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Fill & Return

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EXHIBITOR DETAILS:

Exhibiting Company Name: _____

Date: _____ Hall No. _____ Stand No. _____

** It is the exhibitor's responsibility to inform ADNEC Services of any changes to the stand number / service location.*

ORDER CONTACT DETAILS:

Full Name: _____

Job Title: _____

Company Name: _____

Company Address: _____

City: _____

Postal Code: _____

Country: _____

Contact No. _____

Email Address: _____

On-site Contact Name: _____

On-site Contact No. _____

** It is important to review TERMS AND CONDITIONS attached on this order form before submitting your order.*

INVOICE BILLING DETAILS:

Tax Registration No: _____

Same As Above

Preferred Invoice Currency: USD

AED

Full Name: _____

Job Title: _____

Company Name: _____

Company Address: _____

City: _____

Postal Code: _____

Country: _____

Contact No. _____

Email Address: _____

Part 1: Tick the boxes that apply to your stand:

1. DESCRIPTION

<i>Is your stand</i>	YES	NO
A Multi Storey/ Double Decker	<input type="checkbox"/>	<input type="checkbox"/>
B Special feature	<input type="checkbox"/>	<input type="checkbox"/>
C Complex/Over 4 Metres in height	<input type="checkbox"/>	<input type="checkbox"/>
D Viewing gallery/platform/access gangway/walkway	<input type="checkbox"/>	<input type="checkbox"/>
Other:		

2. TYPE

<i>What is the upper storey being used for:</i>	YES	NO
A Public	<input type="checkbox"/>	<input type="checkbox"/>
B Hospitality ONLY	<input type="checkbox"/>	<input type="checkbox"/>
C Invited Guests	<input type="checkbox"/>	<input type="checkbox"/>
D Storage	<input type="checkbox"/>	<input type="checkbox"/>
Other:		

Please tick the appropriate boxes:

3. DESCRIPTION

<i>Is your stand constructed of the following:</i>	YES	NO
A Non - combustible material	<input type="checkbox"/>	<input type="checkbox"/>
If yes, state material:		
NB Combustible material is not acceptable Plastic material is not acceptable		
B Inherently-non-flammable material	<input type="checkbox"/>	<input type="checkbox"/>
C If plywood, hardboard, pulp board, fibreboards, MDF Have they been rendered flameproof?	<input type="checkbox"/>	<input type="checkbox"/>
D Do they bear a distinguishing brand mark to indicate that it has been impregnated?	<input type="checkbox"/>	<input type="checkbox"/>
E Timber – any thickness impregnated as above	<input type="checkbox"/>	<input type="checkbox"/>
F Is the timber frame of natural unproofed timber	<input type="checkbox"/>	<input type="checkbox"/>
G Counters/Floor of stand – natural unproofed timber as above	<input type="checkbox"/>	<input type="checkbox"/>
H Wood chipboard, block board not MDF not less than 18mm (3/4") finished thickness and is close jointed	<input type="checkbox"/>	<input type="checkbox"/>
I Does the area of vertical wall services exceed 2m for each m (2ft for each square foot) of exhibition floor occupied by the stand	<input type="checkbox"/>	<input type="checkbox"/>
J Is the timber arranged on outside of stand continuous with similar timber (treated) of adjoining stand	<input type="checkbox"/>	<input type="checkbox"/>
K Is the fabric inherently non-flammable or durably flame proofed where timber is used on the outside of the stand	<input type="checkbox"/>	<input type="checkbox"/>
L Is wood chipboard, block board or MDF (not less than 18mm) being used in construction of internally lit units – display plinths	<input type="checkbox"/>	<input type="checkbox"/>
M Are the textile fabrics used for internal decorative purpose within the stand, rendered non flammable	<input type="checkbox"/>	<input type="checkbox"/>
N Is the ceiling, other than topmost storey constructed of solid construction or of inherently non-flammable fabric	<input type="checkbox"/>	<input type="checkbox"/>
O Are all cupboards, enclosed offices, storerooms, food areas, etc., beneath upper floor lined throughout with non-combustible material	<input type="checkbox"/>	<input type="checkbox"/>
P What is the floor area of the upper storey	<input type="checkbox"/>	<input type="checkbox"/>
Q Is the upper floor divided into more than two separate enclosures	<input type="checkbox"/>	<input type="checkbox"/>
R If over 20m or divided into more that two separate enclosures has an alternative means of escape stairway been provided	<input type="checkbox"/>	<input type="checkbox"/>
S Do the stairways lead to a public gangway or Is the ground floor of an open character with exhibits that do not introduce a risk of fire or obstruction	<input type="checkbox"/>	<input type="checkbox"/>

4. STAIRWAYS

	YES	NO
A Please indicate width of staircases:	[]	[]
1:		
2:		
B Size of risers (maximum rise of 190mm)	[]	[]
C Size of treads (minimum width of 240mm)	[]	[]
D Is the handrail provided on the stairs	[]	[]
E Is it 900mm from ground level	[]	[]
F If a balustrade is provided a round the upper floor/platform is it a minimum of 1.100mm in height (i.e. should be measured perpendicular form the centre of the treads or from the level of the landings etc, to upper surface of balustrade. Unless it is solid construction, the space between vertical and horizontal should not exceed 100mm (4 inches)	[]	[]
G Can objects (glasses, handbags etc) fall from the upper storey, if yes, – have you provided a toe board of minimum 150mm round the upper floor	[]	[]
H Is your stand within 2m of a gallery-raised tier, staircase, escalator from which articles can be dropped from above	[]	[]
I Are all doors:		
a. Provided with clear vision panels (minimum 230mm by 230mm)	[]	[]
b. Fitted with a lock which can be opened from the inside	[]	[]
c. To an enclosed construction, supplied with vision panels in suitable areas so people inside can have early visual warning of any emergency	[]	[]

Please tick the appropriate boxes:

A Have you indicated by symbol where the main electrical intake switch will be located	[]	[]
B Have you provided emergency lighting to any room etc which if in the event of mains failure would be in darkness	[]	[]
C Have you provided "EXIT" Signs (125mm) as necessary to indicate "Exit Doors"	[]	[]
D Do the doors open outwards and not interfere with gangways and cannot injure people	[]	[]
E Is all electrical equipment being installed by qualified persons	[]	[]
F Have you indicated any neon signs/feature and provided a "Fireman's Switch" in accordance with the regulations	[]	[]
G Is the stand constructed of octanorm or similar construction	[]	[]
H Have reinforced bars at a height of (1.100mm) been placed in octanorm walling on the upper floor	[]	[]
I Are there any full height plate glass/plastic windows. Are they:		
a. constructed so they cannot fall out	[]	[]
b. bend and fall out	[]	[]
c. Are they provided with a middle re-enforcing plate at 1.100mm height	[]	[]
J Are there any full-glazed doors. If yes,		
a. are they provided with "safety notice" at sight level	[]	[]
b. If they are on an upper deck, do they have a handrail or barrier across them	[]	[]

PLEASE CONTACT US IF YOU HAVE ANY QUESTIONS ABOUT THIS CHECKLIST – THIS CHECKLIST SHOULD BE SUBMITTED TO US IN CONJUNCTION WITH FULL TECHNICAL PLANS AND VISUALS OF YOUR PROPOSED STAND.

Please note that Abu Dhabi Exhibition Centre (ADNEC) Health & Safety Officer reserves the right to make any changes resulting from an on-site inspection