

# **7<sup>th</sup> International Symposium on Managed Aquifer Recharge (ISMAR7)**

**Armed Forces Officers Club  
Abu Dhabi, United Arab Emirates**

**9-13 October 2010**

# **EXHIBITORS' MANUAL**



Dear Exhibitor

Thank you for exhibiting at **ISMAR7**.

With your participation in mind, we have put together this Exhibitor Manual which covers every aspect of the Exhibition. We strongly recommend you spend some time reading through the manual to familiarise yourself with all the details and the services available.

We would advise that you appoint one person as the Exhibition Co-ordinator, who will be responsible in co-ordinating and liaising with the Organisers and Contractors where necessary, and will ensure the prompt completion of all Order Forms.

Completed Forms should be sent to the email or fax number shown on the form.

Please remember to take a copy of all completed Order Forms you submit for your records.

**The Exhibitors' Manual** is designed for ease of reference and is divided into sections. The table of contents at the beginning of the document will help in identifying the topics and their location in the manual.

**The Action & Deadline Check List** will prompt you to return relevant Forms to the relevant contractors on or before the dates specified. Please note that some Forms received past their specified dates are subject to a surcharge and in some cases may not be honoured.

Should you have any other queries relating to your participation at **ISMAR7**, which is not addressed in this manual, please do not hesitate to contact the Operations Department at:

**Telephone:** +9714 303 4773

**Contact:** David Hirst

We look forward to meeting you at **ISMAR7** and wish you a very successful show.

**The ISMAR7 Organisers**



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## EXHIBITION TIMETABLE

### EXHIBITION BUILD UP

Friday 8th October, 08.00hrs – 18.00hrs: Access to Official Contractor Only

**Saturday 9th October, 08.00hrs – 18.00hrs Access to Shell Scheme Exhibitors & Contractors**

**All stands must be completed and Exhibits in place by 18.00hrs on Saturday 9th October**

### EXHIBITION OPENING CEREMONY

SUNDAY 10th OCTOBER AT 12.00HRS

### EXHIBITION OPEN DAYS

Sunday 10th October: 12.00hrs – 17.00hrs

Monday 11th October: 08.00hrs – 17.00hrs

Tuesday 12th October: 08.00hrs – 17.00hrs

### EXHIBITOR ACCESS

Saturday 9th October: 08.00hrs – 18.00hrs

Sunday 10th October: 07.00hrs – 18.00hrs

Monday 11th October: 07.00hrs – 18.00hrs

Tuesday 12th October: 07.00hrs – 22.00hrs

### BREAKDOWN

Tuesday 12th October: 17.00hrs onwards - Removal of Exhibits & Dismantling of Stands

No exhibits or stand fittings are to be removed or dismantled before 17.00hrs on Tuesday 12th October

All Exhibits must be cleared from the stand by 22.00hrs on the 12th of October.

The Organisers cannot be held responsible for any items that are left in the hall.



## IMPORTANT CONTACT DETAILS

### ORGANISERS

**Environmental Agency – Abu Dhabi (EAD)**

Tel: +971 2 693 4 441

Fax: +971 2 4464799

Email: [mpillai@ead.com](mailto:mpillai@ead.com)

**Contact: Manisha Pillai**

**Schlumberger Water Services (SWS)**

Tel: +1 281 285 4425

Fax: +1 281 240 7204

Email: [tmurrie@slb.com](mailto:tmurrie@slb.com)

**Contact: Traci Murrie**

The Organisers' Office will be located on site and will be open during the show times and during the build up and break down periods. Cell phone numbers will also be provided prior to show opening.

### CONGRESS SECRETARIAT

**Congress Solutions International**

Tel: +9714 303 4763

Fax: +9714 303 4030

Email: [shabeena.cassiere@emirates.com](mailto:shabeena.cassiere@emirates.com)

**Contact: Ms. Shabeena Cassiere**

### STAND CONSTRUCTION & EXHIBITORS SERVICES

**Congress Solutions International**

Tel: +9714 303 4763

Fax: +9714 303 4030

Email: [david.hirst@emirates.com](mailto:david.hirst@emirates.com)

**Contact: Mr. David Hirst**

### HOTEL RESERVATIONS, VISAS & TRANSFERS

**Congress Solutions International**

Tel: +9714 303 4763

Fax: +9714 303 4030

Email: [shabeena.cassiere@emirates.com](mailto:shabeena.cassiere@emirates.com)

**Contact: Ms. Shabeena Cassiere**

### CONGRESS & EXHIBITION VENUE

**Armed Forces Officers Club**

Tel: +97150 438 9928

Fax: +9712 441 5331

Email: [selma@afoc.mil.ae](mailto:selma@afoc.mil.ae)

Website: [www.afoc.mil.ae](http://www.afoc.mil.ae)

**Contact: Ms. Selma Cherami**



## LOCATION MAP

### Venue Address:

Armed Forces Officers Club

Al Khaleej Al Arabi Road

Abu Dhabi

United Arab Emirates

Tel: 02 441 5900



The Armed Forces Officers Club & Hotel is located on the Al Khaleej Al Arabi Road opposite to the Sheikh Zayed Grand Mosque.



## SECTION ONE

### 1.0 ON-SITE FACILITIES & SERVICES

#### 1.1 AUDIO VISUAL EQUIPMENT HIRE

The Organiser's have appointed Congress Solutions International as the Official Supplier of Audio Visual equipment. A list of available equipment can be found on Form 7.

