



**Ministry of Investment and Foreign Trade**

**Egypt Expo and Convention Authority (EECA)**

**Rules & Regulations for Renting Exhibition and Conference Halls at**

**Egypt Expo and Convention Authority (EECA)**



# Chapter One

## General Rules & Conditions

### (Article 1)

The organizer or its authorized representative shall submit a signed request for reservation on its company's letter head stating the structure of display attached with the following documents:

1. Commercial registry, private sector tax card or business license for educational or scientific institutions (schools, institutions, universities) or an official letter for governmental bodies.

2. The security approval for holding the event according to its nature and activity.

### (Article 2)

The competent department of EECA studies the applications submitted by the organizer or his delegate and has the right to reject it if it is not applicable with the conditions that should be provided in their reservation requests, taking into account the priority of arranging reservation requests upon placement in accordance with the following conditions:

1. Events organized at the center on a fixed annual basis.

2. Requesting to reserve all the exhibition halls, Conference rooms and then for the larger area.

3. Date of receipt of the request.
4. Events for which reservation installments are made for more than one course.
5. No debts owed to EECA by the organizer.

### **(Article 3)**

The organizer is committed to select a caterer with a level of no less than four stars for restaurants, hotels, or tourist shops, excluding armed forces houses and police clubs, provided that EECA should be notified of the name of the service provider during the coordination session

The responsibility for the safety of the food and beverages provided lies on the organizer alone without any liability on EECA in this regard. The organizer will be fully responsible for receiving and delivering the cafeteria in the same condition as taken in terms of cleanliness and maintain all its equipment.

### **(Article 4)**

The organizer is responsible for the entry process into meeting rooms or exhibition halls in coordination with EECA's relevant officials.

### **(Article 5)**

The occupied places will be handed over according to a delivery and handover report signed by the organizer and EECA's officials of the General Administration of Halls and the General Administration of Engineering Affairs. The organizer or his delegate are responsible to deliver the halls in the same condition as received in the next day after the end of the event. If they fail to attend in the specified time, the signed delivery report for the halls will be taken into account by EECA's representative and the organizer has no right to object to any damages included in this report if found. In case of damage occurrence, either EECA will fix it and deduct its value from the insurance deposited with or the organizer will repair it under the supervision of EECA's Engineering Department.

### **(Article 6)**

EECA appoints a Manager for the event to coordinate with the organizer, receives requests and complaints and solve them. The organizer will be notified with his name at the coordination session.



### **(Article 7)**

Air conditioning will be operated one day prior to the opening (provided that there is no sawing work, wood or dust) and until the event ends.

### **(Article 8)**

The organizer has to submit all his requirements, the engineering floor plan, in addition to a comprehensive electric plan including all the loads and water connections...etc. to be provided by EECA at least two weeks prior to the event and during the coordination session in order to obtain the approval of EECA's concerned sectors and accredit it by its engineers. In the event of non-compliance with submitting the drawings at the specified time, EECA will be irresponsible of any delay that occurs during the set-up of the exhibition.

### **(Article 9)**

In the event of the participation of foreign figures or entities, the organizer of the event must return to the competent security authorities to coordinate the procedures for securing the event. The organizer is committed to submit his relevant documents at least 30 days before the event takes place in addition to a statement with names of all exhibitors, conference attendees, and lecturers to the security authorities at least one month before the event takes place. EECA shall not bear any obligation in case of security rejection of the event or the organizer and obliges the organizer to pay the full rental value.

### **(Article 10)**

The organizer is not allowed to hold or book any subsequent events if there are due debts to EECA unless payment is made.

### **(Article 11)**

The organizer will bear all kinds of taxes and fees imposed on the contract.

### **(Article 12)**

In case the event is postponed or cancelled, the following must be taken into account:

First Postponement:

1. The organizer is allowed to postpone the event only once, provided that EECA should be notified by postponing it for a period exceeding six months from the date specified for holding the event. In case the organizer desires to postpone the event in a period less than six months and exceeds four months before the event, the %10 reservation confirmation deposit will be confiscated. If the organizer wishes to postpone the event in a period of less than four months prior to the event, a %50 of the contract value fine shall be paid, provided that the new date does not exceed one calendar year from the previous reserved date and does not conflict with EECA's reservation plan. EECA'S Chairman may have the right to approve holding the event after more than a year in case the reservation plan contradicts with the new date.

