

Riyadh Real Estate
&
Urban Development Exhibition
2012



Exhibition Manual

Best Greetings From- Riyadh Real Estate & Urban Dev ,,,

We would like to provide you with the terms and specifications for (stands, technical services , electricity hospitality).Which stands contractors are obliged to regarding the stands construction. In addition to hospitality management and operation:-

RICEC Provides A Group Of Exclusive Services As Appear In Forms Such As:-

- Stand Design Form.
- Internet service.
- Electrical Lever service.
- Flower Bouquet service.
- Two Story Stand Design service.
- Adoption Form for sign& banners Installation.
- Store Rental service.
- Keys Receipt service.
- Land Line service.
- Stand Arabic Coffee service.
- Stand loading & unloading service.
- Suspending from the ceiling service.
- Stand Electrical Connection service.
- Stand cleaning service

For the above mentioned services, I appreciate your direct contact with RICEC as follows:

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This file contains...

(RICEC request forms, persons in charge of the provided services, instructions & guidelines during construction and dismantling. Timings for getting in halls, stands cleaning terms, two Story Stand construction terms, suspending items from the ceiling, safety terms, Exhibition Working hours).

Instructions & Guidelines During (Construction, Dismantling & Show Period)

Installation Terms:

As instructed by RIEC it is prohibited to use the electrical saw, welding, cutting & soldering. Also fixing to the hall roof is not allowed. Any violation will suspend the stand construction & the person who is in charge will be responsible for stand construction safety & the damage caused.

- *Stands of special designs should be implemented outside the center & to be imported to the exhibition center for construction by manual means.*
- *The center has the right to inspect stands & suspending from the ceiling items & remove the violated items.*
- *Stands corners should be blunt & harmless.*
- *Electrical installations & connections must be by the center or organizer technicians.*
- *Open electrical outlets are prohibited; hence electrical supply will be disconnected from the violated stand.*
- *It is not allowed to use the main or the sub-gangways for loading & unloading. There is a service area behind the stands.*
- *Installation in & out trucks are ONLY allowed through gate No. **1** (South) – Immediate departure after unloading.*
- *Halls component attraction is not allowed during construction. Fixers should be upright.*
- *If interested in getting in a vehicle or machinery of burning fuel for show, there must be enough fuel for getting in & out only.*
- *All media means suspend from the ceiling must be in the stand limit area & according to the pre-approval from RICEC.*
- *The stand roof fixing point will bear **100** Kg (maximum weight), the maximum weight for the area is **5** Kg Per M². Center pre approval is required for overweight.*
- *Suspend of stand components should be according to the specifications that goes with safety. It is not allowed to use cables clamps.*
- *It is prohibited to fix posters on walls or suspend items from the ceiling without a pre-written approval from the center management.*
- *Two Storey Stand must be not less than **2.4** meter high for the upper & lower Storey.*
- *The lower floor sustainment weight must be according to Saudi Standards & Specification rules.*
- *Stands of special design should be of fire resistant materials.*
- *The center is authorized for any safe & safety prevention rules.*

During Installation It Is Strictly Prohibited To:

- *Open ground electrical outlets.*
- *Use compressors & spray guns for nitro- cellulose paints.*
- *Use cutting & soldering equipment's.*
- *Drilling the hall floor or walls.*
- *Remove the floor paint or carpet.*
- *Set fire for any purpose.*
- *Use welding equipment's.*
- *Use open direct flame equipment's for cutting.*
- *Use diesel forklifts. Electrical lifters can be rented from the center.*
- *Smoke in all the center facilities.*
- *Use glue carpet fixers that leave marks after removal.*
- *Store at the outside external areas.*

During The Show It Is Strictly Prohibited To:

- *Stick (roll-up / pop-up) at the main& internal paths.*
- *Store liquids & flammable gases inside stands.*
- *Use heaters & liquid gas for heating inside stands.*
- *Offer service by waiters for Arabic Coffee hospitality. There is an authorized hospitality supplier from the center.*
- *Use laser equipment's, balloons & movable lighting systems unless having an approval from the center.*
- *All stands should be provided with fire extinguishers which are provided by stanza contractor.*

Dismantling (Removal)

As contracted with the center, exhibitors are obliged to clear off all materials before **10: 30 pm. Thursday, 3 May 2012.** A fine equals to a hall rent value for companies which are late clear off materials. The center Administration is not responsible for missing the display devices or stand contents.

- *Gate No. 1 is only for the use of installation trucks & vehicles (immediate departure after unloading).*
- *Disconnecting electrical cables inside stands must be by center technicians to avoid damage.*
- *Exhibitors are obliged to clean stands & remove dirt outside stands.*
- *The center has the right to remove & get rid of the left installation equipment's, Dismantling of stands is not allowed by the last of show days Stands dismantling will start in the morning **3rd May from 7 : 30 AM – 10 : 30 PM***

General Instructions:

Halls Entry & Construction Timing:

- Installations will be supplied to the exhibition center at **7 : 30 AM -26, April, 2012**
- Working Hours : **7:30 AM – 10 : 00 PM** (Center approval for time extension for exceptional cases)
- Pray time will be announced by the center. Show will be stopped during pray – time.
- A separate chapel for male & female at the center

Stands & Corridors Cleaning Terms:

- Stands cleanliness is under the responsibility of exhibitors or contractors.
- All the center facilities cleanliness is the responsibility for all.
- Every hall water supply & cleanliness will be within the working hours.
- A waste container is supplied the center, contractor are obliged to remove installation waste dirt.
- The organizer is responsible for corridors cleanliness.

Guidelines For Two Storey Stand Construction:

- Two storey stands can be constructed in & out halls after a pre-approval from the center and the organizers. The design should not block vision of other stands.
- Every storey must be 2.4 meter high.
- All the components, roof of the lower & floor of the upper storey must be made of fire resistant material.
- It is not allowed use fixers for floor.
- Exhibitors are responsible for special stand safety.

Suspending Items from the Hall Ceiling Terms:

- The exhibition center is responsible for frames, supporting structures & fixing points for items from the ceiling.
Any alteration will be done by the exhibition center, only.
- Fixing points over the stand area will be provided by exhibition center. Locations for fixing points must be attached with the form.
- Height must be bear in mind. Maxim weight for advertisement boards is **100 Kg** & the maximum weight for area is **5 Kg / M2**
- All the desired items to be fixed to points can be by technicians or specialized companies according to exhibition center regulation.
- All electrical connections must be according to the exhibition center specification.

Safety Terms:

- *It is prohibited to suspend materials from the ceiling.*
- *The elements of the platform must be upright & safe.*
- *Prevent suspension of items in fraction with ground terminal.*
- *For any exceptional cases , an approval from The exhibition center is required.*

Exhibition Working Hours:

Inauguration Ceremony:

Evening – Sunday – 29, April, 2012 ... V.I.P. Hall

Daily Visit:

10: 30 AM - 1: 30 PM

4: 30 PM - 9: 30 PM

(EVENING TIME FOR PUBLIC & FAMILIES)

Sincere greetings and best wishes to all-time success,,,



For any further information please contact:

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