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HOSTED BY EGYPT



IATF2023 Exhibitor Manual

Cairo, Egypt
9 - 15 November 2023

www.intrafricantradefair.com

Connecting African Markets



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TRADE FAIR ORGANIZER

RX Africa

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South Africa

Contact Number

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BANK DETAILS

All booths must be paid in full by Monday 02 October 2023.

Exhibitors may not commence with build-up unless payment has been received in full, all compulsory forms have been completed and the exhibitor welcome pack has been collected from the Organizers Office. Please use your company name as reference followed by IATF2023.

Account	African Export Import Bank
Bank	Standard Chartered Bank London
Account No	0127 2853 250
Swift Code	SCBLGB2L

VENUE

Al-Manara International Conference Centre Egypt
International Exhibition Centre (EIEC)
Al Hay Al Asher, Nasr City,
Cairo Governorate 4440301, Egypt
Tel Number +20 2 24012048

EVENT DATES & HOURS

09 November	10h00 – 17h00
10 November	10h00 – 17h00
11 November	10h00 – 17h00
12 November	10h00 – 17h00
13 November	10h00 – 17h00
14 November	10h00 – 17h00
15 November	10h00 – 17h00 (tbc)

WHERE TO FIND US

Facebook	@intrafricantradefair
Twitter	@iatf2023
IG	@intrafricantradefair
LinkedIn	@intra-africa-trade-fair
Hashtag	#IATF2023
Website	www.intrafricantradefair.com

WELCOME

On behalf of the entire team, we would like to thank you for participating in the 3rd edition of the **Intra-African Trade Fair**, taking place from **Thursday 09 to Wednesday 15 November 2023** at the Egypt International Exhibition Centre (EIEC), Cairo, Egypt.

Pre-Show

Please review the manual in its entirety as it has been designed to support you with the ordering of additional services required for your participation at the show. Please share the manual and service order forms with your appointed booth builder and the staff responsible for the set-up of your booth.

To ease your participation and to ensure smooth operation, exhibitors must adhere to the deadlines stipulated in the service order forms. Please submit the completed forms to relay your requirements to the Operations Team. These forms are binding once they are submitted.

If you have any questions or require assistance with pre-show planning, please feel free to contact a member of the show team listed on page 4 below. For information on how to enhance your exposure at the show including sponsorship opportunities, print and digital advertising and onsite promotions, contact Elaine on elaine.crewe@rxglobal.com.

Post Show

At RX Africa we pride ourselves on being innovative and responding to the needs of the markets and we develop our shows based on feedback from our valued exhibitors. Our ambition is to further our expertise and improve the show, so we will be presenting you with a survey at the end of the show, which will give us valuable insights into your business objectives and needs. The survey includes several questions but the most valuable to us is whether you would promote the show to a colleague or a friend. We call this the Net Promoter Score.

80% of referrals in business are from word of mouth, so the NPS is a crucial metric for us to understand if we are producing a show that our exhibitors find valuable and beneficial enough to promote to their peers. The question is posed as a rating between 0 and 10, you need to know that ratings of 9 or 10 are that you would refer the show to a friend or colleague, and ratings under 6 are considered not likely to promote it, and the final category is ratings of 7 and 8 are indecisive.

We hope that you will take the time to complete the survey after the show so that we are able to improve the value it has to your business and other business for future shows.

CUSTOMER SERVICES TEAM

To chat to one of our South Africa team members, contact us on:
customerservice@intrafricantradefair.com
WhatsApp Line +27 (0)79 505-5396
Telephone No +27 (0)10 496-3501

CUSTOMER SERVICES TELEPHONE LINES OPEN DURING SA OFFICE HOURS

Monday – Thursday, 08h00 – 17h00
Friday, 08h00 – 15h00

Thank you again for your participation; we look forward to seeing you in November.



Tracey Williams
Exhibitor Services Manager

**** All information correct at time of going to print, any updates will be communicated to exhibitors as and when required.**

SHOW TEAM

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Tracey Williams	Exhibitor Services Manager	tracey.williams@rxglobal.com	+27 (0)82 901-8470

EVENT SCHEDULE

BUILD-UP

BUILD UP - DAY 1	MONDAY 06 NOVEMBER
08h00 – 08h00 24-Hour Build-up	Floor Space Only Exhibitors – Day 1 <ul style="list-style-type: none"> The services office will be operational from 08h00 – 18h00. Once your vehicle has been off-loaded, it must be removed to the Open Parking Area. Under no circumstances will you be allowed to park behind the halls / loading bays.
BUILD UP – DAY 2	TUESDAY 07 NOVEMBER 2023
08h00 – 08h00 24-Hour Build-up	Floor Space Only Exhibitors – Day 2 <ul style="list-style-type: none"> The services office will be operational from 08h00 – 18h00. Once your vehicle has been off-loaded, it must be removed to the Open Parking Area. Under no circumstances will you be allowed to park behind the halls / loading bays.
BUILD UP – DAY 3	WEDNESDAY 08 NOVEMBER 2023
08h00 – 20h00	Floor Space Only Exhibitors – Day 3 Shell Scheme Package Exhibitors (Package 1A/1B and 2A/2B) – Day 1 <ul style="list-style-type: none"> The services office will be operational from 08h00 – 18h00. All waste materials must be entirely cleared from the halls. Once your vehicle has been off-loaded, it must be removed to the Open Parking Area. Under no circumstances will you be allowed to park behind the halls / loading bays. Be aware that no forklifts will be allowed inside the halls on the last day as the loading doors will not be opened. It is compulsory that you respect the above timing schedule for admitting machinery and items that need forklifts. Contractors/Exhibitors found working in the halls after 20h00 will receive a cash fine of EGP 20,000. Delivery vehicles, materials, display machinery, contractors and exhibitors will not be allowed into the venue after 20h00.

LIVE EVENT

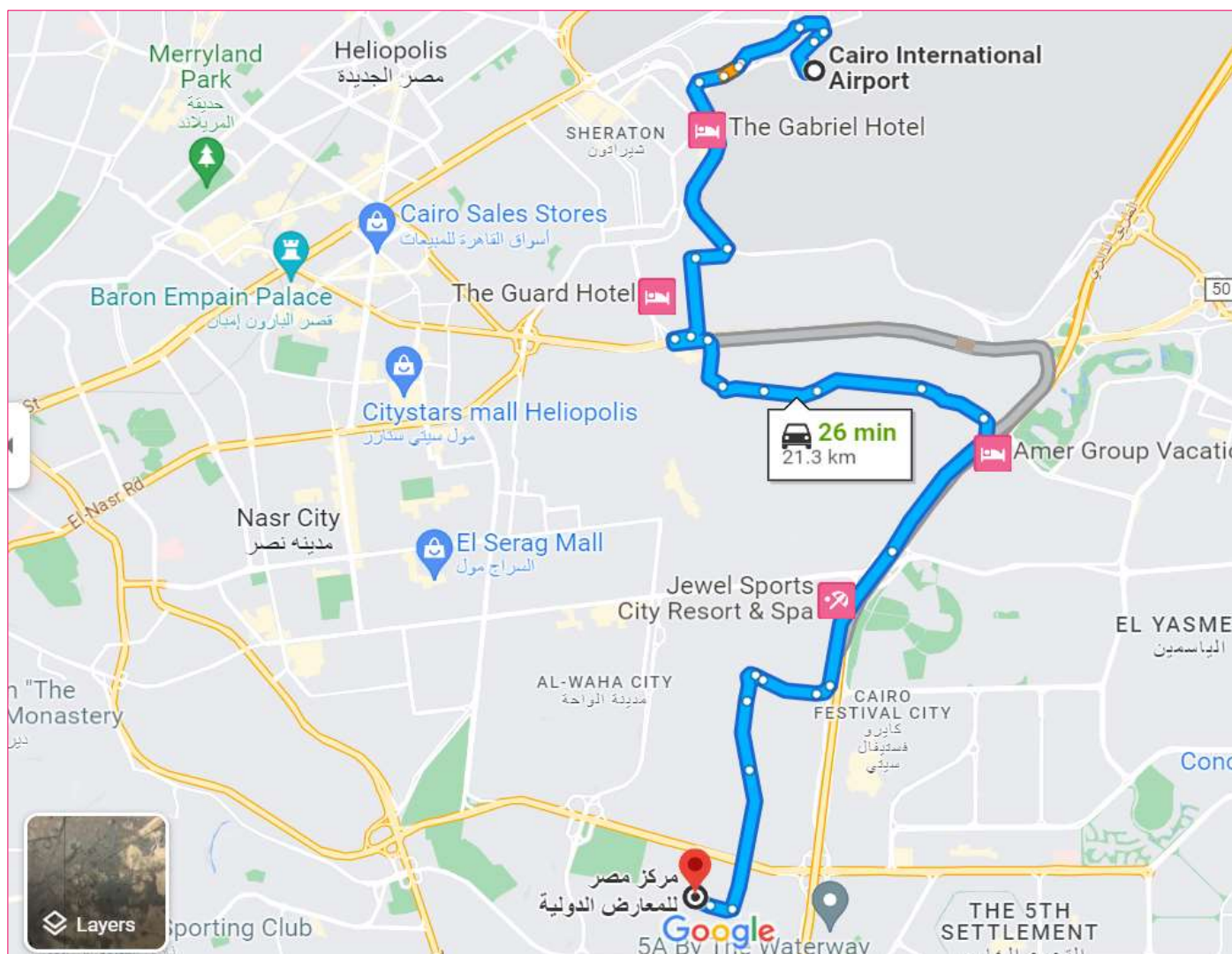
SHOW DAY – DAY 1	THURSDAY 09 NOVEMBER 2023
10h00 – 17h00	<ul style="list-style-type: none"> Show Day 1 with access from 08h00, re-stocking until 09h00
SHOW DAY – DAY 2	FRIDAY 10 NOVEMBER 2023
10h00 – 17h00	<ul style="list-style-type: none"> Show Day 2 with access from 08h00, re-stocking until 09h00
SHOW DAY – DAY 3	SATURDAY 11 NOVEMBER 2023
10h00 – 17h00	<ul style="list-style-type: none"> Show Day 3 with access from 08h00, re-stocking until 09h00
10h00	<ul style="list-style-type: none"> Official Opening will take place in the Al-Manara International Conference Centre
SHOW DAY – DAY 4	SUNDAY 12 NOVEMBER 2023
10h00 – 17h00	<ul style="list-style-type: none"> Show Day 4 with access from 08h00, re-stocking until 09h00
SHOW DAY – DAY 5	MONDAY 13 NOVEMBER 2023
10h00 – 17h00	<ul style="list-style-type: none"> Show Day 5 with access from 08h00, re-stocking until 09h00
SHOW DAY – DAY 6	TUESDAY 14 NOVEMBER 2023
10h00 – 17h00	<ul style="list-style-type: none"> Show Day 6 with access from 08h00, re-stocking until 09h00
SHOW DAY – DAY 7	WEDNESDAY 15 NOVEMBER 2023
10h00 – 17h00	<ul style="list-style-type: none"> Show Day 7 with access from 08h00, re-stocking until 09h00
12h00 – 15h00	<ul style="list-style-type: none"> Closing Ceremony will take place in the Al-Manara International Conference Centre

BREAKDOWN

BREAKDOWN – DAY 1	WEDNESDAY 15 NOVEMBER 2023
17h30 – 24h00	<ul style="list-style-type: none"> Full breakdown commences at 17h30. No exhibits or stands are to be dismantled until visitors are clear of the halls. All hired equipment will be collected from 17h30. Exhibitors must remove all display materials, exhibits, brochures, and waste within the time stated. After these times, the Organisers will dispose of anything left on stands and will charge removal costs to the exhibiting company. Please note that full breakdown will take place overnight right after the closing of the last day i.e., Wednesday 15 November 2023 as another Organizer must have access to the halls by 08h00 on Thursday 16 November 2023.
BREAKDOWN – DAY 2	THURSDAY 16 NOVEMBER 2023
24h01 – 06h00	<ul style="list-style-type: none"> There is no breakdown on Thursday 16 November after 06h00.

**** Dates of preparation and dismantling are subject to change and will be communicated to exhibitors as required.**

VENUE DIRECTIONS FROM CAIRO INTERNATIONAL AIRPORT



TAKE CAIRO INT'L AIRPORT RD AND RING RD TO WAHA RD IN AL HAY AL ASHER

EXIT FROM RING RD

- | | |
|--|------------------|
| 1. Head north toward Airport Rd | 23 min (24.8 km) |
| 2. Continue straight onto Airport Rd | 400m |
| 3. Slight left to stay on Airport Rd | 260m |
| 4. At the roundabout, take the 2nd exit onto Airport Rd/Al Matar | 400m |
| 5. Continue straight onto Cairo Airport Bridge | 1.0km |
| 6. Slight right toward Cairo Airport Bridge | 52m |
| 7. Slight right onto Cairo Airport Bridge | 240m |
| 8. Slight left onto Cairo Int'l Airport Rd | 300m |
| 9. Take the ramp onto Ring Rd | 8.3km |
| 10. Take the exit toward Waha Rd | 12.8km |
| 11. Slight right onto Waha Rd | 1.1km |
| | 2 min (2.1 km) |

DRIVE ALONG EL-MOSHIR TANTAWY AXIS

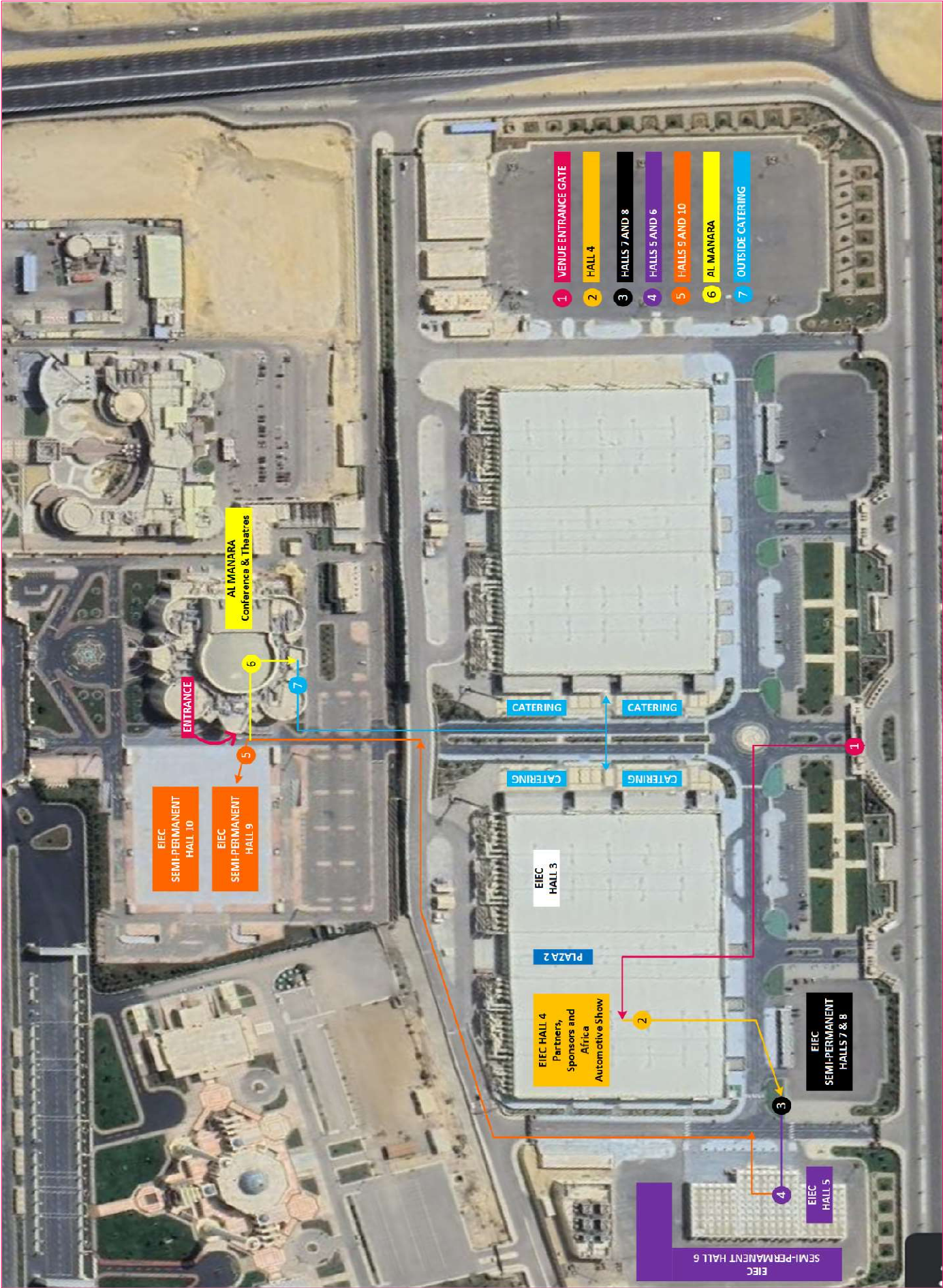
- | | |
|---|----------------|
| 12. At the roundabout, take the 1st exit onto El-Moshir Mohamed Aly Fahmy | 3 min (3.7 km) |
| 13. Take the ramp onto El-Moshir Tantawy Axis | 1.5 km |
| | 2.2 km |

DRIVE TO YOUR DESTINATION


- | | |
|----------------|---------------|
| 14. Keep right | 2 min (500 m) |
| 15. Turn right | 26m |
| 16. Turn right | 32m |
| 17. Turn left | 260m |
| 18. Turn left | 170m |
| | 19m |

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.


