

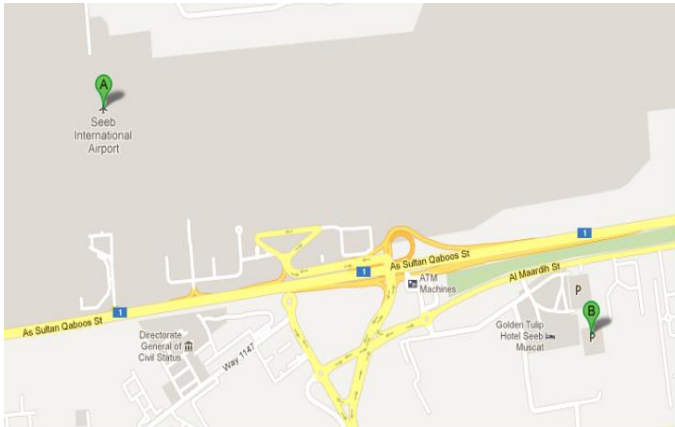
OMAN INT'L TRADE EXHIBITION GUIDE

OMAN INTERNATIONAL CENTER (MUSCAT) 26-30 JAN. 2016

SECTION 1 A-Z Operational Information & Stand Fitting Regulation

Admission Policy

The exhibition is open to trade and business visitors.



1 km from the International Airport, 30 km from the City Centre.

Contractor Badges

Exhibitors' stand contractors and their personnel as well as appointed contractors' personnel will be issued with contractors badges which must be worn at all times while in the exhibition hall for security reasons. Complete **Order Form**. Entrance to the exhibition hall may be refused at any time should the badge not be worn.

Exhibitor Badges

Exhibitors and their stand personnel will be issued exhibitor badges which must be worn at all times while in the exhibition hall for security reasons. All badges must contain the exhibitor's photo. Complete **Order Form**. Entrance to the exhibition hall may be refused at any time should the badge not be worn.

Audio-Visual Equipment

A full range of audio-visual equipment is available. Please complete **Order Form**. (Please refer to Exhibitor Manual Order Forms)

Advertising - OIEC & Public Areas

The Organizers will conduct an extensive visitor promotion campaign to attract potential visitors throughout the Middle East and internationally. The activity will include an advertising program in the major English and Arabic newspapers in the region, magazines and selected international publications. Online advertising will also be done in business portals as well as online editions of magazines. Radio and SMS channels will also be utilized.

Alteration of Display Materials | Exhibits

Exhibitors providing their own displays must ensure that these are completely finished as per mention in the exhibition table SEC no.1. Exhibitors are not permitted to alter their displays or exhibits during the open periods of the show. Such alterations should be carried out when the exhibition is closed to visitors and only with permission from the Organizers.

Distribution of Promotional Materials

Exhibitors are not permitted to distribute promotional anywhere in the exhibition hall except from their stands. In addition, affixing any advertising material anywhere in the hall is prohibited except on the exhibitor's stand.

Direct Mail Marketing

A direct mail of visitor promotion flyers and invitation will be mailed to thousands of potential visitors which include decision makers, buyers and specifies, trade and industry professionals, government and diplomatic officials, etc.. An email broadcast will be carried out prior to the opening of the event.

Newsletter

A visitor promotion newsletter will be published and mailed to potential visitors to provide them with information on what they can expect to see at the event.

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Aisles and Gangways

Exhibitors must ensure that all gangways adjoining the stand are not blocked during build-up and breakdown to a degree which inhibits other exhibitors and freight. The exhibitor is also responsible for ensuring that no product or display is placed in the aisle adjacent to his stand in the open hours of the exhibition.

No part of the stand or exhibit including fascia, signs, lighting, corner posts or other fittings shall project into, or overhang any gangway or adjacent stands, obscure any fire or exit signs, or be suspended from the roof, without prior approval from the organizers. Additionally, any display or other items attached must not project over the frontage of space taken by another exhibitor.

Banners

Banners may only be suspended above the exhibitors own stand and will be subject to the Organizers' and OIEC engineer's approval. This may incur charges.

Banking

A full range of banking services is available in Oman. Normal banking hours are 8:30 am to 1:30 pm, Sunday to Thursday. There are several currency exchange outlets in Oman where exhibitors can exchange their money with local currency.

Cancellation of Participation

Reduction on the dimension of the booths or cancelling the participation at the trade show 60 days in prior to the inauguration date. After the reduction of 10% from the transferred amount and refund of 90% is applicable, and refund of any transfer amount less than 60 days to the inauguration the cancellation of the participation will be on, no account acceptable therefore if the reserved booth is not used it will be transferred to other clients without the refund. Needless to mention this will go the same to the participants who will register their participation in less than 60 days to the opening and if by any reason they want to cancel this policy will apply to them as well.

-After the admission (3.06), in case the Exhibitor fails to occupy the Exhibition space allocated to him under any force major circumstances .He Shall: -pay 50 percent of participation fee, in case the Organizer be able to allocate applicants in the specified area. -Pay the entire fee, in case the

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Organizer not be able to allocate new applicants in the specified space.

-Withdrawal by the Exhibitor or failure to occupy the Exhibition space allocated to him shall become effective only upon receipt of the written declaration by Organizer.

-In case the registration takes place less than 30 days prior to the exhibition date, the fee will not be returned at all.

Car Parking

Ample car parking facilities are available adjacent to the exhibition centre, free of charge.

Carpet and Carpet Tape

All scheme stands are carpeted. Space only stands are not carpeted and it is the exhibitors' responsibility to lay an appropriate floor covering.

OIEC requires that all carpet tape be industry standard and should not leave a residue on the hall floor after use. All tape must be removed during break-down and charges for non-removal and damages will be levied to all relevant contractors and exhibitors.

Cleaning

The exhibitors are responsible for the cleaning of gangways and common areas each day, including the cleaning of the exhibition stand floors that have booked the shell scheme packages with the Organizers. Exhibitors are responsible for the cleaning of their exhibits and the furniture on their stands.

Currency

The Omani Rial (RO 1=1000 baizas) is the unit of currency in Oman. It is valued against different currencies as under:

- RO 1 = USD 2.5 (approximately)
- RO 1 = GBP 1.7 (approximately)
- RO 1 = EUR 2.1 (approximately)

Employment of Labor

Exhibitors employing stand fitting contractors must ensure that the company is approved by the Organizers. It will not be possible for exhibitors to obtain on-site services or labor for the erection of their stands and displays, unless prior arrangements have been made.

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Failure to Exhibit

Any exhibitor who, having signed a contract for exhibition space, fails to exhibit whether or not for any reason of the exhibitor's own choice and has not been released from the contract by the Organizers, shall be liable for the full amount stated in the contract, plus any additional costs incurred by the Organizers as a result of such failure to exhibit.

Flowers and Plants

Flowers and plants are available for rent. (Please fill up **Order Form** & specify requirement)

Force Majeure

The Organizers shall not be liable to the exhibitor by reason of any cancellation or part-time opening of the exhibition, either as a whole or in part, for any non-performance of their obligations under this contract or for any amendments or alterations to all or any of the rules and regulations of the exhibition in each case to the extent that such occurrence is due to any circumstances not within their control.

Furniture

A limited range and quantity of furniture is available for rent. Exhibitors are advised to order within the deadline to avoid disappointment. Illustrations of the furniture available are provided in **Order Form** of this manual, which is to be returned within the specified deadline. (Please refer to Exhibitor Manual Forms)

Internet

Wireless Internet connection is available within the exhibition halls but connections may fluctuate from time to time. Internet service with guaranteed connection is available using the mobile broadband but charges apply.

