

SubOptic
www.suboptic.org 2016

Dubai

18th-21st April 2016

Exhibition Manual



Celebrating
30
years
of SubOptic

Version 8 16/12/2015



The world's expanding treasure

Hosted by
e-marine

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General Information

This SubOptic 2016 Exhibition Manual has been collated to help you plan your stand, it contains all of the information that you will need for a successful event.

Venue

SubOptic 2016 will take place at
Conrad Hotel
Sheikh Zayed Rd
Dubai
United Arab Emirates

Accommodation

For all hotel accommodation requirements please contact:

Andrew Cunningham
Arabian Adventures
andrew.cunningham@emirates.com
t: +971 4 303 4752
m: +971 50 4537747

This Exhibition Manual can also be downloaded from www.suboptic2016.com

If you require any additional information about how to plan your stand at Suboptic please contact [gls design](http://gls.design).

Important Dates

Build up

Sunday 17th April	7.00 am – 11.00 pm
Monday 18th April	7.00 am – 4.00 pm

Show open

Monday 18th – 21st April 2016

Show times

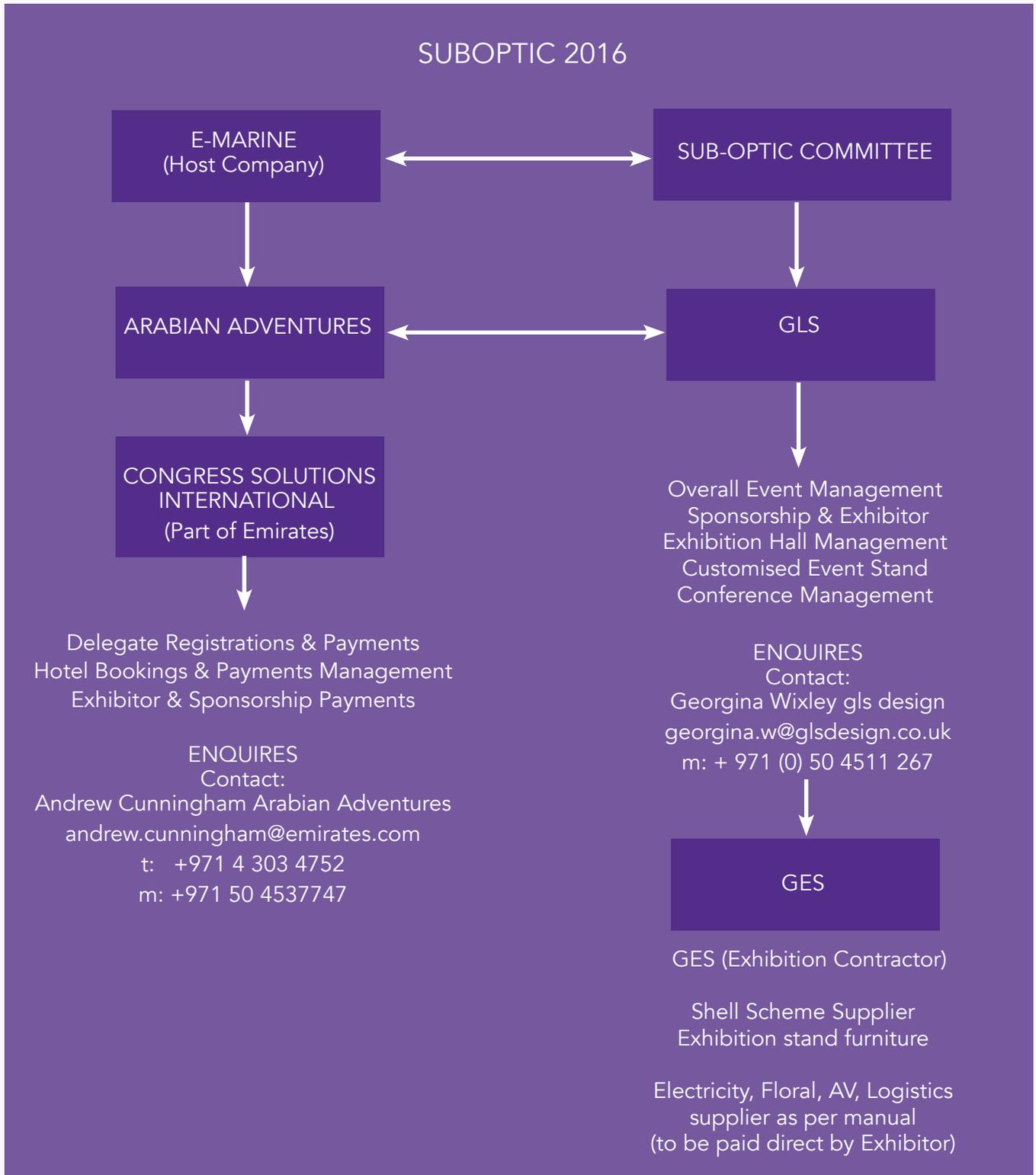
Monday 18th April	6.00 pm - 8.00 pm
Welcome Reception	6.00 pm - 8.00 pm
Tuesday 19th April	9.00 am - 5.30 pm
Opening Ceremony	9.30 am - 10.00 am
Wednesday 20th April	9.00 am - 6.00 pm
Thursday 21st April	9.00 am - 5.30 pm
Closing Ceremony	5.00 pm - 5.30 pm
Gala Dinner	7.00 pm - 10.00 pm

Breakdown

Thursday 21st April	6.00 pm – 9.00 pm (Handheld and valuable goods only)
Friday 22nd April	7.00 am – 9.00 pm

General Information

How we are working together to bring you SubOptic 2016



Key Contacts

SubOptic

John Horne

john-horne@btconnect.com

t: + 44 (0) 20 8366 3737

m: + 44 (0) 7801 657 415

E-marine

Muhammed Shameer

Manager / Marketing & Business Development

t: +97148050515 (Dir)

m: +971501533786

Exhibition Management

gls design

Roundel House

16 Firgrove Hill

Farnham

Surrey

GU9 8LQ

t: + 44 (0) 1252 739 500

Exhibition Services

Global Experience Specialists (GES)

Exhibition Services LLC,

PO Box 282786, Dubai

Haitham Canawati

email: suboptic@ges.com

t: +971 4 885 9336

Georgina Wixley

georgina.w@glsdesign.co.uk

m: + 971 (0) 50 4511 267

Kristy Lübeck

kristy.l@glsdesign.co.uk

t: +44 (0) 1252 739 518

m: + 44 (0) 7584 375 562

Arabian Adventures

P.O. Box 7631

Dubai, United Arab Emirates

Andrew Cunningham

Senior Project Executive

andrew.cunningham@emirates.com

t: +971 4 303 4752

m: +971 50 4537747

Your stand

Custom Design & Build

Shell Scheme Stands

Rules and Regulations

Logistics

Services

Your stand

Custom Design & Build

For exhibitors requiring maximum exposure custom design & build stands are strongly recommended. Please contact gls design for further information and assistance with planning your stand at SubOptic 2016.

All stands must adhere to the Stand Build Rules and Regulations, Health and Safety Guidelines, as detailed in this document.

For further information or assistance with planning your stand, please contact:

gls design

Georgina Wixley

georgina.w@glstdesign.co.uk

m: + 971 (0) 50 4511 267

Kristy Lübeck

kristy.l@glstdesign.co.uk

t: +44 (0) 1252 739 518

m: + 44 (0) 7584 375 562

James Daniell

james.d@glstdesign.co.uk

t: + 44(0) 1252 739 504

m: + 44 (0) 7771 898 020

Please note with custom design & build services your allocated space will not be affected and all shell scheme elements will be removed

Your stand

Shell Scheme Stands

A standard shell scheme stand automatically complies with the stand build rules and regulations regarding open sides and floor covering and includes the following:

- White walls incorporating aluminium uprights at 1m intervals to allocated closed sides
- Fascia to allocated open sides incorporating stand number and company name*
- Grey exhibition grade carpet
- Electrics: 3 x 50w halogen spotlights plus 1 x 3 pin electrical socket
- Daily stand cleaning to accessible areas

Additional system items can be ordered for an enhanced look & function.

For example:

- Walls and doors to create a storage area or meeting room
- Alternate carpet colour
- Graphic wall panels to add detail and decoration
- Order a company logo for the fascia of each open side

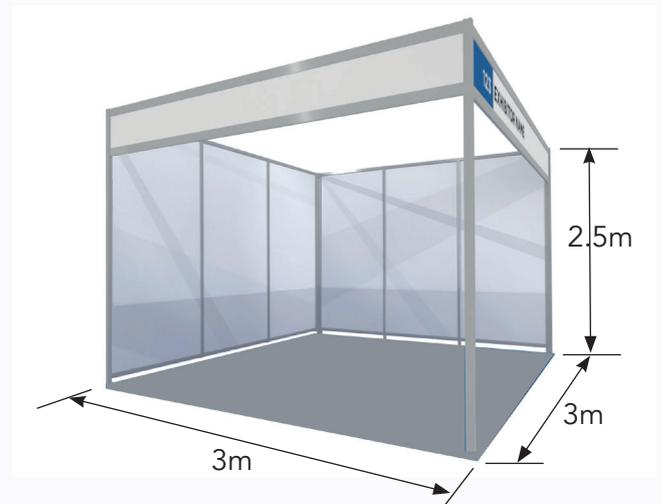
Furniture and floral elements can be added to enhance your stand.

