

QATAR INTERNATIONAL BOAT SHOW EXHIBITOR MANUAL



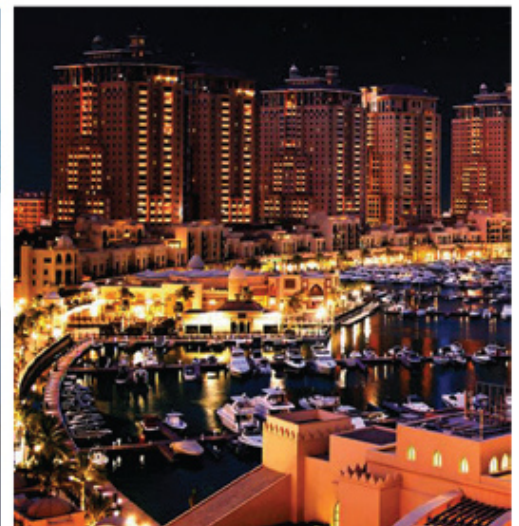
6th edition



QATAR INTERNATIONAL
BOAT SHOW

12th - 16th March 2019

The Pearl-Qatar



Organised by



Member of



The International
Association of the
Exhibition Industry

Hosted by



Ministry of Interior &
Coast Guard Dept.



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EXHIBITOR MANUAL

Dear Exhibitor,

The Qatar International Boat Show is pleased to welcome you to the 6th Edition, 12th – 16th March 2019 at Port Arabia, The Pearl- Qatar.

To continue our commitment towards best practice, our Exhibitor Manual provides vital information to assist your exhibit preparation. **Please review the manual in its entirety, as it has been designed to support you with the ordering of utility services required for your participation at the show.** Also, please be sure that the person(s) responsible for coordinating your exhibit reviews the necessary items in the manual as well.

The deadline to order Exhibitor Credentials and mail back to us is 28 of February.

If you have any questions or need assistance with pre-show planning, please feel free to contact the QIBS Team (contacts below) or visit our website at www.qatarboatshow.com.qa .

For further information on how to enhance your exposure at QIBS including sponsorship opportunities, please contact loay@qatarboatshow.com.qa. For all QIBS media enquiries and brand news, please contact via +974 5034 8090.

Thank you again for your participation!

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SECTION 1 – EXHIBITION SCHEDULE, FORM DEADLINES AND CONTACT DETAILS

1.1 EXHIBITION SCHEDULE – BUILD UP, SHOW DATES AND BREAKDOWN

ADDRESS FOR ALL ONSITE DELIVERIES – Please note deliveries must NOT be made before March 06th, 2019

Contact Name:
Company Name & Stand No.:
Porto Arabia, The Pearl- Qatar

Kindly note:

- The build-up for Qatar International Boat Show 6th Edition is 5 days from 05th to 10th March 2019
 - Please submit a request for overnight working staff
 - **All stands construction must be completed by March 10th at 12:00**
 - Stand dressing and exhibit set up should be completed **by March 11th at 12:00**
 - **Organizer's office will be operational on site from 28th February 2019.**
- Failure to meet the specified deadlines mentioned above could result in penalties.**

ACCESS TO THE MARINA AFTER THE SHOW CLOSES REQUIRES APPROVAL.
BE ADVISED THAT A FEE WILL BE CHARGED BY THE VENUE.

THE ORGANISERS AND THE VENUE WILL NOT BE HELD RESPONSIBLE FOR ANY ITEMS LEFT IN THE MARINA OVERNIGHT.

1.2 FORM CHECKLIST

Exhibitors can find in the Technical Exhibitor Manual all relevant services forms that should be filled in, based on Exhibitors' needs.

Forms should be returned to Organizer **before 28th of February** to ensure on-time delivery.

- Solemn Declaration of Exhibitor Form
- Fascia Name Form
- Additional Services Form
- Badges Forms
- Electricity Supply Form
- Internet Access Form
- Invitations Form
- Temporary Personnel Form
- Branding Options Form

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1.3 QIBS TEAM CONTACT DETAILS

ORGANISER

AL MANNAI EVENTS

Mohammed Bin Thani Street, Bin Omran, Ahmed Bin Abdullah Al Misnad Bldg.

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Loay Dalis

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BOAT SHOW TEAM

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SECTION 2 – VENUE FACILITIES AND SERVICES

2.1 ADDRESS

PORTO ARABIA, THE PEARL- QATAR
Parcel 27
P.O. Box 7256
Doha, Qatar
Tel: +974 4495 3888

2.2 CLEANING SERVICES

It is your responsibility to maintain your stand and make sure it is in a clean condition at all times. We have made arrangements for general cleaning (emptying rubbish bins) and you can order any extra service in the relevant form of the technical manual; **however, the cleaning of stands and exhibits is the responsibility of the Exhibitor.**

Onsite orders can be made (if services are still available) from the Organizer's office; however, a surcharge will apply.

During the breakdown, it is the sole responsibility of contractors and exhibitors to dispose of ALL items, including general waste. Waste disposal skips are available from the venue cleaning department. To order a skip please contact the organizers.

