



واجهة الرياض
RIYADH FRONT

للمعارض والمؤتمرات
EXHIBITION & CONFERENCE CENTER

Operation Manual



Health and safety guidelines:

- NO PPE, NO WORK
- CORRECT WIRING
- NO BLOCKAGES TO FIRE EXITS
- WORKING AT APPROVED HEIGHT
- VALID LICENSES
- SUPERVISED VEHICLE MOVEMENT
- NO SMOKING IN THE VENUE

RFEC Main Entrances

There are five entrances to the hall from two main roads (Airport road – Al Thumama road)

1 VIP Entrance - Gate

2 Public Entrances - Gates

2 Services Entrances - Gates

(Google map links - 2D Drawings)

Access to halls :

Access to the venue Limits for RFECC staff, Contractors, organizers and visitors

1- Before the Event:

Any person who wants to enter the halls, he/she must take permission from Venue Management
RFECC team has access to all premises.

Installation:

- Vehicles delivering stock start on the first day of tenancy at 12:00 am .
- All goods entrances and loading areas must be clear of vehicles prior to the event opening.
- No goods will be allowed through the main entrances of the halls.
- No deliveries are permitted once the event is open.

2. During the Event

The Organizers will be responsible for their Event and its visitors and contractors unless there are Security instructions for the Event.

Contractors Entrance:

Contractors who access RFECC must follow the following procedures:

- Apply for Heavy machinery permission from RFECC operations

Submit necessary documents like Labor Card or other valid identification to collect the permission

Sub-Contracting:

It is extremely important that the rules and regulations are adhered to. Any contractors, who sub-contract, must have an official agreement in writing, between the two parties, under the official agreement of "Subcontract Agreement.

Vehicle Entry Doors / Goods Entrances:

- The electronically operated Goods doors (shutters) to the halls shall only be operated by RFECC team or other such persons as RFECC may designate in writing.
- Wheeled vehicles, whether motor driven or hand propelled, must not be taken through any of the emergency doors from the halls as it may cause damage.

Access Equipment:

- RFECC requires all operators working on access equipment to wear head protection. All equipment must be visibly marked with the name of the company using it. A valid operator's license must be available for inspection on demand.
- NO contractor will be permitted to operate without license.

This is to ensure the safe operation of access equipment and to reduce damage to the fabric of the building.

Breakdown:

- No breakdown of any stands or areas within the licensed area is permitted during any part of the open period duration.
- No access to halls for contractors or other staff assisting in the breakdown of stands is allowed until the hall is clear of visitors.
- There is limited access to the rear of the halls, so vehicles will NOT be allowed into the Loading shutters until the event has officially closed. All vehicles MUST be parked away from the loading shutters and called when access is available
- The hall must be cleared of all stands, materials, contractors, exhibitors and waste, by the agreed time on your last day of tenancy as specified in your contract, normally 12:00 am. Additional charges may be incurred if this is not achieved.
- Children aged 16 and under are not permitted in the halls during the buildup or break down for health and safety reasons. This is non-negotiable.

Working Machinery:

Metal and wood machinery are not allowed inside the venue, it has to be outdoor and in designated areas

Waste management:

- Its Mandatory to keep RFECC halls and Facilities indoor and outdoor Clean at all times.
- A full supervised cleaning team must be available before (installing) – During event – After (breakdown)
- a penalty fees will apply in case any wastes found outside the

trash containers

Storage Areas:

- Excess stock, literature and packing cases may not be stored on, around or behind stands, unless contained within a lockable storeroom.
- Any proposed store rooms must be shown on the final floor plan.

Storage Containers:

It is not permitted for an organizer, exhibitor or contractor to position a storage container outside the RFECC building without prior written permission being received from the operations manager. Various factors will be considered before granting any such permission.

Once permission is granted full detailed location plans showing all dimensions will need to be submitted to RFECC operations manager

TENTS:

ALBADDAD is the exclusive tents and special buildings fabrications vendor allowed to install this type of work inside or outside the venue.

Landscape - planting

All Landscapes and palm trees available at the location are maintained and supervised by professional team for agriculture

In Case the client required extra landscapes or plants.
+fees

Parking

There are 7500+ parking space

During any event the organizer is responsible about the parking management

In case the Client required Parking management-valet - traffic marshal. +fees

Building exteriors

Branding materials can be added. (stickers or Banners) all materials must be cleaned after the event.

Glass exteriors can be replaced with doors if required. +fees

All Cladding and glass is cleaned twice a year.

Extra Cleaning can be arranged. +fees

Floors:

In case the client needs some floor drilling must be under the supervision of our technical team .(30 cm max in some areas)

Venue main Entrances.

Each venue have separate entrance (20m *30m)

Fire and Safety Regulations:

- assigns fire and safety officer form the organizer
- The Organizer shall conduct a Fire Risk Assessment, focusing on the safety of all persons and paying particular attention to those at special risk, such as the disabled and those with special needs. The assessment shall include consideration of any dangerous substances on the Premises.
- The fire points situated around the Exhibition Center are distinctively marked, and must be kept unobstructed at all times.