#### 1.2 BANKING SERVICES & ATM

These facilities are available at the Armed Forces Officer's Club.

#### 1.3 BUSINESS CENTRE

The Armed Forces Officer's Club "Business Centre" will be open during Show dates and is located on the 1<sup>st</sup> Floor (facing the Cinema Hall). Charges may apply.

#### 1.4 CAR PARKS

Ample car parking spaces are available around the Armed Forces Officer's Club

#### 1.5 CATERING FACILITIES

There are a number of cafes and restaurants located throughout Armed Forces Officer's Club and these facilities will be open throughout the exhibition opening hours.

#### 1.6 CLEANING SERVICES

Cleaning of individual exhibit area is the responsibility of the Exhibitor. A full cleaning of the halls and aisles will take place each evening and before the show opens.

#### 1.7 EXHIBITION SECURITY

Whilst the Organiser has made reasonable arrangements for security cover, they accept no liability for any loss or damage that may occur to the stands or exhibits during the build-up, show dates and breakdown.

A full security sweep will be carried out before the show opens, and no freight or packing boxes will be allowed into the halls after this time.

We recommend where possible that stands are not left unattended at any time.

Although the halls will be locked at night, small attractive items and valuables should be kept under constant supervision and removed each evening.



Exhibitors and Contractors should wear their badges at all times when in the Exhibition Halls.

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### 1.8 FIRE EXTINGUISHERS AND PROCEDURES

The Organisers will provide, at various locations around the hall, fire extinguishers of suitable design and capacity, according to the risk involved. In the case of all stands, all materials used in the construction of stand fitting and display must be fireproofed and must conform in all respect with local regulations.

- Storage of empty cartons or materials behind stands is strictly forbidden.

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### 1.9 FIRST AID SERVICES AND PHARMACY

The following facilities are available within the Armed Forces Officer's Club during the period of build-up / breakdown and exhibition open hours:

- On site nurse
- On call Ambulance Service

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### 1.10 FLORAL / PLANT HIRE

Flowers and plants may be hired from Congress Solutions International. A range of flowers and plants are available upon request - please refer to Form 9.

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### 1.11 FURNITURE/ ELECTRICAL / ADDITIONAL SHELL SCHEME SERVICES

See Section 3, for information on the above.

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### 1.12 ORGANISERS' OFFICE

The Organisers' Office at the Armed forces Officer's Club will be open throughout the Show, including Build-Up and Breakdown.

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### 1.13 PRAYER ROOMS

A Prayer room will be provided on site in the Armed Forces Officer's Club. There is also a mosque just outside the complex.

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### 1.4 REST ROOMS

A number of ladies and gents toilets are located throughout the Armed Forces Officer's Club and can be accessed from the halls or from the foyer of the Venue.



## 1.15 TAXI SERVICES

Taxis will be on call at the front of the Armed Forces Officer's Club.



## SECTION TWO

### 2.0 GENERAL INFORMATION

#### 2.1 CONFERENCE OVERVIEW

08:00	09:00	10:00	11:00	12:00	13:00	14:00	15:00	16:00	17:00	18:00	19:00	
<b>Saturday, October 9</b>												
Workshops					Workshops				Welcome Reception			
<b>Sunday, October 10</b>												
		Opening Ceremony		Exhibition								
				Posters		Posters						
				Presentations		Presentations						
<b>Monday, October 11</b>												
Posters		Exhibition				Posters		Posters		Arabian Desert Dinner Experience (17:00 – 22:00)		
Presentations		Presentations		Presentations		Presentations		Presentations				
<b>Tuesday, October 12</b>												
Posters		Exhibition				Posters		Posters				
Presentations		Presentations		Presentations		Presentations		Presentations				
<b>Wednesday, October 13</b>												
Field-trip to the strategic water reserve project Liwa, U.A.E.												

#### 2.2 OPENING CEREMONY AND INVITATIONS

The conference will be officially opened at 10.00hrs, Sunday 10th October 2010. The conference opening ceremony will close with an official Exhibition opening at 12.00hrs. The dignitary appointed to open the Conference will be announced prior to the opening day. All Exhibitors are eligible to attend the Conference Opening Ceremony, and it is mandatory that exhibitors are present on their booth during the Exhibition Opening. A comprehensive representation of VIPs and Government officials will also be formally invited to attend.



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### 2.3 EXHIBITION PROGRAM

Contracted Exhibitors are entitled to one standard program entry. The standard entry will include your company contact details, and company profile of 60 words. Entries should be entered onto Form 2 and returned to the stated person. Any errors in entries are the responsibility of the Exhibitor.

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### 2.4 EXHIBITORS' PACK

The Exhibitors' Pack will be available for collection from 08.00 hrs on Saturday 9th October and will include the following:

- Exhibitor Badges
- Program guide
- A copy of the Floor Plan showing your stand location
- Visitor Guide

Please collect your "Exhibitor Pack" from the Organisers' Office.

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### 2.5 EXHIBITOR AND CONTRACTOR BADGES

All Exhibitors and Contractors entering the exhibition halls are required to wear their Exhibitors' Badges at all times, including build-up and breakdown.

All exhibitor or contractor badges to be collected from the Organisers' Office.

