Congress dates
4 - 8 December 2017

Location
Abu Dhabi National Exhibition Centre (ADNEC)

Mailing address & deliveries
IDF Congress 2017 c/o EFI Logistics
c/o JKK International Freights LLC
WA 3, Unit 01, Dubai Investment Park
Dubai, United Arab Emirates
Attention: Dinesh Nair
Tel: +971 4 885 4966

Main entrance for participants
Abu Dhabi National Exhibition Centre
Khaleej Al Arabi Street, Abu Dhabi
United Arab Emirates

Exhibition opening hours
5 December 2017, 09.30-17.00
6 December 2017, 09.30-17.00
7 December 2017, 09.30-17.00

Build-up
2 December 2017, 08.00-18.00
3 December 2017, 08.00-18.00
4 December 2017, 08.00-16.00

Dismantling
7 December 2017, 17.00-23.59
8 December 2017, 00.00-23.59
### IMPORTANT DATES

<table>
<thead>
<tr>
<th>Activity</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early-rate registration</td>
<td>Payment received on or before 18 August 2017</td>
</tr>
<tr>
<td>Deadline for submission of stand plan including dimension, stand description, structural engineer’s certificate (for stand over 3 meters in height)</td>
<td>1 September 2017</td>
</tr>
<tr>
<td>Deadline for detailed drawing of covered stand (if applicable)</td>
<td>1 September 2017</td>
</tr>
<tr>
<td>Deadline for submission contact details of official contractor(s) to IDF</td>
<td>1 September 2017</td>
</tr>
<tr>
<td>Deadline for submission of satellite symposium content for approval by IDF</td>
<td>1 September 2017</td>
</tr>
<tr>
<td>Deadline for submission of webcast order form</td>
<td>6 November 2017</td>
</tr>
<tr>
<td>Deadline for submission of congress bag insert for approval by IDF</td>
<td>1 September 2017</td>
</tr>
<tr>
<td>Application to build extensive staging</td>
<td>1 September 2017</td>
</tr>
<tr>
<td>Standard-rate registration</td>
<td>Payment received on or before 13 November 2017</td>
</tr>
<tr>
<td>Mailing of final booth number to exhibitor</td>
<td>1 September 2017</td>
</tr>
<tr>
<td>Deadline for submission purchasing orders (electricity, IT, telecom, plumbing, cleaning, furniture, etc.)</td>
<td>1 November 2017</td>
</tr>
<tr>
<td>Cut-off date to order AV equipment</td>
<td>6 November 2017</td>
</tr>
<tr>
<td>Deadline for delivery of conference bag insert to advanced warehouse</td>
<td>15 November 2017</td>
</tr>
<tr>
<td>Opening / welcome reception</td>
<td>4 December 2017</td>
</tr>
<tr>
<td>IDF 5K Run/Walk</td>
<td>6 December 2017</td>
</tr>
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1. GENERAL INFORMATION

1.1 Congress dates and venue

The IDF 2017 Congress, Abu Dhabi, will take place in the Abu Dhabi National Exhibition Centre (ADNEC) from 4 to 8 December 2017.
Abu Dhabi National Exhibition Centre
Khaleej Al Arabi Street, Abu Dhabi
United Arab Emirates
http://www.adnec.ae/

For general enquiries related to the congress venue please contact Guest Services directly:
T: +971 (0) 2 444 6900

1.2 Congress contact details

All enquiries and correspondence in relation to exhibition, satellite symposia and sponsorship should be directed to:
■ Said Laghmari – Industry and Logistics Manager
  T: +32-2-543 16 33
  F: +32-2-40 30 830
  E: industry@idf.org

For information on registration, please contact:
■ Margarita Babenko – Registration & Coordinator
  T: +32-2-543 55 11
  F: +32-2-40 30 830
  E: registration@idf.org

For general enquiries, please contact:
■ Congress Secretariat – IDF
  Chaussée de La Hulpe 166
  B-1170 Brussels - Belgium
  T: +32-2-538 55 11
  F: +32-2-538 51 14
  E: congress@idf.org
  www.idf.org/congress

1.3 Definitions

Within this manual, the following terms are defined as:
■ ADNEC: Abu Dhabi National Exhibition Centre
■ Congress: IDF 2017 Congress, Abu Dhabi
■ Exhibition: The exhibition held in conjunction with the IDF 2017 Congress, Abu Dhabi
■ Exhibitor: Includes any person, firm, company or corporation and its employees to whom space has been allocated for the purpose of presenting their products and services to a targeted audience.
■ The organiser: International Diabetes Federation (IDF)

1.4 Official suppliers and contacts

Official suppliers appointed by IDF will invoice the customers directly. Order forms are available on the IDF congress website.

Audio-Visual

IDF has appointed an AV consultant to assist companies with their satellite symposia. For further details about the standard set-up and requests for extra material, please contact Michael De Backer: michael@debackerconsultants.com
The cut-off date to order AV equipment is 6 November 2017. Orders received after this deadline will be subject to availability and may incur a surcharge.
On-site orders are subject to availability and will incur a surcharge of 25%.

Catering

The official and exclusive caterer of the Abu Dhabi National Exhibition Centre (ADNEC) is Capital Hospitality. For catering orders please contact:
■ T: +971 (0) 2406 3777
  E: sales@capitalhospitality.ae

www.idf.org/congress
Freight-forwarding

The official freight-forwarding and on-site handling agent is EFI Logistics:
- EFI Logistics – Ashley Head
  Unit 1 Mid Sussex Business Park, Ditchling Common, Burgess Hill, West Sussex BN6 8SE
  T: +44-1444 871314
  F: +44-1444 237749
  E: ashley.head@efilogistics.com

Housing

International Conference Services (ICS) is the official and exclusive housing bureau for the IDF 2017 Congress, offering assistance with the coordination of housing requests.

ICS have secured rooms in different hotel categories across Abu Dhabi. Visit the housing portal on www.idf.org/congress for easy and convenient booking.

All sponsors, exhibitors and delegates are encouraged to book only through the ICS housing bureau to benefit from special rates.

- International Conference Services ICS
  T: +1 720 325 2944
  F: +1 604 681 1049
  E: IDF2017-housing@icsevents.com

For group bookings (10 or more) please contact:
- E: IDF2017-grouphousing@icsevents.com
  T: +1 604 681 2153

Hostesses

To book hostesses, please refer to the order form available on the website. Please note that hostesses are considered to be part of the personnel allocation of each company and need to be registered as exhibitors to access the exhibition floor or satellite symposia room. (deadline: 4 September 2017).

Lead retrieval

To book a lead retrieval device please contact:
- Covr bvba
  T: +32 (0) 14 21 22 23
  F: +32 (0) 14 21 22 87 98
  E: mandy@covr.be

Please refer to the booking form available on the website.

Stand-builder

All requests about shell scheme set up, additional furniture, graphics, carpet, main power, water & waste, custom build stands requests should be addressed to GES, the Official show’s contractor for IDF Congress 2017:
- GES UAE Service Centre
  E: idf@ges.com
  T: +971 4 885 9336
  +971 4 885 5448

Please refer to the booking form available on the website.

Travel

Esser Travel is the official travel agency for the IDF 2017 Congress and will offer assistance with the coordination of travel requests. Book via our website www.idf.org/congress and benefit from discounts of up to 20% on Star Alliance airlines. These reduced rates are only applicable to flights booked through the IDF website.
- IDF 2017 Congress Travel Agency
  E: idf2017-abudhabi@essertravel.com
  T: +30 21 0963 2404
  F: +30 21 0963 2589
1.5 **Catering**

A sandwich lunch will be served from 11.45 to 13.00 (Tuesday 5 – Friday 8 December) at designated areas located in the Abu Dhabi National Exhibition Centre.

