



Exhibitor Service Manual

On behalf of **Nile Trade Fairs** staff we are pleased to welcome you to **Paper Middle East 2012**. We appreciate your participation in this event. Our purpose is to provide the information and services you require for the timely and proper installation of your display. The EXHIBITOR SERVICES MANUAL is a complete guide to ensure your successful participation at the Show. The Exhibitor Services Manual contains important rules, regulations, contacts and information to help you have a successful show!

If you have any specific concerns not covered in this material, and for further information. Please contact **Nile Trade Fairs**, at:

Tel.: +202 267 12 287 / 267 052 39 / 2275 36 34

Fax: +202 2275 36 34

Cell phone: +202 0100 17 55 321

Email: paper@nilefairs.com

Website: <http://www.papermiddleeast.com/>

PAPER MIDDLE EAST 2012

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EXHIBITION TIMETABLE

THE SHOW PERIOD: 8 : 10 November 2012

PRE- SETTINGS PERIOD SCHEDULE:

OPERATIONS	PERIOD (PLEASE FOLLOW THIS TENTATIVE TIME SCHEDULE)	
	6/11	7/11
BUILD-UP (DATES)	6/11	7/11
MACHINERY MOVE-IN	09:00am – 14:00pm	—
OFFICIAL CONTRACTORS	11:00am – 22:00pm	10:00am – 22:00pm
SPACE ONLY EXHIBITORS	10:00am – 22:00pm	10:00am – 23:00pm
FURNISHED STAND EXHIBITORS 1. <u>Please note that all stands must be ready by 23:00 on 7/11</u>	-----	01:00am – 23:00pm

EXHIBITION OPEN HOURS:

OPEN DAYS	Exhibitors	Trade visitors
8 November 2012 (Opening day)	10.30 hrs to 20.00 hrs	12.30 hrs to 20:00 hrs
9 November 2012	9.30 hrs to 20.00 hrs	10.00 hrs to 20:00 hrs
10 November 2012	9.30 hrs to 19.00 hrs	10.00 hrs to 19:00 hrs

DISMANTLING PERIOD:

BREAKDOWN	10 November at 19:00 pm
REMOVAL OF EXHIBITS	10 November from 19:00 till 11 November at 11:00 am
DISMANTLING STANDS	10 November 11:30 pm

Remarks:

- NO exhibits or stands fittings are to be removed or dismantled before 19:00 on 10 November 2012.
- The exhibitors are responsible to clear stand fittings and waste materials from their pavilions before 11:00 am on 11 November 2012.
- It is not the organizers responsibility for any goods left on site after the breakdown
- The timings schedule is very tentative for machinery and items entrance especially that need forklifts.

OFFICIAL SERVICE PROVIDERS

ORGANIZER

NILE TRADE FAIRS Company

Address: 19 Abd El Hameed Lotfy St., off Samir Abd El Rauf, Nasr City, Cairo- Egypt

Tel.: +202 267 122 87 / 267 052 39 /2275 36 34

Fax: +202 2275 36 34

Web Site: www.nilefairs.com

Email: paper@nilefairs.com



VENUE

Cairo International Convention & Exhibition Centre (CICC).

Address: Nasr road, Nasr City, Cairo, Egypt

Tel.: +202 2263 3222 (10 Lines)

Fax: +202 2263 4640

Email: cicc@cicc.egnet.net

TRAVEL AGENCY

Traveline Egypt

Address: Building No.9, St. 266 (Off El Gazayer St.). New Maadi, Cairo, Egypt.
P.O.Box: 11435.

Tel.: +202 2703 5904 (10 lines).

