مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

HEALTH AND SAFETY RULES AND REGULATIONS

DWTC Venues Health and Safety
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Health and Safety Rules and Regulations

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Foreword

This document is published by the Dubai World Trade Centre (DWTC) and is intended at all users of the Dubai International Convention and Exhibition Centre including Airport Expo facilities, and in particular exhibition organisers who are required to conduct their business in accordance with these requirements as part of their tenancy agreement.

This document is produced in accordance with Dubai Municipality requirements and international standards. It should be read in conjunction with the Guide to Managing Health and Safety at Exhibitions and Events, which is an internationally recognised publication (Association of Event Organisers, 2002). This is not intended as an exhaustive reference and in some cases consultation with a qualified health and safety professional is recommended so that relevant duties are clearly understood and suitably considered.

High standards of health and safety applied by users of the facilities should be maintained at all times and every effort must be made by all parties to ensure that those standards provide a safe and healthy environment for all involved with exhibitions and events at the venues.

Our objective is to ensure that all persons attending the facility have a safe and enjoyable experience. To achieve this we will require the full co-operation of everyone involved in the exhibition process. Health and safety is everyone's concern so please be diligent and enjoy your visit to the Dubai World Trade Centre.

'The Organiser', referenced in this document, represents the organiser's manual issued by the Dubai World Trade Centre.

Section 1 Introduction

1.1 The Tenancy Agreement and the Rules and Regulations

The rules and regulations produced by the Dubai World Trade Centre shall be observed and enforced, at all times by tenants, exhibition organisers, exhibitors, contractors, sub-contractors and in some cases, visitors. These rules and regulations form part of the tenancy agreement contract.

1.2 Responsibilities and Duties under Law

Under Dubai Municipality Local Order 61 of 1991 and codes adopted under this order, it is the duty of every employer to protect the health and safety of employees.

UAE Federal Law No. 8 requires each employer to provide appropriate safety measures to protect workers against hazards. It is the employer's duty to ensure that work is safe for employees and non-employees who may be affected the work activity.

Under the definitions provided within Local Order 61, the exhibition floor under build-up and tear-down is defined as an area of 'construction' and the requirements of Dubai Municipality Code of Construction Safety Practice applies at all times. It is highly recommended that persons or companies involved in this construction process obtain a copy of this publication which is available through the Dubai Municipality Building and Environment Departments.

Dubai Municipality Technical Guidelines also apply at the venues. They can be obtained through the Dubai Municipality website at www.dm.gov.ae. Authorised Dubai World Trade Centre staff reserve the right to request the removal of persons from the premises who demonstrate a blatant disregard for their own safety or the safety of others, as permitted by the employer under UAE Federal Law No 8 of 1980, article 120(d). Authorised staff will be the Director General, Senior Vice Presidents and Health and Safety Managers of the company. It is the duty of every contractor and sub-contractor to comply with the rules of the health and safety regulations and legislation in force in the UAE and the Emirate of Dubai. Under Dubai Local Orders it is the condition of each contract that no contractor or sub-contractor, for any part of the contract work, shall require any worker employed in the performance of the contact to work in surroundings or working conditions which are unsanitary, hazardous or dangerous to his health or safety.

Contractors should be aware of the requirements that exist in relation to the appointment of a company safety officer or supervisor, the requirement to inform the Municipality of such appointees and the status of experience and qualification of these individuals. Further detail is available in the Code of Construction Safety Practice mentioned in paragraph 2 above.

Contactors and employers also have accident prevention responsibilities under this 'code of practice' which should be understood and applied at the venues. These include advising employees in writing of exposure to risks within their work, instruction or training in the recognition and avoidance of unsafe condition towards the elimination of hazards and exposure to injury and the formal notification of accidents to the authorities of the Municipality.

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Important Notice

It should be noted that from the start of the 2011 exhibition season (January 2011), the following requirements will be mandatory at the venues

Safety Instruction Board Notice at the Main Marshalling Gate and Maktoum Gate

New Personal Protective Equipment requirements at the venues during build-up and tear-down



Mandatory Head Protection (Hard Hat)

All persons working on or visiting an exhibition stand or involved in construction work within the venues must be personally provided with a hard hat at all times by their employer which must be worn whilst in working in the stand or stage construction area during the build-up and tear-down periods of events at the venues.



Mandatory High Visibility Clothing (High Visibility Vest)

All persons within the exhibition halls, marshaling yards and conference halls shall wear high visibility clothing at all times during the build-up and tear-down periods of events at the venues. Contractor Supervisor or Manager should wear a specific colour High Visibility Vest so they can be easily identified at the venue.



Mandatory Foot Protection (Sandals and open / soft-toe shoes will not be permitted).

The use of open or soft-toe footwear will not permitted in the exhibition halls, marshaling yards and conference halls during the build-up and tear-down periods of all events at the venues. Shoes do not need to be steel toe capped but this is recommended.

Section 2 Event Planning

2.1 Event Layout Drawings - Layout plans shall only be submitted to DWTC using the latest approved Master Plan template provided by DWTC specifically for that purpose.

Layout plans of exhibitions shall be prepared by the organiser and shall consider the maintaining of fire doors and routes, firefighting equipment in the halls, electrical distribution boxes, a recommended main central aisle way of at least 3 meter wide and 2.5 meter wide minimum for secondary aisles and toilet facilities. Layout templates are available through the Event Planner, which contain these locations and aid the development of the event layout.

At all the venues, all fire exits, shutter doors, corridors and access zones must remain clear and available at all times. This policy must be reflected in the layout drawings.

A competent person should be employed to produce the layout plans. The person should consider, in additional to the detail in paragraph one above, visitor traffic flows, sightlines, travel distances, emergency services provision locations, camera locations, temporary seating, service areas, storage areas, temporary structures, barriers, partitions, drapes and venue toilets or any additional toilet facilities. Where the introduction of a number of stands creates an increased distance to firefighting equipment, beyond that required under international standards, it shall be the organiser's responsibility to install additional fire fighting capability in order to meet with that standard.

It is obligatory for the exhibitor to provide firefighting equipment for their stand if the exhibitor displays or uses indoor pyrotechnics, smoke machines, candles or any other flammable substances. If the exhibitor or the organiser fails to provide such equipment, DWTC will provide the required firefighting equipment and charge the cost to the organiser accordingly. In addition to the requirements of the Event Planner, a copy of the layout should be provided to the Emergency Medical Services and Health and Safety sections to enable an accurate response to an emergency call out within the halls during the tenancy. It should be of sufficient size to enable clear identification of stands and exhibition activity locations.

Provision of layout drawings must be in accordance with the timing requirements contained in 'The Organiser'.

2.2 Engineering Limitations

The organiser must ensure that the engineering limitations are not exceeded at the venues. This will include the loading of roof trusses during the build-up, tear-down and operation of the event. The 1.50 meters gap clearance from the bottom of the roof trusses up to the ceiling of the stands is required
Also floor loadings internally and externally will be subject to limitations to prevent damage, failure or subsidence. Stands or exhibits are not allowed to use venue walls or doors for bracing to stabilise exhibition stands or temporary structures. Loading limit information for the venues is available in 'The Organiser'.

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2.3 Floor Trenches

Access to and use of all the floor trenches is limited only to engineering employees of the Dubai World Trade Centre, for the purpose of installing mains supply cables, piped services and telecommunication equipment only. And during the operation with the floor trenches the area around should be barricaded and operation signage's should be provided. See attached Trench Guidelines.

2.4 Organiser's Responsibility

We would remind the organiser that all the exhibitions halls, conference facilities and meeting rooms at the venues are no smoking areas. Organisers must enforce this requirement at the venues and give sufficient advertising of this requirement within their exhibition manuals and welcome packs.

The organiser, in the planning of an event, must ensure that sufficient time is given to the build-up and tear-down activities of the event. Reducing these timescales has a significant impact on the safe activity of contractors and suppliers during the build-up and tear-down. The organiser is responsible for exercising sensible judgment, based on experience, as to an appropriate timescale for the construction and dismantling works at the venues. The Dubai World Trade Centre reserves the right to intervene on client proposals that reduce the timescales to an unacceptable level.

The organiser is required to provide sufficient competent supervision and attendance within the exhibition and conference halls during the entire tenancy at the venues. It is important to understand that the event does not finish from a health and safety perspective until the dismantling works are completed safely and the halls vacated. It is recommended that contracts between organisers, exhibitors and contractors include the requirement for adequate competent supervision of the works.

2.5 Goods Access to the Venues

The organiser must ensure that a competent freight forwarder is engaged in the delivery and removal activities at the venues.

The Dubai World Trade Centre operates a marshalling yard at the rear of the halls designed for access to the internal exhibition areas. This area is under the control of DWTC Venues and Security Divisions, in coordination with the organiser who will be responsible for ensuring that storage and unloading in the yard is controlled, safe and in accordance with Dubai Civil Defence fire requirements.

All material for exhibitions must be taken into the halls through the rear marshalling yard.

The use of industrial trolleys or the movement of materials through the concourses will not be permitted.

Exhibits and stand fixtures or fittings and associated materials shall only be delivered, unpacked, packed or collected, at times when the public are not admitted into the halls. No structural or heavy duty elements shall be worked on during exhibitions unless to facilitate emergency safe repair of a structure following written approval by DWTC Health and Safety Division and the venue management. It is the organiser's responsibility to advise the venue of such work requirements.

Exhibitors' personal luggage will be permitted out through the concourse provided it is of a reasonable size, carried or wheeled by one person, does not cause a hazard or inconvenience to other facility users and will not damage the venue infrastructure.

2.6 Contractor, Exhibitor and Visitor Access to the Halls

Contractors must only be in the halls during an exhibition where they have been asked to attend a stand that requires attendance due to an urgent safety situation otherwise all works must be carried out after visitor hours. See also section 2.5 above relating to notification of such works.

Contractors must display a DWTC Contractor Badge and a proof that they have been approved for access by the organiser. Where 'out of hours' works are necessary or special access arrangements exist with the organiser a documented permit system will be used. It is the responsibility of the organiser to ensure that hot works are suitably controlled at all times. See also section 4.17.

No moving vehicles, including contractor vehicles such as forklifts and general plant, other than those given special approval will be allowed into any hall while that hall is open to the public.

Access for stand equipment and contractors will only be via the rear marshalling yard access. No materials or industrial trolleys will be permitted through the front concourse entrances.

All contractors who wish to bring in construction supplies and equipment to be used for build-up and tear-down of their stands located at the concourse should bring in their supplies and equipment through a designated gate located after Hall 8 beside the Engineering Control Room. All contractors should ensure any construction supplies or equipment brought through this gate should not at any time be left along the corridors, block any of the fire exit doors, or cause any damage to DWTC property. All those who intend to use this supply entrance should inform DWTC Health and Safety Division in advance.

Visitor and Exhibitor access to the halls shall be via the concourses. The halls are suitably signed to assist visitors to the venues in locating their exhibition entry points and the rules of DWTC and the exhibition organiser must be respected with regards to specific access arrangements. The halls have separate doors for pedestrian entry and exit which must be used accordingly where instructed.

All persons entering exhibition areas must be in possession of a visitor, exhibitor, organiser, press or Dubai World Trade Centre employee badge or equivalent to gain access to the halls. The display of badges is also required whilst within the halls. Access to the rear of halls external areas or areas of the venues that are not active public areas, such as behind the stand or in the marshalling yard, is not permitted and equipment exists that may be harmful if interfered with, except in an emergency.

Where substantial numbers of visitors are expected at an event it is the organiser's responsibility to ensure suitable crowd safety and control measures that will be necessary. For further information see section 7 of this rules and regulations document.

2.7 Hazardous Materials and Activities

It is essential that the following paragraphs are read if you are considering, for example, a flammable gas supply or the use of pyrotechnics in your event at the venues and to remember to provide DWTC Health and Safety Division with specifications and obtain Dubai Civil Defence approval.

It is the organiser's responsibility to advise the DWTC where equipment, substances or processes exist, that has the potential to be hazardous. These must be advised in accordance with the timing requirements of 'The Organiser'

DWTC is not responsible for the consequences of late submissions.

When proposing to use pyrotechnic devices, a Dubai Police approved contractor is required. The contractor must provide detailed information relating to the specification and extent of the operation of the pyrotechnic equipment together with a Risk Assessment and Method Statement to the Event Planner who will deliver it to Health and Safety as well as location, timing and dates of the proposed use.

Upon receipt of this information and where satisfied that a safe activity can be carried out by the contractor, a 'letter of no objection' from the Protocol and Security Department of DWTC, requested through the Event Planner, will be issued to the Dubai Police approved pyrotechnics contractor. The contractor then takes the letter to the Dubai Police for approval. The Dubai Police will issue a letter of approval to the contractor if satisfied with the information received.

Following Police approval, an original copy of the approval letter must be sent to the Event Planner who will forward it to the Protocol and Security Department. No hazardous or flammable material or equipment is allowed to be delivered or used at the venues until approval has been received by the venue.

Another example is the requirement by an exhibitor for a flammable gas supply. This supply will need to be provided from outside the building and installed by Civil Defence approved contractor. It will be subject to an inspection by Civil Defence following installation and before the opening of the event, at their discretion. Enquiries for gas supply must be made through the Event Planner.

Organisers must seek engineering assistance in arranging this supply, through the Event Planner, as a number of minimum standards exist relating to the installation. The organiser is usually charged for the provision of such a supply and the request for approval must be made in accordance with the timescales detailed in 'The Organiser'.

The provision of flammable materials and the use of hazardous equipment will be required to submit a Risk Assessment and Method Statement, if applicable. Likewise, there is a need of special attention and coordination by the organiser to ensure that timescales for approvals are met and to avoid disappointment. The organiser is responsible for advising the Event Planner, who in turn will advise both the Engineering and Protocol and Security Departments, in accordance with the timescales detailed in 'The Organiser'.

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Section 3 Stand Design and Construction

3.1 General Requirements

Details of the stand arrangements must be provided to the Dubai World Trade Centre Event Planner in advance of the event, to a timescale given in 'The Organiser'. All designs must be approved and signed by DWTC Structural Engineer and Health and Safety.

Where a stand is included in the following criteria, full design details must be provided to the Dubai World Trade Centre Event Planner in sufficient time for the company structure engineer and Health and Safety to consider an approval for the below points:

- Space only stands
- Double-decker stands
- Unusual structures with potential to injure or deemed to be structurally unsafe

In order for the civil engineer to perform his task he will need clear detail of the stand design, including full structural design detail. Exhibitors should refer to 'The Organiser' to clarify the requirements on 'provision of information'. Where designers have included raised platforms in excess of 300mm height within the design, the structural detail of this should also be included in design submissions.

Consideration must be given, where structures are built externally, for the effect of wind and water loading. The company civil engineer reserves the right to prevent the building of stands which are considered in his opinion to be unsafe.

Structures attached to the halls roof structure for support are not permitted. Lighting structures including those suspended from ceiling trusses are permitted provided they do not exceed the allowable load of the structure and are subject to DWTC approval. Such details must be submitted with the structural design detail when applicable. Any enclosed conference or event area which is established with partial or continuous partitioning in the venues must comply with British Standard or NAFP Standards, in relation to fire. As an example, where a room is established by partitioning which is intended for 50 persons or more, it must have in excess of one fire exit and meet standards for angle of divergence.

Designers must seek to reduce risk where possible within their designs. This might extent to introducing ways of reducing work at height or alternatively replacing highly hazardous products with less harmful substances. Also that designing in of smaller sections can aid reduction in manual handling and reduce risk.

The finishing of stand floor edges in metal strip sections is not encouraged as they often leave sharp splinters and snags where they have not been finished correctly. Plastic protection strips should be placed over corners or corners finished in a curved form or provide round edges (half circle). Edging in general should also be curved, avoiding right angles, to avoid snags.

Where a raised display area is required, a non-slip gradient of less than 20 degrees is recommended and the finished colour should contrast with the floor or carpet colour. All stands must display the exhibitors name as well as the stand number in a conspicuous place at all times.

For reasons of visitor safety, all enclosed stands must provide suitable means of escape with illuminated escape routes signs at all times and in accordance with NFPA 101 or internationally accepted fire standards.

Additionally, to support emergency evacuations, a permanent escape route signage is in place in the halls. The signage is fixed on the ceiling and direct to the concourse fire exits.

3.2 Disabled Access Arrangements

Where a stand is three meters depth / width or greater, a DWTC policy requirement exists to provide suitable access for wheelchairs. This is normally provided in the form of a built-in 1000mm wide ramp, with sides clearly defined, at not more than 1:12 gradient. Ramps in the walkway outside of the stand floor area are not permitted.

The Dubai World Trade Centre venues have been built with disabled access consideration. We ask that exhibitors and designers assist in maintaining reasonable access for physically challenged persons. By disabled we would refer to a variety of conditions, not simply wheelchair access, which physically effect persons visiting and working at events.

Where a specific event will attract a significant number of disabled persons, further consideration regarding the protection of the sides of stands will also be required where raised floors are created.

