

VEGYPT
VAPE
EXPO

CAIRO 4 - 6 MAY

Cairo International Conference Centre

2023

**EXHIBITOR'S
MANUAL**

www.egyptvexpo.com

Welcome Word

Welcome among our most distinctive exhibitors at EGYPT VAPE EXPO.

We created this exhibitor's manual to feature all the necessary information, rules, regulations and details for EGYPT VAPE EXPO distinguished exhibitors.

This exhibitor's manual is set to adequately perform as on-site operational framework guide intended for helping exhibitors to arrange their strategies for the assemblage and dismantling of their booth; specify the designated schedules for in-hall operations and clarify the procedures of exhibits access into the exhibition halls in addition to highlighting other essential settings of the Event.

All exhibitors are demanded to read this manual attentively; as it denotes a complete orientation to all aspects of the event; including important dates, schedules and deadlines you should adhere to in order to expedite all on-site operations before, during and after the show.

Please send the completed forms in this manual within the specified deadlines; these forms will be binding once they are submitted to the organizers.

Should you require any further support or assistance, please contact the Exhibition Manager in charge at the Organizer's Office during the build-up period.

We wish you the best of luck with your participation.

EGYPT VAPE TEAM

2 - Important Contact Lists of Service Providers

2.1 CICC (The Venue)

Address :2 El-Nasr Rd, Al Estad, Nasr City, Cairo Governorate
Website :<http://www.eeca.gov.eg/index.html>
Email :eeca@eeca.gov.eg
Phone :+2(02)22 63 32 22
Working Hours: 9:00 am - 3:00 pm

2.2 Official Freight Forwarder Overseas Int'l Services

Cellular : +20 (100) 654 5659 / +20 (100) 072 7436
Telephone : +20 2241 91833
Address : 19 El-Khalifa El-Maamoun Street; Heliopolis, Cairo, Egypt.
Email : info@overseass.com / fairs@overseass.com
Web-site : <https://www.overseass.com>

2.3 Exclusive Special Decoration Contractor ZEVENTS

Cellular : +20 (106) 860 7700
Address :11 Foad Thabet Street; Square 1166, Sheraton, Heliopolis, Cairo, Egypt.
Email : info@zevents-eg.com
Web-site :<https://www.zevents-eg.com>
Product Catalogue Link:
<https://forms.egyptvexpo.com/download/zevents.pdf>

2.4 Booth Hostess/Interpreters Provider ZEVENTS

Cellular : +20 (106) 860 7700
Address :11 Foad Thabet Street; Square 1166, Sheraton, Heliopolis, Cairo, Egypt.
Email : info@zevents-eg.com
Web-site :<https://www.zevents-eg.com>

2.5 Turnkey Optimum Upgraded Shell Scheme Stand Contractor ZEVENTS

Cellular : +20 (106) 860 7700

Address :11 Foad Thabet Street; Square 1166, Sheraton, Heliopolis, Cairo, Egypt.

