



## ***Form 16 – Stand design approval form*** ***Deadline: October 5th, 2020***

***FILL IN THIS FORM USING YOUR COMPUTER***

**SEND IN THIS FORM BY EMAIL BEFORE OCTOBER 8, 2020**

to DÉCOPLUS – MILIPOL QATAR

w.decoplus@free.fr

This document is here to guide you through the processes for installing fittings for your stand. It must be completed in full, dated, stamped, signed and returned with the required supporting documents.

This document is interactive, which means you can fill in your fittings form using your computer

**It includes:**

- 1** – Your details
- 2** – Your stand project
- 3** – Your decorator's details
- 4** – The declaration of used materials for your fitted stand
- 5** – The declaration of used materials for your space only stand
- 6** – The classification table for authorised materials
- 7** – The declaration of electrical installations' compliance
- 8** – Waste disposal
- 9** - Cleaning
- 10** – The Exhibitor and / or Decorator's commitments

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# FORM FITTING

## FOR YOUR BARE STAND or FITTED STAND

1/9

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**DECOPLUS**  
MILPOL QATAR Architecture Department - Elisabeth Tougard  
Phone +33 (0)9 67 78 93 85  
Email: [w.decoplus@free.fr](mailto:w.decoplus@free.fr)

### 1- YOUR DETAILSDETAILS

Your MILIPOL QATAR ID: .....

Company Name: .....

Région :.....Name of stand’s sign: .....

Address:.....

Post Code : .....City: .....Country: .....

Name of responsible person: .....

Email:.....

Phone:.....Mobile phone: .....

Function:.....

Aisle n°:.....Stand n°:.....

### 2 – YOUR PROJECT STAND (\*)

SPACE ONLY STAND  FITTED STAND (\*)  
*(you must tick one box)*

(\*)(\*) Any extra fittings on a fitted stand which are not ordered from the organiser are subject to MILIPOL QATAR architecture and decoration regulations and to Safety & Fire specifications applicable to bare stands.

Plans must be submitted to DECOPLUS – MILIPOL QATAR for approval.

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2/9

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### 3 – YOUR DECORATORS DETAILS

Decorator’s company name: .....

Address: .....

Postcode:.....Town/City:.....Country:.....

Name responsible person: .....

Email:.....Phone:.....

Mobile phone (mandatory):.....

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Has your decorator already worked on the DECC Doha

Yes  No

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All plans must be sent in by **October 5<sup>th</sup> 2020** at the latest to

#### DECOPLUS – MILIPOL QATAR

Architecture department – Elisabeth TOUGARD  
 Phone ++33 (0)9 67 78 93 85  
 E-mail : w.decoplus@free.fr

#### They must include the following :

1. A completed and signed fittings application form for your stand,
2. Your stand plan: floorplans which include scale, dimensions and positioning of clearances (shared partitions + aisles) (\*),
3. Cross-section with scale, dimensions and heights of the planned spaces,
4. Reports about fittings' material and equipment, and reports as to electrical installations' compliance,

*(\*) Do not fill in if you are getting a fitted stand provided by MILIPOL QATAR, unless you are also getting extra fittings. The layout plan will be studied by the fair's architecture and decoration department.*

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### FOR YOUR BARE STAND or FITTED STAND

3/9

Important: a few essential regulations to read in the Safety & Fire specifications:

- The floor-to-ceiling height can vary according to your location and level - make sure you check this height before your stand is constructed,
- The regulations about closure state that each side of your stand which faces another stand or aisle must be open along 50% of its total length, except for MILIPOL Hospitality suites,
- You must **not** create upper levels or ceiling hangings,
- To lay carpet on the floor, you must use a specific adhesive,
- Flooring with heights of more than 20mm: must have an incline of a maximum of 10% around the stand. Flooring of less than 20mm in height must have angular edges which are fitted with chamfers or rounded borders.

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## FOR YOUR BARE STAND or FITTED STAND

4/9

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### 4 - DÉCLARATION OF MATERIALS USED FOR FITTED STAND

Your shell scheme stand is provided with partition walls, would you like some to be removed ?

Yes  no

I am planning extra decoration - if you answer yes, complete the table below.

I will not have any decoration except a poster presentation (80 x 60cm) for each partition wall, Heights dependent on level.

I'm planning to use more elaborate decorations using parts listed below

Wall covering / Wallpaper / A1 poster	
A suspended decoration / banner	
« a pop-up »	
Other materials	

*Important: If you bring pop-ups, you must bring certification attesting to their compliance with NF or EN.13.501.1 standards.*

*The pop-ups may be refused if you do not bring certifications. For other materials, please consult*

*the table of authorised materials so that you are aware of which fire ratings are required.*