3.3 Stand Area Limitations

The walkways around stand areas are not display space and must not be used for the display of signage and wares as it will prevent reasonable access for visitors and staff and may constitute a hazard under emergency conditions. All tables and chairs must stay within the stand area only. Fire exits, including signs, must not be blocked by exhibitor material and equipment. It is also a requirement to provide a 1 meter clear gap between the stands and the walls. Access to wall mounted fire hoses, extinguishers and manual call points must also be maintained and the storage of boxes and materials behind stands is not allowed. This is a requirement enforced by Dubai Civil Defence and DWTC Health and Safety Division at the venues and failure to comply may result in enforcement action by Health and Safety.

A Dubai Civil Defence regulation is requiring maintaining a free and unobstructed aisle way inside the halls. Therefore, it is not allowed to have a bridging connection between two stands thus covering and hampering the smooth passage of any responding equipment in case an emergency situation arises. This is to ensure to maintain a free and accessible aisle all the time.

3.4 Stand Design and Safe Construction

In order that a designed stand can be constructed safely, designers need to consider the way in which the stand will be erected, fitted and dismantled safely. This is particularly important where persons constructing the stands will be working above two meters in height and manual handling operations are necessary.

This also extends to designer's knowing the loading requirements of not only the structure but also the client materials that will be mounted or displayed upon the structure. It is the designer's responsibility to ensure that the stand can be built safely and clear information on the client's requirements is established prior to the start of design.

Where design can eliminate or reduce the requirement for work at height it should be incorporated. Also, where specific construction sequences affect the safe erection of a structure it must be provided to the contractor by the designer. The modular or sectional production of construction elements which reduce the need for manual handling of heavy or oversized sections must also be a design consideration.

Where a stand requires propping during the safe construction of a stand, only suitable propping equipment and materials may be used for this purpose. The use of timbers or other materials, the loading properties of which are not known, will not be permitted.

Designers and contractors must note that stands are not permitted to be suspended from the roof structure. Trusses for audio-visual and lighting purposes only are permitted as well as light weight banners, subject to approval (see also section 4.3 entitled 'Banners and Advertising Signs'). Designers must also note that any doors or windows along walkway edges must open inwards for reasons of safety. The use of materials and drapes in the venues is limited to material which has been treated to be retardant to fire in accordance with NFPA 701 and other internationally accepted standard. It is the organiser's responsibility to ensure that where drapes are introduced into any event, the lighted fire escape signage is maintained for emergency evacuation purposes and the detail of the signs is shown in the visual design drawings

Double-decker Stands

In addition to the comments in section 3.1 relating to provision of design information, including structural design detail, all double-decker stands must clearly indicate the maximum allowable number of persons on the upper deck at a conspicuous point, preferably close to the access point. It is the responsibility of the organiser to ensure that this figure is not exceeded and the egress point is sufficient. Furthermore, if there is a provision for ceiling, the design for ceiling must include the sprinkler system.

Exits from double-decker stands

The travel distance from any part of a double decker stand to a staircase must be no greater than 12 meters. No fewer than two staircases, sited remotely from each other, shall be provided for each unless the double decker is to accommodate fewer than 40 people.

Handrails for stairs

- A continuous handrail must be provided where there are three or more risers.
- Every flight of stairs must be provided with a handrail on each side. The handrail should be non-climbable and have a solid infill.
- Double width staircases shall have a central handrail.
- The height of a handrail shall be measured vertically from the centre of the steps and landings to its upper surface and shall be a minimum of 900mm and a maximum of 1 meter. The balustrade should be 1.2 m high minimum.
- Handrails shall be continued as necessary around landings.
- Handrails shall not project more than 100mm on to the required width of the staircase.

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Stairs

- **Spiral staircases are not permitted**
- Stairs shall be arranged in a straight flight without winders (e.g. tapered treads in an otherwise straight flight) and must have a regular rise and tread.
- Staircases shall consist of a maximum of 16 risers. Stairs with more than 36 risers in consecutive flights shall have at least one change of direction.
- Staircases must be a minimum of 1 meter in width.
- Toe boards of a minimum height of 150 mm are required on landings and around the top decks of double decker area
- Definition of Spiral Staircases
  - > Spiral stairs wind around a newel (also the central pole). They typically have a handrail on the outer side only, and on the inner side just the central pole.
  - > A squared spiral stair assumes a square stairwell and expands the steps and railing to a square, resulting in unequal steps (larger where they extend into a corner of the square).
  - > Spiral stairs have the disadvantage of being very steep - only if they are tight or are otherwise not supported by a center column thereby the circumference of the circle at the walk line will be so small that it will be impossible to maintain a normal tread depth and a normal rise height without compromising headroom before reaching the upper floor.
  - > To maintain headroom some spiral stairs have very high rises to support a very short diameter.

Balustrade

Balustrades or barriers shall be provided to protect exposed edges of staircases, landings, balconies, galleries and other changes of level. They shall:

- Provide guarding to all exposed edges (balustrades), stairs and ramps.
- Be non-climbable, i.e., with solid infills or vertical guard rails a maximum of 100mm apart.

3.5 Stands in Concourses

Concourse 1, Concourse 2 and Za›abeel Concourse are public areas and cannot be used as additional exhibition or feature space unless DWTC gives prior consent. If approval is granted from DWTC to build any structure in one of the concourses, the DWTC Event Planner will advise you of the applicable space charges. Please also ensure that you are aware of the following guidelines:

Guidelines for exhibition stand fabrication / Build in all DWTC Concourses

The aim of these guidelines is to reduce the volume of dust; fumes and potentially hazardous conditions for all users of the facility.

These points relate to the erection of stands within the concourse and registration areas of all DWTC Venues.

- Stands to be pre-fabricated off-site in workshops and transported to our site in a mostly complete state. This will reduce the need to undertake a major component of construction of the stand onsite and thus resulting in less plastering, sanding and painting within the Venue.
- The height limit for stands in the concourses is 4m and double-deckers are not allowed. The floor loading in the concourses is 1,500 kg / m² maximum. Stands must be plotted on DWTC Master Plan within the pre-defined build zones and must not in any circumstances impede on the pre-defined 'keep clear' ways nor be built on either part of the 'keep clear' ways and linked by any structure.
- Only the assembly of the main components and the application of lettering and graphics are allowed onsite.
- Only minor touch up painting will be permitted on-site.
- Special care should be taken when handling materials and tools to avoid any damages to the marble flooring. Any damages will be charged as assessed by DWTC.
- Organisers should communicate this to all their exhibitors and contractors through their information packs and exhibitor manuals. We suggest you actively monitor and enforce this policy with your exhibitors and contractors, as you the organiser, need to take responsibility for the Health and Safety of your event in all stages, from build-up to tear down for all people involved in the event.
- Non-compliance to this policy will mean that any breach that may occur will be stopped on-site and may impact on the ability for the stand to continue construction and may jeopardise participation in the event with no recourse to DWTC.
- Contractors and exhibitors found to breach these requirements will be recorded and may face a ban and not be permitted to operate within the venue for a period of time at the discretion of DWTC.

The dismantling of stands in concourse areas must be subject to consideration of the risk to persons within this area. Whilst the exhibition halls clear relatively quickly at the closing of an event, the concourses remain active for a longer period and suitable dismantling delays must be enforced by the organiser to prevent risk to persons in these areas.

Works in the concourse areas must be subject to suitable partitioning, proper barricade or cones with warning tape to protect persons in this public area of the venues, which is the responsibility of the organiser. Works will be stopped if suitable safe separation is not in place. Specific permanent locations of stands in the concourse have been specified and agreed by DWTC Venues and Protocol and Security after approval from Civil Defence.

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Section 4 Contractors Working at the Venues

UAE Federal Law No. 8 requires each employer to provide appropriate safety measures to protect workers against hazards. It is the employer's duty to ensure that employees are competent and that non-employees who may be affected the work activity are not put at risk.

4.1 Abrasive Wheels

Persons using abrasive wheels at the venues must be competent to operate and dress the wheel. Use of abrasive wheels will be subject to the requirements of section 4.17 of this document, relating to hot works.

Hot works permit for the use of such equipment can be secured from DWTC Health and Safety Division at the venues by calling +971 4 3086806. Appropriate Personal Protective Equipment must be used to protect the operator and any persons in close proximity during abrasive wheel operations. The employer is legally required to provide this under Dubai Municipality law. See also section 4.23 of this document relating to personal protective equipment.

The use of abrasive wheels is not permitted in close proximity to flammable gas installations or flammable liquids, such as thinners, at the venues.

4.2 Asbestos Materials

The use and uncontrolled release of asbestos products, in particular amosite (brown) and crocidolite (blue), is not permitted at the venues. Dubai Municipality technical guidelines apply with regards to the use of this product.

Asbestos products must not be brought into the venues without the prior permission of the Dubai World Trade Centre Health and Safety Team and any relevant government bodies.

Contractors involved in the removal or treating of asbestos products must be suitably protected from harm and it shall be the responsibility of the employer to ensure that measures are in place to provide sufficient protection. Occupational exposure levels in the form of threshold limit values and biological exposure indices must not be exceeded. Work with asbestos must only be carried out by approved specialist contractors with a corresponding Risk Assessment and Method Statement.

4.3 Banners and Advertising Signs

The DWTC Event Services Department is the sole provider of all top and primary rigging at the venue. The DWTC Event Services Department will hang the banners and ensure that they are suspended safely. It is the contactor's responsibility to ensure that the banners are suitable for use and lifting points are rated with an appropriate safe working load.

The erection of ceiling or roof level banners at the venues must be carried out using a mobile elevated working platform, such as a genie boom or scissor lift and be in compliance with the requirements for moving machineries. Personal protective equipment must be worn.

Tower scaffolds will not be permitted for work at roof level within the venues as it contravenes manufacturer's recommendations for the equipment.

The requirement for a harness whilst operating the equipment is a mandatory company policy requirement at the venues. See also section 4.31 relating to work at height.

Any advertising signs must be constructed of robust material and suitable for the conditions under which they will be displayed. This will include consideration for external wind loading.

All advertising signs must be placed so as not to cause a hazard to pedestrians and drivers at the venues, must be fixed in a safe manner with the use of dedicated fixing points and not obscure visibility to emergency signs. Where signs are required in external locations they must not be placed at road exit points where they risk obscuring visibility of vehicular or pedestrian traffic.

Suspended Signage

Any signage rigged at the venues shall be in a complete state, fit for suspension and conform to the UK Lifting Operations and Lifting Equipment Regulations Code of Practice [ISBN 0717616282; HSE 1998].

All suppliers / installers of such signage shall bear full responsibility for the integrity and suspension fittings of signs due to be suspended at the venues.

Signs of timber or metal framed construction may only be rigged if fitted with fully closed eye lifting rings, bolted preferably through the full depth of the sign, the capacity of which must be sufficient to completely support the load on any individual fitting. Screw-in eyes are not acceptable for this purpose and the venues reserve the right to refuse or allow the suspension of any signage where the suspension fitting supplied is inadequate.

Using eye bolts are allowed, however they must be in accordance with LOLER 1998 (Lifting Operations and Lifting Equipments Regulations 1998) Approved Code of Practice.

- The following information must be marked on or relevant to the eyebolt:

  1. identification mark
  2. safe working load
  3. quality marking
  4. screw type thread

- The eye bolt should not have more than 5-10% wear, no deformation, no cracks and sharp nicks and no modification such as welding, heating or bending
- If a person chooses to fabricate their own lifting eye it has to be load tested and carry a valid test certificate to verify a safe working load
- The direction of pull will adjust the working load of eye bolt. Example: 45 degrees – 30% of rated working load. Example: 90 degrees – 25% of rated working load

Due to the flimsy nature of materials used, paper signs may only be suspended if constructed from compressed foam or a similar material approved by the venues.

Drop weighting to the bottom of banners may only take place when the weighting is completely sealed within the banner by positive means such as stitching or vinyl welding and not simply glued, stapled or equivalent.

All contractors undertake to ensure that the suspension of signage is carried out in a safe manner and the venues reserve the right to request alterations of suspension fittings whenever considered necessary. Any additional cost incurred in such actions will be borne by the client or supplier of signage

Loading Pre-notification

This is required for any system requiring the installation of any of the following items to venues infrastructure prior to approval:

- chain hoist or wire winch lifting equipment
- truss systems
- suspended platforms
- lifting of beams
- drapes
- catenary wires

Pre-notification if intent to suspend any of the above listed items is required a minimum of 2 weeks prior to the first day of tenancy (including build-up period).

The venues requires fully dimensioned plans giving precise locations of required suspension points including orientation within the halls and shall also be required to show accurate weight loadings to be imposed to each suspension point at the venues.

The venues reserve the right to restrict or refuse the suspension of any system for which such information is not available or to restrict or refuse the suspension of any system due to loading limitations or non-notifications of the intention to rig in the venues.

Catenaries

Due to the potential structural damage that can be caused by catenaries wire installation and also the potential hazardous nature of the installation and removal process, the installation of catenaries wires in the venues is restricted to DWTC or its nominated contractors, working under direct supervision from the relevant DWTC venues employees.

Such authorization is subject to full design details and calculations being submitted for approval prior to installation and in line with the conditions for pre-notification.

Details submitted are required to demonstrate safe installation and removal procedures and to provide calculations and conclusions of adequacy of systems.

4.4 Competence of Operators

All persons operating plant and equipment must be competent to do so. This extends from large powered vehicles to hand operated tools.

A competent person can be best considered as someone who has the skills, knowledge, attitude, training and experience to perform a task safely.

Persons not working in a safe and competent manner will not be allowed to work on the premises and will be requested to be removed without notice, as permitted under UAE Federal Law No 8 1980 article 120(d).

4.5 Compressed Air Supplies

Organisers requiring compressed air should contact the Event Planner for assistance and complete the Air Compressor Schedule Form. The form must be returned to the Event Planner at least ten (10) days prior to the start of the tenancy for approval by DWTC Health and Safety Division.

All compressor pipe installation will be inside the floor trenches.

Organisers or exhibitors requiring compressed air at higher bar ratings than can be provided through technical services contractors must locate their compressor outside the building and request technical services assistance in the provision of the supply though the utility ducts in the venues.

If there is genuine reasoning why the compressor must be located within the halls – and not because the locating of the compressor was overlooked by the organiser or not advised by the exhibitor. It may be possible to use an electric compressor provided the following requirements are met:

- The compressor is super-silence and not a noise nuisance
- The equipment was tested and inspected during the previous year, or the equipment is less than a year old and in good working order and condition.

4.6 Contractor Responsibilities

Contractors must work in accordance with the rules and regulations of the venues at all times. Failure to meet these requirements, which are born out of Dubai Municipality legal requirements, may result in Dubai Police or Dubai Municipality Ministry of Health involvement and / or expulsion from the venues.

It is the duty of every contractor and sub-contractor to comply with the health and safety rules and regulations enforce in the Emirate of Dubai. It is the condition of each contract that no contractor or sub-contractor, for any part of the contract work, shall require any worker employed in the performance of the contract of work in surroundings or working conditions which are unsanitary, hazardous or dangerous to his health or safety.

All contractors must provide adequate supervision of their works whilst at the venues. This is a mandatory requirement and requires a supervisor to be on site and available at the request of the venues at all times where issues relating to health and safety or other operational matters exist.

Contractors should also be aware of the requirements that exist in relation to the appointment of company safety officers or supervisors, the requirement to inform Dubai Municipality of such appointees and the status of experience and qualification of these individuals. Further detail is available in the Code of Construction Safety Practice referred to in section 1.2 of this document. Contactors and employers also have accident prevention responsibilities under this 'code of practice' which should be understood and applied at the venues. These include advising employees in writing of exposure to risks within their work, instruction or training in the recognition and avoidance of unsafe condition towards the elimination of hazards and exposure to injury and the formal notification of accidents to the authorities of the Municipality.

Persons taking or under suspicion of being under the influence of non-prescription drugs will be asked to leave the venues and may be subject to Dubai Police action. The influence of alcohol whilst working on the build-up or tear-down of stands and displays is not permitted, in accord with the rules of construction sites in developed countries and local laws during non-licensed tenure hours.

Contractor health and safety performance is monitored at the venues and repeat offenders will be denied access, without recourse, to the venues if their track record is below standard.

4.7 Control of Sub-contactors

Where works at the venues have been sub-contracted out to third parties, it is a requirement that the works are suitably supervised by a competent person. Where sub-contacted work is of poor health and safety standard the contractor will be stopped. Enquiries will be made to ascertain who contracted the work out and action taken to penalise the company concerned by restricting access to the venues for failing to check the competence of the sub-contractor company, in accordance with performance monitoring.

4.8 Cradle Use by Contractors

Contractors using the cradle for high level repair or maintenance work to the venues must be competent to operate the equipment safely and must seek permission before operating this equipment. The information displayed on the cradle relating to the loading and occupancy must be followed at all times.

Work over public areas must be approved by the health and safety team prior to work commencing to ensure that the activity can be carried out safely.

The use of personal protective equipment whilst within the cradle is mandatory and a no time must the operatives remove the protective equipment or exit the cradle basket whilst at a height of over two meters from a protected floor area or ground level.

