



RIYADH 2015 TRAVEL FAIR

14 - 17 APRIL

7th Largest Travel And Tourism Exhibition In Saudi Arabia

14th to 17th April, 2015

Four Seasons Hotel
Kingdom Tower



Exhibition Manual

Riyadh Travel Fair - 2015

Organizers		Strategic Partner		Platinum Partner		Gold Partner	
 <p>شركة أساس لتنظيم المعارض والمؤتمرات</p>		 <p>هيئة أبوظبي للسياحة والثقافة ABU DHABI TOURISM & CULTURE AUTHORITY</p>		 <p>SULTANATE OF oman</p>		 <p>الشارقة Sharjah</p>	
Silver Partner		Silver Partner		Media Partner		Official Carrier	
		 <p>وزارة التراث العربية للثقافة مكتبة التراث هيئة الترويجية للسياحة والتراث</p>				 <p>فلاين ناس</p>	
							



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The Seventh Largest Travel And Tourism Exhibition In Saudi Arabia

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Dear Exhibitors

Riyadh Travel Fair - 2015

Welcome To Riyadh Travel Fair - 2015

You Will Be Happy To Know That 7th Riyadh Travel Fair-2015 Will Be Held At Four Seasons Hotel Of Kingdom Tower, On Behalf Of Organizer Of The Riyadh Travel Fair-2015, We Would Like To Extend A Warm Welcome To All The Sponsors And Exhibitors With Our Sincere Thanks For their Continuous Support.

Please Study The Contents Of The Manual Carefully And Be Aware Of The Deadline For The Immediate Response.

We Are Going To Offer Our Best Service To All The Exhibitors.

*Best Regards,
Your Sincerely,*

Riyadh Travel Fair Team
On Behalf Of The Riyadh Travel Fair 2015
ASAS Exhibitions & Conferences Organizing Company

Head Office:

Imam Turki Street, Exit-2, Near Panda, KFC Building, 1st Floor, Office-1,
Tel:+966 1 466 5064, Fax:+966 1 461 0289, Email:info@riyadhtravel.net



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Event At Glance

The Exhibition Program, Venue, Dates

Exhibition : 14th To 17th April 2015

Venue : Four Seasons Hotel (Kingdom Tower)

Date & Time

	Day	Date	From / To	From / To
Exhibition Day 1	Tuesday	14th April 2015	03.30 pm (Opening)	10.30.00 pm
Exhibition Day 2	Wednesday	15th April 2015	06.00 pm	10.30.00 pm
Exhibition Day 3	Thursday	16th April 2015	06.00 pm	10.30.00 pm
Exhibition Day 4	Friday	17th April 2015	06.00 pm	10.30.00 pm

Opening : 06:00 PM On 14th April, 2015

Closing : 09:00 PM On 17th April, 2015

1. Facilities Provided By Riyadh Travel Fair 2015

A. A Pre - Installed Space

[(3*3) - (4*3) - (6*3) - (3*8) - (6*6) - (6*8) - (6*12) - (6*16)]

B. Fascia With Company Logo And Name

C. White Wall, Aluminum Grid, Carpet, Name Board, Lights, One Power Outlet, One Counter Table, One Stool, Two Chairs To Mandatory Minimum 12 Square Meter For Standard Shell Scheme Exhibitors.

D. Wi-Fi Internet Connection.

E. Parking Available In Four Seasons Hotel Under Ground.

F. Food Court (Paid Services)

G. Business Lounge (Limited Admission)

H. Exhibitor Entry ID Card (Will Be Provided on 14th April, 2015) For The International Exhibitors. Please Visit Our Organizer Office Inside The Hall.

2. **Distribution Of Stalls:** Stalls Will Be Allocated As Per Floor Plan.

3. **Decoration Of Stalls:** A Standard Shell Scheme Minimum 12 Square Meters Is A Stand Build By The Organizer For Shell Scheme Exhibitors. Participants May Change The Decoration Of Their Own Stall (Need To Inform 25th March, 2015)

4. **Number Of Exhibitors Per Stall:** Each Exhibitor Should Keep At Least 4 Persons In Their Stall. 6 Persons At Silver Sponsor, 8 Persons Gold Sponsor, 10 Persons At Diamond Sponsor, And 15 Persons At Strategic Sponsor During The Exhibition.