Insurance

Exhibitors shall make sure that they are fully covered by insurance including, but not restricted to, all risks on their property, exhibits or articles of any kind, public liability and comprehensive protection against any loss or damage caused by any circumstance whatsoever whether by reason of fire, water, theft, accident or any other cause. The exhibitor shall insure against indemnity and hold the Organizers harmless in respect of all costs, claims, demands and expenses to which the Organizers may in any way be subject as a result of any loss or injury arising to any person (including members of

the public or the Organizer's staff, agents or contractors) or property howsoever caused as a result of any act or default of the exhibitor, his servants, agents or contractors or invitees. Exhibitor must ensure that their temporary staff and the staff of their servants, agents or contractors are insured against claims for workman's compensation. The period for which such insurance shall be maintained shall run from the time the exhibitor or any of his servants, agents or contractors first enters the exhibition grounds, and to continue until he has vacated the exhibition grounds and all his exhibits and property have been removed.

Language

The official language is Arabic although English is widely spoken in the business community.

Lifting and Handling

Lifting equipment is available from the onsite contractors. Exhibitors who wish to avail of this service by contacting the appointed service provider.

Limitation of Liability

The Organizers, their contractors or agents shall not be liable for the safety of exhibitors, their servants, agents, contractors or invitees during the exhibition nor for any exhibits, articles or other property of whatever kind brought into the exhibition by the exhibitors, their servants, agents, contractors or invitees or members of the public. The Organizers shall not in any event be held responsible for any restrictions or conditions which prevent the construction, erection, completion, alteration or dismantling of stands or the entry, siting or removal of exhibits, or for the failure of any services or amenities provided by the hall landlords or other third parties.

Restriction

The Oman International Exhibition Centre is a no-smoking area and smoking within the exhibition is strictly prohibited.
The event is 100% trade exhibition and direct/retail selling is not permitted.
Direct sales of products are forbidden during the exhibition. All the business negotiations and contracts can be fulfilled in the exhibition, but the

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delivery of the goods must be postponed until the end of the exhibition.

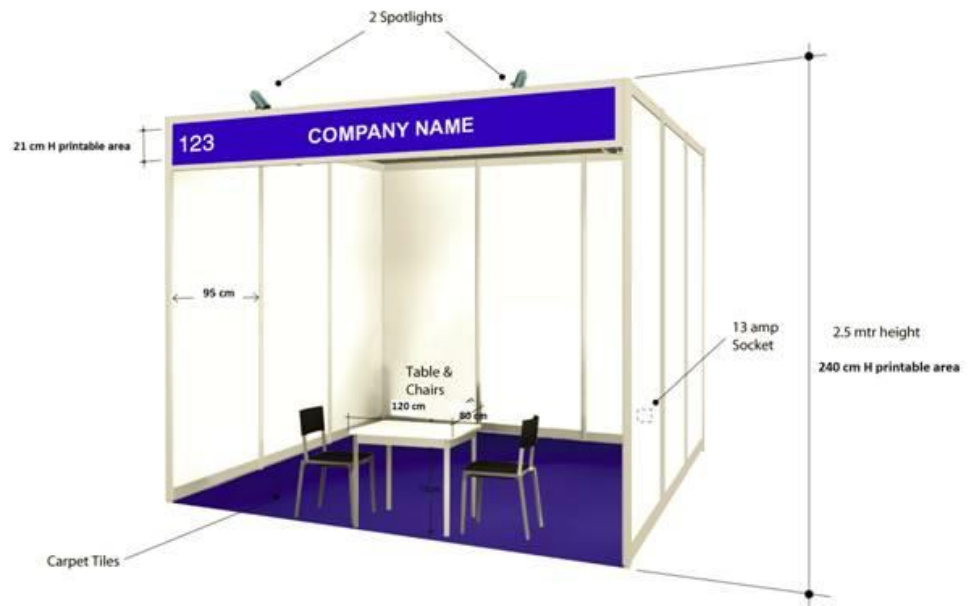
Terms of Payment

100% of the Total charges must be paid at the date of submission of the application.

-The Exhibitor is obliged to make the payments and send the relevant documents to the Organizer.

-If the date of payment is not observed, the Organizer has a right to dispose the allocated Space to other applicants. In this case the deposit will not be returned to the Exhibitor. And in case the Organizer is not able to give away the mentioned space, the Exhibitor shall be required to pay the entire participation fee.

Shell Scheme Stand Specifications



The shell scheme provides you with a basic stand shell construction suitable for customizing to your individual requirements, in a wide variety of sizes, with rear dividing walls.

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Rear & Dividing Walls	2.5 meters high comprising x 1 meter wide panels; white plastic finish set in aluminum frame. No fixing may be made to the walls. Brackets are available for exhibitors' display panels, signs, etc.
Fascia	Fascia board bearing the company name English & stand number. 300mm deep x 2.2m height. A maximum of 30 characters may appear on the name board
Roof Beams	70mm deep aluminum beams will be fitted at the top between the rear wall and fascia.
Flooring	Carpet laid direct to stand floor.
Lighting	2 spotlights & 1 (13amp) electrical socket. Per 9 Sq m
Furniture	1 Square Table, 2 Chairs
Electrics	Each 9 sq m stall is provided with 2 x 100w spotlights and 1 x 13amp socket at floor level on the rear wall

- All exhibits and display materials must be within the stand area.
- No company logos or other fittings may be attached to the name panel or fascia.
- Corner stands will have only two walls constructed, e.g., two sides open.
- Exhibitors may affix lightweight photos, technical information, sheets, etc., directly on the shell scheme walls with double sided adhesive tapes or similar materials, provided such materials can be removed at the close of the exhibition without damage to wall panels.
- Exhibitors occupying shell scheme stands must ensure that all internal stand fittings, exhibits and displays are within the shell scheme structure and so not to exceed 2.4m in height, or 1 meter in height with 50cm from the front of the stand.
- No suspensions are to be made from the ceiling of the exhibition hall without a written approval from the organizers.

Space-Only Exhibitors

All space-only exhibitors should submit a Notice of Intention to erect a stand or carry out electrical installation. Complete details of the work to be carried out, including dimensional drawing showing the front, side and back perspectives, elevation and floor layout of the stand, must also be submitted along with the Notice of Intention.

Construction details must include the following:

- 1 Structural drawing
- 2 Electrical Load calculation
- 3 Materials fire rating standard
- 4 Distance from the fire exit
- 5 Means of escape
- 6 Details of theatre-style audience seating

7 Safety Guarantee

Notes:

- 1 Drawing and details should be **submitted in writing a minimum of 2 months prior to the show.**
- 2 Any design certificates, load tests, structural calculations or any other details, will only be accepted when provided by competent, qualified experienced structural engineers.
- 3 *A duly signed and stamped Safety Guarantee Declaration should be submitted to the Organizer.*

Detailed drawings of the stand including perspective, full dimensions, sides/front/back

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elevations, plan structural and materials information should be sent via email as a pdf or jpeg attachment to info@iranoman.co

The Organizers reserve the right to reject a design that documents not conform to the building rules and regulations and that may unreasonably affect the other exhibitors' stands in any way. Where no drawings and full calculations have been submitted and approved, the stands may be subjected to onsite engineering inspection and may be subjected to adjustments on site, the cost of which will be borne by the exhibitor. Exhibitors employing stand fitting contractors must advise the Organizers the name of the contractor, including contact details. The Organizers will not be able to provide on-site services or labor for the erection of stands, and displays unless prior arrangements have been made.

BUILDING WORKS AND FIXINGS

No fixings or an attachment to structure or ceiling of any part of the exhibition centre and no penetration/drilling or using paint/glue on the floor of the centre is permitted. This shall include attachment to the rcc column and beam and the anchorage of guy ropes, wires, cramps or tackle for any purpose to any part of the building structure, whether to the interior or exterior. Fixings to the surface of the hall floor to secure margin boards, cable clips and similar items of stand fittings are not permitted. Any damage will be charged as per the OIEC rate.

