British Pavilion at Arabplast
Dubai, UAE 7-10 Jan 2013
Exhibitors Handbook
ARABPLAST OVERVIEW

**Facts & Figures**

<table>
<thead>
<tr>
<th>Event Title</th>
<th>Arabplast 2013, The 11th edition of the show</th>
</tr>
</thead>
<tbody>
<tr>
<td>Show Venue</td>
<td>Dubai International Convention &amp; Exhibition Centre</td>
</tr>
<tr>
<td>Expected Exhibitors</td>
<td>Around 700</td>
</tr>
<tr>
<td>Expected Visitors</td>
<td>Around 19,000</td>
</tr>
<tr>
<td>Duration</td>
<td>7th – 10th January 2013</td>
</tr>
<tr>
<td>Size</td>
<td>35,000 sqm</td>
</tr>
</tbody>
</table>

**The Venue**

Dubai International Convention & Exhibition Centre is the region’s largest exhibitions and events hosting platform offers. The venue offers world class exhibition and convention facilities and the total of 70,000 sq metres.

**British Pavilion location**

The British Plastics Federation has reserved 100 sqm of space in a prime location of Hall 4.

**Stand Construction**

The British Pavilion will be build by the show organiser based on the Superior Package stand at US$ 450 per m². Each stand package will include the following:

- Space and stand construction of white walls (2.5H x 1mW)
- Company name on the fascia
- Carpet
- 1 Round table with 2 grey leather chairs
- 1 counter for reception
- Folding door for store room
- 1 X 13 Amp, 220V plug socket
- 4 Spotlights
- 1 Potted plant
- Wooden round booth dividers with organizers logo

**Stand Services and Additional Items**

All additional items not included in the above package such as compressed air, water, increased power supplies etc must be paid for by the exhibitor. Details of additional display aids and furniture etc available to hire will be forwarded to shortly.

**Key Benefits To The Exhibitor**

The UK Pavilion is well located within hall 4—this acts as draw to visitors to the show.
The BPF will provide media relations support ensuring coverage of the UK Group both in UK publications, and crucially those out in market. All aspects of the group participation will be promoted on BPF on-line (currently receiving in excess of 3,000 hits per day) including detailed information on all companies taking part in the UK Group.

The BPF will be able to offer a large amount of project management support, assisting companies with travel and accommodation arrangements, warning companies of approaching deadlines and ensuring the smooth running of the stand construction.

At the show the British Plastics Federation will provide the group with additional services such as internet, refreshments and a hospitality area on the BPF stand. Staff will also be on-hand during the show to offer extra support to companies and offer assistance in communicating with local support networks, including British Consulate Commercial Staff, key Government contacts and local businessmen.

£550 Pavilion Management Fee (non-members)
£420 Pavilion Management Fee (members)

Insurance
The BPF and UK Trade & Investment do not take any responsibility for exhibitors insurance. Therefore, each exhibitor is required to arrange his or her own comprehensive insurance.

UK Trade & Investment Grants
UK exhibitors can apply for UK Trade & Investment grant of £1,400 for Arabplast if they meet the following criteria:

**Small to Medium size Enterprise (SME) that:**
- Has less than 250 employees
- Has an annual turnover not exceeding € 50m, or an annual balance sheet total not exceeding € 43m
- Is independent, i.e. not more than 25 % of its capital or voting rights are owned by another enterprise, which is not an SME

**Is a New Exporter under the UKT&I definition:**
During the past 12 months no more than 25% of turnover resulted from export OR the company has not been exporting for more than last 10 years.

*Please note that "New to Export" rule will be waived off if you have not attended the previous edition of the event.*

Participants must correctly complete a TAP Exhibitor Grant Application Form and submit it via the BPF no later than ten weeks before the show.

Accommodation in Dubai
There are two hotels recommended by the British Group and they are Ibis Hotel and Novotel. Both Hotels are part of the Dubai International Convention and Exhibition complex and they are just 10 min away from the airport.

Visas
It is not required for the British Citizens to get a visa in advance as they will be issues with one at the airport upon arrival.

