

Contractor Site Access Policy



مركز دبي التجاري العالمي
DUBAI WORLD TRADE CENTRE

1. Submission Documentation

- 1.1. For unconventional stands / space frame (e.g. where the structural materials used are other than hot rolled sections / standard steel sections available in the market) or if requested by DWTC, the contractor must submit an undertaking letter to DWTC's Engineering Department for its structural rigidity, stability and safe design stating the structure is "fit for purpose".
- 1.2. DWTC will review this submission (provided the complete information required has been provided) and get back to the contractor as follows:
 - 1.2.1. 10 business days for space-only stands from the date the submission was received; or
 - 1.2.2. 15 business days for double-storey stands from the date the submission was received.
- 1.3. Submission documentation should explain the method of building the stand.
- 1.4. Drawings / details should be submitted at least 30 days before the start of the event. Any late submission is subject to 100% surcharge. For submissions for double-decker stands 50% charges will be applied if the submission is incomplete.
- 1.5. All measurements in the submitted drawings shall be as per standard international (IS) unit system.
- 1.6. Contractor must submit a copy of his valid trade / commercial / professional licence issued by the competent authority.

2. Build Requirements

- 2.1. The contractor will be fully responsible for the design, construction, stability and workmanship of the structure.
- 2.2. The main beam erection shall be completed 24 hours before the opening of the event.
- 2.3. All requirements must be routed through the event organiser.
- 2.4. Any stand exceeding 4.0m in height require (i) metal framing with base plate and (ii) complete structural drawing including its stability design calculation.
- 2.5. Any canopy must be reinforced with metal section and to be supported from ground with minimum 3 inch diameter tube or equivalent support having sufficient section.
- 2.6. Any custom designed rigging to be used must be certified and industry approved trusses.
- 2.7. The banner/logo attached to the hanging truss must be fabricated by using metal tubes with bolted connections and to be submitted along with the design calculations for approval.

- 2.8. All shell scheme stands must be braced from all four sides (top portion) to control the stability especially octononm pole / panel.
- 2.9. Stability and safety of all display items within the stand shall be the sole responsibility of the Contractor.

3. Provision of Services

- 3.1. The contractor shall
 - (a) enter the site solely to provide the agreed build-up and tear-down services;
 - (b) only bring equipment onto the site at designated areas if so permitted, in writing, by DWTC and ensure that its authorised personnel are present to supervise its delivery, storage, installation, use, handling, and removal;
 - (c) set up the stand within the allocated locations within the site in a safe, clean, professional, and workmanlike manner and remove such stand by the expiry of the event; and
 - (d) obtain at its own expense all licences, permits, consents, approvals and other forms of authorisation required in connection with or in relation to any services provided by the contractor at the site.

4. Confidentiality

- 4.1. The contractor shall ensure that its officers, employees, contractors, consultants, agents and representatives keep confidential and not disclose to any person any information:
 - (a) arising out of or deriving from the negotiations leading up to the signing of this form and the provisions or subject matter hereof; and
 - (b) in relation to the DWTC's business, customers, financial or other affairs, except as required by law or a court or tribunal of competent jurisdiction or to the extent such information has become publicly available or generally known to the public at the time of the disclosure other than as a result of a breach of the obligations hereunder or any duty of confidentiality.
- 4.2. The contractor shall not advertise or publicly announce that it is receiving goods or services hereunder or providing services at the site without DWTC's prior written consent, such consent to be provided at the absolute discretion of DWTC.

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5. Insurance

- 5.1. During the period of access granted pursuant to this form, the contractor shall obtain and maintain in force, with a reputable insurance company licenced and registered in UAE, an Erection All Risk Insurance Cover with the Material Damage Section insured to the full replacement value of the contractor's goods and equipment and goods and equipment owned by DWTC and used in relation to the works; and Public Liability Insurance for not less than AED 1,000,000.00 for each event or claim and such other insurances if any that the contractor is required by law to maintain to cover such liability as may arise under, in relation to or in connection with the obligations hereunder. Where in the reasonable opinion of DWTC a higher than AED 1,000,000.00 indemnity limit for the Public Liability Insurance is required, then upon the contractor receiving a written notification from DWTC of the requirement, the contractor shall obtain such higher limit of cover.
- 5.2. Satisfactory evidence of such insurances shall be shown by the contractor to DWTC upon DWTC's reasonable request.

6. Compliance with DWTC's Regulations

- 6.1. The contractor shall ensure that it and its employees, its sub-contractors and their employees and any other person associated with the contractor adheres in every respect to:
 - 6.1.1. DWTC's environment, security and health and safety policies (as amended from time to time) any other regulations that DWTC may give notice of in writing to the contractor from time to time; and
 - 6.1.2. all legal requirements of the United Arab Emirates or any other jurisdiction in which it operates and relevant international agreements in relation to health, safety and environment and employment legislation.

7. Indemnity

- 7.1. The contractor shall indemnify and hold harmless DWTC and its officers, employees, contractors, consultants, agents or representatives against any and all claims, liabilities, losses and damages suffered and costs and expenses (including, without limitation, legal and professional expenses on a full indemnity basis) incurred by DWTC arising directly or indirectly as a result of:
 - (a) any damage to any property, or injury to, or death of, any person, or any financial or economic loss (including, without limitation, loss of profits) caused by any negligence, act, omission or willful misconduct of the contractor or its officers, employees, contractors, consultants, agents or representatives (whether or not such persons are acting in the course of their employment) arising out of, in relation to, or in connection with, the services, the goods or the contractor's obligations hereunder (including, without limitation, and where applicable, the delivery, installation and, where undertaken by the contractors, maintenance of the goods); and
 - (b) any breach by the contractor of his obligations hereunder.

8. Governing Law and Jurisdiction

- 8.1. This obligations hereunder shall be governed by and construed in accordance with the laws of the United Arab Emirates as applicable in the Emirate of Dubai.
- 8.2. The contractor agrees to submit to the non-exclusive jurisdiction of the Dubai courts as regards any claim or matter arising out of or in connection with his obligations hereunder.

Signature: _____

On behalf of the contractor: _____