



9th – 12th January 2010
Dubai World Trade Centre

HOTEL ACCOMMODATION

Ibis World Trade Centre ***



ROOM PRICES:
Single AED740.00 prpn
Double AED795.00 prpn
Inclusive of Tax and Breakfast

Location: On Site

The hotel has a restaurant and wine bar, 24 hour snack service, coffee shop, laundry/dry cleaning service. Rooms have air conditioning, in room safe, telephone and TV.

Novotel World Trade Centre ****



ROOM PRICES:
Single AED1070.00 prpn
Double AED1121.00 prpn

Inclusive of Tax and Breakfast

Location: On Site

The hotel has a business centre, international brasserie, bar, lobby café, swimming pool, 24 hour room service and laundry/dry cleaning service. Rooms have air conditioning, tea/coffee maker, internet access, mini bar, telephone and TV.

Holiday Inn Al Barsha ****

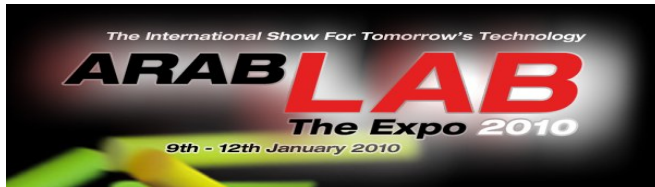


ROOM PRICES:
Single AED665.00 prpn

Inclusive of Tax and Breakfast

Location: 15 minutes from exhibitions venue

The hotel has a business centre, international brasserie, bar, lobby café, swimming pool, 24 hour room service and laundry/dry cleaning service. Rooms have air conditioning, tea/coffee maker, internet access, mini bar, telephone and TV.



9th – 12th January 2010
Dubai World Trade Centre

Novotel Deira City Centre ****



ROOM PRICES:
Single Use AED542.00 prpn
Double Use AED581.00 prpn
Inclusive of Tax and Breakfast

Location: 15 min by taxi to the World Trade Centre

The hotel has a concierge, dry cleaning /ironing service, fitness centre, restaurants, bar, internet access. Rooms have air conditioning, in room safe, mini bar, internet access, room service, TV and telephone.

Ibis Deira City Centre ***



ROOM PRICES:
Single Use AED360.00 prpn
Double Use AED360.00 prpn
Inclusive of Tax and Breakfast

Location: 15 min by taxi to the World Trade Centre

The hotel has a concierge, dry cleaning /ironing service, fitness centre, restaurants, bar, internet access. Rooms have air conditioning, in room safe, mini bar, internet access, room service, TV and telephone.

Swiss-Belhotel ****



ROOM PRICES:
Classic Single AED582.00 prpn - only available on single use
Deluxe Single AED856.00 prpn
Deluxe Double AED936.00 prpn
Inclusive of Tax and Breakfast

Location: 10 min by car to the World Trade Centre

This contemporary brand new hotel is centrally located on Al Mina Road and is in close vicinity to the Sheikh Zayed Road and Jumeirah Beach.

All rooms are modern with stylish features and luxurious space, offering complimentary tea and coffee making facilities, fully stocked mini bar, multi channel satellite flat screen LCD television, in-room safe and high speed internet access



9th – 12th January 2010
Dubai World Trade Centre

Dusit Princess ****



ROOM PRICES:

Deluxe Single Use AED761.00 prpn
Inclusive of Tax and Breakfast

Location: 10 min by car to the World Trade Centre

This hotel will open on the 1st November 2009 and is located in the city centre, walking distance to the metro station which will take you to the WTC. This modern hotel with a Thai feel has a fitness centre, swimming pool and a sun terrace. There is also a bar and restaurant which served international cuisines.

All Deluxe rooms offer view over Dubai City and mixes modern décor with ergonomic comfort and high-end facilities.

The Monarch Hotel *****



ROOM PRICES:

Deluxe Room (Single Use) AED1066.00 prpn
Inclusive of tax and breakfast

Location: 5 minutes walking distance

The hotel has a restaurant, coffee shop, swimming pool, business centre, spa, gym and fitness centre. Rooms have air conditioning, internet connection, mini bar, flat screen TV and telephone.

Four Points Sheraton Downtown Dubai ****



ROOM PRICES:

Classic Single AED815.00 prpn
Classic Double AED880.00 prpn
Inclusive Tax and Breakfast

Location: 10 minutes by taxi to the event

The hotel has restaurants, business centre, dry cleaning service, wireless internet in lobby, 24 hour room service, fitness centre and bar.