1.6 **Press and media**

IDF provides complimentary access to its press centre to credentialed members of the media, including print, broadcast, and online media. Only media representatives holding valid credentials will be admitted to the press centre. No individuals representing a company, organisation or public relations firm will be allowed into the press room.

A fully equipped press and media room will be set up in Capital Suite 19 & 20, level 1 of the ADNEC. To avoid time conflicts with press conferences and media events organised by IDF, requests for press conferences and other media events on the exhibition floor, at meeting sites and in hotels related to the IDF Congress, need to be sent to IDF at the latest by 4 September 2017.

1.7 **Registration**

Registration rates are quoted in EUROs, to register please visit the congress website [http://www.idf.org/congress/registration](http://www.idf.org/congress/registration).

<table>
<thead>
<tr>
<th>Category</th>
<th>Early rate Payment received on or before 18 August 2017</th>
<th>Standard rate Payment received on or before 13 November 2017</th>
<th>Onsite rate 4-8 December 2017</th>
<th>Day rate (on site only)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular rate</td>
<td>550</td>
<td>880</td>
<td>990</td>
<td>330</td>
</tr>
<tr>
<td>Reduced rate (1)</td>
<td>400</td>
<td>600</td>
<td>700</td>
<td>330</td>
</tr>
<tr>
<td>Student (2)</td>
<td>110</td>
<td>110</td>
<td>110</td>
<td>110</td>
</tr>
<tr>
<td>Low income economies (3)</td>
<td>220</td>
<td>330</td>
<td>440</td>
<td>165</td>
</tr>
</tbody>
</table>

(1) This reduced rate is available for healthcare professionals other than medical doctors. This reduced rate is also available for medical doctors 35 years old or younger at the time of the congress.

(2) This reduced rate is available for participants who are students at the time of the congress. This rate is not applicable to persons holding a post-doctorate degree.

(3) This reduced rate is available for participants who are citizens AND residents of low-income country as per World Bank classification.
Participants will be able to register on site during the following opening hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday 3 December 2017</td>
<td>9.00 – 17.00 (group registration only)</td>
</tr>
<tr>
<td>Monday 4 - Thursday 7 December 2017</td>
<td>07.00 – 17.00</td>
</tr>
<tr>
<td>Friday 8 December 2017</td>
<td>07.00 – 11.00</td>
</tr>
</tbody>
</table>

The registration area, for both groups and individuals, is located in the ADNEC concourse, Entrance F.

**Group registrations**

The group registration is at the regular rate per person and available for groups of at least 10 participants. IDF also offers discounted group rates, for more information please contact:
- Margarita Babenko, Registration Coordinator
  T: +32 2 543 1626
  E: registration@idf.org

The registration rate includes:
- Admission to programme sessions
- Admission to the exhibition and poster area
- Congress bag containing the final programme
- Invitation to the opening ceremony
- Access to the internet zone/WIFI
- Lunch (Tuesday - Friday)

To view full terms & conditions for individual and group registrations please consult our website [http://www.idf.org/congress/registration](http://www.idf.org/congress/registration)

**Exhibitor registration and badge collection**

The exhibitor registration desk will be located in the ADNEC Concourse Entrance F. Opening hours are as below:

<table>
<thead>
<tr>
<th>Day</th>
<th>Opening hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 4 - Thursday 7 December 2017</td>
<td>07.00 – 17.00</td>
</tr>
</tbody>
</table>

All exhibitor badges can be collected at the exhibitor registration desk.

**Number of exhibitor badges**

Companies sponsoring the congress will be entitled to a maximum of four free badges per 9 sq meter booked. Any number of exhibition staff (be it actual company staff or local stewards/hostesses) in addition to the free badges allocated, will need to be booked on site at the cost of EUR 50 per badge.

These badges will give access to the exhibition and the satellites ONLY but NOT to the scientific sessions.

To allow their staff to participate in the scientific programme, companies will need to book their staff as regular delegates.

During the exhibition and non-show hours, individuals without an exhibitor badge will not be admitted into the halls. Replacement of a lost badge will cost 50 EUR.

**Wearing the badges**

Exhibitors should wear their official congress badge in a clearly visible way and at all times when in the exhibition area or indeed in any other part of the building. Wearing other badges, including company ID badges, will not be sufficient and considered a violation of these guidelines.

### Scientific programme

The fully searchable scientific programme of the IDF 2017 Congress will be available on our website as of June 2017 and via the congress app as of September 2017.
1.9 Shuttle service

A complimentary shuttle service will be arranged by the City of Abu Dhabi between the official congress hotels and the ADNEC. Timetables will be available prior to the congress.

Companies wishing to organise private coaches for their guests can make their own arrangements and should inform the ADNEC at the latest by 4 September 2017, to arrange pick-up points at the ADNEC. Please contact:
- Victoria Crick
  Head of Event Management
  T: +971 (0)2 406 3546
  E: victoria.crick@adnec.ae

1.10 Networking opportunities

The following networking opportunities are scheduled within the framework of the IDF 2017 Congress, Abu Dhabi (latest update: 28 March 2017):

<table>
<thead>
<tr>
<th>Event</th>
<th>Congress day</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opening &amp; welcome reception</td>
<td>Monday 4 December 2017, 18.30</td>
</tr>
<tr>
<td>5K@IDF</td>
<td>Wednesday 6 December 2017, 18.30</td>
</tr>
<tr>
<td>Farewell evening</td>
<td>Thursday 7 December 2017, 17.30</td>
</tr>
</tbody>
</table>

More info on the networking programme: http://www.idf.org/congress/

1.11 Social responsibility

The International Diabetes Federation strives to act in a proactive, socially responsible and ethical way towards the global community and the environment in all of its projects and activities. IDF makes every effort to take decisions that reflect these ethics to fulfill its role in society. In this vein, IDF plans to support and encourage the Environmental Policy adopted by the Abu Dhabi National Exhibition Centre (ADNEC).

Exhibitors can help us support this approach by clearly marking boxes that are for recycling and plan for proper disposal to bring back materials with them during the dismantle of the booth.

1.12 Use of the IDF 2017 Congress logo

IDF encourages the use of the conference logo to help market your participation at the IDF 2017 Congress, Abu Dhabi. However, the usage of the logo of IDF and the logo of the IDF Congress, Abu Dhabi in signs, advertising, and promotion in any media or on descriptive product literature requires the written permission of IDF.

No endorsement by IDF of the exhibitor or its goods, services, expressed or implied is permitted without the approval of IDF. Requests for using the IDF or IDF Congress logo must be sent to the IDF Congress Secretariat no later than 4 September 2017 (said.laghmari@idf.org).

1.13 Middle East Africa Code of promotional practices

The Middle East Africa (MEA) Local Area Work Group (LAWG) is a representative body of the pharmaceutical industry in the Middle East. The MEA LAWG has adopted the MEA Code of Promotional Practices based on a premise of voluntary control of advertising of medicinal products by self-regulatory bodies. Its goal is to provide accurate, fair and objective information about medicinal products so that rational decisions can be made as to their use. A copy of the code is downloadable from our website.

1.14 Website

For the latest information about the IDF 2017 Congress please visit the congress website: http://www.idf.org/congress/.
2. EXHIBITION INFORMATION

Each exhibitor is responsible for providing their agencies and/or contractors with the information included in this document.

2.1 Location & venue floorplans

The exhibition will be held in exhibition halls 8, 9 and 10. The exhibition area is linked directly to the poster and catering area and is adjacent to the IDF member area Global Village, Diabetes Spotlight and Internet Zones, thus ensuring maximum visibility to all exhibitors.

Updated floorplans are accessible via the congress website http://www.idf.org/congress/industry.