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### 2.6 COMMERCIAL & SPONSORSHIP OPPORTUNITIES

Exhibitors wishing to take advantage of Sponsorship Opportunities should contact

David Hirst on +9714 303 4773 or at [david.hirst@emirates.com](mailto:david.hirst@emirates.com)

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### 2.7 DISTRIBUTION OF MATERIAL / CANVASSING

The display or distribution of any material, in any form, from any area within the exhibition halls, other than within the boundary of the stand, is strictly prohibited. This includes the gangways surrounding the stand.



## 2.8 INSURANCE REQUIREMENTS

The Exhibitor is fully responsible for obtaining insurance protection for their exhibits, property and personnel against all risks. Equipment should be insured both in transit and on location at the exhibition for the entire period it is on the exhibition site.

- Insurance cover must include:
- Personal injury
- Third party claims

Expenses incurred and/or losses of any kind, including losses resulting from the abandonment or postponement of the exhibition

Medical expenses and baggage cover

NB: Exhibitors are advised that insurance protection for exhibits, display material and personnel/personal effects must cover the full period for which the equipment and personnel are on the exhibition site.

## 2.9 INDEMNITY & AUTHORISED SIGNATORIES

The Exhibitor must undertake to indemnify the Organisers from and against any payment the Organisers are called upon to make to the local authorities on the Exhibitor's behalf in respect of any customs levy, tax, fine or other money due from the Exhibitor.

## 2.10 LABOUR LAW

Please make sure that all personnel working on your stand on site carry their labour card (if local personnel) or the relevant documentation as proof of their position in your company. Anyone found working under a different title other than the position mentioned on their labour card / documentation, will be imprisoned or in some cases may be deported.



## SECTION THREE

### 3.0 STAND CONSTRUCTION, GENERAL INFORMATION & REGULATIONS

#### 3.1 GENERAL REGULATIONS

Fire Regulations - all materials used in the construction of stand fitting and display must be Fire-proof and must conform in all respects with local regulations

No projections of display material, exhibits or furniture into the aisles will be permitted

It is strictly prohibited to affix nails, tacks, screws, adhesives, paint or similar items to the floor, walls, ceiling or other parts of the premises. It is not permitted to drill into the floor of the exhibition halls.

#### 3.2 REMOVAL OR ALTERATION OF STANDS AND EXHIBITS

The Organisers reserve the right to remove or alter anything, in or on any part of the stand at the Exhibitors expense, if in their opinion, it is desirable to do so in the interests of the exhibition.

#### 3.3 BREAKDOWN OF STANDS & EXHIBITS

No exhibits or stand fittings should be removed or dismantled before 17.00hrs on Tuesday 12th October 2010 (see Show Time Table) in the introduction.

Exhibitors are responsible for removing all stand fittings and waste materials from the halls by 22.00hrs on Tuesday 12th October 2010. A charge will be made, should the Organiser have to arrange the removal of any items.

**THE ORGANISER WILL NOT BE HELD RESPONSIBLE FOR ANY ITEMS LEFT IN THE HALLS**

### SHELL SCHEME STAND FITTING

#### 3.4 OFFICIAL SHELL SCHEME CONTRACTOR

The Organisers have appointed Congress Solutions International to be responsible for the supervision and erection of all Shell Scheme Stands and to provide a full on-site management and technical service

Shell scheme stands will be available to exhibitors for set-up from 08.00 hrs – 18:00 hrs on Saturday 9th October 2010.



### 3.5 SHELL SCHEME STANDS (PERIMETER AND ATTACHED) SPECIFICATIONS

Exhibitors who have ordered a shell scheme stand will receive a stand erected to the following specifications: Please refer to Page 19 for Shell Scheme stand diagram

Construction: Octanorm Modular Aluminium System

Walls: White Vinyl covered Infill Panels

Roof Beams: 70mm deep Aluminium Beams form the Ceiling Grid

Height of Stand 2.5m (2.43m to the underside of the ceiling beams)

Floor Covering Carpet

Fascia & Name Panel showing Exhibitors name and Stand Number

Lighting three (3) Spotlights per 9m<sup>2</sup>

Electrical Sockets one (1) 13amp (Standard British square 3 pin) per 9m<sup>2</sup>

Furniture Package one (1) Table, two (2) Chairs & one (1) Wastepaper Basket

### 3.6 SHELL SCHEME FIXINGS

Exhibitors occupying shell scheme stands must ensure that all internal stand fittings and displays are contained within the shell scheme structure and do not exceed 2.4 metres in height.

No display materials or logos may be fixed to the shell scheme fascia / name panel by the exhibitors. Please refer to Order Form 8 for graphic design options.

No fixings may be made to the walls but brackets are available for exhibitors' display panels and signs.

Exhibitors may affix lightweight photographs and technical information sheets etc direct to the shell scheme walls with good quality double-sided adhesive pads or similar, provided such material can be removed without damage to the wall panels.

### 3.7 FURNITURE HIRE & STAND FITTING EXTRAS

Congress Solutions International are able to offer a limited range of quality furniture and stand fitting extras for hire to Exhibitors. Please refer to Form 6.

See illustration of furniture items located behind Form 6

Please note: Orders received after the date specified on Form 6 will be subject to a 20% surcharge.



## ELECTRICAL INSTALLATION, SUPPLY & LIGHTING

### 3.8 GENERAL INFORMATION

General lighting is provided in the halls

The Organisers reserve the right to disconnect any installation that, in their opinion, is dangerous or likely to cause annoyance to visitors or other exhibitors.

