Hall Access and Personal Protective Equipment (PPE)

We would like to remind you of the **hall access conditions** during the event build-up and tear-down phases.

This policy is applicable to all exhibitions and other events with an exhibition element, including trade and consumer shows.

General Access Rules and Safety Requirements

- Access to the halls during build-up and tear-down is restricted to individuals holding a valid venue contractor pass
- High-visibility vests and safety shoes are mandatory at all times to access the halls during build-up and tear-down
- These PPE items are available for sale at the venues
- Heels, open-toe shoes and sandals are strictly prohibited
- Exhibitors who need to enter the halls to carry out stand construction or troubleshooting activities must obtain a contractor pass

Special Conditions - Last Day of Build

- On the final day of build-up, exhibitors may be permitted to enter the halls wearing closed shoes and high-visibility vests, under the following conditions:
 - The Organiser's authorised personnel have issued an undertaking letter (sample attached) at least two weeks before the start of tenancy and sent it to the venue Event Planner
 - The DWTC Health & Safety team has not revoked* access to the halls
- Exhibitor access schedule on the last day of build
 - For events with two or more build-up days: access from 14:00 hrs
 - For events with one build-up day: access from 20:00 hrs
 - * If access is revoked, the DWTC Health & Safety team issues access updates every two hours. During this period, exhibitors may access the halls provided they wear high visibility vests and safety shoes.

Please ensure the above requirements are clearly reflected in your Exhibitor Manuals.







Undertaking Letter Template PPE Requirements During Build-Up and Tear-Down

As the appointed organiser of [Event Name], taking place at the [Dubai World Trade Centre (DWTC)] or at the [Dubai Exhibition Centre (DEC)] from [Date] to [Date], we hereby acknowledge and undertake the following:

We understand and accept DWTC's policy requiring all persons accessing the exhibition halls during the build-up and tear-down phases to wear high-visibility jackets and safety shoes at all times.

We acknowledge that DWTC may, under exceptional circumstances, permit access to exhibitors wearing closed shoes and high-visibility jackets on the final day of build-up, subject to the hall condition being deemed safe by the DWTC Health & Safety team.

We hereby accept full responsibility for any incident that may occur during this period of conditional access.

We confirm that our team will closely monitor and control hall access to ensure compliance with the above conditions.

We release DWTC, its employees and representatives from any liability, claim, or injury arising from the presence of any person not fully equipped with the required PPE in the exhibition halls.

We agree to communicate these conditions clearly to all exhibitors, contractors and relevant stakeholders.

Event Name:	
Event Dates:	
Event Venue:	
Exhibition Halls:	
Organiser Company:	
Authorised Representative Name:	
Designation:	
Signature:	
Date:	