Compulsive conditions and force majeure are excluded from this according to EECA's absolute discretion. In case of non-payment this fine is considered a debt owed to EECA by the organizer and shall be paid before holding any new events for the indebted party in EECA.

2.If the organizer wishes to postpone the event for a second time, a %50 of the contract value fine will apply, excluding force majeure circumstances, in accordance with EECA's absolute discretion.

3.In the case of events (conferences and concerts only) that are contracted to be scheduled six months before the event, its dates may be modified or shortened for one time only without imposing any fines provided that the amendment or shortening of the date does not conflict with the periods available in the reservation calendar.

#### Second Cancellation:

In case the organizer requests to cancel the reservation for non-force majeure circumstances, a fine will be imposed on the organizer as follows:

1.In case the organizer requests the cancellation of the event before the scheduled date for a period of more than six months, booking confirmation deposit will be confiscated.

2.If the organizer requests the cancellation of the event before the scheduled date for a period of less than six months, a %50 of the contract value fine will be imposed. In case of non-payment, this fine is considered a debt due to EECA and should be paid before booking or holding any new events and EECA preserves the right to take legal action against the organizer.

3.If the organizer requests the reservation of more than one hall or meeting room and make a down payment to confirm the reservation and then requests the cancellation of one of these halls, a fine will be imposed on (according to the aforementioned classification).

4.If EECA has a reason to cancel any contracted event, it shall pay back any reservation installments to the organizer and has no right to ask for compensation. The competent authority may grant a maximum of %15 discount of the rental fees on the same event when organized for the next session.

5. If the events contracted to be held are cancelled for a reason not attributable to EECA (force majeure or sovereign decisions) the previously paid amounts will be refunded to the organizer and he has no right to claim any compensation. The competent authority may grant the organizer a discount rate not exceeding %10 of the rental value for the same spaces or halls that were canceled on the first event reserved by the organizer.



6. In case of shortening the booking days for the event, a fine will be imposed (according to the classification of the fines shown above) and the cancelled days will be paid ( pro-rata).

7. The booking confirmation payment may not be waived to a third party

8. Organizing bodies that submit a reservation request for any of the halls within a period of less than six months are not allowed to ask for postponement or cancellation. A booking confirmation payment of %50 is required due to time constraints, the remainder shall be paid in accordance with what is stipulated herein.

9. If the event is cancelled for not getting the necessary security approvals for a reason attributed to the organizer, he will be committed to pay the full rental value

### **(Article 13)**

A %10 discount is given on the rental value for federations, unions, ministries, government agencies, charities, and people with special needs providing that the organizer shall submit the proving documents. Political parties are granted the same discount as well provided that they should obtain the approval of the security authorities to hold the event while applying all provisions of the list of regulations without exception.

# Chapter Two

## Rules & Regulations for Exhibitions held at EECA

### (Article 14)

#### **First: Special Conditions for Exhibitions:**

-1The organizer is committed to leave passages with a width of 3 meters in front of the doors of the exhibition halls, stairs, emergency doors and exits. A distance of not less than one meter should be also left in front of air vents for air conditioning, fire extinguishers and hose reels. If the organizer does not abide by these conditions, he will not allowed to open the exhibition. Moreover, the width of the main corridors between the pavilions should not be less than 3 meters.

The permissible height of decorations in The Halls is as follows:

- Exhibition hall complex: 1-2-3-4-5 (6 meters)

excluding the fallen ceiling in hall 2.8) 2 meters). If the organizer wishes to increase the height to a maximum of 8 meters, it is necessary to submit the drawings for approval from Engineering and Security Departments.

Bridge hall ( 2.6 meters)

- (The gallery hall is 5 meters) excluding the falling ceiling(2.6m).

-Lobby Salon Area of 3) 800 /600 meters)

-The organizer is obliged to leave a distance of 40 cm from the highest point of decoration and the hall's ceiling.

2.EECA permits the entrance of decoration companies for the implementation of (modular, standard and special designs décor). The organizer is obligated to pay the prescribed amounts for allowing them to work.

3. It is prohibited to place exhibits in front of the mural painting on the bridge, taking into account leaving a distance of not less than one meter in front of the mural at the entrance to the exhibition hall complex (1-2-3).

