

# EXHIBITOR MANUAL



## **ORGANIZERS:**

OMAN INTERNATIONAL TRADE & EXHIBITIONS

PC 268, PC 112, Ruwi

Sultanate of Oman

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## 1. OMAN OVERVIEW

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**Country:** The Sultanate of Oman lies in the extreme south-east corner of the Arabian Peninsula between 16.4o N and 26.2 o N latitudes and 51.5 o E and 59.4 o E longitudes. Oman is bordered on the West by Saudi Arabia and the Empty Quarter, on the North by the United Arab Emirates, on the south by Yemen and on the East by the Gulf of Oman and the Arabian Sea.

**Capital:** Muscat

**Time Difference:** GMT + 4 hours

**International Dial Code:** 00968

**Currency:** The local currency is called Omani Rial, which is often seen written as RO or OR. It is divided into 1000 baiza (bz). 1OR=2.60USDCash is the preferred method of payment, but most of the large shops accept major credit cards. Personal cheques are rarely accepted. Currency can be exchanged in the hotels, banks and exchange houses. Please produce your passport for identification purposes when exchanging money or encashing Traveler's Cheques.

Most of the banks have Automated Teller Machines (ATM) which will accept cards such as VISA, MasterCard, Cirrus and Global Access.

**Government & Ruling body:** His Majesty Sultan Qaboos Bin Said is Head of State and rules by decree. He is assisted by a cabinet of ministers, Diwan of the Royal Court (the central body of bureaucratic affairs), and the Majlis Ash Shura, a body of representatives elected by the populace.

**Population:** Approximately 2415576. Around 1802931 are Omani nationals (*as per the Statistical Year Book, Thirty Third Issue October 2005, Ministry of Economy, Oman.*) The remaining are expatriates from Asia, other Arab countries, Europe, USA and many more countries.

**Major Economic Sectors:** Oil, natural gas, agriculture, and fishing.

**Area:** The Sultanate encompasses an area of 309500 sq kms. (As per the statistics given in the Oman Ministry of Tourism, website; [www.omantourism.gov.om](http://www.omantourism.gov.om).)

**Airport:** The international airport is located at Seeb, 40 km from Muscat city centre & 5 minutes drive from the exhibition centre.

**Taxis:** In addition to the organized taxi system in the airport and contacts given in page No: \_\_\_\_ of the exhibitor manual, there are common taxis available on road.

**Speed:** The average speed limit on roads is 100kms. There are radars kept throughout the highway.

**Climate:** The climate differs from one area to another; it is hot and humid in the coastal areas in summer, hot and dry in the interior with the exception of higher mountains, which enjoy a moderate climate throughout the year. The climate of the Dhofar Region is also moderate. Generally, the Sultanate has little and irregular rains, though heavy rains fall at times with the

exception of Dhofar Region where heavy and regular rains fall between June and October because of monsoons.

**Religion:** Islam, predominantly Ibadhi sect.

**Language:** Official language is Arabic. English is widely spoken along with Arabic & is the common business language. Other languages spoken include Urdu, Swahili and Baluchi. Most Hotel staff speaks German and French as well.

**Culture:** Like all the Arab countries, Arab Islamic Culture dominates the life style in the Sultanate. However, being an international market, people of various other nationalities are also present.

**Working Hours: Ministries and Government establishments** - 7:30 am to 2:30 pm (Sat-Wed, week-end is Thursday and Friday); **Private sector companies** – 8:00 am to 5.00am OR 8.00am to 1:00pm; 4:00pm to 7:00pm (Saturday-Wednesday) 8:00am to 1:00pm on Thursdays; **Markets:** 9:00am to 1:00pm, 4:00pm to 10:00pm; **Banks:** 8.00am to 01.00pm, Saturday to Wednesday, and 8.00am to 12.00am on Thursday

**Places of Interest:**

**Desert: Ash-Sharqiyah Sands** (also known as Wahiba Sands) offer the romantic visitor desert in the accepted sense of the word. Rolling sand dunes, varying from deep red to a rich honey colour sands stretching as far as the eye can see.

**Wadis: Wadi Dayqah** Known as the Devil's Gap, Wadi Dayqah runs through a narrow winding vertical-sided canyon that looks as though the mountain has been split in two. **Wadi Darba. Wadi Shab**, The most popular wadi in Dhofar is a place of true natural beauty with caves, pools, waterfalls, wildlife and lush green vegetation and also has a number of gorgeous caves that have been cut by the wadi.

**Caves: Al-Hoti Cave** located in A'Dakhliyah region, the cave is a 2.7 Km tunnel which runs in a north-south direction through the Hajar Mountains and comprises an underground cavern and subterranean lake system. **Majlis Al-Jin**, the second largest subterranean cave Situated on a plateau of Jabel Bani Jabir (A'Sharqiyah) is a chamber known in the world–big enough to fit ten jumbo jets into the floor space and tall enough to stack them four high.), the entrance is through one of three inconspicuous openings in the ground.

**Wild Life:** Oman has a surprisingly varied wildlife, both on land and in the surrounding waters.. As-Saleel Park is a nature reserve located in the town of Al-Kamil Wal-Wafi (A'Sharqiyah), and was established to protect gazelles and plantations of Samr and Ghaf trees (Acacia tortillas and Cineraria). Jiddat Al-Harasis Reserve is home to the Arabian Oryx and the area is listed on the World Natural and Cultural Heritage register by UNESCO.The warm waters are home to 22 species of Whale and Dolphin.

Sea turtles are attracted to Oman's shores and turtle breeding reserves are located at Ras Al-Hadd and the Dimaniyyat Islands. Oman has a profusion of exotic marine life and some of the best dive sites in the world; in particular, the Hallaniyat Islands and the Dimaniyyat Islands.

**Castles & Forts:** The country's landscape is punctuated by over 500 hilltop forts and castles, with distinctive regional architecture, that are monuments to a turbulent and fascinating past. They also offer insights into the lifestyles of their original inhabitants and traditional Omani craft

and arts. To name few: Nizwa Castle, Nakhl Castle, Rustaq Castle, Sohar Castle, Bahla Castle, The Twin Forts, Jibrin Fort, Khasab Fort, Al-Khandaq Fort etc.

**Beaches:** With a coastline of 1,700 Km, Oman offers some of the cleanest, most stunning beaches a visitor could hope to see like Qurum Beach starting below the Crowne Plaza Hotel , Bandar Jissah located near Qantab, on the way to Al-Bustan Palace Hotel, As-Sawadi Beach in the Sawadi region which is home to some of the most beautiful long, white beaches in the north of the Sultanate, and not to forget the As-Sawadi Island and Dimaniyat Islands, which host many migratory birds and breeding turtles

#### **Museums:**

**The Omani Museum** contains a wealth of archaeological information, displaying various artifacts; Tel: 24600946; Timings: Sat-Thu 9am-1pm, 4-6pm, Friday evening only; Fee - children - 200 baizas, adults 500 baizas.

**The National Museum** charts the Al Said dynasty with correspondence and pictures of the five Al Said Sultans. It has a small, but interesting collection of costumes, jewellery and household equipment regional costume, weapons and pots. Tel: 24701289; Timings: Sat-Wed 8am-2pm; Entry fee - Children - 100 baizas, adults- 500 baizas.

**The Children's Museum** is a large blue and white domed structure, seen from the main highway. The exhibits are interactive and allow children to explore their world using scientific methods. Tel: 24605368; Shatti al qurum, Timings - sat to thu 9am-1pm , 4pm-6pm. Fri – evenings only. Entry fee- up to 12 yrs 100 baizas, above 12yrs 500 baizas.

**The Natural History Museum** gives an interesting tour of Oman's flora and fauna. Showcases a the botanical gardens & also the country's indigenous species: mammals, insects, birds, and the adjoining whale room houses a huge skeleton of a sperm whale which was washed up on one of Oman's beaches around 27 years ago. Tel: 24504990; Timings: Sat-Thu 9am-1pm,4pm-6pm, Fridays evenings only; Entry fee - children - 200 baizas, adults 500 baizas;

**Bait al Zubair** is Oman's newest museum and has a vast collection of ancient household equipment, costumes and weapons. Tel: 24736688; Timings: Sat 4pm-8pm, Mon-Wed 4pm-7pm, Sun Tue Thu-9 am-12.30pm; Entry fee : Below 10 yrs of age - free,10 yrs to 15 yrs - 250 baizas, adults - RO1.

