

**JAFZA One Convention Centre, Dubai**  
**13-14 February 2024**



## DATE

### Tuesday, 13<sup>th</sup> February 2024

- 2 half-day Specialist Workshops
- 3 Seminar streams
- Free Partner Showcase
- Panel Discussion and Audience Q&A
- Evening Social & Networking

### Wednesday, 14<sup>th</sup> February 2024

- 4 Seminar streams
- Free Partner Showcase
- Panel Discussion and Audience Q&A
- Evening Social & Networking

## VENUE

**JAFZA One Convention Centre,  
Jebel Ali Free Zone Jafza One,  
Building No. 1, Dubai**

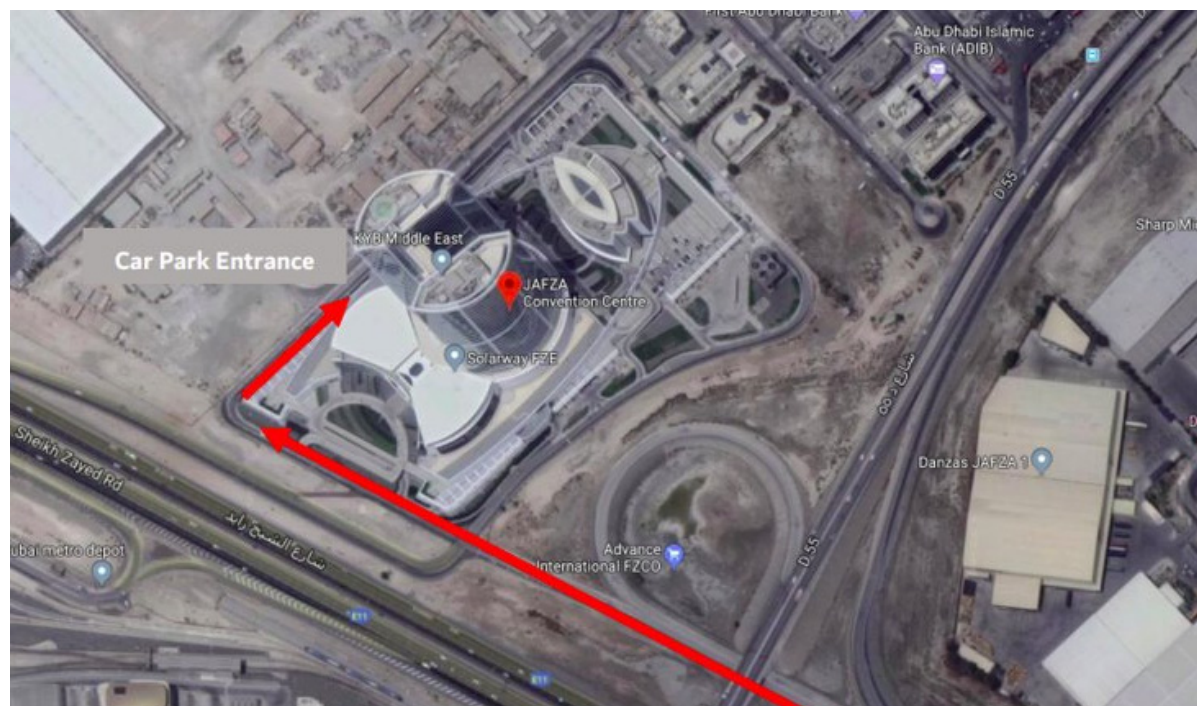
## ENTERING THE VENUE

### Entrance to the Jafza One Convention Centre (JOCC) on 13-14 February 2024

All attendees will be using the main entrance, that is the JOCC Main Entrance. For further details, please refer to map on [venue page](#) to find out various option on how to get to the venue.

## PARKING

The venue has 500 dedicated parking spaces and it is FREE. Once in the complex, please follow the sign for the dedicated Convention Centre parking which is located on the 2nd floor of the multi-storey car park.



Around 4000 car parking spaces are available within the venue, clearly marked and easily accessible. Vehicles are not allowed to park overnight or park within the 'no parking zones'



# LOGISTICS INFORMATION FOR PARTNERS

## 01 | Stand set-up & delivery of partners' exhibit items:

All partners are offered a complimentary table along with standard chairs, reception desk and literature rack. Refer our [sponsorship brochure](#) for more details.

All stands are pre-built for all partners. Partners are requested to carry the design material (banner, flyers, brochures, give-aways etc) along with them to the venue and set-up their stand space on 12<sup>th</sup> February, Monday between 1100 hrs to 1800 hrs, or 13<sup>th</sup> February Tuesday, between 07:00-07:30 hrs. Please carry the promotional items and/or pull-up banners, along with you to the venue when you set-up the stand on 12<sup>th</sup> or 13<sup>th</sup> February 2024.