4.It is prohibited to place any stickers on walls, doors or glass, and not to install any nails on walls or floors, even if for decorative purposes. It is also not permitted for any wall or floor painting work, only chalk is used when planning (For Hall 5.)

5.It is prohibited to use inflammable or flammable materials in any preparations during the set up. The compatibility of the materials used is to be taken into account with the requirements of civil defense, fire resistance and the environment, in order to ensure the security of the event, EECA, and the safety of visitors, without any liability on EECA as described in Article (5).

6. Safety factors for floor loads should be adhered to and avoid exceeding them in any way, which are as follows:-

- 500 kg/ square meter maximum for Hall 1 only.
- 1000 kg / square meter maximum for Halls 4 - 3 - 2.
- 2000 kg/square meter maximum for Hall 5.
- 350 kg / square meter in the gallery hall and the rest of the upper areas. This item will be amended after completion of the restoration and maintenance works.

7. It is prohibited to carry out decoration and painting works in the lobby and hall areas. The gallery, 800/600 salon, and the bridge area, where these businesses are limited to assembly and installation.

8. It is prohibited to enter exhibits except through the doors designated for this purpose in accordance with the coordination security record. ( loading and unloading doors).

9. It is prohibited to install or suspend any iron truss (bars) from the ceiling and to allow their installation on the floor of the hall complex, with the need to secure it by the organizer. Aluminum trusses can be installed and hanged in coordination with the relevant departments at EECA and after the approval of the Engineering department.

10. Advertising materials or guiding signs can be hanged on the ceiling of the halls from the first day of set up taking into consideration that the weight of these materials does not exceed 20 kg per bar and be done in coordination with officials of EECA's relevant departments.

11. Digging work in the open display area or parking lot is prohibited for the purpose of installing guiding or advertising boards.

12. A coordination meeting is to be held between the organizer and EECA's representatives at least two weeks prior to the event to implement the requirements of the organizer in accordance with EECA's provisions and regulations.

13. In case of requesting additional building up days by the organizer, if the periods are available, the additional building up day will be calculated as %50 of the rental value per day for 24 working hours according to the contracted space as one unit for each hall Or %25 of the rental value per day for 12 hours.

**14. The Organizer is directly responsible for the following :**

\*Preserving all the exhibits inside the pavilions during the building up and display periods.

\*Refraining from operating any displayed heavy equipment without EECA's approval

\*Clearing the site of all exhibits, hangings and decorations immediately after the exhibition ends until 10 am next morning for the halls. In case of violation of this, EECA will take over the evacuation on the expense of the organizer.

\*(Evacuating the tent in the open area) for 24 hours, in case the organizer didn't lift the exhibits referred to, EECA will evacuate it on the expense of the organizer.

\* It is impermissible to organize exhibitions or events in the open area unless approved by the concerned authority and there are no events held indoors..

\* In case of approving the designs and special decorations, the organizer is obliged to appoint a responsible technician to solve any emergency problems inside the booths ( Electricity-water-drainage) during the exhibition period.

15.If the organizer reserves spaces in the open display area, He is obliged to provide a comprehensive drawing and floor plan for it as done with the covered halls before the start of implementation, provided that all necessary requirements for civil defense should be applicable.

**The usual working hours of the day:** The organizer is committed to announce the time schedule of entry and departure for exhibitors and visitors. The external doors must be closed to the public half an hour before the announced closing time and the maximum working hours are as follows:

In the building up Period:

According to the working hours, it will be mentioned later in paragraph 5.

**During the exhibition period:** It shouldn't exceed the maximum of 10 hours daily till 10 pm in winter and 11 pm in summer. If case the organizer requests for increasing the working hours, it is arranged according to the established rental categories. The organizer is granted additional two hours free of charge during the event for cleaning.

16.The organizer's trucks( loaded with equipment and decorations) are allowed to enter the parking area early at the night of storing and the setting up of the exhibition. In case the organizer requests additional days for storing inside or outside the halls, he will be charged %50 of the (net) rental value and subject to availability of periods .EECA will be responsible for securing inside the halls and outside the scope of the closed showrooms, in a way that does not contradict with EECA's security regulations.

