

TECHNICAL MANUAL



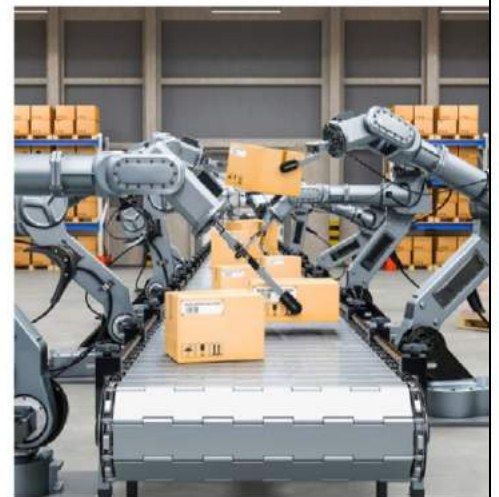
HANDLING
EXPO

For Material Handling & Storage Equipment

WE ARE
ON THE
MOVE



21
ROUND
INTERNATIONAL
EXHIBITION



9-12

Dec 2021
Egypt International
Exhibition Center



WELCOMING MESSAGE

It is our pleasure to have your esteemed company among the exhibitors of **HANDLING “The 21th INTERNATIONAL EXHIBITION FOR MATERIAL HANDLING & STORAGE EQUIPMENT”** which will take place at Egypt International Exhibition Center, during the period 09 - 12 December 2021.

The organizers have prepared this Exhibitor Manual to provide the exhibitors with all the necessary information for the participation process.

Exhibitors are requested to study this manual carefully, to ease their participation at the event.

The exhibitors as well should be committed to all the deadlines specified in the order forms.

Please send the completed forms in this manual within the specified deadlines.

These forms will be binding once they are submitted to the organizers.

All the forms in this manual should be completed and returned to the following email:

operation@ifg-eg.com

Should you require any further information or assistance, please contact the concerned Exhibition Manager at the Organizer's Office during the build up period.

We wish you the best of luck with your participation.

HANDLING TEAM

Please send it back as a Document file to info@ifg-eg.com

Your Stand

Equipped, Shell Scheme or Modular Stands

Stands will be built using the Octanorm system. The overall size of one wall panel is approximately 100 x 250 cm and the fascia size are 100 cm x 40 cm. If you require exact details please contact the official stand contractor.

Please note that the shell scheme furniture items will be the same as per your contract. No additional stand fittings or display items will be attached to the stand shell structure.

Wall panels and other stand material must be returned after the exhibition without any damage caused by: painting, nailing, drilling, wall papering, inappropriate self-adhesive tape etc. so please ensure that you have enough chain, hooks etc. to hang posters and other displays.



The cost of repair or replacement of damaged equipment will be charged to the exhibitor.

Please refer to your space application form to see which equipment is already included in the type of stand you have booked. Additional equipment could be ordered

Please send it back as a Document file to info@ifg-eg.com

A - RAW SPACE AREA

- The exhibitors must provide the organizer with the details of the stand contractors
- The contractor is responsible for the build and furnishing and the dismantle of the booth
- Any furnisher required from the organizers will be considered as extras with fees

B - Shell Scheme Booths

- The booth is made of aluminum fiber
- The booth includes for every 9m2
 - 2 Chairs
 - 1 Table
 - Fascia (NAME BOARD)
 - Carpet
 - 3 Spotlights
 - Electric connection of single phase 13 Amp
- It is not allowed to use Nails or stickers that cannot be removed on the booth panels
- Any extra requirement would be considered as extras with fees

Please send it back as a Document file to info@ifg-eg.com

Build-Up & Dismantling

Exhibits should only be delivered to the exhibition hall after the stand is constructed and ready. However, in case of huge machines or heavy exhibits, delivery must be arranged right after the floor markings as carpets will be laid only when the machine or heavy 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.

1- Build Up

Build-up	Days		
Build-up & Machinery Move-In	6 DEC.	7 DEC.	8 DEC.
	14:00 – 22:00	10:00 – 22:00	10:00 – 22:00

2- Show Days

Exhibitors Access	9 DEC.	10 DEC.	11 DEC.	12 DEC.
	09:00 – 20:00			
Visitors Access	9 DEC.	10 DEC.	11 DEC.	12 DEC.
	11:00 – 20:00	10:00 – 20:00		

At least one representative should be available at the stand at least 30 minutes before visitors admission to the show to avoid any inconvenience that may occur due to the loss of any exhibits.

