

INTERNATIONAL DOWNSTREAM CONFERENCE & EXHIBITION 2025

Innovating Energy, Creating Sustainable Value

EVENT MANUAL

Exhibition World Bahrain-Kingdom of Bahrain
September 30 to October 2, 2025

THANK YOU TO OUR PARTICIPANTS

We sincerely appreciate the participation of all exhibitors and attendees. Your involvement demonstrates a shared commitment to the advancement of the refining, petrochemical, and industrial sectors. Thank you for your time and dedication in reviewing this Event Manual, and we look forward to a successful collaboration at the event.

SPECIAL THANKS TO OUR SPONSORS

We extend our heartfelt thanks to our esteemed sponsors for their invaluable support of the International Downstream Conference & Exhibition 2025. Your partnership plays a pivotal role in the success of this event.

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SECTION A

General Information & Timetable



Venue
Exhibition World Bahrain –
Halls 7 & 8



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Class Pro Co.



Exhibition Name
IDCE 2025 – International
Downstream Conference &
Exhibition 2025



Exhibition Dates
30 September – 2 October
2025



Exhibition Website
www.idce.bh

1. Exhibition Opening Hours

DAY	DATE	EXHIBITORS TIME	OPINING CEREMONY	VISITORS TIME
Tuesday	30 September 2025	8:30 AM – 5:00 PM	8:30 AM to 12:00 PM	9:00 AM – 5:00 PM
Wednesday	1 October 2025	9:00 AM – 5:00 PM		9:00 AM – 5:00 PM
Thursday	2 October 2025	9:00 AM – 5:00 PM		9:00 AM – 5:00 PM

2. Build Up and Dismantling Schedule

Build Up Schedule		
DATE	TIME	ACCESS
24 – 25 September 2025	08:00 AM – 12:00 AM	Contractors & Exhibitors
26 – 27 September 2025	24 Hours	Contractors & Exhibitors
REHEARSAL DAY		
28 September 2025	08:00 AM – 12:00 AM	Contractors & Exhibitors
29 September 2025	08:00 AM – 12:00 AM	Exhibitors

Dismantling Schedule		
DATE	TIME	ACCESS
2 October 2025	06:00 PM – 12:00 AM	Contractors & Exhibitors
3 October 2025	08:00 AM – 12:00 AM	Contractors & Exhibitors
4 October 2025	08:00 AM – 12:00 AM	Contractors & Exhibitors

SECTION A

General Information & Timetable

3. Exhibitions Dates

No.	Event	Date
01	Exhibition Marking	20 Sep 2025
02	Rigging	21 Sep 2025 to 23 Sep 2025
03	Build-up & Production Start	24 Sep 2025
04	Venue Production finish	27 Sep 2025
05	Rehearsal Day	28 Sep to 29 Sep 2025
06	Live Days	30 Sep to 2 Oct 2025
07	Dismantling Start	2 Oct 2025 at 19:00
08	Dismantling End	4 Oct 2025 at 23:59