17 .It is necessary to complete all decoration works, building up and entry of goods from the doors allocated for this and hanging banners inside the exhibition at least 3 hours before the opening of the exhibition so that EECA can complete the cleaning work.

**18. The organizer is prohibited from the following:**

- Entering the cargo loading cars after laying carpets in the corridors inside the Hall.

- Smoking inside the halls either during the set up period or the show dates in accordance with The Environment Protection Law. In case of violation, a fine will be imposed.

- Holding any competitions or giving prizes only after taking a written approval from EECA and the state's concerned authorities.



- Using loudspeakers or DJ inside or outside the hall, with a license to place a unified sound system for the hall with the prior approval of EECA.

-Installation of any spot lights, electrical decorations or excessive electrical loads without coordination with EECA and under its supervision.

19.The total space of the halls should be %100 occupied.

\* The complex Halls (1-2-3) should be reserved as one unit and may be booked separately with the approval of EECA.

\* (In case of requesting to reserve four Halls, the organizer will be offered halls (1-2-3-4-5) if Hall (4) is available during the event, the organizer is permitted to change it instead of hall 5 if desires.

\* EECA may approve the replacement or addition of any of the above mentioned halls in accordance with available in the reservation calendar. The cancellation clauses are applied in case of reduction the total reserved space as per classified in the cancellation article.

20 .The organizer or his authorized representative should attend the coordination committee held for the event and sign the minutes prepared by EECA's competent person.





## **Second: Booking and Payment Terms and Conditions:**

1.A non- refundable %10 of the total rental value deposit will be paid for confirming reservation by bank transfer, within fifteen days from EECA's approval notification to the organizer of the initial booking with all required documents completed.

2.The organizer is committed to sign the contract upon paying the deposit, provided that an appendix to the contract with all final requests should be made after the coordination session and before the event with at least two weeks.

3.The organizer should adhere to the structure of display and the name of the exhibition indicated in his reservation request and included in the contract concluded between the two parties. In case of non-compliance with this regulation, the exhibition will be canceled without any liability on EECA and the organizer will be deprived of booking the next session of the exhibition.

4.In case of non-commitment of the organizer to pay on time, the booking is considered null and void. EECA will have the right to accept other bookings for the same period without reference to him, except governmental bodies.

5.A %40 of the rental value is to be paid by bank transfer 3 months prior to the event, for governmental bodies, its counterparts, embassies and international entities.



**6. The organizer is obliged to pay the following insurance on his event: .**

Hall 1,2,3	\$3000
Hall 4	\$1500
Hall 5	\$1500
Nefertiti	\$1000
Chinese Garden	\$500
Osoris	\$500

by bank transfer and will be refunded after the event ends and restoring the halls in the same condition as taken. In the case of contracting with governmental bodies, there must be a written pledge for any Damage or loss.

7.The %50 of the rental value and the insurance are to be paid by bank transfer after the coordination session before the building up of the event in order to complete all the implemental measures of the exhibition. In case of non-compliance with this, the organizer will be responsible for any delay that occurs with regard to the entry of exhibitors and exhibits and leads to the delay of the opening

8.In case of non-commitment of the organizer to pay the payment installments according to the classification shown above, he will not be granted the possibility of installments at the next event.

9.The organizer is directly responsible for the additional requirements of the event that was not included in the contract, provided that the organizer or his delegate requests them from the event manger appointed by EECA and sign the form of additional requirements. The organizer will pay the whole value

of the invoice for additional requirements by bank transfer after the inspection committee completes its work and before the event ends. In case of non-commitment of the organizer to pay within (a week's period) a delay penalty will be imposed on him and calculated at the interest rate announced by the Central Bank starting from the date of the pro-forma invoice and until the due payment date. The organizer will not be allowed to book or hold any new events at EECA while preserving its right to take legal action against the organizer excluding from this the government bodies, which are obliged to pay the rental value and additional requirements after sending the final invoice with a maximum of a month.

10.The insurance will be refunded after the end of the event within a month from the organizer's written request to refund it attached with the original payment receipt. If any damages or loss is found according to the damage report presented by the competent committee, it will be deducted from the insurance. For Entities that presented a written pledge, will pay for damages within a period of maximum one month. If it does not pay, this fine is considered a debt owed to EECA and must be paid before holding any new events.