Orders can be placed on line via event website www.suboptic2016.com or manually using forms located at the back of the Exhibition Manual

Useful Information

If you are bringing your own stand elements please consider the height to the underside of the ceiling beam.

- Height to the underside of the ceiling grid: 2.0m



The visual above is a representation only, please check your allocation details for your exact stand dimensions and open sides.

For more information regarding the hire and usage of shell scheme stands please contact **gls design**.

**Please provide your company name when ordering shell scheme stand.*

Your stand

Stand Build Rules and Regulations

Balloons

Mylar and helium balloons, or other compressed gasses, are not permitted. Dilapidation charges incurred as a result of lack of compliance will be charged to the exhibiting company.

Build Height

The maximum venue build height is 4m from the venue floor.

Building (care of)

Exhibitors must not damage or deface the venue or stands and/or equipment of other exhibitors. If such damage occurs, the exhibitor is solely responsible and is liable to the owner of the damaged property.

Carpet

Adhesive tape used to fix carpets or other materials to the floor must be removed without causing damage to the venue carpet. Should the floor surface be found damaged, marked or with tape residue, the venue will repair or clean the floor at the expense of the exhibitor.

Catering

A food stall on the exhibition floor will be available for exhibitors and hospitality room tenants to directly purchase light refreshments.

Ceilings

Not permitted

Closed Sides

Each stand must incorporate solid walls on allocated closed sides. The walls must be a minimum of 2.5m and a maximum of 4m high.

On the reverse side, walls must be cleanly and uniformly finished in white above 2.5m – no branding or graphics will be permitted.

Conference Programme Submission

Sponsors and exhibitors are invited to submit a corporate profile for inclusion within the Conference Programme. Please refer to forms at the back of the manual for additional information.

In the event of a company both Sponsoring and Exhibiting, Sponsorship Profile Form only will apply.

Contractor

All work at SubOptic must be carried out by appointed contractors.

No external or unauthorised contractors will be permitted to work.

Doors

Doors must open into the stand space and not into the gangway.

Double Deck Stands

Double deck stands are not permitted.

Exhibitor

Exhibitors are welcome to install free standing displays and graphics. Please contact gls design for all custom build requirements or GES for shell scheme enhancement opportunities.

Floor Bolts

Floor bolts or other methods of fixing to the fabric of the venue are strictly prohibited.

Floor Covering

Each stand must include floor covering to the full extent of the stand space.

Your stand

Stand Build Rules and Regulations (cont.)

Floral

For exhibitors requiring floral to their stands and hospitality suites please contact Alissar Flowers directly. Contact:

Alissar Flowers

Anne Wachtel

Tel: + 971 422 44 655

Mob: + 971 526 423 770

Email: kam2-dxb@alissarflowers.com

Web: www.alissarflowers.com

Health and Safety

Please read the Health and Safety guidelines and implement the regulations when planning, constructing and dismantling your stand, as well as during the show open period.

Hospitality Rooms

Hospitality Suites are open from 0800hrs-1800hrs
Venue security will lock rooms & keep them secure overnight.

The floor will remain open and security will be present. During this period no key cards will be issued.

Kindly note for 24hr access a supplement will be imposed. Please contact event management for further details.

Please note the following guidelines to all hospitality rooms:

- No change to room set up is permitted
- No branding / signage is permitted to entrance corridor
- Food and Beverage service is provided by venue
- Free standing banners only are permitted inside Hospitality Suites

- No fixing allowed to Hospitality Suite walls, floors, ceilings and furniture
- All occupants must register and display appropriate SubOptic 2016 passes.

Wifi

Throughout SubOptic 2016 complimentary wifi is available for email & web browsing.

For additional wifi requirements the following service is available to exhibitors and hospitality rooms.

Per hour	3MB	USD	\$ 15.00
Per day	3MB	USD	\$ 30.00
Per week (5days)	3MB	USD	\$ 150.00

Please note this services is limited and will be offered on first come first serve basis.

For all additional / special Wifi requirements please contact
andrew.cunningham@emirates.com

Please refer to order form at the back of the Exhibition Manual.

Lifting

All lifting must be undertaken by the official contractor GES.

Material Handling

All Material Handling must be undertaken by the official contractor GES.

Material, Stand Construction

Materials used for the construction of stands are to be non-combustible. All relevant certification must be produced upon request.

Mandatory Services

The following services must be obtained from the nominated service provider: catering, cleaning, electrical mains, internet, and material handling.

Your stand

Stand Build Rules and Regulations (cont.)

Method Statement

All exhibitors must submit a completed method statement for their activities during show open period in advance.

All method statements must be submitted by Saturday 20th February 2016 to: Suboptic2016@glstdesign.co.uk

Noise

The noise generated by stand activities should not exceed 80dB at any time or 70dB for cumulative periods of more than 15 minutes in any given hour.

In addition, no audible noise may be caused to any exhibitor by another exhibitor's stand activities.

The use of PAs and other such voice-enhancing equipment must be used with discretion and must not cause undue disturbance to neighbouring stands.

Exhibition Management reserves the right to cease activity if, in its opinion, the resulting noise exceeds the aforementioned levels.

Packing Cases

Packing cases and other stand packing material should not obstruct gangways, fire hose cabinets, fire exits or staircases.

No packing material can be stored on site during show open. If you require storage please contact GES.

Painting

Major painting of displays and exhibition materials is not permitted in the venue. However, "touch-up" painting of the displays and exhibition

materials is permitted provided such work is undertaken during the build-up period only and all safety precautions and protective surface coverings are put in place.

These precautions include:

- Painting in an area which is properly ventilated
- Use of Non-Toxic Paints
- Covering the floor with plastic overlay or drop sheets
- No painting near the venue vertical structures (i.e. walls, columns)
- No washing of paint material within or surrounding the venue

The use of spray paint is strictly prohibited.

Painting is not permitted on the carpeted area.

Passes

All participants are required to register via the SubOptic 2016 website: www.suboptic2016.com. On completion passes will be available for collection on arrival at the main registration desk located on the ground floor of the venue.

Platforms and Ramps

Platforms are recommended for stands that have a high proportion of electrical and data cables.

All platforms must have closed sides, be properly sealed and be fit for purpose.

Ramps are mandatory and should be of a suitable gradient for wheelchairs and pedestrians, not provide a hazard to other stand activity and have a slip resistant surface.

Prohibited Items and Activities

The use of lasers, pyrotechnics, candles, flames and flammable gases and liquids is not permitted. Similarly, cooking must not take place on stands.

Public Liability Insurance

All exhibitors must submit a copy of their Public Liability Insurance certificate by Saturday 20th February 2016 with a minimum of US\$ 5,000,000.00

Your stand

Stand Build Rules and Regulations (cont.)

Rigging

All stand fitting must be ground supported and self supporting. Drop wires, overhead / suspended rigging from venue ceiling is strictly prohibited.

Risk Assessment

Risk assessments must be completed per stand:

- Show open risk assessment
- Build up/Breakdown risk assessment

All risk assessments must be submitted by Saturday 20th February 2016 to: Suboptic2016@glstdesign.co.uk

Services

Electrical mains will be provided to the stand space.

It is therefore recommended that a suitable area is incorporated into your stand to accommodate these services.

In adherence to safety requirements, only the appointed official contractor may carry out all works.

Smoke Generating Devices

All smoke generating devices are strictly prohibited.

Stand Activities

All promotional activities must be confined to your stand space.

Display signs or other promotional items are not permitted in any common area of the venue.

Stand personnel are not permitted to distribute literature or undertake promotional activities

outside the confines of the allocated stand space. Please ensure that consideration is given to neighbouring stands when planning your activities.

Exhibition Management reserves the right to restrict exhibits which, because of noise, method of operation, materials, or another reason, become objectionable.

Exhibition Management may prohibit or remove any exhibit which, in the opinion of Exhibition Management, detracts from the character of SubOptic, or consists of products or services inconsistent with the purpose of the event.

Stand Completion

All stand build works must be completed by **4.00 pm Monday 18th April 2016.**

Obstructions left in the gangway may be removed and any subsequent material handling costs to return said items will be charged to the appropriate material handling account and or exhibitor.

Your stand

Stand Build Rules and Regulations (cont.)

