



27th Arab International Cement & Building Materials Conference and Exhibition

26-28 November 2024

Laico Tunis
SPA & Conference
Center, Tunisia

EXHIBITOR MANUAL

المؤتمر والمعرض العربي الدولي

السابع والعشرون

لصناعة الإسمنت ومواد البناء

28-26 نوفمبر/ تشرين الثاني 2024

تونس، الجمهورية التونسية
لايكو تونس سبا ومركز
المؤتمرات

Event Secretariat:
aicce27@aucbm.email
www.aucbm.net

Arab Union for Cement & Building Materials (AUCBM)

IMPORTANT DATES:

Wednesday	06 Nov. 2024		Deadline extra furniture validations
Sunday,	24 Nov. 2024	00:00 - 23:00	Stands set up by Official Stand Builder Stands set up by special design contractors
Monday,	25 Nov. 2024	16.30 – 19.00	Conference & Exhibition Registration
Tuesday,	26 Nov. 2024	07.30 – 09.00	Conference & Exhibition Registration
Tuesday,	26 Nov. 2024	09.00 – 11.00	Opening Ceremony in Conference Hall (Carthage)
Tuesday,	26 Nov. 2024	After opening ceremony	Exhibition Official Opening in Lobby, Oya Ballroom and its foyer + Coffee Break
Tuesday,	26 Nov. 2024	11:00 – 17:30	Exhibition, including coffee breaks and lunch
Wednesday,	27 Nov. 2024	8:40 – 17:30	Exhibition, including coffee breaks and lunch
Thursday,	28 Nov. 2024	9:00 – 13:00	Exhibition, including coffee breaks and lunch
Thursday,	28 Nov. 2024	13:00 – 13:30	Closing Ceremony
Thursday,	28 Nov. 2024	13:30 – 15:30	Lunch
Thursday,	28 Nov. 2024	13:30 – 17:00	Dismantling of stands All exhibitors are required to be at their stands when dismantling, security personnel will not be responsible for any stands left unattended.

IMPORTANT Locations:

Conference will be held in:	Carthage Ballroom (Ground floor)
Registration will be at:	(Ground Floor)
Exhibition will be held in:	Oya ball room & its foyer (Mezzanine) and Lobby floor
Lunch	Hotel Restaurants
Gala Dinner	Palais des Congrès de Tunis

Official stand Builder:



7th Plastic Street, ZI Ksar Said
2086 Manouba, Tunis, Tunisia
Email: eva@spline-design.com
Tel: + 216 70 66 49 65
Fax: + 216 70 66 49 63

GENERAL RULES & REGULATIONS

SECTION 1: GENERAL INFORMATION

1.1- VENUE & DATE

The event will be held at Laico Tunis Hotel, Tunis, Tunisia on 26th, 27th and 28th November 2024. Exhibitors are kindly requested to be at their stands an hour before the official opening time on Monday, 26th November 2024. Kindly note that participants are not allowed to enter the exhibition and the conference halls without **badges** or **invitations**.

1.2-SECURITY

The organizers are not responsible for any case of theft or loss during opening hours. It is strongly recommended that you do not leave valuable items at your stand especially during the dismantling of the stands. Do not hesitate to call the Organizers for any further advice concerning this important issue. It is mandatory that a member of your personnel be present at the stand until all visitors have left the halls. Under no circumstances should the stand be unmanned during the opening period of the exhibition. Whilst the Organizers will make all reasonable arrangements for security coverage, they are not responsible for any loss or damage which may occur and the exhibitors will be responsible for security of their stand, its exhibits and contents including personal property.

1.3- INSURANCE

We strongly recommend that Exhibitors should take adequate insurance coverage against public liability during the show in case of accidents that may occur at your stand. The organizers are not responsible for any accidents that may occur at your stand during the event. We recommend that valuables, particularly of portable nature, are not left unattended in your stand especially during the build-up and dismantling period.

1.5- EMERGENCY EXIT

Emergency exits will be open during the event opening hours, please take note of their location.

1.6- RESTRICTIONS

Distribution of samples and promotional material is only allowed within the Exhibitor's stand. It is strictly forbidden to shout in order to attract clients or solicit support by any means.