SITE MAP





QUICK FACTS ABOUT IATF2023



The AfCFTA marketplace

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IN COLLABORATION WITH


HOSTED BY EGYPT


IATF2023



QUICK FACTS

Biennial Event




DAY EVENT
9 - 15 Nov
2023


Peripatetic Event

Creative Africa Nexus at IATF2023





Total Footprint =
20 000 m² sellable




Exhibition

B2B
B2G
G2G
Meetings







Cairo,
Egypt




IATF Virtual




Country Days




Trade & Investment Conference



AU Youth Start-Up




Automotive



Languages

Arabic
English
French
Portuguese
Spanish
Swahili



i ACCOMMODATION

Make your booking via the IATF2023 website - www.intrafricantradefair.com/en/page/visit-plan

Cairo Marriott Hotel & Omar Khayyam Casino	16 Saray El Gezira Street, Zamalek Cairo, Egypt 11211	5 ★
Dusit Thani Lakeview	The LakeView, El Tesseen Street, City Centre, Fifth Settlement, New Cairo, Egypt	5 ★
Hilton Heliopolis	I-Orouba, Qism El-Nozha, Cairo 2466	5 ★
Kempinski Royal Maxim	First Settlement, Cairo, 11477, Egypt	5 ★
Le Meridien Cairo Airport	1189 Nile Corniche, Downtown Cairo, Egypt	5 ★
The Nile Ritz Carlton	1113 Corniche El Nil Cairo, Egypt 11221	5 ★
The Westin Cairo Golf Resort & Spa	Road 90, New Cairo City, Katameya Dunes Cairo, Egypt 11835	5 ★
Tolip Hotel Olympic International City	K73 Ain Sokhna Road -New Cairo, New Cairo 43552	5 ★
Tolip Gardens Hotel	Gardenia Compound, Cairo - Suez Road, Cairo 15121	5 ★
Triumph Plaza Hotel	El Khalifa El Maamoun Street, Heliopolis, Cairo, 11757, Egypt	4 ★
Waldorf Astoria	El Shaheed Sayed Zakaria, Cairo, Cairo Governorate 11736	4 ★
Kempinski Nile Hotel	Ahmed Ragheb Street 12, 11519 Cairo, Egypt	4 ★
Tolip El Narges Hotel & SPA	Southern 90 St, New Cairo	4 ★
Tolip Family Park Hotel	Km 26, Cairo Suez Road, Beside Family Park, Cairo 2425	3 ★

i CLOTHING

Apart from the winter evenings when shawls and jackets may be required, lightweight summer clothing is suitable for most of the year. To respect the national customs, conservative dress is advised. In public places ladies should cover their shoulders and the rest of the body down to the knees.

i CONNECTIVITY

- Currently, there are four companies which offer cellular communication service: Orange, Vodafone, Etisalat, and We (by Telecom Egypt). These companies also provide services surpassing voice communication, such as 4G, 3G, and mobile internet.
- The Internet is accessible to the majority of the population in Egypt, whether via smartphones, internet cafes, or home connections.
- Broadband Internet access via VDSL is widely available.

i CLIMATE

Cairo, the capital, is located about 180 kilometres (110 miles) away from the sea, but it's at the edge of the Nile River Delta, so its climate is halfway between the Mediterranean and the desert one. **The winter is like that of the north coast: highs are around 19/21 °C (66/70 °F) between December and February**, although cold and cloudy days may sometimes occur, when northern currents prevail. The summer temperatures are lower in the desert area but higher than on the coast: highs are around 35°C (95 °F) in July and August, but moisture is quite high so the heat can be quite stifling. Summer is long: the maximum temperatures exceed 30°C (86 °F) from May to mid-October.

i CURRENCY

- Egypt's national currency is the Egyptian Pound, which comes in denominations of 1, 5, 10, 20-, 50-, 100-, and 200-pound (genēh) notes. The smaller denominations, both in coin and paper form, are 25 and 50 Piasters (ersh), with 100 Piasters to every 1 Egyptian Pound.
- The currency depicts the country's ancient and very rich heritage, including Ramses II on the 50 Piaster note and the temples of Abu Simbel on the 1 Pound note.
- Currency is readily available throughout the country with currency exchanges in just about every hotel and airport, as well as banks that can be easily navigated to using a simple Google search.
- There is a foreign currency limit of approximately \$10,000 (or its equivalent) and a local currency limit of 5,000 Egyptian Pounds that can be brought in or taken out of the country.
- The Egyptian Tourism Authority advises that travelers are not allowed to bring more than 5,000 EGP (approximately 320 USD) into the country in local currency. You can bring up to 10,000 USD or the equivalent in foreign currency and then swap it for Egyptian pounds at a currency exchange. Currency exchanges are found in all airports and many big hotels.
- **Credit Cards** - go with Visa or Mastercard. Some high-end hotels and restaurants in Egypt will take Amex, but you'll hardly be able to use it anywhere else – a Mastercard or a Visa will make a much more practical option.
- **Tipping** – tipping in Egypt is still standard practice, especially in the service industry. Tips, or baksheesh, can range from 5 EGP (<\$0.50) to 100 EGP (\$5.50), depending on who you are paying and where. Restaurants and cafes are easier to figure out, with 10-15% of the bill being customary, and loose change is the norm for food purchases from street vendors. Higher tips are usually reserved for people who provide you with long-term services, such as drivers and tour guides. While you're not required to tip delivery services, taxis, and ride-hailing apps, you can round up the bill if you've had a satisfying experience. Egypt is largely cash-oriented, so pick up both large and small bills when you're exchanging currency to make payments and tipping easier.

i CUSTOMS PROCEDURES FOR ARRIVING AND DEPARTING PASSENGERS

CUSTOMS PROCEDURES UPON ARRIVAL.

Passengers, upon arrival or departure to Egypt, must declare to customs authorities the amount of foreign currency they hold, financial bonds or any other above the allowed limit that will be mentioned in this document. Passengers departing Egypt are allowed to travel with the remaining amounts or other items providing they were declared to customs at time of arrival.

Important note:

Certain Lanes will be specified at all Egyptian airports for IATF2023 guests.

ITEMS PROHIBITED FROM ENTRY TO EGYPT.

The following items are considered restricted cargo and are prohibited for entry into Egypt under any circumstances:

- All kind of drugs and whatever is listed as opiate (narcotic)
- Binoculars
- Weapons, ammunition, explosives, or any other military equipment
- Drones
- Water Scooter
- Walkie Talkie devices
- Any Items that would violate the Egyptian laws and legislations.

ITEMS WITH PASSENGERS SUBJECT TO CONCERNED LEGAL REVIEW AUTHORITIES' APPROVALS OTHER THAN PERSONAL USE ITEMS.

The following items must be declared by passengers upon arrival (Agricultural products, Animal products, Seabirds, Medical equipment and supplies, Medicines and Pharmaceutical items, Cosmetics, Valuable Items, and Jewelry made of any precious metal). Other items must be also declared if they exceed the permitted limit allowed for personal use, other than used personal items.

Important note:

Passengers failing to declare the items they are carrying are held responsible and accountable under the customs law and the relevant laws associated.

EXEMPTIONS GRANTED TO FOREIGN VISITORS PARTICIPATING IN IATF2023.

Egypt customs authority will apply exemptions for customs duties, value added taxes and others for the tourists and foreign visitors according to the following set conditions:

Upon Arrival

Passengers are granted exemptions on the following:

1. Personal items like used clothes.
2. Cameras, or similar falling under the similar category either new or used, jewelry if they are not for trading purposes.
3. Medicines providing, they are for personal use and subject to the discretion of the relevant authority.
4. Brand new items within the limit of ten thousand Egyptian pounds, providing that they are not for trading purposes and authorities have the right to apply customs duties and any other taxes for items above the exempted limit.
5. One pack of cigarettes (200 Cigarettes) or (25 Cigar) or (200 grams) of tobacco and one liter of alcohol/liquor.
6. Whatever is bought from the duty-free shop for personal use during the conference period and neither exceeds the value of USD200 or one liter of alcohol/liquor and 2 packs of cigarettes. It's also allowed to exchange the one liter of alcohol with one carton of beer. The same will apply to holders of sea passports or ordinary passports.
7. If one family member or all family members are eligible for exemptions stated herein, the exemption limit shall be granted separately to each one of them. Exemption values shall not be grouped for one single item.

Upon Departure

Passengers are allowed to take back with them all items, jewelry declared to customs or registered on their passports during arrival, and gifts they purchased from the country; providing that they are for personal use.

ALLOWED CASH WITH PASSENGERS AS PER THE EGYPTIAN LEGISLATION.**Upon Arrival**

- Passengers have the right to bring foreign currency when travelling to the country providing that they declare it to customs in the specified form if the amount exceeded the value of ten thousand US dollars or equivalent in any other foreign currency.
- Passengers may be allowed to have Egyptian currency up to the value of 5000 Egyptian Pounds.
- Foreign or Egyptian currencies are not allowed into Egypt through parcels sent by post or courier services.

Upon Departure

- Passengers are allowed to travel back with foreign currency providing that the amount doesn't exceed the value of ten thousand US or equivalent in any other foreign currency.
- Passengers are allowed to take back with remaining amount of the foreign currency they have, providing that it was declared to customs upon arrival.
- Passengers may be allowed to travel back with Egyptian currency up to the value of 5000 Egyptian Pounds.

ITEMS WITH MORE THAN THE ALLOWED QUANTITY AND VALUE FOR TRADING PURPOSES

- Items carried with passengers arriving to Egypt with big values and more than the allowed quantities will be considered for trading purposes and hence will be subject to the regular customs procedures' customs apply on imported goods, in terms of declared value, customs duty tariff, customs declaration and any other procedures applicable on imported goods.
- Quantities and values that are above the allowed limit for the passenger and for trading purposes.

VALUE ADDED TAX (VAT) REFUND PROCEDURES

The State's departing foreign passenger who visits Egypt for a period not exceeding three months shall be entitled to refund the value of VAT he/she previously paid to the registered seller for his/her purchases of taxable goods, provided that the value of his/her purchases in one single invoice is not less than EGP one thousand and five hundred. The departing passenger shall accompany his/her purchases by himself/herself or by any other means when he/she leaves the State. The tax shall be refunded based on the following:

- Purchasing is made from one of the shops that issue a tax invoice stating a description of the purchased goods in terms of type, number, amount and value of VAT in a separate item (if the seller is having an electronic system, the passport data shall be recorded on the invoice by the seller).
- Purchases are, upon departure, presented to the responsible customs official in the customs port. This in order to make inspection of the purchased goods and matching them on the reply form, and to approve the supporting purchase evidence (purchase invoices).
- Tax shall be refunded in foreign currency to visitors' bank cards after deducting bank commissions and expenses by the customs official, and after his/her matching the purchased good with the documents provided by the seller (invoice) and after his/her approval with "no objection to refund".

NOTE

- Customs duties are payable in Egyptian pounds.
- Import Taxes —Excluding Consumer Taxes— are of 2% of the customs cleared value if the applied duty is between 5% and 30%, and 3% if the customs duty exceeds 30%.

**ELECTRICITY**

The power plugs and sockets are of type C and F, and the standard voltage and frequency are 220V and 50 Hz.

**FOREX**

Forex desks are situated at most airports to exchange currency. In addition to this most major retail banks can assist with currency exchange. These forex desks will produce a quote for the exchange which must be agreed to exchange currency.

i HEALTHCARE

- Adequate health insurance that covers you for treatment, local hospitalization and medical repatriation to your country of residence is strongly advised for any trip to Egypt, and its conditions for health precautions understood. If you need emergency assistance during your stay **dial 123** and ask for an ambulance. Ensure you have access to funds should you be asked to pay for medical services, and always obtain a receipt for your insurance company.
- If you are referred to a medical center or hospital, seek the advice of your insurance company without delay.
- Public hospitals are open to tourists. The standard of care is good in Cairo and Alexandria, with most doctors speaking good English, but is of varying standard in other parts of the country.
- Private healthcare facilities in Egypt are of a high standard, and medical staff are used to treating foreign nationals.
- Pharmacies are widely available throughout Egypt. Larger chains, such as El Ezaby, operate 24-hour services while most pharmacies also provide home delivery, which can be arranged over the phone or online. International brands of medications are not always available in Egypt, so expats should do some research into local equivalents before relocating.

HEALTH PRECAUTIONS

- Don't drink the tap water unless it's filtered, especially if you have a sensitive stomach. Pack a good water-filtering system or do like the locals and use bottled water.
- Infectious diseases are common. These include hepatitis, filariasis and rabies. Only drink boiled or bottled water. Avoid contact with dogs and cats.
- Don't swim in fresh water, including the Nile River, to avoid waterborne diseases such as bilharzia (schistosomiasis).
- Dengue and malaria are present. Use insect repellent and make sure your accommodation is insect-proof.
- Cairo can have very high levels of pollution and dust. If you suffer from breathing difficulties or a lung condition, seek medical advice before travel.

i LANGUAGES

Egyptian Arabic is the most widely spoken dialect in Egypt, influenced by Coptic, Turkish, French, and English.

i PROHIBITED/ RESTRICTED OR DANGEROUS GOODS

If you are wondering about import or customs regulations in Egypt, please take the following into consideration when packing your bags prior to traveling to the country.

Passengers may carry the following quantities of items and substances regulated by Egyptian law without incurring in customs fees, regardless of their age:

- 200 cigarettes, 25 cigars, or 200 grams of tobacco
- 1 liter of alcoholic beverages
- 1 liter of perfume or 'eau de cologne
- Non-commercial articles with a total value under USD \$200
- Goods for personal use

Foreign nationals visiting the country may not enter Egypt carrying any of the following items or prohibited substances:

- Narcotics
- Drugs
- Drones
- Seeds or agricultural seedlings
- Cotton
- Live, frozen or stuffed birds or any bird-derived product
- Firearms, including sporting guns.
- The possession, use, trade, and import of drones has been outlawed in Egypt since 2017 without a permit from the Egyptian Civil Aviation Authority and the Ministry of Defense. There are fines and prison sentences for those that break this law.

WHAT MEDICATIONS CAN YOU TAKE INTO EGYPT?

- Egypt customs regulations prohibit the import and export of certain medications.
- Any medications brought into Egypt must be accompanied by a prescription and an official letter from a doctor specifying that the medication is for personal use only.
- Any medication containing methadone, even with a prescription, is prohibited.
- If unsure of the regulations regarding medications that can be brought into Egypt, it is advisable to contact the Egyptian Medical Office in the country of origin prior to departure.

PROHIBITED AND RESTRICTED IMPORTS

Includes a list of goods that are prohibited from being exported to the country or are otherwise restricted.

([Egypt - Prohibited & Restricted Imports \(trade.gov\)](https://trade.gov.eg/Egypt-Prohibited-&-Restricted-Imports))

- Import of Alcohol is strictly prohibited.
- Video Tapes, CD, DVD's, printers, scanners, fax machines will be subject to censorship procedures which take around 15 days for approval. Or purchased locally in Egypt.

- Radio/ wireless/ telecommunication equipment or accessories require National Telecommunication Regulatory Authority (NTRA) approval, and the approval has to be obtained by the respective exhibitor from origin well in advance to the arrival of shipment into Cairo. A copy of the approval has to be provided accordingly. However, the approval is not exempting the shipments from NTRA Inspection in Egypt. Shipments still need to be inspected by NTRA and it may take 5-6 working days for the formalities, subject to approval/rejection by the Egyptian NTRA. Some items will be subject to “general security inspections which will take 15 working days.
- Dangerous Goods (DG) need to be accompanied with the MSDS.
- Importation of Medical products and actual medical samples are strictly restricted for importation into Egypt, such goods can only be shipped after obtaining import permits in advance prior to the dispatch of the goods from origin.
- Medicine, food stuff, seeds, plants, chemicals, cosmetics, cameras or weapons are considered to be restricted items as they need special procedures.
- To avoid delays, check with DSV well in advance for the documentation requirements related to other items.

CURRENCY IMPORT REGULATIONS WHEN TRAVELING TO EGYPT

In case you are wondering how much money —whether in cash, traveler's cheques or foreign currencies— you are allowed to carry into Egypt, the Egyptian currency import regulations are as follows:

- Local currency (Egyptian Pound-EGP): up to EGP five thousand (5,000).
- Foreign currencies: up to USD ten thousand (10,000), or its equivalent in freely convertible currency.
- EGP obtained via postal (giro) cheques may be used for payment of hotel expenses and tickets for air travel.
- Exchange of foreign currency must be done through official banks or money exchange offices.

CURRENCY EXPORT REGULATIONS WHEN LEAVING EGYPT

- Local currency (Egyptian Pound-EGP): up to EGP five thousand (5,000)
- Foreign currencies: up to USD ten thousand (10,000), or its equivalent in freely convertible currency
- EGP obtained via postal (giro) cheques may be used for payment of hotel expenses and tickets for air travel.
- Exchange of foreign currency must be done through official banks or money exchange offices.

HOW MUCH IS THE CUSTOMS DUTY IN EGYPT?

- Egyptian customs duties follow the Harmonised Customs System and are calculated using the Ad valorem on the CIF value. Customs duties are payable in Egyptian pounds.
- Import Taxes —Excluding Consumer Taxes— are of 2% of the customs cleared value if the applied duty is between 5% and 30%, and 3% if the customs duty exceeds 30%.

i RELIGION

Islam is the official religion in Egypt where its rituals are widely practiced. Friday is the special religious day in Islam where Muslims should pray five times a day in different times depending on location of sun. The call to prayers is held from the Mosque Minaret through loudspeakers. The Egypt constitution guarantees freedom of religions which harmonies with the traditions of its society.

i TRANSPORT

ACCESS BY PLANE

Cairo International Airport is only 18 km from EIEC & AICC and is the regional hub for air transport with over 20 million passenger airlines serving over 70 destinations.

Alexandria International Airport is just over 3 hours' drive away and covers comprehensive regional and international services.

ACCESS BY TAXI

Taxis across the city are easy to find, including UBER & Careem well-regulated, clean and comfortable.

ACCESS BY CAR

If you're travelling by car, EIEC & AICC has direct access from the city's main highway, El Mushir Tantawy Axis. Within the EIEC & AICC complex, take advantage of our extensive parking facilities for around 3,500 cars (paid parking).

Free outdoor parking areas are located outside the boundary wall, close to the Egypt International Exhibition Centre Gate entrance.

ACCESS BY PUBLIC BUS

A special public bus schedule that serves the area around the EIEC & AICC will be available during events.

i VACCINATIONS

- There are no vaccinations needed to visit Egypt unless you are arriving from an infected area. Vaccinating against some diseases, such as hepatitis A, hepatitis B, typhoid, yellow fever, polio, rabies and tetanus are advisable as a precautionary measure. You should avoid touching stray animals as rabies is prevalent through the country, and take care if visiting street markets where poultry or other birds are present as many have been reported as being carriers of Avian flu. HIV and Aids is present in Egypt and you should take normal precautions to avoid exposure.
- There is currently very low risk of **malaria** in Egypt. You should adopt bite avoidance measures i.e., use mosquito nets impregnated with permethrin, an insecticide that kills mosquitoes instantly by acting on its central nervous system.
- Passengers traveling to Egypt are not required to take a **Covid-19** test to fly to Egypt. Egypt's Covid-19 entry restrictions were lifted on June 17, 2022.

IS A YELLOW FEVER VACCINATION REQUIRED?

- Yellow fever is an infectious vector-borne disease that is caused by a virus transmitted by the bite of an infected mosquito vector such as *Aedes aegypti*.
- Egypt has a risk of introduction of the disease as the mosquito vector exists in the country. As a result, travellers from countries with a low risk of yellow fever transmission pose a risk of yellow fever importation into Egypt.
- Egypt requires a valid yellow fever certificate from all citizens and non-citizens over one year of age:
 - travelling from a yellow fever risk country (including low risk countries such as Sao Tome and Principe, Somalia, the United Republic of Tanzania, and Zambia); or
 - having been in transit through a yellow fever risk country.
- The above requirements are in line with the International Health Regulations (IHR, 2005).

LIST OF COUNTRIES FOR WHICH A YELLOW FEVER VACCINATION CERTIFICATE IS REQUIRED FOR ENTRY INTO EGYPT:

Angola	Colombia	Ghana	Panama	Togo
Argentina	Congo	Guinea-Bissau	Paraguay	Trinidad and Tobago
Benin	Côte d'Ivoire	Guinea	Peru	Uganda
Bolivia	DRC	Guyana	Rwanda	Tanzania
Brazil	Ecuador	Kenya	Sao Tome and Principe	Venezuela
Burkina Faso	Equatorial Guinea	Liberia	Senegal	Zambia
Burundi	Ethiopia	Mali	Sierra Leone	
Cameroon	French Guyana	Mauritania	Somalia	
Central African Republic	Gabon	Niger	Sudan	
Chad	Gambia	Nigeria	Suriname	

i VISAS

- For Visa information, follow this link: <https://www.sis.gov.eg/?lang=en-us>
- Please note that your visa letter will be issued once your online profile is at 100% complete, please send any VISA requests directly to customerservice@intrafricantradefair.com.
- Over 180 nationalities qualify for getting a visa upon entry provided the passport holder has a valid and used visa for the United States of America, the United Kingdom, the Schengen Area (Schengen visa), Japan, Canada, Australia, or New Zealand.
- Additionally, 78 nationalities qualify for visa on entry or an electronic visa. You can check the full list of eligible countries and apply and pay for your visa online using Egypt's online application portal, [Egypt Visa](#), or get your visa upon arrival for 25 USD from the bank counter in the passport control area at the airport.

eVISA PROCESSING STEPS

- Visit** <https://www.visa2egypt.gov.eg/>.
- Sign-up:** Take a few seconds to get yourself signed up. All you need is your email address and some complementary information.
- Sign-in:** Sign into your account and get access to your pending application(s) or apply for new application.
- Apply and Pay Online:** Fill in the application form and pay using Visa card, MasterCard or other debit cards. You must create an e-Visa application at least 7 days before your departure.
- Application Processing:** After you have completed your application and made the payment, your application will be processed. As soon as your visa application has been processed, you will receive an email informing you, with the current application status.