Partners are requested to bring all the stand items along with them to the venue on the day of stand set-up. Push carts could be arranged to transport items, from the goods loading area to the conference area. For any further assistance on this, please contact **Amalina: [Amalina@ProjectControlExpo.com](mailto:Amalina@ProjectControlExpo.com)** or **Preetul: [preetul@ProjectControlExpo.com](mailto:preetul@ProjectControlExpo.com)**.

## 02 | Collections of Partners' exhibit material:

We request all partners to collect their items on the last day of the event, i.e., 14th February. Due to a limited storage facility, the venue will not be able to hold packages post the Expo event. It is important for all partners to pack and transport all item's from the venue no later than 19:00 hrs. on 14th February. Load-out area will be same as load-in, i.e., from Loading dock.

**For our international partners-** All exhibitors/partners are required to affix on their consignment that needs shipping and/or collection stating:

- Company name
- Representative(s) Name
- Phone Number
- Email address
- Stand Number
- Date of the event
- List of items,
- Weight of the package

Please send us the copy of your collection label and delivery label at [uae\\_delegate@projectcontrolexpo.com](mailto:uae_delegate@projectcontrolexpo.com) for our records, no later than TWO weeks prior to the event date.

Address for sending deliveries:

- Project Controls Expo (13-14 February 2024)
- Office no. 401, Building C-24, sector E6, Khalifa Street, Abu Dhabi, Behind FAB Bank

Ensure your shipment arrives before 11th Feb. It will be brought to your stand in the exhibition hall on the setup day, 12th Feb. For more information, contact our contractor Pramit at [pramit@xenialevents.com](mailto:pramit@xenialevents.com), mentioning Project Controls Expo.

## Collecting the goods

All exhibitors/partners are required to:

**Put all items into the box, close it and put the completed address and details as below for pickup:**

- Company name
- Representative(s) Name
- Phone Number
- Email address
- Stand Number
- Date of the event
- Weight of the package
- Recipient Full Address
- Estimate Pickup Time & Date

**Address for pickup:** Office no. 401, Building C-24, sector E6, Khalifa Street, Abu Dhabi, Behind FAB Bank

Leave it at **“Room 17- Organiser Room”** so Xenial Team can pick it up after our event.

All items must be collected from the Xenial office (picked up) within 2 business days post event.

For any further information you can directly write to our contractor at [pramit@xenialevents.com](mailto:pramit@xenialevents.com) citing Project Controls Expo as reference.

## 03 | Wrap-up of stands:

Partners can wrap-up their items for e.g., promotional material, banners etc. (if any), from 18:00 hrs. on 14th February.



# PROCEDURE FOR BADGE COLLECTION

At Project Controls Expo, we are utilizing a brand-new app equipped with a variety of useful features. A detailed guide outlining its benefits and features is now available under the FAQ section.

Please present your registration confirmation email OR you may log in to the **Expo app** and show the profile page, and an ID, at the registration desk to receive your badge.

Should you have not received the confirmation email, please contact us at mail to: **uae\_delegate@projectcontrolexpo.com / kunal@projectcontrolexpo.com**

All partners are required to give the names of delegates manning the stand at least 10 days in advance.

## DATA COLLECTION

Project Controls Expo we are using a brand-new app with a variety of useful features. A detailed guideline on its benefits and features are now published under the FAQ section.

The QR code scanning option is now integrated within the **Project Controls Expo App**. ALL our partners and delegates will not only be able to scan and retrieve delegates' information quickly and easily. The collected leads can be emailed to your own account easily within the app. Detailed guideline on how to scan the QR code and download leads is explained under the **Data Collection Guideline**.

For any further query, please get in touch with us at **preetul@projectcontrolexpo.com / kunal@projectcontrolexpo.com**

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## HOW TO PLACE AN ORDER FOR AV EQUIPMENT/ ADDITIONAL FURNITURE & BOOTH SUPPLIES:

Project Controls Expo offers pre-built stands to all our partners. Please see the **sponsorship brochure** to understand the pre-built stand space and the items that are provided as per the partnership level.

We have set up a relationship with **Business Partner**, a company who offer a wide variety of options that you may like to consider as ways of enhancing your stand at the Expo.

- While placing the order, please copy: Amalina@projecontrolsexpo.com so that we can facilitate any need to support your requirements
- Project Controls Expo (PCE) does not take any responsibility for any of the orders placed with the vendor; however, this is the empowered vendor for the PCE series in the UAE:

**Pramit- E: pramit@xenialevents.com | P: +971 50 957 9452**

For any further information, you may also refer to the **Partners' Checklist document**





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7 Seminar  
streams



AACE  
Certification  
(Workshop)



Panel discussion  
& audience Q&A



Networking  
opportunities



Free partner  
showcase



Evening social  
and much more

Register at : [projectcontrolexpo.com/dubai/register](https://projectcontrolexpo.com/dubai/register)