ELECTRICAL INSTALLATION

1. Drawings and details, in writing, shall be submitted a minimum of two months prior to the show.
2. Any drawings of electrical power distribution or any other details will only be accepted where provided by competent, qualified experienced electrical engineers.
3. Qualified experienced electricians should carry out any electrical installation, testing and commissioning.
4. Any electrical points other than in the drawing should not include during execution unless prior written approval is made.
5. The entire electrical installation is to be carried out in accordance with the safety

regulations of Ministry of Housing, Electricity & Water, Sultanate of Oman.

6. Electrically conducting stand components are to be included in precautions against indirect contact (stand to be earthed).
7. All the conductors of the secondary lines should be protected against short circuits and overloads.
8. No flat cables of any type may be used. Conductors should be 3 core, P+N+E for single-phase and 5 core, 3P+N+E for three phase connections.
9. Suitable means of isolation to be provided for the secondary lines

FITNESS OF MATERIALS

Materials used for the construction/alteration of a stand shall be:

- (a) Of a suitable nature and quality as per the drawings
- (b) Adequately prepared /fabricated before being brought to the exhibition centre
- (c) Prepared/fabricated in such a way for easy build up and dismantling

MEANS OF ESCAPE

Any stairway having a total rise of more than 60cm shall comply with the following requirements:

- (a) There shall be clear headroom of not less than 2 meters over the whole width of the stairway.
- (b) The width shall be not less than 1 meter.
- (c) There shall not be fewer than three nor more than 16 risers per flight.
- (d) The height of the riser shall be not less than 100mm or more than 180mm.
- (e) Where tapered steps are constructed, the angle formed by the nosing of the tread and the nosing of the tread or landing immediately above it shall not be more than 15 degrees.
- (f) Each tread shall be level and the nosing of each tread shall overlap the back edge of the tread below it by not less than 15mm.
- (g) Consecutive tapered treads shall each have the same going and rate of taper.
- (h) A handrail shall be securely fixed at a height of not less than 84cm. or more than 100cm.

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(measured vertically above the line of pitch of the flight).

- (i) Any stairway to a multi-storey stand shall not discharge directly to a gangway but to the ground floor of stand which provides unobstructed access to a gangway.
- (j) Emergency lighting is required to ensure that people can find their way to the general escape routes in case of any emergency.

PLATFORM

Space electrical and telephone/data cables should not be distributed under the carpet. In order to facilitate cable distribution, it is the responsibility of the exhibitors to make their own arrangement for the provision of platforms for their stand area. The platform should have timber finished edging and all corners should be rounded. Provision for a special ramp for handicapped visitors must be provided. Wood chipboard used for a floor shall be a minimum thickness of 18mm

SAFETY AND EMERGENCY LIGHTING

- 1. All heat generating electrical appliances are to be mounted on non-flammable asbestos-free bases.
- 2. Additional emergency lighting is required for any stands where special construction renders the existing general emergency lighting system ineffective.

SPACE-ISLAND (corridor on all four sides)

The use of walls is restricted in an island site. Access should be provided to the stand on all sides.

The following guidelines must be observed. Any walling shall only:

- 1 Be a minimum of 2m from the perimeter of the stand.
- 2 Be located as centrally as possible within the stand.
- 3 May note the following apportioning of space:
 - (a) Not more than 50% of the total space be used for display of exhibits.
 - (b) Not more than 20% of the total space should be used for office area.
 - (c) A minimum of 30% of the total space should be left open to allow the free movement of visitors.

SPACE-ON DIVIDED SITES

Exhibitors are responsible for erecting and decorating the side and back walls facing onto their stand areas to a height of 2.5 meters. Walls above 2.5 meters in height overlooking adjoining stands must be clad on both sides and finished in plain color only, by the exhibitor who has erected the wall. Exposed walls must not display copy, logos or graphics or other advertising on the neighbor's side. However, build up plans must be discussed with the organizers before finalization of height specifications.

STRUCTURAL STABILITY

Dead Load

means the force due to the static mass of all walls, partitions, floors, roofs and finishes. *Dead Loads* calculated from the actual known weight of the materials used. Any beams and/or flooring for the purpose of lateral distribution shall be designed to carry a uniformly distributed load per square meter of not less than 1kN/m2.

Imposed Load

means the load assumed to be produced by the intended occupancy or use, including distributed, concentrated, impact, dynamic and inertia loads. *Imposed Loads* shall be calculated as being equivalent to a uniformly distributed load per square meter of area measured on plan of not less than 5kN/m2.

The structure of a stand shall safely sustain and transmit to the floor of the hall the combined *dead load* and *imposed load* without any deflection or deformation that will impair the stability of the stand.

SUSPENDED FITTINGS

- (a) Suspended stand fittings will not be permitted. However, the OIEC may permit suspension of banner from the hall beam provided that:
 - 1. They form part of an overall scheme of decoration approved by OIEC.
 - 2. Application is to be made minimum 2 months prior to the exhibition for approval.
 - 3. The proposed individual suspended unit is not more than 10kg.

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4. Full details are to be submitted at the time of application.
5. Work is to be carried out by the exhibitor's contractor.
6. Contractors should bring their own equipment to carry out the job.
7. Sufficient time and space are available to install and remove it.

USE OF ADHESIVE TAPE

Adhesive tapes used to fix carpets to the floor area must be removed after use without damaging the floor.

USE OF MORTAR

Exhibitors proposing to erect brick, block wall, etc., shall lay heavy duty building paper or similar material on the floor under the proposed wall. Floor loading should not be more 1500 kg/sq.m.

• Electrical Power Supply

All on-site electrical work must be undertaken and approved by the Official Electrical Contractor.

The standard mains supplies available at the exhibition are the following:

- (a) Single phase 240 volts 50 Hz and
 - (b) 3 phase 415 volts 50 Hz.
- The official contractor will be responsible for the installation of electrical cables and necessary switch gear between the halls main supply and each individual exhibitor's stand. All electrical equipment must be inspected and/or tested by the official electrical contractor.
 - The Organizers will provide general lighting at the exhibition hall, but no lighting is provided to individual stands.
 - To achieve an effective display, exhibitors are advised that lighting for their stands is considered essential and they should order their requirements.
 - For specialized electrical requirements, you can always contact the organizers or the contractor. All on-site electrical work must be carried out by the Organizers and, in the event that exhibitors install electrical to their own pre-fabricated displays, such installations must conform with Ministry of Housing, Electricity & Water regulations and will be subject to

inspection/approval before connection to the main supply.

- The Organizers reserve the right to disconnect any installation which, in their opinion, is dangerous or likely to cause annoyance to visitors or other exhibitors.
- Electrical installations on shell stands require special fastening, clips and brackets to fit the aluminum extrusions. The switches and control boxes on stands must remain accessible at all times to technical personnel of the electrical contractors. Under no circumstances may exhibitors modify this work or carry out their own installations.
- Exhibitors occupying 'Space-Only' sites are reminded that no free stand fitting or Electricals are provided. We would be pleased to provide a quotation for stand fitting, display or electrical requirements upon receipt of your instructions.
- Exhibitors requiring special arrangements such as twenty-four hour power supply, different voltage and frequency or special connections for equipments, must notify the Organizers/official electrical contractors.
- All exhibitors building their own stands must order electrical connections from the stand fitting contractors. Complete **Order Form. (Please refer to the Exhibitor Manual Forms)**
- Exhibitors who have contracted shell schemes but will need additional electrical supply apart from what is included in the package should Complete **Order Form** and submit within the deadline. **.(Please refer to the Exhibitor Manual Order Forms)**

• FIRE REGULATIONS

All materials used in stand construction must be non-flammable and properly fireproofed in accordance with ROP regulations. Normal international safety standards apply.

BALES OF STRAW, CARDBOARD, RUSH MATS AND STRAW MATS

The material must be made fire-retardant through immersion in an impregnation medium for at least 24 hours. and must be approved by a test.

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FILM

Only so called slow-burning film strips may be projected in the stands. Apart from the film in the projector, each additional film must be kept separately in a properly closed metal or hardwood box. Projectors must be located within the stand and the projection screen must be fire-retardant. A bucket filled with water, as well as a floor-cloth or fire extinguisher, must be available near each projector.

outside walls of the stand is at least 50cm.

