

Dear Exhibitor

Please take a moment to read through this letter before you arrive on-site to build and set up your stand, it contains very important information that will assist in your last minute preparations, please also forward to your stand contractor.

BUILD UP – PLEASE SUBMIT A REQUEST FOR OVERNIGHT WORKING		
Saturday 29 February 2020	08:00 – 22:00	Access to Space Only Contractors
Sunday 1 March 2020	08:00 – 22:00 14:00 – 22:00	Access to Space Only Contractors / Exhibitors Access to Shell Scheme Exhibitors
Monday 2 March 200	08:00 – 22:00 08:00 – 22:00	Access to Space Only Contractors Access to All Exhibitors
<ul style="list-style-type: none"> • All Stand Construction must be completed by 13:00hrs on Monday 2 March, including removal of all stand material out of the halls and loading bays. • Stand Dressing and exhibit set up should be completed by 22:00hrs on Monday 2 March 2020. • Any stands not completed by the above times will be subject to a late working fine. 		
SHOW OPEN DAYS		
	EXHIBITOR ACCESS	SHOW TIMINGS
Tuesday 3 March 2020	08:00 – 18:30 (or access once Venue allows)	10:00 – 18:00
Wednesday 4 March 2020	09:00 – 18:30	10:00 – 18:00
Thursday 5 March 2020	09:00 – 21:00	10:00 – 18:00
BREAKDOWN – SPACE ONLY EXHIBITORS & SHELL SCHEME STANDS		
Thursday 5 March 2020	18:30 – 21:00	<p>Exhibits cannot be removed or dismantled before 18:30hrs, or once the halls are clear of ALL visitors.</p> <p>Anyone found dismantling or packing their stand before the show closes at 18:00hrs, may incur a fine.</p> <p>Exhibits & portable items must be cleared from the stand by 21:00hrs.</p> <p>Access to the loading bay for small exhibit removal will be given as soon as possible, but we estimate from between 20:30hrs & 21:00hrs. Due to the number of vehicles we would appreciate your patience.</p> <p>The Organisers and Venue cannot be held responsible for any items left on your stand, in the aisle or in the loading bays after this time.</p>
BREAKDOWN - ACCESS TO SPACE ONLY CONTRACTORS		
Thursday 5 March 2020	20:00 – 23:59	<p>Contractors will be held at the marshalling gate until Venue rigging services, aisle carpet removal and empty boxes / crates have been delivered to stands. We estimate this to be between 20:00hrs & 21:00hrs.</p> <p>Access to the loading bay will be given from 21:30hrs.</p>

		<p>The below schedule MUST be adhered by:</p> <p>21:30hrs – 23:30hrs: Furniture and AV pick up 23:30hrs onwards: Stand construction and large exhibits pick up</p>
Friday 6 March 2020	00:01 – 13:00	<p>Dismantling of Stands & Clearing of Hall.</p> <p>ALL Stand fittings and waste materials must be cleared from the Halls by 13:00hrs.</p>

Car Parking

Visitors can choose between paid and free parking. DWTC also provides valet parking at our main entrance gates: Convention Gate (Convention Tower just before the Novotel), Exhibition Gate (Exhibition Plaza opposite the Ibis hotel) and Trade Centre Arena (Arena Plaza Valet Parking only). Valet parking is a chargeable service and subject to availability.

Free Car Parking – Happiness Street Parking Overflow A&B: Free, opposite Convention Tower – Novotel

Paid Car Parking - Multi-Storey Car Park: Behind Sheikh Rashid Hall, Sheikh Rashid Tower Car Park: Next to Trade Centre Hall and Hall 1, Za'abeel Plaza Car Park: Front of Za'abeel Hall 6, Exhibition Plaza opposite the Ibis hotel and Happiness Street Parking Opposite Convention Tower. There are also several Valet parking options available (dependent on the Exhibition Halls in use – see above).

DWTC has an exhibitor parking package available. To find out more, send an email to: info@dwtc.com.

Exhibitor Badge Collection

You can start collecting Exhibitor badges from Sunday 1 March 2020 from 12:00hrs onwards.

By now you should have registered your Exhibitor badge names through the Online Customer Centre and will receive a bar code email a week before the event.

To avoid any unnecessary inconvenience onsite, please make sure that you bring:

- A printout of the exhibitor badge bar code email, in order to print your badge at the FAST TRACK registration stations. You can also scan your bar code email from your mobile phone.
- Proof of payment for your stand.
If you have not registered your exhibitor badges, please go directly to the EXHIBITOR ONSITE REGISTRATION desk to apply

There will be FAST TRACK and ONSITE registration desks located by the foyer of Hall 4.