### 3.9 POWER SUPPLY SHELL SCHEME

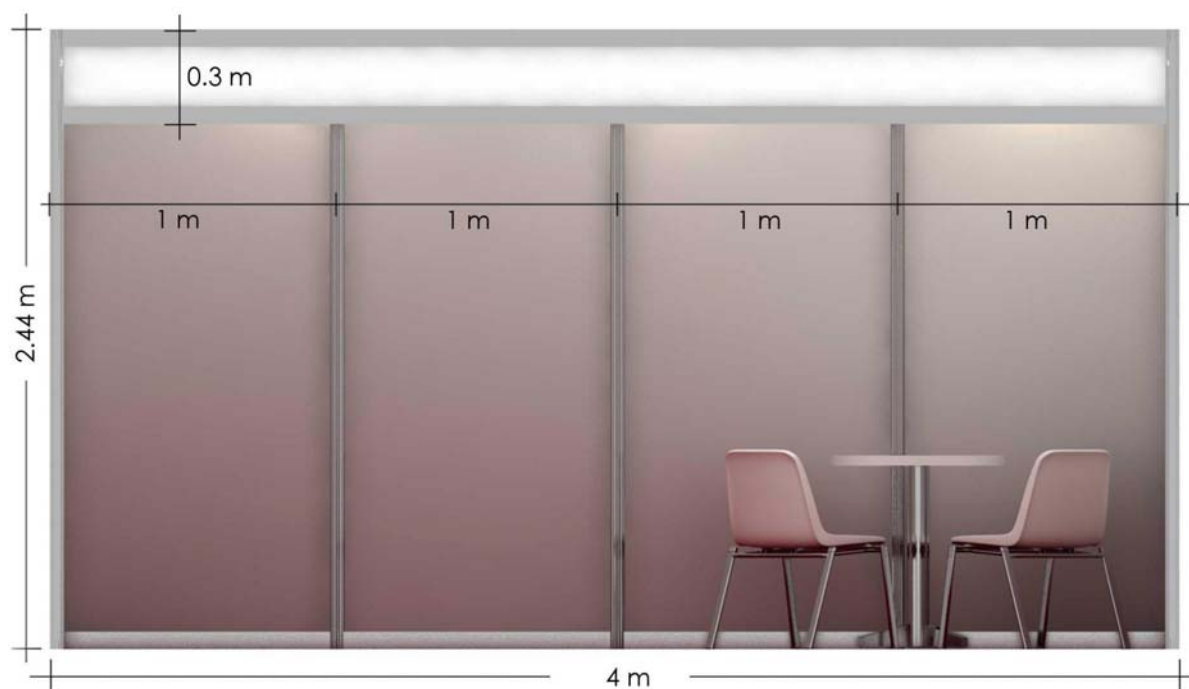
The provision of a single phase main supply is included in the shell scheme contract.

Prices for additional fitting will cover power consumption, installation, maintenance and removal at the close of the exhibition.

Three (3) spotlights and one (1) 13 amp socket per 9m<sup>2</sup> is provided to all shell scheme stands.



### 3.10 (3 X 4M) SHELL SCHEME STAND



## SECTION FOUR

### 4.0 ACCOMMODATION, TRAVEL & REGIONAL INFORMATION

#### 4.1 VISAS

Nationals from 33 countries in Europe, North America and the Pacific Rim can enter the UAE without obtaining a visa in advance. Their passports will be stamped with a visit visa as they pass through Immigration on arrival.

Nationals from the countries listed below can now board at their airports of origin without a visa.

(This applies to all UAE airports and to passengers travelling on all airlines).

The 33 countries are:

Europe – United Kingdom, France, Italy, Germany, Holland, Belgium, Luxembourg, Switzerland, Austria, Sweden, Norway, Denmark, Portugal, Ireland, Greece, Finland, Spain, Monaco, Vatican City, Iceland, Andorra, San Marino, Liechtenstein.

North America - USA, Canada

Pacific Rim - Australia, New Zealand, Japan, Brunei, Hong Kong, Singapore, Malaysia, South Korea.

Gulf Co-operation Council States – Nationals of The GCC are NOT required to apply for a visa in advance.

Nationals of countries not listed above must apply for a visa in advance via the online application form.

#### FULL PASSPORTS:

All passengers travelling to the United Arab Emirates must be in possession of a valid passport, which must be valid for at least 3 months from the date of entry into the United Arab Emirates.

All participants require entry visas to be processed prior to their arrival in the United Arab Emirates. The only exceptions are nationals of The Gulf Co-operation Council States and the countries listed above.

Visas can be ordered through the online booking system at the following address only if Accommodation in one of the Official hotels is also booked online.

Online Accommodation, Visa & transfer System:

[http://www.ismar7.org/accommodations\\_travel.php](http://www.ismar7.org/accommodations_travel.php)



Participants of nationalities not listed above who are not booking accommodation through the online booking system are solely responsible for obtaining visas for themselves, their representatives and invitees.

Some hotels provide a visa service provided sufficient time is given for the application to be processed, if you are not using our online booking system then please check the costs with your hotel as they may differ from their costs shown online.

The visit visa does not entitle the visitor to take up permanent work in the UAE.