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- Food:** The Participants Need To Arrange Their Own Food, No Food Will Be Allowed The Exhibition Area/Stall/Booth (Except Water/Drinks). There Will Be Food Court Outside The Main Exhibition Area.
- Security:** Venue Are Locked And Secured At 11:00 PM Each Evening A Night Watch Service Is Provided And Venue Are Patrolled Between 10:00PM To 9:00AM. And 1:00PM To 3.00 PM, Please Be Aware That The RTF-2015 Does Not Carry Insurance Theft, Loss Or Damage On Behalf Of Exhibitors.

Exhibition Built Up Schedule

Built-Up Schedule	Day	Date	Time
Raw Space & Shell Scheme And Booth Location With Floor Marking Completion Temporary Power Supply For Raw Space	Sunday	12/04/2015	09.00 AM
Handover Of Shell Scheme Stalls To Exhibitors Final Time For Raw Space & Shell Scheme Completion	Monday	13/04/2015	10:00PM
Opening Demo	Tuesday	14/04/2015	10:00AM

Breakdown Schedule

Breakdown Schedule	Day	Date	Time
Disconnect Of Power & Other Utilities	Friday	17/04/2015	11.00 PM
Deadline For Removal Of All Exhibitors Stand Materials From The Hall	Saturday	18/04/2015	02.00 PM

Notes

Contractors Are Allowed To Work Inside The Halls During Build-Up And Break-Down.

Exhibitors Are Allowed Inside The Hall From 9:30AM To 10:00PM During Exhibition Days To Service Their Stands.

Contractors And Exhibitors Are Requested To Strictly Observe That Carpentry Painting And Welding Work Inside The Hall Is Not Permitted. Only Assembly Of The Display, And Minor Finishing/Touch Up Is Allowed. Contractors

Violating This Guideline Will Be Prevented From Continuing Work At The Exhibitors Stand Inside The Hall.

Important

Exhibitors/Contractors Are Requested To Restrict Entry Of Temporary Labor/Staff During The Exhibition Hours.

Exhibitor with own contractor please fill in details:

Name of Company:

Contact Person:

Contact No:

Email:

Head Office:

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Tel:+966 1 466 5064, Fax:+966 1 461 0289, Email:info@riyadhtravel.net

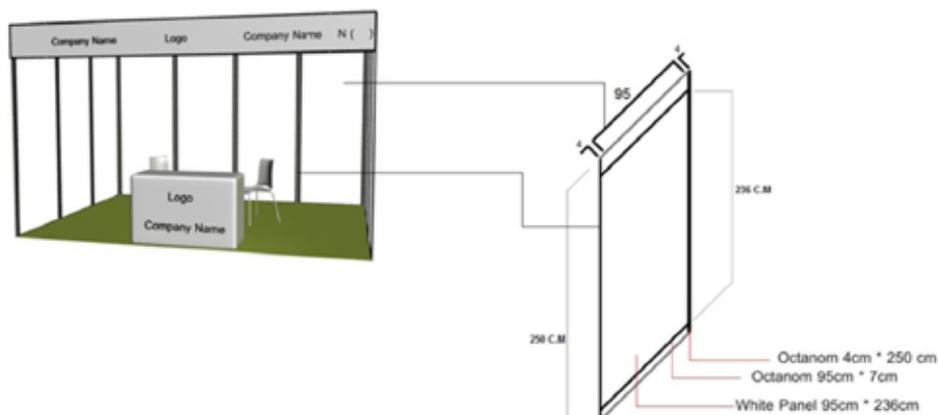


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General Information

1. Possession Of Stands
Standard Stall Sample:



A. Space Only:

B. Shell Scheme:

Exhibitors Using Any Contractor Other Than The Official Stand Construction Contractor For Their Stalls, Will Get Possession, Only If Drawings / Designs For Their Stands Have Been Approved By The Organizer And The Performance Bond Is In Place. Please Send Us Your Stall Design For Organizer Approval Before 15th March, 2015 At : info@riyadhtravel.net

2. Handover Of Halls

The Halls Have To Be Handed Over To The Four Seasons Hotel Promptly On 19th April, 12:00PM. The Organizer Will Dispose Off Any Items Remaining In The Hall Beyond This Time, And The Management Will Not Accept Responsibility For Any Loss Or Damage. Cost Involved Will Be Borne By The Defaulting Exhibitor.

3. Rules & Guidelines For Design And Construction Of Raw Space

3.1 The Maximum Height Of Any Stand Should Not Exceed 7 Meters.

3.2 Carpentry

Contractors And Exhibitors Are Requested To Strictly Observe That Carpentry Inside The Halls During Build-Up Is Not Permitted. Only Assembly Of The Display And Minor Finishing / Touching Up Is Allowed. Contractors Violating This Guideline Will Be Prevented From Continuing Work On The Exhibitors Stand Inside The Hall.