It is essential that all aisles are kept clear of rubbish and other obstructions at all times. It is the responsibility of the Exhibitor and / or their Contractor to identify their waste materials to the cleaners and to make arrangements with the Official On-site Freight Handler to have crates and packing materials stored if they are required at the end of the exhibition.

2.3 PRAYER ROOMS

Male and female prayer rooms with washing facilities are available throughout the venue and are clearly marked.

2.4 PRESS AND PUBLIC RELATIONS OFFICE

For all press & media related enquiries, please contact elena@qatarboatshow.com.qa

2.5 REST ROOMS

A number of ladies and gents' toilets are located throughout the venue at Porto-Arabia and are clearly marked.

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2.6 SECURITY

Whilst every precaution is taken to ensure the safety and security of personnel and equipment and whilst the premises are patrolled, we can't accept any responsibility whatsoever for any injury, loss, damage or any consequential losses which may befall your personnel and / or their property.

2.6.1 EXHIBITION SECURITY

- 24-hour general security for the Exhibition will be controlled by the Organizers in coordination with The Pearl-Qatar.
- For security reasons, no freight or packing boxes will be allowed into Porto Arabia during opening hours on the show's open days.
- Exhibitors are reminded that although the Organizers provide 24h perimeter security service during installation, dismantling and the exhibition week, each exhibitor is ultimately responsible for the security of his exhibits, materials and personal items. While Organizers will take reasonable care to safeguard each exhibitor's property, neither management, the contractors, nor any of their officers, agents, or employees assume any responsibility for the exhibitor's property. To maximize security in the exhibition, visitors will be required to exit the exhibition center at the official closing time each day.

2.6.2 STAND SECURITY

We strongly recommend that any valuable items should be kept under constant supervision and removed each evening. **Stands should not be left unattended at any time.**

Exhibitors removing exhibits during the exhibition must have a signed and stamped letter of authorization from the Organizers, showing items to be removed.

Exhibitors who require access to their stands outside the normal hours of build-up / break down, of the exhibition should notify the Organizers.

Security other than the official security personnel will not be allowed. Fines and imprisonment may result if the police find security guards stationed on your stand. This is in compliance with Qatar's Laws and Regulations.

2.7 TRANSPORT/CONSIERGE SERVICES

Concierge services will be available next to the main entrance of Porto Arabia – The Pearl-Qatar so as to transfer our valued exhibitors and partners from the hotels to the venue and back.

2.8 WIRELESS INTERNET FACILITIES

Wireless Internet Service

A proprietary wireless Internet service can be provided for exhibitors. Exhibitors can buy this service in advance via the relevant form mentioned in the technical manual.

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SECTION 3 – GENERAL INFORMATION FOR YOUR PARTICIPATION

3.1 BANNERS

Please note **banners should be hung within the perimeter of your stand.**

If you are supplying your own banners and dressing of your stand, please ensure that you follow the guidelines. Failure to do so may result in your banners not being hung.

If Exhibitors would like the Organizer to produce their wall banners, please check the branding opportunities and proceed with the relevant order as well as provide high-resolution artwork in electronic (.eps or .ai) format which must be submitted together with the relevant form and a plan for their location (please check the Services Form - Technical Manual).

Please ensure that you action the following:

The form should be received **no later than February 20th, 2019.**

Banners should be delivered directly to the venue no later than March 10th up until early in the morning.

Due to restricted access, it may not be possible to hang banners delivered after the specified date and time.

3.2 EXHIBITION CATALOGUE, PR, VISITOR PROMOTION AND WEBSITE ENTRY

Exhibitors, who wish to have further information on any of the subjects mentioned above, should **please contact the Marketing Team** mentioned in this document directly.

3.3 FOOD AND DRINK SAMPLING

Please submit your Sampling list to the Organizers prior to arrival on-site for venue approval and please note that the following guidelines must be adhered to:

- Only bite sized pieces of food can be handed to visitors
- Only 5 mm disposable cup sized drinks can be handed to visitors
- Food must be laid on plastic plates or trays
- Toothpicks and paper napkins must be provided
- Those people preparing food must wear disposable gloves
- Food packaging must show expiry date
- Pre-cooked food may be heated in a microwave oven providing it is pre-cooked off site and properly transferred and refrigerated while on site
- Pre-cooked food **MUST NOT** be kept overnight; it must be freshly delivered daily in a refrigerated van
- Bin with lid and bin liner must be made available on your stand for wrappings and food disposal
- No cooking is permitted in the Porto Arabia on an electric grill, convection plates or microwaves – no live flames, LPG (Liquid Petroleum Gas) or charcoal is allowed.

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Exhibitors cooking on stands for demonstration purposes (e.g. benefits of a specific cooker) will be required to comply with Food Safety and Hygiene Regulations. A full risk assessment, including methods of storage, washing facilities, stand layout and type of appliance to be used for cooking must be submitted to the Organizers for authorization.

Exhibitors wishing to prepare food on-site must inform the Organizers in writing, giving full details on preparation requirements for venue and Local Authority approval.