Email : info@zevents-eg.com

Web-site :<https://www.zevents-eg.com>

2.6 Official Travel Agent NHI Travel

Cellular : +20 (103) 322 7755

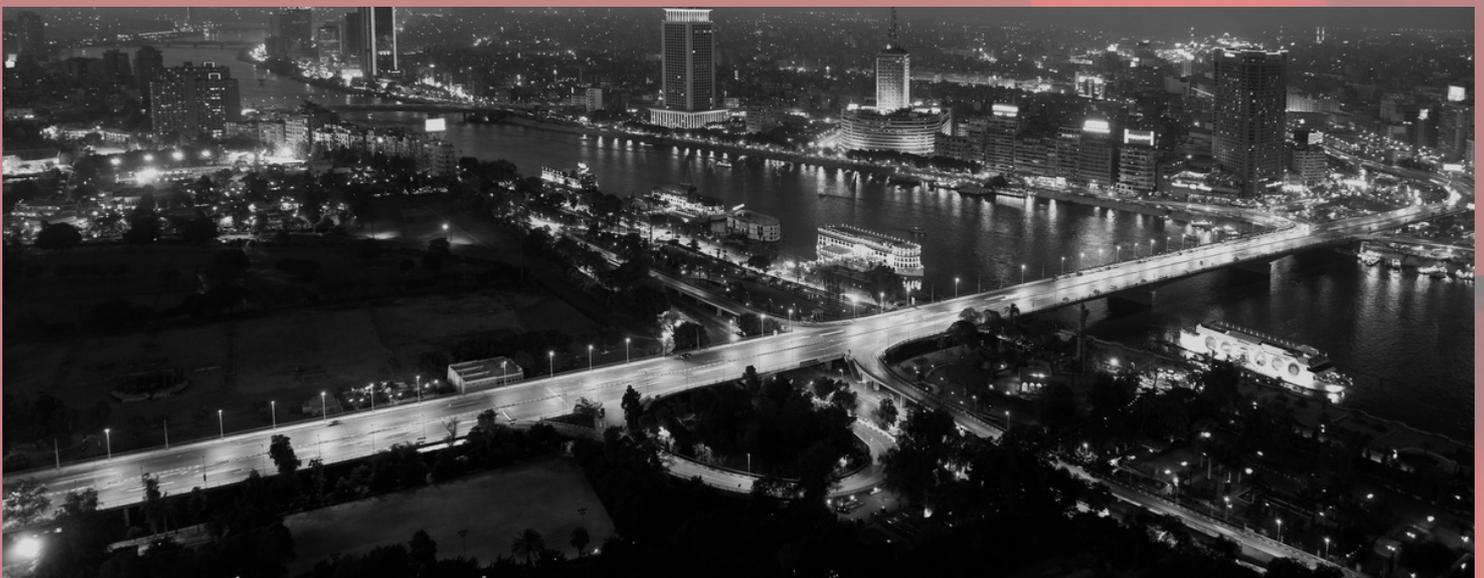
Address :35 Obour Buildings, Salah Salem Street, Heliopolis Cairo, Egypt.

Email : res@nhitravel.com

All exhibitors booking accommodation and flight tickets through NHI Travel will be entitled to the following complementary services:

- Special discounts on accommodation rates in selected Hotels
- Meet and Assist at Cairo International Airport.
- Arrival Airport Transfers in Cairo.
- Daily Transfer from hotel to expo and vice-versa during the show days.
- Cairo City Tour (7 May 2023).
- Transfer to EGYPT VAPE EXPO Gala Dinner (7 May 2023).
- Transfer to Cairo International Airport for Departure.
- For special hotel accommodation rates please click on this link:

https://forms.egyptvexpo.com/download/NHI_Travel.pdf



3 - EGYPT VAPE Team Contact Details (Present on Site as of the Build-up Dates).