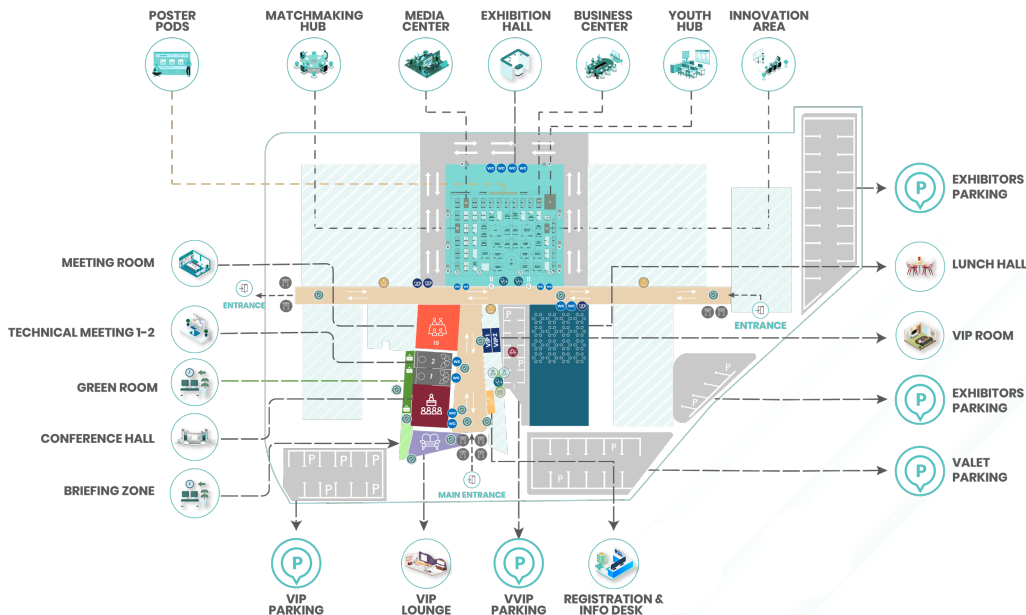
SECTION B

Exhibition Team Contact Information

SN	ROLE	NAME	EMAIL
1	Project Director	Ethar Alshami	e.alshami@classproco.com
2	Project Manager	Wesam Alagha	w.alagha@classproco.com
3	Exhibitors Inquiries	Sales Department	sales@idce.bh
4	Production Inquiries	Production Department	production@idce.bh
5	Operations Inquiries	Operations Department	operations@idce.bh
6	Orders Inquiries	Operations Department	<u>orders@idce.bh</u>
7	Registration Inquiries	Registration Department	registration@idce.bh

SECTION C

Venue Facilities



	Main Entrance Drop in /out Registration Area		VIP Room		POSTER PODS		Restrooms
	Shutter door Loading in /out		Meeting Room		Matchmaking Hub		Prayer Rooms
	Registration & Info Desk		Lunch Hall		Media Center		Coffee Stations
	VIP Lounge		VVIP PARKING		Exhibition Hall		Ambulance
	Conference Hall		VIP PARKING		Business Center		Paramedic
	Technical Meeting		VALET Parking		Youth Hub		Metal Detector
	Green Room		Exhibitors Parking		Innovation Area		Security
	Briefing Zone		Exhibition Hal		Medical Rooms		

Explore the venue through the virtual tour

[EWB VIRTUAL TOUR](#)



View the venue on

[GOOGLE MAPS](#)



SECTION D

Registration & Badges

1. VIP Badges

- VIP badges are exclusively allocated to event sponsors and are not available to other participant categories. The number of VIP badges issued is determined by your sponsorship tier.

SPONSOR CATEGORIES	Host Sponsor	Strategic Sponsor	Diamond Sponsor	Platinum Sponsor	Gold Sponsor	Silver Sponsor
NO. OF BADGES	30	14	7	5	4	2

2. Exhibitor & Sponsor Badges

Badge quantities are allocated based on booth size.

SIZE OCCUPIED	MAX. NO OF BADGES
9m ² to 35m ²	3
36m ² to 80m ²	6
81m ² and above	12

- A registration link will be sent to confirmed exhibitors through their designated sales point of contact.
- Exhibitors will be able to enter, edit, and submit personnel details for badge issuance.
- Each email address may be used only once.
- Upon submission, a confirmation email with a badge barcode will be sent.
- Digital badges will be delivered to the registered email address.
- Please ensure all information is entered accurately to avoid delays or errors in badge delivery.

SECTION D

Registration & Badges

3. Contractor

1. Work Permit Requirement

All contractors, subcontractors, and exhibitors performing any work (including setup, installation, or dismantling) at IDCE 2025 must complete the official Work Permit Form. This form is mandatory for access to work areas.



Work Permit Requirement

2. Pre-Event Preparation

Form Submission:

- The Work Permit Form must be filled digitally and printed prior to arrival at the venue.
- Download the form from: [Insert Link to Form]

3. On-Site Process

Check-In:

- Present the printed form at the Organizer Office
- Forms must be submitted at least 2 hours before work commencement.

