

# Exhibition Stand Structure Form



مركز دبي التجاري العالمي  
DUBAI WORLD TRADE CENTRE

Please Return this form to your Event Planner

**THE DEADLINE TO RETURN THIS FORM IS 2 WEEKS PRIOR TO THE START OF BUILD-UP AND ORDERS RECEIVED AFTER THIS DATE WILL BE SUBJECT TO A SURCHARGE OR MAY NOT BE PROCESSED.**

|                        |
|------------------------|
| <i>Exhibition Logo</i> |
|------------------------|

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting).

## EXHIBITION DETAILS

|                |              |               |  |
|----------------|--------------|---------------|--|
| Event Name     |              | Event date(s) |  |
| Exhibitor Name | Stand Number | Hall          |  |

## CONTRACTOR'S CONTACT DETAILS

|  |             |         |           |
|--|-------------|---------|-----------|
| First Name   |             |         |           |
| Last Name  |             |         | Job Title |
| Company Name   |             |         |           |
| Company Address  |             |         |           |
| City   | Postal Code | Country |           |
| Telephone  |             |         | Mobile    |
| Email (important service information will be sent to this address) |             |         |           |
| Signature  |             |         |           |

## Space-only Stands

Space-only stands, stands with a ceiling, stands incorporating a mezzanine level or raised area above 300mm, stands above 4 m high

**All the following information MUST be provided (USE TICK BOX)**

|   | YES                      | NO                       |   | YES                      | NO                       |
|---|--------------------------|--------------------------|---|--------------------------|--------------------------|
| Perspective Drawing                                 | <input type="checkbox"/> | <input type="checkbox"/> | Height of Stand   | <input type="checkbox"/> | <input type="checkbox"/> |
| Full Stand Dimensions                               | <input type="checkbox"/> | <input type="checkbox"/> | Glass Partition / Glazing (must be 12 mm thick, tempered with anti-shatter film)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Elevations Drawings (front, side and back)          | <input type="checkbox"/> | <input type="checkbox"/> | Ceiling / Roof (If yes, please provide structural details)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Architectural Plan (Layout) Drawing                 | <input type="checkbox"/> | <input type="checkbox"/> | Use of Fabric / Material (fire certificate must be provided)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Structural Material Details                         | <input type="checkbox"/> | <input type="checkbox"/> | Mezzanine Details (above 300mm)   | <input type="checkbox"/> | <input type="checkbox"/> |
| Structural Connection Details                       | <input type="checkbox"/> | <input type="checkbox"/> | Storage Space<br>If Yes, please indicate the storage location on the stand design. The storage door must not have a lock. | <input type="checkbox"/> | <input type="checkbox"/> |
| Base Plate Sizes and Specifications (if applicable) | <input type="checkbox"/> | <input type="checkbox"/> | Provision for aluminum corner for all exposed corner edges on raised platform   | <input type="checkbox"/> | <input type="checkbox"/> |
| Any Special Display Loading Allowance               | <input type="checkbox"/> | <input type="checkbox"/> | Items of special risk (if yes, please complete the Submission Forms for High Risk Equipment and Substance)                | <input type="checkbox"/> | <input type="checkbox"/> |
| Accessible Ramp on Platform                         | <input type="checkbox"/> | <input type="checkbox"/> |   | <input type="checkbox"/> | <input type="checkbox"/> |
| Undertaking Letter (refer to note below)            | <input type="checkbox"/> | <input type="checkbox"/> |   | <input type="checkbox"/> | <input type="checkbox"/> |

