

FAHR
INTERNATIONAL
CONFERENCE 2018



مؤتمر الموارد
البشرية
الدولي 2018

8th EDITION

16-17 April 2018

Jumeirah Emirates Towers

GENERAL INFORMATION

Schedule

Date	Activity	Timing
15 th April 2018, Sunday	Build-up (Conference & Exhibition)	8:00 – 23:00
15 th April 2018, Sunday	Exhibitors Stand Preparation & Display of Exhibits	8:00 – 20:00
16 th – 17 th April 2018 Monday -Tuesday	Conference Timings	9:00 – 15:30
16 th – 17 th April 2018, Monday -Tuesday	Exhibition Timings	9:00 – 16:00
17 th April 2018 Tuesday	Tear Down	16:30 – 23:00

1. ORGANISER'S OFFICE

The Organiser's Office is fully operational throughout the event including build up & tear down, which is located at Foyer 5 - Godolphin Ballroom, Jumeirah Emirates Towers.

2. THE VENUE

Venue Address: Jumeirah Emirates Towers
PO Box 72127, Sheikh Zayed Road, Dubai – United Arab Emirates
Tel: +971 4 330 0000

Conference Halls: Godolphin Ballroom

Exhibition & Networking: Foyer Areas (1 -4)

3. EXHIBITION OFFICIAL INAUGURATION

The 8th edition of FAHR International Conference will be officially inaugurated on Monday, 16 April 2018. During the inauguration, the conference and exhibition halls will be sealed off for security purposes and exhibitors will be subject to a security search. Please note that only exhibitors wearing badges will be allowed to enter at this time.

4. EXHIBITOR BADGES Identification badges will be issued free to all stand personnel. These are not transferable. Badges can be collected at the venue site. If a badge is lost or misplaced, please report to the Organiser's Office. For badges request, please fill in the online form before the cut-off date.

Note: These badges do not permit entry to the Conference Halls.

5. EXHIBITOR'S PACKAGE Exhibitors will be provided an exhibition package which contains useful information and exhibitor badges. Please collect your package on arrival at the venue site.

6. EXHIBITION CATALOGUE The Official Catalogue will comprise of alphabetical list of exhibiting companies, general information about the conference and exhibition. Exhibitors are entitled for a complementary entry (short company profile and company logo), which is compulsory to fill in online before the cut-off

date.

Copies of the Catalogue will be distributed to all exhibitors, visitors and conference participants of the event.

7. FASCIA NAME PANEL

All exhibitors taking “Shell Scheme” stands must send their fascia name panel online before the cut-off date. If you wish to add your company logo on the fascia panel, please send your logo (high resolution format) by e-mail for further quotation.

8. ADVERTISING – OFFICIAL CATALOGUE

If you wish to advertise in the event’s Official Catalogue, please contact the Organiser.

9. SPONSORSHIP & PROMOTIONAL OPPORTUNITIES

To increase your visibility and promotion of your company and products, a series of sponsorship and promotional opportunities are on offer. We would be delighted to discuss any other ideas, which you believe would enhance the image and perception of your company and products. Please contact the Organiser.

10. HOTEL RESERVATION

Index Hospitality is the official Housing Bureau for all the events organized by Index Conferences and Exhibitions and also the official hospitality team for Index Holding. Index Hospitality provides all services in regards to managing logistics which include, Accommodation, Visa, discounted Air ticketing and special fares on Tours and Travels to visitors coming to Dubai to participate in Index Events.

For inquiries, please contact our hospitality coordinator. www.indexhospitality.ae

11. VISA APPLICATION

Eligibility:

Before you travel to the UAE, please check your visa requirements and make sure you have a valid visa if needed. Should you require a visa we recommend that you initiate the process with us 30 days prior.

Countries that do not require a Visa:

Citizens of the GCC nations - Bahrain, Kuwait, Oman, Qatar and Saudi Arabia
(Note: GCC Residents excluding GCC nationalities require visa prior to arrival)

Visa on Arrival Countries:

Andorra	Finland	Lithuania	Singapore
Australia	France	Luxembourg	Slovakia
Austria	Germany	Malaysia	Slovenia
Belgium	Greece	Malta	South Korea
Brunei	Hong Kong	Monaco	Spain
Bulgaria	Hungary	Netherlands	Sweden
Canada	Iceland	New Zealand	Switzerland
Croatia	Ireland	Norway	United Kingdom
Cyprus	Italy	Poland	United States of America
Czech Republic	Japan	Portugal	Vatican City
Denmark	Latvia	Romania	
Estonia	Liechtenstein	San Marino	

If your country of citizenship is not mentioned above, the organisers can assist you in acquiring a visa for the duration of the event. Please be informed that as per the new directives issued by the Dubai Immigration Authorities, Medical Insurance is mandatory for any person travelling to the United Arab Emirates.

For inquiries, please contact our hospitality coordinator www.indexhospitality.ae

12. STAND CONSTRUCTION

- a. The organisers have appointed Top Exhibition as the Official Stand Contractor for shell scheme stand construction and technical services at the Exhibition. Top Exhibition will be responsible for the supervision and erection of Shell Scheme exhibition stands and will provide full on-site technical services. They are also responsible for stand servicing and maintenance through their contractors or sub-contractors for the whole period of the exhibition.
- b. The Organisers have selected bigdot as the Preferred & Recommended Stand Contractor for space only stands.

13. FURNITURE & DISPLAY AIDS REQUIREMENT

The Official Stand Contractor offers furniture and display equipment on a rental basis for the duration of the exhibition. Please refer to Furniture / Display Aids Order Form.

14. ELECTRICAL REQUIREMENT

All electrical requirements must be undertaken and approved by the Official Contractor. Please refer to Electrical Order Form.

15. CONTRACTOR ACCESS & BADGES

All contractors must follow the procedure from the venue management for access to the halls during build-up and tear down.

16. AUDIO VISUAL REQUIREMENT

A range of audiovisual equipment is available on a rental basis for the duration of the exhibition. Please refer to Audio Visual Requirement Order Form.

17. STORAGE OF EMPTY CRATES AND BOXES

The Exhibitors are not allowed to store boxes or crates within the exhibition halls. It is the exhibitor's responsibility to ensure that crates and boxes are quickly disposed or stored until required for reshipment at the end of the exhibition.

18. INSURANCE SERVICES

The exhibitors shall indemnify and hold harmless INDEX Conferences & Exhibitions Organisation Est., its personnel, agents, etc. against and from all liabilities, losses, damages, costs, charges, expenses, actions,

proceedings, claims and demands incurred by it and them as a result of or in connection with any loss, injury (including death) or damage directly or indirectly resulting from any act or omission of the exhibitor or any of its personnel, agents, contractors, and sub-contractors.

The exhibitor shall ensure that the Public Liability Policy referred to above, contains a waiver by the insurers of any and all rights of subrogation. They might otherwise be able to exercise against the Organisers or any of its directors, officers, employees and agents. The Organiser shall be entitled to inspect the aforementioned policy.

19. STAND CLEANING SERVICES

The organizers will arrange for the general cleaning of the exhibition/networking area.