3.4 INSURANCE REQUIREMENTS

Each exhibitor is responsible for public liability insurance against injury to the person and property of others arising from his participation at the exhibition (Third Party Liability) as well as against injury to his personnel (Employers' Liability) and insuring their exhibits and merchandise against damage or loss to and from the exhibition and during the exhibition. Exhibitors should contact their insurance broker to cover their personnel, cargo in transit, exhibits and stand materials. Neither the Organizers and the official contractors nor any of their officers, agents and / or employees, will assume any responsibility for damage to, or theft of, an exhibitor's exhibit, product or property or for any injury to the exhibitor's personnel. **Each exhibitor (or the appointed contractor in case you build up a stand) must present an original copy of their Certificate of Insurance to document their coverage by 1st March; otherwise access to the venue may be prohibited. Moreover, exhibitor should provide the organizer with a security check of the value of your stand, if and only if it is a construction and not a tent.**

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 abandonment or postponement of the Exhibition
- Medical expenses and baggage cover
- Value of the stand including the fittings

N.B. Exhibitors are advised that an insurance protection for exhibits, display material and personnel / personal effects must cover the full period for which the equipment and personnel are on the exhibition site.

3.5 QATAR LABOUR LAW NOTICE

As per Qatar Law, it is the responsibility of the Exhibitor / Contractor to ensure that all personnel working on site, during build-up / show days and breakdown, carry their Labor Card or relevant documentation, as proof of position in the company.

Anyone found to be working on a different title other than the position mentioned on the Labor Card / relevant documentation, will be denied access to the venue, may be imprisoned and in some cases deported.

NO LABOUR CARD OR RELEVANT DOCUMENTATION WILL RESULT IN DENIAL OF ACCESS

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3.6 OPENING CEREMONY AND INVITATIONS

The Exhibition will be officially opened at 16:00-16:30 on March 12th, 2019. The dignitary will be announced prior to the opening day. All Exhibitors are eligible to attend the Opening Ceremony and a comprehensive representation of VIPs and Government officials will also be formally invited to attend.

Please ensure that you have a representative from your company to man your stand for the Opening Ceremony as the dignitary may wish to visit your stand.

3.7 PRIZE / RAFFLE DRAWS

If part of your stand includes conducting a prize / raffle draw, you must be aware of the following guidelines that have been issued by the Qatar Department of Economic Development. Although the information given below was correct at the time of the manual going live, it may be subject to change without prior notice.

- If a prize / raffle draw is organized without prior approval or the delivery of the award(s) to the winner(s) is not in line with the policy detailed below, the draw Organizers will be fined.
- The value of the prize should be based on the Qatar market value at the time of the draw.
- If you are a non-Qatar based company and require permission from the Qatar Department of Economic Development, you should apply through one of Qatar's licensed PR / Advertising Agencies, or through the main Organizer (if through the Organizer, conditions apply).
- The winner must receive his / her award(s) from the draw Organizer within 10 days from the date of the draw. If the draw organizer leaves Qatar before handing over all the awards to the winners within the 10-day period, the prizes must remain with the main event Organizer until the 10-day period expires. After this period, the prizes will be consigned to the Qatar Department of Economic Development.
- If the draw prizes have not been collected or delivered within the 10-day period, the Draw Organizer (or in his / her absence the Event Organizer) must consign the prizes to the Qatar Department of Economic Development.
- Prize / Raffle draw Organizer's employees and their family members are not entitled to participate in the prize / raffle draw(s) in any way.

3.8 PROHIBITED OR RESTRICTED DANGEROUS GOODS

Companies who want to import materials which are covered by the Ministry of Environment and Water must secure a No Objection Certificate prior to approval from the Doha Municipality. For Ozone Depleting Substances covered by the Federal Environmental Agency and Scheduled Substances covered by the Ministry of Health, must secure an approval from the said agencies and for Scheduled Substances covered by the Federal Environmental Agency must secure an approval from the Doha Municipality.

We would advise you to contact **or**, as you will require an import code to clear your goods from customs.

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3.9 TEMPORARY STAND STAFF

All temporary staff MUST have a valid work permit when working at the show. Failing to provide a permit upon random spot checks by the Qatar Department of Naturalization and Residency will result in the party employing the temporary staff member being fined.

3.10 WATER DISPLAYS AND FEATURES

Exhibitors that wish to have water displays that involve water tanks or butts must ensure that the tanks are constructed so they do not leak. The choice of material must be considered to ensure that water can't leak onto areas of the Porto Arabia Marina that carry electrical services, such as the utility ducts. This is also applicable to mobile air conditioning units.

SECTION 4 – BADGES AND PASSES

4.1 CONTRACTOR BADGES

Please make sure you read the below very carefully and pass to any contractors / sub-contractors that may be working on your stand. The following regulation has been introduced by the Protocol & Security Department as required by the Qatar Naturalization and Residency Department.

Collection points

Contractor badges can be collected at the Organizers Office at Porto Arabia.

