



8th International Exhibition and Conference for Heating, Ventilation,
Air Conditioning, Refrigeration, Thermal Insulation and Energy
HVAC-R EGYPT EXPO - ASHRAE CAIRO

13 | 14 | 15 May 2024

Egypt International Exhibition Center
New Cairo - Egypt

EXHIBITOR MANUAL

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www.hvacregypt.com
info@hvacregypt.com

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YOUR EXHIBITOR MANUAL

Cairo Expo for Marketing & Exhibitions and ASHRAE Cairo Chapter welcome you as a valuable exhibitor at the 8TH International & Conference for Heating, Ventilation, Air conditioning, Refrigeration, Thermal Insulation and Energy HVAC-R EGYPT EXPO – ASHRAE CAIRO 2024.

Our Exhibitor Manual has been designed to provide you with all the relevant information you need to create your stand and ensure the pre-show planning goes as smoothly as possible.

This manual has been produced to help you prepare for a successful exhibition.

It is important to ensure that you have taken all the necessary actions in accordance with the checklist by the stated deadlines in order to prevent possible delays during the buildup period.

If you have questions or problems regarding any section of this manual, please do not hesitate to contact our exhibition service:

+201275016033

+201067500966

info@hvaregypt.com

hvaregyptexpo@gmail.com

We are here to assist you.

We look forward to a successful event and trust we will all benefit from this venture and business opportunity.

HVAC-R EGYPT EXPO- ASHRAE CAIRO

is organized by:

Cairo Expo for Marketing & Exhibitions



GENERAL INFORMATION

<p>ORGANISER:</p> 	<p>Cairo Expo for Marketing & Exhibitions Mob: +2 010- 67500966 +2 012- 75016033 info@cairoexpo.net www.cairoexpo.net</p>						
<p>HEAD OFFICE:</p>	<p>41 El-lebeny St., Mariotia, Haram, Giza Governorate 12512, Egypt.</p>						
<p>EVENT WEBSITE:</p>	<p>www.hvacregypt.com</p>						
<p>EVENT ADDRESS:</p>	<p>Hall 4 Egypt International Exhibition Center (EIEC), El Moshir Tantawy Axis – New Cairo, Egypt. 11865 Cairo https://nc-iec.com</p>						
<p>The Venue:</p> 	<p>Phone: 02 24012048 E-mail: info@nc-iec.com Website: www.nc-iec.com ADDRESS: El-MoshirTantawy Axis, Behind El-Moshir Mosque New Cairo Cairo, Egypt. HOW TO GET THERE: Google Location Map</p>						
<p>OPENING HOURS</p>	<p>Monday – Wednesday 11:00 Am – 20:00 Pm</p>						
<p>Organizers' official bank account, for EUR transactions:</p>	<p>Bank name: BANQUE MISR Branch: Studio Misr Branch Bank Address: 77 Saqqara Tourist Street Al-Zayyat Street -Mariouteya - Al-Haram, Giza, Egypt. A/C No.: 7730130000000099 A/C Name: Cairo expo for marketing, exhibitions and conferences Beneficiary address: 41, Libiny Axis, Haram, Giza 12555, Egypt Swift BIC: BMISEGXXXX IBAN: EG210002077307730130000000099</p>						
<p>Organizers' official bank account, for USD transactions:</p>	<p>Bank name: BANQUE MISR Branch: Studio Misr Branch Bank Address: 77 Saqqara Tourist Street - the corner of Al-Zayyat Street – Mariouteya - Al-Haram, Giza, Egypt. A/C No.: 7730120000000193 A/C Name: Cairo expo marketing and exhibitions. Beneficiary address: 41, Libiny Axis, Haram, Giza 12555, Egypt Swift BIC: BMISEGXXXX IBAN: EG670002077307730120000000193</p>						
<p>THE TEAM:</p>	<table border="0"> <tr> <td data-bbox="550 1516 845 1599"> <p>Project Manager:</p> </td> <td data-bbox="845 1516 1348 1599"> <p>Mr. Mahdy Mohammad Mahdy +201065020377 mahdy@cairoexpo.net</p> </td> </tr> <tr> <td data-bbox="550 1599 845 1830"> <p>Marketing & Advertising Sales:</p> </td> <td data-bbox="845 1599 1348 1830"> <p>Mr. Emad Abdel Sadek Head of Int'l Marketing Department +201001422796 emad@cairoexpo.net</p> <p>Mrs. Salma Hasan Int'l Marketing Assistant Manager +201110700908 salma.hasan@cairoexpo.net</p> </td> </tr> <tr> <td data-bbox="550 1830 845 1937"> <p>CEO:</p> </td> <td data-bbox="845 1830 1348 1937"> <p>Eng. Mohammad Ghazy CEO +201001693211 ghazy@cairoexpo.net</p> </td> </tr> </table>	<p>Project Manager:</p>	<p>Mr. Mahdy Mohammad Mahdy +201065020377 mahdy@cairoexpo.net</p>	<p>Marketing & Advertising Sales:</p>	<p>Mr. Emad Abdel Sadek Head of Int'l Marketing Department +201001422796 emad@cairoexpo.net</p> <p>Mrs. Salma Hasan Int'l Marketing Assistant Manager +201110700908 salma.hasan@cairoexpo.net</p>	<p>CEO:</p>	<p>Eng. Mohammad Ghazy CEO +201001693211 ghazy@cairoexpo.net</p>
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<p>CEO:</p>	<p>Eng. Mohammad Ghazy CEO +201001693211 ghazy@cairoexpo.net</p>						