A visual inspection of the equipment and personal protective equipment is required prior to work commencing in accordance with internationally accepted practice. Any faults identified must immediately be reported to the DWTC Health and Safety Division and the employee's supervisor and repairs carried out prior to any further work activity.

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4.9 Electrical and Utility Supplies

All electrical installations on stands, features, displays and exhibits must comply with the following legal requirements and guidelines;

- Dubai Municipality Technical Guidelines and Associated Standards
- Dubai Electricity and Water Authority Policies
- Dubai World Trade Centre Engineering Department requirements

All installations must be constructed and maintained so as not to present a risk of danger. Equipment used by exhibitors and organizers shall also be maintained so as not to present a danger.All conductors in a system must be suitably covered by an insulating material to protect from danger. Each stand must have a means of isolating electrical supply in case of an emergency.

Where an installation is found to be unsatisfactory, the electrical supply will not be connected. The Dubai World Trade Centre engineer will advise the exhibitor or the exhibitor's electrical contractor of the required improvements. Power will be provided upon completion of the requirements to the satisfaction of the DWTC electrician.

If, after initial inspection and energising of mains supplies, modifications or additions are made to the stand installations, these must be notified to the DWTC electrical engineer for inspection and re-testing. Work must only be carried out with the power disabled - there must be no work on live electrical systems. Where work is carried out on dead systems, the contractor is responsible for ensuring that suitable precautions exist to prevent the system becoming electrically charged during the work. Electrical installations on stands shall be located so as to allow safe access and ease of termination in an emergency. They shall be adequately lit and provide sufficient working space for the work to be carried out safely.

Contractors must also maintain acceptable standards of electrical safety. All electrical connections must be made using suitable equipment. Wires must only be attached to sockets using a plug with a suitable fuse. Electrical equipment including sockets must be in good order; damaged equipment will be removed from the venues.

Joints in electrical leads or cables must be made using a connection box. Under no circumstances shall leads or cables be taped together at the venues.

Electrical Guidelines to the Contractor

- It is the responsibility of the contractor to educate and inform their clients about the BS standards concerning the prescribed rules and regulations of DEWA which will be strictly monitored by DWTC Events Team.
- Contractors or Exhibitors must ensure that they do not use two pin plugs instead of three pin plugs in order to maintain safety. Contractors are required to inform the exhibitors to maintain all plugs and power ratings as per the BS standards.
- Stand wiring should be neat, clean and safe. Excess cables and joints are to be covered with PVC trunkings.
- Distribution boards should be mounted / fixed on the stand.
- All contractors are responsible to switch ON the power before the opening of the show and turn OFF the power at the stands after the show, as a part of energy conservation and safety reasons.
- Contractors should use proper insulated screwed connectors and the boxes for the electrical joints.
- Contractors should not work on live during exhibition open with prior permission from the organiser.
- Wiring should be 3 core twin and earth not less than 1.5 mm cross sectional and be in PVC, elastomeric or other plastic sheathing.
- All metal structures stands and electrical equipment need to be earthed in compliance with international standards.
- All staff should wear their uniform, safety shoes and badges.
- While energising the stand, a qualified electrician should be available with DWTC electrician. Before energising any stand, it is the contractor's task to verify and ensure that the DB or main power cable load is in compliance with their requirements.
- An exhibitor/contractor requiring electrical supply during unspecified hours (other than those stated earlier) must submit an application 24 hours in advance to the Organiser's office on site, as such emergency supplies cannot be arranged at short notice and needs minimum 24 hours prior intimation.
- Contractor is responsible for the following connections:

  a) Connection from DWTC main power supply cable to contractor stands DB.
  b) Connection of main water line to the exhibition stand sink
  c) Compressed air line to exhibitor's machine / equipment.

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4.10 Equipment and Machinery at the Venues

All work equipment used at the venues must be safe to use and fit for the intended purpose of use. The equipment must be operated in a safe manner and in line with manufacturer's instructions. Work equipment must be maintained in good order and should be regularly inspected and or tested to ensure it is safe to use.

DWTC reserves the right to physically remove any electrical equipment used at the venues which is damaged in the interests of health and safety.

Equipment leased or owned by the venues for the maintenance of the infrastructure or exhibition support services is not to be used by unauthorised persons at the venues.

All work equipment must be clearly labeled with the name of the contractor at all times. Equipment left without approval at the venues will be removed and work equipment which does not carry the contractor name may be destroyed by the venues without recourse.

4.11 Fire Prevention and Emergency Safety

It is in the interests of everyone using the venues to act in a manner that reduces risk of fire within the complex, therefore a number of requirements have been established which will help reduce that risk. We would remind contractors that the venues are a non-smoking environment at all times.

Contractors can assist in making the halls and exhibition areas safe by not blocking fire exits / routes and walkways with signs or materials. Furthermore, we do not allow the general storage of combustible goods behind stands within the halls in order that access for wall mounted firefighting equipment and electrical cupboards is made possible by giving 1 meter clear gap between the stands and the walls.

Contractors must not store thinners and industrial spirits other than in a sealed container and in small volumes. Such substances must not be stored in an un-labeled bottle that can be mistaken for drinking water.

Where permission is given by DWTC Health and Safety Division for external cooking or heating using charcoals, fire gels and equivalent, they must not be placed in any skips until given suitable time to cool. It may not be sufficient to douse the material in water as it may continue to radiate heat which can cause fire when mixed with other material.

Contractors are requested not to block walkways, fire exits, Shutter doors and road routes during the build-up, operation and tear-down of exhibitions, inside and outside the halls. Should an accident or emergency arise it may be necessary to utilise these routes to evacuate persons, including on wheeled stretchers.

Fire Rating of Materials

Materials used for the construction of exhibition stands, staging and events infrastructure should meet with international standards of material fire acceptability. Materials must be non-combustible and inherently non-flammable.

Materials should meet NFPA standards as a minimum. Equivalent standards include the German 'B' rating or British standard 476 part 7 class 1 rating.

4.12 Equipment and Moving Machinery Operation (Forklift, Boom lift, Crane, etc.)

All the equipment and moving machinery must be operated in a safe manner at the venues. Persons who operate machinery shall carry a competency card on their person at all times. When requested to produce proofs of training the operator must cooperate and where evidence of training is not provided must stop using the equipment until evidence has been provided.

All the equipment and moving machinery must have roll over protection installed as a part of the vehicle structure. The load carried must not exceed the manufacturer recommendations, as printed on the manufacturer's plate on the vehicle. This also extends to the number of persons on the truck.

Please take note of the following Health and Safety instructions to be adhered to when equipment and moving machinery (Forklift, Boom lift, Crane, etc.) are in operations:

1- No refueling of any machinery / equipment while inside the halls, including marshaling yards and loading docks.
2- Reverse warning sound should be always ON while in operations
3- Front and rear light should always be ON while in operations
4- Hazard Beacon light should always be ON while in operations
5- Equipment not maintained will not be allowed to enter the marshalling yards / loading docks.

Equipment of this nature will be operated at a speed appropriate to the operating environment and with the equipment loading and the centre of gravity in mind, to avoid accidents and risk of overturning. A maximum speed limit of 20 km/h exists at the venues for all vehicles.

Moving machinery, as with all vehicles in confined areas, must be switched off when not in use and the key removed to prevent unauthorized persons using the equipment and excessive air pollution.

Under no circumstances shall persons be permitted to stand on the forks of the truck for use as elevated access equipment. Dual lifting operations involving the use of moving machinery are not permitted at the venues. Any large or lose loads must be strapped to ensure there is no risk of falling material.

Forklift and similar moving machinery entering the marshaling yard should be registered by Dubai Police. DWTC security staff will check the plate number to ensure that it is registered. Likewise, valid 3rd Party Test certificate and three months preventive maintenance record will be required.

After operation, all moving machinery must be parked at approved designated area in the marshaling yard behind Hall 8

4.13 Guarding on Machinery

Where there is a risk to safety from moving parts on machinery and tools, whether provided for exhibition or work purposes, they must be suitably guarded to protect persons from injury.

Where guarding is not practical or possible, barriers must be installed by the exhibitor or organiser which prevents persons accessing dangerous areas. Suitable warning signage must also be provided.

4.14 Harnesses and Safety Belts

Harness and safety belts are to be used in any activities above 2 meters.

The requirements of Dubai Municipality Technical Guidelines 20 relating to personal protective equipment fall protection and safety lines apply at the venues at all times.

4.15 Hazardous Substances

Exhibitors who require the use of potentially harmful chemicals must advise the organiser in advance so that the venues can consider the risks involved in the use of such chemicals. All such material is not permitted into the venues until approval has been given in writing by DWTC Health and Safety Division.

All chemicals approved for use at the venues must be stored safely and used so as not to cause harm to persons at the venues. Such chemicals must also be labeled in accordance with internationally accepted substance symbol and chemical labeling in case of incident or emergency. The material safety data sheet must also be provided and retained at the stand location in case of an emergency.

Designers must try and eliminate hazardous substances during design or alternatively seek to replace hazardous substances with lower hazard alternatives. Bottles utilised for carrying chemicals, for example thinners, in liquid form must be labeled so that persons cannot mistake the contents as drinkable liquid.

If in any case there is a need to use chemicals inside the Venue, the Exhibitor or Contractor to submit COSHH assessment, Control of Substance Hazardous to Health, to DWTC Health and Safety Division.

4.16 Hot Surfaces

The use of equipment or material within the venues that contain hot areas, such as cooking equipment, must be suitably protected to prevent risk of injury. Where surface or material temperatures cannot be reduced to a harmless level a physical barrier must be provided to prevent persons making contact with the hot surface or material.

Where lighting or similar hot equipment is used as part of a display or activity, it must be encased in a protective material that prevents burning if touched or located away from areas that are accessible. Stand designers need to consider hot lighting on walkways and in general as part of their design.

Where 'hot' equipment or material is in use it is essential that it is kept away from any combustible material to eliminate the hazard of fire.

4.17 Hot Works at the Venues

All welding, gas burning, brazing, grinding and other operations generating heat and sparks are not allowed to be carried out inside the halls.

Where welding, gas burning, brazing, grinding and other operations generating heat and sparks are carried out outside the halls, either during the build-up, operation or tear-down periods of an exhibition or as part of a demonstration, exhibitors and organisers must ensure that adequate precautions against damage to property or injury to persons by radiation, fire or hot metal are taken.

The organiser must advise DWTC Health and Safety Division in advance and secure approval of the nature of the work or demonstrations following the Guidelines for Permit to Work System (See attached Guidelines) and to obtain a hot work permit issued by DWTC Health and Safety Division. The organizer or contractor will be responsible for providing firefighting equipment and for surveillance where there is a fire hazard. The use of the Dubai World Trade Centre firefighting equipment will not be permitted.

4.18 Ladders and Step-ladders

Dubai World Trade Centre requires a safe and sensible approach to the use of ladders and step-ladders at the venues.

Stepladders

- All stepladders must be suitably sized so that standing on the top two rungs is not necessary
- It is not permitted to stand on the top rung of a step ladder, even when held stable by another person
- Ladders and stepladders must be in good working condition. Ladders not maintained will not be permitted for use and may be removed without recourse
- Home-made step ladders will not be permitted for use
- Step ladders are designed for use by one person only. Multiple person use is not permitted unless the step ladder is specially designed for such use
- Step ladders should be used for access and should not have material stored on top which can alter the centre of gravity and create hazard of falling objects

Ladders

- Ladders must be fixed firmly when in use. They should usually be tied or footed at the base by another person
- Ladders should be used at an angle of 1 in 4 (75 degrees to the horizontal) to be suitably stable
- Ladders should be used as a means of access rather than as a working platform
- The ladder must not be damaged and must be maintained. Ladders in poor condition will not be permitted for use
- Home-made ladders will not be permitted for use

4.19 Lifting Operations

Lifting operations at the Dubai World Trade Centre must be carried out in accordance with Dubai Municipality Technical Guidelines and Local Orders (www.dm.gov.ae).

Lifting operations or equipment includes the use of a crane, lifting equipment for supporting loads, gin wheels; work equipment operating under load, equipment use for raising of a load by persons at height, the suspension of structures or exhibition accessories and general lifting accessories used in the operation of a work task.

All significant lifting must be planned by a competent person. The lifting operation must be suitably supervised by a competent person and carried out in a safe manner. This will include not allowing persons to be underneath a suspended load at any time.

All lifts must be carried out using equipment with a sufficient capacity to safely withstand the loadings required of it and be of sufficient stability whilst under load to provide a safe environment. All lifts must also be carried using equipment designed for lifting, use of rope, wire, cable or other similar products will not be permitted.

Lifting equipment used for lifting persons must be subject to regular test and inspection, the certificate for which must be made available upon reasonable request. New equipment less than '12 months' old is acceptable for use though may require proof in the form of a manufacturers certificate detailing the serial number of the accessory or equipment.

All safety features of lifting equipment must be in good working order whilst operated at the venues or work must be stopped until the faulty features are suitably repaired.

The positioning of lifting equipment and installation shall be suitably planned so as not to endanger persons working or visiting the venues. Where lifting equipment or support structures will be under a significant load during an exhibition or conference it should be advised to the organiser, who in turn will advise the Dubai World Trade Centre for approval.

Where cranes are fitted with a safe load indicator it must be in operation at all times during work at the venues. Also, cranes must utilize outriggers for lifting operations; any half rigged lifting operations will require permission from the Dubai World Trade Centre prior to the operation. There will be no dual lifting crane or lifting equipment operations under any circumstances.

Marking of Lifting Equipment

All equipment used for the purpose of lifting must be marked with relevant information that will be required to ensure safe operations. This may include:

- safe working loads
- serial numbers for identification
- person numbers for which it is designed, where applicable

Examination and Inspection of Equipment

All lifting equipment must be regularly inspected to ensure that it is in good working order. This will include a test and inspection at least every 12 months and six months for accessories or person lifting operations.

In accordance with Dubai Municipality law, cranes, hoists, lifts, lifting appliances and gears, forklifts shall be tested at least yearly by a competent person. Only technically qualified and experienced persons in companies approved by Dubai Central Laboratory Dubai Municipality shall examine, test and certify cranes and other lifting equipment within Dubai.

After testing, a certificate of safety after due examination and test will be issued by the competent person, giving detail of serial number, technical detail, tests done, safe working load for each appliance or piece of equipment. A copy of this certificate must be presented to DWTC Health and Safety Division prior entry to the marshalling gate.

Safe slinging techniques must also be adopted at the Dubai World Trade Centre. The slinging of loads in an unsafe manner or in a way that may damage equipment will not be permitted and work will be stopped where persons are not working in a safe manner. Any loose loads must be subject to slinging with a net to prevent falling objects.

Where cranes are required to lift within the halls, certificates of test and inspection must be provided to the Dubai World Trade Centre in advance, as well as a copy of the operator competency and training card. A weekly inspection of equipment and accessories is recommended, the results of which must be made available upon reasonable request.

Cranes maneuvering at the venues must be accompanied by a competent banksman to ensure that persons in the vicinity of the equipment are not put in danger. Banksmen must adopt internationally accepted signaling codes.

Any damaged lifting equipment or accessories will not be permitted for use and may be removed by DWTC Health and Safety Division.

4.20 Maintenance of Equipment

Equipment and tools must be maintained in good working order. Any safety aids specifically designed into equipment must be functioning at all times.

Equipment not maintained to meet this requirement must be immediately taken out of service and repaired. Such a requirement includes mirrors, reversing sounders, seat belts, lighting, indicators, horns, signage, emergency stop controls and electrical equipment.

A log relating to the maintenance of equipment must be kept up to date and available for inspection when reasonably requested. Equipment accessories will also be considered to be a part of the work equipment and must also be in good condition. This will include any leads, hoses and general products used to maintain a piece of equipment.

4.21 Marshalling Yard Operations

The marshalling yard is under the operation and the responsibility of DWTC Venues and Security Divisions in coordination with the organiser. Where the venues is subject to more than one event, a shared coordination shall be agreed and formalised prior to the events with the different organisers who are responsible for this agreement.

The instruction of the security team and venues management must be obeyed at all times. All users must abide by the speed limit of the marshalling yard at all times which is a maximum of 20 km/h. All traffic control systems, signs and markings must also be obeyed whilst on the venues premises.

All users must be aware that vehicles and fork lift trucks are active in this area and where dedicated pedestrian routes exists they must be used.

No vehicle may reverse in the marshalling yard without the assistance of a competent banksman. Vehicles must not be left un-attended at any time.

Seatbelts must be used by persons operating vehicles at the venues at all times, where fitted by manufacturer. The use of mobile phones or equivalent whilst operating vehicles, trucks and some equipment is not permitted and may be result in the persons being removed from the venue. Similarly the use of personal music players during active marshalling yard and hall operational times is not permitted for safety reasons.

Depending on the severity, Security and Health and Safety staffs have the right to stop any contractor work if causing any hazards or breach of security.

4.22 Painting and Spraying Activities

Persons at work on the decoration of stand and exhibits must do so in a safe manner. This includes the materials being used, the equipment used to apply materials and the means of access to the area of decoration.

