



10 - 12 DECEMBER 2017

Exhibitor's Manual

Dear Exhibitor:

Thank you for joining **AUTOTECH 2017**, The International Auto Aftermarket Trade Show for Automobile Spare Parts, Accessories, Motorcar Workshops, Service Station Equipment and Feeding Industries.

We have prepared this exhibitor's manual to assist you in your participation process. We highly encourage exhibitors to read this manual carefully and thoroughly in order to be familiar with the preparations and procedures of the event.

To facilitate your participation and to ensure smooth operation, exhibitors must adhere to the deadlines stipulated in the order forms.

While every effort will be made to maintain the procedures and rates quoted within this manual, some slight variations may occur. Should you require any further information or assistance, please contact us.

We look forward to the pleasure of welcoming you at our show.

The organizers,

Exhibition Operations Schedule:

Fair Date : 10 – 12 DECEMBER 2017 (Annual)

Preparation Period : MOVE-IN: starts on 7 December at 10:00 am
ends on 9 December at 11:00 pm
MOVE-OUT: starts on 12 December at 8:00 pm
Ends on 13 December at 8:00 am

N.B.: MOVE-IN will run continuously for 61 hours
MOVE-OUT will run continuously for 11 hours

Opening Hours : 10 -12 December From 11:00 a.m. to 7:00 p.m.

Important Notes

- All exhibitors should be at their stands at 10:30 a.m. during the show days.
- Exhibitors can start the build-up immediately after the marking of hall is completed according to the previous schedule, they are however, requested to check with our Technical Manager for the exact time when they can actually start.
- No exhibits or stand fittings are to be removed or dismantled before 8:00 p.m. On the 12th of December.
- All exhibits stand fittings and waste materials must be entirely cleared from the halls by 11:00 p.m. on the 9th of December.
- Dates of preparation and dismantling are subject to change (Exhibitors will be informed immediately)
- Be aware that no forklifts will be allowed inside stands on the last day as the loading doors will not be opened. It is compulsory that you respect the above timing schedule for admitting machinery and items that need forklifts.
- Please ensure that a representative from your company **MUST** be present at your stand during the process of build-up and dismantling, as the organizers will not be held responsible for any loss or damage during this period.
- The organizers are not responsible for any goods or valuables left on site after the dismantling of exhibits.
- Rules are to be respected with no tolerance.

1. On-site Management:

We offer a comprehensive Show Management Services during the build-up period and throughout the event. These services will include:

- Comprehensive Press Coverage
- Business Contacts & Meetings Arrangements
- Floor Control Management
- Freight Forwarding Services
- Electrical Equipment Hire
- Furniture Hire
- Communication Services
- An ambulance and an emergency clinic
- Fire Brigade

Exhibitors can also benefit from the on-site facilities during the exhibition period, which includes:

- VIP Lounge
- Fully equipped Business Center
- Press Office
- Seminar Hall
- Food Court

2. Exhibition Halls: Cairo International Convention & Exhibition Center:

Hall No.	Gross Area	Floor Surface	Weight Kg/ M ²	Ceiling Height	Loading Door Dimension
4	4687m ²	Concrete	1000 kg/ m ²	10.5 m height	3.90m (W) x 3.70m (H)
5	4578 m ²	Quartz	2500 kg/ m ²	10.5 m height	Doors located on the side-wall (2 Doors): 7.00m (W) x 8.00 m (H) Doors located on the back-wall (1 door – closed):7.90m (W)x 8.00m (H)

3. Nomenclature:

- Spare Parts & Accessories Wholesalers
- Garage Equipment and Tool Distributors
- Car Repair Shop Owners
- Service Station Personnel
- Fleet Managers
- OEM Manufacturers
- Tuners
- Automobile Enthusiasts
- Collectors
- Organizations / Associations

4. Stand Set up & Decoration:

Stand types:

- Normal stand (1 side open)
- A corner stand (2 sides open)
- An end stand (3 sides open)
- An aisle stand (4 sides open)

N.B:

Back and side walls must be of **3.5 meters**. If a side wall is required for an open side, it must not **exceed 2 meters in width**. These dimensions are specified to avoid obstructing the view to your neighboring stands. As for island stands, side and back walls must be completely absent