3.1 Project Manager

Mr. Tarek Raslan
Mobile: +2 0122 327 3418

3.2 Operations

Mr. Hamza Yassin
Mobile: + 2 011 278 58883

3.3 Financial Director

Mr. Bahaa El Wakil
Mobile: +2 0103 338 8447

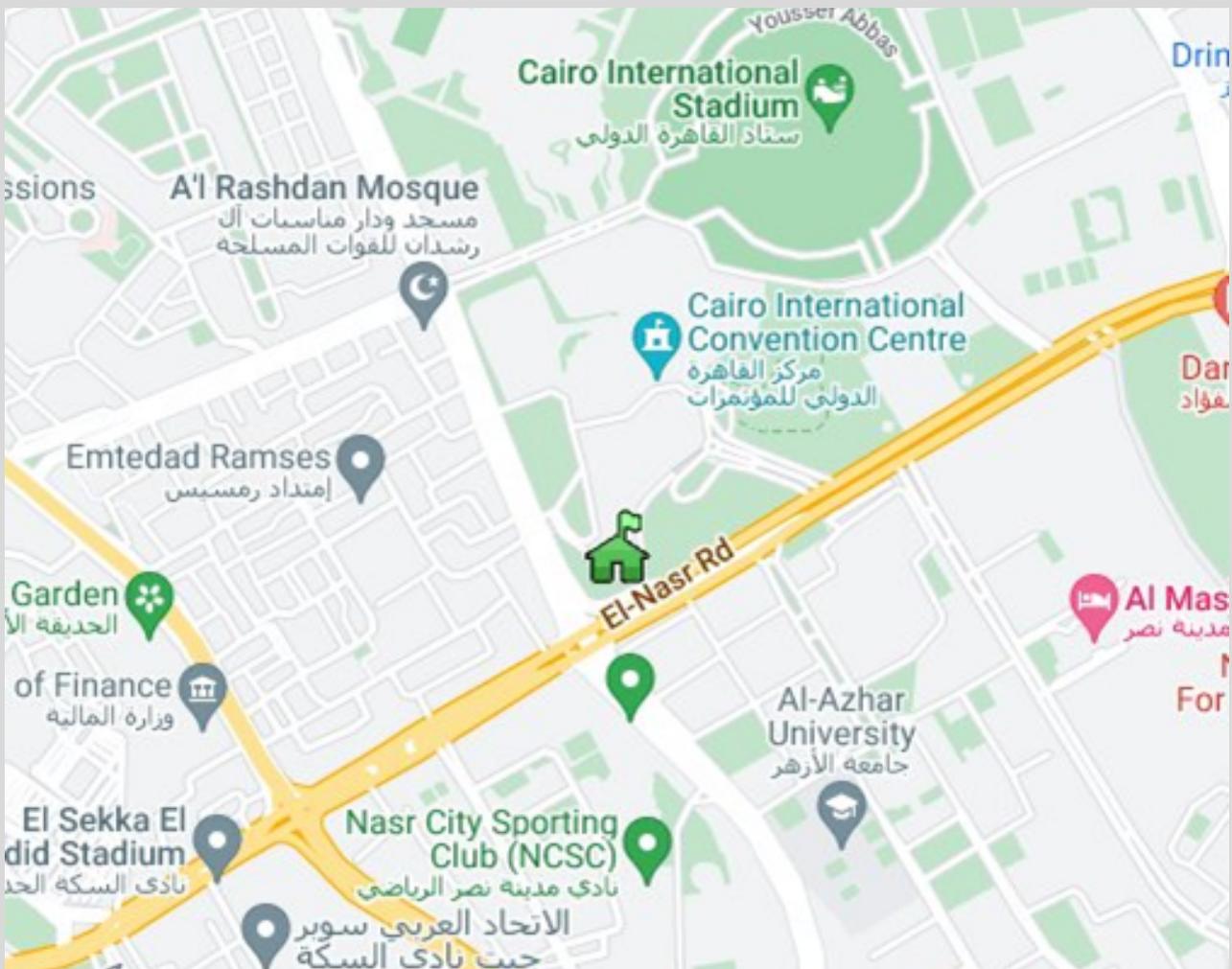


Venue Location

EGYPT VAPE EXPO will be held in the new extravagant venue Cairo International Convention and Exhibition Center (CICC); located in Nasr City.

The venue is only 15 minutes away from Cairo International Airport, 20 minutes away from Fifth Settlement and 10 minutes away from Heliopolis residential areas.

EGYPT VAPE EXPO will occupy halls 4 and 5 in Cairo International Convention and Exhibition Center and will be held on a gross area of 11,000 m².