EXHIBITOR BADGE: LOCATED BY THE FOYER OF HALL 4			
Sunday 1 March 2020	12:00 – 18:00	Tuesday 3 March 2020	08:00 – 18:00
Monday 2 March 2020	08:00 – 20:00		

Electrical Requirements

It is MANDATORY to ensure that power supply to ALL stands are switched on 30 minutes before the show opens and MUST be switched off 30 minutes AFTER the show closes every day. It is the responsibility of the contractor to ensure that power is switched on and off daily. Failure to turn off the power at the end of each day, will result in a charge for 24 hour power based on your power order together with a fine of 5,000AED. If you wish to place an order, please contact GES on mee@ges.com or call + 971 4 885 5448 to place your order.

For space only stands, we advise that your electrician be present on-site during show open hours.

Freight Shipping

Deliveries for Space Only stands must NOT be made before 08:00hrs on Saturday 29 February 2020. However, please be mindful that any deliveries could get in the way of your stand build and delay the completion – please check with your stand build contractor on an appropriate delivery date and time.

Shell Scheme Stand deliveries must NOT be made before 14:00hrs on Sunday 1 March 2020.

Airlink International and Kuehne & Nagel have been appointed as the official freight forwarding companies for the event. Be advised that all on-site handling must be booked through Airlink International.

On-site Handling:

For all on-site handling, please contact, Airlink International through their office, located between Halls 1 & 2 or direct all queries to Mr William Lobo on + 971 4 332 5334.

PLEASE NOTE: No other contractor or their equipment will be allowed to operate within the exhibition area.

Health & Safety at Work

The law requires that everyone takes a responsible attitude towards Health & Safety, we ask that you work with us to maintain a safe workplace during Middle East Energy 2020. Please read Section 3 - Health & Safety Guidelines.

Health Alert

MEE 2020 is closely monitoring developments of the Novel Coronavirus status. The health and safety of our attendees is always our top priority. As such, we are following the safety advice and precautions as recommended by the World Health Organisation and Dubai Health Authority. In partnership with our venue, customers can be reassured we are monitoring the situation as an international business and staying up to date from official sources following guidance to mitigate any likelihood of the virus. Our events are operating 'Business as Usual' in line with the local government and authorities approach.

Info Hub

Middle East Energy 2020 have launched an Exhibitor Info Hub, which replaces the Organisers Office. Here, you will find:

- Organiser – The Informa Markets Representative who will be more than happy to assist with any queries that you may have
- GES – The Official General Service Contractor that can help with your furniture, power and graphics requirements
- Kuehne & Nagel and Airlink – The Official Freight and Onsite Handling Contractors that can help with your freight requirements

The Info Hub can be found inside office 4.2 (by hall 4 entrance), please come along if you have any issues during the show:

EXHIBITOR INFO HUB OPENING HOURS: LOCATION – INSIDE OFFICE 4.2 (BY HALL 4 ENTRANCE)			
Saturday 29 February 2020	08:00 – 18:00	Tuesday 3 March 2020	08:00 – 18:30
Sunday 1 March 2020	08:00 – 20:00	Wednesday 4 March 2020	09:00 – 18:30
Monday 2 March 2020	08:00 – 22:00	Thursday 5 March 2020	09:00 – 19:00

Informa Sustainability

Informa Markets encourages all exhibitors to consider their environmental impact and we encourage the re-use and responsible disposal of stand materials where possible.

Please refer to the Exhibitor Sustainability Checklist within the Customer Centre for further information.

Below are some key point for your reference:

- Make sure to choose the most sustainable option for travel and transport to and from the event
- Encourage to order water dispensers from venue, bring your own re-usable water bottles and coffee mug
- Select energy efficient LED lightning and other equipment for your stand
- Minimise the waste your stand creates and recycle where possible
- Ensure you and your contractor are aware of and compliant with all health, safety and security requirements.

Labour Law

Please ensure that all personnel working on your stand on-site carry their labour card or the relevant documentation as proof of their position in your Company. Please note, anyone found working on a different title other than the position mentioned on their labour card or documentation will be imprisoned, and in some cases, may be deported. Please note that DWTC rules mean access will not be given to anyone without a Labour Card or the relevant documentation.

Media Centre

The Media Centre will be located at Al Ain D, above hall 3. For all PR queries, please contact Josse Dulka via email Josse.Dulka@informa.com

Security Warning

Please ensure that your stands are manned at all times, do not leave small items or valuables such as mobiles, laptops or similar unattended. The Organisers will not be held responsible for any lost items. However, in case of any security breach, please inform the organisers of any incidents immediately

Storage

There are no storage facilities on-site. Due to Health & Safety reasons, anything found stored behind stands or along the perimeter of the halls will be disposed of and a charge will be levied by the venue.

Careem

Use code MEE30 to get 30% off your Careem Rides from 3 – 5 March 2020. Max discount AED 30.

If you require any further assistance concerning the exhibition at any time, please email mee.customerservice@informa.com or visit us at the Exhibitor Info Hub located in office 4.2.

We look forward to welcoming you to a very enjoyable show and wishes you a very successful **Middle East Energy 2020.**

Kind regards

The Middle East Energy Operations Team