WHAT IS AN eVISA?

An Egypt eVisa is an Electronic Travel Authorization to enter Egypt. Egypt offers eVisa to more than 100+ countries. Travelers can apply for eVisa online and receive electronic travel authorization in pdf format. Upon arrival in Egypt travellers can show the printed copy of the visa letter and get their passport stamped.

Egypt Government offers eVisa for Tourism and Business purpose. The visa type, visa duration and number of entries depends on nationality of the applicants. Applicants are advised to obtain Egypt eVisa online before travelling to Egypt. The eVisa application process is completely online and no paperwork is required. Once Egypt eVisa is approved it will be sent via email. Applicants must carry a printed copy of the approved eVisa letter and passport while traveling. The eVisa letter will be verified by an Egypt Officer at the airport and the passport will be stamped.

Egypt ETA is an Electronic Travel Authorization to enter Egypt for Tourism purpose. Applicants can obtain Egypt Electronic Travel Visa by completing a simple and easy eVisa application online. Egypt ETA is valid for 90 Days or 30 Day depending on type of application selected. Applicants can obtain approved Egypt ETA in 2-3 days. It is mandatory for passport to be valid for 6 months from the date of arrival.

Arab Republic of Egypt
Ministry of Interior
Admin of Passports, Immigration & Nationality

جمهورية مصر العربية
وزارة الداخلية
مصلحة الجوازات والهجرة والجنسية

Visa

EVISA TYPE	نوع التأشيرة
Tourism	سياحة
ENTRY TYPE	عدد مرات الدخول
Single	مرة واحدة
EVISA NUMBER رقم التأشيرة	VALID UNTIL صالحة حتى
	DATE OF ISSUE تاريخ الإصدار

Personal Information / بيانات شخصية

FULL NAME	SAKINA SIBTAIN
NATIONALITY	United Kingdom
PLACE OF BIRTH	المملكة المتحدة
DATE OF BIRTH	
PASSPORT NUMBER	
PASSPORT TYPE	Ordinary Passport
PROFESSION	جواز سفر عادي

Warning
If you exceed the duration stated on the e-Visa on a single entry without having a residency permit, you may be required to pay fines, deported, or banned from future travel to Egypt.

تحذير
إذا تجاوزت المدة الموضحة عليها في التأشيرة الإلكترونية دون الحصول على تصريح إقامة مسموح الإقامة الخارجية فاعاقبة على أنه قد يطلب منك دفع غرامات أو ترحيلك أو منعك من السفر في المستقبل إلى مصر لفترة من الزمن.

Please check list of country eligible for Egypt ETA before applying as the eVisa is only granted to citizens of the countries shown on the site. As is the case with other visas, Egyptian port authorities have the right to refuse entry to Egypt for an e-visa holder without any explanation. The visa fee is collected through the website using a credit card, after registering the foreigner's data.

EGYPT VISA FREE COUNTRIES

Bahrain	Hong Kong	Israel*	Kuwait	Lebanon*
Macao	Oman	Saudi Arabia	UAE	Malaysia (14 days)

* Special conditions apply

NATIONALS OF THE COUNTRIES LISTED BELOW MAY BE ISSUED WITH AN E-VISA UPON APPLICATION ON THE EGYPT E-VISA PORTAL.

Albania	China/Hong Kong	India	Monaco	Serbia
Argentina	China/Taiwan	Iraq	Montenegro	Singapore
Armenia	Colombia	Ireland	Netherlands	Slovakia
Australia	Croatia	Italy	New Zealand	Slovenia
Austria	Cyprus	Japan	Norway	South Africa
Azerbaijan	Czech	Kazakhstan	Oman	Spain
Bahrain	Denmark	Korea (South)	Paraguay	Sweden
Belarus	Ecuador	Kuwait	Peru	Switzerland
Belgium	Estonia	Latvia	Poland	Ukraine
Bolivia	Finland	Lithuania	Portugal	UAE
Bosnia and Herzegovina	France	Luxembourg	Qatar	United Kingdom
Brazil	Georgia	Macedonia	Republic of Kosovo	U.S.A.
Bulgaria	Germany	Malaysia	Romania	Uruguay
Canada	Greece	Malta	Russian Federation	Vatican
Chile	Hungary	Mexico	San Marino	Venezuela
China	Iceland	Moldova	Saudi Arabia	

TYPES OF VISAS AND FEES

The type of visa you must have is defined by the Arab Republic of Egypt and Visa Regulations and relates to the purpose of your travel.

1. Tourism Visa: Issued for single or multiple entries to persons whose nationalities require visas to enter Egypt.
 - Single entry visa (Tourism) US\$ 25-00
 - Multiple entry visa (Tourism) US\$ 60-00

The visa fee is collected through the website using a credit card, after registering the foreigner's data.

ENTRY REQUIREMENTS ON ARRIVAL

1. Passport valid for at least 6 months from arrival date.
 2. At least one blank page in your passport for endorsements.
 3. e-Visa printout
 4. Travel itinerary
 5. Sufficient funds to pay for your day-to-day expenses during your stay.
 6. A return or onward ticket.
 7. Supporting letter e.g., letter from company or invitation letter for business/family visits.
 8. Hotel bookings/details about places to visit if going as tourist.
 9. Yellow Fever Certificate if your journey starts or entails passing through the yellow fever belt of Africa or South America.
- Travelers to Egypt will need a valid passport and possibly a tourist visa, depending on their nationality.
 - There's a handful of countries that have agreements with Egypt that allow their nationals to enter the country visa-free. However, most expats will need a visa to be allowed entry into Egypt. Getting one is still relatively simple for most people, as citizens from several countries, including the USA, the UK, all EU states, New Zealand, Australia, and Canada, among others, can obtain a visa on arrival in Egypt.
 - Those who can't enter Egypt visa-free or obtain a visa on arrival will need to apply for their Egyptian visa ahead of time. Nationals of certain countries are eligible to apply for a visa online (known as an eVisa), while others will have to apply in person at their nearest Egyptian consulate.
 - For the most up-to-date information on nationality requirements regarding tourist visas for Egypt, travellers can get in touch with their local Egyptian consulate.
 - it is not possible to travel to Egypt with an expired passport. People who are hoping to visit Egypt must be in possession of a valid passport with at least 6 months validity remaining.
 - Egypt eVisa applicants must complete the online form with all the required information.
 - Full name and date of birth
 - Nationality
 - Passport number, issue date, and expiry date
 - Date of arrival and departure
 - Host information (accommodation in Egypt)
 - Applicants must check all the information carefully before submitting the request. Any mistakes or missing details could lead to processing delays.

EGYPT VISA APPLICATIONS AT AN EMBASSY OR CONSULATE

When planning a trip to Egypt, travelers should first check whether they can apply for an Egypt eVisa.

Citizens of over 70 countries are able to **obtain an Egyptian visa online**. With no need to attend a diplomatic mission, eligible tourists are encouraged to take advantage of the eVisa program.

Passport holders from nations not currently included in the eVisa list must **apply in person** by making a **visa appointment at an Egyptian embassy or consulate**.

The information below explains **who needs to apply at the embassy** rather than online for an Egypt visa and what the application process involves.

WHO NEEDS TO APPLY FOR A CONVENTIONAL VISA FOR EGYPT?

- Travelers from almost 80 nations can apply for an eVisa for Egypt. This list includes all European Member States, other European countries, and the United States.
- Passport holders from these countries should obtain their visa online rather than making an appointment at an Egyptian embassy.
- Some travelers, however, are not able to take advantage of the convenient electronic application. Currently, citizens of the following foreign territories must **apply for an Egypt embassy visa** and provide the consulate with a preapproval:

Afghanistan	Djibouti	Iraq	Mauritania	Tunisia
Algeria	Eritrea	Israel	Moldova	Pakistan
Bangladesh	Ethiopia	Kosovo	Morocco	Palestine
Burundi	Ghana	Lebanon	Myanmar	Philippines
Chad	Indonesia	Liberia	Niger	Rwanda
Comoros	Iran	Mali	Nigeria	Sierra Leone

Only people visiting Egypt from one of these countries need to make an appointment at an Egyptian embassy to get a visa. **All other tourists** who require a visa for Egypt can get the essential travel permit online.

HOW TO APPLY FOR A VISA FOR EGYPT IN PERSON

- Travelers who need to apply for a visa for Egypt in person should first **locate their nearest embassy** or consulate. Consulates are normally located in the capital whilst embassies are in other major cities.
- To give some examples, the Egyptian embassy in the UK is in London whilst the UK Embassy in Egypt is situated in Cairo.
- Applicants should first make a **visa appointment at an Egypt embassy**. Depending on demand, there may be a waitlist so it's a good idea to contact them and confirm the consular services offered well ahead of time.

DOCUMENTS REQUIRED TO APPLY FOR AN EGYPT VISA AT AN EMBASSY

- One reason why most travelers opt for an eVisa rather than an embassy visa is that all supporting documents are uploaded digitally, there's no need to provide printed copies.
- After making the appointment at the embassy, applicants should ensure they **have physical copies of all the paperwork** listed below:
 - Completed and signed visa application, the form can be downloaded or obtained at the Consulate General
 - 2 recent passport-style photos that meet Egypt's visa photo requirements
 - Passport (valid for at least 6 months and with an empty visa page)
 - 2 copies of the passport biographical page
- It is important to remember to **take cash to make the visa fee payment** when applying at an embassy or consulate, card payment is not accepted. Some consulates may also request that applicants have the exact amount of money with them.
- To pay for the visa using a credit or debit card, it is necessary to apply online.

HOW LONG DOES IT TAKE TO GET AN EGYPT EMBASSY VISA?

- Application times can vary when completing the process at an Egyptian embassy. Travelers should factor in time to **make and attend the visa appointment** and be aware that there may not be times available immediately.
- Once approved, it is necessary to **return to the embassy to collect the visa** for Egypt.
- Some embassies may offer the option to apply by post, however, the time taken to send and receive the visa through the mail must then be added to the processing time.
- Egyptian eVisas can be obtained more quickly. They are processed within a week and **delivered directly to the applicant via email**, to be printed at home.

HOW TO EXTEND AN EGYPT EMBASSY VISA

- There is no limit to the number of eVisas someone is granted, provided all the Egypt eVisa requirements are met each time.
- Egypt visas are valid for stays of up to 30 days. Travelers who opt for the Egyptian eVisa and require extra time in the country can simply leave Egypt and **apply for another eVisa**. They can return to Egypt once the new permit has been granted.

REAPPLY FOR AN EGYPT eVISA.

- To extend an Egypt visa in person, it is necessary to **go to the Egyptian Passports, Immigration, and Nationality Office** located in Cairo. The passport, existing visa, extension fee, and a passport photo must be presented.
- Applicants have to **return to the office** to collect the visa **which will be extended for 3 months.

PACKAGES FLOOR SPACE ONLY EXHIBITORS

ITEMS INCLUDED	9m ² (3m x 3m)	18m ² (6m x 3m)	27m ² (9m x 3m)	<36m ² (6m x 6m)
Stand Sharer Allocation	1	2	3	4
Single-Phase Distribution Board	1	1	1	1
Plug Socket (220 V / 50 Hz)	None	None	None	None
Walling	None	None	None	None
Fascia Board with Company Name	None	None	None	None
Stand Lighting	None	None	None	None
Carpeting	None	None	None	None
Furniture	None	None	None	None
Exhibitor Badges	4	6	9	See contract

i SPACE ONLY STAND INFORMATION AND REGULATIONS

- We require booth designs to be submitted by all Floor Space Only Exhibitors, whether they are exhibiting inside the venue halls, on the concourse or in an outdoor area of the venue. The deadline to submit this information is **Monday 02 October 2023**.
- All professional contractors **must** be able to guarantee that they can submit this documentation – please check with them before committing to their service to avoid delays with your stand design submission. If they cannot supply this information, you should not appoint them. Should you decide to build your own stand, you will be responsible for submitting your stand design and mandatory supporting documents listed below:
 - 3D Visuals
 - Full Technical drawings
 - Valid Trade License / Company Registration (Stand Contractors / Stand Builders)
 - Risk Assessment
 - Method Statement
 - Valid Third-Party Liability (All Risk) Insurance
- This insurance is obligatory for all stand contractors that are building your stand - this is to ensure that their workers working on the stand or any third-party like visitors are protected and covered in case of accidents that might occur during build-up/show days/breakdown of the exhibition. Please ensure that the company building the stand has valid insurance for the duration of the show starting **Monday 06 – Thursday 16 November 2023**.

WE ARE UNABLE TO REVIEW OR APPROVE YOUR BOOTH DESIGNS OR ALLOW YOU ACCESS TO THE VENUE TO COMMENCE BUILD UNTIL ALL OF THE ABOVE INFORMATION IS RECEIVED.

- Once all the technical specifications are met and all documentation is received, we will reply with a confirmation that your stand design has been processed, allowing you permission to build.
- All stands will be subject to an onsite engineering inspection by the Floor Managers and Venue Health and Safety Department and may need to be adjusted at the Stand Builder/Contractors or Exhibitors expense.
- Important: Stand structures failing to comply with the venues engineering requirements may be closed.
- The Trade Fair Organizer reserve the right to prevent the build of stands which are considered, in their opinion, to be unsafe or do not conform to Health and Safety guidelines and regulations.

i BOOTH DESIGN SUBMISSION

- Floor Space Only exhibitors must submit their stand design prior to **Monday 02 October 2023** and must include the following information:
 - Front, Top and Side elevations.
 - List of materials and finishes used.
- Stand drawings must be emailed to **sam.thabang@rxglobal.com / tracey.williams@rxglobal.com**.
- A detailed stand drawing is required to check for:
 - The correct **stand size** – encroaching into the aisle space is prohibited.
 - All **wall heights** - whether a structural engineer certificate is required.
 - That you have **proper walls** dividing your stand from your neighbour.
- Where no drawings have been submitted and approved, stands will be subject to on-site inspection and may be liable to adjustments on site. Stands failing to comply will be closed.
- The appointed safety officer has the right to request additional requirements regarding the temporary structure being built. This is for the design of the stand and not for items displayed which may require separate application (LPG gas, open flames, vehicles displayed, etc.)
- Rule of thumb - if your stand is higher than 2500mm you will need a Structural Engineer Certificate.
- The Trade Fair Organizer has the right to dismantle or make changes at the stand builder/contractor or exhibitor's expense to any stands that have not been assessed.
- Please ensure that your stand conveys the company name and / or logo. This must be prominently displayed on the stand within the aesthetics of your stand design.
- It is not permitted to suspend or support the exhibition stand from the venue ceiling.
- All space only exhibitors must include suitable floorcovering such as carpet, platform flooring or matting in their allocated stand space. Platform floor edges must be finished in a safe manner. Plastic protection strips should be placed over all corners, or they should be finished with a curved round edge. Finishing of stand floor edges in metal strip sections is not permitted.

- All stands with a raised platform/floor (above 5cm) must provide suitable access for wheelchairs. This is normally provided in the form of a built-in 1000mm wide ramp, with sides clearly defined, at no more than 1:1:20 gradient. Ramps in the walkway / aisle outside of the stand floor area, are not permitted. Stand designs submitted without clear indication of wheelchair access where there is platform (above 5cm) will not be approved.
- Back and side walls must be built where there are neighboring stands or indicated on the floor plan, except in case of an island or peninsula stand.
- The reverse side of all back walls for Space Only booths based on the concourse must be dressed.
- Exhibitors with stand walls that exceeds the height of an adjacent/neighboring stand must dress and paint the rear surface of their wall white.
- Perimeter walls of the open sides must not exceed more than 30% of its length, on any open side of the stand i.e., facing into an aisle or any open area/space of the show hall. This includes front, back and side perimeter walls.
- Booth branding must not over-look any adjacent booth.
- The entirety of the booth build, and exhibit must be confined to their allocated space. This includes symbols, logo, lighting, floral, decorations, signage and furnishing.
- The aisles surrounding any booth space must not be used for displaying purposes of any kind, including signage, exhibits and stand furniture, at any time during the show.
- Doors or windows along aisle / walkway edges must open inwards to the stand.
- Storage doors within a stand build must have Port Holes / Clear view windows or similar.
- Exhibitors are responsible for keeping their stand clean. They can negotiate this with their appointed stand- fitting contractor to clean and vacuum the stand upon completion of construction. Alternatively, they may book the service offered at the venue.
- It will not be possible for exhibitors to obtain on-site services or labor for the erection of their stand and displays, unless prior arrangements have been made.
- It is prohibited to access electrical supply from sockets located in the exhibition hall walls during buildup, show open and breakdown you must order all power supply through the online manual.
- All building material must be fireproof. A Fire-Retardant Certificate must be provided for any potentially flammable materials used in stand design submissions.
- The Operations Team reserves the right to insist that the Stand Contractor makes the necessary amendments to the booth onsite.
- We would like to remind you of venue Health & Safety Rules and Regulations regarding stands featuring stairs and in particular spiral staircases.

i DIVIDING WALLS

- Floor Space Only exhibitors are responsible for their own back and side walls and cannot rely on the fact that the adjoining exhibitor will have walls or that there will be an adjacent shell scheme booth.
- The minimum height for a dividing wall is 2500mm.
- Should an exhibitor wish to exceed 2500mm in height, the exhibitor will be responsible for both sides of the dividing wall:
 - the dividing wall must be safe and suitably finished on the reverse side in a neutral colour acceptable to the adjoining exhibitor.
 - the dividing wall may not carry tiles, devices or advertising material on the elevation overlooking the adjacent stand.
 - the dividing wall must be erected throughout its total height by the exhibitor exceeding that height.
- Failure to comply may result in the organiser completing the work at the expense and risk of the exhibitor at fault.

i DOUBLE TIER STANDS

- Custom built booths **2500mm** and over **must** be signed-off by a Structural Engineer.
- Failure to comply may result in closure of your stand, by the relevant parties accountable for compliance.
- Double tier stands are not allowed due to the allocated build-up and breakdown times.

i FLOOR COVERING

Rolled carpeting can be ordered through the service order forms.

i STAND NUMBERS

Floor Space Only stands **must display their stand number on all open sides** of their booth.