**The Omani French Museum** is based in the original French Embassy, Bait Fransa. The exhibits concern the Omani-French relationship over the years and displays furniture, clothes and photographs of the early French diplomats. Tel: 24736613 Timings: Sat-Thu 9am-1pm, 5-7pm, Friday evenings only; Entry fee - less than 6yrs - 100, child - 200, adults - 500baizas

## 2. IMPORTANT CONTACTS

### Ministries/ Government Bodies

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	<b>Tel</b>	<b>Fax</b>	<b>Website</b>
Ministry of Housing, Electricity & Water	24693333	24699180	www.mhew.gov.om
Ministry of Information	24603222	24693900	www.omanet.om
Ministry of National Economy	24738201	24736324	www.moneoman.gov.om
Ministry of Regional Municipalities, Environment & Water Resources	24692550	24692553	www.mrmewr.gov.om
Ministry of Commerce & Industry	24813500	24817239	www.mocioman.gov.om
Ministry of Heritage & Culture	24641300	24694010	www.mnhc.gov.om
Ministry Of Education	24775209	24708485	www.moe.gov.om
Ministry Of Higher Education	24783555	24795403	www.mohe.gov.om
Ministry of Social Development	24602444	24699357	www.mosd.gov.om
Ministry of Foreign Affairs	24699500	24696141	www.maf.gov.om
Ministry of Civil Services	24696000	24601771	www.mocs.gov.om
Ministry of Interior	24602244	24693100	www.moi.gov.om
Ministry of Defense	24334500	24702521	<a href="http://www.mod.gov.om">www.mod.gov.om</a>
Ministry of Agriculture & Fisheries	24696300	24696271	
Ministry of Legal Affairs	24489802	24479697	www.mola.gov.om
Ministry of Health	24602177	24601430	www.moh.gov.om
Ministry of Justice	24697699	24602725	www.moj.gov.om
Ministry of Manpower	24816864	24816692	www.manpower.gov.om
Ministry of Finance	24738201	24737312	www.mof.gov.om
Ministry of Oil & Gas	24603333	24696972	www.mog.gov.om
Ministry of Sports Affairs	24703299	24700477	www.sportsoman.com
Ministry of Tourism	24588700	24492114	www.omantourism.gov.om
Ministry of Transport & Communication	24603800/ 24697888	24696670	www.motc.gov.om
Muscat Municipality	24797025	24798232	www.mctmnet.gov.om
Royal Oman Police	24560099	24563352	www.rop.gov.om
Central Bank of Oman	24702222	24795961	www.cbo-oman.org

Capital Market Authority	24823100	24816691	<a href="http://www.cma-oman.com">www.cma-oman.com</a>
The Tender Board	24602583/ 612	24602063	<a href="http://www.tenderboard.gov.om">www.tenderboard.gov.om</a>
Council of Higher Education	24697720	24697884	
Oman Chamber of Commerce & Industry	24763700	24708497	<a href="http://www.chamberoman.com">www.chamberoman.com</a>
Oman Telecommunications Co.	24631000	24696237	<a href="http://www.omantel.net.om">www.omantel.net.om</a>
Omani Centre for Investment for Promotion & Export Development	24812344	24810890	<a href="http://www.ociped.com">www.ociped.com</a>
Public Establishment for Industrial Estates (PEIE)	24449002	24449095	<a href="http://www.peie.om">www.peie.om</a>

### **Embassies/ Missionaries in Oman**

	<b>Tel</b>	<b>Fax</b>
Algeria, Embassy of the Democratic & Popular Republic of	24605593/ 24694945	24694419
Austria, Embassy of the Republic of	24793135/ 24793145	24793669
Bahrain, Embassy of the State of	24605133/ 24605072	24605072
Bangladesh, Embassy of the People Republic of	24567379/ 24567503	24567502
Belgium, Consulate of the Kingdom of	24563011/ 24562033	24564905
Brazil, Honorary Consulate of the United Republic of	24793741	24796158
Brunei, Embassy of the Sultanate of	24603533/ 24604253	24605910
Canada, Consulate of	24791738	24709091
Chile, Consulate of the Republic of	24561977/ 24561417	24562469
China, Embassy of the Peoples' Republic of	24696698/ 24699208	24602322
Colombo, Consulate of the Republic of	24816264/ 24816960	24817149
Comores, Consulate of the Federal Islamic Republic of	24705509	24705509
Cyprus, Consulate of the Republic of	24490200	24490699
Danish, Royal Consulate of	24708304	24793892
Egypt, Embassy of the Arab republic of	24600411/ 24600982	24603626
Finland, Consulate of the Republic of	24702133/ 24701454	24703826
France, Embassy of the Republic of	24681800	24681843
German, Embassy of the Federal Republic of	24832482	24835690
Greece, Consulate of the Republic of	24793072	24787714

India, Embassy of the Republic of	24814120/24814239	24817503
Iran, Embassy of the Islamic Republic of	24696944/ 24696947	24696888
Iraq, Embassy of the Republic of	24695559	24696888
Ireland, Consulate of	24797083/ 24701282	24701278
Italy, Embassy of the Republic of	24695223/24693727	24695161
Japan, Embassy of	24601028/ 24603464	24698720
Jordan, Embassy of the Hashemite Kingdom of	24692760/2469276	24692762
Korea, Embassy of the Republic of	24691490/24691491	24691495
Kuwait, Embassy of the State of	24699627/ 24699626	24600972
Lebanon, Embassy of the Republic of	24695844/ 24693208	24695633
Malaysia, Embassy of	24698643/ 24698329	24605031
Morocco, Embassy of the Kingdom of	24696152/ 24696153	24601114
Mozambique, Consulate of the Republic of	24594205/ 24594207	24590542
Netherlands, Embassy of The Royal	24603706/ 24603719	24603778
New Zealand, Consulate of	24795727/ 24786039	24706443
Norwegian, Royal Consulate General of	24708304	24793892
Pakistan, Embassy of the Islamic Republic of	24603439	24697462
Palestine, Embassy of the State of	24601312/ 24697230	24697257
Philippines, Embassy of the Republic of	24605140/ 24605143	24605176
Portugal Consulate of the Republic of	24561400	24562377
Qatar. Embassy of the State of	24691152	24691156
Rwanda, Consulate of the Republic of	24487978	24480683
Russian Federation, Embassy of the	24602894	24604189
Saudi Arabia, Embassy of the	24601744/ 24601743	24603540
Somalia, Embassy of the Democratic Republic of	24564412	
South Africa, Embassy of the Republic of	24694793/ 24694791	24694792
Spain, Embassy of	24691101	24698969
Sri Lanka, Embassy of the Democratic Socialist Republic of	24697841/ 24697842	24697336
Sudan, Embassy of the Republic of	24697875	24699065



Sweden, Consulate of the Kingdom of	24708693	24794283
Switzerland, Consulate of	24568202	24568206
Syria, Embassy of the Arab Republic of	24697904/ 24695917	24603895
Thailand, Embassy of	24602684/ 24602685	24605714
Tunisia, Embassy of the Republic of	24603486	24697778
Turkey, Embassy of the Republic of	24697050	24697053
United Arab Emirates, Embassy of the State of	24600302/ 24600988	24602584
United Kingdom & Northern Ireland Embassy of the	24609000	24609013
United Mexican States, Consulate of	24561977	24562469
United State of America Embassy at the	24698989/ 24699094	24694355
Uruguay, Consulate of the Republic of	24799799	24799499
Yemen, Embassy of the Republic of	24600815/24604172	24604558
United Nations Children's Fund	24602624/ 24601398	24698429
World Health Organization	24600989	24602637

## Hotels

***** Hotels	Tel	Email	Website
Al Bustan Palace Hotel	24799666	<a href="mailto:reservation@albustan.com">reservation@albustan.com</a>	<a href="http://www.albustanpalace.com">www.albustanpalace.com</a>
Grand Hyatt Muscat	24641234	<a href="mailto:reservation.ghmuscat@hyattinti.com">reservation.ghmuscat@hyattinti.com</a>	<a href="http://www.muscat.grand.hyatt.com">www.muscat.grand.hyatt.com</a>