Freight Forwarders
Agility - Fairs & Events
Tracey Cannon
Bromley, United Kingdom
Tel. +44 208 461 8703
Fax +44 208 228 1172
tcannon@agilitylogistics.com

GBH Exhibition Forwarding Ltd
Mark Saxton, Sales Manager
Sheffield, GB
Tel: +44 (0)114 2690641
Fax: +44 (0)114 269362
mark@gbhforwarding.com
**TERMS & CONDITIONS OF PARTICIPATION FOR UK GROUP EXHIBITORS AT ARABPLAST 2013**

There are three parties involved in the provision of the BPF’s UK Group at PlasEurasia:
- the BPF co-ordinates and manages the UK Group participation at the exhibition in relation to all other parties listed;
- UK Trade & Investment, who administer the exhibitor grant funding for eligible companies;
- Tuyap Fair who are the show organisers

Note: Before completing the Application Form you should read the conditions below. If you have any queries about these UK Trade & Investment Terms & Conditions or the Application Forms, please contact the Events Department, BPF.

1. Companies applying to exhibit as part of the UK Group can either take space within the Pavilion or can make their own arrangements for stand space. All terms and conditions apply to either option.
2. All stands must be in the name of a UK registered company.
3. Exhibitors must pay in full all invoices for stand fees as they fall due.
4. When applying for space and stand construction within the UK Pavilion all companies are required to comply in full with the terms and conditions as laid out by Tuyap, and UK Trade & Investment.
5. If prices associated with space and construction vary by greater than 20% from those outlined in the quote provided with these terms and conditions, the BPF will undertake to seek the agreement of the applicant before enforcing the terms of this contract.
6. Exhibitors withdrawing from the Pavilion after the BPF is committed to payments on the applicant’s behalf will forfeit their stand fees in full unless a replacement company can be found.
7. The BPF will make every effort to find replacement exhibitors, but is not liable, nor can guarantee to do so.
8. Where an exhibitor can be found the BPF management fee or deposit received will be retained to cover the additional administration costs incurred.
9. In submitting this application, the exhibitor shall ensure that it has full insurance cover against accident, injury, loss or damage of any nature including public and product liability. Exhibitors will be liable for third party claims arising from their own stand fittings and for their proportion of the stand construction. All parties shall also comply with any requirements of BPF, the exhibition organiser and any applicable law in this regard.
10. From time to time, the BPF may appoint service companies to offer group freight, travel, accommodation, promotion and other services as may be thought in the interest of the exhibiting companies. Where the BPF makes such appointments, exhibitors are free to make use of the services of such companies at their own risk. Such appointments are made in the interest of reducing individual costs for joint venture participants. Companies are not obliged to use such services.

Each company must pay the BPF management fee on the due date. The management fee applies to all companies exhibiting within the UK Group whether they are exhibiting on the Pavilion or independently. Companies exhibiting as part of the UK Group but with no UK Trade & Investment support are also obliged to pay the management fee. The management fee is non-refundable. The management fees are as follows:

<table>
<thead>
<tr>
<th>PlastEurasia Group co-ordination</th>
<th>- Member</th>
<th>£420</th>
</tr>
</thead>
<tbody>
<tr>
<td>PlastEurasia Group co-ordination</td>
<td>- Non Member</td>
<td>£550</td>
</tr>
</tbody>
</table>

**PLEASE FAX to 02074575045, or EMAIL afredericks@bpf.co.uk**

<table>
<thead>
<tr>
<th>Total Space required (at approx $450 per sqm) *</th>
<th>British Pavilion Management Fee</th>
<th>British Pavilion Stand Enhancement</th>
</tr>
</thead>
<tbody>
<tr>
<td>(consists of raw space cost + stand construction)</td>
<td>£450 (BPF Member)</td>
<td>£100</td>
</tr>
<tr>
<td></td>
<td>£550 (Non-BPF Member)</td>
<td>(Cost of 'British Group' signage above your stand - adding to the image of a cohesive British Group)</td>
</tr>
</tbody>
</table>

**TOTAL COST:**

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Your Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phone number</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>