Paints must be based on a non-harmful substance where practical such as a water based material. Lacquers, varnishes, thinners and similar material must be used under controlled conditions to eliminate the hazards to health and fire. Containers carrying flammable or hazardous material must be capped or closed to prevent spillage when not in immediate use. Dubai Municipality Technical Guideline 30 must be applied during all relevant works at the venues.

4.23 Personal Protective Equipment (PPE)

High visibility vests will be a mandatory requirement from September 2008 in all work areas at the venues. The only exception will be dedicated pedestrian walkways and unrestricted public areas.

Hard hats will be a mandatory requirement at the venues for persons working on the construction of exhibition stands or similar work from January 2009. Persons working on the build-up and tear-down within the halls will be required to wear footwear that protects the toes from injury. Persons with open-toe sandals will not be permitted to enter work areas from September 2008.

Subject to the mandatory PPE requirements above, the use of personal protective equipment will be mandatory where there is a foreseeable risk of a requirement to prevent injury. Such PPE must include but not limited to the following:

- A hard hat for protecting the head from injury
- Steel toe-cap boots to protect the feet
- Gloves to protect hands and forearms
- High visibility vests
- Dust masks to protect from breathing hazardous or irritable particles
- Eye protection
- Hearing protection
- Harnesses and safety belts
- Wear coverall

This is not an exhaustive list of items and the duty to assess that the correct type of PPE is applied to a work situation shall be that of the employer. The standard adopted for personal protective equipment is in accordance with Dubai Municipality local orders and technical guidelines which apply in full at the venues.

4.24 Rigging Operations at the Venues

The DWTC Event Services Department is the sole provider of all top and primary rigging at the venue.

All rigging operations at the venues are subject to approval by the engineering team responsible for technical services. Any steel wires, shackles, web slings, chains or lifting appliances are classed as rigging accessories. DWTC reserves the right to inspect all secondary rigging at the venues and may refuse the use of any rigging that does conform to international accepted standards.

Truss Systems

All suspended truss systems should have an independent certification and should only be used with certificated design parameters. Particular attention should be paid to the assembly of truss sections to ensure braces are aligned correctly as per manufacturer's recommendations and that all connectors are correctly fitted, tightened and complete with any locking pins in place.

Slinging

The slinging of suspended equipment shall be undertaken to manufacturer's recommendations and in accordance with the code of practice for the safe use of lifting equipment. Only soft slings and plastic coated / protected steel slings will be permitted.

Secondary Safeties

A secondary safety is required on all electric hoists. DWTC will provide the safety cable with the primary rigging.

Steel Wire Rope (SWR)

All SWR used for load suspension purposes shall comply with the current relevant European standards.

End loop termination for SWR assemblies shall only be assembled by means of hydraulic swag press ferrules or wire rope grips. Where wire rope grips are used to effect end termination, these shall be installed following manufacturer's guidelines and to DIN standards. A minimum of three wire rope grips per termination will only be accepted. Wire rope grips shall not be used to join lengths of steel wire rope mid-span.

Organisers intending to use the roof to suspend trusses or equivalent must provide information to the Event Planner in accordance with the timescales laid down in 'The Organiser' using the Rigging Form.

It is important to note that stands built for the purpose of exhibitions or events at the venues are not permitted to be suspended from the roof of the venues and must be ground supported.

The use of ground mounted rigging equipment is encouraged as it reduces or eliminates the need for work at height. Where work at height above two meters is necessary it is a legal requirement in Dubai for persons engaged in such work to be safe. This may include the use of a body harness by a trained and competent person. Such equipment must be subject to test and inspection in accordance with Dubai Municipality Technical Guidelines as a minimum. For further technical information please contact the Event Planner

Ground Support Truss

The support system can cause harm and risk to DWTC guests, visitors, exhibitors and organisers if not fully checked and co-ordinated with DWTC' rigging department.

Criteria and requirements for Ground Support Truss

- Truss drawing to include the height, width and length of the structure. To be printed in A0 size
- Specify brand and model of truss
- Specify the various sizes of trusses to be used
- Load calculations to show both uniform and center point load on all four sides of the structure.
- Floor loading calculations to provide the static load on each leg

4.25 Scaffold Towers

The use of scaffold towers at the Dubai World Trade Centre must be in accordance with manufacturer's recommendations. Dubai Municipality rules do not allow employees to be exposed to falls of 2 meters or greater at any time in a construction environment.

Scaffold towers must be fully erected when in use (see

diagram), with a double handrail, sufficient working platform areas, a safe method of access and egress and not exceeding a height 3.5 times the shortest width of the tower for internal use and 3 times externally. Outriggers must be used or stability achieved through an alternative safe means.

Use of fall arrest equipment, such as harnesses, shall only be for short duration work where the full erection of the tower is not physically possible. Alternatives to manufactured harnesses are not permitted including substitute harnesses made from rope, cable, wire or similar products and materials.

Scaffold towers must not be moved whilst persons are situated on the tower. Towers must be wheels locked and level when in use. The tower must only be used for work and must not be used as a base for lifting operations unless suitable consideration has been given to this requirement in the design and assembly of the equipment.

Access to the working level of the tower must be in accordance with manufacturer's recommendations. Usually this is internally in the tower and through the trap door in the working platform.

Accessing roof level areas in the exhibition halls must only be with the use of a working platform or similar equipment which is safe to use. Only specifically manufactured equipment such as genie booms and scissor lifts may be used in these high level areas provided they are designed to reach hall roof level heights. Scaffold towers are NOT permitted to work at roof level height as this is not accordance with manufacturer's recommendations for use.

Where a scaffold remains erected in one place for seven days or longer it should be subject to a formal weekly inspection, carried out by a competent person and recorded for future reference by Dubai. Dual purpose scaffold towers which act as system scaffold as well as a tower scaffold, which do not provide adequate edge protection, will not be permitted in the halls.

4.26 Scaffolding – Erection and Use

Dubai Municipality rules do not allow employees to be exposed to falls of 2 meters or greater at any time whilst working in construction activities.

Persons involved in scaffolding work must be competent for the erection and design of scaffolding. It is the employer's duty to ensure that the persons carrying out work are competent to do so and the manner of work is safe.

Scaffolding work must comply with the Dubai Municipality Code of Construction Safety Practice as mentioned in section 1.2, British Standards Institute BS EN 12811:2003 and BS EN 39:2001.

Scaffold erectors must adopt a working method that is safe to themselves and others. They must be protected from falls at all times where working above 2 meters. This can be through either handrails or harness use or a combination of both. Materials shall be stored and moved without risk to persons below and should be suitably signed to warn of overhead activities.

All scaffolds must be designed to withstand the required loading. A hand-over certificate is required when completing the scaffold, to the organiser or exhibitor, which gives detail of the permissible loadings. Similarly, tying in of scaffolds must be as detailed in BS EN 12811, and permission will be needed where any attachment or physical change to the venues structure is required for tying in purposes, including roof trusses.

4.27 Shell Scheme Stands

All shell scheme stands must be built to the approved layout drawing. The introduction of additional sections, such as end sections for aesthetic purposes is not permitted as it prevents unrestricted access to fire fighting and emergency related equipment. The maximum height for the Shell scheme is 2.50 meters only. For the build of conference room, meeting room, Press room, etc. with Octonom poles /panel wall which are more than 2.50 meter high, a floor plan must be submitted to the Structure Engineer for initial approval and to Venues Health and Safety for final approval.

4.28 Trolleys in the Concourse

The use of trolleys by contractors in the concourses is restricted to protect the marble flooring. The use of heavy duty industrial trolleys is not permitted within the concourse and any damage to the floor caused by contractor trolleys or equipment will be charged to the contractor.

4.29 Vehicle Use at the Venues

The organiser should inform DWTC Security and Venue Operations of all the vehicles entering the marshalling yard / loading dock area for monitoring purposes. Drivers must also obey signage relating to health and safety, failure to follow instructions and signage may result in removal from the venues. This includes the use of seatbelts, where fitted.

Drivers operating vehicles must be suitably licensed for the type of vehicle they use, this includes fork lift trucks.

The operating of moving vehicles whilst using a mobile phone is not permitted and will be subject to disciplinary action. All reversing within the marshalling yard by vehicles must be carried out with the use of a banksman unless the vehicle is fitted with a fully functioning reversing camera or the vehicle is a short wheel base fork lift with clear rear visibility.

Vehicle operators requiring parking or off-loading shall only do so in designated areas, the use of any other area is not permitted without authorisation. Vehicles violating the parking requirements may have their vehicles removed without notice. In order to assist in the control of the marshalling yard the vehicle operator is required to provide contact detail, preferably a mobile telephone number, at the entrance gate of the security cabin.

Vehicles must be maintained in good operating condition when at the venues. Vehicles with faulty components such as reversing lights or sounders, mirrors and similar will be prevented from use and removed from the venues; this includes fork lift trucks.

Forklifts and other Mobile Elevated Working Platform (MEWP) equipment are allowed to park temporarily at designated space behind Hall 8 marshalling yard.

The running of vehicles with combustible engines within the halls requires prior approval from the DWTC Health and Safety Division in the interests of clean air.

Any vehicle to be used (i.e. display, launching, promotion, etc.) for any event within the venue requires prior approval from DWTC Health and Safety Division. The organiser should complete the **Vehicles Arrival Schedule Form** and return it to the Event Planner at least **2 weeks prior to the start of the tenancy.** The Event Planner will pass the form to Health and Safety for monitoring purposes.

Please take note of the following Health and Safety instructions for all vehicles displayed at the venues:

1. Fuel must be reduced to a minimum level (1/4) before entering the Halls/Concourse
2. Batteries should be disconnected and tape the leads.
3. All keys must be handed over to DWTC Security after inspection by the Health and Safety team

4.30 Welfare Facilities

Employers working at the venues must meet in full their legal requirements in respect of providing welfare for their employees who are working at the venues. Failure to meet legal requirements may result in enforcement action by Dubai Municipality.

Such welfare should include provision of drinking water and suitable seating as examples.

4.31 Work at Height and Access Equipment

The Dubai World Trade Centre accords with the Dubai Municipality requirement for construction related work above 2 meters to be carried out without risk of injury. This requires that a safe place of work is provided by employers for any work above this height and a means of fall arrest where such a safe environment is not practical to provide, that does not leave a fall exceeding 2 meters.

Where work at height can be eliminated, Dubai World Trade Centre encourages the assembly of structures at ground level prior to their being elevated to height. This could include decoration of structure or attaching of lights and speakers for rigging purposes. Also, the use of rigging processes that are self-erecting or self-supporting and not reliant on the building infrastructure is encouraged.

Where work at height cannot be avoided, the Contractor to erect and provide a fully boarded working platform. It must have a complete component of top rail, mid rail, toe board, bracing, access ladder, secured and tied wooden planks, etc.

Where the hanging of banners and general roof level work is an essential part of a display, it is required to be carried out using a mobile elevated work platform or similar powered access equipment – the use of scaffold towers at roof level is not permitted at the venues as it contravenes manufacturer's recommendations for use. For double-decker stands in exhibitions, it should be the contractor's priority to install the upper level handrails, so as to protect workers engaged in finishing work at high level.

General consideration is also welcomed into alternative forms of fall protection, where practical and safe to use, such as soft landing systems, inertia reels and safety nets.

Mobile Elevating Work Platforms

Persons using working platforms or equivalent must be harnessed to the equipment so that their fall is arrested in case of mechanical failure or loss of stability of the platform where foreseeable risk of such an event exists.

This equipment must be operated on firm level ground, tyres must be properly inflated, outriggers extended (where applicable), have safety guard rails and toe boards, and a system in place for recovery if the platform fails in an elevated position. Tools and any materials must be safely stored so as not to present a falling objects hazard.

The equipment must not be operated near exposed electrical cabling or wiring, with the middle handrail acting as a foothold or with the knuckle of the arm extending into pedestrian traffic or vehicular routes. The working area must not be overloaded with materials or equipment where a risk of falling items is possible and the equipment limitations for occupant number and weight loading not exceeded.

The starter key to the equipment must be removed after use so as to prevent unauthorised access. A control system for the safe storage of keys would be advisable.

This equipment must be switched off when not in use. Any re-charging of equipment will be done in a safe area away from the public and where leads are trailed from sockets operators must ensure that they do not cause a trip hazard.

When operating this equipment in public areas of the venues, it is a requirement to suitably barrier off the work location and provides warning signs regarding work overhead. Where this equipment is moved around a public area it must be accompanied by a banksman at the front of the unit.

Only electrically powered equipment is permitted to work inside the venues buildings and halls.

Section 5 Access and Admission to the Venues

5.1 Admission to the Halls during Build-up and Tear-down

The below rules and regulations have been introduced by DWTC's Protocol and Security and are required by the Dubai Naturalisation and Residency Department.

Temporary Contractor Badges

- Local Contractors (UAE Based)

Individual Application

All contractor staff must report to the cashier's cabin at the EO land entrance gate (located on the right-hand side when entering road number 5) to receive a temporary contractor badge in exchange of a valid proof of identity. This can either be a UAE labour or UAE national ID card, UAE driving licence or a UAE government organisation ID card which will be kept at the cashier's cabin until the contractor badge is returned. Each contractor badge costs AED 20.00 and is valid for one day only (from 00:01 to 24:00). A fee of AED 250.00 will be charged for any lost contractor badge.

Group Application

A contractor may also apply for DWTC's contractor badges for the company's entire team one hour before the build-up/tear down starts. A representative of the company should submit the application at the cashier's cabin at the EO land entrance gate along with each staff's original proof of identity (UAE labour or UAE national ID card, UAE driving licence or a UAE government organisation ID) which will be kept at the cashier's cabin until the contractor badges are returned.
Each contractor badge costs AED 20.00 and is valid for one day only (from 00:01 to 24:00). A fee of AED 250.00 will be charged for any lost contractor badge.

- International Contractor Badges (non-UAE based)

All contractor staff must report to either the cashier's cabin at the EO land entrance gate (located on the right-hand side when entering road number 5) or at Al Wasl reception (next to Al Multaqua Ballroom on concourse 1) to obtain a temporary contractor badge in exchange of a passport copy. The badge will be valid for a maximum of 15 days. A charge of AED 200.00 per badge applies; these AED 200.00 represent an entrance fee of AED100.00 and a refundable deposit of AED100.00. The refundable deposit can only be claimed upon returning the badge within 15 days from the date of payment.

Annual Contractor Badges

Stand contractors working regularly within DWTC's venue can apply for an annual contractor badge.

The price for each badge depends on the total number of badges that are issued for the same company:

- 0 - 49 badges: AED 500.00 per badge
- 50 - 99 badges: AED 400.00 per badge
- 100 - 149 badges: AED 350.00 per badge
- 150 - 199 badges: AED 300.00 per badge
- 200 - 249 badges: AED 250.00 per badge
- 250 and above: AED 200.00 per badge

To apply for annual contractor badges a representative of the company should send the following documents to ContractorBadges@dwtc.com:

- Request letter on company letterhead
- Copy of the company's trade licence
- Copy of the passport and visa (on one page) for each applicant
- 2 recent photographs (in JPEG format) for each applicant
- Completed Annual Contractor Badge Application Form

Alternatively, all required documents can be submitted to the Command Control Centre of DWTC's Protocol & Security Department (above hall 8). Upon payment settlement with DWTC's Finance Department (located at Al Wasl Building next to Exhibition Gate entrance, level 1), the company's representative can collect the annual contractor badges from the same location they previously handed in all paper work. If the applicant is no longer under the company's sponsorship and/or the badge has expired, the contractor badge must be returned to DWTC. The charge for lost badges is AED 250.00 each.

Collection Points

DWTC contractor badges can be collected at:

- Cashier's cabin at the EO land entrance gate (located on the right-hand side when entering road number 5). This applies to temporary and international contractor badges.
- Al Wasl reception for international contractor badges. This facility will only be in operations upon prior approval.
- Loading docks of Sheikh Maktoum, Sheikh Rashid and Sheikh Saeed Halls for pick-up drivers delivering goods. This facility will only be in operations upon prior approval.

Badges must be visible at all times.

Access for stand equipment and contractors will only be via the rear marshalling yard access. No materials or industrial trolleys will be permitted through the front concourse entrances.

5.2 Access for Children and Young Persons

The organiser or tenant shall not issue passes for the build-up and tear-down periods to children under the age of sixteen. The health and safety and security have instructions not to allow anyone under the age of sixteen years into the halls during these construction periods (build-up and tear-down) for safety reasons.

It is noteworthy that some trade and specialist exhibitions also discount operational phase entry to persons under specific ages for commercial reasons.

5.3 Exhibitor Access to the Halls

Exhibitors accessing the halls must display their exhibitor badges for entry into the halls. Persons without exhibitor badges will not be allowed to enter. Exhibitors setting up their displays must only do so after completion of the stand. Persons accessing the stand whilst it is being constructed, which includes all fittings and fixtures work, will do so at their own risk.