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***** Hotels	Tel	Email	Website
Grand Hyatt Muscat	24641234	<a href="mailto:reservation.ghmuscat@hyattinti.com">reservation.ghmuscat@hyattinti.com</a>	<a href="http://www.muscat.grand.hyatt.com">www.muscat.grand.hyatt.com</a>
Intercontinental Muscat	24680000	<a href="mailto:muscat@interconti.com">muscat@interconti.com</a>	<a href="http://www.intercontinental.com">www.intercontinental.com</a>
The Chedi Muscat	24524400	<a href="mailto:reservation@chedimuscat.com">reservation@chedimuscat.com</a>	<a href="http://www.ghm.hotels.com">www.ghm.hotels.com</a>
Sheraton Oman Hotel	24772772	<a href="mailto:reservation.muscat.oman@sheraton.com">reservation.muscat.oman@sheraton.com</a>	<a href="http://www.sheraton.com">www.sheraton.com</a>

<b>****Star Hotels</b>	<b>Tel</b>	<b>Email</b>	<b>Website</b>
Crowne Plaza	24574440	<a href="mailto:sales@cpmuscat.com">sales@cpmuscat.com</a>	<a href="http://www.cpmuscat.com">www.cpmuscat.com</a>
Radisson SAS	24487777	<a href="mailto:reservations.muscat@radissonsas.com">reservations.muscat@radissonsas.com</a>	<a href="http://www.radissonsas.com">www.radissonsas.com</a>
Ramada	24603555	<a href="mailto:ramada@omantel.net.om">ramada@omantel.net.om</a>	<a href="http://www.ramadamuscat.com">www.ramadamuscat.com</a>
Al Falaj	24702311	<a href="mailto:sales@omanhotel.com">sales@omanhotel.com</a>	<a href="http://www.omanhotels.com">www.omanhotels.com</a>
Golden Tulip	24510300	<a href="mailto:dom@goldentulip.com">dom@goldentulip.com</a>	<a href="http://www.goldentullipseeb.com">www.goldentullipseeb.com</a>
Haffa House Muscat	24707207	<a href="mailto:sales@haffahouse.com">sales@haffahouse.com</a>	<a href="http://www.haffahouse.com">www.haffahouse.com</a>
Holiday Inn	24487123	<a href="mailto:amhi33@omantel.net.om">amhi33@omantel.net.om</a>	<a href="http://www.holiday-inn.com">www.holiday-inn.com</a>

<b>*** Star Hotels</b>	<b>Tel</b>	<b>Email</b>	<b>Website</b>
Beach Hotel	24696601	<a href="mailto:info@omanbeachhotel.com">info@omanbeachhotel.com</a>	<a href="http://www.omanbeachhotel.com">www.omanbeachhotel.com</a>
Majan Continental	24592900	<a href="mailto:sales@majanhotel.com">sales@majanhotel.com</a>	<a href="http://www.majanhotel.com">www.majanhotel.com</a>
Bowshar Hotel	24491105	<a href="mailto:bwshrhtl@omantel.net.om">bwshrhtl@omantel.net.om</a>	<a href="http://www.bowsharhotel.com">www.bowsharhotel.com</a>
Best Western Muscat	24692121	<a href="mailto:bwmuscat@omantel.net.om">bwmuscat@omantel.net.om</a>	<a href="http://www.bestwestern.com">www.bestwestern.com</a>
Al Bahjah Hotel	24424400	<a href="mailto:bahjah@omantel.net.om">bahjah@omantel.net.om</a>	<a href="http://www.ramee-group.com">www.ramee-group.com</a>
Ruwi Novotel Hotel	24704244	<a href="mailto:reservationruwi@omanhotels.com">reservationruwi@omanhotels.com</a>	<a href="http://www.omanhotels.com">www.omanhotels.com</a>

<b>** Star Hotels</b>	<b>Tel</b>	<b>Email</b>	<b>Website</b>
Seeb International Hotel	24543800	<a href="mailto:sihotel@omantel.net.om">sihotel@omantel.net.om</a>	<a href="http://www.seebinternationalhotel.com">www.seebinternationalhotel.com</a>

<b>Private Hospitals</b>	<b>Tel</b>	<b>Email</b>	<b>Website</b>
Muscat Private Hospitals	24592600	<a href="mailto:info@muscatprivatehospital.com">info@muscatprivatehospital.com</a>	<a href="http://www.muscatprivatehospital.com">www.muscatprivatehospital.com</a>
Bader Al Samaa Polyclinic	24799761	<a href="mailto:info@badralsamaa.com">info@badralsamaa.com</a>	<a href="http://www.badralsamaa.com">www.badralsamaa.com</a>
Apollo Medical Centre	24787766	<a href="mailto:apollomct@omantel.net.om">apollomct@omantel.net.om</a>	<a href="http://www.apollomuscat.com">www.apollomuscat.com</a>
Hatat Polyclinic	24563641	<a href="mailto:hpllc@omantel.net.om">hpllc@omantel.net.om</a>	
Al Shatti Hospital	24604263		<a href="http://www.alshattihospital.com.om">www.alshattihospital.com.om</a>

<b>Car Rentals</b>	<b>Tel</b>	<b>Email</b>	<b>Website</b>
Hertz	24566208/	<a href="mailto:nttoman@omantel.net.om">nttoman@omantel.net.om</a>	<a href="http://www.nttoman.com">www.nttoman.com</a>
Mark	24562444	<a href="mailto:mark@omantelnet.om">mark@omantelnet.om</a>	<a href="http://www.mark-oman.com">www.mark-oman.com</a>
Hello Taxi	24607011		
Europe Car	24700190	<a href="mailto:eurmct@omantel.net.om">eurmct@omantel.net.om</a>	
Thrifty	24489248	<a href="mailto:haditha@omantel.net.om">haditha@omantel.net.om</a>	<a href="http://www.thriftoman.com">www.thriftoman.com</a>

### **Restaurants**

<b>International</b>	<b>Type</b>	<b>Location</b>	<b>Tel</b>
Mumtaz Mahal	Indian	Qurum	24605907
Automantic	Lebanese	AlKhuwair/ Qurum/ Seeb	24561500
Woodlands	Asian	CBD	24700192
Khana Khazana	Asian	MBD	248134 66
Passage to India	Indian	Wadi Aadaai	
Copper Chimney	Asian	CBD	24706420
Al-Dehleez	Asian	Muttrah	24793545
Blue Marlin	International	Marina Bander Al Rowdha	24737349
Nuovo La Terrazza	Italian	Al Wattayah	24571126
Pavo Real	Mexican	Qurum	24602603
Golden Oryx	Chinese	Darsait	24706128
Golden Dragon	Chinese	Qurum	24697374

<b>Fast Food</b>	<b>Location</b>	<b>Tel</b>
Hardeez	Qurum/ Al Khuwair/ Ruwi/ Seeb	24564642/ 24489575
Kentacky Fried Chicken	Qurum/ Al Khuwair/ Seeb	24566999/ 24
McDonalds	Qurum/ Al Khuwair/ Ghala/ Seeb	24565798/ 24482046/ 24701454
Pizza Hut	Al Khuwair/ Al Harthy Complex	24483393/ 24565618
Taza	Al Khuwair	24479339

**Emergency Telephone Nos.**

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Directory Information(local)	198/ 24600100
Directory Information(Intl.)	1913
Flight Information	24519223
Police/ Fire/ Ambulance	9999

### **3. GENERAL SERVICES AND FACILITIES**

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#### **3.1 Organizers Information Office**

The organizers will maintain an office at the exhibition venue to assist exhibitors during build up, move-in, dismantling periods & move-out, as indicated in the attached time schedule.

#### **3.2 Lighting/Power Supply**

The exhibition hall has adequate general lighting. Shell scheme stand include two spotlights — 100 watts each & one double socket, 240 volts, 13 amp single phase. For any additional electrical requirements please refer to Form No: 9- Optional Electrical/Telephone/Other Services -Requisition Form.

#### **3.3 Photographer**

The official photographer will be available for the duration of the exhibition and can be contacted via the Organizer's Office.

#### **3.4 Security**

The organizers will provide general security for the total display and storage area. The organizers will not be held responsible for any loss, damage, or theft of exhibits. All exhibitors are requested to occupy their stalls 30 minutes prior to the opening time of the Exhibition and should leave their stalls only after all the visitors have left the exhibition hall.

#### **3.5 Insurance**

The Organizers and the owners of the exhibition area cannot be held responsible for any claims, demands, costs or expenses to which they may be subjected as a result of loss, damage, theft or injury arising to any person, while such person is on or passing the exhibitor's stand.