Nearby Hotels

The venue is surrounded by many 4 and 5 star hotels in the New Cairo, Heliopolis and Nasr City nearby residential areas; including to name a few:

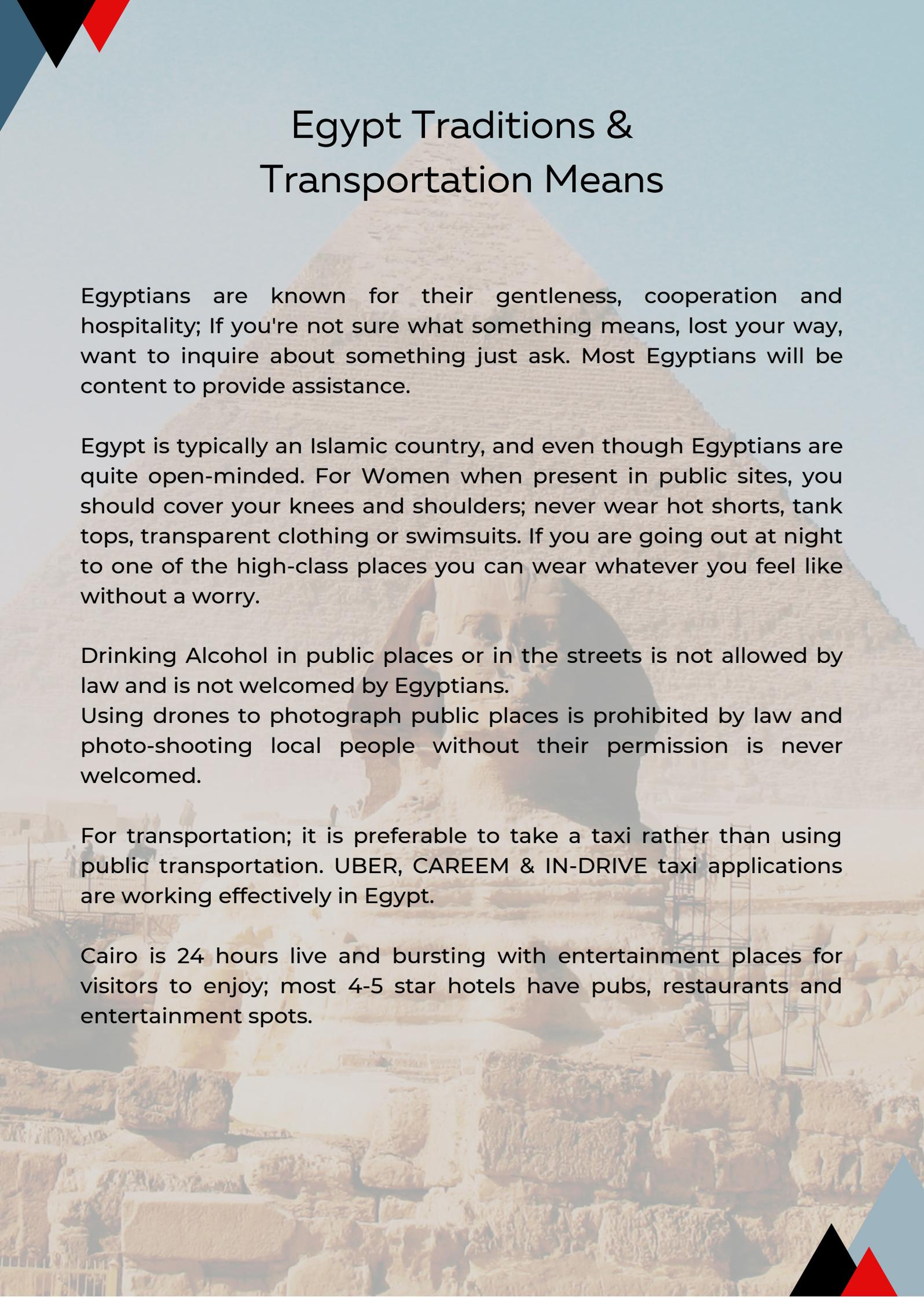
New Cairo Hotels:

Jw Marriott Hotel Cairo - Royal Maxim Palace Kempinski - Dusit Thani Lakeview Cairo - Renaissance Cairo Mirage City Hotel- Helnan Landmark Hotel - Tolip Gardens Hotel - Triumph Luxury Hotel.