4. Visitor Badge

- Visitors must register online through the official IDCE website.
- To register: [IDCE 2025](#)
- Once registration is complete, a digital badge will be sent directly to the registered email address.

SECTION D

Registration & Badges

5. Delegate Badge

- To register as a delegate, visit the official IDCE website, choose your delegate pass, complete the registration form, and make your payment. A confirmation email will be sent with your digital badge.
- Delegates must present their digital badge at the venue; printing is also available at the on-site registration desk.
- To register: [IDCE 2025 Delegate](#).

6. General Policy

- All participants must complete online registration to receive their official digital badge, which is required for entry and must be worn at all times inside the venue. Accreditation applies to all categories: contractors, exhibitors, organizers, VIPs, and visitors.
- Children under the age of 18 are not permitted during the build-up and dismantling periods.
- Badges can be collected at the registration desk located at the main entrance.

For registration inquiries: **registration@idce.bh**

SECTION E

Build-Up & Dismantling Guidelines

1. Build Up and Dismantling Schedule

Build Up Schedule		
DATE	TIME	ACCESS
24 - 25 September 2025	08:00 AM – 12:00 AM	Contractors & Exhibitors
26 - 27 September 2025	24 Hours	Contractors & Exhibitors
REHEARSAL DAY		
28 September 2025	08:00 AM – 12:00 AM	Contractors & Exhibitors
29 September 2025	08:00 AM – 12:00 AM	Exhibitors

Important Notice – Stand Build up

1. All stand construction, decoration, and exhibit setup must be completed by 11:59 PM on 28 September 2025.
2. All materials must be fully removed from the halls and loading dock by this deadline.
3. A late penalty of $\text{AED } 3,000$ per hour will apply for any work conducted after the cutoff time.

Dismantling Schedule		
DATE	TIME	ACCESS
2 October 2025	06:00 PM – 12:00 AM	Contractors & Exhibitors
3 October 2025	08:00 AM – 12:00 AM	Contractors & Exhibitors
4 October 2025	08:00 AM – 12:00 AM	Contractors & Exhibitors

Important Notice – Dismantling Guidelines

1. Dismantling or removal of exhibits is strictly prohibited before the official announcement by the organizer and until all visitors have exited the halls.
2. Space Only contractors must wait at the marshalling gate until rigging, carpet removal, and empty boxes or crates are delivered.
3. Exhibitors must not leave their stand unattended during dismantling and are fully responsible for removing all stand materials, tape, packaging, and waste.
4. A removal fee of $\text{AED } 2,500/\text{m}^3$ will be charged for any items or waste left behind.
5. The organizer and venue will not be held responsible for any items left overnight or after 5:30 PM on 2 October 2025

SECTION E

Build-Up & Dismantling Guidelines

2. Structural & Design Guidelines

- Maximum stand height: 6m
- Floor load capacity: 2,000 kg/m²
- Heavy equipment requires prior approval from Class Pro.
- All construction materials must be in good condition and comply with Bahrain Civil Defense standards.
- Fully enclosed platforms are not permitted. Stand walls must be semi-open or transparent to allow visibility.
- External finishes must match the interior or be of comparable quality.
- Platform components must be pre-prepared. Drilling or fixing into the venue's floors or walls is strictly prohibited.
- Platforms with enclosed areas must be equipped with fire extinguishers.
- Raised platforms must include ramps at least 1 meter wide, which must not extend into aisles.
- Cutting wood, sanding, spray painting, and welding are strictly prohibited inside the halls. Any violation will result in immediate suspension of construction activities and a fine of **ﷵ** 2,000.
- Walls higher than 2.5m facing neighboring booths must be plain white with no branding or graphics.
- No part of any booth may extend into aisles or adjacent stands.
- Double-decker booths must clearly display the maximum occupancy for the upper level.
- Spiral staircases are strictly prohibited.
- A valid structural engineer's certificate is required for all two-story or elevated platforms.