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#### 4.2 LOCAL TIME

The UAE is GMT+4

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#### 4.3 CLIMATE

Abu Dhabi has a sub-tropical, arid climate. April - October are the warmest months with temperatures reaching the high 40's and high humidity. The rest of the year, temperatures fall anywhere between the mid 20's - 30's. Rainfall is infrequent falling mainly in the cooler months around November to March.

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#### 4.4 LANGUAGE

The official language of the country is Arabic, although English is the official business language. English is widely used and most road and shop signs, restaurant menus are in both languages.

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#### 4.5 BUSINESS & SOCIAL HOURS

Government offices are open from 07:30 to 14:00hrs Sunday to Thursday. In the private sector, office hours vary between split shift days or straight shifts. Although the small shops opening hours are usually based on split shift timings, shopping malls now are open from 10:00 – 22:00hrs (some till midnight at weekends). Petrol stations are open 24 hours. Embassies and consulates open from 08:00 – 13:30hrs. Most close on Friday and Saturday.

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#### 4.6 LOCAL CURRENCY

The monetary unit is the 'dirham' (Dhs.), which is divided into 100 'fils'.

The currency is also referred to as AED (Arab Emirate Dirham).

The dirham has been tied to the US dollar at a mid-rate of US \$1 – Dhs. 3.675.

Exchange rates of all major currencies are published daily in the local newspapers.



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#### 4.7 BANKS & ATMS

Banks offer a full range of commercial and personal banking services.

Banking Hours:

Sunday to Thursday 08:00hrs - 13:00hrs,

Thursday 08:00hrs - 12:00hrs

Friday Closed

ATMS / Cash Points / Service Tills, accept a wide range of cards. Common systems accepted around Abu Dhabi - American Express, Cirrus, Global Access, MasterCard, Plus System and VISA. ATMs can be found in all shopping malls, at the airport, at petrol stations and at various street-side locations.

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#### 4.8 MONEY EXCHANGES

Money exchanges are available all over Abu Dhabi, offering good service and reasonable exchange rates, which are often better than the banks. Additionally hotels will usually exchange money and travellers cheques at the standard hotel rate.

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#### 4.9 CREDIT CARDS

Most shops, hotels and restaurants accept the major credit cards (American Express, Diners Club, MasterCard, Visa). Smaller retailers are sometimes less inclined to accept credit cards and you may have to pay an extra five percent for processing.

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#### 4.10 TIPPING

Tipping practices are similar to most parts of the world. An increasing number of restaurants include service charge.

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#### 4.11 PHOTOGRAPHY

Normal tourist photography is acceptable; it is courteous to ask permission before photographing people especially local women. In general, photographs of government buildings, military installations, ports and airports should not be taken.

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#### 4.12 CULTURE

Abu Dhabi's culture is firmly rooted in the Islamic traditions of Arabia. However Abu Dhabi is very tolerant of the customs of its visitors and is relatively liberal when it comes to European dress codes and serving alcohol in hotels. Among the most highly prized virtues are courtesy



and hospitality, visitors are sure to be charmed by the genuine warmth and friendliness of the people.

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#### 4.13 RELIGION

Islam is the official religion of the UAE, but other religions are respected. Abu Dhabi has a number of Christian churches.

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#### 4.14 FOOD & DRINK

Abu Dhabi offers pretty much every type of international cuisine imaginable. Restaurants located in hotels are able to offer alcohol but can be expensive.

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#### 4.15 CUSTOMS

Personal effects entering Abu Dhabi are not liable to a customs levy. It is forbidden to import drugs and pornographic items.

The importation of alcohol into the United Arab Emirates is only permitted as part of the duty free allowance for personal consumption.

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#### 4.16 HEALTH REQUIREMENTS

No health certificates are required for entry to the Emirates, except for visitors who have been in cholera or yellow fever infected area. However, it is always wise to check health requirements before departure as restrictions may vary.

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#### 4.17 SHOPPING

Prices are competitive on many products from gold to carpets, textiles or designer labels.

The imaginatively designed, modern Shopping Malls in Abu Dhabi are one of the highlights of shopping. They are generally spacious and fully air conditioned. Most international brands and high street shops can be found in the Malls. Most malls have a food court, offering a variety of cuisine. Some malls also have cinemas.

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#### 4.18 SOUKS

Souks are the Arabic markets where any kind of goods are bought, sold and exchanged. Over the years, the items on sale have changed dramatically from spices, silks and perfumes to include electronic goods and the latest kitch consumer trends.

The key to shopping in Souks is to bargain where possible since prices can drop quite substantially. Abu Dhabi's souks are worth a visit for their bustling atmosphere, the eclectic variety of goods and the traditional way of doing business.



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#### 4.19 TOURS & SIGHTSEEING

There are many companies in Abu Dhabi offering an exciting variety of city and safari tours. An organised tour can be a great way to discover the UAE. Tours range from a half-day city tour to an overnight safari visiting the desert or mountains and camping in tents. Most trips require a minimum of four people for the tour to run. It is advisable to book three or four days in advance although in some cases less notice is not a problem.

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#### 4.20 ACTIVITIES

There are numerous activities available to visitors to Abu Dhabi including water sports and golf packages.

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#### 4.21 NIGHTLIFE

Abu Dhabi has numerous Cinemas, Cafes, Bars, Nightclubs and Discos to suit all tastes and ages. There are a number of local magazines available from the Newsagents listing details of the above facilities.