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## Double Decker Stands

All the following information **MUST** be provided (USE TICK BOX)

|  | YES                      | NO                       |
|--|--------------------------|--------------------------|
| Structural Drawings, Design Calculations and General Arrangement of Structure                                  | <input type="checkbox"/> | <input type="checkbox"/> |
| Design of Members / Elements (beam, column, slab)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Design of Connections and Base Plate (considering anchor of base plate with permanent flooring is not allowed) | <input type="checkbox"/> | <input type="checkbox"/> |
| Architectural Drawings i.e. Plan, Elevation, Sections  | <input type="checkbox"/> | <input type="checkbox"/> |
| Elevations Drawing (front, side and back)  | <input type="checkbox"/> | <input type="checkbox"/> |
| Design / Detail of Handrail and Staircase Details  | <input type="checkbox"/> | <input type="checkbox"/> |
| Structural Connection Details of Members   | <input type="checkbox"/> | <input type="checkbox"/> |
| Base Plate Sizes (Use min 400 x 400 x 12mm Mild Steel Plate)   | <input type="checkbox"/> | <input type="checkbox"/> |
| Structural Materials Details   | <input type="checkbox"/> | <input type="checkbox"/> |
| Undertaking Letter (Refer to note below)   | <input type="checkbox"/> | <input type="checkbox"/> |
| Items of special risk (if yes, please complete the Submission Forms for High Risk Equipment and Substance)     | <input type="checkbox"/> | <input type="checkbox"/> |

*A charge of AED 1,000.00 applies to each submission and will be charged to the organiser accordingly.*

NOTE: FOR UNCONVENTIONAL STANDS/SPACE FRAME (E.G. WHERE THE STRUCTURAL MATERIALS USED ARE OTHER THAN HOT ROLLED SECTIONS/STANDARD STEEL SECTIONS AVAILABLE IN THE MARKET) OR IF REQUESTED BY DWTC, THE CONTRACTOR/ EXHIBITOR HAS TO SUBMIT AN UNDERTAKING LETTER TO DWTC ENGINEERING FOR ITS STRUCTURAL RIGIDITY, STABILITY AND SAFE DESIGN STATING THE STRUCTURE IS " FIT FOR PURPOSE"

DWTC will review this submission (provided the complete information required has been provided) and get back to the organiser as follows:

- 10 working days for space-only stands from the date of submission was received
- 15 working days for double-storey stands from the date the submission was received

## CONDITIONS

- Submission documentation should explain the method of building the stand
- Submissions for double-decker stand – 50% charges will be applied if the submission is incomplete
- Any late submission is subject to 100% surcharge
- All requirements should be routed through the event organiser
- Drawings/details should be submitted at least 30 days before the start of the tenancy
- The main beam erection shall be completed 24 hours before the opening of the event
- All measurements in the submitted drawings shall be as per standard international (IS) unit system
- The contractor will be fully responsible for the design, stability and workmanship of the structure
- Any free standing wall of a stand exceeding 4 m in height requires a metal framing with base plate and stability design calculation
- Any stand exceeding 4 m in height requires complete structural drawing including its design calculation
- If DWTC's approval under specific circumstances has been received for a stand to be built in one of the concourses, the stand must not exceed 4 m in height. A special policy applies for the building of stands in the concourses. Double-decker stands are not allowed in the concourses
- Any canopy must be reinforced with a metal section and must be supported from the ground with a minimum 3 inch (7.62 cm diameter tube or equivalent support having sufficient section
- Any custom design rigging to be used must be certified and industry approved trusses
- Banners / logos attached to a hanging truss must be fabricated by using metal tubes with bolted connections and must be submitted along with the design calculations for approval
- All shell scheme stands must be braced from all four sides (top portion) to control the stability especially octonom pole / panel
- The stability and safety of all display items within the stand shall be the sole responsibility of the supplier (Exhibitor / Contractor)
- Stands should not impede on any aisles
- No fixing or adjoining structures above aisles are allowed
- No stand carpeting over aisle carpet is allowed in order to join stands opposite each other

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Signature  
On behalf of the Contractor

Company Stamp

Signature  
On behalf of DWTC Operations

Signature  
On behalf of DWTC Engineering

Signature  
On behalf of DWTC Health and Safety

## ATTACHMENT

- The contractor of the stand is required to sign the documents attached to this submission. Copies of the signed documents shall be presented to DWTC security before entering the marshaling yard. Before the start of the build up, the same documents must be made available in the area where the stand will be built for inspection purposes. Failure to do so will lead for the works to be temporarily stopped until the documents are provided.