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- 3.3 Wood Work In The Exhibition Halls Is Prohibited. Platforms / Panels And Other Decorations For The Interior Must Be Brought In Prefabricated Condition. Only Assembly And Finishing Will Be Allowed Inside The Hall. Spray Painting Inside The Exhibition Halls Is Strictly Prohibited And Any Exhibitor Doing So Shall Bear The Risk Of Dis-Connection Of Power Supply To The Stand.
- 3.4 Design For Customize Stall/Pavilion Has To Be Submitted For Riyadh Travel Fair Secretariat By 25th March, 2015
- 3.5 Completion
All The Exhibitors And Their Respective Special Booth Design Contractors Are Requested To Complete The Booth Fabrication Work By 10:00PM 13th April, 2015, After Which No Work Would Be Allowed To Continue In Their Booths. Exhibitors/Contractors Wishing To Continue Beyond The Above Mentioned Deadline Would Be Levied A Penalty Of SAR 2,000.00 Per Hour, Per Booth Thereafter Up To 12:00 (Noon) Of 13th April, 2015. Kindly Contact The Exhibition/Help Desk On Site For Further Details & Procedures.
- 3.6 Waste
Exhibitors Are Advised Not To Throw Waste Material From Their Stands On The Aisles.
- 3.7 Electricity & Power Connection Consumption
For All The Stand Will Be Provided With Double Phase Electricity For The Spotlights. Or Demand On Our Exhibitors.
- 3.8 Photographs/Films
The Organizer's Reserve The Exclusive Right To Take Photographs And Films Of The Exhibition Stalls. Prior Permission Of The Organizers Will Be Essential For Taking Photographs And Films By The Exhibitors And Others. The Exhibitors Can, However, Take Photographs Of Their Particular Stall And Visitors To Their Stall.

Rules And Regulations:

1. The Exhibitors/Contractor Will Have To Bear Any Charges Levied By The Hall Owner Four Seasons Hotel For Damages Caused To The Property, Walls, Flooring, ETC.
2. Exhibitors/Contractors Are Not Permitted To Fabricate Or Build From Scratch, Stands Inside The Halls. They Should Pre-Fabricate And Fit Sub-Sections Of The Stand Inside The Hall. Only Finishing And Touching Up Of Paint (Not Complete Painting) Is Permitted Inside The Hall.
3. Exhibitors/Contractors Must Remove Cut-Offs And Debris From Inside Their Stand, And Ensure That The Stand Is Completed By 10:00PM On 13th April, 2015.
4. Exhibitors/Contractors Are Not Allowed To Block The Aisles Inside The Hall. Packing Cases And Crates Belonging To Contractors And Exhibitors And Material Lying On The Aisles Will Be Removed Under The Instruction Of The Organizers At The Exhibitors Cost.
5. No Suspensions Are To Be Made From The Ceiling Of The Exhibitions Halls, Nor Any Fixing Be Made To The Floor, Walls Or Any Other Part Of The Building.

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Official Contractor:

Mr. Hassan Tohmaz
Tel: +966 11 4480503
Mobile : +966 560998159
Email: www.modernline.com.sa

Official Cargo:

For All participants in the exhibition
Please send shipments In the name of
ASAS Exhibitions & Conference Organizing Company
Tel:00966 1 4665064
FAX:009661461 0289
RIYADH
KSA

1. Certificate of Origin original
2. Invoice original
3. Packing List original

Please attach these documents with airway bill and send copy by email to

MUNAWLA CARGO CO. LTD

MR : Mohammed Akbar
Mobil no: 00966551172146
Tel: no: 09664761990 /009664765181
Email: akbar@munawlacargo.com.sa
MR : Mahboub Singrab
Marketing Specialist
Mobil no : 00966540336196
Tel no: 009664761990 / 009664765181
E mail : mahboub@munawlacargo.com.sa

Official Car Rental : Al - Best Rent A car

Abdulazim Torky
Tel: +966 11 224 5303
Fax: +966 11 224 5333
Email: aturki@alissa-best.com
Address:P.O. Box 40280. Riyadh 11499

Official PR Team: Aviareps Dubai Media City

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Official Contact:

Bander algrnyi

General Manager

Tel: +966 01 466 5064

Fax: +966 01 461 0289

Email: bander@asas.biz

Management

Queries relating all Event Management

Sheikh Imran Hafeez

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Official PR Team: Aviareps Dubai Media City

Mr. Glenn Johnston

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Address: P.O. Box 502657

Email: gjohnston@aviareps.com

Official Contrator

Mr. Hassan Tohmaz

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