3- Dismantling

Breakdown [Dismantling & Move-Out]	12 DEC.
	starting from 20:00 on 12 DEC. 2021 continue 12 hours

EXHIBITION REGULATION

1. All stands must be ready by 19.00 on 08 Dec. 2021.
2. The exhibitors are responsible to clear stand fittings and waste materials from their pavilions starting from 19:00 on 12 Dec. 2021 continue 12 hours .
3. Exhibits or stands fittings should start to be removed by 21:00 on 12 Dec. 2021.
4. The organizer is not responsible for any goods left on site during the buildup and the dismantling of the exhibition.
5. Exhibitors are not allowed to use electric saws, welding equipment and painting with compressors within the hall.
6. Deadline for receiving back the technical forms is 1/ 10/ 2021.
7. It's not allowed to fix things or paint on walls or floors .
8. Kindly send us the stand design if you're reserving a raw space.
9. Maximum height for special decorations is 5 meters.
10. No woods or boxes are allowed to be stored behind the booths
11. The loading doors will not be opened till the end of the show and after the removal of the corridor's carpets
12. If the exhibitor does not adhere to clearing the hall at the specified timing, the organizers will have the right to charge the exhibitor with any late charges claimed by the venue management.

USEFUL CONTACTS

ORGANIZER:

INTERNATIONAL FAIRS GROUP (IFG)

- **Address:** 10 Fok El Motawaset, Osman Towers Maadi, Cairo – Egypt
- **Tel:** (+202) 2524 79 96 – 2526 44 99
- **Fax:** (+202) 2526 44 99
- **E-Mail:** info@ifg-eg.com - **Website:** www.ifg-eg.com

THE VENUE:

EIEC (EGYPT INTERNATIONAL EXHIBITION CENTER)

- **Address:** el-moshir axis – new Cairo
- **Phone:** 02 22633222
- **E-Mail:** info@nc-iec.com - **Website:** www.cicc.egnet.net

OFFICIAL FREIGHT FORWARDERS:

AGILITY

- **Address:** 31omar bakir street, Heliopolis, Cairo, Egypt
- **Contact:** Mr. wael tag
- **E-mail:** agegf&e@agility.com
- **TEL.:** +02 01097777062 – 01116666815
- **FAX.:** +202-27744400
- **website:** www.agility.com

INT`L FREIGHT & EXHIBITION

- **Address:** 146 A Tomanbay St., El zaitoun, Cairo, Egypt
- **Contact:** Ahmed Fayad (general manager)
- **E-mail:** info@life-egypt.com
- **TEL.:** 202/ 26389771 – 26382154 / 02/ 01223169052
- **FAX.:** +202-26382528
- **website:** www.ife.com.eg

OVERSEAS INTERNATIONAL SERVICES

- **Contact:** Ahmed Kamel (Fairs Dep. Manager)
- **TEL:** (+2) 2419 18 33-(+2) 2418 77 14
- **Mobile:** (+2) 0100 152 89 74
- **Email:** fairs@overseass.com ; info@overseass.com

OFFICIAL HOTEL SPONSOR : SONESTA HOTEL, TOWER & CASINO

- **Address:** 3 el tayaran st., Nasr city, Cairo - Egypt.
- **Contact:** Mona Sobhy - Director of Sales – MICE
- **Tel:** +202 2264 11 11
- **Mob:** +20-122 323 02 63
- **Email :** mona.sobhy@sonestacairo.com - **website:** www.sonesta.com

OFFICIAL STAND DESIGN CONTRACTOR: LAUSANNE MISR

- **Contact:** Tarek Helmy
- **TEL.:** (+2) 3335 01 53-(+2) 3335 56 35
- **Email:** info@lausannemisir.com; tarek@lausannemisir.com

FORM 1

FASCIA (NAME BOARD) DETAIL

Exhibitors using the organizer's stand fitting should complete and return this form.

Our name should appear on the Name Board as follows:

* *(Please fill in Capital letters):*

Fascia (Name Board) –English–

◀3 METERS ▶

Fascia (Name Board) –Arabic–

◀3 METERS ▶

NOTE:

- 1- Nothing except the Name Board is allowed to be put or stuck on the name board (like Logo, drawings, etc..) in order to keep the same image throughout the exhibition.
- 2- If your company is seeking an agent, you may include (Looking for agent) on the name board. This option might reduce the size of the used font.

FORM 2 NAME TAGS

- Exhibitor's Name Tags will specify the exhibition logo.
- Each 9m² will be provided 3 name tags.
- Name tags and other exhibitor package will be handled at the information desk in the preparation period.

-
- Please inform us if your company needs extra name tags. Extra name tags are charged 2 US\$ each.