11.In the event that one of the authorities applies to organize an exhibition in a specific field, it is prohibited to hold similar exhibitions for a week before and after the event from the opening date of the two events.



### **Third: Rates of Discounts :**

1 .A discount of %10 of the rental value is granted for events that are held during the period of Christmas from 20th December till 10th January.

2 .A discount of %25 on the rental value is granted for events held during the month of Ramadan.

3 .Hall (5 ) only is granted a %20 discount on the rental value according to the category of the rental values at the time of holding the event as listed in the table of rental values .

### **Fourth: Free Building up Days for Exhibitions :**

The organizers of the exhibitions and various contracted events are given an hour for drawing the floor plan for each hall separately and with a minimum of two hours, subject to availability of durations. It is allowed to draw for more than an exhibition concurrently by coordination with the organizers.

1 -The organizer is granted two days 24 hours / day in case of renting one hall.

2 -The organizer is granted three days 24 hours / day in case of renting two or more halls or open areas .

3 -Additional building up periods are calculated as 50 % of the rental value for the day for 24 hours according to the contracted space as one unit per hall.

4 - Opening hours can attributed if requested by the organizer on the last day of building up provided that it is calculated according to the rental categories prescribed for the exhibition with a minimum of 4 hours.

### **Fifth: Entry of cars:**

The organizer is allowed to enter trucks loaded with decorations and exhibits as well as visitors' cars, provided that fees are collected for the entry of trucks during the building up and evacuation period as well as private cars according to the categories announced by EECA.

### **Sixth: Secretariat Rooms:**

Are allocated for organizers and are not allowed to be assigned to exhibitors provided that it is delivered from the first day of preparation these rooms are:

- \* Three free rooms in case of renting the entire complex Hall (1-2-3) or two halls (4-5)

- \* Free room in case of renting hall (4) only or hall (5) only.

- \* Four free rooms in case of renting the complex Hall (1-2-3) + hall (4) + hall (5)

### **Seventh: Registration Area:**

Allocated to the organizer for free:

- \* An area of 18 m<sup>2</sup> for hall 1-2-3

- \* An area of 9 m<sup>2</sup> for a hall 4.

- \* An area of 9 m<sup>2</sup> for a hall 5.

- \* An area of 6 m<sup>2</sup> for the gallery hall.

- \* An area of 50 m<sup>2</sup> in open display area instead of the registration area inside the halls in case of renting the entire center.

- \* Registration areas can be combined in case of multiple occupancy areas shown above

However, these spaces shall not be used for purposes other than those designated for them as registration areas.

# Chapter Three

## Special Rules and Conditions for Conferences and seminars held at EECA

### (Article 15)

#### **First Conferences and Seminars Conditions:**

Organizers are responsible for:

1. Determine the type and number of audiovisual equipment required before the beginning of the event for at least a week.

2. In the case of a request to rent out the translation booths, the following shall be taken into account:

\*Determine the number of cabins required.

\* In case of using the devices the organizer signs a formal pledge to bear the value of loss or damage, and these devices are delivered to and back by a formal record signed by the organizer or its authorized representative.

\* The organizer is responsible for contracting and payments with interpreters and notifying EECA with their names to facilitate their entry to the Simultaneous interpretation cabins attached to the halls.

## **Second Payments Installments:**

-(%25) of the total rental value due for the event shall be paid by bank transfer which is a non-refundable booking confirmation deposit and is due two-weeks from the date of notifying the organizer of the approval of the initial reservation with the fulfillment of all the required documents, and in case of the organizer does not comply with this, his reservation shall be cancelled, and EECA will have the right to accept other reservations for the same period and without referring to him.

-The remaining %75 of the rental value shall be paid by bank transfer to EECA's account at least two weeks before holding the conference after the coordination session of the conference.

## **Third :Insurance**

1. The organizer must pay an amount of \$1000 insurance in the event of contracting for a Conference or symposium in Nefertiti halls.

2. The organizer must pay an amount of \$500 insurance in the event of contracting for events in Chinese Garden or Osiris Garden.

3. In the case of contracting with government agencies, embassies and international bodies, an official written pledge bearing the value of damages or loss, if any, or restoring the hall as taken.

#### **Fourth: Advantages Granted to Conferences' and Seminars' Organizers:**

1.The organizer is given 12 hours of building up the day before the event, provided that the periods are available. In the event of renting the auditoriums, for a conference or a ceremony accompanying the exhibition halls, the organizer will be given 24 hours.