2.2 Exhibition timetable

<table>
<thead>
<tr>
<th>Activities</th>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unloading of containers by EFI Logistics</td>
<td>Friday 1 December 2017</td>
<td>08.00 – 14.00</td>
</tr>
<tr>
<td>All stand material must be unloaded</td>
<td>Friday 1 December 2017</td>
<td>08.00 – 14.00</td>
</tr>
<tr>
<td>Contractors can enter the exhibition area</td>
<td>Friday 1 December 2017</td>
<td>14.00 – 22.00</td>
</tr>
<tr>
<td>Build-up exhibition (contractors in)</td>
<td>Friday 1 December 2017</td>
<td>14.00 – 18.00</td>
</tr>
<tr>
<td>Build-up exhibition (contractors in)</td>
<td>Saturday 2 December 2017</td>
<td>08.00 – 18.00</td>
</tr>
<tr>
<td>Build-up exhibition (contractors in)</td>
<td>Sunday 3 December 2017</td>
<td>08.00 – 18.00</td>
</tr>
<tr>
<td>Access to standard shell schemes</td>
<td>Sunday 3 December 2017</td>
<td>08.00 – 18.00</td>
</tr>
<tr>
<td>Build-up exhibition (contractors in)</td>
<td>Monday 4 December 2017</td>
<td>08.00 – 16.00</td>
</tr>
<tr>
<td>Access to Global Village</td>
<td>Monday 4 December 2017</td>
<td>08.00 – 16.00</td>
</tr>
<tr>
<td>All crates must be ready for removal</td>
<td>Monday 4 December 2017</td>
<td>16.00</td>
</tr>
<tr>
<td>Inspection (aisles must be clear)</td>
<td>Monday 4 December 2017</td>
<td>16.00</td>
</tr>
<tr>
<td>Exhibition open</td>
<td>Tuesday 5 December 2017</td>
<td>09.30 - 17.00</td>
</tr>
<tr>
<td>Exhibition open</td>
<td>Wednesday 6 December 2017</td>
<td>09.30 - 17.00</td>
</tr>
<tr>
<td>Exhibition open</td>
<td>Thursday 7 December 2017</td>
<td>09.30 - 17.00</td>
</tr>
<tr>
<td>Removal of small items only (no crates will be returned until the removal of the aisle carpet is completed)</td>
<td>Thursday 7 December 2017</td>
<td>18.00 - 22.00</td>
</tr>
<tr>
<td>Forklifts in</td>
<td>Thursday 7 December 2017</td>
<td>17.00</td>
</tr>
<tr>
<td>Dismantling</td>
<td>Thursday 7 December 2017</td>
<td>17.00 - 23.59</td>
</tr>
<tr>
<td>Dismantling</td>
<td>Friday 8 December 2017</td>
<td>00.00 – 23.59</td>
</tr>
<tr>
<td>ADNEC must be cleaned of properties</td>
<td>Friday 8 December 2017</td>
<td>23.59</td>
</tr>
</tbody>
</table>

For safety and aesthetic reasons, exhibitors are required to set up and dismantle their booths at the times mentioned above. Exhibitors will have access to their stands 2 hours before the official opening hour. All exhibitors agree to comply with the opening and closing times published in this manual.

Exhibitors will be responsible for any charges incurred if the exhibition area is not cleared by the stated time of 23.59 on Friday 8 December 2017.
2.3 Booking of exhibition space

Booking requests are dealt with on a first-come, first-served basis. To apply for floor space, please contact:
- Said Laghmari, Industry Relations Manager:
  T: +32 (2) 543 1633
  E: industry@idf.org

The fees are as follows:
- 750 EUR/sq m (Commercial Organisations / < 18 sq m)
- 720 EUR/sq m (Commercial Organisations / 19-100 sq m)
- 700 EUR/sq m (Commercial Organisations / 101-150 sq m)
- 680 EUR/sq m (Commercial Organisations / > 150 sq m)
- 350 EUR/sq m (non-profit organisations)
- 6,120 EUR (shell schemes/9 sq m)

With the exception of shell schemes, exhibition space is allocated as “space only”, that is without any prefabricated walls, installations, furniture, carpet, electricity, shell schemes or any other technical supplies. The exhibitor should take care of the set-up and installation of its stand.

2.4 Subletting and sharing exhibition space

The exhibitor shall neither share nor sublet the whole or part of the allocated exhibition space to a third party without the written agreement of the organiser.

2.5 Assumption of risk for exhibitors

Each exhibitor shall assume the risk of any injury, loss and/or damage and all risks of loss for their merchandise, displays and any other property located in the exhibition area, storage or any other area where access has been provided to exhibitors by the ADNEC.

IDF has appointed the ADNEC to provide security services and control access to the exhibition hall, however such personnel shall not be deemed to affect the non-liability of IDF and its members, officers, representatives, employees and/or the official service providers to modify in any way the assumption of risk and release provided for above.

It is highly recommended that exhibitors take precautionary measures by ordering security for their specific needs, through the ADNEC security department. Security order forms are available on the congress website.

2.6 Insurance

Whilst IDF and the ADNEC take every precaution to protect your property during the congress, they are not responsible for any damage or loss.

The ADNEC will not be responsible for the safety of articles of any kind brought onto the premises by event organisers, delegates, exhibitors, their agents, contractors, visitors and/or any other person(s) whatsoever.

Exhibitors are strongly encouraged to arrange, at their own cost, all risk insurance coverage from country of origin to the exhibition stand including duration of exhibition period and return to domicile. Exhibitors shall ensure that they are fully covered by insurance and take out public liability and 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 site and to continue until all exhibits and property have been removed.

Exhibitors are strongly advised to pack and remove from the exhibition hall all portable, appealing and value items at the end of each day when the exhibition closes, as this is the time that there is the greatest risk of loss and theft. None of these items should be left unattended at any time.
The licensor shall not be responsible for any loss, damage or injury that may occur to the exhibitor, exhibitor’s employees (public or other) or property from any cause whatsoever prior, during and subsequent to the exhibition. The exhibitor, on contracting for space or an exhibition stand, expressly releases IDF and the venue from, and agrees to indemnify same against, any and all claims for such direct and indirect loss, damage or injury.

Exhibitors shall indemnify and hold harmless the venue and their agents from all liability (damage, incident or accident) which might ensue from any cause resulting or connected with the transportation, placing, removal or display of exhibits. Each exhibitor should secure insurance at their own cost and expense.

Exhibitors shall be responsible for making good any loss or damage to any items that they have rented or hired from the exclusive outsourced contractors.

In addition, exhibitors shall take all necessary precautions to prevent any damage to their equipment, exhibits and displays before making any connection to the electrical supply of the exclusive outsourced contractors of the ADNEC.

2.7 **Valuable goods**

Please do not leave briefcases/handbags unattended on your stand. All cases, boxes, etc. should be placed out of the public’s eye inside cupboards or office areas. Unattended briefcases and packages could be a security risk and may be removed by the security staff.

2.8 **Shipping, customs and freight forwarding**

<table>
<thead>
<tr>
<th>Important dates</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Item</strong></td>
</tr>
<tr>
<td>Delivery of instructions &amp; custom documentation for international shipments to Abu Dhabi to EFI Logistics</td>
</tr>
<tr>
<td>LCL (Groupage) shipment by sea-freight to arrive in Abu Dhabi</td>
</tr>
<tr>
<td>FCL (Full container load) by sea-freight to arrive in Abu Dhabi</td>
</tr>
<tr>
<td>Air-freight to arrive in Abu Dhabi</td>
</tr>
<tr>
<td>Advance receiving warehouse closes</td>
</tr>
</tbody>
</table>

**EFI Logistics**

EFI Logistics has been appointed as the official freight contractor for this event and will be in charge of the build-up and dismantling schedule including the unloading of stands inside the ADNEC. All on-site material handling will be by the EFI team. As the official freight forwarder EFI also provides a door to stand worldwide shipping service by surface and airfreight to and from Abu Dhabi.

EFI Logistics will also provide exhibitors access to their empties and storages during the days of the congress.

