



QATAR 2009

UITP 2nd UITP Public Transport Showcase
Doha, 25-27 October 2009

Exhibitor's Handbook

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1. Time Table

Day	Date	Time	Description
Sat	24 Oct 2009	8.00 – 20.00	Build up
Sun	25 Oct 2009	8.30 – 19.00	Showcase open + Welcome reception in Showcase area (17.30-19.00)
Mon	26 Oct 2009	8.30 – 17.30	Showcase open
Tue	27 Oct 2009	8.30 – 14.00 14.00 – 20.00	Showcase open Dismantling

2. Important deadlines

- **12th of September 2009:**
Advertisement material for the showcase catalogue + company profile + logo
- **24th of September 2009:**
Additional orders for your stand equipment
- **12th of October 2009:**
Eventual additional exhibitor's badges order

3. Rules and regulations

Occupying space conditions:

An exhibitor will not be permitted to occupy the space booked or allocated until the Organizer in respect to the contract has received full payment of the agreed rental and services fees. All the payments should be fulfilled before starting the build up as there will be an entrance control at the doors.

Promotional material:

The distribution and exhibition of samples, brochures, leaflets and all types of promotional material may take place exclusively within the space assigned to each exhibitor and may not deviate from the general theme of the exhibition.

Audio and/or video demonstrations:

Audio and video demonstrations should not disturb neighboring stands or cause crowding in the aisles. The sound level must not exceed 75dB. Any performances causing a disturbance will be stopped. Any logos projected on walls, ceilings etc., must also be kept inside the stand. The Organizer has the right to stop demonstrations that disturb or cause complaints from either exhibitors or visitors.

Accident prevention – Civil liability:

Activities, which constitute a risk of accident, are prohibited within the exhibition hall. Exhibitors shall comply with all workplace safety and hygiene rules during the transportation, assembly, handling operations and dismantling of stands, decorations and exhibits.

Fire prevention:

According to fire regulations, the area between and behind stands may not be used for storage purposes.

Fire hydrants must be left unobstructed. Stand decorating materials etc. must be fire-rated or flameproof.

Construction height:

Exhibitors are reminded that the free construction height in the showcase area is 3, 5 m.

Dismantling:

Dismantling may not begin before the official closing of the exhibition.

Exhibition facilities must be returned to the stand constructor in the same condition as they were before the event.

4. Important contact details

4.1 Contact details of the Organizer

International Association of Public Transport (UITP)

Rue Sainte Marie, 6

BE – 1080 Brussels, Belgium

Mr. Hicham Badran

hicham.badran@uitp.org

Ms. Delphine Deladrière

delphine.deladriere@uitp.org

Tel: +32 2 788 0120

4.2 Contact details of the Venue – Hotel Grand Hyatt Doha

Mr. Tamer Gamea

Grand Hyatt Doha

West Bay Lagoon, P.O. Box 24010

Doha, State of Qatar

Phone: +974 448 1157

Fax: +974 448 1159

Email: tamer.gamea@hyatt.com

4.3 Delivery address

UITP - MENA Showcase & Congress

Company name, Stand number

Grand Hyatt Doha

Catering department

West Bay Lagoon, Doha

QA – Qatar

4.4 Recommended forwarder and handler

European International Fairs Ltd

Mr John Beresford

Tel: +44 (0)1732 860330

Fax: +44 (0)1732 860331

E-mail: john.beresford@european-intl.com

5. Exhibitor badges

The Exhibitor badges will not state any individual name or job title. Only the name of the exhibiting company will be mentioned.

Every exhibiting company will receive **5 Exhibitor badges**. If you should require more, please write an email to Ms Delphine Deladrière

(Delphine.deladriere@uitp.org) before the 12th of October 2009. There will be no extra orders of badges allowed on site.

You can collect your exhibitor's badges at the entrance desk on the 24th of October (build up day) or on the 25th of October as of 8.00 am.

The badges will not be sending by post.

Please note that the visitors of the showcase will receive a Visitor Badge free of charge at the entrance.

6. Catering

The Grand Hyatt Doha Hotel has exclusive rights to provide catering services at the venue.

For any question, or to make your orders please contact:

Mr Tamer Gamea

Phone: +974 448 1157

Fax: +974 448 1159

Email: tamer.gamea@hyatt.com

7. Your publicity in the official catalogue

The marketing and PR package for every exhibitor includes 1 colored advertisement in the exhibition catalogue (A4 size). Here is the procedure to follow:

Advertising material:

* **What do we need?**

PDF file in high resolution (300 dpi) – max 4 or 5 MB

Size: maximum A4 (210mm X 297mm)

Add 3 mm more if your advertisement is to be printed full page (full bleed)

N.B. your advertisement should contain a white border and the cutting marks on the 4 corners of the advertisement. UITP declines any responsibility if the ad is not properly prepared.

* **How to send your printing material?**

Please send your advertising material to both following email addresses:

doriano.angotzi@uitp.org; delphine.deladriere@uitp.org

Attention: your file should not be bigger than 4 or 5 MB.

If you don't receive an email that confirms the reception of your ad, it might be because your file was too heavy and never reached us. In that case please contact us.

Please note that the deadline to send us your advertising material is the 12th of September 2009. After this date we cannot guarantee your entry in the official catalogue.

8. Visibility on UITP website

Your company profile and your logo will be visible on UITP website.

The company profile consists in a short description (**50 words maximum**) of your company. It will also be printed in the alphabetical listing of the official catalogue.

Please send your company profile (Word document) and your logo (jpg file low resolution) to the following address: delphine.deladriere@uitp.org

The deadline to send us your company profile is the **12th of September 2009**. After this date we cannot guarantee the entry of your text in the official catalogue.

9. Stand building information

9.1. Contact details of the constructor

Circle Qatar

Mr. Jonathan Young

Communication Manager

Tel: +974 4375808

Fax: +974 4426084

Mob: +974 5893153

E-mail: jyoung@circleqatar.com

9.2. Shell scheme stand



9.3. Additional furniture, electrical and audiovisual material

If you need any additional furniture, AV equipment or electrical material for your stand, please fill in the forms of the stand constructor and return them to the company **Circle Qatar** one month before the event (**before 24th of September 2009**).

Please note that orders made less than one week before the event will be subject to 20% surcharge.

Internet connection :

On site the Grand Hyatt personal will sell cards for wireless internet access; one card is valid for 24 hours and costs QAR 100.