Notes:

- Contractor badge is the property of the exhibitor and must be used in accordance with the agreed terms and conditions.
- Under no circumstances can a contractor be admitted into the Marina without a contractor badge.
- Badge bearers enter the complex at their own risk and hold responsibility for any injury to person or damage to vehicles or property.
- Access to contractors will be restricted to the specific areas wherein build-up and tear-down are required.

4.2 EXHIBITOR BADGES

Any person that will be manning the stand at Qatar International Boat Show 6th Edition will require an exhibitor badge; the exhibitor badge will also give access to the show during build up and breakdown periods. All exhibitor badges must be pre-ordered. Please submit your list via the relevant form. Please ensure that you include all temporary staff you may have hired for the event on your Exhibitor Badge List.

You will be informed when all badges can be collected from the Organizers Office, located at Porto Arabia.

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SECTION 5 – STAND RULES AND REGULATIONS

5.1 STAND CONSTRUCTION

Kindly forward all your relevant requests to the Al Mannai Plus Events Plus well ahead of time.

5.2 BUILD-UP AND BREAKDOWN SCHEDULE

Please refer to the exhibition schedule at the front of the manual for dates and times of build-up, opening and breakdown.

It is the responsibility of the Exhibitor to ensure that the appointed Contractors are able to construct the stand within the time allocated; failure to do so may result in heavy fines and / or closing of a stand, if deemed unsafe. Due to tight time frames, we insist that your stand is prefabricated off site and assembled onsite.

A detailed breakdown letter will be distributed to all stands during the show period, listing the procedures for a smooth and safe breakdown. Please make sure that as the exhibitor you distribute this letter to your contractor so they are fully aware of the set procedures and therefore will not delay the breakdown.

5.2.1 BUILD-UP SCHEDULE FOR SPACE ONLY STANDS

- Delivery of building material may be scheduled at 10:00 on March 3rd 2019. Please insist that your contractor is at The Pearl-Qatar at this time.
- ALL stand construction and building materials must be removed from Porto Arabia area by 16:00 on March 10th thus enabling Exhibitors to complete their stand dressing until 12:00 on March 11th.

5.2.2 BREAKDOWN OF STANDS AND EXHIBITS

- Exhibits or stand fittings can't be removed or dismantled on March 16th.
- The Official On-Site Freight Handler will bring all crates and boxes back to the stands on 17th March 08:00am onwards.
- Contractor's vehicles will be led to the freight yard by venue Traffic Marshals; please bear in mind that this process can take about 2 to 3 hours after the Exhibition has closed.
- Exhibitors are responsible for their Contractors, in removing all stand fittings and waste materials from the venue by 16:00 on March 18th. A charge will be levied should the Organizer have to arrange the removal of any items or stands which have yet to be dismantled past the above-mentioned time. This also applies to materials left in the loading yard – photographic evidence will be taken.

THE ORGANISERS AND THE VENUE WILL NOT BE HELD RESPONSIBLE FOR ANY ITEMS LEFT AT THE MARINA AT ANY TIME.

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5.3 DAMAGE TO VENUE

- Damage caused to the marina by an Exhibitor / Contractor will be charged by the venue. Under no circumstances should an Exhibitor / Contractor attempt to repair any damages caused.
- It is in the interest of the Exhibitor / Contractor to check the condition of their stand site before the building of a stand commences and after its clearance.

5.4 DESIGN APPROVAL

A full set of working drawings giving full specification of materials, electrical details and hanging structures including a 3D perspective view, **must be submitted** to the Organizers no later than February 28th.

The Organizers have the right to reject any stand plan that they deem to be:

- Structurally unsafe
- Considered to be too difficult to be completed in the time specified
- Does not conform to the specifications listed in the manual
- Likely to unreasonably affect nearby Exhibitors' sites in any way

No major structural changes will be permitted to the stand once approval has been given.

The Stand Contractor company name and contact details and a list of sub-contractors showing their expertise must also be submitted to the Organizers together with the stand designs, (if you intend on having support & suspension on your stand).

5.5 FIRE EXITS

Fire exits must be kept clear of obstructions at all times, both inside the halls and outside in the loading bays. Any items found blocking a fire exit will be deemed as rubbish and will be disposed of without notice.

5.6 FLOOR COVERING AND STAND LOCATION

- Exhibitors are responsible for their own stand design and construction. **All space only stands must incorporate flooring** within the stand space.
- It is recommended that Exhibitors place a platform on the floor to disguise cables. Raised platforms must have rounded corners and wheelchair access and should be no less than 18mm thick.
- Stands must have floor protection with thick plastic sheeting and MDF or PLY with a minimum thickness of 12mm.
- A carpet must also be laid around the foot print of the stand to house materials and stand fittings required for build-up and breakdown.
- Steel works, and base plates must be attached to a platform, NOT the venue floor. Any damages caused will be charged to the Exhibitor or Contractor by the venue.

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- It is the Exhibitor's or Contractor's responsibility to examine the area and site allocated for their stand in order to avoid costly adjustments to stand structures. Where possible, the organizers will provide on request stand plots / floor plans.

5.7 HEALTH AND SAFETY

- We urge Exhibitors and Contractors to consider **health and safety aspects**. An accident could be costly, so make sure your selected contractor has adequate insurance cover.

