

# INSRC

المؤتمر والمعرض الدولي للبحث والإنقاذ  
INT. SEARCH & RESCUE CONFERENCE & EXHIB. 2022

## NSRC 2022 EXHIBITOR MANUAL



HOSTED BY



الإمارات العربية المتحدة  
UNITED ARAB EMIRATES  
المجلس الأعلى للأمن الوطني  
THE SUPREME COUNCIL FOR NATIONAL SECURITY  
المركز الوطني للبحث والإنقاذ  
National Search and Rescue Center

Conference & Exhibition:  
Managed by

*Des Rite*  
Events & Exhibition

## WELCOME!

National Search and Rescue Center, the organiser of the International Search and Rescue Conference and Exhibition 2022, welcomes your participation. This manual is put together to assist you with your preparations leading up to the event.

It is therefore essential for all exhibitors to familiarise themselves with each section and the order forms for various services.

We wish all our exhibitors a very successful show.

Kindly do not hesitate to contact on the below numbers for any queries regarding the operational assistance for your participation.

CONTACT INFORMATION			
Name	Responsibility	Contact Number	Email ID
Basel Hanna	Managing Director	+971 50 613 9260	basel@donrite.ae
Haraant Saliba	Account Manager & Project Director	+971 50 717 5515	haraant@donrite.ae
Sair Saliba	Logistics and Production Manager	+971 50 262 0633	shsaliba@donrite.ae
Suzan Abu Amarah	Traffic Manager and Arabic Coordinator	+971 50 417 1095	suzan@donrite.ae
Sara Jlailati	Exhibition & Sponsorship Specialist	+971 50 264 4744	sara@donrite.ae
GENERAL INFORMATION			
Build Up Days			
Date	Time	Notes	
20 November 2022, Sunday	17:00hrs 20:00hrs	All stand set up must be completed by 20:00HRS on Sunday, 20 November 2022. Boxes, pallets, packages and waste materials must be removed from the premises. Failure to comply with may result in a penalty fee and the removal of material left behind.	

## EXHIBITION DAYS

### Show Open Days and Timings – For Exhibitors and Visitors

Date	Time
21 November 2022	9:00 HRS - 18:00 HRS
22 November 2022	9:00 HRS - 18:00 HRS
<p><i>*Exhibitors will be given access from <b>00:00 HRS</b> on the 19<sup>th</sup> November provided that they hold the correct badge.</i></p> <p><i>Exhibitors are not permitted to undertake works during show opening hours.</i></p> <p><i>Exhibitors can only access one hour before the show starts.</i></p>	
Dismantling	
Date	Time
22 November 2022	18:00 HRS
<p>*Stand decorations and waste materials must be cleared from the Halls before 17:00 HRS</p>	

## LOCATION

National Search and Rescue Conference and Exhibition 2022 will be held in the Abu Dhabi National Exhibition Centre (ADNEC). Please click here to see the location map.

Follow this link <http://www.adnec.ae/adnec/travel> to know more information about all the available ways to reach ADNEC.

Abu Dhabi National Exhibition Centre (ADNEC)

Abu Dhabi, United Arab Emirates. Khaleej Al Arabi Street.P.O. Box 5546

ADNEC Call Centre: 800 23632 - International: +971 (0) 2 444 6900

# ADMISSION TO THE SHOW

## Badges Exhibitors

All exhibitors must collect their badges for access to exhibition halls from the registration desk. Please visit the exhibitor zone below to fill the names for the badges

## Contractors

All contractor personnel requiring access to the exhibition site before, during, and after the exhibition must have contractor badges and must wear high visibility jackets to access the hall and appropriate shoes; otherwise they will be stopped by ADNEC security. Exhibiting companies must provide the organisers with their contractor's details. Contractor badges can be collected from the organiser's office. ADNEC has implemented a formalised and chargeable Contractor and Vehicle Access process commencing from 1st January 2020.

### The process will:

- Ensure that contractors accessing the ADNEC venue are legal, legitimate and operating within the laws of the United Arab Emirates
- Provide an accurate data-base of who is working within ADNEC and their reason for being in the venue
- Increase and enhance the overall level of site security and surveillance
- Raise awareness amongst contractors and vehicle operators to be mindful and accountable with regards to their operating standards (specifically Health and Safety considerations) and the potential impact of their work-activity when onsite
- Allow greater control of the Loading Bays and Access Gates ensuring that build-up and breakdown periods operate with greater efficiency
- Ensure that vehicles and contractors adhere to the stipulated access timings and rules/regulations of the venue

All contractors and vehicles which present themselves to the ADNEC Holding Areas, Access Gates or Loading Bays will be required to adhere to the process and will be liable for any subsequent charges.

