

Checklist & Deadlines

☐	Deadlines & Important Submissions	Deadlines
☐	Provide your company name exactly as you wish it to appear on the fascia board in CAPITAL LETTERS	24 th August 2026
☐	Submit your high-resolution company logo in EPS or AI format. Other formats may appear pixelated and are not recommended.	24 th August 2026
☐	Submit your branding request for your booth.	24 th August 2026
☐	Submit your additional equipment requirements for your booth.	31 st August 2026
☐	Submit your stand design for hotel approval **Please note that the organizer should receive the technical drawing and 3D design for approval of the stand.	7 th September 2026
☐	Register your complimentary passes as per your contract. Click here to register	7 th September 2026
☐	Set up date for the event.	13 th October 2026
☐	Set up date for the customized stands only.	13 th October 2026
☐	Set up date for shell scheme stands.	13 th October 2026
☐	Collect your badges from the registration desk.	13 th October 2026
☐	At the end of the build-up, all booth construction must be finished.	13 th October 2026, 19:00
☐	Dismantling all the stands.	15 th October 2026
Important Notes		
The maximum height for a 9 SQM stand is 3 meters.		
The maximum height for an 18 SQM stand is 3 meters.		
Exhibitors are responsible for any damage caused to buildings, floors, walls, and columns.		
Exhibitors are responsible for removing all waste during setup and dismantling. Contractors must remove all construction materials, printed materials, and packaging from the hotel premises upon completion of their work.		
Corridors must always remain clear to ensure uninterrupted access for exhibitors, contractors, and suppliers.		
Exhibitors are responsible for cleaning their own stands.		
Cleaning services are only permitted when the exhibition area is closed to all attendees.		
Upon arrival at the hotel security booth, IDs will be exchanged for a gate pass.		

Please feel free to contact me if you require any assistance. We will be happy to assist you.

Kindly send your requirements to: glenda@gmevents.ae

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