

# NAPEC BOOTH CONSTRUCTORS MANUAL RULES AND REGULATIONS



## NAPEC conferences 2018



**25 & 26 March 2018**



North Africa Gas & LNG Conference

**26 March 2018**



Refining & Petrochemical Conference

**26 March 2018**



**27 March 2018**



**27 March 2018**



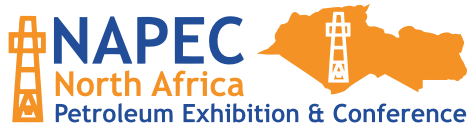
**27 March 2018**

# The construction period is from **March 13th to March 20th**

All contractors and sub-contractors are expected to read and acknowledge all Terms & Conditions and Regulations related to **NAPEC MANUAL**. Therefore please forward the Booth constructors Manual to your contractors and your staff.

The construction of stand obeys to the rules of the organizer and the Exhibition center, which the constructors and Exhibitors shall comply with:

## NAPEC ORGANISER: **EURL NAPEC**



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## EXHIBITION VENUE: **LE CENTRE DE CONVENTIONS D'ORAN MOHAMED BENAHMED. (CCO)**



مرکز المؤتمرات محمد بن أحمد  
CENTRE DE CONVENTIONS  
MOHAMED BENAHMED



Chemin de Wilaya route 75, 31000 Oran, Algérie



www.gcco.dz

## **BOOTH DESIGN APPROVAL:**

The Design of the booth should be provided to the organizer for validation, if not approved, the constructor will redesign it. **Eurl NAPEC** have all latitudes to accept, change, check or reject the design.

## **ACCESS FEES:**

All booth constructors should pay before access to exhibition hall, the access fees of **80 000 DZD +19 % VAT or 800 Euro + 19 % VAT**.

## **STAFF LISTING WITH CONTACT DETAILS FOR BADGES:**

The booth constructors should provide a listing of all his staff in order to prepare their badges, no access to the exhibition hall without authorized badge.

Only athenorized personnel will have access to the Exhibition hall.

Wearing the badge is mandatory everywhere and at all the time at the exhibition hall.

The personnel not listed will not have access to the exhibition hall.

## **BOOTH CONSTRUCTORS WORK CLOTHES:**

**All booth contractors staff are concerned by the following rule:**

Wearing a safety clothes with sign of your company during the construction period is mandatory, without the following items, no one will access the exhibition hall.

For a no respect of this rule will cause you a payment of **30 000 DZD + 19 % VAT** , for each time and for each person.



### SMOKING AREA:



For your safety at the exhibition center, the exhibition hall is an **NO SMOKING AREA** **50 000 DZD** will be charged for any one smoking at the exhibition hall.

### MOUNTING PERIOD:

Planning of customized stands for construction are:

**Thursday, March 15th to Tuesday March 20th ,2018 :from 8:00 a.m.to 10:00 p.m.**

### DISMANTLING PERIOD:

Customized booth DISMANTLING PERIOD is fixed to **March 28th after 07 PM till March 30th till 6 PM**, after this period the booth constructors have to pay **150 000 DZD + VAT per each 12 Hours delay.**

### LIST OF EQUIPMENT TO ENTER TO THE EXHIBITION HALL:

Please prepare a list of your material: equipment name, quantity and brand for records at the entrance of the Exhibition. This list will be useful to move out your materials.

No material will be access to the exhibition without being previously recorded.

### CONSTRUCTION OF SPECIFIC STAND AT THE EXHIBITION HALL:

Booth constructors are not allowed to build their booths on-site, in order to avoid wasting time in Installation of their booths.

The welding, cutting, painting must be made outside the Exhibition Hall.

The Exhibitor is obliged to entrust the electricity work to professional electricians.

The Installation of your stand must be completed before **March 20th, 2018 at 9:00 p.m.**

The Exhibitor is required to remove all waste and insure a whole cleanup of his booth space and corridors surrounding the booth.

### BOOTH CONSTRUCTORS STAFF:

The construction staff are not allowed to access the exhibition area from the **25th to the 28th march 2018.**

### WOOD CUTTING DURING THE CONSTRUCTION PERIOD:

A special room for cutting is dedicated for the booth contractors, cutting the wood inside the booth will cause a payment of **20 000 DZD + 19 % VAT (or 200 Euro + 19 % VAT.)**

### CORRIDORS USAGE DURING THE BOOTH CONSTRUCTION PERIOD:

The booth constructors are allowed to use the space of the booth only.

The usage of the corridors are forbidden to put the woods or materials in the corridors .

A fees of **30 000 DZD + 19% VAT** will be charged to the booth constructors every time we find his materials or wood in the corridors.

**BOOTH MAXIMUM HEIGHT:** Maximum **5M**.

**RIGGING HEIGHT LIMIT:** Maximum **6M**.

**ELECTRICITY:** is included in your access fees.

**RIGGING PRICE PER POINT:** **150 Euro+19 % VAT. Or 20 000 DZD +19 % VAT** Payable by the constructor.

#### **DELAY DURING THE CONSTRUCTION PERIOD:**

After **March 20th**, the booth constructor have to pay **50 000 DZD + 19% VAT or 500 Euro + 19% VAT** for each day of delay. After **23rd march** all the booth constructors will not have access to the exhibition hall for construction matters, only for equipment or last minute decoration.

#### **INSTALLATION OF GOODS DURING THE OPENING DAY:**

It is strictly forbidden to install any equipment on the morning of the opening day of the Exhibition; the last time for installation is **March 24th 2018 until 05 p.m.**

#### **EXTRA EQUIPMENT FOR THE STANDS:**

The request for the extra specific material (*plasma screen, Fridge, chairs, Table...*) should be done **15 days** before the opening of the Exhibition.

No extra requests will be accepted on site.

#### **CLEANING AND DISPOSAL OF WASTE:**

The general exhibition areas and aisles will be cleaned during the exhibition time on a daily basis but this does not include the booths. If you wish to have your booth cleaned, (*tables wiped off, floor cleaning, etc.*) please order the appropriate services with the organizer.

#### **STORAGE:**

The Organisers are unable to provide storage facilities in the hall for any packing cases, surplus materials or other property of the constructors. Arrangements for its safekeeping must be made with the Organiser or the Official Freight Forwarder. Please be reminded that it is against the Fire Safety Bureau rules to store any exhibits or constructor packing materials along the wall behind perimeter booths. No crates, cartons or packing materials are allowed behind exhibitor's booths along the walls of the exhibition halls.

#### **EMPTY PACKAGING:**

Empty packaging of all kinds (*e.g., boxes and packing materials*) may not be stored in the hall, either inside or outside the stand. Any such empty packaging must be removed immediately, due to the fire safety regulations.

#### **NOISE:**

Inside the exhibition hall and during the construction hours:

The projection of films and the amplification of the spoken words with the aid of loudspeakers, the production of music and/or sound are not allowed.

#### **FEES PAYMENT:**

No access to all booth constructors without the full payment of all the fees related to the booth construction.