3. Materials & Venue Protection

- No materials may be attached to walls, floors, or ceilings.
- Nails, screws, adhesives, paint, or any fasteners are not permitted on the venue structure.
- Drilling into floors or surfaces is strictly prohibited.
- Only 3M low-adhesion tape (code B7) may be used for temporary materials.

SECTION E

Build-Up & Dismantling Guidelines

4.Site Access, Deliveries & Waste Management

- Contractors are not allowed onsite without an official Contractor Badge issued by Class Pro. *(Refer to the Registration & Badges section.)*
- All deliveries must be made through the loading dock.
- Deliveries through the main entrance are not permitted.
- Freight deliveries will not be accepted before the official build-up period begins.
- Exhibitors are responsible for providing and emptying their own waste bins daily.
- Contractors must clean all debris from their work zones upon completion.
- Food and beverages are strictly prohibited in construction areas.
- Failure to remove waste or leftover materials after the event will result in a \$ 2,500/m² removal fee.
- For waste bin requests, please contact: es@ewbahrain.com

5.Compliance & Penalties

- On-site inspections will be conducted to ensure full compliance.
- Stands that do not meet safety or design standards may be disqualified.
- Class Pro reserves the right to make final decisions in the best interest of the event.
- Fines may apply depending on the type and severity of any violation.
- All exhibitors and contractors must comply with venue rules without exception.

SECTION E

Build-Up & Dismantling Guidelines

6. Bound Cheque Policy

- Exhibitors using non-recommended suppliers must provide a certified bank cheque as a security deposit before starting stand construction. Exhibitors working with recommended contractors are exempt from the bound cheque policy.
- The cheque must be issued with the beneficiary name: **Company Class Pro VIA.**
- Deposit amounts by stand size:
 - 9–36 m² → **₹ 20,000**
 - 37–80 m² → **₹ 30,000**
 - 81 m²+ → **₹ 50,000**
- The cheque must be valid until 23 October 2025.
- It will be returned on 4 October 2025, provided no violations have occurred.
- In case of delays, damages, or unremoved waste, the cheque will be forfeited.
- To receive the deposit refund, exhibitors must obtain a Completion Letter signed by the Operations Manager.
- Submit the completed Bound Cheque Form to: **Production@idce.bh**



Bound Cheque Form

7. Drawing Submission & Approvals

- All designs must be submitted before 10 September 2025 to production@idce.bh late submission will incur a **₹ 1,000** fine per day.
- Required documents include:
 - Execution drawings and elevations
 - Electrical and mechanical plans
 - Furniture and vehicle layouts
 - 3D renderings
 - Liability Disclaimer and risk assessment & method of statement (RAMS) form
- All plans must be approved by Bahrain Civil Defense and comply with all safety regulations.
- No work may begin until official approval is granted.
- If you plan to suspend any items from the ceiling, drawings must include dimensions, weight and material used.



Liability Disclaimer Form

SECTION E

Build-Up & Dismantling Guidelines

8. Modular Design

Exhibitors with stand sizes of **9m²**, **18m²**, **24m²**, and **36m²** are eligible to include the Modular Design option in their space.

This design solution has been carefully developed to meet your exhibition needs while embodying the values of sustainability and innovation.

To view available designs and technical layouts, please refer to the Modular Specification File.



Modular Specification File

To ensure your company name is included on the fascia design, please complete the Fascia Form via the provided link within 3 days of ordering the modular design for your space, and send the confirmation to **modular@idce.bh** along with your company logo in high-resolution PDF or Illustrator (AI) format.



Fascia Form

If you're interested in ordering **extra furniture**, please fill out the form, complete the payment, and send it to **modular@idce.bh**



Extra Furniture Form

SECTION E

Build-Up & Dismantling Guidelines

9. Modular Graphics Design & Submission Requirements

All graphics files must be submitted in PDF format with the correct sizes as specified in the modular specification file and sent to **modular@idce.bh** no later than September 10, 2025.

Please Note:

- The modular design includes graphics as shown in the design below.
- If we do not receive the required graphics by the deadline of 10th September, we will proceed with printing the event-related graphics by default.

For any additional graphics, please contact the recommended suppliers listed in Section F.