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#### 4.22 ON THE ROAD

Drivers and their passengers in the front and back seats of a vehicle must by law wear seat-belts. Failure to do so may result in a heavy fine. It is an offence to drive and use a mobile telephone unless it is hands free. Any driver found driving under the influence of alcohol will be fined and a term of Imprisonment may follow.



## SECTION FIVE

### ORDER FORMS

#### RETURN DEADLINES

Please note the return dates shown below and at the top of each form. Forms received after the return deadline may be subject to a processing delay. Note: Some orders are subject to a 20% surcharge if received after the return deadline.

FORMS SHOULD BE RETURNED BY FAX OR E-MAIL TO THE ADDRESS GIVEN ON THE FORM

#### The Action & Deadline Check List

Form	Title	Compulsory	Deadline	Return to
1	Name Board	Yes	15 September 2010	Shabeena Cassiere Congress Solutions International
2	Catalogue Entry	Yes	ASAP but before 01 September 2010	Shabeena Cassiere Congress Solutions International
3	Indemnity & Authorised Signatories	Yes	22 September 2010	Shabeena Cassiere Congress Solutions International
4	Exhibitor Badges	Yes	16 August 2010	Traci Murrie
5	Electrical Requirements	Optional	22 September 2010	Shabeena Cassiere Congress Solutions International
6	Furniture Hire	Optional	22 September 2010	Shabeena Cassiere Congress Solutions International
7	Audio Visual	Optional	22 September 2010	Shabeena Cassiere Congress Solutions International
8	Graphic Displays	Optional	15 September 2010	Shabeena Cassiere Congress Solutions International
9	Other Services	Optional	22 September 2010	Shabeena Cassiere Congress Solutions International





ISMAR7 FORM 2 – CATALOGUE ENTRY

**(Compulsory for All Exhibitors- DEADLINE: ASAP but before 01 September 2010)**

**Please Return To: -**

Shabeena Cassiere  
 Congress Solutions International  
 P.O. Box 7631, Dubai, UAE  
 Tel: +971 4 303 4768  
 Fax: +971 4 303 4030  
 Email: Shabeena.cassiere@emirates.com

**If more room in needed, please use blank paper for the profile and lable page 2 of form.**

Company Name (to be listed in catalogue)	
Contact name	
Address	
City	
Postal code	
PO Box	
Country	
Stand number	
Telephone	
Fax	
Email	
Web address	
ENGLISH TEXT ONLY (Maximum 60 words)	

Name / Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ISMAR7 FORM 3 – INDEMNITY & AUTHORISED SIGNATORIES**

**(Compulsory for All Exhibitors - DEADLINE: 22 September 2010)**

**Please Return To: -**

Shabeena Cassiere  
 Congress Solutions International  
 P.O. Box 7631, Dubai, UAE  
 Tel: +971 4 303 4768  
 Fax: +971 4 303 4030  
 Email: Shabeena.cassiere@emirates.com

Company Name		
Stand No.		
Contact Person		
Tel:	Fax:	Email:

**Indemnity & Authorised Signatories**

The exhibitor must undertake to indemnify the organisers from and against any payment which the organisers are called upon to make to the local authorities on the exhibitor’s behalf in respect of any customs levy, tax, fine or other moneys due from the exhibitor. The organisers require a list of personnel authorised to place orders on behalf of the exhibitor with the organisers, their contractors and sub-contractors. Two specimen signatures are required from each authorised signatory.

We hereby indemnify the Organisers from and against any customs levy, tax, fine or any other payments that the organisers are called upon to make to the authorities in the United Arab Emirates on our behalf.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Name: : \_\_\_\_\_ Position: \_\_\_\_\_

This form may only be signed by a Director or Partner of the exhibiting company.

**Authorised Signatories**

The names of the following personnel are authorised to place orders on behalf of this company with the organisers, their contractors and sub-contractors while at the Exhibition. Two specimen signatures of each person are given below:

<u>Name</u>	<u>Signature</u>	<u>Signature</u>
_____	_____	_____
_____	_____	_____



**ISMAR7 FORM 4 – EXHIBITOR BADGES**

**(Compulsory for All Exhibitors - DEADLINE: 16 August 2010)**

**One form should be filled out for each Exhibitor**

**Please Return To: -**

Traci Murrie

Email: [tmurrie@slb.com](mailto:tmurrie@slb.com)

Each exhibitor is entitled to two complimentary exhibitor only badges

Name: (Last)	(First)	(Middle Initial)	Name for Badge	
Company of Affiliation			Meeting Status	
			Executive Committee	
Physical Address			Speaker	
			Poster Presenter	
			Moderator	
			Exhibitor	
City, State, Zip Code			Country	
E-mail Address			Phone	
Spouse Name			Name for Badge	

Delegate, Spouse, Guest Registration includes admission to Icebreaker, Luncheons and Exhibits

**Fees and Payment Information**

<b>Symposium Registration</b>	<b>10 Jul – 2 Sep</b>	<b>3 - 24 Sep</b>	<b>On-Site</b>	<b>Total \$USD</b>
Full Registration (Discounted)	\$ 395	\$ 395	\$ 395	
Spouse Guest – Only if registered for full conf Badge	\$ 95	\$ 95	\$ 95	
Additional Exhibitor Badge	\$ 50	\$ 50	\$ 50	