ADNEC Security and Traffic teams will administer the access process which will be directly linked with the Ministry of Immigration in order to ensure individuals are legally entitled to work within the United Arab Emirates.

The process and charges will apply to all vehicles and individuals without exception.

## IMMIGRATION & LABOUR LAW (PLEASE TAKE TIME TO READ THIS SECTION CAREFULLY)

- UAE Labour Law prohibits the hiring or contracting of any illegal labour. Organisers, Exhibitors and Contractors violating this law can be sentenced to one month jail and fined up to 50,000 dirhams per person.
- The UAE Immigration Control Department make regular unannounced inspections at ADNEC.
- ADNEC Security is responsible for the access control to the building.
- ADNEC's Surveillance Team was created as a safety net in an attempt to prevent any such spot checks finding illegal workers on the premises. ADNEC's main aim is for you and your exhibitors to have a smooth and successful Build Up, Open Period and Break Down. Please ensure, therefore, that all of your exhibitors and contractors are fully aware of this UAE law.

- The UAE government is phasing out Labour cards, effective from 2015. Therefore ALL labourers must be able to produce their
- Emirates ID card together with a photocopy of their UAE visa showing their sponsor name.
- Only a valid Emirates ID card together with a copy or original of the Residence visa will permit access into ADNEC.
- Any other cards will NOT permit access (driving license, medical card, etc.).
- International guests will be required to supply a copy of their temporary visas.
  - \* Please note that every contractor must carry his individual labour card at all times.

## Safety

ADNEC requires all contractors and exhibitors working within the Halls during build-up and breakdown to wear suitable personal protective equipment. This includes safety shoes, high-visibility jackets, gloves and hard-hats as appropriate. NO SLIPPERS / SANDALS are permitted during build-up & breakdown.

## Car Parking

Both Car parks A and B will be in use for the event. The latter is a two multi-storey car parks onsite which accommodate up to 5000 vehicles situated above the Concourse servicing hall. The parking rates for car park A & B are as follows and for more details please refer to the Parking Order Form 2022.

- Daily Car Parking Ticket: AED 80 for 24 hours
- VIP Parking (per space): AED 150

## Internet Policy

Private wireless routers and broadcasts (IEEE 802.11) are not permitted within ADNEC.

Private wireless networks are often unstable and do not function as intended during exhibitions. This is due to the myriad of competing and overlapping wireless broadcasts operating in close proximity to each other. The more wireless broadcasts in operation in a given area, the more interference are generated resulting in less stable Wireless connections for all parties.

For this reason, non-ADNEC wireless broadcasts will be ceased in order to mitigate wireless interference problems and ensure service stability and continuity for all. Several wireless and internet connection options are available which will cater to small or large wireless internet requirements. All equipment (telephone and handsets and fax machines) should be provided by the exhibitor. Exhibitors can arrange telephone and fax lines for use in their stands and pavilions. Application for these facilities can be made by completing the ADNEC Forms at the rear of this manual or visiting ADNEC Happiness Desk, Telephone: +971 (0)2 444 6900.

### Note:

- Wi-Fi purchases of 30 units or less should be made directly from ADNEC.
- The Order form must be accompanied by payment and location for the requested items.
- The order form must be sent to ADNEC.
- Telephone cards can be purchased from ADNEC.

# GENERAL SERVICES

## Security

The organisers accept no liability for any loss or damage which may occur. Exhibitors are responsible for security of their stand and exhibits (including personnel and their belongings) and must arrange for their own insurance to cover all stages of the exhibition. Static guards are available for hire and can be organised through ADNEC Security. Contact [customer.services@adnec.ae](mailto:customer.services@adnec.ae) or call Tel +971 2 406 3666

## Catering

Restaurants/cafes on site are located in the Grandstand area of the venue and offer a self-service buffet (international menu) and an a la carte service. There will be a number of mobile catering services located in the Concourse outside of all halls. These restaurants will operate throughout the Build-up and Breakdown periods. When the exhibition hall is open, an international menu will be provided with a self-service buffet and snacks.