Disclaimer: We are not responsible for any issues or consequences that may arise if the graphics are submitted with incorrect measurements.



SECTION E

Build-Up & Dismantling Guidelines

10. Hot work permit

Any contractor intending to carry out welding, cutting, grinding, or any other hot work activities within the venue must obtain prior approval through a Hot Work Permit.

The Hot Work Permit is mandatory and must be completed before any such activity begins.

To facilitate processing, all submissions must follow the subject line format below:

- [Booth Number] – Hot Work Permit
- (Example: C12 – Hot Work Permit)

Failure to submit and secure approval for a Hot Work Permit may result in the suspension of work until compliance is achieved.

Please notice that in the Hot work permit file, you will find all terms and conditions that must be read and understood perfectly.

Please submit this work permit to **orders@idce.bh**
no less than 48 hours prior to commencement of work.



Hot Work Permit

SECTION F

Exhibition Services and Guidelines

1. Power Supply Requests & Regulations

All Space Only exhibitors are required to submit their power requests using the official Power Request Form.

Power supply services are exclusively managed and delivered by Class Pro.

Unauthorized electrical modifications are prohibited. All wiring must be grounded, insulated, secured, and tested. The use of unsafe plugs, adapters, generators, or tampering with electrical systems is not allowed. Class Pro is not responsible for any issues caused by overloads or unauthorized connections.

For power inquiries: **orders@idce.bh**



Power Supply Request Form

2. Rigging Requests & Regulations

- All rigging and truss installations are exclusively managed and executed by Exhibition World Bahrain.
- No external contractors are permitted to perform rigging works within the venue.
- To request rigging services, please submit the following documents via email to: jsaaiman@ewbahrain.com and ssayed@ewbahrain.com

1 - Detailed rigging plan

2 - Risk assessment

3 - Method statement

4 - 3D design indicating rigging points and load distribution

5 - Contractor details (name, email, and phone number)

Deadline for submitting rigging requests: 3 September 2025

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SECTION F

Exhibition Services and Guidelines

3. Wi-Fi & Technical Services Request

- Complimentary Wi-Fi is available inside the Exhibition Hall (limited to 5 Mbps per device).
- To request an additional 4G/5G router or technical support, please contact es@ewbahrain.com
- This service is exclusively provided by Exhibition World Bahrain. External providers or personal Wi-Fi devices are not permitted.
- A fee of BD 440.000 will be charged for any device that is not returned or is found damaged.
- Streaming, external connections, or unapproved Wi-Fi equipment are strictly prohibited.
- Exhibition World Bahrain reserves the right to deactivate any unauthorized connection at any time, without any financial liability

4. F&B and Hospitality Services Request

Enhance your visitors' experience with tailored hospitality and catering packages, designed to complement your booth.

- This service is exclusively provided by Exhibition World Bahrain, and external providers are not permitted.
- To place an order, please contact es@ewbahrain.com

SECTION F

Exhibition Services and Guidelines

5. Cleaning Services Request

- Class Pro provides professional stand cleaning services to ensure your space remains clean and presentable throughout the event. This service includes vacuuming, surface wiping, and waste removal, and is available upon request only.
- External cleaning providers are not permitted within the venue. To request this service, please contact es@ewbahrain.com

6. Extra Services Request

Enhance your booth experience with high-impact add-on services designed to elevate your presence and engage your audience:

- Floral Arrangements – Elegant and customized floral designs that bring freshness and style to your stand.
- Documentation Services – Professional photography and videography packages to showcase your brand and booth highlights.
- Guest Services Team – Experienced hosts, Ushers, and booth representatives to support smooth visitor interaction and a polished image.



Floral Arrangements



Documentation Services



Guest Services Team

To request these services, please complete each one's form.

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SECTION F

Exhibition Services and Guidelines

7. Recommended Service Providers

- Recommended Stand Contractors

Exhibitors working with recommended contractors are not required to provide a bound cheque.