- The total surface of a number of joined armatures is not more than 3.5 sq.m.
- The distance between two joint groups of armatures is at least 1 meter.
- The material to which the armatures are fixed is made of metal or wood, with a thickness of at least 10 cm.

GENERAL

The exhibitors are requested to follow the instructions of firemen who will be present in the building during the build-up of the stands and the duration of the exhibition itself.

PAPER PRODUCTS (WALL PAPER, CREPE PAPER, PHOTO PAPER)

- (a) Paper should be glued entirely to a foundation of non-flammable materials.
- (b) The paper should be made fire-retardant through impregnation.

PERSPEX

The use of Perspex is allowed on a very limited scale only and, in all cases, you should contact the Municipal Fire Brigade.

INFLAMMATION CUP

Provided sufficient flame extinguishing metal dustbins are available and the cups are deposited in them. These dustbins must be emptied outside the building in time in trays provided for that purpose.

SOFT BOARD

All surfaces must be painted with a fire-delaying paint or varnish approved by a competent authority, in accordance with the instructions for use, or made flame-retardant by the factory through impregnation, with each sheet bearing a distinct factory-marking showing that it has undergone such treatment.

LIGHTING

Armatures with Bulbs

- (a) If made of non-flammable material of fire retarding synthetic material, which when exposed to heat, does not lead to drip forming.
- (b) The installation is carried out in a stable manner.
- (c) The light source is installed at a distance of at least 15cm from any inflammable material or the reflected radiation with 30cm, measured from the reflector, cannot affect inflammable material.

Neon-Armatures (synthetic materials)

- (a) The light frame is made of a fire-retardant material.
- (b) The light frame is made of a self-extinguishing quality which, when burning does not emit irritating vapours of gases, injurious to health and which does not lead to drip forming.

- The distance between the armatures mentioned and the

SYNTHETIC MATERIALS

Metal Leaf Materials (fitted or not with a so-called fabric back):

- (i) The material is glued to a foundation of non-flammable material or to one of the materials mentioned under items (1-3) inclusive, through which the materials have become fire-retardant.
- (ii) When coming into contact with fire or high temperature, the materials must not emit irritating gases or vapors injurious to health and it must not drip or dribble. The glue to be used must be soluble in water.

NOTES: The provisions made under items (i), (ii) & (iii) must be proven by a test.

- (a) Sheet Materials

- (i) The material must be fire-retardant.

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- (ii) When coming into contact with fire or high temperatures, the materials must not emit irritating gases or vapors injurious to health, and it must not drip or dribble.
 - (iii) The glue must be soluble in water.
- (b) Foam Plastic, Rubber (e.g., for letters).
- (i) Same as for synthetic materials under item b-1, 2, and 3 or
 - (ii) Not more than 2 cub. dm. per sq. meter of stand space in the stand.

• Floor Surface and Loading

The floor of the exhibition hall has a smooth acrylic paint finished concrete surface and no form of fixing to the floor is permitted. Any damage caused to the floor surface or any part of the exhibition centre will be charged to the exhibitor.

The maximum permitted weight of exhibits is 1,785 kg/m² or 365 lbs/ft². This maximum weight shall not be exceeded in any circumstances. Pointed or dynamic loads will not be allowed in the exhibition centre unless prior approval from the Organizers is obtained.

• Height and Access

Maximum Height of Exhibits

There are height restrictions for the building of stands. Open or island stands are allowed a maximum construction height of 5 meters. Backwalls has to be kept at 3 m height maximum. **However, buildup plans must be discussed with the organizers before finalization on height specifications. Back walls should be properly finished.**

• Hazardous Items

General

Any exhibit or process which generates noxious or toxic fumes, exhaust or smoke shall be so arranged as to have an effective exhaust system properly connected to the fumes exhaust system of the exhibition halls or to the outside atmosphere and be positioned pursuant to approved locations. Full details of the exhibit or process and proposed exhaust system shall be submitted to the Organizers for prior approval one month before the first day of the exhibition.

International Combustion Engines
 The use of compressors, sprayers, auto trucks and similar plants powered by internal combustion engines is prohibited during the exhibition.

Radioactive Materials
 It is prohibited to display equipment of any kind of incorporate radioactive material.

• Machinery and Apparatus

- All machinery and other apparatus intended to be operated during the exhibition shall be fitted with guards or other means of protection subject to the approval and the satisfaction of the Organizers to ensure public safety. The machinery and apparatus shall only be demonstrated or operated by persons authorized by the exhibitor and shall not be left running in the absence of such persons. The Organizers shall be advised of such authorization.
- Welding, metal cutting, grinding and brazing may only take place within the halls if written consent has been obtained in advance from the Organizers. Machinery shown as part of a display should be guarded to ensure that members of the public are kept at a safe distance.
- The use of un-insulated catenaries or un-insulated pole low-voltage lighting systems is prohibited. Electrical equipment shall be guarded to prevent accidental contact with live metal, moving parts, live terminals and accidental short circuiting.
- Exhibitors are not permitted, and shall not permit others, to connect or otherwise interfere with the electrical, gas, water, or other fittings of the halls and shall not introduce into or use in the halls any supplementary plant for the generation or supply of electricity or for artificial lighting or for generating power. It is prohibited to take electrical supplies from the sockets located in the exhibition hall walls.
- The Organizers reserve the right to determine the acceptable sound level and extent of demonstration for working exhibits and audio-visual presentations in the event of a complaint from other exhibitors.

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• Open Frontages

Solid runs of stand walls along gangway edges should be avoided. Walls should either have natural breaks, glazed panels, or other such features at a minimum of 5 meter intervals. Each stand will be assessed individually when plans are submitted to ensure that there are adequate breaks, and in the case of dispute, the Organizers' decision is always final.

• Platform Floors

OIEC requires that all platform floors have adequate wheelchair access. All corners must be rounded off, and the use of metallic/aluminum edging strip is prohibited.

• Restrictions

It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives paint or other similar items to the floor, walls, ceilings or other parts of the hall premises.

• Stand Boundaries

Exhibitors must not place any display material, dividing wall, exhibit or any part of their stand construction beyond their contracted space boundary. Exhibitors must ensure that all gangways and adjoining stands are not blocked during the build-up and breakdown so as not to hamper the movement of other exhibitors and freight.

• Water and Waste

The Oman International Exhibition Centre do not have a facility for piped water or drainage. Fresh water can be supplied which must be hand carried to the stands.

Exhibitors are also reminded that no waste materials are to be abandoned in the halls at any time. This includes all stand fitting materials, carpet tape and pallets, and that any cost incurred for the removal and disposal of any abandoned items will be carried across to the relevant Exhibitor or contractor.

• Working Exhibits

- Moving machinery should be fitted with safety devices which must not be removed when the machines are in operation and are connected to the power source.

- All pressure vessels or equipment under pressure must conform to their safety standards and regulations.
- The Organizers reserve the right to determine the acceptable sound level and extent of demonstration for working exhibits and audio-visual presentations in the event of complaint from other exhibitors.
- Exhibitors are requested to keep noise levels down in order not to interfere with normal conversation on neighboring stands.

Security

- 24-hour security is provided by the Oman International Exhibition Centre. Security guards will patrol the exhibition hall in general, but their duties will not include attention to individual stands.
- Exhibitors are advised to take adequate precaution and ensure that all articles and valuable items are insured.
- The Organizers will not be held responsible for the safety of articles of any kind brought into the exhibition hall by the exhibitors, their staff or any person whatsoever (see Section 8.6 – Insurance).
- It is the responsibility of each exhibitor to be in his stand during dismantling to see the safe removal of his exhibits.
- To ensure further the safety of their exhibits, the exhibitors should be present within their stalls 30 minutes before the opening time and 15 minutes after the closing time or until all the

Sub-Letting

The exhibitor must not transfer, dispose or part with, or otherwise sublet the whole or any part of his allotted space, whether for financial considerations or otherwise. The exhibitor must, if he is an agent, distributor or licensee, state at the time of contract the names of the principals for whom he is agent, distributor or sole licensee.