- Company stand Area: m²

- No. of name tags: (3 name tags/12 m²)

- Extra name tags needed:

- Preparation Card:



Please send it back as a Document file to info@ifg-eg.com

FORM 3 FREE CATALOGUE ENTRIES

The Exhibition Catalogue is available to all visitors Exhibitors are entitled to:

- 1- Free listing of company details
- 2- A free entry not more than 100 words includes:
 - i) Activities
 - ii) Brand names
- 3- Free entries in the classified product index

Company Name		
Contact Person		
Postal Address		
Tel. No. (Add country and area codes):		
Fax. No. (Add country and area codes):		
Email\Website		
B –Company Profile (Please print or type your entry of 100 words and attach to this form in English or Arabic or both):		

Please send it back as a Document file to info@ifg-eg.com

FORM 4

CATALOGUE ADVERTISEMENTS

The official catalogue advertisement is for the exhibitors participating only. It is designed both as a buyer's guide and as a reference to help the exhibitor and visitor during and after the show.

Publishing your advertisement in the catalogue is very beneficial for your company's products and for point up your participation in the show.

Print order : 15,000 copies

Distribution : Available for purchase to all exhibition visitors

Size : 17Cm x 24Cm

Type Area : 16 Cm x 23Cm

Advertisement material accepted:

- **Art work (and/or) positive films (right reading) for black and white advertisement.**
- **All color work will be undertaken, using the standard four-color process. Color separation must be supplied by the exhibitor together with a cromalin proof (including color bars) for color advertisement.**

Please mark your request:

Mark your request	OPTIONS	RATES (US \$)
<input type="checkbox"/>	1/1 Outside back cover (full color)	2000
<input type="checkbox"/>	1/1 Inside front cover (full color)	1500
<input type="checkbox"/>	1/1 Inside back cover (full color)	1500
<input type="checkbox"/>	1/1 Full page (full color)	750

Please send it back as a Document file to info@ifg-eg.com

FORM 5 Electrical Connection

Applicable for orders received 15 days

Item(Main Power)	Price(US \$)	Quantity	Total charge
16 amp*220 volt (single phase)	70		
32 amp*220 volt (single Phase)	100		
16 amp*380 volt (Three phase)	190		
32 amp*380 volt (Three phase)	250		
63 amp*380 volt (Three phase)	350		
125 amp* 380 volt (Three Phase)	400		

Electrical Connection

Applicable for orders received 14 to 4 days

Item(Main Power)	Price (US \$)	Quantity	Total
16 amp*220 volt (single phase)	100		
32 amp*220 volt (single Phase)	130		
16 amp*380 volt (Three phase)	250		
32 amp*380 volt (Three phase)	300		
63 amp*380 volt (Three phase)	400		
125 amp* 380 volt (Three Phase)	475		

**Less than 4 DAYS connections (30% of the normal rate
and subject to Availability)**

Please send it back as a Document file to info@ifg-eg.com

ELECTICAL REQUIREMENTS

DEADLINE: October 1st, 2021

***Any order received without the technical drawing for stand and electricity plan will not be processed.**

***The space will include main power supply only, while the exhibiting company is responsible for bringing fuses, boxes, cables, circuit breakers.**

***All Electricity Requirements will not be processed unless fees are paid to the organizers in full.**

NOTES: -

1-All Cables should be in one piece with no tapes on the cable.

2-All stands must have fuse boxes and circuit breakers, and it is not allowed to connect power to the stand without fuse boxes.

3-The exhibiting company should return back plugs to the organizers; or else a loss fee will be paid.

Please send it back as a Document file to info@ifg-eg.com

FORM 6

MACHINERY DIMENSIONS

Please complete the following table:

Machine Dimensions In cm			Floor area		Weight
Max. Length	Max. Width	Max. Height	Length in cm	Width in cm	In Kg

NOTE:

- **Machineries must be placed on platforms for high dynamic vibration**
- **For heavy machinery moving-in date & time, please refer to the schedule of the exhibition.**

Please send it back as a Document file to info@ifg-eg.com

FORM 7
COMPRESSED AIR OUTLETS

Items	Rates/us\$	Please Mark		
100 Liter / 2 H.P	75	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
200 Liter / 3 H.P	85	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
300 Liter / 5.5 H.P	100	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
500 Liter / 7.5 H.P	150	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
500 Liter / 10 H.P	180	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OTHERS	To be handle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- **Please state all specifications needed for the compressed air connections and joints**
- **Installation cost, connections etc...should be paid on site to the Technician after installation**

Please send it back as a Document file to info@ifg-eg.com

FORM 8 USHERS/INTERPRETERS

We wish to engage the following staff for our stand / pavilion.

Promotional Staff	Male / Female	From	To	US\$
Hostess				
Receptionist				
Security Guard				

Working Hours: 9:30 to 20:00 hrs. daily with one-hour break for mid-day meal

Charges:

- Usher: 150 US\$ (per day).
- INTERPRETER: 150 US\$ (per day) for one language speaking in addition to Arabic.

