

GUIDELINES FOR IDOC 2011 EXHIBITORS

These guidelines are to ensure the smooth running of the Exhibition that runs alongside the IDOC 2011 Conference. Should they raise questions, please email tea@domeexhibitions.com.

1. Exhibition Set-up

Exhibitors will be able to set up their stands on May 23rd (exact timing to be advised). Our exhibition staff will be on hand to assist but please remember to bring all materials necessary to arrange your posters, displays, etc. for your booth. There will be a dedicated area where exhibitors can store any required materials.

2. Delegates, Attendees and Clients

In addition to the registered delegates who will visit the exhibition principally during the refreshment breaks and luncheon there will be an opportunity for you to invite your clients who can visit the exhibition only - free of charge.

3. Conference Attendance

Any exhibitors who wish to attend the conference must register for IDOC 2011. This can be done by visiting www.idoc-uae.com and registering online. Exhibitors who have not registered for the IDOC Conference will not be allowed into the Conference Hall.

4. Exhibitor Badges

If you have not already done so, please provide the names of your colleagues attending your stand for the purpose of preparing badges. Please email their names to tea@domeexhibitions.com.

5. Conference Reception, Luncheons and Gala Dinner

The Conference Reception for IDOC 2011 will be held in the Exhibition Hall from 18.00 – 19.30 on May 24th and obviously all exhibitors are invited. Similarly, all exhibitors are able to take Luncheons on May 24th and 25th. Exhibitors and their partners are invited to attend the Conference Dinner for IDOC 2011 on the evening of May 24th. The Dinner commences at 19.30, and the prior confirmation of attendance to tea@domeexhibitions.com is obligatory.

6. Exhibition Break Down

The exhibition break down will be after closure of IDOC 2011 and all materials must be removed from the booths at that time.

7. Pre-Exhibition Deliveries

Should you need to send materials for your stand ahead of the event, please ensure they are clearly addressed:

F.A.O. Leena Rajagopal
Hilton Abu Dhabi Hotel
Corniche
Abu Dhabi, UAE
(Tel: 02 68 11 900)

Please also ensure that they arrive no earlier than May 18th due to limited storage space at the Hilton prior to the event.

8. Joining Instructions

Timings and locations plus other useful information factors are contained in the delegates' joining instructions and all exhibitors will receive a copy of these as a guide to relevant aspects of the meeting.

9. Enquiries

Prior to the event, please contact Ms Tea Vutmej at:

Email: tea@domeexhibitions.com

Office: 00971 2 674 4040

We wish you a successful exhibition and will do all that is necessary to ensure that it is so.

