

Arab Lab 2010
9th – 12th January 2010
Dubai World Trade Centre

HOTEL ACCOMMODATION

All listed accommodation is subject to availability at the time of booking.

<p>Intercontinental Dubai Festival City *****</p>	<p>Room Facilities:</p>	<p>All rooms within InterContinental Residence Suites, Dubai Festival City are kitted out with top-of-the-line facilities such as high-speed, broadband Internet, 37" plasma screen TVs and a fully-equipped kitchen. All apartments come complete with maid and laundry services and 24-hour in-room dining is also available.</p>
	<p>Hotel Facilities:</p>	<p>Outlets include 'Mezza Luna,' a casual Italian restaurant, a coffee shop offering take-away deli service, and Level 17, a sophisticated lounge boasting a 180-degree view over the creek. 24 hour gym equipped with the latest technology, including the 'Kinesis' wall, an indoor, 25 metre, temperature controlled lap pool, a children's splash pool and a spa pool on the sun deck. 24-hour business centre, two meeting rooms and two offices.</p>
	<p>Location:</p>	<p>Approx 2 km. taxi ride to the Dubai World Trade Centre</p>
	<p>Rates:</p>	<p>Includes Taxes and Breakfast</p>
<p>Raffles Dubai *****</p>	<p>Room Facilities:</p>	<p>All rooms have wireless internet access, tea/coffee making facilities, 24 hour in room dining, balcony, telephone, Ipod docking station & Satellite TV.</p>
	<p>Hotel Facilities:</p>	<p>Many restaurants and bars, outdoor pool, fitness centre, business centre, shopping mall, valet/laundry service,, concierge.</p>
	<p>Location:</p>	<p>Approx 20 minutes taxi ride to the Dubai World Trade Centre</p>
	<p>Rates:</p>	<p>Includes Taxes and Breakfast Rates for Diplomatic, Landmark & Presidential Suites available on request.</p>

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	Traders Hotel *****	Room Facilities:	Air-conditioned rooms with private bathroom, hair dryer, minibar, safe, phone, refrigerator and TV.
	Hotel Facilities:	Business Centre, fitness centre, indoor swimming pool. Restaurant, 2 bars and lounge	
	Location:	Approx 20 minutes taxi ride to the Dubai World Trade Centre	
	Rates:	Includes Taxes and Breakfast	

	Crowne Plaza Festival City *****	Room Facilities:	All rooms and bathrooms feature fantastic views and come equipped with high speed internet access and flat screen LCD TVs
	Hotel Facilities:	Gymnasium complete with sauna and steam rooms, plus a temperature controlled 25 meter outdoor swimming pool and several outdoor spa pools.	
	Location:	Approx 15 minutes taxi ride to the Dubai World Trade Centre	
	Rates:	Includes Taxes and Breakfast	

	AL Bustan Rotana *****	Room Facilities:	High speed wireless internet connection in all rooms Complimentary tea and coffee making facility Fully stocked mini bar Multi channel satellite television IDD telephone Personal in room safe, Laundry and dry cleaning service , Daily housekeeping service ,Bathrobes and hair dryer
	Hotel Facilities:	Non smoking rooms Currency exchange Doctor on call Valet parking /dedicated parking area Car & limousine rental service Multi-lingual staff Hair Beauty Salon / Parlor Gift shop Shuttle bus service to City Centre Shopping Mall Wireless Internet in public area	
	Location:	Approx 15 minutes taxi ride to the Dubai World Trade Centre	
	Rates:	Includes taxes and Breakfast	

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	<p>Murooj Rotana *****</p>	<p>Room Facilities:</p>	<p>Each room is equipped with a fully interactive TV with direct Internet access and personal safe, tea & coffee making facilities (hotel rooms only), IP telephone, mini bar, in-room safe, hair dryer, an electronic monitoring system to enhance all comfort levels including temperature and state of the art security system</p>
	<p>Hotel Facilities:</p>	<p>Club Rotana Executive lounge and floors, 10 Food & Beverage venues, 2 swimming pools, Bodylines Leisure and Fitness Club, Gymnasium, Fully equipped Business Centre</p>	
	<p>Location:</p>	<p>Approx 20 minutes taxi ride to the Dubai World Trade Centre</p>	
	<p>Rates:</p>	<p>Includes taxes and breakfast</p>	