BOOTH PACKAGES SHELL SCHEME PACKAGE 1A

ITEMS INCLUDED	9m ² (3m x 3m)	18m ² (6m x 3m)	27m ² (9m x 3m)	36m ² (6m x 6m)
Stand Sharer Allocation	1	2	3	4
Stand Carpets	✓	✓	✓	✓
Walling	✓	✓	✓	✓
Fascia Board with Company Name (Open Sides)	✓	✓	✓	✓
Stand Lighting	2	4	6	8
Plug Socket (220 V / 50 Hz)	1	2	3	4
Table	1	2	3	4
Chairs	2	4	6	8
Dustbin	1	2	3	4
Exhibitor Badges	4	6	9	12

CARPETING

- Light Grey rolled carpeting (default)

ELECTRICAL

- 1x Plug Socket (220V / 50 Hz) per 9m² space booked.
- 2x Spotlights per 9m² space booked

FASCIAS

- Company name in vinyl lettering on the fascia board (all open sides)
- Stand number on the fascia board (all open sides)
- No signage or logos other than that supplied will be permitted on the fascia board

FURNITURE

- Meeting Table (see quantity above)
- Conference Chairs (see quantity above)
- Dustbin (see quantity above)

GRAPHICS

None included

WALLING

- Material - 3mm PST Laminated Wall Panels
- Actual Panel Size - 980mm W x 2460mm H
- Panels may not be painted or hammered/nailed into.
- Please consider the stability of your back and side walls should you wish to remove the fascia boards and if you are planning to attach heavy items to the walling

FIXING METHODS

- Under no circumstances will any exhibitor be allowed to drill holes or paint any of the shell scheme panels or aluminum frame. The exhibitor will be charged for any damage.
- Exhibitors may only fix their own light weight photographs or graphics to the panels with Prestik, Blutack, double sided Velcro tape. Display boards to other fixtures of a considerable weight can be affixed by means of picture brackets.
- **USE** S-hooks, Prestik, Clear Mounting Tape and Double-sided Velcro tape



- **DON'T USE** nails, staples, screws, pins, glue, foam mirror tape.



NOTE

Any changes made on site will result in an immediate surcharge. It is the responsibility of the exhibitor to complete the service form in full and to contact the operations team if you have any special requirements or wish to omit any elements.



BOOTH PACKAGES SHELL SCHEME PACKAGE 1B

ITEMS INCLUDED	9m ² (3m x 3m)	18m ² (6m x 3m)	27m ² (9m x 3m)	36m ² (6m x 6m)
Stand Sharer Allocation	1	2	3	4
Stand Carpets	✓	✓	✓	✓
Walling	✓	✓	✓	✓
Fascia Board with Company Name (Open Sides)	✓	✓	✓	✓
Wall Mounted Vinyl Printed Graphics	✓	✓	✓	✓
Stand Lighting	2	4	6	8
Plug Socket (220 V / 50 Hz)	1	2	3	4
Table	1	2	3	4
Chairs	2	4	6	8
Dustbin	1	2	3	4
Exhibitor Badges	4	6	9	12

CARPETING

- Light Grey rolled carpeting (default)

ELECTRICAL

- 1x Plug Socket (220V / 50 Hz) per 9m² space booked.
- 2x LED Long Arm Spotlights per 9m² space booked

FASCIAS

- Company name in vinyl lettering on the fascia board (all open sides)
- Stand number on the fascia board (all open sides)
- No signage or logos other than that supplied will be permitted on the fascia board

FURNITURE

- Meeting Table (see quantity above)
- Conference Chairs (see quantity above)
- Dustbin (see quantity above)

GRAPHICS

- Vinyl Graphics included in the stand package.
- Actual Panel Size - 980mm W x 2460mm H
- Graphic Artwork Size 960mm W x 2440mm H (for artwork add in 10mm bleed all round)

WALLING

- Material - 3mm PST Laminated Wall Panels
- Actual Panel Size - 980mm W x 2460mm H
- Panels may not be painted or hammered/nailed into.
- Please consider the stability of your back and side walls should you wish to remove the fascia boards and if you are planning to attach heavy items to the walling

FIXING METHODS

- Under no circumstances will any exhibitor be allowed to drill holes or paint any of the shell scheme panels or aluminum frame. The exhibitor will be charged for any damage.
- Exhibitors may only fix their own light weight photographs or graphics to the panels with Prestik, Blutack, double sided Velcro tape. Display boards to other fixtures of a considerable weight can be affixed by means of picture brackets.
- **USE** S-hooks, Prestik, Clear Mounting Tape and Double-sided Velcro tape

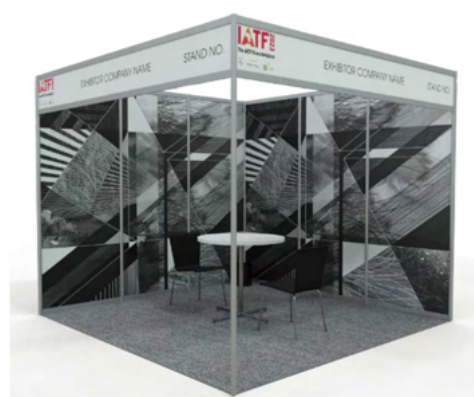


- **DON'T USE** nails, staples, screws, pins, glue, foam mirror tape.



NOTE

Any changes made on site will result in an immediate surcharge. It is the responsibility of the exhibitor to complete the service form in full and to contact the operations team if you have any special requirements or wish to omit any elements.



BOOTH ACKAGES SHELL SCHEME PACKAGE 2A

ITEMS INCLUDED	9m ² (3m x 3m)	18m ² (6m x 3m)	27m ² (9m x 3m)	36m ² (6m x 6m)
Stand Sharer Allocation	1	2	3	4
Stand Carpets	✓	✓	✓	✓
Walling	✓	✓	✓	✓
Fascia Board with Company Name (Open Sides)	✓	✓	✓	✓
Stand Lighting	2	4	6	8
Plug Socket (220 V / 50 Hz)	1	2	3	4
Table	1	2	3	4
Chairs	2	4	6	8
Dustbin	1	2	3	4
Lockable Cupboard with Company Logo	1	2	3	4
Wall Mounted Shelves	2	4	6	8
Exhibitor Badges	4	6	9	12

CARPETING

- Light Grey rolled carpeting (default)

ELECTRICAL

- 1x Plug Socket (220V / 50 Hz) per 9m² space booked.
- 2x LED Long Arm Spotlights per 9m² space booked

FASCIAS

- Company name in vinyl lettering on the fascia board (all open sides)
- Stand number on the fascia board (all open sides)
- No signage or logos other than that supplied will be permitted on the fascia board

FURNITURE

- Meeting Table (see quantity above)
- Conference Chairs (see quantity above)
- Dustbin (see quantity above)
- Wall mounted shelves (see quantity above)
- White Lockable Cupboard (including shelf).

GRAPHICS

- Vinyl Graphic for the Lockable Cupboard is included.
- Artwork size: 980mm W x 920mm H (for artwork add in 10mm bleed all round)

WALLING

- Material - 3mm PST Laminated Wall Panels
- Actual Panel Size - 980mm W x 2460mm H
- Panels may not be painted or hammered/nailed into.
- Please consider the stability of your back and side walls should you wish to remove the fascia boards and if you are planning to attach heavy items to the walling

FIXING METHODS

- Under no circumstances will any exhibitor be allowed to drill holes or paint any of the shell scheme panels or aluminum frame. The exhibitor will be charged for any damage.
- Exhibitors may only fix their own light weight photographs or graphics to the panels with Prestik, Blutack, double sided Velcro tape. Display boards to other fixtures of a considerable weight can be affixed by means of picture brackets.
- **USE** S-hooks, Prestik, Clear Mounting Tape and Double-sided Velcro tape



- **DON'T USE** nails, staples, screws, pins, glue, foam mirror tape.



NOTE

Any changes made on site will result in an immediate surcharge. It is the responsibility of the exhibitor to complete the service form in full and to contact the operations team if you have any special requirements or wish to omit any elements.



BOOTH PACKAGES SHELL SCHEME PACKAGE 2B

ITEMS INCLUDED	9m ² (3m x 3m)	18m ² (6m x 3m)	27m ² (9m x 3m)	36m ² (6m x 6m)
Stand Sharer Allocation	1	2	3	4
Stand Carpets	✓	✓	✓	✓
Walling	✓	✓	✓	✓
Fascia Board with Company Name (Open Sides)	✓	✓	✓	✓
Wall Mounted Viny Printed Graphics	✓	✓	✓	✓
Stand Lighting	2	4	6	8
Plug Socket (220 V / 50 Hz)	1	2	3	4
Table	1	2	3	4
Chairs	2	4	6	8
Dustbin	1	2	3	4
Lockable Cupboard with Company Logo	1	2	3	4
Wall Mounted Shelves	2	4	6	8
Exhibitor Badges	4	6	9	12

CARPETING

- Light Grey rolled carpeting (default)

ELECTRICAL

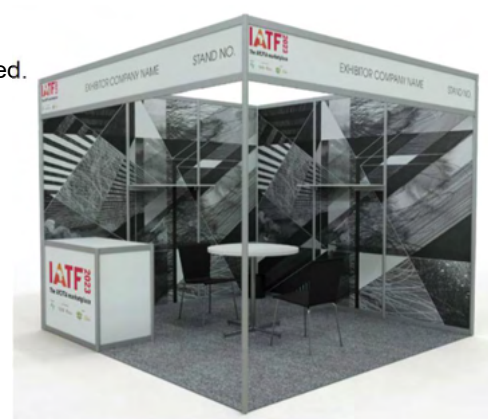
- 1x Plug Socket (220V / 50 Hz) per 9m² space booked.
- 2x LED Long Arm Spotlights per 9m² space booked

FASCIAS

- Company name in vinyl lettering on the fascia board (all open sides)
- Stand number on the fascia board (all open sides)
- No signage or logos other than that supplied will be permitted on the fascia board

FURNITURE

- Meeting Table (see quantity above)
- Conference Chairs (see quantity above)
- Dustbin (see quantity above)
- Wall mounted shelves (see quantity above)
- White Lockable Cupboard (including shelf).



GRAPHICS

- Vinyl Graphics on the PST Panels included.
Actual Panel Size 980mm W x 2460mm H
Artwork Size 960mm W x 2440mm H (for artwork add in 10mm bleed all round)
- Vinyl Graphic on the Lockable Cupboard included.
Artwork Size 980mm W x 920mm H (for artwork add in 10mm bleed all round)

WALLING

- Material - 3mm PST Laminated Wall Panels
- Actual Panel Size - 980mm W x 2460mm H
- Panels may not be painted or hammered/nailed into.
- Please consider the stability of your back and side walls should you wish to remove the fascia boards and if you are planning to attach heavy items to the walling

FIXING METHODS

- Under no circumstances will any exhibitor be allowed to drill holes or paint any of the shell scheme panels or aluminum frame. The exhibitor will be charged for any damage.
- Exhibitors may only fix their own light weight photographs or graphics to the panels with Prestik, Blutack, double sided Velcro tape. Display boards to other fixtures of a considerable weight can be affixed by means of picture brackets.
- **USE** S-hooks, Prestik, Clear Mounting Tape and Double-sided Velcro tape



- **DON'T USE** nails, staples, screws, pins, glue, foam mirror tape.



A-Z GENERAL INFORMATION

i ACCESS – ENTRY INTO THE SHOW

- Please ensure that the space rental, shell scheme booth and all services are paid for in full by the due dates.
- Neither the exhibitor nor his/her agents, representatives or sub-contractors will be allowed to gain access to the booth unless all outstanding accounts have been settled.
- Management reserves the right to refuse admission to any visitor and/or exhibitor who in the opinion of management is unfit, intoxicated or in any way disruptive to the show.

i ACTIVITY ON THE STANDS

DISTRIBUTION OF MATERIAL & LITERATURE

- Exhibitors are reminded that their activities must remain within the confines of their booth and that roaming is not allowed.
- Only display material belonging to exhibitors who have booked and paid for their exhibits is permitted. No unauthorised material may be exhibited as part of the display and will be removed.
- The Trade Fair Organizer reserve the right to request the rearrangement of any display material which may be obstructing another exhibit.

RIGGING GUIDELINES

- No stand structure is allowed to be attached to EIEC & AICC 's ceiling as either a precautionary or as an added safety measure.
- Pull-up banners are only permitted within the confines of your booth:
 - the banners may not exceed a height of 2500mm.
 - the banners may not protrude into the aisle and may not block visibility of your neighbour's stand.
 - limited to two (2) per stand.

MANNING OF YOUR BOOTH

- During the show's official open times all booths must be completely open, exhibits uncovered, presentable for public viewing and have adequate staff in attendance.
- Under no circumstances may any booth or part thereof be closed before closing time. Booths must be fully operational until **17h00 on Wednesday, 15 November 2023.**

i AISLES

- The minimum aisle space is 3 metres.
- No part of any booth including signs, corner posts, lighting or any other fitting shall project onto or overhang any aisle or public area or obscure any fire or exit sign.
- Should any item or structure be placed or protrude into the designated aisle space, the Trade Fair Organizer and the Venue reserve the right to request its removal or to remove said item itself without any liability for loss or damage.
- Exhibitors must keep all common parts clear whilst building or dismantling their booth.
- All exhibits must be kept within the confines of the stand space and demonstrations may not cause undue congestion and/or obstruction of common areas (aisles).

i ALCOHOL AND DRUGS

- Drinking of alcohol onsite during the build-up and breakdown phase is strictly forbidden.
- **The taking of drugs is strictly prohibited.**

i ANIMALS

Animals are not permitted access into the EIEC and Al-Manara International Conference Centre except for guide dogs for visually impaired visitors.

i AUDIO-VISUAL EQUIPMENT

SOUND LEVELS

- Presentations must be lowered so that noise does not interfere with other exhibitors.
- Extremely loud noises such as bells, sirens and buzzers will not be permitted.
- The Trade Fair Organizer reserve the right to reduce the sound levels, restrict or switch off any AV displays deemed disruptive.

MUSIC AND FILM COPYRIGHTS

Exhibitors who wish to utilise audio and/or visual aids in the exhibition in relation to the soundtracks of videos and music must ensure that the use thereof will not infringe on the copyright of others.

i BADGES

EXHIBITOR BADGES

- Strict security is maintained in the exhibition halls and personnel must be in possession of the necessary badge to gain entry.
- Management reserves the right to refuse admission to any visitor/delegate and/or exhibitor who in the opinion of management is unfit, intoxicated or in any way disruptive to the event.
- Strict security is maintained in the exhibition halls and personnel must be in possession of the necessary identification to gain entry. Exhibitors accessing the halls must display their exhibitor badges to gain entry. Entry points will be manned by security officers and the instruction of the officers must be respected.
- Anyone without an exhibitor badge will not be allowed to enter.
- The exhibitor badge is non-transferable.
- No badges will be issued unless the signed Exhibitor Indemnity and full payment has been received.
- Additional exhibitor badges can be purchased via the service order forms at \$500-00 each.

Booth Size	Total Badges	Booth Size	Total Badges	Booth Size	Total Badges
1 - 4m ²	2 badges	53 - 56m ²	18 badges	111 - 120m ²	40 badges
5 - 8m ²	2 badges	57 - 60m ²	20 badges	121 - 130m ²	43 badges
9 - 12m ²	4 badges	61 - 64m ²	21 badges	131 - 140m ²	46 badges
13 - 16m ²	5 badges	65 - 68m ²	22 badges	141 - 150m ²	50 badges
17 - 20m ²	6 badges	69 - 72m ²	24 badges	151 - 200m ²	55 badges
21 - 24m ²	8 badges	73 - 76m ²	25 badges	201 - 300m ²	65 badges
25 - 28m ²	9 badges	77 - 80m ²	26 badges	301 - 400m ²	69 badges
29 - 32m ²	10 badges	81 - 84m ²	28 badges	401 - 500m ²	70 badges
33 - 36m ²	12 badges	85 - 88m ²	29 badges	501 - 600m ²	75 badges
37 - 40m ²	13 badges	89 - 92m ²	30 badges	601 - 700m ²	80 badges
41 - 44m ²	14 badges	93 - 96m ²	32 badges	701 - 800m ²	85 badges
45 - 48m ²	16 badges	97 - 100m ²	33 badges	801 - 900m ²	90 badges
49 - 52m ²	17 badges	101 - 110m ²	36 badges	901 - 1000m ²	95 badges

CONTRACTOR BADGES

Entrance for contractor vehicles is clearly sign posted. Contractors will be allowed access into the halls during the show open timings only if they have been asked to attend to a stand due to an urgent or safety situation. Otherwise, any other work must be carried out after opening hours. The moving of vehicles, including contractor vehicles such as forklifts and general plant vehicles (other than those being given special approval or operated by health & safety staff) will not be allowed access into any hall while the show is open. A temporary maintenance contractor badge will be issued by the Organizers upon request. Please contact the on-site Operations Team.

EXHIBITOR WELCOME PACKS

Exhibitor Packs can be collected from the registration desk located by the entrance of Hall 4 (exact location to be confirmed).

i BALLOONS

Helium filled balloons will not be permitted. An exhibitor found with helium filled balloons will be asked to remove them immediately.

i BEHAVIOUR

- The exhibitor undertakes personal responsibility for the behaviour of any person(s) presented as staff, suppliers, sub-contractors and/or service providers in their employ whilst on the venue premises.
- The exhibitor also undertakes to ensure that no unacceptable behaviour by any such person, including consumption of alcohol, playing of loud music, use of abusive language or lack of respect for the building, its infrastructure, and personnel, occurs whilst on the venue premises.
- The Trade Fair Organizer reserve the right to limit and/or restrict any operation which, for any reason might be considered objectionable, without any liability for refund and/or damage.

i BUILDUP AND BREAKDOWN

ROAD RESTRICTIONS (DELIVERY TO SITE)

According to the traffic regulations in Egypt, vehicles (loaded with wood, construction materials or exhibits) are only allowed to be in the roads between 00:00 mid night till 08:00 in the morning.

BUILD-UP

- During build-up and breakdown all trucks must report to the holding area to obtain a Venue Security Pass for clearance to access the loading bays of the venue. This system will operate on a first-come, first-served basis and clearance to access the loading bays will be issued by Venue Security once there is space. All drivers are to submit their vehicle registration card or driving license to the Traffic Marshall for delivery of material. There is a 30-minute limit on all deliveries with fines incurred for those who exceed this. All vehicles accessing the loading bays must always adhere to venue rules and regulations.
- **Venue Security will not allow access to any vehicles that do not have an IATF2023 issued Vehicle Access Pass.**
- The Vehicle Access Pass will be issued by the Trade Fair Organizer once all mandatory stand design submission documentation has been submitted and processed.