1.7- Sound Transmission

The organizers reserve the right to specify the installation and level of sound systems accepted at the stands.

SECTION 2: STAND LAYOUT & REGULATION; HANDLING OF GOODS; ENGINEERING SERVICES

2.1- STAND LAYOUT & FITTING

2.1.1- Octanorm infill panels Shell Scheme are available for hire (stands booked are by default shell scheme)

Every Shell Scheme stand (1,2,3,6,8,9 or 12m²) includes: (follow link)]

- White Octanorm infill panels shell scheme walls and fascia panel.
- Exhibitors name details on Fascia board [(Should fill Fascia Name Form (follow link)]
- One power supply: Single Phase Socket 10 amp (2 pin single grounded socket)
- Two Spotlight (100 watts Spotlights) per each stand.
- Two chairs (2m² stands have only one chair and 12 m² stands have three chairs)
- One table
- One waste Bin



is the official stand builder for The Event.

Additional fixtures are available for hire (forms to be filled are available next pages)

2.1.2- Space Only

Exhibitors who book space only will **get** the ordinary stand furniture **without** spotlight lights or shell scheme walls.

Exhibiting companies contracting with other than "SPLINE" the official AICCE27 stand builder to build parts or all components of their booths, are kindly requested to inform the Organizer of the full contact details of their contractor. In this case, the contractor is **required** to sign an **undertaking** letter not to **damage** any of the common **property, walls, corridors, floors, rugs, carpets, or furniture** of the **exhibition hall or pathways leading to it**; the contractor **shall bear full responsibility** for the damage if it occurs and shall be liable to pay the repairing costs. **The contractor shall not be allowed to enter the Exhibition venue to carry out the work without signing this document.**

2.1.3- RESTRICTIONS

The height of exhibits or promotional material used in the building of stands or inside it shall not exceed **2.5 meters**. This includes logos, banners, towers ... etc. Double Decker stands are **not** allowed. The maximum height of custom booth design allowed is **2.5 meters**.

The **organizers must approve design drawings for specially designed stands**. Please send the booth design for approval by the **25th of October 2024** to the following e-mail: aicce27@aucbm.email with **CC** to contact@spline-design.com

Decoration Norms & Additional Furniture/ Fixtures:
Each Exhibitor is responsible for their stand decoration. For assistance, please contact our **official contractor** for the event:

SPLINE
design-prod-event
7th Plastic Street, ZI Ksar Said
2086 Manouba, Tunis, Tunisia
Email: contact@spline-design.com
Tel: + 216 70 66 49 65
Fax: + 216 70 66 49 63

Kindly note that Exhibitors are **not allowed** to hang, glue, drill, nail, paint or use wallpaper or any other material that could cause damage to the panels or to the decoration material or the furniture or all display units. If this is ignored, the stand contractor will **charge** the Exhibitor concerned for damage to the material. It is permissible to use scotch tape and double clips. professional staff will be around to help exhibitors any time.

Exhibitors may also order items furniture on hire. For security purposes, all **alleys** should be **kept free** of obstacles such as furniture, displays or advertising material.

Exhibitors are **not allowed** to hang banners from the ceiling.

Please note that any extra services, such as furniture replacement or new electrical installations, will be **billed separately** during the event days (26th to 28th Nov. 2024)

2.2- SETTING-UP AND DISMANTLING OF STANDS

Build-Up:

Day	Date	Time
Sunday & Monday	24 & 25 Nov. 2024	00:00 to 23:00

Shell scheme stands will be **ready on Monday, 25th Nov. 2024 at noon**.

Special-design stands: Exhibitors should **start preparing** their specially designed stands on **Sunday, 24 Nov. 2024 at 00:00**, and must be completed by not more than **Monday, 25 Nov. 2024 at noon**.

Preparation of stands must be completed by **10:00 PM Monday, 25 Nov. 2024**. Under no circumstances will Exhibitors be allowed to work beyond this time. In exceptional circumstances, kindly write to the organizers.

Dismantling:

Products should be taken out of the stands immediately on the closing time of the Exhibition, since stands dismantling will start after half an hour of that time.