Stand Plan Approval

All stand plans must be sent to gls design for approval prior to installation and each submission must include fire retardant certificates for fabric, wall covering, floor covering, decorative materials. Please submit samples upon request from gls design.

The deadline date for submission of stand plans to gls design is 20th February 2016.

Each stand must comply with the Stand Build Rules and Regulations and construction must be done in a safe manner in accordance with the Health and Safety guidelines in the Exhibitor Manual. Stands considered unsafe once built will not be permitted to open until the structure is deemed safe.

Please ensure that the following information is included when submitting stand plans:

- Scaled plans
- Visuals
- Dimensions, specifically but not limited to maximum build height and stand size
- Health and Safety forms
- Fire retardant Certificates
- Fabric samples upon request
- Public Liability Insurance Certificate

Storage

No storage is available or permitted within the exhibition halls. Off site storage can be ordered from GES.

Visas

For further information on visa's please contact Andrew Cunningham at Arabian Adventures. Senior Project Executive
e: andrew.cunningham@emirates.com
m: +971 50 4537747

Waste

During build-up and breakdown all rubbish and minor waste will be removed on a regular basis.

Please note that contractors and exhibitors are responsible for the removal of all other waste including structures, empty pallets, empty wooden cases, empty wooden crates, plastic boxes and exhibit packing.

Your stand

Onsite Logistics

Build up

Sunday 17th April 7.00 am – 11.00 pm

Monday 18th April 7.00 am – 4.00 pm

Show open

Monday 18th – 21st April 2016

Show times

Monday 18th April 6.00 pm - 8.00 pm

Tuesday 19th April 9.00 am - 5.30 pm

Wednesday 20th April 9.00 am - 6.00 pm

Thursday 21st April 9.00 am - 5.30 pm

Breakdown

Thursday 21st April 6.00 pm – 9.00 pm

(Handheld and valuable goods only)

Friday 22nd April 7.00 am – 9.00 pm

All stands must be 100% completed by 4.00pm Monday 18th April

Exhibition Management reserves the right to alter the date and time allocation listed above.

Unloading

The exhibition hall loading dock space at the venue is very limited.

The exhibition hall gangways should remain as uncluttered as possible to reduce risk of harm and to maintain movement and access.

Work outside of the official hours not permitted.

Your stand

Supplier Contact Details

Audio Visual and Computer Equipment

Global Experience Specialists (GES)

Haitham Canawati

Tel: +971 4 885 9336 or

email: suboptic@ges.com

Carpet, Electrical, Furniture and Shell Scheme

Global Experience Specialists (GES)

Haitham Canawati

Tel: +971 4 885 9336 or

email: suboptic@ges.com

Freight Forwarding and Customs Clearance, Material Handling and Storage

Global Experience Specialists (GES)

Haitham Canawati

Tel: +971 4 885 9336 or

email: suboptic@ges.com

Internet

Arabian Adventures

P.O. Box 7631

Dubai, United Arab Emirates

Andrew Cunningham

Senior Project Executive

Tel: +971 4 303 4752

Mob: +971 50 4537747

email: andrew.cunningham@emirates.com

Catering

Conrad Hotel

Maria Alithea Cruz

Tel: +971 4 444 7024

email: maria.cruz@conradhotels.com

Floral

Alissar Flowers

Anne Wachtel

Tel: + 971 422 44 655

Mob: + 971 526 423 770

email: kam2-dxb@alissarflowers.com

Web: www.alissarflowers.com

Your stand

Health and Safety

- Obey all signs
- Keep your workplace clean and tidy at all times
- Wear the PPE issued to you in the correct manner and when it is required of you to do so
- Do not take short cuts
- Do not misuse or abuse any PPE
- "Horseplay" is not allowed on the premises
- Do not distract a fellow employee without good reason
- Do not leave your workplace without a purpose
- Carry out all work-related tasks with health and safety in mind
- Obey the instructions of emergency appointed persons e.g. Evacuation Marshall; first aider, etc
- Do not perform a task unless you have been properly trained
- When picking up heavy objects keep your back straight and bend the legs. Do not bend your back
- Do not smoke unless in a demarcated area for such a purpose
- Do not consume any intoxicating alcohol or drugs
- Read and understand all colour charts and notices whilst on the premises
- Report to your senior the fact that the doctor has put you on medication
- Wash your hands every time you have been to the toilet
- Only first aiders may attend to an injured person
- All injuries whilst at work must be reported before the end of that shift
- Report any faults, discrepancies, etc. to your supervisor immediately
- When evacuating the building, the minimum distance must be adhered to
- Ensure that you are aware of the evacuation routes and assembly points
- No tampering with any emergency equipment and be aware of its location

All exhibitors are required to complete show open risk assessment – please see sample at back of document.

Georgina Wixley
georgina.w@glsdesign.co.uk
m: + 971 (0) 50 4511 267

Exhibitor Forms & Checklist

		DEADLINE	
Stand Plan Approval Order Form	MANDATORY	20th February 2016	<input type="checkbox"/>
Risk Assessment Form	MANDATORY	20th February 2016	<input type="checkbox"/>
Method Statement Form	MANDATORY	20th February 2016	<input type="checkbox"/>
Public Liability Insurance Certificate	MANDATORY	20th February 2016	<input type="checkbox"/>
Sponsor Profile		20th February 2016	<input type="checkbox"/>
Exhibitor Profile		20th February 2016	<input type="checkbox"/>
Delegate Registration Form		1st March 2016	<input type="checkbox"/>
Exhibitor Registration Form		1st March 2016	<input type="checkbox"/>
Additional Persons Registration Form		1st March 2016	<input type="checkbox"/>
Audio Visual Order Form		25th March 2016	<input type="checkbox"/>
Carpet Order Form		25th March 2016	<input type="checkbox"/>
Electrical Order Form		25th March 2016	<input type="checkbox"/>
Graphics Order Form		25th March 2016	<input type="checkbox"/>
Furniture Order Form		25th March 2016	<input type="checkbox"/>
Shell Scheme Extras Order Form		25th March 2016	<input type="checkbox"/>
Logistics Order Form		25th March 2016	<input type="checkbox"/>
Internet Order Form		25th March 2016	<input type="checkbox"/>

Stand Plan Approval Form

Deadline:	20th February 2016
Return to:	suboptic@glsgdesign.co.uk
Contact:	Kristy Lübeck / Georgina Wixley
Event	Suboptic 2016
Location	Conrad Hotel, Sheikh Zayed Rd, Dubai, United Arab Emirates
Stand number	
Exhibiting company	

How to Complete a Risk Assessment

Risk Assessment

Step 1 – Identify the Hazards

Review the work being undertaken during the build-up and breakdown and consider the potential hazards.

For example:

Build-up/Breakdown

- Working at height – falls causing injury to worker/others below
- Late working – increased risk of injury due to tiredness resulting in slips, trips and falls

Show Open

- Lifting heavy boxes – strain on back when lifting or damage to foot if dropped
- Preparing hot drinks – burns from hot liquid

Step 2 – Identify Who Might be Harmed and How

Note the people who could be harmed from activities, i.e. contractors, staff, visitors.

Step 3 – Evaluate the Risks and Decide on Precautions

Evaluate risk by indicating if it is considered to be a high, medium or low risk.

Precautions should reduce or eliminate the risk, for example:

Build-up/Breakdown

- PPE – ensure that your team are equipped with and wear the correct PPE for the tasks that they are undertaking
- Late working – plan shifts or suitable breaks

Show Open

- Lifting heavy boxes – send smaller, lighter boxes to site, train staff in manual handling, and wear suitable footwear
- Preparing hot drinks – ensure proper training on equipment

Step 4 – Record Your Findings and Implement Them

Complete the risk assessment form and ensure that the precautionary measures are communicated to the team and monitor adherence.

Post Event

Step 5 – Review Your Assessment and Update if Necessary

After SubOptic 2016, review the risk assessment to see if it was suitable and sufficient or if other measures should be taken in future.