5.4 Visitor Access to the Halls

Visitor access to the halls shall be via the public concourses. The halls are suitably signed to assist visitors in locating their exhibition and entry points, and the rules of the exhibition organiser must be respected with regards to access arrangements. The halls have separate doors for pedestrian entry and exit which must be used accordingly, where applied. Entry points will be manned by a security officer and the instruction of the officers must be respected.

Visitors are NOT allowed to gain access inside the halls during Build up and Tear down phase. All visitors entering exhibition areas must be in possession of a visitor, exhibitor, organiser, press or Dubai World Trade Centre employee badge to gain access to the halls. The display of badges is also requested whilst within the halls.

5.5 Contractor Access during Exhibitions

Contractors must only be in the halls during an exhibition where they have been asked to attend a stand that requires attendance due to an urgent or dangerous safety situation, otherwise all works must be carried out after visitor hours. The moving of vehicles, including contractor vehicles such as forklifts and general plant, other than those given special approval or operated by health and safety staff will not be allowed into any hall while that hall is open to the public.

5.6 Overnight Admission to the Halls

Persons requiring access to the halls overnight must contact the organiser to seek permission for access. The halls are secured out of hours to maintain security and organisers are required to issue access passes for persons requiring out of hours access.

5.7 Government Authority Access to the Halls

Organisers must ensure that their staffs are suitably briefed on allowing Government Authority representatives into the halls for inspection purposes. Such representatives will include Dubai Civil Defence Officers, Dubai Police Officers and Dubai Municipality Officers in relation to relevant aspects of the event such as food safety inspectors.

Government Authority representatives must be in possession of an identity card as proof of their legitimate representation when requiring entry into the halls. Any doubts over the credibility of the representative should be communicated to the command Control Room on +971 4 308 6212 and then the Command Control Centre (CCC) will distribute the information to the concerned people.

Section 6 Setting up Your Stand

6.1 Storage and Unpacking of Stand Material

Exhibitors bringing material into the halls for display purposes must consider the storage arrangements for any spare materials or packaging. The shutter doors would be kept accessible at all times, free from any obstructions and no storage of stand materials. This include the full width of the door and runs six (6) meter inward depth. Similarly, the outside part is the full width of the door and runs six (6) meter outward depth. Any delivery vehicles or transport are not permitted to park and unload in front of the shutter doors.

The rear of stand and stage areas are designated utility areas and do not form part of the exhibition or sold space, in this part the Civil Defence requirement will be to keep 1 meter clear gap between the stands and the walls and about 4 meter clear gap between the stage and the wall. Which are only accessible by approved contractors and personnel employed by the venues. The storage of material behind or beneath the stand or stage is not permitted as excess packaging can provide combustible material in the event of a fire. Likewise, a clearance of 1.50 meters between the bottom beam of the roof truss and the ceiling of the stand should be maintained. This is a requirement of Dubai Civil Defence authority and failure to abide by their requirements may result in formal enforcement action.

The use of display stands and banner material must be strictly within the stand areas. The use of walkways for unapproved advertising displays and the sitting of furniture are strictly forbidden. Persons utilising walkway space risk being fined by the Civil Defence authority as it is a breach of the fire codes applied at the venues.

6.2 Fire Prevention at the Venues

The Dubai World Trade Centre has a variety of modern fire detection and fire fighting systems, as well as established emergency procedures.

Hoses, extinguishers and break glass alarm points can be found at regular intervals along the walls of the exhibition halls and conference areas. Firefighting equipment may used for small fires where persons are trained to use the equipment. Therefore, it is mandatory that fire points inside the halls as well as in the concourses should not be blocked.

Should a fire emergency arise during an event, voice announcements will assist visitors and staff in deciding what actions to take. If the evacuation announcement is made, everyone should exit the halls via the nearest fire exit and follow signage to the assembly point.

It is in the interests of everyone using the venues to act in a manner that reduces risk of fire within the complex, therefore a number of requirements have been established which will help reduce risk.

6.3 Smoking in the Venues

The Dubai World Trade Centre venues are no smoking - this is a legal requirement within Dubai. Smoking is permitted outside the building only, away from the building entrances. Failure to comply with this legal requirement may result in a fine.

Exhibition Organisers are required to enforce this non-smoking requirement and suitably advertise it within their welcome packs. A designated smoking area for the contractor and exhibitor personnel is located next to the security cabin

at the marshalling yard gate For visitors and guests, smoking is only allowed in designated areas outdoors located on the Plaza, at Convention Gate, between The Arena and Exhibition Hall 1 and at Za'abeel entrance outside Convention gate and Exhibition gate.

6.4 Access to Fire Fighting Equipment

Exhibitors can assist in making the halls and exhibition areas safe by not blocking fire exits and routes with signs or products and maintaining clear access to fire hoses and cabinets which are situated in various areas of the halls, as required in 6.1 above.

6.5 Use and Display of Flammable Materials

Exhibitors must not store thinners and industrial spirits other than in a sealed tin and in small volumes. Such substances must not be stored in an un-labeled bottle that can be mistaken for drinking water.

The display of products which have potential to harm or cause fire is strictly controlled at the venues and approval will be required by Dubai Municipality Civil Defence in some case. A Risk Assessment together with Method Statement is required for the approval process. Enquiries must be made through the organiser. The use of empty display material where flammable or potentially hazardous products and materials are required is encouraged.

Section 7 Exhibitor Displays and General Activity

7.1 Aerial Displays and Acrobats

Any fixing to the permanent structure of the venues for acrobatic, aerial or other similar displays shall be subject to approval from the DWTC Health and Safety Division. The organiser is requested to provide venues detail of the activity as well as specific location and potential load detail at least two weeks prior to the event. Risk Assessment together with Method Statement is required in the process of approval.

Aerial displays must not be suspended over public walkways or over persons in general. It is also a requirement for the area beneath the display to be clear of obstacles, so as to reduce risk to the acrobat should a failure occur.

Where such activities are planned for open exhibition areas, where they do not conflict with emergency routing, they should be barrier off to prevent persons walking beneath the activity.

Persons performing such acts must use certified lifting equipment for the activity, be trained in its use and have maintained regular test and inspection of the equipment in accordance with international standards, such as the Lifting Operations and Lifting Equipment Regulations 1998.

7.1.1 Drones

If the drone is an exhibit, DWTC's health and safety department will assess it case by case. A floor plan showing the area where the drone is going to fly over must be submitted in addition to details on the enclosed, netted area for the exhibit and its flying schedule.

7.2 Alcohol Products and Medicinal Products

The influence of alcohol whilst working on the build-up or tear-down of stands and displays is not permitted, in accord with the rules of construction sites in developed countries.

Where restrictions exist under law and local order, these will also be respected in this regard. Persons taking or suspected of being under the influence of non-prescription drugs will be asked to leave the venues and may be subject to police action.

Alcohol products are subject to approval within Dubai and application should be made when alcohol products form a part of a display or social activity associated with the event at the venues. The organiser should contact the Event Planner as early as possible and at least fifteen (15) days prior to Build Up in advance. The Event Planner will send the request to DWTC Health and Safety Division to obtain permission from Dubai Police. The approval process will take time and it is recommended that applications are made in accordance with 'The Organiser'.

Exhibitors wishing to dispense medicines during events should ensure that they are suitably qualified and approved to do

so. It will be the exhibitor's responsibility to ensure that the organiser is advised of any dispensing activities and that these and Dubai Municipality requirements are met.

The venue is not responsible for the effects of medicines, controlled products or medical procedures dispensed by exhibitors in the case of any resulting legal claim.

7.3 Animals at the Venues

No animals are allowed in the venues. Presence of animals is only allowed during animal related shows. Where animals are present they shall be controlled so as not to be allowed to escape control, cause distress and danger to persons or other animals or cause damage to the venues.

Clearance certificate from Dubai Municipality-Pet Animal Section would be required for all animals intended for display purposes. Similarly, this is to require the Exhibitor to acquire Health Certificate from DM to ensure that the animal is in good condition for display purposes and without any infections. Furthermore, for animals not provided with cage or similar enclosure shall not be allowed to remain inside the hall overnight. They shall be brought outside the halls at the end of every exhibition days.

Where the use of animals is seen as an essential part of an event, the organiser must assess the hazards of introducing animals and a Risk Assessment together with Method Statement to be submitted to DWTC Health and Safety Division for review and approval. Any incident, injury or claims resulting from the introduction of animals at the venues will not be the responsibility of the venues. The organiser accepts responsibility for their exhibitor's and their own animals as soon as they enter the Dubai World Trade Centre venues.

7.4 Balloons and Toy Safety

Exhibitors who intend to use Balloons inside the Venues as well as outdoor must secure prior approval from DWTC Health and Safety Division. This can be made by submitting the specifications of the balloons, e.g. type of gas to be used, sizes/dimensions and the quantity. The submittal is at least two days prior to build up. The exhibitors must fill up the Balloon Exhibit Schedule Form (See attached)

Gas filled balloons proposed for use at the venues must be tethered to a part of the exhibition stand structure fully secured to prevent interference with sensitive fire detection equipment located within the hall and concourse roof areas. Persons holding lighter than air gas balloons at the venues is not permitted for this reason.

External use of balloons must be subject to controls which ensure the safety or persons and prevent the risk of the balloon becoming unfixed and becoming a hazard to air traffic.

The use of gases in relation to balloons or inflatable's must be strictly controlled, whether flammable or otherwise. Cylinders must be subject to suitable marking, warning signage and colouring in accordance with international standards and stored in accordance with Dubai Municipality codes and technical guidelines.

Toys use within the venues will be subject to local legal requirements and Dubai Municipality Technical Guideline 67 entitled 'Toys Safety'.

7.5 Banners at the Venues

The DWTC Event Services Department is the sole provider of all top and primary rigging at the venue. The DWTC Event Services Department will hang the banners and ensure that they are suspended safely. It is the contactor's responsibility to ensure that the banners are suitable for use and lifting points are rated with an appropriate safe working load.

The erection of ceiling or roof level banners at the venues must be carried out using a mobile elevated working platform, such as a genie boom or scissor lift and personal protective equipment must be worn. Tower scaffolds will not be permitted for work at roof level within the venues as it contravenes manufacturer's recommendations for the equipment.

See also chapter 4.3 entitled Banners and Advertising Signs and section 4.31 entitled Work at Height.

7.6 Broadcast and Media Equipment

In general cameras must be operated in a safe manner and not assembled or used in a way that may harm persons who may be underneath the equipment.

Cameras or similar boom mounted equipment must have the space required around them for their operation so as to not obstruct the gangways and fire routes.

Cameras or equipment suspended from trusses or equivalent must be supported by at least one clamp and a safety wire.

The location of any broadcast vehicles must be agreed at least two weeks prior to the arrival of such equipment and their arrival coordinated to ensure an early arrival. Cables provided for the process of broadcast must not act as a potential trip hazard and must be suitably ramped when crossing walkways.

Noise levels during broadcasts must be given health consideration where employees will be subject to noise control levels in accordance with Dubai Municipality technical guidelines. Also, general noise levels in the venues must not be so excessive that the emergency announcements are not audible. It is the organiser's responsibility to ensure that a procedure is established to ensure that excess noise ceases at the onset of an emergency.

Before taking any footage, media crews must report to the Protocol and Security Department to get approval for filming within the venues.

7.7 Candles in the Venues

The use of candles or similar flame equipment within the venues is not permitted without prior approval from DWTC Health and Safety Division. This requirement also extends to 'safety candles'. These requirements are enforced by Dubai Civil Defence. It is the organiser's responsibility to provide the following information to the venues at least days prior the intended use of candles or similar equipment.

- dates of intended use
- candle / 'safety candles' specifications and or MSDS availability
- stand name and number
- hall location
- submit physical sample to Health and Safety Support Office at Hall 6.2

It is a requirement that following an approval, the exhibitor must provide a suitable extinguishers and trained operators on the stand. Candles and similar flame equipment must not be left unattended at any time. DWTC firefighting equipment must not be used for this purpose.

7.8 Civil Defense Approvals – Hazardous Substances

It is the organiser's responsibility to advise where equipment, substances or processes may be a hazard at the venues at least 10 working days prior to tenancy.

All applications to Civil Defence for flammable gas requirements or pyrotechnic display material must be made through the Event Planner in accordance with the timing requirements in 'The Organiser'.

Exhibitors, organisers and contractors are required to ensure to submit complete details, specifications and drawings for items that require Civil Defence approvals.

See section 2.7 for further information.

7.9 Crowd Control at Events

Dubai World Trade Centre requires organizers to give strong consideration for the control of large numbers of visitors to the venues that it provides.

DWTC Security Division ensures that arrangements and controls are in place that persons are not put at risk by a large numbers of Crowds. Likewise, is responsible for the visitor arrangements at events which must be given adequate consideration by a competent person. The control of large crowds must be carried out in accordance with internationally accepted standards and we would recommend the following publications to act as those standards;

- HSG195: Events Safety Guide [ISBN 0717624536, HSE:1999]
- HSG154: Managing Crowds Safety [ISBN 071761834X, HSE,2000]

Consideration must be given to the hazard involved and a Risk Assessment must be made to ascertain the extent of that risk and reduce it to an acceptable level. Such consideration may include the following;

- allocated seating at events rather than 'first come first served' arrangements which tend to encourage the urgency of access.

- early access to allow a stream of visitors rather than the holding of large numbers of persons at crowding points.
- the checking arrangements for tickets and access stamps so as not to create secondary crowding points within venues
- clear labeling of seating areas to allow the organized and speedy flow of persons away from access areas.
- Police barriers are allowed to be placed at the outdoor premises only and it is designed and manufacture for traffic purposes. It is not allowed to be used as part of any internal barriers like in the concourses 1 and 2 or inside the exhibition halls etc. The purpose of not allowing is due to the sharp and pointed legs which may be a physical hazard if over turned as per the standard stated at NFBA and DCD Federal law.
- any barriers to be used as internal event, legs should have covered by rubber or reflectorized sticker must be visible from anyone to prevent physical injury if over turned.
- sufficient entry and exit points for the size of the expected crowd.

This is not intended to be an exhaustive list and much thorough consideration will be required, commensurate with the size of the event, for large exhibitions, concerts and similar gatherings. A checklist exists in the appendices of this document which may assist organizers in applying suitable safety application to large crowds at the venues.

7.10 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 DWTC Security. On site, the exhibitor will be asked to sign an agreement form that will be kept with the keys by DWTC Security.

7.11 Escalators: Safe Use at the Venues

A number of requirements exist at the venues to protect persons from accidents on escalators, they are as follows:

- children and elderly people must always be accompanied by an adult
- stand in the centre of the escalator, avoid standing against the sides or on the front edge
- always hold onto the handrail
- do not run up and a descending escalator or vice versa
- do not hang over the handrail of the escalator
- hold on to any loose or long outfits , they may get stuck in between the steps
- do not pull luggage or carry trolleys on the steps.
- do not place sharp or pointed objects on the escalators it may injure other users
- do not sit on the escalator steps or ride the escalator without shoes
- to stop the escalator push the red cut off button
- If you require assistance please call DWTC FMCC on +971 4 306 4444 stating the escalator number
- If you require medical assistance please call +971 4 306 4040 during events and office hours

7.12 External Displays and Signs

All signs designed for use outside the building must be suitably manufactured and fixed to be safe and take accountability for stability and wind loading. It is the organiser's responsibility to ensure that this requirement is satisfactorily applied and agreed by protocol and security.

Signs locations must be agreed in advance and any incidents resulting from the locating of unapproved signs will be the responsibility of the organiser.

Signs in public walkways must not obstruct pedestrian areas and be clear of routes that may be used for emergencies. Signs adjacent to highways must be particularly designed and fully supported to be safe and not cause vehicular or pedestrian incidents.

7.13 Fairground Equipment and Amusements Safety

Tenants and organisers wishing to provide amusements of any sort for public entertainment must submit full details in advance, demonstrating that all relevant regulations and safety aspects have been or will be complied with and all necessary licenses have been obtained.

A Risk Assessment is required and to be submitted to DWTC Health and Safety Division together with Method Statement.

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Dubai World Trade Centre requires to work in accordance with internationally accepted practice and would recommend the following publications as a good guideline: HSG175: Fairgrounds and Amusement Parks: A Guide to Safe Practice [ISBN 071711744: HSE, 1977].

Copies of test and inspection certificates must be provided to the Event Planner prior to the use of equipment at the venues. It is the responsibility of the equipment owners to ensure that the equipment is safe to operate and is operated in a safe manner by a competent person.

7.14 Electrical Fat Fryers at the Venues

The use of electrical fat fryers in the halls should be approved by DWTC Health and Safety Division. Reference to that the use of gas fat fryers will be subject to Civil Defense approval requirements in section 2.7 of this document.