We kindly ask you to be present during the dismantling of the stands. The organizers are not responsible for any stands left unattended and for any items that go missing from the stand. Exhibitors taking part in the dismantling of their stands should wear their badges. Dismantling of stands must be completed by 17:00 on Thursday Nov. 28th 2024. Any material left on site after that time will be disposed.

2.3- RECEIVING, TRANSPORTING, AND STORING GOODS DURING THE EXHIBITION

Exhibitors are responsible for their own material handling either during the build-up and dismantling periods or during the show.

2.4-ENGINEERING SERVICES

Power Supply:

The normal voltage is **Single-phase, 10 amp, 220 volts**. Electricity connection is **included** in each stand (One power supply with 2 pin single grounded socket). Extra Spot Light, Power Point Socket, Extension electrical cable or Adapter Plug, or any additional power requirements must be ordered from SPLINE.

2.5- SPACE CONSOLIDATION

It may be necessary to re-assign the allocated space of some exhibitors due to floor consolidation requirements. Every effort will be made to minimize this occurrence. However, the organizers **reserve the right to re-allocate exhibition areas and position** of exhibition space in accordance with the general interest of the conference and Exhibition. The exhibitor shall accept such new allotment of space in substitution of that originally one allotted to him.

SECTION 3:

ADDITIONAL SERVICES

3.1- CLEANING

The organizers will offer daily cleaning of walkways and public areas. Cleaning of exhibits and furniture in stands **is not included**. Stands should always be kept clean and tidy. They should never be left without competent personnel during the opening hours of the conference and the exhibition.

SECTION 4:

4.1- EXHIBITORS' BADGES

The organizers will issue badges to exhibitors and their staff who will be present during the show. Badges must be collected from the Registration Desk.

SHELL SCHEME - DEFAULT FURNITURE

Please return form to:

Spline
design-prod-event

7th Plastic Street, ZI Ksar Said

Email: contact@spline-design.com

CC: aicce27@aucbm.email

Tel: + 216 70 66 49 65

Fax: + 216 70 66 49 63

DEFAULT FURNITURE

Each shell scheme stand is provided with default furniture that looks as follows:



Preview of the standard Schell scheme



Grounded single phase with two pins socket + 2 spots



Waste bin



Default table 90 (w) / 70 (d) / 75 (h)



Covered standard chair



<p>SHELL SCHEME - NAME BOARD & LOGO TO BE FILLED BY SHELL SCHEME ORDERS ONLY</p> <p style="text-align: right;">DEADLINE DATE: 14 NOVEMBER 2024</p>	<p><i>Please return form to:</i></p> <p>Spline <small>design-prod-event</small></p> <p>7th Plastic Street, ZI Ksar Said Email: eya@spline-design.com CC: aicce27@aucbm.email</p> <p style="text-align: right;">Tel: + 216 70 66 49 65 Fax: + 216 70 66 49 63</p>
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PLEASE USE BLOCK CAPITALS

Name of Company _____

Address/Country _____

Contact Person _____ **Email Address** _____

Stand No. _____ **Number of Stands** _____

Tel/Mobile _____ **Fax.** _____

Name Board:

- Each Schell scheme stand is inclusive of a name panel showing your company name in **ENGLISH** and stand number in **~9cm HEIGHT** capital black vinyl lettering cut out on white fascia board at **no extra cost**.
- Please indicate below the name you wish to appear on your Fascia Board (a minimum of only **30** letters can be accommodated). Addresses will not be included and 'Company, Limited etc' will be abbreviated.

Company Logo:

A logo may be attached to the fascia board, please note that the production of a logo is at **the Exhibitors expense**. The cost for one logo 22 x 22 cm is US\$ 50, if you wish to have your logo on the fascia, please complete the following and email the logo (high resolution) to the following email address: contact@spline-design.com

Number of logos required: _____ **Total Cost** _____

Please note: If this form is not returned by the deadline date above, no amendments will be possible on -site and no orders will be taken for your name board & logo.