	Operations Management:	<p>Mr. Tarek Nasry Executive Manager +201065020370 cairoexpo.eg@gmail.com</p> <p>Mrs. Salma Hasan Executive Assistant Manager +201110700908 salma.hasan@cairoexpo.net</p>
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ARE YOU ON A SCHEDULE?

Important dates

Description	Deadline	Check
Stand full payment	15 th March 2024	<input type="checkbox"/>
Exhibitor guide listing form	20 th April 2024	<input type="checkbox"/>
Exhibitor Badges form	20 th April 2024	<input type="checkbox"/>
Venue branding order form & payment	15 th – 20 th April 2024	<input type="checkbox"/>
Stand extra furniture order form & payment	15 th – 25 th April 2024	<input type="checkbox"/>
Workshop subject and details & payment	15 th April 2024	<input type="checkbox"/>
Electricity supply order form & payment	25 th April 2024	<input type="checkbox"/>
Stand set up	10 – 11 - 12 May 2024	
Show days	13 – 14 - 15 May 2024	
Dismantling days	16 - 17 May 2024	

MOVE IN & MOVE OUT SCHEDULE

TIMELINE

Date	10AM	11AM	12AM	1PM	2PM	3PM	4PM	5PM	6PM	7PM	8PM	9PM	10PM
Fri, 10 May, 2024	Exhibitor Set-Up/ Direct Deliveries to Dock												
Sat, 11 May, 2024	Exhibitor Set-Up/ Direct Deliveries to Dock												
Sun, 12 May, 2024	Exhibitor Set-Up/ Direct Deliveries to Dock												
Mon, 13 May, 2024		Show Hours 11 Am – 8 Pm											
Tue, 14 May, 2024		Show Hours 11 Am – 8 Pm											
Wed, 15 May, 2024		Show Hours 11 Am – 8 Pm										Dismantling 8pm – 12pm on 15 th May (noon)	
Thu, 16 May, 2024	Dismantling/ Freight Load out												

SET-UP DAYS

DAY	DATE	TIME	DESCRIPTION	NOTES
Friday	10 May		Space only stands build-up	Lasts for 3 days for 24hrs Lasts for 2 days for 24hrs Until 10pm on 13th May
Saturday	11 May	Starts from 10:00Am	Standard stands build-up and	
Sunday	12 May		Proceeding with the final build-ups and entering of exhibits	

SHOW DAYS

DAY	DATE	Entrance times	
		Exhibitors	Visitors
Monday	13 May	10:00 am – 08:00 pm	11:00 am – 08:00 pm
Tuesday	14 May		
Wednesday	15 May		

DISMANTLING AND FRIEGHT LOAD OUT DAYS

Starts from	Lasts until
08:00 pm Wednesday 15th May	12:00 pm Friday 17th May

STAND DESIGN & CONSTRUCTION

(1) Raw space rental



Overview:

- 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.