Shell scheme stands include the following standard fittings and services:

- Modular partitions
- One table
- 2 chairs
- Wall to wall carpet
- One Electrical Outlet (220 volts, 50 Hz)
- Two spotlights (100 watt each)
- One Ashtray
- Wastebasket
- Fascia in English
- Stand Cleaning
- Hall Security

Raw Space Stands, Custom Design & Custom Built Stands include the following services:

- One Electrical Outlet 3 phase (380 volts, 50 Hz)
- Stand Cleaning
- Hall Security

Important Notes

- If you have a private stand builder, the name of your stand builder including contact details must be submitted to the organizers.
- All exhibitors must submit two copies of the complete STAND DESIGNS & DRAWINGS (Inclusive of heights and dimensions) to the three weeks prior to the build-up for approval.
- The reverse side of your wall(s) must be of appropriate appearance if it overlaps the height of those on neighboring stands or if it's visible somehow.
- Please note that the outer surface must be decorated if visible from the aisles. No part of the stand structure may extend beyond the boundaries of the site allocated.
- The position of entry points for ordered electricity, water, telephone connections etc. must also be clearly indicated on the stand layout & drawing. Please review the information of ceiling heights in the Venue section enclosed.
- Exhibitors or their stand builders must remove any double sided sticky tape from the floor which was used for the carpeting. The cost of repair or replacement of damaged pavilion facilities/, equipment or flooring will be charged to the exhibitor.
- Before placing your stand or your outdoor exhibits you should contact The Organizers on-site office to ensure that the correct space will be occupied. If a stand is built in the wrong space and The Organizers has not been informed, you will be forced to dismantle your stand at your expense and build it up again in the correct space.
- The Organizers does not provide fascia panels for space only sites. The exhibitor and/or his stand constructor have to ensure that the stand prominently displays the name of the exhibitor as well as the stand number to the aisles.
- The Organizers will have the right to take down the stand/ or disallow participation without any compensation as a result of failure to submit the design for approval.
-

- The Organizers will have the right to take down the stand/ or disallow participation without any compensation as a result of failure to submit the design for approval.
- Non-Flammable Material
Fire Certificates issued by the producer/s of all stand materials used, confirming that those materials are non-flammable or fire resistant / flameproof, must be available on-site for presentation upon request in English. Any wooden materials, textiles or other highly flammable materials must be soaked with a special liquid and exhibitors are required to provide a certificate confirming the safety of the material.
- The Organizers will have the right to dismantle the stand/ or prohibit participation without compensation as a result of failure to submit the safety certificates.
- Double Decker Stand
Double Decker stands must be fitted with a sprinkler system and provided with fire extinguishers. The exhibitor and/or stand builder must submit the static certificate of the construction to the organizers along with the designing order to obtain the construction permission.
- Security Advice
Although security precautions will be taken throughout the event, but it is vital that a representative from your company should be present at your stand during all times of the build – up, take-down and opening hours as the organizers will not be held responsible for any loss or damage that might happen during these periods.
- Moving In / Moving Out
All exhibitors are requested to settle their financial accounts to the Organizers before the commencement of the exhibition. In case the Organizers do not receive the due payments, the exhibitor will not be permitted access to the stand.

Exhibitors need to present their “Stand Release Form” contained in this exhibitors’ manual to the information desk during preparation in order to access their stands.

■ Moving In

- Moving In will start on December 7th 2017 at 10:00am.
- Exhibits should only be sent and delivered to the exhibition hall only when the stand is constructed and ready. However, in case of huge machines and other similar exhibits, delivery must be arranged right after the floor markings as carpets will be laid on only when the machine or similar exhibits are brought in and placed as desired by the exhibitor.
- The exhibitor must arrange for an Authorized Representative to be present at the stand to receive the exhibits as the organizers will not accept delivery on behalf of the exhibitors, nor will the organizers be held responsible for the subsequent safe keeping of such items.
- Machines or similar heavy exhibits MUST BE IN POSITION on the first day of the build-up period and not brought in at any time during the exhibition period.