Fax: +202 2519 0728

Email: www.traveline-eg.com



SYSTEM FITTING CONTRACROR

United Group

Contact: Eng. Maha TOLBA

Tel: +2 0100 51 04 586

Website: www.ug-expo.com

Email: mtoleba@ug-expo.com

EXHIBITION GENERAL INFORMATION

Exhibit Location

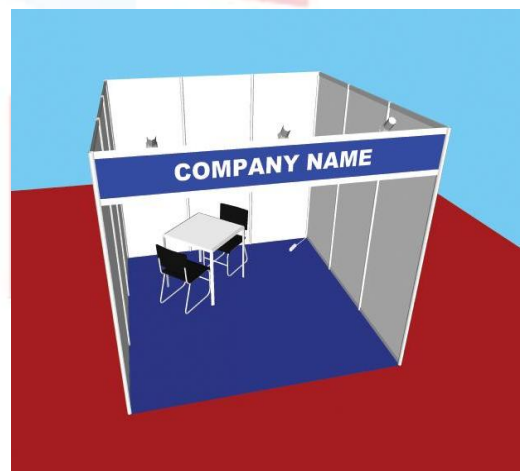
All exhibits will be located in Halls of Cairo International Convention Centre (CICC). Nasr City, Cairo- Egypt. The Cairo International Convention & Exhibition Centre (CICC) is situated in one of the most prestigious neighborhoods in great Cairo where it is a few minutes from the International Airport, Hotels, and also the great Nile. The Cairo International Convention & Exhibition Centre (CICC) is where all great events and International exhibitions take place. The facility has a large car parking, and the showroom is air conditioned and fully equipped with all materials needed for the show.

Standard Booth

Stands will be built using aluminum poles and beams and wooden laminated panels. The height wall panels used as a standard is 250 height cm. If you require exact information which panels are used on your stand, please contact Nile Trade Fairs. No additional stand fittings or display may be attached to the stand shell structure. Wall panels and other stand material must be returned after the exhibition without any damage caused by: nailing, drilling, wall papering, inappropriate self adhesive tape etc. so please ensure that you have enough chain, hooks etc. to hang posters and other displays.

Standard Booth Package:

- One table with cover.
- Three steel chairs.
- Three spot lights 100 Watt.
- One power point 12 AMP – 220 Volt.
- Fascia name.
- One wastebasket.
- Carpet for the stand area 4 mm. thick.



Space Only Sites – indoor and outdoor

A floor covering is grey carpet, but side walls of a minimum height of 250 cm must be provided by the exhibitor or his stand builder. The design of the stand must be authorized by the Organizer and submitted at least one month before the start of the exhibition. Designs should not cause any obstacle in viewing the neighboring stand

Stand Regulation

The organizer is not responsible for any unattended stand during exhibition hours. Moreover, any damages or loss from closing time till the next morning will be the responsibility of the venue security.

The exhibitor will be penalized if any damage is done to the wall stand panel. No pins, text, stickers are to be hanged on the wall Stand.

Business Center

- Fax Machine
- Photocopying Machine
- Local and International Telephones
- Word Processing
- Stationery
- Email and Internet

*The business center will be available during the working hours of the show.

Publicity and Promotion

Any advertising literature or other publicity materials should be distributed from the Exhibitor's own stand only. The following publicity measures shall not be permitted on any stand during the exhibition.

Exhibitor Badge

All exhibitors, their staff and contractors must clearly display their exhibitor badges at all times. Persons without badges will be denied entry.

Restaurant Facilities & Catering

The official caterer will have a restaurant inside the hall to serve the exhibitors with Hot/ Cold meals, and refreshments during the show.

Security

- The organizers and the security authorities of the Cairo International Convention & Exhibition Centre (CICC) will be available during the show.
- Security Authority from the Cairo International Convention & Exhibition Centre (CICC) will be available day and night starting from the preparation and installing period till the dismantling day.
- Exhibitor should never leave their stands unattended during the working hours of the exhibition.
- The organizers are responsible for all the materials at the exhibitors stand from the period the exhibitor leaves at night till next morning.

Insurance

The Organizers will make every effort to ensure the security of the exhibits but must decline any responsibility for any loss or damage that may occur. Exhibiting companies are urged to take out their own independent corporate and personal insurance against loss, against legal liability incurred in respect of injury or damage to property belonging to third parties and finally against any losses incurred due to cancellation or curtailment of the event due to reasons beyond the control of the organizers.

Fire Regulations

Exhibitors are asked to pay careful attention to the Fire Regulations. The management of the exhibition provides pavilions (premises) in good condition for an exhibition and guarantees basic fire safety conditions, taking account of construction rules and regulations.

