



MEBAA2024: Chalet Build Up & Breakdown Guidelines/Regulations (v1)

1. Chalet Overview & Guidelines

Chalets are handed to Exhibitors in a basic shell form. It is the responsibility of the exhibitor to appoint a contractor to fully design and dress the chalet interior, including all interior walling. The interior decorations, fittings and furnishings are the sole responsibility of the exhibitor and their contractor but must be approved by the Organisers.

Full chalet documentation and final confirmed Chalet Designs are due by **Friday 25th October 2024**. Late submission of chalet designs will be charged USD\$250 late submission fee and may lead to delays on-site.

Exhibitors will be charged for any damage or alterations to the basic chalet shell. **Please note that a security deposit of USD\$5500 per double storey chalet unit needs to be paid in cash or by bank transfer to F&E LLC FZE an Informa Company, before access to the chalets will be permitted.**

Chalet holders must fully complete the Chalet design submission process to obtain the Organisers approval. Chalet plans must be uploaded/submitted in DWG, JPEG or PDF format. Chalet designs must include a plan view of the proposed chalet interior design, including all dimensions, specifications, and materials of all structures. Chalet designs will be inspected by the Organisers. Please note that this process can take some time, therefore early submission is encouraged. Late submission of chalet designs will be charged USD\$250 late submission fee and may lead to delays on-site.

Permission to access the chalet premises and commence construction will not be permitted without the full approval of the Organisers. The Organisers reserve the right to reject any plans which do not comply with the exhibition regulations.

Air-Conditioning Units & Alterations

All Double Storey chalets are provided with minimal air-conditioning system; 3 x AC units are provided per double storey single chalet unit. If any modifications or additions are required, please contact the Operations Team as the official AC contractor is the only party authorised to modify the existing system.

Please note that the chalet holders will be charged accordingly for air conditioning modifications and that the Operations Team should be notified as soon as possible to avoid surcharges. The Organisers will install the AC units where they think suitable if no drawing of preferred location has been received with accompanying Chalet Designs. Any subsequent alterations will incur a cost.

It is highly recommended that all AC unit locations/placement is on the chalet side walls you must install, not on centre partition walls in the office/meeting room walls you install. This makes the installation, plumbing and electrical supply to these AC units easier for all and access easier in cases of any repairs and or leaks. Note – Any walls you install that require AC units to be placed on, must have a 10cms gap minimum behind them to allow AC cabling and plumbing.

If alterations to the basic chalet structure and package are required, please email your requirements to paul.booth@informa.com by **Friday 4th October 2024** so a review of design can take place and quotation of costs be sent.

Please Note: No Hot working or Grinding is allowed inside chalets or within vicinity of the chalet area under any circumstance. This is a fire risk and anyone found doing so will be removed from the site immediately.



Balconies/Terraces & Outdoor Signage (NEW Acrylic Boards & Contra-vision Vinyl Stickers)

Chalet balconies are provided with handrails with acrylic boards attached and green AstroTurf flooring. It is not permitted to place/attach canopies, awnings, secondary structures, or any other materials directly into/onto the chalet structure or ground floor terraces.

Branding of the ground floor terrace railings (acrylic boards) is only permitted, if booked through the Organisers (\$4000USD per chalet unit), please contact paul.booth@informa.com for more details & subject to artwork submission and approval. Please note the Organisers official contractor must oversee the production and installation of this element. This branding would be for the GF handrail (acrylic board) part only. The lower white base wall must remain a uniform white solid colour.

In the case of the upper chalet deck, flat signage may be placed on the upper balustrade (acrylic boards) as a contra-vision vinyl sticker type, free of charge as part of the chalet booking. Details of all signage to be placed on the balustrades must be illustrated on the chalet designs and approved by the Organisers.