- Visitors have left the exhibition hall.

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Temporary Staff

The Organizers can make arrangements for temporary staff including receptionists, general assistants, etc. at extra cost. Exhibitors requiring staff should contact the Organizers and arrangements will be made as requested. Payment for such services should be made directly between the exhibitors and the agency or the staff. Please complete **Order Form**.

SECTION 2 Freight and On-site Logistics Handling

This section of the manual is designed to help you plan for the safe delivery of your goods to the exhibition in Oman.

2.1 Freight & On-Site Logistics Handling Contractors

Avin FZE offers a comprehensive service to meet all your freight clearing, handling and transportation requirements to and from the exhibition and will be responsible for the handling of all international shipments at the exhibition. Logistics services and charges will apply to shipments that have been imported for display or sale by any company exhibiting at the Exhibition.

Upon immediate receipt of this manual, for full shipping Instructions and tariffs, please contact to Organizer.

Full terms and conditions, shipping instructions and tariffs will be supplied at the time of quotation or can be provided upon request by contacting Avin FZE directly.

2.2 Removal of Goods

It is the exhibitor's sole responsibility to collect their goods before 17.00hrs on the last day of breakdown. Please note that despite security being on all doors, it is not possible to have 100% security full time. Consequently, all exhibitors are advised that security of their stand, exhibits and contents (including personal property) is their own responsibility, and that the appropriate insurance should be affected. Goods left with no instructions to Avin FZE at the close of the exhibition will be removed from the premises and disposed of at the closing time on the last day of breakdown.

2.3 Terms of Payment

All services for shipments must be paid in advance by cash 2 months before the Exhibition begins. If payment is not received, shipments will not be delivered to your stand. The total amount due on our invoice is the amount that needs to be received by our bank. Any short receipts will be invoiced in a secondary invoice. This could result in This could result in a delay and extra charges of your shipments.

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2.4 Documentation

To secure ROP Immigration Custom's temporary import permit, the commercial invoice & packing list has to be provided 20 working days prior to the shipment's arrival in Muscat.
We cannot guarantee approval of temporary custom duty if the complete documents will be received less than 20 days prior to the arrival of the shipment.

2.5 Arrival of Goods

All goods should arrive at Muscat International Airport minimum of 1 week before the first day of moving in the Exhibition Center.
Clearing in Sohar Port will require minimum 15 working days to be cleared from customs.

2.6 Return of Goods

All the liability of the returning of goods is on exhibitor's responsibility. If they don't release the goods from Bandar Abbas's customs in one week, Avin FZE has the right of ownership of the goods.

2.7 Valuable Goods

The shipment of handmade carpets, handicrafts and any other valuable goods must be arranged by the exhibitors.

Omanexpo nor the Logistics partner will not be liable for the delay in clearing and release from customs office if shipments will arrive later than the specified timeline and documentation was not receive 20 days prior to the shipment arrival.

SECTION 3

Travel & Accommodation

Visa Requirements

All Iran National requires to process visa prior to their arrival at Muscat International Airport.

Please ensure that your passport is valid for a period of six months from the date of application and that it does not contain an Israeli stamp.

For each Applicant should submit:

- Completely and clearly filled visa application form,
- Passport-sized photographs (jpeg format)
- Clear and readable copies of the relevant pages of your passport
- Copies of previous visas to Oman if any, must include Oman entry and exit stamps

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Important Notes:

- Visa application will require minimum of 20 working days.
- Your visa for entry into Oman will be deposited at the Muscat International Airport and will be available for your collection at the Visa Counter in the Arrival Hall. A copy of the visa must be shown to the airline at the check-in desk upon departure. Failure to do this will prevent boarding.
- Those travelling from UAE to Oman via road through land borders, original visa should be obtained to be granted entry through the border.

SECTION 4

Exhibitor Order Forms

Form No	Form Name	Deadline of Submission	Requirement	Who Should Complete This Form?	Please Tick
1	Fascia/Name Board	22-Nov	Compulsory	All Shell Scheme Exhibitors	<input type="checkbox"/>
2	Exhibitor Badges	22-Nov	Compulsory	All Exhibitors	<input type="checkbox"/>
3	Space Only Requirement <ul style="list-style-type: none"> ✓ Stand design ✓ Safety Guarantee ✓ Electrical Installation ✓ Electrical request 	22-Nov	Compulsory	All Space Only Exhibitors	<input type="checkbox"/>
4	Additional Electrical Requirement	22-Nov	Optional	if required	<input type="checkbox"/>
5	Furniture & Optional Display	22-Nov	Optional	if required	<input type="checkbox"/>
6	Visa Application	22-Nov	Optional	if required	<input type="checkbox"/>
7	Other Optional Requirements	22-Nov	Optional	if required	<input type="checkbox"/>
8	Logistics and Custom Clearance <ul style="list-style-type: none"> • Documentation for Temporary Import • Sohar Port date of arrival of goods • Muscat International Airport arrival of goods 	28-Dec 4-Jan 13-Jan	Optional	if required	<input type="checkbox"/>
9	Stand Fabrication & Display Services	22-Nov	Optional	if required	<input type="checkbox"/>

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Note:

- **All forms and requirements must be submitted on or before the specified deadline.**
- **Avin FZE will be not be guaranteeing availability and on time delivery of items requested beyond the specified deadline.**
- **To ensure on time clearing of shipments kindly ensure to communicate with the Logistics partner well in advance and comply with the specified deadline.**

FORM 1 – FASCIA NAME BOARD

(Please return this form to info@iranoman.co)

Stand Number		Company Name	
Telephone		Fax	

Shell Scheme Exhibitors' Company Name and Stand Number appear on the STAND FASCIA NAME BOARD.

**I wish the Company Name to appear as follows on the Stand Fascia:
(English)**

(Please note that the name should be typewritten or printed in block capitals, with a maximum of 30 characters)

--

Unless this form is returned one week prior to the opening of the exhibition, the name which appears on the contract will be used on the stand fascia and any changes to the company name on the fascia will incur an additional \$30 charge per name.

Any changes to the company name on the fascia after the form has been submitted will incur an additional \$1 charge per letter

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Kindly provide the above in typewritten form or block capitals (in MS Word Document Format) to ensure that the names are legible and email to info@iranoman.co.

FORM 3 –Space Only Stand Requirements

(Please return this form to info@iranoman.co)

Stand Number		Company Name	
Telephone		Fax	
Email			
Contact Person			

Exhibitors who contracted Space-only using their own stand fitting contractors must complete this form. Stand Design

Space Only Stands

The build-up & construction of space only & outdoor stands are subject to approval. Please note the relevant items below for your stand design approval

- Electrical Load
- Safety Guarantee
- Elevations Drawings (front, side and back)
- Plan (Layout) Drawing

This form must be jointly signed by the Exhibitor and Appointed Contractors.

APPOINTED STAND FITTING CONTRACTORS

<u>Company Name</u>			
<u>Address</u>			
<u>Telephone</u>		<u>Fax</u>	
<u>Email</u>		<u>Website</u>	
<u>Contact Person</u>			
<u>Designation</u>			

IMPORTANT NOTES:

- ❖ Please remember that if you have booked space only, you will need to order electrical items. THE PAYMENT MUST ACCOMPANY THE ORDER TO ENABLE YOUR REQUIREMENTS TO BE PROCESSED.
- ❖ It is strictly prohibited to affix nails, hooks, tacks, screws, adhesive, paint or similar items to the floors, walls, ceiling or other part of the premises. Drilling holes into the floor is also strictly prohibited. The exhibitor will be liable for payment for any damages.

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❖ **Maximum Height of Exhibits**

There are height restrictions for the building of stands. Open or island stands are allowed a maximum construction height of 3 meters for back walls. However, buildup plans must be discussed with the organizers before finalization on height specifications. Back walls should be properly finished.