■ Moving out

- Moving Out will start on December, 12th 2017 at 8:00 pm until December, 13th, 8:00 am.
- Light Exhibits may be removed from the exhibition hall right after the official closing time of the exhibition.
- Exhibitors must keep in mind that goods will be most at risk at this time (Move out) thus, an authorized representative must be present at your stand during this period. All rented items and equipment should be collected by the appropriate suppliers.
- No mechanical lifting or handling equipment will be permitted to enter the exhibition halls for the removal of these heavy exhibits except those used by the Official Contractor or Freight Forwarder.

- To avoid congestion and to ensure smooth clearance at exit points, all exhibitors and contractors removing exhibits, equipment or materials, are required to fill in removal forms (that must be authorized by the Organizers) to be handed to the gate security officer, before leaving the exhibition site. Removal forms are to be obtained from the Organizer's Office on site.
- The removal charge for empty packages including forklift, transportation, labor etc. can be obtained from the Official Freight Forwarder. The empty packages can be re-used for re-packing of goods for reshipment.
- Re-packing charges with same boxes and with new boxes can also be obtained from your Official Freight Forwarder.

5. Exhibition Services:

The following companies are recommended by the organizers; please feel free to contact them directly if you require their services during the exhibition.

A. Customs Clearance

Samehco International Clearing & Forwarding

62, Gomhouria St., Cairo – Egypt P.O.Box: 1063

Tel.: +202 2454 3155 / 2259 1682 / 2260 7804

Fax: +202 2455 5911 / 2263 8810

Contact Person: Mr. LotfyGuirguis- Mobile: +2 0122 2131733

B. Stand Construction, Video Walls & TV Monitors, Plants

Art Line ACG-ITF

41, 269 Street , New Maadi, Cairo, Egypt

Tel : +2 02 2753 8401

Fax : +2 02 2753 8323

Contact Person:

Eng. Hossam Hosni

Mobile: +2 0122 505 5266

Mr. EssamShawky

Mobile: +2 0100 109 2242

N.B.:

Please keep in mind while installing your sound systems that the volume for any promotional videos or music must be kept at a level that is only audible within your stand's borders. In addition, all stand decorations must also be kept inside your stand's borders.

C. Photos

Studio Photo In&Out

37, Ahmed Maher St., 1st of Faisal, El Haram

Tel.: +202 37757511

Contact Person: Mr. Mostafa Ismail

Mobile: +2 0122 312 7505

D. Video

LinkAD

Contact Person: Mr. Mosaad Meslhi

Mobile: +2 01115550099

E. Travel Agency

ACG-ITF Travel Dept.

Mr. Wael Morsy

Tel : +202 2753 83 61

Fax: +202 2753 83 23

Mobile : +20100 164 50 31

E-mail : travel@acg-itf.com

1. Invitations, badges and car passes:

The quantities that each exhibitor will receive will be determined according to their stand's size as follows:

Area	Invitations	Badges (exhibitor)	Car passes
9-36 m ²	75	2-4	1
37-72m ²	125	4-8	2
over 72m ²	250	8-16	3

2. Official Catalogue:

The printed exhibition catalogue will contain complete exhibitor's information including a brief company description and a products and services description. The Exhibition Catalogue will be distributed free of charge to all Exhibitors, and sold to the exhibition's visitors in the registration areas.

Please abide by the deadlines and rules mentioned in Form No. 1 – “Official Catalogue Data”; that will be sent to you via e-mail; to avoid missing the chance of enlisting your company's data. You can also enhance your entry by submitting a full-page advertisement to be published in the official catalogue, full page 4-colors with dimensions of 16cm x 24cm “bleed size” will cost USD 500 (**All advertisements must be in English**).

Please remember that the official catalogue is designed to help further enhance your participation as it serves as a valuable reference too long after the show has ended.

3. Products' Admittance:

The entrance of the exhibited cars and products will start 1 day before the opening day.

The admittance schedule will be sent to all exhibitors 1 week before the exhibition, clarifying date and time for each company.

N.B.: Entry and Exit of vehicles during the show are prohibited.

Caution: Safety regulations require all exhibitors to empty the exhibited vehicles from Gas.