Exhibitors should insure all personnel, exhibits and articles for display at the stand and in the storage area, both inside and outside the exhibition hall. Exhibitors may use the services of an insurance company of their own choice or make such arrangements directly with the appointed official insurance company.

#### **3.6 Exhibitor Badge**

Exhibitor badges will be available at the Organizer's office on site. These are valid for the duration of the build-up, and dismantling period. The required number of Badges for stand constructors should also be stated. No exhibitor will be allowed entrance without the exhibitor badge.

#### **3.7 Exhibition Catalogue**

An Official Catalogue will be published for trade exhibitions only or as applicable. This catalogue provides exhibitors with the possibility of two types of entry, editorial (English & Arabic as applicable) and advertising:

**3.7a Exhibition Editorial:** Where a catalogue is published for an event each exhibitor will be provided with an entry (English & Arabic) in the official Catalogue free of charge. Every exhibitor is required to complete Form 2, giving their particulars and those of their representatives, for inclusion in the Official Catalogue.

All editorial materials must reach the organizers 3 weeks before the exhibition date failing which the organizers will not be responsible for inclusion of the exhibitor's details in the exhibition catalogue. The editorial must not exceed 100 words in each language.

**3.7b Catalogue Advertising:** For advertising in the Official Catalogue please contact organizers office at 968 24564303/ 24564268 or email: info@oite.com

### **3.8 Optional Services**

Optional service is available at an extra cost, on cash basis if required, as follows:

- a) Furniture & Electrical requirement
- b) Telephone/ Internet and Fax\*
- c) Audio Visual System\*
- d) Extra Fascia
- e) Help or Assistance During Construction/ Dismantling/ Exhibition Days\*
- f) Telephone/ Internet/ and Fax\*
- g) Flowers & Plants

*\* To avail these facilities, contact the organizers 3 weeks before the exhibition dates*

### **3.9 Industrial Gases**

Industrial gases are not allowed without prior written approval from the organizers.

### **3.10 Compressed Air**

There is no permanent compressed air system at the exhibition site and exhibitors are advised to make their own arrangements.

### **3.11 Service Forms**

The forms can be found in the service forms section (page 30 to 38). Form No. 1-4 must be completed and submitted by every exhibitor 3 weeks before the exhibition.

#### **Form No 1: Fascia Form (refer to Page 30)**

Each booth comes with a fascia board identifying the exhibiting company's name. The exhibitor is requested to give the desired name, in English & Arabic not exceeding 30 letters for the fascia board.

#### **Form 2: Exhibitor Catalogue Entry (refer to Page 31)**

A form that contains a brief description of the company, its products & representatives in English & Arabic; not exceeding more than 100 words in each language, which will be published in the exhibition catalogue, as applicable. The catalogue will be published only for Trade events or as applicable.

#### **Form 3: Exhibitor Badge Form (refer to Page 32)**

A form mentioning the names of the personnel from the exhibiting company who will be working at the stand. A personalized badge will be prepared for collection on site, during move in dates, which is to be worn throughout the exhibition.

#### **Form 4: Inventory Form (refer to Page 33)**

A form to be filled by every exhibitor giving the list of inventory that would be displayed in their stand.

#### **Form 5: Hotel Reservation Form (refer to Page 34)**

A form used for requesting hotel room booking. The list of hotels and the rates will be provided to the exhibitor.

**Form 6: Visa Application Form (refer to Page 33)**

A form to be filled in order to apply Visa for the exhibition.

**Form 7: Bare Space Contractor Form (refer to Page 34)**

A form to be filled by all those exhibitors who will be hiring a contractor/ agency for building their exhibition stand.

**Form 8: Optional Furniture Requisition form (refer to Page 35-36)**

A form that contains list and rate of the extra furniture available for the exhibition.

**Form 9: Optional Electrical/ Telephone/ Other Services Requisition (refer to Page 37-38)**

A form that contains list and rate of the extra electrical connections available for the exhibition.

*All exhibitors are requested to complete and submit Service Form No 1, 2, 3 & 4 (Form No 5, 6, 7 if required) giving complete details, 3 weeks prior to the exhibition opening date.*

*Form No 8 & 9, requisition form for extra furniture & electricity should be filled and send to us along with the payment, for booking in advance, **OR** you could avail this service on cash basis at the exhibition venue.*

#### **4. INFORMATION (INCORPORATING RULES & REGULATIONS)**

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**Please follow the instructions below to enable us to provide better service.**

##### **4.1 Move In & Move Out**

**Move In:** Complete the build up of your stall by 10.pm, the day before the exhibition. Use service doors to bring in your goods. Without the specific permission of the organizer, no exhibits are allowed to be taken into the stand

**Move-out.** Prior to taking out goods, please collect your GATE- PASS from the organizer's office.

##### **4.2 Optional Requirements**

Order your requirement of telephone/optional furniture and electrical connections well in advance along with the payment. **OR** All requirements for optional items have to be made in cash at the time of ordering on site Personal halogen and spotlights used in the stands will be charged as per charges mentioned in the optional requisition form and will be allowed only if it meets the safety standards.

##### **4.3 Fire Exits & Related Instructions**

Keep all fire exits clear at all the times. No cooking, (re) heating or selling of cooked/raw food or live fire demonstration will be allowed in the exhibition premises.

##### **4.4 Occupying the Stands**

Exhibitors are requested to be present/occupy their stand 30 minutes before the commencement of the exhibition and leave only after all visitors have left the premises after closing time.

##### **4.5 Clearing and Forwarding**

For freight & forwarding, contact our official Clearing & Forwarding Agent. Kindly refer to the attached leaflet.

##### **4.6 Exhibition Condition**

All exhibition conditions mentioned on the reversal of Exhibition Space Application Form & as given in page No \_\_\_\_\_, have to be strictly adhered to and are binding on all exhibitors without exceptions.

##### **4.7 Promotion during the Exhibition**

- a. Exhibitors are not allowed to display "SALE" sign board on their stands. Any promotional activity involving use of word "Sale" will need a permit from Ministry of Commerce & Industry, Sultanate of Oman
- b. Exhibitors are requested to obtain permission from Ministry of Heritage and Culture, Directorate General of Culture, Department of Censor Board, Al Khuwair Office for selling/ display of CDs (game, software, etc) at the exhibition.
- c. For selling/ displaying of books at the exhibition, prior permission is required from Ministry of Information, Sultanate of Oman.
- d. In order to distribute fliers or any promotional items during the exhibition, prior permission has to be obtained from Muscat Municipality.
- e. **All consumer exhibitions where sales are allowed exhibitors must maintain a price list of all the goods displayed. If this instruction is not adhered, there would be a fine of RO 150/- imposed by the Ministry of Commerce and Industry.**



- f. Any kind of Folklore or Cultural demonstration during the exhibition which involves music & dance is prohibited in the exhibition centre; unless special permission is obtained in advance, from the organizers.

#### **4.8 Activities on Exhibition Stands**

- a. **Do not use the common area outside the boundaries of your designated stand for displays or promotional activities, as you would be charged for extra space used without any warning.**
- b. No exhibits or advertising signs can be placed outside the confines of the exhibitor's stand. Likewise, exhibitors must not distribute brochures, invitations, etc along the gangway.
- c. No advertising, demonstration or canvassing for business can be carried out anywhere within the exhibition hall except at the exhibitor's own stand.
- d. Keep all fire exits clear. No cooking, (re) heating or selling of cooked/raw food or live fire demonstration will be allowed in the exhibition premises.
- e. Exhibitors will not use pillars for any purpose whatsoever, unless the pillar is completely or partially within the stand **AND** unless prior permission is obtained from the organizer.

#### **4.9 Exhibitor Badges**

Exhibitor Badges will be issued to all Exhibitors and their staff manning their stands and are available for collection on-site during the move in dates. For security reasons, Exhibitors are requested to wear their badges while in the hall for the duration of the show.

#### **4.10 Stand Cleaning:**

The Organizers will arrange for the general cleaning. Exhibitors are responsible for maintaining their own stand in a tidy condition at all times.

#### **4.11 Smoking**

Smoking strictly prohibited in the exhibition halls at all times throughout the duration of the exhibition period.