If you want to order catering to your stand contact [catering@adnec.ae](mailto:catering@adnec.ae) or Telephone +971 2 449 6214

## Stand Cleaning

The organisers will arrange for the general cleaning of the exhibition halls, internal gangways and paths - this includes vacuum cleaning of carpets/flooring and rubbish disposal before the exhibition opens in the morning and after it closes in the evening. It excludes cleaning exhibits and displays. Exhibitors should complete the ADNEC stand cleaning form should they need to arrange for special cleaning of their stand. Email [customer.services@adnec.ae](mailto:customer.services@adnec.ae)

*Note: During the build-up period exhibitors and their contractors are responsible for the removal of all waste material from their respective stands and depositing it in waste bins.*

## Onsite facilities

- Registration counter- These counters will prepare and issue Exhibitor Badges, daily programs, show guides and passes to daily visitors according to the rules and regulations of the exhibition.
- Medical Centre: A basic first aid clinic operational will be available on site throughout the exhibition period including build-up and breakdown. This is located in the Concourse between Halls 7 and 8.
- Prayer rooms - Refer to the site-plan for location of mosque and toilets.
- Male Mosque - above Hall 4 on level one – take left hand escalator from concourse.
- Female Mosque - above Hall 5 on level one – take right hand escalator from concourse.

# SHELL SCHEME STANDS

## Shell Schemed Stand Package

Exhibitors who have booked the Shell Scheme Stand Package will be provided with floor covering, electricity, spotlights, furniture and fascia name as per your contract. If any additional components are required to dress up your stand, please contact Don Rite at [dra@donrite.ae](mailto:dra@donrite.ae) for a list of additional items.

Please note this technical drawing is an example of a corner stand. The stand that you have booked maybe a corner, terrace or island stands which may look different to this sample. Please check with the Organiser if you wish to confirm exact specifications.

Please note that it is not permitted to use nail, tacks or to drill a hole on shell scheme panels. If the intention is to affix lightweight items such as frames and banners, a good quality of double sided adhesive pads that can be remove without causing damage to the wall should be used. Hooks, brackets and flat shelving are also available for rental.

## Shell Scheme Stand Specification

### Structure:

The stand structure is constructed at a height of 2.5 metre using aluminium metal framework of poles and beams with white shell scheme panels. Each panel is divided with an aluminium pole. The number of panels is dependent on the size of the stand and its location on the show floor. If exhibitors wish to brand the shell scheme panels, please contact Don Rite. Stand structure and shell scheme panel walls must not go above 2.5 metre in height.

### Floor Covering:

All shell scheme stands will have standard exhibition carpet flooring as part of the stand package.

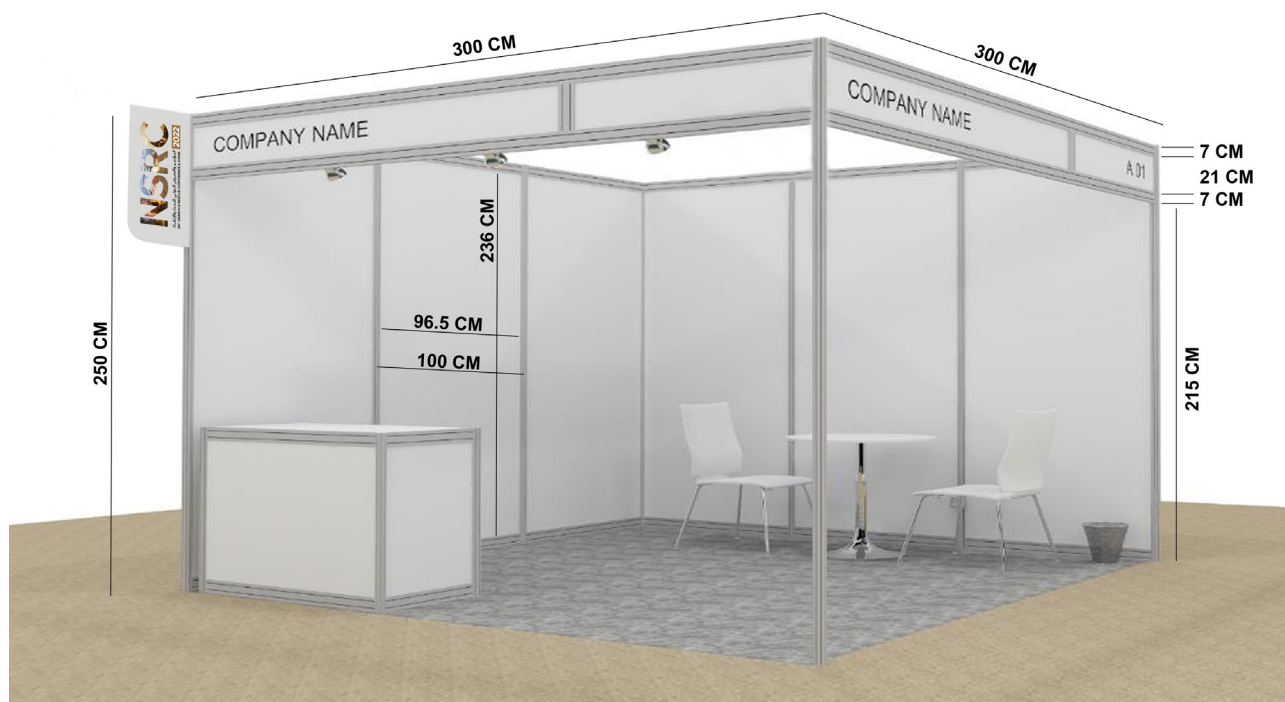
### Fascia Board and Graphics:

Fascia will include a cut-out sticker of Exhibitor Name and Stand number using a generic font. Please respond to the email of the official contractor with the intended company name to appear on the fascia.

**Important note:**

- The stand visual shown is a sample only. Open sides and size will be based on your booked stand. Please contact us for any clarifications.
- It is strictly prohibited to fix nails, paint and use any difficult tapes/graphics to remove from the stand walls and beams. Please ensure to remove all branding and double sided tape from the stand to avoid any damage/cleaning charges

**Shell Scheme Stand Reference**



**Stand Package:**

Stand Size	Meeting Chair	Meeting Table	Reception Stool Chairs	Lockable Counter	Waste Bin	Spotlights	Socket
9 sqm – 18 sqm	2	1	1	1	1	3	1
18 sqm – 27 sqm	4	2	1	2	2	6	2
27 sqm – 36 sqm	6	3	1	3	3	9	3
36 sqm – 45 sqm	8	4	1	4	4	12	4

**Electrical Package:**

The number of spotlights varies depending on the size of the booked stand. A minimum of 6 sqm stand will have 3 spotlights, 1 power socket and 1 13amp single phase power supply on the stand.



# BUILD UP STANDS

## Space Only Stand Construction Build Regulations and Guidelines

Maximum height should not exceed more than 4m.

If you have booked a 'Space only' stand, this means you will be allocated an empty space on the show floor and you are responsible for providing everything else. Exhibitors are responsible for their own stand design and construction. No stand fitting or carpet is provided by the Organizer on space only sites.

It is your responsibility to examine the area and site allotted to you in order to avoid costly adjustments to stand structures. Where possible the organisers will provide on request detailed stand plots indicating the position of service ducts and pillars. Minor obstructions or height restrictions cannot always be indicated on the plans of the Exhibition.

Stand fitting regulations contained within this section must be observed by you when planning your stand design and layout. In order to achieve a smooth run up to the Exhibition, all exhibitors should provide details of their selected contractors to the organiser. This will enable to supply them with any additional information they may require.

Exhibitors who have booked 'Space only' may use a contractor of their choice, subject to the following rules & regulations.

The height restriction of space only stands is 3.95m.

Prior approval of drawings by the organisers is a must requirement. Stand design drawings are required to be sent before 25<sup>th</sup> October, 2022 otherwise the Organiser has the right to dismantle or make changes at exhibitors' responsibility. Stand designs must include all dimensions including vertical heights. Maximum height for the stand built is 3.95metres. No stand can be built over 3.95 meters high. If your stand height exceeds more than 3.95 meters then additional charges will be applied direct to the participant as mentioned above. Space only exhibitors must provide the Organisers with full contact details of contracting company.

The name and stand number of the exhibitor must be prominently displayed. If this requirement is not observed, the Organisers reserve the right to affix stand numbers and charge the cost incurred to the exhibitor concerned.

No suspensions are to be made from the beam of the exhibition hall, nor may any fixing be made on the floor, columns, walls, or any part of the hall.

A suitable floor covering such as carpet or matting must be provided for all stands.

A back wall must be provided, except in case of an island or peninsula stand.

In case "space only" stand walls exceed the height of adjacent lower stand's walls, the rear surface must be decorated by the exhibitor building the higher wall.

No part of any structure or exhibit may extend beyond the boundaries of the site allocated. This includes symbol, logo, lighting, floral decoration and furnishing.

Where raised flooring or platforms are provided, the corner of stands at gangway junctions shall be rounded off or splayed or otherwise protected to ensure clear passage.

It is STRICTLY forbidden for any Exhibitor/Group to build or add any structure, put flags, banners or signs outside the booked area.

Contractors must keep the aisles and fire exits clear at all the time. Organizers have the full authority to remove any materials obstructing the gangways during the build-up timing.