- It is the Stand Contractors / Builders responsibility to distribute the Vehicle Access passes accordingly. If the vehicle / truck drivers do not have a vehicle access pass they will not be allowed into the Venue.
- Please ensure you indicate on the vehicle windscreen the name of the Exhibition and the Exhibiting Company Name and Stand Number.
- It is the responsibility of the exhibitor to ensure that the appointed stand builder / stand contractors can construct the booth within the time allocated. Failure to do so will result in cash fines onsite. **Due to the tight time frame, we insist that the booth is prefabricated off-site and assembled onsite.**
- All booths must be dressed and completed by **20h00 on Wednesday 08 November 2023.**

BREAKDOWN

- No exhibits or booths are to be dismantled until visitors are clear of the halls on **Wednesday 15 November 2023.**
- All equipment hired from official contractors will be collected from **17h00 on Wednesday 15 November 2023.**
- Exhibitors must remove all display materials, booth fittings, exhibits, literature and waste between the hours of **17h00 on Wednesday 15 November** and **06h00 on Thursday 16 November 2023.** After these times, the Trade Fair Organizer will dispose of anything left on booths and will charge removal costs to the exhibiting company.
- Exhibitors are reminded that breakdown is a high-risk security period. Neither the Trade Fair Organizer, nor the security company nor the Venue may be held liable for any loss due to theft or damage. Exhibitors are required to have all their goods insured and have at least two members of staff onsite to ensure that the booth is always manned. If you are loading goods onto an open-backed vehicle or truck, you should have a member of staff stay with those goods until the vehicle is ready to leave the premises.
- With regards to build-up and breakdown, all areas within the venue are to be treated with respect where no part of the facility may be abused, damaged, or left in an unacceptable state post event. Contractors and Exhibitors are to ensure their booth and surrounding areas are kept in a reasonable state where equipment and debris from building or dismantling is removed. Any Contractor or Exhibitor seen to be disregarding this rule will be fined accordingly (amount will be based on cost of services rendered on behalf of the exhibitor to clear areas).
 - Exhibitors are responsible for the cost of making good or replacing any damage to the exhibition premises, whether caused by themselves, their agents, contractors, sub-contractors or by any person/s employed or engaged on their behalf. Any Contractor or Exhibitor found damaging the walls, carpets and/or any structure on the venue property will be charged with the replacement value of such item.
 - No attachment, fitting and/or detachment is to be made to the internal/external walls, floors, ceiling and/or pillars of the building, without the prior knowledge and consent of the venue. This includes any ladder and/or other device whatsoever which would be affixed to or suspended from any overhead structure.
 - No nails, hooks or other devices are to be driven into any part of the building.
 - Painting and angle-grinding is not permitted anywhere within the venue or enclosed loading dock area.
 - All major construction and painting works must be completed off-site. Last minute touch-ups can be done on within demarcated areas in the (external) loading bay areas at the EIEC.
 - Plastic / cardboard / wood panels (in the case of angle-grinding) must be used to cover the surface of the work area.
 - Washing of paint brushes within the venue toilet facilities is strictly prohibited, any contractor or exhibitor or contractor found disregarding this rule will be asked to vacate the premises immediately.
- A detailed breakdown letter will be distributed to all booths during the show period detailing procedures for a smooth and safe breakdown. Please note that it is the exhibitor's responsibility to distribute this communication to their appointed booth builder so that they are fully aware of the set procedures and therefore will not delay the breakdown. **Should the booth not be dismantled as per the breakdown schedule, heavy fines and third-party costs will be levied.**

PLEASE NOTE:

- The Trade Fair Organizer will provide a vehicle access pass for clearance to the loading bays of the venue. This will be provided on first-come, first-served basis and clearance to the loading bays will be issued by the venue security once there is space. Any driver who will go straight to the venue loading bay will be directed back to the holding area for a clearance pass from case the trucks are coming only to make deliveries the drivers will be required to submit their vehicle registration card or driving license to the traffic marshal for delivery of material. There is a 30minute limit on all deliveries with fines incurred for those who exceed this. All vehicles accessing the loading bays must adhere to Venue rules and regulations.
- Venue security will not allow access to any vehicles that do not have a Vehicle Access Pass. The truck drivers will receive the vehicle access pass once they present themselves to the Organizer. Please ensure you indicate on the vehicle windscreen the name of the Exhibition and the Exhibiting Company Name and Stand Number.

i BUSINESS CENTRE

- The Business Centre is in Plaza 2 between Exhibition Halls 3 & 4
- The Business Centre offers a range of services:
 - Conference and workshop package (CD, DVD copy, tent cards, folder, invitations and stationery)
 - Business cards
 - Internet access
 - Posters
 - Presentation material
 - Binding

i CAMERA AND VIDEO EQUIPMENT

Exhibitors can take pictures of their own booths. Exhibitor wishing to use their own photographer must obtain prior permission from the Trade Fair Organizer to arrange early access.

i CARPETING AND FLOOR COVERING

- Carpet or suitable floor covering is mandatory in all indoor and outdoor booths.
- All standard shell scheme booths are carpeted in light grey as specified by the Trade Fair Organizer.
- Floor Space Only sites are not carpeted, and it is the exhibitor's responsibility to lay an appropriate floor covering to the stand space. This includes any floor space that is visible underneath a platform.
- The following regulations must be followed to keep the exhibition halls at optimum standard.
 - No chalk shall be used to mark floors in any permanently carpeted areas.
 - Only three types of tape can be used i.e., Euro Tape, Eurocel and Advance Tape.
 - Exhibitors and stand builders / contractors are responsible for ensuring that adhesive tapes used to fix carpets or other materials to the floor areas are removed after use without damaging the floor.
 - Do not use plastic packaging tape, gaffer tape, masking tape or drafting tape as they are extremely difficult to remove.
 - The venue will examine the floors after the removal of the tape. If the floor is damaged, particularly from the use of tapes other than those approved by the venue, exhibitors/stand builders/contractors will be liable for the cost of any repairs.
 - All tape must be removed during breakdown and charges for non-removal and damages will be levied to all relevant contractors and exhibitors. Correct carpet tape can be purchased from Elementco.
- Floors and platforms made of natural timber must be a minimum thickness of 25mm and chipboard or Melamine not less than 18mm.
- Corners to be rounded off or covered with plastic guards or preferably have beveled edges to ensure safety risks related to sharp booth corners are minimized while maintaining professional standards.
- Druggest (protective covering type of material), linoleum or other approved floor coverings shall be properly secured or weighted at the edges to eliminate rucking.

i CATERING

- EIEC & AICC holds the exclusive rights to all catering services within the complex. As per Egypt Authorities' Hygiene and Food Safety regulations, we do not allow any food or beverages to be brought into the premises from organizers, contractors, exhibitors, sponsors, visitors or any third parties.
- This rule applies to the items meant for consumption on the premises, as well as giveaways that will be handed over at the venue and consumed outside.
- There are numerous food and beverage options available within the complex as well as a full catering service for events.

i CHILDREN

Children under the age of 18 are restricted from being on site during the build-up and breakdown period and may also not attend the event. Security will enforce this regulation and you are requested to make alternative arrangements.

i CLEANING

- It is the exhibitors' responsibility to always keep their booth clean.
- If you are a shell scheme package exhibitor your stand will be delivered to you in a clean state and readiness for show opening. If you are a Floor Space Only exhibitor, you will be responsible for the cleaning of your exhibit space.
- During the build-up and breakdown period exhibitors and their contractors are responsible for their own waste materials. For health and safety reasons it is essential that all aisles are always kept clear of rubbish and other obstructions.
- It is the responsibility of the exhibitor and/or their contractor to decide with the official on-site freight handler to have waste material stored in crates if they are required at the end of the exhibition.
- Rubbish should be placed in the aisles so it can be cleared away each evening.
- Stand cleaning must be ordered through the Service Order Form.
- All booths must be completed by **20h00 on Wednesday 08 November 2023** to allow for effective pre-show cleaning of all aisles, booths and the laying of aisle carpeting.
- Exhibitors will be charged a **penalty fee of US\$1,000-00 excluding VAT** should their build-up extend after 18h00. The fee will be offset against additional cleaning staff.

i COMPRESSED AIR

- Air compressors are not permitted in the exhibition halls and a hose needs to be provided from outside.
- Filters must be supplied by the exhibitor if 100% clean dry air is required.
- The exhibitor must drain off the water each day as the supplied compressor is without a dryer.
- It is the responsibility of the stand contractor to connect the hose to the exhibit.
- Exhibitors requiring compressed air must locate their compressor outside the building and request technical services assistance from the organizers to see if the supply can run through the utility ducts in the venue. If there is a genuine reason why the compressor must be located within the halls – and not because the locating of the compressor was overlooked by 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-silent 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.

i COMPULSORY CONTRACTORS

- The Trade Fair Organizer has appointed contractors for booth infrastructure (shell scheme, electrics, graphics and furniture), cleaning, medics, and security. No other contractors are permitted to operate on-site.
- All stand construction staff are required to wear their company's identification badges and/or company branded clothing together with the necessary safety shoes and hard hats for the duration of build-up and breakdown of the exhibition.
- Failure of contractors adhering to the dress code above will result in prevention of entry or removal of staff until such time that the staff member is equipped with the correct safety gear and branded clothing.
- All sub-contractors other than the official contractor are required to provide the organiser with an indemnity guaranteeing their observance of the rules and regulations as legislated by the venue, the Occupational Health and Safety Act and other relevant Governmental agencies.

i COPYRIGHT

Exhibitors shall obey copyrights and assume full and sole liability and responsibility for the use of copyrighted materials at the show. Exhibitors must obtain all necessary licenses and approvals from copyright owners and pay all required fees.

i COURIER DELIVERIES

- If you plan to have goods delivered to your booth by a courier company, it is essential that they know the name of the exhibiting company, stand number, and have a contact name and mobile number of the company representative who will be on your stand to receive the goods.
- **The Trade Fair Organizer cannot accept responsibility and will not sign for any goods delivered for any exhibitor.**
- Deliveries should be addressed as follows:
Intra-African Trade Fair 2023
09 – 15 November 2023
Egypt International Exhibition Centre, New Cairo
[Exhibiting Company]
[Hall and Booth Number]
[Exhibitor Contact Name]
[Exhibitor Mobile Number]
[Description of items and total number of items]
- If you are arranging for goods to be collected after the show closes, please do not leave them unattended on your booth at any time before they are collected. It is vital that the collecting agent is aware of the breakdown times.
- The show's official handling agent would be happy to quote for all your delivery/collection requirements. For further assistance, contact Tracey Williams on tracey.williams@rxglobal.com.

i DAMAGES

- **No part of the facility may be damaged or left in an unacceptable state post event.**
- Contractors and exhibitors are to ensure their booth and surrounding areas are kept in a reasonable state where equipment and debris from building or dismantling is removed.
- Any contractor or exhibitor seen to be disregarding this rule will be fined accordingly (amount will be based on cost of services rendered on behalf of the exhibitor to clear the areas).
- Exhibitors are responsible for the cost of making good or replacing any damage to the exhibition premises, whether caused by themselves, their contractors, sub-contractors, agents or by any person(s) employed or engaged on their behalf.
- No attachment, fitting and/or detachment is to be made to the internal/external walls, floors, ceiling and/or pillars of the building, without the prior knowledge and consent of the venue. This includes any ladder and/or other device whatsoever which would be affixed or suspended from any overhead structure.
- **Angle-grinding is not permitted anywhere within the venue;** a specific area will be demarcated.
- All major construction and painting work must be completed off-site.
- Plastic / cardboard / wood panels (in case of necessary angle grinding, cutting, sanding, and drilling) must be used to cover the surface of the work area.
- Last minute touch ups can be done within demarcated areas in the loading bay areas.
- Washing of paint brushes within the venue toilet facilities is strictly prohibited. Basins specific to this purpose are available in the Loading Bay. Any exhibitor or 3rd party using materials which may cause damage to the floor (tiles, concrete, bricks, sand, heavy machinery) must provide protective covering such as plastic before build-up of these areas.
- Crates, panels, and pallets must be kept away from the walls or pillars.
- No items may be suspended from the overhead structure without written consent from the Trade Fair Organizer.

SHELL SCHEME

Exhibitors will be charged the full replacement value for aluminium beams and uprights that have been damaged (broken), painted or drilled into.

CARPETING

- Damaged carpet tiles will be charged out at USD500-00 excluding VAT per square meter.
- Exhibitors agree to pay costs of repair and/or replacement for all damages to any of the above regardless of whether the damage was caused directly by the exhibitor or whether the damage was caused by a third party acting on behalf of the exhibitor. A damage form will be presented onsite, and the costs invoiced to the exhibitor.

i DEMO STAND REGULATIONS

AISLES

- The aisles are the property of the entire show, and each exhibitor has the responsibility to assure proper flow of traffic through the entire show. When large crowds gather for a demonstration or sampling and interfere with the flow of traffic down the aisle or crowd in neighbouring stands, it is an infringement on the rights of other exhibitors.
- Aisles may not be obstructed.

REGULATIONS

- Demonstrations must take place within the assigned exhibit space.
- Sampling or demonstration tables must be placed a minimum of 60cm from the aisle line.
- Demonstrations must have the proper protection to prevent injuries to spectators.
- Demonstrations must not directly or indirectly prevent the normal flow of foot traffic through the aisles or common space, nor inhibit the ability of neighboring exhibitors to conduct business.
- Exhibitors must regulate their own stand to ensure the noise levels from their demonstrations or sound systems are kept to a minimum and do not interfere with other exhibits. The Trade Fair Organizer reserve the right to determine at what point sound constitutes interference with others and must be discontinued.
- Should visitors or samplers interfere with the normal traffic flow in the aisle or overflow into neighbouring exhibits, the Trade Fair Organizer will require that the presentation or sampling be moved.
- The Trade Fair Organizer and Venue must give written approval twenty-one (21) days prior to the event for:
 - Demonstrations involving hazardous products - dust, fumes, sparks, or open flames.
 - Demonstrations with LPG and Propane gas
 - Demonstrations with open flames (fires and candles)

i DILAPIDATION

- Exhibitors are responsible for all panels, walls, columns, flooring, shell scheme, hired accessories within their stand area and any damage will be paid for at the exhibitors' own expense.
- All exhibits and stand fitting materials must be cleared from the venue by the end of breakdown. Charges will be levied to the exhibitor for the removal of any abandoned articles – including carpet tape and paint marks to the venue floor, walls or columns.
- The use of nails, screws, glue, or bolts as fittings to any part of the building is strictly forbidden.

i DISABLED FACILITIES

- EIEC & AICC offer wheelchair access throughout the complex, including several reserved parking spaces for disabled visitors.
- Toilets are in Al-Manara Complex and all exhibition halls also have disabled access, whilst all doorways and lifts accommodate standard wheelchairs and have low-level buttons. Visitor wheelchairs are subject to availability and can be borrowed from our Emergency Medical Services Station, located in Plaza 2.
- Facilities for the disabled include the following:
 - Designated parking bays for the disabled
 - Disabled toilets on all levels of the venue
 - All rooms can be easily accessed as there are no raised doorsteps to the meeting venues.
 - All exterior entrance to the venue has ramp access.
 - The width of all doors has been designed to accommodate wheelchair access.
 - Designated drop-off points at the main entrance of the venue have been allocated for the disabled.

i DISCLAIMER CLAUSE

All who enter **IATF2023** agree to the following:

EXCLUSION OF LIABILITY

Afreximbank and RX Africa, the Organizers of the Intra-African Trade Fair (IATF2023), the Venue, all contractors and any of its directors, officials, agents and employees shall not be liable to any visitor at any exhibition for any personal injury or death, or for the loss or damage to any property of whatsoever nature belonging to the visitor, howsoever arising or brought to the exhibition venue by the visitor, and whether caused by reason of default or negligence of any of the said persons.

Afreximbank and RX Africa, tries to ensure the utmost quality in exhibitors however, the Trade Fair Organizers cannot be held liable for any goods purchased from any exhibitor that may be damaged. Any contracts entered by the visitor and exhibitor at the exhibition is strictly between the two parties and Afreximbank and RX Africa cannot be held responsible for any altercations.

The company will not be held responsible for any damages, fire or theft to vehicles or injury to persons howsoever caused. Vehicles parked on or surrounding the premises is done so at the owner's risk.

The following items are prohibited and may not be brought into the venue: firearms, knives, glass bottles or any items deemed not suitable for admission by security.

RIGHT OF ADMISSION RESERVED.

Should events such as force majeure render the Trade Fair Organizer unable to deliver such service, the Trade Fair Organizer shall not be held responsible. The Trade Fair Organizer cannot be held responsible for any damages and/or costs whatsoever arising from any such alteration or cancellation. The Trade Fair Organizer reserve the right to alter the floor plan at any time without prior notice. Note – Admission T&C's can also be found on the show website.

LEGAL OBLIGATIONS

It shall be the responsibility of each exhibitor to observe all current fire regulations which are applicable to his circumstances. Any violation of the by-laws could result in the closing of the venue and the issue of a compounding fine as prescribed in the relevant by-laws.

EXCLUSIVE RIGHTS

Participating exhibitors have the exclusive rights to promote their goods or services at the show. All other parties who attempt to make any solicitations without the expressed written consent of the Trade Fair Organizer will be permanently removed from the show. Exhibitors are asked to report any infractions to the Trade Fair Organizer Office so immediate action can be taken.

ELECTRICAL REGULATIONS

ELECTRICAL CONTRACTOR

- United Group is the official contractor appointed by the Trade Fair Organizer and will be the only event electrician on site. They provide a full stand-by service to all booths where they have completed the electrical installation. Where electrical and light fittings are installed in prefabricated displays before their delivery to the exhibition, such fittings must be installed by a qualified electrician. The connections of such displays to the power sources at the exhibition must be done by United Group. A regulation of the EIEC is that only their appointed electrical supplier may install power sources (distribution boards).

ELECTRICAL REGULATIONS

- The venue will be solely responsible for the installation of the mains supply cable to each stand, **but it is the Exhibitor's responsibility to supply a mains distribution board, fused isolator or circuit breaker.**
- All bookings for electrical mains must go through the venue. However, your space only contractor will need to supply all distribution boards and all cables. The official contractor will carry out inspections with the venue management on all electrical connections and fittings on an exhibitors stand. If such connections or fittings are unsafe, the power supply to the stand will be terminated and only restored when the connections or fittings have been made safe within the health and safety standards of the venue.
- The electric power point socket of Shell Scheme Stand will be 220 V single phase 16 Amp 2 pin.
- Additional single or three phase supplies and connection to a 24hour supply will be charged extra.
- Exhibitors who have taken space only should discuss their electrical requirements with their appointed stand contractor.
- Exhibitors installing electrics to their own display must ensure such installations conform to IEE regulations. Please refer to your stand details for more information.
- The Organizers reserve the right to disconnect any installation which, in their opinion, is dangerous or likely to cause annoyance to visitors or other exhibitors.
- **Space Only Exhibitors and/or their appointed contractor are advised to order the required electrical mains supplies before Monday 02 October. Any order received after this period will be subject to a 20% surcharge.**
- The standard mains supply at the exhibition are single phase 16amp / 220 volts 50Hz.
- Wiring installations shall be effectively bonded to earth, all wiring shall be 3 core twin and earth, not less than 1.5mm cross section and be in PVC, elastomeric or other approved plastic sheathing.
- Joints shall not be made except when connecting into a circuit and insulated screwed connectors shall be used and totally enclosed in insulated enclosures.
- All wiring shall be effectively protected and fixed to prevent damage or risk of injury.

