

# INTERCONTINENTAL HOTELS GROUP DFC

## Conference and Events Centre

### *Do's and Don'ts for Events Set up*



# Acceptable and Non Acceptable Attire for contractors and/or suppliers

## Acceptable



*Jeans, black T-Shirt,  
Closed Shoes*



## Not acceptable



*Open Shoes, slippers, sandals,  
shorts, sleeves shirts*



# Acceptable and Non Acceptable for staff working in heights

## Acceptable

✓ *Full body harness, carabineer & lifeline*



## Not acceptable

✗ *No safety harness at all  
Safety belt, rope*



# Acceptable and Non Acceptable for Proper Identification

## Acceptable

- ✓ *Current company ID with photo*
- ✓ *Government issued ID with photo*



## Not acceptable

- ✗ *ID without photo*
- ✗ *No ID*
- ✗ *Expired ID*
- ✗ *No passport copies or visa copies*

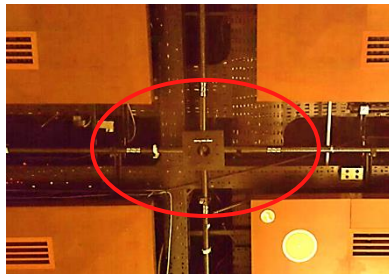




# Acceptable and Non Acceptable for General Set ups

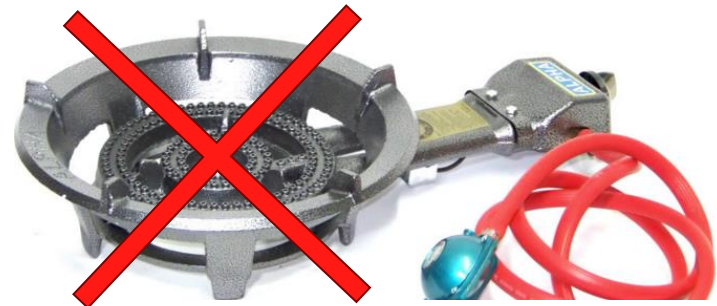
## Acceptable

- ✓ *Self standing vertical banners*  
*At foyer area.*
- ✓ *Each individual hanging points are designed to carry a load of 500 kgs and hanging bars can be loaded with a weight of 75 kg each meter length.*
- ✓ *Do not overload these points.*



## Not acceptable

- ✗ *No plastic nails or paper tapes to attach or hang display materials on walls or ceiling, AC grid or floor area.*
- ✗ *Overloading of hanging points*
- ✗ *Gas burners located in front or back of house.*



# Acceptable and Non Acceptable for General Set ups

## Acceptable

✓ *Fire Fighting Equipment kept clear & visible.*



✓ *Helium or air filled balloons.*



## Not acceptable

✗ *Fire extinguisher used to wedge door open, used in set-ups or obstructed.*



✗ *Balloons proven to be filled with flammable gas.*



# Acceptable and Non Acceptable for General Set ups

## Acceptable

✓ *Clear exit doors and cabinets.*



## Not acceptable

✗ *Obstructed Fire Exit doors or cabinets*





# Acceptable and Non Acceptable for General Set ups

## Acceptable

✓ *Use of Back of house toilets,  
“Elevator on the right 2<sup>nd</sup> floor*



## Not acceptable

✗ *Use of Guest Front of House toilets*





# Acceptable and Non Acceptable for AV Set ups

## Acceptable

- ✓ *Use of rubber molding to protect cables that run across doors.*



- ✓ *Proper connectors used.*



## Not acceptable

- ✗ *Unprotected cables running across doors*



- ✗ *Improper splicing*



# Acceptable and Non Acceptable for AV Set ups

## Acceptable

- ✓ *Wires neatly arranged away from drapes and other combustible materials.*



- ✓ *Wires are well maintained continuous and no cuts or peaks*



## Not acceptable

- ✗ *Wires mixed up with drapes*



- ✗ *Pealed Wires*



# Acceptable and Non Acceptable for Access

## Acceptable

- ✓ *Acceptable access route:  
Hotel Loading Bay: from  
(behind Hotel) through the Parking Building P2*
- ✓ *Smoking only in designated areas*
- ✓ *All materials/stage installed by the  
contractor should be removed  
immediately after the event or on the  
agreed time of dismantling. Hotel will  
not be responsible for any items left  
behind.*
- ✓ *Any material used needs to be cleared  
from the Hotel premises*
- ✓ *Use of the staff toilet*

## Not acceptable

- ✗ *Lobby Entrance & Front of the  
House*
- ✗ *Smoking inside any function room  
or foyer area*
- ✗ *Leaving materials behind*
- ✗ *Use of guest toilets*

# Additional Notes

All contractors are responsible to provide ALL the equipment required to complete their work – the hotel shall not provide ANY items the contractor has forgotten (eg: PowerPoint adaptors, extension leads, tent poles, ropes, cable-ties, tools of any kind etc.)

Company Name: \_\_\_\_\_  
Person In Charge on site Name: \_\_\_\_\_  
Passport or emirates ID number: \_\_\_\_\_

Date \_\_\_\_\_  
Signature: \_\_\_\_\_