- Exhibitors / Contractors must ensure that all staff using climbing gantries and boom lifts have appropriate safety harnesses and hard hats. Failure to do so will result in the equipment being removed from site.

- **Projection of any display material is strictly prohibited. Exhibits or furniture in the aisles will not be permitted at any time during the exhibition.**

- Please be aware that the venue will insist on the use of gloves and appropriate footwear for the building of stands. Any contractor trying to access the site with inappropriate footwear will **not be allowed** access to the Porto Arabia The Pearl- Qatar. Flip-flops, sandals etc., are considered inappropriate.

- Venue Health & Safety regulations must always be followed by everyone while working inside the Porto Arabia The Pearl- Qatar.

- No storage of empty cartons, catalogues, boxes, paint, thinner, ladders, etc. will be permitted. The storage area will have to be provided within the stand or materials moved off-site.

- Fire exits must be kept clear of obstruction at all times.

5.8 MAINTENANCE OF EXHIBITS

Maintenance work will not be permitted on stands during the Exhibition opening hours. Should you require any maintenance work on your stand during the Exhibition open days, please contact the Organizer's Office on site to arrange access after the Exhibition closes; this request must be submitted to the Organizer's Office by 15:00 on the day access is required. Due to security cover and power requirements, there may be a charge from the venue.

Exhibits may not be removed from the exhibition area during the exhibition opening hours.

5.9 OUTSIDE EXHIBITS

It may be possible to take advantage of outside exhibit space. Please contact your Sales Manager to discuss the possibilities.

Before approval can be given, full dimensional drawings, the weight of the stand and / or vehicle details must be submitted to the Organizer for approval. Contractors must not build their stands unless they have received the official approval from the Technical team.

We recommend that all outside exhibits have a polythene floor covering in order to protect the exhibit. Please note that there will be general security within the perimeter of the exhibits, however they are not responsible for securing your exhibits, therefore should you wish to arrange security please place an order

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for your own dedicated security guard. If you do not have your own security, your exhibits are left at your own risk.

Security other than the approved security personnel will not be allowed. Fines and imprisonment may result if the police find security guards stationed on your stand. This is in compliance with Qatar's Laws and Regulations.

5.10 PRECAUTIONS AND SAFETY MEASURES FOR WELDING

The use of welding or cutting equipment, either arc or gas or spray-painting equipment will not be permitted at the marina. Contractors wishing to use such equipment will have to make arrangements to be outside in the freight yard, space permitting. **A fee will be charged in advance of any work, and arrangements must be made through the Organizer's office.** (A Method Statement it would be required).

5.11 REMOVAL OR ALTERATION OF STANDS AND EXHIBITS

In the interest of the exhibition as a whole, it may be necessary to remove or alter anything in or on any part of the stand. If we feel this action must be taken, this would be at the expense of the Exhibitor concerned.

5.12 STAND NUMBERING

It is the responsibility of Space Only Exhibitors to ensure that their stand number is incorporated within their stand design and is clearly displayed.

The floor plan is subject to change at the discretion of the Organizer.

5.13 STORAGE

NO excess stock, literature or packing cases may be stored around or behind your stand, due to the materials being a fire risk.

If you need a place to store empty cartons, boxes, literature etc. please inform Operations Team. Alternatively, you need to make a provision to build a storage room into your stand design.

5.14 TEMPORARY LABOUR HIRE

Exhibitors requiring temporary labor should contact the Operations Department. Should you need temporary labor on site, please place your order at the Organizer's Office.

5.15 WALLS

- All Space Only stands MUST provide their own solid back wall and / or side wall. Use of existing venue wall or neighboring stand wall will not be permitted.
- The walls are made of PVC fabric. Graphics could be wall banners on wooden frames or wooden panels if there is a need for hanging items

5.16 WATER FEATURES AND DISPLAYS

Exhibitors that wish to have water displays that involve water tanks or butts must ensure that the tanks are constructed so they do not leak. The choice of material must be considered to ensure that water can't leak onto areas of Porto Arabia that carry electrical services, such as the utility ducts. This is also applicable to mobile air conditioning units.

5.17 WATER AND WASTE

Water and Waste facilities are generally available in all the halls; however, these are restricted in certain areas.

5.18 MAINS SUPPLY AND POWER INSTALLATION

- Power consumption ONLY is included in the space rental charge.
- As the Exhibitor, it is your responsibility to order an adequate power supply for your stand. Failure to do this will result in delays on site and could be a fire risk. On site spot checks, will be carried out by the venue. This includes appropriate temporary power supplies required for the build-up and breakdown periods.
- Exhibitors installing their own power connections to their displays must ensure such installations conform to the regulations and will be subject to inspection and approval by the official electrical contractor, before connection is made to the mains supply.
- **Orders received after the due date will be subject to a surcharge.** Payment in full must accompany the application.
- Initial power connections during build-up can be made on request, providing 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 is switched off to all stands 30 minutes after the show closes. Should you require 24-hour power please contact our Operations Manager: **Mohammed El Khodary / Mobile: +974. 66277678/ E-mail: mohd.khodary@qatarboatshow.com.qa**
- **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.**
- **Cables may not be plugged into the venue sockets and / or trailed across the gangways.**
- Please note there will be an electrician available on-site during show hours should you have any electrical issues.

