



LIBYA MARITIME EXHIBITION  
معرض ليبيا البحري

## THE EXHIBITION'S STANDS MANUAL



The exhibition area is divided into 2 separate entities: outdoor area and indoor area.

### Outdoor area

The outdoor area of the exhibition is the big hangar which is nearby the Pavilion 85. It's a well covered big hangar, offering up to 1000 square meters. The outdoor space is conceived to receive big cars and big engines up to 30 meters height.

### Indoor area

- The indoor area is provided by the **Pavilions 82, 83, 84 and 85**,

There are two kinds of indoor stands, Space Only Stands and Shell Scheme Stands.



### - S.O.S. (Space Only Stands):

Only the floor space at the dimensions contracted, the electricity and cleaning and tea service are provided to the exhibitor going with Space Only Stand; meaning that exhibitors are responsible for their own stand design and construction.

The minimum **Space Only Stands** is 15 sq. meters (3 x 5 meters), and the construction the Space Only Stand should be done according to the following guideline.



### Working pass

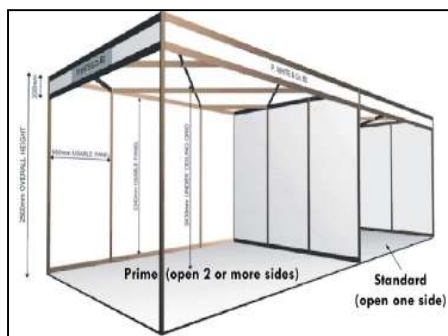
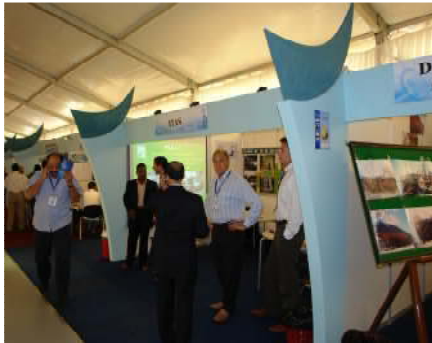
All stand contractors working in LIMEX 2009 must be in possession of a Working Pass. To obtain the Working Pass you should complete the relevant form and submit it to the organizer. Once the pass has been issued, it must be worn in a visible place and it should be noted that it is personal and non-transferable.

### Stand Height Restrictions

The organizer suggests that Exhibitors do not exceed 3.5 m in height. However, if the exhibitor wishes to build higher than 3.5m this will be possible subject to approval. Stands which exceed 3.5m in height that involve steelwork, have been designed by an engineer or which are not modular will need to demonstrate their structural stability by means of static or structural calculations showing weight loadings and fixings. A method statement and risk assessment must be submitted by the contractor responsible for building the stand before approval can be considered. In most areas of pavilion 85, stands can be built to 5m in height. The exhibitor will be advised if there is a height restriction of less than this for your stand.



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### Space Only Stands Guidelines

Exhibitors or their agents and/or contractors are strongly advised to examine the allotted area prior to commencing construction to avoid costly adjustments to stand structures. The organizer makes every effort to ensure exhibiting companies have the appropriate information before arrival on site however they cannot accept responsibility if unforeseen obstacles are encountered.

The construction of special stand should be done in the 7 last days before the opening of the exhibition.

Full dimensional drawings, to scale, showing all proposed constructional details, positions and dimension must be submitted, in duplicate, for approval by no later than **13 September 2009** addressed to the organizer. Approval will be confirmed in writing. No work may be commissioned until approval has been received. The Organizer reserves the right to prevent work being carried out by, or on behalf of, any Exhibitor who has **not submitted stand design drawings** in accordance with these conditions. In the interest of the Exhibition, it may be necessary to remove or alter anything in, or forming part of, any stand that does not fully comply with all the regulations.

### Other restrictions

It is not permitted to screw, nail or make holes in the walls, roof or floors. The walls as well as the set of technical installations of the Halls cannot be used to support the weight of decorations or objects for the exhibition. The Organizer is not permitting any rigging at LIMEX 2009. Digging trenches, placing anchors and other construction modifications are not permitted inside the Halls except with the express authorization of the organizer, through a project presentation.

### Exhibitor Obligation

The exhibitor and their contractors are obliged to dismantle and remove materials during the period established for stand dismantling, which is 3 days latest, after the end of the exhibition. After this time, all rights to reclaim losses or damages for materials that have not been removed within the deadline will be forfeit. Any costs entailed by the Organizer in removing such materials will be borne by the exhibitor in question.

### Safety and security

Stand construction, the installation of materials to be exhibited and poster supporting structures should be sufficiently stable to ensure public safety. Platforms that are open to the public that are elevated more than one meter should be surrounded by a handrail at least 90 centimeters high. Additional safety requirements may also need to be implemented; notification of this will be given once stand plans have been received.

### Shell Scheme Stands description

Shell scheme stand is provided by the organizer. The minimum area to be booked under Shell Scheme contract is 12 sq. meters (3 x 4 meters), according to specifications detailed below.



#### Rear and Dividing Walls

- The rear and dividing walls are white melamine panels.

#### Floor Covering

- The carpeting will be blue. Exhibitors who order a **Stand Package** may choose the color of their carpet and pay for.

The organizer provides in each shell scheme a number of equipments according to the size of the area booked by the exhibitors. Meantime, the decoration of the shell scheme is the responsibility of the exhibitor. Shell Scheme Stands are provided by the Organizer and Exhibiting companies may not alter the layout of a Shell Scheme construction without prior discussion of their requirements with the Organizer.

Stall area in sq. m.	Carpet Sq. meters	Round table	Chairs	Reception desk	spot-lights	Plug points	Tea & coffee service	Cleaning service	Waste paper basket
9	9	1	2	0	3	1	3 times daily	twice daily	1
12	12	1	2	0	3	1	3 times daily	twice daily	1
15	15	1	2	0	3	1	3 times daily	twice daily	1
18	18	2	3	0	4	1	3 times daily	twice daily	1
21	21	2	3	0	4	1	3 times daily	twice daily	1
24	24	2	4	0	4	2	3 times daily	twice daily	2
27	27	2	5	0	5	2	3 times daily	twice daily	2
30	30	3	6	1	5	2	3 times daily	twice daily	2
31 - 50	31 - 50	3	6	1	6	2	3 times daily	twice daily	2
51 - 70	51 - 70	3	7	1	7	3	3 times daily	twice daily	3
Over 71	Over 71	3	7	1	8	3	3 times daily	twice daily	3



#### SETTING-UP AND DISMANTLING

##### 3.1 Setting-up / Dismantling cards

The Setting-up Certificate grants the exhibitor the right to begin the Setting-up Works in the Stand.

The exhibitor should deliver to Organizer (up to 15 days before the start of the setting-up) the name of the setting-up company and the person that will be in charge of the setting-up.

The venue is opened for setting and dismantling from 9:00 to 20:00.

##### 3.5 Removal of wastes

The removal of the wastes resulting from dismantling is of the responsibility of the Organizer.