SubOptic 2016 Risk Assessment Form

Show Open

Deadline:	20th February 2016
Return to:	suboptic@glstdesign.co.uk
Contact:	Kristy Lübeck / Georgina Wixley
Event	Suboptic 2016
Location	Conrad Hotel, Sheikh Zayed Rd, Dubai, United Arab Emirates
Stand number	
Exhibiting company	

Hazard	Consequence	Who is at risk	Risk level H/M/L	Precaution or action	Risk level H/M/L
			High		High
			Medium		Medium
			Low		Low
			High		High
			Medium		Medium
			Low		Low
			High		High
			Medium		Medium
			Low		Low
			High		High
			Medium		Medium
			Low		Low
			High		High
			Medium		Medium
			Low		Low

This risk assessment was undertaken by:

Name:

Company:

Signature:

Date

SubOptic 2016 Risk Assessment Form

Build up/Breakdown

Deadline:	20th February 2016
Return to:	suboptic@glstdesign.co.uk
Contact:	Kristy Lübeck / Georgina Wixley
Event	Suboptic 2016
Location	Conrad Hotel, Sheikh Zayed Rd, Dubai, United Arab Emirates
Stand number	
Exhibiting company	

Hazard	Consequence	Who is at risk	Risk level H/M/L	Precaution or action	Risk level H/M/L
			High		High
			Medium		Medium
			Low		Low
			High		High
			Medium		Medium
			Low		Low
			High		High
			Medium		Medium
			Low		Low
			High		High
			Medium		Medium
			Low		Low
			High		High
			Medium		Medium
			Low		Low
			High		High
			Medium		Medium
			Low		Low

This risk assessment was undertaken by:

Name:

Company:

Signature:

Date

Method Statement Form

Deadline:	20th February 2016
Return to:	suboptic@glstdesign.co.uk
Contact:	Kristy Lübeck / Georgina Wixley
Event	Suboptic 2016
Location	Conrad Hotel, Sheikh Zayed Rd, Dubai, United Arab Emirates
Stand number	
Exhibiting company	

Stand details	(Details of loadings, dimensions, location, unusual features)
Person(s) responsible	(The person responsible for the construction and breakdown of the stand)
Access	(Details of the entry point into the halls and the route to the final position, abnormal deliveries?)
Erection and timetable	(The sequence and schedule in which all the stand elements will be built, including electrical connections and so on)
Environment	(Consider abnormal noise, dust or fumes)
Stability	(Method of ensuring adequate structural support)
Lifting	(Details of lifting equipment used)
Working at height	(Details of equipment used, including scaffolding)
COSHH	(Any proposed use of hazardous and toxic substances)
Services	(Details of services ordered, i.e. electrics, water and waste and so on)
Exhibits	(Details of exhibits that may present a risk, delivery method and precautions planned)
Safety equipment	(Details of safety equipment that will be used, i.e. safety shoes, hard hats)

This method statement was undertaken by:

Name:

Company:

Signature:

Date

Public Liability Insurance Form

Deadline:	20th February 2016
Return to:	suboptic@glsgdesign.co.uk
Contact:	Kristy Lübeck / Georgina Wixley
Event	Suboptic 2016
Location	Conrad Hotel, Sheikh Zayed Rd, Dubai, United Arab Emirates
Stand number	
Exhibiting company	

Sponsor Profile Form for inclusion in Conference Programme

Deadline:	20th February 2016
Return to:	suboptic@glsgdesign.co.uk
Contact:	Kristy Lübeck / Georgina Wixley
Event	Suboptic 2016
Location	Conrad Hotel, Sheikh Zayed Rd, Dubai, United Arab Emirates
Stand number	
Exhibiting company	

Max 100 words

Exhibitor Profile Form for inclusion in Conference Programme

Deadline:	20th February 2016
Return to:	suboptic@glsgdesign.co.uk
Contact:	Kristy Lübeck / Georgina Wixley
Event	Suboptic 2016
Location	Conrad Hotel, Sheikh Zayed Rd, Dubai, United Arab Emirates
Stand number	
Exhibiting company	

Max 50 words

Delegate Registration Form

Deadline:	1st March 2016
Return to:	suboptic@glstdesign.co.uk
Contact:	Georgina Wixley
Event	Suboptic 2016
Location	Conrad Hotel, Sheikh Zayed Rd, Dubai, United Arab Emirates
Stand number	
Sponsorship/Exhibiting company	

Please complete all sections in BLOCK CAPITALS for EACH delegate in accordance with your sponsorship/exhibition package.

Prefix:	First name:	Last name:
Company:		
Department:		
Address:		
City:		
Country of residence:	Postal code:	
Nationality:		
Mobile:	Direct line:	
Email address:		

Please tick box

I will be attending Gala Dinner

I agree to share my details on the event App

Preferred Badge Information

Name

Company:

Alternatively please complete the special Sponsor/exhibitor package registration link that has been sent to you

Exhibitor Registration Form

Deadline:	1st March 2016
Return to:	suboptic@glstdesign.co.uk
Contact:	Georgina Wixley
Event	Suboptic 2016
Location	Conrad Hotel, Sheikh Zayed Rd, Dubai, United Arab Emirates
Stand number	
Sponsorship/Exhibiting company	

Please complete all sections in BLOCK CAPITALS for EACH exhibitor in accordance with your sponsorship/exhibition package.

Prefix:	First name:	Last name:
Company:		
Department:		
Address:		
City:		
Country of residence:	Postal code:	
Nationality:		
Mobile:	Direct line:	
Email address:		

Please tick box

I will be attending Gala Dinner

I agree to share my details on the event App

Preferred Badge Information

Name

Company:

Alternatively please complete the special Sponsor/exhibitor package registration link that has been sent to you

Additional Persons Registration Form

Deadline:	1st March 2016
Return to:	suboptic@glstdesign.co.uk
Contact:	Georgina Wixley
Event	Suboptic 2016
Location	Conrad Hotel, Sheikh Zayed Rd, Dubai, United Arab Emirates
Stand number	
Sponsorship/Exhibiting company	

Please complete all sections in BLOCK CAPITALS for EACH pass

Prefix:	First name:	Last name:
Company:	Department:	
Address:		
City:	Country of residence:	Postal code:
Nationality:	Mobile:	Direct line:
Email address:		

Registration Fees	Dates / Deadlines	Unit Price USD	Quantity
Early Bird	01/12/2015 - 31/01/16	\$2,000.00	
On Time 2016 price	01/02/2016 - 31/03/16	\$2,200.00	
On-site 2016 price	01/04/2016 - 21/04/16	\$2,500.00	
Academic/Govt Early Bird	01/12/2015 - 31/01/16	\$1,000.00	
Academic/Govt On Time	01/02/2016 - 31/03/16	\$1,200.00	
Academic/Govt On Site	01/04/2016 - 21/04/16	\$1,300.00	
Accepted Lead Author	21/04/2016	\$1,750.00	
Booth Support	21/04/2016	\$1,000.00	
Accompanying Partners	21/04/2016	\$250.00	
On-site day Pass	18/04/2016 - 21/04/2016	\$1,000.00	
Last Day Exhibition Pass	21/04/2016	\$100.00	

Please tick box

I will be attending Gala Dinner

I agree to share my details on the event App

Preferred Badge Information

Name

Company:

Alternatively please go to the www.suboptic2016.com to register additional passes that are not part of your package

Audio Visual Order Form

Please complete this form in BLOCK CAPITALS and return it by email or fax number on the right by the specified deadline date.

Please also retain a copy for your records.

Stand No.	Company
Invoice Address	
Telephone	Fax
Email	
Contact Name	Signature

Item Code	Item Description	US\$	Qty	Total
PLASMA / LCD SCREENS				
PTV1	32" LED Screen with USB + DVD Player	295.20		
PTV2	40" LED Screen with USB + DVD Player	424.80		
PTV3	42" LED Screen with USB + DVD Player	424.80		
PTV4	50" LED Screen with USB + DVD Player	720.00		
PTV5	TV Stand	90.00		
Note: All plasmas & LED screens do not have stands. All TV stands should be ordered separately.				
PC / LAPTOP				
PC1	19" LCD Monitor / Keyboard & CPU	392.40		
PC2	24" TFT Monitor / Keyboard & CPU	457.20		
PC3	Laptop - HP / Lenovo	392.40		
PRINTERS				
PRI1	Printer black /white laser jet A4	392.40		
PRI2	Colour Laser Jet Printer A4	588.00		
PROJECTORS				
PRO1	LCD projector 4000 Lumens	1,308.00		
PRO2	LCD projector 5000 Lumens	1,962.00		
TOTAL COST:				

Please read the Terms and Conditions on the following page

Audio Visual Order Form

TERMS AND CONDITIONS

1. Upon confirmation, exhibitors will receive an invoice for the full amount
2. All orders must be paid in full in advance; items will not be supplied until payment has been received
3. Rates are on a rental basis for the duration of the event
4. All orders are subject to availability and we are unable to guarantee any orders received after the deadline date
5. GES will do all possible to accommodate all orders, but at our sole discretion, reserve the right to substitute items that may be unavailable to those of a similar specification, quality and performance
6. It is the Exhibitor's responsibility to keep hire items in good condition during the continuance of hire. In the event of any item being damaged or lost through any cause whatsoever, the hirer agrees to pay GES the full value of such items in addition to the original hire charge
7. All orders received after the deadline date will be subject to a 30% surcharge

CANCELLATION POLICY

Cancellation of order:

- Prior to the specified deadline date: no charge
- After the deadline date: 100% cancellation charge

A 30% SURCHARGE IS APPLICABLE ON ORDERS RECEIVED AFTER THE DEADLINE DATE

SIGNATURE

NAME

POSITION

DATE

Audio Visual Order Form

GLOBAL EXPERIENCE SPECIALISTS (GES) PAYMENT FORM

Should you wish to pay by credit card please complete this form with your payment details and submit along with your order / upon receipt of invoice to GES on the designated show email address on the order forms.