A number of rules exist in relation to the use of fat fryers within the Halls. The following list is not exhaustive and acts as a good guide to the safe use of the equipment:

- Permission must be requested at least 10 working days prior to the start of tenancy.
- A fire blanket must be placed within easy reach of the cooking area in case of a fire.
- The person operating the equipment must have the required experience and skills to avoid any accidents. Caution must be given to the following: Avoid reaching over hot areas and storing cold liquids or drinks nearby items that are operating with hot oil, avoid overfilling the equipment with oil, only move the equipment when the oil has cooled down and avoid straining the oil whilst it's hot.
- Protective equipment/clothing to be used at all times to avoid accidents.
- Stove surfaces to remain clean to avoid grease flare-ups.
- Floor areas to be kept clean to avoid anybody slipping onto hot surfaces.
- Children are not permitted near any hot cooking areas.
- All equipment must be regularly maintained and kept in good working condition.
- Submit the Risk Assessment form along with the Method Statement to DWTC's Health and Safety Department for approval.
- The Organiser is responsible for their exhibitors' usage of Electric Fat Fryers. DWTC cannot be held accountable for any incidents, injuries or claims resulting from the use of Electric Fat Fryers within the premises.

7.15 Flammable and Specialist Liquids or Gases

No flammable liquid or liquid petroleum gas shall be used within the venues without the prior written consent of Dubai World Trade Centre DWTC Health and Safety Division and approval of Dubai Civil Defense and Dubai Municipality – see section 2.7 of this document for important information.

Please note that LPG cylinders within the Venues are subject to approval by Dubai Civil Defense. 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 company that gas (including pressurised air) is an essential part of a particular event, then an application can be made to consider the option of piping from an external source or DWTC in-house, 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. If the exhibitor or the organiser fails to provide such equipment, DWTC will provide the required fire fighting equipment and charge the cost to the organiser accordingly.

Compressed Gas Cylinders

Compressed gas cylinders shall be constructed in accordance with international standards in relation to colour 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.

Storage of Hazardous Substances

Compressed gas cylinders or vessels containing liquids or gas under pressure should be stored in a safe manner. It will be the responsibility of the organiser to ensure that it is stored and used safely by obtaining health and safety approval for the location.

Any pressurised cylinders, flammable gas cylinders or equipment producing pressurized the external skin of the building. The location of equipment must also be clear of any fire exit, including any fire hoses.

It shall be the responsibility of that any equipment used to produce, supply or transfer gases (including air) is switched off and without risk, at the close of daily exhibition activities, where a 24 hour requirement is not provided.

7.16 Glazing and Glass Use

The use of glass products at the Dubai World Trade Centre shall be controlled so as to be used in a safe manner without risk to persons. Persons using glazing products must show great care to ensure that they are constructed with a safe method of work and safe for use when fixed.

It is the responsibility of the organiser to inform and ensure that all the contractors or exhibitors are using safety glasses. Below are the specifications of safety glasses:

1. Shatterproof glass: strong laminated glass designed not to shatter, made with a layer of clear plastic sandwiched between two glass sheets
2. Splinter proof glass: glass that, if it breaks, forms rounded fragments rather than sharp splinters.

Damaged glass and glazing products in exhibitions must be repaired so as not to be a hazard to persons in the halls or removed from the halls immediately.

Where glazing is used as part of a stand or display at an exhibition, it must be identifiable as glazing where it is a continuous section. Risk to persons of walking into glass must be eliminated where there is a foreseeable risk. This can be in the form of a reasonable sized company sticker, etching or equivalent on the glazing.

7.17 Helicopters and Aeroplanes at the Venues

Use of the Dubai World Trade Centre helipad is to be notified in advance of any landings by helicopter at the venues. Landing by helicopters shall be effectively controlled by users so as not to be a source of danger to employees or the public and shall comply with the relevant Air Traffic Control Orders and Dubai Civil Aviation requirements and those of the United Arab Emirates.

The use of helicopters for pleasure flights must be approved prior to bringing equipment into the helipad. The local police, Dubai Civil Aviation and Dubai Department of Tourism and Commerce Marketing licenses must be provided prior to consideration.

Helicopter arrivals for display purposes, either by air or road, must be approved by the Dubai World Trade Centre in advance of the arrival. Where an arrival by air is required to a rear of hall location, it must be subject to suitable planning. This must include a pre-arrival visit by the responsible persons from the exhibiting company so that any hazards and clearance requirements can be identified.

Use of Sky Trackers (non-Lasers): The use of sky trackers as part of demonstration shall require prior approval from Dubai Civil Aviation Authority. The written request shall be forwarded to Venues Health and Safety mentioning the following details; technical specifications of the sky trackers, its quantity and floor plan showing the location of the position of the sky trackers. The written request shall be made at least one week prior to the event. Any fees required by the Authority (DCAA) shall be shouldered by the exhibitor or the organiser.

7.18 Housekeeping and Discarding of Materials

The Dubai World Trade Centre requires exhibitors and contractors to maintain clear and safe walkways around the halls during build-up, operation 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. We would request that discarded material be bagged to enable a safe and efficient removal. The organiser should remind exhibitors that the halls are a non-smoking area.

Any perishable or food products must be removed by the exhibitor and not left in the halls where it may become a hazard.

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. The organiser, exhibitors and contractors must take a responsible approach to the building up of combustible material in the halls.

Provision for Use of Carpet

The carpet to be used inside the exhibition halls shall have the following specifications. Carpet specifications include durability, resistance to stains, fading and matting. Carpets vary greatly in styles, colors, textures and stain resistance. Some carpets are specifically designed to withstand high levels of traffic. During installation process, it is essential to ensure double-glued seams attach carpet to bare floor to prevent delamination and edge ravel. Installers should double-glue seams to prevent fuzzing. Powers stretch the carpet to minimize wrinkles.

The carpet supplier is required to submit the flammability results as well as the performance test results. It is recommended that no carpet is allowed to be installed in a public building or area that does not have the appropriate test certification and proof of fire testing documents.

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The UAE Ministry of Civil Defense has stringent ruling on the installation of carpet in public areas. Only products and companies recognized by DCD will be certified to supply suitable carpet, underlay and adhesives. A public area is deemed to be where ten or more people congregate at any one time.

Installation of Carpet

The use of correct methods of installation, underlays and adhesives and use of professional and supervised mechanics is extremely important. The installer should have full knowledge and the installation materials stipulated for any particular project.

It is recommended that only European underlays are considered which are fully tested and certified.

As with carpet it is necessary to ensure that appropriate proof of testing has been carried out and that certification is readily available for confirmation. Underlays should conform to the same tests as carpet, these being:

- BS 4790
- BS 6307
- ASTM E648

For hotel guestrooms it is acceptable to use Felt underlay but again only British made product which is covered by the same legislative testing and carries certification

It is imperative that only recommended adhesives are used to adhere carpet and underlay. These are water based adhesives and therefore non-flammable. Note should be made that under no circumstances should Petro Chemical or PVA based adhesives be used to install carpet in public or hospitality areas.

7.19 Improper Conduct

Persons using improper language whilst at the venues will be reminded that the use of insulting, rude or derogatory terms is not acceptable. If a person persists in using such language they will be asked to leave the venues.

Persons resorting to physical or verbal abuse will be asked to leave the venues and may be subject to Police action. Where such behavior is witnessed it should be reported to the organiser and to the Event Planner. If enquiries provide evidence of such behavior the person will be asked to leave the venues for a period commensurate with the gravity of the offence.

7.20 Moral and Ethical Standards

For reasons of taste and in accordance with international and local requirements, it is a request that all persons visiting or working at events respect the nature of local conduct whilst using the facilities of the venues.

Person causing offence may be subject to removal from the premises or in more serious cases Police arrest.

7.21 Noise Levels at the Venues

The limitations of noise levels at the venues must be in accordance with the Dubai Municipality legal requirements. Limitations exist on the amount of noise that can be emitted from the venues into public areas and persons not meeting these requirements may be subject to a fine by Dubai Municipality.

Reasonable noise levels are considered under local order 61 of 1991 as follows:

- a maximum of 55dB between 7.00am and 8.00pm
- a maximum of 45dB between 8.00pm and 7.00am

Any excessive noise emitted within the venues must not be of a noise level that prevents the visitor from hearing the emergency announcements at the venues.

Where there is a potential for the occupants within a hall not to hear the emergency announcements, it is the organiser's responsibility to ensure that a robust procedure is in place to allow these messages to be heard.

Any excessive noise which forms a necessary part of a process or activity in an event at the venues must be advised two weeks in advance of the event so that suitable measures can be adopted to protect Dubai World Trade Centre staff from the potential harm from excessive noise.

7.22 Offensive Displays

When displaying wares, goods and advertising at the venues we would ask that respect be given to local preferences for over-exposure of the human body to be restricted. Dubai World Trade Centre reserves the right to request the withdrawal of any visual display that may be considered offensive or is subject to reasonable complaint.

7.23 Pyrotechnics, Smoke Machines and Specialist Equipment

The demonstration or use of pyrotechnics or laser beams must be conducted in such manner as will prevent injury or danger to the public and risk of fire to the venues.

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Pyrotechnics

It is important that reference is made to section 2.7 regarding approvals by Dubai Police and Civil Defense authorities. All pyrotechnic work will need to be carried out by a Dubai Police approved contractor.

Smoke Machines

The use of smoke machines is subject to prior approval by the venues and DWTC Health and Safety Division. Smoke machines can cause smoke detection systems to be triggered at the venues and arrangements need to be made during the use of such equipment by venues engineering to protect from this.

Organisers must request permission for the use of such equipment at least ten (10) days prior to Build Up intended use. Failure to advise may result in use of the equipment being denied. The venues require information on the location of the intended use and the timing of the use so that detection equipment can be switched off or monitored. Where such monitoring is required, it may be necessary to ensure the attendance of a DWTC Health and Safety staff which will be charged accordingly. Furthermore, the inclusive timings for the use of smoke and haze machines must be mentioned in the Smoke and Haze Machine Schedule Form.

Lasers

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 The varying classes of laser, under BS EN 60825 are as follows:
- 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 DWTC Health and Safety Division

Failure to advise may result in the equipment only being used as an un-powered static display item, where risks to persons are evident. Risk Assessment to be submitted together with Laser Arrival Schedule is ten (10) days prior to Build-Up.

Furthermore, the following are required to meet Standards for Laser Safety:

- presence of competent Laser Safety Officer
- beam exit window height is greater than 2.70 meter.
- the persons operating the laser machine is certified and competent.
- laser area marked and close off.
- sufficient Laser warning signs.
- emergency and key switch at the control unit

Requirements for the Use of Drapes

- drapes are treated to be retardant to fire in accordance with NFPA 701.
- drapes Test Certificate duly approved and signed by Civil Defense must be submitted to DWTC Health and Safety Division
- sample of drape to be provided for Health and Safety submittal to Civil Defense.
- every fire exit doors, toilet doors and shutter doors covered by wall drapes shall be provided with luminous fire exit signage.
- every fire points covered by wall drapes shall be provided with corresponding fire point luminous signage.
- drapes covering the ceiling to be fire retardant in accordance with NFPA 701.

Radioactive Materials

Radioactive materials must not be brought into the Dubai World Trade Centre without prior written permission by the Protocol and Security Department – DWTC Health and Safety Division, via the Event Planner.

The exhibitor must provide details of the product to the Event Planner at least 2 weeks prior to the event. These details will then be forwarded DWTC Health and Safety Division. Following due consideration, approval will either be given or denied. Radioactive goods will not be permitted at the venues until an approval has been received from DWTC Health and Safety Division.

Where such materials are to be used, it is the organiser's responsibility to ensure that it is controlled by competent persons. With such hazardous material, it is recommended that the organiser ensures that control measures, competent persons and contingency plans are considered and provided in advance of the event.

Water Screen and Fountain Display

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

- Fountain and water screen technical specifications must be provided for Health and Safety review and approval for display.
- A method statement and risk assessment must be submitted for the use of fountain and water screen.
- Details of support for the fountain and water screen must be provided for Health and Safety review and approval.
- Details of providing supply of water and return drainage system must be coordinated with DWTC Engineering department.
- Schematic diagram for electrical connection, if any, must be provided
- Electrical wires must be unplugged when putting water inside the fountain or water screen.
- The electric panel board must be put on a single power strip that can be unplugged or disconnect at any one time if required.
- Contractor / exhibitor will assume full responsibility for any unwanted circumstances related to the display of fountain and / or water screen.

7.24 Stands in the Concourses

Stands in the concourses shall be in accordance with approved set-up areas only, as required by the Dubai World Trade Centre. All areas of stand build within concourses, whether in dedicated areas or otherwise, will be subject to approval by the Dubai World Trade Centre Venues and DWTC Health and Safety Division. The maximum height is 4 meters only and subject to Health and Safety approval.

Where stands are proposed for the concourse areas they must be located within the approved stand build areas. Stands using only parts of these dedicated areas must be located so as to eliminate all trip hazards, for example situated immediately adjacent to or directly above a utility cover, with suitable engineering access arrangements in place. Electrical or similar cables will not be allowed to trail along public walkways in the concourses.

The dismantling of stands in the concourse must not commence in the public areas until the movement of departing visitors has suitably subsided. It is the organiser's responsibility to enforce this rule and the Dubai World Trade Centre will not be responsible for any incident resulting from the untimely dismantling of concourse stands. See also section 3.5 for information.

7.25 Tents, Chalets and Marquees

Tents, chalets and marquees must be constructed in a safe manner and be of robust design so as not endanger persons. These structures should be self-weighted and not in need of pegs to secure from. Material used in the construction of these structures should be fire retardant so as to be safe for users in accordance with National Fire Protection Association (NFPA) requirements. These structures must also comply with NFPA standards for fire escape and fire protection purposes and may require in-built fire alarm system as part of the design. These enclosures are to be designated non-smoking areas.

7.26 Vehicles and Static Equipments in the Halls and Concourses

Motor Vehicles at the Venues: Provision of information

All motor vehicles requiring access to the venues for participation in events must be advised to the Event Planner at least ten (10) days prior to Build-Up. All vehicles arrivals and access must be pre-approved by the DWTC Health and Safety Division.

The following information should be provided using the Vehicle Arrival Schedule form:

- name of event
- date and approximate time of arrival
- vehicle type and number plate
- contact name and number (usually the driver)

Requirements for static display of vehicles

The following requirements exist for vehicles entering the venues for static display purpose:

- petrol fuelled vehicles and equipment must contain a maximum of one-quarter tank of fuel when entering the buildings or where 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
- fuel tanks on vehicles and equipment must be sealed with a lockable fuel cap
- batteries should be disconnected
- keys or equivalent starting device must be handed over to security staff after inspection

General notes for organisers and exhibitors

Please note that following during the open hours of the event:

- 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 in
- the refueling or transfer of any fuels is not permitted at the venues

Transportation vehicles use within the venues

The use of any vehicles within the venues to move from one area to another is subject to strict pre-approval by the DWTC Health and Safety Division. This includes motor scooter, scooters, bicycles, motor bikes, golf buggies and similar vehicles. Skateboarding and leisure vehicles are not permitted for use in internal and external locations without permission.

Static Equipment within the venues

Heavy Machineries intended for static display inside the halls are required to submit the machine specifications seven (7) days prior to build up. Such Specifications shall include but not limited to weight, height, width and length.

Golf Buggies

Where an approval has been granted to use golf buggies or equivalent transportation devices, including in relation to wedding activities, a number of requirements exist.

- the speed of the vehicle must be restricted to 14 Km/h maximum and must be operated at walking pace, with lights on and noise warning sounder active
- the operator must have a valid driving license and be an experienced driver
- a driver briefing must take place prior to the use of the vehicle by the protocol and security department relating to these requirements

- no overloading of the vehicle or unsafe practices such as the risk of clothing become entangled in the wheels
- suitable warning signage in the area of use
- a suitable check of the vehicle prior to use to ensure all health and safety and required features are functioning correctly
- vehicles not in good working order must be taken out of use and repaired immediately

7.27 Water Butts, Water Systems and Legionellosis

Exhibitors proposing to have water displays involving water tanks or butts must ensure that the tanks are suitably constructed so as not to leak. The choice of material must be considered to ensure that water cannot leak into areas of the hall which carry electrical services, such as the utility ducts.

Exhibitors must provide detail of the tank or butt design to the Event Planner so that approval can be given by the Dubai World Trade Centre.

It is the exhibitor's responsibility to ensure that the design is produced by a competent person and is safe.

Exhibitors bringing equipment to the venues which either stores water or emits water in spray or small droplet form must comply with internationally accepted standards relating to the control and prevention of legionellosis bacteria. Evidence must be provided to the organiser, and be available to the venues upon request, that measures have been taken to eliminate harmful water born bacteria such as legionellosis. Exhibitors must adhere to the Dubai Municipality Guidelines set forth about legionellosis bacteria.

Necessary cleaning and disinfection of the water system should be carried out by a competent person or company who can issue a certificate as proof. Where evidence is not provided the exhibitor will be required to use the equipment as a 'static display' only. The full requirements of the L8 approvals code of practice and guidance document published by Health and Safety Executive. UK (ISBN 07176 17726) will apply at the venues.

7.28 Yola Activities

Organisers intending to undertake 'Yola' activities should ensure that they are conducted with minimal risk to participants and the public. 'Yola' should only be conducted in dedicated areas with adequate space and consideration for risk of injury from poorly controlled activity. This activity is not allowed in public areas as previous incidents have led to injury and damage to the building.