MAINS SUPPLY AND POWER INSTALLATION

- Mains supply to floor space only stands/sites are not included and must be ordered directly through the official contractor. Please place your order through the Service Order Forms by **Monday 02 October 2023**. A range of lighting and electrical fittings are also available for hire.
- As the exhibitor it is your responsibility to order adequate power supply for your stand. Failure to do this will result in delays onsite and could also be a fire risk. Onsite spot checks will be carried out by the venue, which will also include appropriate temporary power supplied/required for the build-up and break-down periods.
- Please have your contractor calculate the electrical power required for your stand.
- Exhibitors installing their own power connections to their displays must ensure such installations conforms to the organizer regulations and will be subject to inspection and approval by the official electrical contractor prior to connection to the mains supply.
- Any late orders for mains supply will be subject to a surcharge. Payment in full must accompany the application or the official contractor will refuse the right of connection. Initial power connections during the build-up can be made upon request providing that your stand is built, and all cabling is correctly wired and laid. Unless your stand is ready, your power connection may not be possible until the early hours on the opening morning.
- Power to all stands will be switched off 30 minutes after the close of the show on each day. Should you require 24hr power supply, please order it directly through the official contractor. Details and rates can be found in the compulsory forms section of this manual. Electricians will be onsite during the show open days should there be any electrical issues with your stand.
- Electrical installations or dimmer boxes to be used for lighting purposes of a space only stand CANNOT be stored behind the perimeter of the stands in the exhibition halls. An area must be built within your stand area for this. Any electrics that are found for these purposes will be disconnected and removed.

- The Organizers reserve the right to disconnect any installation that, in their opinion, is dangerous or likely to cause annoyance to visitors or other exhibitors.

ALL WIRING TO BE CARRIED OUT TO STANDARD GOOD WIRING PRACTICES

- No Twin flex is permitted.
- All custom-built stand electrics must be undertaken by a registered Wireman and must comply with regulations.
- The use of 2-core ripcord on any wiring on stands is strictly prohibited.
- All wiring systems must be insulated flexible cables with copper conductors that have a minimum cross section area of 1.5mm² e.g. (3 core cab tie).
- Open Wiring – Insulated single core cables (colour coded differentiating between Live/Neutral/Earth), will only be accepted at a minimum height of 2.4m and not be subjected to mechanical damage. No joints to trailing cable will be accepted.
- Multiple wiring will not be permitted to terminate to a single plug top.
- Lighting is to be looped from fitting to fitting with all terminations being secured and concealed.
- Any termination points should be necessary on a wire-way need to be insulated and of a mechanical nature i.e., strip connector or screw-it connector (no twisting of wires).
- Stands constructed of a conductive material will be required to be double earthed to the venue's earthing system.
- Transformers must be mounted on the structure, walls and/or systems and not placed directly onto the floor.
- Each electrical supply provided is intended for one item of equipment or machine, on display.
- No electrical installation/fitting may be fixed to any part of the building structure.
- All neon lights **MUST** have a "Fireman's Switch".
- Fluorescent fittings must be earthed.

i EMERGENCY MEDICAL SERVICES (EMS)

- EIEC & AICC maintain a safe and healthy environment for everyone on their premises, provided by their dedicated Emergency Medical Services (EMS) Department. Their professionally certified and highly skilled medical team provides rapid emergency response, from immediate care for medical conditions, to speedy hospital transport.
- There are 3 EMS stations, they are partly or fully operational depending on events locations, their locations are as follow:
 - The 1st station located at AICC ground floor.
 - The 2nd station located at EIEC Plaza 1 between Exhibition Halls 1 & 2
 - The 3rd location located at EIEC Plaza 2 between Exhibition Halls 3 & 4
- **Operating hours:** The EMS team is available from 08h00 to 22h00 during build-up and breakdown. During event days, this service is operational from 1 hour prior to the start of the event to 1 hour after the event closes.

i EMPLOYMENT OF LABOUR

- Our guidelines require each employer to provide appropriate safety measures to protect workers against hazards.
- It is the employers' duty to ensure that the working environment is safe for employees and non-employees who may be part of the work activity.
- According to Egyptian law it is the responsibility of the exhibitor/contractor to ensure that all personnel working on site during build-up, live event days and breakdown carry their Labor Card or relevant documentation as proof of their position in the company.
- Anyone found to be working on a different title other than the position mentioned on the Labor Card may be denied access to the venue or imprisoned and in some cases deported.

i FIREARMS

The venue is a strictly weapon-free venue, and the use of any weapon is not permitted.

i FLOOR LOADINGS

- Any Exhibitor planning on having heavy machinery or display items on their stands that exceeds 2,000kg/m² **MUST** complete the heavy machinery Form and submit to the organizers for prior approval. Failure to complete the form and notify the organizers of any heavy items that are to be displayed on the stand space **will result in the item(s) not being permitted to enter the halls.** This is not negotiable.
- All heavy items must have Uniformly Distributed Load (UDL) while Spreader Plates are mandatory and to be supplied by the exhibitor.

LARGE AND HEAVY LOADS:

- Delivery of all large and heavy loads must be scheduled through DSV, our official lifting contractors, and the timings given must be adhered to.
- Delivery of load sizes in excess of 2m² must be delivered on the first day of buildup **Tuesday 07 November 2023**; after this day it may be impossible to deliver the heavy exhibit onto the stand.
- The Trade Fair Organizer reserve the right to surcharge damage to aisle carpets for any delivery. We urge you to plan and design your packing carefully to minimize risks to your equipment. It is also advisable to use bolts, screws and hinges whenever possible if your packing cases are to be used for return or onward transport. Cardboard cartons should be avoided if they are intended for onward use.
- DSV will not be responsible for damages/claims arising out of improper packing.

- For heavy shipments, kindly ensure that the boxes/pallets used for packing are adequate to accommodate the weight of the shipment. All packages should be labelled with the actual weight of the shipment so that appropriate equipment is used for handling the package.

- For any concerns or questions, please contact:

Company	DSV Global Transport and Logistics
Contact	Ramy M. Kassem (Senior Manager - F&E - Solution & Roads, Egypt)
Mobile Number	+2 (010) 97197089
Email	ramy.kassem@dsv.com

Contact	Reham Dewidar (Operations Manager, Fairs & Events, Egypt)
Mobile Number	+201 2 23555730
Email	ext.reham.dewidar@dsv.com

i FLOOR PLAN

The floor plan is subject to change to enhance the aesthetics of the show, general traffic flow and to ensure fire and safety regulations are adhered to. As your stand position may change; please regularly liaise with your Sales Executive to check on your position.

i FORKLIFTS & CRANES

- Whilst exhibitors may use their own transport to deliver displays and equipment to the marshalling yard and their own labour to move materials to their stand, our official freight and logistics provider DSV is the only company authorised to operate lifting equipment and forklifts in the marshalling area and in the exhibition halls.
- For further information contact:

Company	DSV Global Transport and Logistics
Contact	Ramy M. Kassem (Senior Manager - F&E - Solution & Roads, Egypt)
Mobile Number	+2 (010) 97197089
Email	ramy.kassem@dsv.com
- No other company, exhibitor, contractor or agent may operate cranes, forklifts or any other lifting machinery inside the venue. This is to ensure the safety and smooth running of the build-up and breakdown period of the event. Any machinery used as part of an exhibit must adhere to the following health and safety regulations:
 - No refuelling of any machinery/equipment whilst inside the halls including marshalling yard and loading docks.
 - Reverse warning sound should always stay ON whilst in operation.
 - Front and rear lights should always stay ON whilst in operation.
 - Hazard beacon light should always stay ON whilst in operation.
- Forklifts and similar moving machinery entering the marshalling yard should be registered by Cairo Police and checks will be made to ensure that it is registered. Moving machinery (crane, forklift, boom lift, and MEW etc.) will require the following:
 - Third Party test certification
 - A competent operator with a valid driving license
 - Operator training certificate
 - Preventive maintenance records (3-month)
 - Lifting tackles test certificate (if applicable)
 - Banks man tackles certificate (if applicable)
 - Driver should wear a harness.

i FREIGHT, CARGO, CUSTOMS AND ONSITE HANDLING

- DSV are the official freight, customs and on-site handling contractors. Using their extensive global group and agent freight network, DSV can assist you with global and domestic freight forwarding and handling requirements.
- Exhibitors/Contractors may use their own transport for their displays, marketing materials and equipment for arrival to the venue marshalling yard only; except for offloading by hand, DSV are the only company permitted to arrange offloading from truck to stand, also stand to truck using mechanical handling equipment.
- For health and safety reasons exhibitors and their contractors are not permitted to operate mechanical handling equipment (Hiab, forklift, cranes, motorized pallet trucks) within the venue marshalling yard and/or venue halls and outside booth areas.**
- It is the responsibility of the exhibitor to advise DSV of their freight details and to ensure that they are aware of any costs for onsite handling.

i FURNITURE HIRE

A fair range of furniture is available for hire. Exhibitors are advised to order as early as possible to void disappointment as all items are subject to availability. Photographs of the furniture items are available in the furniture catalogue.

i GAS USAGE

- No gas cylinders are permitted within the halls unless a written request has been received and permission has been obtained from the appointed Safety Officer and EIEC.
- An exhibitor utilizing equipment using flammable liquid and/or industrial gas which produces heat, smoke, or open flames as an integral part of the product demonstration, must receive written approval from the Trade Fair Organizer and venue. If application is not made, gas cylinders and open flame demonstrations will not be allowed in the venue.

i HALL SPECIFICATIONS

Venue	Type	Ceiling Height	Max Stand Height
Hall 4	Permanent Structure	8500mm H	5000mm H
Hall 5	Semi- Permanent Structure	7000mm H	3600mm H
Hall 6	Semi- Permanent Structure	3970mm H (Lowest side)	3600mm H
Hall 7	Semi- Permanent Structure	3970mm H (Lowest side)	3600mm H
Hall 8	Semi- Permanent Structure	3970mm H (Lowest side)	3600mm H
Hall 9	Semi- Permanent Structure	5727mm H (Lowest point) - 8717mm (Highest point)	5000mm H
Hall 10	Semi- Permanent Structure	5727mm H (Lowest side) - 8717mm (Highest point)	5000mm H

i INDEMNITY

IATF2023 requires your signed Exhibitor and/or Contractor Indemnity forms by no later than **Monday 02 October 2023**.

i INFORMATION DESKS

There are 2 Visitor Information Desks:

- The 1st information desk is located at the main entrance of Plaza 2 between Exhibition Halls 3 & 4 for all matters related to Egypt International Exhibition Centre
- The 2nd information desk is located at Al-Manara Administration building for all matters related to Al-Manara International Conference Centre.

i INSURANCE

- The Trade Fair Organizer do not accept responsibility for damages or loss to any stand or goods in transit to or from the show nor for the full show duration (build-up and breakdown included).
- Exhibitors must contact their insurance companies to negotiate the necessary extensions to their existing policies and must ensure that they have full insurance cover and take out public liability / comprehensive protection.
- The period of liability of the exhibitor shall be deemed to run from the time the exhibitor or any of their agents or contractors first enter the exhibition venue and continue until all exhibits and property have been removed on **Thursday 16 November 2023**.
- The Trade Fair Organizer is not responsible for insurance of exhibitors or their property.
- Exhibitors shall be responsible for loss or damage to any items which they have rented or hired from the official contractors. In addition, exhibitors shall take all necessary precautions to prevent any damage to their equipment and displays before making any connection to the electrical supply of the official contractors.
- For your own insurance purposes, please report any incident of theft/loss to the Trade Fair Organizer.
- The Exhibitor is fully responsible for obtaining insurance protection for their exhibits, property and personnel against all risks. Equipment should be insured both in transit and on location at the exhibition for the entire period it is on the exhibition site.
- Please make sure your insurance covers the following:
 - Personal injury
 - Third party claims
 - Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition.
 - Medical expenses and baggage cover
 - Value of the stand including the fittings
- We request you to contact your own preferred insurance company for buying comprehensive insurance cover.
- N.B. Exhibitors are advised that insurance protection provided for exhibits, display material(s) and personnel/personal effects must cover the full period for which the equipment and personnel are on the exhibition site. Please ensure to send an English translation if your Insurance Certificate is written in your native language.

i INTERNET ACCESS

- Wireless packages are only for light internet browsing and email checking. The wireless network should be viewed as augmenting the wired network and to provide more flexible network use. Applications that require large amounts of bandwidth or are sensitive to changes in signal quality and strength may not be appropriate for wireless access.
- EIEC & AICC can only offer support for those devices that are compatible with the 5GHz wireless frequency therefore please ensure that your device supports this band.

VISITORS' ACCESS

- Visitors will have free Wi-Fi access for 30 minutes only.
- Visitors can buy an internet package at the Business Centre in Plaza 2.

EXHIBITORS' / SPONSORS' ACCESS

- Due to the variability of wireless network signals within the exhibition environment, EIEC & AICC operates the following:
 - Wireless internet networks installed by exhibitors / sponsors and their contractors can only function on 2.4GHz, however EIEC & AICC does not recommend this for product demonstration due to interference from multiple networks and is unable to offer any technical support on this frequency.

- EIEC & AICC operates a “Clean Air” policy on wireless internet networks functioning on 5GHz and will reserve the right to switch off any unauthorized 5GHz wireless networks.
- The “5GHz Wireless Internet Access” product only operates on the 5GHz wireless band. To know if your device supports 5GHz radio you can search www.gsmarena.com to see the specifications of your smartphone or tablet under DATA _ WLAN. If it has “Wi-Fi 802.11 b/g/n” then it only supports 2.4GHz, if it has “Wi-Fi 802.11 a/b/g/n” then it supports 5GHz.

i LADDERS

- All step ladders must be suitably sized so that standing on the top two rungs will not be necessary.
- It is not permitted to stand on the top rung of a step ladder, even when it is held stable by another person.
- Ladders and step ladders must be in a good working condition and ladders not maintained will not be permitted for use and may be removed without recourse.
- 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 not have material stored on the top which can alter the centre of gravity and create a risk of falling objects.
- Home-made step ladders will not be permitted for use.
- Ladders must be fixed firmly when in use. They should 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 a working platform.
- The ladder must not be damaged and must be maintained.
- Ladders in poor condition will not be permitted for use.

i LATE SET-UP

Companies located in front of loading bay doors will have a late set-up. For more information on the build-up and breakdown schedule, contact Tracey Williams on email tracey.williams@rxglobal.com for access details.

i LAZERS AND PYROTECHNICS

- Due to the large variation in pulse length, energy content and wavelength, the hazards associated with lasers vary 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 class of laser, under BS EN 60825 are as follows:
 - Class 1: Safe under all viewing conditions.
 - Should be terminated at the end of its useful path, where practicable, and should not be aimed at persons.
- All pyrotechnic work will need to be carried out by a Cairo Police approved contractor.
- Any exhibitor proposing to include pyrotechnics or lasers in their display must submit details to the Trade Fair Organizer at least 2 months in advance of the Exhibition for approval.

i LIGHT PROJECTION & STROBE LIGHTS

- No spotlights, drop lights or other special lighting devices may be directed toward the aisles as to not be irritating or distracting to neighboring exhibition stands or visitors.
- No strobe light effects are permitted.
- Any additional lighting put up in stands after the official contractor has signed off the certificate of Compliance will be removed unless the exhibitor can provide the organizer with a Certificate of Compliance for all additional lighting.
- Light projections must be contained within the stand area; they may not be directed onto gangways, walls, or the roof of the venue.

i LIVE DEMONSTRATIONS AND MACHINERY

- All potentially dangerous exhibits intended to be operated, shall be effectively guarded to prevent injury to visitors and shall be adequately fixed in a stable location to ensure continuous safety and stability.
- The machinery or apparatus must only be demonstrated or operated by persons authorized by the exhibitor and shall not be left running in the absence of such persons.
- A sign or notice must be prominently displayed to avoid persons becoming accidentally injured.
- Exhibits must be positioned so that, at no time, do they intrude into the gangway or cause a hazard to visitors.
- Starting devices on machines should be isolated to prevent visitors operating unattended exhibits.
- Proper consideration should be given to the conditions under which the equipment is being demonstrated which may well differ considerably from the conditions under which it is normally installed and for which the normal safeguards will no longer be appropriate.
- The use of compressors, sprayers and similar plant powered by internal combustion engines is prohibited when visitors are in the halls.
- Emergency cut off button is to be in a visible and accessible location.
- All supplies of fuel are to be kept outside of the hall in controlled store 10ms from the hall.
- Exhibitors should submit a risk assessment that identifies any risks and control mechanisms in place with regards to the machine as part of an exhibit and a method statement on how demonstrations are to be carried out i.e., barriers around equipment, PPE required for visitors within close proximity of machine operation, materials that are going to be processed, any special waste disposal requirements, how often they are going to carry out the demonstrations, etc.

- Welding, metal cutting, grinding and brazing may only take place within the halls if written consent has been obtained in advance from the Organizers.
- Machinery shown "at work" or being used as part of a live demonstration should be suitably guarded to ensure that members of the public are kept at a safe distance. Any equipment with hot surfaces should be guarded and should display notices warning "Hot Surface".
- The use of un-insulated catenaries or un-insulated low voltage pole lighting systems is prohibited.
- Electrical equipment shall be guarded to prevent accidental contact with live metal, moving parts, live terminals and accidental short-circuiting.
- Exhibitors are not permitted, and shall not permit others, to connect or otherwise interfere with the electrical, gas, water or other fittings of the exhibition hall and shall not introduce into or use in the halls any supplementary plant for the generation or supply of electricity or for artificial lighting or generating power. It is prohibited to take electrical supplies from sockets located in the exhibition hall walls.

i LOST PROPERTY

- Please bring any lost property or report any losses to the Trade Fair Organizer Office, who will liaise with the appointed security contractor as well as with the Venue.
- Lost property will be held for two weeks after the event and then will be disposed of.
- The Trade Fair Organizer assumes no responsibility for the care and/or protection or any personal belongings left unattended on venue property or for the loss, under any circumstances including theft, vandalism, or malicious mischief of any such belonging.
- There are 2 lost and found offices, their locations are as follow:
 - The 1st office is in Plaza 2 between Exhibition Halls 3 & 4
 - The 2nd office is in Al-Manara International Conference Centre

i MAINTENANCE

If you need to carry out maintenance work after **17h00**, please advise the Trade Fair Organizer by **12h00** for arrangements to be made with security and lighting etc.

i NOISE LEVELS

- Exhibitors are requested to keep noise/volume levels low on music systems, audio-visual displays, amplifiers, videos etc., Volume levels should not interfere with normal conversation on neighboring stands.
- Exhibitors must contact the Trade Fair Organizer if they are planning to play music on their stands. Volumes should be kept to a level that does not cause disturbance to other exhibitors. In case of dispute, the decision of the Trade Fair Organizer is final.
- Any excessive noise emitted within the venue must not be of a noise level that prevents the visitor from hearing the emergency announcements.
- Noise level guideline:
 - A maximum of 55dB between 07h00 and 20h00
 - A maximum of 45dB between 20h00 and 07h00

i OFFICIAL OPENING CEREMONY

Even though the Official Opening Ceremony will be held at **09h00 on Saturday 11 November 2023** exhibitors and visitors will not be allowed access into the halls until the Opening Ceremony and Official Walk-About has ended. The Opening Ceremony will be on an invitation only basis meaning only exhibitors that are invited will be permitted to be present inside the halls due to high security being implemented for the Opening Ceremony.