Signature _____ **Date** _____



<p>SHELL SCHEME - EXTRA FURNITURE TO BE FILLED BY SHELL SCHEME ORDERS ONLY</p> <p style="text-align: center;">DEADLINE DATE: 06 NOVEMBER 2024</p>	<p><i>Please return form to :</i></p> <p>Spline design-prod-event</p> <p>7th Plastic Street, ZI Ksar Said Email: eya@spline-design.com CC: aicce27@aucbm.email</p> <p style="text-align: right;">Tel: + 216 70 66 49 65 Fax: + 216 70 66 49 63</p>
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PLEASE USE BLOCK CAPITALS

Name of Company _____

Address/Country _____

Contact Person _____ **Email Address** _____

Stand No. _____ **Number of Stands** _____

Tel/Mobile _____ **Fax.** _____

- Please indicate below the items you require (All prices quoted are for **1 day**):

Item No.	Item	Price in US\$	QTY.	TOTAL US\$
A01	Desk 75 (W) / 45 (D) / 90 (H) cm (WOODEN)	65		
A02	Desk 75 (W) / 45 (D) / 90 (H) cm (LIT)	150		
A03	Desk 150 (W) / 45 (D) / 90 (H) cm (LIT)	185		
A04	Stool model 1	21		
A05	Stool model 2	29		
A06	Stool model 3	25		
A07	Stool model 4	21		
A08	Stool model 5	21		
A09	Chair model 1	21		
A10	Chair model 2	21		
A11	Chair model 3	21		
A12	Chair model 4	18		
A13	Chair model 5	21		
A14	Chair model 6	21		
A15	Chair model 7	21		

Signature _____ **Date** _____

SHELL SCHEME - EXTRA FURNITURE PAGE 2

Please repeat Company Name and Stand No.

Company Name _____ Stand No. _____

A16	Ottoman model 1	15	
A17	Armchair model 1	28	
A18	Armchair model 2	28	
A19	Armchair model 3	28	
A20	Armchair model 4	40	
A21	Coffee table model 1	18	
A22	Coffee table model 2	16	
A23	Coffee table model 3	16	
A24	Plant model 1	20	
A25	Plant model 2	26	
A26	Plant model 3	19	
A27	VIP BOLLARD (2 totems + velvet rope)	16	
A28	High round table	25	
A29	Coffee machine (with 100 capsules)	425	
A30	Water dispenser (with recharge)	265	





















Please note the following regulations:

1. All mentioned prices include delivery and collection before 26th Nov. 2024.
2. No responsibility can be accepted for the safe custody of Exhibitor's goods left in articles of hired furniture.
3. Any onsite relocations will incur a surcharge on 26th, 27th, 28th Nov. 2024.
4. All orders must be paid in full in advance.
5. Spline will send you an invoice once a completed order form has been received. Payment is due 10 days before the exhibition excluding transfer and bank expenses.
6. No refunds will be given for any cancellation of items after the deadline date, during set-up and open days.
7. Exhibitors will be held responsible for any loss or damage of furniture. In the event of any item being damaged or lost through any cause whatsoever, the hirer agrees to pay the full value of such items in additional to the original hire charge.