❖ **Clearing of Exhibits**

All items should be cleared from the Exhibition hall as per event timetable. Scrap items should not be dumped outside the exhibition hall facilities. Any delay in clearing the hall and dumping items within the facility will be charged with a penalty not lower than OMR 300/-.

We, as exhibitors and Avin FZE, agree to abide by all Rules and Regulations of the exhibition as published in the contract and the Exhibitor Manual.

CONTRACTORS

EXHIBITORS

Signature

Signature

Date

Date

Form 3a- STAND SAFETY GUARANTEE (SPACE ONLY)

(Please return this form to info@iranoman.co)

SPACE-ONLY EXHIBITION STAND SAFETY GUARANTEE

ALL SPACE-ONLY EXHIBITORS/CONTRACTORS ARE REQUIRED TO ISSUE A SAFETY GUARANTEE OF THEIR STAND & EXHIBITS

This form must be completed by a person with a thorough understanding and knowledge of the following:

1. Health, stability and safety issues posed by the Space only (Bare Space) exhibition stand and exhibit you are proposing to construct or bring to the exhibition Hall.
2. Exhibition Hall floor operation rules and Regulations regarding construction of Bare Space stand

On-site contact

Please give the name and mobile phone number of the person who will be responsible for your stand during the buildup of the exhibition.

NAME:

COMPANY:

MOBILE:

STAND NO.:

AREA:

CONTRACTOR:

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Declaration

I confirm that I understand my company's legal responsibility for the health, stability and safety issues posed by the Space only (Bare Space) exhibition stand we intend to construct. I further confirm that we have performed a risk assessment for building work within the event.

With regard to our Exhibition stand I agree and accept that we shall be ultimately responsible to indemnify Oman International Exhibition Center and its employees, the Organizer and their employees, exhibitors, agents and any third parties against any and all expenses, liabilities, losses, claims, damages and legal proceeding in respect of:

- Any personal injuries (including death) of, OIEC employees, Organizer employees, exhibitors, agents and any third parties
- Any loss of or damage to any real or personal property of OIEC, its employees, Organizer employees, exhibitors, agents and any third parties
- Death, personal injury and or property losses of OIEC, its employees, Organizer employees, exhibitors, agents and any third parties arising from environmental damages.

NAME:

COMPANY:

POSITION:

DATE, SIGNATURE & STAMP

Form 3b - STAND ELECTRICAL INSTALLATION (SPACE ONLY)

ELECTRICAL INSTALLATION

- Drawings and details, in writing, should be submitted prior to the show.
- Any drawings of electrical power distribution or any other details should be provided by competent, qualified experienced electrical engineers.
- Qualified experienced licensed electricians should carry out any electrical installation, testing & commissioning.
- No flat cables of any type may be used. Conductors should be 3 core, P+N+E for single phase and 5 core, 3P+N+E for three phase connections.
- All the conductors of the secondary lines should be protected against short circuits and overloads, should use appropriate rated Distribution Board.
- Suitable means of isolation to be provided for the secondary lines.
- Any electrical points other than in the drawing should not include during execution unless prior written approval is made.
- The entire electrical installation is to be carried out in accordance with the Government safety regulations of Sultanate of Oman.
- Electrically-conducting stand components are to be included in precautions against indirect contact (stand to be earthed)
- All heat generating electrical appliances are to be mounted on non-flammable asbestos-free bases.
- Additional emergency lighting is required for any stands where special construction renders the existing general emergency lighting system ineffective.

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Example:

Circuit No.	Cable Size	From	To	Load (KW)	MCB Rating	DB Rating
1	1.5mm ² , 3Core PVC flexible.	D.B.	Ceiling light	0.9 KW	5Amps	100mA, 60Amp. SPN

Kindly provide us the following details:

Circuit No.	Cable Size	From	To	Load (KW)	MCB Rating	DB Rating

Signature Date

Form - 3c SPACE ONLY - ELECTRICAL & POWER SUPPLY

Stand Number	Company Name	
Telephone	Fax	
Contact Person		

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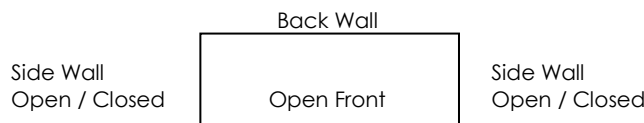
ALL CHARGES ARE PAID BY THE EXHIBITOR. PAYMENT IN FULL MUST ACCOMPANY THIS ORDER AS ITEMS WILL NOT BE SUPPLIED IF PAYMENT IS NOT RECEIVED PRIOR TO THE EXHIBITION. PLEASE COMPLETE THIS FORM, SHOWING LOCATION OF THE ITEMS ON THE DRAWING BELOW AND RETURN WITH THE REMITTANCE SLIP.

Shell scheme stands are provided with single-phase main supply with 1 x 13amp 3pin socket and 2 spotlights. Should you require additional items kindly fill-up this form.

SPACE ONLY STANDS ARE NOT PROVIDED WITH ANY ELECTRICAL CONNECTION

<u>Electrical Items</u>	<u>Description</u>	<u>Price (USD)</u>	<u>Price (RO)</u>	<u>Qty</u>	<u>Total (USD/RO)</u>
13amp double socket	240 volt up to 3 kW/hrs*	66	25		
13amp double socket	240 volt up to 3 kW/24hrs	73	28		
10amp three phase	415 volt up to 5.75 kW/hrs*	131	50		
15amp three phase	415 volt up to 8.6 kW/hrs*	157	60		
30amp three phase	415 volt up to 17 kW/hrs*	249	95		
60amp three phase	415 volt up to 34 kW/hrs*	446	170		
100amp three phase	415 volt up to 57 kW	891	340		
Distribution Board	100A – TPN	79	30		
GRAND TOTAL					

Please indicate below the positions of the various electrical and lighting requirements that you have ordered.



Signature

Date

FORM 4 – ELECTRICAL & POWER SUPPLY

(Please return this form to info@iranoman.co)

Stand Number		Company Name	
Telephone		Fax	
Email		Website	
Contact Person			

ALL CHARGES ARE PAID BY THE EXHIBITOR. PAYMENT IN FULL MUST ACCOMPANY THIS ORDER AS ITEMS WILL NOT BE SUPPLIED IF PAYMENT IS NOT RECEIVED PRIOR TO THE EXHIBITION. PLEASE COMPLETE THIS FORM, SHOWING LOCATION OF THE ITEMS ON THE DRAWING BELOW AND RETURN WITH THE REMITTANCE SLIP.

I The managing director/plenipotentiary of Company, accept the legal regulations of trading in full conscience and personal will. I acknowledge and accept the trading laws and status, timing and location, regulations in registration forms, the price and sale values in the exhibition atmosphere, extra services, sponsors, or any other services related to the exhibition. In addition to accepting the laws of the exhibition which were designed by the trade and promotion organization of Oman and Oman International Exhibition Center S.A.O.C. and the holder of the exhibition, Avin FZE. I am required to run this regulations and the governance. I trade in accordance with the laws and won't have any complaints and I won't have the right for dissolution. This contract has been signed by my consent and all the contents are agreed to be done and executed.

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OMAN INTERNATIONAL CENTER (MUSCAT) 26-30 JAN. 2016

Shell scheme stands are provided with single-phase main supply with 1 x 13amp 3pin socket and 2 spotlights. Should you require additional items kindly fill-up this form.

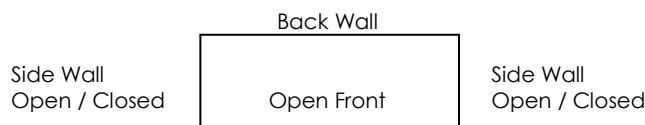
There will be a 10% surcharge for goods ordered on site.