<b>Social Events</b>	<b>10 Jul – 2 Sep</b>	<b>3 - 24 Sep</b>	<b>On-Site</b>	<b>Total \$USD</b>
Oct 11, Arabian Desert Dinner	\$ 75	\$ 75	\$ 75	
Oct 13, Managed Aquifer Recharge Site (includes transportation and lunch)	\$ 70	\$ 70	\$ 70	

<b>Workshops Sat Oct 9</b>	<b>10 Jul – 2 Sep</b>	<b>3 - 24 Sep</b>	<b>On-Site</b>	<b>Total \$USD</b>
<b>WS1 –AM session Room Al Murajib Hall</b> Aquifer Storage Recovery: How to Identify and Tackle Technical Issues <b>David Pyne, ASR Systems LLC</b>	\$ 175	\$ 200	\$ 200	
<b>WS2 –PM session Room Al Murajib Hall</b> State of the Art Techniques in Identifying and Characterizing Optimum Surface Spreading Groundwater Recharge Projects <b>Michael Milczarek, GeoSystems Analysis</b>	\$ 175	\$ 200	\$ 200	
<b>WS3 –AM session Room Al Fehaidi Hall</b> The applications of advanced bore-hole geophysical logging & Interpretations for water wells <b>Ibrahim Shawky, Geo-science Consultancy</b>	\$ 175	\$ 200	\$ 200	
<b>WS4 –PM session Room Al Fehaidi Hall</b> Integrated Field to Office Technologies for Aquifer Storage and Recovery Projects <b>Schlumberger Water Services</b>	\$ 175	\$ 200	\$ 200	
<b>WS5 –AM session Room Mazaid Hall</b> Where is MAR the best option for securing drinking water supplies and how? Chaired by: <b>Peter Dillon, Ian Gale (IAH Commission on MAR) and a representative of UNESCO.</b> Keynote speaker: <b>Albert Tuinhof of Arjen de Vries, GW-MATE</b>	N/C	N/C	N/C	
<b>Total amount Due</b>				\$USD



**NOTES:**

Conference registration does **not** include airport transfers, hotel reservation, travel, workshops, dinners, field trips or other items. Hotel reservations must be made by individual registrants and can be done on line at. [http://www.ismar7.org/accommodations\\_travel.php](http://www.ismar7.org/accommodations_travel.php)

Workshops will be filled as registrations are received and according to preference.

The short courses/workshops are subject to cancellation if minimum participation is not met.

Field trips will be filled as registrations are received.

Full conference registration includes hotel shuttle to and from venue, luncheons and refreshment breaks on conference days (10 – 12<sup>th</sup> October).

Submission of registration form gives ISMAR7 the authority to use any photograph taken of the registrant at the conference for conference-related publicity including CDs and web sites.

Photographs will not be used for any other purposes.

**REFUND POLICY:**

No refunds will be made for cancellations. One may substitute a delegate in lieu of attending provided notification is made before September 9, 2010

**.Payment Methods:**

Credit Card:  Amex  Visa  Mastercard

Card Number \_\_\_\_\_ Exp Date: \_\_\_\_\_

Credit Card Billing Address \_\_\_\_\_

City \_\_\_\_\_ State/Province \_\_\_\_\_ Zip Code \_\_\_\_\_

Country \_\_\_\_\_

Total Amount Due \$ \_\_\_\_\_ (in USD)

**Wire Transfer Information:**

Wire payments to: Schlumberger Canada Limited  
 Bank Name: Citi Bank Canada  
 Account #: 2015067015  
 ABA #: 021000089  
 Bank #: 0260  
 Bank Transit #: 00082  
 Swift Code #: CITICATT

Please be sure to send this form to [tmurrie@slb.com](mailto:tmurrie@slb.com) as soon as wire transfer has begun.



**ISMAR7 FORM 5 – ELECTRICAL REQUIREMENTS**

**DEADLINE: 22 September 2010**

**Please Return To: -**

Shabeena Cassiere  
 Congress Solutions International  
 P.O. Box 7631, Dubai, UAE  
 Tel: +971 4 303 4768  
 Fax: +971 4 303 4030  
 Email: Shabeena.cassiere@emirates.com

Company Name		
Address		
Stand No.		
Contact Person		
Tel:	Fax:	Email:

QTY	CODE	ITEM	UNIT PRIZE		TOTAL DHS/US\$
			DHS	US\$	
	Me 01	Spot Light 100 watt	120	32	
	Me 02	4 ft Fluorescent Tube	120	32	
	Me 03	13 amp 3 pin Socket	120	32	
	Me 04	Flood Light 500 Watts	325	90	
	Me 05	Mini Fridge	310	90	
	Me 06	Microwave Oven	280	76	
	Me 07	Water Dispenser	375	102	
		TOTAL COST			

Payment in full must accompany with this order.

Item will not be supplied if payment is not received in advance.