2.An additional building up day (12 working hours) is calculated at %50 of the rental value, provided that periods are available.

3.The organizer will be provided free setup for the platform as well as a special basic sound system of the hall.

4.The organizer will be given a secretarial room free of charge for each auditorium.

5.The organizer will be given a registration counter in front of the reserved auditorium with a maximum of 4 m net space not to be used for other purposes and more than that area will be charged according to the prescribed rental categories for net areas.





## Chapter Four

# Special Rules and Conditions For Holding Ceremonies in EECA

### (Article 16)

The following shall be taken in consideration with regard to the ceremonies held at EECA:

#### **First: Conditions for Ceremonies:**

1. The organizer is responsible for obtaining all permits for artistic works, from the tax Authority and the Morality Police. The fulfillment of these permits is a prerequisite for the ceremony to be held and without any liability on EECA in case of delaying the ceremony date or its cancellation as a result of non-fulfillment of any of these permits.

2. The organizer of the ceremony is committed to follow all laws, instructions and special regulations applicable in this regard, and he alone is responsible for violating it without the slightest responsibility on EECA in this regard.

3. The organizer is obligated to obtain all security approvals and permits necessary for holding the ceremony from the security authorities concerned in this regard without the slightest responsibility on EECA in the event of delaying the date of the concert as a result of not fulfilling any of these permits.

4. The organizer is obligated to provide all free invitations and sold tickets as well as the maximum capacity of the hall that will be offered in order to be stamped with the seal of

EECA security department and return it to the organizer upon contracting, as non-holders of invitations and stamped tickets are not allowed to enter EECA.

5. Maximum capacity of gardens:

- Chinese Garden up to 10,000 people (ten thousand people).

- Osiris Garden up to 10,000 people (ten thousand people).

6. The Minimum Capacity for Exhibition land:

-The Green land 5000 square meters.

-Open Display Area 5000 Square Meters.

7. The organizers of the concerts are obligated – and at their expense – to make a covering barrier on the fence and Portable toilets, as well as the establishment of the theater and everything necessary to hold the concert.

Second: Payment Installments:

- 25% of the total rental fees due for the event is to be paid by bank transfer to EECA's account, together with submitting all the required documents within two weeks from the date of EECA's notification to the organizer of its approval of the initial reservation. If the organizer does not abide by this rule, his reservation will be deemed null and void, and EECA has the right to accept other reservations in the same period and without reference to it.

-The remaining %75 of the rental fees is to be transferred by bank transfer to EECA's account at least two weeks prior to the celebration after the

coordination session and the conclusion of the contract.

### **Third: Insurance:**

-In the case of contracting with government agencies, embassies and international bodies, a formal written pledge stating that it will bear the value of the damage or loss, if found, or restore the condition to its previous condition is sufficient.

### **Fourth: Privileges Given to Ceremonies' Organizers:**

-The organizer is granted a two-day period of 48 hours free of charge on

Condition of availability at the Chinese and Osiris Gardens.

- %50 will be calculated for the additional building up day in the Chinese and Osiris Gardens and %25 of the rental fees for 12 working hours.

-The organizer is granted a free space for a reception counter at the lobby with a maximum of 6 meters net to be used for this purpose only. In case of exceeding this space the organizer will be charged for extra space according to the prescribed categories of net area.

-A small secretariat room is allocated free of charge for parties held in Chefren and Mycerions Halls and 4 free makeup rooms are assigned to parties held in Cheops Hall.



# Chapter Five

## Rules and Conditions at Food and Beverage Areas

### (Article 17)

1. In case the organizer requests not to use the food and beverage service areas in Halls (4) or Hall (5) and requests to use the trolley of the service provider, an amount of 1500 should be paid per day for each hall.

2. The food and beverage service provider - contracted with – is responsible for cleaning kitchen appliances, cafeteria and floors, and handing them over to EECA in the same condition as received. In case of non-compliance, EECA will act accordingly on behalf / expenses of the organizer, by deducting from the insurance value with the preservation of EECA's right to take legal action against the organizer.





# Price List



## Rent of Exhibitions and Services for Foreigners

Halls	price
Hall (1) Hall (2) Hall (3) Hall (4) Hall (5)	US \$35/square meter /day.