SECTION 6 – FREIGHT FORWARDING & ONSITE HANDLING

We kindly request you to read the shipping instructions and guidelines very carefully concerning freight logistics to the marina. This is essential in order to avoid any problems or delays with clearance, handling and transportation of your goods.

6.1 FREIGHT FORWARDING AND SHIPPING AGENTS

Should you wish to use another company other than the recommended (TBA) forwarding companies, please be aware that your chosen company will be solely responsible in arranging all necessary Customs Clearance and deliveries and you should ensure that the courier / forwarding company guarantees a timely delivery.

Should you choose a company other than the recommended forwarding companies, please note that according to Customs Rules and Regulations, the recommended companies may not be permitted to intervene or arrange for any customs clearance of any courier shipments coming into the country.

6.2 RECOMMENDED FREIGHT FORWARDING AND SHIPPING AGENT TO BE ANNOUNCED

6.3 CONSIGNING INSTRUCTIONS

Kindly arrange to ship all shipments **“Freight Pre-paid”** consigned.

Note: The Airway bill / Seaway bill / Bill of Lading / Truck Waybill & documents must clearly mention “In Transit to Qatar for Qatar International Boat Show for re-export at the end of the exhibition”.

Total number of pieces, total gross weight and total volume of the freight must be clearly indicated on the waybill.

Separate house waybills must be issued for each individual exhibitor, when consolidated.

6.4 CARGO ARRIVAL

We strongly recommend that you ship using a direct service to the Qatar port in order to avoid delays in transshipment, etc.

Prealerts of all shipments (including AWB / BL / Truck Waybill, Invoice, packing list) should be sent via email with a minimum 3 working days before arrival.

Clearance of shipments arriving on Thursday will only commence on Saturday / Sunday, owing to local holidays.

Failure to comply with the arrival deadlines may result in non-delivery, late delivery of goods and additional surcharges. At the same time, any port storage and demurrage incurred as a result of this shall be additional on the account of the exhibitor.

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6.5 RESTRICTED CARGO

Qatar regulations impose some restrictions on importation of a few commodities into the country. If you are not sure if your product falls under this category, this can be checked and confirmed with the relevant Qatar Embassy or Consulate at Origin. We can also assist you in this matter.

Listed below are a few main restrictions:

- Importation of commodities such as alcohol or pork and products containing alcohol or pork or any of its by-products is strictly restricted for import into Qatar.
- Importation of products such as food items, live plants / flowers, tiles / marbles, wireless / radio, telecommunication / defense equipment, chemicals, toys, and radioactive materials of hazardous nature, cosmetics, class rated cargo, etc. are also highly restricted for import into Qatar and will require prior import approvals
- Importation of exhibits such as weapons, ammunition, explosives or any other military equipment is strictly restricted for import into Qatar.

However, such goods can be imported after obtaining prior approvals and special permissions from the necessary Ministries.

Import permissions are solely subject to approvals from the respective Ministry and such goods must be shipped only after receipt of these import permits and our confirmation. Additional charges are applicable to secure such permissions and can be quoted upon request.

6.6 PACKING AND CASE MARKING

Exhibits and cargo should be well packed and designed with internal padding and battens, suitable for the nature of the goods and the mode of transportation intended. The packaging should be able to withstand the entire journey, and - in the case of temporary import - the return journey as well.

It should be capable of easy unpacking and re-packing. The use of screws and clips is highly recommended instead of nails which normally damage the packaging.

All packages, shipped using any mode of transport, must be clearly marked for identification on arrival showing the below information:

Name of Exhibitor:

Stand Number:

Name of the Show: Qatar International Boat Show 6th Edition

Dimensions:

Case Number:

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6.7 COURIER SHIPMENTS, DIGITAL VIDEOS, CD-ROMS AND FILMS

Please **DO NOT** send courier shipments as it will probably not arrive on time, if held by Customs. Some delivery companies allow anyone within the venue to sign receipt for the goods and the consignment may not make its way to your stand with no possibility to locate it within the venue. For this reason, which is beyond our control, we are not responsible for such courier shipments.

Films, videos, slides, DVDs and CDs are subject to censorship in Qatar. All such items must be in English and must be sent to Qatar well in advance for completion of the Censorship process prior to the exhibition.

Clearance of such items is solely subject to approval of the Qatar Government Authorities.

Exhibitors / Clients are requested to submit 1 copy of such DVD / CD-ROMs to us via courier in order to arrange for the necessary censorship approvals, prior to the shipping of the goods.

The shipment should be moved along with a commercial invoice to cover the dispatch of the items. Copy of the courier waybill and commercial invoice must be sent to us in advance prior to the arrival of the goods in Qatar.

