mobile No.	<input type="text"/>
Email Address	<input type="text"/>		
On-site Contact Name	<input type="text"/>	On-site Contact No.	<input type="text"/>

Brand Name / Model	Vehicle Dimension	Weight
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

All vehicles should have no more than a 1/4 tank of fuel when displayed in the venue, and must have drip pans underneath the engine bay and pads under all tires.

Fuel tanks are to be locked and sealed with the manufacturers approved fuel cap. Connection to the battery needs to be removed during the duration of the display.

Running of display vehicles during the exhibition is prohibited.

All vehicles displayed on a gradient are to be locked and no access given unless removing the vehicle from display. If the display has the vehicle totally off the floor level, chains or straps for added safety must also secure the vehicle.

For heavy vehicles, please submit together with this form the manufactures data sheet including weight & dimensions

## Form 12 – Vehicle display form 2/2



مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

### Vehicle Display Form

Brand Name / Model	Vehicle Dimension	Weight

### Rules & Regulations

All vehicles should have no more than a 1/4 tank of fuel when displayed in the venue, and must have drip pans underneath the engine bay and pads under all tires.

Fuel tanks are to be locked and sealed with the manufacturers approved fuel cap. Connection to the battery needs to be removed during the duration of the display.

Running of display vehicles during the exhibition is prohibited.

All vehicles displayed on a gradient are to be locked and no access given unless removing the vehicle from display. If the display has the vehicle totally off the floor level, chains or straps for added safety must also secure the vehicle.

For heavy vehicles, please submit together with this form the manufactures data sheet including weight & dimensions



## Form 13 – Use of Haze / Smoke

### Deadline: September 30th, 2024

**QBEC** شركة قطر لمعاملات الأعمال  
QATAR BUSINESS  
EVENTS CORPORATION



مركز الدوحة للمعارض  
والمؤتمرات | Doha Exhibition and  
Convention Center

Request for Permission— Haze / Smoke

### Request for Permission—Use of Haze /Smoke 2024

Please Return Completed Forms To DECC's Exhibitor Services

Email: logistics@decc.qa

#### Exhibition Details

Exhibition Name	<input type="text"/>	Exhibition Date	<input type="text"/>
Hall No.	<input type="text"/>	Stand No.	<input type="text"/>
		Stand Name	<input type="text"/>

#### Exhibitors Contact Details

First Name	<input type="text"/>		
Last Name	<input type="text"/>	Job Title	<input type="text"/>
Company Name	<input type="text"/>	Contractor	<input type="checkbox"/>
		Exhibitor	<input type="checkbox"/>
		Agent	<input type="checkbox"/>
Company Address	<input type="text"/>		
City	<input type="text"/>	Postal Code	<input type="text"/>
		Country	<input type="text"/>
Direct No.	<input type="text"/>	Mobile No.	<input type="text"/>
Email Address	<input type="text"/>		
On-site Contact Name	<input type="text"/>	On-site Contact No.	<input type="text"/>

No Of Machines	Brand & Model Name	Hall No	Stand No	Liquid (smoke & haze Certificate)	Arrival Date in the Venue	Arrival Time in the Venue
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Permission must be requested at least 10 days prior to the start of the event.

A copy of the Material Data Sheet (MSDS) of the liquid must be provided along with the request for permission.

A schedule of the smoke / haze machine's operating time(s) and duration must be submitted.

Use of smoke/haze effects will also considerably reduce visibility, especially in enclosed areas; therefore this must be documented in a risk assessment ensuring adequate control measures are in place.

Water based smoke/haze machines only should be used in venue. Mineral or glycol based machines are not allowed.



**Form 14 – Delivery scheduling / Vehicle registration  
and heavy material / vehicles exhibition**  
**Deadline: September 30th, 2024**

**EXHIBITOR**

Company name: ..... Stand number: .....

Person in charge (name & function): .....

Email: ..... Mobile phone: .....

**FREIGHT FORWARDER / CONTRACTOR**

Company name: ..... Stand number: .....

Person in charge / Driver: .....

Email: ..... Mobile phone: .....