Company Name	Stand No.
Exhibition	Cardholder's Name
Card No.	Card Type
Expiry Date	Security Code
Details of Payment / Invoice No.	
Amount	Please note credit card payments will be initiated by our UK office and will be made in Sterling
Authorized By	Signature

Should you wish to make payment by bank transfer please use the GES bank details below. Please note payments can be made in US Dollars, Emirati Dirham or British Sterling – see specific IBAN numbers.

Bank Account Name: Global Experience Specialists (GES) Exhibition Services LLC

Bank: Abu Dhabi Commercial Bank

Branch: Mall of the Emirates

Swift Code: ADCBAEAA

IBAN US Dollars: AE090030010066767195001

IBAN Emirati Dirham: AE270030010066767126001

IBAN British Sterling: AE740030010066767350001

Please send a copy of the bank transfer confirmation / remittance to designated show email address once the transfer has been made so that we can further check on your payment with our Accounts team.

PLEASE RETURN FORM TO:
 Global Experience Specialists (GES)
 Exhibition Services LLC,
 PO Box 282786, Dubai
 Email: Suboptic@ges.com
 Fax: +971-4 885 9337
 Tel: +971-4 885 5448
 DEADLINE DATE: 25th March 2016

Carpet Order Form

Please complete this form in BLOCK CAPITALS and return it by email or fax number on the right by the specified deadline date.
 Please also retain a copy for your records.

Stand No.	Company
Invoice Address	
Telephone	Fax
Email (Invoices will be sent to this email ID)	
Contact Name	Signature

Please note the cost of supplying carpet to Shell Scheme stands is covered by the space rental charges. The colour of carpet will be that chosen by the Organiser.
 Please indicate below if you wish to order a different coloured / different quality carpet; or for Space Only stands, please indicate the carpet required.

EXHIBITION GRADE CARPET (3MM THICK)

BROWN 7341



RED 3039



BEIGE 1301



GREEN 6065



BLACK 2021



BLUE 5055



GREY 2024



BLACK & GREY MIX 2020



PLEASE CONFIRM YOUR STAND SIZE _____ M X _____ M

Item Code	Item Description	Price (USD)	Price (AED)	Qty	Total (AED)
	Exhibition Grade per sq meter	US\$ 31.00			
PL101	Platform - 10mm height (with skirting)	46.00			
PD20	Under - carpet padding 6mm thick	22.00			
TOTAL COST:					

Carpet Order Form

TERMS AND CONDITIONS

1. All orders must be paid in full in advance: carpet will not be supplied until payment has been received
2. Rates include supply and fit of carpet and protective polythene
3. All orders are subject to availability and we are unable to guarantee any orders received after the deadline date
4. Orders received after the deadline date will incur a 30% surcharge
5. GES is not responsible in any case where the exhibition floor and / or raised platform is not level
6. No onsite orders can be accepted

CANCELLATION POLICY

Cancellation of order:

- Prior to the specified deadline date: no charge
- After the deadline date: 50% cancellation charge
- 5 days or less before show build: 100% cancellation charge

A 30% SURCHARGE IS APPLICABLE ON ORDERS RECEIVED AFTER THE DEADLINE DATE

SIGNATURE

NAME

POSITION

DATE

Carpet Order Form

GLOBAL EXPERIENCE SPECIALISTS (GES) PAYMENT FORM

Should you wish to pay by credit card please complete this form with your payment details and submit along with your order / upon receipt of invoice to GES on the designated show email address on the order forms. You are not required to submit this form if you are not paying by credit card.

Company Name	Stand No.
Exhibition	Cardholder's Name
Card No.	Card Type
Expiry Date	Security Code
Details of Payment / Invoice No.	
Amount	Please note credit card payments will be initiated by our UK office and will be made in Sterling
Authorized By	Signature

Should you wish to make payment by bank transfer please use the bank details provided at the bottom of your invoice.

Please send a copy of the bank transfer confirmation / remittance to the designated show email address once the transfer has been made so that we can further check on your payment with our Accounts team.

Bank Account Name: Global Experience Specialists (GES) Exhibition Services LLC

Bank: Abu Dhabi Commercial Bank

Branch: Mall of the Emirates

Swift Code: ADCBAEAA

IBAN US Dollars: AE090030010066767195001

IBAN Emirati Dirham: AE270030010066767126001

IBAN British Sterling: AE740030010066767350001

PLEASE RETURN FORM TO:
 Global Experience Specialists (GES)
 Exhibition Services LLC,
 PO Box 282786, Dubai
 Email: Suboptic@ges.com
 Fax: +971-4 885 9337
 Tel: +971-4 885 5448
 DEADLINE DATE: 25th March 2016

Electrical Order Form (Shell Scheme only)

Please complete this form in BLOCK CAPITALS and return it by email or fax number on the right by the specified deadline date.
 Please also retain a copy for your records.

Stand No.	Company
Invoice Address	
Telephone	Fax
Email	
Contact Name	Signature

The cost of providing single phase mains supply and connection, including current consumed to shell stands is covered by the Shell Scheme space rental charges. NB: 1 x power socket and 3 x 35W Metal Halide spotlights per 9sqm are supplied with the Shell Scheme.
 Please indicate below any EXTRA electrical requirements:

QTY	CODE	ITEM	UNIT PRICE US\$	TOTAL
	E010	35W Metal Halide Spot Light	40.00	
	E030	Electrical Socket (3 Pin – UK standard) - single	40.00	
	E040	300W Short Arm Flood Light	99.00	
	EC1	Extension Cord	12.00	
	MPA1	Multi Pin Plug Adaptor	9.00	

Should you require any extra electrical requirements not mentioned above please contact us directly to see if we can accommodate your request

TOTAL COST:	
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PLEASE NOTE THE FOLLOWING INFORMATION BEFORE COMPLETING YOUR ORDER

- Spotlight locations are determined by the supporting ceiling grid set up
- Please note that shell scheme stands are only provided for a stand power up to 500watts. Anything above 500watts power will require an additional mains power supply (e.g. coffee machines, kettles, etc). If unsure please feel free to contact us
- Your mains power supply will be placed at the discretion of GES unless otherwise indicated on the following grid plan
- Any socket / other relocations granted will incur a surcharge of US\$20 per relocation

Please read the Terms and Conditions on page 33

Electrical Order Form

(Shell Scheme only)

PLEASE COMPLETE THE FOLLOWING GRID PLAN TO INDICATE THE PREFERRED LOCATION OF YOUR POWER / UTILITY SUPPLY

Neighbouring Stand Number

							▲													
▲																				▲
							▼													

Neighbouring Stand Number

PLEASE SPECIFY THE FOLLOWING:

Position of the ordered utilities (mark on the grid with an X):	
Dimensions of the stand (each square of the grid can denote 1m ² or ¼ m ² etc)	
Stand on left side:	
Stand on right side:	
Stand at rear:	

Electrical Order Form

(Shell Scheme only)

TERMS AND CONDITIONS

1. All confirmed orders will be processed and an invoice will be sent within 3-5 working days.
2. Please contact GES if invoice has not been received after 5 working days from date of order.
3. Orders should be accompanied by a completed grid plan.
4. Any onsite relocations (if possible) will incur a \$20 surcharge per relocation.
5. All orders must be paid in full in advance; power / electrical requirements will not be supplied until payment is received.
6. Orders received after the deadline date will incur a 30% surcharge.
7. Rates are on a rental basis for the duration of the exhibition.
8. Exhibitors will be held responsible for any loss or damage of parts.
9. A 30% increase in rental charges will be applied should there be any extension to the actual dates of the exhibition.
10. 24 hour supply price is dependent upon current / volume requirement plus an additional 30%
11. Water and waste is subject to stand position and venue approval.
12. All orders received after 10 days prior to the build-up of the show will be considered as an onsite order and will only be accepted and processed during the buildup day at our designated onsite office. All onsite orders will be subject to availability and onsite charges.

CANCELLATION POLICY

Cancellation of order:

- Prior to the specified deadline date: no charge
- After the deadline date: 50% cancellation charge
- On or after the first day of tenancy / build up: 100% cancellation charge

A 30% SURCHARGE IS APPLICABLE ON ORDERS RECEIVED AFTER THE DEADLINE DATE

SIGNATURE

NAME

POSITION

DATE

Electrical Order Form

(Shell Scheme only)

GLOBAL EXPERIENCE SPECIALISTS (GES) CREDIT CARD PAYMENT FORM

CREDIT CARD PAYMENT FORM

Should you wish to pay by credit card please complete this form with your payment details and submit along with your order / upon receipt of invoice to GES on the designated show email address on the order forms. You are not required to submit this form if you are not paying by credit card.