<u>Electrical Items</u>	<u>Description</u>	<u>Price (USD)</u>	<u>Price (RO)</u>	<u>Qty</u>	<u>Total (USD/RO)</u>
13amp double socket	240 volt up to 3 kW/hrs*	58	22		
13amp double socket	240 volt up to 3 kW/24hrs	68	26		
10amp three phase**	415 volt up to 5.75 kW/hrs*	131	50		
15amp three phase**	415 volt up to 8.6 kW/hrs*	157	60		
30amp three phase**	415 volt up to 17 kW/hrs*	246	94		
60amp three phase**	415 volt up to 34 kW/hrs*	438	167		
100amp three phase**	415 volt up to 57 kW	807	308		
Distribution Board	100A – TPN	66	25		
Halogen Light	500 watts	26	10		
Halogen Light	1000 watts	52	20		
Spot Light	100 watts	13	5		
Tube Light	40 watts	18	7		
GRAND TOTAL					

SPACE ONLY STANDS ARE NOT PROVIDED WITH ANY ELECTRICAL CONNECTION

<u>Electrical Items</u>	<u>Description</u>	<u>Price (USD)</u>	<u>Price (RO)</u>	<u>Qty</u>	<u>Total (USD/RO)</u>
13amp double socket	240 volt up to 3 kW/hrs*	66	25		
13amp double socket	240 volt up to 3 kW/24hrs	73	28		
10amp three phase	415 volt up to 5.75 kW/hrs*	131	50		
15amp three phase	415 volt up to 8.6 kW/hrs*	157	60		
30amp three phase	415 volt up to 17 kW/hrs*	249	95		
60amp three phase	415 volt up to 34 kW/hrs*	446	170		
100amp three phase	415 volt up to 57 kW	891	340		
Distribution Board	100A – TPN	79	30		
GRAND TOTAL					

Please indicate below the positions of the various electrical and lighting requirements that you have ordered.



Signature

Date

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FORM 5 – FURNITURE & OPTIONAL DISPLAY

(Please return this form to info@iranoman.co)

Stand Number		Company Name	
Telephone		Fax	
Contact Person			

Shell Scheme Stands are provided 1 square table and two chairs.

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There will be a 30% surcharge for goods ordered on site.

Items	Description Length x Width x Height	Price (USD)	Price (RO)	Qty	Total (USD/RO)	Remarks
Banner Frame (FRAME ONLY)	3m Length x 90cm W	79	30			
Bar	1m 2m 3m	13	5			
Carpet Tiles (per sqm)	50cm x 50cm	13	5			
Cabin with door	1 m x 1 m	131	50			
Chair		8	3			
Counter (with door)	103cm x 53cm x 90cm	52	20			
Counter (free model)	103cm x 53cm x 90cm	39	15			
Exhibit Base (big)	103cm x 103cm x 60cm	52	20			
Exhibit Base (small)	103cm x 103cm x 30cm	31	12			
Flowers		39 / 65 / 78	15 / 25 / 30			
Garment Rack		47	18			
Glass Showcase(full glass)	103cm x 53cm x 100cm	66	25			
Glass Showcase (free model)	103cm x 53cm x 100cm	52	20			
Vertical Glass Showcase (Pedestal)	210 cm H x 100 cm W x 50cm D	110	42			
Literature Holder		31	12			
Plants	Rent Per day	7	2.5			
Shelf (flat, dead load 10kg)	100cm x 30cm	13	5			
Shelf (sloping, adjustable)	100cm x 30cm	13	5			
Table (folding type)	220cm x 80cm x 74.8cm	26	10			
Table (standard)	120cm x 80cm x 73cm	18	7			
Wall Display Panel	103cm x 60cm	31	12			
Wall Panel (horizontal)	300cm x 100cm	47	18			
Wall Panel (vertical)	103cm x 60cm	16	6			
Waste Basket		8	3			
GRAND TOTAL						

**All items are on a rental basis only and prices are for the full duration of show.*

Signature Date

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FURNITURE & OPTIONAL DISPLAY PICTURES

ITEMS			
			
GLASS SHOWCASE (FREE MODEL) Size : 103cm x 53cm x 100cm	GLASS SHOW CASE (FULL) Size : 103cm x 53cm x 100cm	COUNTER (WITH DOOR) Size : 103cm x 53cm x 90cm	GLASS COUNTER (VERTICAL) Size : 210 cm H x 100 cm W x 50cm D
PRICE (USD) : 47	PRICE (USD) : 56	PRICE (USD) : 50	PRICE (USD) : 110
PRICE (OMR) : 18	PRICE (OMR) : 22	PRICE (OMR) : 19	PRICE (OMR) : 50
			
EXHIBIT BASE (BIG) Size : 103cm x 103cm x 60cm	EXHIBIT BASE (SMALL) Size : 103cm x 103cm x 30cm	SHELF (FLAT) dead load 10 KG Size : 100cm x 30cm	SHELF (SLOPE) Adjustable Size : 100cm x 30cm
PRICE (USD) : 47	PRICE (USD) : 31	PRICE (USD) : 8	PRICE (USD) : 9
PRICE (OMR) : 18	PRICE (OMR) : 12	PRICE (OMR) : 3	PRICE (OMR) : 4

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 <p align="center">BANNER FRAME Size : 3 METER LENGTH</p>	 <p align="center">BAR Size : 1 m 2 m 3m</p>	 <p align="center">CHAIR</p>	 <p align="center">CARPET TILE (per sqm) Size : 50cm x 50cm</p>
<p>PRICE (USD) : 80 PRICE (OMR) : 30</p>	<p>PRICE (USD) : 9 PRICE (OMR) : 4</p>	<p>PRICE (USD) : 8 PRICE (OMR) : 3</p>	<p>PRICE (USD) : 9 PRICE (OMR) : 4</p>
 <p align="center">TABLE (standard) Size : 120 cm x 80 cm x 73 cm</p>	 <p align="center">TABLE (folding type) Size : 220 cm x 80 cm x 74.8 cm</p>	 <p align="center">LITERATURE HOLDER</p>	 <p align="center">GARMENT RACK Size :160 cm x 100cm</p>
<p>PRICE (USD) : 14 PRICE (OMR) : 6</p>	<p>PRICE (USD) : 22 PRICE (OMR) : 9</p>	<p>PRICE (USD) : 28 PRICE (OMR) : 11</p>	<p>PRICE (USD) : 47 PRICE (OMR) : 18</p>

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**FURNITURE & OPTIONAL DISPLAY
PICTURES**

ITEMS			
			
WALL PANEL (vertical) Size : 250 cm x 100 cm	WALL PANEL (horizontal) Size : 100 cm x 250 cm	CABIN WITH DOOR Size : 1 m x 1 m	WASTE BASKET
PRICE (USD) : 16 PRICE (OMR) : 6	PRICE (USD) : 47 PRICE (OMR) : 18	PRICE (USD) : 110 PRICE (OMR) : 50	PRICE (USD) : 8 PRICE (OMR) : 3
			
SPOTLIGHT	HALOGEN LIGHT		
PRICE (USD) : 16 PRICE (OMR) : 6	PRICE (USD) : 47 PRICE (OMR) : 18		

PLANTS FOR RENT PER DAY
OR 3.5 / USD 9



DRACENA MASSENGINA



SCINDAPSUS

FLOWER ARRANGEMENT FOR SALE



OR 30 / USD 78



OR 25 / USD 65



OR 15 / USD 39

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FORM 6– VISA APPLICATION

(Please return this form to info@iranoman.co)

Stand Number		Company Name	
Telephone		Fax	
Email		Website	
Contact Person			

Visa charges – USD 80

Exhibitors seeking visa assistance from the Organizers are requested to fill the Visa Application form below with complete details and documentation. Please ensure that your passport is valid for a period of six months from the date of application and that it does not contain an Israeli stamp.

