

PARTNERS LOGISTICS INFORMATION

17-19
FEB

2025



JAFZA One Convention Centre, Dubai



Day Zero

Monday, 17 February

09:00 – 17:00

- › Workshop
- › Event Preparation and Set-up



DAY - 1

Tuesday, 18th February



08:00 – 16:50

Partner Showcase 4 Seminar Streams

- › Technology
- › Case Studies
- › Masterclass
- › Oil and Gas

3 Panel Discussions and Audience Q&A

18:00 – 22:00

Evening Proceedings Awards Drinks Reception

DAY - 2

Wednesday, 19th February



08:00 – 17:45

Partner Showcase 4 Seminar Streams

- › Megaprojects
- › Innovation
- › Back to Basics
- › Smart Construction

3 Panel Discussions and Audience Q&A

17:00 – 18:00

Evening Proceedings Evening social drinks

Entering the Venue

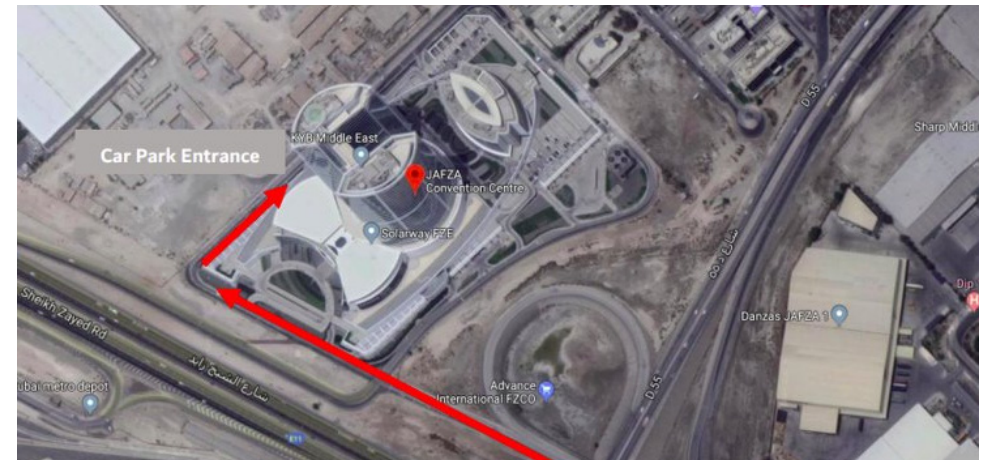
Entrance to the Jafza One Convention Centre (JOCC) on **17–19 February 2025**

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'



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 **17th February, Monday** between **1100 hrs to 1500 hrs**, or **18th 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 17th or 18th February 2025.

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 loading area to the conference area.

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 or Preetul: 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., **19th 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 19th February**. Load-out area will be same as load-in, i.e., from Loading dock.

For our **international partners**– Exhibitors requiring **support to ship their items** must send them to our contractor's office, Xenial Event before **15th February**, with the following details clearly stated:

- | | |
|---------------------------------|--------------------------------|
| > Company Name | > Stand Number |
| > Representative(s) Name | > Date of the Event |
| > Phone Number | > List of Items |
| > Email Address | > Weight of the Package |

Shipping Address:

Office No. 401, Building C-24, Sector E6, Khalifa Street,
Abu Dhabi, Behind FAB Bank

Event Name: PCE UAE 2025

IMPORTANT NOTE:

The Xenial team will transport your items to the venue and place them at your exhibition stand. However, please note there will be an **additional transportation charge from Xenial office to Venue**. Xenial will provide the quote, and exhibitors/partners can pay directly to Xenial. This can be coordinated directly **with Pramit (pramit@xenialevents.com / production@xenialevents.com)** and kindly keep **Amalina, Event Manager (Amalina@projectcontrolexpo.com)** in CC for reference.

Logistics information for partners

Please send us the copy of your collection label and delivery label at **uae_delegate@projectcontrolexpo.com** for our records, no later than **TWO weeks** prior to the event date.

For our international partners– Collecting the goods

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**
- **Date of the Event**
- **List of Items**
- **Weight of the Package**
- **Recipient Full Address**
- **Estimate Pickup Time & Date**

Address for pick-up:

Office No. 401, Building C-24, Sector E6, Khalifa Street, Abu Dhabi, Behind FAB Bank

Leave it at “**Room 20– Xenial Meeting Room**” so Xenial Team can pick it up after our event. However, please note there will be an **additional transportation charge** from **Venue to Xenial Office**. This can be coordinated directly with **Pramit (pramit@xenialevents.com / production@xenialevents.com)** and kindly keep **Amalina, Event Manager (Amalina@projectcontrolexpo.com)** in CC for reference.

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

Wrap-up of stands:

Partners can wrap-up their items for e.g., promotional material, banners etc. (if any), from 18:00 hrs. on 19th February. reference.



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 show the **QR code** from your registration. Alternatively, you may log in to the **Expo App** and display your profile page, 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



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@projectcontrolsexpo.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](#)



17-19 February 2025

JAFZA One Convention Centre, Dubai

World's largest Event for project Controls

CONTACT US TO DISCUSS YOUR PARTICIPATION OPPORTUNITIES:

+44 204 578 0847 | uae_delegate@ProjectControlExpo.com

SPONSORSHIP ENQUIRIES

mike@ProjectControlExpo.com

SPEAKING OPPORTUNITIES

amalina@ProjectControlExpo.com

DELEGATE REGISTRATION

projectcontrolexpo.com/dubai/register

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Project Controls Expo UAE, Middle East

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