Exhibitor Manual
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Welcome

Cairo Expo Marketing & Exhibitions welcomes you as an Exhibitor at the HVAC-R Egypt Expo – ASHRAE.

This Exhibitor Manual answers all major questions that may arise during the planning of your participation in HVAC-R Egypt Expo – ASHRAE from 11-13 April 2019.

This Manual is intended:

- To furnish you with information regarding the Exhibition and your participation therein and provide answers to most questions.
- To provide guidelines and to act as a useful checklist.
- To facilitate and simplify your arrangements in coordinating a successful exhibition.

All exhibitors are earnestly requested, in their own interest, to read this manual and to carefully peruse all material contained herein and to respond timelessly before the relevant deadlines indicated.

It is the intention of the organizers to apply the rules and regulations in a manner that will be of benefit to all exhibitors and they look forward to having the exhibitor’s co-operation in this matter.

The manual is not intended to replace our personal service. Please contact us should you have any questions or require special assistance. See details regarding the Organizing Team below.

We look forward to a successful HVAC-R Egypt Expo–ASHRAE and trust we will all benefit from this venture and business opportunity.

We wish you well in your planning and a very successful show.

With Kindest Regards,

Mohammed Youssif Ghazy
Chairman
Exhibitor checklist

- Book your hotel if applicable or contact with the official hotel & travel agent for HVAC-R Egypt Expo (Insight Tours), review the Exhibitor Manual.

- SAMEHCO for transportation, shipping and exhibitions services the official show customs provider to handle customs clearance for the convenience of exhibitors who ship materials.

- Prepare a list of required materials and rental equipment for your booth.

- Order/prepare products, signage and any other materials for your booth.

- Check booth sketches and booth construction schedule. This applies to exhibitors erecting their own displays.

- Register your team for exhibitor passes.

- Promote your booth on social media and your website.

Arriving on EIEC:

- Pick up your passes from the Exhibitor Registration Desks.
- Ensure you have copies of all orders, invoices and associated paperwork.
- Ensure your booth has been set up according to HVAC-R Egypt Expo regulations, please be considerate of other exhibitors’ sight lines.
Quick Reference

The Organizer:

Cairo Expo
Marketing & Exhibitions
Exhibition Management, Sales & Promotion
E-mail: info@cairoexpo.net  cairoexpo.eg@gmail.com
Mobile: (002)01067500966 - (002)01009280079 – (002) 01009280019
What's App: (002)01275016033
Address: 41 El lebebnyst, Mariotia, Haram, Giza
Website: www hvacregypt com

The Venue:

Egypt International Exhibition Center (EIEC)
E-mail: info@nc-iec.com
Website: www nc-iec com

ADDRESS:
El-Moshir Tantawy Axis, Behind El-Moshir Mosque
New Cairo
Cairo, Egypt.
How To Get There


Egypt International Exhibition Center (EIEC) is widely considered to be one of the best venues in the Middle East and Africa. It offers modern facilities including conference rooms, VIP lounges, seminar facilities, extensive parking facilities, restaurants, cafeterias and central air-conditioning. The center boasts adequate exhibition and conferences facilities and also ample parking space for visitors and exhibitors.
For Your Reference

Modern Facilities:
- Conference Rooms.
- VIP Lounges.
- Seminar Facilities.
- Cafeterias and dining options.
- Extensive parking slots.
- Kids' area
- High speed Wi-Fi network.

Main Features:
- Easy to reach location.
- Close to the Airport.
- Top Notch Accommodations.
- Close to main industrial cities.
- Close to Touristic attractions.

Premium Location:
- 20Km Cairo International Airport.
- 20Km down town.
- 18Km Suez Road.
- 35Km Ismailia Desert Road.
Construction Regulations

Designing Your Booth:

- Booth decor
- Carpeting
- Customized booth design
- Exhibitor signage
- Hard wall booth structure
- Internet access
- Shipping
- Sign design and hanging
- Storage
- Table, chair, desk, counter and shelf rentals

Standard Booth Layout:

Stand space is sold in a standard Stand Package Format:

Standard Shell Scheme Package includes:

- Partition Walls (White Walling)
- Fascia board with company's name
- Carpeted flooring
- 1 table
- 2 folding chairs
- 1 power point (220V – 15A)
- 3 florescent lights
- 1 waste basket and general cleaning
A shell scheme consists of the temporary walling panels and fascias. Stands have corner and mid-support posts. Fascia posts are provided at intervals not exceeding 4m apart.