**A 20% surcharge is applicable on order less than 14 days prior to start of exhibition**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**ISMAR7 FORM 6 – FURNITURE HIRE**

**DEADLINE: 22 September 2010**

**Please Return To: -**

Shabeena Cassiere  
 Congress Solutions International  
 P.O. Box 7631, Dubai, UAE  
 Tel: +971 4 303 4768  
 Fax: +971 4 303 4030  
 Email: Shabeena.cassiere@emirates.com

Company Name		
Address		
Stand No.		
Contact Person		
Tel:	Fax:	Email:

QTY	CODE	ITEM	UNIT PRIZE		TOTAL DHS/US\$
			DHS	US\$	
	Mf 01	Visitors Chair (Black)	135	37	
	Mf 02	Visitors Chair (White)	135	37	
	Mf 03	Visitors Chair (Blue)	135	37	
	Mf 04	Barstool (Black,White,Red,Wood)	205	56	
	Mf 05	Round Table (White)	185	50	
	Mf 06	Square Table (White)	185	50	
	Mf 07	Showcase (50 x 50 x 200 cm)	330	90	
	Mf 08	Literature Rack (Free standing)6xA4	275	75	
	Mf 09	Lockable Cabinet(100 x 50 x 90 cm)	205	56	
	Mf 10	Octanorm Lockable Counter(100 x 50 x 75 cm)	205	56	
	Mf 11	Lockable Cabinet(100 x 50 x 90 cm)	205	56	
	Mf 12	Octanorm Showcase(100 x 50 x 100 cm)	345	94	
		TOTAL COST			

Payment in full must accompany with this order.

Item will not be supplied if payment is not received in advance.

**A 20% surcharge is applicable on order less than 14 days prior to start of exhibition**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



ISMAR7 FORM 6 – FURNITURE HIRE



Mf 01  
 (colour :(Black)



Mf 05  
 (colour :(White)



Mf 09  
 Lockable Cab



Mf 02  
 (colour :(White)



Mf 06  
 (colour :(White)



Mf 10  
 Octanorm Lock  
 Counter



Mf 03  
 (colour :(Blue)



Mf 07  
 SHOWCASE  
 With Storage  
 Size 500x500x2000



Mf 11



Mf 04  
 (colour :(Black  
 ,White,Red  
 ,Wood)



Mf 08  
 Literature Rack  
 Free Standing  
 6 x A4



Mf 12



ISMAR7 FORM 7 – AUDIO VISUAL

**DEADLINE: 22 September 2010**

**Please Return To: -**

Shabeena Cassiere  
 Congress Solutions International  
 P.O. Box 7631, Dubai, UAE  
 Tel: +971 4 303 4768  
 Fax: +971 4 303 4030  
 Email: Shabeena.cassiere@emirates.com

Company Name		
Address		
Stand No.		
Contact Person		
Tel:	Fax:	Email:

QTY	CODE	ITEM	UNIT PRICE		TOTAL
			DHS	US\$	DHS/US\$
	Ma 01	32" Plasma With DVD Player (without stand)	860	235	
	Ma 02	42" Plasma DVD Player (without stand)	1150	313	
	Ma 03	50" Plasma DVD Player (without stand)	1500	408	
	Ma 04	Plasma Stand	300	82	
		TOTAL COST			

Payment in full must accompany with this order.

Item will not be supplied if payment is not received in advance.

**A 20% surcharge is applicable on order less than 14 days prior to start of exhibition**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



ISMAR7 FORM 8 – GRAPHIC DISPLAYS

**DEADLINE: 15 September 2010**

**Please Return To: -**

Shabeena Cassiere  
 Congress Solutions International  
 P.O. Box 7631, Dubai, UAE  
 Tel: +971 4 303 4768  
 Fax: +971 4 303 4030  
 Email: Shabeena.cassiere@emirates.com

Company Name		
Address		
Stand No.		
Contact Person		
Tel:	Fax:	Email:

Shell Scheme Graphic Display (See Following Examples)

Ref No	Description	Size	Unit Price		Qty	Total Cost
			Dhs	US\$		
MG 201	Type : Roll Up Graphics : Digital Print	0.8 m X 2 m (W x H)	375	102		
MG 202	Type : Pop Up Graphics : Digital Print Light : Spot Lights	3.5 m X 2.2 m (W x H)	6375	1735		
MG 203	Type : Pop Up & Counter Graphics : Digital Print Light : Spot Lights	4.5 m x 2.2 m (W x H)	7750	2110		
MG 204	Type : Graphic Panel Graphics : Digital Print With Foam Board	2.4 m X1 m (W x H) Each Panel	425	115		
MG 205	Type : Graphic Panel Graphics : Digital Print With 5 cm Wall	2.4 m X1 m (W x H) Each Panel	915	250		

Payment in full must accompany with this order.

Item will not be supplied if payment is not received in advance.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



ISMAR7 FORM 9 – OTHER SERVICES

**DEADLINE: 15 September 2010**

**Please Return To: -**

Shabeena Cassiere  
 Congress Solutions International  
 P.O. Box 7631, Dubai, UAE  
 Tel: +971 4 303 4768  
 Fax: +971 4 303 4030  
 Email: Shabeena.cassiere@emirates.com

Company Name		
Address		
Stand No.		
Contact Person		
Tel:	Fax:	Email:

QTY	CODE	ITEM	UNIT PRIZE		TOTAL DHS/US\$
			DHS	US\$	
	Mg 04	Rollup stand	375	102	
	Mg 05	Pop up Stand (3 m x 1.8 m)	6900	1878	
	Mg 07	Plants (See next page)	310	84	
	Mg 08	Table Top Flower Arrangement (See next page)	310	84	
		<b>TOTAL COST</b>			

Payment in full must accompany with this order.

Item will not be supplied if payment is not received in advance.

All graphics should be on high resolutions pdf or Illustrator format.

**A 20% surcharge is applicable on order less than 14 days prior to start of exhibition**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# PLANT SELECTION FOR ISMAR7