ALL CHARGES ARE PAID BY THE EXHIBITOR BY CASH IN ADVANCE. PAYMENT IN FULL MUST ACCOMPANY THIS FORM TO START VISA PROCESSING. PLEASE COMPLETE THIS FORM AND RETURN WITH THE REMITTANCE SLIP

Visa application charges are not refundable.

Family Surname			
First Name			
Mother's Name			
Date of Birth		Place of Birth	
Nationality		Profession	
Passport No.		Place of Issue	
Date of Issue		Date of Expiry	
Expected date of Arrival At Seeb Int'l Airport		From (Place)	
Expected date of Departure From Seeb Int'l Airport		To (Place)	

For each Applicant, together with the application form, please also send:

- Passport-sized photographs (jpeg format)
- Clear and readable copies of the relevant pages of your Passport
- Copies of previous visas to Oman if any, must include Oman entry and exit stamps

Important Notes:

- Your visa for entry into Oman will be deposited at Muscat International Airport and will be available for your collection at the Visa Counter in the Arrival Hall. A copy of the visa will be sent to you by Avin FZE and must be shown to the airline at the check-in desk on departure. Failure to do this will prevent boarding.

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- Those travelling from UAE to Oman via road, original visa should be obtained to grant entry through the border.
- In the any case of refusing application of Visa, Avin FZE has no liability and all participation's payment will not refundable.

I, hereby confirm the understanding of the above terms.

Signature

Date

FORM 7 – Other Optional Requirements

(Please return this form to info@iranoman.co)

Stand Number		Company Name	
Telephone		Fax	
Contact Person			

Audio Visual Equipment:

<u>Item</u>	<u>Price (USD)</u>	<u>Price (RO)</u>	<u>Qty</u>	<u>Total</u>
32 inch LCD TV with self-standing rack	302	115		
40 inch LCD TV with self-standing rack	355	135		
42 inch LCD TV with self-standing rack	405	155		
48 inch LCD TV with self-standing rack	430	165		
DVD Player	92	35		
Upright Display Chiller Single door 430 L	262+ (131 refundable deposit)	100 + (50 refundable deposit)		
Self standing TV Rack	130	40		
Laptop	460	180		
TOTAL				

Temporary Staff Requirement:

<u>Requirements</u>	<u>No. of People</u>	<u>No. of Days</u>	<u>Specific requirements, i.e. skills, etc.</u>
Translator Interpreter			
Hostess Receptionist			
Laborer			
Others			

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*The cost for the equipment rental is for the duration of the show.
 *Onsite requests are subject to availability and 10% surcharge.

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Signature Date

FORM 8 – FREIGHT FORWARDING

(Please return this form to info@iranoman.co)

Stand Number		Company Name	
Telephone		Fax	
Email			
Contact Person			

The Organizers have appointed Avin FZE's forwarder as the **official freight forwarding contractor**. Avin FZE's forwarder will be the only company to operate lifting, handling and site services at the exhibition. Avin FZE's forwarder will provide you with a full set of information containing all details regarding the transportation of your goods to and from the Oman International Exhibition CENTER and the necessary documentation required by the Oman customs authorities. Avin FZE's forwarder will also forward full details about their international network for shipment coming to Oman and the latest departure dates for cargo from each country.

Exhibitors will be charged directly in accordance with the official exhibition tariff, which will be included in the freight information kit. Exhibitors may use their own staff to move in and out of the halls only for hand carried goods. Exhibitors will not be allowed to use their own pallet trucks, trolley, forklifts or any other method of moving goods in the exhibition hall, other than hand-carried goods.

Please complete and/or indicate your requirements for the following by tick marking the appropriate box:

	We ourselves will bring only hand-carried goods and do not require any services.
	We require customs clearance for video tapes.
	We require only unloading and delivery to stand and vice-versa.
	We will require only labor for unpacking/re-packing.
	We will require only removal, storage and return of empty packing cases.
	We will require complete freight service door-to-door to/from the exhibition centre and our premises at:
	City <input type="text"/> Country <input type="text"/>
	We will arrange freight shipments from overseas with our own freight forwarder to arrange the local ground handling and customs services at:
	<ul style="list-style-type: none"> ➤ Mina Qaboos Sea Port ➤ Al Wajaja Border Post ➤ Buraimi Border Post ➤ Seeb Airport
	Any other forwarding / transport service (Please specify)

Heavy | Large Exhibits: Any exhibits weighing more than 2000 kg - Please note that the floor loading capacity is 2000 kg per sqm. The provision of a base plate is required for exhibits

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exceeding 2000 kg. The Organizers must be informed of any such exhibits. They must arrive in good time for port clearance and reach the exhibition site on the first day of build-up.

Note:

- **To secure Custom's temporary import approval, the commercial invoice & packing list has to be provided 20 working days prior to the shipment's arrival in Muscat**
- **All goods should arrive at Muscat International Airport minimum of 1 week before the first day of moving in the Exhibition Center.**
- **Clearing in Sohar Port will require minimum 15 working days to be cleared from customs.**

FORM 9 – STAND FABRICATION AND DISPLAY SERVICES

(Please return this form to the official stand contractor)

Stand Number		Company Name	
Address			
Telephone		Fax	
Email		Website	
Contact Person			
Designation			

The Organizers recommend the following contractors to Exhibitors requiring stand fabrication, display services or additional work on the shell scheme.

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FORM 10 – Packing list & Invoice

Packing List:

NO.	DESCRIPTION	QTY	NET WT.KG	GROSS WT.KG	NO. OF PACKAGES
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					

TOTAL PACKAGES:

TOTAL VOLUMES:

TOTAL NEIGHT (Kg):

TOTAL GROSS WEIGHT(Kg):

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Invoice:

NO.	DESCRIPTION	QTY	UNIT PRICE(USD)	TOTAL AMOUNT(USD)	CUSTOMS TARIFF NO
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
TOTAL PACKAGES					
TOTAL VOLUME:					
TOTAL VALUE(Euro)					

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SECTION 5

Important Contact Details

Embassy of the Islamic Republic of Iran: 24696944/24696947 24696888
 Emergency Telephone Nos.: Tel
 Directory Information(local) :1318
 Directory Information(Intl.) :319
 Flight Information :24519223
 Police/ Fire/ Ambulance: 9999
 Hello Taxi :24607011 24695992
 Allo Taxi: 24697997 24696665
 City Taxi: 24478387 24480743

SECTION 6

**Important Dates
Deadlines**

Form No	Form Name	Deadline	Please Tick
1	Final Floor Plan	22-Nov	<input type="checkbox"/>
2	Fascia/Name Board	22-Nov	<input type="checkbox"/>
3	Exhibitor Badges	22-Nov	<input type="checkbox"/>
4	Space Only Requirements	22-Nov	<input type="checkbox"/>
5	Visa Application	22-Nov	<input type="checkbox"/>
6	Logistics and Custom Clearance <ul style="list-style-type: none"> • Documentation for Temporary Import • Sohar Port date of arrival of goods • Muscat International Airport arrival of goods 	28-December 4-January 13-January	<input type="checkbox"/>
7	Other Optional Requirements	22-Nov	<input type="checkbox"/>

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Free CATALOGUE ENTRY

To be completed in capital letters and Email at info@iranoman.co or Faxed to Avin FZE
2 Months before the Exhibition opening date.

Organization :

Contact Person:.....

Address:.....

Country:..... Phone(T/M).....

Fax: Email:

Web:.....

Application for catalogue entry:

- 1) Catalogues will be printed for all trade Exhibitions only or as applicable , though not mandatory.
- 2) A brief description of the company its product & representatives in English and Arabic not Exceeding more than 200 words in each language.
- 3) All information must be preferably submitted additionally in Soft copy via email to:
info@iranoman.co
- 4) The contact details given above will be included in the Catalogue .

English:

.....
.....

Arabic:

.....
.....

Disclaimer: Although the utmost care will be been taken in compiling the information in the catalogue ,
the Organizers or publisher cannot be help responsible for statement made in behalf of the exhibitors, nor
for any errors or omissions that may have occurred

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