Rooms have air conditioning, high speed internet access, iron/ironing board, in-room safe, hair dryer, tea/coffee maker, telephone and satellite TV.



9th – 12th January 2010
Dubai World Trade Centre

Arabian Park Hotel ****



ROOM PRICES:
Standard Single AED475.00 prpn
Standard Double AED525.00 prpn
Inclusive Tax and Breakfast

Location: 15 minutes by taxi to the event

The hotel has a business centre, gym, swimming pool, wireless internet access in the lobby area. Rooms have internet access, tea/coffee maker, air conditioning, in room safe, telephone and satellite TV.

Dusit Thani Hotel *****



ROOM PRICES:
Single AED990.00
Prices are per room per night
Inclusive Tax and Service

Location: 5 minutes by taxi to the event

The hotel has fitness centre, restaurants, swimming pool, hair salon, Dusit boutique. Rooms have air conditioning, tea/coffee maker, internet access, hair dryer, mini bar, in room safe, telephone & satellite TV. conditioning, mini bar, tea/coffee maker, in room safe, internet access, TV and telephone.

Rotana Towers ****



ROOM PRICES:
Single AED575.00 prpn
Single AED646.00 prpn
Inclusive of Tax and breakfast

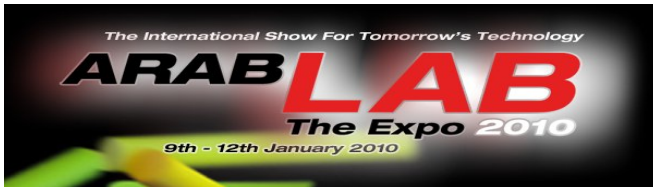
Location: on Sheik Zayed Road – approx 10 minutes by taxi to the WTC

The hotel is situated on the prestigious Sheikh Zayed Road and is within easy reach of the World Trade Centre. There are several restaurants, bars, swimming pool and a fitness centre.

All rooms are fully equipped with modern facilities.

ALL RATES ARE SUBJECT TO AVAILABILITY AT THE TIME OF BOOKING

We are aware that you may have a preferred hotel that may not be listed. Should this be the case, please contact us and we will endeavour to offer you the best possible rate.



9th – 12th January 2010
Dubai World Trade Centre

CONCIERGE SERVICES

Why not try our on-site concierge services?

Our services provide clients with a priceless commodity - more time.
We offer a host of services, from planning special events & meetings to making dinner & theatre reservations.

Let us help you with:

- Meeting rooms
- Cocktail receptions
- Dinner reservations
- Site seeing tours / Spouse Tours
- Yacht chartering
- Transportation, including people carriers and chauffeur driven cars
- Hostesses / Translators

Stand catering

We will be onsite to ensure the smooth running of all your arrangements.
Contact us for more information.

FLIGHTS

We can offer flights to Valencia from cities around the world at very competitive prices.
Please contact us for details.



9th – 12th January 2010
 Dubai World Trade Centre

BOOKING FORM / Arab Lab 10 / 09 - 12 Jan 10 / World Trade Centre
 Please fax this form for the attention of Mr. Randy Wright or Ms. Carin Erichsen-Fendinge on
 Fax No. +44 (0) 207 633 9427 or email: cf@eventsinfocus.net or rwright@eventsinfocus.net

Surname (block capitals)	First Name(s)	Title (Mr/Mrs)	Nationality as on Passport
1			
2			
4			
3			

REQUIREMENTS

HOTEL ACCOMMODATION					
Hotel Name		Room Type		No. of Rooms	
Arrival Date		Departure Date		No. of Nights	

We hereby agree to the above Booking Conditions:-

Company Name:

Address:

.....

Contact Name: Signature: Date:

Email:

Telephone: Fax:

PLEASE INDICATE PAYMENT PREFERENCE:-

(This section must be completed in order to validate your booking request).