**PLEASE RETURN THIS ORDER FORM BY EMAIL TO:**

David.roche@comexpodium.com

Phone: +33 (0)1 76 77 15 51

**Please, refer to the site operation timetables and delivery procedures in the exhibitor manual before submitting this order form**

**BUILD UP**

**NUMBER OF EXCEPTED VEHICLES**

	VEHICLE 1	VEHICLE 2	VEHICLE 3	VEHICLE 4	VEHICLE 5
Serial Number					
Make Model					
Size / Type					
Type of merchandise being delivered + weight of heavy equipment displayed					
Do you use a handling vehicle to offload	<input type="checkbox"/> YES <input type="checkbox"/> NO				
Approximate time needed to offload / remarks					
<b>Requested arrival time needed (date &amp; hours)</b>					

Print and send as many sheets a you need

DISMANTLING

NUMBER OF EXCEPTED VEHICLES

	VEHICLE 1	VEHICLE 2	VEHICLE 3	VEHICLE 4	VEHICLE 5
Serial Number					
Make Model					
Size / Type					
Type of merchandise being delivered					
Do you use a handling vehicle to offload	<input type="checkbox"/> YES <input type="checkbox"/> NO				
Approximate time needed to offload / remarks					
Requested departure time needed (date & hours)					

Print and send as many sheets a you need



## ***Form 15 – Stand design approval form***

### ***Deadline: September 30th, 2024***

***FILL IN THIS FORM USING YOUR COMPUTER***

**SEND IN THIS FORM BY EMAIL BEFORE October 1<sup>st</sup>, 2024**

to DECOPLUS – MILIPOL QATAR

elisabeth.decoplus@gmail.com

This document is here to guide you through the processes for installing fittings for your stand. It must be completed in full, dated, stamped, signed and returned with the required supporting documents.

This document is interactive, which means you can fill in your fittings form using your computer

**It includes:**

- 1 – Your details**
- 2 – Your stand project**
- 3 – Your decorator's details**
- 4 – The declaration of used materials for your fitted stand**
- 5 – The declaration of used materials for your space only stand**
- 6 – The classification table for authorised materials**
- 7 – The declaration of electrical installations' compliance**
- 8 – Waste disposal**
- 9 - Cleaning**
- 10 – The Exhibitor and / or Decorator's commitments**

SEND IN THIS FORM BY EMAIL BEFORE SEPTEMBER 30<sup>th</sup>, 2024

## FORM FITTING

## FOR YOUR BARE STAND or FITTED STAND

1/9

*FILL IN THIS FORM USING YOUR COMPUTER*

SEND IN THIS FORM BY EMAIL BEFORE SEPTEMBER 30<sup>th</sup>, 2024

### DECOPLUS

MILIPOL QATAR Architecture Department - Elisabeth Tougard

Phone +33 (0)9 67 78 93 85

Email : elisabeth.decoplus@gmail.com

### 1- YOUR DETAILSDETAILS

Your MILIPOL QATAR ID: .....

Company Name: .....

Région : .....Name of stand's sign: .....

Address: .....

Post Code : .....City: .....Country: .....

Name of responsible person: .....

Email: .....

Phone: .....Mobile phone: .....

Function: .....

Aisle n°: .....Stand n°: .....

### 2 – YOUR PROJECT STAND (\*)

☐ SPACE ONLY STAND ☐ FITTED STAND (\*)

*(you must tick one box)*

(\*)(\*) Any extra fittings on a fitted stand which are not ordered from the organiser are subject to MILIPOL QATAR architecture and decoration regulations and to Safety & Fire specifications applicable to bare stands.



Plans must be submitted to DECOPLUS – MILIPOL QATAR for approval.

SEND IN THIS FORM BY EMAIL BEFORE SEPTEMBER 30<sup>th</sup>, 2024

## FORM FITTING

## FOR YOUR BARE STAND or FITTED STAND

2/9

FILL IN THIS FORM USING YOUR COMPUTER

### 3 – YOUR DECORATORS DETAILS

Decorator's company name: .....  
 Address: .....  
 Postcode:.....Town/City:.....Country:.....  
 Name responsible person: .....  
 Email:.....Phone:.....  
 Mobile phone (mandatory):.....

Has your decorator already worked on the DECC Doha

☐ Yes ☐ No

All plans must be sent in by September 30<sup>th</sup> 2024 at the latest to

#### DECOPLUS – MILIPOL QATAR

Architecture department – Elisabeth TOUGARD

Phone ++33 (0)9 67 78 93 85

E-mail : elisabeth.decoplus@gmail.com

#### They must include the following :

1. A completed and signed fittings application form for your stand,
2. Your stand plan: floorplans which include scale, dimensions and positioning of clearances (shared partitions + aisles) (\*),
3. Cross-section with scale, dimensions and heights of the planned spaces,
4. Reports about fittings' material and equipment, and reports as to electrical installations' compliance,

(\*) Do not fill in if you are getting a fitted stand provided by MILIPOL QATAR, unless you are also getting extra fittings. The layout plan will be studied by the fair's architecture and decoration department.