Signature _____ Date _____

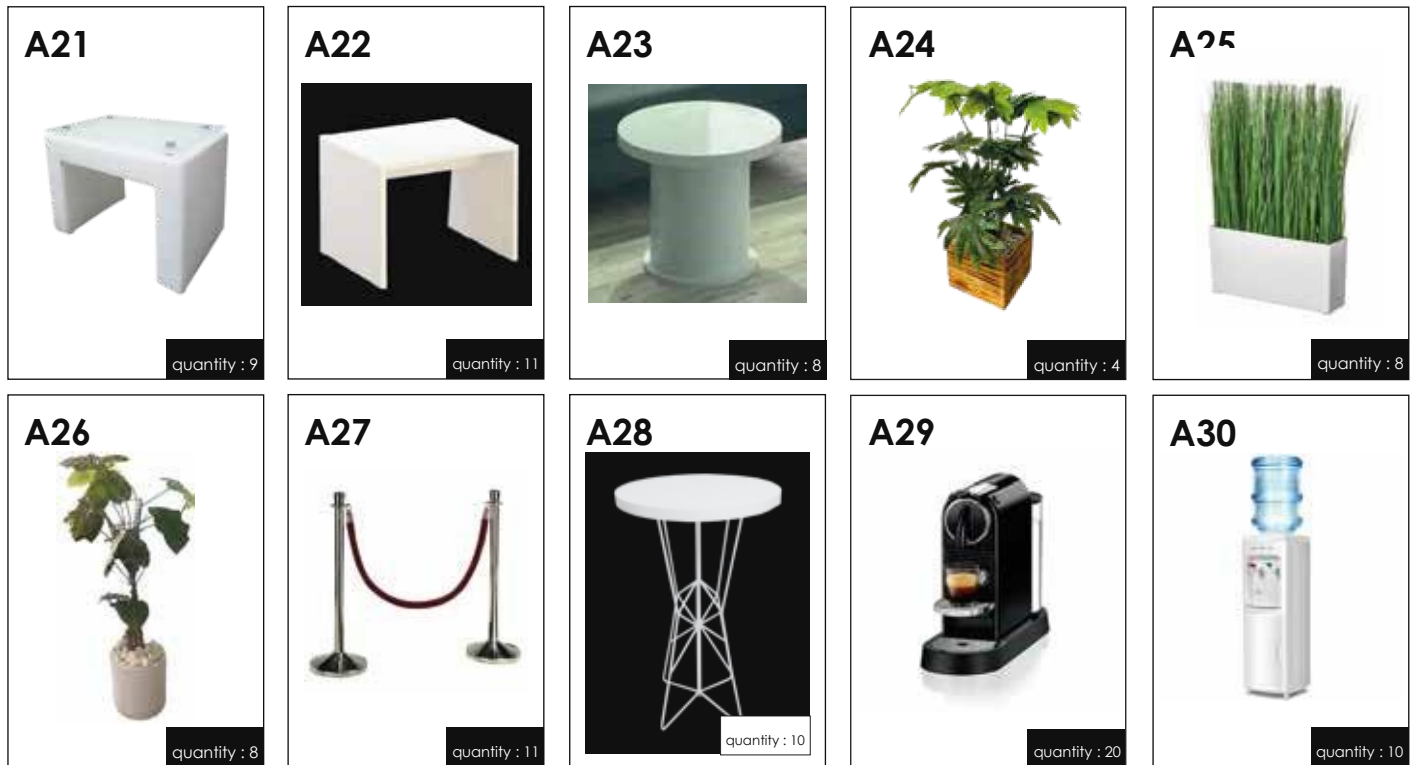
SHELL SCHEME - EXTRA FURNITURE PAGE 3

Please find below an overview of the mentioned furniture

A01  quantity : 40	A02  quantity : 3	A03  quantity : 2	A04  quantity : 48	A05  quantity : 9
A06  quantity : 8	A07  quantity : 8	A08  quantity : 8	A09  quantity : 11	A10  quantity : 8
A11  quantity : 100	A12  quantity : 32	A13  quantity : 17	A14  quantity : 2	A15  quantity : 10
A16  quantity : 7	A17  quantity : 8	A18  quantity : 14	A19  quantity : 17	A20  quantity : 10

SHELL SCHEME - EXTRA FURNITURE PAGE 4

Please find below an overview of the mentioned furniture



Please note that the models mentioned above are available on a first-come, first-served basis.

**SHELL SCHEME – GRAPHICS VINYL
TO BE FILLED BY SHELL SCHEME
ORDERS ONLY**

**DEADLINE DATE: 06
NOVEMBER 2024**

Please return form to :

Spline
design-prod-event

7th Plastic Street, ZI Ksar Said

Email: contact@spline-design.com

CC: aicce27@aucbm.email

Tel: + 216 70 66 49 65

Fax: + 216 70 66 49 63

PLEASE USE BLOCK CAPITALS

Name of Company _____

Address/Country _____

Contact Person _____ Email Address _____

Stand No. _____ Number of Stands _____

Tel/Mobile _____ Fax. _____

The nature of the Artwork graphic is Vinyl Sticker material to be fixed on the Stand wall panel. Please find below the size of the panel (95/180 top / 95/47 bot): (The cost of the vinyl is **US40\$ / m²**).