Full details of EFI Logistics services and international agents for this event can also be viewed at [www.efilogistics.com](http://www.efilogistics.com)

All enquiries regarding shipping, customs and freight handling should be directed to the following EFI Logistics office:

- **EFI Logistics – Ashley Head**
  
  Unit 1 Mid Sussex Business Park
  
  Ditchling Common, Hassocks, West Sussex BN6 8SE
  
  E: ashley.head@efilogistics.com
  
  T: +44-1444 871314
  
  F: +44-1444 237749

Please note that no deliveries will be accepted at the venue before 30 November 2017.
EFI will receive shipments up to two weeks in advance via their Abu Dhabi advanced receiving warehouse.

IDF will provide exhibitor service desks located in the exhibition hall. The opening hours will be as follows:
- 2 - 3 Dec 2017: 08.00 - 22.00
- 4 Dec 2017: 08.00-16.00
- 5 - 7 Dec 2017: 9.00 - 17.30
- 8 Dec 2017: 9.00-22.00

Customs, taxes and duties

The exhibitor will pay the various taxes and duties he might owe as a result of his taking part in the exhibition. All customs and tax-related matters will be handled through EFI Logistics (in collaboration with an appointed customs broker).

2.9 Staffing

The space assigned to the exhibitor shall be staffed at the beginning of the exhibition on Tuesday 5 December 2017 at 09.30, during the opening hours of the exhibition as well as during the construction and the dismantling and removal of the stand. The exhibitor shall make sure that either they or a person authorised by them is present at the site at all times.

2.10 Information technology

With the exception of the sponsor of the Internet Zone, no exhibitor is allowed to set up a network which will provide internet access to delegates in the ADNEC, outside the premises of their stand. Non-compliance with this rule will result in the exhibitor being obliged, at its own expense to discontinue any such activity and may risk penalties.

2.11 Lead retrieval system

To help exhibitors track their visitors and collect their data, an electronic lead retrieval system will be available for rent. Booking forms are available on the congress website.

2.12 Ultimate clause

In all cases not covered by the rules and regulations for the IDF 2017 Congress, IDF interpretation shall be final.
3. HEALTH & SAFETY

ADNEC health and safety guidelines shall be observed and enforced, at all times by tenants, exhibition organisers, exhibitors, contractors, sub-contractors and visitors. These rules and regulations form part of the tenancy agreement contract.

The exhibition floor and temporary structures under build-up and break-down are defined as an area of construction and the requirements of the department of Occupational Safety and Health in the Emirate of Abu Dhabi (OSHAD) apply at all times. It is mandatory that the organiser and anyone involved in the construction and design of the exhibition reviews all such documentation at www.oshad.ae.

Organisers are also obligated to hold full information of all stand-contractors working within their halls. Should an incident occur or unsafe working practice be observed, the organiser will be expected to produce full details of the contractor and exhibitor in question for inspection by the ADNEC health and safety team and external agencies where applicable.

Full rules and regulations along with mandatory required standards are available on the ADNEC website (http://www.adnec.ae/organising/useful-information/ehsms/health-and-safety).

As a general rule, the ADNEC management will endeavour to inspect all stands to ensure that they are safe and do not pose a hazard to any user of the ADNEC. The ADNEC management reserves the right to request modification or close any stand, which is deemed to be a safety hazard.

Usually simple or “shell scheme” type stands are safe and do not pose any such hazards, however even the simplest of stands may be a safety hazard by virtue of:

- Its contents, e.g.
  - Dangerous goods
  - Electrical equipment
  - Fire load or hazard
- Its design, e.g.
  - Sharp protrusions
  - Public able to come into contact with moving equipment
  - Naked flame which might catch onto clothing
  - Structural integrity

Each stand will be inspected prior to the opening of the exhibition and adjustments required if hazards exist.

It is the exhibitor’s responsibility to ensure each stand is presented to the public in a safe manner and maintained as such.

Safety vests and closed-toed shoes

For health and safety reasons, all exhibitors during move-in and out periods, to wear closed toed shoes and approved safety vests at all times.

3.1 Electricity

Electricity services are provided only by the IDF official stand builder GES and need to be ordered separately. Please refer to the electricity application form available on the website.

The nominal electrical supply at ADNEC for use on temporary exhibition and event installations is 230V single phase / 400V three phase at 50Hz frequency.
3.2 Fire regulations

All exhibition material must have an approved fire rating. Exhibitors are required to have certification available for inspection.

1. Displays may not block, impede or obstruct a fire exit from view. Should the sightline of such exits be affected, the ADNEC Director of Fire & Safety may provide alternative plans.

2. Displays may not restrict access to or obstruct from view any fire hose cabinet, fire hydrant or fire department connection.

3. When booth layouts are done, care must be taken to avoid dead corridors with appropriate fire aisles designated.

4. Decorative covers or booths shall be flame proofed or properly treated with a flame-retardant chemical.

5. If the following materials are used for display or decorative purposes, they must be flame retardant or, in case of natural foliage, treated with an anti-dormant spray:
   - Artificial flowers
   - Artificial/natural foliage
   - Plastic materials
   - Paper, cardboard or compressed paperboard
   - Textiles
   - Any other material used for festive decoration

Wallpaper is permitted if pasted securely to walls or wallboard backing.

3.3 Smoke detectors

Smoke detectors and/or fire extinguishers shall be installed when requested by the ADNEC Management and may be required on stands not requiring certification. The need for smoke detectors/fire extinguishers will generally be established during ADNEC management’s general safety inspection prior to the opening of the exhibition.

Fire extinguishers are to be the A:B (E) dry powder type or CO2. Both of these extinguishers are safe to use in an environment where electricity may be present.

The nature of the construction of the stand and the contents of the stands will be the determining factors for the installation of these services.
4. **EXTERNAL CONTRACTORS**

Each exhibitor is responsible for providing their agencies and/or contractors with the information included in this document.

Exhibitors, sponsors and organisers of satellite symposia must **send the contact details of their external contractor(s) to IDF at the latest by 4 September 2017**.

To do so, please complete the “Contractors form” available on the website and e-mail it or fax it back to: said.laghmari@idf.org F: +32-2-40 30 830. IDF will only answer requests from officially approved contractors.

Exhibitors are to send the list of contractors they will use to EFI Logistics which will organise and schedule the build-up and dismantling of the exhibition area.

All contractors, service technicians, tradespeople and exhibitor staff must wear visible identification tags whilst in the venue.

High-visibility safety vests and closed-toe shoes must be worn at all times whilst in the Exhibition Hall and loading dock area during move in and move out. High visibility vests must comply with UAE Standards.

**Contractor badges**

Contractor Badge Policy and Procedure at the Abu Dhabi National Exhibition Centre (ADNEC)

Contractors who sub-contract must present official agreement in writing between two parties, under the official agreement of “Subcontract Agreement No”. (Official form is available at any UAE bookshop) and must be signed with the company stamp of the two parties in order to be accepted by ADNEC access control areas.

For more details, please refer to the ADNEC Access Control Areas document available on the IDF congress website.

All contractors, service technicians, tradespeople and exhibitor staff are to wear visible identification tags whilst in the venue.

High-visibility safety vests must be worn at all times while in the exhibition hall and loading dock area during move in and move out.
5. STAND GUIDELINES

5.1 Approval of the stand

Space only and purpose-built complex stands need approval by the ADNEC via IDF.

Exhibitors must submit an exact statement of the dimensions of their stand as well as plans and descriptions of their stands, by 4 September 2017, for approval by IDF.

Space only stand builders are to submit a Structural Engineer’s Certificate for stands over 3 metres in height with their floor plans incorporating front, side and top elevation to IDF for approval by 4 September 2017.

All plans should be of reasonable scale, but not less than 1:100 and should show the name of the company, stand identification number and full stand dimensions, structural materials, calculations, detail of equipment and furnishing of the stand, including the signage and visuals.