It is the responsibility of the exhibitor / client if their package has been received. Shipments that require an advance payment of customs duty or any other freight charges will be refused, unless it is pre-arranged. Courier shipments must therefore be sent on a Delivery Duty Paid basis.

Certificate of origin will be required in case of high values or weights over 100 or 200 kg. Please check with the forwarder / courier agent on import clearance process before shipping.

6.8 TEMPORARY IMPORTATION AND CUSTOMS DUTY

Temporary importation of goods is solely subject to the approval by the applicable Customs authorities. If customs reject the application for clearance on a temporary importation basis, the goods will have to be imported permanently and the assessed customs duty will be applicable.

Goods intended for temporary importation must clearly bear serial numbers wherever possible and the same should co-relate to that mentioned in the commercial invoice. Customs accept only engraved serial numbers on the cargo. No product or stickers are accepted for temporary import into Qatar. Customs may reject temporary importation and force permanent import when this information is not available.

The "Port & Custom Authorities" of Qatar levy a customs duty on goods, which are sold / consumed / destroyed and not re-exported at the end of the show, based on Cost, Insurance, and Freight (C.I.F.) value of the goods as assessed by Qatar Customs. All Customs Duty assessments are solely up to the discretion of Qatar Customs. Qatar Customs can re-evaluate the value declared on the commercial invoices and the duty is calculated and outlaid as assessed by the Qatar customs.

In the event that the exhibitor would like to dispose / sell his goods during the exhibition, the permanent importation of these items can be processed subject to approval from the Qatar customs. However, Customs Duty will be applicable on these items in addition to an import conversion fee.

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All customs duty (part or full duty) applicable towards shipments being sent to Qatar will be on account of the respective exhibitor as assessed by Qatar Customs. An outlay fee of the outlaid customs duty amount will be charged additionally towards this service.

Approval from Qatar customs will take a minimum of 2 working days. On Fridays & Saturdays the customs main building will be closed so no special approvals will be given during this time.

6.9 LOCAL DELIVERIES

Arrangements for local deliveries to the site during the build-up and break-down period of the exhibition may be made through Rand Global, the official on-site goods handling agent, who has total responsibility for movement of goods on-site.

Please ensure that your exhibit materials are at the Pearl- Qatar **at least 24 hours prior to the official**

opening. Exhibit material including brochures, posters and samples etc., being brought into Porto Arabia after this time will not be permitted through the front main entrance.

The Organizers, whilst providing general security, can take no responsibility for Exhibitors' possessions. Valuable items that can be easily removed should not be left unattended at any time.

Companies using couriers to deliver their goods to their stands are advised to inform the handling agent that trolleys, and porters are not available at the venue.

Deliveries can't be made during the show opening hours and must be delivered either before the show opens or at the end of the show each day.

Exhibitors are advised to make sure that their Contractors have all the contact details of the Official On-Site Goods Handling Contractor.

Contractor's vehicles will not be permitted within the exhibition area during the exhibition opening days.

6.10 LIFTING EQUIPMENT

Lifting equipment will be available on-site and Exhibitors wishing to use this facility should contact the Official Contractor for a tariff of charges. For cranes or heavy equipment, a minimum of 2 working days' notice must be given.

6.11 INSURANCE

You are strongly recommended to check with your All Risk Insurer that you are fully covered for all the work we may undertake on your behalf and to advise them of our conditions.

As our Tariff is computed on the basis of volume and weight and has no correlation with the value of exhibits, it follows that the cost of insurance cover is not included in our charges.

It is the responsibility of each exhibitor / client to arrange a Full Marine (Transport) Insurance covering transport of your goods from your domicile to the exhibition, and the return of the same back to your domicile at the end of the show, including the period your exhibits / goods are handled. Please also ensure that the Marine (Transport) Insurance is arranged for the exhibits / goods sold locally during the exhibition.

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We will not accept any liability towards any loss or damage of your exhibits / goods.

6.12 TERMS OF PAYMENT

Inward: Upon uplift of goods, prior to delivery to stand.

Outward: Upon presentation of invoice / prior to delivery of shipments.

All payments must be made without any deduction or deferment on account of any claim, counterclaim or offset. Personal or foreign cheques are not acceptable.

6.13 MISCELLANEOUS REMARKS

All other rates quoted herein exclude:

- Cargo and Transport Insurance
- Airline / Airport / Seaport storage or demurrage charges if applicable will be additional on early arrival shipments (irrespective of the cargo arrival deadlines mentioned in the shipping guidelines).
- Trailer detention, intermediate storage, exchange B/L fees if applicable if delivery orders are to be collected from any third-party agents / consolidators, hire of equipment, overtime surcharge, holiday surcharge or any other special handling, which if applicable will be additional.
- Return / Export Freight charges for any mode of shipping.
- Trailer Detention fees at the border due to lack of correct documents.
- Any transshipment fees on LCL consignments, such as CAF, PSS, BAF, THC, port or handling fees, etc.
- Storage and handling of empty cases as subject to availability of free storage space on site. Any charges levied by the venue towards the space required, which will be additional.
- Transport, storage and handling charges of empty cases / containers off site.
- Accessible storage if required will also be quoted on request.
- Split delivery of freight into different halls locations, where additional handling is required.
- Unforeseen charges, such as loading / unloading, packing / unpacking at sea / airport for customs inspection.
- Cargo / Exhibits subject to approval from any Government department or Ministry for importation licenses shall be additional and subject to approval. Charges towards which will be additional.
- Provision of Hire of Equipment – Fork Lift, Crane, Pallet Truck, etc.
- Provision of Packing materials and manpower for additional assistance on the Stand.
- Application of any import license, legalization charges or any fines / charges applicable due to incorrect documentation will be charged at actual cost.