Company Name	Contact Person	Phone Numbers	Email
Future Exhibitions and Conferences	Haneefa Muhammadali	+ 973 3600 4548	projects@future-exhibitions.com futureexhibitions@gmail.com
Design Arabia	Mahmoud Rashid Samer	+ 973 6692 2881 + 973 3735 7788	md@designarabia.bh samer@designarabia.bh
Intro	Eriny	+ 966 56 246 6362	eriny@intro-sa.com
Nahn (Sunaidi Expo)	Ahmad Melli	+ 966 59 969 9226	ahmad.melli@sunaidiexpo.com

- Recommended Graphics Suppliers

Company Name	Contact Person	Phone Numbers	Email
Future Exhibitions and Conferences	Haneefa Muhammadali	+ 973 3600 4548	projects@future-exhibitions.com futureexhibitions@gmail.com
Design Arabia	Mahmoud Rashid Samer	+ 973 6692 2881 + 973 3735 7788	md@designarabia.bh samer@designarabia.bh

*Recommended service providers are listed for reference only. All arrangements are solely between the exhibitor and the supplier. Class Pro assumes no responsibility or liability for these engagements.

SECTION G

Health & Safety Guidelines

All participants including exhibitors, contractors, and service providers are legally and ethically responsible for maintaining a safe environment for everyone on-site. **Failure to comply may result in:** legal action, serious injury, or reputational damage.

Note: Early submission of risk assessments and safety plans allows for better support from Class Pro.

1. Core Safety Commitments

All exhibitors and contractors must:

- Prevent harm by implementing practical safety measures
- Provide a safe workspace in line with Class Pro's Health & Safety policy
- Ensure subcontractors follow all safety rules
- Clearly communicate safety responsibilities clearly to all team members

2. Risk Assessment & Hazard Control

A written risk assessment must be submitted, covering: the type of activity, potential hazards, control measures, and a risk rating (High/Medium/Low). High-risk activities require additional precautions. Please refer to the G-Guide or consult the Class Pro H&S Team.

Common risks include: stand construction/dismantling, service quality issues, crowding, equipment usage, and any impact on attendees or staff.

Note: Class Pro reserves the right to stop any unsafe activity immediately.

SECTION G

Health & Safety Guidelines

3. Safety Induction & Awareness

All personnel must complete the site-specific **Health & Safety (H&S) induction** before gaining access to the venue.

Visitors who are not performing work will receive a brief safety orientation and must remain under supervision at all times.

All participants must be familiar with the following:

- Emergency exits and assembly points
- Personal Protective Equipment (PPE) requirements, no smoking policy, and site access rules
- Badging and check-in procedures
- Hazard and incident reporting protocols
- Compliance with labor and anti-slavery regulations

Mandatory: All personnel must complete the onsite induction and fully comply with PPE requirements (e.g., hard hats, high-visibility avests).



Mandatory



Risk Based

4. Enforcement & Support

The Class Pro H&S Team is available for guidance and support throughout the event. Non-compliance may result in work stoppage, financial penalties, or removal from the site.

SECTION G

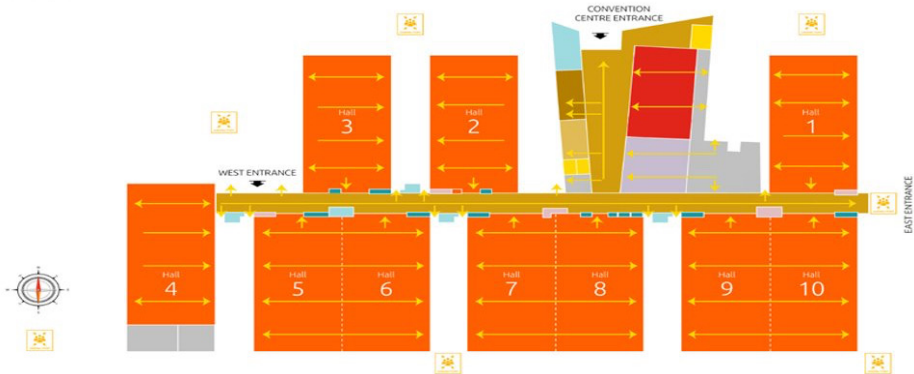
Health & Safety Guidelines

5. Emergency & Evacuation Plan

Emergency exits, fire extinguishers, and assembly points are clearly marked throughout the venue. All participants must be familiar with evacuation routes and emergency protocols.