	<p>Metropolitan Palace *****</p>	<p>Room Facilities:</p>	<p>Air Conditioning, Internet Access, Mini Bar, In-Room Safe, Cable TV, Telephone</p>
	<p>Hotel Facilities:</p>	<p>3 Restaurants, Bar, Pool Bar, Pool, Health Centre, Gift Shop, Internet Café, Business Centre, 24 Hour Concierge,</p>	
	<p>Location:</p>	<p>Approx 20 minutes taxi ride to the Dubai World Trade Centre</p>	
	<p>Rates:</p>	<p>Includes taxes and breakfast</p>	


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<p>Sheraton Dubai Creek *****</p> 	Room Facilities:	Air Conditioning, In-Room Safe, Internet Access, Hair Dryer, Mini Bar, Iron/Ironing Board, 24 Hour Room Service, Satellite TV, telephone
	Hotel Facilities:	3 Restaurants, 1 Café, Bar, Pool Bar, Outdoor Pool, Dry Cleaning, Business Centre, Gym, Laundry/Valet Service, 24 hour Concierge Service, Sauna,
	Location:	Approx 20 minutes taxi ride to the Dubai World Trade Centre
	Rates:	Includes taxes and breakfast

<p>Hilton Dubai Creek *****</p> 	Room Facilities:	Air Conditioning, Mini Bar, Coffee/Tea Maker, Hair Dryer, Iron/Ironing Board, Internet Access, Cable TV, In-Room Safe, Telephone.
	Hotel Facilities:	Restaurant, Bar, Concierge, 24 Hour Room Service, Business Centre, Gift Shop, Laundry and Dry Cleaning Service, Pool, Hair Salon,
	Location:	Approx 20 minutes taxi ride to the Dubai World Trade Centre
	Rates:	Includes taxes and breakfast

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 <p>Millennium Airport Hotel Dubai ****</p>	Room Facilities:	In room amenities include mini bar, safes, air conditioning with climate control, IDD telephones, high speed internet access, cable TV, seating area, working desk, daily newspaper, complimentary mineral water, sound insulation, toiletries and evening turndown service.
	Hotel Facilities:	Concierge, Business facilities: Internet on request, facsimile services, Foreign currency exchange, Laundry & valet services, Baby sitting service on request, Hotel limousine service, Underground car parking, Tour reservations, Gift shop, Ladies beauty salon
	Location:	Approx 15 minutes taxi ride to the Dubai World Trade Centre
	Rates:	Includes taxes and breakfast

 <p>Layia Oak Hotel & Suites ****</p>	Room Facilities:	Air conditioning, Kitchen with microwave, cooker, washer/dryer, fridge, dishwasher, hairdryer, wireless internet access, telephone, TV, in room safe.
	Hotel Facilities:	24 hour business centre, restaurant, lobby lounge (serving snacks), ladies hair & beauty salon, gift shop, housekeeping and laundry, fitness and leisure centre.
	Location:	Approx 30 minutes taxi ride to the Dubai World Trade Centre
	Rates:	Includes taxes and breakfast

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<p>Hawthorn Hotel Deira ****</p>	<p>Room Facilities:</p>	<p>Air conditioning, in room safe, tea/coffee maker, mini bar, internet access, hairdryer, telephone and TV.</p>
	<p>Hotel Facilities:</p>	<p>2 restaurants and a bar, laundry/dry cleaning service, rooftop pool, fitness centre.</p>
	<p>Location:</p>	<p>Approx 15 minutes taxi ride to the Dubai World Trade Centre</p>
	<p>Rates:</p>	<p>Includes taxes and breakfast</p>