- 1) We will be paying by company cheque: (for UK based companies only)
- 2) We will be paying by bank transfer: (Our bank details will be sent out along with your invoice)
- 3) We will be paying by credit card: (Please complete your card details below – 2.5% c/c fee applies)

Credit Card No:

Valid From: Valid To:

CVV Number (3 digit security code): Issue no. (Switch / Maestro only)

Name of Cardholder:



9th – 12th January 2010
 Dubai World Trade Centre

FLIGHT BOOKING FORM

Please fax this form for the attention of Carin Erichsen-Fendinge on Fax No. +44 (0) 207 633 9427 or email: cf@eventsinfocus.net.
 Alternatively, contact Randy Wright on email rwright@eventsinfocus.net

FLIGHT RESERVATIONS:-			
If you would like a quote on flights please e-mail your proposed itinerary to the above contact (if you are arranging your own flights but require an airport transfer, please provide details below)			
	Date	Time	Flight No.
1	Arrival in Dubai		
1	Departure from Dubai:		
2	Arrival in Dubai:		
2	Departure from Dubai:		

Flight Quote Required Flight Quote & transfers required Transfers only required

INDIVIDUAL ITINERARIES

We are aware that some people may wish to travel around the U.A.E and perhaps on to other destinations.
 Should this be the case, please forward your intended itinerary by fax and we would be happy to tailor make and offer the best rate.

Company Name:

Address:

Contact Name: Signature: Date:

Email:

Telephone: Fax:

PLEASE INDICATE PAYMENT PREFERENCE:-

(This section must be completed in order to validate your booking request).

- 1) We will be paying by company cheque: (for UK based companies **only**)
- 2) We will be paying by bank transfer: (Our bank details will be sent out along with your invoice)
- 3) We will be paying by credit card: (Please complete your card details below)

Credit Card No: (Sorry we can not accept AMEX)

Valid From: Valid To:

CVV Number (3 digit security code):..... Issue no. (Switch / Maestro only)

Name of Cardholder:



9th – 12th January 2010
Dubai World Trade Centre

DUBAI VISA APPLICATION

Randy Wright
Events in Focus
32 Southwark Bridge Road
London
SE1 9EU

Tel: +44 (0)207 902 7760
Fax: +44 (0)207 633 9427
Email: rwright@eventsinfocus.net

WHILST **EVENTS IN FOCUS** CAN ASSIST WITH VISA APPLICATIONS THE LAW STATES THAT THIS CAN ONLY BE DONE IN CONJUNCTION WITH ACCOMMODATION BOOKED THROUGH **EVENTS IN FOCUS**.

DEADLINE: We strongly recommend that as soon as guests are confirmed, that we log their application. Minimum application period 10 days.

IMPORTANT INFORMATION

Visa & Entry Details

A visa is required to enter Dubai **except** for nationals of the following countries:- Europe (Andorra, Austria, Belgium, Denmark, Finland, France, Germany, Greece, Iceland, Ireland, Italy, Liechtenstein, Luxembourg, Monaco, Netherlands, Norway, Portugal, San Marino, Spain, Sweden, Switzerland, United Kingdom and the Vatican), Canada, America, Australia, New Zealand, Japan, Brunei, South Korea, Singapore, Malaysia, Hong Kong, Kuwait, Saudi Arabia, Oman, Qatar. If you are a citizen of one of these countries, you no longer need to apply in advance of travel – a visit visa is now stamped directly in your passport at the port of entry and is valid for 60 days. Please note that your passport must be valid for a minimum of 6 months after date of arrival.

For all other travellers, **Events In Focus** can assist in arranging visas for collection at Dubai International Airport on arrival. The visa charge of Dhs 650.00 / US\$ 200.00 will be charged separately to the credit card provided and **please note it is not refundable in case of cancellation or rejection**. The Immigration Department may not give reasons for rejection of any Visa application.

TERMS & CONDITIONS: -

- 1) Please complete one (1) form for each passport and return to us by email along with scanned colour passport copy and a colour digital personal photograph (within 40kb in "JPG" or "GIF" format). This is a directive from the UAE Ministry of Interior Naturalization & Residency Administration. Non-compliance will result in rejection of the application (no refund of the fee).
- 2) **Visas will be processed on normal / urgent basis. Normal transit visas require 07 to 10 working days. Urgent transit visas require minimum 03 working days. (Except Thursday, Friday and Public Holidays).**
- 3) **Once we process the visa whether it is approved / rejected / unused visas we will invoice you.**
- 4) **Visa duration of stay is 30 days (European & Russian nationality)**
- 5) **Make sure that your clients leave the country before the expiry of the visa.**

Due to a new law passed by the UAE Government with regards to absconders, NO visas will be issued unless a separate security deposit of USD 1500.00 is received. The deposit will be refunded once proof of departure from UAE has been received.



