



إيدكس IDEX



نافدكس NAVDEX

ADNEC

مركز أبوظبي الوطني للمعارض  
Abu Dhabi National Exhibition Centre



INTERNATIONAL DEFENCE  
EXHIBITION & CONFERENCE

**ABU DHABI, UAE**

**21-25 FEBRUARY 2021**

In association with



UNITED ARAB EMIRATES  
MINISTRY OF DEFENCE



**UAE Armed Forces**

**SPACE ONLY STAND RULES TO COMPLY  
WITH NEW COVID-19 REGULATIONS**

Please read these regulations in full and ensure they are shared with your stand build team as soon as possible.

If you have not yet informed us of who is building your stand, please do so by adding them to your account in the Exhibitor Portal or by emailing us with their details and your stand name and number at [operations@idexuae.ae](mailto:operations@idexuae.ae).

This document comes with an accompanying form, the “Space only Covid-19 submission form” that all stand builders need to complete and return with the stand plans, risk assessment and method statement.



## Stand Capacities

The approved capacity for all areas of the show is 1 person per 4sqm. Any items that take up floor space (eg: walling, display items, furniture) need to be deducted from the overall stand area before making the capacity calculation.

When you submit stand plans to us, please clearly indicate the area of the stand taken up by any private rooms, display items or furniture.



## Seating areas & meeting rooms

We strongly advise against private meeting rooms within stands due to the need for social distancing. Each meeting attendee will need to remain 2 metres apart at all times and the overall capacity allowance of 1 person per 4sqm will also need to be respected.

If you have included a meeting room within your stand design please ensure you have clearly shown the layout within the room and clearly included details of the size of the room and your calculated capacity.

For any seating areas within the stand, please ensure 2 metre social distancing is factored into the layout. We advise the use of armchairs or individual seats rather than sofas to reduce the likelihood of non-compliance with social distancing.



### **Plexiglass for welcome counters**

It is mandatory for all welcome / reception counters to be fitted with a plexiglass screen to ensure the safety of both exhibitors and visitors.



### Distributing promotional material

Handing out gift/promotional materials is permitted. However proper sanitization of each item is mandatory before handing items to visitors.



### Catering

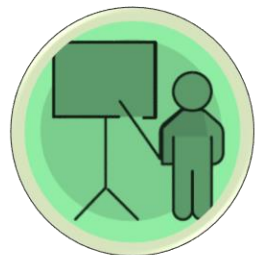
Capital hospitality is our official and exclusive catering provider. They meet the highest standards of hygiene and adhere to all the measures set by the government on COVID-19. You may find all the catering options available now in the Online Shopper in the Exhibitor Portal. If your company requires any catering services, kindly contact [sales@capitalhospitality.ae](mailto:sales@capitalhospitality.ae)

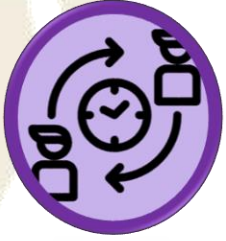
### Product Launch / Reveal Ceremony

In order to ensure the safety of our exhibitors, any product to be revealed or launched at IDEX & NAVDEX 2021 must be communicated to the Organisers at least 1 month in advance to assess and ensure proper measures are set in place. Please email details to [operations@idexuae.ae](mailto:operations@idexuae.ae)

### AV Equipment / Hand held demonstrations

Any hand held AV equipment or demonstration items (eg: microphones, VR headsets, touchscreens etc) must be thoroughly cleaned after every single use. We recommend reducing the number of people involved in handling such items as far as possible and encouraging the use of gloves and hand sanitizer to reduce any risk.





## Shifts

We will operate a shift system during the build up and break down to ensure physical distancing. When we approve your stand plans we will confirm your shift – times will be as follows:

Shift A – 12 midnight to 11am

Shift B – 12 midday to 11pm

ADNEC Security and Traffic teams will manage the access based on the shift time your crew is allocated. Late working / extended hours will not be available.



## Access

Each and every contractor entering the site for build up and break down will need;

- To be fully registered and wear their pass at all times (a registration link will be sent when we approve your stand plans, badges will be printable at home and you will be given lanyards and badge wallets on arrival).
- To have a negative PCR test result received 48 hours or less prior to the start of build up. PCR test results will become invalid after 14 days and a repeat test will be required so please plan accordingly for your entire crew.
- UAE residents should present their test result using the Al Hosn App. For non UAE residents we will confirm the method of proof as soon as possible.



- To wear a mask at all times and sanitise their hands on a regular basis throughout each shift.
- To pass through thermal scanning machines on entry to the venue and comply with any requests made by ADNEC Security should a high temperature be detected.

Exhibitors and contractors coming from overseas into Abu Dhabi will not need to quarantine but will need to have a PCR test on day 6 in Abu Dhabi. We will send further details of the practicalities and costs relating to this as soon as possible.



## Scheduling of tasks and deliveries

Help us to keep the halls as free from congestion as possible by scheduling deliveries as the items are needed (eg: furniture should be delivered when the stand is almost built and ready for the final set up.)

Reduce the number of contractors needed at any one time by developing a work schedule that brings in the skills needed at each phase of the build (eg: stand builders, electricians, AV crew etc.)



### Build up and Break down

Reduce the need for sharing tools, products or materials during the build up and break down.

Ensure your crew is equipped with face masks and gloves as well as hand sanitizer and cleaning equipment to keep high touch surfaces and objects sanitized.



### Open period

On the pre-open night and each night during the open period the ADNEC Cleaning Team will use a fogging treatment to disinfect the entire show area. A product called DR200 will be used – an anti-viral treatment which can be used in spray form or for fogging. The fog will clean any surface where it lands and as the fogging machines are hand held they will be able to fully fog all accessible stand areas.

All stand surfaces will need to be kept clean and sanitized throughout the open days. Either a stand cleaning service should be arranged (through ADNEC Cleaning via the Exhibitor Portal) or anti-viral spray and cloths should be available for the stand staff to use. This should include any furniture so we advise using wipe clean seating or anti-viral treated fabrics.





### Open period

Hand sanitizer should also be available on the stand for both visitors and exhibitors. In particular these should be placed on any reception desks or table tops.

Any items in regular use / high touch items on your stand must be regularly cleaned with anti-viral wipes or spray (eg: pens, door handles etc.)

Any waste bins on the stand must be non-touch in design (foot operated or open top). A plastic bag should be used inside and arrangements should be made to empty the bin frequently.

Throughout all periods of the show there will be compliance checks carried out by the organizing team, the ADNEC venue team and the relevant authorities.

If you are uncertain about any of the contents of these regulations please contact us for clarification or advice at [operations@idexuae.ae](mailto:operations@idexuae.ae). We are here to support you in ensuring your space only stand is fully compliant with the new Covid-19 requirements.

Please remember that your stand designs need to also comply with our regular stand regulations, available in the Exhibitor Portal.

**THANK YOU**