<p>The Address – Downtown Burj Dubai *****</p>	<p>Room Facilities:</p>	<p>Air conditioning, internet access, in-room safe, mini bar, hairdryer, coffee/tea maker, telephone and TV.</p>
	<p>Hotel Facilities:</p>	<p>The hotel has 8 restaurants and bars, a Spa facility , Business Centre, Fitness Centre, 24 hour room service.</p>
	<p>Location:</p>	<p>Approx 15 minutes taxi ride to the Dubai World Trade Centre</p>
	<p>Rates:</p>	<p>Includes taxes and breakfast</p>


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The Address – Dubai Mall *****	Room Facilities:	Air conditioning, wireless internet access, coffee maker, telephone, flat screen TV
	Hotel Facilities:	5 restaurants and bars, internet access, spa, fitness centre, business lounge, hair salon.
	Location:	Approx 10 minutes taxi ride to the Dubai World Trade Centre
	Rates:	Includes taxes and breakfast




The Palace Downtown Burj Dubai *****	Room Facilities:	Air conditioning, in-room safe, mini bar, coffee/tea maker, hair dryer, wireless internet access, telephone & TV.
	Hotel Facilities:	3 restaurants, fitness centre, spa, 24 hour room service, wireless internet, concierge.
	Location:	Approx 15 minutes taxi ride to the Dubai World Trade Centre
	Rates:	Includes taxes and breakfast

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	<p>Le Meridien Fairway ****</p>	<p>Room Facilities:</p>	<p>Air conditioning, hair dryer, mini bar, iron/ironing board, wireless internet access, in-room safe, telephone & TV.</p>
	<p>Hotel Facilities:</p>	<p>Café, Bakery, Indian restaurant, dry cleaning, laundry, 24 hour room service, business centre, outdoor pool.</p>	
	<p>Location:</p>	<p>Approx 15 minutes taxi ride to the Dubai World Trade Centre</p>	
	<p>Rates:</p>	<p>Executive Rooms include taxes and breakfast</p>	


	<p>The Monarch Hotel *****</p>	<p>Room Facilities:</p>	<p>The rooms have three features that is study, sleeping and the sitting area. The writing desk, internet access, the touch screen telephone are some of the facilities for the guests. Air-conditioned with phone, voice mail, internet connection, mini bar, flat screen TV and tea/coffee facilities.</p>
	<p>Hotel Facilities:</p>	<p>The hotel also boasts a luxury health club and spa, managed by Mandara, and offering a swimming pool, 10 treatment rooms, gym, Jacuzzi and steam rooms Lobby lounge with coffee shop, restaurant, swimming pool, fitness centre & 24 hour business centre.</p>	
	<p>Location:</p>	<p>Approx 15 minutes taxi ride to the Dubai World Trade Centre</p>	
	<p>Rates:</p>	<p>Executive Rooms include taxes and breakfast</p>	

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<p>Towers Rotana ****</p>	<p>Room Facilities:</p>	<p>Air conditioned rooms with private bath, hair dryer, internet access, iron/ironing board, kitchenette, minibar, dataport, radio, in-room safe, and satellite TV</p>
	<p>Hotel Facilities:</p>	<p>Barber, shops, business centre, meeting facilities, florist, gym, health club, outdoor swimming pool and valet parking, 24-hour room service, coffee shop, cocktail lounge and restaurant</p>
	<p>Location:</p>	<p>Approx 10 minutes taxi ride to the Dubai World Trade Centre</p>
	<p>Rates:</p>	<p>Includes taxes and breakfast</p>
<p>Rihab Rotana Suites ****</p>	<p>Room Facilities:</p>	<p>Every room features an individually controlled air-conditioning, fully equipped kitchenette and mini fridge, multi-channel satellite television, IDD telephone with voice mail and high speed internet access.</p>
	<p>Hotel Facilities:</p>	<p>Pamper yourself with the added benefit of our Bodylines- the leisure and fitness club situated on the 11th floor. Relax amidst the tranquil surrounding of the outdoor swimming pool, or make use of the sauna or steam room.</p>
	<p>Location:</p>	<p>Approx 15 minutes taxi ride to the Dubai World Trade Centre</p>
	<p>Rates:</p>	<p>Includes taxes and breakfast</p>
<p>Gold Swiss-Belhotel ****</p>	<p>Room Facilities:</p>	<p>Air conditioning, Hi-speed internet, mini bar, in-room safe, tea/coffee maker, telephone, TV.</p>
	<p>Hotel Facilities:</p>	<p>2 restaurants, lounge bar, swimming pool, health club, business centre.</p>
	<p>Location:</p>	<p>Approx 20 minutes taxi ride to the Dubai World Trade Centre</p>
	<p>Rates:</p>	<p>Includes taxes and breakfast</p>