Cleaning and Refuse

General cleaning of the aisles will be carried out every morning prior to opening as well as the removal of small amounts of refuse, provided they are placed in plastic bags or cartons in front of the stand in the evening. Exhibitors are advised that their stand areas should be completely cleared before they finally leave. Exhibitors will be charged for the removal of any refuse left behind.

Shipping and Custom

Goods will be delivered to Cairo International Convention & Exhibition Centre (CICC), and will be stored ready for set up on 6 November, 2012. Should you require assistance in clearing and forwarding please contact us.

- Shipments of Machines or whatever item exhibiting and stand materials are allowed to pass on a temporary basis into Cairo for the purpose of display only. No custom duty will be paid in this case except the custom charge for the exhibitor freight forwarder.
- If the Machinery were sold during the show, the exhibitor will have to pay the customs.
- It is recommended that exhibitors would pass all exhibits material to the customs even if they are samples. Thus it is safe to rely on the official freight forwarder.

Banks

There are International Banks in Egypt for any money exchange or any transactions. For Example: CIB, AMERICAN EXPRESS, and MIBANK.

Credit Card

Credit Card is used frequently in almost all stores and services in Egypt. Tellers are also available all around the city For Example: JCB. VISA. MASTER CARD, AMERICAN EXPRESS.

Currency

The official currency in Egypt is the Egyptian Pound (LE).

ONE POUND = 100 PIASTERS (PT).

Transport

Limousines, Taxies, Buses and The Subway are safe means of transportation available in Cairo.

Our Travel Agency will offer shuttle buses and private cars from/ to the hotel, the exhibition halls, and the Airport.

* Please contact the Travel Agency for transportation rates.

Our Travel Agency offers very special rates for hotel accommodation.

* Please contact the Travel Agency for hotel reservation rates.

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GENERAL REGULATION

Audio & Noise

Please note that noise has to be minimized as much as possible whether from machinery or from any sound system or video showing inside the stand. Maintaining adequate noise level is important for business atmosphere.

Building-up and dismantling

The buildup will take place three days before the show, dismantling will start the day after the show is over.

* Please refer to the schedule.

Delivery of Exhibits

Exhibits must be delivered only at the goods entrances (loading doors) and not through the main entrance. The exhibitor must receive deliveries sent by freight forwarders other than the officially appointed freight forwarders.

The organizer cannot be responsible for receiving goods on behalf of the exhibitor. Deliveries cannot be made prior to the buildup dates.

Information Package

All exhibitors should register at the exhibitor's registration desk upon arrival to the venue, in order to receive their welcome package (exhibitor badges, car parking tickets, catalogue, etc...)

Moving In

A registration form will be given to the exhibitors at the entrance to be filled out with the items and machinery that are in the stands. A copy of this form must be kept by the Venue security for routine checkups during removal of the products.

Heavy machinery will not be allowed to enter the exhibition halls the day before the opening (last preparations day).

Moving Out

Another registration form must be filled out by the exhibitors and signed by the Operations & financial departments of **Nile Trade Fairs**, Venue Customs, Venue security and Administration departments.

Power Supply

Electricity in Egypt is 220 volts - 50 Hz only. Most electrical equipment brought from overseas would not need an adapter to be used. The only adapter that could be required should be a converter for the plug.

The electricity will be switched off daily at closing time and will be switched back on one hour prior to the opening of the exhibition to allow enough time for set up. Exhibitors should insure connections and arrangements for close up daily.

Release Forms for Payments

Exhibitors are requested to settle their accounts with the organizers before the starting of the show. In case the organizers do not receive the due payments, the exhibitor will not be allowed to check in his stand.

The exhibitors need to present your "Stand Release Form" to the Information desk in order to access your stand.

Water Supply & Drainage

Water supply and drainage facilities are only available on certain sites in the exhibition halls, should exhibitors require these facilities please arrange with our sales representative.

In case of delayed deliveries, they cannot be done during the show opening hours, but can be made one hour prior to opening. Delivery address should clearly state company name, stand number, address of the venue and name of the exhibition.

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