Heliopolis and Nasr City Hotels:

Le Meridien Cairo Airport- Hilton Cairo Heliopolis Hotel - Le Passage Cairo Hotel & Casino - Novotel Cairo Airport- Concorde El Salam Cairo Hotel & Casino - Le Meridien Heliopolis - Baron Heliopolis - Triumph Plaza Hotel - Tolip El Galaa Hotel Cairo - Intercontinental Cairo Citystars - Al Masa Hotel Nasr City - Sonesta Hotel Tower & Casino Cairo - Holiday Inn Cairo City Stars.





Egypt Traditions & Transportation Means

Egyptians are known for their gentleness, cooperation and hospitality; If you're not sure what something means, lost your way, want to inquire about something just ask. Most Egyptians will be content to provide assistance.

Egypt is typically an Islamic country, and even though Egyptians are quite open-minded. For Women when present in public sites, you should cover your knees and shoulders; never wear hot shorts, tank tops, transparent clothing or swimsuits. If you are going out at night to one of the high-class places you can wear whatever you feel like without a worry.

Drinking Alcohol in public places or in the streets is not allowed by law and is not welcomed by Egyptians.

Using drones to photograph public places is prohibited by law and photo-shooting local people without their permission is never welcomed.

For transportation; it is preferable to take a taxi rather than using public transportation. UBER, CAREEM & IN-DRIVE taxi applications are working effectively in Egypt.

Cairo is 24 hours live and bursting with entertainment places for visitors to enjoy; most 4-5 star hotels have pubs, restaurants and entertainment spots.

Here are some Arabic Words/Phrases you might need to use in Egypt with an explanation how to pronounce them

Thank You	Shokran
Hello	Ahlan
Have a nice day	Youmak Saied
Nice	Helwa
Good Morning	Sabah El Khier
Good Evening	Masaa El Kheir
Thank You	Shokran
Hello	Ahlan

My Name is	Ana Esmey
What is Your Name	Esmak Eih
How much	Bekam
Where is the Bathroom?	Fein El Hammam
Please	Men Fadlak
Enough	Kefaya
Here/There	Hena/Henak
Me	Ana
He/She/They	Howa/Heya/Homa
I can't Find the Way	Ana Tayeh
I don't Speak Arabic	Ana Mesh Batkalem Arabi
Cairo International Convention Center	Markaz El Motamarat Madinet Nasr
Food	Akl
Water	Maya
I Want	Ayez
Restaurant	Maatam

7 - Venue Regulations

7.1

Exhibitors/their Contractors are absolutely prohibited to perform perforation, painting, screwing, rigging or stapling works in floors, columns or walls in halls or lobby area. The exhibitor shall be responsible for compensating the venue, in case any damages occur on the floor and/or on the walls by any exhibitor during the stand construction and/or dismantling process, the amount of compensation shall be determined only by the venue management, without any obligations on the organizers, and exhibitors shall be reported and requested to pay the compensation to the venue management via the organizers.

7.2

Exhibitors/Their Contractors are not allowed to execute welding, sawing or cutting works inside the halls.

7.3

Exhibitors/Their Contractors are prohibited to use any flammable/dangerous materials during the stand build-up and during the show days, all used materials must meet the general terms of industrial safety and security regulations; additionally environment protection measures should be considered before and during the show in order to safeguard all attendees.

7.4

The use of electric saws and spray compressors is not allowed inside the exhibition halls, the use of such equipment is limited to specified areas.

7.5

It is totally prohibited to position any exhibits outside the booth area; exhibitors will be ordered to remove any exhibits protruding from the stand in the aisles/corridors instantly.