(Stickers can be placed on the entire panel or on more than one panel)

Please send your require graphic in JPEG or PDF in **high resolution** format to contact@spline-design.com



Signature _____ Date _____



**SHELL SCHEME - ELECTRICAL ORDER
TO BE FILLED BY SHELL SCHEME
ORDERS ONLY**

**DEADLINE DATE: 14
NOVEMBER 2024**

Please return form to :



7th Plastic Street, ZI Ksar Said
Email: eya@spline-design.com
CC: aicce27@aucbm.email

Tel: + 216 70 66 49 65
Fax: + 216 70 66 49 63

PLEASE USE BLOCK CAPITALS

Name of Company _____

Address/Country _____

Contact Person _____ Email Address _____

Stand No. _____ Number of Stands _____

Tel/Mobile _____ Fax. _____

If you wish to have an additional electrical order, please complete the following and email it to the address: contact@spline-design.com

Item No.	Item	Price in US\$	QTY.	TOTAL US\$
C01	Standard spot light	30		
C02	Extension electrical cable 1,5m (3 SOCKETS)	16		
C03	Adapter Plug	15		

Signature _____ Date _____



**SHELL SCHEME - AUDIO VISUAL
TO BE FILLED BY SHELL SCHEME
ORDERS ONLY**

**DEADLINE DATE: 14
NOVEMBER 2024**

Please return form to :



7th Plastic Street, ZI Ksar Said
Email: eya@spline-design.com
CC: aicce27@aucbm.email

Tel: + 216 70 66 49 65
Fax: + 216 70 66 49 63

PLEASE USE BLOCK CAPITALS

Name of Company _____

Address/Country _____

Contact Person _____ Email Address _____

Stand No. _____ Number of Stands _____

Tel/Mobile _____ Fax. _____

Please indicate below the items you require (All prices quoted are for **1 day**):

Item No.	Item	Price in US\$	QTY.	TOTAL US\$
SCREENS				
B01	LCD 40 inch	60		
B02	LCD 49 inch	70		
B03	LCD 55 inch	75		
B04	LCD 65 inch	110		
B05	LED screen 2.9 per meter	85		
SOUND SYSTEMS				
B06	Wireless microphone	90		
B07	Wireless microphone headset	125		

Signature _____ Date _____

<p>SHELL SCHEME - GRAPHICS TARPULIN</p> <p>TO BE FILLED BY SHELL SCHEME ORDERS ONLY</p> <p style="text-align: center;">DEADLINE DATE: 06 NOVEMBER 2024</p>	<p>Please return form to :</p> <p>Spline design-prod-event</p> <p>7th Plastic Street, ZI Ksar Said Email: eva@spline-design.com CC: aicce27@aucbm.email</p> <p style="text-align: right;">Tel: + 216 70 66 49 65 Fax: + 216 70 66 49 63</p>
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PLEASE USE BLOCK CAPITALS

Name of Company _____

Address/Country _____

Contact Person _____ Email Address _____

Stand No. _____ Number of Stands _____

Tel/Mobile _____ Fax. _____

We also propose tarpaulin walls (Printed tarpaulin fixed on a wooden frame) it cost is \$65/m². Please find below some examples:

EXAMPLES:



- Please send your required graphic in JPEG or PDF in **high resolution** format to **contact@spline-design.com** and indicate the desired size.
- Please note: If this form is not returned by the deadline date above, no amendments will be possible on -site and no orders will be taken for tarpaulin wall.

Signature _____ Date _____

<p>SHELL SCHEME - EXTRA STORAGE TO BE FILLED BY SHELL SCHEME ORDERS ONLY</p> <p>DEADLINE DATE: 06 NOVEMBER 2024</p>	<p>Please return form to :</p> <p>Spline <small>design-prod-event</small></p> <p>7th Plastic Street, ZI Ksar Said Email: eva@spline-design.com CC: aicce27@aucbm.email</p> <p>Tel: + 216 70 66 49 65 Fax: + 216 70 66 49 63</p>
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PLEASE USE BLOCK CAPITALS

Name of Company _____

Address/Country _____

Contact Person _____ Email Address _____

Stand No. _____ Number of Stands _____

Tel/Mobile _____ Fax. _____

Storage units could be provided as follows:



Storage unit: 3 levels of storage locked with key 100 (width) / 80 (height) / 50 (depth)



Storage locker room: locked with key 100 (width) / 80 (height) / 50 (depth)

Please indicate the type and number of the desired extra storage:

TYPE _____ NUMBER _____

Signature _____ Date _____