More information regarding the Opening Ceremony will be relayed to the exhibitors closer to the date of the exhibition.

i ORDERING EXTRA SERVICES

- It is our goal is to provide you with hassle-free services so you can get on with your show. Even if you use an external contractor/sub-contractor, you should have a basic working knowledge of the Exhibitor Manual content, information, and service order forms.
- By following the information below, you will enjoy a smooth show experience.
 - Please include your complete customer information on each order form including address, phone number, email address, company, and contact name and most importantly, stand number.
 - If you have multiple stand locations, please complete separate order forms for each location.
 - Keep the total square meterage of your stand space in mind when you order your decorating items. Do not order more than what will comfortably fit in your stand and still allow you to do business.
 - No credit will be given after close of the exhibition on items or services ordered but not received.

i ORGANISERS OFFICE

- The Trade Fair Organizer Office and Services Help Desk will be operational daily from **08h00 until 30 minutes after show closure** and will attend to any queries or problems you may experience.
- Report any faults re: shell scheme, carpeting and electrics during build-up to the help desk.
- Additional on-site orders incur a 20% surcharge. Payment is strictly COD (Credit Card, Egyptian Pound or US\$).

- Do not liaise directly with the contractors who are working on the exhibition floor as your instructions will unfortunately not be actioned. All contractors have been instructed to only deal with the Services Help Desk staff as all orders and queries are actioned from there.
- No credit will be given after the closure of the exhibition on products/services ordered but not received or utilized.

i PA SYSTEM

During **IATF2023** only official and emergency messages will be broadcast, any requests for information to be announced will be refused.

i PARKING

Exhibitors and Visitors can park in the parking lot on the side of the halls. This is charged at **EGP 20** (irrespective of the timeframe) and will be payable at the car parking entrance.

Car parks are available for organizers, exhibitors, sponsors and visitors and operate on a first-come, first-served basis.

Free Car Parking

- Free Parking, outside the boundary wall of Egypt International Exhibition Centre (capacity: 1,000 cars)

Paid Car Parking

- Paid Parking, opposite Close to A-Manara International Conference Centre
- Paid Parking, opposite Exhibition halls 1 & 2.
- Paid Parking, opposite Exhibition halls 3 & 4.
- Paid Parking, Elmoushir Tantawy Mosque - behind Exhibition halls 3 & 4 (capacity: 2,000 cars)

Paid Parking Policy

A nominal parking fee per hour is applicable for full tenancy period of the event.

Vehicles are not allowed to park overnight. Any vehicle left overnight or parked incorrectly and / or causing obstruction to other road users will be charged an administration fee. EIEC & AICC reserve the right to remove all vehicles remaining in the car park after the permitted period.

i PHOTOGRAPHER

Exhibitors who wish to employ their own photographers should contact the Trade Fair Organizer to arrange for authorization and passes. Anyone found to be taking unauthorized photographs will be escorted out of the exhibition.

i PORTERS / ON-SITE HANDLING

- Porters with trolleys will be on duty to assist exhibitors with the off-loading of their goods.
- **The use of trolleys during show open hours is not permitted.**
- During breakdown, exhibitors must first pack their goods on the booth before bringing their vehicle around to the loading bay.

i PPE – PERSONAL PROTECTIVE EQUIPMENT

- During build up and break down, it is now mandatory that all persons working on or visiting the booth or involved in construction work within the venue must wear protective clothing (equipment). Please refer to the Health & Safety section at the back of the Exhibitor Manual for more information.
- All booth construction staff must wear company identification badges and t-shirts together with the necessary safety shoes, high-visibility vests and hard hats for the duration of build-up and breakdown.
- All contractors must ensure that they have a first aid kit on hand and that they have company arrangements in place for the treatment of staff injured on site.

MANDATORY HEAD PROTECTION (HARD HAT)

All persons working on or visiting an exhibition booth where overhead work is being carried out must wear head protection. This includes the erection of steel work, lifting operations, the building of double-decker booths and any area where there is a risk of objects falling from above. It is the employer's responsibility to ensure that all staff involved in construction work within the venue be provided with a hard hat during the build-up and break-down periods of the events.

MANDATORY EYE PROTECTION

Eye protection must be worn when cutting timber, grinding metals or welding.

MANDATORY HIGH VISIBILITY CLOTHING (HIGH VISIBILITY VEST)

All persons within the exhibition halls, marshalling yards and conference halls must always wear high visibility clothing during the build-up and breakdown periods of the event. Booth Contractors, Supervisors or Managers should wear a specific colour high visibility vest so they can be easily identified at the venue.

MANDATORY FOOT PROTECTION

Footwear does not need to be steel-capped, but this is highly recommended. Sandals and open/soft toe footwear **will not be permitted** in the exhibition halls, marshalling yards and conference halls during the build-up and break-down periods of the event at the venue.

i PRAYER ROOM

The men's & women's prayer rooms are in Plaza 2.

i PRESS OFFICE

- The Press Office will operate throughout the Exhibition for local, regional and international trade journalists. Exhibitors are invited to supply press packs for the Press Office and where possible materials should be provided in Arabic, French and English.
- The Press Office will also issue regular press releases prior to and during the exhibition.
- Exhibitors are welcome to inform the Press Office of suitable stories. For further information please contact:

BrandComms Group

Contact Diana Murray (Senior Account Director)

Contact No +44 (0) 20 7638 6856

Email diana@brandcommsgroup.com

i PUBLIC RELATIONS

BrandComms Group

Contact Diana Murray (Senior Account Director)

Address 5th Floor, 1 King Street, London EC2V 8AU.

Contact No +44 (0) 20 7638 6856

Email diana@brandcommsgroup.com

Website www.brandcommsgroup.com

WHAT WE WANT FROM EXHIBITORS

At **IATF2023** we are here as a marketing extension to your business and are looking to elevate your brand at the show. Here's what we want from you:

- follow the social media handles for the show and share relevant content.
- add us to your press release database.
- share any relevant show news with your customers if they are attending the event.
- submit any newsworthy angles to us for media mention in the run-up to and during the show.
- submit any interview pitches to us in the run-up to and during the show.
- submit any insights about industry issues you feel need to be aired in the run-up to and during the show.
- tell us what you want to say at **IATF2023**, including who you are excited to meet, the products you are going to promote, or any new itineraries you are going to launch.

i SAFETY FILE

- All stand designers/builders must have their company safety file on-site from build-up to breakdown.
- Safety files must include the following information:
 - Public liability
 - Appointments
 - Technical Drawings
 - Proof of training (where applicable)
 - Risk assessment
 - Medical certificates for working at height (rigging)

i SAFETY GUIDELINES

By following these safety guidelines, you will be doing your part in creating a safe work environment:

- Only authorized personnel and employees allowed.
- This is an active work zone; all exhibitors, contractors and sub-contractors enter and work at their own risk.
- Stay clear of heavy machinery.
- Never stand on furniture.
- Clean up or report spills.
- Keep aisles free and clear of all debris and practice good housekeeping.
- Check electrical cords for damage.
- Protect valuables at show site.
- Report any fires immediately.
- If you notice anything unsafe, please contact a member of the show team immediately.
- No open sandals, flip-flops, high heels are allowed to be worn during build-up and breakdown. All exhibitors, contractors and sub-contractors are required to wear closed shoes and high visibility vests — **no exceptions will be allowed.**
- During build-up and breakdown individuals under 18 are prohibited from being on or around the show floor.

i SECURITY TIPS FOR EXHIBITORS

- The Trade Fair Organizer of **IATF2023** make every effort to provide protection for exhibitor's merchandise and displays.
- The Trade Fair Organizer will provide perimeter guard service on a 24-hour basis to include build-up, show days and breakdown.
- Whilst the Trade Fair Organizer will implement security measures neither the Trade Fair Organizer, venue, security contractor, drayage contractor nor any of their officers, agents or employees assumes any responsibility for such property, loss, or theft.
- Monitor your booth when your product is being delivered.
- Perform an inventory after your product has been delivered and check for any damages or missing items.
- Do not list the contents on the outside of your shipping crates/cartons. Use a code to indicate contents.
- After show hours cover your display with a tarp or other solid material to discourage potential theft.
- Do not leave valuable exhibit materials or proprietary documents under tables or behind display when the show is closed, or your booth(s) is unattended.
- Always staff your booth during show open hours i.e., **10h00 – 17h00 daily**.
- Staff your booth until your product and/or the floor is cleared during breakdown.
- Once the show has closed, pack as quickly and safely as possible and do not leave your display unattended.
- To order additional booth security, please refer to the Service Order Form.

BUILD-UP

- Use plain boxes, containers and labels that do not identify the products.
- Have adequate personnel present at the booth to receive the shipment and take inventory.
- Report any discrepancy in goods received to the shipper immediately.
- Ensure you have proper insurance coverage.
- Store valuables out of site.

DURING THE TRADE FAIR

- Pack small items in boxes and place them out of site or remove them from the booth overnight.
- Never leave your booth unattended. Samples or briefcases/ handbags are easily taken.
- Ensure you have proper insurance coverage.
- Store valuables out of site.

BREAKDOWN

- Remain with your shipment until it is removed from your booth.
- Do not leave your booth unattended. Many outsiders have access to the booth area during this busy time.
- Keep plasma screens, computer screens or any other electrical equipment in plain boxes, labelled with information that does not identify the product.

i SIGHT LINES

All exhibitors are equal, regardless of booth size and should be given equal opportunity, within reason, to present their product in the most effective manner to the audience. Therefore, all exhibitors must abide by sightline guidelines to ensure their neighbours visibility from the aisle, and vice versa.

i SIGNAGE

- The Trade Fair Organizer reserve the right to remove any sign that is deemed inappropriate.
 - Use professionally made signs as hand-made signs lessen the effect of your display,
 - No photocopied signs stuck with Prestik will be allowed.
 - Signage may not protrude into the aisles and aerial banners are not allowed.
 - Pull-up or Tear drop signage is only permitted within the confines of your stand and may not exceed a height of 2500mm; these signs may not protrude over your stand walls and may not block a neighbour's visibility.

i SITE REGULATIONS

CERTIFICATE OF COMPETENCE

The law requires that operators of certain types of equipment must have a current certificate of competence or license (e.g., for forklift/scissor lift and cherry picker usage) and the contractor and/or sub-contractor must always have the required license in their possession. No reckless driving will be tolerated.

CUTTING & GRINDING

No cutting or grinding will be permitted in the venue.

EMERGENCY EVACUATION & EXITS

The contractor must be responsible in ensuring that he/she is familiar with the venue's evacuation procedure, and this has been explained to all his/her employees. Emergency exit doors, escape routes, walkways and stairways must always remain free from obstruction.

ENVIRONMENTALLY CONSCIOUS

- All fluorescent tubes, waste, building rubble and glass must be taken to the waste area for disposal.
- To avoid spillages, fuel or chemicals must be stored appropriately.
- To prevent pollution all spillages/leakages must be reported immediately.
- No chemical waste is to be discarded in the storm water drains.
- Appropriately marked bins are strategically positioned to prevent littering and assist onsite separation.

FIRE FIGHTING EQUIPMENT

Fire-fighting equipment must be always easily accessible.

FIRE REGULATIONS

- Advance notification of the intent to use a smoke machine or hazer must be given.
- Equipment which produces heat, smoke, or open flames as an integral part of the product demonstration must receive written approval from the appointed safety officer.
- No liquid petroleum is permitted inside the venue.
- Hessian/Thatch/Straw/Draping is a fire hazard and should be treated with a fire retarding compound.
- No crepe paper, corrugated paper, cardboard, PVC sheeting is permitted (except on the floor).
- Polystyrene products will not be permitted unless treated with a fire retarding compound. A certificate must be submitted.

GAS USAGE

No gas bottle(s) larger than 9kg is allowed on a stand. A temporary storage cage must be arranged.

HOT WORKS

No welding, grinding, cutting or the use of open flame equipment is permitted on site without the written approval of the appointed Safety Officer and the appropriate hazardous work permit must be completed. If approved the exhibitor/contractor must ensure that adequate precautions against damage to property or injury to persons, fire or hot metal are taken.

HOUSE RULES

- All tools and other items are to be stowed away in their designated storage place and work areas are to be maintained in a neat and clean condition.
- Waste material is to be disposed of in the proper manner.
- Rigging of lights and trussing needs to be accompanied by the necessary structural engineer certification.
- All equipment, fittings and materials are subject to inspection.
- The following is not permitted inside the venue: spray painting, welding, angle grinding or cutting of timber.

LOADING & OFF-LOADING OF MATERIALS

- Vehicles must be parked in a safe manner and must not create obstruction or danger to passing vehicles / pedestrians.
- Proper lifting equipment must be utilised when hoisting.
- Items are to be securely lashed to the vehicle prior to departure.
- The appropriate protective wear and equipment must be used.

OVERHEAD WORKING

The following measures must be undertaken prior to and during overhead work:

- A hazardous work permit is to be obtained before overhead work may commence.
- The area must be cordoned off and the appropriate signs are to be displayed.
- Personal protective clothing/equipment must be used.
- Tools and other materials may not be thrown to the ground.

REPORTING OF UNSAFE ACTS

Unsafe acts and conditions identified on site are to be reported immediately to the appointed Safety Officer.

PERSONAL PROTECTIVE EQUIPMENT

- Appropriate personal protective equipment must be always used.
- Access into the venue will not be allowed if the safety equipment criteria has not been met.
- The following items may be required based on the tasks being conducted:
 - eye protection and hard hats
 - full body safety harness
 - appropriate footwear (no open footwear will be allowed!)
 - dust masks

RESPONSIBILITIES

- Adopt safe work practices and wear PPE.
- Comply with venue policies, procedures, and house rules.
- Report pollution, hazards, and injuries immediately.

TOOLS, EQUIPMENT & VEHICLES

- Under no circumstances should Contractor's employees:
- Operate tools/equipment/machinery unless they have received training and have been certified.

- Utilize defective and/or damaged tools and equipment.
- All tools for the job at hand must be supplied by the Contractors and must be logged with Security on arrival.

VENUE SITE REGULATIONS

- Failure to comply with any of the above will result in your accreditation being revoked and you will be asked to leave the site.
- No person may enter the site without signing in at the Trade Fair Organizer Office.
- No person may enter the site under the influence of alcohol or any drugs, which also means no person may bring any alcohol or drugs onto site or take any alcohol or drugs on site.
- Persons who are taking prescription drugs or medicine for any illness are to report the matter to their supervisor and to the Safety Officer before commencing any work.
- No firearms, air rifles or explosives are permitted on site.
- No dangerous weapons (e.g., knives/guns) are permitted on site.
- No fighting, pushing, or pulling is permitted on site.
- No horse play (rough or unruly behaviour) is permitted on site.
- No flammable liquids or hazardous chemical substances are permitted on site.
- Personal Protective Equipment, as per site requirements, will be correctly always worn which in this case means the basic minimum is required:
 - Dust free goggles/appropriate eye wear
 - PPE Clothing (Hard Hats and High Visibility Vests and Steel Capped Shoes, etc.)
- Vehicles and driven machinery will adhere to all site speed limits and traffic signs.
- All driven machinery supervisors are required to sign the appropriate supervisory appointment prior to equipment being used.
- Vehicles and driven machinery will only be operated by currently licensed personnel.
- No machinery such as angle grinders, steel cutters, saws, will be operated on site unless all guards are securely fitted and the machinery, including any power cable, plug and electrical fittings are in good working condition. This includes a side control arm will be fitted to any angle grinder in use.
- Defective, damaged, or improvised tools are not permitted on site.
- All extension leads used on site are to be in good condition.
- No "twisted wire" repairs and no damaged insulation will be accepted.
- Ladders are to be in good, undamaged condition and fitted with anti-skid devices and all ladders are to be numbered and listed in an inspection register and held within the Contractor Safety File.
- All lifting machines on site will comply with the test and inspection requirements and annual load test certificates are to be available for inspection and held within the Contractor Safety File.
- Arc welding equipment will be in good condition with all insulation in place and no arc welding will be performed in rain or wet conditions.
- No hot work is permitted prior to physical inspection of the worksite by the Safety Officer. All combustible materials near the hot work site will be removed and a serviceable 9kg dry chemical powder fire extinguisher will be placed on immediate standby. No work will be permitted until the property has issued a hot work permit.
- Any hazard observed by any person on site is to be reported to the site Safety Officer immediately.
- Any spillage of cooking oil, motor oil, diesel or chemical substance is to be reported to the Safety Officer immediately. In the case of any hazardous spillage, the source of the leak is to be stopped as a matter of priority and the substance is not to be permitted to enter any drain or water course, the spill kit on site is to be used immediately.

i SMARTBUILD™

- **SMART BUILD™** is a new division within RX Africa which offers an in-house design and stand build service, available to exhibitors who have booked 12sqm and above space only exhibition stands. As a division within RX Africa, exhibitors are assured that you are working with a secure and trusted partner for a no-obligation design service unique to your specific requirements.
- **SMART BUILD™** provides exhibitors with a highly experienced project management team; on-site support from build-up through to break-down of the event and assistance of the submission of health and safety documents. All plans are submitted on behalf of the exhibitor.

Contact Paul Robberts
 Mobile No +27 (0)72 444-1949
 Email paul.robberbs@rxglobal.com

i SMOKING

Smoking within the EIEC & AICC is prohibited, but designated smoking areas are provided outside of the buildings.

i STAND BUILDER INSURANCE

- All stand contractors **must** have Valid Insurance Coverage for the entire show period i.e., **Monday 06 – Thursday 16 November 2023**.
- The contractors must have an insurance policy that provides cover for their employees in case of accidental death or permanent total/partial disablement when they are working on their booth.
- The following should be the scope of coverage of the insurance policy:
 - **Property All Risks** - this insurance provides cover for any accidental physical damage to property displayed at the exhibition center including the booth.
 - **Third Party Liability** - In case of any accidents during build-up, show days and breakdown, this insurance should cover the legal liability of the contractor towards any third-party injuries onsite.

- **Contractors All Risks Insurance including Third Party Liability** - this insurance will indemnify the insured in respect of any physical loss or damage to the insured property during build-up, show days and breakdown.
- In case of any accidents during build-up, show days and breakdown, this insurance should cover the legal liability of the contractor towards any third party injured onsite.
- **Accidental loss or damage to property belonging to third parties** occurring during build-up, show days & breakdown onsite or in the immediate vicinity of the site during the period of cover.

i STANDS – CONCOURSE AND DOUBLE DECK

CONCOURSE STANDS

- Double deck stands, and stands that exceed 3500mm in height, will not be permitted on the exhibition concourse.
- Due to Venue health and safety regulations to the public and hygiene standards needed for the food outlets within the concourse, all stands to be built on the concourse must be prefabricated and assembled onsite. Cutting, welding, grinding and spray painting will NOT be permitted at any time.
- If your stand is in the concourse, the marble floor must be protected during the build-up and break-down of the show. It is the exhibitors' responsibility to ensure that the contractor lay a protective covering under your stand to prevent the floor having direct contact with your stand. Carpet must be laid around venue property is strictly prohibited. The concourse has a weight limit of 1,000kg per m².
- All Stands in the concourse must cover the top of their stands as the mezzanine levels will be in use throughout the show, the finishing of the tops of the stands is mandatory. Top view visual of the stand should be included in the 3D Visuals / Renders & Full Technical / Working Drawings.
- Safety barriers must be placed around your exhibition space while building your stand on the concourse. Plastic cones and hazard tape are not accepted as safety barriers.
- Forklifts are NOT permitted on the concourse under any circumstances. The use of cherry pickers is only permitted under approval from the venue.

DOUBLE DECK STANDS

- Double deck stands must have prior approval from the Trade Fair Organizers' Operations Department.
- It is NOT permitted to drill foundations or any part of the stand into the venue floor under any circumstances.
- A suitable anchorage / platform must be installed with prior permission received from the venue. Please note that only a minimum of 400mm x 400mm x 12mm Mild Steel Plates will be accepted by the venue.
- All double deck stand plans must show the structural calculations and dimensions.