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<p>The Country Club Hotel (formerly Chelsea Hotel) ****</p> 	Room Facilities:	Air-conditioning, mini bar, safe deposit box, hair dryer, iron, tea/coffee maker, TV & telephone.
	Hotel Facilities:	24 hour front desk, room service, laundry, dry cleaning, beauty salon, business centre, restaurant, bar,
	Location:	Approx 15 minutes taxi ride to the Dubai World Trade Centre
	Rates:	Includes taxes and breakfast

<p>Arabian Park Hotel Dubai ****</p> 	Room Facilities:	Each room offering in-room safe, High speed Internet, tea/coffee making facilities and a mini fridge, fully air-conditioned with individual temperature control and elegantly furnished to a high standard and equipped with satellite TV
	Hotel Facilities:	Additional features include a gracious lounge with wireless internet access on every floor, a business centre, meeting rooms, a well-equipped gym and a large saltwater swimming pool.
	Location:	Approx 15 minutes taxi ride to the Dubai World Trade Centre
	Rates:	Includes tax and service

<p>Burjuman Rotana ****</p> 	Room Facilities:	Air conditioned rooms with private bath, hair dryer, internet access, kitchenette, mini bar, radio, in-room safe, and satellite TV
	Hotel Facilities:	Restaurant, 24 Hour Room Service, Laundry and Dry Cleaning Service, Bar.
	Location:	Approx 10 minutes taxi ride to the Dubai World Trade Centre
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<p>Qamardeen Hotel & Al Manzil ****</p>	<p>Room Facilities:</p>	<p>Air-conditioned with phone, voice mail, internet connection, mini bar, flat screen TV and tea/coffee facilities.</p>
	<p>Hotel Facilities:</p>	<p>Lobby lounge with coffee shop, restaurant, swimming pool, fitness centre & 24 hour business centre.</p>
	<p>Location:</p>	<p>Approx 15 minutes taxi ride to the Dubai World Trade Centre</p>
	<p>Rates:</p>	<p>Includes taxes and breakfast</p>

<p>Golden Sands 10 Apartments *****</p>	<p>Room Facilities:</p>	<p>Apartments offer two or three bedrooms, fully fitted kitchen and living area with telephone and TV.</p>
	<p>Hotel Facilities:</p>	<p>Internet access, swimming pool, fitness centre, coffee shop and parking.</p>
	<p>Location:</p>	<p>Approx 20 minutes taxi ride to the Dubai World Trade Centre</p>
	<p>Rates:</p>	<p>Two Bedroom Apartment: Three Bedroom Apartment: Includes tax and service</p>

<p>Rimmel Rotana ****</p>	<p>Room Facilities:</p>	<p>Air Conditioning, Tea/Coffee Maker, Internet Access, Hair Dryer, Kitchenette, Telephone, Satellite TV.</p>
	<p>Hotel Facilities:</p>	<p>Restaurant, 24 Hour Room Service, Laundry and Dry Cleaning Service, Bar.</p>
	<p>Location:</p>	<p>Approx 20 minutes taxi ride to the Dubai World Trade Centre</p>
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 <p>Novotel Deira City Centre ****</p>	Room Facilities:	Air Conditioning, In Room Safe, Hair Dryer, Mini Bar, Satellite TV and Telephone and Internet Access
	Hotel Facilities:	Concierge, Dry Cleaning/Ironing, Outdoor Pool, Fitness Centre, Restaurants, Bar, Internet Access and 24 Hour Room Service
	Location:	Approx 15 minutes taxi ride to the Dubai World Trade Centre
	Rates:	Including Tax and breakfast