Rules & regulations:

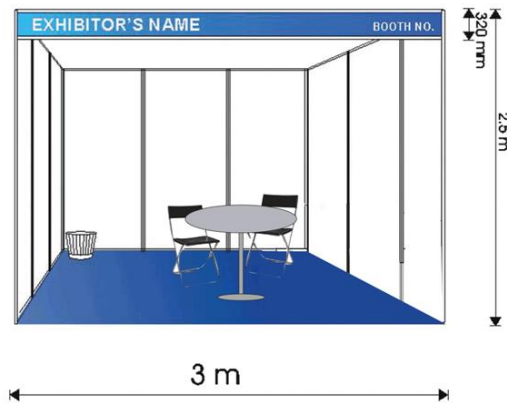
- ❖ Exhibitors who build double-dick stands are required to submit a scale drawing of their booth approved by an official consultant, including elevation views and dimensions to be approved by the organizers and the venue.
- ❖ Exhibitors who build their own stands are required to order the main power supply to their booth area.
For reference, please see page no. (17) for the electricity supply order form.
- ❖ The maximum height limit for space only stands is: **5m**, exhibitors wishing to exceed this limit must obtain the organizers' approval. If your stand height exceeds this figure, it will not be allowed to be built.
- ❖ The weight restrictions for the space only stands is **3000kg/sqm**.
- ❖ Please check page no. 11 for full instructions for your stand build up.

(2) Shell Scheme stand

Standard Shell Scheme package includes:

- Partition Walls (White Walling)
- Fascia board with company's name
- Carpeted flooring
- 1 table
- 2 chairs
- 1 power point (220V – 16A)
- 3 SPOT LED lights
- 1 waste basket and general cleaning

Standard Shell Scheme Layout (3×3m)



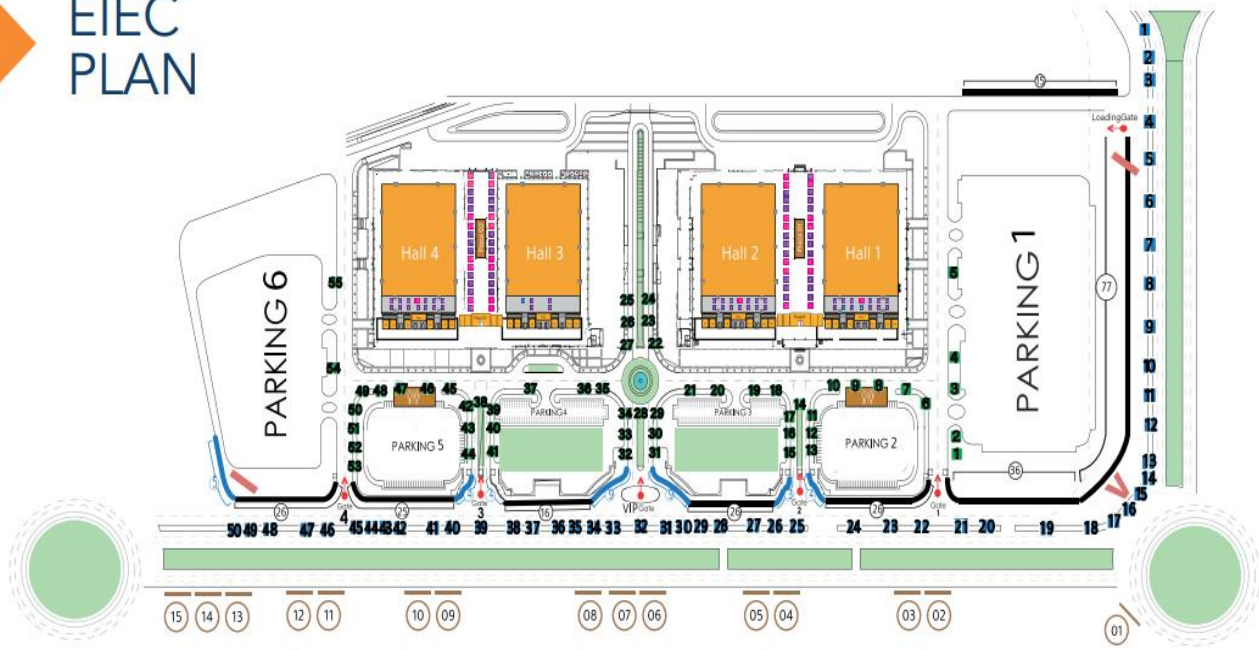
- ❖ A shell scheme consists of the temporary walling panels and fascia. Stands have corner and mid-support posts. Fascia posts are provided at intervals not exceeding 4m.m.
- ❖ A standard package includes (220V – 16 AMP). This capacity is just right for daily 'office' work.
- ❖ The maximum height of exhibits in the shell scheme stand is 2.40 m.
- ❖ To order extra furniture, please see reference page no. 17