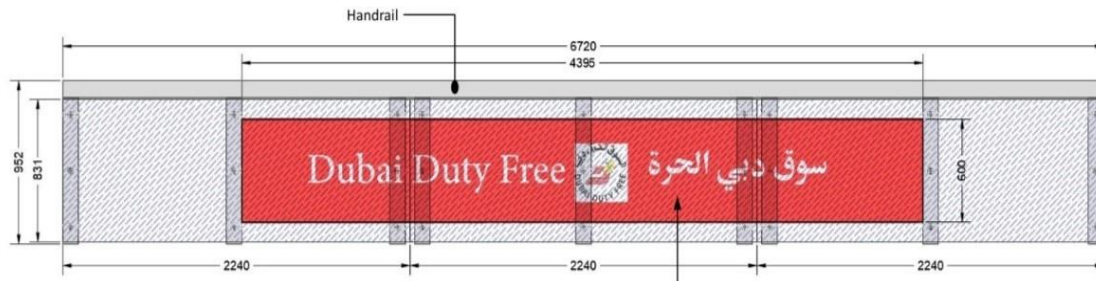
No window stickers can be affixed to the chalet windows or doors as this will damage the provided chalet window tinting.

No structure, signboard or signage that obstructs or projects on to neighbouring chalets is permitted on the balconies or terraces. The Organisers reserve the right to remove any signage that does not comply with these rules.

No gluing, drilling, or screwing is allowed on the GF or FF terrace balcony floor as it will cause leakage. You must use a soft placement 'click system' decking/flooring that requires no screwing/drilling or nailing if you choose not to take the supplied default AstroTurf.

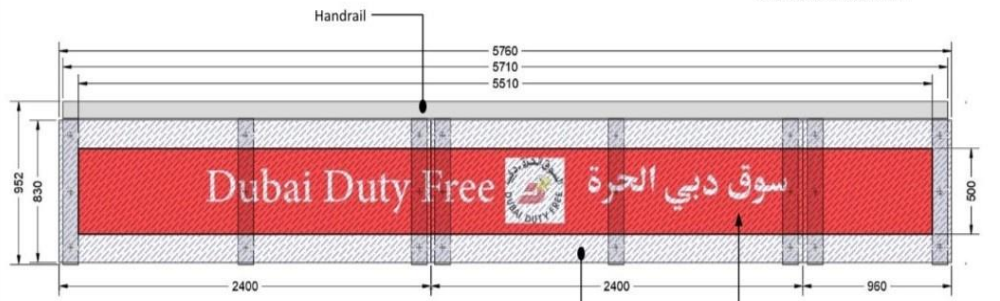
- *Each chalet unit has 1 (one) flagpole where a uniform size flag of 1m H x 2m W (landscape) can/must be flown.*

MEBAA2024: DAEP Chalet Branding Guidelines (Regulation Examples & Specifications)



ACRYLIC BALUSTRADE – UPPER LEVEL:

Branding Signage - Upper level
Size: 4395mm X 600mm



ACRYLIC BALUSTRADE – LOWER LEVEL:

Clear Acrylic Sheet

Branding Signage - Lower level
Size: 5510mm X 500mm



CHALET FRONT SIDE VIEW:

Branding Signage - Upper level
Size: 4100mm X 600mm

Chalet Types/Options

The Chalet specifications, interiors and services provided vary depending on the type of chalet occupied. The chalet options and standard services provided are as follows:

Single Unit Double Storey Chalets (Chalets Row A)

Single exterior stairway from the static park

Single internal staircase

1 x male & 1 x female toilet – **water & waste needs to be ordered separately**

1 x kitchen unit - **water & waste needs to be ordered separately**

1 x electrical distribution board – **supply needs to be ordered separately**

Double Unit Double Storey Chalets (Chalets Row A)

2 x Single exterior stairways from the static park

2 x Single internal staircases

2 x male & 2 x female toilets – **water & waste needs to be ordered separately**

2 x kitchen unit – **water & waste needs to be ordered separately**

2 x electrical distribution board – **supply needs to be ordered separately**

Chalet Dilapidations

Please note that a security deposit of USD\$5,500 per double storey chalet unit needs to be paid in cash or by bank transfer to F&E LLC FZE an Informa Company, before access to the chalets will be permitted.

Exhibitors and their contractors are advised that no fixings, alteration, or damage must be made to any part of the premises, except by DAEP's own staff. Any damage to walls, columns, floor, hired accessories or other parts of the premises will be charged to exhibitors and you should be aware that costs for this are likely to be very substantial. Please ensure that any contractors that you may employ are aware of this as well as those found to be connected to your presence at the show may incur costs that will be levied directly to you.