#### **4.12 Condition for Electrical Rental**

- a. Electricity will be supplied through the Organiser only. The Official Contractor appointed will to carry out all electrical (wiring and connection, lighting fixtures etc) at the exhibition and the exhibitor thereof shall pay all charges.
- b. All items ordered are on rental basis and exhibitors will therefore have to make good of any damages or losses.
- c. Exhibitors with very sensitive equipment are advised to bring their own stabilizer & UPS devices to cater for voltage fluctuation & back up.
- d. Any complaint regarding rental/installation must be registered with the organizer one day before the exhibition commences. Otherwise all items are deemed to have been received in good order.
- e. Exhibitors are not permitted to fix their own spotlight or halogen light. Personal halogen and spotlights used in the stands will be charged as per charges mentioned in the optional requisition form and will be confiscated if it does not meet the standards.

#### **4.13 Storage**

Adequate common storage space will be provided to all the exhibitors.

#### **4.14 Sound Level**

The Organisers reserve the right to determine the acceptable sound level for working exhibits and audio visual presentations in the event of complaint from other exhibitors

## 5. EXHIBITION CONDITIONS

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- 5.1 All payments for participation should be paid in full, along with the Exhibition Space Application Contract (ESAC), failing which, the Organizers reserve the right to claim an additional 2% interest per month in addition to the participation fees from the exhibitor. This will commence from the opening date of the Exhibition.
- 5.2 Refund if any will be made in Rial Omani and if made in US Dollars the rate of exchange will be 1 Rial Omani = 2.570 US Dollars. Bank Charges/ Transfer Charges will have to be borne by the exhibitor.
- 5.3 Cancellation of booking should be made in writing to the Organisers one month before the exhibition failing which it will not be accepted/ valid. OITE reserves the right to claim full money as per bookings made if cancellation is not done in writing as per stipulated cancellation date.
- 5.4 The agreement to exhibit is irrevocable by the Exhibitor and at its discretion the Organisers will agree to cancel the contract or refund any part of the payments already made.
- 5.5 Only the products and the organisation name entered in the application form will be allowed to be displayed on the stand. No sub-letting or exchange of any part of the space applied for or Shell Scheme Service or Optional Stand Service, Electrical Items are permitted.
- 5.6 All mock-ups & stall setups should be completed on or before 8:00 pm on the day before opening of the exhibition. All mock-ups built should be as per drawings prior approved by Organisers.
- 5.7 Stands/Space must be occupied by 8:00 am on the opening day of the exhibition otherwise the Organisers reserve the right to re-let the space or deal with it any way they see fit and claim full amount as per bookings made.
- 5.8 Exhibitors are wholly responsible for the safety of their exhibits, employees, public and themselves before/during/after the Exhibition. Exhibitors are not permitted to conduct demonstrations using live fire or heated oil. The Organisers will not accept responsibility/liability for loss or damage whatsoever caused to any exhibit, property of any Exhibitor or the general public.
- 5.9 Exhibitors are not allowed to bring into the Exhibition area/stands any exhibit or any substance, which is liable to cause harm to the public or cause a fire or explosion. The Organisers may in their absolute discretion demand the removal of, or take steps themselves to remove, any such exhibit or substance at the Exhibitor's expense.
- 5.10 Except with the express written permission of the Organisers, only officially appointed contractors may be used for any electrical and stand building work, for supply of cranes or other lifting apparatus.
- 5.11 The Organisers shall not be held responsible for the loss or damage to any property of the Exhibitor or any person before/during/after the exhibition dates caused by theft, fire, defect in the Exhibition Hall (The Hall), storm, tempest, lightning, national emergency national mourning, civil unrest, war, labour disputes, lockouts, explosions, acts of God and general cause of force majeure whether or not ejusdem generis with foregoing or any cause not within the

Organisers control or for any loss or damages sustained in the event that the opening or holding of the Exhibition is cancelled, prevented, postponed or abandoned for any loss or damage to the basic Shell Scheme stand provided. Exhibitors are advised to take out an appropriate insurance cover for the purpose of indemnifying the Organisers as aforesaid and also cover themselves against all risks anticipated/associated with their participation and, more explicitly, in respect of those conditions herein for which the Organisers have expressed not to be responsible.

- 5.12 In no event shall the Exhibitor have any claim for damages of any kind against the Organisers in respect of any loss or damage consequent upon cancellation, breakdown prevention or postponement or abandonment of the Exhibition by reason of the happening of any of the events referred to in condition 5.11 otherwise the Hall becoming wholly or partially unavailable for the holding of the Exhibition for reasons which may be within or beyond the Organizer's control and the Organisers shall be entitled to retain all sums paid by the Exhibitor or such part thereof as the Organisers shall consider necessary. If in the opinion of the Organisers by rearrangement or postponement of the period of the Exhibition or by substitution of another hall or building or in any other reasonable manner, the Exhibition can be carried out, these conditions shall be binding upon the parties except as to size and position as to which any modification or rearrangement shall be determined by the Organisers.
- 5.13 The Exhibitor shall hold the Organisers safe and harmless from all loss or damages suffered directly or indirectly arising out of any act or default or negligence of any servant, agent, employee, printer, publisher, service provider, advertising agency or subcontractor of the organizer.
- 5.14 All display, advertising exhibits and stand arrangements shall be appropriate to the subject matter of the Exhibition in the sole opinion of the Organiser and shall be tasteful and of a suitable high standard and shall not contravene or conflict with any moral or local custom and if in the opinion of the Organiser, the Exhibitor is in breach of this clause, the Organiser may direct the Exhibitor to rectify any such breach and the Exhibitor shall act immediately accordingly.
- 5.15 In the event of a breach of any conditions for participation or payment, the Organiser reserves the right in all cases to retain all monies paid by the Exhibitor and have a lien/retain all goods of the Exhibitor and at the discretion of the Organiser, auction or sell goods of the Exhibitor to recover the money due to the Organisers and recover further money from the Exhibitor as provided herein along with storage and transportation charges, legal and solicitor charges associated with the same.
- 5.16 An Exhibitor's manual will be issued to the Exhibitor containing detailed information/guidelines for participation in the Exhibition. All conditions and details contained therein are binding on all Exhibitors and appointed agents for the Exhibition and must be complied with, without exception.
- 5.17 All personal halogen lamps, spot lights used in the exhibition should be paid as per standard rates before installing failing which the organisers will confiscate it. All optional services items are available on cash basis only.
- 5.18 The Organisers cannot accept any complaint or claim against them unless submitted in writing two days after the closing of the Exhibition. Moreover, any theft claim which requires to be reported to official authorities by the organisers

should be submitted in Arabic on the same day of the theft/claim along with relevant supporting details and insurance certificate.

- 5.19 Exhibitors selling food products should display manufacture date, country of origin and expiry date on each unit along with tag.
- 5.20 Exhibitors are not allowed to display posters or signages with words such as “Sale”. “Special Offer”, Discount or “Clearance Sale”. This is required as per local law of Sultanate of Oman and any exhibitor in breach of this condition will be liable directly for the consequences with the concerned authorities without any liability to the Organisers.

*NOTE: All aforementioned conditions are overleaf the Exhibition Space Application Form (ESAC)*

## **6. FIRE REGULATIONS**

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As per the rules of the Fire Brigade Department of Royal Oman Police, all exhibitors must comply with the provisions mentioned below.

For stands etc. only non-flammable materials are to be used provided the application complies with the provisions detailed below.

### **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 to be made flame-retardant by the factory through impregnation, each sheet to bear a distinct factory-marking showing that the sheet has undergone such treatment.

### **Bales of Straw, Cardboard, Rush Mats and Straw Mats**

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

### **Synthetic Materials**

#### **a. Metal leaf materials (fitted or not with a so-called fabric back);**

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

NOTE: The provisions made under items 1, 2, and 3 must be proven by a test.

#### **b. Sheet Materials:**

1. The material is fire-retardant and;
2. When coming into contact with fire or high temperatures, the material must not emit irritating gases or vapors injurious to health and it must not drip or dribble; and
3. The glue to be used must be soluble in water.

#### **c. Foam Plastic, Rubber (for letters)**

1. As for synthetic materials under item b-1, 2, and 3; or
2. Not more than 2 cub. dm. per sq. meter of stand space in the stand.

### **Paper Products (wallpaper, crepe paper, photo paper)**

- 4.1) If the paper is glued entirely to a foundation of non-flammable material or to one of the materials mentioned under 1 to 3 inclusive, of and;
- 4.2) The paper has been made fire-retardant through impregnation.