(3) Shell scheme wallpapers:

- Available by order.
- Cost is determined according the stand size.
- ❖ The stand consists of wall panels supported by a vertical aluminum pole for each 1 meter.
- ❖ Design measurements for each panel: 95 cm wide x 240 cm high.



▶▶ EIEC PLAN



GENERAL REGULATIONS

<p>DELIVERY OF EXHIBITS:</p>	<ul style="list-style-type: none"> Exhibitors must arrange in advance for the supply of labor, lifting equipment and storage. If you are intending to have courier deliveries to your stand, it is important that you arrange for a representative of your company to be at your stand to receive them. Neither the Organizer nor EIEC can accept delivery of any goods and also cannot accept responsibility for any goods delivered to unstaffed stands. If you need deliveries during the show days, these can only be made in the <u>FIRST DAY (13th May) between 08:00 - 09:30 AM</u> before the show opens. THERE ARE NO EXCEPTIONS. The loading door measures (5.2m wide × 5.2m high).
<p>Build-up:</p>	<ul style="list-style-type: none"> It is necessary to abide safety factors of the flooring loads and to avoid exceeding their limit (3000 kg/m²) in any way. It is prohibited to use power-saw, cylinders and spry compressor (Doku) inside the exhibition halls. You may use them in the designated places outside the halls. Do not make welding and cutting inside the halls. The allowed height of the constructed stands is 5m, if your stand height exceeds this figure, it will not be allowed to be built. All materials to be used for booth construction, display etc. must meet the fire prevention requirements. These 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. The halls air conditioners shall not be operated during the build-up time except after the approval of The National Company for International Exhibitions and Conferences (in certain special cases). No cars allowed in EIEC, except the cars used during the buildup for lifting and handling equipment. Use thermo-pasts without welding in the stands. The decoration, equipment, installation of interior advertising and arranging the exhibits shall be completed at least 12 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. Neither the organizer nor the EIEC are responsible for the exhibits inside the stand after the daily show hours. The build-up ends at 08:00 AM on Monday 13th May 2024 to enable final clearing and cleaning of the hall to take place. Exhibitors who have heavy equipment or any other unusual exhibits 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 shell scheme stands being built 2 days prior to the show date. Early exhibitor access will allow for preparing/restocking your stand before the show opens – <u>no deliveries to stands will be allowed once the exhibition opens.</u> Exhibitors are required to be on their stands at least 15 minutes before the show opens in the morning.
<p>Electricity Supply:</p>	<ul style="list-style-type: none"> Exhibitors must have electric plates, power switches, cutters suitable for loads. The electrical power supply is 220V, 16A; all exhibitors must order electrical connections through the organizers. Please check reference page no. 17

Cleaning:	<ul style="list-style-type: none"> • The organizers are responsible for the cleaning of passageways and shell scheme stands' floors. • Exhibitors for the space only stands are required to clean their stands and not leave any wastes inside the booth.
Safety:	<ul style="list-style-type: none"> • It is prohibited to use flammable materials in any way. • No flammable exhibits shall be allowed inside the hall. • No smoking allowed inside the halls, except for the places designated for that determined by the EIEC.
Stand Payment:	<ul style="list-style-type: none"> • Payment for stands is required in advance of the Exhibition. Please ensure payment be made before 15th March 2024, as exhibitors will not be allowed onto their stand unless full payment for stand/s has been received.
ARRIVING ON EIEC:	<p>Pick up your passes from the exhibitor registration desks.</p> <p>Ensure you have copies of all orders, invoices and associated paperwork.</p> <p>Ensure your booth has been set up according to HVAC-R Egypt Expo regulations; please be considerate of other exhibitors' sight lines.</p>
EXHIBITOR CAR PARKING:	<ul style="list-style-type: none"> • As an exhibitor at the event, you are entitled to a number of free exhibitor car parking passes. The number will be decided on the size of your stand. • Car parking passes will be available from the organizer's office on Sunday 12th May 2024. • No overnight parking is permitted around the halls. If you have any questions, please contact Mrs. Salma Hasan on info@hvacregypt.com
DISABLED FACILITIES:	<p>EIEC is fully accessible and user-friendly for disabled visitors.</p> <p>Please visit EIEC website www.nc-iec.com</p>