For additional services not listed above, individual quotations will be provided basis your requirements.

Rates quoted are based on current Rates and Tariffs, subject to changes with / without prior notice.

SECTION 7 – ACCOMMODATION, TRAVEL AND REGIONAL INFORMATION

7.1 BANKS AND ATMS

Banks offer a full range of commercial and personal banking services.

All major credit cards are accepted at ATMs across the region and can be found in all shopping malls, the airport, petrol stations and at various street-side locations.

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QATAR INTERNATIONAL BOAT SHOW

7.2 BUSINESS TIMINGS

The weekend in Qatar is Friday and Saturday.

Government offices are open from 07:00 to 15:00 Sunday to Thursday.

Small shops' opening hours are usually based on split shift timings. The big shopping malls now remain open all day.

Embassies and consulates are open from 09:00 to 13:00 Sunday to Thursday.

7.3 CLIMATE

Qatar has a sub-tropical, arid climate. May to October are the warmest months with high humidity, while the rest of the year the temperatures fall anywhere between the mid-20s to mid-30s. Rainfall is infrequent and falls mainly in the cooler months around November to March.

7.4 CULTURE

Qatar's culture is firmly rooted in the Islamic traditions of Arabia (however Qatar is very tolerant of the customs of its visitors and is relatively liberal when it comes to Western dress codes and serving alcohol in hotels).

7.5 CUSTOMS

Personal effects entering Qatar are not liable to a customs levy.

7.6 HEALTH REQUIREMENTS

No health certificates are required for entry to Qatar, except for visitors who have been in cholera or yellow fever infected areas. However, it is always wise to check health requirements before departure as restrictions may vary.

7.7 HOTEL ACCOMODATION

Our Official Hotel will be announced soon.

7.8 LANGUAGE

The official language of the country is Arabic, although English is the official business language. English is widely used and most road and shop signs, restaurant menus, etc. are in both languages.

7.9 LOCAL CURRENCY

The monetary unit is the riyal (QAR), which is divided into 100 Dirhams.

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7.10 MONEY EXCHANGES

Money exchanges are available at various locations and have rates that are often better than the banks. Additionally, hotels will usually exchange money and travelers cheques at the standard hotel rate. Exchange rates of all major currencies are published daily in the local newspapers.

7.11 ON THE ROAD

Drivers and their passengers in the front and back seats of a vehicle must by law wear seat belts. Failure to do so will result in a heavy fine. It is also an offence to drive and use a mobile telephone unless it is a hands-free model.

Qatar has a zero tolerance on driving and drinking. Any driver found driving under the influence of alcohol will have a term of imprisonment as well as the likelihood of receiving a fine.

Non-residents must have an international driving license to drive in Qatar.

7.12 PHOTOGRAPHY

Normal tourist photography is acceptable although it is courteous to ask permission before photographing people, especially local women. In general, photographs of government buildings, military installations, ports and airports should not be taken.

7.13 RELIGION

Islam is the official religion of Qatar, but other religions are respected. Qatar has a variety of Christian churches.

7.14 VISA

Please note:

- There are some nationalities that will be able to obtain a VISA upon arrival.
- Passport must be valid for at least 6 months from date of departure.
- The visit VISA does not entitle the visitor to take up permanent work in Qatar.
- All visitors and exhibitors require a full passport for their visit.

**VISA APPLICATION IS SUBJECT TO QATAR VISA RULES & REGULATIONS.
THE ORGANISER WILL NOT ISSUE VISAS & CAN'T BE HELD RESPONSIBLE FOR ANY
MISCOMMUNICATION OR CHANGES.**

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SECTION 8 – EXHIBITION INSURANCE

The Exhibitor shall carry insurance to cover the following risks (a) Public Liability; (b) Fire Damage; (c) Medical Expenses; (d) Food and Drink Poisoning; (e) Damage caused by the Exhibitor to venue; (f) Liability arising out of loading and unloading of Exhibition Material; (g) Exhibitor to Exhibitor Liability; (h) Liability due to erection and dismantling of stands; (l) Damage caused to the Exhibitor’s property; (k) Personal Accident (including death and disability) for 3 employees of the Exhibitor.

The Insurance cover prescribed will be taken out by the Organizer and the costs thereof charged to the Exhibitor, which shall be paid in the amount, the manner and in accordance with the invoice issued. No specific, event-related or global policy taken out or proposed to be obtained by the Exhibitor shall be acceptable in satisfaction of the requirements stated above, even if such policy were to contain matching cover

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