## **7. CUSTOMS, FREIGHT & FORWARDING**

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**7.1** We request all the exhibitors to follow the below mentioned requirement in order to get the best service, with regards to clearing your goods at the exhibition centre on time.

Shipping document should be issued with:

Shipper : Yourselfes  
Consignee : Oman International Trade and Exhibitions (OITE)  
Notify : Official Clearing & Forwarding Agent  
(see leaflet for the name)

### **7.2 GOODS FROM GCC COUNTRIES (Documents required)**

**Commercial Invoice:** 1 original + 3 copy. The original invoice must be certified by Ministry of Commerce and Industry & should also carry GCC statistical form. Please ensure that the Invoice includes CIF value, manufacturer, Number of packages, gross weight and volume if a separate packing list is not presented.

**7.3 For Foodstuff:** Health certificate from the origin, legalized by an Omani or any Arab Embassy.

### **7.4 GOODS FROM OTHER COUNTRIES (Documents required)**

**Commercial Invoice:** 1 original + 3 copy. The original invoice must be legalized by Omani or any Arab Embassy. Please ensure that the Invoice included CIF value, manufacturer, number of packages, gross weight and volume if a separate packing list is not presented.

**Certificate of Origin:** 1 original certificate signed by Chamber of Commerce and Legalized by Omani Embassy or any other Arab Embassy.

**7.5 If the documents are not legalized, you will be charged R.O 60.000 for clearance which is not refundable, unless the legalized documents are produced.**

**7.6** The original documents should reach the Official Clearing & Forwarding Agent, 5 days prior to arrival of shipment/ exhibition.

**7.7** All shipments should arrive at least 7 days prior to the opening of the exhibition & ensure it reaches on a week day as customs office works only from Saturday-Wednesday.

**7.8** Companies shipping CDs for exhibition purpose, kindly provide the Official Clearing & Forwarding with the below mentioned documents for obtaining prior permissions: Commercial Invoice and Packing list.

**7.9** Videocassettes will be detained by Customs for 7-10 days for approval, and cannot be transported to Oman by road.

**7.10** Exhibitors getting goods along with them VIA road, should provide OITE with the following details on the company letter head, so that we could inform the officials at the border about the same:

**a)** Truck number, **b)** Driver Name, **c)** Items loaded/ Packing List

**7.11** The customs seal put on the goods at the BORDER (Road) should be removed only by the Customs Officer, present at the Exhibition Centre. A fine of R.O. 500 would be charged if the rule is broken.

**7.12** Official Clearing & Forwarding Co: For freight & forwarding details please refer to the attached leaflet.

**7.13** For door to door shipment (via courier), you could note down the following address:

**OMAN INTERNATIONAL TRADE AND EXHIBITIONS LLC**

PO Box 268, PC 112, Ruwi

Wadi Adai Roundabout, Hatat House, Suite No 106, 1st Floor

Sultanate of Oman

Tel: (968) 24564303/5/268; Fax: (968) 24565165/ 24561176



## **8. STANDARD BOOTH**

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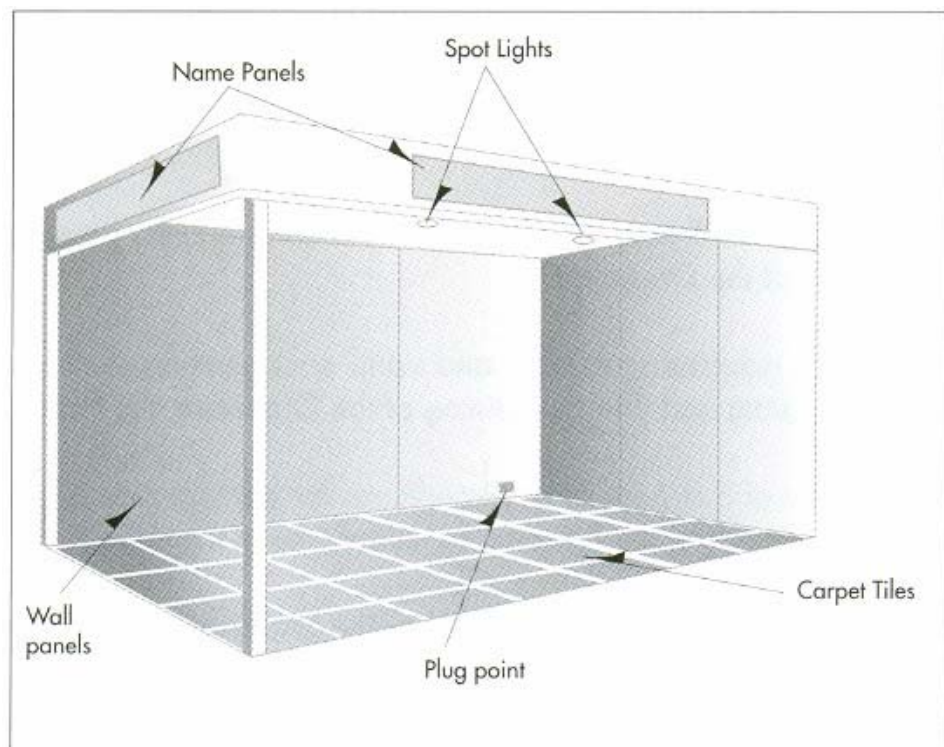
1. Please use only double-sided tape to stick posters on the panels of occupied stalls. Alternatively, hang frames with the help of nylon cord through hooks, which can be fitted on slot in the frame of panels (hooks can be ordered).
2. Do not use board pins or stapler pins to fix material on panel walls. Exhibitors would have to pay a fine of RO. 15.000 in cash for damaged panels before the last day of the exhibition.
3. Do not write on panels or furniture supplied.
4. Do not fix stickers on furniture.
5. Do not drill into the floor, pillar or wall.
6. Do not swap shell scheme furniture. All physical furniture present in your stand with or without requisition will be charged.
7. **Note:** All damaged shell scheme for non-compliance of the above will be charged to you, as per cost quoted by supplier at current rate of replacement.

### **ELECTRICAL**

1. Do not use multi pinpoints. Order extra points to avoid tripping.
2. The twin socket supplied is 13 amp, one phase, 200 watts power consumption. Power requirement for more than 200 watts, to be ordered extra.
3. All light/electrical fittings are to be requisitioned for. Any personal electrical items installed will be charged at our standard rates.
4. All personal electrical fittings used should be as per specifications of Ministry of Electricity and Water - Sultanate of Oman. Approval of the organizer has to be taken in writing before any such installation.

## Standard Booth Design & Specs

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- a. Three sided shell scheme stand
- b. Carpet tiles covering stand floor
- c. Fascia lettering in English and Arabic (not exceeding 30 letters)
- d. Two spotlights — 100 watts each
- e. One table and two chairs
- f. One double socket, 240 volts, 13 amp single phase  
200 watts maximum use
- g. Bare space — Only area marked without shell structure
- h. Minimum area to be booked is 9 m for shell scheme and service or 18 m bare space

## **9. “BARE SPACE” – RULES & REGULATION**

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Bare space is referred to as only area marked with no stand filling shell scheme and service, i.e. No walls, fascia, frame, light, electric connection, carpet or furniture. If you opt for bare space, you will have to order electric power points, build up walls, obtain furniture, electrical fittings, etc.

### **9.1 POINTS TO BE NOTED FOR BARE SPACE USERS**

- a) The blue print/design of exhibition mock up is to be submitted to the organizers for approval one month prior to the exhibition opening date. The appointed contractor along with a representative of Exhibitor should present the same in person to the Director Operations of the Organiser.
- b) Mock-up should not block the view of other stalls. Hence the built-up walls should not exceed maximum 5 meters in height. Access to mock up should be from all sides without exception and should not block the Fire Exit Aisle.
- c) Note: In case of high mock - up space will be allocated at a location which will not obstruct the fire exist or block the other exhibitor view.
- d) All Bare Space exhibitors should submit a Notice of Intention to Erect a Stand or carry out Electrical installation & should note the date for erection & dismantling of the mock up. 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 should be submit along with the Notice of Intention. (Refer to Form 7- Bare Space Contractors Form)

### **9.2 CONSTRUCTION DETAILS**

Construction details of Multi-storey Stand must accompany the following:

- a) Structural drawing
- b) Load calculation & strength of the pillar
- c) Materials Fire rating standard
- d) Distance from the Fire Exit
- e) Means of Escape
- f) Details of theatre style audience seating

Drawing and details, in writing, shall be submitted minimum one months prior to the event

Any design certificates, load tests, structural calculations or any other details, will only be accepted where provided by competent, qualified experienced structural engineer.