DOUBLE DECK STANDS SUBMISSION GUIDELINE

- All double deck stand designs must be submitted with a plan showing the location of the stand along with a detailed, fully dimensioned plan of each level of the stand, a detailed fully dimensioned section drawing through each storey and an elevation drawing.
- These should also include:
 - The form and dimension of every structural member.
 - The form, details and method of every connection between structural members.
 - The detail of all materials used in the construction.
 - The form, details and dimensions of every staircase.
 - The width and position of any emergency exit and/or fire escape route in the stand.
 - The provision made in the structure for protection against fire and the spread of flame.
 - Structural calculations are mandatory for all double deck stands. Please ensure that you have a qualified engineer to provide structural calculations before you decide on a double decker – We are unable to process any double decker stands without the submission of your structural calculations with the design.
- **Important Note:** Spiral staircases are not permitted on Double Deck Stands.
- Late submission of stand designs (14 days prior to the first day of build-up) will be subject to a late submission fee. For further information please contact the Operations team.

i STORAGE

- Storing of any crates, boxes or other show materials behind your stand is strictly prohibited.
- Violators of fire codes are subject to fines and confiscation of materials.
- Empty crates and boxes must be removed from the exhibitor's stand.
- Neither the Trade Fair Organizer nor the Venue can be held responsible for goods that arrive early or are left after the breakdown period of the exhibition; the cost of disposing of any such item will be for the exhibitor's account.
- Small storerooms (built from PST shell scheme panels) can be ordered through the service order forms.

i STRUCTURAL CERTIFICATION

- The structure of the stand shall safely sustain the combined dead and imposed loads without any deflection or deformation which will impair stability.
- All materials used in the construction shall be:
 - Non-combustible material
 - Flame resistant timber of any thickness.
 - Flame resistant plastic and boarding.
 - Chipboard or block board at least 16mm thick

- All materials used for decorative finishes to the stand shall be:
 - Secured at floor level.
 - Shall not ignite when subjected to a flame for 10 seconds.
 - Any paint shall be water based (the use of paint sprayers is no permitted).
 - Cavities and spaces around the venue shall not be used for storage of empty crates, cartons and boxes or packaging materials.

i TEMPORARY STAFF POLICY

- All temporary staff **must** have a valid work permit when working at the exhibition.
- All temporary booth staff hired must also have an exhibitor badge. Please complete and submit their details via the exhibitor manual.

i VALUE-ADDED TAX (14%)

- Orders placed prior to moving onsite will be charged at 15% VAT (as per South African regulations)
- Orders placed on site (05 – 16 November 2023) will be charged at 14% VAT (as per Egypt regulations).

i VEHICLES AND HEAVY MACHINERY ON DISPLAY

- If vehicles and heavy machinery are to be displayed on your booth, please make sure you advise the Operations Team
- The following criteria must be adhered to when displaying a vehicle in the Halls:
 - The exhibitor must provide the vehicle make, weight and dimensions before placement can be approved.
 - The vehicle must be static and have its engine switched off for the duration of the exhibition.
 - The vehicle must only contain enough fuel to get the vehicle into position and back out during the breakdown.
 - Extra petrol/diesel may not be stored in the venue.
 - The vehicle must have a lockable fuel cap.
 - The vehicle must have a drip tray placed under the engine.
 - The battery must be disconnected.
 - Vehicles may not be started, run, or moved during event hours.
 - A fire extinguisher must be positioned on the stand and must be easily accessible, sealed and serviced.
 - A 24hr contact name and number must be given to the Operations Team.
 - The vehicle keys must be left with the Operations Team in case removal is necessary.
 - EIEC and the Trade Fair Organizer accept no responsibility for any vehicle that is damaged when being brought into or out of the Hall(s) or once in its final position.
 - Any damage caused to the Venue because of vehicle movement will be charged back to the Exhibitor and/or his appointed Stand Builder.
 - You must work closely with the Organizers when arranging to bring the vehicle into the exhibition; often it may be required to enter the halls before the build-up dates due to the logistics of building the exhibition around the vehicle.
 - It is the responsibility of the exhibitor to make sure that vehicle is cleaned, please contact the Organizers.

i VENUE CARE

- No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings, or pillars of the building. This includes any equipment or device whatsoever which would be affixed to or suspended from any structure of the building and attachments that would damage any surface or structure in any part of the building. Any such attachments would require that the EIEC institutes a penalty per hole drilled and the client will be liable for all repairs.
- All trolleys are to be fitted with a comprehensive non-marking rubber protection layer which will ensure that no metal/wooden portion of the trolley meets any aspect of the building infrastructure. Furthermore, the rubber wheels of all trolleys are to be of such a nature that it is non-marking and non-damaging to all surfaces within the building, whether it be tiling, laminated flooring, carpeting and/or concrete surfaces.
- Painting, nailing, or drilling of floors, walls, ceilings, or any other part of the building is not permitted.
- Exhibitors laying any floor covering must use an adhesive that will not damage the floor and is easily removed.
- Any floor covering tape not removed by the exhibitor will be subject to a removal charge.
- No signs or other articles are to be fastened to ceilings, walls, pipes, or electrical fixtures.

i VENUE CHARGES

Please note that these charges are required to be paid directly in cash to the venue during build-up, show days and breakdown period.

VENUE MARSHALLING YARD ACCESS FEE

Any vehicle accessing the venue marshalling yard during build-up, show days and breakdown will be charged for each entry as listed below:

- **EGP50** per entry for a single small truck
- **EGP150** per entry for a single large truck

i WASTE MANAGEMENT

- Exhibitors are reminded that no waste materials can be abandoned in the halls or on-site at any time. We would like to highlight that this includes all stand fitting materials, carpet tape and pallets and that any costs incurred for the removal and disposal of any abandoned items will be passed on to the relevant exhibitor or contractor.
- Exhibitors are responsible for their own waste removal during build-up and breakdown. Their contractor should remove the build-up material. Paint cans should not be thrown inside the waste skips and should be removed from the venue premises. The skip area must always be kept free to allow uninterrupted access to the venue.
- Exhibitors must ensure that the aisles, public circulation areas are kept clean of all rubbish and removed from site if it is non-recyclable.
- No chipboard, wood, stones, bricks, tiles, sand, or steel may be dumped in the skips.
- Exhibitors will be charged for the dumping of building material in the skips allocated for general waste (paper/plastic).

SAFETY RULES AND REGULATIONS

i INTRODUCTION

Before any work should begin on site, the exhibitor and their contractor must evaluate any risk that might be caused by the building of a stand, which looks at probable and possible hazards and dangers and in so doing the exhibitor should be able to put in place plans and procedure to limit or nullify the risk. These steps are essentially the reasonable steps that the exhibitor will take in limiting injury, loss of life, civil & public liability.

BUILD-UP

To ensure a risk-free environment for both you and these contractors you are required to comply with:

- All personnel are required to wear hard hats and high visibility vests when working in areas deemed to be a construction site.
- All saws, grinding wheels and other portable equipment are to be guarded as required by the OHS Act and no open unguarded inverted saw blades will be allowed.
- A "Hot Works" permit will be required where any welding or grinding is carried out.
- Any person(s) working in an elevated position will require a safety harness which must be secured to a safe structure.
- A permit is required for all scaffolding utilised on site. This permit must be displayed during use. No scaffold structure above 6 meters from the platform may be erected.
- Do not enter any area where a barrier is being erected.
- Erect appropriate warning signs when undertaking a high-risk activity in your own area.
- Do not bring any unauthorized or unnecessary persons onto the site.
- Note the emergency evacuation procedures for fire and other potential dangers.
- Lighting must be compliant – securely affixed, heat resistant cover.
- Be aware of tripping hazards i.e., tape down all electrical cables.
- Be aware of forklifts and overhead works.

DURING SHOW

- Ensure all power cabling is secured and out of the way of visitors and others.
- Don't encroach into the aisles.

BREAKDOWN

- Follow the same principals as for build-up phase.
- Watch for sharp objects – nails, staples.
- Do not lift heavy items on your own.

i AISLE ENCROACHMENT

- Fire regulations dictate that aisles need to be a minimum of 3m wide and always kept clear.
- Please ensure your stand design or the contents of your stand stay within your allocated space and do not protrude into the aisles. This includes rugs, mats or ground floor covering of any sort; camera's, podiums, stabilising poles (e.g., tents) etc.
- Where raised platforms are used the corners need to be rounded off or splayed, or otherwise protected to ensure clear passage. Please ensure you measure your platform carefully as it will in no way be allowed to protrude, even by a few centimetres into the aisle space.
- No doors or windows or any item may open or swing into the aisles.
- It is within the Trade Fair Organizer's right to make on-site adjustments, close a stand or the entire show should they feel visitors may be at risk of injuring themselves (tripping etc.) or unable to evacuate easily in an emergency.

i CEILINGS

- You must provide a valid fire extinguisher and smoke detector on your stand.
- The ceiling and/or canopy material used must be flame proof (certificate/written confirmation to be provided).

i COMPLIANCE

- All contractors and exhibitors will be required to comply with all relevant Disaster Management legislation, OHS legislation and Public Health Department regulations and legislation. All exhibitors and contractors will be required to complete the **Exhibitor Indemnity** prior to being issued with their access badges.

i EMERGENCY PROCEDURES

BEFORE THE EXHIBITION OPENS

- Clear away all extra material from the booth such as packaging, containers, and any goods not essential.
- Please be aware of the emergency procedures applicable to the venue and familiarize yourself with the emergency exits and firefighting equipment and be aware of where security is stationed.
- It is a requirement of the Act that all practical steps be taken to ensure the safety of your staff and public.

WHEN THE EXHIBITION OPENS

- The PA system will only be used by the Trade Fair Organizer for pre-approved announcements as well as emergency announcements during the show hours and for clearing the exhibition in the evening.
- If it becomes necessary to evacuate the building a public address system announcement will be broadcast (in English and then in Arabic) every 15 seconds.
 - Switch off all electrical equipment on your stand and make your way calmly to the nearest available exit.
 - Both exhibitors and visitors should assemble outside the hall and await further instruction from security personnel.
 - Do not stop or attempt to return to collect your personal belongings.
 - Arrange for one person on your stand to search the stand and look for any suspicious or foreign articles, packages, or strange objects.
 - If any suspicious item is found, report it immediately to the Trade Fair Organizer and/or Security.
 - Ensure you follow the instructions of the venue staff who will direct you to the nearest place of safety.
 - Exhibitors will not be permitted back into the building until Civil Defense clearance is given to Venue Senior Management.
- Should the threat turn out to be a false alarm, security personnel will advise you thereof. In this case, exhibitors will return to the hall first and visitors will follow five minutes later.
- In the event of a bomb threat, the recipient **must immediately** contact emergency services, then security, then the Trade Fair Organizers' office.



EXHIBITION SAFETY POLICIES

All Floor Space Only/Custom Stand Exhibitors must include the following documentation in the required Safety File which must be presented to the Safety Officer prior to build-up:

- All technical drawings and floor plans (top view and side view showing all dimensions, construction material to be indicated as well)
- Occupational Health & Safety Policy and Plan
- A written policy concerning the protection of the health and safety of his/her employees at work. It includes a brief description of the organisation and the arrangement for carrying out and reviewing that policy.
- A written appointment of a supervisor to oversee all work done on site.
- A written appointment for providing medical assistance on site, build-up, breakdown & show days.
- A written appointment for a ladder inspector, inclusive of a register listing all ladders in use on site.
- Proof that on-site Risk Assessment was conducted by a competent person for the specific task performed.
- A written appointment of a competent person to supervise and inspect the machinery being used (full time employee).
- A written appointment of a competent and suitable person(s) operating high powered machinery (sanding machines, grinders, circular saws etc.)
- Submission of an Electrical Installation plan (Certificate of Compliance) after the job is complete.
- A structural engineer's certificate (required for stands over 2.5 meters).
- Proof of Public Liability.



EXITS AND FIRE ESCAPES

- No furnishings, decorations or other objects can obstruct exits, access to exits or visibility of emergency exits. The required path of travel to exits may not be blocked by furniture or any other moveable objects.
- Fire escapes are located at intervals throughout the halls.
- Fire extinguishers and hose cabinets are to always remain visible and accessible.



FABRICS & DECORATIVE FINISHING

- All textile materials being used for decorative finishes to stands must fulfil the following health and safety criteria:
 - Shall be able to pass a test for flammability or for surface spread of flame.
 - Fire retardant certificate is to be submitted for any fabric used on the booth.
 - Shall be fixed taut or in tight pleats to a solid backing.
 - Shall not ignite when subjected to a flame after 10 seconds.
 - Shall not have an afterglow when subjected to a heat source for 10 seconds.
 - Any paint used should be water-based and the use of paint sprayers in the halls is not permitted.



FIRE AND EVACUATION PROCESS

- If you discover a fire or someone reports a fire to you, immediately raise alarm.
- Operate the nearest fire alarm call point by breaking the glass. If you do this (and it is safe to do so) please stand near the fire point to direct the attending security officer to the fire.
- At the sound of the fire alarm:
 - Switch off electrical equipment on your stand and make your way calmly to the nearest available exit and proceed to an area well clear of buildings.
 - Restrict your actions to try and prevent the fire from spreading by closing doors/windows and raising the alarm.
 - Do not do anything to endanger your life.
 - Do not stop or attempt to return to collect your personal belongings.
 - Remain outside the buildings until all clear sign is given.
 - Ensure you follow the instructions of the Venue staff who will direct you to the nearest place of safety.
 - Try to prevent people from going near the fire until help arrives.
 - Please try to stay calm and encourage others to do the same and please help those that appear to be experiencing difficulties.

i FIRE REGULATIONS

- Fire extinguishers of approved pattern and capacity can be found at various locations around the hall. Please ensure that all booth personnel are familiar with the following:
 - Fire exits and extinguishers must never be blocked.
 - No paint or paint thinner can be placed near the electrical distribution boxes.
 - Empty cartons/boxes, catalogue boxes, booth materials and combustible waste must be disposed of and not stored behind booths.
- All materials used in the construction and decoration of an exhibit must be flame retardant.
- All vehicles not on display must be removed from the facility before visitors are allowed onto the floor.
- Hessian, thatch, and straw are regarded as major fire hazards and exhibitors planning to use these as part of their display will be required to provide a current Fire-Retardant Certificate indicating that the product has been treated with a fire retarding compound. When material draping is used as part of a display, please ensure the draping does not meet electric wiring, fittings and/or globes and should hang no lower than 5cm above the carpeted floor.
- Polystyrene products will be prohibited unless treated by a fire retardant and certificated proof provided by the exhibitor. Only on receipt of the Certificate may the stand be constructed.
- All materials used in the show must be of a non-flammable nature and resistant to conform to local fire ordinances and in accordance with regulations established by the National Association of Fire Underwriters. Fire regulations prohibit the use of crepe paper, corrugated paper, cardboard, PVC sheeting (except on the floor to prevent damage to carpets) or any other highly combustible flammable material.
- The use of industrial gases of inflammable or toxic nature for demonstration purposes will not be permitted in the exhibition venue unless a detailed application has been made to the Fire Department or the Factories Inspector. If approved, the Fire Prevention Bureau (FPB) conditions must be complied with. If this application is not made, gas cylinders and naked flame demonstrations will not be permitted.

i FLAMMABLE GASES / TOXIC CHEMICALS / ETHANOL

- Exhibitors wishing to incorporate the use of flammable gases or toxic chemicals as part of their exhibit must inform the Trade Fair Organizer in advance of build-up.
- General rules and regulations are outlined below:
 - The use of cellulose thinners or other flammable solvents is prohibited within the halls, as is the use of paint sprayers.
 - No flammable liquids or gases, fuel or mineral oils shall be brought into the halls without the written consent from the Trade Fair Organizer and Venue.
 - Bottled gases may only be used if approved in advance and only one (1) bottle will be allowed on a booth at any time. Bottles may not be exchanged while the exhibition is open to the public. Spare bottles must be stored in an approved lockable storage cage provided by the Venue.
 - It is prohibited to display equipment of any kind incorporating radioactive materials.
- **For the use of ethanol, the following information must be provided:**
 - Submission of the MDS (material details sheet (with full specification on liquid certification and images of the containers limit the spread if the contained flammable materials designed to.
 - Number of units displayed within the exhibit.
 - Approved certification of fire units.
 - Risk assessment certificate.
 - All documents must be submitted before **Monday 02 October 2023**.

i OCCUPATIONAL SAFETY AND HEALTH

- Contractors need to ensure they are working according to the guidelines and regulations as prescribed by the Labor Code (Law No. 12/2003, Book V). It is required that all contractors and sub-contractors adhere to the Safe Working Practices as set out therein.
- Staff and contractors shall be vigilant towards health and safety issues to themselves and others in the area and shall observe the following practices which will be monitored and enforced by the Trade Fair Organizer:
 - Understand the Fire and Emergency Services procedures.
 - Ensure that aisles leading to emergency exits are kept clear and unobstructed.
 - The use of hard hats when working or restricting access to hazardous areas.
 - The need to wear suitable protective clothing (eye, ear, foot, and hand) where relevant.
 - Ensure portable power equipment is used for the purpose intended, with safety guards correctly fitted and used.
 - The safe use and storage of flammable liquids/substances and segregation from waste and other risk areas.
 - When the use of chemicals and liquids are no longer required; the items are to be removed from the venue for safe and proper disposal. Such products may not be disposed of in general refuse.
 - Ensuring that portable electric tools are used with minimum length of trailing leads and not left unattended when connected to a live power supply.
 - That proper scaffolding is used during construction and that safety features are provided in accordance with established standards and tower scaffolding is used and properly constructed.

i OPEN FLAMES

Any exhibitor who requires the use of gas or open flames (inclusive of candles) must **apply in writing** by **Monday, 02 October 2023** to Tracey Williams on email tracey.williams@rxglobal.com.

i RISK ASSESSMENT

- Risk can occur at any time during the event, and it is your responsibility to be always vigilant.
- Take the following precautions to avoid accidents:
- Don't leave boxes lying in walkways.
- Ensure the stand looks safe and secure and report any problems to the Services Office.
- Take care when using and setting up electrical equipment; person setting up the equipment must be qualified.
- Tape down all cables securely.
- Do not leave your stand unmanned.
- Watch your surroundings—risks can develop any time.

i STAIRS

- 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 1000mm in width.
- Toe boards of a minimum height of 150mm are required on landings and around the top decks of double decker areas.

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 1000mm. the balustrade should be 1200mm 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.

i SUSPICIOUS PACKAGES

- If you notice a suspicious package or item, or someone reports it to you, **do not attempt to open it, move it, or touch it.** Inform security and the Trade Fair Organizer of the location of the item or package.
- **Do not handle the object under any circumstances.**
- Do not panic.
- Exhibitors must refrain from touching any objects of concern and from removing exhibits from the venue.
- Evacuation of the venue will be announced over the PA system.
- Exhibitors are requested to point out the direction of emergency exits to staff and visitors.
- Do not stay in the building once you have been instructed to leave. Do not stay to collect valuables etc.
- Ensure that visitors are directed quickly and calmly to a safe exit. If possible and you have enough staff, escort them to it.

NOTES

[illegible]