Section 8 Weddings at the Venues

8.0 General Information for Clients

In the interest of fire prevention at the venues the Dubai World Trade Centre has established some minimum standards for the use of equipment which may be hazardous at weddings, such as candles.

8.1 Use of Candles

The use of candles or equipment which uses naked flames at the venues is controlled and an approval process exists involving the health and safety section. Wedding organisers are required to provide detail of the candles and table layout, indicating any combustible materials that may be in the location of candles. The use of tall candles which have the ability to fall over is restricted and evidence of the fixing arrangements for all candles is required. Submission of physical sample to DWTC Health and Safety Division at Hall 6.2 is at least ten (10) days prior to Build-Up.

8.2 Use of Drapes

The use of drapes in the venues is limited to material which is treated to be retardant to fire in accordance with NFPA 701. Drapes Test Certificate duly approved and signed by Civil Defence must be submitted to DWTC Health and Safety Division. It is the organiser's responsibility to ensure that where drapes are introduced into any event, fire escape signage is maintained or introduced for emergency evacuation purposes. Additionally, signs relating to no smoking, fire points and toilet facility locations must also be included in the drape arrangement. For further information please contact the Wedding Sales Department at the Dubai World Trade Centre.

8.3 Construction of Stages

The venue recommends that where stages are erected within the Al Multaqua Ballroom for the purpose of weddings, they are sited at either at the sides adjacent to Halls 4 or 5. A gap of 2 meters must also be left between the stage and the wall and this area must be clear of obstruction during the event.

This full rules and regulations document applies to wedding activities at all times, including the storage of combustible material behind stages in section 6, construction of the stage in sections 3 to 4, electrical safety in section 4 and use of vehicles in the venues in section 7.26.

8.4 Wedding Floor Plan

The Contractor is required to provide floor plan of the event in updated Master Floor plan showing the layout of tables, chairs and stage, etc.

Appendix A: Equipment Checklist

A. Moving Machinery (Crane, Forklift, Boom Lift, MEWP, etc.)

1. Third party test certificate.
2. Competent operator valid driving license.
3. Operator training certificate
4. Preventive maintenance records (3 – Month)
5. Lifting tackles test certificate (If applicable)
6. Banksman detail and certificate.
7. Driver should wear the harness.

B. Power Tools and Hand Held Tools

1. Preventive maintenance records
2. Equipment specifications / manufacturer manual
3. Operator training certificate (If applicable)

C. Welding Machines, Compressor

1. Preventive maintenance records
2. Equipment specifications / manufacturer manual
3. Welder competency certificate
4. Power cord and cables details

D. When the full requirements listed above are met, Health and Safety shall issue a sticker to be pasted to the said equipment with validity date.

Appendix B: Flowchart of Procedures

Communication

- Is the information you will provide to visitors adequate?
- Is the information you will provide to employees and others involved in the event, including emergency services, adequate?
- Have you established clear lines of communication with visitors and others involved with the event?
- How could the layout of the venues affect safety and what assistance could you provide for people to find their way about?
- What directions, advice warning or other general information will people need?
- Where, and at what stage of the visit, will people need the information or assistance?
- In what form should the information be presented?

Putting precautions in place

- Are staffing levels, including those for stewards, adequate?
- Are staffs competent and adequately trained for the event?

Monitoring crowds

- Are arrangements in place to monitor the event and detect and deal with any potential problems at an earlier stage?
- Are there sufficient staffs to be able to monitor reliably all areas where there are potential crowding problems?
- Are there suitable vantage points available to enable staff on location to monitor all areas effectively?
- Can information collected in a local area of the venues be relayed in an accurate and reliable manner to central location or control point for control and co-ordination purposes?
- If a crowding incident occurred, how would you get to know about it so that you could deal with the incident itself and prevent its escalation or reoccurrence?
- Can staff at the control point quickly alert staff to a potential problem?

Presence of hazardous items and substances

- Have structures, such as temporary stands, been inspected by a competent person to ensure against collapse including the stage?
- Has the position of structures been checked prior to the activity to ensure that they do not restrict access routes?
- Are any fireworks to be used stored safely and are adequate procedures in place for their safe use? Has approval been given for the use of such material or equipment?
- Are adequate precautions in place to prevent visitors from being struck by vehicles in and around the area of the event?
- Has the effect on crowd safety of any special effects (eg lasers, dry ice etc) been adequately addressed?
- Has equipment installed to ensure effective crowd movement (eg escalators, turnstiles, ticket machines etc) been adequately maintained?
- Are the risks associated with substances hazardous to health (eg fumes from generators) adequately controlled?
- Have sources of fire been adequately dealt with, for example hot food stalls, LPG cylinders on stall and in caravans, petrol generators, smoking, and lighting of fires by visitors?

Appendix C: Emergency Evacuation Procedures

A. Za'abeel Hall

Proceed to the nearest exit point passing through the glass doors of concourse 1. Assemble behind Jumeirah Living Residence car park or at car park F.

B. Halls 1 - 4, Arena and Sheikh Saeed Halls S1, S2, S3

- Halls 1 & 2 and Arena: Proceed to the nearest exit point by passing through the glass doors of concourse 1. Assemble behind Jumeirah Living Residence car park.
- Halls 3 & 4 and Saeed Halls: Proceed to the nearest exit point towards the Exhibition Gate by passing through concourse 1. Assemble at the Plaza.

C. Halls 5 & 6, Al Multaqua Ballroom, Al Wasl and Sheikh Rashid Hall

Proceed to the nearest exit point towards the Exhibition Gate. Assemble at the Plaza.

D. Halls 7 & 8, Sheikh Maktoum Hall and Podium Offices

Proceed to the nearest exit point towards the Convention Gate. Once outside, turn left onto the pedestrian walkway and continue until you reach the corner of 5th Street. Turn left into the side street and after approximately 40m you will see the assembly point, an open area, to the right of the EO land.

E. Convention Tower

Proceed to the nearest exit point towards the Convention Gate. Once outside, turn left onto the pedestrian walkway and continue until you reach the corner of 5th Street. Turn left into the side street and after approximately 40m you will see the assembly point, an open area, to the right of the EO land.

F. Hotel Apartment A, B, C including the Club

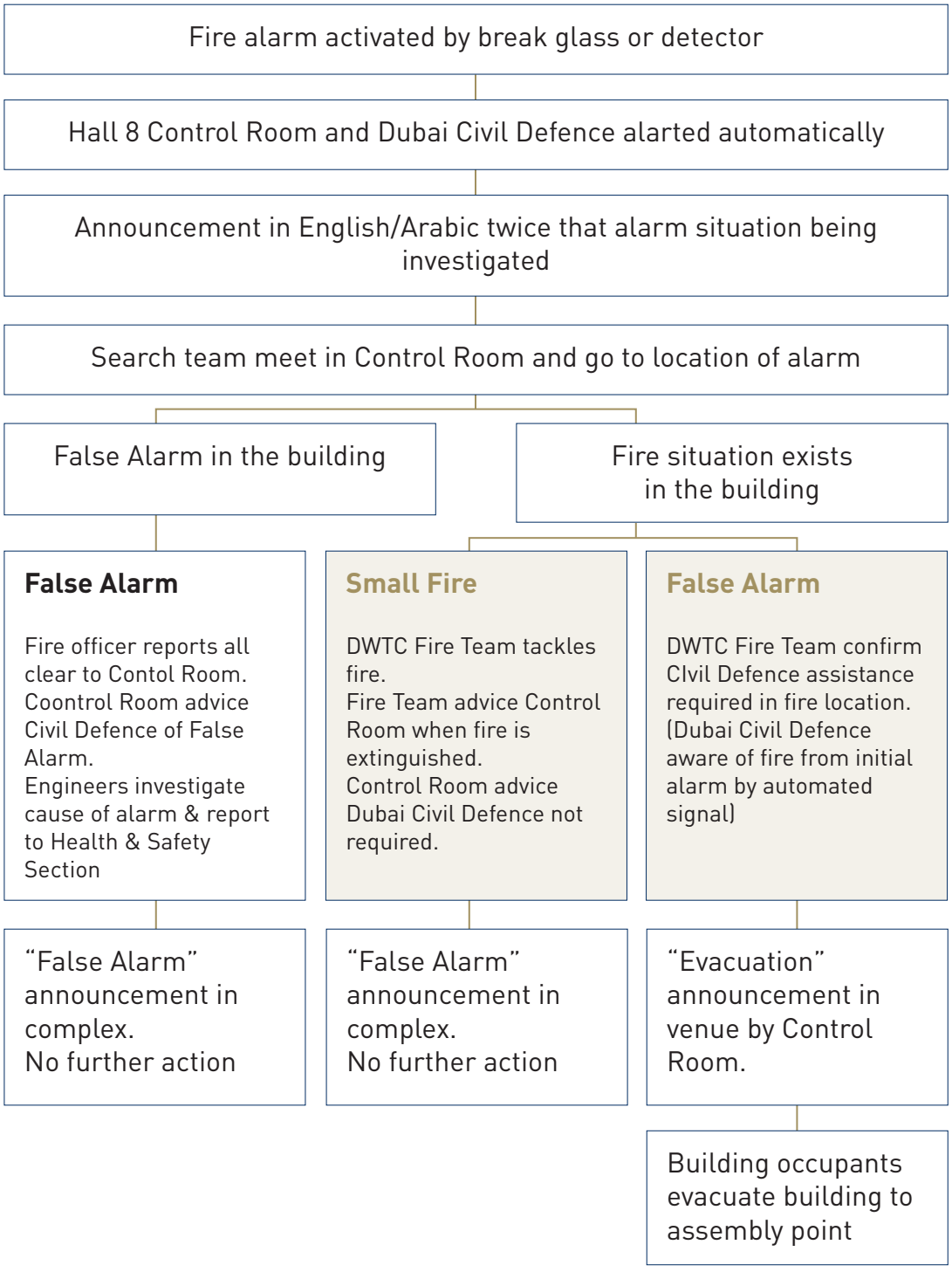
Proceed to the nearest exit door passing the car park and stay at the open grass area designated Assembly Points.

G. Sheikh Rashid Tower

Proceed to the nearest exit point passing the Lobby door and assemble at designated area in the Car Park. Similarly, there is rear exit door where evacuees may use of.

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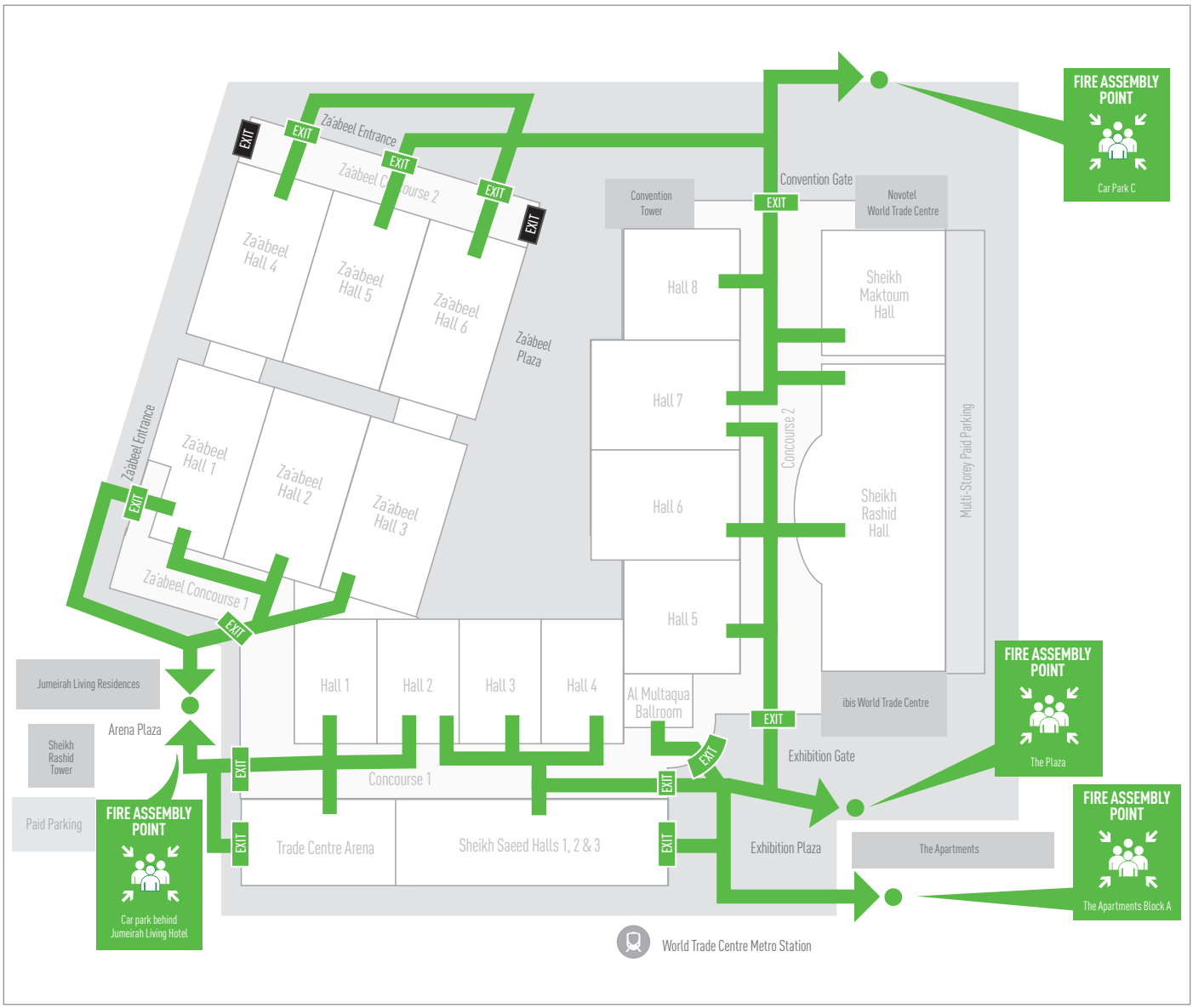
Flow diagram detailing the Emergency Procedure for the Dubai World Trade Centre



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Evacuation Plan Assembly Points



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Appendix D: Submission Form for High Risk Equipment and Substance Approvals

- Vehicle / Equipment Arrival Schedule
- Laser Schedule
- Smoke and Haze Schedule
- Air Compressor Schedule
- Compressed Gas Schedule
- Pyrotechnics Schedule
- Aquarium Schedule
- Balloons Exhibit Schedule
- Candle / Flame Schedule
- Fountain and Water Screen Schedule
- Animal Schedule
- Electrical Fat Fryer Schedule (for food related events only)

The above forms must be completed as and when applicable and returned to DWTC at least 2 weeks prior to the start of the tenancy.

Appendix E: Guidelines for Permit to Work System

HOTWORKS PERMIT SYSTEM

(Extract from Rules and Regulations)

Prepared by:	Health and Safety Advisor
Approved and authorised by:	Manager, Health and Safety
Date:	01 January 2011 - VENUES/ H&S/01/2011

GENERAL REQUIREMENTS

1. The Dubai World Trade Centre venues are no smoking - this is a legal requirement within Dubai. Smoking is permitted outside the building only, away from the building entrances. Failure to comply with this legal requirement may result in a fine.
2. Any Hot Works, welding, gas burning, brazing, grinding and other operations generating heat and sparks must ensure that adequate precautions against damage to property or injury to persons.
3. Harness and safety belts are to be used in any activities above 2 metres.
4. Do not block fire exits / routes, Aisles, corridors, staircases and walkways with any materials or equipments. Temporary storage not allowed
5. All the equipment and moving machinery must be operated in a safe manner at the complex. Persons who operate machinery shall carry a competency card on their person at all times.
6. Gas cylinders placed in ventilated area covered from sunlight with appropriate signs and a nearby fire points.
7. Materials stacked in safe manner and orderly physical arrangement. Appropriate fire extinguishers are in place.
8. Walkways, Aisles, etc. Flooring free from any tripping, slipping and sliding hazards.
9. At the marshalling yard, the maximum speed limit of 20 km/h exists for all vehicles.
10. PPE. The use of Personal Protective Equipment (PPE will be mandatory where there is a foreseeable risk of a requirement to prevent injury. Full requirements of PPE are in accordance with Dubai Municipality Code of Construction Safety Practice Chapter 4.

SPECIFIC REQUIREMENTS: PERMIT – TO – WORK SYSTEM

A. HOT WORKS.

All welding, gas burning, brazing, grinding and other operations generating heat and sparks are not allowed to be carried out inside the halls and buildings. Where welding, gas burning, brazing, grinding and other operations generating heat and sparks are carried out outside the halls, buildings or offices must ensure that adequate precautions against damage to property or injury to persons by radiation, fire or hot metal are taken. The Department Supervisor or acting in capacity must advise DWTC Health and Safety in advance and secure approval of the nature of the work and to obtain a hot work permit issued by DWTC Health and Safety. The immediate Supervisor will be responsible for providing firefighting equipment and for surveillance where there is a fire hazard.