### **9.3 BARE SPACE - ISLAND (corridor on all the four sides)**

The use of walls is restricted in island site. Access to be provided to their stand on all sides. The following guidelines must be observed. Any walling shall only:

- a) Be a minimum of 2m from the perimeter of the stand
- b) Be located as centrally as possible within the stand
- c) May note the following apportioning of space:
- d) Not more than 50% of the total space be used for display of exhibits

e) Not more than 20% of the total space be used for office area  
A minimum of 30% of the total space should be left open for free movement of visitors.

#### **9.4 FITNESS OF MATERIALS**

Materials used for the construction/alteration of a stand shall be  
Of a suitable nature and quality as per the drawings  
Adequately prepared /fabricated before being brought to the Centre  
Prepared/fabricated in such a way for easy buildup and dismantling

#### **9.5 FIRE PRECAUTIONS**

Materials to be used in the construction of stands  
Non-combustible material  
Flame resisting plastic material  
Flame resisting timber/ treated so as to be flame resisting

#### **9.6 STRUCTURAL STABILITY**

“DEAD LOAD” means the force due to the static mass of all walls, partitions, floors, roofs and finishes.

“IMPOSED LOAD” means the load assumed to be produced by the intended occupancy or use, including distributed, concentrated, impact, dynamic and inertia loads.

Calculation of LOAD (any stand will be subjected)

“DEAD LOADS” calculated from the actual known weight of the materials used.  
Any beams and or flooring that are for the purpose of lateral distribution shall be designed to carry a uniformly distributed load per square meter of not less than 1kN/m<sup>2</sup>.

“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/m<sup>2</sup>.

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 as will impair the stability of the stand.

#### **9.7 MEANS OF ESCAPE**

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

There shall be clear headroom of not less than 2m over the whole width of the stairway

The width shall be not less than 1m

There shall not be fewer than three nor more than sixteen risers per flight

The height of the riser shall be not be less than 100mm or more than 180mm

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 be not more than 15 degrees

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

Consecutive tapered treads shall each have the same going and rate of taper

A handrail shall be securely fixed at a height of not less than 84cm. or more than 100cm. (measured vertically above the line of pitch of the flight)

Any stairway to a multi-storey stand shall not discharge directly to gangway but to the ground floor of stand which provides unobstructed access to a Gangway

Emergency lighting is required to ensure that people can find their way to the general escape routes in case of any emergency.

### **9.8 BARE SPACE – ON DIVIDED SITES**

Exhibitors are responsible for erecting and decorating side and back walls facing onto their stand areas to a height of 2.5mtr. Walls above 2.5 mtr. height overlooking adjoining stands must be clad on both sides and finished in plain colour only, by the exhibitor who has erected. Exposed walls must not display copy, logos or graphics or other advertising on the neighbor's side.

### **9.9 PLATFORM**

Bare Space Electrical, telephone/data cables should not distribute under the carpet. In order to facilitate the cable distribution it is the responsibility of the exhibitors to make their own arrangement for the provision of platform for their stand area. The platform should have timber finished edging and all corners should be rounded. Provision for special ramp for handicapped visitors must be provided.

Any part of a floor of a stand may be constructed of natural unproved timber of minimum thickness 25mm provided the timber is closed joined. Wood chipboard used for a floor shall be of minimum thickness of 18mm.

### **9.10 HEIGHT GRADING SYSTEM**

The maximum height for Bare Space is stand would be 5mtr. But it is recommended to monitor a grading system. Example 1<sup>st</sup> and 2<sup>nd</sup> row maximum height should not be more than 4mtr. 3<sup>rd</sup> and 4<sup>th</sup> row maximum height should not be more than 4.5mtr. 5<sup>th</sup> row onwards-maximum height should not more than 5mtr.

### **9.11 BUILDING WORKS AND FIXINGS**

No fixings or an attachment to structure or ceiling of any part of the 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 is not permitted. Any damage will be charged as per the OIEC rate.

### **9.12 USE OF ADHESIVE TAPE**

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

### **9.13 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 1500kg/sq.m

### **9.14 SUSPENDED FITTINGS**

Suspended stand fittings will not be permitted.

### **9.15 ELECTRICAL INSTALLATION**

Drawings and details, in writing, shall be submitted minimum one month prior to the show.

Any drawings of electrical power distribution or any other details will only be accepted where provided by competent, qualified experienced electrical engineer.

Qualified experienced electricians should carry out any electrical installation, testing & commissioning.

Any electrical points other than in the drawing should not be included during execution unless prior written approval is made.

The entire electrical installation is to be carried out in accordance with the safety regulations of Ministry of Housing Electricity & Water, Sultanate of Oman.

Electrically-conducting stand components are to be included in precautions against indirect contact

All the conductors of the secondary lines should be protected against short circuits and overloads

No flat cables of any type may be used. Conductors should be 3core, P+N+E for single phase and 5core, 3P+N+E for three phase connections.

Suitable means of isolation to be provided for the secondary lines

#### **9.16 SAFETY & EMERGENCY LIGHTING**

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.

## **10. SERVICE FORMS**

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**FORM 1 – FASCIA LETTERING**

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To be completed in capital letters and faxed to OITE on (+968) 24565165/ 24561176 latest two weeks before the exhibition opening date.

Event Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Stand Number: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Fascia lettering Application:  
(Applicable only to exhibitors opting for Shell Scheme)

**Please type your company name to appear on the fascia of your stand. Letters should not exceed 15 in each language. R.O. 0.200 baisa will be charged per letter space if fascia lettering exceeds 30-letter space in total.**

ENGLISH


ARABIC


Total Number of letter space: \_\_\_\_\_

Note: Please note that for calculation of Fascia letter, the space between 2 letters is also calculated as one letter space.



**FORM 2- FREE CATALOGUE ENTRY**

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To be completed in capital letters and faxed to OITE on (+968) 24565165/ 24561176 latest two weeks before the exhibition opening date.

Event Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Country: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email \_\_\_\_\_ Web: \_\_\_\_\_

Contact Person: \_\_\_\_\_

**Exhibition Official Catalogue Entry Application:**

- All information must be preferably submitted in soft copy via email to \_\_\_\_\_
- Each exhibitor is entitled for a free listing with 100 word description in English & Arabic of the company's main business activity.
- The organizers reserves the right to edit text given without further consultation with the exhibitors

**ENGLISH**

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**ARABIC**

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## FORM 5 – HOTEL RESERVATION

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To be completed in capital letters and faxed to OITE on (+968) 24565165/ 24561176 latest two weeks before the exhibition opening date.

Event Name: \_\_\_\_\_

Company Name \_\_\_\_\_

Exhibitors Name: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Choice of Hotel: \_\_\_\_\_

Number of Days: \_\_\_\_\_

Type of Room: Single: \_\_\_\_\_ Double: \_\_\_\_\_

Date of Arrival: \_\_\_\_\_ Flight No/ Time: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Flight No/Time: \_\_\_\_\_

Cash payment: \_\_\_\_\_ Credit Card Payment: \_\_\_\_\_

Credit Card No: \_\_\_\_\_

Credit Card Type: \_\_\_\_\_

Validity of the Card: \_\_\_\_\_ Card Holders Signature: \_\_\_\_\_

Exhibitors Signature: \_\_\_\_\_

### Remarks:

1. Please refer to the attached hotel rates sheet for room rates & other details.
2. All charges are to be settled directly with the hotel concerned.

## FORM 6- VISA APPLICATION

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To be completed in capital letters and faxed to OITE on (+968) 24565165/ 24561176 latest three weeks before the exhibition opening date.

Event Name: \_\_\_\_\_

Company Name: \_\_\_\_\_ Stall No: \_\_\_\_\_

Name of the Applicant: \_\_\_\_\_ Fax: \_\_\_\_\_

Tel Contact: (R) \_\_\_\_\_ (O) \_\_\_\_\_ (M) \_\_\_\_\_

Mothers Name: \_\_\_\_\_

Nationality: \_\_\_\_\_ Coming into Oman from: \_\_\_\_\_

Passport No: \_\_\_\_\_ Date of Expiry: \_\_\_\_\_

### Conditions for Visa Application:

- Applicable only to international exhibitor who require visa to enter the Sultanate of Oman
- Exhibitor's passport must be valid at least for the next 6 months from the date of application.
- GCC nationals do not require entry visa.
- When visa is issued a copy will be faxed to you and original will be deposited at Seeb international Airport for collection upon arrival.