Fire safety requirements for enclosed stands:

- Doors must open outwards or be equipped with push bars
- A CO₂ or dry powder fire extinguisher must be provided





SECTION H

Exhibition General Guidelines and Rules

- Free Wi-Fi is available for all visitor (limited to 5 Mbps per device).
- Tampering with electrical, gas, or water installations is strictly prohibited.
- Additional power generators or venue modifications (e.g., trenches, floor alterations) are not allowed without prior written approval.
- Exhibitors may not display advertisements outside their assigned booth space.
- All display materials must be fully prepared before arrival; on-site labor must be pre-arranged with the organizer.
- PPE must be worn during build-up and dismantling. Valid ID and completion of the safety induction are required for access.
- Maintenance and stock deliveries must occur outside show hours and require prior approval from the Class Pro Operations team.
- Exhibitors are responsible for cleaning their stands.
- Monitor all official emails from the organizer for important operational updates.

Venue Rules

- The venue is monitored 24/7 by security and CCTV. Exhibitors are responsible for securing booth belongings.
- Ceiling height: 14m.
- External food and beverages are not allowed.
- Delivery apps (e.g., Talabat, Carriage) are not permitted.
- Unauthorized drones or recording equipment are strictly prohibited.
- All attendees must respect local laws, customs, and cultural norms.

Prohibited Items & Fines

- Smoking and vaping inside the venue are prohibited.
Fine: ﷵ 3,000
- Alcohol, illegal drugs, and banned substances are strictly forbidden.
Fine: ﷵ 3,000

Logistics & Access

- Deliveries are allowed only through designated loading docks before the show opens.
- Entry is permitted only during scheduled times and with proper badges.
- Unauthorized after-hours access is prohibited. Security checks may be conducted.

SECTION I

Plan Your Visit

1. Welcome to the Kingdom of Bahrain

The Kingdom of Bahrain is a modern and welcoming destination that ensures a smooth and comfortable experience for both international and regional visitors. The capital city is **Manama**, the official language is **Arabic**, and **English is widely spoken**.

The local currency is the **Bahraini Dinar (BHD)**, and the time zone is **GMT+3**. Except warm, dry weather in September and October, with average temperatures ranging from between **30–35°C**.

Arrival & Transportation:

Bahrain International Airport is located approximately **30 minutes** from the event venue Exhibition World Bahrain (EWB).

Transportation options include: **Taxis, Uber, Careem**, hotel shuttles, and car rental services.

Entry & Visa Requirements:

Many nationalities are eligible for a **visa on arrival** or can apply for an **eVisa**. Passports must be valid for at least **6 months** from the date of entry. For full details and eligibility, visit: www.evisa.gov.bh

Useful Information:

- Electricity: 230V, UK-style plug (Type G)
- Dress code: Modest attire is recommended in public areas
- Alcohol: permitted only in licensed venues
- Emergency Number: 999 (Police, Ambulance, Fire)