- It is the responsibility of the organizer to ensure that prior to the opening of the event each day a representative from the organizing team carries out an inspection before the opening of your event to ensure that all fire exits, firefighting equipment and exit routes are clear.
- Blocked or impeded access may result in non-opening of the event

Emergency Exit

The Venue have 40 emergency exits in each hall:

Hall 1: 12 exits

Hall 2: 8 Exits

Hall 3: 8 Exits

Hall 4: 12 Exits

- Fire exits must be kept clear of obstructions at all times both inside the hall and outside
- Saudi Civil Defense has the right to close any event down if these regulations are not adhered to
- any items found blocking a fire exit will be deemed as rubbish and disposed of without notice
- If the event floor plan necessitates the provision of temporary fire exits, e.g. from walled off areas of the halls, seminar theaters, other enclosed areas, or where the layout dictates that additional exit signs are required, illuminated exit signs must be provided at the Licensee's expense
- Curtains or drapes hung across fire exits must hang at least 75mm clear of the ground,

Fire extinguishers

The fire access points in the halls, which are clearly marked, must be kept accessible at all times.

First Aid:

- First Aid cover for specific 'high risk' features within the exhibition/event should be arranged by the organizer.
- The RFECC First Aid cover is for general visitors, exhibitors and RFECC Staff and does not cover injury as a result of accidents on or involving features. Should you arrange your own first aid cover for such areas, you must notify RFECC Health & Safety manager of the first aid provider's details, their operating times and their location on site.
- Operating hours will match the event open times during the event open period. For build / break days standard operating hours

Loading Shutters

There are 8 loading door located at the back side of the halls, Each Hall Have 2 Loading shutters (4,5 m height *4 m Width)

Toilets

Hall 1 - 2 - 4

4 toilets (2 female - 2 male) each has 8 standard toilets - one disabled toilets

Hall 3

5 toilets (3 male - 2 female) each has 8 standard toilets - one disabled toilets

Prayer Rooms

Each Hall has two prayer rooms (1 male - 1 female)

Electricity:

RFECC total Electrical Capacity is 12 Mega Volt

Each hall has dedicated 3 Mega Volt and separated Electrical room,

Electrical Tranches:

Hall 1: 12 tunnels

Hall 2: 13 tunnels
Hall 3: 14 tunnels
Hall 4: 13 tunnels

Cutting in electrical cable in tunnels is not allowed

any connection in electrical room and in our panel is not allowed without RFECC engineer permission

- Wire installation according to the Saudi code and under the supervision of the technical team.
-
- In Case the client requires extra electricity it must be under supervision of the Venue Engineer. +fees

Electrical Safety Guidelines:

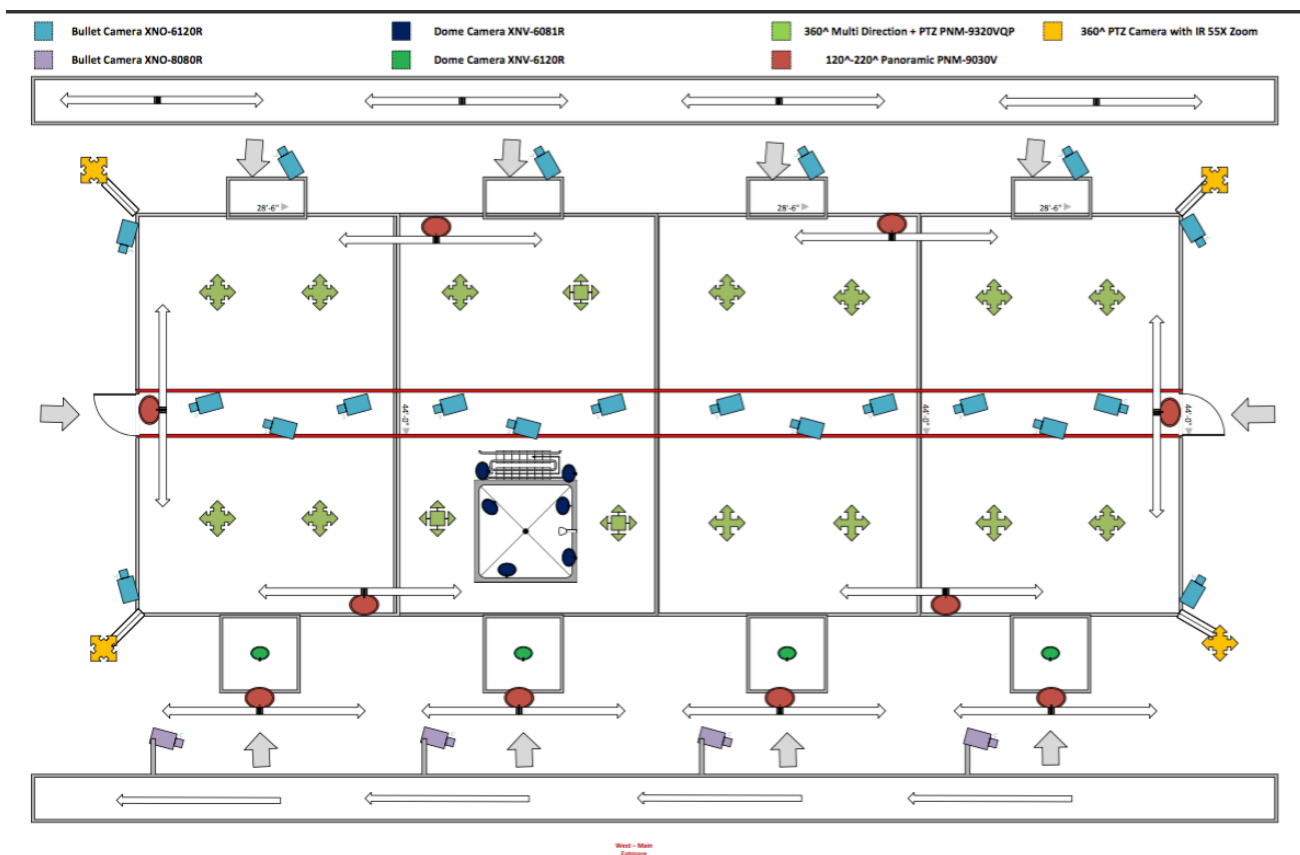
- In case of any emergency please contact the chief engineer
- Electrical Power distribution for the venue must be controlled and supervised by RFECC engineering team
- Catering Department / Exhibitor / Organizer etc. (Exhibition related power) must contact RFECC Services through official channels for pre-approval and provision of electrical power prior to each exhibition / conference.
- Do not plug any equipment / accessories to normal plug unless approved by RFECC
- Using of extension cord is not recommended unless needed and consulted by RFECC with no objection.
- Restricted to use any kind of damaged extension, equipment, accessories etc.; RFECC approval is mandatory prior to plug in any extension cord.
 - All cables must be covered in a safe way.