7.6

Emergency exits and fire extinguishers must never be blocked by exhibits/materials during the show or within the build-up/Dismantling periods.

7.7

Smoking cigarettes is completely prohibited inside stands (this doesn't apply for vape and e-cigarettes), and if the incident of smoking cigarettes occurs and caught by surveillance cameras; the exhibitor will pay fine according the regulations of the venue.

7.8

Maximum allowed floor load is 1000 kg/m²; exhibitors who have exhibits exceeding this floor load shall inform the organizers at least one month prior to the event.

8 - Special Decoration Design Approvals

Exhibitors should send the stand design drawings and provisions in addition to a document displaying technical specifications to the organizers for authorization and approving tractability with safety regulations at least 30 days prior to the exhibition; including stand projections and special electricity requirements.

9 - Exhibits/Stand Fittings Loading Procedures

9.1

Access for loading trucks and vehicles is only permitted from the entries designated for this purpose; loading of stand elements/materials, equipment, goods, exhibits and demonstrations into the hall is only allowable from the hall loading doors.

9.2

Entry of all types of vehicles are not allowed into the exhibition halls, except for material handling equipment, forklifts and designated stand building vehicles.

9.3

Entry of exhibits to the hall through loading doors, will be on the basis of first comes first served.

9.4

Fees of US\$ 2 per M2 will be charged by the venue to all special decoration exhibitors; this amount should be paid to the official stand contractor 30 days prior to the exhibition opening date.

10 – Stand Construction/Dismantling Mandatory Regulations (Special Decorations)

10.1

An authorized representative from the exhibiting company/their contractor should be existing in the stand location during the build-up and dismantling of the stand.

10.2

The stand build-up process and the placing of exhibits inside the stand should be completed at least 12 hours before the opening of the exhibition so that carpet laying and cleaning personnel can perform their work in the passageways inside the halls.

10.3

All stand construction workers should be wearing high visibility vests, hard hats (when working in heights) and protection shoes (slippers are not allowed).

10.4

All exhibits, booth elements of design, equipment and structures (materials, junctions, walls and floors) must be removed from the hall by the dismantlement deadline.

10.5

Maximum Special Decoration Stands Heights:

- Maximum Stand Height for Double Deck Stands is 6 m.
- Maximum Stand Height for Island Stands is 4 m.
- Maximum Stand Height for Wall Stands is 4 m.
- For back-to-back stands; the maximum height allowed is 4 meters; and the minimum height is 2.5 meters; and the back of the stand should be coated in white color; putting any advertising materials on the back of the stand is totally prohibited in that case.

11 - Disallowed Acts Towards Adjoining Exhibitors

Exhibitors shall not hinder the view of adjacent exhibitor stands/displays, nor be acting in any way offensive to other exhibitors. All happenings within the booth must be planned and undertaken in manners not to be disturbing or interrupting to adjacent exhibitors.

Audiovisuals or other sound devices functioning in a manner objectionable to the organizers and exhibitors will be brought to a stop at once.

All audios and sound devices should be approved by the organizers; including schedules.

12 - Exhibit Move-in & Move out Timetables

Stand build up will start right after floor marking; exhibits should only be brought to the exhibition hall after the stand is erected and arranged. The exhibitor must make sure an Authorized Representative from the company is present at the stand during exhibits move-in.

Build-up	Days	
Stand Build-up & Exhibits Move-In	1,2 May 2023	3 May 2023
	8:00 AM For 24 Hours	Till 9:00 pm

Breakdown [Dismantling & Move-Out]	Dismantling 6 May 2023 10:00 pm 7 May till 12:00 pm
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13 – Visitors/Exhibitors Entry Schedule

Exhibitors Access	4 MAY 2023	5 MAY 2023	6 MAY 2023
	10:00 – 22:00		

Visitors Access	4 MAY 2023	5 MAY 2023	6 MAY 2023
	11:00 – 22:00		



14-Regular Shell Scheme Stands

Shell scheme stands will be built using the Octanorm system. The overall size of one wall panel is approximately 97 cm x 244 cm and the fascia size is 100 cm x 40 cm. If you require exact details please contact the organizers to pass your request to the official stand contractor.