2. Early Access & Late Working (Extra Build Up Days & Hours):

If you require extra build up time to complete your chalet safely and need to continue working outside the publicised build up hours, you will need to inform the Organisers Office situated on level one of the main exhibition hall by 14:00 hrs on that day. This can be applied for using the 'Late Working App' via the QR code available from the Health & Safety team or displayed within the organiser's office onsite. Sufficient H&S coverage from the organisers can then be assigned accordingly. You will need to supply the names of all employees working late and a main point of contact mobile number for the onsite supervisor.



A charge of AED 1000 p/h (USD\$275) per structure per day from (18:00-22:00) will apply and no work can continue after 22:00 hrs. Please note that all payments must be made in advance and a late working permit obtained before out of hours working can commence.

The following requirements must be adhered to:

- Adequate power supply ordered to carry out work
- Temporary light rigs installed to supply enough light to create a safe working environment
- All personnel must adhere to the strict venue PPE ruling
- Welfare breaks provided so workers have sufficient rest periods

The organisers H&S team will monitor work onsite and can suspend work at any point if they feel a breach of H&S practice has occurred.

If you would require extra build up time in the form of additional workdays (early access) to complete the chalet, a request can be made to the organisers in advance of the scheduled build up timetable.

The confirmation of early access will be subject to all Health & Safety rulings being adhered to, approval to start construction from the venue being granted through complete documentation submission and payment of USD\$1500 per chalet/exhibiting chalet, per day being paid.

*Note early access build up day timings will be fixed at 08:00am-18:00pm only.

- All chalet construction must be completed by **18:00hrs on Saturday 7th December 2024**. No late night or overnight work will be permitted after this time/date.
- All chalet exhibits set up (small snags only) have to be completed by **18:00hrs on Sunday 8th December 2024**, as the remaining time is required for deep cleaning and security checks of the venue before opening. No construction or deliveries will be allowed on the chalet/static line after this point.
- **PLEASE NOTE THAT THESE DEADLINES WILL BE STRICTLY OBSERVED THIS YEAR (2024) AND NO RE-ENTRY WILL THEN BE PERMITTED BEFORE 08:00am ON TUESDAY 10th DECEMBER 2024.**

3. MEBAA2024 Chalet Performance Bond: (Process, Fines and Ruling)*

At MEBAA2024 we are introducing a build-up performance bond payable against each (per) chalet unit you are constructing outdoors.

This bond will be USD\$10,000 per chalet unit, payable during the review process and note that no permission to start build will be granted until this money is received. This payment can be made in cheque form.

The bond will be held by Informa finance and be part of the monitoring onsite procedure against the show build up ruling that all chalets must be fully complete by **18:00pm Saturday 7th December 2024**.

The build-up will be monitored and reviewed by the organiser's operations team, their H&S team and the venue engineering team, and a progress assessment made in real time, as the end of build-up time approaches as to how much work is then remaining on your chalet (if any).

Accordingly, the decision will then be made if a performance bond fine is warranted.

**More details to follow on this subject*







4. PPE (Personal Protection Equipment) Requirements:





All health & safety guidelines and safe working practices must be adhered to at all times during MEBAA2024. Failure to do so will result in suspension of work until the H&S team are satisfied that control measures have been put in place for you to carry on.

Full PPE clothing and equipment are compulsory and must be used and worn at all times. Failure to do so will also lead to work being suspended.