### Please complete the application and courier with following attachments:

- Relevant pages of passport copy;
- Visa copy with last exit stamp if visited Oman earlier; and
- 4 colour Passport size recent photographs

### Note:

- Visas will be charged as per rates printed in the exhibition brochure
- Visas are issued at the discretion of Director General of immigration, Royal Oman Police.
- The organizer hold no responsibility of procuring visa OR type of visa requested in time if the completed document does not reach us one month before the exhibition opening date.

### UNDERTAKING:

**I hereby undertake to fax within 1 week of my exiting Oman to OITE on Fax 00968 2456516/ 24561176 and hereby confirm that I will use the visa issued by OITE only for the purpose of participating in the above mentioned event name and will abide by the rule & regulation of the authorities in Oman and the organizers**

Name in full: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Signature & Seal of Company/Agent (as applicable): \_\_\_\_\_

**FORM 7- INDEPENDENT STAND/ BARE SPACE**

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**(To be filled by Bare Space exhibitors only)**

To be completed in capital letters and faxed to OITE on (+968) 24565 165/ 24561176 latest five weeks before the exhibition opening date

Event Name: \_\_\_\_\_

Company Name: \_\_\_\_\_

Stand Number: \_\_\_\_\_ Signature: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Country: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

**The following company will be our contractor for stand building and / or other display work:**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Person in Charge: \_\_\_\_\_

**Please submit your Structural & Electrical Drawings, with dimensions, illustrating the design of your stand to OITE before 50 days of the exhibition for prior approvals. Also the appointed contractor should personally present the diagram to the Operations Director of OITE.**

Note: All electrical requirements for Bare Space are subject to additional charges. Please find attached the Optional Electrical Form to be filled and submitted along with payment for the required services to OITE (duly approved & stamped by the exhibiting company)

**IMPORTANT**

This form must reach the organizer Not Later than \_\_\_\_\_

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

## FORM 8- OPTIONAL FURNITURE REQUISITION

Event Name: \_\_\_\_\_ Date \_\_\_\_\_

Company Name: \_\_\_\_\_ Stand No: \_\_\_\_\_

Name of the person requisitioning: \_\_\_\_\_

Signature of person requisitioning \_\_\_\_\_

Country \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

ITEM	ITEM NO.	SIZE-CM (L x W x H)	PER UNIT	QTY	TOTAL R.O.
BAG HOLDER	1		2.400		
BANNER FRAME			12.000		
BAR 1m/ 2m/ 3m			3.600		
Carpet tile per sq. mt.	3	50 x 50	3.600		
Chair (plastic)	5		3.000		
Counter (high model)	7	103 x 53 x 105	13.800		
Counter (low mode)	9	94 x 45 x 76	10.200		
Counter (free model with door)	2	103 x 53 x 90	19.200		
Counter (free mode)	4	103 x 53 x 90	13.800		
Exhibit base (big)	6	103 x 103 x 60	18.000		
Exhibit base (small)	8	103 x 103 x 30	12.000		
Fire Extinguisher	27		8.400		
Garment rack	10		18.000		
Glass showcase/ show case Free Mode	13	103 x 53 x 105	18.000		
Glass showcase (Full glass)	11	103 x 53 x 100	21.600		
Glass showcase Pedestal			12.000		
Literature holder	15		10.800		
Literature holder (free standing)	17	140 x 70.5	8.400		
Net 3m x 3m			3.600		
Shelf (long) - Dead load 10 kg	19	200 x 10	3.000		
Shelf (flat) - Dead load 10 kg	12	100 x 30	3.000		
Shelf (slope adjustable) Dead load 5kg	12	100 x 30	3.600		
Table (folding type)	16	220 x 80 x 74.8	8.400		
Table (square type)	18	80 x 80 x 73	5.400		
Wall display panel	21	103 x 60	8.400		
Wall panel (horizontal)	23	300 x 100	18.000		
Wall panel (vertical)	22	250 x 103	6.000		
Waster basket	24		2.400		
<b>ACCESSORIES:</b>					
• Hammer head screw	28		0.600		
• Ring screw	29		0.600		
• Hook screw	30		0.600		
• Chain	31		1.200		
<b>Total: Optional Furniture</b>					

## **Conditions for Furniture Rental**

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1. The forms is to be completed in capital letters and faxed to OITE on (+968) 24565 165/ 24561 176 latest three weeks before the exhibition opening date
2. All items ordered are on rental basis & exhibitors have to make good of any damages or losses, in cash.
3. Any complaint regarding rental/ installation must be lodged the day before the exhibition commences. Otherwise all items are deemed to have been received in good order.
4. All Orders must be accompanied with full remittance. Orders without payment will be disregarded
5. All Optional furniture requirements will be available only on cash basis at the exhibition venue.
6. This original order form which is the exhibitor copy is as an original invoice for all record purpose.



**FORM 9- OPTIONAL ELECTRICAL/ TELEPHONE/ OTHER SERVICES REQUISITION**

(As applicable for Shell Scheme (B) or Bare Space (E))

Name of the Company: \_\_\_\_\_ Stand No: \_\_\_\_\_

ITEM	SIZE (L X W X H)	PER UNIT	QTY	TOTAL R.O.	ITEM	PER UNIT	QT Y	TOTAL R.O.
<b>B. OPTIONAL ELECTRICAL SHELL SCHEME &amp; SERVICE</b>					<b>E. OPTIONAL ELECTRICAL BARE SPACE</b>			
Spot light	100W	4.800				12.000		
Tube Light	40W	6.600				12.000		
13 amp double socket	0.8KW Max. Use	5.400				NA	NA	NA
13 amp double socket 240 V	0.8KW. Max. Use 24 Hrs	8.400				NA	NA	NA
13 amp double socket 240 V	3KW. Max. Use	18.000				21.600		
13 amp double socket 240 V	3KW. Max. Use 24 Hrs.	21.600				25.920		
10 amp 3 phase (without DB) 415V	5.75KW Max. Use	39.600				47.520		
15 amp 3 phase (without DB) 415V	8.6KW Max. Use	48.000				57.600		
30 amp 3 phase (without DB) 415V	17KW Max. Use	78.000				93.600		
60 amp 3 phase (without DB) 415V	34KW Max. Use	135.600				162.720		
100 amp 3 phase (without DB) 415V	57 KW Max. Use	256.800				307.200		
Distribution Board	100 A-TPN	24.000				28.800		
Halogen light Fitting	500 W	8.400				30.000		
Halogen light fitting	1000W	18.000				48.000		
<b>Total: Optional Electrical</b>								
<b>C. TELEPHONE SERVICES</b>								
<b>Total: Telephone Services</b>								
<b>D. OTHER SERVICES</b>								
TV, VCR, Refrigerators, Freezer	On request/ availability							
<b>Total: Other Services</b>								
<b>TOTAL AMOUNT TO BE PAID A+B+C+D</b>								

## **Conditions for Electrical Rental**

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1. The forms is to be completed in capital letters and faxed to OITE on (+968) 24565 165/ 24561 176 latest three weeks before the exhibition opening date
2. All Orders must be accompanied with full remittance. Orders without payment will be disregarded.
3. All Optional furniture requirements will be available only on cash basis at the exhibition venue.
4. Electricity will be supplied through the Organizer only. The Official Contractor has been appointed to carry out all electrical (wiring and connection, lighting fixtures etc).
5. All items ordered are on rental basis and exhibitors will therefore have to make good of any damages or losses.
6. Exhibitors with very sensitive equipment are advised to bring their own stabilizer & USP to control the voltage fluctuation & data back up.
7. Any complaint regarding rental/ installation must be registered the day before the exhibition commences. Otherwise all items are deemed to have been received in good order.
8. Exhibitors are not permitted to fix their own spotlight or halogen light. Personal halogen and spotlights used in the stands will be charged as per charges mentioned in the optional requisition form and if they do cater to standard it will be confiscated without warning.
9. This original order form which is the exhibitor copy is as an original invoice for all record purpose.