Company Name	Stand No.
Exhibition	Cardholder's Name
Card No.	Card Type
Expiry Date	Security Code
Details of Payment / Invoice No.	
Amount	Please note credit card payments will be initiated by our UK office and will be made in Sterling
Authorized By	Signature

Should you wish to make payment by bank transfer please use the GES bank details below. Please note payments can be made in US Dollars, Emirati Dirham or British Sterling – see specific IBAN numbers below.

Bank Account Name: Global Experience Specialists (GES) Exhibition Services LLC

Bank: Abu Dhabi Commercial Bank

Branch: Mall of the Emirates

Swift Code: ADCBAEAA

IBAN US Dollars: AE090030010066767195001

IBAN Emirati Dirham: AE270030010066767126001

IBAN British Sterling: AE740030010066767350001

Please send a copy of the bank transfer confirmation / remittance to the designated show email address once the transfer has been made so that we can further check on your payment with our Accounts team

Stand Graphics Order Form (Shell Scheme only)

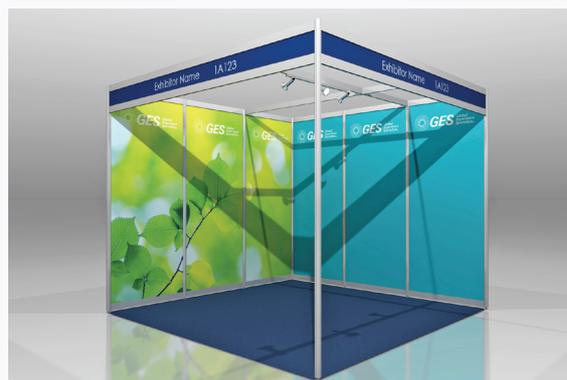
PLEASE RETURN FORM TO:
Global Experience Specialists (GES)
Exhibition Services LLC,
PO Box 282786, Dubai
Email: Suboptic@ges.com
Fax: +971-4 885 9337
Tel: +971-4 885 5448
DEADLINE DATE: 25th March 2016

Please complete this form in BLOCK CAPITALS and return it by email or fax number on the right by the specified deadline date.
Please also retain a copy for your records.

Stand No.	Company
Invoice Address	
Telephone	Fax
Email	
Contact Name	Signature



LOGO IN FASCIA
Size: H22cm x W75cm



INDIVIDUAL PANEL GRAPHICS
Visual size per panel: H240cm x W96cm



SEAMLESS WALL GRAPHICS
Size: H250cm x Stand Width



SEAMLESS FASCIA
Size: H30cm x Stand Width

Stand Graphics Order Form (Shell Scheme only)

MAIN GRAPHIC SOLUTIONS

DESCRIPTION	PRICE US\$	UNIT	QTY	SUBTOTAL
1. Logo in Fascia (H22cm x W75cm)	104.00	Per logo		
2. Seamless Fascia (H30cm x Stand Width)	112.00	Per SQM		
3. Seamless Wall Graphics (H250cm x Stand Width = ___ sqm)	112.00	Per SQM		
4. Individual Panel Graphics (H240cm x W96cm x no. panels)	276.80	Per panel		
TOTAL COST:				

OTHER GRAPHIC SOLUTIONS

DESCRIPTION	PRICE US\$	UNIT	QTY	SUBTOTAL
1. Roll-up Banner (W85cm x H200cm)	172.80	Each		
2. Roll-up Banner (W270cm x H200cm)	940.80	Each		
3. Pop-up Banner (2, 3, 4 or 5 Panel, Curved or Straight)	*Starting from			
	1568.00	Each		
4. Foamboard Posters (size as per Exhibitor requirement)	112.00	Per SQM		

*The price for Pop-up banners is dependent on the size of the banner and start from the price indicated

TOTAL COST:

GRAND COST:

TERMS AND CONDITIONS

1. Artwork in high resolution format is required upon confirmation of order
2. The client is to provide the exact dimensions on the wall panels of design requirements
3. Prices include printing, installation and removal of graphics after the show
4. 100% payment should be received 3 weeks before the show date; graphics will not be printed / supplied until payment has been received
5. GES will do all possible to accommodate all enquiries, but orders received less than 15 days prior to the first day of build-up will only be subject to approval by GES

SIGNATURE

NAME

POSITION

DATE

Stand Graphics Order Form (Shell Scheme only)

GLOBAL EXPERIENCE SPECIALISTS (GES) CREDIT CARD PAYMENT FORM

CREDIT CARD PAYMENT FORM

Should you wish to pay by credit card please complete this form with your payment details and submit along with your order / upon receipt of invoice to GES on the designated show email address on the order forms. You are not required to submit this form if you are not paying by credit card.

Company Name	Stand No.
Exhibition	Cardholder's Name
Card No.	Card Type
Expiry Date	Security Code
Details of Payment / Invoice No.	
Amount	Please note credit card payments will be initiated by our UK office and will be made in Sterling
Authorized By	Signature

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Please send a copy of the bank transfer confirmation / remittance to the designated show email address once the transfer has been made so that we can further check on your payment with our Accounts team

Name Board / Fascia Panel (Shell Scheme only)

PLEASE RETURN FORM TO:
Global Experience Specialists (GES)
Exhibition Services LLC,
PO Box 282786, Dubai
Email: Suboptic@ges.com
Fax: +971-4 885 9337
Tel: +971-4 885 5448
DEADLINE DATE: 25th March 2016

Please complete this form in BLOCK CAPITALS and return it by email or fax number on the right by the specified deadline date.
Please also retain a copy for your records.

Stand No.	Company
Invoice Address	
Telephone	Fax
Email	
Contact Name	Signature

The cost of company name board / fascia panel(s) is covered by the space rental charges for your Shell Scheme stand.
Your company name and stand number will be printed on a standard fascia panel and fixed to the front (and side, if you have a corner stand) of your stand at no additional cost.
Please complete this form to confirm the name you wish to appear on your name board(s).
Please do not complete this form if you are a Space Only Exhibitor.

PLEASE TYPE OR WRITE CLEARLY BELOW IN UPPER AND / OR LOWER CASE: (Note: the Organisers may choose to produce all name boards using capitals)																								

TERMS AND CONDITIONS

1. Receipt of this form cannot be confirmed due to the volume received
2. Should this form not be returned by the deadline date, the name shown on your contract / exhibitor list will be that used for your name board(s)
3. Any changes to be made as a result of illegible handwriting and / or any alterations required onsite will be charged at US\$25.00 per panel
4. Type your name using both upper and lowercase, however the Organisers may choose to produce all name boards using capitals
5. In all cases abbreviations will be used, i.e., "Limited" becomes "Ltd.", "Company" becomes "Co.", etc unless specified otherwise
6. Company logos can be printed on the fascia at an additional cost. Please contact us for a quote / further information
7. If you have booked a Shell Scheme stand after the deadline date, please return this form as soon as possible

SIGNATURE	NAME
-----------	------

POSITION	DATE
----------	------

PLEASE RETURN FORM TO:
 Global Experience Specialists (GES)
 Exhibition Services LLC,
 PO Box 282786, Dubai
 Email: Suboptic@ges.com
 Fax: +971-4 885 9337
 Tel: +971-4 885 5448
 DEADLINE DATE: 25th March 2016

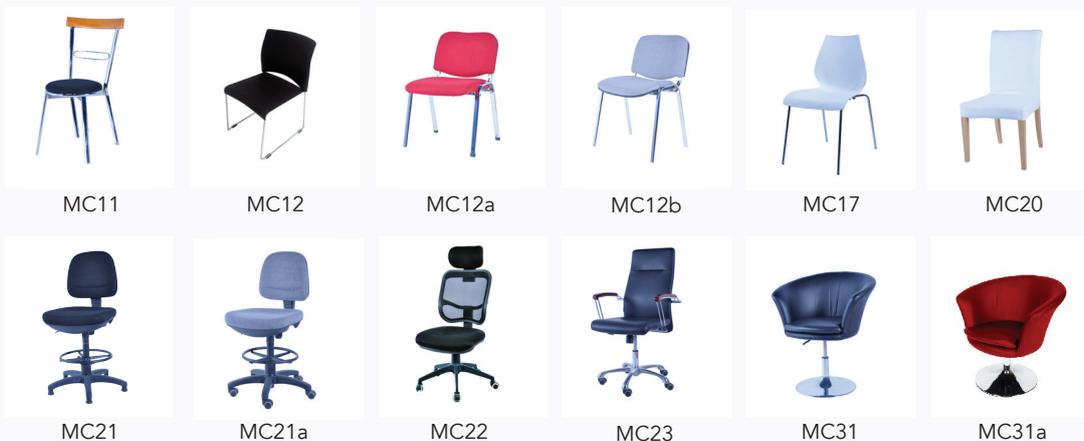
Furniture List Order Form

Please complete this form in BLOCK CAPITALS
 and return it by email or fax number on the right
 by the specified deadline date.
 Please also retain a copy for your records.