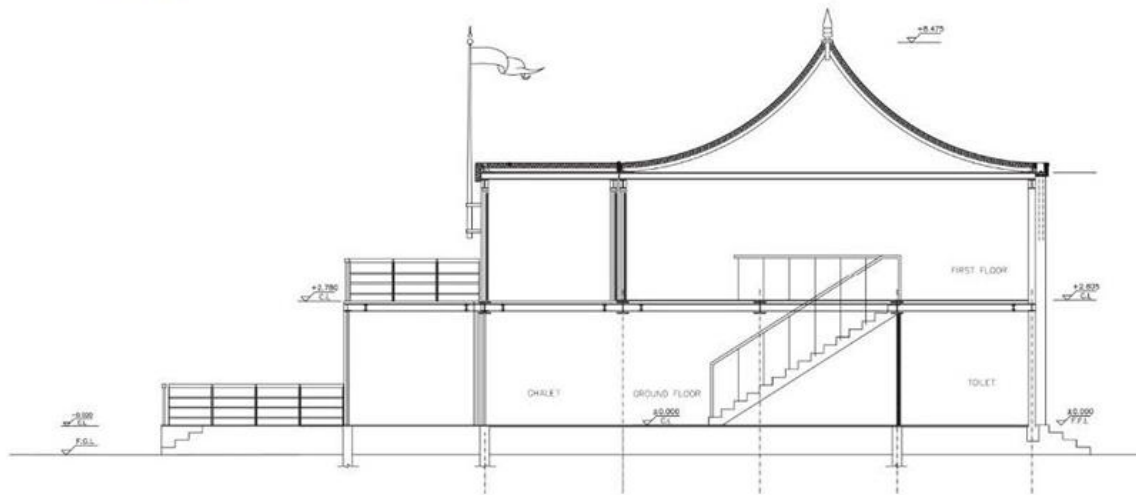
Details of equipment to be used and/or worn while onsite at MEBAA2024 can be found overleaf:

Mandatory PPE Requirements Onsite at MEBAA2024:

Hazard	Advice	PPE	Examples
<p>Slippery surfaces</p> <p>Nails and sharp objects on the floor</p> <p>Heavy items dropped during movement or fitting</p>	<p>Safe footwear should be worn to prevent slipping and foot injuries.</p> <p>Safe footwear is mandatory during the construction activities of build-up/breakdown for ALL personnel entering the halls.</p> <p>General recommendation: EU Approved to class EN345 (safety footwear)</p>	<p>Safe footwear</p>	
<p>Moving vehicles</p> <p>Vehicle/pedestrian interaction</p> <p>Poor visibility</p>	<p>Hi-visibility vests have highly reflective properties or a colour that is easily discernible from any background.</p> <p>Wearing Hi-visibility vests is mandatory during the construction activities of build-up/breakdown for ALL personnel entering the halls.</p> <p>General recommendation: EU approved to class EN 471</p>	<p>Hi-Visibility jacket/ vest</p>	
<p>Danger of falling objects or overhead work taking place</p>	<p>A hard hat should be worn to protect the head if an object falls from a height</p> <p>General recommendation: EU approved to class EN397</p>	<p>Hard hat</p>	
<p>Person working at a height</p>	<p>Persons working at height where there are no guard rails should be clipped on via a lanyard or wearing fall arrest equipment.</p> <p>General recommendation: EU approved to class EN361 (full body harness)</p>	<p>Lanyard/fall arrest equipment</p>	

<p>Contact with hazardous chemicals</p> <p>Contact with human fluids</p> <p>Dirty workplace</p> <p>Handling sharp objects</p> <p>Objects being moved (trapping)</p>	<p>Protect hands from harm using appropriate type of gloves (consider glove material, dexterity needs, performance)</p> <p>General recommendation: EU approved to class EN388 (mechanical) and EN 374 (chemical)</p>	<p>Safety gloves</p>	
<p>Inhalation of dust, gas or fumes</p>	<p>Protect the body from breathing or ingesting hazardous materials.</p> <p>General recommendation: EU approved to class EN149</p>	<p>Respirator</p>	
<p>Impact with moving objects</p> <p>Eye contact with chemicals</p>	<p>Protect eyes using suitable glasses</p> <p>General recommendation: EU approved to class EN166</p>	<p>Safety glasses</p>	
<p>Loud noise</p>	<p>Protect ears from noise using appropriate type of device with correct attenuation.</p> <p>General recommendation EU approved to class EN352-2 (earplugs)</p>	<p>Ear plugs</p>	

MEBAA™
SHOW



CONSTRUCTION
SKETCH

MEBAA SHOW 2024 - DOUBLE STOREY CHALET SECTION