Each 15 m² will be entitled to

- 2 chairs
- 1 Table
- 1 Electricity source
- 1 Fascia
- 1 Counter
- 3 Spotlights
- Carpet

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

- Changes to the standard shell stand structure will not be allowed.
- No additional stand fitting may be attached to the shell stand structure and no painting on the shell stand panels will be allowed.
- No free-standing fitment may exceed the height of 2.44m or extend beyond the boundaries of the site allocated. This includes towers, helium-filled balloons and logos/company names.
- It is not allowed to attach any graphics individually or driving nails on the walls of the shell stand.



15-Turnkey Optimum Upgraded Shell Scheme Stands

Shell Scheme exhibitors looking for creative display and wishing to create a booth that is truly distinctive enough to catch the eye during the show and be remembered after the show; have the opportunity to use the “Turn Key Upgraded Shell Scheme” package to upgrade their booth design using any of the 3 styles illustrated below giving the look of a custom stand at a fraction of the price.

Style 1



Price US\$ 70/m2.

Including: Wooden Walls; 4 Chairs, 1 Table, 1 Fascia Structure, 4 Spotlights, 2 Sockets, 1 Plant Plot, 2 Printed Counters for every 15 m2 and printed banner design on walls.



Email : info@zevents-eg.com

Style 2



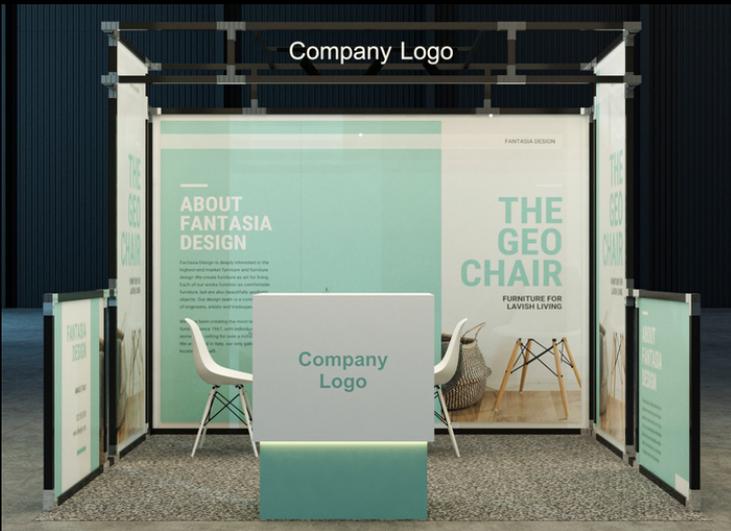
Price US\$ 75/m2.

Including: Wooden Walls; 4 Chairs, 1 Table, 1 Fascia Structure, 4 Spotlights, 2 Sockets, 1 Plant Plot, 2 Printed Counters for every 15 m2 and printed banner design on walls.



Email : info@zevents-eg.com

Style 3



Price US\$ 80/m2.

Including: Steel Structure, Acrylic Fascia Name, Wooden Walls; 4 Chairs, 1 Table, 1 Fascia Structure, 4 Spotlights, 2 Sockets, 1 Plant Plot, 2 Laminated Printed Counters for every 15 m2 and printed banner design on walls.



Email : info@zevents-eg.com

16 – Hall Carpeting/Aisles

Aisles carpeting will start 12 hours prior to the opening of the event; all aisles will be covered with red carpet.

Exhibitors must adhere to the rule that all aisles/ gangways adjacent to their stand must not be impassable during buildup and breakdown to a point which intercepts the free motion of other personnel in the event.