All plans must also indicate the location of power outlets, electricity cables, moving parts, details of raised floor, water as well as telephone and ventilation installations.

Please note that failure to comply with this requirement may result in refusal of permission to build the stand. This certification must be in your possession at the exhibition site, at the beginning of move-in and made available in case required.

IDF will send an approval to the exhibitor. Without an approved stand drawing, the stand may not be constructed.

Difference between designs submitted and real stand

If the set-up or installation does not comply with the designs approved by IDF, they will need to be corrected by the exhibitor before the opening of the exhibition. Failure to do so will result in the correction being made by IDF. All expenses for these corrections will be payable by the exhibitor. IDF accepts no responsibility for damage caused by these corrections.

Impact on neighbouring exhibits

Each exhibitor is asked to take into consideration the impact of the stand’s construction on neighbouring exhibits and to comply with the build-up regulations. If there is a danger of unfairly “blocking” another stand from view, even when adhering to all other elements of these guidelines, this should be mentioned when submitting plans. Non-respect of this rule will result in the exhibitor being obliged to make the necessary changes in their stand at their own cost. In such cases, the decision of IDF will be considered final.

5.2 Back walls

Back walls must be designed and decorated by the exhibitor to whose stand they belong. They should not affect the interests of the neighbouring stands.

5.3 Carpet

All shell scheme stands will be carpeted with blue carpet. Should you like to change the carpet colour, please contact GES. Additional carpet costs will be applicable for carpet colour change.

5.4 Covered stands

Exhibitors are advised that covered stands are not permitted in the exhibition hall unless detailed drawings are submitted to IDF with the description of the stands by 4 September 2017.

5.5 Dimension

IDF does not accept responsibility for the detailed accuracy of the exhibitor floor plans provided for exhibitors’ reference.
5.6 **Height**

The maximum stand height is 5 meters. Double-decker stands as well as platform stands over 2.5 meters will not be allowed.

Structures 3 meters or more in height have the potential to act as a barrier across emergency aisles if they were to be knocked over during an emergency evacuation. The stability of these structures is therefore important.

All such structures will be checked for stability prior to the opening of the exhibition. Structures deemed to be unstable will have to be modified or moved from the exhibition. The onus will on the exhibitor to prove that the structure is stable.

No core drilling or fixing into any floor is allowed.

5.7 **Lighting**

High-powered lights such as floods or spots must not be placed within 500mm of flammable material. All portable light fittings must have a Certificate of Suitability.

Exhibitors are advised that no spotlights, drop lights or other special lighting device may be directed towards the aisles so that they prove to be irritating or distracting to neighbouring exhibition stands or guests. Furthermore, no strobe light effects are permitted.

5.8 **Numbering**

IDF will number each stand. The final booth numbers will be sent to the exhibitors, at the latest by 4 September 2017.

5.9 **Water & Waste**

All water & waste requirements to be ordered via GES.

5.10 **Rigging**

All rigging at the venue, will be undertaken solely by ADNEC services. Rigging of banners, etc. above individual stands or rigging of stand structures from the hall roof will only be permitted at ADNEC’s discretion.

Rigging will be subject to sufficient time and access being available to carry out such operations safely and must be carried out within the license period, unless otherwise agreed by ADNEC.

- Floor to ceiling rigging is not permitted.
- Rigging orders should be placed with the service provider no later than 20 working days prior to the start of the license period (late orders will be subject to a surcharge). The following details should be provided with the order:
  - A fully dimensioned, to-scale drawing indicating the orientation of the stand in relation to the building.
  - Description and number of items to be rigged.
  - Load on each suspension point.
  - Preferred suspension height from the floor and hook height (taking into account any briddling which may be required).
  - Dates and times of lifting and lowering operations.

All rigging shall comply with ADNEC’s Rigging Code of Practice.

Please refer to the appropriate rigging order form available on the website.

5.11 **Sprinklers**

Any installation with a ceiling, rigid roof, or any fabric of which the surface is more than 300 square feet must be equipped with automatic sprinklers.
5.12 Stand materials

Any materials used in the erection or construction of an exhibition or stand shall be suitable for purpose and according to ADNEC regulations as laid out in the ADNEC Organisers handbook, page 32.

Materials used in stand construction must not cause dampness, stains, be readily-ignitable or be capable of emitting toxic fumes should ignition occur. Crepe paper, corrugated cardboard, straw, hay, untreated hessian, untreated material fabrics of PVC sheet (except on floors as a protective membrane) is strictly forbidden without the express approval of the licensor. Sawdust, tan bark or wood chips of reasonable size may be used to decorate floors, provided a protective membrane is laid first and chips are kept slightly moist at all times.

Any fabric used in the construction or decoration of stand, including the stand ceiling, must be treated with a fire retardant. ADNEC management will require proof of treatment.

Timber - All timber less than nominal 25mm (1") in thickness and plywood, hardboard, Blackboard and chipboard less than 18mm (3/4") must be rendered flame resistant by a recognised process to a Class 1 standard when tested in accordance with BS 476 Part 7. Ply-hard and pulp boards which have been rendered flame resisting in a manner approved shall be branded with a recognised mark.

Plastic - The use of plastic of a grade less than Class 1, BS 476 Part 7, whether in stand construction or display arrangements is prohibited. Limited amounts of plastic materials of a grade better than Class 3 can be permitted providing the details are submitted and approved prior to construction. Artificial plants and flowers must not be used for stand dressing.

Textile fabric and other decorative material used for stand dressing must be flame proofed and comply with BS 476 Part 7 Class 1. Any fabric – unless incombustible – may not be used for partitioning stands, forming offices or the back or sides of stands, except that treated fabric may be permitted as a ceiling, to single storey stands, where not exposed to the risk of fire from lighted articles dropped from above. When used for decorative treatment of such portions, the fabric must be backed with materials similar to that required for the construction of the stands. They shall be fixed taut to the backing board and secured at floor level by a skirting board not less than 75mm deep. Curtains on exit routes must hang not less than 75mm clear of the floor and be parted in the centre.

Upholstered seating - must meet the pass criteria for smouldering ignition source 0, Flaming ignition source 1 and crib ignition source 5 when tested in accordance with 5BS 58521990.

Paints - All painting must be carried out in water paint. Finishes having an oil or cellulose base are not permitted to be applied on-site. This must be carried out off-site.

Paint spraying will be permitted subject to the following conditions:
- Advance notification in writing is provided to the Event Planning Manager.
- Only water-based paints are used.
- Adequate arrangements are made by the operator to ensure that no paint is spilt on the hall floors or sprayed or splashed on the walls, columns or other parts of the building structure or equipment.
- The operation of the sprayer shall not cause a nuisance to other persons in the vicinity of the operation.
- Any paint deposited on the building structure, floors, or equipment, in the course of decorating or by spillage or any other means, will be removed by the ADNEC at the expense of the organiser.

Carpets - and other textile floor-coverings must comply with BS 4790 and shall be secured and maintained so as not to cause a hazard. Only ADNEC recommended adhesive tapes may be used to fix carpets to exhibition floors.
Glazing - All glazing must comply with current UK Building Regulations including BS 6206 and BS 6262. Any large areas of clear glazing shall be indicated with warning stripes or dots etc. Overhead glazing shall be of wired glass, laminated glass or be otherwise adequately protected from shattering. Glazing shall not be permitted to the perimeter of stands adjacent to public gangways.

Night Sheets - It is recommended that only night sheets made of netting or transparent material should be used. These must be flame proofed to BS 476 Class 1. Arrangements must be made for the storage of the night sheets within the area of the stand during the hours the show is open. They may not be left, although rolled, in any position where they will cause an obstruction or interrupt line of sight.

5.13 Stand Visibility
ADNEC requires that stands are open for visual inspection at all times. No stands are to be enclosed by any fabric or material at any time.