B. PROCEDURES

1. Request to undertake Hot Works must be informed to Venues Health and Safety 24 hours before the Works.
2. The Contractor Supervisor/Department Supervisor must come to Health and Safety Support Office at Hall 6.2 to secure the Hot Works Permit.
3. The Supervisor is required to present his Official ID (Labor card, etc.) to claim the Original copy of the Permit.
4. The Permit is valid only for one day within the specified time written in the permit
5. Health and Safety Staff together with the Supervisor will visit the site and inspect the surrounding areas and check if the following were provided: fire extinguisher, fire blanket, fire watcher and barricade.
6. The Original Permit will be posted within the area and visible.
7. At the completion of the activity, the Supervisor will return the Permit for cancellation to Hall 6.2 and claim back his ID.
8. Health and Safety Staff will double check the area as per the guidelines.

C. COMMENCEMENT OF BUILDING WORK PERMIT

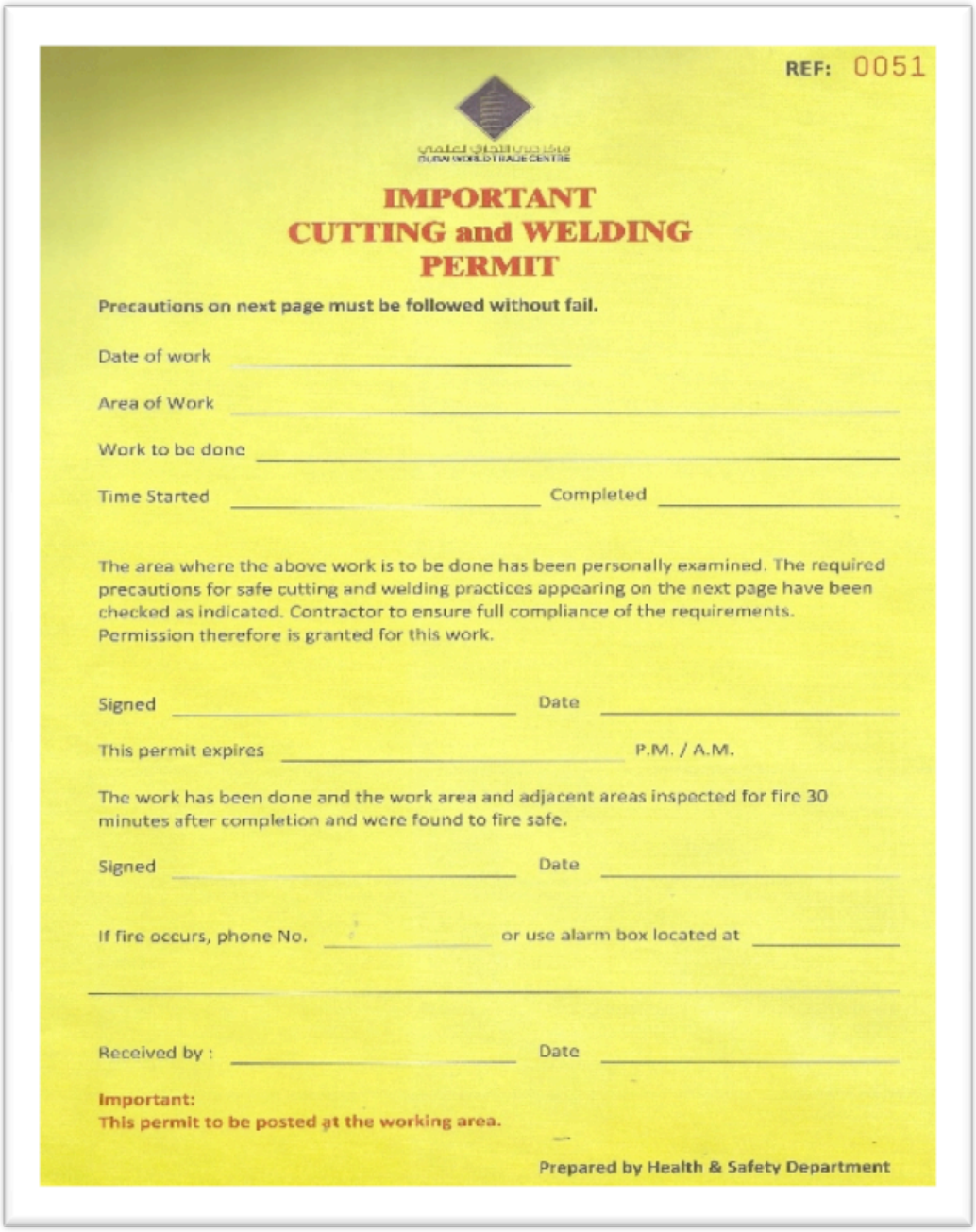
1. Extracted from the Form:

All 'hot work', welding, grinding etc. to be done off site wherever possible. On-site only by prior arrangement and **approval by DWTC Health and Safety.** This also applies to furniture polishing and paint spraying.

If 'hot work' is approved, contractor to secure Hot Work Permit from Health and Safety Support Office located at Hall 6.2 from 08:00 am till 05:00 pm only. Permit is valid for one day work only. Not 'hot work' will be carried out during the night.

2. To adhere to the Guidelines mentioned in item B. Procedures

3. Sample Form



REF: 0051

DUBAI WORLD TRADE CENTRE

IMPORTANT
CUTTING and WELDING
PERMIT

Precautions on next page must be followed without fail.

Date of work _____

Area of Work _____

Work to be done _____

Time Started _____ Completed _____

The area where the above work is to be done has been personally examined. The required precautions for safe cutting and welding practices appearing on the next page have been checked as indicated. Contractor to ensure full compliance of the requirements. Permission therefore is granted for this work.

Signed _____ Date _____

This permit expires _____ P.M. / A.M.

The work has been done and the work area and adjacent areas inspected for fire 30 minutes after completion and were found to fire safe.

Signed _____ Date _____

If fire occurs, phone No. _____ or use alarm box located at _____

Received by : _____ Date _____

Important:
This permit to be posted at the working area.

Prepared by Health & Safety Department

Appendix F: Guidelines for Accessing Trench Covers

TRENCH COVERS ACCESSING

(Extract from Rules and Regulations)

Prepared by:	Health and Safety Advisor
Approved and authorised by:	Manager, Health and Safety
Date:	01 March 2011 - VENUES H&S/02/2011

FOREWORD

This proposed document is intended to guide the concern Department, i.e. Utility services, Engineering, Events Services, Venues, etc. who have interfacing activities involving the Trenches in the Exhibition Halls.

GUIDELINES #1 (Cleaning and Clearing of unwanted materials)

The Housekeeping - FM Department will undertake the removal of unwanted materials inside the trench like screws, etc and to scrape out the accumulated dust/dirt along the angle corner of the trench. It can only proceed in close coordination with Utility Services Team who are opening the trench covers.

GUIDELINES #2 (Opening and Closing Trench Covers)

OPENING THE TRENCH COVERS– Utility Services Team under the close supervision of Executive Utility Services is the only authorized group who are opening the trench covers during build-up of events assigned to them. Similarly, in closing back the trench covers.

During the course of opening and closing the trench covers, if spotted any deformity, damage or uneven leveling, Utility Services Team to file and log a report (complete with location and numbering) to Health and Safety. It will be forwarded to the concern Department for record and action.

The Engineering Support Team to do the follow up monitoring and checking of trench covers (shaking, creating sound when stepping on, etc.) before the laying of carpet.

Appendix G: Guidelines for Stage Seating Arrangements

STAGE SEATING ARRANGEMENTS

Prepared by:	Health and Safety Advisor
Approved and authorised by:	Manager, Health and Safety
Date:	01 March 2011 - VENUES H&S/03/2011

GENERAL REQUIREMENTS

For 4-Meter Gap (Clear Distance from behind of Stage to Fixed Wall Structure)

A. The four meter gap requirements are mandatory whenever there is a backdrop design made of wood or drapes.
B. In the design, there will be back supports, bracing and perpendiculars that requires space behind. The higher the stage design, the more it occupies space behind.
C. In Safety perspective, in case of unfortunate accident behind the stage, say a fire, the response would be hampered by these obstructions.
D. In some cases, behind the stage there are Engineering services, utilities that need to be accessed in case of emergency.

For 2-Meter Gap (Clear Distance from behind of Stage to Fixed Wall Structure)

A. The two meter gap might be accepted provided that there is only stage and no backdrop design.
B. The gap in between is visible and accessible.
C. No services will be covered.
D. In case of movable screen, not the hanging type, the tripod leg supports will be placed on the stage and not on the flooring of the 2 meter gap space.
E. Definitely, no storage of any kind beneath the stage and behind any backdrop design.

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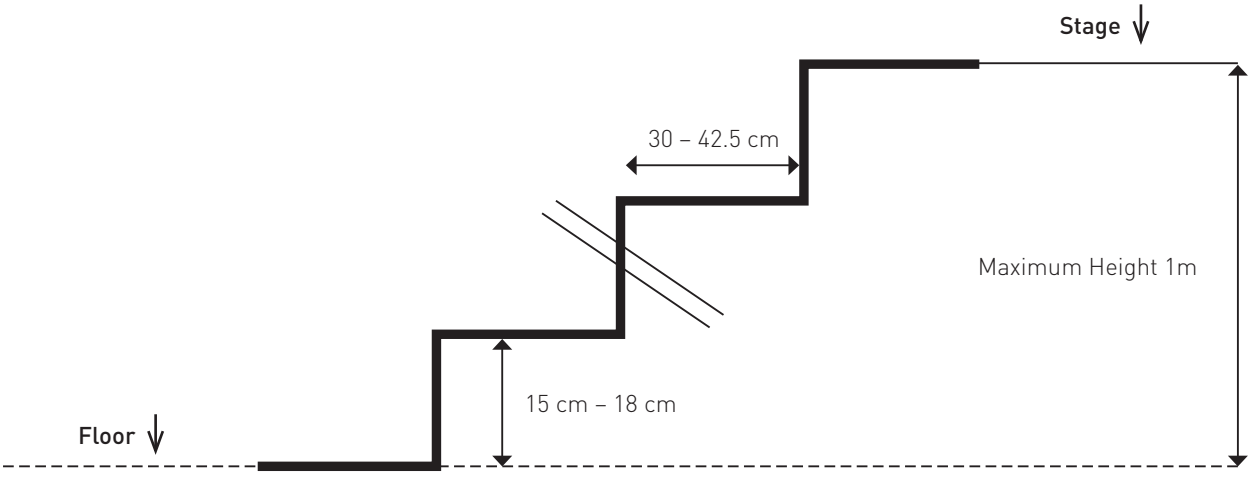
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Stage Seating Requirements

A. Seating Layout:



B. Typical Stairs Detail (NTS):



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Appendix H: Wedding Checklist

GENERAL REQUIREMENTS:

1. All contractors are to abide by DWTC's rules and regulations regarding engineering, fire, health and safety regulations.
2. All carpets should be protected with polythene sheets prior to any work commencement in halls and ballrooms.
3. All equipment and stage material should be cleared from the venue straight after the event is over. Otherwise DWTC reserves the right to relocate the stuff to any other convenient location and will not be held responsible for any missing item. The contractor is liable for the penalty of Dhs: 7000/.
4. In the ballroom all fixtures should be self-supported, peripheral walls and ceilings not be used. Nothing is to be nailed, screwed, or stapled, to door or other surface.
5. A contractor is financially responsible for any damage sustain to DWTC ballroom fittings property or equipment by the contractor or his team.
6. Timing for the Wedding stage installation is from 7:00am to 5:00pm. If work is not completed and extra hours are required, contractors should seek DWTC's approval. Stage dismantling and removal must be done before 3:00am on the same day.
7. Contractors are responsible to dispose any extra material, waste to the skip placed at the rear of halls.
8. Contractors should use only the dedicated gates specified for loading and unloading either to bring their material into the ballroom or to take the material out of the ballroom.
9. Painting and Welding will not be allowed inside the ballroom or halls. All paintings and welding works should be executed in the marshalling yard with the approval of DWTC Health and Safety.
10. Preparations for flower decorations should not be done inside ballrooms.
11. During build up contractors should not bring Food and Beverage items inside ballrooms. They can eat and drink in the place allocated for that purpose.
12. Smoking is strictly prohibited in all indoor areas due to safety and health reasons. Smoking is allowed next security cabin at the marshalling gate.
13. Contractors shall not disturb the Food and Beverage setup in the Venue under any circumstances.
14. While using the marshalling yard for car parking, it is strictly important to adhere to security instructions. Any car parked blocking fire exits will be towed away at owner's expense.
15. All contractors must adhere to safety and security policy of DWTC. Tools used for electrical power supply must be up to the standard laid by DEWA. Should the work not be to the standard, DWTC reserves the right to stop the work and keep the client posted regarding the issue.
16. Use of charcoal should be subject to DWTC's approval. In no circumstances gas cylinder is not allowed inside any halls or ballroom.
17. The use of candles or equipment which uses naked flames at the venues is controlled and an approval process exists involving the Health and Safety section. Wedding organisers are required to provide detail of the candles and table layout, indicating any combustible materials that may be in the location of candles. Submission of physical sample to DWTC Venues Infrastructure Health and Safety at Hall 6.1 is at least five (5) days prior to Build-Up. It is further required to submit the number of pax and quantity of candles to be used prior to approval.
18. No vehicles allowed in the Al Multaqua. The Weight restrictions of max 800kg/m2.
19. Smoke/haze machine's usage is to be coordinated with DWTC Health and Safety in order to mask fire alarm systems well in advance giving DWTC sufficient notice to make arrangements.
20. While designing a floor plan consideration is to be given to Fire exits and location of fire Fighting equipment and escape routes.

Stage guidelines:

FOR A 4-METER GAP

A. The four meter gap requirements are mandatory whenever there is a backdrop design made of wood or drapes.

B. In the design, there will be back supports, bracing and perpendiculars that requires space behind. The higher the stage design, the more it occupies space behind.

C. In Safety perspective, in case of unfortunate accident behind the stage, say a fire, the response would be hampered by these obstructions.

D. In some cases, behind the stage there are Engineering services, utilities that need to be accessed in case of emergency.

Stage Guidelines:

FOR A 2-METER GAP

A. The two meter gap might be accepted provided that there is only stage and no backdrop design.

B. The gap in between is visible and accessible.

C. No services will be covered.

D. In case of movable screen, not the hanging type, the tripod leg supports will be placed on the stage and not on the flooring of the 2 meter gap space.

Definitely, no storage of any kind beneath the stage and behind any backdrop design.

Appendix I: Guidelines for Requesting the Alarm to be switched to Silent Mode

1. The request must be made FORTY EIGHT (48) hours before the event rehearsal or actual event timings. If the email is sent less than 48 hours, the request will not be attended to.
2. All requests must be emailed first to Health and Safety at the following email addresses:
   khalifa.almarri@dwtc.com
   Joel.Nedamo@dwtc.com
   hssupport@dwtc.com
3. The email must contain the following pertinent information:
   a. Name of the event/ event ID
   b. Date of the event
   c. Name of the hall where the event will take place
   d. Timings when the smoke or haze machine(s) will be in operations or when bukhoor will be used.
   e. Duly completed smoke/haze machine arrival schedule form including the Safety Data Sheet (SDS) of the fluid to be used.
4. With the above pertinent information, DWTC Health and Safety team will inform DWTC Engineering accordingly.

The above guidelines are effective from 1st April 2012.

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Appendix J: Designated Smoking Areas Plan

DWTC Venue Map



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Appendix K: Rules for Pyrotechnics

Please follow the below Health and Safety guidelines to obtain a No Objection Certificate (NOC) for the usage of pyrotechnics inside the halls.

HEALTH AND SAFETY RESTRICTIONS

The above mentioned substances have the potential to cause harm to the guests, staff and damage to the property/ surrounding premises.

STATUTORY REQUIREMENTS

Pyros can only be used if supplied by an approved contractor from Dubai Police.

HEALTH AND SAFETY GUIDELINES

A. Use of pyrotechnics

The use of pyros and similar equipment which use naked flames at the Venue must be controlled and prior approval by Health and Safety is required. The organiser and/or their approved contractor need to provide details of the various types of pyros to be used. The Material Safety Data Sheet (MSDS) of the proposed pyros must be submitted to the Health and Safety Department at least 1 week prior to event build-up.

B. Requirements for changing the alarm to silent mode

1. The request must be made at least 48 hours prior to the event rehearsal or actual event timings.
2. All requests must be emailed to Khalifa.Almarri@dwtc.com and Joel.Nedamo@dwtc.com containing the below information:
   a. Event name/Event ID
   b. Event date
   c. Hall number/name
   d. Exact location where it will be used
   e. Operational timings when pyros will be in use.
3. Upon receiving the above information, Health and Safety will forward the email to the Engineering Department.
4. If the email is sent less than 48 hours prior to the intended use, the request will not be approved and both Engineering and Health and Safety Departments, will reject the request.

C. Required documents to obtain a NOC letter:

1. Commercial License
2. Insurance copy
3. Fireworks License: Approved contractor details by Dubai Police
4. Operational schedule detailing installation, rehearsal and event timing of the pyrotechnics (example: from 6pm to 6.30pm)
5. Specification
6. Location