- Panels are measuring 2.5 high and 1m wide.
- A standard package includes (220V – 15 AMP). This capacity is just right for daily ‘office’ work.
Extra Furniture

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<td>Folding Door (1 meter)</td>
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<td>Table (70x70x80cm)</td>
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<tr>
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<td>Lounge White</td>
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<td>E20</td>
<td>White Fiber Chair</td>
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<td>White Latex Chair</td>
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<td>Director Chair</td>
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<td>LED TV 42 With Stand (per Day)</td>
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<td>E37</td>
<td>TV Stand (Per Day)</td>
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<td>Projector (per day)</td>
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<td>Mini Bar (4.5 F)</td>
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<td>Water Kittle</td>
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<tr>
<td>E42</td>
<td>water cooler</td>
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<td>E43</td>
<td>Laptop (per day)</td>
<td>70</td>
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<td>E45</td>
<td>Electric Switch</td>
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<td>E46</td>
<td>Drawers Unit</td>
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<td>E47</td>
<td>Tools Hanging Board (Metal)</td>
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<tr>
<td>E48</td>
<td>Aluminum Coat Rack – 1 Meter</td>
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<tr>
<td>E49</td>
<td>Glass Wall Panel – 1 Meter</td>
<td>50</td>
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<tr>
<td>E50</td>
<td>Glass Wall Panel with Venation Blind – 1 Meter</td>
<td>85</td>
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</table>

**Individual project booth construction:**

You can order exhibition booth by an individual project.

**Space only rental**

Raw space Exhibitors will be provided with floor space only. Exhibitors have to design and construct their own booths which comply with the venue’s Rules and Regulations, as well as any conditions specified by the Organizer before or during the exhibition. Exhibitors must select a reputable and experienced contractor on their own to design and construct their booths at their own expense.
Shipping & Customs

**SAMEHCO** for transportation, shipping and exhibitions services; The official show customs provider to handle customs clearance for the convenience of exhibitors who ship materials.

**Mr. Loutfi.guirguis**

<table>
<thead>
<tr>
<th>Address</th>
<th>32 Andalos St., Heliopolis 11341, Cairo, Egypt</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cell</td>
<td>+20 122 21 31 733 / +20 112 99 99 263</td>
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<tr>
<td>Tell</td>
<td>+202 2454 3155 / 2453 7131 / 2260 7804</td>
</tr>
<tr>
<td>Fax</td>
<td>+202 24555 911 / 2263 8810</td>
</tr>
<tr>
<td>Email</td>
<td><a href="mailto:Loutfi.guirguis@samehko.com">Loutfi.guirguis@samehko.com</a></td>
</tr>
</tbody>
</table>

For further information please contact with Exhibition service (002-01275016033).

- The range of services provided include

  * Transport, national or international
  * Temporary or permanent customs clearances
  * Coordination of deliveries, delivery time slot management
  * Unloading, delivery to exhibition-stands, forklifting
  * Storage of empty boxes and crate during the event
  * Accessible storage for brochures and give-away items during the event
  * On-site assistance and super-vision

Hotel & Travel

**Insight Tours** have been appointed as the official agent for HVAC-R Egypt Expo-ASHRAE 2019

**Mr. Ashraf Hamza**

<table>
<thead>
<tr>
<th>Address</th>
<th>68, Takssim el fostat, Salah salem road</th>
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<td>Cell</td>
<td>+2 01001950444 / +2 01014300000</td>
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<tr>
<td>Email</td>
<td><a href="mailto:Tourismrep@insighttours.org">Tourismrep@insighttours.org</a> / <a href="mailto:Ashraf_hamza13@hotmail.com">Ashraf_hamza13@hotmail.com</a></td>
</tr>
</tbody>
</table>

For further information please contact with Exhibition service (002-01275016033).
Move In & Move Out

Move In Schedule

Logo & Profile
15th March 2019

Each exhibitor has the opportunity to publish the company description. In order to collect the data for the catalogue you will receive by e-mail the attached file to complete it with your company description.

(The deadline is 20 March 2019).