General Inquiries

For General inquiries , please contact:

➤ **INFORMA EGYPT LLC**

Tel: +20 (0)2 23226969
+20 (0)10 004 73839

Contact persons:

Mr. Mostapha Khalil

E-mail: mostapha.khalil@informa.com

➤ **Art Line ACG-ITF Co. (S.A.E)**

Tel: + 2 02 2237 2237 / 8
+2 02 2753 8401
Fax: + 2 02 2273 2055
+2 02 2753 8323

Contact persons:

▪ **Eng. Hosni Fouad**

Mobile number: +2 0100 111 3133

E-mail: hosni.fouad@artline.com.eg

Display Units and Furniture

F01 – Desk
(100x50x75cm)



F03 – Table
(80x80x75cm)



F04 – Coffee Table
(50x50x40cm)



F05 – Round Table



F07 – Information Counter
(100x50x105cm)



F08 – Lockable counter
(85x50x85cm)



F11/12/15



F14 –Free Magazine Rack **F19 – Small Showcase**
(100x50x85cm)



F20 – Tower Showcase
(50x50x170cm)



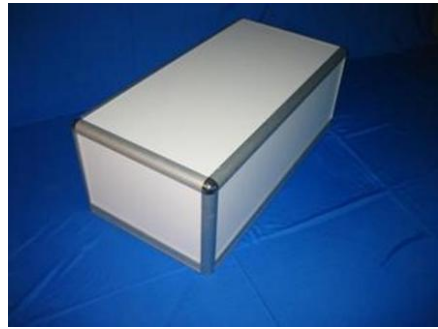
F21 – Large Showcase
(100x50x170cm)



F22 – Platform (50x50x40cm)



**F23 - Platform
(100x50x40cm)**



**F24 – Platform
(100x100x40cm)**



F25 – Metal Chair



F26– Plastic Folding Chair



F27 – Bar Stool



**F28 – Bar Stool
Exclusive**



F29 – Director Swivel Chair



**F30 – T.V Stand
(50x50x120cm)**



Furniture and Display Units Price List 2017

Item No.	Item	Price in \$	Quantity	Total \$
F01	Desk 100 x 50 x 75 cm	12.37		
F02	Table 100 x 50 x 75 cm	10.59		
F03	Table 80 x 80 x 75 cm	10.59		
F04	Coffee Table 50 x 50 x 40 cm	7.06		
F05	Round Table	14.12		
F06	Drawers Unit	17.63		
F07	Information Counter 100 x 50 x 105 cm	21.19		
F08	Lockable Counter 85 x 50 x 85 cm	24.69		
F09	Shelves Stand 100 X 50 X 105 cm (2 Shelves)	14.12		
F10	Tools Hanging Board (Metal)	14.12		
F11	Wooden Flat Shelf 100 x 30 cm	4.24		
F12	Wooden Slopping Shelf 100 x 30 cm	5.37		
F13	Magazine Rack 4 Holds (A4)	14.12		
F14	Free Magazine Rack Stand	14.12		
F15	Aluminium Coat Rack Curved	6.38		
F16	Glass Wall Panel – 1 Meter	24.69		
F17	Glass Wall Panel – 1 Meter with Venation Blind	31.75		
F18	Folding Door – 1 Meter	17.63		
F19	Small Showcase 100 x 50 x 85 cm	28.25		
F20	Tower Showcase 50 x 50 x 170 cm	31.75		
F21	Large Showcase 100 x 50 x 170 cm	35.31		
F22	Platform 50 x 50 x 40 cm	10.56		
F23	Platform 100 x 50 x 40 cm	12.32		
F24	Platform 100 x 100 x 40 cm	17.63		
F25	Metal Chair	5.31		
F26	Plastic Folding Chair	3.90		
F27	Bar Stool (N)	8.87		
F28	Bar Stool (E)	10.59		
F29	Swivel Chair	12.37		
F30	T.V Stand 50 x 50 x 120 cm	12.37		
F31	Stand Ashtray	5.31		
F32	Desk Ashtray	0.71		
F33	Waste Bin	0.71		
F34	Refrigerator 4.5 Feet	35.31		
F35	Coffee Machine	17.66		
F36	Water Kettle	14.12		
F37	Additional Wall Panel one Meter Wide	3.53		
F38	Coat Rail (line Meter)	5.31		
	Total			
	VAT 14%			
	Grand total			