- ❖ The National Company for International Exhibitions and Conferences has the right to take down or rearrange any booth that violates the technical requirements, security, safety regulations, public order or public morals, after having the permission from the Organizer.

HOTELS & TRAVEL

OFFICIAL TRAVEL AGENT



Helen holidays Egypt as one of the leading travel Agencies Worldwide has been appointed as the official travel agent for HVAC-R EGYPT EXPO – ASHRAE CAIRO. Located in Cairo – Egypt, in the heart of the Middle East. Blending history and legendary civilizations, Sunny beaches, and magnificent deserts, Helen Holidays Egypt keens in providing complete travel solutions to our customers with high quality of services & real value for money.

HELEN HOLIDAYS EGYPT has negotiated special discounted hotel rates & Airline tickets exclusively for our exhibitors.

1. Accommodation

Hotel	SGL Room per night based on Breakfast Basis	Double Room per night based on Breakfast Basis
Tolip Family Park	90 \$	110 \$
Helnan landmark Hotel	140 \$	155 \$
Royal Maxim Palace Kempinski.	395 \$	410 \$

2. Cairo Sightseeing

Details / Number of Pax	Minimum 1 Pax	Minimum 02-6 Pax
Full Day Pyramids & Egyptian Museum (8hrs) (Exclude entrance inside the Pyramids)	150\$	92 \$
Full Day Pyramids & Citadel &Khan (8 hrs) (Exclude entrance to inside the pyramids)	150 \$	92\$
Full Day Egyptian Museum & Citadel (08hrs)	150 \$	92 \$
Full Day The National Museum of Egyptian Civilization & Pharaonic Village (08hrs)	150 \$	92 \$
Over Day Alexandria from Cairo include (Al-Montazah Palace Qaitbay Citadel (from outside) Abual-Abbas alMursi Mosque)	195 \$	120\$

3. Airport Transfer

- From Cairo Airport to New Cairo Area :45 USD car per way (Sedan Car 01-02Pax)
- From New Cairo Area Hotel to Cairo Airport :45 USD car per way (Sedan Car 01-02Pax)

All the above-mentioned tours prices are:

- Per person on **USD**
- Including touristic places entrance fees & Transportation with English speaking guide
- Pickup & drop off from

The above-mentioned tours prices are excluding:

- Exclude Entrance to inside Pyramid or Mummies room
- Exclude Meals& Beverage

For more details, please contact the following person:

Mr. Amr Saadony

Mob: +201100985699
E-mail: info@helentvl.com

4. Apply for a Visa letter

If you need an invitation letter for the visa application process, kindly send the following:

- (1) **A copy of the passport**
- (2) **Full name**
- (3) **passport number**
- (4) **Egyptian Embassy address where you're applying**

To the exhibition services: Mrs. Salma Hasan – Int'l Marketing Assistant Manager:
+201110700908 – salma.hasan@cairoexpo.net

INFORMATION ABOUT EGYPT



Egypt is a north-African country offering a unique combination of breathtaking sceneries, beaches and an impressive cultural heritage. This and its mild winter climate make Egypt a primary tourist destination in Northern Africa. Egypt is famous for its ancient civilization and some of the world's most stunning ancient monuments

Capital: Cairo is the capital of Egypt and one of the most outstanding capitals in the world.

Weather:

Egypt weather is generally hot and dry, with hardly any rain or clouds. Days are commonly warm or hot, and nights are cool.

In Cairo, temperatures can rise as high as 95°F in summer and drop to as low as 45°F in winter. Farther south, the country becomes hotter

Currency:

The Egyptian currency is the Egyptian Pound (Geneih) usually written as L.E. The Egyptian Pound is divided into 100 piasters (Quirsh). It is mainly a paper currency but coins are used recently for the pound & the fractions. There are various denominations of paper money starting from 25 piasters till 200 LE.