- We require the following languages for the interpreter:

English and (Please state)

Uniforms:

The temporary staff contractor does not provide uniform. If an exhibitor requires special dress it must be negotiated with the organizers and will be at an additional cost. If uniform etc. are required, 2 weeks' notice must be given to the organizers for uniforms to be made.

Please send it back as a Document file to info@ifg-eg.com

FORM 9

FURNITURE AND DISPLAY LIST 2021

Item No.	Item	Price in \$	Quantity	Total \$
F01	Desk 100 x 50 x 75 cm	60.00		
F02	Table 100 x 50 x 75 cm	60.00		
F03	Table 80 x 80 x 75 cm	55.00		
F04	Coffee Table 50 x 50 x 40 cm	50.00		
F05	Round Table	65.00		
F06	Drawers Unit	60.00		
F07	Information Counter 100 x 50 x 105 cm	25.00		
F08	Lockable Counter 85 x 50 x 85 cm	120.00		
F09	Shelves Stand 100 X 50 X 105 cm (2 Shelves)	65.00		
F10	Tools Hanging Board (Metal)	65.00		
F11	Wooden Flat Shelf 100 x 30 cm	25.00		
F12	Wooden Slopping Shelf 100 x 30 cm	30.00		
F13	Magazine Rack 4 Holds (A4)	65.00		
F14	Free Magazine Rack Stand	65.00		
F15	Aluminium Coat Rack Curved	45.00		
F16	Gas & Wall Panel – 1Meter	90.00		
F17	Gas & Wall Panel – 1Meter with Venation Bind	100.00		
F18	Folding Door – 1Meter	65.00		
F19	Small Showcase 100 x 50 x 85 cm	145.00		
F20	Tower Showcase 50 x 50 x 170 cm	170.00		
F21	Large Showcase 100 x 50 x 170 cm	200.00		
F22	Platform 50 x 50 x 40 cm	55.00		
F23	Platform 100 x 50 x 40 cm	65.00		
F24	Platform 100 x 100 x 40 cm	75.00		
F25	Metal Chair	30.00		
F26	Plastic Folding Chair	25.00		
F27	Bar Stool (N)	55.00		
F28	Bar Stool (E)	60.00		
F29	Swivel Chair	60.00		
F30	T.V Stand 50 x 50 x 120 cm	65.00		
F31	Stand Ashtray	20.00		
F32	Desk Ashtray	15.00		
F33	Waste Bin	15.00		
F34	Refrigerator 4.5 Feet	145.00		
F35	Coffee Machine	75.00		
F36	Water Kettle	60.00		

Please add 14 % more for the above prices as additional tax

Display Units and Furniture

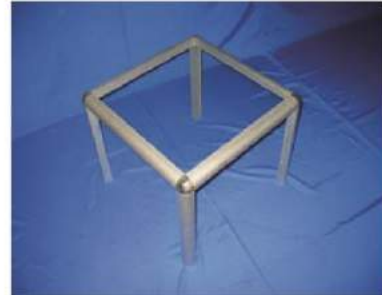
F01 – Desk
(100x50x75cm)



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)



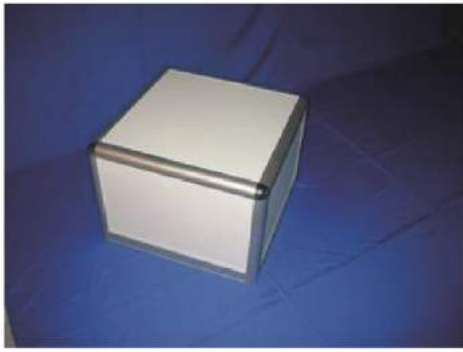
F20 – Tower Showcase
(50x50x170cm)



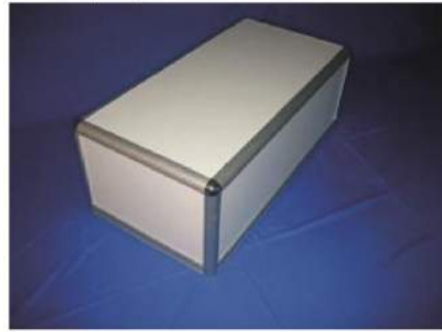
F21 – Large Showcase
(100x50x170cm)



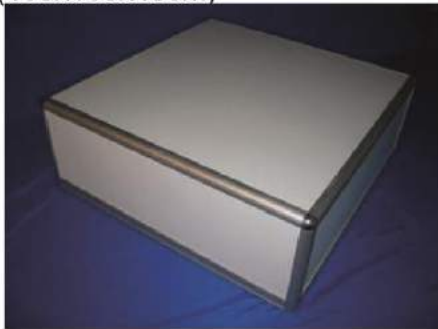
F22 - Platform (50x50x40cm)



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)