Stand No.	Company
Invoice Address	
Telephone	Fax
Email	
Contact Name	Signature

CHAIRS

CODE	ITEM	DIMENSIONS	US\$	QUANTITY	TOTAL
MC11	CHAIR – HOSPITALITY, BLACK FABRIC	D440 X W400 X H830 X SH460	46.20		
MC12	CHAIR – ISO, BLACK FABRIC	D550 X W530 X H820 X SH450	37.80		
MC12a	CHAIR – ISO, RED FABRIC	D550 X W530 X H820 X SH450	37.80		
MC12b	CHAIR – ISO, GREY FABRIC	D550 X W530 X H820 X SH450	37.80		
MC17	CHAIR – COFFEE, WHITE PLASTIC	D550 X W470 X H820 X SH430	54.60		
MC20	CHAIR – DINING, WHITE FABRIC	D510 X W480 X H960 X SH480	46.20		
MC21	CHAIR – BASIC OFFICE, BLACK FABRIC	D600 X W470 H1040 X SH600	60.90		
MC21a	CHAIR – BASIC OFFICE, GREY FABRIC	D600 X W470 H1040 X SH600	60.90		
MC22	CHAIR – DIRECTOR, BLACK FABRIC	D530 X W500 X H1200 X SH530	60.90		
MC23	CHAIR – EXECUTIVE, BLACK LEATHER	D650 X W590 X H1100 X SH550	111.30		
MC31	CHAIR – PILOT, BLACK LEATHER	D660 X W730 X H780 X SH460	77.70		
MC31a	CHAIR – PILOT, RED LEATHER	D660 X W730 X H780 X SH460	77.70		



Furniture List Order Form

LOUNGE CHAIRS & SOFAS

CODE	ITEM	DIMENSIONS	US\$	QUANTITY	TOTAL
MC36	CHAIR – LOUNGE, BLACK LEATHER	D550 X W590 X H820 X SH450	111.30		
MC36a	CHAIR – LOUNGE, WHITE LEATHER	D550 X W590 X H820 X SH450	111.30		
MC36b	CHAIR – LOUNGE, RED LEATHER	D550 X W590 X H820 X SH450	111.30		
MC51	SOFA – SINGLE SEAT, BLACK LEATHER	D850 X W930 X H800 X SH450	123.90		
MC51a	SOFA – SINGLE SEAT, WHITE LEATHER	D850 X W930 X H800 X SH450	123.90		
MC61	SOFA – DOUBLE SEAT, BLACK LEATHER	D850 X W1410 X H800 X SH450	273.00		
MC61a	SOFA – DOUBLE SEAT, WHITE LEATHER	D850 X W1410 X H800 X SH450	273.00		



BAR STOOLS & HIGH TABLES

CODE	ITEM	DIMENSIONS	US\$	QUANTITY	TOTAL
MC81	BAR STOOL – BLACK LEATHER	Dia.320 X W400 X H800 X SH800	56.70		
MC82	BAR STOOL - WHITE	D400 X W400 X H900 X SH800	63.00		
MC83	BAR STOOL – MODERN, RED	D380 X W380 X H950 X SH750	56.70		
MC84	BAR STOOL – DIRECTOR, BLACK	D400 X W450 X H910 X SH770	79.80		
MC86	BAR STOOL - ALUMINIUM	D520 X W420 X H968 X SH795	50.40		
MC88	BAR STOOL – SIENA, BLACK	D380 X W360 X H1050 X SH650	44.10		
MC88a	BAR STOOL – SIENA, BEECH	D380 X W360 X H1050 X SH650	44.10		
MT11	POSEUR TABLE – SIENA, BLACK	Dia 600 x H1100	75.60		
MT11a	POSEUR TABLE – SIENA, BEECH	Dia 600 x H1100	75.60		



Furniture List Order Form

MEETING & COFFEE TABLES

CODE	ITEM	DIMENSIONS	US\$	QUANTITY	TOTAL
MT15	MEETING TABLE – ADJUSTABLE, BLACK	Dia750 x H730 - 1100	67.20		
MT15a	MEETING TABLE – ADJUSTABLE, WHITE	Dia750 x H730 - 1100	67.20		
MT21	MEETING TABLE – ARCH, BLACK	Dia750 X H730	67.20		
MT21a	MEETING TABLE – ARCH, BEECH	Dia750 X H730	67.20		
MT23	MEETING TABLE - RECT. WHITE	L1200 X B800 X H725	73.50		
MT31	MEETING TABLE – GLASS TOP	Dia.700 X H720	69.30		
MT51	COFFEE TABLE – SQUARE GLASS TOP	L600 X B600 X H450	79.80		
MT61	COFFEE TABLE – RECT. GLASS TOP	L1000 X B595 X H450	105.00		



COUNTERS & DISPLAY UNITS

CODE	ITEM	DIMENSIONS	US\$	QUANTITY	TOTAL
MD11	LOCKABLE CABINET - WHITE	D500 X W1000 X H900	92.40		
MD21	RECEPTION COUNTER - BLACK	D600 X W1000 X H1130	153.30		
MD21a	RECEPTION COUNTER - WHITE	D600 X W1000 X H1130	153.30		
MD31	SHOWCASE – TALL BOY, GREY	D500 X W500 X H1970	289.80		
MD32	SHOWCASE – CENTER, GREY	D500 X W1000 X H1970	365.40		
MD33	SHOWCASE – LOW COUNTER, GREY	D500 X W1200 X H900	212.10		
MD41	SHELVING RACK – 5-TIER, GREY	D300 X W800 X H1500	176.40		
MD51	DISPLAY PLINTH – SMALL, WHITE	D500 X W500 X H250	63.00		
MD52	DISPLAY PLINTH – MEDIUM, WHITE	D510 X W500 X H500	75.60		



Furniture List Order Form

APPLIANCES & ACCESSORIES

CODE	ITEM	DIMENSIONS	US\$	QUANTITY	TOTAL
MA10	WASTE BASKET - BLACK	280 X 210 X H300	7.00		
MA10a	WASTE BASKET - GREY	Dia.280 X H300	7.00		
MA21a	FRIDGE - BAR	D490 X W440 X H550	111.30		
MA21b	FRIDGE - SMALL	D540 X W480 X H850	126.00		
MA21c	FRIDGE – TALL, DOUBLE DOOR	D580 X W550 X H1540	214.20		
XA31	CARRIER BAG HOLDER	Dia 458 X H1240	50.40		
XA32	GARMENT RAIL - BLACK	D500 X W1530 X H1300	75.60		
XA41	TENSION BARRIER STAND – BLACK BELTBASE	Dia.350 X H1010	69.30		
XA51	LITERATURE RACK – CLEAR, GREY	D350 X W270 X H1550	84.00		
TOTAL COST:					



Furniture List Order Form

TERMS AND CONDITIONS

1. All confirmed orders will be processed and an invoice will be sent within 3-5 working days.
2. Please contact GES if invoice has not been received after 5 working days from date of order.
3. All orders must be paid in full in advance: furniture will not be delivered to your stand until payment has been received.
4. Rates are on a rental basis for the duration of the exhibition.
5. Orders received after the deadline date will incur a 30% surcharge and will only be processed onsite.
6. Orders are subject to availability.
7. GES will do all possible to accommodate all orders, but at our sole discretion, reserve the right to substitute items that may be unavailable to those of a similar specification, quality and performance.
8. All dimensions are provided in millimeters and are approximate only.
9. It is the Exhibitor's responsibility to keep hire items in good condition during the continuance of hire. In the event of any item being damaged or lost through any cause whatsoever, the hirer agrees to pay GES the full value of such items in addition to the original hire charge.
10. Price quotations can be provided for items not on the list: please contact us with any enquiries.
11. All orders received after the deadline date will be considered as an onsite order and will only be accepted and processed during the buildup day at our designated onsite office.
12. All onsite orders will be subject to availability and onsite charges.

CANCELLATION POLICY

Cancellation of order:

- Prior to show build date: no charge
- Onsite: 100% cancellation charge

A 30% SURCHARGE IS APPLICABLE ON ORDERS RECEIVED AFTER THE DEADLINE DATE

SIGNATURE

NAME

POSITION

DATE

Furniture List Order Form

GLOBAL EXPERIENCE SPECIALISTS (GES) CREDIT CARD PAYMENT FORM

CREDIT CARD PAYMENT FORM

Should you wish to pay by credit card please complete this form with your payment details and submit along with your order / upon receipt of invoice to GES on the designated show email address on the order forms.

Company Name	Stand No.
Exhibition	Cardholder's Name
Card No.	Card Type
Expiry Date	Security Code
Details of Payment / Invoice No.	
Amount	Please note credit card payments will be initiated by our UK office and will be made in Sterling
Authorized By	Signature

Should you wish to make payment by bank transfer please use the GES bank details below. Please note payments can be made in US Dollars, Emirati Dirham or British Sterling – see specific IBAN numbers below.