Build Up
8 – 10 April 2019
10:00 am - 10:00 pm

- All stand fitting and exhibits are to be completed by 08:00 AM on Thursday 11 April 2019 to enable final clearing and cleaning of the hall to take place.
- **PLEASE NOTE**: Exhibitors who have heavy equipment or any other unusual exhibits or requirements that have to be moved are to liaise with the Organizers in advance regarding this since equipment needs to be in place before carpeting and the shell scheme getting erected the week prior.
- **PAYMENT FOR STANDS**: Payment for stands is required in advance of the Exhibition. Please ensure payment, as exhibitors will not be allowed onto their stand unless full payment for stand/s has been received.

(The deadline for full payment is 1 April 2019).
Show Days

Thursday 11 April 2019
11:00 am - 08:00 pm
Friday 12 April 2019
01:00 pm - 08:00 pm
Saturday 13 April 2019
11:00 am - 08:00 pm

- Early Exhibitor access will allow for preparing/restocking your stand before the show opens – no deliveries to stands will be allowed once the exhibition opens each day.
- Exhibitors are required to be on their stands at least 15 minutes before the Expo opens in the morning.
- Access to show halls, for exhibitors from gate 2, for visitors from gate 1.

Move Out Information

Break down
14 April 2019

BREAKDOWN
Sunday 14 April 8:00 PM Exhibitors (Full Breakdown)
Exhibition Services

EXHIBITION OFFICE:
The Organizers will relocate to a temporary office at the venue during the show period including Build-up and this will serve as the central point for enquiries.

The organizing staff will be happy to assist you with any queries or problems you may have.

EXHIBITOR BADGES:
Exhibitor passes will allow exhibiting companies and their staff access to the exhibition during the official Expo times. Exhibitor badges should also be worn during build-up and breakdown of the Exhibition.

BADGE AND DELEGATE BAG:
If you don’t have your badge or lost your badge? Please go to the registration desk to pick up your badge.

❖ Each Exhibitor will be issued with 4 badges per each 12sqm in his stand.

PHOTOGRAPHER:
A photographer is available onsite. Please contact the exhibition service for more information.

BOOTH SERVICES:
*Electricity
*Water Supply subject to availability / upon request
*Telecommunication
*Modular Booth Construction / Furniture / Equipment
**Rules & Regulations**

1- No children will be allowed on site during build-up and breakdown for safety reasons.

2- Non-hole fixing or tapping in floors or walls in halls and lobbies.

3- Do not make metal work, welding and cutting inside the halls and obliging exhibitors to have electric plates, power switches, Cutters are suitable for loads and using thermoplasts without welding in booths.

4- It is prohibited to use power-saw, cylinders and spry compressor (Doku) inside the exhibition halls, and use them in the designated places outside the halls.

5- The height of the decoration’s booths is 5 m, If your booth height exceeds this figure you should have it approved by the Organizer.

6- To hang banners from the ceiling above the company’s booth must be by (iron wire).

7- It is necessary to abiding safety factors of the flooring loads and avoids exceeding them in any way which is 3000 kg / m².

8- All materials to be used for booth construction, display etc. must meet the fire prevention requirements. This materials shall be compatible with the industrial security, fire resistance and environment insurance, in order to guarantee the security of the show and the safety of the visitors.

9- Access equipment cars from the designated places for that and entering the decorations, fixtures and displays from the loading doors specified for that purpose.

10- No cars allowed to be in EIEC, except that cars for lifting and handling equipment, cars of show.

11- The air conditioning of the halls shall not be operated during the build-up except after the approval of the National Exhibitions Company (in certain special cases).

12- The National Company for International Exhibitions and Conferences has the right to take down or rearrange any booth that violates the technical requirements or the requirements of security and safety, public order or public morals, After have the permission by the Organizer.

13- Smoking is strictly prohibited in the exhibition hall, with the exception of designated smoking rooms., which are determined by the National Company for International Exhibitions and Conferences. In case of violation, the legal regulations and the smoking penalty shall be applied in accordance to law.

14- The decoration, equipment, installation of interior advertising and arranging the exhibits shall be completed at least two hours before the beginning of the exhibition. This shall allow the National Company for International Exhibitions and Conferences to perform the required cleaning works for the exhibition premises.

15- Electric power supply is not included in the raw space rental.