The rent of events held in Hall (5) is a (20%) discount

Lobby Area	US \$50/square meter/day
Outdoor	US \$20/square meter/day
Food and Beverage distribution point inside halls or outdoor.	US \$100/day

## Halls Insurance

	Halls	Insurance
Halls Complex	Hall (1) Hall (2) Hall (3)	US \$3000
	Hall (4)	US \$1500
	Hall (5)	US \$1500

## Halls

Hall	If rented separately	If accompanied to an exhibition
Nefertiti Hall	US\$ 10000/day	US \$7000/day

## The Gardens

	If rented separately	If accompanied to an exhibition
Chinese Garden	US \$5000/day	US \$3000/day
Osiris Garden	US \$5000/day	US \$3000/day

## Halls and Gardens Insurance

	Insurance
Nefertiti Hall	US \$1000
Chinese Garden	US \$500
Osiris Garden	US \$500

## Rent of Event and Conference Halls

Hall	price
Amun Dining Hall	US \$2000/day
Mezzanine meeting room in the Halls Complex (100 people)	US \$500/day

## Services of Advertisement and Promotion Materials (Showing Name of Exhibition, Organizing Companies, Exhibiting Companies or Sponsors)

Service Description	price
Draping banners over billboards on Fangary Gate (1)	US\$150/during the whole period
Draping banners over billboards on Fangary Gate (2)	US\$150/during the whole period
Draping banners over billboards on Fangary Gate (3)	US\$150/during the whole period

Draping banners over billboards at intersection of El Nasr and Fangary	US\$150/during the whole period
Draping banners over billboards on El Nasr Gate	US\$150/during the whole period
Billboard on authority gates (draped on steel terrace by the Organizing Company)	US\$100/during the whole period
Draping banners over separate billboards at the authority (excluding guide signs ) (four billboards of same product)	US\$100/during the whole period
Draping banners over (illuminating) separate billboards at the authority (four billboards of same product)	US\$150/during the whole period
Hanging banners on the staircase of Exhibition Halls Complex	US\$150/during the whole period
Hanging banners on the staircase of Hall (4)	US\$150/during the whole period
Hanging banners on the staircase of Hall (5)	US\$100/during the whole period
Wrapping one of the columns opposite to Exhibition Halls Complex or Hall (4)	US\$200/during the whole period
Placing advertisement balloon	US\$200/during the whole period
Hanging signboard on the façade of Exhibition Halls Complex or the Bridge (at most 50 m <sup>2</sup> )	US\$400/during the whole period
Hanging signboard on the façade of Hall (5) Complex (at most 50 m <sup>2</sup> )	US\$150/during the whole period
Smart Parking System	US\$100/during the whole period
T – Ball	US\$100/during the whole period
Wrapping column in the Exhibition Halls Lobby	US\$150/during the whole period



Wrapping column in the corridors of the Exhibition Halls	US\$100/during the whole period
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### Cafeterias rent

Item	price
Cafeteria: 600/800 (Chefren and Mykerinos Halls)	US\$200/day
Cafeteria : Halls Complex	US \$200/day
Cafeteria: Hall (4)	US \$200/day
Cafeteria: Hall (5)	US \$200/day
Food and Beverage distribution point inside Halls or Outdoor.	US \$100/day
Food and Beverage distribution point inside lobby of Hall (4) or (5).	US \$100/day
Food and Beverage distribution point inside Chinese Garden	US \$100/day
Food and Beverage distribution point inside Cheops Hall	US \$100/day

### Secretary room rent

Item	price
Technical secretary large room	US \$100/day
Technical secretary medium room	US \$100/day
Technical secretary Small room	US \$100/day

### Typical preparation accessories of partition

Item	German System	Swiss System
Aluminum table (80×80×71 cm)	US \$5/day	US \$5/day
Aluminum round counter (150×50×100 cm)	US \$5/day	