5.14 Peninsula, corner and in-line (row) stands
All peninsula, corner and in-line stands must be separated from the neighbouring stand(s) by means of a partition wall provided by the exhibitor. These walls must be a minimum of 2.5 meters. All walls exceeding 2.4 metres should be cleanly decorated up to 2.5 metres. Such walls over-looking adjoining stands must be finished in plain colour only. Over 2.5 meters, the separation wall should be finished or opened.

Island stands must be accessible from all four sides. Walls erected on the open-sides must not be longer than 1/3 of the length of the stand and must be 30 cm from the edge of the stand.
Shell scheme

Exhibitors renting a standard exhibit stand module of 9 sq m have to use the services of GES Show. The basic shell scheme includes:

Aluminium metalwork, white Foamex infill panels
Infill fascia panel; with a vinyl cut Exhibitor Name and stand number – white fascia board with black lettering vinyl cut out Exhibitor Name and stand number (cut vinyl) Exhibition grade carpet (IDF to confirm colour).

Furniture Package:
- 1 x Meeting Table
- 2 x Meeting Chairs
- 1 x Waste Bin

Electrical Package:
- 3 x 35W Halogen Spotlights
- 1 x 3 - pin Electrical Socket
- Incl. of main power, distribution board, cabling & wiring

Shell scheme fixings

Exhibitors occupying shell scheme stands must ensure that all internal stand fittings and displays are contained within the shell scheme structure and do not exceed 2.5 metres in height.

No display materials or logos may be fixed to the shell scheme fascia/name board.

Exhibitors are not allowed to pierce holes in the shell scheme panels and no fixings may be made to the walls.

Exhibitors may affix lightweight posters, photographs and technical information sheets etc. direct to the shell scheme walls by the following methods provided such material can be removed without damage to the wall panels:

- Prestik/Blu Tack
- Double-sided adhesive pads or similar
- Velcro backed with double sided tape
- Adhesive vinyl

GES – Contact:
- GES UAE Service Centre
  E: idf@ges.com
  T: +971 4 885 9336
  +971 4 885 5448
6. BUILDING AND DISMANTLING

6.1 Access – targeted move-in/move-out

All material handling in the loading areas and on the show floor will be controlled by the official contractor, EFI Logistics. All deliveries must be booked in with EFI Logistics (see EFI shipping guide for detailed instructions).

To ensure smooth traffic movement, exhibitors will be allocated a time at which to unload. It is imperative that unloading time is strictly adhered to and that vehicles are removed as soon as unloading is completed.

Non-booked vehicles will be held away from the loading dock until non-booked space becomes available. Only the official contractor may unload/load vehicles at the loading docks. Materials should be crated, palletised or skidded for safe mechanical handling. Please contact EFI Logistics for further clarification.

Exhibitors are requested to complete the form provided by EFI Logistics, included available on the website, indicating the size of the vehicle which they intend to use for delivery of their goods or equipment. This form should be completed and returned to EFI Logistics by the date specified. In the event that EFI Logistics receives too many applications for the same unloading time, the first-come, first-served principle will be applied.

All delivery vehicles will be supplied with a vehicle identification card which should be prominently displayed behind the windsreen.

EFI Logistics will provide unloading assistance using forklift trucks as required. This service must be pre-ordered directly from EFI Logistics via the enclosed order forms.

Small hand-carriable shipments can be unloaded by the exhibitor/contractor. Designated bays and move-in slot times will be allocated for this. Please book in with EFI by 13 November 2017 deadline to be sure of a time slot.

If you plan to unload your truck using your own personnel, it is recommended that all contractors, drivers and exhibitors bring their own trolleys to transport goods to and from their stand. This will reduce the amount of time it takes to load and unload and thus improve the free flow of traffic.

Anyone working in the dock area must wear high-visibility safety clothing at all times. Vests will be available on the dock for temporary loan.

6.2 Access - loading areas

To facilitate the smooth build-up and break-down of exhibitions held at the Abu Dhabi National Exhibition Centre (ADNEC), a traffic management system will be implemented by EFI Logistics.

Goods to be exhibited must be delivered to the ADNEC Loading Dock. The deadline for booking your vehicle in with EFI Logistics is 13 November 2017.

The loading is adjacent to the exhibition halls for easy load-in and load-out. Exhibitors with excessive loading requirements must contact EFI Logistics, prior to the event. Traffic marshals control access to the loading bay. No holding area is available and trucks left unattended will be towed away at the owner’s cost.

The ADNEC cannot be held responsible for goods that arrive early or which are left after the official break-down period of the exhibition. The cost of disposing of any such item will be at the expense of the exhibitor concerned.

It is the responsibility of each exhibitor to arrange insurance covering transport to the exhibition, during the exhibition and the return of the exhibits to domicile.
6.3 *Aisles*

The minimum aisle space applicable in the exhibition is 3 meters (10 feet). Aisles are to be kept clear of obstacles. No parts of stands, including raised floors and overhanging roofs, can cross into aisles. Displays and exhibits must not be hung on outside stand walls facing on to aisles. Should any item or structure be placed or protrude into the designated aisle space, the ADNEC reserves the right to request the removal thereof or remove the said item without any liability for loss or damage.

Demonstration areas must be situated within the stand in order to accommodate spectators. In the case of spectators interfering with the normal traffic flow in the aisle or overflow into neighbouring exhibits, IDF reserves the right to request that the demonstration must be limited or stopped immediately.

6.4 *Care of building*

No attachment, fitting or detachment is to be made to the interior or exterior walls, floors, ceilings or pillars of the building, without prior knowledge or consent from the ADNEC. This includes any equipment or device whatsoever which would be affixed to, or suspended from any structure of the building, and includes attachments that would damage any surface or structure in any part of the building.

6.5 *Inspection of goods/materials*

All equipment, fittings and materials brought into the Abu Dhabi National Exhibition Centre are subject to inspection by the ADNEC.

6.6 *Maximum weight on flooring*

The maximum weight on flooring in the exhibition hall is 1 tonne/sq m. If this amount is exceeded then spreader plates must be used to reduce the load to under this amount.
7. **STAND ACTIVITIES**

7.1 **Alcohol**

The consumption of alcohol is not permitted during the build-up and break down periods of the event.

Alcohol must be provided by the official caterer Capital Hospitality.

In order to serve alcohol at ADNEC exhibitors/organisers must apply in writing to the ADNEC Capital Suite Hospitality Manager at least 1 month prior to the event in order for ADNEC to apply for a temporary alcohol license. The following information is required for the Alcohol License application: Date of Event, Exact Location Alcohol is to be served, estimated numbers of visitors / guests to be served and timing of the event.

*ADNECS CAPITAL HOSPITALITY DOES NOT ACCEPT ANY RESPONSIBILITY SHOULD AN ALCOHOL LICENSE NOT BE GRANTED*

Currently any exhibitor wishing to offer visitors alcohol sampling must arrange for this to be implemented in a “closed” environment but are still subject to the above and a corkage fee will apply to cover the license fee.

The above procedures are currently under review and are subject to change. Please consult your Event Planning Manager before agreeing to any alcohol served or sampled at your event.

7.2 **Animals**

No wild or domestic animals, shall be permitted on the Premises without the prior written consent of ADNEC.

No animal welfare facilities are provided by the venue, therefore pets, except assistance animals, are not permitted unless they form part of an exhibit or display associated with an exhibition and are approved by the venue.

7.3 **Blood samples**

All exhibitors must comply with the local regulations regarding the collection of blood samples and the disposal of medical waste. IDF assumes no responsibility for failure of the exhibitor to comply with laws governing disposal of blood samples and materials used to obtain the samples.

7.4 **Catering**

The Abu Dhabi National Exhibition Centre (ADNEC) is the exclusive supplier of food and beverage to all exhibitors. Outside food may not be brought into the exhibition halls either by exhibitors or third parties without the express written permission of the ADNEC Catering Department. IDF encourages the use and distribution of healthy food during the IDF Congress. Please refer to the food services order form available on the website.