 <p>Novotel World Trade Centre ****</p>	Room Facilities:	Air-conditioned with phone, voice mail, personal safe, internet connection, and minibar and tea/coffee facilities.
	Hotel Facilities:	Laundry/dry cleaning service, indoor and outdoor parking, meeting rooms, business centre, swimming pool and gym. 24-hour room service, international brasserie, bar and lobby café.
	Location:	On-site
	Rates:	Includes taxes and breakfast

 <p>Ibis Deira City Centre ***</p>	Room Facilities:	Air Conditioning, In Room Safe, Hair Dryer, Mini Bar, Satellite TV and Telephone and Internet Access
	Hotel Facilities:	Concierge, Dry Cleaning/Ironing, Outdoor Pool, Fitness Centre, Restaurants, Bar, Internet Access and 24 Hour Room Service
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	Ibis World Trade Centre ***	Room Facilities:	IDD telephone, data port, safe box at reception, soundproof windows, security locks and individually controlled air conditioning.
	Hotel Facilities:	Laundry/dry cleaning service, parking, 24 hour snack service, coffee shop, Italian restaurant and wine bar	
	Location:	On-site	
	Rates:	Including taxes and breakfast	

**** ALL RATES ARE INCLUSIVE OF TAXES & SUBJECT TO AVAILABILITY AT THE TIME OF BOOKING ****

**** ALL ROOMS ARE FULLY PREPAID TO **EVENTS IN FOCUS** ****

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.

Prices may change due to fluctuating foreign exchange rates

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HOTEL BOOKING FORM

Please fax this form for the attention of Randy Wright on
 Fax No. +44 (0) 207 633 9427 or email: hf@eventsinfocus.net or rwright@eventsinfocus.net

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

REQUIREMENTS

Hotel Name:.....Room Type:.....No. of Rooms:.....

Arrival Date:.....Departure Date:.....No. of Nights:.....

Please note that standard check-in time for hotels is approx 14:00hrs. If your flight arrives early morning & you wish to have immediate access to your room please book from the night before. Standard check-out time is 12noon. If your flight departs late p.m and you wish to have use of your room, please book for an additional night.

WE HEREBY AGREE TO THE ABOVE BOOKING CONDITIONS:-

Company Name:

Address:

Contact Name: Signature:..... Date:.....

mail:

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: (Sorry we can not accept AMEX)

Valid From: Valid To:

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

Name of Cardholder:

**** DO YOU REQUIRE A VISA? – SEE VISA FORM ****

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FLIGHT BOOKING FORM

Please fax this form for the attention of Helen Le Fleming on
 Fax No. +44 (0) 207 633 9427 or email: hf@eventsinfocus.net
 Alternatively, contact Mr. Randy Wright on email rwright@eventsinfocus.net

<u>FLIGHT RESERVATIONS:-</u>			
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:

***** DO YOU REQUIRE A VISA? – SEE VISA FORM *****

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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.

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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 NO. : _____ TYPE OF PASSPORT _____
COUNTRY OF ISSUE : _____ PLACE OF ISSUE _____
DATE OF ISSUE : DAY _____ MONTH _____ YEAR _____
EXPIRY DATE : DAY _____ MONTH _____ YEAR _____
PRESENT ADDRESS : _____
CITY : _____ COUNTRY _____
PHONE NUMBER : _____ FAX NUMBER _____
ARRIVAL DATE : _____
FLIGHT NO. : _____ ARRIVAL TIME _____
DEPARTURE DATE : _____
FLIGHT NO. : _____ DEPARTURE TIME _____

PLEASE NOTE THAT WE CAN NOT PROCESS YOUR VISA WITHOUT A VALID CREDIT CARD

CREDIT CARD TYPE : _____ EXPIRY DATE _____
CREDIT CARD NO. : _____

PLEASE NOTE THAT WE DO NOT ACCEPT AMERICAN EXPRESS

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.**

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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.

If you have any queries on any of the above mentioned points then please feel free to contact us.