Important: a few essential regulations to read in the Safety & Fire specifications:

- The floor-to-ceiling height can vary according to your location and level - make sure you check this height before your stand is constructed,
- The regulations about closure state that each side of your stand which faces another stand or aisle must be open along 50% of its total length, except for MILIPOL Hospitality suites,
- You must **not** create upper levels or ceiling hangings,
- To lay carpet on the floor, you must use a specific adhesive,
- Flooring with heights of more than 20mm: must have an incline of a maximum of 10% around the stand. Flooring of less than 20mm in height must have angular edges which are fitted with chamfers or rounded borders.

SEND IN THIS FORM BY EMAIL BEFORE SEPTEMBER 30<sup>th</sup>, 2024

## FORM FITTING FOR YOUR BARE STAND or FITTED STAND

3/9

*FILL IN THIS FORM USING YOUR COMPUTER*

### 4 - DÉCLARATION OF MATERIALS USED FOR FITTED STAND

Your shell scheme stand is provided with partition walls, would you like some to be removed ?

☐ Yes ☐ no

☐ I am planning extra decoration - if you answer yes, complete the table below.  
☐ I will not have any decoration except a poster presentation (80 x 60cm) for each partition wall, Heights dependent on level.

☐ I'm planning to use more elaborate decorations using parts listed below

Wall covering / Wallpaper / A1 poster	
A suspended decoration / banner	
« a pop-up »	
Other materials	

*Important: If you bring pop-ups, you must bring certification attesting to their compliance with NF or EN.13.501.1 standards.*

*The pop-ups may be refused if you do not bring certifications. For other materials, please consult the table of authorised materials so that you are aware of which fire ratings are required.*

SEND IN THIS FORM BY EMAIL BEFORE SEPTEMBER 30<sup>th</sup>, 2024

## FORM FITTING FOR YOUR BARE STAND or FITTED STAND

5/9

*FILL IN THIS FORM USING YOUR COMPUTER*

### 5 - DÉCLARATION OF MATERIALS USED FOR BARE STANDS

Construction height for stand	.....m(*)
Is your stand fitted with a banner, canopy or falls ceiling in the upper section (B or M1 classification mandatory)	<input type="checkbox"/> Yes <input type="checkbox"/> No, if yes indicate the total surface .....m2
Is your stand fitted with raised flooring	<input type="checkbox"/> Yes <input type="checkbox"/> No, if yes specify in mm .....
Is your stand fitted with terrace	<input type="checkbox"/> Yes <input type="checkbox"/> No

MATERIALS	A – DESCRIPTION	B –NUMBER PLAN	C –N° P.V.	AREA RESERVED FOR DECOPLUS
Wood > 18 mm				
Wood, Plywood, Pressed wood < 18mm				
Carpet				
Wall fabrics and textile coverings				
Plastics				
Suspended decoration				
Windows and glass partition				
Other materials				
CONSTRUCTION HEIGHT OF YOUR STAND:				

Provide test reports from accredited laboratories or established fireproofing certificates from appropriate companies, in English only.

SEND IN THIS FORM BY EMAIL BEFORE SEPTEMBER 30<sup>th</sup>, 2024

## FORM FITTING FOR YOUR BARE STAND or FITTED STAND

6/9

### 6 - THE CLASSIFICATION TABLE FOR AUTHORISED MATERIALS

AUTHORIZED		DOCUMENT TO BE SUBMITTED
Wood (or wood composite) > 18 mm not laminate	Wood (not laminate) agglomerated plywood lath	None - (M3 assimilated materials)
Wood < 18 mm & > 5 mm Wood > 18 mm, laminate	M3 original or D European Standards	Report M3(or Labels on materials)
Plywood – Agglomerate < 5 mm wood based composite	M1 or fireproofed on both sides with paint, varnish, salts by an approved applicator B European standards	Reports M1 or fireproofing certificate with name of the product, descriptive leaflet, application date
Carpets on the ground	Natural: M4 or E European Standards Synthetics: - M3 or D European standards	Reports
Fabrics and surfacing wall textiles	M1 ou ignifugé ou B normes Européennes	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Plastic materials (plaques, letters)	M1 or B European Standards	Reports M1
Paint	Permitted on M0, M1 supports or wood (nitrocellulose paint prohibited)	Reports regarding supports
Free-hanging decoration (paper, cardboard)	1 or fireproofed or B European standards	Reports or fireproofing certificate with name of the product, descriptive leaflet, application date
Floral decorations made of synthetic materials	M1 originally (fireproofing prohibited) or B European standards	Reports M1
Bonded or clipped decoration (paper)	No substantiation required if bonded over the entire surface or clipped every 5 cm. Split Installation	
Furniture	Large furniture: M3 or D Light structures: M3 or D Padding: M4 or E Envelope: M1 or B	Reports or fireproofing certificate (so substantiation required if rented furniture)
Glazing	Reinforced, tempered, ply	Reports, certificates or substantiation such as an invoice
Other Materials	Request approval	Written response by the Safety Supervisor

N.B.: Reports only from approved French laboratories under current regulations as of November 1998 or, by equivalence, officially recognized by any report corresponding to European Standards applicable within Union Member State. In English language only.