17 – Loss, Theft or Damage

Exhibitors are responsible for security of exhibits/personal belongings inside the stands. The organizers are not liable for any loss, theft or damage inside the stands during the show days. Yet professional security guards will be on duty day and night for the over-all security of the hall, but not for the security of the stands.

Exhibition halls are secured by professional guards during show days as of the closing time of the show till the opening time next day.

18 – Catering Service

Catering services will be available to provide hot meals, snacks and beverages inside the hall during the exhibition days.

19 – Organizers Desk

The Organizers desk will be available at the exhibition hall to serve and escort exhibitors to their stands and hand-out exhibitor's package for 24 hours daily during the build-up period.

20 - Security At Hall Entrance

Strict security measures will be administered in the exhibition halls. All personnel must be in possession of their ID pass to be allowed for exhibition hall access.

Exhibitors seeking admission to the halls must put on their exhibitor ID. Entry points will be guarded by security officers. Individuals without an exhibitor badge will not be permitted to enter the halls.

Badges will be distributed with the exhibitor kit during the build-up period .

Exhibitor passes and badges will be arranged by the organizers and presented free of charge to company representatives upon arrival to the exhibition hall.

A separate contractor badge will be issued by the Organizers to be used during the build-up and dismantling periods; contractors are not allowed to access the exhibition hall during show days unless there is an emergency that requires their presence inside the hall.



21 - Visa To Egypt

A-Visa on Arrival:

There are 78 countries whose citizens are eligible for an Egypt visa on arrival; please check if your nationality allows you to obtain on arrival visa. As long as you are a citizen of one of those countries, you can obtain a visa on arrival.

How to obtain a visa on arrival and what is its price?

When you arrive in Egypt. Once you land, you need to go to the visa section on arrival window, after getting in the queue at the immigration office. There, you need to pay USD \$25.00, and you will be given a visa sticker to attach to your passport.

Keep in mind, however, that when you pay for your Egypt visa on arrival, you need to pay in US dollars. You are not allowed to use any other currency, and it is preferable if you have the exact amount; as credit and debit cards are not accepted.

To obtain an Egypt tourist visa on arrival, a traveler must meet the following requirements:

- a valid passport for at least 6 months
- passport with at least 1 blank page



B-Business Visa for Egypt (for countries not allowed to obtain on arrival visa or e-visa)

Applicants travelling to Egypt for business purposes need to apply for a business visa; The application form needs to be sent to the Egyptian embassy. The documents required for an approval for a business visa to Egypt are:

- A valid passport that does not expire for at least 6 months from the date the visa holder intends to leave Egypt.
- Two copies of the visa application form
- Two passport size photos of the applicant with white and black background. The photo should not be older than 3 months.
- Booked air tickets
- A cover letter from the organization the visa holder will be representing in Egypt.
- An invitation letter from the Event Organiser in Egypt.
- A document that acts as proof for the applicant's funds. It could either be the international credit card or foreign exchange endorsements.
- A document acting as proof of stay for the applicant in Egypt such as hotel bookings.

Please refer back to the Egyptian embassy in your country as procedures may differ from country to the other.

(Deadline for ordering the invitation letter from the organizers to obtain the visa from the embassy is March 15, 2023).



FORMS

Exhibitors should fill in, sign and submit EGYPT VAPE EXPO online forms along with the statement of acknowledgment through the following link:

<https://forms.egyptvexpo.com>

Exhibitors should stick to sending the forms within the deadlines stated in each form (March 30, 2023) ; requests that are sent late than the specified deadline on each form will be neglected without any responsibility on the organizers.

**All forms will be available for online filling as of :
February 3, 2023**



ORGANIZERS



Contact Us

-   +201223273418
-  marketing@egyptvexpo.com
-  www.egyptvexpo.com
-   [egyptvexpo](https://www.facebook.com/egyptvexpo)