Electricity: Electrical current is 220 volts AC, single phase, 50 hertz, electric sockets are the round, two pin European type adapter plugs and transformers are sometimes available at the 5 stars hotels other than that you need to get your own transformer

Time Zone: Egypt Standard Time is 2 hours ahead Greenwich Mean Time (GMT+2).

Egypt operates Daylight-Saving Time between the last Friday in April and the last Thursday in September when the clocks are 3 hours ahead of Greenwich Mean Time (GMT+3).

SHIPPING AND FORWARDING

OFFICIAL FREIGHT FORWARDER



Overseas is one of the leading int'l freight-forwarding firms in Egypt and Middle East. Established on 1988 has more than 900 exhibitions worldwide between (pavilions of countries, official for exhibition) export and import.

In order to provide the high-quality services for clients.

Overseas has a good relationship with many of professional and cooperated agencies worldwide for handling all export, import shipments and exhibition services.

Overseas provides **SPECIAL rates on shipping and handling charges for our exhibitors; please contact the following person to offer you a quote.**

Contact person: Mrs. Shaimaa Shereen

Mobile: (+201000727436 - +201006545659 - +20 101 425 7054)

E-mail: shaymaa.fairs@overseass.com

Exhibition Logistics: Handling of exhibits before, during and after the exhibition from country of origin, on-site service and returning shipments to their originating locations upon show closing.

Services provided:

(Airfreight – Sea freight – consolidation – warehousing – customs clearance – packing).

EXHIBITOR REGISTRATION

(1) EXHIBITORS' GUIDE LISTING FORM:

Each exhibitor has the opportunity to publish the company description by the alphabetic order in the exhibition official e-catalogue. Kindly fill in the attached form and send it to info@hvacregypt.com before **20TH April 2024** to ensure that your company will be listed in the official expo guide.

(Attachment no. 1)

(2) EXHIBITORS' BADGES:

Exhibitor passes will allow exhibitors and their staff access to the exhibition during the official expo times and the build-up and breakdown days of the exhibition.

- ❖ Kindly fill in the attached form and send it to info@hvacregypt.com before 20th April 2024.
- ❖ If you do not have your badge or lost your badge, please go to the registration desk to pick up a new one.

(Attachment no. 2)

(3) ELECTRICITY SUPPLY - ORDER FORM:

- ❖ Shell scheme stands are provided with 220V – 16A power supply, if you would like to order extra power, it is MANDATORY to fill out the form and send it back for confirmation.
- ❖ Raw space stands ARE NOT PROVIDED WITH ELECTRICITY, YOU MUST APPLY FOR YOUR POWER SUPPLY AND PAY THE COST BEFORE 25th April 2023.

(Attachment no. 3)

(4) EXRTA FURNITURE – ORDER FORM:

- ❖ Shell scheme stands are provided with (1 table - 2 chairs – 3 spotlights – company name panel – power plug – carpet –dustbin).
- ❖ Order more from our various items, it is MANDATORY to fill out the form and send it back before 25th April 2024 to confirm your order.

(Attachment no. 4)

MARKETING & PROMOTIONAL OPPORTUNITIES

(1) Sponsorships packages:

<p>DIAMOND SPONSOR</p> <p>EUR€ 25,000</p>	<p>Pre-show:</p> <ol style="list-style-type: none"> 1. Insert the company logo on the show outdoor boards in the major city squares in Cairo. 2. Insert the company logo on the show national and international press releases. 3. The company name mentioned at the show FM releases. 4. Insert the company logo on printed invitation cards (+50K). 5. Insert the company logo in the official promotional e-mail campaigns. (+50K customers – 5 inserts). 6. Insert the company logo on the official social media channels. (+120K active followers – 5 inserts). 7. Insert the company logo on one sponsored Facebook post. 8. Insert the company logo on the official show website. <p>During The Show:</p> <ol style="list-style-type: none"> 1. A premium space as an exhibitor at the hall entrance. 2. Keynote Speaking Opportunity: One-hour workshop. 3. Free invitation to the VIP dinner party for 2 persons. 4. Insert the company logo/design on 2 printed flags in front of the hall gates. 5. Insert the company logo/design on 1 vinyl pillar (4 faces) in the hall lobby. 6. Insert the company logo on the show's main gate. 7. Insert the company logo on the show's exhibitor logos board at the hall lobby – first row. 8. Insert the company ad page at the show's official digital catalogue. 9. Insert the company logo on the show's official digital catalogue front cover. 10. Insert the company ad page at the show's official digital visitor guide. (Free QR code to all visitors). 11. Insert the company logo on the show's official visitor badge. 12. Insert the company logo on the show's official bag. 13. Insert the company logo on the show's official block note front cover. 14. A premium memorial shield as a diamond sponsor. <p>Post-Show:</p> <ol style="list-style-type: none"> 1. Insert the company logo in next edition's sales brochure. 2. Maintain the company logo on the show's official website for a year. 3. Sponsor an ad for the CEO's official interview on Facebook promoting for next edition.
<p>Pre-show:</p> <ol style="list-style-type: none"> 1. Insert the company logo on the expo outdoor banners in the major city squares. 2. The company name mentioned at the show FM releases. 3. Insert the company logo on printed invitation cards (+50K). 4. Insert the company logo in the official promotional e-mail campaigns. (+50K customers – 3 inserts). 5. Insert the company logo on the official social media channels. (+120K active followers – 3 inserts). 6. Insert the company logo on the official show website. <p>During the show:</p> <ol style="list-style-type: none"> 1. Insert the company logo/design on 1 printed flag in front of the hall gates. 2. Insert the company logo/design on 1 vinyl pillar (4 faces) in the hall lobby. 3. Insert the company logo on the show's main gate. 4. Insert the company logo on the show's official all exhibitor's logos board at the hall lobby – first row. 5. Insert the company advertisement page at the show's official digital catalogue. 6. Insert the company logo on the show's official bag. 7. Insert the company logo on the show's official block note front cover. <p>Post-Show:</p> <ol style="list-style-type: none"> 1. Insert the company logo in next edition's brochure. 2. Maintain the company logo on the show's official website for a year. 	<p>PLATINUM SPONSOR</p> <p>EUR€ 20,000</p>

GOLD SPONSOR
EUR€ 10,000

Pre-show:

1. Insert the company logo on printed invitation cards (+50K).
2. Insert the company logo in the official promotional e-mail campaigns. (+50K customers – 3 inserts).
3. Insert the company logo on the official social media channels. (+120K active followers – 5 inserts).
4. Insert the company logo on the official show website.

During the show:

1. Insert the company logo on the show's official all exhibitor's logos board at the hall lobby – first row.
2. Insert the company advertisement page at the show's official digital catalogue.

Post-Show:

1. Maintain the company logo on the show's official website for a year.

(2) Venue Branding:

Check out a wide range of advertising options all around the venue!

- ❖ **The design must be received by 15th April 2024**

(Attachment no. 5)

(3) WORKSHOPS PROGRAM:

Reserve your slot now in the workshops program at the heart of the event!

- ❖ **The subject, lecturer name and total cost must be delivered before 15th April 2024**

(Attachment no. 6)

- ❖ Please pick up your favorite option, download form, fill it out and send it to the exhibition technical services at info@hvacegypt.com, or contact +201110700908 for further information.

GENERAL TERMS AND REGULATIONS

1. PARTICIPATION TERMS AND REGULATIONS:

- 1.1 The organizer has the right to determine the location and space for any exhibitor. Also, the organizer has the right to reallocate the sold space to another location as it sees suitable.
- 1.2 The priority in renting any space is for the exhibitor who pays in full first.
- 1.3 The exhibitor shall pay to the organizer no later than 45 days before the opening of the show.
- 1.4 The total cost of rental rates stated above in this application are excluding 14% VAT. Until the final invoice is submitted with the added tax.
- 1.5 Payment of the stand rental must be made in accordance with the dates stated above in this application before the allotted space may be occupied.
- 1.6 The exhibitor is permitted to change the type of the stand or enlarge the space at least 60 days before the show starts depending on availability.