SECTION I

Plan Your Visit

2. Hotels & Accommodation

 SHERATON EST. 1927	Sheraton Bahrain Hotel	Rakan Hussein rakan.hussein@sheraton.com +973 3888 2716
 الخليفة التنفيذية - الجفير GULF EXECUTIVE RESIDENCE - JUFFAIR	Gulf Executive Residence Juffair	Khalifa Bokhammas khalifa.bokhammas@gulfhotalbahrain.com +973 3655 0090
 NOVOTEL HOTELS & RESORTS BAHRAIN AL DANA RESORT	Novotel Bahrain Al Dana Resort	Khalifa Bokhammas khalifa.bokhammas@gulfhotalbahrain.com +973 3655 0090
 الخليفة الفندقية - البحرين THE GULF HOTEL BAHRAIN CONVENTION CITY	Gulf Hotel Bahrain Convention & Spa	Khalifa Bokhammas khalifa.bokhammas@gulfhotalbahrain.com +973 3655 0090
 L MERIDIEN	Le Meridien Hotel	Reservation Department reservations.bahrain@marriott.com +973 1717 1111
 WESTIN HOTELS & RESORTS	The Westin City Center Hotel	Ameera Abdulkarim ameera.abdulkarim@marriott.com +973 3350 3212
 S OFITEL مجموعة فنادق سوفيเทล BAHRAIN PALACE THALASSA SEA & SPA	Sofitel Hotel	Muhamad Abdelwahab muhamad.abdelwahab@sofitel.com +973 3838 5823
 Barceló HOTELS & RESORTS	Barceló Hotel & Residences Bahrain	Hassan Abdulaziz hotelbahrain.sales3@barcelo.com +973 3315 2444
 Hilton Garden Inn Bahrain Bay	Hilton Garden Inn Bahrain Bay	Maria Colegado maria.colegado@hilton.com +973 7790 1111
 THE DIPLOMAT Radisson HOTEL • RESIDENCE • SPA	Radisson Blu	Moustafa Moheb reservations.bahrain@radissonblu.com +973 17 531 666
 WYNDHAM GRAND MANAMA	Wyndham Grand	Burhan Ataer bataer@wyndhamgrandbh.com +973 3360 8165
 ONYX Rotana أونيكس روتانا	Onyx Rotana	Vesna Markovic sales.onyx@rotana.com +973 3871 7778
 Hilton BAHRAIN مotel البحرين	Hilton Bahrain	Mohamed Shalaby mohamed.shalaby@Hilton.com +973 3361 6132
 PALM YARD	Palm Yard Hotel	Alba D Souza adsouza@amriyagroup.com +973 6635 7067

SECTION J

Forms to Complete & Submit



**Sponsor
Application Form**



**Exhibitor
Registration Form**



**Power Supply
Request Form**



**Fascia Name Form
(for modular booths)**



**Extra Furniture Form
(for modular booths)**



**Liability Disclaimer
Form**



**Bound Cheque
Form**



**Catalog
Advertisement Form**



**Exhibition Catalog
Form - Exhibitors**



**Exhibition Catalog
Form - Sponsors**



**Floral
Arrangements**



**Documentation
Services**



**Guest Services
Team**

* Completed forms should be submitted to the Class pro team in accordance with the specified timelines for each service.

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SECTION L

Exhibitor Checklist

Please review and complete the following items according to your participation type. Some forms are mandatory for all exhibitors, while others apply only to specific booth types or service requests.

ITEM	REQUIRED FOR	STATUS	DEADLINE	✓
Submit Participation Form	All Exhibitors	Mandatory	Within 2 business days	
Submit Power Request Form	All Exhibitors (Space only)	Mandatory	Within 2 business days	
Submit Extra Services Order Forms	Optional services (furniture, AV, etc.)	Optional	2 September 2025	
Complete payment %100	All Exhibitors	Mandatory	Within 5 business days of contract signing	
Contract Signing	All Exhibitors	Mandatory	Within 5 business days	
Submit Fascia Name Form	Modular Design exhibitors	Mandatory	Within 3 business days of contract signing	
Submit E-Catalog Form	All Exhibitors	Mandatory	Within 3 business days of contract signing	
Submit Stand 3D Design & Layout for Approval	Space Only exhibitors	Mandatory	10 September 2025	
Submit Liability Disclaimer + RAMS Form	Space Only exhibitors	Mandatory	10 September 2025	
Submit Bound Cheque	Space Only exhibitors	Mandatory	10 September 2025	

LETTER OF ACCEPTANCE

I hereby confirm that I have read and understood the contents of the IDCE 2025– **Event Manual** and agree to comply with the rules, guidelines, and policies stated therein.

Please complete, sign, and return this form to your sales representative or sales@idce.bh

Date: Company Name:

Phone Number:

Name of Authorized Representative:

Signature:

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