CCTV :

RFECC Halls are all monitored with fully equipped CCTV system as following

The control room is located on RFECC premises and is staffed 24 hours a day. ACCESS will be provided to the event organizer to monitor the leased space.

Bullet Camera XNO-6120R	20 Camera
Bullet Camera XNO-8080R	4 Camera
Dome Camera XNV-6081R	6 camera
Dome Camera XNV-6120R	4 camera
360 Multi Direction+PTZ PNM-9320VQP	16 camera
120°-220° Panoramic PNM-9030V	10 camera
360 PTZ Camera With IR 55X Zoom	4 camera



The system will not be played unless there is approval from the management of both the event and the venue.

Internet:

RFECCE Halls has 200 GP internet power with access point every 10 meters that covers 100 sqm and provides the internet for 15000 - 20000 active user

Mobily is the service provider

Air Conditioning and Ventilation:

During both build up and breakdown the AC cooling capacity is reduced to the halls as during “build up” there is a large amount of wood dust in the air that “clogs” up the filter cleaning system cooling system which reduces the cooling capacity considerably and compromises the system.

Ceiling Heights

The ceiling height in Halls 1 – 4 is 11 meters

Construction Heights within the Halls:

7 Meters high maximum A/C must be uncovered

Cooking on Stands:

Exhibitors cooking on stands for demonstration purposes (e.g. to demonstrate the benefits of a specific cooker) will be required to comply with Food Safety and Hygiene Regulations

- water piping must be under supervision of technical team
- A full risk assessment, including methods of storage, washing facilities, stand layout and type of appliance to be used for cooking must be submitted to RFECCE operation manager at least one month prior to tenancy for authorization.
- Organizers are responsible for bringing their own food hygiene inspector
- Handing over the hall must be clean and maximum time for dismantling is 6 am (extra charge will be added after)

- provide RFECC operation manager with the event operation manager contact

Floors:

In case the client needs some floor drilling must be under the supervision of our technical team .(30 cm max)

Floor Loadings:

MAXIMUM load in all Halls and external areas is restricted to no greater than 1000kg/m², including duct/trench covers. This is not negotiable. Please ensure the appropriate precautions are made. Tenant are requested to inform RFECC in advance of especially heavy loads

Floor Plans :

- The latest and most up to date RFECC master drawing of the venue (in AutoCAD) should be downloaded from the RFECC web site. Or the Operation manager will provide them.
- Please ensure that your drawings include the following information. Failure to do so may result in your plan not being considered for approval.

The drawings should:

Drawn to scale (1:200)

Show all Fire exits and exit routes

Show seating areas e.g. seminar, catering areas etc

Define hospitality areas, (exits, gangways and any seating also to be marked) Define and name all feature areas

Show any curtains or baffles to exits and illuminated exit signs

Show designated storage areas

Firefighting equipment

Keys

All the keys for facilities and main doors can be collected from the operation manager upon signing the handover form

Please discuss your requirements or concerns with your account manager before arriving on site to take tenancy. This will avoid delays in accessing your rooms on arrival.

Vendors

RFECC will provide the event organizer with a list of our vendors upon request

- Wood works
- Metal - glass - cladding
- booths constructions
- printing agencies
- curtains and draping
- security
- Cleaning
- Catering
- carpets and flooring

For further information please contact us by email:

ahmed.gabr@seera.sa

Ashwaq.Alsharekh@seera.sa