Bank Account Name: Global Experience Specialists (GES) Exhibition Services LLC
Bank: Abu Dhabi Commercial Bank
Branch: Mall of the Emirates
Swift Code: ADCBAEAA
IBAN US Dollars: AE090030010066767195001
IBAN Emirati Dirham: AE270030010066767126001
IBAN British Sterling: AE740030010066767350001

Please send a copy of the bank transfer confirmation / remittance to the designated show email address once the transfer has been made so that we can further check on your payment with our Accounts team.

Shell Scheme Extras Order Form (Shell Scheme only)

PLEASE RETURN FORM TO:
Global Experience Specialists (GES)
Exhibition Services LLC,
PO Box 282786, Dubai
Email: Suboptic@ges.com
Fax: +971-4 885 9337
Tel: +971-4 885 5448
DEADLINE DATE: 25th March 2016

Please complete this form in BLOCK CAPITALS
and return it by email or fax number on the right
by the specified deadline date.
Please also retain a copy for your records.

Stand No.	Company
Invoice Address	
Telephone	Fax
Email	
Contact Name	Signature

CODE	ITEM	DIMENSIONS	US\$	QUANTITY	TOTAL
SA	STORAGE AREA in the corner of your shell scheme, using 1 x wall panel (2.5mH x 1mW), and 1 x lockable door		120.00		
WP	Additional WALL PANEL 2.5mH x 1mW (e.g. to increase size of storage area)		45.00		
EWD	LOCKABLE DOOR 2.5mH x 1mW, with key (e.g. to add extra door to storage area)		80.00		
FD	FOLDING DOOR 2.5mH x 1mW, with key (e.g. for ordering along with wall panels to create a dividing wall in the stand)		80.00		
EWC	Black CHANGING ROOM CURTAIN 2.5mH x 1mW (must be ordered along with wall panel(s))		33.00		
FS	White melamine FLAT SHELF 1mW x 300mmD (with bracket)		26.00		
SS	White melamine SLOPING SHELF 1mW x 300mmD (with bracket)		26.00		
CS	White CORNER SHELF 1m x 1m 1.4m, across set in corner of shell scheme		26.00		
GHR	GARMENT HANGING RAIL 1mW x 300mmD, on brackets attached to the panel		35.00		
RP	REEINFORCED PANEL - 1mW x 2.5mH, white emulsion finish		115.00		
Should you require anything not mentioned on the above list please contact us and we will do all we can to accommodate your request.					
TOTAL COST					

Shell Scheme Extras Order Form (Shell Scheme only)

TERMS AND CONDITIONS

1. All confirmed orders will be processed and an invoice will be sent within 3-5 working days.
2. Please contact GES if invoice has not been received after 5 working days from date of order
3. All orders must be paid in full in advance.
4. Rates are on a rental basis for the duration of the exhibition.
5. Orders received after the deadline date will incur a 30% surcharge and will only be processed onsite.
6. GES will do all possible to accommodate all orders, but at our sole discretion, reserve the right to substitute items that may be unavailable to those of a similar specification, quality and performance.
7. It is the Exhibitor's responsibility to keep hire items in good condition during the continuance of hire. In the event of any item being damaged or lost through any cause whatsoever, the hirer agrees to pay GES the full value of such items in addition to the original hire charge.
8. Any 'Upon Request' items cannot be ordered through the online Exhibitor Manual or GES Online Ordering system and should be ordered via email to the above address.
9. All orders received after 10 days prior to the build-up of the show will be considered as an onsite order and will only be accepted and processed during the buildup day at our designated onsite office. All onsite orders will be subject to availability and onsite charges.

CANCELLATION POLICY

Cancellation of order:

- Prior to specified deadline date: no charge
- After the deadline date prior to build up : 50% cancellation charge
- Onsite: 100% cancellation charge

A 30% SURCHARGE IS APPLICABLE ON ORDERS RECEIVED AFTER THE DEADLINE DATE

SIGNATURE

NAME

POSITION

DATE

Shell Scheme Extras Order Form (Shell Scheme only)

GLOBAL EXPERIENCE SPECIALISTS (GES) CREDIT CARD PAYMENT FORM

CREDIT CARD PAYMENT FORM

Should you wish to pay by credit card please complete this form with your payment details and submit along with your order / upon receipt of invoice to GES on the designated show email address on the order forms. You are not required to submit this form if you are not paying by credit card.

Company Name	Stand No.
Exhibition	Cardholder's Name
Card No.	Card Type
Expiry Date	Security Code
Details of Payment / Invoice No.	
Amount	Please note credit card payments will be initiated by our UK office and will be made in Sterling
Authorized By	Signature

Should you wish to make payment by bank transfer please use the GES bank details below. Please note payments can be made in US Dollars, Emirati Dirham or British Sterling – see specific IBAN numbers below.

Bank Account Name: Global Experience Specialists (GES) Exhibition Services LLC
Bank: Abu Dhabi Commercial Bank
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IBAN British Sterling: AE740030010066767350001

Please send a copy of the bank transfer confirmation / remittance to the designated show email address once the transfer has been made so that we can further check on your payment with our Accounts team.

Logistics Order Form

PLEASE RETURN FORM TO:
 Global Experience Specialists (GES)
 Exhibition Services LLC,
 PO Box 282786, Dubai
 Email: Suboptic@ges.com
 Fax: +971-4 885 9337
 Tel: +971-4 885 5448
 DEADLINE DATE: 25th March 2016

Show	SubOptic 2016	Show Dates	18-21 April 2016
Venue	Conrad Hotel Dubai		
Stand No.	Company		
Invoice Address			
Telephone	Fax		
Email			
Contact Name	Signature		

We will require the following services from GES:

- | | |
|---|--------------------------|
| 1. Transport – International or Domestic (local) | <input type="checkbox"/> |
| 2. Empty case storage during the show | <input type="checkbox"/> |
| 3. Courier receiving (valid for small parcels only) | <input type="checkbox"/> |
| 4. Customs clearance for international freight | <input type="checkbox"/> |
| 5. Overseas forwarding (Road / Air / Sea) | <input type="checkbox"/> |

*** Transport from any location to venue – Price upon request ***

Please complete the Logistics Service form along with simple cover email and we will reply to you within 24 hours

Quantity	Item Description	LXWXH (CMS)	Weight (KGS)

Preferred Delivery Date at Hall, if any:

Credit card details will be required for final booking once a quote has been made and accepted
 All business is undertaken in accordance with GES Conditions of Trade - a copy is available on request

PLEASE RETURN FORM TO:
 Arabian Adventures
 P.O. Box 7631
 Dubai, United Arab Emirates
 andrew.cunningham@emirates.com
 Tel: +971 4 303 4752
 DEADLINE DATE: 25th March 2016

Internet Order Form

Request form for exhibitor booths/stands and hospitality rooms internet services

Show	SubOptic 2016	Show Dates	18-21 April 2016
Venue	Conrad Hotel Dubai		
Hospitality Room Name			
Stand No.			
Company			
Invoice Address			
Telephone			
Email			
Contact Name		Signature	

We will require the following internet services

1. Internet for Exhibition Booths
2. Internet for Hospitality Rooms

<input type="checkbox"/>
<input type="checkbox"/>

USAGE	HOURS NEEDED	QUANTITIES REQ	DATES REQ	TOTAL
3mb per hour US\$ 15.00				
3mb per day US\$ 30.00				
3mb per week US\$ 150.00				
SUBTOTAL				
3% card charge				
TOTAL				

For all additional / special Wifi requirements please contact andrew.cunningham@emirates.com

Please note this service is limited and offered on a first come first serve basis.

Credit card details will be required for final booking once a quote has been made and accepted

All business is undertaken in accordance with Arabian Adventures Conditions of Trade - a copy is available on request.

PLEASE RETURN FORM TO:
Arabian Adventures
P.O. Box 7631
Dubai, United Arab Emirates
andrew.cunningham@emirates.com
Tel: +971 4 303 4752
DEADLINE DATE: 25th March 2016

Internet Order Form

CREDIT CARD AUTHORISATION FORM

PLEASE COMPLETE THIS FORM AND RETURN TO:
andrew.cunningham@emirates.com

VISA MASTER CARD AMEX

Card Number :

Valid Until : _____

Name of Cardholder : _____

Contact Number : _____

Mailing Address : _____

(US\$) _____

I the cardholder will honor this transaction and not hold Arabian Adventures responsible if the Credit account number has been compromised.

Payments by credit card are accepted on MASTERCARD, VISA & AMEX.

Cardholder's Signature : _____

Date : _____

FOR OFFICE USE

File name : _____

EBMS File # : _____

Account Code : _____

File Handler (SPE Name) : _____

Documents Checked : _____