Aluminum cabinet (90×40×90 cm)	US \$5/day	US \$ 5/day
Aluminum showcase (90×50×90 cm)	US \$5/day	US \$ 5/day
Sloping fixed shelf (100×30 cm)	US \$5/day	US \$ 5/day
Preparations without foundation (2.50 m high)	US \$5/day	US \$ 5/day
Preparations without foundation (3.50 m high)	US \$5/day	
Preparations without foundation (5 m high )	US \$5/day	
Signboard (3 m× 30 cm high)	US \$5/day	
Signboard (2 m×30 cm high)	US \$5/day	
Signboard (1m× 30 cm high)	US \$5/day	
Signboard (1 m×1 m)	US \$5/day	
Semicircular counter (150×50×100)	US \$5/day	
Preparations (2.50 lm high)	US \$5/day	US \$5/day
Preparations (3.50 lm high)	US \$5/day	
Preparations (5 lm high)	US \$5/day	
Clothes aluminum stand ( 1m)	US \$5/day	
Clothes aluminum stand fixed with cutters ( 1m)	US \$5/day	
Preparations: Molto meter		US \$5/day
Folding door	US \$5/day	
Wire rope	US \$5/day	
Double deck (upper floor)	US \$10/ during the whole period	
Aluminum chair	US \$5/day	US \$5/day
Rounded arm chair	US \$10/day	
High bar seat	US \$5/day	
Dressing mirror	US \$5/day	

Rounded table ( 80 cm diameter) (glass disc)	US \$5/day	
(Forklift) hand tow truck paid per hour	US \$10 /day	
Partition /meter (for every 9 square meter): <ul style="list-style-type: none"> <li>• 2 chairs</li> <li>• one table</li> <li>• 2 spot lights</li> <li>• An electricity outlet 220 volt.</li> </ul>	US \$5/square meter/day	

### Rent of Electricity and Communications services

Item	price
Electric cable (1 phase up to 20 amperes)	US \$10/day
Electric cable (1 phase up to 25 amperes)	US \$10/day
Electric cable (1 phase up to 30 amperes)	US \$10/day
Electric cable (1 phase up to 35 amperes)	US \$10/day
Electric cable (1 phase up to 40 amperes)	US \$10/day
Electric cable (1 phase up to 45 amperes)	US \$10/day
Electric cable (1 phase up to 60 amperes)	US \$10/day
Electric cable (3 phases up to 30 amperes)	US \$10/day
Electric cable (3 phases up to 40 amperes)	US \$15/day
Electric cable (3 phases up to 50 amperes)	US \$15/day
Electric cable (3phases up to 65 amperes)	US \$15/day

### Rent of Theater Equipment Services

Item	price
64W Light bar (Event Day )	US \$10/day
64W Light bar (Preparation Day )	US \$10/day
HMI 1200 W follow spotlight (Event Day )	US \$15/day
HMI 1200 W follow spotlight (Preparation Day )	US \$15/day
400 W ultra – light (Event Day )	US \$15/day
400 W ultra – light (Preparation Day )	US \$10/day

**Services of hanging billboards by hydraulic crane (winch)**  
**In case of calculating the rent of hanging a billboard per meter:**

Item	price
Billboard (up to 1 m wide)	US \$10
Billboard (1. 1 m up to 2 m wide )	US \$10
Billboard (2. 1 m up to 3 m wide)	US \$15
Billboard (3. 1 m up to 5 m wide )	US \$15
Billboard (5. 1 m up to 10 m wide)	US \$15
Billboard (more than 10 m wide)	US \$15

### ADSL Internet Services

Item	price
WIFI service+ Authority Internet with speed up to 24 mega	US \$ 200/day

- In case the customer requires to increase the speed, he should refer to the Authority before the event.

### Water Connections

Item	price
Water connection	US \$10/day

### Security Services

Item	price
Security approvals for exhibitors	US \$100/person
Security Services	US \$700/day

### Warehouse of Customs, Preparations and Décor

Item	price
The rent of warehouse of customs is determined for full one month while the prorated rent is deemed a full-month paid rent.	US \$20/square meter
Each square meter of typical preparations (partition) from implemented by an entity other than the authority, shall be in standalone halls, noting that the price is adjustable, and the Organizing Company shall pay to the Authority.	US\$15/square meter/day
In case of using (a non-typical) custom- made décor, noting that the price is adjustable, and the Organizing Company shall pay to the authority.	US \$15/square meter/during the whole period
The charges of carpet furnishing shall be paid by the contractor in- charge.	US \$5/square meter/during the whole period
The execution is under the supervision of the Engineering Department at the authority.	