7.5 **Conduct of exhibitors**

IDF reserves the right to stop any activity on the part of any exhibitor that may cause annoyance to other exhibitors or visitors. Business must be conducted only from the exhibitors stand and under no circumstances may this be carried out from an aisle or elsewhere within the exhibition.

7.6 **Cooking**

Cooking is not allowed in the exhibition area.

7.7 **Copyright (music/audio)**

Exhibitors who wish to use audio and/or visual aids in relation to the sound tracks of videos and music being played must ensure that the use thereof will not infringe on the copyrights of others.

If an exhibitor wishes to organise live entertainment on the stand please submit a proposal for approval to industry@idf.org.
7.8 Distribution of printed material

The distribution or display of material printed by industry or its agents is limited to the company’s exhibition space and the industry welcome desk. Please refer to the dedicated chapter for distribution of printed material during a satellite symposium.

These restrictions are valid for the entire duration of the congress. Printed material distributed from any other point throughout the venue may be removed or destroyed by the organiser.

It is prohibited to advertise goods and services which have not been admitted to the IDF Congress Abu Dhabi, or to make publicity for firms or institutions that do not occupy stand space at the IDF Congress, Abu Dhabi. Exhibitors should be aware that they are held responsible for any material on which their logo/name and the logo/name of their products and/or services appear.

7.9 Food and beverage sampling

The sampling of food and/or drink from exhibition stands may be permitted at certain events, however this is dependent on the nature and profile of the exhibition and must be fully discussed and agreed by ADNEC. Any proposed sampling activity must be notified to ADNEC no later than one month prior to the start of the event license period for approval unless agreed, the standard sampling sizes are:

- Unwrapped food – bite size portions
- Individually wrapped items
- Drink – 85 ml (3fl oz) container

This only applies where samples are free of charge; otherwise the operation will be treated as retailing activity, and will be subject to a concession fee and must be carried out in accordance with ADNEC venue hire agreement.

All food safety and hygiene regulations must be complied with and random checks may be made at any time.

- Abu Dhabi Food Control Authority:
  http://www.adfca.ae/english/Pages/Home.aspx
  Address Mohamed bin Zayed City opposite Mezyed Mall
  P.O Box 52150
  T: +971 2 818 1111
  F: +971 2 588 7777
  Contact Centre 800555

7.10 Give-aways and promotional activities

Small give-aways are acceptable at the exhibition with a maximum retail value of approximately 10 EUR (approximately, 11 USD). All items must be useful to the participants at the meeting and/or in their professional activities.

Give-aways should be legal in Abu Dhabi, in terms of the item itself and the product it advertises.

The distribution of noisemakers such as whistles, crickets, horns is prohibited.

The distribution of give-aways must not disturb neighbouring stands or cause queues outside the stand area and is limited to the company’s exhibition space.

Exhibitors shall refrain from holding lotteries and organising games of chance. Only quizzes with diabetes content can be held on exhibition stands. These stand activities should be low profile and no blatant publicity should be made. Participation can be rewarded with a prize. However, the prize should be the same for everybody.
The maximum retail value of the prize must not exceed 10 EUR (approximately, 11 USD). However, the sponsorship of the registration fee, travel expenses or housing costs for the next IDF Congress may be awarded as a prize.

If the purchase value is questioned by IDF, each exhibitor is expected to show proof of purchase value, either before or during the congress. Non-respect of this rule will result in the exhibitor being obliged, at its own expense, to discontinue any such activity and may result in penalties.

7.11 **Helium Balloons**

Helium balloons must be secured. A dilapidation charge will be made to cover the cost of retrieval if they become loose and float to the roof.

There are strict conditions regarding the storage and use of pressurised gases within the venue. Please contact industry@idf.org for further information.

7.12 **Photographs and films**

The exhibitor is entitled to photograph and/or film only his own exhibition stand during exhibition hours. IDF is entitled to photograph, draw or film the installations and stands, as well as exhibition stands and to use these reproductions in its publications and in the press.

7.13 **Projections of films, slides, production of music**

The projection of films and slides, any amplification with the aid of loudspeakers, the production of music and/or sounds as well as the use of television sets is allowed within the stand space as long as no disturbance is caused. Special effect lights, laser, sound and video projection/recording on the stand will only be allowed if they comply with the safety and fire regulations.

Any audio system or electronic device producing irritating, intermittent and/or sequential sound is not permitted. Extremely loud noise such as bells, sirens, buzzers, etc. will not be permitted in order to maintain a professional atmosphere.

If IDF judges that a disturbance is being caused, the exhibitor is to halt the activity immediately. If this is not done, IDF reserves the right to make the necessary arrangements at the expense of the exhibitor and, if necessary, to close the exhibition space until the recommendations of IDF have been applied.

Sponsors using laser equipment or considering installing vehicles on their stand or reverting to smoke and haze equipment during satellites or on their stand should complete the relevant forms, available on the website.

7.14 **Selling of products and services**

Selling of any products or services without prior approval of IDF is strictly prohibited. Selling of food is forbidden within the ADNEC. Non-respect of this rule will result in the exhibitor being obliged, at its own expense, to discontinue such activity and may result in penalties.

7.15 **Washing facilities on stands**

Stands handling and serving food or beverage must install washing facilities on their exhibition stand. The ADNEC can assist with the installation.
8. SATELLITE SYMPOSIA

8.1 Important dates

<table>
<thead>
<tr>
<th>Item</th>
<th>Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>Submission of satellite symposium content for approval by IDF</td>
<td>1 September 2017</td>
</tr>
<tr>
<td>Submission to build extensive staging</td>
<td>1 September 2017</td>
</tr>
<tr>
<td>Submission to record the symposium</td>
<td>6 November 2017</td>
</tr>
</tbody>
</table>

8.2 Attendance

The satellite symposium must be open to all registered participants. All attendees to the satellite symposia will be required to wear a badge.

It is the responsibility of the company hosting the symposium to ensure that all chairpersons, speakers and hostesses and all persons involved in the operation of the satellite symposium have a valid badge (exhibitor, active participant or day ticket).

8.3 Booking

To book a satellite, please contact Said Laghmari:
E: industry@idf.org

Symposia contents have to be submitted to the Chair of the Programme Committee at the latest by 1 September 2017 in order to be approved and published in the Industry Guide.

Companies should submit the following details of their satellite symposium:
- title of the session
- No product names or brand names are allowed in the title of the session
- time table of the satellite symposium
- name and contact details of the chairperson
- title of each presentation
- name of the speakers

Companies understand and explicitly agree that it is up to the Programme committee to decide whether an application is accepted or rejected: no appeal is possible.

Satellite symposia take place within the general framework of the IDF Congress, outside of official programme hours. The satellite symposia slots are:

**Lunch time satellites:**

<table>
<thead>
<tr>
<th>Congress day</th>
<th>Satellite symposia slot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuesday 5 December 2017</td>
<td>11.45-12.45</td>
</tr>
<tr>
<td>Wednesday 6 December 2017</td>
<td>11.45-12.45</td>
</tr>
<tr>
<td>Thursday 7 December 2017</td>
<td>11.45-12.45</td>
</tr>
</tbody>
</table>

Lunch time satellites:

<table>
<thead>
<tr>
<th>Congress day</th>
<th>Satellite symposia slot</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday 4 December 2017</td>
<td>08.00-16.00</td>
</tr>
<tr>
<td>Tuesday 5 December 2017</td>
<td>17.15-19.15</td>
</tr>
<tr>
<td>Wednesday 6 December 2017</td>
<td>17.15-19.15</td>
</tr>
<tr>
<td>Thursday 7 December 2017</td>
<td>17.15-19.15</td>
</tr>
</tbody>
</table>

An updated overview of available/booked satellite symposia slots can be found in the “Invitation to the industry” brochure, available online: [www.idf.org/congress](http://www.idf.org/congress)

8.4 Access and rehearsal

Companies have access to the lecture rooms 30 minutes before their scheduled time slot. Rehearsal time of max.1.5 hours, outside the official programme hours, will be allocated to companies on a complimentary basis. Please be aware, that this complimentary rehearsal time, including the set-up of equipment if relevant, needs to be booked in advance by the sponsor, preferably when completing the sponsorship agreement, and will be allocated on a first-come, first-served basis.
8.5 **Catering**

All the rooms available for the satellite symposia offer a private space for catering functions. However, we invite you to contact the ADNEC to enquire about the exact space capacity and requirements. Please note that this space must not be used for entertainment, poster displays, presentations or any other promotional activity. Food and/or beverage served prior or after the scheduled satellite symposium should be ordered through the official caterer of the congress centre. Other suppliers are not authorised.