## Exhibition Schedule and Operating Hours

Date	Time
19 November 2021, Monday	9:00 HRS - 18:00 HRS
20 November 2021, Tuesday	9:00 HRS - 18:00 HRS

### Freight

The exhibitor is responsible for their own cargo shipment. However, NSRC will assist by providing a letter of exemption to smoothen the shipping process. And in case any of the exhibitors are carrying any radio devices, the same needs to be declared, to the custom, at an earlier stage.

## CONTRACTOR AND VEHICLE ACCESS

Please be advised that a charge will be levied to all contractors and vehicles requiring access to the ADNEC venue.

The charges applied will be as below and to avail the service and for more details please refer to the contractor and vehicle access order form.

DESCRIPTION	RATE (AED)
<b>Contractor Access</b>	
1 Day (per pax)	AED 25
3 Day (per pax)	AED 55
5 Day (per pax)	AED 90
3 months (per pax)	AED 330
Annual (per pax)	AED 550
Show Contractor (during and after the open days)	AED 225
<b>Vehicle Access</b>	
Car (30 minutes)	AED 25
Pick-up 3 Tonne (45 minutes)	AED 35
7.5 Tonne (60 minutes)	AED 45
40 foot trailer 18.5 tonne / Artic (60 minutes)	AED 55
Exceeding Hours (Regardless of the vehicle size)	AED 25/hr

# IMPORTANT NOTES

Please note that ADNEC is now Abu Dhabi EHSMS ([www.adehsms.ae](http://www.adehsms.ae)) compliant\*\* and any companies working or operating in Abu Dhabi must comply with the AD EHSMS laws and regulations / codes of practice. All work must be carried out with in the requirements of the rules and regulations of the venue and those within the EHSMS Codes. For a copy of this please go to [www.adnec.ae](http://www.adnec.ae)

Any complex structure which is modified after its initial submission to ADNEC must be resubmitted by the Licensee with details of all modifications and a structural engineer's confirmation that the final overall design is safe for its purpose.

Please note that we will be unable to review and process your stand design and therefore allow you access to the venue until all of the above information is received. We will notify you in writing once all structural and technical specifications are met and all supporting documentation is received.

The organiser reserves the right to dismantle or make changes at the Stand builders / Contractor / Exhibitor expense any stands which have not been assessed.

All stands will be subject to an onsite engineering inspection by the Organiser Floor Managers / Venue Health and Safety Department and stands may need to be adjusted at the Stand builder / Contractor / Exhibitor expense. Any stands failing to comply with the venues engineering requirements will be closed.

# COVID-19 PROTOCOL

## ENTRY REQUIREMENTS TO THE VENUE

Please view the venue entry requirements below for participants from the UAE and international participations.

- Participants/Exhibitors from the UAE should present AlHosn App green pass at all entry points in the venue.
- International participants should present AlHosn App green pass at all entry points in the venue, or present their vaccination certificate and a negative PCR test result conducted in the UAE within 30 days.
- Non-vaccinated participants need to present a negative PCR test result conducted in the UAE, and valid for no more than 7 days (168 hrs) prior to the event.
- Optional wearing of face masks in outdoor and indoor spaces.
- Participants/Exhibitors should be mindful of regular sanitisation of their hands.
- For more information, visit <https://www.adnec.ae/en/entry-requirements>
- Department of Culture and Tourism (DCT): [events\\_guidelines.pdf](#) (site-content-secure.site)

# CONTRACTOR SERVICES

Service Order	Submission to:
TV's	DON RITE
Furniture	
Shell Scheme Electrical	
Shell Scheme Graphics	

## Shell Scheme Stand Reference



## VENUE SERVICES

Service Order	Submission to:
Electrical Space Only Stands (Mains and Water & Waste)	ADNEC
Rigging and Hanging Banner Order Form	
IT & Telecommunications	
Stand Cleaning	
Stand Catering	
Parking Order Form	
Static Security Order Form	
Furniture Order Form	
Vehicle Cleaning Order Form	
VIP Parking Order Form	
VISA Forum 2022	

## PAYMENT PROCEDURES

### Bank Transfer (net of bank charges)

All bank transfer charges to be paid by sender. Please ensure to credit the exact order value to our bank. Bank transfer must be received or cleared from our bank prior to the exhibition build-up to ensure that orders will be supplied on time.

Kindly send us a copy of proof payment once available.

- Account Name
- Bank Name
- Account Number
- Bank Address
- IBAN Number
- Branch Name
- Swift Code

Cheques: Only UAE (AED) based company cheques are accepted. Cheque payment will be accepted only until 10th November 2022 (10 days before the build-up). Please note that furniture will not be delivered to your stand until payment is received or credited to our bank.

I hereby confirm the orders indicated on this order form & agree with the terms & conditions stated above.