SEND IN THIS FORM BY EMAIL BEFORE SEPTEMBER 30<sup>th</sup>, 2024

## FORM FITTING FOR YOUR BARE STAND or FITTED STAND

7/9

*FILL IN THIS FORM USING YOUR COMPUTER*

### 7 – DECLARATION OF ELECTRICAL INSTALLATIONS' COMPLIANCE FOR BARE STANDS

ELECTRICAL INSTALLATIONS ON YOUR STAND MUST BE DONE BY AN APPROPRIATE PROFESSIONAL

Electrical installations must comply with the fire safety regulations in your exhibition manual

Electrical installations (especially for lighting) must all be connected to a single switch which can turn off all lighting installed temporarily for the event.

This switch must be signposted and remain permanently accessible to the DECC safety department. It must be easy to use. You must switch off your lighting every evening when you leave your stand.

- For boxes > 20kW (32A three-phase), a P17 CEE 32A plug is compulsory, as well as a distribution board to connect to P17/32A to get this power level,
- It is prohibited to plug in electrical connections inside boxes. You will be billed for any damage,
- During the assembly period, only the official contractor's technical department (Circle) can move the electrical box (if such a procedure is possible).
- You must complete this declaration if you would like to use an electrical box:

#### DECLARATION

I the undersigned: .....of the company:

CC..... Declare that the temporary electrical installations for stand no:..... For the company exhibiting under the name:.....

Will be installed in accordance with standards in force in France, under my responsibility. I declare that I have read. I declare that i have read and i accept the terms and conditions for installing electrical installations on my stand.

SEND IN THIS FORM BY EMAIL BEFORE SEPTEMBER 30<sup>th</sup>, 2024

## FORM FITTING FOR YOUR BARE STAND or FITTED STAND

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### 8 – WASTE DISPOSAL

#### WASTE REMOVAL

The removal of waste from stands during the assembly or dismantling period are the exhibitor and/or decorator's own responsibility.

#### **Waste removal during assembly and dismantling periods**

Stand waste will be collected by the exhibitor

☐ Yes ☐ No

Stand waste will be collected by the decorator

☐ Yes ☐ No

**You can order m3 of waste removal/ skip access. Please refer to the form #5**

### 9 - CLEANING

MILIPOL QATAR registration for fitted and space only includes daily cleaning and vacuuming. Please refer to our exhibitor manual to order extra cleaning services for your stand.(Form n°13).

SEND IN THIS FORM BY EMAIL BEFORE SEPTEMBER 30<sup>th</sup>, 2024

## FORM FITTING FOR YOUR BARE STAND or FITTED STAND

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*FILL IN THIS FORM USING YOUR COMPUTER*

### 10 – THE EXHIBITOR AND/OR DECORATORS COMMITMENTS

Our society:.....exhibitor at MILIPOL QATAR 2024  
Declares:

☐ That we have read the Exhibitor's Guide which includes: conditions for access, architecture and decoration regulations, the DECC emergency procedures, fire safety and health and safety specification and the means to remove waste from our stand during the assembly and dismantling periods,

☐ That we have read the health & safety notice in the Exhibitor's Guide (click here to read) and have completed the health & safety declaration in our Exhibitor Area,

☐ That our stand's electrical installations are compliant, and that we have provided the Organiser with the required reports in our stand fitting application,

Stands over 4m in height, with tiers or other complex design must have a structural safety certificate signed by a competent person to be held by the exhibitor, the organizer and/or DECC reserve the right to inspect the certificate upon request. By signing this document the exhibitor hereby certifies that their stand will be (is) free of material and structural defects and is safe and fit for purpose.

☐ That we have filled in and completed this document, the stand fitting application, for approval.

Exhibitor: ..... Decorator: .....

Signatory's Name:..... Signatory's Name: .....

Date: ..... Date: .....

Signature and obligatory stamp

Signature and obligatory stamp

#### ATTENTION

No badges will be provided until your stand fitting application has been agreed upon and your stand has been paid for in full.





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La société Comexposium est soumise au Contrôle Prudentiel (ACP)