To make your booking, please contact:
- Cristiana Ilie
  E: cristiana.ilie@capitalhospitality.ae
  T: +971 (0) 2 406 3852

8.6 **Audio, video and web cast**

Companies organising an official satellite symposium are allowed to record their symposium but should send an official request to IDF clearly stating the purpose of the video at the latest by 1 September 2017 (said.laghmari@idf.org).

Technical arrangements should be made first with the IDF audio visual consultant Michel DeBacker (michael@debackerconsultants.com) who will redirect the actual requests to the preferred A/V supplier.

Companies can only capture and webcast their own satellite symposia. IDF retains the right to record the sound and images of satellite symposia. Companies who do NOT wish to have their satellite symposium recorded and webcasted by IDF must inform IDF at the latest by 6 November 2017 at industry@idf.org.

8.7 **Cleaning**

All symposia venues will be cleaned and tidied at the end of each symposium by the venue Housekeeping team. To facilitate the cleaning process, we kindly ask you to ensure that you vacate the slot promptly and remove all materials that have been bought into the hall by your representatives.

Any materials not removed may be disposed of at the discretion of the organisers.

8.8 **Hostesses, guards and miscellaneous staff**

IDF will not provide room hostesses, or any other staff involved in security and badge checks.

Should you request hostesses and/or guards, please contact our preferred suppliers using the order form available on the website. All persons involved in the operation of these sessions must carry badges delivered by IDF.

8.9 **National and international regulations**

Companies holding satellite symposia are to comply with all national and international rules and regulations related to the advertising and promotion of all products and services mentioned as part of the satellite symposium. The organiser bears no responsibility if the company does not comply with these rules.

8.10 **Promotion of satellite symposia at the congress venue**

Companies are only allowed to display ONE roll-up per entrance door to be located near the entrance(s) of the satellite room.

Invitations can be handed out at the entrance of the assigned room 30 minutes before the beginning of the session. However, material cannot be distributed elsewhere inside the ADNEC, other than on the company’s stand and at the “Industry welcome desk”. Companies are allowed to display invitations on the official display racks which will be set up in the registration area.

Posters and invitations must first receive specific written approval from IDF. Any unauthorised material will be removed by IDF. Submission for approval must be sent to Said Laghmari – (said.laghmari@idf.org) at the latest by 1 September 2017.
8.11 **Promotion of satellite symposia outside the congress venue**

Promotion other than that listed in the exhibitor manual is strongly discouraged and any initiative or proposal will be subject to the approval of the organiser. Proposals should be sent to Said Laghmari – (E: industry@idf.org) at the latest by 1 September 2017. Violation of this regulation could result in expulsion without indemnity.

Sponsor may not display products/services and/or other advertising or promotional material in areas outside of the sponsor’s allocated exhibition space including, but not limited to, parking lots, lobbies, lounges, corridors, or any other common areas of the ADNEC site, and within a radius of 1000 meters surrounding the congress centre, without the prior written consent of IDF and the ADNEC.

Though IDF discourages promotion of satellite symposia at congress hotels (leaflets at the check-in, room drops and/or brochures will NOT be allowed), companies can put up max. ONE roll-up banner/congress hotel where the companies’ delegates are staying, but only if this hotel has been booked via the official accommodation agent ICS. The roll-up should be displayed in the reception area.

The final decision on whether companies can put up a poster or roll-up lies with the hotel management. Companies agree that they will seek the final consent of the hotel before putting up a poster or roll-up. The poster can be up as of 18.00, the day before the satellite symposium, and should be removed on the same day, and immediately after, the satellite symposium took place. The company will contact the hotels directly and keep IDF informed.

8.12 **Set-up and dismantling**

Companies planning to build extensive staging, will need to obtain approval from IDF prior to the installation of the stage set and should contact Said Laghmari – (E: industry@idf.org) before 1 September 2017. All sets will have to be installed and removed within the allocated time, and at cost of the sponsor.

Installations or alterations to the rooms and standard set-up require explicit approval by the IDF Congress Unit. Applications should be sent to the Said Laghmari – (E: industry@idf.org) no later than 1 September 2017.

Companies should respect the indicated starting and finishing times of the reserved slot. Extensions beyond the assigned times are not allowed under any circumstances. Companies will have access to the room where the satellite symposium will be held 30 minutes before the assigned starting time, if allowed by the scientific programme.

8.13 **Storage/delivery**

EFI Logistics is the official forwarding agent of the IDF Congress, Abu Dhabi. Organisers may need to store flyers, booklet, giveaways, before their session starts. Satellite organisers can contact EFI Logistics to book and manage their storage. Please use the order forms available on the website.

8.14 **Use of the congress logo**

Companies organising a satellite symposium are allowed to use the IDF Congress logo on invitations and in promotional documents directly related to the satellite symposium. The IDF Congress logo can be obtained in electronic format from the Congress Secretariat.

It is important that the logo remains consistent. Please do not attempt to redraw the lettering, design or to modify the position of either. Before reproducing the logo, a print proof should be sent to the Congress Secretariat: E: industry@idf.org.

Companies will ensure that all publications referring to the satellite symposium mention “Official IDF Congress sponsored satellite symposium” to avoid any confusion with the official scientific programme. The unauthorised use of the IDF Congress logo is strictly prohibited. The use the IDF Congress logo on actual Microsoft PowerPoint presentations of satellite symposia speakers is not permitted.
9. HOSPITALITY SUITES

9.1 Location

Hospitality suites will be available for exhibitors to set up private meetings and organise receptions.

Hospitality suites must be rented for the entire duration of the congress and are rented out as “space only”. All extras (furniture, catering, ITC services, etc.) need to be ordered directly with the relevant on-site suppliers. Please find the suppliers contact details below:

The hospitality suites are located on the first level of the ADNEC. Hospitality suites are available to companies from Monday 4 to Friday 8 December 2017, 07.00 – 20.00 As the hospitality suites are within the congress venue, sponsoring companies should be aware that their visitors will need to wear the official congress badge in order to be allowed access by the security staff.

If you are sending material to the Abu Dhabi National Exhibition Centre to be delivered to your hospitality suite, please make sure to label it properly, mentioning the company’s name and contact details as well as the room number followed by “Hospitality Suite”.

Sponsors are advised to contact the official forwarding agent EFI Logistics to coordinate deliveries of publications and brochures to the congress venue.

An updated overview of available/booked Hospitality Suites can be found in the “Invitation to the industry” prospectus, available on line: www.idf.org/congress.

9.2 Service orders

For Catering Services please contact:
- Cristiana Ilie - cristiana.ilie@capitalhospitality.ae

For AV Equipment Services and room set-up please contact:
- Victoria Crick - victoria.crick@adnec.ae
10. SPONSORSHIP ITEMS

An updated overview of available/booked sponsorship items can be found in the “Invitation to the industry” prospectus available online: www.idf.org/congress.