9th – 12th January 2010
 Dubai World Trade Centre

DUBAI VISA APPLICATION FORM

PLEASE SCAN A COLOUR COPY OF THE PHOTO & PERSONAL DETAILS PAGE AND EMAIL THIS ALONG WITH THIS APPLICATION AND AFOREMENTIONED PERSONAL PHOTOGRAPH
Please complete your details below in BLOCK LETTERS in English only.

Full Name						
Father's Name						
Mother's Name						
Family Name						
Current Nationality				Previous Nationality		
Sex				Marital Status		
Husband's Name						
Occupation				Religion		
Qualification						
Language Spoken						
Birth Date		Day		Month		Year
Country of Birth				Place of Birth		
Passport Number				Type of Passport		
Country of Issue				Place of Issue		
Date of Issue		Day		Month		Year
Expiry Date		Day		Month		Year
Present Address						
City				Country		
Telephone Number				Fax Number		
Arrival Date				Arrival Time		
Flight Number						
Departure Date				Departure Time		
Flight Number						
Please note that we cannot process your visa without a valid credit card						
Credit Card Type				Expiry Date		CVV No
Credit Card Number						

Once we process the visa whether it is approved/rejected/unused the visa charge is non-refundable

Due to a law passed in 2006 by the UAE Government with regards to absconders, NO visas will be issued unless a separate security deposit of USD 1500.00 is received. The deposit will be refunded once proof of departure from UAE has been received



9th – 12th January 2010
Dubai World Trade Centre

BOOKING CONDITIONS

RESERVATIONS

For reservations please complete the attached booking form and return to us as soon as you know your requirements. **Please note that reservations cannot be held without payment details so please ensure you complete the relevant section on the booking form.** Hotel reservations will be held on option and will only be guaranteed upon payment of a deposit invoice of 50% for each room held. The balance is payable 1 month prior to arrival. For bookings made less than 1 month prior to arrival, immediate full prepayment is required for each room held. **Events in Focus** reserve the right to cancel any reservations due to non payment of said invoice.

PAYMENT

All services must be pre-paid to Events in Focus at the UK Pound Sterling rate indicated above. Any other foreign exchange rates listed are for indication purposes only. An invoice will be produced for your travel and/or accommodation and payment must be made prior to the event. A fee of 2.5% will be charged for all credit card payments. Confirmation of payment will be forwarded to you along with hotel vouchers and other travel documents prior to departure. On check out from the hotel please pay only for incidentals.

CHANGES/CANCELLATIONS

Once your reservations have been confirmed it is imperative that Events in Focus are advised in writing of any changes or cancellations that you may have. We will in turn advise the hotel of these changes.

Please note that once arrangements have been confirmed and paid for, cancellation charges will apply to all hotel bookings. Cancellation charges will be stipulated upon confirmation.

Please note that these charges have been set by the hotels due to this being a very busy period.

INDIVIDUAL ITINERARIES

We are aware that some exhibitors may wish to travel around U.A.E. and, perhaps on to other destinations. Should this be the case, please forward your intended itinerary by email or fax and we would be happy to tailor make and offer the best rate.

AIRPORT TRANSFERS

Airport transfers can be arranged, providing we have your flight details at least 48 hours prior to arrival. If you do not book your flights with **Events in Focus** and you do require transfers please advise. Taxis are also available at the airport.

VISAS

Visas for Dubai are arranged through a sponsor in the UAE. **Events in Focus** is able to act as a sponsor for visa applications if, and only if, accommodation is booked through **Events in Focus** for the **full duration** of stay in Dubai. In addition to the visa fee, a separate USD 1,500.00 security deposit per application is required. The deposit will be refunded once proof of departure from UAE has been received. A scanned copy of the exit stamp from Dubai, must be sent to **Events in Focus** in order to claim the deposit refund.

Events in Focus will make the application to the immigration authority. Please note that the immigration authority is closed from midday Thursday until Monday morning, all applications should therefore be logged in sufficient time to allow for this delay. When the visa/entry permit is approved, it is then forwarded to the immigration at the airport of visitor's arrival. **Events in Focus** will confirm that the visa has been arranged by sending a scanned copy of the visa by email, or by fax copy.

The visa confirmation **MUST** be obtained before departure.

IMPORTANT: Granting of visas is for the sole discretion of the UAE Ministry of Interior Naturalization & Residency Administration. Events in Focus will not be held responsible for any rejected visas, for whatever reason. Please note that no fees will be refunded whatever the outcome of the visa application.