2. WITHDRAWAL OF APPLICATION AND CANCELLATION OF STAND SPACE:

- 2.1 If the exhibitor withdraws his application, cancels part of the stand space or does not participate in the show, the organizer is entitled to use the hired stand space or the cancelled part of the space for other purposes and relet to third parties.
- 2.2 Any cancellation declarations made by the exhibitor must always be made in writing or in text form signed and stamped.
- 2.3 If the exhibitor possesses no mandatory withdrawal or termination right, he still remains obliged to pay the following cancellation fee:
 - Up to 90 days before the start of the show 0%
 - Up to 60 days before the start of the show 50%
 - Up to 30 days before the start of the show 75%
 - Less than 30 days before the start of the show 100%
- 2.4 The organizer may cancel the event in full or in part, change the location or time, or shorten, discontinue, interrupt or close the show if holding or continuing the show would be considerably impaired in full or in part or if such a considerable impairment is likely by reason of a natural event, war, pandemic, epidemic, terror risk or attack, labor dispute, limitation of transportation, utility and/or communication connections, unexpected limitation of the usability of the event space, travel restrictions, official orders, official recommendations or restrictions, or force majeure. A considerable impairment exists when the show cannot be held as planned and for that reason the purpose of the show for visitors, exhibitors and organizers cannot be achieved or only with significant restrictions.
- 2.5 The organizer shall be obligated to immediately inform the affected exhibitors.
- 2.6 If the show is cancelled before it begins according to item 2.4, any already paid stand rent and the remuneration for services agreed between the organizer and the exhibitor shall be refunded to the exhibitor in full in a 3-months period after the declaration.

3. STAND ASSEMBLY AND INSTALLATION:

- 3.1 Stands must conform to the overall layout of the exhibition. The organizer reserves the right to forbid the erection of stands which are unsuitable or inadequate or to alter them at the exhibitor's expense.
- 3.2 Stands must be properly equipped and manned by qualified personnel at the specified times for the entire duration of the show.
- 3.3 The approval of the organizer is needed if stand constructions exceed the specified height limits for stands.
- 3.4 The organizer is responsible for general cleaning of the grounds; hall passages and shell scheme stand. Raw space stands cleaning is the responsibility of exhibitors and must be completed daily before the opening of the show. Exhibitors are to use the service contractor engaged by the organizer for stand cleaning.
- 3.5 The exhibitor is responsible for the supervision of his stand and his exhibits himself. Exhibitors are strongly recommended to make their own arrangements for the security of their stands and exhibits. Valuable items which can be easily removed should be locked away at night.
- 3.6 The exhibitor is fully responsible for the fire safety of the leased area and damage to the leased property in accordance with applicable law.
- 3.7 No smoking allowed inside the halls, except for the places designated for that determined by EIEC.

4. DELIVERY OF EXHIBITS:

- 4.1 Exhibitors must arrange in advance for the supply of labor, lifting equipment and storage.
- 4.2 If you are intending to have courier deliveries to your stand, it is important that you arrange for a representative of your company to be at your stand to receive them.
- 4.3 Neither the organizer nor EIEC can accept delivery of any exhibits and also cannot accept responsibility for any exhibits delivered to unstaffed stands.

5. STAND CONSTRUCTION REGULATIONS:

- 5.1 All materials to be used for booth construction, display etc. must meet the fire prevention requirements.
- 5.2 No cars allowed in EIEC, except the cars used during the buildup period for lifting and handling equipment.
- 5.3 Use thermo-pasts without welding in the stands.
- 5.4 If the exhibitor wishes to have a double-deck stand design must grant a consent from the organizer before executing it.
- 5.5 If the exhibitor wishes to hang banners from the ceiling above his stand, it must be metal-wired.
- 5.6 It is necessary to abide safety factors of the flooring loads and to avoid exceeding their limit (3000 kg/m²) in any way.
- 5.7 It is prohibited to use power-saw, cylinders and spry compressor (Doku) inside the exhibition halls. You may use them in the designated places outside the halls.
- 5.8 Do not make welding and cutting inside the halls.
- 5.9 Damage caused through negligence or not immediately notified at the time of occurrence must be indemnified by the exhibitor.
- 5.10 Stand fitting must be completed at the latest by the end of the period allowed for stand assembly and stands cleared of any packing materials.
- 5.11 Removal of exhibits or dismantling of stands before the end of the show is not permitted.



We look forward to welcoming you

13 | 14 | 15 May 2024

Egypt International Exhibition Center
New Cairo - Egypt